



## Clallam County Fire Protection District No. 4

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Commissioners:  
Marcus "Ben" Pacheco, Chair  
Sam Nugent, Vice Chair  
Terry Barnett  
Lynne Kastner  
Gregory Waters, Fire Chief

Clallam County Fire Protection District No. 4  
Board of Commissioners Meeting Minutes  
Joyce, Washington  
February 23, 2022

### Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner  
Sam Nugent, Vice Chairman/Commissioner  
Terry Barnett, Commissioner  
Lynne Kastner, Commissioner  
Gregory Waters, Fire Chief

### Others Present

Carolyn Flint, Quartermaster  
Roger Ferris, Executive Director WFC  
Cheryl Anderson, Administrative Assistant  
Donna Pacheco  
Raeann Leiper  
Jeffrey Lewis

### I. Call to Order

Chairman Ben Pacheco called the regular meeting to order at 5:30 p.m. So ordered.

### II. Roll Call of Commissioners

Ben called roll with Commissioners responding with the word "present". So ordered. It was noted that Commissioner Bower resigned earlier in the week.

### III. Minutes of the Board of Commissioners Regular Meeting on January 26, 2022 – Corrections or Approval

Terry Barnett commented on the thoroughness of the minutes. Lynne Kastner noted that on page 3 under Ratification of Claims Payment Requests the name Festiva should have been changed to Festina. Greg Waters noted that spacing in the document needed to be adjusted. Terry moved to approve the regular meeting minutes from January 26, 2022, as amended. Lynne seconded the motion. Motion carried unanimously. So ordered.

### IV. Additional Items for the Agenda – None.

V. Introduction of Guests and Visitors

Ben welcomed Roger Ferris, Executive Director for the Washington Fire Commissioners Association, and community members Donna Pacheco, Raeann Leiper, and Jeffrey Lewis.

VI. Special Presentation by Roger Ferris 2021 Management Excellence Award

Mr. Ferris presented the 2021 Management Excellence Award for Category D to the Board. He complimented the district on the excellent job they did during the COVID-19 pandemic and noted the difficulties encountered and the tenacity of first responders. He informed the Board on some of the exciting things the Washington Fire Commissioners Association is working on.

VII. For Board Action

A. Establishment of a Cost Recovery Program – Resolution

Chief Waters informed the Board on the costs involved for a motor vehicle accident response and the necessity of charging for these items. Terry moved to approve Resolution number 2 for the establishment of a cost recovery program with Systems Design as presented. Lynne seconded the motion. Motion carried unanimously. So ordered.

B. Ratification of Clallam County Payroll Worksheet: January Voucher Numbers P0122 – P1022 Commissioners and Staff in the Amount of \$13,230.75

Terry moved to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P0122 – P1022 Commissioners and Staff in the amount of \$13,230.75 as presented. Sam Nugent seconded the motion. 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.”

C. Approval of Claims Payment Request: February 2022 Voucher Numbers C1422 – C3622 in the Amount of \$11,973.88

Lynne moved to approve and ratify the execution of the claims payment request for February 2022 voucher numbers C1422 – C3622 in the amount of \$11,973.88 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 23<sup>rd</sup> day of February 2022.”

D. Selection of New District Secretary - Resolution

Ben informed the Board that Commissioner Bower resigned her positions as Commissioner and Secretary to the Board on February 20, 2022. He thanked Mary for her 32 years of service to Clallam County Fire Protection District No. 4. Ben noted that Mary helped the district through so many changes and advancements during her tenure and her position will be a big one to fill. Chief Waters requested a plaque, a letter of appreciation, and a Thank-you card be sent to Commissioner Bower. The Board agreed to the suggestions and will pay for the plaque. The Board all expressed great appreciation for the contributions Commissioner Bower made to the District and the community. Sam expressed the desire to have Commissioner Bower at the meeting so he could have personally thanked her for all that she did for the community and for his personal understanding of codes and regulations. He also noted that due to Mary’s diligence there were no discrepancies during annual audits.

Chief Waters recommended Raeann Leiper to fill the position of Secretary to the Board of Commissioners. Terry added his recommendation to accept Raeann as Secretary. After a brief discussion, Terry moved to accept resolution 3:2022 to appoint Raeann Leiper as Secretary to the Board of Commissioners. Lynne seconded the motion. Motion carried unanimously. So ordered.

Cheryl Anderson requested a short break to replace the batteries in the recorder at 5:58 p.m. Ben convened the meeting for five minutes; the meeting was reconvened at 6:01 p.m.

E. Acceptance of Commissioner Bower’s Resignation

Ben noted that Commissioner Bower’s resignation needed to be an Action Item instead of an Item of Interest. He brought attention to the letter of resignation under the Items of Interest. Sam moved to accept the resignation of Clallam County Fire Protection District No. 4’s Commissioner position number 2, Mary E. Bower, as presented with an added note of the Board’s appreciation and thanks for her many years of service and dedication to the Board. Terry seconded the motion. Motion carried unanimously. So ordered.

VIII. For Board Information and/or Discussion

A. Staff Reports

1. Fire Chief

Chief Waters reported to the Board there were 28 calls in January, 141 total responses by volunteers, with 4.68 responders per call, which averaged to .9 calls per day. The report for February to date were 25 calls, with an average of 1.09 calls per day, with 4.64 responders per call. There were five calls in a row that were very severe, but none were COVID-19 related. He reported that the volunteers responded to cardiac patients, severe nose bleed, difficulty breathing calls, and falls.

Greg shared with the Board how much he appreciated the volunteers willingness to respond to the calls and their dedication to the community. He reported that community members have been stopping by and showing the volunteers their appreciation with baked goods for them.

He reported that the Annual Volunteer Appreciation and Awards Banquet will be on March 12, 2022, at 6:00 PM. This banquet will not be open to the public due to COVID-19 restrictions.

The latest newsletter has been extremely well received by the community and the district has already had three new volunteers sign up as a result of the newsletter with other community members showing interest in volunteering.

The Administration Building's fire suppression system passed an annual inspection. Greg resumed the monitoring service with South Sound Fire and Security.

The District's paramedics just completed the Pediatric Advanced Life Support (PALS) recertification training. This training is required every two years.

A group of six volunteers were subpoenaed by the county for a call on August 8, 2020, for a DUI blood draw. Greg explained that this was common occurrence when a paramedic is requested by Washington State Patrol to take a blood draw on scene of a call.

Most of the volunteers who are trained for rope rescue attended a recent training event. Other interested volunteers attended the training to observe.

B. Local Board of Trustees - No discussion.

C. Monthly Financial Reports

Ben noted the amount of revenue from the sale of county timber.

D. Standing Committee Report

Sam thanked Lynne for her help with the final assessment of the Chief's evaluation form.

E. Building Committee Report

Terry shared the revised summary of a new apparatus bay with the Board. He informed them that the building committee had discussed their vision with Zenovic and Associates and received a first rendering of a new apparatus bay. He reiterated to the Board that the plans presented are preliminary for a visual for the Board to review. The building committee will continue to work with Zenovic and Associates on the next steps including a SEPA report along with a cost to build.

Lynne asked if there was a possibility to piggyback on another district in the area who was working on a building. Terry explained that piggybacking can only be done on small works roster items. The Board continued to discuss the plans that were distributed.

F. DNR Coalition

Ben attended the last meeting with the DNR. No new noteworthy decisions have been made at this point.

G. Joyce Emergency Planning and Prep (JEPP)

Terry informed the Board that JEPP has completed its mission and they are working on editing and updating procedures manuals.

H. Items of Interest

1. Jurassic Parliament: Guidelines for Public Comment in Local Government – Noted.

2. Letter from Commissioner Sam Nugent – History on Consideration of Facilities Expenses – Noted.

3. Letter of Appreciation for Foul-weather Jackets  
Sam noted how much easier it is to see the volunteers during an emergency at night. Carolyn displayed her coat and expressed thanks to the district on behalf of the volunteers.

4. Gossett Grant Submittal  
Greg thanked Carolyn for her research and submittal for the grant.

5. New Tsunami Maps for Joyce and PA Ops Areas

Terry updated the Board regarding the work of the legislature and the budget items.

6. Feasibility Report and Existing Site Plan from Zenovic & Associates  
Noted under the building committee report.
7. Copy of Former Commissioner Mary E. Bower's Resignation Letter  
Addressed under Board Action Item E.
8. District Newsletter – Noted.
9. WFCA Correspondence – Noted.

I. Correspondence: In Folder

J. Other Concerns – None.

VIII. Community Comments

Ben asked the guests if they had any comments for the Board. No comments were made.

IX. Executive Session:

The Board agreed to adjourn into Executive Session to discuss personnel issues at 7:07 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 7:27 p.m."

Action was not anticipated.

The Board reconvened back into regular session at 7:39 p.m. So ordered.

Regular Session: Personnel Matters

No action was taken.

IX. Adjourn

There being no further business to discuss, Sam moved and Lynne seconded to adjourn the meeting at 7:40 p.m. So ordered.