

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

September 24, 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.

II. Roll Call of Commissioners

Bruce noted all Commissioners were present.

III. Minutes of the Regular Meeting held on August 27, 2025 and Special Budget Workshop held on September 16, 2025 - Corrections or Approval

Ben Pacheco made a motion to approve the Regular Meeting Minutes for August 27, 2025, as amended. Dan Peacock seconded the motion. Motion carried. So ordered.

Lynne Kastner made a motion to approve the Special Budget Workshop Minutes for September 16, 2025. Ben seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

Nothing was added

V. Introduction of Guests and Visitors

No visitors were in attendance

VI. Community Comment

None

VII. For Board Action

A. Ratification of Approval of Publication of Legal Notice: Notice of Special Public Meeting – Budget Workshop

Sam Nugent moved to approve the ratification of Publication of Legal Notice for a Special Public Meeting. Lynne seconded the motion. Motion carried unanimously. So ordered.

B. Approval of Publication of Legal Notice: Notice of Public Hearing – 2025 Budget Amendment & 2026 Budget

Lynne moved moved to approve the Publication of Legal Notice: Notice of a Public Hearing for the 2025 Budget Amendment and 2026 Budget. Ben seconded the motion. Motion carried unanimously. So ordered.

C. Ratification of Clallam County Payroll Worksheet: August 2025 Voucher Numbers P11125 – P12825 Commissioners and Staff in the Amount of \$17,789.27

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for August 2025 for voucher numbers P11125 – P12825 Commissioners and Staff in the amount of \$17,789.27, 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 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."

D. Ratification of Approval of Claims Payment Request: August 2025B Voucher Numbers C30025 – C31525 in the Amount of \$37,563.54

Ben moved to ratify the approval and execution of the Claims Payment Request August 2025B for Voucher Numbers C30025 – C31525 in the amount of \$37,563.54 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 24th day of September 2025."

E. Ratification of Approval of Claims Payment Request: September 2025 Voucher Numbers C31625 – C33525 in the Amount of \$39,834.27

Lynne moved to ratify the approval and execution of the Claims Payment Request September 2025 for Voucher Numbers C31625 – C33525 in the amount of \$39,834.27 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 24th day of September 2025."

VIII. For Board Information and/or Discussion

A. Strategic Planning

Chief Greg Waters presented the draft SWOT (Strengths, Weaknesses, Opportunities, Challenges, and Threats) for the priority area of Facilities, Vehicles, and Equipment. Chief Waters and Bruce reviewed the documents before presentation to the Board. Chief Waters noted that this was difficult to write as CCFPD4 is a volunteer fire department and the budget constraints limits the replacement of vehicles and equipment. The National Fire Protection Association publishes recommended standards for replacement of vehicles and equipment. It is difficult for a small department to comply with the NFPA's recommendations. That said, he noted that a strength of CCFPD4 is that volunteers do a great job of maintaining the vehicles. After answering commissioner questions about the SWOTs, Chief reviewed and explained his goals which laid out his long-range plans for the replacement and acquisition of vehicles and equipment.

After the discussion, Bruce reminded commissioners that the documents that they have been working on since early 2025 are to be considered drafts until formal adoption by the Board. He then proposed a timeline to complete the process and formally approve the Five-Year 2026-2030 Strategic Plan. Over the next three months, Commissioners will finalize all revisions and edits to the Background Information and District Data, the SWOTS, and the Goals for each priority area. By January, Commissioners will receive final drafts for review. At the February 2026 meeting, the Commissioners will formally approve each of the documents via resolution.

Commissioners thanked Bruce for spearheading this effort and for the hours he spent wordsmithing and proofreading the documents. They suggested that a calendar format for the strategic plan rather than a list of goals would make it easier to note targeted dates and more easily see the big picture. It was also suggested, that when the documents are finalized, each Commissioner, Officer, and the Admin Assistant be provided a searchable PDF for easy reference. Whether to post any or all of these documents on the District website will be discussed in early 2026.

B. Staff Reports – Chief Greg Waters Reporting

Chief Greg Waters provided the staff report. He started with news about vehicles. A41 is down with engine problems and he is not sure exactly what the problem is. A41 is now at the District 3 repair shop, so technicians will tell him soon. Meanwhile A42 is parked at Station 41. Nearby Districts are always on standby for mutual aid in case a second ambulance response is needed in District 4. T41's tires had to be replaced because of damage sustained from another district's engine during the recent fire on Gossett Road. This district will cover part of the cost. E41 is due for new tires as its current tires are 10 years old. Emergency vehicles cannot have tires older than 10 years. A42 will be at Crescent Field on Saturday, September 29 for the Crescent Logger football game. On October 21, the District will have its annual Washington Surveying and Rating Bureau (WSRB) inspection.

Outside work is being completed at both stations. The striping and fencing are nearly done around Station 41. Hydro-seeding will take place around the retention pond north of the apparatus bay

and some of the bare spots in front of HWY 112 in early October. Chief and Carolyn will get the designs for all the signage turned in soon. Hopefully all the signs will be in place by the open house on November 1. Station 42 will get new gravel on all its driveways soon. That will make for better access during the rainy season. Chief has plans for a gazebo on the east side between the admin building and apparatus bay. Chief will meet on October 3 with a representative from a company that builds outdoor structures to discuss plans.

Two Ropes Rescue Courses offered recently were attended by District 4 volunteers. Six more volunteers are now certified for rescue operations of this type. Some of those certified are hoping to have a climbing wall installed on the training tower so they can practice often. Officers will attend a hazmat course October 7-9. The course has been designed for incident command personnel who will be in charge if a hazmat incident occurs. Two volunteers will join the Fire Academy in November. Two new volunteers recently began the EMT training course offered at Peninsula College.

Since the last Commissioners' meeting on August 27, 2025, the District has answered 33 calls in 28 days, with an average of 1.2 calls per day. The calls resulted in 20 transports, 15 of which were ALS and 5 were BLS. The reporting year will end on September 30. So far, the District has answered 379 calls, so it is possible that 385 calls will have been answered by the end of the reporting year. The responders answered 5 calls for stroke this month, an unusually high number. They also had two calls for bicycle accidents. One patient received a head injury after hitting a grate and falling on the Thompson Road Bridge. Fortunately the patient had a helmet on. The other was for a patient who fell while riding downhill on Striped Peak without a helmet. The main fire call was for a brush fire near East Twin River Road. The fire was located in rugged terrain burning underground in some old logs. The volunteers did a great job of locating and fighting this fire before it could spread and become more of a threat to the area.

F. Local Board of Trustees – August 27, 2025, Minutes

Minutes were noted.

G. Monthly Financial Reports

Financial Reports were noted. Commissioners asked about payments for payroll and which BARS they would be reported under. It is hard to match up claims amounts with the county's reporting. Rae will investigate this matter.

H. Revenue Advisory Committee Report

The Revenue Advisory Committee (RAC) met on September 22, 2025. Lynne and Ben attended. David Hern from DNR spoke about the bidding process used when considering timber harvest contracts. He spoke about how decisions are made regarding when and where to log, how much an area is worth, and who should get the contract. It is quite a complicated process with many entities involved. Dave Wells suggested that maybe the RAC would like to have a field trip to visit a parcel and see part of the appraisal process in action.

County Commissioner Randy Johnson has now joined the Board of Natural Resources. He reported that the BNR meeting he recently attended was joined by many interest groups who represented various points of view with lots of differing opinions and emotions shared in the meeting.

The RAC also discussed the recent pauses in timber harvests. Of the 77,000 acres that Mr. Upthegrove has now stated are unavailable for logging, 4,000 are in Clallam County. Not all of the

recently unpaused sales will be harvested at once as they don't want to flood the market with fresh timber which would lower prices paid for the lumber. Connie Beauvais has written a letter to Bud Sizemore of the Land Commissioners Office. She expressed concern for this year's lost revenues. She asked who would foot the bill and be responsible if the state does not meet its fiduciary duties to the junior taxing districts.

Lynne will now serve as District 4's primary representative at future RAC meetings. Ben will remain the alternate until he retires in December at which point another District 4 commissioner must take his place.

I. Standing Committee Report

The Committee, Commissioner Nugent and Commissioner Kastner, met recently to develop an evaluation form for the District Secretary's job. Because the District Secretary is a hired position and requires an oath of office, the person in the position must be evaluated each year on the anniversary of their hire date according to the RCWs.

The Standing Committee shared the draft job description and evaluation form with the other commissioners. Several changes were made to the document to clarify what is expected of the District Secretary. A formal evaluation will take place in an executive session in February 2026. Commissioners will receive the evaluation forms the month before.

J. Olympic Peninsula Fire Commissioners' Association

Bruce reported on recent OPFCA meetings. Justine Chorley from Clallam Emergency Management was unable to speak at the August meeting. Instead, Jim Buck has agreed to speak at the September meeting. Jim recently met with Mike Mingee, a Commissioner from District 3, to help draft an OPFCA letter to Dave Upthegrove, Land Commissioner, regarding timber harvesting and the states fiduciary duty to Junior Taxing Districts.

K. Joyce Fire Auxiliary

The Auxiliary will hold its last bake sale of the year on Saturday, October 4, at Joyce General. Donations are always welcome. The Auxiliary is raising money to help buy a drone.

L. Joyce Emergency Planning and Prep (JEPP) Report

At the last meeting, JEPP members had a debrief of the Joyce Daze event at which they set up the mobile kitchen to educate the community about emergency preparedness. It was a lot of work, so it probably won't be a yearly event. They approved some purchases of some hoses and other supplies for the Conexes. JEPP's next meeting is November 11.

M. Items of Interest

1. Forestry Impact Information

Commissioners noted the flyer from Washington Communities and Schools regarding the social and economic impacts anticipated from the closure of 77,000 acres to logging operations. Commissioners also noted a letter to Dave Upthegrove from Clallam County Commissioners on a similar topic. The Commissioners noted that the pauses to logging operations in the county take money from the budgets used to manage hospitals, schools, fire districts, and others. It encouraged DNR to meet its fiduciary duties and obligations to the Junior taxing Districts.

2. Systems Design Rate Adjustment for 2026

Commissioners noted the rate change.

3. Department of Retirement Systems Email

Commissioners noted the email. Even though Commissioners are not eligible for membership or benefits of PERS, they were still required to complete a form.

N. Correspondence in Folder

Nothing was in the folder.

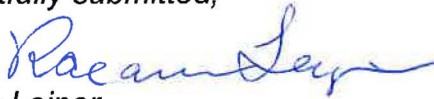
O. Other Concerns

- Cheryl will be away at a conference until October 3.
- Commissioners requested a note to thank Mary Bower be posted on the reader board at Station 42.
- Bruce noted the next Board meeting will include a regular meeting and two Special Public meetings. Both special meetings will allow members of the public to comment on the 2025 Budget Amendment and 2026 Budget Adoption. He noted that two commissioners will be out of town on leave. To ensure a quorum, he asked that the other Commissioners make sure they attend.

IX. Adjourn

Ben made a motion to adjourn. Dan seconded the motion. Bruce adjourned the regular meeting at 8:13 PM.

Respectfully submitted,



Raeann Leiper
District Secretary