

# 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  
March 23, 2022

## Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner  
Sam Nugent, Vice-Chairman/Commissioner  
Terry Barnett, Commissioner (via phone)  
Lynne Kastner, Commissioner  
Gregory Waters, Fire Chief

## Others Present

Carolyn Flint, Quartermaster  
Rae Leiper, District Secretary to the Board  
Bruce Leiper  
Donna Buck  
Jeff Lewis

### I. Call to Order

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

### II. Roll Call of Commissioners

Ben noted three Commissioners were present in person. Terry Barnett was present via phone. He noted Fire Chief Waters and Quartermaster Carolyn Flint were also present.

### III. Minutes of the Board of Commissioners Regular Meeting on February 23, 2022 - Corrections or Approval

Sam Nugent moved, and Lynne Kastner seconded to approve the meeting minutes as presented. Motion carried unanimously. So ordered.

### IV. Additional Items for the Agenda

Ben referred to a letter sent by Clallam County Fire District No.2 Fire Commissioner, Steven Hopf. This item will be added under Items of Interest as Number 7.

V. Introduction of Guests and Visitors

Ben welcomed community members Bruce Leiper, Donna Buck, and Jeff Lewis.

VI. For Board Action

A. Consideration of Appointment of Commissioner for Vacant Term of Service

The Board was referred to a letter from Bruce Leiper who has stated an interest in filling the vacant commissioner position. Ben stated he had previously worked on a board with Bruce. Chief Waters recommended Bruce to fill the position having worked with him on several fronts. Terry echoed the chief's words. Sam stated that Bruce's letter of interest shows relevant experience. Lynne agreed and noted Bruce's many years of involvement with the Joyce community.

Lynne moved to approve the appointment of Bruce Leiper as a Board Commissioner effective March 23, 2022, for the duration of the term. Sam seconded the motion. Motion approved. Oath of Office will be signed by the commissioners and taken to the County Auditors' Office.

B. Public Comment Policy Resolution

The board was referred to Resolution Number 4:2022 Public Comment Policy. The board noted that it is committed to providing time for members of the public to comment on the matters relating to governing the fire district. A public comment period is provided during each meeting for the purpose of receiving public comment. This resolution sets out policy guidelines for that purpose. The resolution will be added to the District's Policies and Procedures.

Lynne moved to approve Resolution No. 4:2022 for the purpose of ratifying acceptance of Rules Governing Public Comment Policy. Sam seconded. Motion carried unanimously. So ordered.

C. Ratification of Clallam County Payroll Worksheet: February Voucher Numbers P1122 – P2122 Commissioners and Staff in the Amount of \$13,194.98

Sam moved and Lynne seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P1122- P2122 Commissioners and Staff in the amount of \$13,194.98 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."

D. Ratification of Claims Payment Request: February 2022B Voucher Numbers C3722 – C5022 in the Amount of \$7,080.30

Ben asked for clarification on the payment to Dave's Heating and Cooling. Greg explained the need for a new motherboard for the heating unit at the admin building and repair of the propane heater at Station 41. Sam moved and Lynne seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers C3722- C5022 Commissioners and Staff in the amount of \$7,080.30 as presented. 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 23rd day of March 2022."

E. Ratification of Claims Payment Request: March 2022 Voucher Numbers C5122 – C6322 in the Amount of \$5,340.90

Lynne moved to ratify the approval and execution of the claims payment request for Voucher Numbers C5122 – C6322 in the amount of \$5,340.90 as presented. Sam seconded. 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 23rd day of March 2022."

VII. For Board Information and/or Discussion

A. Staff Reports - Fire Chief

Greg recapped the calls from February. There were a total of 29 responses. He noted there were 10 transports, 6 of which were ALS transports. He went on to discuss calls since the beginning of March through today. There have been 16 calls so far -- a total of 10 transports, 7 of which were ALS. Unfortunately, there was one in-home death.

Greg reviewed two fire calls made in March. One was an illegal burn right alongside Hwy 112 just west of Joyce. The fire was larger than allowed, was left unattended, did not have a water source anywhere in the area, was started with an accelerant, and the material being burned was Scotch broom which is noxious and a well-known irritant. PenCom received numerous complaints from neighbors and citizens driving by on Hwy 112. The property owner was given a one-time warning thus avoiding a several thousand dollar fine for him. CCFPD4 responded with a Command Vehicle, one Fire Engine, and one Tender and a total of eight personnel (three arrived via their POVs). The second fire was at the Salt Creek County Park for what was reported to be an unattended RV with smoke showing from the side window and possibly being on fire. Upon arrival, they confirmed there was smoke coming from the window which had melted plastic around it and darkened glass. They forced entry into the RV and found a wood burning stove burning pressed logs with very non-code venting leading from it to the window. The logs were removed, and the stove was cooled down. The trailer owners were not located but word was left for the Park Ranger.

Greg also stated that he and his staff have been spending a tremendous amount of time, energy, resources, and money (which all equates to our community's taxpayer's money), because of Mr. Jeff Lewis' Public Records Requests of late.

The chief was asked about dates for the burn ban. The rule of thumb is July 1, but if conditions warrant it, the call will be made earlier in the season.

Chief was happy to report that we have had six new volunteers in the past two weeks. The last weekly training was well attended. We will send Carolyn and Krista to CISM (Critical Incident Stress Management) Training. They will also be sending them to Coeur d'Alene for one of the best EMT training conferences in the area.

Chief went over recent vehicle maintenance jobs. A42 will be sent to CCFPD3 to have its onboard inverter checked and repaired. A41 is going in next month to have its rear quarter panel fixed.

Thanks to the board from the chief for attending the annual awards dinner this year. The chief and board expressed their thanks to the Auxiliary for setting it up.

PenCom is still hiring dispatchers, currently needing nine more. Note that National Telecommunications Week is April 10-16, 2022.

B. Local Board of Trustees

Lynne noted a need to change dates on some of the minutes and the agenda. Cheryl will be informed of changes needed.

C. Monthly Financial Reports

The board had positive comments for the streamlined document pages. They agreed they could always come into the office to review the full report if more details were needed. Going forward, the Expenditure Detail Report will no longer be part of the board packet and the *Revenue Expenditure by Fund Report* will be the only part of the financial report included in the board packet.

D. Standing Committee Report

This committee had nothing new to report.

E. Building Committee Report

Terry said this committee had nothing new to report. There is a meeting scheduled with Tracy at Zenovic on March 29 to review and fine-tune rough draft ideas.

F. DNR Coalition

Greg attended and said the meeting provided nothing new to report.

G. Joyce Emergency Preparedness and Prep (JEPP)

Donna Buck reported that JEPP has pretty much completed the acquisition of materials for the community emergency preparations. They are still finishing a few projects. They currently have \$7,400. Rae reports that JEPP is presently completing documents that will be available to those who arrive to open and manage the shelter. Our Joyce CERT will be turning their efforts towards how to best support the Disaster Service Center and the shelter when it opens.

H. Items of Interest

1. Gossett Foundation Grant Letter

The district was recently granted \$30,521.23 by the Gossett Foundation. The funds will be used to purchase eight complete sets of bunker gear. Kudos to Carolyn for writing this grant. The District is incredibly thankful for all the support The Gossett Foundation has given us over the years.

2. Local Board of Trustees

The board was referred to a document entitled *Local Board of Trustees*. The document included a definition for The Local Board of Trustees for a fire protection district as well the duties of that board. It also clarified who needs to attend.

3. Support DNR State Trust Lands, Timber Revenues for Public Services Email

The Board reviewed an email from the Washington Communities and Schools. The email explains the latest happenings in the attempt for local communities to receive revenues from DNR for timber harvest taxes.

4. 2022 EMS Trauma Grant Payment Notice

The board was referred to an email from the EMS Trauma Fund Manager. It is noted that we will receive a grant of \$1,125 for this year which is in line with years past.

5. Legislation email from Jim Buck

The board was referred to an email and attached news stories noting that the legislature has passed and the governor has signed SB5933 which will provide funds to schools for seismic upgrades and retrofitting. Kudos to Jim Buck for his persistence and cheerleading for this initiative.

6. Letter from Olympic Oxygen

The board was referred to a letter from Olympic Ambulance. As a result of new ownership, they will now supply CCFPD#4 with oxygen free of charge.

7. Letter from CCFP#2 regarding meetings

The board was referred to a letter from the Clallam County Fire District No. 2 Board of Commissioners. The letter is asking for our board's interest in establishing a local Clallam County Fire Commissioners Association for the purpose of sharing ideas, holding joint trainings, and enhanced communications between Clallam County Fire Board members. This would involve attending occasional workshops or zoom meetings. Ben will express our interest in attending a first meeting to see whether this would benefit us.

I. Correspondence: In folder

None

J. Other Concerns

None.

VIII. Community Comment –

The floor was then opened for community comment and questions.

Jeff Lewis had questions which the board stated it would review, research, and then provide answers for.

- Can the board packet be distributed prior to the meeting?
- Did you run that by Snure?
- Are the meetings recorded such that a community member can request a copy of them?
- I would ask for one or two specific elements that you felt were problematic regarding my letter.

IX. Adjourn

Sam moved and Lynne seconded to adjourn the meeting at 6:42 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, April 27, 2022, beginning at 5:30 p.m.