

# Clallam County Fire Protection District No. 4



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

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 4  
BOARD OF COMMISSIONERS MEETING MINUTES  
FEBRUARY 22, 2023  
JOYCE, WASHINGTON

## Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner  
Sam Nugent, Vice-Chairman/Commissioner  
Sherri "Lynne" Kastner  
Christ Christie

## Others Present

Chief Greg Waters  
Carolyn Flint, Quartermaster  
Cheryl Anderson, Administrative Assistant

### I. Call to Order

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

### II. Roll Call of Commissioners

Ben noted that Commissioners Nugent, Kastner, Christie and himself were present. It was noted that Commissioner Bruce Leiper and District Secretary Raeann Leiper had excused absences.

### III. Minutes of the Board of Commissioners Regular Meeting on January 25, 2023 and Special Public Meeting February 1, 2023 – Corrections or Approval

Carolyn noted that she should not be included in the Roll Call of Commissioners as she is not a Commissioner. She also noted that on page 3 under Staff Reports it should read "1.02 calls per day."

Chris Christie noted that on page 5, Item J, second line "the District can no longer plan around the projections..." should be changed to, "the District still cannot plan around the projections..." since the District has historically not planned on the projections given by the county auditor's office.

Chris moved to approve the meeting minutes of January 25, 2023, as amended. Lynne seconded the motion. Motion carried unanimously. So ordered.

Chris noted on page 2 of the meeting minutes for the special meeting on February 1, 2023,

under Item B., on line 2 "The auditors found certain concerns...". These concerns were reported to the auditors by the Board and should be changed to " The auditors confirmed the reported concerns...". He also noted that there was no mention of his concerns regarding the voucher payments. Ben reminded him that this meeting was a special meeting and the Board could only discuss what was on the agenda. Sam suggested there should be a reference to Chris' concerns over other open public meeting acts that may need to be addressed in future meetings.

Sam moved to approve the special meeting minutes of February 1, 2023, as amended. Lynne seconded the motion. Motion carried unanimously. So ordered.

IV. Introduction of Guests and Visitors: None

V. Additional Items for the Agenda:

Chief Waters brought to attention to the Board the resolution to Approve the Issuance of Vouchers before Approval of the Board. He explained the resolution was not ready in time for the meeting but he wanted the Board to be able to review what he and Attorney Brian Snure have been working on. It will be added under H. Item of Interest, Number 5.

Chris inquired about the best practices policy that was sent by the State Auditor to the Board regarding credit card use. Cheryl explained that a Best Practices brochure was sent to the District for reference and was included in the report from the State Auditor. Carolyn also explained there is a policy in place for credit card use which is in the process of being updated.

Ben asked to have a report for the online seminar regarding "EMS Services in Crisis" that he and three others attended be added to J. Items of Interest, Number 6. Greg asked to be able to include that in his Chief's report which was accepted.

VI. Public Comment: None

VII. For Board Action

A. Ratification of Approval of Clallam County Payroll Worksheet: January 2023 Voucher Numbers P0123 – P1323 Commissioners and Staff in the Amount of \$15,714.65

Lynne moved to approve the ratification of approval of Clallam County payroll worksheet: January 2023 voucher numbers P0123 – P1323 Commissioners and staff in the Amount of \$15,714.65 as presented. Sam seconded the motion. 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."

B. Ratification of Approval of Claims Payment Request: January 2023B Voucher Numbers C1323 – C2123 in the Amount of \$10,398.82

Sam moved to approve the ratification of approval of claims payment request: January 2023B voucher numbers C1323 – C2123 in the amount of \$10,398.82 as presented. Lynne seconded the motion. 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 22nd day of February 2023."

C. Ratification of Approval of Claims Payment Request: February 2023 Voucher Numbers C2223 – C3423 in the Amount of \$10,391.60

Sam moved to approve the ratification of approval of claims payment request: February 2023 voucher numbers C2223 – C3423 in the amount of \$10,391.60 as presented. Lynne seconded the motion. Motion carried unanimously. So ordered.

Chris asked about the charge for Kitsap County and Cheryl explained it was the charge for lunch for the Region 9 Workshop. The date for the workshop was also verified.

Sam asked about the charge for Cedar Brook, and it was explained that this was for roof repairs to Station 42.

"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 22nd day of February 2023."

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Waters Reporting

Chief Waters thanked Carolyn for supplying the statistics for calls for the coming year, which was projected to be 388 from October to September. There have been 27 calls so far during February, 1.2 calls per day, 4.5 responders per call on average, with a total of 34 calls since the January 25<sup>th</sup> meeting. There have been

10 ALS transports and six BLS transports. Two calls were considered life saves. The team responded to all of the calls while Chief Waters was on vacation and Olympic Ambulance was not called. The team is doing a fantastic job.

Chief reported that he has been working with Brian Snure regarding the overpayment of a former Commissioner. Mr. Snure advised him that a letter requesting reimbursement be sent in the interest of the District community members. He reported that he had asked Mr. Snure about the concerns of the Board and Mr. Snure answered the questions in a satisfactory manner. Mr. Snure asked Chief Waters to remind the Board of the RCW that specifically prohibits the Board Secretary from being reimbursed as a Commissioner while performing the duties of the Secretary. The amount the State Auditor confirmed will be the amount the District will ask to have reimbursed. The Board directed Chief Waters to continue with the letter and discussed further directions to be taken after the letter is sent. A letter will be sent, if the money is reimbursed no further action will be required. If the money is not reimbursed it will be submitted to the Washington State Attorney General and that department will advise how to proceed.

One community member stopped by the Administration Building and dropped off a donation and two boxes of chocolate along with a thank you card for the District response to their recent emergency. In addition to this thank you, there have been two more thank you cards sent recently.

Chief Waters reported that 33 people attended a recent Stop-the-Bleed class at Crescent School. The District also conducted a CPR class earlier in February with 44 members in attendance. This was the largest CPR class the District has ever had. Five new volunteers have joined the District in the last month. There will be three volunteers attending the upcoming EMT class. Chief Waters was happy to report to the Board that J. Song has been hired full-time at Bainbridge Island Fire Department as a career firefighter/EMT. All vehicles are operating well. The lightbulbs in the parking area of the Administration Building have been replaced. The Safety Trailer has been requested for the Kids Fest in March and the Boy Scouts in April.

Chief Waters, Ben, Carolyn and Cheryl attended a Zoom panel discussion conducted by Public Consulting Group regarding EMS in Critical Condition nationally. There was a panel of six members from across the country with a presenter. They all expressed a great need for more workers and funding needed for the emergency services industry throughout the country.

B. Local Board of Trustees – January 25, 2022: Noted

C. Monthly Financial Reports

Sam noted that he is attending a public finance class that researched five different budgets in the local communities. It was noted by the class that on average the operating budgets were overestimating their revenues and underestimating

expenses by 30 percent. He wanted to share his pride in this District and the Board for staying within budget.

D. Standing Committee Report: No reports.

E. Building Committee Report

There has been no formal meeting since January. Chief Waters reported that working with Larry McNeely has been enlightening. Mr. McNeely has experience and insight building apparatus bays and has been helpful with his suggestions. Sam asked if vehicle egress is being considered, which it has been.

F. Building Finance Advisory Committee

Lynne gave a report in Bruce's absence. She commended Bruce for providing good statistics to the committee. There has been \$85,160 donated for the building fund. The committee is continuing to entertain funding ideas. It is hoped the building will be started no later than Fall 2023. Chris asked to have Chief inform the County DOT of the sale of Station 41.

G. DNR Coalition: No report.

H. Items of Interest

1. District Values Levy Assessment: Noted.

2. Thank you From the Flint Family: Noted.

3. FEMA Advisory – CY2023 CPI Adjustment: Noted

4. WFCA Correspondence

Sam mentioned his concerns over some of the issues being brought to the attention of the State Legislature.

5. Approve the Issuance of Vouchers before Approval of the Board – Resolution

Chief Waters explained to the Board that the resolution was not ready in time for the packets, but he wanted them to know about the resolution and be able to review it before the next meeting.

I. Correspondence: In Folder

J. Other Concerns: None.

IX. Executive Session: Personnel Issues RCW 42.30.110 (1)(g)

A. Fire Chief's Annual Evaluation

"The Board of Commissioners for Clallam County Fire Protection District No. 4 will now adjourn in Executive Session for the purpose of discussing personnel issues, in accordance with RCW 42.30.110(1)(g).

"The executive session will begin at 7:07 p.m."

"The regular session will reconvene at 7:22 p.m."

Executive Session - Personnel

Lynne Kastner, Sam Nugent, Ben Pacheco, Chris Christie, Greg Waters, and Cheryl Anderson were in attendance during the executive session. The meeting was reconvened in regular session at 7:22 p.m. So ordered.

X. Regular Session

Sam will send Chief Waters' evaluation summary to the District.

Adjourn

Lynne moved, and Sam seconded to adjourn the meeting. The meeting was adjourned at 7:22 p.m.



*Respectfully submitted,  
Cheryl Anderson  
Administrative Assistant*

*For Raeann Leiper  
Clallam County FPD No. 4 Board Secretary*