

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
January 25, 2023

Members Present

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

Others Present

Cheryl Anderson, District Administrative Assistant (via phone)
Rae Leiper, District Secretary to the Board
Donna Buck
Bruce Doig
Bob Kastner
James Barnfather
Jan McGee

I. Call to Order

Chairman Ben Pacheco called the regular meeting to order at 5:30 PM. So ordered.

II. Roll Call of Commissioners

Ben noted that all commissioners were present with Chris Christie attending via phone. He noted Chief Greg Waters was also present. ~~Carolyn Flint was out with an excused absence.~~ *RG*

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

Lynne Kastner moved, and Sam Nugent seconded to approve the meeting minutes. 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, Bruce Doig, Bob Kastner, James Barnfather, and Jan McGee.
- VI. Community Comment
- None of the community members in attendance wished to speak during this time.
- VII. For Board Action:
- A. Approval of Yearly Travel and Training
- Each year, Commissioners approve the cost of travel for commissioners and other qualified volunteers traveling to conferences or classes. Sam moved to approve the costs and Lynne seconded the motion. Motion carried unanimously. So ordered.
- B. Approval of Consultant Agreement between McNeely Design and Clallam County Fire Protection District No. 4
- Chief Waters presented a Consultant Agreement for McNeely Design. McNeely Design in conjunction with Zenovic and Associates and Brian Snure, District attorney, have been working with the Building Committee to develop plans for the building of the new apparatus bay. McNeely Design has worked with other fire districts in the state to design fire stations and is highly recommended by other chiefs. Brian Snure is involved to make sure fire station structures meet all the necessary codes. McNeely Designs is recommending the District construct a metal framed building as the costs will be lower. This means the tower in the original plans will not be built.
- After much discussion amongst the Commissioners regarding approving the agreement as presented, it was decided that the commissioners need more time to read over the agreement carefully. Things to be considered involve Item 1: Scope of Services. Commissioners want to know who will do all the subcontract work, if all costs are included, and is this contract just for the main structure. Also in question is Item 5: Indemnification as the District will be held accountable.
- Commissioners agreed to meet on February 1 at 6 PM to revisit the agreement after having a chance to read it more thoroughly. Chief will also have a chance to get the answers to some of the questions brought forward at the meeting.
- C. Ratification of Clallam County Payroll Worksheet: December 2022 Voucher Numbers P15322 – P16722 Commissioners and Staff in the Amount of \$13,469.05
- Lynne moved and Bruce seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P15322- P16722 Commissioners and Staff in the amount of \$13,469.05 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."
- D. Ratification of Claims Payment Request: December 2022 Voucher Numbers C24722 – C25822 in the Amount of \$4,207.63
- Bruce moved to ratify the approval and execution of the claims payment request for Voucher

Numbers C24722 – C25822 in the amount of \$4,207.63 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 January 2023."

E. Ratification of Claims Payment Request: December 2022B Voucher Numbers C25922 – C26922 in the Amount of \$27,204.19

Sam moved to ratify the approval and execution of the claims payment request for Voucher Numbers C25922 – C26922 in the amount of \$27,204.19 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 25th day of January 2023."

F. Ratification of Claims Payment Request: January 2023 Voucher Numbers C0123 – C1223 in the Amount of \$9,170.62

Bruce moved to ratify the approval and execution of the claims payment request for Voucher Numbers C0123 – C1223 in the amount of \$9,170.62 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 25th day of January 2023."

VIII. For Board Information and/or Discussion

A. Staff Reports – Greg Waters reporting

Chief Greg Waters reported that the past month has not been as busy as past months with only 25 calls or .71 calls per day. However, responders did answer six calls on one busy day. Last year, responders answered a total of 373 calls, averaging 4.4 ⁸⁷1.02 calls per day which is phenomenal. The team did an impressive job. Since the last meeting responders have had 15 calls with 15 transports. Ten transports were ALS and five were BLS. Most of the calls have been about difficulty breathing, but responders also had a hip injury call and two kidney failure calls. Station 42 repairs are complete except for some new wood that needs to be painted.

Thanks to the Auxiliary and Cheryl for all they did to organize the Awards Dinner. Everything went well and the food was amazing. There were a lot of compliments from those in attendance.

The District sent three vehicles to join the parade and a memorial ceremony to show support for Captain Chad Cate of District 3. The parade was more than 80 vehicles long. The ceremony organized by The Fallen Firefighters Organization was touching and left no dry eyes in the room.

The county will again sponsor a Fire Fighter Academy. The District will send one member to the academy which starts in February.

Thanks again to the Kastners for donating two vehicles which brought in \$8399. The District also received an anonymous donation of a bag of silver coins. None of the coins seem to be of noteworthy value. However, Ben will see to getting them appraised. Greg will contact Attorney Brian Snure to see what needs to be done to sell them.

Kudos to Cheryl for completing the District audit process. The District received a good report from the State Auditor. The full audit will soon be posted online for all to read.

Greg noted that CCFPD4 is the only district who does not have a representative at the Clallam County Commissioners Council. Commissioners reviewed why that is so and agreed that once the council is up and running and dealing with big issues, they will reconsider whether attendance is a benefit to the District.

Greg gave Jan McGee the go ahead to get estimates on repairs for the Education/Smoke trailer. It will be a couple of more years before the District reconsiders keeping it or not.

B. Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

D. Standing Committee Report

Nothing to report.

E. Building Committee Report

The Building Committee met. They are still considering some design specs. A member of the Building Finance Advisory Committee (BFAC) requested a cost figure to work with so that the BFAC can begin to seriously consider options for financing.

F. Building Finance Advisory Committee

Bruce Leiper reported that the BFAC is working with a figure of \$1.5 million. The Building Donation Fund managed by the Joyce Fire Auxiliary has raised \$65,761 to date. The Committee is considering several other ways to raise funds.

Lynne Kastner reported that Carolyn Flint is seeking some grants and needs to have all the district properties appraised for the grant requests.

Lynne made a motion to approve having District properties appraised. Sam seconded the motion. Motion carried unanimously. So ordered.

G. DNR Coalition

Nothing new to report.

H. Joyce Emergency Preparedness and Prep (JEPP)

JEPP will be holding a Shelter Management Workshop on April 22, 2023. The workshop will last the full day, 9:30 - 3, and cover all aspects of opening and managing the Joyce Emergency Shelter at the Joyce Bible Church.

JEPP received a donation of \$5,000 from Gail Becker which JEPP Group voted to give to the District Building Fund.

I. Joyce Fire Auxiliary

Rae Leiper reported that the Building Fund has raised \$65,000 as of January 22, 2023. The funds have been deposited in the District's Investment Pool where they will earn better interest.

The Auxiliary was proud to organize the recent Awards Dinner. Everything went really well.

J. Items of Interest

1. DNR Revenue Letter

Commissioners noted the letter updating estimated revenues for 2023. Commissioners expressed a concern that the District ~~can no longer~~ still cannot plan around the projections as they are often quite a bit different from the actual revenue the District receives. Also, the revenues are shrinking.

2. Crescent Community Advisory Council Application

Commissioners noted the requests for applicants to the Council.

3. USDA Acceptance Grant

Cheryl requested information from the Treasurer's Office regarding the process and BARS codes for depositing money from federal grants. The proper forms are now filled in and when the check arrives it will be deposited in the appropriate fund category.

Thanks to Carolyn for writing this grant. She will continue to manage all the forms and paperwork associated with the grant.

4. BVFF New Benefits Email

Commissioners noted the email regarding a new benefits administration system which should streamline and improve customer service.

5. Discussion to Add Board Recordings to the New Website

The board is against this action as it is not required. It would also mean that the written minutes would have to be more like a transcript of the meeting.

6. Letter In Support of Emergency Operations Center

Commissioners signed the letter of support which will be sent to Karl Hatton on Thursday, January 26, 2023.

7. 2023 Jurisdiction Survey

Commissioners verified election dates on a form which will be sent to the County Elections Manager.

8. Commissioner Biographies to be Added to the Website

Commissioners should write up a short bio and send it to Rae soon.

9. Auditor Exit Conference D Findings

A full Exit Report will be published soon on the State Auditors website.

10. WFCA Correspondence

Several conferences are being offered. Cheryl requested that the Commissioners let her know which ones they would like to attend.

There were several grants listed which Commissioners will investigate as well.

K. Correspondence: In Folder

None

L. 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 FPD No. 4 adjourned into an executive session for the purpose of considering personnel issues in accordance with RCW 42.30.110 (1) (g).

The session began at 7:08 PM with a stated resuming time of 7:28 PM. The session was extended twice for 20 minutes each. The Board resumed the regular meeting at 8:08 PM.

X. Adjourn

Lynne moved and Sam seconded to adjourn the meeting at 8:09 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, February 22, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,

Raeann Leiper
District Secretary

