

Clallam County Fire Protection District No. 4



P.O. Box 106
Joyce, Washington 98343
360-928-3132
Fax 360-928-9604
Email: station1@clallamfire4.org

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 SPECIAL MEETING MINUTES
FEBRUARY 1, 2023
JOYCE, WASHINGTON

Members Present

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

Others Present

Chief Greg Waters
Carolyn Flint, Quartermaster
Cheryl Anderson, Administrative Assistant
Rae Leiper, District Secretary to the Board
Jim Buck, Community Member
Bruce Doig, Community Member

I. Call to Order

Chairman Marcus "Ben" Pacheco called the special meeting to order at 6:00 p.m. So ordered.

II. Roll Call of Commissioners

Ben noted that all commissioners were present. Also present were Chief Greg Waters and Quartermaster Carolyn Flint.

III. Introduction of Visitors

Ben welcomed community members Jim Buck and Bruce Doig.

IV. Public Comment

None of the community members wished to speak.

V. For Board Action

A. Approval of Consultant Agreement between McNeely Design and Clallam County Fire Protection District No. 4

The Board had asked for this special meeting in order for Chief Waters to have time to get answers to questions about the Consultant Agreement that was

originally presented at the January 25th meeting. Chief Waters spoke to Larry McNeely to relay the Board's questions and concerns. As a result, Item 5 of the Consultant Agreement was changed and work with Phoenix Construction will now be negotiated as a separate Agreement. The Building Committee is now 100% in favor of the new Agreement.

Commissioners had some more questions which were answered. One was about who owns the documents; the District will. Another was about materials to be used. As of now, materials will be a steel frame with a hardy plank exterior, though this could change during the design process. Sam emphasized the importance of getting a specific building cost estimate. Carolyn reminded the board that she cannot submit grants, nor can loans be investigated until an amount is determined.

Sam made a motion that the Board approve the Consultant Agreement with McNeely Designs as presented. Bruce seconded the motion. Motion carried unanimously. So ordered.

B. State Auditor Findings and Determination of Future Actions Regarding Commissioner Pay

The Commissioners discussed the findings from the recently completed Accountability Audit performed by the State Auditor's office. The auditors found certain confirmed the reported concerns related to the compensation paid to a former commissioner. Based on the records from January 1, 2020, through February 28, 2022, the auditors determined that a former commissioner was overpaid for duties performed as District Secretary. For the total payroll tested, \$7,040 was paid for secretarial duties at Commissioner rates which is not allowed under RCW 52.4.080. The auditors found no evidence of fraud. The auditors made clear that their duty was to report the findings, it is not their duty to pursue the issue. It is up to the District to resolve the matter.

Chief Waters discussed the issue with District Lawyer, Brian Snure to determine options. Chief Waters explained there are several legal steps that must be taken. The Commissioners know they are answerable to the public for use of public funds. They want to keep the trust of the public, even though they acknowledge errors were made in the use of the funds. The Commissioners addressed the problem as soon as they realized errors were being made. The Commissioners do feel responsible for resolving the past errors.

Commissioners realize the need to practice due diligence. They want to acknowledge the problem, see if the money could be repaid, and move on. All agreed the next best step is to write a letter to the former Commissioner who was paid too much as she needs to be informed of the auditors findings. Commissioners will ask her to take the high road and repay the \$7,040 she was overpaid during the audit period. Commissioners recognize she had served the District loyally for 35 years and did many good things for the District.

Sam moved that Chief Waters speak with Lawyer, Brian Snure regarding writing

a letter to be sent to the former Commissioner. The letter should include the information statements as agreed upon in the above paragraph. Chris seconded the motion. Motion carried unanimously. So ordered.

Amended during the February 22, 2023 meeting: "Chris also expressed concerns over other open public meeting acts that may need to be addressed in future meetings." *RL*

C. Deposition of Donated Silver

Recently a donation of 28 silver pieces was made to the district as a thank you for services. Realizing that the silver had value, the Board asked Chief Waters to get an appraised value. Chief presented a document with an accounting of all the pieces and their value. The appraised value was \$624.55. Since it would be very time consuming to post the silver pieces for sale, the Board suggested selling them all to a local buyer who had already expressed an interest.

Sam moved to sell the silver for \$624.55, their appraised value. Lynne seconded the motion. Motion carried unanimously. So ordered.

Adjourn

Sam moved, and Bruce seconded to adjourn the meeting. Meeting was adjourned at 6:59 p.m.

Respectfully submitted,
Raeann Leiper
District Secretary

