

## **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

### Clallam County Fire Protection District No. 4 Board of Commissioners Meeting Minutes Joyce, Washington August 27, 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  
Ashley Baar, Assistant Medical Officer  
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.  
Bruce asked for a moment of silence in memory of Mary Bower, a former commissioner, who recently passed away.
- II. **Roll Call of Commissioners**  
Bruce noted all Commissioners were present. Chief Greg Waters, Quartermaster Carolyn Flint, Assistant Medical Officer, Ashley Baar, Admin Assistant Cheryl Anderson, and District Secretary Rae Leiper were also in attendance.
- III. **Minutes of the Regular Meeting held on July 23, 2025, Corrections or Approval**  
Ben Pacheco made a motion to approve the Regular Meeting Minutes for July 23, 2025. Sam Nugent seconded the motion. Motion carried. So ordered.
- IV. **Additional Items for the Agenda**  
Item VIII.J.7 - Building Finance Advisory Committee Report was added.
- V. **Introduction of Guests and Visitors**  
Bob Kastner and Dara Peppard were welcomed.

VI. Community Comment

None

VII. For Board Action

A. Discussion to Set Date for Budget Workshop

After a brief discussion, Lynne Kaster moved to set the date for the Special Meeting - Budget Workshop for Tuesday, September 16 at 9AM. Ben seconded the motion. Motion carried unanimously. So ordered.

B. Ratification of Clallam County Payroll Worksheet: July 2025 Voucher Numbers P9525 – P11025 Commissioners and Staff in the Amount of \$17,365.36

Sam moved to ratify the approval and execution of the Clallam County Payroll Worksheet for July 2025 for voucher numbers P9525 – P11025 Commissioners and Staff in the amount of \$17,365.36, as presented. Lynne 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: July 2025 Voucher Numbers C25825 – C27225 in the Amount of \$7,744.29

Ben moved to ratify the approval and execution of the Claims Payment Request July 2025 for Voucher Numbers C25825 – C27225 in the amount of \$7,744.29 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 27th day of August 2025."

D. Ratification of Approval of Claims Payment Request: July 2025B Voucher Numbers C27325 – C28125 in the Amount of \$53,842.07

Lynne moved to ratify the approval and execution of the Claims Payment Request July 2025B for Voucher Numbers C27325 – C28125 in the amount of \$53,842.07 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 27th day of August 2025."

E. Ratification of Approval of Claims Payment Request: August 2025 Voucher Numbers C28225 – C29925 in the Amount of \$12,187.04

The voucher numbers and amount due were corrected on the agenda. The Claims Payment numbers were correct. Lynne moved to ratify the approval and execution of the Claims Payment Request August 2025 for Voucher Numbers C28225 – C29925 in the amount of \$12,187.04 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 27th day of August 2025."

VIII. For Board Information and/or Discussion

A. Strategic Planning

Chief Greg Waters presented the drafts SWOTs (Strengths, Weaknesses, Opportunities, Challenges, and Threats) for the priority areas of Staffing and Training. Chief Waters and Bruce Leiper reviewed the documents before presentation to the Board. Chief answered questions and explained the Proposed Goals for each of the priority areas. Commissioners suggested several edits to the draft.

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 toward the end of this calendar year to modify all proposals, as necessary, before approving the SWOTs and Goals for all eight priority areas. The documents will then be revisited periodically going forward.

B. Staff Reports – Chief Greg Waters Reporting

Chief Greg Waters provided the staff report. Since the last Commissioners' meeting on July 23, 2025, the District has answered 45 calls in 35 days, with an average of 1.3 calls per day. The calls resulted in 18 transports, 11 of which were ALS, 6 BLS and one ALS via LifeFlight. So far this reporting year, the District had 1,800 responses by volunteers. Top responders so far this year are Ken DeBondt with 255 responses, Carolyn Flint with 198 responses, and Ashley Baar with 171 responses. Chief is projecting the District will answer 384 calls by the end of the reporting year.

As always, the calls for this month were varied. Fire calls included a wildland fire on Striped Peak, a vehicle fire on Holly Hill, and house fire on Gossett Road which was the most dramatic. Because it happened on the hottest day of the year, there was concern for the health of the firefighters and the danger of the fire spreading to surrounding forests. Mutual aid was called in from District 2 and Port Angeles Fire. In all, four engines, three ambulances, and five tenders were on the scene. A barn, a small cottage, and a trailer were involved.

Medical calls included a person with an alcohol overdose, another person suffering from alcohol withdrawals, and a third person with chest pains from a cocaine induced stroke. There was a serious car accident at Freshwater Bay and Highway 112 which resulted in some significant injuries. The patient's vehicle was hit from behind by a sleeping diver traveling at speed. The most serious was for a car accident on HWY 101 on Lake Crescent that required an extrication and also resulted in severe life-threatening injuries.

Two funny calls happened as well. One was for a "person on fire" at Salt Creek Campground. But it turned out that a dog had sat down on the reporting persons phone and accidentally dialed 911 and somehow chose the option of "person on fire". Another odd call was for the rescue of a herd

of goats.

The carpets have been cleaned throughout the admin building. This required having several volunteers here to move the furniture during and after the process. All the ladders and fire hoses were recently tested and inspected by National Hose Testing. T42 is in for repairs on the exhaust manifold. A41 had new tires installed, and the parts to repair the house compressor will soon arrive.

WSRB (Washington Surveying and Rating Bureau) will soon carry out its inspection for insurance purposes. This inspection happens every five years. It provides objective data on multiple risk factors by evaluating the fire-protection capabilities of a community on a regular basis. Their services enable insurers to evaluate risk efficiently and effectively. Their last report indicated that the District needed to work with all the businesses in Joyce to preplan for fire emergencies by knowing where entries, electrical boxes, and hazards are located in the buildings. Chief has volunteers working with the businesses to complete those plans.

Five District volunteers recently completed Flagger School and are now licensed to flag. Two new recruits are now enrolled in EMT classes at Peninsula College. Six volunteers are due to take a Ropes Rescue Training. Quartermaster Carolyn Flint reports that most of the wildland fire gear she ordered is now here. The gear was paid for by a grant from DNR. Several volunteers recently presented a class on Wilderness Survival to 74 kids attending Camp Grange.

Chief Waters informed the Board that he has given Cheryl Anderson, Administrative Assistant, a raise. He also thanked Sam Nugent for the money he raised for the District at the Joyce Daze Extreme Slug Race Event. He thanked the Fire Auxiliary as well for funds raised at the Joyce Daze Bake Sale.

Chief thinks the new building will be ready for the official open house for the new apparatus bay sometime in October/November time frame. He is just waiting for the fencing, parking lot striping, and signage to be completed.

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

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted. Rae explained that the District's budget and Financial Reports now have a BARS number for DNR money related to PPE and Communication Grants. Other DNR funds of other types will need other specific numbers. Those will be added as needed. Commissioners noted that strong interest rates continue to benefit the District.

E. Revenue Advisory Committee Report

The Revenue Advisory Committee (RAC) met on August 18, 2025. Lynne Kastner attended in person. Ben Pacheco attended via Zoom. Lynne reported that most of the meeting was spent discussing lost revenues because of the recent pause in harvests called for by Dave Upthegrove, Commissioner of Public Lands. Part of the holdup is that DNR is looking for plants that are unique to the areas and found nowhere else. The pause is going on longer than originally stated. It is calculated that this has meant amounts to more than \$1,000,000 in lost revenues to Clallam County. Lynne reported that recently, Upthegrove released 77,000 acres of the land to conservation. He said 29,000 acres will be available for timber harvesting.

County Commissioner, Randy Johnson, explained the plan to increase buffer zones or riparian management zones (RMZs) which are areas beside fish bearing streams. An increase in these zones plus the addition for buffer zones along non-fish bearing streams means a decrease in land that can be harvested for timber. There was a hearing in Port Angeles for citizens to voice their

opinions on the matter.

F. Standing Committee Report

The Committee will meet August 30, 2025. They will be ready to report to the Board at the next meeting.

G. Olympic Peninsula Fire Commissioners' Association

Bruce offered thanks on behalf of the OPFCA for the tour of CCFPD4's facilities in July. OPFCA will meet again on August 28, 2025. Justine Chorley will provide an update about developments at emergency management.

H. Joyce Fire Auxiliary

The Auxiliary made \$1,574.42 at the Joyce Daze bake sale. The next bake sale is on October 4 at Joyce General.

I. Joyce Emergency Planning and Prep (JEPP) Report

The mobile field kitchen was set up for Joyce Daze and helped educate the community about emergency preparedness. Since then, the conexes have been pressure washed and painted. Plans are in the works for a roof over the fenced area between Conex 2 and the shed. All the mobile kitchen burners have been cleaned and are in working order.

J. Items of Interest

1. WA State GEMT Program Review Continuation and Training Notification

Commissioners noted the letter from GEMT regarding the SFY 2023 cost report wrap-up and review of the SFY 2024 cost reports. The reports will be audited by Myers and Stauffer and Cheryl will make sure all involved have the information about the District that is needed.

2. Snure Laws Update Conference Emil

Commissioners noted the email.

3. Joyce Daze Slug Race News Article

Commissioners noted the article about the 10th annual Joyce Daze Slug Races in the Peninsula Daily News. Commissioner Sam Nugent organizes the races each year as a fund-raiser for the District. This year the races raised \$1,364.

4. Myers and Stauffer Audit Email

Commissioners noted the letter informing the District that Myers and Stauffer will be conducting an audit of the 2024 GEMT cost report. It provided information about uploading information to their website. Cheryl is working with Myers and Stauffer and Public Consulting Group (PCG) to make sure the necessary information is provided to them.

5. Clallam County DNR Timber Pauses

Commissioners noted a flyer published by Working Forests Coalition. The flyer explained the impact of the pause in timberland sales to Clallam County taxpayers. Because of the pauses, Callam County is losing more than a million in revenues which

will eventually mean that taxpayers will need to pay more to maintain services provided by emergency response organizations, hospitals, libraries, and school districts.

6. MRSC Price Increase

Commissioners noted the letter explaining that MRSC will be funded by user fees in the future as the state is no longer funding the program due to cuts in funding.

7. Building Finance Advisory Committee Report

Bob Kastner, chair of the Building Finance Advisory Committee (BFAC), gave an update to the Board regarding the cost of the apparatus bay building project. His report included all aspects of the project and not just the cost of the apparatus bay. The cost report showed costs for years 2022, when the initial planning of the project began, through August 2025. The cost of the project is estimated to be \$2,208,051; this cost does not represent what has been paid to the contractors. When the cost of repaying the LOCAL loan is figured in the cost will be \$3,008,976.

K. Correspondence in Folder

Nothing was in the folder.

L. Other Concerns

No other concerns were voiced.

IX. Adjourn

Sam made a motion to adjourn. Ben seconded the motion. Bruce adjourned the regular meeting at 7:45 PM.

*Respectfully submitted,*



Raeann Leiper  
District Secretary