

## 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  
August 24, 2022

### Members Present

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

### Others Present

Carolyn Flint, Quartermaster  
Cheryl Anderson, District Administrative Assistant  
Rae Leiper, District Secretary to the Board  
Donna Buck  
Jan McGee

#### 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: Sam Nugent, Terry Barnett, Lynn Kastner, and Bruce Leiper were present in person. He noted Chief Greg Waters and Quartermaster Carolyn Flint were also present.

#### III. Minutes of the Board of Commissioners Regular Meeting on June 22, 2022 -

Sam moved, and Lynn seconded to approve the meeting minutes. Motion carried unanimously. So ordered.

#### IV. Additional Items for the Agenda

Nothing was added.

#### V. Introduction of Guests and Visitors

Ben welcomed community members Donna Buck and Jan McGee.

VI. Community Comment

Jan McGee, a fire District volunteer and fire safety education officer, asked to speak. Jan manages the District smoke and fire education trailer. Jan brought two requests for funds to the attention of the Board. First, she needs to purchase some educational supplies that will be passed out to school groups after learning about how to be fire safe in the trailer. The Board asked Jan to organize a list of supplies and their costs. Also, Jan informed the Board that the smoke trailer needs repair. The exterior siding has some holes causing moisture damage to occur. Some of the interior is worn and needs repairs as well.

The Board suggested Jan gets some estimates for repair costs. The Crescent Grange has helped with costs in the past, so Jan should also contact them for some funds. The Joyce Daze Committee is also taking requests for grants from community organizations, so she should apply for those funds as well. Jan will keep the District apprised of the situation.

VII. For Board Action

A. Discussion to Set Date for District Budget Workshop

The Board will hold a budget setting workshop on September 18, 2022, starting at 9 AM at the District Admin building. It will begin with a potluck breakfast. So ordered.

B. Ratification of Clallam County Payroll Worksheet: July Voucher Numbers P6722 – P8022 Commissioners and Staff in the Amount of \$12,787.73

Bruce moved and Sam seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P6722- P8022 Commissioners and Staff in the amount of \$12,787.73 as presented. Motion carried unanimously. So ordered.

Discussion followed regarding whether there is a need for the individual time report sheets to be included in the Board packet. It was decided that going forward only the Payroll Certification sheet needs to be printed and in the packet.

"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."

C. Ratification of Claims Payment Request: July 2022 Voucher Numbers C16322 – C18022 in the Amount of \$44,213.48

Bruce moved to ratify the approval and execution of the claims payment request for Voucher Numbers C16322 – C18022 in the amount of \$44,213.48 as presented. Terry seconded. Motion carried unanimously. So ordered.

Cheryl Anderson, District Administrative Assistant noted that payment of the annual insurance premium made the figure higher than usual this month.

"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 24th day of August 2022."

VIII. For Board Information and/or Discussion

A. Staff Reports – Greg Waters reporting

Chief Waters reported another busy month with 30 calls at an average of 1.3 calls per day with an average of 4.2 responders per call. The District has answered 338 calls so far this year with an average of 4.5 responders per call. Responders of note are Krista with 215 calls, Carolyn with 196 calls, Ken with 100 calls, Dave with 99 calls, and Dara, a new EMT, with 80 calls already this year. Altogether, there were 15 transport calls; 10 were ALS and two were ALS2 calls which involved the use of more than 4 drugs/doses. Responders had to gear up with full PPE when answering two calls with COVID positive patients. Fortunately, all responders have stayed healthy.

Responders have answered some vehicle accident calls. One required an extrication which was executed very well. One patient had a broken pelvis with five distinct fractures, the other had glass shards in the eye and sternal pain. In another, an 18-year-old male swerved to miss a deer. He was saved by the airbags in the vehicle. No transport was needed.

Responders had a couple of drug related calls. One was an overdose and the patient needed restraining and sedation. The other was a domestic violence situation in which a high-risk pregnant woman met responders at the school after leaving the situation. A late-night call to Crescent Beach Campground was to rescue a 10-year-old boy who was somehow locked in a campground restroom. The boy was okay, the door to the restroom will need repairs.

Chief Waters extended his thanks to the Joyce Fire Auxiliary for the appreciation BBQ for the Commissioners. He also thanked all those involved in Joyce Daze; the Building Finance Advisory Group for the information booth for the public, the Auxiliary for the successful bake sale which raised \$1,753.00, JEPP/CERT group for their booth, and Sam Nugent for the Slug Racing Event which earned the District more than \$900.

Chief Waters asked that the Commissioners approve the promotion of two responders to officer status. Sam moved and Terry seconded the motion. Krista Smith will be promoted to Medical Officer and Garrett will be promoted to Training Officer.

One new person has enrolled in EMT classes starting in September. Responders have been invited to attend a Leadership Conference for responders. District responders will provide the CERT team with a Basic First Aid Training on September 8. The training is also open to the public.

The compressor at Station 41 passed inspection. Chief Waters asked for leave from September 9 until September 16.

Finally, Chief extended big thanks to Cheryl and Carolyn for all they do to keep the District running smoothly and efficiently.

B. Local Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted. Sam noted that investment interest is going up which helps a bit to offset rising costs.

D. Standing Committee Report

There was no meeting this month. Sam met with Cheryl and Carolyn to help prepare the draft for the Management Excellence Award. The District will be in a more competitive category this year.

E. Building Committee Report

The Building Committee reported that Tracy from Zenovic has been sick. Receipt of the final structural plans has been delayed; they are expected soon.

F. Building Finance Advisory Committee

The Building Finance Advisory Committee (BAFC) will hold its first meeting on September 13. The committee has added new members bringing the number to five. The new members who bring diverse skills are Donna Pacheco, Jon Cash, and Bob Kastner. Other community members may be added, individuals with grant writing experience for example. The committee displayed drawings of the proposed apparatus bay and answered questions during the Joyce Daze Festival. Positive comments were received from all interested visitors to the tent.

The first task will be to define BAFC goals, objectives and working parameters, review Building Committee synopses, and discuss preliminary expectations and targets. The BFAC will then begin to explore ways to fund the construction of the new building, which has been designed to house emergency vehicles and equipment and serve as an additional training facility. Bruce and Lynne have been gathering information in preparation, including how other Districts have raised funds for construction projects. The BAFC will likely recommend a "multi-channel" approach. Once underway, the committee will draft a plan to share with the Board and eventually the public containing options and scenarios. The District is aiming to have something written along these lines for the fall newsletter.

G. DNR Coalition

The DNR is still negotiating an agreement about how funds should be distributed. The issue will go to a vote soon. Many Clallam County Fire Chiefs and Fire Board Commissioners attended the last meeting, hopefully adding weight to the decision. The hope is that the DNR will find a more predictive way to manage budgets so that Districts can plan with more certainty. County Commissioner, Bill Peach, is confident a settlement will be signed soon in support of local junior Districts.

H. Joyce Emergency Preparedness and Prep (JEPP)

JEPP has slowed down as most purchasing is complete. JEPP needs to complete the security fencing and pour a concrete pad to secure propane tanks at the Joyce Bible Church location. An information meeting will be held this fall.

I. Items of Interest

1. New Website

After exploring options, the Board approved moving forward with moving the website to the WordPress platform and staying with HelperTek as the District web host. HelperTek offers the best options for security and archiving the District website. Rae Leiper will contact Ryan and HelperTek to begin the design of the easier to manage website.

2. Discussion of Chief Waters' Evaluation Process

Cheryl passed out the template used in the past. The Board will evaluate the Chief based on his meeting of past goals. The Board will then collaborate with the Chief to set new goals.

3. Update of On-line Banking Information

In working with KeyBank to set up on-line banking for the Board, Rae discovered that the bank had not updated the District signee card since 2015. Even though new Commissioners had gone into the bank and provided the necessary documentation, the process was never completed. Apparently, the bank somehow missed the step of having all commissioners/signees sign the new cards. Since this final signing step was never completed, the bank did not have the new signature cards in the computer records.

It was discussed and approved that all the present commissioners be signees. The Board Secretary will begin the process anew. All commissioners will need to go in to provide KeyBank with photo ID. When the new signature card is typed up, then all commissioners need to go into the bank again and sign the card.

Once the new signature card is complete, the Board secretary will arrange to have on-line access to all Board bank accounts.

4. Update on Clallam County Commissioners Association

Bruce attended the first meeting of the Clallam County Fire Commissioners Association (CCFCA) via a Zoom call on August 3. He provided the Commissioners with a letter reporting his thoughts on the benefits and concerns of joining the association. The benefits would be mutual support and collaboration with local fire Districts. However, Bruce was concerned about lack of clarity of purpose for the association as evidenced at the meeting. He noted that Steve Hopf of District 2 will go ahead with organizing this group whether anyone else chooses to join. Jefferson County Commissioners and the Olympic Peninsula Coalition may be invited to the group as well. Cheryl questioned whether this group is similar to Region 9 in what it will provide. The commissioners agreed that the District is already getting the benefits the (CCFCA) could provide in other ways. It was thought it would just add another layer of more meeting time and commitments. Bruce and Ben agreed to attend more meetings to observe before the Board decides whether to formally join and pay for membership.

5. Letter of Support for Crescent School Hazard Mitigation Plan

Ben, along with Chief Waters, recently reviewed the Crescent School Hazard Mitigation Plan. He shared a letter he wrote on behalf of the Board to the Hazard Mitigation Planning Team at Crescent School in support of their endeavors. This letter along with many others will be shared with Washington State Emergency Management in the next step to obtaining funding to enable the school to carry out the needed retrofitting.

J. Correspondence: In Folder

Nothing in the folder

K. Other Concerns

1. Letter from a Community Member

Mr. Jeff Lewis left a letter with Chairman Pacheco. The letter will be added to the next

regular meeting Board packet in September.

2. Commissioner Hours

Ben reminded commissioners that they should document the hours that they are allowed to claim. Commissioners were reminded that any hours they are working to represent the District or do District work can be claimed.

IX. Adjourn

Lynne moved and Sam seconded to adjourn the meeting at 7:21 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, September 28, 2022, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

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

