

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

December 17, 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
Donna Pacheco, guest
Dara Peppard, guest

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 establishing a quorum. He noted that Chief Greg Waters, Quartermaster Carolyn Flint, Admin Assistant, Cheryl Anderson, and District Secretary Rae Leiper were also present.

III. Minutes of the Regular Meeting held on November 19, 2025, Corrections or Approval

Ben Pacheco moved to approve the Regular Meeting Minutes for November 19, 2025, as written. Sam Nugent seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

One item was added.

- VII.G – Authorization to receive DNR Surplus Apparatus

V. Introduction of Guests and Visitors

Donna Pacheco and Dara Peppard were welcomed.

VI. Community Comment

None

VII. For Board Action

A. Approval of 2026 Meeting Schedule – Resolution 7:2025

Lynne Kastner moved to approve the meeting schedule for 2026. Dan Peacock seconded the motion. Motion carried unanimously. So ordered.

B. Oaths of Office - Commissioners Nugent and Kastner

Cheryl Anderson administered the Oath of Office to newly reelected Commissioners Sam Nugent and Lynne Kastner.

C. Commendation to Commissioner Marcus "Ben" Pacheco for his service – Resolution 8:2025

Ben was recognized for his 20 years of service to the District. Not only was Ben a thoughtful and committed commissioner, but he supported several other Joyce projects such as JEPP and the Fire Auxiliary ramp building projects. The Commissioners joined in with accolades and appreciations, noting that Ben was always about making the community a better place. Ben was given a plaque and a card. Cake was served.

Sam moved to approve the amended Commendation Resolution 8:2025. Ben seconded the motion. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: November 2025 Voucher Numbers P16225 – P17525 Commissioners and Staff in the Amount of \$16,411.98

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for November 2025 for voucher numbers P16225 – P17525 Commissioners and Staff in the amount of \$16,411.98, 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."

E. Ratification of Approval of Claims Payment Request: November 2025 Voucher Numbers C37725 – C40125 in the Amount of \$114,024.41

Sam moved to ratify the approval and execution of the Claims Payment Request November 2025 for Voucher Numbers C37725 – C40125 in the amount of \$114,024.41 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 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 17th day of December 2025."

F. Ratification of Approval of Claims Payment Request: November 2025B Voucher Numbers C40225 – C40825 in the Amount of \$20,993.81

Ben moved to ratify the approval and execution of the Claims Payment Request November 2025B for Voucher Numbers C40225 – C40825 in the amount of \$20,993.81 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 17th day of December 2025."

G. Authorization to Receive DNR Surplus Apparatus

Lynne moved to approve the signing of a document authorizing the transfer of ownership for a DNR surplus vehicle. Dan Peacock seconded the motion. Motion carried unanimously. So ordered.

With this approval, the District will be able to receive a used, surplus brush truck from the DNR. It is to be used for fighting wildfires in the District.

VIII. For Board Information and/or Discussion

A. Strategic Planning

Bruce shared the annual calendar view of the strategic goals which show each of the next five years with monthly goals set out for each of the eight priority areas. The calendar view will be included in the final Strategic Plan Document. Commissioners noted that the view "looks like a plan" and will give the community the big picture of the District's goals.

B. Staff Reports – Chief Greg Waters Reporting.

Chief Greg Waters provided the staff report. For the 28 days since the last Board meeting, the District answered 29 calls, averaging 1 call per day. Of those calls, 14 were transports with 11 ALS transports, 1 ALS2 transport, and 2 BLS transports. The medical calls were varied as always and included three lift assists, three evaluations, one diabetic emergency, two sepsis emergencies, two alcohol withdrawal cases, and one stroke.

Responders had two fire calls. One fire was right in Joyce, close to the station. The first responder on the scene was able to douse the flames in the kitchen with a fire extinguisher. By the time the trucks arrived, very little water was needed to assure the fire was completely out. Sadly, the patient was cooking dinner when some hot oil caught fire, had second degree burns from the oil that spilled. The patient was taken to the ED at Olympic Medical Center and was referred to Harborview for skin grafts and further treatment. The home was only burned in the kitchen area, but smoke damage was throughout the entire home. The Red Cross was contacted and made sure the family had food, clothes, and shelter. The family has been provided with a trailer until repairs can be completed on their home. Another fire was a mutual aid call from District 2. During the recent windstorms, responders were busy directing traffic away from fallen power lines and controlling fires caused by the downed lines. The auto aid agreement with District 2 is now operational, so the District might get more calls.

The District recently passed the inspection carried out by WSRB (Washington Surveying & Rating Bureau). This inspection happens every five years and influences home insurance rates in the District. The inspection begins with the District sending in information about stations, number of calls, response times, number of responders, vehicles, and the equipment on the vehicles. The final review is carried out by a visiting team who inspects all the vehicles, hoses, hydrants, equipment, etc. The District made significant gains in all areas inspected.

The District will soon take ownership of a used 2015 brush truck from DNR. The truck is a crew cab with 4-wheel drive. It has a 400-gallon tank and will prove very useful for getting around on dirt roads and into the back country to fight wildfires. It will need to be outfitted with firefighting gear. A41 is having some electrical issues. When plugged into shore power to recharge the

system, it kicks off the breaker switches. The problem should be resolved soon. The driveways around Station 42 will soon be graveled. This should help with the mud puddles that form in the rainy season.

Jason Waters, the District's most recent addition, has graduated from EMT class at Peninsula College. He was the class valedictorian making that four EMT class valedictorians for District 4 over the last four classes. Two responders are attending the Fire Academy. Both students did well on recent exams that covered hazmat response which is the hardest part of the course. A CPR class for local home schoolers, their teachers, and parents will be held soon. Training for an active shooter drill is underway. The District needs to have six responders trained in active shooter response by June. Trainers are currently adopting protocols for sending in law enforcement and medical teams.

Chief Waters and Quartermaster Flint recently met with nurses from Clallam County Public Health. The agency has money to spend on emergency prep for disasters. Chief suggested that the District could use some money to purchase and install a large potable water storage cistern. Greg suggested they meet with JEPP members to see if JEPP could use any of the money. The local ARES group will meet with Chief at Station 41 in January to discuss setting up a communications room in the Admin Building. A donation of \$500 and a thank you note was received from a community member who was "taken on a magic carpet ride" to the emergency room when he had a stroke.

The volunteers recently had a party. The Baars supplied a smoked brisket, and others brought food as well. A good time was had by all. Six volunteers showed up to the Joyce community tree Lighting. Sparky had fun greeting folks and getting hugs. The annual awards dinner will be held on January 31. It is hoped that the Crescent Grange construction will be finished in time to house the event. Other options for venues were discussed. As soon as a venue is confirmed, folks will be notified.

C. Local Board of Trustees – November 19, 2025, Minutes

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted. Since several line items were over budget for the year, Chair Bruce Leiper asked Chief Waters to comment and explain. Commissioners first noted that the December report did not show the amended budget figures. Chief Waters explained that some costs were unexpected, like the need to replace an engine in A41. Some of the capital outlay expenses were due to delays in construction. The District also has more volunteers (a good thing) necessitating more uniforms, more education expenses, and more equipment. And, like everything else, the cost of medical supplies and other supplies have increased this year.

E. Revenue Advisory Committee Report

There was not a meeting this past month. Lynne noted that since the last RAC meeting, DNR has increased the amount of buffer space near small streams. This means that small forest owners will not be able to log as much land if they have streams on their property.

WA State Forest Practices
Board
DNR
R8

F. Standing Committee Report

Sam reminded the Board that Chief Waters' annual review would take place in January. Cheryl will be sending out the review forms so that Commissioners can evaluate Chief Waters on the goals set for him in January 2025. Sam asked that Commissioners get those forms back to him before the January Board meeting. Commissioners also need to consider some goals to set for Chief for 2026. These goals will be discussed as part of the annual review process.

G. Joyce Fire Auxiliary

The Grinch Project was very successful this year and raised \$2,748.59. The Auxiliary had voted to give the proceeds to the Crescent Grange Food Bank this year, but the Auxiliary did not realize the project would raise that much money. The Auxiliary will vote in January about how to allocate the funds raised. Some of it will likely be allocated to the Joyce Cares Fund.

H. Joyce Emergency Planning and Prep (JEPP) Report

Bruce thanked Jason Baar for helping JEPP sort out the chemical storage for the water filtration trailer.

I. Items of Interest

1. WA GEMT Cost Report FY25

Commissioners noted the report. Cheryl, Greg, and Rae explained how the process works and how the WA Health Care Authority determines reimbursement figures.

2. Pacheco Resignation

Commissioners noted the letter from Ben in which he formally resigned from the Board. The Board accepted his resignation.

3. Dara Peppard Letter of Intent

Commissioners noted the letter from Dara Peppard expressing her interest in filling the Commissioner vacancy resulting from the resignation of Commissioner Pacheco.

J. Correspondence in Folder

Nothing was in the folder.

K. Other Concerns

No other concerns were brought forward.

IX. Executive Session to Consider Applications for vacated Board Position

Sam moved to begin an Executive Session. Lynne seconded the motion. Approved.

Executive session began at 7:55 and was set to last for 5 minutes.

X. Appointment to Elective Office

The regular meeting resumed at 8:00 pm.

Sam moved to appoint Dara Peppard to fill Position 1 on the Clallam County Fire Protection District No. 4 Board of Commissioners. Lynne Kastner seconded the motion. All in favor and approved. So ordered.

Dara will be sworn in at the Clallam County Courthouse before January 1, 2026. She will serve in Position 1 until December 31, 2029, to complete the balance of the Position 1 term of office.

XI. Adjourn

Dan moved to adjourn. Sam seconded the motion. Bruce adjourned the regular meeting at 8:02 PM.

Respectfully submitted,



Raeann Leiper
District Secretary