



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

---

## 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.

- WFCAs 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**

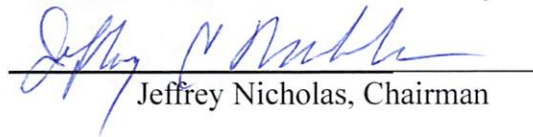
Chairman Nicholas called for an Executive Session beginning at 1:35 p.m., expected to last for eighty five (85) minutes under RCW 42.30.110 (c) - To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood 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

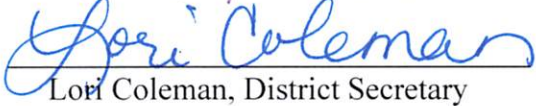
**ADJOURNMENT**

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

  
 Jeffrey Nicholas, Chairman

  
 Michael Mingee, Vice Chairman

ABSENT  
 Bill Miano, Commissioner

Attest:   
 Lori Coleman, District Secretary