

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
Gregory Waters, Fire Chief

Clallam County Fire Protection District No. 4 Board of Commissioners Meeting Minutes Joyce, Washington April 23, 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
Cheryl Anderson, Administrative Assistant
Rae Leiper, District Secretary to the Board
Dara Peppard, guest

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, Admin Assistant Cheryl Anderson, and Board Secretary Rae Leiper were also in attendance.

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

Commissioner Kastner requested a change in wording regarding payment for committee meeting attendance. Ben Pacheco made a motion to approve the amended Regular Meeting Minutes for March 26, 2025. Lynne Kastner seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

Nothing was added.

V. Introduction of Guests and Visitors

Dara Peppard is considering joining the Board as a commissioner when Ben Pacheco retires. She introduced herself and answered questions from the board.

VI. Community Comment

None

VII. For Board Action

A. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P3725 – P5225 Commissioners and Staff in the Amount of \$18,822.82

Lynne Kastner noted that her hours of work showed she did not claim attendance at a recent RAC meeting. This will correct an over payment to her made last month.

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for March 2025 for voucher numbers P3725 – P5225 Commissioners and Staff in the amount of \$18,822.82, as presented. Ben 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: March 2025B Voucher Numbers C12625 – C14025 in the Amount of \$26,728.72

Sam Nugent moved to ratify the approval and execution of the Claims Payment Request March 2025B for Voucher Numbers C12625 – C14025 in the amount of \$26,728.72 as presented. Dan Peacock 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 23rd day of April 2025."

C. Ratification of Approval of Claims Payment Request: April 2025 Voucher Numbers C14125 – C16325 in the Amount of \$18,251.57

Ben moved to ratify the approval and execution of the Claims Payment Request April 2025 for Voucher Numbers C14125 – C16325 in the amount of \$18,251.57 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 23rd day of April 2025."

VIII. For Board Information and/or Discussion

A. Strategic Planning

Bruce explained the organization of the new binders where Commissioner documents will be kept. Cheryl Anderson passed out the binders. Currently, the binders contain only the *Background Information and District Data*, a draft of the Strategic Plan to be completed by the end of 2025, and a copy of the 2025 WFOA Commissioners Handbook. The Background and Data document will be considered a draft until the Commissioners and Chief are ready to adopt it after being provided with an opportunity to review and suggest changes. The Mission Statement and the Core Values language may be altered going forward following a discussion with Chief Waters and the Board to clarify the meaning and simplify the wording. The Board discussed the pros and cons of changing the District name to Joyce Fire and Rescue because that is how the community refers to the District. The change could be accomplished by a simple resolution. Questions arose as to the complications of making a legal name change with the IRS, other government entities, banks, and the many documents that will need to be amended.

Beginning in May, each focus group will present their Situational Analyses and proposed goals for Board discussion, all of which will remain in draft form through the months ahead until by the end of 2025 or by early 2026 the completed Strategic Plan will be formally approved via resolution.

Chief Waters and Carolyn Flint are on the final editing stage of the *Policies and Procedures Manual*. When finished, it will be presented to the Board for review and approval. Once approved, the document will be inserted in the "CCFPD4 Documentation" binders.

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

Chief Waters provided the staff report. Since the last Commissioners' meeting on March 26, the District has answered 25 calls in 29 days, bringing the average calls per day down to .9 calls per day. Sixteen of the calls resulted in transports, 10 of which were ALS, 1 was ALS2 and 5 were BLS. Most of the calls were typical for the District. By category, there were, two public assists, four traumas; one broken femur, two chest pains, two cardiac issues, two acute abdominal pain, two diabetic problems, two sepsis cases, and two calls for behavioral issues. Of the more serious calls, one call was for suicidal ideation with a gun known to be present prior to law enforcement's arrival. The outcome was positive with the patient being transported to the hospital. A call for ongoing seizures required more drug doses than normal resulting in a transport to the hospital to find the cause of the seizures. One of the cardiac calls was because an implanted defibrillator was misfiring and repeatedly activating which resulted in a transport. The patient was ultimately sent to Seattle. Another more serious call was to the Salt Creek Campground where a person had fallen down the ladder to her car top tent resulting in a neck fracture and a sprained ankle. There was one fire call for a trailer fire. Two of the newly trained firefighters stepped up and managed the scene.

Commissioners asked about safety protocols when a gun is involved. Carolyn explained that law enforcement is called whenever the situation is deemed dangerous. CCFPD4 personnel and apparatus stage out of sight until law enforcement secures the scene and authorizes medical responders to enter.

To thank those that support District 4 responders and show them how much they are appreciated, Carolyn delivered Easter Baskets of goodies to The LifeFlight Office, the County Sheriff, and the 911 Dispatch Center.

Education of District responders continues. The recent Rope Rescue Course, which was held in the new apparatus bay, was well received. The trainer as well as the participants were impressed

with the new facility. Chief attended a Leadership seminar in Wenatchee. There have been two CPR classes at the station recently. One for responders to recertify and another for the benefit of local homeschool teachers. In mid-May, the District will burn an old house at the request of the owner. This will be good training in handling house fires for firefighters. Because the house is small and very old, Chief has deemed it unsafe for training for interior firefighting. On Saturday April 26, five responders will attend training about The Art of Reading Smoke. The responders attending the EMS regional conference at Ocean Shores are looking forward to the information and time for team building. Chief will attend the WFC Conference in TriCities/ Kennewick May 18-22.

The Stryker Gurneys had some recent problems. These were exacerbated because the company was not responding to calls for advice to resolve the problem. Chief finally got through to a person who could help, and they sent a repair person out. One gurney was having a charging problem. Both gurneys had a bad strainer gauge, a part that was manufactured during COVID and has caused problems for many others. All issues were resolved with new parts and were all covered under the warranty.

Chief Waters recently attended an all-day meeting with DNR in Forks. He took the opportunity to meet with DNR personnel involved with grants. The District may soon receive a grant of \$25,000 to purchase new PPE gear for the eight responders who are completing the Wildland Fire Fighting Training. Chief also sought information about applying for a grant to purchase a Side-By-Side rescue vehicle. He and Carolyn are now in the process of applying for a grant of \$80,000 to purchase one. Chief also met the person that manages DNR surplus equipment. The District was offered a boom lift with a lift height of 60 feet and a reach of 34 feet. This would be helpful for maintenance of the apparatus bay. The only requirement is it must be kept for a year. The District is well positioned to be granted a surplus brush truck later this year from DNR.

Construction continues inside and outside the apparatus bay. Just some trim work to do inside. The District is still waiting for the generator to be delivered so a crane can be hired to lift the diesel tank and the generator into place. Crews will then come in to finish the wiring hookups. After that ICI will return to pour the final concrete. The new emergency propane tank has been installed and secured. Once the area West of the station is cleared, a flat surface will be prepared for vehicle extrication training and related exercises.

C. Local Board of Trustees – March 26, 2025, Minutes

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted. The 2025 Budget Column figures now have the correct figures showing. Commissioners had questions about several of the line items. It seems the estimated budget for Retirement may have been too low. Commissioners requested more information about BARS 36991.00.0010 - Other Miscellaneous Revenue. They wanted to know where specifically this money came from. Water expenses are now recorded as Utilities instead of Professional Services.

E. Revenue Advisory Committee Report (RAC)

Commissioners Pacheco and Kastner attended the recent RAC meeting. It was a packed and eventful meeting. There was a short class on Wildfire Protection. The twenty-eight cuts that were paused for six months by Dave Upthegrove are still an issue as month five approaches. Connie Beauvais and Randy Johnson have met with Commissioner Upthegrove, and they are feeling optimistic that he will open the eight areas in the Clallam County District 4 area to logging. Bill Wells, the Regional Manager for DNR, supports the parcels being auctioned for logging rights so that the

money will come in for the Junior Taxing Districts that depend on the money.

Ben testified on April 1 at the Board of Natural Resources. He was one of five speaking for Junior Taxing Districts, while the environmentalist concerns had twenty speakers. Jim Buck is still finding legislation from the past to support the Junior Taxing Districts claim to timber revenues. Ben and Lynne learned of a Title 3 Fund that is available through the county which has a reserve of \$156,807 under the Secure Rural Schools and Community Self-Determination Act. Districts can apply for funds in one of five areas. It was recommended that the District investigate applying for funds to develop a Community Wildfire Protection Plan. Carolyn will investigate it.

F. Standing Committee Report

Sam and Lynne attended a recent conference at the Clearwater Casino in Suquamish. A seminar about the evaluation of district fire chiefs provided information and guidelines to use during the annual chief's evaluation process. For the most part, Sam and Lynne think the District process is on the right track. They do think the district needs to be more specific in asking questions to guide the process and needs a more efficient way to measure achievement towards stated goals. They also learned that the District Secretary is to be evaluated each year.

Sam and Lynne also attended a session on CARES (Community Assistance RESponse) The primary goal of a CARES Team is to improve quality of life and reduce unnecessary use of 911 emergency response calls. A social worker/behavioral health team would be called in to make contact with the client and complete a thorough social service needs assessment. The Team develops a plan for connecting the client with community resources that address his or her needs. This has been shown to be a need in District 4. But, for a small district like Clallam County Fire Protection District 4, it would not be economically feasible unless through a joint effort with other fire protection districts.

G. Olympic Peninsula Fire Commissioners' Association (OPFCA)

Bruce reported that at the last meeting on March 24, 2025, the commissioners in attendance signed a letter opposing HB1966 which is legislation regarding the use of fire district employees on public works projects. Upon learning that the bill never made it out of committee, OPFCA's letter was not sent. Also at that meeting the impact of several federal level decisions was discussed. Especially concerning was the indefinite closure of the National Fire Academy's in-person training for fire fighters amid a funding review.

At the meeting on April 27, Bruce Emory, Clallam County Director of Community Development, will speak about community impact fees (CIFs), a current concern in Sequim. On May 22, Dave Upthegrove will speak to the group. The OPFCA will meet at District 4 on Thursday, July 24.

H. Joyce Fire Auxiliary

The Auxiliary will hold a bake sale at Joyce General on April 26 from 9 AM – 1 PM. Any contribution of baked goods, jams or produce is appreciated. The auxiliary is raising funds for a second reader board for the roadside District sign. Rae invited Commissioners to attend the Lions Club pancake breakfast on May 18. The Lions Club will split the proceeds with the Auxiliary.

I. Joyce Emergency Planning and Prep (JEPP) Report

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

J. Items of Interest

1. Rules of Order- Motion to Adjourn

Bruce provided information about whether a motion is needed to adjourn a meeting. After discussion, commissioners agreed that a motion to adjourn and a second is the preferred practice for the Board.

D. Correspondence in Folder

Nothing was in the folder.


E. Other Concerns

No other concerns were voiced.

IX. Adjourn

Dan made a motion to adjourn. Sam seconded the motion. Bruce adjourned the regular meeting at 7:36 PM.

Respectfully submitted,


Raeann Leiper
District Secretary