

Clallam County Fire Protection District No. 4



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

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
December 21, 2022

Members Present

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

Others Present

Cheryl Anderson, District Administrative Assistant (via phone)
Rae Leiper, District Secretary to the Board
Donna Buck
Bruce Doig

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 was also present.

III. Minutes of the Board of Commissioners Regular Meeting on November 16, 2022 -

Commissioner, Lynne Kastner requested a change regarding the outcome of a vote on Resolution 8:2022, to increase the District's Levy amount. Changes were noted and made. Lynne Kastner moved, and Sam Nugent seconded to approve the meeting minutes as amended. 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 and Bruce Doig.

VI. Community Comment

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

VII. For Board Action:

A. Approval of 2023 Meeting Schedule - Resolution No.11:2022

Lynne moved to approve Resolution No.11:2022 to establish the 2023 Clallam County Fire Protection District No. 4 meeting schedule. Bruce seconded the motion. Motion carried unanimously. So ordered.

B. Ratification of Execution of Annual Provider Participation Agreement and Cost Report for GEMT Program – Resolution No. 12:2022

Sam moved to approve Resolution No.12:2022 for the purpose of ratifying the execution of the Ground Emergency Transport Program Cost Report for fiscal year 2022 and the Annual Provider Participation Agreement for state fiscal year 2024. Lynne seconded the motion. Motion carried unanimously. So ordered.

C. Ratification of Grant Execution- Resolution No. 13:2022

The District has been offered a grant from the USDA for \$79,800. This was a COVID related Rural Development grant. The money will be used to purchase two Stryker Power Lifts with a gurney which will be part of district ambulance equipment. They will lift and move gurneys into the ambulance making it safer for patients and responders. The grant money will pay for 55% of the costs of the power lifts and gurney purchases. Also, the First Federal Community Foundation Grant the District recently received will partially pay for one of the gurneys. District funds will pay the balance of \$40,421.

Lynne moved to approve Resolution No. 13:2022 for the purpose of ratifying the purchase of two new 6507 Power Pro Gurneys and Stryker lift systems. Bruce seconded the motion. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: November 2022 Voucher Numbers P14222 – P15222 Commissioners and Staff in the Amount of \$14,079.56

Bruce moved and Lynne seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P14222- P15222 Commissioners and Staff in the amount of \$14,079.56 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: November 2022 Voucher Numbers C22822 – C23822 in the Amount of \$2,801.64

Sam moved to ratify the approval and execution of the claims payment request for Voucher Numbers C22822 – C23822 in the amount of \$2,801.64 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 21st day of December 2022."

F. Ratification of Claims Payment Request: November 2022B Voucher Numbers C23922 – C24622 in the Amount of \$11,077.76

Lynne moved to ratify the approval and execution of the claims payment request for Voucher Numbers C23922 – C24622 in the amount of \$11,077.765 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 21st day of December 2022."

VIII. For Board Information and/or Discussion

A. Staff Reports – Greg Waters reporting

Chief Greg Waters stated the District has responded to 365 calls so far this year- a record breaking amount as the district continues to average 1.1 calls per day as of late. Chief Waters thinks there will be over 370 calls before the end of the year. Since the last report, responders have gone out on 41 calls. There were 18 transport calls 15 of which were ALS calls and 3 were BLS. The rest of the calls, 23, did not require transport to a hospital. Most calls are routine medical calls in nature involving cardiac issues, high fevers, bleeding, or breathing issues. Of note, was the call to Crescent Beach for a drowned surfer which responders were unable to revive. Responders answered a vehicle accident call for a dump truck off the road. The driver had a concussion. One call was to a structure fire- a barn was on fire and nearing a home. Responders were able to save the home, but the barn was too far gone.

Chief warned of six more severe storm systems which were forecasted to move through the area before the end of the year. Fortunately, responders have not had weather-related calls as of meeting time.

The volunteers attended the community tree lighting. After the potluck, the volunteers regaled the audience with a skit based on The Night Before Christmas, told as a Clallam County Fire Protection District volunteer might see it complete with chimney fires and fire engines. And to top it off, it was announced that Chief Waters is the new Joyce Grinch. The Grinch Project raised \$1,543 for the Fire Auxiliary's Joyce Cares Project.

As for vehicles and equipment, the new electric gurney is now in service. Both ambulances went in for their annual inspections. Despite a few minor issues, the vehicles are in top shape. The donated vehicles have been posted for sale on Facebook Marketplace. So far, lots of questions and a sealed bid for the Yukon. Final bids will be opened on December 29.

After Chief finished his report, Commissioner Sam Nugent had questions about snow removal. He asked if it might be feasible to investigate snow removal equipment for the district. He is concerned that responders cannot answer calls if vehicles cannot get out of station driveways. Then at the location of the call, responders are not able to get to the home if the driveways are snow covered. Chief stated that so far, the command vehicle has been able to get to homes to

answer calls. A discussion ensued regarding various types of vehicles or equipment the district could look into for snow removal. The discussion ended when Ben said, with agreement from others, that the District needs to focus funds toward the building of the apparatus bay at this point. For now, the District will see if someone local who is willing to plow station driveways after big snows.

Commissioner Bruce Leiper asked if the parking area lights are getting fixed soon. It is dark and dangerous when leaving nighttime meetings, especially with icy walkways like the area was experiencing. Chief is aware of the problem and an electrician is working on solving the problem.

B. Local Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

D. Standing Committee Report

Sam reviewed the documents that are part of Chief Waters' annual evaluation. Lynne and Sam passed out a document called "Annual Chief Evaluation." Commissioners need to reflect on Chief Waters performance on the goals set last year. Commissioners also need to suggest goals for next year. The results will be discussed at an Executive Session during the January Board meeting.

E. Building Committee Report

The Building Committee did not meet this past month. However, Ben and Greg had several discussions regarding the process going forward to involve the public.

The next step is to get some clear quotes for the cost of steel buildings and stick-built buildings so that the committee can compare costs and decide which materials might be best for the district to pursue.

Commissioner Chris Christie agreed to be on the Building Committee.

F. Building Finance Advisory Committee

Bruce Leiper clarified for new Commissioner Christie the history and the purpose of the Building Finance Advisory Committee (BFAC). The BFAC held its third meeting on December 5, 2022, with Chief Waters in attendance to answer questions.

Lynne summarized the meeting by saying the District needs to decide "if we want to build the building we want or the building we can afford." The job of the Commissioners is to find the best solution so that we get what the District needs and not break the bank.

The recent fund drive led by Jim and Donna Buck has brought in close to \$60,000. Fund raising in the community will continue.

G. DNR Coalition

Legal maneuvering continued, but there was still not enough to secure a vote in favor of Junior Taxing Districts. The proposed settlement agreement remains unsigned. The battle will continue in the courts starting again in spring.

H. Joyce Emergency Preparedness and Prep (JEPP)

JEPP has not had any recent meetings, so nothing to report.

I. Joyce Fire Auxiliary

Rae Leiper reported that the Grinch Project raised \$1543.97 for the Joyce Cares Project. The Auxiliary has contacted the Port Angels Lions Club because they have a crew that builds ramps and does other carpentry for those in need. Ben is now working with them and will work on a project with them in January. Chief has a job for us locally to repair a deck for a person with a severe back condition. He will confirm the necessity soon.

Plans are underway for the Annual Awards Dinner on January 14 at the Grange. Sam will announce a Celebration of Life Event for Terry Barnett will be held on May 28. The auxiliary will help organize food for this event.

J. Items of Interest

1. First Fed Foundation Awards Article

Commissioners noted the article from First Fed announcing all the award winners for the 2022 Fall Grants. The District was granted \$25,000 as part of that.

2. GEMT Cost Report

Commissioners noted the report. There were questions about "dry runs" or "treat and refers." These are calls to which the district responds, but they do not result in transport to a hospital. GEMT does not reimburse the district for those calls. Although many things are taking into account as the cost of transporting is figured, many things are also left out of the equation leaving districts to foot the bill.

Apparently, this is a problem for many districts. WFCA is now involved and pressuring Washington Health Authority and Medicare to redefine "transport costs" and list what is included for reimbursement for calls.

3. Medicare Allowables

Noted. The district may see slight increases because of new definitions for pick-up location.

4. Email Correspondence from State Auditor Christine McIntyre.

Cheryl Anderson, Administrative Assistant reported on her weekly meetings with the auditor as part of the District's audit process. Included in the board packet were several email conversations with Cheryl's responses regarding the audit process and questions Christine had about records Cheryl has already sent.

On Tuesday, December 27, 2022, at 10am Ben and Sam will attend the Entrance Conference with Christine. This is an informal getting to know you meeting which happens before the field work happens. Only two commissioners can attend, or it needs to be an open public meeting.

Greg reminded Commissioners that he did inform the auditors of the issue brought up at the last meeting regarding commissioner and board secretary pay. That issue will be considered during the Risk Assessment portion of the Audit.

5. Commissioner Peach Recognition

An invitation to an event honoring former County Commissioner Bill Peach was noted.

6. Greetings from PetroCard

Noted

7. WFCA Correspondence and Management Excellence Award

Noted

K. Correspondence: In Folder

None

L. Other Concerns

None

IX. Adjourn

Sam moved and Lynne seconded to adjourn the meeting at 6:54 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, January 25, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,
Raeann Leiper
District Secretary

