



Fire District 4 Joyce Clallam County

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Commissioners:

Marcus "Ben" Pacheco, Chair

Sam Nugent, Vice Chair

Mary E. Bower, CMC, Secretary

Terry Barnett

Lynne Kastner

Gregory Waters, Fire Chief

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
January 26, 2022

Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner
Sam Nugent, Vice Chairman/Commissioner
Mary E. Bower, CMC, Secretary/Commissioner
Terry Barnett, Commissioner
Lynne Kastner, Commissioner

Others Present

Gregory Waters, Fire Chief
Carolyn Flint, Quartermaster

I. Call to Order

Chairman Marcus "Ben" Pacheco called the regular meeting to order at 5:34 p.m. So ordered.

II. Roll Call of Commissioners

Ben noted all Commissioners were present in person. He added Fire Chief Waters and Quartermaster Carolyn Flint were also present.

III. Minutes of the Board of Commissioners Regular Meeting on December 15, 2021 - Corrections or Approval

Terry Barnett referred to page seven and to the sentence beginning in the ninth line under the Monthly Financial Reports section. He read the sentence aloud and asked if the word "donations" should replace the word "refunds" in this line. Mary Bower stated she thought this had been in regard to bank/credit card refund revenue. Terry acknowledged he recalled the prior discussion on this.

Lynne Kastner referred to page six, second paragraph, noting the discussion on damage done to one of the vehicles in the second to the last line. She asked Greg Waters about any recourse open to the district. He stated there had not been any "damage" and Les Schwab of Sequim had redone the work in follow-up.

Terry stated he had some comments to make on vehicles but said this should probably be discussed under another item. Ben asked if the Fire Chief's Report would be an appropriate place. Terry agreed that would work and asked to be reminded that he wanted to talk about U41 later.

Sam Nugent moved and Terry seconded to approve the meeting minutes as presented. Motion carried unanimously. So ordered. There was some brief discussion on the thoroughness of the meeting minutes. Ben said he appreciated the detail but added someday the district may go to a different format.

IV. Additional Items for the Agenda

Prior to the meeting, Terry personally verified that all Commissioners had a copy of a Synopsis of CCFP0#4 Building Committee Activity document dated January 25, 2022.

V. Introduction of Guests and Visitors

There was some brief discussion on Carolyn's status as a guest at these meetings. Ben and Sam thanked her for being present.

VI. For Board Action

A. Oath of Office

The Board referred to a letter from the Clallam County Auditor's Office dated November 23, 2021, and to a Notice of Election and Oath of Office form attached. Chairman Pacheco administered the oath of office to Commissioner Terry Barnett and he was sworn into office at this time.

B. Election of Officers

Ben noted it was time to look at the election of officers. He added he would be okay with serving again this year. Terry stated in light of the fact that Mary has served as Secretary for a long time, and she has done a good job, but, she has a lot to do so he wanted to nominate Lynne for that position. Terry moved that Lynne consider being appointed to the position of Secretary to the Board for Clallam County FPO No. 4.

Lynne said she appreciated the nomination and would definitely consider something like this. She stated she felt what Mary does for the district was extremely important and went on to suggest Mary do some cross-training with her on some of the things she does for the district in the role of Secretary. She added that having that information available to another member of the Board in case of Mary not being able to perform Secretary duties would be a benefit to this district immensely. Lynne stated if Mary was willing to do some cross-training she would be happy to do this. Ben asked if Lynne was saying she would accept the position or wait until later. Lynne replied she would like to definitely wait until she had more information and some knowledge. Ben said that was a good idea and noted he was always saying there needs to be succession plans in place. Mary added the district will not be as vulnerable if someone else was familiar with the secretarial support duties but also the auditing officer role. She said she thought Lynne would be a good fit in this role and that she and Lynne work well together. Terry stated in light of this discussion he would rescind his prior motion for now. He went on to thank both Lynne and Mary.

Sam moved to retain the current officers for 2022 with Ben as Chairman, himself as Vice Chairman, and Mary as Board Secretary. Terry seconded. Motion carried unanimously. So ordered.

C. Ratification of Professional Services Agreement with Zenovic & Associates - Resolution

Board members directed their attention to the proposed resolution and

attached agreement for ratification.

Mary moved to approve Resolution No. 1:2022 for the purpose of ratifying acceptance and execution of a Professional Services Agreement with Zenovic & Associates, Inc., for professional engineering services for the proposed development of a new fire apparatus building addition and for interior remodel of the existing office building located at 51162 Highway 112 as presented. Sam seconded. Motion carried unanimously. So ordered.

D. Approval of Travel/Training Events

1. Spring Seminar Series -Clearwater Resort - Suguamish, Washington
The Board referred to the training notice for April 30. Ben, Sam, and Terryall indicated a desire to attend.
2. Spring Seminar Series - Campbell's Resort- Chelan, Washington
The Board referred to the training notice for June 4. No one indicated adesire to attend at this time.
3. 2022 WFCFA Annual Conference - The Davenport Grand - Spokane, WA The Board referred to the conference notice for October 27-29. Mary and Ben said they were interested in attending.

Lynne said she would let staff know if she was interested in attending any of these. Mary moved and Terry seconded to authorize training and travel expensesfor any Board members and the Fire Chief to attend any of these events on behalf of the district. Motion carried unanimously. So ordered.

- E. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P13721- P14621 for Commissioners and Staff in the Amount of \$12,798.52
Sam asked for clarification on the difference in the number of work hours for Cheryl Anderson related to the awards. The method of how to read this report of hours was explained. Sam moved and Lynne seconded to ratify the approval andexecution of the Clallam County payroll worksheet for voucher numbers P13721- P14621 Commissioners and Staff in the amount of \$12,798.52 as presented. Motion carried unanimously. So ordered.

"We, the undersigned Board of Commissioners, 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."

- F. Ratification of Claims Payment Request: December 2021 Voucher Numbers C26121-C27221 in the Amount of \$4,609.54
Terry moved to ratify the approval and execution of the claims payment request for December 2021 voucher numbers C26121-C27221 in the amount of \$4,609.54 as presented. Sam seconded. Motion carried unanimously. So ordered. Ben referred to the payment of \$300 to Terry and asked about this expense reimbursement. Terry said he had paid the excavator operator in

cash to do the work needed along Festiva Lente Road.

"We, the undersigned Board of Commissioners of Clallam County Fire Protection District No. 4, Clallam County, 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 26th day of January 2022."

G. Ratification of Claims Payment Request: December 2021B Voucher Numbers C27321-C28021 in the Amount of \$7,385.07

Lynne moved to approve and ratify the execution of the claims payment request for December 2021B voucher numbers C27321-C28021 in the amount of \$7,385.07 as presented. Terry seconded. Motion carried unanimously. So ordered.

"We, the undersigned Board of Commissioners of Clallam County Fire Protection District No. 4, Clallam County, 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 26th day of January 2022."

H. Ratification of Claims Payment Request: January 2022 Voucher Numbers C0122-C1322 in the Amount of \$9,310.13

Terry referred to the payment to Joe Schmitt noting he had also worked on the Festiva Lente Road project with his grader. Sam moved to approve and ratify the execution of the claims payment request for January 2022 voucher numbers C0122-C1322 in the amount of \$9,310.13 as presented. Terry seconded. Motion carried unanimously. So ordered.

"We, the undersigned Board of Commissioners of Clallam County Fire Protection District No. 4, Clallam County, 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 26th day of January 2022."

IX. For Board Information and/or Discussion

A. Staff Reports - Fire Chief

Greg recapped calls from December, which was a very, very busy month. There were 36 calls: 29 EMS, a couple public assists requests, and one fire call. There was a total of 157 total responses of personnel for a 4.36 average per call. He noted 10 ALS transports and three BLS, one tragic CPR call that was discussed previously, and eight trauma incidents. He went on to discuss calls since the beginning of the month through today. There have been 22 calls with an average of 4.7 responders per call. Greg said there had been some pretty significant incidents.

Greg reviewed the structure fire response on Dempsey Road. He said when the crew arrived there was unfortunately nothing that could be done to save the building

Greg said U41 had been fixed and recounted the difficulty in getting the parts needed. Terry asked why U41 wasn't classified as C401 and why doesn't the district have a command vehicle like other districts. Discussion ensued. Terry moved to change the classification of vehicle U41 to C401 as the command vehicle. Lynne seconded. Motion carried unanimously. So ordered.

Greg then said both defibrillators had passed inspection.

Greg mentioned the new foul-weather jackets started being passed out. The auxiliary began the project with the Joyce Daze Committee coming forward later to pay for them. The auxiliary has offered to pay for the stenciling that was really needed on these jackets. Sam said he was really pleased with getting the jackets in partnership with the community. Carolyn then modeled her new jacket for the Commissioners. Sam asked if letters of appreciation could be sent. Mary said she would draft this for the Chairman and Fire Chief to sign.

Greg noted he had given Cheryl a cost-of-living raise. Ben said Cheryl was a great asset to the district and all Commissioners were in agreement that Cheryl deserved a pay increase.

Greg said there were eight of his own people who were enrolled in a current hybrid CPR class.

Greg concluded by stating all the new radios have been programmed and are now being handed out.

B. Local Board of Trustees - December 15, 2021 - No discussion.

C. Monthly Financial Reports

Mary referred to the documents included in the packet, adding these are basically the year-end reports. Sam pointed out that the annual real and personal property taxes revenue was actually \$22,286 over the annual budgeted projection. He said this was a reminder to always overstate the

annual budgeted amount in the annual county paperwork each year. Ben said it was good to see annual revenue (149.52 percent) at the level it was versus annual expenditures (79.54 percent). Terry said the sale of county timber was nice but the ambulance service fees, along with other revenue lines, had also been up this last year. There was some general discussion in regard to a grim picture moving forward in regard to timber revenue. Terry referred to the Investment Ledger By Fund report and the ending fund balance of \$1,000,955.04.

D. Standing Committee Report

Sam said the committee had met with the Fire Chief in preparation for his performance review later this evening. This will be an oral review and then following the Executive Session the Board will discuss the entry that will be put into his personnel file.

E. Building Committee Report

Terry stated the committee had been active. Board members referred to the synopsis of activity report dated January 25, 2022, distributed previously.

Terry said the reason the committee has been vague was because this has not been a normal regular straightforward process that one might expect in the construction of a commercial building. He said the committee had to do feasibility studies without any cost. Mary asked if this had been a directive from the Board. Terry replied yes. Ben said he recalled this occurring. Mary clarified this feasibility study had been done by the internal Building Committee. Ben and Terry agreed. Terry stated then things changed again when this building was purchased and the committee again, without cost, was to evaluate the feasibility of upgrading this facility. He added another entity would be going about this process with money in hand. Terry said the committee has been trying to gather enough information to present to the Board on what the facility will look like and how much it was going to cost. Greg said essentially nothing had changed in the last two years because of contractor availability and cost of construction so everything has been on the back burner on hold. Greg said from now on the process will be more formal and the Board will get all the answers the district has been wanting. Terry said the Board was now getting to the point where it really needs to start thinking, once the numbers are in place, about what the district really wants to do about paying for this. Discussion ensued.

Sam said the Board had gone to the community with the idea that the district needed to do something about the main building. He said now the district finds itself with two-thirds of that construction done and already paid for (the administration portion) and now the district was looking at apparatus bays. He stated the level of funding needed now was not as much. He said perhaps the funding needed was no longer in the millions of dollars anymore. He added perhaps this could be done out of pocket for a number of years.

Ben again thanked Terry for his work on the timeline and document. Terry said he had lots of help. Ben asked if there were any questions. There were none.

- F. Crescent Community Advisory Council
Mary noted a meeting was held on January 12, adding unfortunately she did not have her meeting packet with her this evening to review. She said the council needs to fill a number of vacancies. She stated Terry and Jon Cash were just reappointed as members at-large. Commissioner Bill Peach had provided council members with several updates on county business.
- G. DNR Coalition
Greg said he seems to get more confused as the process moves on. He noted the parties were close to resolution two meetings ago but now things are continuing to be discussed. The future for timber funding doesn't look good. He advised Mary to have the minutes reflect that there continues to be discussion and more meetings scheduled.
- H. Joyce Emergency Preparedness and Prep (JEPP)
Terry said the group didn't meet in January. He noted the shelter operations manual was closer to being done.
- I. Items of Interest
1. Validation Figures 2021 General Election for 2022 Usage
The Board directed its attention to a letter dated December 23, 2021, with an attached report. Sam said the numbers show the voters like the fire district and school.
 2. Region 9 - Save the Date Workshop March 12, 2022
Members referred to a memo dated December 30, 2021, in this regard. Sam and Mary said they would be interested in attending by Zoom.
 3. 2019 GEMT Final Settlement -- Recalculated
The Board reviewed a letter from the Health Care Authority dated January 18, 2022. The district is owed an additional \$862.80.
 4. Status Update on Development of Public Comment Policy
Ben referred to a memo of January 17, 2022, with proposed policy language. Mary and Lynne had subsequently done some work on this. Discussion ensued. Ultimately, Greg was tasked with four questions to present to Brian Snure, get answered, and report back to the Board.
 5. MRSC Upcoming Webinars
The Chairman stated discussion on this could be delayed for now.
 6. Letter from Jeff Lewis
The Board referred to correspondence from Jeff Lewis dated January 29, 2022. Sam stated his concern with the letter and said he found several areas of misleading or misunderstood comments that insinuated some things that he was taken back by. Discussion

ensued. Terry said he agreed with Sam; noting that reading this letter made the hair on the back of his head stand up. Greg also felt the letter contained many falsehoods as well. Mary stated as a last comment from her many years of experience as an elected was that the Board members and the Fire Chief need to be able to let comments roll off of them.

7. Letter from Jim Buck

The Board referred to correspondence from Jim Buck dated January 20, 2022, in response to the letter aforementioned from Jeff Lewis. Mr. Buck concluded by stating Mr. Lewis' comments are strictly his and not shared by the overwhelming majority of people. Discussion ensued. The Chairman stated a lot of pertinent information had been added in this letter to the Board and he was grateful to have received it.

8. WFOA Correspondence

Members acknowledged receipt of the fourth quarter 2021 issue of the Fireline newsletter. Greg noted Roger Ferris plans to attend the district's February Board meeting to present the association's Management Excellence Award trophy.

J. Correspondence: In folder.

K. Other Concerns - None.

VIII. Community Comment - None.

IX. Executive Session:

The Board agreed to adjourn into Executive Session to discuss personnel issues at 8:04 p.m. So ordered.

"The Board of Commissioners for Clallam County FPO No. 4 will now adjourn into Executive Session to discuss personnel issues in accordance with RCW 42.30.110 (g) for the purpose of evaluating the performance of a public employee, specifically the Fire Chief.

"The regular session will reconvene at 8:34 p.m."

Mary asked if the Board anticipates that there will be action to follow. The Chairman said that was correct.

At 8:14 p.m. the Board took a five-minute break and Terry left the meeting at this time.

At 8:34 p.m. the Executive Session was extended another 20 minutes to 8:54 p.m. At 8:54 p.m. the Executive Session was again extended another 20 minutes to 9:14 p.m.

The Board reconvened back into regular session at 9:18 p.m. So ordered.

Regular Session: Personnel Matters

Sam noted as the result of the Executive Session the Standing Committee has been asked to provide additional blank evaluation forms to the Board by the end of next week for the purpose of setting goals for 2022 for the Fire Chief for another Executive Session at the February 2022 Board meeting. No further action was requested.

IX. Adjourn

Mary moved and Sam seconded to adjourn the meeting at 9:19 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, February 23, 2022, beginning at 5:30 p.m.