

# 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 July 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  
Ashley Baar, Assistant Medical Officer  
Dara Peppard, Community Member

### 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, District Secretary Rae Leiper, and Assistant Medical Officer, Ashley Baar were also in attendance.

### III. Minutes of the Regular Meeting held on June 25, 2025, Corrections or Approval

Sam Nugent made a motion to approve the Regular Meeting Minutes for June 25, 2025. Dan Peacock seconded the motion. Motion carried. So ordered

### IV. Additional Items for the Agenda

No items were added.

### V. Introduction of Guests and Visitors

Dara Peppard was welcomed.

### VI. Community Comment

None

VII. For Board Action

A. Ratification of Execution of Acceptance of DNR Fire District Assistance Agreement – Resolution 1:2025

This is an agreement that is renewed every five years with the Department of Natural Resources. It allows the District to apply for and receive excess equipment from DNR. Sam made a motion to approve Resolution 1:2025 for the Ratification of the Acceptance Agreement. Lynne Kastner seconded the motion. Motion carried unanimously. So ordered.

B. Approval of Updating the District's Medical Transport Charges for Third-Party Billing – Resolution 2:2025

Resolution 2:2025 will make changes to how much the District charges for medical transport. This is an annual adjustment to keep up with current COLAs. Ben Pacheco made a motion to approve Resolution 2:2025 for the Approval of Medical Transport Charges. Sam seconded the motion. Motion carried unanimously. So ordered.

C. Approval of Auto Aid Agreement Between Clallam 2 Fire & Rescue and Clallam County FPD4 7-2025 – Resolution 3:2025

Resolution 3:2025 will approve an agreement with neighboring Fire District 2 allowing response calls to go out to both Districts for incidents in specified adjoining areas. This agreement will result in better response times. Sam made a motion to approve Resolution 3:2025 for the Approval of the Auto Aid Agreement. Ben seconded the motion. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P8225 – P9425 Commissioners and Staff in the Amount of \$16,542.10

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for June 2025 for voucher numbers P8225 – P9425 Commissioners and Staff in the amount of \$16,542.10, 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."

E. Ratification of Approval of Claims Payment Request: June 2025B Voucher Numbers C24725 – C25725 in the Amount of \$37,610.05

Ben moved to ratify the approval and execution of the Claims Payment Request June 2025B for Voucher Numbers C24725 – C25725 in the amount of \$37,610.05 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 23rd day of July 2025."

VIII. For Board Information and/or Discussion

A. Strategic Planning

Lynne, Cheryl Anderson, and Rae Leiper presented the work completed by the working group on Finances. They met several times to draft the SWOT Assessment (Strengths, Weaknesses, Opportunities, Challenges, and Threats) and Proposed Goals for this priority area. They then met with Chief Waters and Bruce Leiper to ensure a shared perspective and proofread the document.

Lynne began the presentation by providing the definition of the priority area. The Finance priority area refers to the District's efforts to ensure its ability to fund operations, which ensures its ability to provide quality community services. The District's financial condition determines its ability to cover personnel costs (salaries, wages, and benefits), along with operational costs for stations, equipment, capital improvements, and debt service, while maintaining a reserve fund for unforeseen events. Lynne then went on to review the District's strengths, weaknesses, opportunities, threats, and challenges as perceived by the group. She answered questions and clarified several statements. She then went over two goals suggested by the focus group.

After the discussion, Bruce reminded commissioners that the document is to be 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 periodically.

B. Staff Reports – Chief Greg Waters Reporting.

Chief Greg Waters provided the staff report. Since the last Commissioners' meeting on June 25, 2025, the District has answered 31 calls in 28 days, with an average of 1.1 calls per day. The calls resulted in 20 transports, 12 of which were ALS, and 8 BLS.

The calls were varied. The most exciting call was the fire off of Joyce Access Road. It took a while to locate it even with the smoke. It was in a very steep area. All the District's new wildland fire fighters were up to the challenge of scampering around on the hillsides. DNR arrived soon after District 4 and took over command. Helicopters started dropping water from a nearby pond. The fire was under control after a few hours. DNR mop-up crews stayed on scene overnight.

Most of the calls were for medical reasons. Several calls were cardiac related; others were caused by low oxygen levels in the blood or high blood sugar levels. The most dramatic medical call was for a man who capsized his sailboat near Whiskey Beach. He was tossed around in the boat cabin before being pulled from the wreckage by a nearby camper. The man was experiencing severe chest pains, shortness of breath, and going into shock. The patient appeared to have had some broken ribs, but upon being transported to OMC and examined, x-rays showed no damage beyond bruising and minor cuts, and the man was released after a few hours in the hospital. The boat however was a total loss.

The apparatus bay is nearing completion. The generator and diesel tank have been tested and approved for use. The generator is now being exercised once a week. Soon, the parking lot will be striped and the area around the retention ponds will be hydroseeded. Landscaping and other beautification projects are in the works. Signage has been approved for two 2' x 16' signs that will read, "Joyce Fire and Rescue". These will be hung above the vehicle doors. The District is all set to pay the final "retainage" bills. All the paperwork is complete and turned into the Department of Revenue. All that is needed is their approval.

All participants in the driver certification (EVIP) rodeo passed and can now drive the vehicles. On August 7, District volunteers will support the Crescent Grange at a Fairholm camp by providing a

basic wilderness first aid course to the young participants. On July 26, 27, and 28 several volunteers will be involved in a Technical Ropes Rescue Training Course. Some of the training will take place at Station 41. There are two sections: Ropes Operator and Ropes Technician. An online training is available for those wishing to become Advanced EMTs. This is an intense course which involves nine hours a week of webinar attendance for several weeks and then attendance at a hands-on skill portion. It would be good to have another Advanced EMT in the District.

C. Local Board of Trustees – June 25, 2025, Minutes

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted. Cheryl pointed out the interest payment of \$15,275 has been paid on the Districts LOCAL program loan. Commissioners noted the District is continuing to benefit from great interests rates and a high fund balance. The District earned \$5,505 in interest on funds this month.

E. Revenue Advisory Committee Report

The RAC did not convene a meeting in July. The next scheduled meeting is in August.

F. Standing Committee Report

The Committee did not meet in July.

G. Olympic Peninsula Fire Commissioners' Association

Lynne and Bruce were among the 37 who attended the joint OPFCA and Jefferson County commissioners meeting held in Quilcene's Masonic Hall on June 26<sup>th</sup>. Two well-spoken presenters provided a legislative update and information regarding timber sales and timber revenue. There was a great deal of discussion along these and other lines. An announcement was made regarding a scheduled June 28<sup>th</sup> "Preparedness Day: Celebrating Community Resilience" event at the Finnriver Cidery. A pamphlet was handed out and everyone was invited to learn more by accessing [preparednessday.org](http://preparednessday.org).

Lastly, Bruce reminded those present that Joyce Fire and Rescue would be hosting OPFCA's regular monthly meeting on Thursday, July 24<sup>th</sup>. The chief's presentation to the group would introduce the apparatus bay, its design-build process, the facility's special features including its tower and training capabilities, and the extrication training site, and include a tour of the full complex.

H. Joyce Fire Auxiliary

Joyce Daze is August 2. Historically, the Auxiliary's bake sale at the event raises significant funds. Rae asked for donations of baked goods and produce. The Auxiliary now has accounts with VENMO and PayPal so that customers can pay digitally.

I. Joyce Emergency Planning and Prep (JEPP) Report

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

J. Items of Interest

1. WA State GEMT SFY2026 Final Interim Average Cost per Transport

Commissioners noted the letter from GEMT establishing the average cost per transport for fiscal year ending June 30, 2026. The cost is based on approved costs established by Medicare and Medicaid Services. Chief Waters noted that it is about the same as

last year's cost.

2. PenCom Report

Commissioners noted the letter from Karl Hatton of PenCom. The letter provided the District with an estimation of user fees for the year 2025 as the 3<sup>rd</sup> quarter end nears. The cost is based on the number of calls plus a percentage. Final projections will be available in September.

3. Email from Systems Design – Medicare Payments

Commissioners noted the letter from Systems Design noting possible effects of the OBBBA (One Big Beautiful Bill Act). Cuts to Medicare, Medicaid, and transport fees threaten rural districts. It was noted in the letter that on-line resources can provide more specific information about potential impacts threatening rural Districts.

4. Chief Waters Pay Increase per Resolution 1:2021 and CPI-W

Commissioners noted a chart showing recent COLAs (Cost Of Living Adjustments). Chief Waters salary is to include appropriate adjustments based on the COLAs.

5. Email - MRSC Rosters Prices Changing

Commissioners noted the letter from MRSC noting that state funding for this program has been cut. The program will continue by being funded by user fees.

6. Email - EMS Community Update: What OBBBA Means for You

Commissioners noted the letter from EMS Public Consulting Group. The letter pertains to the effects of the OBBBA (One Big Beautiful Bill Act) on the EMS provider community. The EMS Public Consulting Group will provide guidance as more information is provided to them.

K. Correspondence in Folder

Nothing was in the folder.


L. Other Concerns

No other concerns were voiced

IX. Adjourn

Lynne made a motion to adjourn. Dan seconded the motion. Bruce adjourned the regular meeting at 7:26 PM.

*Respectfully submitted,*

  
Raeann Leiper  
District Secretary