

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
March 22, 2023

Members Present

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

Others Present

Cheryl Anderson, District Administrative Assistant
Rae Leiper, District Secretary to the Board
Donna Buck
Bob Kastner

- 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 except Lynne Kastner, who was out with an excused absence. He noted Chief Greg Waters was also present.
- III. Minutes of the Board of Commissioners Regular Meeting on February 22, 2023 -
Sam Nugent moved, and Chris Christie seconded to approve the meeting minutes. Motion carried unanimously. So ordered.
- IV. Introduction of Guests and Visitors
Ben welcomed community members Donna Buck and Bob Kastner.
- V. Community Comment
None of the community members in attendance wished to speak during this time.
- VI. Additional Items for the Agenda
No items were added.

VII. For Board Action:

A. Approval Voucher Preapproval Authority- Resolution

Each month, Commissioners approve vouchers at regular meetings. The schedule of meetings and time required for processing the warrants means occasionally payment of vouchers is underway before official Board approval.

Chief Greg Waters consulted with District lawyer, Brian Snure to find a solution. RCW 42.24.180 authorizes a procedure to resolve the approval/timing of payments. The resolution allows for designated Auditing Officers to approve the voucher payment which will then be signed by the Chief and one commissioner. Those authorized to sign shall have a bond which insures their proper discharge of duties.

Sam Nugent motioned to approve Resolution 01:2023 which provides for Voucher Preapproval. Bruce Leiper seconded the motion. Motion carried unanimously. So ordered.

B. Consideration of Approval of Apparatus Bay Renderings

Chief Waters presented the updated plans for the Apparatus Bay as drawn by McNeely Design. The Building Committee had recently approved the design. After discussing various aspects of the drawings and having questions answered, the Board is supportive of moving forward.

Bruce moved to approve the plans as drawn, Sam seconded the motion. Motion carried unanimously. So ordered.

C. Ratification of Clallam County Payroll Worksheet: February 2023 Voucher Numbers P1423 – P2623 Commissioners and Staff in the Amount of \$15,127.88

Bruce moved and Sam seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P1423- P2623 Commissioners and Staff in the amount of \$15,127.88 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: February 2023B Voucher Numbers C3523 – C4923 in the Amount of \$22,952.26

Sam moved to ratify the approval and execution of the claims payment request for Voucher Numbers C3523 – C4923 in the amount of \$22,952.26 as presented. Bruce 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 22nd day of March 2023."

VIII. For Board Information and/or Discussion

A. Staff Reports – Greg Waters reporting.

Chief Waters reported on the 28 days since the last commissioner meeting. At the present rate, the District is heading towards a record 384 calls for the year. The average number of responders per call has been 5. The District has 5 new responders and 2 returning responders.

The District answered 15 medical calls, 10 were ALS and 5 were BLS. Two of those calls were Life Saves. One of those was a suicide attempt. The other was to rescue an older man who fell and hit his head while walking on Crescent Beach. The tide was coming in and he was severely hypothermic by the time responders arrived. It took all 7 responders to transport the patient through the incoming tidal waters and to the ambulance. The District went out on 3 fire calls. One was an overpowering smell from a furnace. Responders had a chance to use the new thermal imaging camera. Fortunately, there was no fire.

Chief Waters and Quartermaster Carolyn Flint were excited to show off the new Stryker battery operated gurney and the power lift ambulance loading system. The system can lift up to 700 pounds. This will be helpful to responders and much safer for patients.

The District recently sponsored a series of classes for the Crescent School teachers. The training included Stop the Bleed, CPR/AED, and First Aid. CERT held a class on disaster psychology about how to manage stress before, during, and after disasters. In addition, extra trainings for responders have been added for some of the Districts highly motivated volunteers. This month, responders participated in a Rope Rescue Training course. On April 22, responders will participate in a live burn sponsored by District 2 Fire. It will be a great training opportunity for new recruits.

The District now has three new accounts opened with First Federal Bank. Cheryl is in the process of working with Systems Design to make sure transport payments are deposited to new accounts correctly. Cheryl has been updating District information with them. Rae will not close the old accounts at Key Bank until all deposits are correctly being made to the new accounts. The recommendation is to wait 6 months.

Carolyn and Cheryl will go to Austin next month for a training on the ESO System software used by the District for record keeping for inventory, incident reports, logistics and much more. The system is helping to streamline the record keeping required of the District.

Chief Waters met with other chiefs and the Clallam County Board of Commissioners on the topic of DNR payments. In the past, districts were given a yearly projected amount which estimated the funds they would receive for the year from DNR. The once a year projection made it difficult to manage budgets as actual payments were often more or less than estimated. The county will now provide quarterly projections so districts can manage their spending appropriately.

B. Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted. Interest rates for government funds are good for the District right now.

D. Standing Committee Report

Nothing to report.

E. Building Committee Report

The building renderings for the apparatus bay from Larry McNeely were approved. The committee discussed other needs for the building as well as the need to continue the committee through the end of the apparatus bay construction.

F. Building Finance Advisory Committee

The Building Committee will meet on April 3. Bruce recently applied to the Ben B. Cheney Foundation for a grant towards building the apparatus bay, Unfortunately, the request did not align with the Cheney Foundation's list of kinds of programs they fund.

Discussion followed about several scenarios for obtaining the money. The committee is looking at the feasibility of loans or lines of credit, if needed. The District needs to consider what its assets are when considering loans. The committee is waiting to hear a cost estimate so it can make future recommendations.

G. DNR Coalition

Nothing new to report as the District is no longer involved with the lawsuit. It has been requested this item be removed from the agenda in the future.

H. Joyce Emergency Preparedness and Prep (JEPP)

JEPP will be holding a Shelter Management Workshop on April 22. The workshop will last the full day, 9:30 AM – 3:00 PM, and cover all aspects of opening and managing the Joyce Emergency Shelter at the Joyce Bible Church. Currently, 14 participants have registered.

I. Joyce Fire Auxiliary

Rae Leiper reported that the Auxiliary will hold a bake sale on April 22 in front of Joyce General Store. Since the Auxiliary has noticed that the community responds when it knows the money is being raised for a specific cause, they will have posters announcing that they are currently raising funds to purchase a heavy-duty bunker gear washer and dryer for the new apparatus bay. The Joyce Cares project recently voted to fund a cash fund of \$200 to be kept in the ambulances to provide small items for patients that will help with their health needs. Rae also noted the Auxiliary had voted to pay for a hose monitor for Engine 42 back in November and submitted a check to the District in February.

J. Items of Interest

1. Cash Handling Policies

Commissioners noted the information provided regarding handling of vouchers and cash payments. The sections provided from the WFCA Handbook and the Districts Policy Book, explain current methods and show that the District is operating according to state law. The Binder included shows that District insurance policy covers the Faithful Performance of Duty which applies to how the District vets, approves, and pays bills.

2. Thank You from Fuscher Family

Noted.

3. Thank You from Oneel Family

Noted.

4. Daniel Duncan Obituary and Donation

Noted.

5. Correspondence from Case Engineering

Commissioners noted a letter from Case Engineering regarding a proposal to provide Electrical Engineering service when the District is constructing the new apparatus bay.

6. Gossett Foundation Grant Request

Chief Greg Waters will be submitting a request for a grant to provide funds for the building of the apparatus bay. He also commended Carolyn Flint on her excellent work on this grant request.

7. WFCA Correspondence

The Board noted the information. A question was raised for the need all the WFCA correspondence to be printed and provided in the board packet. After discussion, it was decided that because commissioners receive emails with the same information, it is not necessary to print it for the packets. However, if correspondence needs follow-up and board discussion, any commissioner may request that pertinent copies be provided.

K. Correspondence: In Folder

None

L. Other Concerns

The new website is now up and running. Thanks were expressed to Rae for putting the site together.

IX. Adjourn

Sam moved and Chris seconded to adjourn the meeting at 7:15 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, April 26, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.



Respectfully submitted,
Raeann Leiper
District Secretary