

Clallam County Fire Protection District No. 4



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

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
November 16, 2022

Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner
Sam Nugent, Vice-Chairman/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
Jan McGee, District Education Coordinator
Donna Buck
Chris Christie
Jeff Lewis
Dan Peacock

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 noted that all commissioners 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 August 24, 2022 -

Carolyn Flint requested a wording change in the Staff Report section of the minutes. Changes were noted and made. Lynne Kastner moved, and Sam Nugent seconded to approve the meeting minutes as corrected. Motion carried unanimously. So ordered.

IV. Additional Items for the Agenda

No items were added.

V. Introduction of Guests and Visitors

Ben welcomed community members Donna Buck, Chris Christie, Jeff Lewis, and Dan Peacock.

VI. Community Comment

None of the community members in attendance wished to speak during this time.

VII. Question and Answer Period for Potential New Commissioners

Ben explained the process they would be using to select a replacement commissioner for this vacancy. The process will begin with questions to candidates that have put their names forward for consideration. Each will have a chance to respond to all questions.

Next, the Board will go into an Executive Session at which time they will discuss the qualifications of the candidates, but not select one. When the Executive Session is complete, the regular meeting will then reconvene. The commissioners will then vote with a secret ballot for a new commissioner. The Board Secretary will then read out the names on each ballot. If there is a person with a majority of votes, that person will be the new commissioner. If there is a tie, the board will break into an Executive Session again to discuss the candidates once more.

The candidates responded to the following questions:

1. Why do you want to be a commissioner?
2. The term is temporary. Do you plan to run for Commissioner in the November 2023 election?

After all candidates had an opportunity to answer the questions, the board moved on to the next section of the selection process; discussing candidates' qualifications in the executive session.

VIII. Executive Session: Commissioner Vacancy RCW42.30.110(h)

Ben called for an Executive Session to discuss the qualifications of the candidates. The Board agreed to adjourn into Executive Session at 5:40pm.

"The Board of Commissioners for Clallam County FPD No. 4 will now adjourn into Executive Session for the purpose of considering commissioner vacancy, in accordance with RCW 42.30.110 (h).

"The regular session will reconvene at 5:55 p.m."

The Board reconvened back into regular session at 5:55 p.m. So ordered.

IX. For Board Action:

A. Approval of New Commissioner

The regular session resumed at 5:55, Ben then called for a secret ballot. The commissioners were provided a blank paper on which to vote for the candidate of their choice. The results were as follows:

Chris Christie- 2 votes

Donna Buck- 1 vote

Dan Peacock- 1 vote

Chris Christie was selected to be the new commissioner to finish the term of the late Commissioner, Terry Barnett.

Sam moved to approve the appointment of Chris Christie to serve until the elections of November 2023. Lynne seconded the motion. Motion carried unanimously. So ordered.

B. Approval of Levy Certification and Department of Revenue Resolution

Chief Greg Waters explained the process for deriving the percentage increase and dollar amount increase to the current levy to establish property tax rates in the District's taxing district for 2023.

Sam moved to approve Resolution 8:2022 for the purpose of increasing the District's levy amount by 9.5% or \$40,219.95. Bruce Leiper seconded the motion. Motion carried unanimously. So ordered.

with one nay vote. RJ

C. Approval of Declaration and Disposition of Surplus Personal Property- Resolution

Recently, the District received a donation of two vehicles from the Kastner family. Chief Waters recommended that the vehicles be sold to the public as the District cannot use them and they are too good to cut up for training purposes.

Lynne moved to approve Resolution 10:2022 for the purpose of declaring the vehicles to be surplus property in order to put them up for sale to the general public. Bruce seconded the motion. Motion carried unanimously. So ordered.

The fire chief will have the authority to dispose of the surplus property in a way that best supports Clallam County Fire Protection District No.4. The Chief will soon advertise to the public regarding the sale of the vehicles and ask for sealed bids to be submitted within a two-week period.

D. Ratification of Publication of Legal Notice: Vendor List

Notice will be given that the District is now accepting applications to be on the District vendor list for the first six months of 2023. The notice will be posted on the District website and on the MRSC website.

Lynne moved to approve the posting of the legal notice that the District is accepting applications to be on the vendor list. Bruce seconded the motion. Motion carried unanimously. So ordered.

E. Approval of Commissioner Meeting Calendar for 2023

The Commissioners agreed to keep the meetings on the fourth Wednesday of each month with the exception of October, November, and December which will be on the third Wednesday. Bruce moved to accept the proposed meeting calendar. Lynne seconded. Motion carried unanimously. So ordered.

F. Ratification of Clallam County Payroll Worksheet: September Voucher Numbers P9422 – P10522 Commissioners and Staff in the Amount of \$14,333.27

Bruce moved and Lynne seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P9422- P10522 Commissioners and Staff in the amount of \$14,333.27 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."

G. Ratification of Clallam County Payroll Worksheet: October Voucher Numbers P10622 – P13322 Volunteer Staffing in the Amount of \$44,442.00

Lynne moved and Sam seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P10622- P13322 Volunteer Staffing in the amount of \$44,442.00 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."

H. Ratification of Clallam County Payroll Worksheet: October Voucher Numbers P13422 – P14122 Commissioners and Staff in the Amount of \$14,047.24

Bruce moved and Lynne seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P13422- P14122 Commissioners and Staff in the amount of \$14,047.24 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."

I. Ratification of Claims Payment Request: October 2022 Voucher Numbers C20022 – C21122 in the Amount of \$4,700.26

Bruce moved to ratify the approval and execution of the claims payment request for Voucher Numbers C20022 – C21122 in the amount of \$4,700.26 as presented. Lynne 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 16th day of November 2022."

J. Ratification of Claims Payment Request: October 2022B Voucher Numbers C21222 – C22722 in the Amount of \$18,018.15

Bruce moved to ratify the approval and execution of the claims payment request for Voucher Numbers C21222 – C22722 in the amount of \$18,018.15 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 16th day of November 2022."

X. For Board Information and/or Discussion

A. Staff Reports – Greg Waters reporting

Chief Greg Waters started out with a negative report regarding the amount of time the district team spends responding to continuing efforts of Mr. Jeff Lewis and his public records requests. Many hours each month are taken up with these requests which is taking a toll on district staff and volunteers. The time spent on researching, copying, and replying to the requests for documents has adversely affected the district's ability to do the job the public needs them to do. Chief questioned Mr. Lewis's statement earlier that he wants the district to be the best it can be as Chief feels the many time-consuming requests are going against that effort. During this part of the report, Mr. Lewis interrupted twice. Once to ask for an elaboration on the report if the Chief is going to be casting dispersions. He again interrupted to ask for the report to be put in writing. Each time, Chairman Pacheco reminded Mr. Lewis that he was out of order and that he could have three minutes during Community Comment time at the next meeting to respond.

Chief Waters shared that since the last report at the meeting in in September, responders had answered 60 calls! There were 40 in October and 15 already so far in November. This brings the current yearly total to 324 with an average of one call per day. It is projected the District will answer 370 calls by the end of the year. Calls are averaging of 4.5 responders per call arriving at the scene. Camaraderie and esprit de corps are high.

This month the medical calls had an interesting variety. There were 3 in home deaths, 3 severe respiratory issues, 3 diabetic emergencies, and 1 stroke. Cases on the rise are related to anxiety behaviors and mental health issues of which there were 5 calls this month. Another memorable call was for a 56-year-old male who got pinned between two trees while out logging. He was found by a surveyor who happened upon him in the woods where he had been for some time. The patient was suffering from severe hypothermia in addition to a broken leg. Responders had to maneuver him up a steep embankment to get him out. It was a great show of teamwork throughout the entire call.

Chief Waters then brought up the subject of a memorial ceremony for Terry Barnett. Commissioners discussed when a celebration of Terry's life should be held in Joyce. It was decided to wait until spring to hold the event. In the meantime there will be a presentation about Terry at the District Awards Banquet on January 14. Sam Nugent will take on the project of setting a date and organizing the event. Rae offered the services of the Fire Auxiliary to provide food and set up of the venue.

On the good news front, thanks to Quartermaster Carolyn Flint, the District received a grant from First Federal Bank for \$25,000 towards the purchase of a battery-operated gurney. There is enough money in the District budget to fund the remaining \$11,000 to purchase the gurney. It was determined there was no need for a motion to approve the purchase. Next Carolyn will write a grant to the USDA to ask for money to purchase an ambulance powerlift system which will automatically lift and move the gurney into the ambulance. The money will come from a 2021 COVID-19 response fund which still has money available for grants.

The District also received some grants from local Joyce organizations. The Joyce Fire Auxiliary voted to fund the purchase of another hose monitor for Engine 42 at Station 42. The Joyce Daze Committee donated \$1,176 towards the purchase of two thermal imaging cameras. The cameras will help in rescue situations as well as in post fire clean-up operations by detecting hot spots. The Joyce Daze committee also granted the Fire Auxiliary \$1,397 which will go to the purchase of a gas analyzer that will detect gases in general and also with post

fire clean-up operations to make sure the areas are not filled with toxic gases. Ben asked that Thank You notes be sent to the donation organizations.

A41 and A42 are due for their annual safety and maintenance inspections. They will both be taken in sometime soon.

Greg, Cheryl, and Rae met with Sarah DiCicco from Public Consultants Group. Sarah shared the worksheets used to establish the District's estimated pay per transport call for the fiscal year 2021 - 2022. It is estimated the District will be paid approximately \$26,343 sometime in April 2023. The amount is down from previous years because of new formulas involved in deriving the costs per transport.

Chief Waters thanked Sam, Carolyn, and Cheryl for all they did to get the recent newsletter written, proofed, and published. The response from the community has been very positive with tons of complimentary reviews. School Safety Day was a success. Thanks to Jan for organizing it. Do not forget the Christmas Tree lighting on December 2 at 6pm.

B. Local Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

D. Standing Committee Report

No report this month. Sam reminded the Commissioners that in December they will get a packet of documents for Chief Waters' annual evaluation. The intention of the evaluation is to reflect on the goals as set forth for the year by the Chief. The results will be reviewed in January.

E. Building Committee Report

The Building Committee met with Tracy from Zenovic & Associates and Larry McNeely of Phoenix Construction Management. Larry was recommended to the District by Brian Snure, the District's attorney, as Larry has built fire stations for several other districts in the state. He met with the Building Committee at no cost to give his advice on the project. Larry was impressed with the construction of the Administration Building and amazed at the incredibly low price the District paid for this purchase.

The committee still has many decisions to make before a commitment to construction of the new apparatus bay is finalized.

F. Building Finance Advisory Committee

The Building Finance Advisory Committee (BFAC) held its second meeting on November 7, 2022. The committee is still in fact finding mode. The committee now has six members. New members were brought up to speed through a review of the history of the project. The committee addressed some questions and concerns of committee members. Members shared latest information they had gathered since the last meeting. Discussion continued about possible ways the District would go about getting the funds to build the apparatus bay. The next meeting is on December 5, 2022, and Chief Waters has been asked to attend.

G. Crescent Community Advisory Committee CCAC

Greg attended the meeting. The committee has several unfilled vacancies. They plan to continue, but perhaps with less frequent meetings either quarterly or semi-annually. Bill Peach was there and shared some gloomy news about the potential future of timber revenues to junior taxing districts.

H. DNR Coalition

DNR has still not signed the proposed settlement agreement. During the CCAC meeting Bill Peach stated he thinks it might come to a vote again soon.

I. Joyce Fire Auxiliary

Rae Leiper shared about the Joyce Cares initiative established by the Auxiliary a few years ago. Joyce Cares seeks to support district responders who perceive a need that certain community members may be in need of safety equipment or materials to prevent further medical issues. The Commissioners had several good suggestions for the auxiliary to set in place.

J. Joyce Emergency Preparedness and Prep (JEPP)

JEPP held a public education event on October 22, 2022. Jim Buck spoke on tsunami predictions for the Joyce area and the latest plans for government response. Rae Leiper spoke on opening the Joyce Emergency Shelter. About 30 people attended. Many stayed on after the presentations to ask questions and discuss the issues further. JEPP will have a Shelter Workshop in the spring to teach others how to manage the shelter. The Bucks donated some medical supplies that were not used by Betsy Buck, their daughter, before she passed away.

K. Items of Interest

1. FEMA Public Assistance Notification

The District received notification regarding the ending of the Governor's Emergency Proclamation for COVID. The letter lists the activities and programs that have ended as of October 31, 2022.

2. Peninsula Daily News Article on the passing of Commissioner Terry Barnett

Commissioners noted the article printed in the Peninsula Daily News and thanked Commissioner Sam Nugent for writing it.

3. Thank You from the Morillo Family

Noted. This was a thank you to district responders for all the recent help and compassion given to their mother during her recent medical issues.

4. Commissioner Franz Letter to Beneficiaries

Commissioners noted the information regarding beneficiaries to a carbon sequestration program. Districts are invited to provide feedback on which parcels of land will be chosen.

5. Letter from Conservation Northwest

Commissioners noted the email from Elaine Spencer regarding a letter to government

officials regarding the proposed settlement with DNR about timber revenues.

6. GEMT State Plan Amendment

Commissioners noted an email regarding costs related to “dry runs” in which ambulances go out on a call, but the call does not result in a transport to a hospital. WA HCA (Health Care Authority) wants to change it from a covered to a noncovered service. GEMT participating fire districts can bill and be reimbursed for “treat and refer” services.

7. Discussion of District Secretary Job

Commissioners reviewed the description of the duties for the Board of Commissioners’ Secretary. Many of those duties are now done by others. The document needs to be reviewed. Rae will meet with Greg and Cheryl to redefine the Board Secretary’s duties.

8. Report to State Auditor.

Chief Waters started by paraphrasing Medal of Honor recipient and former Viet Nam POW, Admiral James Stockdale, one of his inspirations while studying at the Naval Academy. Admiral Stockdale essentially stated that “integrity is doing the right thing regardless of the consequences.”

With that in mind, Chief Waters went on to say that unless otherwise directed by the Board of Commissioners, and as advised by legal counsel, he was planning on contacting the Office of the Washington State Auditor on November 17, 2022, and alerting them to what he believes to be an issue regarding how former Commissioner Mary Bower paid herself for duties she performed as the District’s Secretary to the Board. This job is separate and different from the duties and responsibilities of a member of the District’s Board of Commissioners.

Mary was routinely submitting time spent doing her job as the Secretary of the Board at the Commissioner rate of \$128 per day, often for 30 minutes of proofreading. This equates to \$256 per hour of public funds for performing routine secretarial duties.

Chief Waters stated that in doing a quick review, he found approximately \$12,000 to \$15,000 dating back to 2017 that would be in question. He stated there is an RCW governing this issue and feels it is important that the District does what is right, regardless of the consequences.

Chief Waters stated he did not know if Mary did this knowingly or if it was a result of a misunderstanding of the RCWs but felt it best to inform the Office of the State Auditor and let them make an official ruling on it.

If he is correct in his understanding of the law and the Office of the State Auditor concurs, Mary would be required to pay that money back to the community/District.

9. MSRC Filling Elective Office Vacancies

Commissioners reviewed RCW 42.12.070 which outlines procedures for selecting nonpartisan elective offices. This information helped guide the commissioners in the selection of a commissioner to fill the vacancy left by Terry Barnett. State law does not mandate a specific process for the selection of a qualified person. It stipulates that interviews must take place in the open session. It does allow for an executive session to discuss the qualifications, but a vote, even a preliminary one cannot be held in the executive session. The final vote must take place in an open session.

10. CCFPD4 Newsletter

The commissioners had nothing but praise for the recent newsletter sent out to local citizens. Chief relayed that he has also received great feedback from the public in support of the building of a new apparatus bay.

11. WFCA Correspondence and Management Excellence Award

The District earned a 3rd Place plaque for Management Excellence. Due to the growth of the District, it was noted that the District is now in a new category with much larger districts whereas in the past the competition was with smaller districts. The commissioners noted the email regarding post conference voting and access to classes.

L. Correspondence: In Folder

M. Other Concerns

1. Nothing presented

XI. Adjourn

Lynne moved and Sam seconded to adjourn the meeting at 7:23 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, December 21, 2022, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,



Raeann Leiper
District Secretary