

**Service Driven Through Excellence and Innovation**



**UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR**

**Board of Commissioners' Meeting**  
**March 19, 2024**





## Clallam County Fire District 3

Meeting Location: 255 Carlsborg Road  
360-683-4242, Fax: 360-683-6834  
[www.ccfcd3.org](http://www.ccfcd3.org)

Jeffrey C. Nicholas  
Michael Mingee  
Bill Miano  
**Commissioners**

Justin Grider, Fire Chief

### Board of Commissioners Meeting Agenda

March 19, 2024

**Call to Order**

**Pledge of Allegiance**

**Changes to the Agenda**

**Public Comment**

**Consent Agenda:**

- 1.) Regular Meeting Minutes, March 5, 2024
- 2.) Claims and Payroll

**Regular Business:**

**Reports** – Battalion Chief Reports

**Agenda Bill 1:** Admin. Position Description and Organizational Chart Update

**Agenda Bill 2:** Chad Cate Memorial

**Agenda Bill 3:** Sieberts Creek Property Sale

**Agenda Bill 4:** WSP Academy

**Agenda Bill 5:** Community Paramedic Position Description

**Good of the Order –**

Proclamations

Thank You Note

**Executive Session**

**Next Meeting**

**Adjournment**



# ***Clallam County Fire District 3***

***Motto: Serve, Respect, Prevent and Protect***

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## **BOARD OF COMMISSIONERS - MEETING MINUTES**

**March 05, 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, and Michael Mingee, Chiefs Justin Grider and Dan Orr, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Jones, FF/EMT Scott Dickson. Citizens Duane Chamlee and Mel Fisher, On-Line Attendees FF/PM Mark Karjalainen, Admin Assistant Caity Karapostoles, Matt Nash, Jake Patterson, Isaac Oberly and #2.

**Changes to the Agenda** – Chief Orr requested to add agenda item #4 – Medical Insurance for Rudnick.

**PUBLIC COMMENT** – None

### **CONSENT AGENDA**

- 1.) Regular Meeting Minutes, February 20<sup>th</sup>, 2024
- 2.) Claims and Payroll –  
Accounts Payable Claim check numbers 111857 through 111892 dated March 5<sup>th</sup>, 2024, totaling \$71,450.31; Payroll EFT's and IRS deposit for Monthly Draw dated February 23<sup>rd</sup>, 2024, in the amount of \$25,221.49 for a disbursement grand total equaling \$96,671.80.

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

### **Fire Chief's Reports – Chief Orr reported:**

- He introduced Chief Justin Grider and noted that this would be his last meeting to report at as the "Fire Chief". He also reported that Chief Grider held a Zoom meeting yesterday, 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. Staff held panel interviews February 14<sup>th</sup> and 15<sup>th</sup> and from those, 15 names were selected to remain on a 1-year hiring list and 10 were advanced to Chief's interviews. Chief's interviews were held on February 26<sup>th</sup> and 27<sup>th</sup> and four were presented with notices to employ. Those four will start the on-boarding processes soon.
- A position announcement for a part-time Fire Code Technician has been posted; the closing date is March 18<sup>th</sup>, 2024.
- The rezoning for the Sieberts Creek property will be heard at the March 26<sup>th</sup> Board meeting; the property already has multiple interested parties.

- Staff are working with Olympic Ambulance to set the next date to review the trial of a dedicated unit.
- Staff are still waiting to hear about the USDA grant that was submitted.
- Staff reached out to Envious Greens, the entity that does landscape maintenance for the Tribe, and are waiting for a response to initiate a contract for services.
- Staff still have not received a response from Hill International regarding the new ST 33 building.

**Agenda Bill 1: Community Paramedic Position Description** – Chief Orr reported that staff have drafted a position description for the Community Paramedic position for Commissioners to review. Commissioners reviewed and made some suggestions; staff will update the position description and bring it back for adoption at a future meeting. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 2: Recruitment for Lost Mountain Station** – Chief Orr announced that a postcard has been drafted and is currently being sent out to all homeowners in the Lost Mountain area. The purpose of this postcard is to extend an invitation to a Volunteer Recruitment meeting scheduled for March 19th, 2024, at 6:00 PM at Station 36. Earlier this year, a special meeting was convened by the Commissioners to discuss the potential sale of the property, eliciting a strong desire from the Lost Mountain community to retain the station, despite its decades-long inactivity. Subsequent recruitment endeavors by staff have yielded no interest from the community. However, other stations have seen some renewed interest from citizens eager to volunteer. This recruitment meeting marks the final attempt to gain volunteers and maintain the activity of Station 36. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 3: Hiring** – Chief Orr reported that staff has completed recruitment efforts for Lateral and Entry Level Firefighter EMTs and Paramedics. Thirty-one (31) candidates were invited to the panel interview, of those, fifteen (15) candidates were selected to be on the 2024-2025 Non-Ranked Hiring List. Of those fifteen (15), ten (10) were selected to move on to Chief's Interviews. Four (4) candidates have been selected to move forward with the hiring process by being offered notices to employ; of those, one (1) is an entry-level Firefighter Paramedic and the other three (3) are entry-level Firefighter EMTs. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 4: Medical Insurance** – Chief Orr reported that after an incident at the State Fire Academy, Firefighter Paramedic and probationary member Christopher Rudnick was asked to leave the Academy. This incident resulted in Mr. Rudnick submitting a letter of resignation to Chief Grider on March 1<sup>st</sup>, 2024. Staff believe it is important to consider the well-being of departing members and are asking the Commissioners to consider a one-time separation payment in the maximum amount of \$756.22 to cover one month's COBRA premiums should Mr. Rudnick choose to continue his health insurance through Trusteed Plans' COBRA plan. Commissioner Mingee moved to approve a one-time payment, up to the maximum amount of \$756.22, that would cover March of 2024's COBRA premium should Mr. Rudnick elect the COBRA plan through Trusteed Plans and Commissioner Nicholas seconded. **MOTION CARRIED.**

## **GOOD OF THE ORDER –**

- Finance Manager, Alwynn Whitaker's retirement party will be held on March 14<sup>th</sup>, 2024 at 4:30pm.

- WFCA Spring Series is hosting an event in Lake Chelan on June 1st, 2024 that the Commissioners may attend.
- Commissioner Mingee is attending the NW Fire Investigation Conference as a Volunteer; it is being held in Leavenworth Washington.

**EXECUTIVE SESSION**

Chairman Nicholas called for an Executive Session beginning at 1:35 p.m., expected to last for eighty five (85) minutes under RCW 42.30.110 (c) - To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; and RCW 42.30.110 (g) - RCW 42.30.110 (g), to review the performance of a public employee. In attendance Commissioners Nicholas, and Mingee, Chief Justin Grider, Interim Fire Chief Dan Orr, Deputy Chief Tony Hudson, District Secretary Lori Coleman and Realtor Mark McHugh. At 1:53 p.m., Chairman Nicholas excused Realtor Mark McHugh. At 3:00 p.m. Chairman Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**NEXT MEETINGS –**

3/19/2024 – Regular Board Meeting

**ADJOURNMENT**

Commissioner Miano called for adjournment at 3:00 p.m.

\_\_\_\_\_  
Jeffrey Nicholas, Chairman

\_\_\_\_\_  
Michael Mingee, Vice Chairman

\_\_\_\_\_  
ABSENT  
Bill Miano, Commissioner

Attest: \_\_\_\_\_  
Lori Coleman, District Secretary



### CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. Consent Agenda Item #2

Subject: Approval of Claims and Payroll for the period ending Tuesday, March 19, 2024

Attachments: Accounts Payable Claims and Payroll Registers

Date: Tuesday, March 19, 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 Payroll

dated: March 8, 2024

Totaling: \$ 819,675.21

Accounts Payable Claim Numbers: 111893-111929

dated: March 19, 2024

Totaling: \$ 77,115.96

Total Accounts Payable Claims and Payroll: \$ 896,791.17

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Recommended

Action: Recommended Motion:

Move to approve EFT's and Accounts Payable Claim Numbers: 111893-111929

For a Disbursement Grand Total of: \$ 896,791.17

# CHECK REGISTER

Clallam County FD 3

Time: 09:52:30 Date: 03/14/2024

03/08/2024 To: 03/08/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
428	03/08/2024	Payroll	2	EFT		9,318.15	February 2024 Payroll
429	03/08/2024	Payroll	2	EFT		11,467.78	February 2024 Payroll
430	03/08/2024	Payroll	2	EFT		7,686.99	February 2024 Payroll
431	03/08/2024	Payroll	2	EFT		10,916.28	February 2024 Payroll
432	03/08/2024	Payroll	2	EFT		10,013.49	February 2024 Payroll
433	03/08/2024	Payroll	2	EFT		8,128.79	February 2024 Payroll
434	03/08/2024	Payroll	2	EFT		5,696.42	February 2024 Payroll
435	03/08/2024	Payroll	2	EFT		5,694.07	February 2024 Payroll
436	03/08/2024	Payroll	2	EFT		9,623.92	February 2024 Payroll
437	03/08/2024	Payroll	2	EFT		4,733.33	February 2024 Payroll
438	03/08/2024	Payroll	2	EFT		6,974.90	February 2024 Payroll
439	03/08/2024	Payroll	2	EFT		4,508.55	February 2024 Payroll
440	03/08/2024	Payroll	2	EFT		8,160.89	February 2024 Payroll
441	03/08/2024	Payroll	2	EFT		5,395.03	February 2024 Payroll
442	03/08/2024	Payroll	2	EFT		6,206.20	February 2024 Payroll
443	03/08/2024	Payroll	2	EFT		5,296.42	February 2024 Payroll
444	03/08/2024	Payroll	2	EFT		6,450.70	February 2024 Payroll
445	03/08/2024	Payroll	2	EFT		5,320.91	February 2024 Payroll
446	03/08/2024	Payroll	2	EFT		7,061.43	February 2024 Payroll
447	03/08/2024	Payroll	2	EFT		12,177.72	February 2024 Payroll
448	03/08/2024	Payroll	2	EFT		6,025.76	February 2024 Payroll
449	03/08/2024	Payroll	2	EFT		9,417.08	February 2024 Payroll
450	03/08/2024	Payroll	2	EFT		2,850.19	February 2024 Payroll
451	03/08/2024	Payroll	2	EFT		7,920.26	February 2024 Payroll
452	03/08/2024	Payroll	2	EFT		9,036.22	February 2024 Payroll
453	03/08/2024	Payroll	2	EFT		5,333.35	February 2024 Payroll
454	03/08/2024	Payroll	2	EFT		8,537.53	February 2024 Payroll
455	03/08/2024	Payroll	2	EFT		2,438.64	February 2024 Payroll
456	03/08/2024	Payroll	2	EFT		9,932.15	February 2024 Payroll
457	03/08/2024	Payroll	2	EFT		7,924.49	February 2024 Payroll
458	03/08/2024	Payroll	2	EFT		6,899.47	February 2024 Payroll
459	03/08/2024	Payroll	2	EFT		6,904.43	February 2024 Payroll
460	03/08/2024	Payroll	2	EFT		9,074.93	February 2024 Payroll
461	03/08/2024	Payroll	2	EFT		6,532.73	February 2024 Payroll
462	03/08/2024	Payroll	2	EFT		7,429.47	February 2024 Payroll
463	03/08/2024	Payroll	2	EFT		10,177.77	February 2024 Payroll
464	03/08/2024	Payroll	2	EFT		5,385.24	February 2024 Payroll
465	03/08/2024	Payroll	2	EFT		5,574.57	February 2024 Payroll
466	03/08/2024	Payroll	2	EFT		3,106.22	February 2024 Payroll
467	03/08/2024	Payroll	2	EFT		1,329.60	February 2024 Payroll
468	03/08/2024	Payroll	2	EFT		1,028.29	February 2024 Payroll
469	03/08/2024	Payroll	2	EFT		4,814.84	February 2024 Payroll
470	03/08/2024	Payroll	2	EFT		1,027.61	February 2024 Payroll
471	03/08/2024	Payroll	2	EFT		9,903.75	February 2024 Payroll
472	03/08/2024	Payroll	2	EFT		7,286.12	February 2024 Payroll
473	03/08/2024	Payroll	2	EFT		6,718.93	February 2024 Payroll
474	03/08/2024	Payroll	2	EFT		6,248.33	February 2024 Payroll
475	03/08/2024	Payroll	2	EFT		6,011.27	February 2024 Payroll
476	03/08/2024	Payroll	2	EFT		5,147.56	February 2024 Payroll
477	03/08/2024	Payroll	2	EFT		6,636.49	February 2024 Payroll
478	03/08/2024	Payroll	2	EFT		7,553.52	February 2024 Payroll
479	03/08/2024	Payroll	2	EFT		7,990.52	February 2024 Payroll
480	03/08/2024	Payroll	2	EFT		4,339.27	February 2024 Payroll
481	03/08/2024	Payroll	2	EFT		7,904.92	February 2024 Payroll
482	03/08/2024	Payroll	2	EFT		10,087.75	February 2024 Payroll
483	03/08/2024	Payroll	2	EFT		8,968.62	February 2024 Payroll



Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo	
484	03/08/2024	Payroll	2	EFT	<div></div>	4,739.26	February 2024 Payroll	
485	03/08/2024	Payroll	2	EFT		12,030.48	February 2024 Payroll	
486	03/08/2024	Payroll	2	EFT		4,568.93	February 2024 Payroll	
487	03/08/2024	Payroll	2	EFT		10,305.61	February 2024 Payroll	
488	03/08/2024	Payroll	2	EFT		7,854.10	February 2024 Payroll	
489	03/08/2024	Payroll	2	EFT		9,611.72	February 2024 Payroll	
490	03/08/2024	Payroll	2	EFT		5,932.36	February 2024 Payroll	
491	03/08/2024	Payroll	2	EFT		5,947.21	February 2024 Payroll	
492	03/08/2024	Payroll	2	EFT		AFLAC - HW462	124.57	Pay Cycle(s) 03/08/2024 To 03/08/2024 - AFLAC Pre-Tax
493	03/08/2024	Payroll	2	EFT		BENEFIT SOLUTIONS INC	3,600.00	Pay Cycle(s) 03/08/2024 To 03/08/2024 - MERP
494	03/08/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - DC	18,661.88	Pay Cycle(s) 03/08/2024 To 03/08/2024 - DRS Def Comp	
495	03/08/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - LEOFF	82,193.89	Pay Cycle(s) 03/08/2024 To 03/08/2024 - LEOFF 2	
496	03/08/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - PERS	13,313.66	Pay Cycle(s) 03/08/2024 To 03/08/2024 - PERS2; Pay Cycle(s) 03/08/2024 To 03/08/2024 - PERS3	
497	03/08/2024	Payroll	2	EFT	DI MARTINO ASSOCIATES	4,106.05	Pay Cycle(s) 03/08/2024 To 03/08/2024 - Disability	
498	03/08/2024	Payroll	2	EFT	HRA VEBA TRUST CONTRIBUTIONS	6,347.96	Pay Cycle(s) 03/08/2024 To 03/08/2024 - HRA-VEBA; Pay Cycle(s) 03/08/2024 To 03/08/2024 - HRA-VEBA Sick Converted (MM)	
499	03/08/2024	Payroll	2	EFT	I A FF LOCAL 2933	7,800.00	Pay Cycle(s) 03/08/2024 To 03/08/2024 - Local 2933 Dues	
500	03/08/2024	Payroll	2	EFT	IRS	102,292.06	941 Deposit for Pay Cycle(s) 03/08/2024 - 03/08/2024	
501	03/08/2024	Payroll	2	EFT	NATIONWIDE RETIREMENT SOLUTIONS	28,478.07	Pay Cycle(s) 03/08/2024 To 03/08/2024 - Nationwide DC - Regular; Pay Cycle(s) 03/08/2024 To 03/08/2024 - Nationwide DC - ROTH	
502	03/08/2024	Payroll	2	EFT	TRUSTEED PLANS - 69943	107,437.54	Pay Cycle(s) 03/08/2024 To 03/08/2024 - WFCA PPO-100; Pay Cycle(s) 03/08/2024 To 03/08/2024 - WFCA PPO-300; Pay Cycle(s) 03/08/2024 To 03/08/2024 - WFCA PPO PLUS; Pay Cycle(s) 03/08/2024 To 03/08/2024	
001 Maintenance & Operations						819,675.21		
						819,675.21	Payroll: 819,675.21	

# CHECK REGISTER

Clallam County FD 3

Time: 09:54:05 Date: 03/14/2024

03/19/2024 To: 03/19/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
536	03/19/2024	Claims	1	111893	A-1 AUTO PARTS, INC	1,630.99	Vehicle Parts and Supplies
537	03/19/2024	Claims	1	111894	ARAMARK	160.04	Cleaning Services - Feb 2024
538	03/19/2024	Claims	1	111895	CENTURYLINK QCC	7.45	Long Distance Phone Service
539	03/19/2024	Claims	1	111896	CENTURYLINK	1,204.38	Landline Services
540	03/19/2024	Claims	1	111897	CITY OF SEQUIM	1,109.47	ST 34 Water and Sewer
541	03/19/2024	Claims	1	111898	CLALLAM COUNTY PUD	5,273.00	Electricity & Water
542	03/19/2024	Claims	1	111899	CO-OP FARM AND GARDEN, INC, THE	2,272.48	Fuel and Maint Parts - Feb 2024
543	03/19/2024	Claims	1	111900	CONSOLIDATED ELECTRICAL DIST., INC.	65.34	Elect part for shop light pole (parking lot)
544	03/19/2024	Claims	1	111901	CP1, LLC	2,400.00	Office lease - April 2024
545	03/19/2024	Claims	1	111902	DBA ZETRON DANIELS ELECTRONICS, LTD	3,993.62	Sales tax for radio upgrade package
546	03/19/2024	Claims	1	111903	DEPT OF RETIREMENT SYSTEMS - LEOFF	1,802.00	2023 NLEC
547	03/19/2024	Claims	1	111904	Jon M Donahue	32.00	Reissuing Warrant 111649 - Meal Per Diem - Training
548	03/19/2024	Claims	1	111905	EMS CONNECT	547.50	EMS/Fire Training Subscription - March 2024
549	03/19/2024	Claims	1	111906	ERIC JACOBSON	900.00	IT Consulting Services - Feb 2024
550	03/19/2024	Claims	1	111907	FERRELLGAS	5,369.67	Propane for Shop and Stations
551	03/19/2024	Claims	1	111908	FIRST WATCH	5,616.00	ESO/FirstPass SaaS 03/19/2024-06/18/2024
552	03/19/2024	Claims	1	111909	GUARDIAN SECURITY SYSTEMS, INC.	759.70	Alarm Monitoring - ST33,34,37 and Shop - 04.01.2024-06.30.2024
553	03/19/2024	Claims	1	111910	HARBOR AUDIOLOGY & HEARING SERVICES	110.00	Hearing Assessments (2)
554	03/19/2024	Claims	1	111911	INSIGHT PUBLIC SECTOR, INC	16,720.51	Barracuda Annual 02.26.2024-02.25.2025
555	03/19/2024	Claims	1	111912	JAY OEN MOTOR COMPANY	659.80	Vehicle Parts and Stock Supplies
556	03/19/2024	Claims	1	111913	L.N.CURTIS & SONS	826.59	Employee and Board Uniforms
557	03/19/2024	Claims	1	111914	LIFE ASSIST, INC.	3,425.84	EMS Supplies
558	03/19/2024	Claims	1	111915	MCKESSON MEDICAL SURGICAL	3,089.82	EMS Supplies
559	03/19/2024	Claims	1	111916	OLYMPIC DISPOSAL MURREYS DISPOSAL COMPANY, INC	836.13	Garbage & Recycling
560	03/19/2024	Claims	1	111917	BRUCE LEIPER -SEC/TREASUR OLYMPIC PENINSULA FIRE COMM ASSOC	150.00	Annual Dues Jan-Dec 2024 for Board
561	03/19/2024	Claims	1	111918	OLYMPIC SPRINGS, INC.	39.97	Admin Office Water
562	03/19/2024	Claims	1	111919	PACIFIC OFFICE EQUIPMENT, INC	435.29	Copier Contract Fees
563	03/19/2024	Claims	1	111920	PALADIN BACKGROUND SCREENING LLP	183.00	Volunteer Background Screening
564	03/19/2024	Claims	1	111921	PETROCARD INC.	1,344.03	Bulk Gas & Diesel Purchases
565	03/19/2024	Claims	1	111922	PRICE FORD, INC.	192.70	Seat belt assembly - G14
566	03/19/2024	Claims	1	111923	Erik D Payne	244.03	Mileage and Hotel Reimbursement - 02/28-02/29/2024
567	03/19/2024	Claims	1	111924	RADIA INC PS	270.20	Career and Volunteer Medical
568	03/19/2024	Claims	1	111925	SMARSH, INC.	6,639.10	Annual Web Archive and Social Media Compliance Software 02.28.2024-02.27.2025/ Feb 2024 Web Archive Services
569	03/19/2024	Claims	1	111926	STATION AUTOMATION, INC.	6,600.00	PSTrax - Annual vehicle/station module license 04.30.2024-04.29.2025

CHECK REGISTER

Clallam County FD 3

Time: 09:54:05 Date: 03/14/2024

03/19/2024 To: 03/19/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
570	03/19/2024	Claims	1	111927	TELEFLEX MEDICAL	677.50	EZ IO Needles
571	03/19/2024	Claims	1	111928	WASHINGTON WATER SERVICE COMPANY	18.67	ST35 Water
572	03/19/2024	Claims	1	111929	ZOLL MEDICAL CORPORATION	1,509.14	EMS Supplies
001 Maintenance & Operations						77,115.96	
						<div><div></div>77,115.96</div>	Claims: 77,115.96

DRAFT



# Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



## Battalion Chief's Report: 2/1/2024 - 2/29/2024

Prepared by: Chris Turner  
Battalion Chief - A shift

### ▪ 911 Responses for CCFD#3:

	CCFD3 2023 YTD	CCFD 2024 YTD	February 2024		
			A-Shift (9)	B-Shift (10)	C-Shift (10)
Station 31	14	14	8	2	4
Station 32	27	25	6	2	17
Station 33	112	135	37	50	48
Station 34	365	519	146	194	179
Station 35	11	5	1	4	0
Station 36	2	1	0	0	1
Station 37	44	46	17	10	19
<b>+170</b>	575	745	215	262	268
	20.5	25.7	23.89	29.11	29.78
Avg Runs Per 24-Hour Shift					

### ▪ Battalion Chief Administrative Meetings:

- Daily shift briefings
- Staff Meeting at Admin Office: 2/13/2024
- BC/Chief's Meeting at administrative office 2/12/2024,
- BOC Meeting 2/06/2024, 2/13/2024
- City of Sequim Building Development Meetings: 2/06/2024, 2/08/2024, 2/09/2024.

### ▪ Administrative & Assigned Duties:

- Telestaff Staffing & Callbacks. *Continue draft of a Telestaff Workflow Manual.*
- ESO Status:
  - Monthly audit for errors and missing calls. *\*19 calls incomplete at month's end.*
- Completed Probationary Activities:
  - PM Hagaman passed Ladder 34 (F-56) operations exam.
- Fire Inspections:
  - Respond to Public Records Request for Sinclair Place 2/12/2024.
  - Respond to Public Records Request for 292 Business Park Loop 2/25/2024.
  - Update Hood Inspection results in ESO properties.

- Pre-Fire Plans
  - VFW was led by FF Jake Stanley on 2/13/2024.
  - Longhouse Market & Deli led by Captain Lawson on 2/18/2024.
  - Zoom presentation with FlowMSP and their Tier II reporting layer 2/12/2024.
- Prevention Activities
  - See CRR Report (February 411)
  - Red Cross/CCFD#3 Smoke Detector Install 2/03/2024 (Map Created)
  - Boy Scout Troop First Aid Merit Badge Night 2/26/2024 (*Law, Tucker, Boudrou*).
  - Read Across America at Greywolf Elementary 2/27/2024 (*Lovering, Tucker, Turner*).
  - Station 34 Tour 2/28/2024 (*Captain Albers and crew!*)
- Public Relations
  - Social Media Posts submitted for:
    - Local High School Wrestler's going to State sendoff.
    - Scouts First Aid night.
    - Read Across America at Greywolf Elementary.
- Responses.
  - 2/01/2024 two CPR incidents.
  - 2/06/2024 MVA at Hwy 101 & O'Brien Rd. MVA at Old Olympic & Kitchen Dick.
  - 2/7/2024 CPR.
  - 2/13/2024 Fire alarm at Clallam Co-Op, MVA at Sequim Ave & Woodcock.

▪ **A Shift Training:**

- Attended Washington National Guard 10<sup>th</sup> Civil Support Teams HazMat Drill at Fairchild Airport on 2/08/2024. Discussed possible training event mid-summer.
- February Inservice: PALS recertification 2/21/2024 (*Hosted at PA Vern Burton Gym*)
- 1st quarter EMS Connect
- Accepted to NFA for Fire Inspection Principles I in April. Training request submitted.
- Technical Rescue Team Drill 2/15/2024 (*Instructed by Lt. McKenzie*)
- Monday Night Volunteer Drill: 2/12/2024

▪ **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.**
- Enhance Pre-Fire Plan program to include truss symbols as reference guides.
- Traffic Management procedure updates and distribution of Safety Signs. **In Queue.**
- CRR Champions meetings and agendas on 2/8/2024. **Next meeting is 3/07/2024.**
  - Monthly Calendar topics reviewed and discussed.
  - Plan to increase sign up opportunities and participation at events, ie. Irrigation Festival.
  - Research Sparky the Fire Dog mascot options and present to team.

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

<b>2024</b>						<b>Incident Number</b>		<b>ICS 411</b>		
<b>Incident Name</b>						<b>Operational Period</b>				
<b>Check-In Location</b>		<input type="checkbox"/> DNR Request	<input type="checkbox"/> State Mobilization	<input type="checkbox"/> Contract	<input type="checkbox"/> v	<b>Other:</b> 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	2/1/2024	<b>Sandy Boudrou</b>	Public CPR	CPR	CPR Manequins	14	Sandy Boudrou	Sequim, WA		
	1830	2.5 Hours	CCFD3 TOC Classroom				425-359-1774			
2	2/3/2024	<b>John McKenzie</b>	Fire Prevention	Smoke Detectors	Flyers		Red Cross	Sequim, WA	MAP	
	900	3.0 Hours	Red Cross-Emerald HghInds		41 Installed					
3	2/8/2024	<b>Chris Turner/Lt. McKenzie</b>	CRR Champion's					Sequim, WA		
	1700	1.0 Hour	TOC							
4	2/15/2024	<b>Chris Turner</b>	Community Support	CRR	BC 304	20	Lori Coleman	Sequim, WA		
	1400	0.5 Hour	SHS/PA Wrestlers to State							
5	2/19/2024	<b>John Brygider</b>	Fire Prevention	Smoke Detectors	Install 25 SD's	5	John Brygider	Sequim, WA		
	1000	3.0 Hours	Emerald Highlands		Per SD App					
6	2/26/2024	<b>Law/Tucker/Boudrou</b>	CPR & First Aid	FIRST AID	CPR Manequins	20	Susan Baritelle	Sequim, WA	FB	
	1830	2.5 Hours	Boy Scouts		Splints		360-461-7390			
7	2/27/2024	<b>Lovering/Tucker/Turner</b>	Read Across America	FF Visit	Firefighters	60	Ali Hueter	Sequim, WA	FB	
	1000	1.0 Hour	Greywolf Elementary		Books		360-304-8399			
8	2/28/2024	<b>C-Shift 34 Captain</b>	Station Tour	Station Visit	E34, R34	8	Alan Morris	Sequim, WA	AAR	
	1300	1.0 Hour	Alan Morris & Friends		Captain Albers		360-504-7691			
9										
10										
11										
12										
13										
14										



# Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



## Battalion Chief's Report: 02/01/2024 - 02/29/2024

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

### ▪ **February 911 Responses for CCFD#3:**

	February 2024				
	CCFD3 2023 YTD	CCFD 2024 YTD	A-Shift (9)	B-Shift (10)	C-Shift (10)
Station 31	14	14	8	2	4
Station 32	27	25	6	2	17
Station 33	112	135	37	50	48
Station 34	365	519	146	194	179
Station 35	11	5	1	4	0
Station 36	2	1	0	0	1
Station 37	44	46	17	10	19
<b>+170</b>	575	745	215	262	268
			23.89	29.11	29.78
			Avg Runs Per Day		

### ▪ **Battalion Chief Administrative Meetings:**

- Daily shift meetings
- BC/Chief's Meeting at Administrative Office 02/12/2024
- Commissioner Meeting 02/20/2024
- Staff Meeting 02/27/2024

### ▪ **Administrative/Training Duties:**

- Telestaff Staffing & Callbacks:
  - Mandatories for August for all career: BC (0), Captains (1), FF/PM (0), FF/EMT (0)
- Liaison for 3 probationary FF's at WA State Fire Academy
  - Class of 2024-1: Espinoza, R. Hueter, Rudnick, Pyle
- WA State Fire Academy site visits 2/7/24 and 2/15/24
- Acting Captain Task Book Tactical Scenarios 2/12/24
  - 6 various tactical scenario completions are required for the 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.
- Meeting with FF/PM Kroh Re: ACTB 02/03/2024
- Meeting with another FF/PM Re: classes needed to initiate ACTB 02/09/2024
- Meeting with FF/PM Church Re: ACTB and Tactics 02/14/2024
- Training Committee Meeting 2/29/24
  - Reviewed Vertical Vent PSE
  - Discussed Current PSE's and status'
  - Mapped out and assigned backfilled shift training for year
- Approved 17 training requests for upcoming classes/conferences
- Co-Hosted IFSAC Evaluator Class 02/13/2024
  - Taught by Deputy State Fire Marshall Thornton and BC Clouse
  - 8 students from CCFD#3 initiated task books
- Continued planning to host a Rescue Systems 1 Class June 10-13
- **B Shift Training:**
  - Fire/EMS training as assigned in Target Solutions
  - Begin shift focus on ladder truck training and response
  - Station 34 crew precepting PM student Ray
- **Planning and On-Going projects:**
  - Continue to improve Target Solutions assignments with AA Coleman
  - Development of 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
  - Discussion with State Fire Marshall to host NFA classes- in progress
- **Personal Training:**
  - Initiated IFSAC Evaluator Task Book 2/13/24
  - Completed 32 hour online based ISFSI Training Officer Credential 2/16/24
  - Attended Man vs. Machinery Training in Dupont, WA 2/17/24





# Clallam County Fire District 3

Motto: *Serve, Respect,  
Prevent and  
Protect*



## Battalion Chief's Report: 2/29/2024

Prepared by: Elliott C Jones, **C-Shift**

- 911 Responses:

	CCFD3 2023 YTD	CCFD 2024 YTD	February-2024			Transports by CCFD3		
			A-Shift (9)	B-Shift (10)	C-Shift (10)	2024		2023
Station 31	14	14	8	2	4	12+3	January	3
Station 32	27	25	6	2	17	15	February	4
Station 33	112	135	37	50	48		March	5
Station 34	365	519	146	194	179		April	7
Station 35	11	5	1	4	0		May	5
Station 36	2	1	0	0	1		June	4
Station 37	44	46	17	10	19		July	7
<b>+170</b>	575	745	215	262	268		August	11
	20.5	25.7	23.89	29.11	29.78		September	10
Avg Runs Per 24-Hour Shift							October	12
							November	2
							December	6

- Battalion Chief Administrative Meetings:
  - BC/Chief's Meeting at administrative office 2/12/2024,
  - Battalion Chief's Meetings on 1/10 & 1/29.
  - Annual Reviews of Captain rank follow-ups began
  - Daily shift meetings
    - Probationary FF training continues.
  - Completed multiple Map Tests, Apparatus Tests, and benchmarks for PFFs
- EMS Administrative Duties:
  - Olympic Ambulance Contract Negotiations continuing; Pilot Program started December 1.
    - Data review and meeting with Olympic Ambulance 1/11/2024 (D3 & Oly Am on same page)
  - Dr. Craven is participating in Run review and EMS updates
  - EMS audit of February Narcotics completed (zero errors found FirstWatch/FirstPass & ESO)

- EMS Education:
  - EMS Skill Sheets- completed
  - 1st quarter EMS Connect- Most are on pace to complete by end of March. Notifications to those that are behind
  - Target Solution assignments with EA Coleman (Konopaski to resume EMS class building 2024)
- Planning and Ongoing projects:
  - Data collection for October with new response profile (no one person Engine responses). No additional stress was noted in the system with a 5-month sample size. Surge day during snowfall created 2 stacked calls for less than 2 minutes. Continue overwatch of dispatch and units available
  - Tactics and Strategies: Assigned to develop Mayday Management (Incident within an Incident) class for WAC compliance. Discussions with FD2 and PA for joint training completed. 20 registered as of March 1<sup>st</sup>.
  - Working With Battalion Chief S. Anderson on Mayday Management Training
- Personal Continuing Education/Training:
  - Vector Solutions started monthly & Q1 quarterly requirements.
  - The National Registry EMT entry protocol for reciprocity was completed.
  - EMSConnect (continuing education)
  - CPSE Chief Designation Application: completed. Submittal for March deadline
  - CPSE Chief Training Officer Application: continuing

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **03/19/2024**

**To:** Board of Commissioners

**From:** Chief Justin Grider

**Subject:** Update Position Description and Organizational Chart

**Recommendation:** Update the Position Description for the Administrative Assistant Finance Specialist to show that the Deputy Chief is the supervisor and update the Organizational Chart to reflect this change too.

**Background:** Interim Chief Dan Orr had always intended for this to be this way once he was replaced by a new Fire Chief

**Discussion:** \*\*\*\*

**Attachments:** Administrative Assistant Finance Specialist Position description and Organizational Chart.

**Alternatives:** The Commissioners could disagree with who supervises this position and give staff alternative direction.

**Fiscal Considerations:** None.

**Impact to the Community:** Clear delineation of supervisory roles within the organization is crucial for both employee understanding and community cohesion.



### Administrative Assistant/Finance Specialist

#### Position Description

(Effective 08/08/19//2023)

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

#### Nature and Purpose of Work

The Administrative Assistant is an administrative staff position, responsible for providing the business and administrative services needed to support the Fire District's day-to-day administrative responsibilities. Performing within the scope of the District's policies and procedures, the Administrative Assistant manages their assigned areas of responsibility; provides administrative support to the District's administrative team.

The Administrative Assistant fills a confidential upper management position that must maintain respectful working relationships with the Fire Chief(s), Commissioners, administrative team members, and all other personnel. They must carry out their duties in a collaborative manner that fosters the respect of fellow employees, meets the District's performance requirements, and provides effective program management. The Administrative Assistant's conduct and workplace performance shall be guided by and remain consistent with the District's Mission and Values. The Administrative Assistant's ultimate duty is to assure the District follows sound and prudent business practices and effectively supports the District's administrative services.

The Administrative Assistant is a key member of the District's administrative team, filling a crucial role in maintaining the District's overall administrative programs, processes, and business practices. The Administrative Assistant is responsible for administering, managing, and controlling major portions of the District's day-to-day business activities. Examples include volunteer program support, facility use requests, human resources support; grant programs support, public records requests, records management, Board of Commissioners support, website management, program support, HIPAA compliance, event planning, and administrative project support.

#### Supervision Received

The Administrative Assistant works under the general policy direction of Deputy Chief for all matters related to their program management and administrative duties including project assignments, performance appraisals, employee relations, work related practices, performance effectiveness and responsiveness, thus in conformance with the District's expectations and discipline.

#### Supervision Exercised

The Administrative Assistant has no supervisory responsibility unless specifically granted for stipulated roles, projects, tasks, or events. When supervisory responsibility is granted, the Administrative Assistant is expected to exercise sound judgment in providing the corresponding leadership, 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 Administrative Assistant's principle duties include, but are not limited to the following, which are not listed in any particular order of importance or significance. The Administrative Assistant shall be responsible for:

1. Assisting the Chief's and other administrative team members with planning, organizing, and directing the District's day-to-day administrative activities.
2. Provides assistance to the Finance Manager and provides a variety of financial record keeping for various functions including accounts payable and receivable, payroll, purchase card usage, monthly overtime slips, billing for district transports, wildland mobilizations, track 911 abuses, reconcile online payment system for CPR classes, employment verification and produce billings for Maintenance and Operations.
3. Working as a contributing member of the District's administrative team, coordinating their activities with other administrative support staff.
4. Managing their assigned programs and overseeing their functional areas of responsibility while ensuring that all the applicable state, federal, and District standards are met.
5. Administering and monitoring the processes needed to ensure the District's program management practices are maintained in a regulatory compliant, accurate, and timely manner. This includes the applicable reporting, recordkeeping, and accounting processes. Process, fulfill and retain Public Records and Medical Records requests in compliance with applicable Washington State RCWs. Respond to inquiries, in an accurate and timely manner, from the community via the District's website community link.
6. Assisting the administrative team in supporting, coordinating, monitoring, and tracking expenditures within the scope of their responsibility.
7. Assisting with the District's annual reporting responsibilities; revising and preparing updates to the District's planning documents; gathering the data and information used to support grant applications, managing grant programs, and preparing grant reports in a timely manner.
8. Maintaining, updating, and sustaining District records as directed. Examples include tracking requests, invoicing, activity reports, information requests, incident records, and customer complaints.
9. Coordinating the arrangements needed to support members, citizens, and external service providers as directed. Examples include facilitating facility reservations, scheduling, and coordinating logistical support.
10. Drafting, editing, and maintaining records of administrative correspondence; to include reports, training certificates, flyers, announcements and process related forms, maintaining personnel files; overseeing records maintenance and retention in accordance with the applicable regulations.
11. Demonstrating and maintaining cooperative and effective working relationships with the District's administrative staff, volunteers, and commissioners; maintaining professional interaction in a manner that maintains mutual respect, fosters team building, and promotes collaboration.
12. Providing exceptional customer service to both internal and external customers in a professional and respectful manner.

13. Attending meetings, seminars, conferences, and other training programs relevant to staying abreast of new techniques and industry developments and to stay abreast with current laws and regulations that may affect the District.
14. Answering phones, assisting customers seeking information in the front office, and providing a wide range of administrative services as needed to accomplish the mission.
15. Providing recommendations designed to assure administrative office workflow is executed in a well-organized, efficient, and effective manner.
16. Plan and Orchestrate all District sponsored events including but not limited to: the Annual Recognition Banquet, Badge Pinnings, Academy Graduations, Retirement ceremonies.
17. Coordinating press releases and public education through Social Media.
18. Perform other duties as needed as means of supporting the District mission of protecting and serving the community.

**Note:** The following assignment and description of specific duties may be modified or re-distributed 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.

### **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 Administrative Assistant 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 procedures and the ability to work effectively under pressure as necessary. In addition, and as is commensurate and/or applicable to their assignment, the Administrative Assistant must also possess the:

1. Have a solid understanding of accounting; methods, principles, and practices of financial and statistical record keeping.
2. Knowledge of financial operations, procedures, and policies across multiple areas, i.e., cash receipting, accounts receivable, business licensing, accounts payable, service billing, payroll, and purchasing.
3. Ability to efficiently research fire service-related topics; policy and procedural guidelines; and the best practices of organizational management.
4. Ability to manage multiple and competing demands for service, conflicting deadlines, and remain on task despite numerous interruptions.
5. Ability to maintain the confidentiality of District operations including personnel matters and medical information about employees and patients.
6. 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 the District's specialized software programs.

7. Ability to follow directions and to carry out instructions effectively.
8. Ability to communicate effectively in English, both orally and in writing in a clear and concise manner.
9. Ability to cope with situations firmly, courteously, tactfully, with strong moral character, and with respect for each citizen's individual rights.
10. Ability to establish and maintain effective working relationships with other District members and supervisory personnel.
11. Ability to maintain composure and self-control under adverse and stressful conditions (i.e., public inquiry, compressed deadlines, sensitive personnel matters, audits, etc.).
12. Ability to work independently as well as establish and maintain harmonious relations with others both inside and outside the organization.

**Note:** The above statements reflect general details 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**

- **Team Player** - Effective performers are team oriented, share resources, respond to requests, and support a spirit of cooperative effort.
- **Customer Orientation** - Effective performers are in touch with community needs and review the organization through the eyes of District residents. They go out of their way to anticipate needs.
- **Integrity** - Effective performers think and act ethically and honestly, take responsibility for their actions and foster a work environment where integrity is rewarded.
- **Communicativeness** - Effective performers recognize the essential value of continuous information exchange and the competitive advantage it brings. They actively seek information from a variety of sources and disseminate it in a variety of ways. They use modern technologies to access and circulate information, even across great distances. They take responsibility for ensuring that their constituents have the current and accurate information needed for success.
- **Initiative** - Effective performers are proactive and take action without being prompted. They do not wait to be told what to do or when to do it. They see a need, take responsibility, and act on it. They make things happen.
- **Composure** - Effective performers maintain emotional control, even under ambiguous or stressful circumstances, and demonstrate emotions appropriate to the situation.
- **Functional/Technical Expertise** - Effective performers are knowledgeable and skilled in a functional specialty (e.g., finance, planning, information technology, human resources, etc.), and remain current in their area of expertise.
- **Problem Solving & Decision Making** - Effective performers identify problems, solve them, act decisively, and show good judgment.
- **Learning Agility** - Effective performers continuously seek new knowledge, are curious, learn quickly, and use new information effectively.
- **Drive/Energy** - Effective performers have a high level of energy and are ambitious and passionate about their role. They have stamina and endurance to maintain a fast pace.



**Physical Demands**

The Administrative Assistant will be required to work in an office environment that has limited access to sunlight. They may occasionally be expected to drive to the bank, a county office, or to travel to a conference or meeting. Their duties may require sitting for long periods of time using a computer and ten-key calculator, kneeling and bending to retrieve documents from the lower draws of a file cabinet, and to walking through office spaces and the equipment bays. They must be able to lift up to 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 Administrative Assistant 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 Administrative Assistant 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:

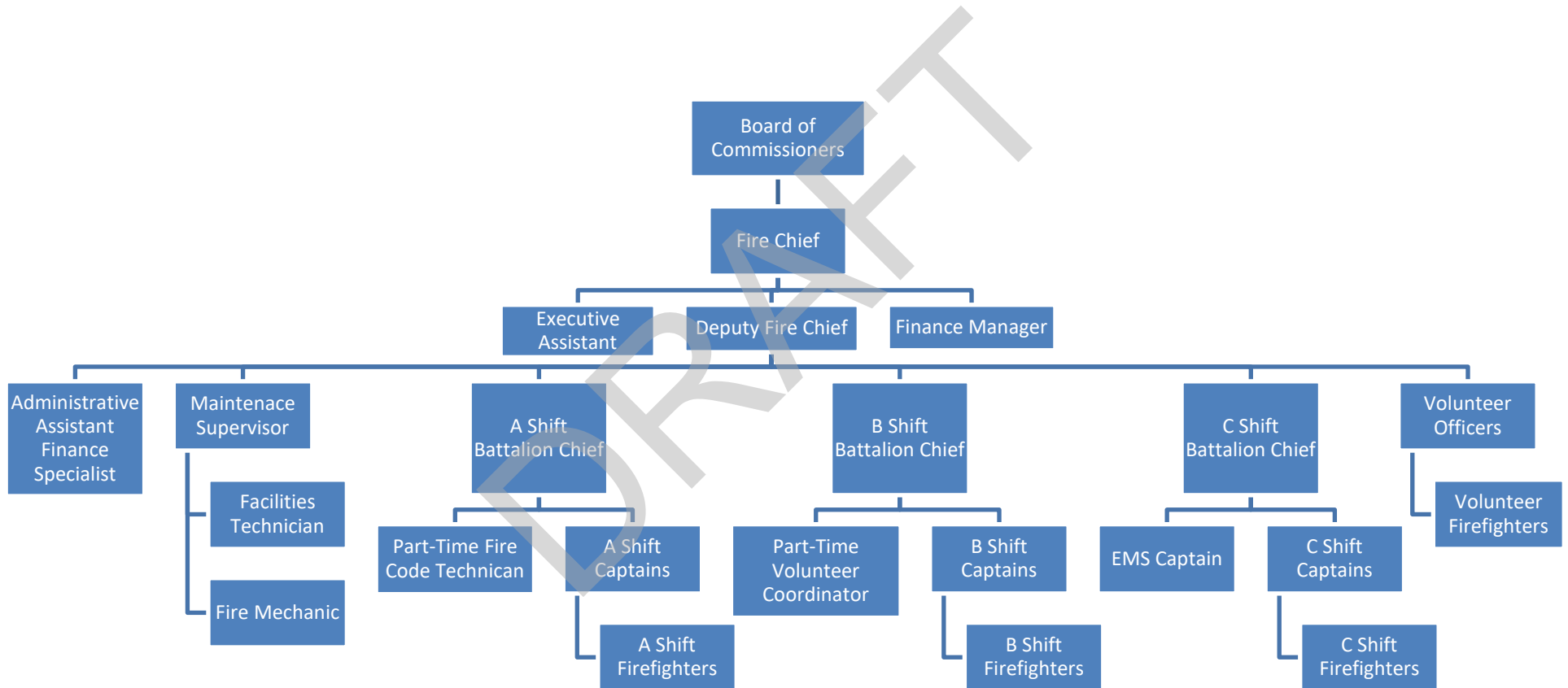
- Possess a combination of education, experience, and training that demonstrate the applicant's ability to perform the essential functions of the position. Two years of college level coursework in business or public administration, secretarial training, or a related field is desirable.
- Possess a minimum of four years of administrative services experience in a very complex work environment.
- Possess general experience with financial management software and possess a high degree of proficiency using Microsoft® Office applications.
- Possess of a Washington State Driver's License or the ability to acquire a Washington license within two months of hire.
- Must be able to satisfactorily complete a pre-employment background investigation inclusive of a criminal records check and verification of responsible credit history.





### Clallam County Fire District 3 Organizational Chart

Reference: SOP 2430, Position Descriptions  
(Effective ~~06/22/19~~/2023/2024)



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **03/19/2024**

**To:** Board of Commissioners  
**From:** Chief Justin Grider  
**Subject:** Captain Chad Cate Memorial

**Recommendation:** That the Board listens to Bob Klink's presentation regarding a permanent memorial for Captain Chad Cate.

**Background:** Staff were contacted by Mr. Klink on March 6<sup>th</sup> requesting a time to speak to the Board.

**Discussion:** Permanent memorial for Captain Chad Cate.

**Attachments:** None

**Alternatives:** None

**Fiscal Considerations:** Unknown.

**Impact to the Community:** It is in the best interest of the community when the Board of Commissioners respect citizens wishes to participate in Board Meetings.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **03/19/2024**

**To:** Board of Commissioners  
**From:** Chief Justin Grider  
**Subject:** Sale of Sieberts Creek Property

**Recommendation:** That the Board authorize Chief Grider to finalize the sale of the Sieberts Creek property with the District realtor.

**Background:** The Board gave Chief Grider specific direction in executive session at the last meeting and Chief Grider is providing an update today.

**Discussion:** Chief Grider was given direction to accept a cash offer for the sale of the Sieberts Creek property during executive session at the last meeting. Today, Chief Grider is asking for the commissioners to authorize the finalization of this sale.

**Attachments:** None

**Alternatives:** None

**Fiscal Considerations:** The District will receive funds for the sale of this property; \$175,000 minus closing costs.

**Impact to the Community:** The community is best served when the District uses its facility acquisitions wisely.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 4

Board of Commissioners meeting **03/19/2024**

**To:** Board of Commissioners  
**From:** Chief Justin Grider  
**Subject:** Washington State Patrol Fire Academy

**Recommendation:** No Action. Information as requested.

**Background:** Commissioners reported to Staff that they had concerns with new hires being sent to academy and that they wanted more information on how those decisions were being made.

**Discussion:** See Agenda Item 4 Attachment

**Attachments:** Program and cost analysis.

**Alternatives:** Discuss options.

**Fiscal Considerations:** It is less expensive for the District when new members are sent to the state academy. If commissioners direct staff to pursue in-house training for all new hires, the District will have to budget accordingly.

**Impact to the Community:** The District serves the community most effectively by prioritizing high quality training for its members, laying a solid foundation for their careers. It is imperative for the District (and its citizens) to uphold strict training standards for its members. By doing so, firefighters are equipped to respond efficiently and effectively when citizens rely on their aid.



## Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

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

[www.ccf3.org](http://www.ccf3.org)

Jeffrey Nicholas

Michael Mingee

Bill Miano

**Commissioners**

Justin Grider, Fire Chief

### AGENDA ITEM 4 ATTACHMENT

Regarding discussion on sending new personnel to the Washington State Patrol (WSP) Fire Academy and conducting training in-house with District members.

#### BACKGROUND

Clallam Fire District #3 (District) has historically used appropriate discretion on how new Firefighter/EMTs, and Firefighter/Paramedics are onboarded and inserted into staffing. During the application period, applications are screened to verify certificates and work history to see what they have been doing with their training before invited to an interview. Applicants may be brought forward as a paramedic with no fire experience or an EMT with no fire experience if they show they will bring value to the District and the citizens for which they serve. When this is done, fire training is provided (up to the current minimum standard of an IFSAC Firefighter I (FFI)). Historically, during the application screening process, staff will invite those that have their FFI and EMT/B/P to compete in the process.

Once offered a position the following analysis takes place for placement:

- Have they been using the skills in some capacity (actively volunteering or working in a career department).
- Have they been an EMT-B/P on the Olympic Peninsula and know our protocols?
- Can they safely and competently navigate the District equipment, apparatus and facilities?
- Once evaluated, can they be put to work as soon as possible?

Levels of hire can be summarized as follows:

- EMT -B or Paramedic only: No fire training or fire experience, only EMS
- Entry Level: Combination of Firefighter I and EMT-B certification with no experience
- Lateral hiring: Currently working as a career Firefighter/EMT-B/P)



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**Commissioners**

Justin Grider, Fire Chief

### DISTRICT 3 TRAINING EXPECTATIONS ONCE HIRED

In the event the individual is a paramedic only, the District will explore fire training opportunities for them to be successful and to not interfere with operations. This can include a local fire academy (if one is being run) or being sent to the WSP Fire Academy. Once complete with their initial fire training they will continue for a minimum of 90 days of mentorship and internship with an assigned preceptor to enhance their paramedic skills on duty. Once evaluated on paramedic and firefighter skills and signed off by their captain, battalion chief and Deputy Chief they will count towards staffing.

For Entry Level firefighters, two things may happen.

1. They are placed in a 6-week orientation and skills academy facilitated by District approved training officers (Captain and Firefighter minimum) where they are on a 40-hour work week and their job is to learn and work through any training deficiencies. They are also put through a pump operations class and EVIP. Once complete, they report to shift and work on their probationary book and may count towards staffing (timing for this is determined by their Captain and Battalion Chief as they are continually evaluated on their skills until recommended to count as staffing).
2. The individual may be assigned to the WSP Fire Academy when there are situations where a local academy cannot take place due to staffing constraints or none are being offered locally. The reasons an individual may be sent to the academy are numerous. Often times a new employee may have the certificate(s) but have not been practicing their skills and a comprehensive refresher is warranted. Once the academy is completed, they are to report to shift and work on EVIP, pump operations (if not already complete) and their probationary book and again may count towards staffing (timing for this is determined by their Captain and Battalion Chief as they are continually evaluated on their skills until recommended to count as staffing).

*\*Exceptions will be a paramedic who will have an additional minimum 90-day mentorship and testing with the Medical Director before they can count towards paramedic staffing (there have been times where they have not counted as a paramedic, but can count as an EMT, thus eliminating mandatories and overtime).*



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Jeffrey Nicholas  
Michael Mingee  
Bill Miano  
**Commissioners**

Justin Grider, Fire Chief

For Lateral Hiring of Firefighter/ EMT-B/P, they are assigned to a shift and will work on their probationary book and work with their Captain and Battalion Chief to complete EVIP and pump operations, etc to work towards counting as staffing. This will be considered on the job training (OJT) and will be evaluated as such. The same exceptions for paramedics will be in place as will the recommendation from their Captain and Battalion Chief as to when they will count as staffing.

### **COST/BENEFIT ANALYSIS**

For the purpose of this analysis, the numbers are based off Captain/Paramedic, Firefighter/Paramedic and new hire step one Firefighter/EMT-B and Firefighter/EMT-P.

An internal Academy for 6 weeks with two Senior members instructing on a 40-hour work week:

Average Captain/Paramedic hourly:

$\$57.35/\text{hour} \times 40 \text{ hours} = \$2,294.00 \times 6 \text{ weeks} = \$13,764.00$

Average Firefighter/Paramedic hourly:

$\$44.80/\text{hour} \times 40 \text{ hours} = \$1,792.00 \times 6 \text{ weeks} = \$10,752.00$

Total for 2 instructors for 6 weeks: **\$24,516.00**

*\*Does not include any Overtime or conversion to 40-hour work schedule.*

Overtime to backfill/cover the positions that are instructing averaging a 15 24-hour shift coverage needed.

Average Captain/Paramedic Overtime hourly rate:

$\$86.03/\text{hour} \times 24 \text{ hours} = \$2,064.72 \times 15 \text{ days} = \$30,970.80$

Average Firefighter/Paramedic Overtime hourly rate:

$\$67.02/\text{hour} \times 24 \text{ hours} = \$1,608.48 \times 15 \text{ days} = \$24,127.20$

Total for 2 backfill shift coverage for 6 weeks (15 shifts) = **\$55,098.00**

New Hire pay rates on average are as follows:

Step 1 Firefighter/EMT = \$29.97/hour

Step 1 Firefighter/Paramedic = \$34.25/hour



## Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382  
360-683-4242, Fax: 360-683-6834  
[www.ccf3.org](http://www.ccf3.org)

Jeffrey Nicholas  
Michael Mingee  
Bill Miano  
**Commissioners**

Justin Grider, Fire Chief

This only accounts for the cost of personnel and does not include the cost of materials (books, fuel, supplies for props, etc.).

Washington State Patrol Fire academy cost per student:

Tuition \$ 9,553.00 per student (includes materials, supplies, lodging, meals);  
length 12 weeks.

Students are removed from response responsibility and are expected to attend classes. The District provides PPE, uniforms, and transportation if available.

Costs to the District per student (wages):

FF/EMT-B:  $\$29.97/\text{hour} \times 40 \text{ hours} = \$1,198.80 \times 12 \text{ weeks} = \$14,385.60$

FF/EMT-P:  $\$34.25/\text{hour} \times 40 \text{ hours} = \$1,370.00 \times 12 \text{ weeks} = \$16,440.00$

Totals:

FF/EMT-B:  $\$9,553.00 + \$14,385.60 = \$21,938.60$

FF/EMT-P:  $\$9,553.00 + \$16,440.00 = \$25,993.00$

Once completed, the firefighter/EMT-B/P reports to shift where they receive their probationary book and continue with the remainder of their OJT on pumps and driving.

## SUMMARY

To provide for Firefighter and public safety, staff continue to monitor all new members on their skill levels and their ability to provide safe and constant professional services to the public. The goal is to hire good people that will do good work for our customers. To do this, staff believe that it is paramount that new members have every opportunity to be successful. Until staffing levels increase to allow new members to be absorbed into a company where they are constantly monitored and mentored (appropriately) while counting as staffing, the District will continue to monitor the best practices for the District and community.



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 5

Board of Commissioners meeting **03/19/2024**

**To:** Board of Commissioners

**From:** Chief Justin Grider

**Subject:** Update draft Community Paramedic Position Description

**Recommendation:** Approve as written.

**Background:** At the last meeting the Board of Commissioners reviewed the draft position description and gave feedback to staff to revise.

**Discussion:** The attached position description is updated to reflect suggestions from the Board.

**Attachments:** Draft Position Description.

**Alternatives:** The Board could make additional changes to the position description or choose to go in a different direction.

**Fiscal Considerations:** N/A

**Impact to the Community:** The Board feels that this would bring value added to the District and the Citizens we serve.



## **Clallam County Fire District 3**

### **Position Description**

#### **Community Resource Paramedic Position Description (Effective, 4/1/2024)**

**FLSA Status:** Non-exempt position represented by IAFF Local 2933

#### **Nature and Purpose of Work**

The Community Resource Paramedic (CRP) will be responsible for delivering a Community Paramedic Program (Mobile Integrated Healthcare) as part of Clallam County Fire District #3 and Behavioral Health Co-Responder Programs. This position will be an experienced EMS field provider who works alongside the Medical Services Officer (MSO) and other specialists to provide medical evaluation, stabilization, social services interventions, and advocacy services for individuals and families as requested by District personnel and/or other referral pathways. Additionally, this position will assist with public information, outreach, and education efforts for Community Risk Reduction.

This position is assigned to a 40-hour work week with a schedule that may vary based on the needs of the District.

#### **Supervision Received**

The CRP reports directly to the MSO and Battalion Chief (BC) of EMS (in the absence of an MSO, the CRP will report directly to the on-duty Battalion Chief). The CRP works closely with Fire Captains and on-duty personnel and consults with the Medical Program Director (MPD), or their delegates, for authority to act in unusual situations. During emergent and non-emergent patient encounters, the CRP is responsible for patient care under the authority of the Clallam County MPD in accordance with established medical protocols and operating guidelines. The CRP operates within the Paramedic scope of practice and local standard of care as modified by agreements and understanding of local medical and social welfare providers. The CRP is expected to exercise considerable independent judgment in the execution of this assignment.

#### **Supervision Exercised**

The CRP has no supervisory responsibility unless specifically granted for stipulated roles, projects, tasks, or events. The CRP's duties may require coordination and oversight of work performed by co-workers. When supervisory responsibility is granted, the CRP is expected to exercise sound judgment in providing the corresponding leadership, organization, and coordination.

## Position Description

### Community Resource Paramedic

#### Essential Job Functions

The CRP assists the MSO in the development and administration of the Department's Community Paramedic Program. The CRP is responsible for facilitating patient use of, and integration with, social and medical support services with a primary goal of decreasing 911 utilization for non-emergent purposes. The CRP is required to apply technical Paramedic skills by acquiring and applying knowledge of medical and social support structures for patient management. The CRP also performs Paramedic duties while assigned to an emergency vehicle equipped with Advanced Life Support (ALS) equipment. This position is required to maintain proficiency with firefighting skills.

1. Assists in the development and administration and is primarily responsible for delivery of the Community Paramedic Program. Establishes, recommends, and evaluates short-term and long-term program goals and works to ensure program objectives are met.
2. Assists with Preparations and managemanementes of the Community Paramedic Program budget.
3. Develops or adapts data analysis methods to identify EMS users with the highest possible benefit from community paramedic intervention and referral.
4. Develops or adapts assessment tools to evaluate which community and medical resources may be available to stabilize a patient's situation and diminish reliance on emergency services.
5. Leads investigation of new services and improvement of existing EMS service delivery in non-emergent situations, such as intervention, assessment, treatment, and referral for patients with new life-altering circumstances who may need additional support, patients with challenges preventing participating in primary care, and patients who meet frequent hospital admission criteria.
6. Manages data and produces reports appropriate for patient care tracking, patient referrals, program coordination, billing, and program evaluation.
7. Develops working relationships with community partners, facilitates integration and collaboration between EMS and other health care and social service providers, while developing contracts with community and medical resources to assist with all aspects of patient care.
8. Responds, primarily in non-emergent mode, in a Department staff vehicle to patients referred by emergency operations crews or other medical or social service providers.
9. Interview patients using developed assessment tools to evaluate which community and medical resources may be available to stabilize the patient's situation and facilitate more appropriate use of emergency care resources. Refers patients to identified resources as appropriate and tracks patient progress.
10. Monitors the quality and appropriateness of patient care and documents the effectiveness of community paramedic program protocols, policies, and procedures. Recommends changes in protocols and standards to the MSO, BC of EMS, and MPD.

## Position Description

### Community Resource Paramedic

#### Knowledge, Skills and Abilities

##### Knowledge:

- 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 CRP 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 CRP must also possess the skills and ability to have extensive knowledge of the EMS system in Clallam County, including Basic Life Support (BLS) and Advanced Life Support (ALS) medical protocols, and incident command (IC).
- Extensive knowledge of principles and practices of pre-hospital medicine at both the EMT-B and EMT-P levels.
- Extensive knowledge in paramedicine and ability to apply knowledge. Working knowledge of the operation and maintenance of the various Fire and EMS equipment used by the Fire Department.
- Working knowledge of District and County geography.

##### Skills:

- Excellent project management skills, including [assisting with](#) budget preparation and tracking, communications, and coordination with members at all levels of the organization and with outside agencies.
- Excellent skills in planning, organizing, problem-solving, and time and task management.
- Excellent interpersonal skills for establishing and maintaining effective working relationships and managing group dynamics.
- Excellent written and oral communication skills for corresponding with District members and outside agencies, making presentations, and providing training.
- Computer skills for utilizing various software, such as word processing, spreadsheet and database software, internet-based document sharing, and internet-based polling and scheduling applications.

##### Ability to:

- Establish and maintain effective working relationships with a broad range of people and organizations.
- Work in a group setting with a broad range of interests, overcoming conflicts to develop consensus around reasonable preparedness efforts.
- Ability and willingness to establish and maintain effective, amicable relations with District members, outside agencies, and the public.
- Remain calm during emergency operations, analyzing information and developing plans of action.

## Position Description

### Community Resource Paramedic

- Clearly communicate conditions and recommendations.
- Maintain the absolute confidentiality of sensitive files, data, and materials accessed, discussed, or observed while working with District staff and others.
- Prioritize tasks and projects, work independently, and be self-motivated to identify and complete tasks and projects with minimal supervision.
- Maintain flexibility and adaptability to meet the needs of changing circumstances. Understand and carry out verbal and written instructions.
- Work effectively as a team member.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

### Physical Demands

- The CRP may be required to walk on uneven or slippery surfaces and may encounter emergency situations that may require rapid evacuation of an area to avoid personal injury or to provide assistance to another individual and must therefore have the physical ability to walk or run. The CRP may be required to wear protective clothing weighing greater than 10 lbs. Their duties require the dexterity and coordination needed to operate heavy vehicles; lift, carry, and operate tools and equipment; handle and assemble fire equipment; and lift and carry objects in excess of 75 lbs. They must have the dexterity to stoop, bend, and climb in/out of vehicle cabs, as well as to access upper cabinets. They must possess sufficient visual acuity to read gauges and observe emergency scene conditions in a variety of lighting conditions, including bright light, low light, and low visibility conditions. The CRP must have the ability to conduct coherent voice face-to-face communication as well as via portable radio and telephone.
  - **Essential Job Functions** – For further description of the position's essential job tasks, refer to Chapter 9 of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments (2013 Edition).
  - **Accommodations** – The successful applicant must be able to perform the essential duties of the position with or without accommodation.

### CONTROLS OVER WORK

The CRP's work under the general supervision of the MSO under the BC of EMS, who evaluates work for conformance to District policies and effectiveness of the program. The CRP works closely as a team with Social Workers, Behavioral Health Specialists, and Substance Abuse Specialists.

**Note: The District reserves the right, at its sole discretion, to determine whether the combination of education and experience are commensurate with the requirements of the position.**

### WORK ENVIRONMENT:

## Position Description

### Community Resource Paramedic

Work is performed in the station, office, private dwellings, and in vehicles and outdoor settings; in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to biological and other hazards associated with rendering medical assistance, including body substances and contaminated spaces and equipment.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar to, related to, or a logical assignment to the position.*

~~The CRP will be Automatically Dispatched to the following calls:~~

- ~~• Codes (adult and infant)~~
- ~~• Drowning (adult and child)~~
- ~~• Confirmed structure fires (may transition to response Firefighter/Paramedic)~~
- ~~• Major assaults~~
- ~~• Suicides~~

~~The CRP may Self Dispatch to the following calls:~~

- ~~• Domestic violence~~
- ~~• Sexual Assaults~~
- ~~• Death notification~~
- ~~• Occupant Services~~
- ~~• Mentally Ill~~
- ~~• Homeless~~
- ~~• Child and Elder abuse~~
- ~~• Lost children or elderly person~~

### PHYSICAL REQUIREMENTS:

Emergency activities may expose the CRP to hazardous conditions, materials, or health risks during fire suppression, hazardous material incidents, or in caring for the sick and injured. While performing the duties of this job, the CRP is occasionally required to stand, walk, use hands to handle or operate objects, tools, or controls, and reach with hands and arms. The CRP is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, or smell. The CRP may regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Commented [TH1]:** This section to be incorporated in an Operational Guideline.

## Position Description

### Community Resource Paramedic

*The statements contained herein reflect general details as necessary to describe the functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize workloads, or otherwise to balance.*

**Note:** The statements contained above reflect general details as necessary to describe the principal 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 CRP must be an action-oriented individual with a passion for public service and patient care. 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 along with the ability to effectively respond to a broad range of District needs as well as the needs of the general public while operating in a culturally diverse community.

#### Work Place Conditions:

While performing the duties of this position, the CRP must also 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. Work is typically performed in any combination of 8-, 10-, 12-, or 24-hour shifts.

#### Recruiting Requirements

##### Minimum Qualifications:

- High school diploma or GED
- Have proof of eligibility for employment in the United States.
- Five (5) years' experience as a Paramedic.
- Must maintain a valid Washington State Driver's License with an acceptable driving record and stay current on EVIP training.
- Must pass a formal criminal background check as required by RCW 43.43.830.
- Must maintain Washington State Paramedic certification and obtain pertinent certification for operation under the Clallam County MPD.
- Community Resource Paramedic Certification (CP-C).
- Be in sufficient good health and physical condition to fully perform the requirements of this position.

## Position Description

### Community Resource Paramedic

- Not be drug or alcohol dependent.
- Meet the District's professional appearance standards.
- As may be deemed commensurate with their prescribed assignments:
  - Possess the ability to pass a medical/physical examination and drug screening
  - Possess the ability to pass a physical ability test
  - Possess the ability to pass a psychological evaluation

### Desired Qualifications

- Experience in nursing, behavioral health, or other services in diverse healthcare environments.
- College-level education and continuing education opportunities that have enhanced the member's ability to perform essential functions of the job.
- Mental Health First Aid or similar training.
- Working knowledge of local social service programs, non-profit community support services, behavioral health programs, and hospice care services.
- Education and/or involvement in Community Risk Reduction (CRR) planning/activities.
- Experience and/or credentials for public outreach and education.



# Clallam County Fire District No. 3

## Proclamation [2024-01]

**WHEREAS**, Scott Dickson began volunteering with Clallam County Fire Protection District No. 3 on 8/28/1993 as a Firefighter/EMT; and

**WHEREAS**, Scott Dickson began employment with Clallam County Fire Protection District No. 3 on 7/1/2001 as a Firefighter/EMT; and

**WHEREAS**, Scott Dickson has faithfully served the Clallam County Fire Protection District No. 3 for 30 years and currently serves as Firefighter/EMT for the District; and

**WHEREAS**, Scott Dickson has selflessly served the Fire Service for 30 years; and

**WHEREAS**, Scott Dickson has announced his retirement effective April 1, 2024; and

**WHEREAS**, recognition of members is of the utmost importance to staff and the Board of Commissioners of Clallam County Fire Protection District No. 3; and

**WHEREAS**, Clallam County Fire Protection District No. 3 follows the Motto of: Serve, Respect, Prevent and Protect, which the member has followed during their tenure; and

**WHEREAS**, Clallam County Fire Protection District No. 3 delivers service through the Core Values of: Unity, Compassion, Integrity, Courage and Honor, which this member has conveyed through their tenure; and

**WHEREAS**, Clallam County Fire Protection District No. 3 follows the Vision of: Service Driven Through Excellence and Innovation, which this member has strived for during their tenure; and

***NOW, THEREFORE***, we, the Board of Commissioners for Clallam County Fire Protection District No. 3, do hereby proclaim that Scott Dickson, retired effectively April 1, 2024, as a valued member of this organization; and

***FURTHERMORE***, Scott Dickson, will be considered a lifetime brother of the Fire Service and Clallam County Fire Protection District No. 3; and

***BE IT FURTHER PROCLAIMED***, that the Board of Commissioners of Clallam County Fire Protection District No. 3 expresses its appreciation to Scott Dickson for 30 years of faithful and dedicated service to fellow members and citizens of Clallam County Fire Protection District No. 3.

Signed, this 19th, day of March 2024.

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Jeffrey Nicholas

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Michael Mingee

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Bill Miano

# Clallam County Fire District No. 3

## Proclamation [2023-02]

**WHEREAS**, Benjamin Andrews began employment with Clallam County Fire Protection District No. 3 on 2/10/2003 as an Assistant Chief of Operations; and

**WHEREAS**, Benjamin Andrews has faithfully served the Clallam County Fire Protection District No. 3 for twenty-one years and currently serves as Fire Chief for the District; and

**WHEREAS**, Benjamin Andrews has selflessly served the Fire Service for 21 years; and

**WHEREAS**, Benjamin Andrews has announced his retirement effective April 30, 2024; and

**WHEREAS**, recognition of members is of the utmost importance to staff and the Board of Commissioners of Clallam County Fire Protection District No. 3; and

**WHEREAS**, Clallam County Fire Protection District No. 3 follows the Motto of: Serve, Respect, Prevent and Protect, which the member has followed during their tenure; and

**WHEREAS**, Clallam County Fire Protection District No. 3 delivers service through the Core Values of: Unity, Compassion, Integrity, Courage and Honor, which this member has conveyed through their tenure; and

**WHEREAS**, Clallam County Fire Protection District No. 3 follows the Vision of: Service Driven Through Excellence and Innovation, which this member has strived for during their tenure; and

**NOW, THEREFORE**, we, the Board of Commissioners for Clallam County Fire Protection District No. 3, do hereby proclaim that Benjamin Andrews, retired effectively Benjamin Andrews, as a valued member of this organization; and

**FURTHERMORE**, Benjamin Andrews, will be considered a lifetime brother of the Fire Service and Clallam County Fire Protection District No. 3; and

**BE IT FURTHER PROCLAIMED**, that the Board of Commissioners of Clallam County Fire Protection District No. 3 expresses its appreciation to Benjamin Andrews for twenty-one years of faithful and dedicated service to fellow members and citizens of Clallam County Fire Protection District No. 3.

Signed, this 19th, day of March 2024.

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Jeffrey Nicholas

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Michael Mingee

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Bill Miano



March 15, 2024

Dear Chief Grider,

Just a note of congratulation  
to you. From the notice from  
Fire District 3 you are very  
qualified. We are lucky to have you.

I want to tell you my feelings  
about how wonderful my many  
experiences with your team were.  
My partner, Chuck Clarkson,  
required many calls to the  
paramedics. They were the kindest  
and professional people one  
could ever ask for.

Helma Sullock ♡