

Clallam County Fire Protection District No. 4



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Commissioners:

Bruce Leiper, Chairman
Sam Nugent, Vice Chairman
Marcus "Ben" Pacheco
Lynne Kastner
Dan Peacock
Fire Chief:
Gregory Waters

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
March 26, 2025

Members Present

Bruce Leiper, Chairman/Commissioner
Sam Nugent, Vice Chairman/Commissioner
Marcus "Ben" Pacheco, Commissioner
Lynne Kastner, Commissioner
Dan Peacock, Commissioner

Others Present

Gregory Waters, Fire Chief
Carolyn Flint, Quartermaster
Rae Leiper, District Secretary to the Board

I. Call to Order

Chairman Bruce Leiper called the regular meeting to order at 5:30 p.m. So ordered.

II. Roll Call of Commissioners

Bruce noted all Commissioners were present. Chief Greg Waters, Quartermaster Carolyn Flint, and Board Secretary Rae Leiper were also in attendance. Admin Assistant Cheryl Anderson was away on an excused absence.

III. Minutes of the Regular Meeting held on February 26, 2025, Corrections or Approval

A change in the wording was requested regarding the Tactical EMS training and a revision of meeting sequence was needed to show an action taken. Ben Pacheco made a motion to approve the amended Regular Meeting Minutes for February 26, 2025. Sam Nugent seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

One item was added under Items of Interest
VIII.I.5- Strategic Planning

Two items were added under Other Concerns
VIII.K.1- Ben Pacheco request to address the board.
VIII.K.2- Rae Leiper- Website Concerns

V. Introduction of Guests and Visitors

No visitors were in attendance.

VI. Community Comment

None

VII. For Board Action

A. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P1725 – P3625 Commissioners and Staff in the Amount of \$19,244.40

Lynne Kastner noted that her hours of work showed attendance at a Standing Committee meeting she did not attend resulting in an overpayment for her. The Board agreed that Lynne will not record the hours for the next ~~Standing~~ ^{RS} Committee meeting she attends to correct the situation.

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for February 2025 for voucher numbers P1725 – P3625 Commissioners and Staff in the amount of \$19,244.40, as presented. Dan Peacock seconded the motion. Motion carried unanimously. So ordered.

"The District, the undersigned Board of Commissioners of Clallam County Fire Protection District No. 4, do hereby certify under penalty of perjury that the claim is a just, due, and unpaid obligation against Clallam County Fire Protection District No. 4, and that We are authorized to certify to said claim."

B. Ratification of Approval of Claims Payment Request: February 2025B Voucher Numbers C8125 – C10025 in the Amount of \$60,397.23

Sam moved to ratify the approval and execution of the Claims Payment Request February 2025B for Voucher Numbers C8125 – C10025 in the amount of \$60,397.23 as presented. Dan seconded the motion. Motion carried unanimously. So ordered.

"We, the undersigned Board of Commissioners of Clallam County Fire Protection District No. 4, do hereby certify under the penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, that the claim is a just, due, and unpaid obligation against Clallam County Fire Protection District No. 4, and We are authorized to authenticate and certify to said claim on this 26th day of March 2025."

C. Ratification of Approval of Claims Payment Request: March 2025 Voucher Numbers C10125 – C12525 in the Amount of \$109,770.08

Ben moved to ratify the approval and execution of the Claims Payment Request March 2025 for Voucher Numbers C10125 – C12525 in the amount of \$109,770.08 as presented. Lynne seconded the motion. Motion carried unanimously. So ordered.

"We, the undersigned Board of Commissioners of Clallam County Fire Protection District No. 4, do hereby certify under the penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, that the claim is a just, due, and unpaid obligation against Clallam County Fire Protection District No. 4, and We are authorized to authenticate and certify to said claim on this 26th day of March 2025."

VIII. For Board Information and/or Discussion

D. Staff Reports – Chief Greg Waters and Quartermaster Carolyn Flint Reporting.

Chief Greg Waters provided the staff report with the assistance of Quartermaster Flint, who keeps track of all the data. Since the last Commissioners' meeting on February 26, 2025, the District has answered 24 calls in 29 days, bringing the average calls per day down to .8 calls per day. Sixteen of the calls resulted in transports, 13 of which were ALS and 3 BLS. The breakdown of the calls was the usual. Four public assists; one because a patient had a broken oxygen concentrator. Two of the calls were for suicides, one of which was only an attempt. There was 1 cardiac arrest, 1 for acute abdominal pain, two sepsis cases, one drug overdose, as well as respiratory and diabetic calls. There was one motor vehicle accident at the Freshwater Bay intersection resulting in a trauma call. All these calls brought the numbers for the Counting Year from October 1, 2024, to 177 calls putting the District on track for at least 365 calls for the year. In this period, there were 5.5 responders per call.

Chief thanked everyone for the amazing job they did while he was away on leave. Special thanks to Quartermaster Flint for stepping up to take charge.

The education of the responders continues. The new crew lounge in the apparatus bay has been put to good use with a recent live EMS Connect lesson. Usually volunteers watch these lessons at home, but in this way, Greg and Carolyn are there to answer questions and add to discussions. Several responders will attend the West Region EMS Conference at Ocean Shores in May. There will be an active shooter drill next year with most county agencies involved. On April 4 and 5, the District will hold a Ropes Rescue Course based in the new apparatus bay. Responders will get to test out the new training tower. Firefighters are looking forward to a class called "The Art of Reading Smoke" in which they will learn what to observe when approaching a smoking house and learn how to respond to various situations. Two of the District volunteers will begin EMT classes at Peninsula College. Several volunteers have wanted to take a Wildland Fire Class. In conjunction with District 2, 5-7 of CCFPD4 volunteers will begin 30 hours of on-line classwork before they take part in a hands-on skill session. After passing all required tests, those responders will possess a Red Card which means they can be called up by DNR to fight wildfires for which they will be paid. The District will hold a CPR class for the public at the beginning of April. Chief will attend a Washington Fire Chiefs' (WFC) training conference in April.

Things are looking great with the new building. The finish work is down to hours instead of days. The lockers will be secured to the walls soon. Forming for the last pour for the generator and diesel tank will be completed the first week of April. The District will then use a crane to move the large pieces of equipment into place so the installation of wiring and other hook-ups can be completed. The "Zamboni" floor scrubber has arrived. Bids are out for the fence to be erected around the detention pond. A 500-gallon propane tank with wet lag and seismic shut-off valve will be installed soon, the exact location is yet to be decided. This propane tank will contain a reserve of propane for use in emergencies. The sign at the front which will hold the electronic reader board will be built soon. The Chief and Carolyn are working to get a variance for signage on the buildings as there is a limit on the size.

The District has added two new volunteers to the ranks in the last month. They each bring great skills to the District. Unfortunately, two of the Districts star responders are leaving for personal reasons. Their dedication to the job and the District will be missed. Jason Baar is being considered to be the Chief Engineer. His job will be primarily focused on keeping all the rigs in top shape.

E. Local Board of Trustees – February 26, 2025, Minutes

Minutes were noted.

F. Monthly Financial Reports

Financial Reports were noted, and they are still missing figures in the 2025 Budget Column. Cheryl has been working with the county and they have now resolved the problem of why the District's 2025 budgeted amounts were not showing the correct amounts. The budget has now been sent, and the figures should show in the next Financial Report.

G. Standing Committee Report

The Committee has been editing the Bylaws which were discussed later in the meeting.

H. Joyce Emergency Planning and Prep (JEPP) Report

JEPP will hold a workshop on May 17th to teach community members how to set up the mobile kitchen, the water filtration system, and connect the 10kw mobile generator to the gym.

JEPP was contracted by John Holcomb of Seabrook, WA. They have used JEPP's model for their emergency prep. He will come to visit soon to learn about JEPP's progress since 2016.

I. Joyce Fire Auxiliary

Rae thanked Commissioners Pacheco and Leiper for helping with The Port Angeles Lions Club ramp building project on Shire Lane, in Joyce. The Auxiliary helped fund the project and provided some of the labor. The homeowners were very pleased with the new ramp.

J. Olympic Peninsula Fire Commissioners' Association

Bruce reported that he sent the minutes of the last meeting to the Commissioners. The next meeting will not have a presenter, but there will be a discussion covering various topics. On May 22, Dave Upthegrove will speak to the group. The OPFCA will meet at District 4 on July 24. They are excited to tour the new apparatus bay.

K. Revenue Advisory Committee Report

Commissioners Pacheco and Kastner attended the recent meeting. Not a lot new to add, but it was said that timber revenues are on track to have a productive year in 2025. RAC is waiting to find out how Dave Upthegrove's shut down of 28 sites in Washington, 6 of which are in Clallam County, will turn out. There is concern that even though the Commissioner of Public Lands paused the timber sales, it is not Mr. Upthegrove's job. It is the job of the Department of Natural Resources Board to make changes to timber sales. The pause is putting \$308,000 to \$465,000 of timber revenues on hold. On April 1st, Ben will testify on behalf of CCFPD4 and Clallam County to the Board of Natural Resources and explain how loss of timber revenues will impact junior taxing districts.

Ben shared a letter from the Port Angeles Business Association. The letter provided historical data to support the argument that the DNR Board of Natural Resources has an obligation to harvest DNR lands to provide revenues to Junior Taxing Districts.

L. Items of Interest

1. WFCA Spring Training

Bruce noted that Sam and Lynne will be attending the training in Squamish. The topics: The Process of Successfully Evaluating Your Fire Chief and In Turn Providing

the Tools for Your Chief to be More Effective In Managing the Day-to-Day Operations; and What is Poulsbo's CARES? The Blueprint to Successful, Multi-district Coordination with Healthcare. Bruce also noted that the Region 9 meeting will be held on April 12, although no one from District 4 is attending. Sam and Greg will be attending the Chelan seminar this year. The topic: Lead Like No One Is Watching.

2. 2025 EMS Trauma Payment Notice Email

Commissioners noted the email. Chief Waters noted that the payment has been going down each year.

3. 2025 Tax Proportions Email

Commissioners noted the letter informing them that District 4 will get 14% of the Timber Sales revenue allotted to Taxing District 153, which is the Joyce area.

4. Bylaws

Sam and Lynne have been working on the bylaws. They led a discussion of the draft that was part of the board packet. Sam noted that Bylaws are to be the skeleton of how a district operates. The meat will come in the Policies and Procedures manual.

Several changes were discussed. The Board returned once more to the discussion of what the title should be for the person who takes on the secretarial duties for the Board. Recently it was decided the title should be District Secretary. Now there is some question about whether Secretary to the Board or Board Secretary might be more apt. More research is needed.

5. Strategic Planning

All break-out groups are moving along according to plan on their topics. Each will soon be completing their situational analysis and generating recommended goals for the strategic plan. Reports to the Board will begin in May.

M. Correspondence in Folder

1. WFCA Annual Report

Cheryl has a copy if anyone is interested.

N. Other Concerns

1. Ben Pacheco Resignation

Ben informed the Board that as of December 2025 he will have served on the Board for 20 years. He will submit his resignation in December. He suggested the Board begin looking for his replacement.

2. Rae Leiper on the Website

Rae informed Commissioners and others that something was amiss on the District website. She will see if she can resolve it and otherwise will call in HelperTek for more support.

IX. Adjourn

Bruce adjourned the regular meeting at 7:50 PM.

Respectfully submitted,

Raeann Leiper
District Secretary

