

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
Lynne Kastner
Bruce Leiper
Chris Christie
Fire Chief:
Gregory Waters

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
July 26, 2023

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

Rae Leiper, District Secretary to the Board
Cheryl Anderson, District Administrative Assistant
Carolyn Flint, Quartermaster
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. He noted Chief Greg Waters and Quartermaster Carolyn Flint were also present.

III. Minutes of the Board of Commissioners Regular Meeting on June 28, 2023

Chris Christie motioned to approve the minutes. Sam Nugent seconded the motion. Motion carried unanimously. So ordered.

IV. Introduction of Guests and Visitors

Ben welcomed community member Bob Kastner.

V. Community Comment

The community member in attendance did not wish to speak.

VI. Additional Items for the Agenda

None were added.

VII. For Board Action:

A. Ratification of Clallam County Payroll Worksheet: June 2023 Voucher Numbers P6623 – P7723 Commissioners and Staff in the Amount of \$13,861.90

Sam moved, and Lynne Kastner seconded the motion to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P6623- P7723 Commissioners and Staff in the amount of \$13,861.90 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."

B. Ratification of Claims Payment Request: June 2023B Voucher Numbers C14123 – C14723 in the Amount of \$17,839.73

Commissioner Kastner questioned the amount paid to McNeely Design. It was explained that the amount covered payments for site work as well as payments for subcontractors and the time to prepare contracts for the bidding process.

Bruce Leiper moved to ratify the approval and execution of the claims payment request for Voucher Numbers C14123 – C14723 in the amount of \$17,839.73 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 26th day of July 2023."

C. Ratification of Claims Payment Request: June 2023 Voucher Numbers C14823 – C16323 in the Amount of \$24,788.77

Sam questioned the name MES. Chief Waters explained that MES stands for Municipal Emergency Services, Inc. They are the company that supplies and repairs district emergency equipment.

Lynne moved to ratify the approval and execution of the claims payment request for Voucher Numbers C14823 – C16323 in the amount of \$24,788.77 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 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 26th day of July 2023."

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Waters

Chief Waters reported that in the 29 days since the last Commissioners' meeting, responders have answered 30 calls. So far this reporting year, responders have answered 314 calls. It is projected responders will answer 383 calls by the end of the reporting year. The average responders per call is 4.5. Of the 30 calls for this period, 15 were transports; 8 were ALS, 1 of which was an ALS2 and 7 were BLS. Four calls were cardiac related; 2 were strokes.

The district had 3 fire calls in 3 weeks. A fireworks related call at 1:27 a.m. which involved an early morning brush fire on Wasankari Road. Two tenders were needed. DNR arrived at 4:00 a.m. to help with the clean-up. That same day at 4:30 a.m., District 2 requested mutual aid at a fire on Hot Springs Road and responders took Tender 42 to the call.

Sam asked if there is a pattern to frequency or time of the calls and are calls spread evenly through the month or did they tend to clump. Chief and Carolyn explained that there is no pattern and yes, the calls tended to clump. Sometimes, they go for a few days with no calls and then suddenly there will be 4 calls in a 24-hour period. The record is 8 calls in one day. Sometimes there are "stacked" calls which means both ambulances are out. Some calls get cancelled as responders head out, but a full report needs to be written for those as well. On fire calls, not only is there the time at the incident to consider, but the vehicles must be restocked upon return. Hoses must be washed and set out to dry. Clean dry hoses need to be loaded onto the vehicles. This takes close to 1 ½ hours. The actual hours involved in each call can vary, and the rehab and reporting time need to be considered as well.

At a recent meeting of County Fire Chiefs, Greg received thanks from the other chiefs for all the mutual aid CCFPD4 provides. He also noted that all chiefs are concerned and nervous about how dry it is this year.

Chief gave thanks to all involved with Dave Erikson's memorial. The family was appreciative. It was very nicely done. Chief has ordered a glass shadow box to display the flag that the family donated to the district.

The district will soon have 3 new EMTs. One of the recent graduates passed the National Registry EMT exam and the others will be taking this exam soon. This will be helpful as one EMT is moving from the area. The district now has two firefighters with Wildland Certification Red Cards. Chief Waters explained that a Wildland Fire module is now part of the Fire Academy training.

The District has a new MPD- Medical Program Director. Dr. Paul Craven Jr. will be responsible for making sure district EMTs are getting updated trainings that cover topics to expand their knowledge. He will review district response reports to commend jobs well done and recommend improvements. He recently came to a drill night to introduce himself and meet the crew. He is hoping to expand the role of EMTs. He is now based in Tacoma but is looking at the possibility of moving back to OMC sometime in the future.

Chief has been collaborating with Attorney Brian Snure to draft a letter to former Commissioner Mary Bower. As a result of the recent audit, some errors in her pay as Commissioner were discovered. The district must address the issue according to Snure as the rule of the law according to the RCWs must be followed and enforced. The letter is well written, carries the proper tone, and addresses the facts of the issue. It will be in the board packet for next month's meeting. If the board approves the letter, it will be sent to Ms. Bower soon thereafter.

Joyce Daze is August 5. Rae had contacted Chief with a question about whether the Lions Club could still have their salmon bake at Joyce Daze since charcoal grills and woodburning are banned because of the full burn ban. Chief talked to Fire Marshal, George Bailey. The Lions Club will be given a waiver for the event. It was agreed that Greg would talk to Rick, President of the Lions Club, and make sure he was careful and made sure the embers were extinguished completely and disposed of properly. It was also noted that fire district crews and trucks will be parked nearby.

Cheryl Anderson has been with the district for 5 years. Chief offered her a raise, which she gratefully accepted. He also contracted with Helper Tek, INC to be the District's new Information Technology (IT) provider. The former IT person was not able to continue due to health and job-related issues. The district has too many systems and applications that need to "talk" to each other and too much time was being spent trying to work out the glitches. It will be well worth the money to have someone he or Cheryl can call to get advice and labor as needed. All the vehicles are doing fine. Aid 41 had a challenging time accessing a heavily treed driveway.

B. Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

D. Standing Committee Report

The Standing Committee did not meet. Sam took the opportunity to report on an online seminar he attended regarding updates to the RCWs. He reminded Commissioners that group texts and emails are considered public meetings and are to be announced to the public as a public meeting 24 hours in advance of the text. All communications should go through Cheryl, who will then distribute them individually. He also cautioned against "chain meetings" in which individual commissioners are contacted one by one for the purpose of making a group decision via email or texts.

Some new laws to be aware of dealt with frequency of meetings and recording of meetings. Fire districts are exempt from the RCW that states small, rural districts can only meet quarterly. School districts are now required to audio record their meetings.

Sam reported that draft minutes are considered public records. The Board then discussed what is meant by "draft" minutes. The Board is going with the definition of minutes that have been submitted to the Board but are not yet approved. Also questioned was whether the notes of commissioners are considered public record. The Board Secretary checked and found that according to RCW42.56.280 notes and memos are exempt except if cited in the minutes.

Sam also reminded Commissioners that the Extreme Slug Races will be held after the Joyce Daze Parade. He is hoping to raise over \$1,000 this year for the District. Local businesses have contributed one quarter of that amount already.

E. Building Committee Report

Things are moving along smoothly now. All the bits are coming together. On Monday July 31, Chief Waters, Ben, Bruce, Carolyn, Cheryl, and Larry McNeely will meet with people from the state Local Program which provides low-cost loans to municipalities for equipment and construction. The District applied for a loan from them, and meeting with them is the next step in the process. The outcome will be available soon after the meeting. Also, Chief Waters has

been talking with Jim of D.A. Davidson regarding a Commissioners' Bond. Jim has presented the District's project informally to several banks and prospects are good. Chief will formally submit an application for a bond soon. The District can set the parameters that are suited to what is needed here. The next step will be that the application goes out to bid to several banks. The District can choose which to go with if there is more than one bid.

The District will hopefully have both of the above-mentioned financing options available. The Local Program will have lower interest rates, but it cannot be paid off early without penalty. The Commissioners' Bond will have a slightly higher interest rate, but it can be paid off at any time without penalty or further charges. The options will go to the Building Finance Committee for consideration once the contracts are provided. By late August, the District should hopefully be able to make a decision on financing.

The building plans are complete except for small details like types of locks, location of sidewalks, etc. McNeely will soon take the plans to the county to obtain building permits. Soon after that, the bidding process will begin in order to identify who will be doing what and for how much. If all goes smoothly, the District should be able to break ground in early October. The entire process is estimated to take approximately eight months. Chief is hoping to have the dirt work and slab done before the heavy rainy season begins.

Board Chairman, Ben Pacheco, thanked Chief Waters for all that he has done to get the District to this point. It has been quite a process to get all the design decisions and financing options organized. It is good to see it coming to fruition.

F. Beneficiary Coalition Report

Background: The Beneficiary Coalition of Washington is made up of county governments, school districts, fire districts, and other junior taxing districts. It sought to clarify the fiduciary obligations of the DNR to manage Washington state trust lands for designated beneficiaries, which supplies timber revenue to support county services, K-12 school construction, public safety, and other community services. The District joined the coalition's lawsuit in 2020. The lawsuit alleges the DNR and Board of Natural Resources violated the state constitution and state laws in developing and adopting a Sustainable Harvest Calculation and unlawfully reduced annual timber harvest levels on state trust lands.

Ben explained the current problem of the Beneficiary Coalition's lawsuit going on without hope for the Junior Taxing Districts to recoup costs of the lawsuit. The DNR seems to be ramping up its demands for information and public records. This could cause the district to have to pay legal fees. A judge in the case has given districts an opportunity to opt out. The CCFPD4 Board now must decide whether to remain in the coalition lawsuit. The Board had a lengthy discussion regarding the pros and cons of remaining as a part of the coalition. Some expressed a concern that there is no longer a benefit for the District to stay in the litigation. Others expressed that there is a threat and negative risk in staying in the litigation. Now that the DNR is doing a better job of providing projected income from timber taxes to the Junior Taxing Districts, things have changed for the better. Commissioners can now make better budget decisions based on projected income from timber taxes. Opting out at this time will not change much.

Commissioners arrived at a general consensus to opt out of the lawsuit. Chief Waters agreed to make some calls and get some more information about the impacts, negative and positive, that the District could expect from remaining a part of the coalition and he and Ben will make the final decision.

G. Clallam County and Port of Port Angeles Commissioners Meeting Regarding DNR Report and Junior Taxing Districts

Commissioner, Bruce Leiper, attended the meeting of the Clallam County Commissioners on July 24, 2023. A representative from DNR spoke to the group about proposed harvest, legacy forests, and restrictions on the timber harvest. In order to make decisions about when and where to harvest, specialists need to be deployed to survey the areas. There is a shortage of specialists available. Things that restrict the harvest are the need to build corridors, habitat protections, and the remoteness and the stability of the land on which the forest grows. DNR realizes the concern of businesses and taxing districts regarding the impact of reduced harvests. They realize they need better outreach to educate the public on decisions DNR makes.

Bruce also attended a meeting at the Port of Port Angeles with the Port Commissioners and other interested parties. At this meeting, Junior Taxing Districts were discussed. Some wondered at the authority of the County Commissioners to speak on behalf of Junior Taxing Districts. Some felt that Junior Taxing Districts should send representatives to the meetings. The role of County Commissioners was then discussed.

H. Olympic Peninsula Fire Commissioners' Association Report

At the next meeting of the Olympic Peninsula Fire Commissioners' Association on July 27, 2023, Eric Monroe will be a guest speaker. His topic will be the Fire Fighter Cancer Support Network. Next, there will be a review of the draft of the proposed by-laws which Bruce shared with the Commissioners. The by-laws have been reviewed and vetted by Attorney, Joe Quinn. Also presented was the draft resolution which will go to District Boards to be signed by those who want to join the OPFCA. Bruce is hoping to have final documents to present to the Board for approval at the next meeting.

Commissioners had several questions. Regarding the cost of dues, it was clarified that dues would be minimal. Regarding voting, each district will have one vote regardless of how many members attend. When questioned whether the district needs to have Attorney Snure review the by-laws and resolution, it was considered that because Joe Quinn has written the documents that further legal review would not be necessary.

I. Joyce Fire Auxiliary

At Joyce Daze, the auxiliary will be selling baked goods and garden produce. Rae invited the Commissioners to an Appreciation BBQ at the Fire Hall on August 26, 2023, at 4:00 p.m. The event is to show appreciation to all the responders, volunteers, and Commissioners. An official invitation will be sent soon.

J. Items of Interest

1. Timber Revenue Projections

The board noted the letter.

2. GEMT Program Review Notification and Rate Increase Email

The board noted the information.

3. Thank You from Western Washington Type 3 Incident Command

The Board noted and was appreciative of the letter. It was noted that a letter like this is rare.

4. Fire Academy Graduation Invitation

The board noted the invitation. Chief Waters and some volunteers will attend to show

support for Mr. DeBondt who will be graduating.

5. Seattle Consumer Price Index- Chief Waters Cost of Living Allowance

The board noted the increase and the cost-of-living increase will be reflected in Chief Waters' pay starting August 15, 2023.

6. Information Technology (IT) Agreement with Helper Tek, LLC

The board noted the agreement. Sam requested the name of the District be the official name of the District and the Board instructed Chief Waters to sign the agreement when the changes were made.

K. Correspondence: In Folder

None

L. Other Concerns

The Board recently passed Resolution 1:2023 to allow one Commissioner, the Secretary to the Board, and the Fire Chief to sign Claims Payments and Payroll so that bills could be paid on time. Chris asked a question about signing of claims payments. He wondered whether all Commissioners needed to sign the claims after they had been ratified by the board. It was agreed that the resolution meant only the three designated signers is now necessary.

IX. Adjourn

Lynne moved and Bruce seconded the motion to adjourn the meeting at 7:49 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, August 23, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,
Raeann Leiper
District Secretary

