

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
Fire Chief:
Gregory Waters

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
August 23, 2023

Members Present

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

Others Present

Cheryl Anderson, District Administrative Assistant
Rae Leiper, District Secretary to the Board
Carolyn Flint
Bob Kastner
Dan Peacock

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 Chris Christie, who was away with an excused absence. He noted Chief Greg Waters and Quartermaster Carolyn Flint were also present.

III. Minutes of the Board of Commissioners Regular Meeting on July 26, 2023

Sam Nugent motioned to approve the minutes. Lynne Kastner seconded the motion. Motion carried unanimously. So ordered.

IV. Introduction of Guests and Visitors

Ben welcomed community members Bob Kastner and Dan Peacock.

V. Community Comment

The community members in attendance did not wish to speak.

VI. Additional Items for the Agenda

None were added.

VII. For Board Action:

A. Approval of Olympic Peninsula Fire Commissioners Association Participation- Resolution 3:2023

Fire Commissioners of the Olympic Peninsula have formed an association. Commissioner, Bruce Leiper, has been attending meetings with the intent of gathering information about whether Clallam County Fire Protection District No. 4 would benefit from joining. The Olympic Peninsula Fire Commissioners Association has now established bylaws. It is asking that districts wishing to join should pass a resolution confirming their support and participation in the organization. The Clallam County Fire Protection District No. 4 Board of Commissioners deems membership in this organization would be a benefit.

Bruce Leiper motioned to approve Resolution 03:2023 which provides for the authorization of District participation in the Olympic Peninsula Fire Commissioners Association. Sam Nugent seconded the motion. Motion carried unanimously. So ordered.

B. Ratification of Clallam County Payroll Worksheet: July 2023 Voucher Numbers P7823 – P8923 Commissioners and Staff in the Amount of \$14,205.09

Bruce moved, and Sam seconded the motion to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P7823- P8923 Commissioners and Staff in the amount of \$14,205.09 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."

C. Ratification of Claims Payment Request: July 2023B Voucher Numbers C16423 – C17723 in the Amount of \$11,866.15

Sam moved to ratify the approval and execution of the claims payment request for Voucher Numbers C16423 – C17723 in the amount of \$11,866.15 as presented. Bruce 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 23rd day of August 2023."

D. Ratification of Claims Payment Request: August 2023 Voucher Numbers C17823 – C19023 in the Amount of \$48,902.51

Bruce moved to ratify the approval and execution of the claims payment request for Voucher Numbers C17823 – C19023 in the amount of \$48,902.51 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 23rd day of August 2023."

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Greg Waters reporting.

Greg started the report by thanking Cheryl and Carolyn for holding down the fort while he was away on annual leave. He then thanked the Joyce Fire Auxiliary for the Joyce Daze Bake sale and Sam for the Slug Races and the money each earned for the District at Joyce Daze.

Since the last meeting 29 days ago, responders have answered 41 calls. It was noted that August is usually the busiest month of the year. Chief Waters is now projecting 403 calls by the end of the reporting year. When asked why the increase in calls, the response was that it is not clearly one issue. A discussion about residents who have no one else to call for non-emergency health or care related issues, tend to call 911. Commissioners discussed the need for the county to provide services that support people in those situations.

(Note: at this point, the Chief and Carolyn left to answer a 911 call. Carolyn returned at 6:30 PM and continued the report.)

Carolyn reported that the District has had an average of 5 responders per call this past month. For the 327 days in this calendar year, the District has had 361 calls. This month the health-related calls varied: cardiac issues, respiratory problems, heat exhaustion, abdominal pain, and anxiety or mental issues. Responders answered 6 fire calls. One was for smoke investigation, but the other 5 were human caused fires because people were burning during a burn ban and the fires got away from them. When asked if these people were fined, Carolyn answered that the first step is to educate those who caused the fire. However, after three violations, a report can be sent to the Olympic Region Clean Air Agency (ORCAA) who may then contact the perpetrator.

Carolyn reported that the District recently had a field inspector come from the USDA regarding the grant they provided for the Electric Gurneys. The inspector found everything in order with all the paperwork and reports the District is required to write as a follow-up to receiving the grant. Carolyn is happy to report that the grant monies will be fully paid to the District soon. This will cover 55% of the costs of the gurneys.

ID cards are being processed for all responders and commissioners. Carolyn reminded the commissioners to make sure they have a photo in their personnel file in ESO that is the one they want on the card. The purpose of the cards is so that EMTs and other responders can be identified if answering calls out of district. Emergency responders can also get discounts in some situations.

B. Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

D. Standing Committee Report

Sam thanked the Commissioners for their support of the Extreme Slug Races on Joyce Daze. The event raised \$802. Sam reported the crowds were on the edge of their seats as some of the races were hotly contested.

E. Building Committee Report

Permits are being filed with the county. The detailed drawings are available for viewing in the conference room. Progress is being made.

F. Building Finance Committee Report

The Committee met on August 21, 2023, to review progress and discuss the status of financing options under consideration. Chief Waters has moved along the application process for the Office of the State Treasurer's LOCAL Program and Commissioners Bond through D. A. Davidson applications. Both groups have been in communication with the District. The LOCAL Program has provided documents and forms to be completed and signed. D.A. Davidson is gathering a list of banks to contact regarding a Commissioners Bond. The specific terms of the loan the district is seeking will be sent to those banks inviting them to place a bid. First Federal will be included in the invitation through D. A. Davidson.

Bob Kastner, a member of the BFAC, expressed concern with timing. Due dates are now set to provide the district with little time to crunch numbers and decide which offer would be best suited to the District needs. The main consideration between the options is whether the lower interest rate provided by the LOCAL Program will offset the fact that penalties will apply if the balance is paid off early. Bids from banks interested in providing a Commissioners Bond may not be available before the October 2 deadline for committing to the LOCAL Program loan in this cycle.

Compounding this issue, October is the month the District needs to reconcile its budget. The District needs to complete that process to better understand how much money will be available to service loan payments. Bids for completing the project are still not available. A more accurate estimate of the total cost will be required to facilitate decision-making regarding these financing options.

The Board Chairman will soon schedule a Special Meeting for the Board of Commissioners to review information and discuss the next steps in the process.

G. Beneficiary Coalition Report

Ben reported that after much deliberation, he and Chief Waters chose to opt out of the Department of Natural Resources litigation. Ben noted that at the last meeting of the coalition, the tone had really changed. Those involved seemed more subdued and disappointed, with enthusiasm for the suit waning. Ben also noted that the suit did make a difference. Voices of the Junior Taxing Districts have been heard. The DNR is making an effort to keep districts updated on projected revenues in order for those districts to manage their budgets more effectively.

H. Olympic Peninsula Fire Commissioners' Association Report

Bruce attended the meeting on July 27, 2023. The guest speaker provided information about cancer support for volunteers. Bruce will share the information with Greg and Carolyn.

At the next meeting to be held on August 24, 2023, the guest speaker will be Carl Hatten of PenCom. After the guest speaker, commissioners will discuss the Participation Resolution and future guest speakers. Some planned topics at this point are a community medic program, a report from the Sheriff's Office, and a report from Emergency Management Office. District commissioners suggested the topic of starting a community health help service for those that

need care at home, but not emergency care. This topic came up during the Chief's report on increased call numbers because of those in that category.

Commissioners asked if it is possible for Commissioners to attend the meetings to hear certain guest speakers. The concern was that it could be construed as a meeting. As long as commissioners do not discuss board business it is not considered a meeting.

I. Joyce Fire Auxiliary

The Auxiliary's Joyce Daze Bake Sale earned \$1,919. Rae Leiper thanked the commissioners and the community for their support. Rae reminded the commissioners of the Appreciation BBQ at the Fire Hall on August 26, 2023, at 4pm. The Auxiliary's next bake sale is on October 7, 2023, at Joyce General Store from 9am- 2pm.

J. Items of Interest

1. Joyce Fire Auxiliary BBQ Invitation

The board noted the invitation.

2. DRS Email with Contribution Rate Changes

The board noted the information. The Department of Retirement Systems of Washington (DRS) manages Chief Waters' retirement fund contributions. The letter informed the district of increasing rates.

3. Enduris Policy

The board noted the letter. This is the group that provides our property and liability insurance.

4. MRSC Budget Suggestions

The board noted the letter which dealt with issues which might affect District budgeting decisions.

K. Correspondence: In Folder

None

L. Other Concerns

none

IX. Adjourn

Lynne moved and Bruce seconded the motion to adjourn the meeting at 6:50 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, September 27, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,
Raeann Leiper
District Secretary

