

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

November 19, 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
Dara Peppard, Community Member

I. Call to Order

Chairman Bruce Leiper called the regular meeting to order at 5:31 p.m. So ordered.

II. Roll Call of Commissioners

Bruce noted all Commissioners were present establishing a quorum. He then congratulated Sam Nugent and Lynne Kastner on being reelected. They will be sworn in at the January meeting.

Ben Pacheco submitted his letter of resignation to the Board ending his 20-year service as of December 31, 2025. Dara Peppard has applied to fill Ben Pacheco's position vacancy and finish out his elected term which ends in 2029. If appointed in December, Dara will be sworn in during the January 2026 board meeting to complete the term.

III. Minutes of the Regular Meeting held on October 15, 2025, Corrections or Approval

Ben moved to approve the Regular Meeting Minutes for October 15, 2025, as amended. Dan Peacock seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

Two items were added.

- VII.K.10 - Cyber Security Awareness Webinar Report
- VII.K.11- DNR Updated Revenue Projections

V. Introduction of Guests and Visitors

Dara Peppard was welcomed.

VI. Community Comment

None

VII. For Board Action

A. Approval of Legal Notice – Vendor List

Lynne moved to approve posting a notice that the District is now accepting applications by vendors wishing to be on the District Vendor list. Dan seconded the motion. Motion carried unanimously. So ordered.

B. Ratification of Approval of Department of Revenue Levy Resolution – Resolution 5:2025 and the 2026 Levy Certification

Lynne moved to ratify the approval of Resolution 5:2025 for the purpose of authorizing the amount for levy collection and to approve the ratification of the 2026 Levy Certification. Sam seconded the motion. Motion carried unanimously. So ordered.

C. Approval of District Secretary Job Description Resolution 6:2025

Lynne moved to approve as amended Resolution 6:2025 for the purpose of adopting a job description for the District Secretary. Sam seconded the motion. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: October 2025 Voucher Numbers P14625 – P16125 Commissioners and Staff in the Amount of \$19,782.40

Sam moved to ratify the approval and execution of the Clallam County Payroll Worksheet for October 2025 for voucher numbers P14625 – P16125 Commissioners and Staff in the amount of \$19,782.40, 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 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: October 2025 Voucher Numbers C34825 – C36925 in the Amount of \$29,558.28

Ben moved to ratify the approval and execution of the Claims Payment Request October 2025 for Voucher Numbers C34825 – C36925 in the amount of \$29,558.28 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 19th day of November 2025."

F. Ratification of Approval of Claims Payment Request: October 2025B Voucher Numbers C37025 – C37625 in the Amount of \$22,818.83

Ben moved to ratify the approval and execution of the Claims Payment Request October 2025B for Voucher Numbers C37025 – C37625 in the amount of \$22,818.83 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 19th day of November 2025."

VIII. For Board Information and/or Discussion

A. Strategic Planning

Bruce has organized the strategic plan goals into a timeline within the draft 2026-2030 Strategic Plan document. As requested, he and Rae Leiper have also created a yearly calendar view of the strategic goals shown month by month by year for each of the eight priority areas. The calendar view will be included in the December board packet for review at the December meeting.

In January, Bruce will update the financial data within the draft Background Information and District Data document to show year-end 2025 revenues and expenditures. Final drafts for the Background Data and Information, all eight SWOTS, and the Strategic Plan along with related resolutions will be included in the February board packet for approval at the February meeting. The newly approved documents will be added to the commissioners' binders.

B. Staff Reports – Chief Greg Waters Reporting

Chief Greg Waters provided the staff report. For the 35 days since the last Board meeting, the District has answered 41 calls, averaging 1.2 calls per day. Of those calls, 21 were transports with 16 ALS transports and 5 BLS transports. The calls varied as always and included two lift assists, seven evaluations, two drug overdoses, kidney stones, and one stroke. One unusual call was for a person with supraventricular tachycardia with a resting heart rate of 220 bpm. Football season is over so District services at the games will not be needed until next year.

Volunteers responded to two fire calls. One for a mutual aid call from District 2 for a fire at a barn full of hay on Mt. Pleasant Road. Another was for a local travel trailer fire. The trailer was fully engulfed and putting itself out when firefighters arrived.

Chief was happy with the great community response to the Open House for the apparatus bay. He heard nothing but rave reviews. One commissioner from another district commented on what a well thought out station it is, calling it a "Swiss army knife" of a station. The new "Joyce Fire and Rescue" signs designed by Carolyn Flint were hung proudly just in time for the event. The recent Joyce Fire and Rescue Newsletter also received many compliments from the community.

The District recently hosted an "EMT Boot Camp" for those that wished to update and review their EMT skills. It was challenging and rewarding for the attendees. The trainers were impressed by the District's facilities and would like to hold more such events here. There will be an Advanced Airways Training at Vern Burton Center on Thursday, November 20. Carolyn and other District volunteers will attend. Planning for the Active Shooter Drill to be held in the spring is on-going via meetings.

On the vehicle front, T42 has three new batteries. A41 has a whole new engine and is now running well despite a fast-disappearing new engine smell. It will have its 500-mile new engine check soon. Chief Waters asked that Commissioner Leiper put in a good word to the Commissioners at District 3 when he sees them at the OPFCA meeting. District 3 provides maintenance and repair services to other Clallam County fire districts as well, saving those districts trips to King county to get vehicles serviced, which is a real benefit to local districts, so it is much appreciated. Good news

on the possibility of having a brush truck donated to the District from DNR. Having eight new volunteers with red cards for work on brush fires was a selling point towards the effort. The new radio systems have arrived and will soon be cataloged and inventoried. The new radios will make communications much clearer between volunteers and dispatch.

Chief noted that the Annual Awards Banquet will be held on January 31 at 6:00 PM. It is still to be decided whether it will be held at Station 41 or at the Crescent Grange. The Grange is awaiting news of a completion date for their new roof and remodeling project.

C. Local Board of Trustees – October 15, 2025, Minutes

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted.

E. Revenue Advisory Committee Report

The Revenue Advisory Committee (RAC) met on November 10. The agenda included presentations and comments regarding the Doc Holliday timber parcel. The speakers spoke against and for the parcel being logged. The speakers who are against the timber harvest used the argument that it was good for the future and for the environment. They thought that commissioners should use the “cash for counties” option which would find replacement land to be logged. The problem with that argument is the “cash for counties” options has not proved to be viable. After two years, the DNR has had only three requests for the option of finding replacement lands. But replacement lands have not been found. Counties are not volunteering to give up their DNR parcels to another county who would then earn the revenue from the timber harvest instead. The “cash for counties” program also does not consider other revenue generated for a community from a logging operation such as lumber mills and trucking companies.

The speakers against the logging failed to stay long enough to listen to those that spoke in favor of it. So, they failed to hear views regarding the impact of their requests. Those that spoke for the logging to proceed cited the financial commitments made to the Junior Taxing Districts as well as other economic benefits to the county from the planned timber harvest.

In the end, Connie Beauvais, Chair of the RAC, called for a vote of RAC members present on whether the Doc Holliday logging should go forward. Members thought that all requirements, processes, and permits for the logging had been met, so they agreed that the harvest should be approved. Connie will send a letter to the County Commissioners urging them to move forward with the timber harvest.

F. Standing Committee Report

Sam reminded the Board that the Evaluation Review of the District Secretary would take place at the February 2026 meeting. Bylaws will be available for review and approval at the March meeting. Bruce reminded the Standing Committee that the Policies and Procedures manual needs to be reviewed and approved by the Board. Those should be available to Commissioners before the May meeting.

G. Olympic Peninsula Fire Commissioners' Association

Justine Chorley will speak at the November meeting. There will be no OPFCA meeting in December 2025. Chief Waters asked Bruce to acknowledge and thank the Commissioners of District 3 for the repair service provided by their mechanics in replacing the engine in CCFPD4's Ambulance 41.

H. Joyce Fire Auxiliary

The Grinch Project is underway. The Auxiliary voted to provide the proceeds to the Crescent Grange Food Bank this year. Rae asked that Commissioners please support the project.

I. Joyce Emergency Planning and Prep (JEPP) Report

At a recent meeting, the JEPP meeting calendar was set. There will be an educational event provided to the community in the spring.

J. Items of Interest

1. The Oath of Office for Local Elected Officials – MRSC

The article concerning requirements for taking the oath of office for elected officials was noted. It explained who must take an oath, where and when the oath can be taken, and who can administer the oath. Cheryl Anderson, District Administrative Assistant, is an authorized notary public. She may administer the oath to elected or reelected commissioners and to commissioners appointed to fill a term.

2. Behind Every Effective Fire Chief is a Focused Board of Commissioners

Commissioners discussed the article. All agreed that the Board has a serious fiduciary duty entrusted to them to make sure expenditures are necessary and appropriate. The Board needs to ensure the District is building for the future while making sure policies comply with statutes, laws, and regulations. This article reinforced what the commissioners have known – they and Chief Waters are working together for the best practices of the District.

3. WA GEMT Updates – SFY2022 and SFY2024

Commissioners noted the letter informing the District of the final settlement for SFY 2022 for which \$136.89 is due to be paid to GEMT/Health Care Authority. A second letter informed the District that after reconciliation of transport costs for SFY2024, the District will receive a payment of \$39,362.05.

4. Washington Fire Administrative Support Conference Attendance Review

Commissioners noted a letter from Cheryl thanking them for supporting her attendance at the 2025 Fire Administrative Support Conference. She learned a lot from the sessions, engaged with fellow Admin Assistants, and enjoyed the banquet.

5. WFCA 37th Annual Conference Highlights – Tulalip

Bruce, Greg, and Rae attended the conference. The Keynote speaker, Devin Henderson, was inspirational and entertaining with his magic tricks. His key theme was "what else is possible?" Steve Robbins, a neuroscientist, spoke about what happens to the brain when it is feeling excluded. He encourages an atmosphere of inclusion and diversity because everyone works better that way. Teamwork and Peer Support was a theme of other speakers with the aim of providing for the mental health of responders.

6. Region 9 Meeting at WFCA Annual Conference

Commissioners from Region 9 met during the conference to settle on the annual Region

9 Meeting place and date. They also generated a lengthy list of possible topics from which Director Dave Ellison will organize speakers for the conference.

7. Election Dates Review

Commissioners noted upcoming election dates. No one will be up for reelection in the coming year. The District is also not planning to put forth a Levy Lid Lift for voting.

8. ESO Regional User Group Attendance Review

Commissioners noted another letter from Cheryl thanking them for supporting her and Quartermaster Flint's attendance at the recent ESO Regional Users Group Conference in Seattle. ESO is the system used by the District to track volunteer hours and other call response information.

9. Tax District Certified Values 2025-2026

Commissioners noted the letter from Pam Rushton, County Assessor, which included the value of properties within the District. The information is used to set taxes.

10. Cyber Security Webinar

Cheryl, Greg, and Bruce attended an online seminar about industry best practices for cyber security. The online seminar was designed to help organizations reduce risk and prevent issues, to strengthen security postures, and reduce vulnerabilities. They learned that hackers exploit trust and daily habits and that hacking is more effective now using AI (breaches are increasing). The bottom line – "if it sounds urgent, it's suspicious - trust but verify."

11. DNR Updated Revenue Projections

Commissioners noted the letter with the latest estimates of timber revenue projections. Projections for the next two years are lower than what has been paid in the past two years.

K. Correspondence in Folder

Nothing was in the folder.

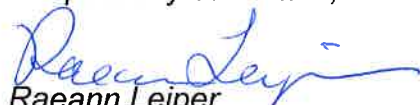
L. Other Concerns

No other concerns were brought forward.

IX. Adjourn

Sam moved to adjourn. Dan seconded the motion. Bruce adjourned the regular meeting at 7:34 PM.

Respectfully submitted,


Raeann Leiper
District Secretary