

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 May 28, 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 District Secretary Rae Leiper were also in attendance.
- III. Minutes of the Regular Meeting held on April 23, 2025, Corrections or Approval
Ben Pacheco made a motion to approve the Regular Meeting Minutes for April 23, 2025. Dan Peacock seconded the motion. Motion carried. So ordered.
- IV. Additional Items for the Agenda
Two Items of Interest were added.
 - VIII.J.2 – Mill Tours
 - VIII.J.3 – Levies Training
- V. Introduction of Guests and Visitors
Dara Peppard
- VI. Community Comment
None

VII. For Board Action

A. Approval of Legal Notice – Vendor List

The purpose of this legal notice is to inform vendors that Clallam County Fire Protection District No. 4 is now accepting applications from those who wish to be on the Vendor List to provide services or materials to the District. Sam Nugent noted that this approval is required every 6 months. Sam motioned to approve the posting of the notice. Lynne Kastner seconded the motion, Motion carried unanimously. So ordered.

B. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P5325 – P6825 Commissioners and Staff in the Amount of \$18,184.37

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for April 2025 for voucher numbers P5325 – P6825 Commissioners and Staff in the amount of \$18,184.37, as presented. Sam 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."

C. Ratification of Approval of Claims Payment Request: April 2025B Voucher Numbers C16425 – C18225 in the Amount of \$36,491.97

Ben moved to ratify the approval and execution of the Claims Payment Request April 2025B for Voucher Numbers C16425 – C18225 in the amount of \$36,491.97 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 28th day of May 2025."

D. Ratification of Approval of Claims Payment Request: May 2025 Voucher Numbers C18325 – C21225 in the Amount of \$68,898.81

Lynne moved to ratify the approval and execution of the Claims Payment Request May 2025 for Voucher Numbers C18325 – C21225 in the amount of \$68,898.81 as presented. Ben 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 28th day of May 2025."

VIII. For Board Information and/or Discussion

A. Strategic Planning

Sam Nugent presented the work completed by the working group on Governance and Services. Sam and Bruce met several times to draft the SWOT Assessment (Strengths, Weaknesses, Opportunities, Challenges and Threats) and Proposed Goals for these two priority areas. They then met with Chief Waters to deliberate further and ensure a shared perspective.

Sam then reviewed the SWOT as written, noting that it is considered a draft until all the working groups have presented their reports. The Board will then have an opportunity to approve the SWOTs and Goals for all eight priority areas. The documents will then be revisited yearly.

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

Chief Greg Waters provided the staff report. Since the last Commissioners' meeting on April 23, the District has answered 40 calls in 34 days, bringing the average calls up again to 1.2 calls per day. The calls resulted in 21 transports, 15 of which were ALS and 5 BLS. There was also an interdistrict intercept with District 2. Most incidents spanned the typical issues, sepsis, colitis, shortness of breath, drug overdoses, and cardiac problems. A low oxygen level call was due to a CPAP machine not working correctly. A possible water rescue call had a good result as several surfers and responders were able to bring the person safely back to shore before problems occurred. A person who was having chest pains and then went unconscious was taken to OMC for testing. The testing was inconclusive, but Ivermectin might have been the cause. The newly purchased gas sniffer helped responders locate a propane leak at a residence. A house fire destroyed a home on Eden Valley Road. District 2 was called, and District 4 went in to assist by providing two tankers and several responders. The closest water supply was 6.5 miles away which hampered the response.

Chief Waters promoted Jason Baar to Chief Engineer. Jason will be responsible for making sure all the vehicles and equipment are working correctly. Chief is conferring with District 2 to develop an Auto Aid agreement. This would mean that both districts would be toned out to certain types of calls in certain zones. This would benefit both districts.

Eight volunteers recently completed the training necessary to get a Wildland Firefighter Red Card allowing them to respond to wildland fires. Six have passed all the tests. Two of the eight still need to pass the Pack Test which involves hiking 3 miles with a 45-pound vest in less than 45 minutes. Still no news from DNR regarding the PPE grant for wildland fire gear. District responders will take part in a school shooter drill early next year. This will be a multiagency drill and will help develop and practice Incident Command Protocols. The Art of Reading Smoke Training helped responders understand what the fire was doing in the recent practice burn. The four District EMTs that attended the EMT training at Ocean Shores found it to be a very valuable training. The JEPP Shelter Workshop helped local responders understand what equipment and resources will be available when disaster strikes the Joyce community. They learned how to set up some of the emergency equipment. Chief Waters, Carolyn Flint, and Board Chairman Bruce Leiper attended a CEPA (Comprehensive Emergency Preparation Assessment) meeting to learn what various agencies in the county are doing to prepare for mass emergencies.

The generator is in Fife and will be picked up next week. A crane will be here to lift it and the diesel tank into place. The generator will not be able to be used until an inspection, scheduled for July, is completed. Chief is considering whether to use dyed diesel and is investigating its impact on vehicles and their warranties. Chief will also be investigating how to get tax rebates for diesel usage.

Jason and Ashley Baar received the International Footprinter Award this year for their outstanding

contributions to District 4. The International Footprinters is a nonprofit organization that promotes fellowship, respect, cooperation, and helpfulness among all arms of law enforcement/firefighting and the public.

C. Local Board of Trustees – April 23, 2025, Minutes

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted. Commissioners commented that several budget items are already over the budgeted amount. They encouraged judicious use of those funds for the second half of the year so as not to go over anymore.

E. Revenue Advisory Committee Report (RAC)

Commissioners Pacheco and Kastner attended the May 19th RAC meeting. Encumbered lands were discussed as Clallam County has been affected by DNR lands that cannot be harvested for various reasons. The state has provided \$10 million dollars to be shared by five counties so that they may purchase parcels to replace those lands now considered encumbered. This will allow those counties to replace revenues lost. It is estimated that Clallam County has lost \$600,000 in timber revenues because of areas now protected as nesting sites for the marbled murrelet, a small coastal seabird. Even though they live largely in ocean waters, the marbled murrelets like to build their nests inland in the highest branches of older, larger trees usually within 40 miles of the coast. Since Clallam County has an estimated 22,000 acres of timberland which suit the murrelet's nesting preferences, the harvest of those DNR timberlands has been impacted because the marbled murrelet is an endangered species.

The DNR has been looking for replacement lands in Clallam County. One parcel on Place Road called the Place Station parcel has been purchased and will be harvested soon. The Ode To Joyce Parcel which will benefit District 4 will also be harvested too. Meanwhile, access to a parcel along the Elwha has been blocked by a person chained to a tree who is hoping to stop the harvest on that parcel. A judge recently did not allow the lawsuit to proceed which would stop the harvest.

Commissioners were invited to tour three local lumber mills on June 9. County Commissioner Randy Johnson has helped the mills organize this tour in order to educate local officials about issues faced by the mills and mill employees.

Overall it was a positive meeting. Land Commissioner, Dave Upthegrove, realizes there is a problem in Clallam County with shortfalls in revenues from timber harvests that the Junior Taxing Districts need to function. He is doing what he can to ameliorate the problem. Commissioners agreed that the RAC has had a positive effect on getting DNR and County Commissioners to be aware of the problems faced by Junior taxing Districts.

F. Standing Committee Report

Sam Nugent and Lynne Kastner will continue to meet to develop evaluation rubrics for the District Chief and the District Secretary. A formal evaluation of the District Secretary will take place when the rubric is complete.

G. Olympic Peninsula Fire Commissioners' Association (OPFCA)

On May 22, 2025, Dave Upthegrove spoke to the group via Zoom. He covered a lot of territory. He

recognizes that there is a "Clallam County Problem." He agrees that DNR has an obligation to the Junior Taxing Districts. He also realizes that protecting habitat is important. He is trying to appease everyone.

The next OPFCA meeting will be held on June 26, 2025, in Quilcene. On Thursday, July 24, 2025, the OPFCA will hold its regular monthly meeting at the District 4 Admin Building.

H. Joyce Fire Auxiliary

The Lions' Club pancake breakfast benefit for the Joyce Fire Auxiliary on May 18, 2025, earned the Auxiliary \$200 in proceeds from the breakfast sales and \$1,117 in donations. The Auxiliary will award James Baar a \$1,500 scholarship for his hard work in the Junior Firefighter program. He is already well on the way to being licensed as an EMT. He plans to continue his education in the medical field. The next bake sale will be on June 7, 2025, from 9 AM - 1 PM at Joyce General Store.

I. Joyce Emergency Planning and Prep (JEPP) Report

The workshop on May 17th was attended by 25 people. District volunteers also participated and learned how to set up the mobile kitchen, operate the water filtration system, and connect the 10kw mobile generator to the gym. This will be helpful when a disaster strikes.

J. Items of Interest

1. MSRC: Requirements for Executive Sessions

Commissioners noted that the article was a good reminder that District Business is public business. While issues can be discussed in executive session, decision-making needs to be public.

2. Mill Tours

Clallam County Commissioners have organized a day for local representatives to visit three local lumber mills which employ over 300 people. The mills reached out to the Commissioners to provide an opportunity for Commissioners and others to develop an understanding of the issues facing the businesses and their workforces.

3. Levy Training

On May 30, 2025, an online training about the levy process will be offered by the Washington Associations of County Officials. It is called *Levies Start to Finish* and will provide an overview of the levy process.

E. Correspondence in Folder

Nothing was in the folder.

F. Other Concerns

No other concerns were voiced.

IX. Adjourn

Sam made a motion to adjourn. Dan seconded the motion. Bruce adjourned the regular meeting at 8:10 PM.

Respectfully submitted,

Raeann Leiper
District Secretary

A handwritten signature in blue ink, appearing to read "Raeann Leiper", with a stylized flourish at the end.