

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

April 16, 2024



Clallam County Fire District 3

Meeting Location: 255 Carlsborg Road
360-683-4242, Fax: 360-683-6834
www.ccf3.org

Jeffrey C. Nicholas
Michael Mingee
Bill Miano
Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

April 16, 2024

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, April 2, 2024
- 2.) Payroll and Claims

Regular Business:

Reports – Battalion Chief's Reports

Agenda Bill 1: Resolution and Presentation

Agenda Bill 2: IT Audit

Agenda Bill 3: Volunteer Accident Coverage

Agenda Bill 4: 2024-Q1 Financial Review

Agenda Bill 5: Volunteer Coordinator Position Description and Contract

Agenda Bill 6: Fire Code Technician Position Description and Contract

Agenda Item 7: Status of New Hire and Probationary Firefighter / EMTs and Firefighter / Paramedics

Good of the Order –

4/30/2024 - Workshop

Executive Session

Next Meeting

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

April 2nd, 2024

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee and Bill Miano, Chief Justin Grider, Finance Manager Misty Shaw, Admin. Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Captain Bryan Swanberg, Volunteer Blaine Zechenelly, Citizens Duane and Ernylee Chamlee and Bob Klink. On-Line Attendees FF/PM Bryce McGinley, and Station 33.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, March 19th, 2024
- 2.) Volunteer Reimbursement Q1-2024 \$27,675.00

Commissioner Mingee moved, and Commissioner Miano seconded to approve the Consent Agenda as presented. **MOTION CARRIED.**

Fire Chief's Reports – Chief Grider reported:

- He held a Zoom meeting on March 4th, all District members and CERT members were invited to attend, where he introduced himself and gave a brief overview of who he is and what experience he has; this was a well-attended event.
- There are three recruits enrolled in the State Fire Academy and they are all doing well. Four (4) new hires are in on-boarding process with an anticipated May 1st 2024, start date.
- He has met with all three shifts and plans to meet with admin staff and maintenance soon. One-on-one discussions will take place after input from those meetings is consolidated.
- Other meetings attended in March include the Chamber of Commerce, Sequim Association of Realtors, City of Emergency Management, CERT at which CERT members received a Presidential Awards for their volunteer activities. Chief Grider also met with the Sequim City Manager, with the Sequim Chief of Police, with the Battalion Chiefs and with the Labor Management team.
- DC Hudson and he attended the LERA Conference on March 28th and 29th on best practices in Labor Relations.
- Lastly, Chief Grider attended the Retirement gatherings for four (4) District members.

PUBLIC HEARING: USDA Grant

Chair Nicholas adjourned the regular meeting to provide an opportunity for the citizenry to become acquainted with the proposed project. No public members chose to comment. Blaine shared information

on the USDA Matching Grant acquired to help purchase replacement apparatus. The grant is for up to \$270,000 and will be received from the USDA as the various vehicles are delivered. Blaine will be making a request to extend the deadline of the grant based on the delivery of the various apparatus on order.

At 1:13 pm, Commissioner Mingee moved to adjourn the Public Hearing and Commissioner Miano seconded. **MOTION CARRIED.**

Chair Nicholas called the Regular Meeting back to order.

Agenda Bill 1: Chad Cate Memorial –Community member and former CCFD3 volunteer, Bob Klink shared a drawing and an update on the Fire Hydrant Memorial project in honor of Capt. Cate that he proposed at the Match 19th, 2024, BOC meeting. Securing funds to cover the parts of the Memorial not donated generated conversation. Mr. Klink suggested a pancake breakfast at the Elks Club with off duty District members cooking and serving. The Commissioners were pleased with the work done so far and Mr. Klink agreed to keep them apprised as the project moves forward. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 2: Fire Code Technician Hire – Chief Grider updated the Commissioners on the progress for finding and hiring a 2/3 FTE Fire Code Technician. The city of Sequim and the District will equally share the cost of the position. After interviewing the 3 candidates who applied, John McKenzie was selected to fill the position. The Fire Code Technician will report to BC Turner and will be tasked with working through the large number of inspections that have accrued while the position was vacant. Commissioner Miano moved to hire John McKenzie as the 2/3 FTE Fire Code Technician and Commissioner Nicholas seconded. **MOTION CARRIED.**

Agenda Item 3: Filling the Position of Volunteer Coordinator – As Volunteer Coordinator John McKenzie vacates the position to become the District's Fire Code Technician, staff will be hiring a new Volunteer Coordinator. In 2023, two candidates applied for the position with John McKenzie being hired. Staff are enthusiastic about offering the position to the second candidate. He continues to volunteer with the District and is held in high regard. The Commissioners agreed that the remaining Candidate should be considered before resuming a search for more candidates. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 4: Station 36 – Chief Grider reported that the recruitment of firefighter volunteers for the Lost Mountain Station 36 has not been successful and the Station has become obsolete. The concept of not having the Lost Mountain station and how the community feels abandoned by the District with the sale of Station 36 was discussed. Installing a Connex Box in the area stocked with a CERT cache was considered a good possibility. The Commissioners directed Chief Grider to continue the process of liquidating the Lost Mountain property and to report back to the Commissioners at the next meeting. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 5: Hill International and OAC – Chief Grider provided information and estimates form both Hill International and OAC, discussion was held concerning progressive building vs. standard design and build, modular construction along with financing through the Local program, standard lenders and issuing construction bonds. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 6: WSP Academy – After reviewing the WSP Academy program, cost per student and the benefit to the District of that training, discussion was held comparing the WSP Academy vs. the District’s “in house” training program for new hires. FM Shaw shared a cost only comparison between the two training options and determined that if the group in need of entry level firefighter training was Four (4) or more, the cost of overtime for instructors and backfill, training supplies etc. using the WSP Academy was more fiscally responsible. While numerous ideas were put forth, commissioners were supportive of staff’s recommendation to make informed decisions for the upcoming new hires. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Commissioner Miano will be attending the Olympic Medical Hospital Board meeting.
- Commissioner Nicholas will be attending the Sequim Community Council meeting.
- Commissioner Mingee will be attending the Revenue Advisory Committee meeting.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:55 p.m., expected to last for fifteen (15) minutes under RCW 42.30.110 (g) - RCW 42.30.110 (g), to review the performance of a public employee. In attendance Commissioners Nicholas, Mingee and Miano, Chief Justin Grider, and Admin. Assistant Caity Karapostoles. At 3:10 p.m. Chairman Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

4/16/2024 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:11 p.m.

Jeffrey Nicholas, Chairman

Michael Mingee, Vice Chairman

Bill Miano, Commissioner

Attest: _____
Caity Karapostoles, Admin Assistant



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. Consent Agenda #2

Subject: Approval of Claims and Payroll for the period ending Tuesday, April 16, 2024

Attachments: Accounts Payable Claims and Payroll Registers

Date: Tuesday, April 16, 2024

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

Discussion: Approval of regular claims and payroll expenses as follows:

| | | |
|---|----|---------------------|
| Payroll EFTs and IRS Deposit for Monthly Draw dated: | | March 25, 2024 |
| Totaling: | \$ | 26,540.34 |
| Payroll EFTs and IRS Deposit for Monthly Payroll dated: | | April 10, 2024 |
| Totaling: | \$ | 931,949.02 |
| Accounts Payable Claim Numbers: | | 111930-111997 |
| dated: | | April 16, 2024 |
| Totaling: | \$ | 571,958.72 |
| Total Accounts Payable Claims and Payroll: | \$ | <u>1,530,448.08</u> |

Recommended

Action: Recommended Motion:

Move to approve EFT's and Accounts Payable Claim Numbers: 111930-111997

For a Disbursement Grand Total of: \$ 1,530,448.08

CHECK REGISTER

Clallam County FD 3

Time: 09:51:29 Date: 04/11/2024

03/25/2024 To: 03/25/2024

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|------------------------------|------------|---------|--------|-------|----------|-----------|---|
| 511 | 03/25/2024 | Payroll | 2 | EFT | | 2,000.99 | March 2024 Draw |
| 512 | 03/25/2024 | Payroll | 2 | EFT | | 2,082.45 | March 2024 Draw |
| 513 | 03/25/2024 | Payroll | 2 | EFT | | 761.39 | March 2024 Draw |
| 514 | 03/25/2024 | Payroll | 2 | EFT | | 1,392.60 | March 2024 Draw |
| 515 | 03/25/2024 | Payroll | 2 | EFT | | 1,804.60 | March 2024 Draw |
| 516 | 03/25/2024 | Payroll | 2 | EFT | | 3,627.33 | March 2024 Draw |
| 517 | 03/25/2024 | Payroll | 2 | EFT | | 1,345.42 | March 2024 Draw |
| 518 | 03/25/2024 | Payroll | 2 | EFT | | 490.85 | March 2024 Draw |
| 519 | 03/25/2024 | Payroll | 2 | EFT | | 2,201.25 | March 2024 Draw |
| 520 | 03/25/2024 | Payroll | 2 | EFT | | 2,365.20 | March 2024 Draw |
| 521 | 03/25/2024 | Payroll | 2 | EFT | | 1,499.48 | March 2024 Draw |
| 522 | 03/25/2024 | Payroll | 2 | EFT | | 2,274.81 | March 2024 Draw |
| 523 | 03/25/2024 | Payroll | 2 | EFT | | 929.98 | March 2024 Draw |
| 524 | 03/25/2024 | Payroll | 2 | EFT | | 1,410.93 | March 2024 Draw |
| 525 | 03/25/2024 | Payroll | 2 | EFT | IRS | 2,353.06 | 941 Deposit for Pay Cycle(s) 03/25/2024 - 03/25/2024 |
| 001 Maintenance & Operations | | | | | | 26,540.34 | |
| | | | | | | 26,540.34 | Payroll: 26,540.34 |

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Clallam County FD 3

Time: 09:52:35 Date: 04/11/2024

04/10/2024 To: 04/10/2024

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|----------|-----------|--------------------|
| 584 | 04/10/2024 | Payroll | 2 | EFT | | 10,624.98 | March 2024 Payroll |
| 585 | 04/10/2024 | Payroll | 2 | EFT | | 13,322.41 | March 2024 Payroll |
| 586 | 04/10/2024 | Payroll | 2 | EFT | | 9,024.91 | March 2024 Payroll |
| 587 | 04/10/2024 | Payroll | 2 | EFT | | 10,916.28 | March 2024 Payroll |
| 588 | 04/10/2024 | Payroll | 2 | EFT | | 8,693.22 | March 2024 Payroll |
| 589 | 04/10/2024 | Payroll | 2 | EFT | | 9,852.15 | March 2024 Payroll |
| 590 | 04/10/2024 | Payroll | 2 | EFT | | 4,938.98 | March 2024 Payroll |
| 591 | 04/10/2024 | Payroll | 2 | EFT | | 8,808.27 | March 2024 Payroll |
| 592 | 04/10/2024 | Payroll | 2 | EFT | | 7,646.00 | March 2024 Payroll |
| 593 | 04/10/2024 | Payroll | 2 | EFT | | 5,817.71 | March 2024 Payroll |
| 594 | 04/10/2024 | Payroll | 2 | EFT | | 7,866.96 | March 2024 Payroll |
| 595 | 04/10/2024 | Payroll | 2 | EFT | | 5,252.03 | March 2024 Payroll |
| 596 | 04/10/2024 | Payroll | 2 | EFT | | 7,501.23 | March 2024 Payroll |
| 597 | 04/10/2024 | Payroll | 2 | EFT | | 23,239.75 | March 2024 Payroll |
| 598 | 04/10/2024 | Payroll | 2 | EFT | | 6,236.31 | March 2024 Payroll |
| 599 | 04/10/2024 | Payroll | 2 | EFT | | 5,299.95 | March 2024 Payroll |
| 600 | 04/10/2024 | Payroll | 2 | EFT | | 6,484.61 | March 2024 Payroll |
| 601 | 04/10/2024 | Payroll | 2 | EFT | | 10,113.49 | March 2024 Payroll |
| 602 | 04/10/2024 | Payroll | 2 | EFT | | 5,298.66 | March 2024 Payroll |
| 603 | 04/10/2024 | Payroll | 2 | EFT | | 11,254.61 | March 2024 Payroll |
| 604 | 04/10/2024 | Payroll | 2 | EFT | | 12,638.95 | March 2024 Payroll |
| 605 | 04/10/2024 | Payroll | 2 | EFT | | 7,929.07 | March 2024 Payroll |
| 606 | 04/10/2024 | Payroll | 2 | EFT | | 11,287.99 | March 2024 Payroll |
| 607 | 04/10/2024 | Payroll | 2 | EFT | | 2,853.72 | March 2024 Payroll |
| 608 | 04/10/2024 | Payroll | 2 | EFT | | 6,622.31 | March 2024 Payroll |
| 609 | 04/10/2024 | Payroll | 2 | EFT | | 11,052.70 | March 2024 Payroll |
| 610 | 04/10/2024 | Payroll | 2 | EFT | | 5,559.71 | March 2024 Payroll |
| 611 | 04/10/2024 | Payroll | 2 | EFT | | 8,536.11 | March 2024 Payroll |
| 612 | 04/10/2024 | Payroll | 2 | EFT | | 2,586.95 | March 2024 Payroll |
| 613 | 04/10/2024 | Payroll | 2 | EFT | | 9,802.43 | March 2024 Payroll |
| 614 | 04/10/2024 | Payroll | 2 | EFT | | 7,148.75 | March 2024 Payroll |
| 615 | 04/10/2024 | Payroll | 2 | EFT | | 6,195.72 | March 2024 Payroll |
| 616 | 04/10/2024 | Payroll | 2 | EFT | | 6,888.71 | March 2024 Payroll |
| 617 | 04/10/2024 | Payroll | 2 | EFT | | 10,545.04 | March 2024 Payroll |
| 618 | 04/10/2024 | Payroll | 2 | EFT | | 6,533.53 | March 2024 Payroll |
| 619 | 04/10/2024 | Payroll | 2 | EFT | | 6,963.84 | March 2024 Payroll |
| 620 | 04/10/2024 | Payroll | 2 | EFT | | 8,179.10 | March 2024 Payroll |
| 621 | 04/10/2024 | Payroll | 2 | EFT | | 5,427.63 | March 2024 Payroll |
| 622 | 04/10/2024 | Payroll | 2 | EFT | | 6,485.06 | March 2024 Payroll |
| 623 | 04/10/2024 | Payroll | 2 | EFT | | 3,265.51 | March 2024 Payroll |
| 624 | 04/10/2024 | Payroll | 2 | EFT | | 881.39 | March 2024 Payroll |
| 625 | 04/10/2024 | Payroll | 2 | EFT | | 4,978.16 | March 2024 Payroll |
| 626 | 04/10/2024 | Payroll | 2 | EFT | | 1,312.13 | March 2024 Payroll |
| 627 | 04/10/2024 | Payroll | 2 | EFT | | 9,939.08 | March 2024 Payroll |
| 628 | 04/10/2024 | Payroll | 2 | EFT | | 7,277.64 | March 2024 Payroll |
| 629 | 04/10/2024 | Payroll | 2 | EFT | | 7,777.39 | March 2024 Payroll |
| 630 | 04/10/2024 | Payroll | 2 | EFT | | 5,119.18 | March 2024 Payroll |
| 631 | 04/10/2024 | Payroll | 2 | EFT | | 6,220.34 | March 2024 Payroll |
| 632 | 04/10/2024 | Payroll | 2 | EFT | | 5,151.09 | March 2024 Payroll |
| 633 | 04/10/2024 | Payroll | 2 | EFT | | 6,735.72 | March 2024 Payroll |
| 634 | 04/10/2024 | Payroll | 2 | EFT | | 9,804.67 | March 2024 Payroll |
| 635 | 04/10/2024 | Payroll | 2 | EFT | | 4,322.97 | March 2024 Payroll |
| 636 | 04/10/2024 | Payroll | 2 | EFT | | 8,360.72 | March 2024 Payroll |
| 637 | 04/10/2024 | Payroll | 2 | EFT | | 12,458.38 | March 2024 Payroll |
| 638 | 04/10/2024 | Payroll | 2 | EFT | | 8,557.48 | March 2024 Payroll |
| 639 | 04/10/2024 | Payroll | 2 | EFT | | 5,227.30 | March 2024 Payroll |
| 640 | 04/10/2024 | Payroll | 2 | EFT | | 13,389.93 | March 2024 Payroll |
| 641 | 04/10/2024 | Payroll | 2 | EFT | | 4,580.59 | March 2024 Payroll |
| 642 | 04/10/2024 | Payroll | 2 | EFT | | 10,580.98 | March 2024 Payroll |
| 643 | 04/10/2024 | Payroll | 2 | EFT | | 7,803.58 | March 2024 Payroll |

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CHECK REGISTER

Clallam County FD 3

Time: 09:52:35 Date: 04/11/2024

04/10/2024 To: 04/10/2024

Page: 2

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|------------------------------------|------------|--|
| 644 | 04/10/2024 | Payroll | 2 | EFT | | 9,618.27 | March 2024 Payroll |
| 645 | 04/10/2024 | Payroll | 2 | EFT | | 7,563.68 | March 2024 Payroll |
| 646 | 04/10/2024 | Payroll | 2 | EFT | | 6,318.83 | March 2024 Payroll |
| 647 | 04/10/2024 | Payroll | 2 | EFT | AFLAC - HW462 | 124.57 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - AFLAC Pre-Tax |
| 648 | 04/10/2024 | Payroll | 2 | EFT | BENEFIT SOLUTIONS INC | 28,071.63 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - MERP |
| 649 | 04/10/2024 | Payroll | 2 | EFT | DEPT OF RETIREMENT SYSTEMS - DC | 18,716.64 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - DRS Def Comp |
| 650 | 04/10/2024 | Payroll | 2 | EFT | DEPT OF RETIREMENT SYSTEMS - LEOFF | 87,983.85 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - LEOFF 2 |
| 651 | 04/10/2024 | Payroll | 2 | EFT | DEPT OF RETIREMENT SYSTEMS - PERS | 14,087.10 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - PERS2; Pay Cycle(s) 04/10/2024 To 04/10/2024 - PERS3 |
| 652 | 04/10/2024 | Payroll | 2 | EFT | DI MARTINO ASSOCIATES | 4,027.22 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - Disability |
| 653 | 04/10/2024 | Payroll | 2 | EFT | HRA VEBA TRUST CONTRIBUTIONS | 32,873.24 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - HRA-VEBA; Pay Cycle(s) 04/10/2024 To 04/10/2024 - HRA-VEBA Sick Converted (MM) |
| 654 | 04/10/2024 | Payroll | 2 | EFT | I A FF LOCAL 2933 | 7,650.00 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - Local 2933 Dues |
| 655 | 04/10/2024 | Payroll | 2 | EFT | IRS | 118,429.49 | 941 Deposit for Pay Cycle(s) 04/10/2024 - 04/10/2024 |
| 656 | 04/10/2024 | Payroll | 2 | EFT | NATIONWIDE RETIREMENT SOLUTIONS | 26,363.47 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - Nationwide DC - Regular; Pay Cycle(s) 04/10/2024 To 04/10/2024 - Nationwide DC - ROTH |
| 657 | 04/10/2024 | Payroll | 2 | EFT | TRUSTEED PLANS - 69943 | 104,946.97 | Pay Cycle(s) 04/10/2024 To 04/10/2024 - WFCA PPO-100; Pay Cycle(s) 04/10/2024 To 04/10/2024 - WFCA PPO-300; Pay Cycle(s) 04/10/2024 To 04/10/2024 - WFCA PPO PLUS; Pay Cycle(s) 04/10/2024 To 04/10/2024 |

001 Maintenance & Operations

931,949.02

931,949.02 Payroll: 931,949.02

CHECK REGISTER

Clallam County FD 3

Time: 09:27:04 Date: 04/11/2024

04/16/2024 To: 04/16/2024

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|--------|---|------------|--|
| 725 | 04/16/2024 | Claims | 1 | 111930 | A-1 AUTO PARTS, INC | 941.39 | Valve Stems for H2O Ext; Vehicle Parts - F31/F35; Wiper Blades F15; Bulk Oil; Air filters F70; Fuel filters - lawn mowers; Vehicle parts - F44; Vehicle Parts - F44 |
| 726 | 04/16/2024 | Claims | 1 | 111931 | AG INVESTIGATIONS LLP | 4,312.00 | Career background - Bowe; Career background - Aston; Career background - Oberly; Career Background - Simson; Partial Career Background Check - Taylor |
| 727 | 04/16/2024 | Claims | 1 | 111932 | ALL BATTERY SALES & SERVICE, INC. | 763.95 | Battery - Facility Trailer F-65; Battery - F11 |
| 728 | 04/16/2024 | Claims | 1 | 111933 | ARAMARK | 161.84 | Cleaning services - mats ST33; Cleaning services - mats and laundry - Shop; Cleaning services - mats ST37; Cleaning services - mats ST34; Cleaning services - mats and laundry - Shop; Cleaning services |
| 729 | 04/16/2024 | Claims | 1 | 111934 | AT&T MOBILITY | 91.39 | Wireless Service |
| 730 | 04/16/2024 | Claims | 1 | 111935 | BICKFORD MOTORS | 750.79 | Sender Assembly - F37 |
| 731 | 04/16/2024 | Claims | 1 | 111936 | BRAUN NW, INC. | 218,339.30 | Remount/Refurbish North Star Module on 2023 Ford F450 - VIN2364 |
| 732 | 04/16/2024 | Claims | 1 | 111937 | BUD CLARY FORD HYUNDAI | 63,391.13 | 2023 Ford F150 - VIN: *3592 |
| 733 | 04/16/2024 | Claims | 1 | 111938 | CEDAR GROVE COUNSELING, INC. | 350.00 | Drug Screens - Grider and Caples; Career/Volunteer Drug Screenings - Aston, Bowe, Oberly, Simson, Swanberg |
| 734 | 04/16/2024 | Claims | 1 | 111939 | CENTRAL KITSAP FIRE & RESCUE | 300.00 | KCFTC - Nozzle Forward Trng - Darling |
| 735 | 04/16/2024 | Claims | 1 | 111940 | CENTURYLINK QCC | 7.73 | Long Distance Phone Service |
| 736 | 04/16/2024 | Claims | 1 | 111941 | CENTURYLINK | 1,204.38 | Landline Services |
| 737 | 04/16/2024 | Claims | 1 | 111942 | CITY OF SEQUIM | 905.46 | ST34 Water and Sewer |
| 738 | 04/16/2024 | Claims | 1 | 111943 | C/O PORT ANGELES FIRE CLALLAM CO EMS COUNCIL | 6,000.00 | Q2 2024 EMS Council MPD Fees |
| 739 | 04/16/2024 | Claims | 1 | 111944 | CLALLAM COUNTY CISM TEAM | 300.00 | Annual Support Fee - 2024 |
| 740 | 04/16/2024 | Claims | 1 | 111945 | CLALLAM COUNTY PUBLIC WORKS DEPT | 236.69 | Carlsborg Sewer; Carlsborg Sewer; Carlsborg Sewer |
| 741 | 04/16/2024 | Claims | 1 | 111946 | CLALLAM COUNTY PUD | 5,120.00 | ST36 Electricity; ST33 Water and Electricity; ST32 Water and Electricity; ST35 Electricity; ST34 Electricity; Shop Electricity and Water; ST37 Electricity; Classroom Electricity and Water; Shop/Class |
| 742 | 04/16/2024 | Claims | 1 | 111947 | CO-OP FARM AND GARDEN, INC, THE | 2,542.84 | Fuel Purchases - March 2024 |
| 743 | 04/16/2024 | Claims | 1 | 111948 | CP1, LLC | 2,400.00 | Office Lease - May 2024 |
| 744 | 04/16/2024 | Claims | 1 | 111949 | DAHLL'S UPHOLSTERY | 271.50 | Hose Cover Repair - F50 |
| 745 | 04/16/2024 | Claims | 1 | 111950 | DEPARTMENT OF REVENUE | 105.30 | Q4 2023 Amended Sales & Use Tax Due |
| 746 | 04/16/2024 | Payroll | 1 | 111951 | DEPT OF LABOR & INDUSTRIES | 88,241.76 | 1ST Quarter L&I: 01/01/2024 - 03/31/2024 |

CHECK REGISTER

Clallam County FD 3

Time: 09:27:04 Date: 04/11/2024

04/16/2024 To: 04/16/2024

Page: 2

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|--------|--|-----------|--|
| 747 | 04/16/2024 | Payroll | 1 | 111952 | PFML EMPLOYMENT SECURITY DEPARTMENT - PFML | 15,755.68 | Pay Cycle(s) 01/10/2024 To 01/10/2024 - ESD - PFML; Pay Cycle(s) 02/09/2024 To 02/09/2024 - ESD - PFML; Pay Cycle(s) 03/08/2024 To 03/08/2024 - ESD - PFML |
| 748 | 04/16/2024 | Payroll | 1 | 111953 | EMPLOYMENT SECURITY DEPARTMENT | 5,689.65 | 1st Quarter Unemployment: 01/01/2024 - 03/31/2024 |
| 749 | 04/16/2024 | Claims | 1 | 111954 | EMS CONNECT | 540.00 | EMS/Fire Training Subscription - Apr 2024 |
| 750 | 04/16/2024 | Claims | 1 | 111955 | ERIC JACOBSON | 1,200.00 | IT Consulting Services - Mar 2024 |
| 751 | 04/16/2024 | Payroll | 1 | 111956 | ESD - WA CARES FUND | 7,663.16 | Pay Cycle(s) 01/10/2024 To 01/10/2024 - ESD- WA CARES; Pay Cycle(s) 02/09/2024 To 02/09/2024 - ESD- WA CARES; Pay Cycle(s) 03/08/2024 To 03/08/2024 - ESD- WA CARES |
| 752 | 04/16/2024 | Claims | 1 | 111957 | GALLS, LLC | 1,441.29 | Nomex FF Pants (6) - New Hire Initial - Oberly/Bowe; Nomex Pants (2) - Grider Initial |
| 753 | 04/16/2024 | Claims | 1 | 111958 | GRAINGER | 262.01 | Tire Chain Storage |
| 754 | 04/16/2024 | Claims | 1 | 111959 | Justin M Grider | 33.00 | LERA Conf 03.28.2024-03.29.2024 Dinner Per Diem |
| 755 | 04/16/2024 | Claims | 1 | 111960 | HARBOR AUDIOLOGY & HEARING SERVICES | 330.00 | Hearing Assessment - Bowe; Hearing Assessment - Oberly; Hearing Assessment - Simson; Volunteer Hearing Assessment - L Swanberg; Volunteer Hearing Assessment - Elliott; Career Hearing Assessment - Asto |
| 756 | 04/16/2024 | Claims | 1 | 111961 | HRE, LLC | 5,000.00 | Staff Accountability Survey 03-2023 |
| 757 | 04/16/2024 | Claims | 1 | 111962 | Tony J Hudson | 33.00 | LERA Conf 03.28.2024-03.29.2024 Dinner Per Diem |
| 758 | 04/16/2024 | Claims | 1 | 111963 | IAFC | 260.00 | Annual dues 03.11.2024-03.10.2025 - Grider |
| 759 | 04/16/2024 | Claims | 1 | 111964 | JAMIE PARRISH PLUMBING, INC | 530.05 | Repair/Replace Leaking Kitchen Water Line - Ms Johnson's House |
| 760 | 04/16/2024 | Claims | 1 | 111965 | JAY OEN MOTOR COMPANY | 298.90 | Vehicle Parts; Vehicle Parts - F11; Battery Isolator - F37 |
| 761 | 04/16/2024 | Claims | 1 | 111966 | KENT D BRUCE CO, LLC | 2,443.47 | Vehicle Parts - F66; Toughbook Docking Stn (2) - G16 & G33 |
| 762 | 04/16/2024 | Claims | 1 | 111967 | KRONOS, A UKG COMPANY | 15.99 | WFTS - IVR Service |
| 763 | 04/16/2024 | Claims | 1 | 111968 | Caitlin L Karapostoles | 42.33 | Reimb - Amazon - Photo booth light ring and warranty for banquets and picnics |
| 764 | 04/16/2024 | Claims | 1 | 111969 | Bryant E Kroh | 124.24 | Mileage, per diem and toll reimb - 03.06.2024-03.07.2024 |
| 765 | 04/16/2024 | Claims | 1 | 111970 | L.N.CURTIS & SONS | 368.69 | Pumping & Aerial Apparatus Driver/Op Handbook |
| 766 | 04/16/2024 | Claims | 1 | 111971 | LIFE ASSIST, INC. | 3,401.20 | EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies |
| 767 | 04/16/2024 | Claims | 1 | 111972 | MCKESSON MEDICAL SURGICAL | 122.77 | EMS Supplies; EMS Supplies |

CHECK REGISTER

Clallam County FD 3

Time: 09:27:04 Date: 04/11/2024

04/16/2024 To: 04/16/2024

Page: 3

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|--------|--------|--|-----------|--|
| 768 | 04/16/2024 | Claims | 1 | 111973 | OLYMPIC DISPOSAL MURREYS DISPOSAL COMPANY, INC | 836.13 | Shop/Classroom Garbage and Recycling; ST33, ST37, Shop/Classroom Garbage and Recycling; ST34 Garbage and Recycling |
| 769 | 04/16/2024 | Claims | 1 | 111974 | OLYMPIC AMBULANCE | 24,422.17 | 4Q 2023 EMS Transport Billing Credit |
| 770 | 04/16/2024 | Claims | 1 | 111975 | OLYMPIC MEDICAL CENTER | 668.00 | Career Medical - Grider |
| 771 | 04/16/2024 | Claims | 1 | 111976 | OLYMPIC SPRINGS, INC. | 30.25 | Admin Office Water |
| 772 | 04/16/2024 | Claims | 1 | 111977 | PACIFIC OFFICE EQUIPMENT, INC | 837.67 | Copier Contract Fees - Shop; Copier Contract Fees - ST34; Copier Contract Fees - Admin |
| 773 | 04/16/2024 | Claims | 1 | 111978 | PALADIN BACKGROUND SCREENING LLP | 1,777.00 | Volunteer/Career Backgrounds |
| 774 | 04/16/2024 | Claims | 1 | 111979 | PENINSULA DAILY NEWS | 70.50 | PDN Subscription - 26 Weeks - ST37 |
| 775 | 04/16/2024 | Claims | 1 | 111980 | PENINSULA HEAT | 126.52 | Bid for new gas heater |
| 776 | 04/16/2024 | Claims | 1 | 111981 | PETROCARD INC. | 3,480.68 | Bulk Diesel; Bulk Gasoline |
| 777 | 04/16/2024 | Claims | 1 | 111982 | PRICE FORD, INC. | 863.37 | F66 Vehicle Parts |
| 778 | 04/16/2024 | Claims | 1 | 111983 | SEQUIM MEDICAL ASSOCIATES PLLP | 1,403.00 | Career Medical - Grider; Volunteer Medical - Smithson; Volunteer Medical - Robinson; Volunteer Medical - Jacobs |
| 779 | 04/16/2024 | Claims | 1 | 111984 | SEQUIM-DUNGENESS VALLEY | 205.00 | Chamber membership dues - Grider |
| 780 | 04/16/2024 | Claims | 1 | 111985 | SMARSH, INC. | 66.15 | Web Archive Services - Mar 2024 |
| 781 | 04/16/2024 | Claims | 1 | 111986 | SNOHOMISH REGIONAL FIRE & RESCUE | 200.00 | Speaker Reimb - Attendee: Jeff Albers; Speaker Reimb - Attendee: Bryce McGinley |
| 782 | 04/16/2024 | Claims | 1 | 111987 | SNURE LAW OFFICE, PSC. | 96.00 | Legal Services - General - Mar 2024 |
| 783 | 04/16/2024 | Claims | 1 | 111988 | SNURE SEMINARS | 400.00 | Procurement/Bid Law Update Webinar Department Pass 04.19.2024 |
| 784 | 04/16/2024 | Claims | 1 | 111989 | STRYKER SALES LLC | 60,186.16 | EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; Y2 of 5, LifePak Lease; EMS Supplies |
| 785 | 04/16/2024 | Claims | 1 | 111990 | SUMMIT LAW GROUP | 168.00 | Legal Services |
| 786 | 04/16/2024 | Claims | 1 | 111991 | TARBOO FIRE EXTINGUISHER PROTECTION LLC | 1,414.56 | Fire Extinguisher Annual Certification |
| 787 | 04/16/2024 | Claims | 1 | 111992 | U S FIRE EQUIPMENT, LLC | 1,326.49 | Drain Valve Cable Assbly - F15; Vehicle Parts - F35; Vehicle Parts - F50 |
| 788 | 04/16/2024 | Claims | 1 | 111993 | US BANK-CREDIT CARD | 27,991.56 | US Bank Pcard Statement 03.25.2024 |
| 789 | 04/16/2024 | Claims | 1 | 111994 | CELLULAR VERIZON WIRELESS | 2,743.80 | Cellular Service 02.09.2024-03.08.2024 and Equipment |
| 790 | 04/16/2024 | Claims | 1 | 111995 | WASHINGTON WATER SERVICE COMPANY | 24.93 | ST35 Water |
| 791 | 04/16/2024 | Claims | 1 | 111996 | TERRY A WOOD | 10.89 | Reimb new hire binders (5) |
| 792 | 04/16/2024 | Claims | 1 | 111997 | ZOLL MEDICAL CORPORATION | 317.01 | EMS Supplies |

001 Maintenance & Operations

571,958.72

CHECK REGISTER

Clallam County FD 3

Time: 09:27:04 Date: 04/11/2024

04/16/2024 To: 04/16/2024

Page: 4

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------|------|--------|-------|----------|---------------------|------------|
| | | | | | | Claims: | 454,608.47 |
| | | | | | | 571,958.72 Payroll: | 117,350.25 |

DRAFT



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 3/1/2024 - 3/31/2024

Prepared by: Chris Turner
Battalion Chief - A shift

- **911 Responses for CCFD#3:** See combined BC report.
- **Battalion Chief Administrative Meetings:**
 - Daily shift briefings
 - Staff Meeting at Admin Office: Skipped due to EMS Evaluator 3/26/2024.
 - BC/Chief's Meeting at Admin Office 3/04/2024, 3/18/2024.
 - BOC Meeting 3/19/2024.
 - City of Sequim Building Development Meetings: 3/12/2024 (x2), 3/19/2024, 3/20/2024.
 - Training Committee Meeting: 3/25/2024.
 - Station Visit's & Captain Meeting's: 3/07/2024, 3/15/2024 (x2), 3/31/2024
 - Fire Inspector Candidate Interviews: 3/22/2024
- **Administrative & Assigned Duties:**
 - Telestaff Staffing & Callbacks. *Continue draft of a Telestaff Workflow Manual.*
 - ESO Status:
 - Monthly audit for errors and missing calls. **Only 1 incomplete call at month's end.*
 - Completed Probationary Activities:
 - PM Hagaman passed Engine 37 & Tender 37 operations exams.
 - PM Hagaman took and passed Map Test 6 District Familiarization exam.
 - FF/EMT Stanley passed Rescue 34 (F-22) operations exam.
 - Fire Inspections:
 - Respond to Public Records Request for 651 Garry Oak Dr 3/15/2024.
 - Respond to Public Records Request for S. Bagley Creek Development.
 - Update Hood Inspection results in ESO properties.
- Pre-Fire Plans
 - VFW was led by FF Jake Stanley on 2/13/2024. **(Waiting for Review)**

- Prevention Activities
 - See CRR Report (March 411)
 - City of Sequim Sunshine Festival 3/02/2024 (*E34, E37, & Volunteers*)
 - Sequim High School Career Fair 3/04/2024 (*McKenzie & Turner*)
 - CCFD#3 Smoke Detector install Frederick Dr. 3/15/2024 (*Brygider & Turner*)
 - Sparky's Birthday & Ice Cream Social 3/18/2024 (*Explorer's, Lawson*).
 - Sequim High School Boys Soccer EMS Standby (*Tucker & Boudrou*)
- Public Relations
 - Social Media Posts submitted for:
 - Sparky's Birthday Night, Live Facebook Feed.
 - Sunshine Festival.
 - High School Career Fair.
- Responses.
 - 3/08/2024 Dungeness Chimney Fire & BLS call at Station 34.
 - 3/19/2024 Eight Commercial Fire Alarm Activations at once in Sequim.
 - 3/20/2024 CPR at Elizabeth Lane, ALS Transport. CPR at Island Vista Way.
 - 3/20/2024 Structure Fire at Curlew Ct (Residential RV).
- **A Shift Training:**
 - Renew WA State EMT-P Certification. Renew EMS Evaluator Cert 3/26/2024.
 - Renew NREMT-P Certification 3/15/2024.
 - March Inservice: 3/20/2024
 - 1st quarter EMS Connect & 1st quarter Fire Training as assigned.
 - Managing the Mayday (Day 1) 3/21/2024.
 - Accepted to NFA for Fire Inspection Principles I in April. **Work on Prerequisites.**
 - Technical Rescue Team Drill 3/21/2024 (*Confined Space Instructed by Captain Skov*)
 - Monday Night Volunteer Drill: 3/25/2024.
 - Wildland Refresher Training (Ongoing).
- **Planning and On-Going projects:**
 - Update/Improve Business Inventory Spreadsheet to enhance transition to ESO.
 - Submitted a ticket to ESO for follow up. **In process, second email has been sent.**
 - Monitor and track building projects within CCFD3.
 - Rescue Systems I Planning- Met with DC Brummel at TOC, Build out day set for June.
 - Enhance Pre-Fire Plan program to include truss symbols as reference guides. **In Queue.**
 - Traffic Management procedure updates and distribution of Safety Signs. **In Queue.**
 - CRR Champions meetings and agendas on 3/7/2024. **Next meeting is 4/04/2024.**
 - Monthly Calendar topics reviewed and discussed. April is Volunteer Appreciation.
 - Sign up opportunities established and sent out for Irrigation Festival.
 - Research Sparky the Fire Dog mascot options and present to team.

Clallam County Fire District #3 CRR/Fire Prevention Activity List

| 2024 | | | | | Incident Number | | ICS 411 | | | |
|-------------------|-----------------|---------------------------------------|---|-----------------------------------|----------------------------|----------------------------|-------------------------------------|-------------------------------------|------------------|------------------------|
| Incident Name | | | | Operational Period | | | | | | |
| Check-In Location | | <input type="checkbox"/> DNR Request | <input type="checkbox"/> State Mobilization | <input type="checkbox"/> Contract | <input type="checkbox"/> v | Other: IMT-Team Deployment | | | | |
| No. | Start Date/Time | Resource Name Approx. No. of Hours | CRR Activity | Activity Code | Dist. Resources Used | Total # Persons | Contact Information (Phone #) | Location of Event City and State | Press Release | Incident Assignment |
| 1 | 3/2/2024 | John McKenzie | Engine Visit/EMS Booth | Engine Visit | Face in Hole | | City of Sequim | Sequim, WA | AAR | |
| | 900 | 3.0 Hours | Sequim Sunshine Festival | | Engines | | 360-681-3421 | | | |
| 2 | 3/4/2024 | Chris Turner/Lt. McKenzie | FF Visit | | Bunker Gear | 40 | Sarah Brooks | Sequim, WA | AAR | |
| | 1200 | 3.0 Hour | SHS Career Fair | | | | 360-582-3611 | | | |
| 3 | 3/7/2024 | Chris Turner/Lt. McKenzie | CRR Champion's | | | | | Sequim, WA | | |
| | 1700 | 1.0 Hour | TOC | | | | | | | |
| 4 | 3/7/2024 | Sandy Boudrou | Public CPR | CPR | CPR Manequins | 18 | Sandy Boudrou | Sequim, WA | | |
| | 1830 | 2.5 Hours | CCFD3 TOC Classroom | | | | 425-359-1774 | | | |
| 5 | 3/13/2024 | Joel Bower | Public CPR | CPR | CPR Manequins | 20 | Joel Bower | Sequim, WA | | |
| | 900 | 2.5 Hours | Sunland | | | | 360-461-7390 | | | |
| 6 | 3/14/2024 | Marc Lawson | Public CPR | CPR | CPR Manequins | 11 | Marc Lawson | Sequim, WA | | |
| | 1600 | 2.5 Hours | Sequim Physicians | | | | 360-460-3266 | | | |
| 7 | 3/14/2024 | Brandan Tucker/Sandra B. | EMS Standby | AID | A32 | | Brandan Tucker | Sequim, WA | | |
| | 1830 | 1.5 Hours | SHS Soccer Game | | | | 530-218-3970 | | | |
| 8 | 3/16-17/2024 | Blaine Zechenelly | CERT | PARKING | | | Blaine Zechenelly | Sequim, WA | | |
| | 800 | 16.0 Hours | Soroptomist Garden Show | | | | 360-797-4995 | | | |
| 9 | 3/16/2024 | Blaine Zechenelly | CERT | AID | | | Blaine Zechenelly | Sequim, WA | | |
| | 1730 | 2.0 Hours | Frosty Moss Relay | | | | 360-797-4995 | | | |
| 10 | 3/18/2024 | Chris Turner | Engine Visit | Engine Visit | Antique, Ice Cream | 20 | Chris Turner | Sequim, WA | Facebook | |
| | 1800 | 1.0 Hour | SPARKY'S BIRTHDAY | | | | Sparky, Explorers | | | |
| 11 | 3/26/2024 | Brandan Tucker/Sandra B. | EMS Standby | AID | A32 | | Brandan Tucker | Sequim, WA | | |
| | 1830 | 1.5 Hours | SHS Soccer Game | | | | 530-218-3970 | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 03/01/2024 - 03/31/2024

Prepared by: Stefanie Anderson
Battalion Chief - B shift
BC of Training

▪ **March 911 Responses for CCFD#3:**

| | March 2024 | | | | |
|----------------------------|-------------------|-------------------|--------------|--------------|-----------------|
| | CCFD3 2023 YID | CCFD3 2024 YID | A-Shift (11) | B-Shift (10) | C-Shift (10) |
| Station 31 | 53 | 60 | 8 | 3 | 7 |
| Station 32 | 87 | 98 | 10 | 5 | 9 |
| Station 33 | 382 | 395 | 47 | 46 | 42 |
| Station 34 | 1,337 | 1,561 | 164 | 159 | 156 |
| Station 35 | 31 | 34 | 3 | 5 | 5 |
| Station 36 | 9 | 6 | 1 | 4 | 0 |
| Station 37 | 132 | 119 | 13 | 23 | 11 |
| +242 | 2,031 | 2,273 | 246.00 | 245.00 | 230.00 |
| | 22.57 | 24.98 | 22.36 | 22.27 | 20.91 |
| Avg Runs Per 24-Hour Shift | | | | | |

- Noteworthy calls:

- Structure Fire on 3/21/24 @ Holland Road. Shop fire extended into attic of 2 story home.

▪ **Battalion Chief Administrative Meetings:**

- Daily shift meetings
- Chief Grider Welcome Zoom meeting 03/04/2024
- BC/Chief's Meeting at Administrative Office 03/04/2024 & 03/18/2024

▪ **Administrative/Training Duties:**

- Telestaff Staffing & Callbacks:
 - Mandatories for August for all career: BC (0), Captains (3), FF/PM (0), FF/EMT (0)
- Liaison for 4 probationary FF's at WA State Fire Academy
 - Class of 2024-1: Espinoza, R. Hueter, Pyle
- WA State Fire Academy site visit 03/06/2024
 - Live Fire Testing- Passed by all recruits
- Meeting with West Coast Fire Training Lead and Captain Lawson 03/07/2024
 - Discussed live burn planning and tactics

- Acting Captain Task Book Tactical Scenarios 3/01/24
 - 6 various tactical scenario completions are required for task book. Evaluated on tactics and scene management.
 - Evaluators present were Chief Hudson, Chief Anderson, and Captain Albers.
 - Scenarios offered to all personnel with ACTB's; FF/PM Kroh and FF/PM Church participated.
- Co-Instructed Volunteer Drill on 3/4/24- ITAC and scenarios
- Managing Mayday Class 3/21/24 & 3/23/24
- Training Committee Meeting 03/25/24
 - Rope Rescue PSE
 - Ladder Truck Set Up PSE
 - Advanced Stabilization PSE
 - Mapped out and assigned backfilled shift training for year
 - 2nd- Ladder Truck Set Up
 - 3rd- Skills Lab
 - 4th- Extrication 8 hour: 4th Step requirement
- Approved 18 training requests for upcoming classes/conferences
- Continued planning and advertising to host a Rescue Systems 1 Class June 10-13
- **B Shift Training:**
 - Fire/EMS training as assigned in Target Solutions
 - Increased shift focus on ladder truck training and response
 - PALS training
 - Station 34 crew precepting PM student Ray
- **Planning and On-Going projects:**
 - Continue to improve Target Solutions assignments with AA Coleman
 - Finalized Fire 2024-02 training
 - Continue assisting Vol Coordinator McKenzie with questions in regards to volunteer training and onboarding
 - Reviewing Target Solutions completion status
 - Ongoing validation of Target Solutions assignments completed by members
- **Personal Training:**
 - IFSAC Evaluator Task Book Evaluation 03/06/2024
 - EMS Evaluator Class 03/26/2024

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **4/16/2024**

To: Board of Commissioners

From: Chief Justin Grider

Subject: Resolution 2024-04 Recognition of Blaine Zechenelly and the CERT Program

Recommendation: Staff are recommending the Board approve Resolution 2024-01.

Background: CERT was initiated in 2016, since then Blaine has grown the program to well over 500 members. Blaine and Cindy were recognized in 2020 for their efforts as individuals and now the Peninsula/Coastal Region is being recognized for their work in the community.

Attachments: Resolution No. 2024-01

Alternatives: The Board could choose to amend the resolution or not do one at all.

Fiscal Considerations: It is in the best interest of our citizens that we recognize those members with outstanding achievements for successful morale.



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382
360-683-4242, Fax: 360-683-6834
www.ccf3.org

Jeffrey Nicholas
Michael Mingee
Bill Miano
Commissioners

Justin Grider, Fire Chief

RESOLUTION NO.2024-01

RECOGNITION of VOLUNTEER BLAINE ZECHENELLY and the CERT PROGRAM

BACKGROUND, Serve Washington is the governor's appointed commission dedicated to fostering and encouraging volunteerism across the State of Washington. The Washington State Volunteer Service Awards seek to recognize and honor the multitude of acts of kindness demonstrated by individuals, families, and service groups in communities throughout Washington; and

WHEREAS, nominations for the Washington State Volunteer Service Awards are open to all individuals who have engaged in any form of volunteerism, formal or non-formal, within the past year; and

WHEREAS, a panel comprised of Serve Washington commissioners and community members will be tasked with selecting award recipients; and

WHEREAS, awards will be presented to one individual and one group of volunteers or volunteer program in each of the designated regions across Washington; and

NOW, THEREFORE BE IT RESLOVED that the Board of Commissioner's for Clallam County Fire District 3 commend and honor Blaine Zechenelly for his exemplary dedication to volunteerism and the Commissioners congratulate the Peninsula/Coastal award recipients, and the Eastern Clallam County CERT Program, for their outstanding contributions to the community in the realm of emergency preparedness; and

NOW, THEREFORE BE IT RESLOVED that the Board of Commissioner's for Clallam County Fire District 3 express gratitude to Mr. Charles Meyer for nominating the Eastern Clallam County CERT Program for this esteemed award; and

NOW, THEREFORE BE IT RESLOVED the Board of Commissioners acknowledge the remarkable growth and impact of the Eastern Clallam CERT program since its establishment in 2016, now boasting over 550 members and providing vital support to nearly 40,000 residents in preparation for emergencies and that we recognize the Eastern Clallam CERT Program's pivotal role in the COVID-19 vaccination effort, demonstrating exemplary leadership and collaboration in partnership with the City of Sequim, Clallam Fire District 3, and Jamestown S'Klallam Tribe's Health Services; and

AND, BE IT FURTHER RESLOVED, that the Peninsula/Coastal award will be presented by a Serve Washington Commissioner on April 16th at 1 pm during the Clallam County Fire District 3 board of commissioners meeting, in recognition of the Eastern Clallam County CERT Program's exceptional service to their community.

Resolved this 11th day of April 2024.



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382
360-683-4242, Fax: 360-683-6834
www.ccf3.org

Jeffrey Nicholas
Michael Mingee
Bill Miano
Commissioners

Justin Grider, Fire Chief

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

BY: _____
Commissioner Jeffrey C. Nicholas, Chairman

BY: _____
Commissioner Michael Mingee, Vice Chair

BY: _____
Commissioner Bill Miano, Commissioner

ATTEST: _____
Lori Coleman, District Secretary

DRAFT

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **4/16/2024**

To: Board of Commissioners

From: Chief Justin Grider

Subject: Scope of Work for IT audit

Recommendation: Staff are recommending the Board approve the Scope of Work for the External IT Services Audit.

Background: The District's Commissioners directed staff to hire someone with a background in IT and understanding of the Fire District and Fire Service to perform an external audit of its software. The result of the audit will be to deliver the findings to the Board of Commissioners and answer all questions or concerns.

Attachments: Proposal of Statement of Work by Eric Jacobson.

Alternatives: The Board could choose to cancel.

Fiscal Considerations: It is in the best interest of our citizens that we continually monitor and explore best practices to remain fiscally sound in judgement and action.



External IT Services Audit Statement of Work

April 15th, 2024

Client:

Clallam County Fire District 3
323 N 5th Avenue
Sequim, WA 98382

Vendor:

Eric Jacobson
222 West 12th Street
Port Angeles, WA 98382
360.775.7784

STATEMENT OF WORK

This Statement of Work (“SOW”) is between Clallam County Fire District #3 (“Client”) and Eric Jacobson (“Contractor”), upon acceptance.

This SOW is entered, upon acceptance, by and between the Client and Contractor, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW shall be deemed to be a part hereof. In the event of any inconsistency between the terms of this SOW and the Agreement, the terms of the SOW shall prevail.

Purpose

The purpose of this SOW is agreed to by the parties as follows:

Perform an external audit of the Client’s investment in Information Technology (“IT”) services. Ensure this IT investment is meeting the needs of the Client in an efficient and fiscally responsible manner. Deliver findings to the Client’s Board of Commissioners (“BoC”) and answer all questions or concerns.

Scope of Work

This SOW outlines the tasks and deliverable currently anticipated by the parties during the SOW term. Beginning upon the acceptance of this SOW, the Contractor shall begin performing the following services.

- Perform research and develop a presentation on the current state of the District’s Information Technology investment.
- Update Wide Area Network (WAN), Local Area Network (LAN), and Station 34 Data Center documentation.
- Catalog all active software use and capabilities to look for overlap of software packages.
- Determine utilized and potential interfaces between licensed software platforms.

- Review licensing and support status of all active software platforms.
- Create roadmap of IT hardware and software consolidation to reduce licensing cost burden on future budgets and improve efficiency moving forward.
- Develop BoC presentation to be approved by staff for presentation.

Deliverables

Documentation:

- Wide Area Network (WAN),
- Local Area Network (LAN),
- Station 34 Data Center
- Active IT Software and Services Catalog

BoC Presentation

- Presentation to BoC
- Rough PowerPoint Presentation Story Board
 1. Cover
 2. Service Area
 3. WAN Service Diagram
 4. District Fast Facts
 5. Services List
 6. IT Fast Facts
 7. Station 34 Drop List
 8. Server Room
 9. VMware & SAN
 10. Cloud \ Hybrid
 11. Fiscal Approach – Perpetual Licensing
 12. Changing Market – Subscriptions
 13. Challenges
 14. Road Map
 15. Strategy
 16. Q&A

Acceptance Criteria

The services and deliverables provided by the Contractor will be considered complete by the Client as long as the following conditions are met:

- The documentation is accepted and approved by Client staff.
- The BoC presentation has been performed.

Payment Schedule

Payment of \$2,000 (20 hours at \$100 an hour) shall be made upon approval of Client staff upon completion of this SOW.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **4/16/2024**

To: Board of Commissioners

From: Chief Justin Grider

Subject: Volunteer Members (non-combat/EMS) inclusion into WA State L&I

Recommendation: Staff are recommending the Board protect the District volunteers by entering non-BVFF covered volunteers to be enrolled into WA L&I for a nominal fee paid annually. Staff will pursue.

Background: When the District onboards response volunteers into the organization, they are covered by BVFF for injuries. With the non-combat positions, like CRR volunteers, and admin volunteers they do not qualify for BVFF. In researching a solution to cover members who may be placed in positions where injuries may occur (i.e., climbing ladders to install smoke detectors), WA L&I will provide coverage for members with the District paying an annual fee per member that will cover them should they be injured.

Attachments: None

Alternatives: None

Fiscal Considerations: \$25.00 or less per volunteer member, paid annually to WA State L&I. Staff will look at total impact of how many non BVFF members would qualify and totals.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 4

Board of Commissioners meeting **04/16/2024**

To: Board of Commissioners

From: Misty Shaw, Finance Manager

Subject: 1Q 2024 Financial Reports

Recommendation: No action required, Information only

Background: FM Shaw prepares and presents Financial Reports to the Board of Commissioners on a quarterly basis.

Discussion: FM Shaw will discuss the financial results of the District as of March 31, 2024.

Attachments: 1Q 2024 Financial Reports

Alternatives: N/A

Fiscal Considerations: The Board can review the financial results of the District and use the information for future financial decisions.

Impact to the Community: The Community interests of transparency and accountability are maintained when the financial results of the District are reported and discussed in the open public meeting format.

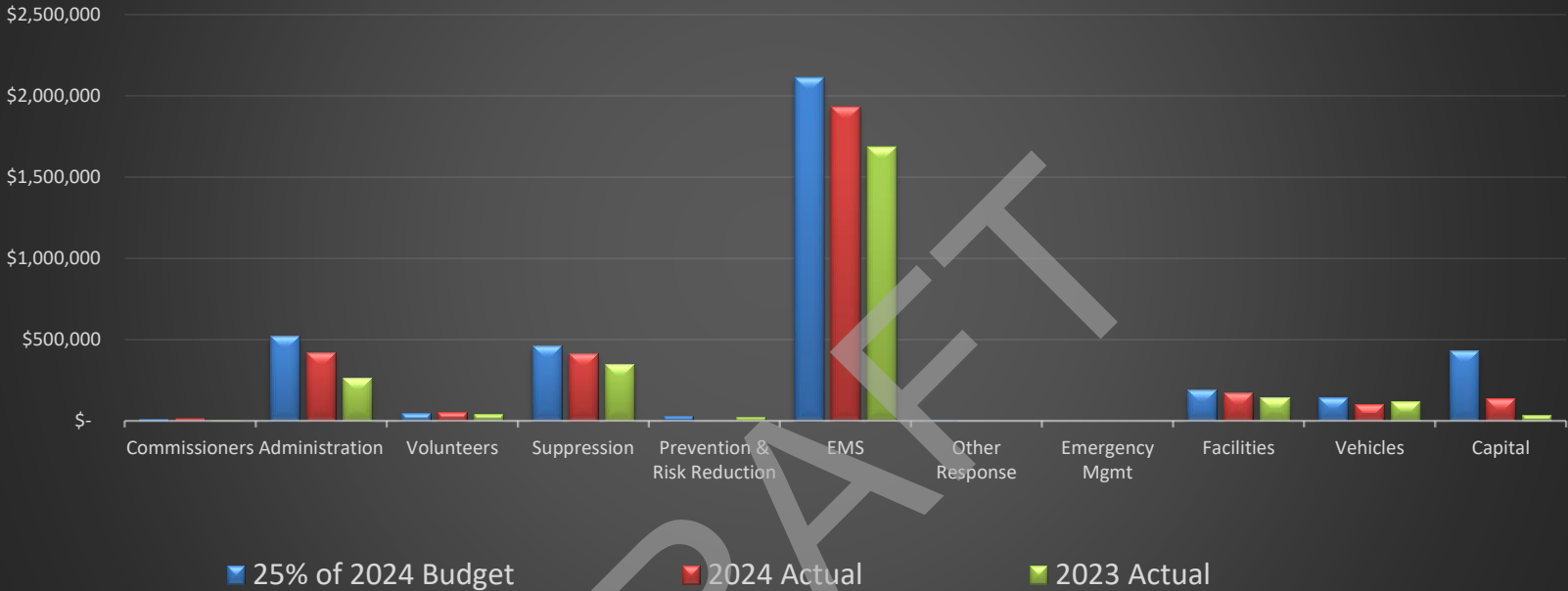
Clallam County Fire District 3
Statement of Revenue
As of March 31, 2024

| | 2024 Annual Budget | Actual as of March 31, 2024 | Difference | Actual Receipts vs. Budget | Notes | Year-to-Year Comparative | | Notes |
|-----------------------|-----------------------|--------------------------------|------------------------|----------------------------------|-------|--------------------------------|-------------------|-------|
| | | | | | | Actual As of March 31, 2023 | Percent Change | |
| Taxes | | | | | | | | |
| General Property Tax | \$ 10,294,726 | \$ 1,451,047 | \$ (8,843,679) | 14.1% | 1 | \$ 1,406,219 | 3.2% | |
| EMS Property Tax | \$ 3,311,074 | \$ 463,896 | \$ (2,847,178) | 14.0% | 1 | \$ 465,001 | -0.2% | |
| Leasehold Excise Tax | \$ 9,000 | \$ 3,542 | \$ (5,458) | 39.4% | | \$ 4,205 | -15.8% | |
| Timber Excise Tax | \$ 16,000 | \$ 203 | \$ (15,797) | 1.3% | | \$ 237 | -14.4% | |
| Total Taxes | \$ 13,630,800 | \$ 1,918,688 | \$ (11,712,112) | 14.1% | | \$ 1,875,663 | 2.3% | |
| State Grant Revenue | \$ 500 | \$ 766 | \$ 266 | 153.2% | | \$ - | - | |
| Federal Grant Revenue | \$ - | \$ - | \$ - | - | | \$ - | - | |
| Sale of County Timber | \$ 266,842 | \$ 143,980 | \$ (122,861) | 54.0% | 2 | \$ 7,267 | 1881.3% | |
| Charges For Services | \$ 140,800 | \$ 5,350 | \$ (135,450) | 3.8% | 3 | \$ 12,782 | -58.1% | |
| Ambulance Services | \$ 120,000 | \$ 31,828 | \$ (88,172) | 26.5% | | \$ 33,290 | -4.4% | |
| Miscellaneous | \$ 467,800 | \$ 96,196 | \$ (371,604) | 20.6% | | \$ 78,227 | 23.0% | |
| Total | \$ 14,626,742 | \$ 2,196,808 | \$ (12,429,934) | 15.0% | 4 | \$ 2,007,228 | 9.4% | |

Clallam County Fire District 3
Statement of Expenditures
As of March 31, 2024

| Department | 2024 Annual Budget | Actual as of March 31, 2024 | Difference | Actual Expenditures vs. Budget | Notes | Year-to-Year Comparative | | Notes |
|-----------------------------|----------------------|-----------------------------|------------------------|--------------------------------|-------|-----------------------------|----------------|-------|
| | | | | | | Actual As of March 31, 2023 | Percent Change | |
| Commissioners | \$ 49,966 | \$ 15,867 | \$ (34,098) | 31.8% | | \$ 5,558 | 185.5% | 1 |
| Administration | \$ 2,098,478 | \$ 421,096 | \$ (1,677,382) | 20.1% | | \$ 262,892 | 60.2% | 2 |
| Volunteers | \$ 199,659 | \$ 50,248 | \$ (149,411) | 25.2% | | \$ 40,355 | 24.5% | |
| Suppression | \$ 1,841,460 | \$ 417,326 | \$ (1,424,135) | 22.7% | 3 | \$ 347,119 | 20.2% | 3 |
| Prevention & Risk Reduction | \$ 115,607 | \$ 2,058 | \$ (113,549) | 1.8% | | \$ 21,222 | -90.3% | |
| EMS | \$ 8,451,117 | \$ 1,933,993 | \$ (6,517,124) | 22.9% | 3 | \$ 1,686,859 | 14.7% | 3 |
| Other Response | \$ 28,450 | \$ 485 | \$ (27,965) | 1.7% | | \$ 500 | -3.1% | |
| Emergency Management | \$ 6,000 | \$ - | \$ (6,000) | 0.0% | | \$ 71 | -100.0% | |
| Facilities | \$ 760,784 | \$ 170,489 | \$ (590,295) | 22.4% | | \$ 144,820 | 17.7% | |
| Vehicles | \$ 582,958 | \$ 103,935 | \$ (479,022) | 17.8% | 4 | \$ 118,419 | -12.2% | 4 |
| Capital | \$ 1,745,200 | \$ 138,506 | \$ (1,606,694) | 7.9% | | \$ 35,268 | 292.7% | |
| Total | \$ 15,879,678 | \$ 3,254,004 | \$ (12,625,674) | 20.5% | 5, 6 | \$ 2,663,084 | 22.2% | |

Expenditures by Department as Compared to 25% of Budget & Prior Year



Clallam County Fire District 3
Notes to March 31, 2024
Financial Statements

Revenue Notes:

- Note 1. General & EMS Property Tax Revenue: The majority of our funds are received in April and October. Collection percentage is comparable with prior year.
- Note 2. Sale of County Timber: Revenue up significantly from last year and compared to budget. However, County projections are now at \$70k less than prior projections that supported the 2024 budget.
- Note 3. Charges for Services: This budget item includes receipts for Wildland Deployments & 2/3 of the cost of the vacant Fire Code Technician.
- Note 4. Total Revenue: The District typically receives approximately 15% of the revenue in the first quarter of each year, thus the reason for the 17% reserve for cash flow needs.

Expenditure Notes:

- Note 1. Commissioners: Costs are up 185% over last year due to increased rate and activity.
- Note 2. Administration: Costs are up 60% due to addition of Finance Manager and Chief, inclusion of Deputy Chief reported under Vehicles in 2023, annual raises, and software costs timing.
- Note 3. Suppression & EMS: Overtime costs are at 30% of budget compared to 18% of budget in 2023.
- Note 4. Vehicle: Costs are down primarily due to the move of the full salary of the Deputy Chief to Administration; fifty percent was reported in Vehicles in prior year.
- Note 5. Total Expenditures: Prior year total expenditures for the first quarter were 18.5% of budget compared with 20.5% in current year demonstrating costs/spending at a higher rate this year.
- Note 6. Total Expenditures: All other expenditure categories were reviewed and no concerns or issues were noted.



Clallam County Finance Department

Rebecca Turner

Deputy Chief Financial Officer

223 EAST FOURTH STREET SUITE 4

PORT ANGELES WA 98362-3015

(p) 360-417-2224 ♦ (f) 360-417-2493

email: rebecca.turner@clallamcountywa.gov

Clallam County Fire District #3
CCFD3 Distribution List
Sequim, WA 98382

September 26, 2023

Dear Alwynn Whitaker,

The Department of Natural Resources has released updated estimates for Timber Revenue based on data through second quarter 2023. After the quarterly update meeting hosted by DNR, and in an effort to assist our Taxing Districts with their budget planning and forecasting, we are providing an updated Timber Revenue estimate for each Taxing District on a quarterly basis.

Below are your Taxing District's Timber Revenue projections, calculated from DNR's data sheet provided to Clallam County, based on your District's proportionate share of DNR harvests in your Taxing District (as determined using the relative Property Tax Levies in your Taxing District):

| 2023 Information | | | | |
|-------------------|------------------|---|-------------------------------------|--------------------------------|
| Original Estimate | Updated Estimate | % Increase (Decrease) in DNR's Estimate | YTD DNR Actual Wired (thru Qtr end) | % Actual Wired vs. Current Est |
| \$ 5,916.06 | \$ 40,842.06 | 590.36% | \$ 10,718.52 | 26.24% |

As of the date of this letter, your Timber Revenue account has been credited: \$ 34,518.96

(Any difference may be attributed to rounding, interest, and/or deposit dates between the date of this letter and the end of the applicable quarter)

DNR provides estimated future revenues of planned timber sales as part of their quarterly updates. These sales may have not happened yet, and DNR cautions that "All numbers are estimates and are subject to change". As with all timber sales, there are a variety of factors that could influence the revenues sent to each Taxing District, including, but not limited to: location(s) of planned sales, timber price fluctuations, road construction, labor shortages, weather-related factors, type of timber sale, payment processing delays by the State due to staffing shortages, etc.

NOTE: As Clallam County has no control over any timber revenues (past, present, or future), due to the factors listed above, the County can make no warranty with respect to accuracy of these estimated figures. Rather, we are providing this information to Taxing Districts as a potential planning aid, and to provide you with additional insight into your DNR-managed Timber Revenues.

Future Year Timber Revenue Projections

| 2024 Projections | | | 2025-on Projections | | |
|------------------|---------------|---------------|---------------------|---------------|---------------|
| 90% | Projected | 110% | 75% | Projected | 125% |
| \$ 201,088.35 | \$ 223,431.50 | \$ 245,774.65 | \$ 431,400.05 | \$ 575,200.06 | \$ 719,000.08 |

As further information becomes available from DNR, we'll distribute it at that time. Please feel to contact me if you have any questions about your revenue figures or if you would like any other information in future updates. If you would like your future updates by email, please contact me at the email address above and send me your contact information.

Rebecca



Clallam County Finance Department

Rebecca Turner

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Clallam County Fire District #3
 CCFD3 Distribution List
 Sequim, WA 98382

September 26, 2023

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| 2023 Information | | | | |
|-------------------|------------------|---|-------------------------------------|--------------------------------|
| Original Estimate | Updated Estimate | % Increase (Decrease) in DNR's Estimate | YTD DNR Actual Wired (thru Qtr end) | % Actual Wired vs. Current Est |
| \$ 1,934.48 | \$ 13,354.82 | 590.36% | \$ 3,504.82 | 26.24% |

As of the date of this letter, your Timber Revenue account has been credited: \$ 18,943.88

(Any difference may be attributed to rounding, interest, and/or deposit dates between the date of this letter and the end of the applicable quarter)

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Future Year Timber Revenue Projections

| 90% | 2024 Projections | | 2025-on Projections | | |
|--------------|------------------|--------------|---------------------|---------------|---------------|
| | Projected | 110% | 75% | Projected | 125% |
| \$ 65,753.27 | \$ 73,059.19 | \$ 80,365.11 | \$ 141,062.19 | \$ 188,082.92 | \$ 235,103.65 |

As further information becomes available from DNR, we'll distribute it at that time. Please feel to contact me if you have any questions about your revenue figures or if you would like any other information in future updates. If you would like your future updates by email, please contact me at the email address above and send me your contact information.

~Rebecca



Clallam County Finance Department

Rebecca Turner

Deputy Chief Financial Officer

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Clallam County Fire District #3
CCFD3 Distribution List
Sequim, WA 98382

March 27, 2024

Dear Alwynn Whitaker,

The Department of Natural Resources has released updated estimates for Timber Revenue based on data through fourth quarter 2023. After the quarterly update meeting hosted by DNR, and in an effort to assist our Taxing Districts with their budget planning and forecasting, we are providing an updated Timber Revenue estimate for each Taxing District on a quarterly basis.

Below are your Taxing District's Timber Revenue projections, calculated from DNR's data sheet provided to Clallam County, based on your District's proportionate share of DNR harvests in your Taxing District (as determined using the relative Property Tax Levies in your Taxing District):

| 2023 Information | | | | |
|-------------------|------------------|---|-------------------------------------|--------------------------------|
| Original Estimate | Updated Estimate | % Increase (Decrease) in DNR's Estimate | YTD DNR Actual Wired (thru Qtr end) | % Actual Wired vs. Current Est |
| \$ 1,934.48 | \$ 49,757.04 | 2472.12% | \$ 49,757.04 | 100.00% |

As of the date of this letter, your Timber Revenue account has been credited: \$ 49,757.02

(Any difference may be attributed to rounding, interest, and/or deposit dates between the date of this letter and the end of the applicable quarter)

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| Future Year Timber Revenue Projections | | | | | |
|--|--------------|--------------|---------------------|---------------|---------------|
| 2024 Projections | | | 2025-on Projections | | |
| 90% | Projected | 110% | 75% | Projected | 125% |
| \$ 48,610.96 | \$ 54,012.18 | \$ 59,413.40 | \$ 88,994.21 | \$ 118,658.94 | \$ 148,323.68 |

As further information becomes available from DNR, we'll distribute it at that time. Please feel to contact me if you have any questions about your revenue figures or if you would like any other information in future updates. If you would like your future updates by email, please contact me at the email address above and send me your contact information.

Rebecca



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Clallam County Fire District #3

CCFD3 Distribution List

Sequim, WA 98382

March 27, 2024

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| 2023 Information | | | | |
|-------------------|------------------|---|---|-----------------------------------|
| Original Estimate | Updated Estimate | % Increase (Decrease) in DNR's Estimate | YTD DNR Actual Wired (thru Qtr end) | % Actual Wired vs. Current Est |
| \$ 5,916.06 | \$ 152,168.27 | 2472.12% | \$ 152,168.27 | 100.00% |

As of the date of this letter, your Timber Revenue account has been credited: \$ 152,168.28

(Any difference may be attributed to rounding, interest, and/or deposit dates between the date of this letter and the end of the applicable quarter)

DNR provides estimated future revenues of planned timber sales as part of their quarterly updates. These sales may have not happened yet, and DNR cautions that "All numbers are estimates and are subject to change". As with all timber sales, there are a variety of factors that could influence the revenues sent to each Taxing District, including, but not limited to: location(s) of planned sales, timber price fluctuations, road construction, labor shortages, weather-related factors, type of timber sale, payment processing delays by the State due to staffing shortages, etc.

NOTE: As Clallam County has no control over any timber revenues (past, present, or future), due to the factors listed above, the County can make no warranty with respect to accuracy of these estimated figures. Rather, we are providing this information to Taxing Districts as a potential planning aid, and to provide you with additional insight into your DNR-managed Timber Revenues.

Future Year Timber Revenue Projections

| 2024 Projections | | | 2025-on Projections | | |
|------------------|---------------|---------------|---------------------|---------------|---------------|
| 90% | Projected | 110% | 75% | Projected | 125% |
| \$ 148,663.30 | \$ 165,181.45 | \$ 181,699.59 | \$ 272,164.38 | \$ 362,885.84 | \$ 453,607.30 |

As further information becomes available from DNR, we'll distribute it at that time. Please feel to contact me if you have any questions about your revenue figures or if you would like any other information in future updates. If you would like your future updates by email, please contact me at the email address above and send me your contact information.

~ Rebecca

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 5

Board of Commissioners meeting **4/16/2024**

To: Board of Commissioners
From: Chief Justin Grider
Subject: Volunteer Coordinator Contract

Recommendation: Staff are recommending the Board approve the Volunteer Coordinator Contract and updated position description..

Background: Filling the Volunteer Coordinator position due to the current Volunteer Coordinator accepting the Fire Code Technician position.

Attachments: Draft Contract and Job Description (For Information)

Alternatives: The Board could choose not to fill the position.

Fiscal Considerations: Part-time budgeted position.



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

360-683-4242, Fax: 360-683-6834

www.ccf3.org

Jeffrey Nicholas

Michael Mingee

Bill Miano

Commissioners

Justin Grider, Fire Chief

EMPLOYMENT AGREEMENT

This Agreement is entered into between Clallam County Fire Protection District No. 3 hereafter referred to as "District" and Chris Lovering hereafter referred to as "Employee".

The District hereby employs Chris Lovering as Volunteer/Training Coordinator, who hereby accepts the employment on the terms and conditions set forth below.

1. **Duties:** The Employee shall perform the following duties:
 - 1.1. Perform such services for the District as directed by the Chief or Deputy Chief in the manner and to the extent permitted by State of Washington laws and in accordance with District policies.
 - 1.2. Perform all duties established by the position description of the position of Volunteer/Training Coordinator, which is incorporated into this Agreement by this reference. The District retains the right to modify the position description during the term of this Agreement.
2. **Hours of Employment:** This position is a non-exempt position under the Fair Labor Standards Act (FLSA). Work hours shall be scheduled by the Fire Chief or designee. The Employee shall work such hours as may be necessary to perform their assigned duties. The Employee shall not work in excess of 20 hours per week without advance approval of the Fire Chief or their designee.
3. **Compensation.**
 - 3.1. **Salary:** For all services rendered by the Employee under this Agreement, the District shall pay the Employee a monthly salary based on the hourly wage of \$32.88 per hour, payable in installments in accordance with the District's normal payroll process.
 - 3.2. **Overtime:** Any time worked in excess of 40 hours per week shall be paid at time and one-half. For the purpose of such compensation, any portion of a fifteen (15) minute period shall be considered fifteen (15) minutes. The overtime rate shall be based on the Employee's hourly wage.
 - 3.3. **Retirement:** The Employee shall be enrolled in the PERS II or PERS III, Washington State Department of Retirement Plan.



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4. **Term:** This Agreement shall commence on May 1, 2024 and shall continue in force until April 30, 2025 unless renewed or terminated as provided by this Agreement.
 - 4.1. **Extensions:** This Agreement may be renewed for additional terms, subject to Board Approval, unless the District exercises its right of non-renewal in the manner specified in Section 4.2.
 - 4.2. **Non-Renewal:** In the event the District does not intend to renew this Agreement or any renewals thereof, the District shall provide the Employee with written notice 60 days prior to the term's expiration. The Employee shall have no property rights to a renewal of this Agreement. The Decision to not renew the Agreement shall be in the sole discretion of the Chief or Board of Commissioners and may be made for any reason with or without cause. Renewal decisions shall be made on an employment at-will basis and shall not be subject to the provisions of Section 5 or Section 6. In the event of non-renewal, the employee shall be paid monthly wages for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred, payment of accrued but unused vacation pay and compensatory time on the date of termination and the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall have no rights to any other Compensation.
5. **Termination without Cause:** The District may terminate the Employee's employment under this Agreement without cause and without advance notice. The Employee shall also be entitled to payment of accrued but unused leave as of the date of termination and shall have the right to buy back accrued sick leave as specified in Addendum A but shall have no rights to any other Compensation.
6. **Termination with Cause:** The District shall have the right to immediately terminate the Employee's services and this agreement for cause as defined below. If terminated for cause, the Employee shall receive payment for their current monthly wage for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred and payment of accrued but unused leave on the date of termination but shall have no rights to any other Compensation. "Cause" for discipline or termination includes but is not limited to:
 - 6.1. Incompetency, inefficiency, or inattention to or dereliction of duty.
 - 6.2. Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the Employee to maintain proper conduct.
 - 6.3. Mental or physical unfitness for the position which the Employee holds.
 - 6.4. Dishonest, disgraceful, immoral, or prejudicial conduct.
 - 6.5. Conviction of a felony, or a misdemeanor involving moral turpitude.



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Commissioners

Justin Grider, Fire Chief

- 6.6. Use of alcoholic beverages or controlled substances to such extent that such use interferes with the efficiency or mental or physical fitness of the Employee, or which precludes the Employee from properly performing their duties.
- 6.7. Failure to perform the duties assigned to the position.
- 6.8. Any other act or failure to act which in the judgment of the Fire Chief is sufficient to show the offender to be an unsuitable and unfit person to hold their position.
7. **Termination by Employee:** The Employee may voluntarily retire or resign with a minimum of 30 days advance written notice, unless such notice is waived in writing, by the Fire Chief. In the event of resignation, the Employee shall receive all Compensation earned prior to the resignation date together with accrued but unused leave and, provided the required notice is provided, the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall not receive any further Compensation.
8. **Mutual Termination:** Both parties shall have the right to terminate this agreement by giving the other party written notification least sixty (60) days prior to the termination of the agreement. No reason need be given to terminate this agreement. If notice is so given, this contract shall terminate on the expiration of the specified time period, and the liability of the parties hereunder for further performance of the terms of this contract shall thereupon cease, but the parties shall not be released from the duty to perform their obligations up to the date of termination.
9. **Working Facilities:** The Employee shall be furnished with such facilities and equipment as are required for the adequate performance of the duties and within the budget limitations of the District.
10. **Annual Evaluation:** The Employee will receive an annual performance evaluation. In November of each year the Employee shall be responsible for scheduling a performance evaluation with their supervisor to be held in the first quarter of the following year.
11. **General Expenses:** The District will reimburse the Employee for reasonable job-related expenses consistent with District policies when approved in advance and on receipt of documentation of such expenses. The Employee, in accordance with District policies, is authorized to expend District funds in the execution of District business and in representing the District at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of District business.
12. **Outside Employment:** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.



Clallam County Fire District 3

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Commissioners

Justin Grider, Fire Chief

- 13. Employment Attention:** The Employee agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interests of the District and the District shall be entitled to all benefits and profits arising from work and services performed during District working hours by the Employee.
- 14. General Provisions:**
- 14.1.** Except as otherwise provided for herein, this Agreement shall constitute the entire agreement between the parties, and shall supersede, modify and/or rescind all prior written and oral understandings and agreements between the parties hereto as to the subject of this Agreement.
 - 14.2.** Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as neither a waiver of any subsequent breach nor a waiver of this provision.
 - 14.3.** No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.
 - 14.4.** Except where inconsistent with the terms hereof, the Employee shall follow all District policies, standard operating procedures, rules, regulations, general orders and general directives.
 - 14.5.** If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
 - 14.6.** The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.
 - 14.7.** At all times, the Employer has been represented by its attorney. The Employee acknowledges that the Employee, at all times, had the right to and the availability of independent counsel of the Employee's choosing in regard to this Agreement, whether or not they chose to exercise that right.



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Jeffrey Nicholas

Michael Mingee

Bill Miano

Commissioners

Justin Grider, Fire Chief

DATED this 1st Day of May , 2024 .

Michael Mingee, Board Chairman

Chris Lovering, Volunteer Coordinator

Jeffrey C. Nicholas, Vice Chairman

Bill Miano, Commissioner

DRAFT



Clallam County Fire District 3

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ADDENDUM A

FRINGE BENEFITS – EMPLOYEE

In accordance with SOP 2415, Part-Time Employees Benefits, the Employee's benefits include:

- 1. Retirement Program:** The Employee shall be enrolled in the Washington State Department of Retirement PERS II retirement plan. Reference: *Appendix 2000A, Employee Handbook.*
- 2. Holiday Leave:** The Employee will be entitled to unpaid holiday leave in accordance with District policy and standard operating procedures. Reference: *SOP 2732, Holiday Leave.*
- 3. Sick Leave:** The Employee will be entitled to Sick leave benefits in accordance with District policy and standard operating procedures. Reference: *SOP 2714, Sick Leave*
- 4. Other Leave Benefits:** The Employee will be entitled to Bereavement, Family Care, and Emergency Leave in accordance with District policy and standard operating procedures. Reference: *Appendix 2000A, Employee Handbook.*
- 5. Training:** The Employee, with the Fire Chief's approval, shall attend at least one training opportunity per annum to develop and maintain their job skills. Reference: *SOP 2740, Education Request Process*



Volunteer/Training Coordinator
Position Description
(Effective, ~~10/2/174/16/2024~~)

FLSA Status: This a non-represented, hourly, overtime-eligible position

Nature and Purpose of Work

The primary purpose of this position is to coordinate the District's volunteer recruitment and retention efforts and to support training program development. Performing within the scope of the District's policies and standard operating procedures, the Volunteer Coordinator supports training program development, coordinates volunteer recruitment, and maintains the Fire District's volunteer retention and training programs. In this capacity, and while operating under the general direction and authority of the District's ~~Assistant Battalion Chief of Operations~~ Training, the Volunteer/Training Coordinator fills a support role that must maintain respectful working relationships with District members and the public. They must carry out their duties in a collaborative manner that fosters the respect of fellow members, meets the District's performance requirements, and provides effective program success. The Volunteer/Training Coordinator's conduct and workplace performance shall be guided by and remain consistent with the District's Mission and Values. The Volunteer/Training Coordinator's ultimate duty is to assure overall effectiveness of the District's volunteer programs.

Supervision Received

The Volunteer/Training Coordinator works under the general policy direction of the ~~Assistant Battalion Chief - Operations & of~~ Training for all matters related to performing their duties and responsibilities, such as but not limited to: assigned projects, performance appraisal, member relations, work related practices, performance effectiveness and responsiveness, thus in conformance with the District's expectations and discipline.

Supervision Exercised

The Volunteer/Training Coordinator may be assigned coordination responsibility for organizing and supporting specific projects, tasks, and/or events. In these cases, the Volunteer/Training Coordinator operates under the delegated authority of the ~~Battalion Chief of Training Assistant Chief - Operations & Training~~. When coordination responsibilities are assigned, the Volunteer/Training Coordinator operates in consultation with their supervisor and is expected to exercise sound judgment in providing the corresponding organization and coordination.

Essential Job Functions

The duties and responsibilities represented in this position description are illustrative and not intended to imply that these are the only duties to be performed. The Volunteer/Training Coordinator's principle duties include, but are not limited to the following, which are not listed in any particular order of importance or significance. The Volunteer/Training Coordinator shall be responsible for:

1. Coordinating and managing volunteer programs, specifically to include assuring compliance with participation requirements, reimbursement policies, scheduling, training, etc.

Position Description

Volunteer/Training Coordinator

2. Developing training standards, programs, materials and curriculum in accordance with the best practices of Fire service.
3. Assisting the ~~Battalion Chief of Training Assistant Chief – Operations & Training~~ with developing, implementing, and maintaining recruitment and retention programs, materials, equipment, and displays.
4. Monitoring program success, researching new programs, and monitoring the development of new recruits.
5. Providing support to volunteers, to include: assisting with issuing PPE, training, coordinating volunteer activities and other duties as assigned.
6. Scheduling recruitment and retention activities at community events, developing public relations with the media as well as new partnerships with local businesses, schools, civic organizations, and other community groups as it pertains to the recruitment and retention of volunteers.
7. Serving as a point of contact to volunteers and disseminating pertinent information regularly to all groups.
8. Participating in training activities, which may include acting as an instructor as needed.
9. Communicating regularly with duty crews regarding volunteer performance and participation.
10. Developing and facilitating a volunteer mentoring program.
11. Working in conjunction with the ~~Battalion Chief of Training Assistant Chief – Operations & Training~~ to develop and coordinate training programs.
12. Assisting the ~~Battalion Chief of Training Assistant Chief – Operations & Training~~ with the coordination and facilitation of volunteer selection and on-boarding processes.
13. Monitoring volunteer participation compliance, communicating with the ~~Battalion Chief of Training Assistant Chief – Operations & Training~~ to ensure compliance with activity and training requirements.
14. Developing, implementing, and facilitating performance appraisal programs for Volunteers.
15. Assisting the ~~Battalion Chief of Training Assistant Chief – Operations & Training~~ with Volunteer Recruit Academy and new member orientations.
16. Accurately documenting and reporting Volunteer activities and participation.
17. Coordinating and/or assisting with Volunteer functions, such as graduation ceremonies, award presentations, etc.

Note: The following assignment and description of specific duties may be modified or re-distributed on a case-by-case basis in order to meet the District's need to: balance workloads to accommodate special projects; associate duties with required credentials; improve efficiency by aligning duties to match with individual expertise, strengths, and skill sets; broadening skills and experience for the purpose of fostering professional development and to support succession planning efforts, etc.

Knowledge, Skills and Abilities

While requirements may represent the minimum levels of knowledge, skills and abilities, to perform this position successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. The Volunteer/Training Coordinator must possess good character and the ability to effectively work well with others as a contributing team member who is able to learn quickly and

Position Description

Volunteer/Training Coordinator

follow directions. They must have a good working knowledge of the District's policies and standard operating procedures and the ability to work effectively under pressure as necessary.

In addition, and as is commensurate and/or applicable to their assignment, the Volunteer/Training Coordinator must also possess the:

1. Maintaining required certifications and job related qualifications through continuing education.
2. Operating within the terms and conditions of all the applicable policies, regulations, collective bargaining agreements, standard operating procedures, and acceptable workplace practices.
3. Maintaining confidentiality with issues and information discussed at staff or other meetings that are considered confidential in nature.
4. Filling a leadership role in advocating for and maintaining a safe work place environment.
5. Assisting with the District's strategic planning efforts to include the development of volunteer program goals and objectives that support mandated requirements and operational needs.
6. Attending staff, committee, and officers' meetings as well as other applicable regional meetings.
7. Attending conferences, schools, classes, and various meetings to keep abreast of new techniques, developments, laws, and regulations in order to properly, effectively, and efficiently assist with the position's given duties and responsibilities.
8. Driving and operating vehicles as assigned.
9. Ability to work independently as well as establish and maintain harmonious relations with others both inside and outside the organization.

Note: The statements contained above reflect general details as necessary to describe the principle functions of this position along with the level of knowledge and skills typically required for this scope of responsibility, but should not be considered as an all-inclusive listing of actual work requirements.

Characteristics of a Successful Performer

The successful Volunteer/Training Coordinator must be an action-oriented individual with a passion for volunteer service. They must be a person who can operate effectively within a demanding and stressful environment. To be successful, they must operate with a strong customer service orientation and the ability to effectively respond to a broad range of fire department needs, as well as the needs of other departments, and the general public while operating in a culturally diverse community.

Physical Demands

The Volunteer/Training Coordinator will be required to work in office, classroom, and drill ground environments that may have limited access to sunlight. They may occasionally be expected to drive while doing errands, and/ or traveling to conferences or meetings. Their duties may require sitting for long periods of time using a computer and key board, kneeling and bending to retrieve objects from the ground, and walking through office spaces, equipment bays, and on the uneven surfaces of a drill ground. Their duties may require the dexterity and coordination needed to handle fire equipment, apparatus, large and small tools, and lift objects weighing up to 50 lbs. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and the ability to adjust focus from detailed work. The Volunteer/Training Coordinator must have the ability to conduct coherent face-to-face voice communication as well as via telephone.

Position Description

Volunteer/Training Coordinator

Accommodations – The successful applicant must be able to perform the essential duties of the position with or without an accommodation.

Work Place Conditions

While performing the duties of this job, the Volunteer Coordinator regularly works both inside and outside and in inclement weather. The Volunteer Coordinator occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate in a normal office setting and may be loud at hands-on training events. The Volunteer Coordinator must be able to perform those physical activities normally encountered in an office environment, which includes sitting, reading, typing, talking, and hearing in person and on the phone, limited hand and arm motion, the general ability to be mobile, and all other physical activities as required for the performance of essential functions.

Recruiting Requirements

Eligible candidates for this position must possess adequate knowledge and experience to perform and demonstrate the essential abilities and qualifications of the position. Eligible applicants must:

As a minimum:

- Possess a high school diploma or GED.
- Possess a combination of relevant education, experience, and training that demonstrate the ability to perform the essential functions of the position.
- Possess or be able to obtain a minimum of CPR and first-aid certification within 90 days of hire.
- Possess or be able to obtain a Washington State driver's license within two months of hire.
- Possess and maintain an acceptable driving record in accordance with District policy.
- Possess knowledge and experience in working with volunteer programs and personnel.
- Possess and maintain sound moral character, temperament and industrious work habits.
- Be able to satisfactorily complete a pre-employment background investigation inclusive of a criminal records check.

Desired qualifications

- Five (5) years teaching and/or training experience preferred.
- IFSAC Fire Service Instructor I certification, or equivalent.
- Emergency Medical Technician certification.
- Experience in effective volunteer recruitment and retention activities.
- Experience in public speaking and public presentations.
- Demonstrated program development and project management experience.
- Have a working knowledge of clerical filing systems and proficient computer skills, including the use of Microsoft Office.
- Availability to work a flexible schedule, including some evenings or weekends.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 6

Board of Commissioners meeting **4/16/2024**

To: Board of Commissioners

From: Chief Justin Grider

Subject: Fire Code Technician Contract

Recommendation: Staff are recommending the Board approve the Fire Code Technician Contract and updated position description.

Background: The Board of Commissioners directed staff to fill the vacant Fire Code Technician position.

Attachments: Draft Contract and Job Description (For Information)

Alternatives: The Board could choose not to fill the position.

Fiscal Considerations: Part-time budgeted position.



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www.ccf3.org

Jeffrey Nicholas

Michael Mingee

Bill Miano

Commissioners

Justin Grider, Fire Chief

EMPLOYMENT AGREEMENT

(Effective, 5/1/2024)

This Agreement is entered into between Clallam County Fire Protection District No. 3 hereafter referred to as "District" and John McKenzie hereafter referred to as "Employee".

The District hereby employs John McKenzie as a Fire Code Technician, who hereby accepts the employment on the terms and conditions set forth below. The position of Fire Code Technician is a part time position. The Employee is further covered by the policies, rules and regulations as adopted by the District governing the operations of the District relating to wages, hours, and the employment conditions not explicitly stated in this contract agreement.

1. **Duties:** The Employee shall perform the following duties:
 - 1.1. Perform such services for the District as directed by the Chief or Deputy Chief in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners.
 - 1.2. Perform all duties established by the position description of the position of Fire Code Technician, which is incorporated into this Agreement by this reference. The District retains the right to modify the position description during the term of this Agreement.
2. **Hours of Employment:** This position is a non-exempt position under the Fair Labor Standards Act (FLSA). Work hours shall be scheduled by the Fire Chief or designee. Employee shall work such hours as may be necessary to perform the assigned duties. Employee shall not work in excess of 26.6 hours per week without advance approval of the Fire Chief or their designee.
3. **Compensation.**
 - 3.1. **Salary:** For all services rendered by the Employee under this Agreement, the District shall pay the Employee a monthly salary based on the hourly wage of \$32.48 per hour, payable in installments in accordance with the District's normal payroll process.
 - 3.2. **Overtime:** Any time worked in excess of 40 hours per week shall be paid at time and one-half. For the purpose of such compensation, any portion of a fifteen (15) minute period shall be considered fifteen (15) minutes. The overtime rate shall be based on the Employee's hourly wage.
 - 3.3. **Retirement:** The employee shall be enrolled in the PERS II or PERS III, Washington State Department of Retirement Plan.
 - 3.3. **Fringe Benefits:** The Employee shall receive the Fringe Benefits as set forth in Addendum A, Fringe Benefits – Employee.



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4. **Term:** This Agreement shall commence on May 1, 2024, and shall continue in force until April 30, 2025.
 - 4.1 **Non- Renewal:** In the event the District does not intend to renew this agreement or any renewals thereof, the District shall provide the Employee with written notice 60 days prior to the term's expiration. The employee shall have no property rights to a renewal of this Agreement. The Decision to not renew the Agreement shall be in the sole discretion of the Chief or Board of Commissioners and may be made on an employment at will basis and shall not be subject to the provisions of Section 5 or Section 6. In the event of non-renewal, the employee shall be paid monthly wages for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred, and the Employee shall have the right to buy back accrued sick leave as specified in Addendum A but shall have no rights to any other Compensation.
5. **Termination without cause:** The District may terminate the Employee's employment under this agreement without cause and without advanced notice. The Employee shall also be entitled to payment of reimbursement of unpaid general expenses incurred, and the Employee shall have the right to buy back accrued sick leave as specified in Addendum A but shall have no rights to any other Compensation.
6. **Termination with Cause:** Provided the employee has been afforded their rights to corrective discipline, administered in accordance with the District's disciplinary policies and guidelines, the District shall have the right to immediately terminate the Employee's services and this agreement for cause as defined below. If terminated for cause, Employee shall receive payment for Employee's current monthly wage for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred on the date of termination but shall have no rights to any other Compensation. "Cause" for discipline or termination includes but is not limited to:
 - 6.1. Incompetency, inefficiency, or inattention to or dereliction of duty.
 - 6.2. Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the Employee to maintain proper conduct.
 - 6.3. Mental or physical unfitness for the position which the Employee holds.
 - 6.4. Dishonest, disgraceful, immoral, or prejudicial conduct.
 - 6.5. Conviction of a felony, or a misdemeanor involving moral turpitude.
 - 6.6. Use of alcoholic beverages or controlled substances to such extent that such use interferes with the efficiency or mental or physical fitness of the Employee, or which precludes the Employee from properly performing the functions and duties of the position of Employee.
 - 6.7. Failure to perform the duties assigned to the position.



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- 6.8. Any other act or failure to act which in the judgment of the Fire Chief is sufficient to show the offender to be an unsuitable and unfit person to hold the position of Employee.
7. **Termination by Employee:** Employee may voluntarily retire or resign with the minimum of 30 days advance written notice stipulated in District guidelines, unless such notice is waived in writing, by the Fire Chief. In the event of resignation, the Employee shall also be entitled to payment of reimbursement of unpaid general expenses incurred, and the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall have no rights to any other Compensation.
8. **Mutual Termination:** Both parties shall have the right to terminate this agreement by giving the other party written notification least sixty (60) days prior to the termination of the agreement. No reason need be given to terminate this agreement. If notice is so given, this contract shall terminate on the expiration of the specific time period, and the liability of the parties hereunder for further performance of the terms of this contract shall thereupon cease, but the parties shall not be released from the duty to perform their obligations up to the date of termination.
9. **Working Facilities:** The Employee shall be furnished with such facilities and equipment as are required for the adequate performance of the duties and within the budget limitations of the District. This shall include a vehicle of the District's choice to be used during business hours and for District business only.
10. **Annual Evaluation:** The Employee will receive an annual performance evaluation in accordance with the applicable District standard operating procedures. Reference: SOP 2450, Performance Management.
11. **General Expenses:** The District will reimburse the Employee for reasonable job related expenses consistent with District policies when approved in advance and on receipt of documentation of such expenses. The Employee is authorized to expend District funds in the execution of District business and in representing the District at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of District business.
12. **Employment Attention:** The Employee agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interests of the District and the District shall be entitled to all benefits arising from work and services performed during District working hours by the Employee.
13. **Outside Employment:** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.
14. **General Provisions:**



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1. **Entire Agreement:** The foregoing constitutes the entire Agreement between the parties and no modification of any of the provisions of this Agreement shall be binding upon either the Employee or the District unless in writing and signed by both parties. This Agreement shall be governed by the applicable State of Washington laws.
2. **Notices:** Any notice required or permitted to be given under this Agreement shall be sufficient if it is in writing and is sent by registered or certified mail to the Employee's residence or the District's principle business office.
3. **Severability:** If any provision, or any portion thereof, contained in this Agreement is held to be invalid, unenforceable, or unconstitutional, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
4. Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as neither a waiver of any subsequent breach nor a waiver of this provision.
5. No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.
6. Except where inconsistent with the terms hereof, Employee shall follow all Employer policies, procedures, rules, regulations, general orders and general directives.
7. The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.



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Bill Miano

Commissioners

Justin Grider, Fire Chief

DATED this 1st Day of May , 2024.

Michael Mingee, Board Chairman

John McKenzie, Fire Code Technician

Jeffrey C. Nicholas, Vice Chairman

Bill Miano, Commissioner

DRAFT



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Addendum A: Fringe Benefits – Employee

Addendum A: Fringe Benefits – Employee

In accordance with the Fire Code Technician's Employment Agreement and District policy, the Employee's benefits include:

- 1. Retirement Program:** While employed with the District, the Employee shall be enrolled in the Washington State Department of Retirement Systems PERS retirement plan.
- 2. Holiday Leave:** The Employee will be entitled to holiday leave in accordance with District policy and standard operating procedures. Reference: SOP 2732, Holiday Leave.
- 3. Sick Leave:** The Employee will be entitled to Sick leave benefits in accordance with District policy and standard operating procedures. Reference: SOP 2714, Sick Leave.
- 4. Other Leave Benefits:** The Employee will be entitled to receive Bereavement, Family Care, and Emergency Leave in accordance with District Policies.
- 5. Training:** Employee, with the approval of the Fire Chief, shall attend at least one training opportunity per annum to maintain and improve job skills as set forth in Policy 2740, Education Request Process.



Fire Code Technician Position Description (Effective, 8/1/2022~~4~~/16~~2024~~)

FLSA Status: This is a non-represented, non-exempt position

Nature and Purpose of Work

The Fire Code Technician is responsible for conducting fire and life safety inspections and providing education to the public about related safety codes. Performing within the scope of the District's policies and standard operating procedures, the Fire Code Technician performs work commonly associated with fire prevention, fire inspection, public education, and community risk reduction. These duties are varied and may require analyzing facts and using judgment to determine the proper course of action within adopted procedures and legal limits. Work is performed under varying hours, varying conditions, and situations involving not only District members, but other agencies, private companies, and individuals.

The Fire Code Technician fills a highly public position that must maintain respectful working relationships with the business community, associate agencies, management team members, and all other members. They must carry out their duties in a collaborative manner that fosters the respect of fellow members, meets the District's performance requirements, and provides effective customer service to the public. The Fire Code Technician's conduct and workplace performance shall be guided by and remain consistent with the District's Mission and Values. The Fire Code Technician's principle duty is to support the principles of community risk reduction through the application of fire and life safety code enforcement.

Supervision Received

The Fire Code Technician works under the general policy direction of ~~an~~ the Assistant Battalion Chief of Community Risk Reduction (CRR) for all matters related to their duties and responsibilities including project assignments, performance appraisals, member relations, work related practices, performance effectiveness and responsiveness, thus in conformance with the District's expectations and discipline.

Supervision Exercised

The Fire Code Technician may be assigned coordination responsibility for organizing and supporting specific projects, tasks, or events. In these cases, the Fire Code Technician operates under the delegated authority of their supervisor. When coordination responsibilities are assigned, the Fire Code Technician operates in consultation with their supervisor and is expected to exercise sound judgment in providing the corresponding organization and coordination.

Essential Job Functions

The duties and responsibilities represented in this position description are illustrative and not intended to imply that these are the only duties to be performed. The Fire Code Technician's principle duties include, but are not limited to, the following which are not listed in any particular order of importance or significance. The Fire Code Technician shall be responsible for:

1. Conducting inspections and re-inspections of commercial occupancies within the Fire District, in accordance with the guidelines of the inspection contracts between the District and associate agencies such as Clallam County Department of Community Development and the City of Sequim.
2. Maintaining accurate files, records, and correspondence relative to each occupancy.
3. Filing activity reports related to their areas of responsibility and provides an annual report as required.
4. Providing training to District members for the duties of company level community risk reduction.
5. Arranging inspection schedules for District members as required for company level community risk reduction assistance.
6. Providing technical assistance, to District members for company level community risk reduction.
7. Assisting in the review of plans for new or remodeling developments and building construction from initial verbal stages to final occupancy as directed.
8. Assisting and/or participating in community events, lectures to civic groups, school classes; and meeting with other interested parties on fire and life safety practices as they directly pertain to code compliance.
9. Maintaining certification in the adopted Fire Code of Washington State and required by the District.
10. Projecting an image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.
11. Accepting training opportunities and additional responsibilities as the growth of the District may require.
12. Performing other duties as assigned by the Assistant Fire Chief/Fire Marshal.

Knowledge, Skills and Abilities

While requirements may represent the minimum levels of knowledge, skills and abilities, to perform this position successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. The Fire Code Technician must possess good character and the ability to effectively work well with others as a contributing team member who is able to learn quickly and follow directions. They must have a good working knowledge of the District's policies and standard operating procedures and the ability to work effectively under pressure as necessary. In addition, and as is commensurate and/or applicable to their assignment, the Fire Code Technician must also possess the:

1. Ability to manage multiple and competing demands for service, conflicting deadlines, and remain on task despite numerous interruptions.

2. Ability to maintain the confidentiality of District operations including code enforcement matters, member issues, and medical information relating to members and patients.
3. Ability to maintain a high degree of proficiency in the use of Microsoft® Office Suites including Word, Excel, PowerPoint, and Outlook, as well as the ability to learn and become proficient with specialized software programs such as Telestaff and FireRMS.
4. Ability to follow directions and to carry out instructions effectively.
5. Ability to communicate effectively in English, both orally and in writing, in a clear and concise manner.
6. Ability to cope with situations firmly, courteously, tactfully, with strong moral character, and with respect for each citizen's individual rights.
7. Ability to establish and maintain effective working relationships with business owners, associates agencies, citizens, and other District members.
8. Ability to maintain composure and self-control under adverse and stressful conditions (i.e., public inquiry, compressed deadlines, sensitive and/or complex code enforcement matters, audits, etc.).
9. Ability to work independently as well as establish and maintain harmonious relations with others both inside and outside the organization.

Note: The statements contained above reflect general details as necessary to describe the principle functions of this position along with the level of knowledge and skills typically required for this scope of responsibility, but should not be considered as an all-inclusive listing of actual work requirements.

Characteristics of a Successful Performer

The successful Fire Code Technician must be an action-oriented individual with a passion for public service. They must be a person who can operate effectively within a demanding and stressful public environment. To be successful, they must operate with a strong customer service orientation along with the ability to effectively respond to a broad range of fire department needs, as well as the needs of associate agencies, and the general public while operating in a culturally diverse community.

Physical Demands

The Fire Code Technician will be required to work in both an office environment and in the field, walking through office and retail spaces, manufacturing, and storage facilities, etc. This exposes them to walking on all types of surfaces, including both rough and smooth. They are routinely expected to drive to and from businesses throughout the District, to meetings, training, and conferences. Their duties may require the ability to stand, sit, maintain balance, climb stairs and ladders, kneel, bend, stoop, crouch, reach, push, pull, twist, crawl, utilize finger dexterity, lift and carry a minimum of 25 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and the ability to adjust focus from detailed work. The Fire Code Technician must have the ability to conduct coherent face-to-face voice communication as well as via telephone.

Accommodations – The successful applicant must be able to perform the essential duties of the position with or without an accommodation.

Work Place Conditions

While performing the duties of this position, the Fire Code Technician must be able to perform those physical activities normally encountered in an office environment, which includes sitting, reading, typing, talking, hearing and understanding face-to-face voice as well as phone communication, limited hand and arm motion, the general ability to be mobile, and all other physical activities as required for the performance of essential functions.

Recruiting Requirements

Eligible candidates for this position must possess adequate knowledge and experience to perform and demonstrate the essential abilities and qualifications of the position. Eligible applicants must:

- Possess a high school diploma or GED.
- Have proof of eligibility for employment in the United States.
- Possess and maintain a valid Washington State driver's license.
- Possess a combination of education, experience, and training that demonstrate the applicant's ability to perform the essential functions of the position.
- Possess or be able to obtain International Code Council Fire Inspector 1 within 6 months.
- Possess or be able to obtain International Code Council Fire Inspector 2 within 12 months.
- Possess or be able to obtain International Code Council Fire Plans Examiner within 24 months.
- Be able to satisfactorily complete a pre-employment background investigation inclusive of a criminal records check.
- Be in sufficient good health and physical condition to fully perform the requirements of this position.
- Not be drug or alcohol dependent.
- Meet the District's professional appearance standards.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 7

Board of Commissioners meeting **04/16/2024**

To: Board of Commissioners

From: Chief Justin Grider

Subject: Status of New Hire and Probationary Firefighter / EMTs and Firefighter / Paramedics

Recommendation: None

Background: Commissioner Minge asked that this be added to the agenda.

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