

# Clallam County Fire Protection District No. 4



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

Clallam County Fire Protection District No. 4  
Board of Commissioners Meeting Minutes  
Joyce, Washington  
May 25, 2022

## Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner  
Sam Nugent, Vice-Chairman/Commissioner  
Terry Barnett, Commissioner  
Lynne Kastner, Commissioner  
Bruce Leiper, Commissioner

## Members Not Present

Gregory Waters, Fire Chief

## Others Present

Carolyn Flint, Quartermaster  
Cheryl Anderson, District Administrative Assistant  
Rae Leiper, District Secretary to the Board  
Donna Buck  
Jeff Lewis  
Connie Beauvais

### 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 all Commissioners were present in person. He noted Quartermaster Carolyn Flint was also present. Fire Chief Waters has an excused absence.

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

One correction to the minutes was noted and made on page 3, paragraph 3 under Fire Chief Report. The word "volunteers" was changed to "Emergency Responders." Terry moved, and Lynne seconded to approve the meeting minutes as corrected. Motion carried unanimously. So ordered.

### IV. Additional Items for the Agenda

Chairman, Ben Pacheco, noted a response to recent letters from Mr. Jeff Lewis is added under Items of Interest.

V. Introduction of Guests and Visitors

Ben welcomed community members Connie Beauvais, Donna Buck, and Jeff Lewis. He reminded guest of new guidelines regarding public comments to the Board and then invited the public to make comments if they wished.

VI. Community Comment

Connie Beauvais spoke first. She specified that although she wears several hats in the community, she was speaking today as a community member. She went on to thank the district for their quick and efficient emergency services. She thanked the Board for being forward thinking. She is proud that the district “stays ahead of the growth.” She commended the Board on saving the taxpayers so much money by purchasing the LDS church to repurpose into a fire station. She is aware that reductions by DNR in tax on lumber footage rates have hurt local communities. She said that as a Port Commissioner she reminds the DNR to do their job and make sure tax revenues are supporting the communities.

Jeff Lewis, then asked for time. He spoke first to Ms. Beauvais’ point regarding the DNR management of legacy trees. He thinks they should be kept as they add greatly to the beauty of the community. Jeff then made a comment regarding the district’s transition from a volunteer institution to one with a paid staff. He then continued to reiterate previous points he has made in the past regarding transparency, the districts website, and capital improvement budgeting.

Commissioner Terry Barnett, then asked to speak as a member of the community. He read a letter to the district in which he expressed his heartfelt thanks to the district responders when he had to call 911 to get emergency care. He specifically named Carolyn Flint, Greg Waters, and Chadwick Chennault as his “knights in shining armor” who arrived and transported him to Olympic Medical Center (OMC) where he received emergency surgery. He is proud to be associated with the district.

VII. For Board Action

A. Adopting Rules and Procedures for Access to Public Records

Board members directed their attention to the document called, *Resolution Adopting Rules and Procedures for Access to Public Records*. The document outlines how the district will be dealing with access to public records in the future. It is based on rules and procedures as adopted by Washington State in RCW Chapter 42.56.

Sam moved to approve Resolution No. 6:2022 for the purpose of adopting the *Resolution Adopting Rules and Procedures for Access to Public Records*. Bruce seconded. Motion carried unanimously. So ordered.

B. Approval of Handle with Care Memorandum of Understanding

Board members directed their attention to the document called *Handle with Care* pertaining to a Memorandum of Understanding by and between Crescent School District, Clallam County Sherriff Department, Lower Elwha Tribal Police Department, and Clallam County FPD No. 4. The MOU establishes the terms and conditions under which parties will provide mutual assistance and cooperation relating to children’s exposure to violence and trauma.

Lynne moved to approve Resolution No. 7:2022 for the purpose of adopting the *Handle with Care Memorandum of Understanding*. Terry seconded. Bruce stated that it is important to note that little information would be included in emails when informing the professionals who would then handle the follow-up. Motion carried unanimously. So ordered.

C. Approval of Legal Notice– Vendor List

Board members directed their attention to the document called *Clallam County Fire Protection District No.4 Vendor List Notice*. This notice will be published to announce an open period for vendors to apply to be on the districts vendor list. The MRSC (Municipal Research and Services Center) will oversee the publication and management of vendor applications. It is also required that the Board put the announcement on the district website.

Lynne moved to accept the publication of the notice. Sam seconded. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: April Voucher Numbers P3322 – P4322 Commissioners and Staff in the Amount of \$13,486.85

Terry moved and Lynne seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P3322- P4322 Commissioners and Staff in the amount of \$13,486.85 as presented. 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 Claims Payment Request: March 2022B Voucher Numbers C9722 – C10922 in the Amount of \$8,711.65

Terry noted a marked increase in fuel costs. Carolyn explained that the district is also facing supply chain issues and since it is important that certain medical supplies are always on hand, she has been reordering as soon as an order is received instead of waiting. Ben and Bruce commented that it makes sense to look ahead and stay stocked even if it means overstocking. Carolyn reminded commissioners that the secured area is limited in space, but she tries to stay one order ahead.

Terry moved to ratify the approval and execution of the claims payment request for Voucher Numbers C9722 – C10922 in the amount of \$8,711.65 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 25th day of May 2022."

F. Ratification of Claims Payment Request: May 2022 Voucher Numbers C11022 – C12522 in the Amount of \$12,663.49

Terry noted maintenance costs are going up. Sam replied the district is already at half the budget for the year.

Lynne moved to ratify the approval and execution of the claims payment request for Voucher Numbers C11022 – C12522 in the amount of \$12,663.49 as presented. Bruce 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 25<sup>h</sup> day of May 2022."

VIII. For Board Information and/or Discussion

A. Staff Reports - Carolyn Flint reporting

Carolyn gave the report this meeting as Chief Greg Waters is away. She started by explaining that the ratio of responders per call has improved. At the start of the year, there were 4 responders per call, April had a high of 5 responders per call. Last month the district had 4.5 responders per call. Last year the district averaged .86 calls per day. Many calls are now a mix of veteran responders with new volunteers which is giving new trainees good on-the-job training. The district is currently projecting 320 calls this year. They are anticipating another busy July and August like last year when they averaged one call per day.

Carolyn then recapped the recent calls in the 28 days since the last meeting. There has been a total of 26 responses, 10 of which resulted in transports to OMC. Of those, six were ALS transports and 4 were BLS. The district had one motor vehicle collision with severe trauma. Krista Smith did an excellent job of stabilizing the patient. Of the other calls, one call was for non-traumatic hemorrhaging, two for seizures, three for respiration issues, two diabetic emergencies, and two non-traumatic pain calls. The district responded to four fire calls, none of which were fires of a dangerous nature. Two were smoke investigations, one of a permitted burn

Ben commented on the importance of the on-the-job training for new trainees. Carolyn commented that the new volunteers are focused, intelligent, committed, enthusiastic, and most importantly, free to respond during the day. Sam commented on the fact that morale seems so high these days.

Carolyn also noted that the Joyce CERT (Community Emergency Response team) has begun to meet again and will start doing some trainings with the fire district to align protocols. This will be important if the district does have a big emergency here and CERT deploys to support district personnel. Lori Garrison, Krista, and Carolyn will provide refresher training for CERT members on START Triage and Head-to-Toe assessment on Thursday, May 26. In the future, they will do a CPR training and a Stop-the-Bleed training.

B. Local Board of Trustees

Minutes reviewed.

C. Monthly Financial Reports

Reviewed and noted.

D. Standing Committee Report

Nothing to report.

E. Building Committee Report

The committee met on May 10, 2022. The Board was provided with the meeting notes to review. The committee reviewed the most recent architectural drawings. The environmental review is done. The county has okayed the SEPA (State Environmental Policy Act) and will issue a permit soon. The Building Committee will still need to complete a storm water infrastructure plan, a Hazard Mitigation plan, and a grading plan.

The facility will be multi-faceted. The dual function of several features is a cost saver. Some features of the new building will be a training facility and better storage for medical supplies, apparatus, and equipment. It will be an approved training facility.

The next step is to begin looking into how to finance the project. Because current costs for labor and materials is so volatile, it was recommended not to go to bid till they settle. Tracy at Zenovic will ask a few contractors for estimates rather than a formal bid so that the Building Committee can get a ballpark figure to work with. The Board will create an advisory Finance Committee to investigate options for funding the project. All agreed that the district needs more certainty about the funding before plans can be presented to the community. Bruce and Lynne volunteered to be on the committee. This committee report will be added to future agendas.

Beyond obtaining financing, next steps include developing a timeline.

F. DNR Coalition

Nothing new to report.

G. Joyce Emergency Preparedness and Prep (JEPP)

A meeting was held on May 9, 2022. Small projects are continuing. A concrete pad will be added between Conex2 and the storage building behind Joyce Bible Church. The group will soon be holding public outreach and education meetings soon. JEPP's goal is to have as many local citizens aware of the shelter and how to open and operate it.

H. Items of Interest

1. GEMT FY 2018- Settlement Revision

The Board reviewed a letter from GEMT noting that the settlement from fiscal year 2018 was recalculated to adjust for FMAP (Federal Medical Assistance Percentages) from COVID-19.

2. GEMT FY 2021- Interim Settlement Letter

The Board reviewed a letter from GEMT noting that the settlement has been recomputed after reconciling federal payments. The district is due some money which will arrive soon.

3. Thank You Letter from Catherine Stordeur

The Board noted the letter.

4. Discussion of Department of Natural Resources School Seismic Safety Project (SSSP) 2019 – 2021 Legislative Report

The Board was referred to a letter written to Fire Chiefs, Boards of Commissioners, and Fire Commissioner Secretaries around the state from Jim Buck. The letter is regarding the seismic safety of fire stations. It notes that fire stations need to be functioning and ready

to perform essential community services following an earthquake. Many fire stations built before 1975, which includes Joyce Station 41, are vulnerable as they are constructed of unreinforced masonry. The letter recommends that these stations be prioritized for replacement or seismic retrofitting. Mr. Buck recommends that commissioners encourage the legislature to enact legislation to fund programs that will help communities fix their fire stations.

Sam volunteered to draft a letter to area representatives supporting such legislation.

5. Email from Department of Health: Changes to the GEMT Annual Provider Participation Agreement

The Board was referred to a letter explaining that it will no longer be necessary to submit an annual Provider Participation Agreement (PPA) to GEMT. Providers need to submit an evergreen PPA which will remain in effect until a participant provides notification that they no longer wish to participate.

6. WFCA Correspondence

The Board was reminded that the annual WFCA conference will take place this October in Spokane. Sam informed the Board that he will not be able to attend and encouraged the new members to attend.

7. Letters from Mr. Jeff Lewis

The Board was referred to a letter from Mr. Jeff Lewis regarding his ongoing suggestions. Chairman Ben Pacheco responded to several of those concerns, many of which have been addressed numerous times already via emails or phone conversations.

Here is a summary of Chairman Pacheco's response to topics put forward by Mr. Lewis.

- The Capital Funds Plan is a work in progress and not ready for publication.
- The district invites community input whenever appropriate. The district has an Open Door Policy, and any community member may question or engage the district in conversation regarding district policies and actions.
- The Board decides what goes up on the district website and as the district is small, and the district does not have a full-time website manager, posting of additional documents would take away time from a person's other job responsibilities.
- The district follows best practice and procedures in the carrying out of all its duties. The Board has received statewide accolades for the management of the district. The community trusts the Board.

Ben went on to remind Mr. Lewis that his requests take considerable time which takes away from other important priorities. The district has limited resources. He reiterated that the Board invites him to come in and sit down to discuss the issues that concern him at any time. The district has pride in what it does, and always strives to do the best for the community.

I. Correspondence: In Folder

Nothing to discuss.

J. Other Concerns

Rae announced the Joyce Fire Auxiliary would like to organize an appreciation dinner for the Board of Commissioners on August 20. Rae asked for confirmation from the Board that the date is good for them. It was determined to be a good date, and a formal invitation will be sent soon.

IX. Adjourn

Terry moved and Lynne seconded to adjourn the meeting at 7:10 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, June 22, 2022, beginning at 5:30 p.m.

*Respectfully submitted,*  
*Raeann Leiper*  
*District Secretary*

