
Clallam County Fire District 3

2022 Annual Report



November 7, 2023

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About Fire District 3

Preface – Clallam County Fire District 3 (District) provides a variety of services to the City of Sequim and the surrounding area from east of Diamond Point to Deer Park Road in Port Angeles and is an essential mutual-aid resource to neighboring communities throughout the Peninsula. To fulfill its mission of service, the District maintains a cadre of highly dedicated volunteers and career members who are always ready to serve the community’s citizens with compassion and professionalism.

Mission Statement: Clallam County Fire District 3 is dedicated to excellence in serving, educating, and protecting our community through emergency medical services, fire suppression, and public education.

Vision Statement: Service Driven Through Excellence and Innovation

Core Values: Unity ~ Compassion ~ Integrity ~ Courage ~ Honor

Motto: The District’s Mission, Vision, and Values are summarized within the following motto:

Serve, Respect, Prevent & Protect

District Overview

The District, located in the eastern portion of Clallam County, includes the Gardiner community portion of Jefferson County. The District is the largest fire and emergency services provider in Clallam County; providing fire, rescue, and EMS response services to, approximately, a 142-square-mile service area while protecting an estimated 34,000 citizens.

The District responds to all types of fires, medical and rescue-related emergencies from six fire stations distributed throughout the District. Three of these stations are staffed 24 hours a day, seven days a week, with a combination of on-duty career members that are supplemented by on-call volunteers. The other three stations are staffed exclusively with on-call volunteers. On-duty career firefighters work 24-hour shifts at Station 37 (Blyn), Station 33 (Carlsborg), and Station 34 (Sequim). Volunteers typically respond when called upon from home, work, or wherever they happen to be within the community.



The District responded to 8,633 requests for service in 2022. EMS service requests account for 84.5 of that total number, with 73% of those being Basic Life Support (BLS) and 26% of them classified as Advanced Life Support (ALS). Fire related calls account for about 3.3% of that total, with the balance being a variety of false, unintentional, and cancelled calls.

The District is governed by a Board of three Fire Commissioners, elected for staggered 6-year terms. The Commissioners serve, at large, to represent the District's entire service area equally, rather than being assigned to provide geographic representation.

The District employs 55 full-time and 3 part-time employees who are classified as follows:

3	Chief Officers
14	Captains
32	Firefighters
1	Finance Manager
2	Administrative Assistants
3	Maintenance Personnel
1	Fire Code Technician (Part-Time)
1	IT (Part-Time)
1	Volunteer Coordinator (Part-Time)

District Administration

Administration Office – In the Spring of 2022, the Administrative Staff of the District relocated to Carlsborg. Those members consist of the Fire Chief, two (2) Assistant Chiefs, Finance Manager and two (2) Administrative Assistants. The new location is 863 Carlsborg Road, Unit C, directly across the street from the Post Office.

Finance

Revenue – The County Treasurer acts as an agent to collect property tax levied on behalf of the District. In 2022, the District's General Levy rate was \$1.279357 per \$1,000 of assessed value. Based on the assessed valuation of \$6,849,207,199 the General Levy totaled \$8,762,580. The 2022 EMS levy rate was \$.452667 per \$1,000 of assessed value. Based on the assessed valuation of \$6,887,443,457 the EMS Levy totaled \$3,117,720. A summary of the District's 2022 revenue is shown below:

Table 1: Revenue Statement				
Revenue Source	Budget	Actual	Difference	% of Budget
General Property Tax	\$ 8,870,000	\$ 8,888,858	\$ 18,858	100%
EMS Property Tax	\$ 3,130,000	\$ 3,161,994	\$ 31,994	101%
Leasehold Excise Tax	\$ 8,000	\$ 18,919	\$ 10,919	236%
Timber Excise Tax	\$ 12,000	\$ 25,967	\$ 13,967	216%
Total Taxes	\$ 12,020,000	\$ 12,095,739	\$ 75,739	101%
State Grant Revenue	\$ 1,200	\$ 1,125	\$ (75)	94%
Federal Grant Revenue	\$ -	\$ 37,867	\$ 37,867	-
Sale of County Timber	\$ 35,000	\$ 171,150	\$ 136,150	489%
Charges For Services	\$ 86,500	\$ 119,669	\$ 33,169	138%
Ambulance Services	\$ 100,000	\$ 126,457	\$ 26,457	126%
Miscellaneous	\$ 27,700	\$ 345,039	\$ 317,339	1246%
Total Revenue	\$ 12,270,400	\$ 12,897,047	\$ 626,647	105%

Expenditures – The District adopts an annual appropriated budget for the General Fund and the budget constitutes the legal authority for expenditures at that level. The budget is further appropriated at the department level and annual appropriations for these funds lapse at the fiscal year end.

The District maintains a policy statement that on-going operational expenses are to be funded by on-going revenue (new funds, not reserves). The 2022 expenditure budget totaled \$12,647,929, including \$1,510,440 for capital projects. The operating expense budget of \$10,957,489 was well under the anticipated revenue for the year, thus meeting District policy requirements. In addition, actual expenditures for 2022 were significantly lower than planned, partially due to the lingering supply-chain issues.

The appropriated and actual 2022 expenditures for the General Fund, by Department were as follows:

Table 2: Expenditures Statement				
Department	Budget	Actual	Difference	% of Budget
Commissioners	\$ 43,995	\$ 43,396	\$ (599)	99%
Administration	\$ 1,209,919	\$ 1,143,991	\$ (65,928)	95%
Volunteers	\$ 237,718	\$ 186,159	\$ (51,559)	78%
Suppression	\$ 1,677,791	\$ 1,392,580	\$ (285,211)	83%
Prevention & Risk Reduction	\$ 298,825	\$ 235,702	\$ (63,123)	79%
EMS	\$ 6,525,615	\$ 6,802,783	\$ 277,168	104%
Other Response	\$ 26,000	\$ 11,364	\$ (14,636)	44%
Emergency Mgmt	\$ 25,000	\$ 1,905	\$ (23,095)	8%
Facilities	\$ 498,727	\$ 614,252	\$ 115,525	123%
Vehicles	\$ 413,900	\$ 392,222	\$ (21,678)	95%
Capital	\$ 1,510,440	\$ 818,498	\$ (691,942)	54%
Total	\$ 12,467,929	\$ 11,642,851	\$ (825,077)	93%

Grant Status – During 2022, the District:

- Received \$30,367 from the FEMA Disaster Public Assistance Grant that reimbursed the District for Covid-19 related expenditures that we incurred in 2020 and 2021.

Operations & Training

INTRODUCTION

Our Motto States: **SERVE, RESPECT, PREVENT and PROTECT**. Community Risk Reduction programs both Prevent and Protect. A robust Fire Prevention Program is a necessary cornerstone of any Community Risk Reduction program. Community Risk reduction is akin to a three-legged chair; the three legs are Education, Engineering and Enforcement. Without proper attention to any of the legs the chair will collapse and the program will not meet the desired goals.

Clallam County Fire District No. 3 provides for two of the necessary components of Community Risk Reduction. Education through Community Programs such as CERT, Community CPR and an ongoing Occupancy Inspection Program. Engineering through participation with City projects / plans review. Currently Clallam County Community Development only involves our Fire District at the level of public comment on certain threshold projects.

The City of Sequim and Clallam County both hold the Authority Having Jurisdiction to enforce compliance for Fire and Life Safety codes. Once referred for enforcement, the District attempts to maintain follow up for compliance.

COMMUNITY RISK REDUCTION – FIRE PREVENTION INSPECTIONS

The following lists and graphs will display the current state of our Fire Inspection Program as of Year-End 2022.

Master List Business Occupancies CCFD3	865
Occupancy cleared inspection 2021	69
Occupancies cleared inspection 2022	165
Occupancies with outstanding corrections	11
Occupancies referred to AHJ	5
Complaints responded to 2022	39
Cause and Origin Investigations by CFI / FIT	36

DETAILS OF OCCUPANCIES REFERRED TO THE AUTHORITY HAVING JURISDICTION

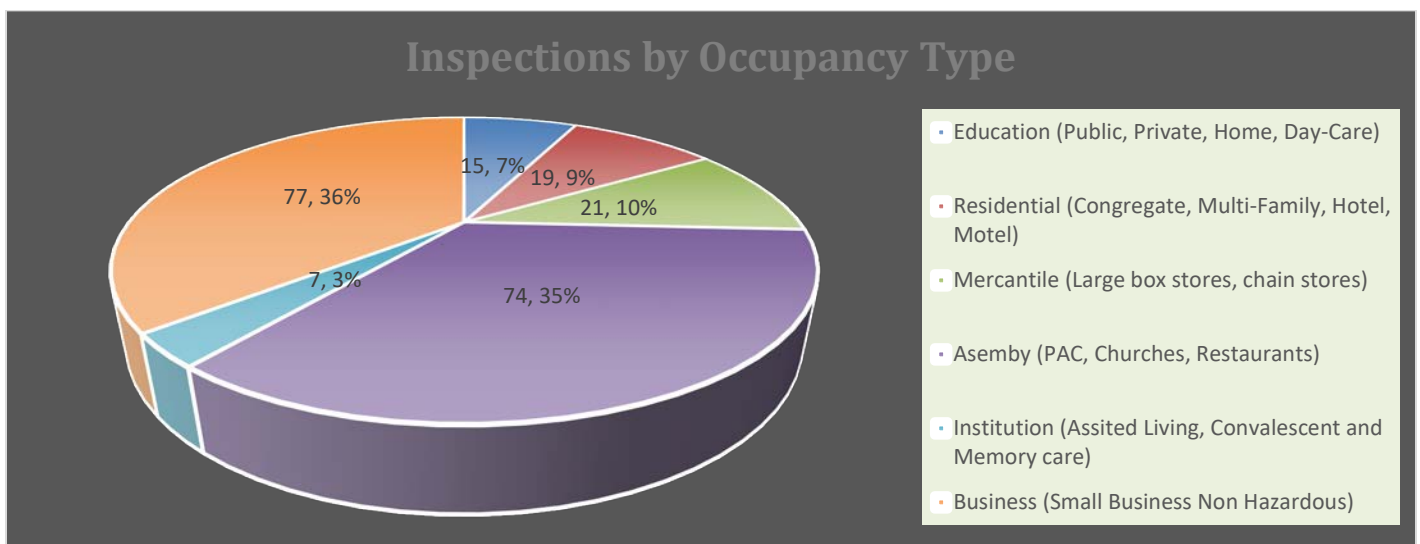
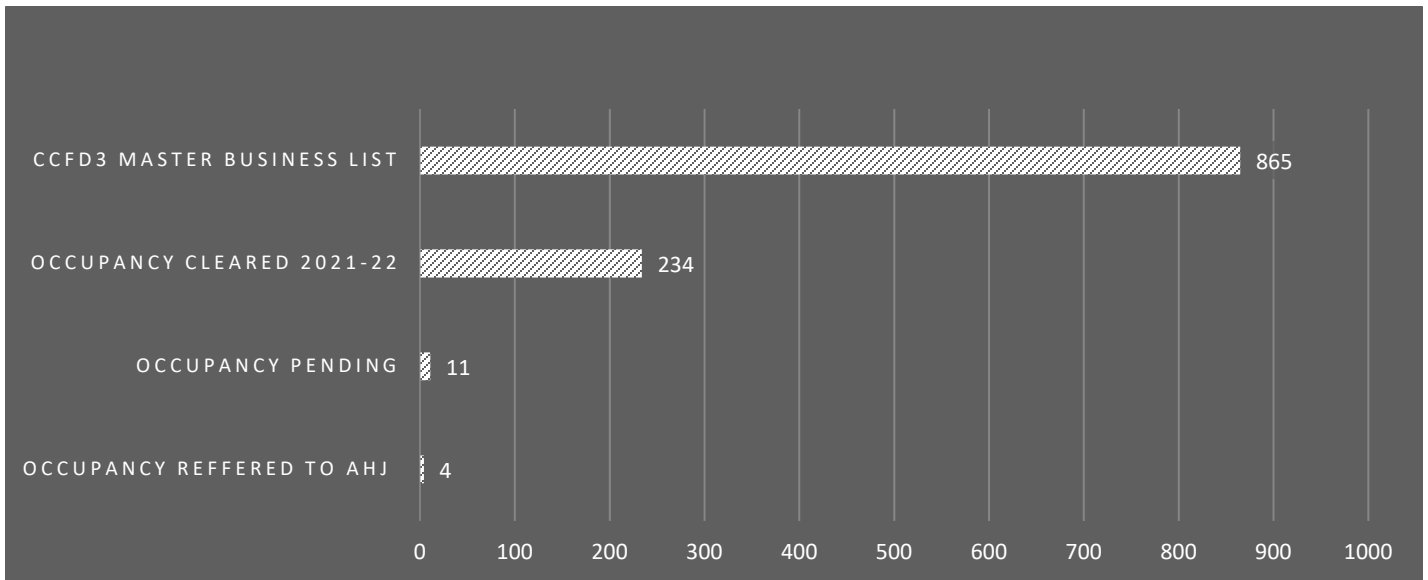
Bell Creek Plaza – Shut Down Fire System

Sea Breeze Apartments – Needs Fire Lanes Re- Painted

Lucky Star Clothing – Sub Panel, Fire Extinguisher, Blocked Exit

5th Avenue Furniture – Overstock, Exit obstructed, Electrical equipment blocked

Faith Baptist Church (Old Olympic) – Fire Alarm requires service, obstructed exit pathway



MOST COMMON CORRECTIONS REQUIRED

Housekeeping – Access to electrical, and fire systems, near heat producing equipment

First Aid Appliances – Lacking fire extinguishers and/or non-mounted fire extinguishers

Emergency Lighting / Exit Signs – Inoperative or no battery back-up

Insufficient Fire System Maintenance – Out of date Kitchen Hood, Wet Sprinklers, or Fire Alarms

Electric Code – Use of non-permanent wiring, open circuit panels, missing cover plates

COMMUNITY RISK REDUCTION – FIRE CAUSE INVESTIGATION

The Fire District investigates for cause of all fires responded to. The initial responsibility lies with the Company Officer who will determine the obvious, if it exists. In instances where the fire cause is not obvious, a certified Fire Investigators will be notified. At all large loss fires, and fires resulting in injury or death, a Certified Fire Investigators will be utilized.

The District’s Fire Investigation Team consist of:

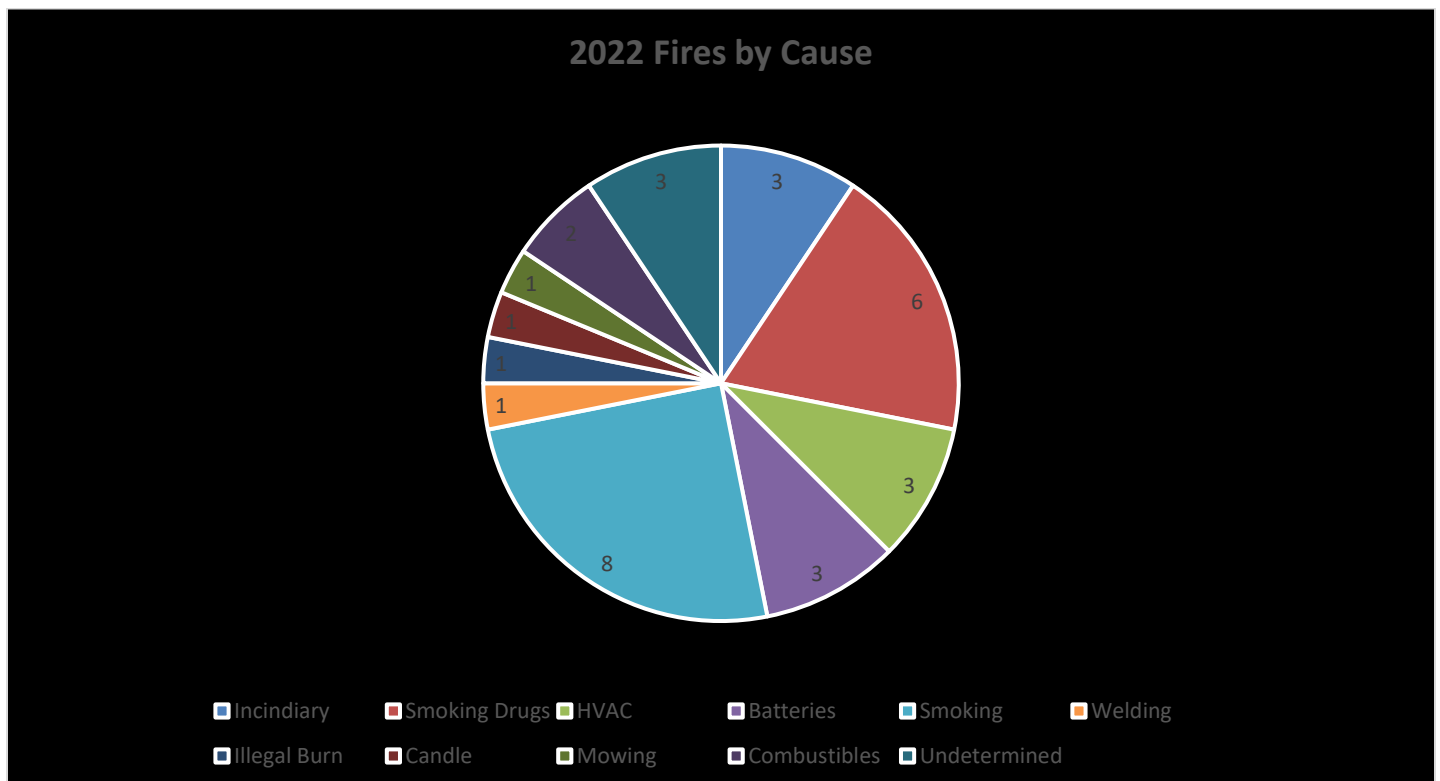
- Lieutenant / Fire Code Technician Mike Minge, I.A.A.I Certified Fire Investigator
- FF/ EMT John McKenzie, I.A.A.I Certified Fire Investigation Technician
- FF/EMT Scott Dickson, IFSAC Fire Investigator
-

In 2022, the Investigation Team conducted 36 formal Fire Investigation. The District’s Team was also called to assist other agencies on 4 separate occasions.

Cause and / or Contributing Factors to fires investigated in 2022

Incendiary	3
Inoperative HVAC	3
Li-Ion Batteries	3
Drug related lighter / torch	6
Welders torch	5
Discharge of smoking material	8
Illegal burning	1
Candle	1
Lawn Mowing	1
Combustibles close to heaters	2
Undetermined	3

*5 Total loss RV fires used as primary residence



Part-time IT Technician, hired 4/1/2022:



Keith Koehler

Six new members were hired in 2022, all six are Firefighter Paramedics and were hired on 3/1/2022:



Jeremy Church



Mark Karjalainen



Bryant Kroh



Eliza Winne



Erik Payne

Retirements:



*Captain Ryan Tillman,
after 15 ½ years of
service, retired.*



*Firefighter/EMT
Ron Whitney, after 25 years
of service, retired.*



Volunteer Recruit Academy – The District, in conjunction with the Washington State Fire Academy and Clallam County Fire District 2, delivered a Fire Recruit Academy. There were 17 students, 2 being from District 3.

Records Management System (ESO)– In 2020, the District started researching new Records Management Systems and chose to go with a company called ESO, In May of 2021, staff implemented the new program. This new system allows real-time feedback on patient outcomes and the MSO working with OMC, Jefferson, and St. Michaels has been able to start receiving this from two of the three as of late 2022. In the fall of 2022, a representative came to the District and gave in-person training to all staff who use the program.

Kronos Workforce Telestaff – In late 2021, the District’s scheduling software company was attacked with Ransomware. This put an immediate halt on scheduling operations and staff had to scramble to address this issue with as minimal impact on members as possible. Staff worked collaboratively to figure out backup ways to accomplish this until the company could address its issues and get the platform back up and running. Staff did a great job addressing this and Kronos was back online in early 2022.

2022 Training – Here is a sample of some of the training offered and attended in 2022:

- Rescue Systems 1
- Critical Incident Stress Management
- Incident Safety Officer
- NFA Leadership Series
- IFSAC Fire Instructor 1 and 2
- This “Firehouse Rocks” and the art of “go, no go”
- EVIP and EVIP Train the Trainer
- IFSAC Fire Officer 1, 2 and 3
- IFSAC Fire Fighter 1 and 2

CPR Classes – The District held monthly CPR classes all year in 2022.



Santa Brigade – After a one-year hiatus in 2020, due to COVID -19, the Santa Brigade was once again back and running in 2021 and nothing kept it from returning in 2022! In fact, it was bigger and better than many years past! This year the Brigade ran all week, with 4 days touring around Sequim’s communities, and on the last day, Friday, December 9th, it was parked at Sequim Ave. and E Washington Street by the City’s Christmas Tree. Special thanks go out to Firefighter Paramedic Len Horst and Captain Marc Lawson for all of their hard work organizing this special event!

Logistics

In addition to the Logistics Section’s normal duties of vehicle and facility maintenance, the following highlights were accomplished during 2022:

SCBA Room – Maintenance finished a remodel on this room at the main station in Sequim.

Updating Kitchen – The first phase of the kitchen at the station at 323 N. 5th Ave. was completed.

Carlsborg Administration Office – Staff completed a remodel of the new administration building in Carlsborg.

The District held an Open house Saturday October 15th, 2022 – Here are some fun pictures of that day!



Support Services

CERT Volunteer Activities

OVERVIEW OF THE CCFD 3 SPONSORED CERT PROGRAM

The Community Emergency Response Program (CERT) sponsored by CCFD 3 is a volunteer-based group of trained citizens who provide community support in times of emergencies. The organization is trained by and led by CCFD 3 and has over 500+ members at year end 2022. These teams provide a low-cost force multiplier for the community and the Fire District when resources are desperately needed. Presented here are some of the major activities in 2022.

FOOD DISTRIBUTION OPERATIONS

The Sequim Food Bank and the Feed America Program continue to partner with our Sequim Operational Area (SOA) CERT volunteers to support a needed food distribution mission. Our local area is home to a significant number of needy families. Extra food is available for them, but it takes willing volunteers to direct the eligible traffic into position and then load the food into the families' vehicles.

During each of two Special Holiday Distribution Days in 2022, CERT volunteers distributed over **800** family meal boxes on 19 November and **815** Boxes on 17 December. CERT volunteers were also available to set up and take down the distribution shelters and tables.



CASCADIA RISING 2022 June 13-16

The purpose of the CASCADIA 2022 (CR22) exercise was to identify and practice essential Emergency Management tasks and responsibilities that will need to be performed in the days following a Richter magnitude 9 Cascadia earthquake event.

The entire CCFD3/CERT volunteer force was mobilized for the CR22 Exercise. The exercise was scheduled for 13-16 June, and the CERT volunteers were asked to deploy from 0900 to 1300 on each of those four days. CERT members were tasked to “clear” their assigned operational areas by observing every residence and structure. The volunteers were asked to wear their official vests and ID cards. They were provided pre-printed informational brochures that explained their mission and purpose to be provided to anyone who showed an interest in their activities. Volunteers were instructed to walk through the neighborhoods but remain on public roadways/sidewalks and away from driveways.



This year's CR22 exercise provided the CERT Program managers with their very first opportunity to see whether it was possible to scan all the assigned neighborhoods in four days or less. We discovered that it was quite possible to do so, albeit without performing any in-depth assessments of buildings' structural integrity or providing survivor assistance.

UMATILLA COT ACQUISITION

To support our need for increased sheltering capability on the Olympic Peninsula, CERT volunteers helped retrieve unused, still packaged, surplus cots and blankets that FEMA had stored for about 20 years in old Army bunkers located in Umatilla, Oregon. In cooperation with Joyce and Jefferson County emergency managers, the SOA was able to procure from FEMA about 1100 cots, 700 of which came to Sequim for just the price of fuel and truck rentals. This was a great acquisition for the SOA.

CERT personnel are not tasked to conduct shelter operations, but in an emergency, CERT personnel may well be tasked to support such operations by facilitating the rationed delivery of food and water and other supplies.

DART OPERATIONS SUPPORT

Three CERT teams (3, 14, and 2) have been designated, trained and certified to serve as ground support personnel for Disaster Airlift Response Team (DART) flight operations. As part of the **CASCADIA 2022** exercise, DART pilots participated in both tabletop and (later) physical exercises of the DART airlift capability. Trained CERT volunteers were present at the Blue Ribbon, Sequim Valley and Diamond Point airfields to practice unloading delivered foodstuffs and conveying it to waiting **Sequim Food Bank** personnel. Light aircraft may provide a lifeline for emergency deliveries of medicine and other essential items during a major disaster situation, and CERT will be there and ready to help.



Health & Safety

In 2022, the District’s Safety Committee continued to implement steps to foster a culture of safety within the organization in the prevention of workplace accidents and injuries. Though only required to meet quarterly the committee adopted a monthly meeting schedule that included virtual meetings via zoom due to Covid-19 restrictions and remained in place in perpetuity. The increased meeting frequency enabled Committee members to identify and address safety issues more efficiently and communicate safety messages more regularly.

The Safety Committee also continues “Safety Briefings” conducted by Safety Committee members at the beginning of volunteer and career training events to enhance the integration of workplace safety into the District’s ongoing training programs. John McKenzie provided most volunteer safety briefings, while career committee members lead shift briefings.

Safety Committee members continue to provide updates to the labor body at union meetings and solicit agenda items to address concerns at future committee meetings.

Below is a summary of reportable workplace injuries and illnesses that occurred in 2022:

Table 3: Summary of Work-Related Injuries & Illnesses			
Total Number of Cases			
Number of Deaths	Number of cases with days away from work	Number of cases with job transfer or restriction	Number of other recordable cases
0	1(1 day)	0	0
Total Injury & Illness Types			
Injuries:	4	Poisonings:	0
Skin Disorders:	0	Hearing Loss:	0
Respiratory conditions:	0	All other illnesses:	0

Incident Data

Calls for Service



Incident Type	Number of Incidents by Type	Percentage of Total Incidents by Type
ALS	1847	22%
ALS-CPR	46	1%
ALS-STEMI	21	0%
BLS	3626	43%
BLS-Service	758	9%
BLS Service Invalid Assist	774	9%
MVA-BLS	56	1%
MVA-ALS	19	0%
Brush/Grass Fire	17	0%
Brush/Grass Fire from Illegal Burn	8	0%
Chimney Fire	4	0%
Illegal Burning	57	1%
Miscellaneous Fire	21	0%
Smoke Complaint/Controlled Burning	131	2%
Structure Fire-Commercial	1	0%
Structure Fire-Residential	20	0%
Carbon Monoxide, w CO	2	0%
Vehicle Fire	19	0%
False Alarm	160	1%
Alarm System Activation (No Fire)	56	1%
Carbon Monoxide, No CO	12	0%
Unable to Locate/Cancelled Enroute	339	1%
MVA-Service	67	2%
Overheated Equipment	2	0%
Power Line Down	30	1%
Service Call (Smoke, Water, etc)	86	0%
Service Call-Other	258	0%
Rope/High Angle	1	1%
Confined Space Rescue	1	3%
Surface Water Rescue	1	0%
Hazardous Materials	11	0%
Mutual Aid Given for a Fire	7	0%
Dispatch Error	72	0%
Dispatch Training	2	0%
Dispatch Test	8	0%
Service Call Olympic Amb Only	93	1%
Total:	8.633	100.00%

In conclusion, it is with sincere appreciation that the District must acknowledge the tremendous support provided by all the dedicated volunteer and career members who serve the community. Their collective efforts are what enable Clallam County Fire District 3 to fulfill its mission: Clallam County Fire District 3 is dedicated to excellence in serving, educating, and protecting our community through emergency medical services, fire suppression, and public education.

