

Clallam County Fire Protection District No. 4



P.O. Box 106
Joyce, Washington 98343
360-928-3132
Fax 360-928-9604
Email: station1@clallamfire4.org

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 June 25, 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
Cheryl Anderson, Administrative Assistant
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, Admin Assistant Cheryl Anderson, and District Secretary Rae Leiper were also in attendance.

III. Minutes of the Regular Meeting held on May 28, 2025, Corrections or Approval

Ben Pacheco made a motion to approve the Regular Meeting Minutes for May 28, 2025. Dan Peacock seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

One Item of Interest was added.
VIII.J.6 – GEMT- Kick Off meeting.

V. Introduction of Guests and Visitors

No guests were present.

VI. Community Comment

None.

VII. For Board Action

A. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P6925 – P8125 Commissioners and Staff in the Amount of \$17,637.71

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for May 2025 for voucher numbers P6925 – P8125 Commissioners and Staff in the amount of \$17,637.71, 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: May 2025B Voucher Numbers C21325 – C22125 in the Amount of \$15,872.26

Ben moved to ratify the approval and execution of the Claims Payment Request April 2025B for Voucher Numbers C21325 – C22125 in the amount of \$15,872.26 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 25th day of June 2025."

C. Ratification of Approval of Claims Payment Request: June 2025 Voucher Numbers C22225 – C24625 in the Amount of \$110,032.14

Lynne moved to ratify the approval and execution of the Claims Payment Request May 2025 for Voucher Numbers C22225 – C24625 in the amount of \$110,032.14 as presented. Sam 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 25th day of June 2025."

VIII. For Board Information and/or Discussion

A. Strategic Planning

Ben and Dan presented the work completed by the working group on Local Community Relations and Networking. The two 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 and Bruce to ensure a shared perspective and wordsmith the document.

Ben began his presentation by reading the definition of the priority area. He wanted to ensure that the Board understood the difference in the two areas. Local Community Relations pertains to the

District's effort to educate the public and continue to build community trust. Networking refers to connections and collaborations with other emergency organizations. Ben then led a discussion and answered questions on each of the SWOTs in the document.

After the discussion, Bruce reminded commissioners that the document is considered a draft until all the working groups have presented their reports. The Board will then have an opportunity at the end of this calendar year to approve the SWOTs and Goals for all eight priority areas. The documents will then be revisited yearly.

B. Staff Reports – Chief Greg Waters Reporting.

Chief Greg Waters provided the staff report. Since the last Commissioners' meeting on May 28, 2025, the District has answered 34 calls in 28 days, with an average of 1.2 calls per day. The calls resulted in 19 transports, 11 of which were ALS, 7 BLS, and one LifeFlight. There was an average of 5.2 responders per call. At this rate, it is predicted the District will reach 369 calls this year. Added to the usual type of calls for medical and smoke investigations, there are often more interesting calls. One was from a man in great pain in a ditch and could not get out. The pain was from acute kidney stones. Another was from an 80-year-old man whose implanted pacemaker/defibrillator kept kicking in for some unknown reason causing the man a lot of pain and stress. Another came from an older man who fell off his tractor and just wanted help getting back on the tractor. Another was for a woman who had ingested too many CBD/THC gummies. A woman was in a rollover car accident on East Beach Road with severe hand injuries and required transport to Harborview Medical Center via LifeFlight.

The Auto Aid Agreement with District 2 is in the works. In the future, both District 2 and District 4 will be toned out for structure fires basically in the areas between Elwha Bridge and Dodger Lane. The District will be holding an EVIP (Emergency Vehicle Incident Prevention) class and rodeo event for responders that need to be certified to drive emergency vehicles and those that need to be recertified. DNR will hold a "casual hire" event for firefighters that wish to sign-up to be on call to respond to DNR fires. Volunteers need to sign up beforehand to get paid. All rigs and equipment will soon have their annual inspections.

The 3,200-gallon diesel fuel tank is now installed and filled with 2,500 gallons of fuel at \$3.48/gal. The tank, or fuel cube, will provide quite a savings to the District over time and enable responders to keep all vehicles gassed up. Buying in bulk means a lower cost per gallon and it also means no waste of fuel driving back and forth to Port Angeles just to fuel up. The generator will be powered up on Thursday, June 26. The people who come to test and certify the generator will also provide training to volunteers so they will know how to switch the station to generator power if the need arises. Rainbow Sweepers of Port Angeles will be in soon to discuss several outside jobs around the station. They will install a fence around the generator and tank. They will clean and add stripes to the parking areas.

Chief Waters, Bruce, and Sam attended the recent WFCA Conference on leadership at Chelan. They found it helpful to consider leadership styles and models. The District has two recent EMT graduates. Clark has passed the NREMT test. James will take it when he turns 18 this summer.

C. Local Board of Trustees – May 28, 2025, Minutes

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted.

Rae explained the BARS code for Miscellaneous Revenues and why the District has had two mystery deposits to that account this year. (Note: one was a credit for a canceled class, and the

other was a refund for a clothing purchase.) Rae then explained that in the future she will make sure that only Donations and Contributions are entered under that BARS code and that credits, rebates, refunds, and other reimbursements are entered under Miscellaneous Revenues, so that the Commissioners get a better sense of donations given to the District.

Commissioners then discussed the District's past practice of budgeting for low DNR revenues since DNR was not forthcoming about what payments the District would receive, and as amounts were often much different than anticipated. Now that the District gets quarterly updates from DNR, estimated timber revenues have been much more accurate. Commissioners wondered if the figures in future budgets should reflect current practice.

E. Revenue Advisory Committee Report

RAC did not convene a meeting in June. The Committee is going back to its original meeting schedule of meeting quarterly.

F. Standing Committee Report

The Committee did not meet in June. They are waiting for the completion of the Policies and Procedures Manual before working again on the Bylaws section. They are also planning to finish work on an evaluation rubric for the District Secretary's annual review process.

G. Olympic Peninsula Fire Commissioners' Association

The next OPFCA meeting will be held on June 26 in Quilcene. On Thursday, July 24, the OPFCA will hold its regular monthly meeting in the District 4 Admin building starting at 6:30 PM.

Commissioners discussed whether the July 24 session should be declared an Open Public Meeting so that all commissioners could attend without worry about quorum considerations. Chief Waters will contact Brian Snure to pose the question about whether OPFCA meetings in which a quorum of Commissioners attend are a legal issue of concern.

H. Joyce Fire Auxiliary

The Joyce Fire Auxiliary is getting ready for the Joyce Daze Bake Sale which is a big money maker. Rae has organized VENMO and PayPal accounts to be used for people who prefer not to use cash.

I. Joyce Emergency Planning and Prep (JEPP) Report

The mobile field kitchen will be set up for Joyce Daze. It will be a suitable time to educate the public about community disaster preparedness.

J. Items of Interest

1. FY26 Proposed Interim Average Cost per Transport -- GEMT

Commissioners noted the proposed cost. Chief said that the cost is in the range of what is expected. He also noted that next year the District will be able to figure in all the Capital Outlay expenses which will help with the District's cost per transport expenses.

2. DNR Operations Grant

Commissioners noted a letter informing the District that the 2025 Operations Grant is not being awarded at this time due to funding issues. That means the ATV Chief had hoped to purchase with the grant will not happen in this round.

The District did receive a PPE Grant for just under \$25,000 and will soon purchase wildland firefighting gear for all qualified Wildland Firefighters.

3. Letter from LifeFlight

Commissioners noted the letter of appreciation from LifeFlight. The letter thanked volunteers for their efficient and professional response in preparing a patient for transport to Harborview via LifeFlight helicopter. The letter noted the patient was ready to go and the patient reports at the hand-over were clear and helpful.

4. Email from Employment Security Department

Commissioners noted the letter regarding contributions to the WA Cares Fund which is a public long-term care insurance program. Commissioners pay a small percentage of their compensation into the fund each month.

5. DNR Timber Revenue

Commissioners noted the letter showing new estimates for timber revenues to be paid to the District. Commissioners noted that since the Junior Taxing Districts complained to DNR about the difficulty of setting budgets with yearly reports that were often way off the mark, the reports are now sent out quarterly and are more accurate.

6. GEMT Kick-Off Meeting

Commissioners noted the letter inviting them to attend the GEMT Kick-Off meeting. Cheryl explained this meeting will explain what the District needs to provide in their reports to GEMT. The meeting will be held via Zoom.

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. Ben seconded the motion. Bruce adjourned the regular meeting at 8:08 PM.

Respectfully submitted,


Raeann Leiper
District Secretary