

Clallam County Fire Protection District No. 4



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Commissioners:
Marcus "Ben" Pacheco, Chair
Sam Nugent, Vice Chair
Lynne Kastner
Bruce Leiper
Vacant
Fire Chief:
Gregory Waters

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes Amended
Joyce, Washington
October 18, 2023

Members Present

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

Others Present

Rae Leiper, District Secretary to the Board
Gregory Waters, Fire Chief
Carolyn Flint, Quartermaster
Cheryl Anderson, District Administrative Assistant
Jan McGee
Dave Bingham
Bob Kastner
Dan Peacock
Krista Smith

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 September 27, 2023, and Special Budget Workshop Meeting on October 15, 2023

Sam Nugent motioned to approve the minutes of the Regular Meeting on September 27, 2023, as amended to show the correct spelling of Mary Bower. Lynne Kastner seconded the motion. Motion carried unanimously. So ordered.

Several suggestions for changes to the wording in the Special Budget Workshop Meeting Minutes were made. The suggestions clarified the meaning and intent of various expenses and revenues. Sam moved to accept the October 15, 2023; Special Budget Workshop Meeting Minutes as amended. Bruce Leiper seconded the motion. Motion carried unanimously. So ordered.

IV. Additional Items for the Agenda

- Mary Bower Letter and Request for Extension – Item IX.I
- Joyce Fire Auxiliary Report - Item X.H

V. Introduction of Guests and Visitors

Ben welcomed community members Dave Bingham, Jan McGee, Bob Kastner, Dan Peacock, and Krista Smith.

A. Mr. Dave Bingham, Crescent School Superintendent

Mr. Bingham spoke to the Commissioners about anticipated levies expected to appear on the ballot in February 2024. Mr. Bingham wanted Commissioners to be informed so they might help educate the public on the issues related to the levies. Crescent School will request a Capital Projects Levy to raise funds to repair, remodel, or build various buildings and facilities on the campus. It will also seek a levy to provide for Educational Programs and Operations (EP&O) improvements, to fund needed services and equipment upgrades. Mr. Bingham also reviewed the projects and programs that the 2020 levies supported.

VI. Public Hearing: 2023 Budget Amendment

Chairman Ben Pacheco opened the public hearing for comment on the 2023 Budget Amendment at 6:16 p.m. So ordered.

Sam reviewed the process the Board completes when reviewing the budget. Each line item is considered and compared against the year-to-date revenues, then amended year-end revenues are set. The same process is followed to find the amended year-end expenditures.

The 2023 Budget Amendment was made available to those in the public that wanted to see it.

No one from the community opted to make a comment on the 2023 Budget Amendment.

Ben closed the public hearing for the 2023 Budget Amendment at 6:17 p.m. So ordered.

VII. Public Hearing: 2024 Budget

Chairman Ben Pacheco opened the public hearing for comment on the 2024 Budget at 6:17 p.m. So ordered.

Sam clarified that though the revenue and expenditure amounts seem greater than past District budgets, a sizable amount of the money is earmarked for the building project which will soon be underway.

The 2024 Budget was made available to those in the public that wanted to see it.

No one from the community opted to make a comment on the 2024 Budget.

Ben closed the public hearing for the 2024 Budget at 6:19 p.m. So ordered.

VIII. Community Comment

The community members in attendance did not wish to speak.

IX. For Board Action:

A. Ratification of Public Legal Notice: Notice of Public Hearing

Sam moved to approve the Notice of Public Hearing dated October 17, 2023. Lynne seconded

the motion. The motion was approved. So ordered.

B. Approval of 2023 Budget Amendment -- Resolution No. 7:2023

Sam moved to approve Resolution No. 7:2023 for the purpose of adopting a 2023 budget amendment as presented in the amount of \$1,533,740. Lynne seconded. Motion carried unanimously. So ordered.

C. Approval of 2024 Budget -- Resolution No. 8:2023

Bruce moved to approve Resolution No. 8:2023 for the purpose of adopting a 2024 budget as presented in the amount of \$1,088,060. Lynne seconded. Motion carried unanimously. So ordered.

D. Certificate of Appointment: Dan Peacock, Commissioner Position No. 4

The Board accepted the letter of interest submitted by Mr. Peacock regarding filling Position No. 4 on the Clallam County Fire Protection District No. 4 Board of Commissioners.

Sam moved to approve the appointment of Dan Peacock to serve until the election of November 2023. Lynne seconded the motion. Motion carried unanimously. So ordered.

The Secretary will escort Mr. Peacock to the county auditor's office where he will be administered the oath of office.

E. Ratification of Clallam County Payroll Worksheet: September 2023 Voucher Numbers P10023 – P11223 Commissioners and Staff in the Amount of \$15,126.72

Bruce moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P10023- P11223 Commissioners and Staff in the amount of \$15,126.72 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 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."

F. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P11323 – P14223 Volunteer Staffing in the Amount of \$84,100.00

This is the yearly payout to volunteers for their service to the community. Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P11323- P14223 Volunteer Staffing in the amount of \$84,100.00 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 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."

G. Ratification of Claims Payment Request: September 2023B Voucher Numbers C22423 – C23223 in the Amount of \$20,365.71

Bruce moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C22423 – C23223 in the amount of \$20,365.71 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 18th day of October 2023."

H. Ratification of Claims Payment Request: October 2023 Voucher Numbers C23323 – C25123 in the Amount of \$50,558.97

Lynne moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C23323 – C25123 in the amount of \$50,588.97 as presented. Sam seconded the motion. Motion carried unanimously. So ordered.

Quartermaster, Carolyn Flint, noted she would explain Stryker payments later in the meeting.

"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 18th day of October 2023."

I. Mary Bower Letter and Request for Extension

Commissioners noted Mary Bower's letter requesting an extension of 60 days to the response time noted in the letter the Board sent on September 28, 2023.

Sam moved to grant Mary's request for an extension of 60 days starting October 19, 2023. Lynne seconded the motion. Motion carried unanimously. So ordered.

A response letter will be sent on Thursday, October 19, 2023.

X. For Board Information and/or Discussion

A. Staff Reports – Chief Greg Waters reporting.

Greg started by going over the statistics for the District Counting Year which runs October 1 to September 30 each year. These numbers determine volunteer awards and stipends. With an average of 1.2 calls per day and 4.7 responders per call, it was a year of records.

- 428 calls
- 220 **2,020** responses
- 6000 hours - total volunteer hours this year
- 500 hours - average volunteer hours per month
- 17 hours – average volunteer hours per day

RG

As in the past few years, several volunteers continue to surpass the 100 calls per year mark. Three **responders** have **each** answered more than 200 calls this counting year. The top responder this year is Ken DeBondt with 280 responses.

RG

Since the last Commissioners' meeting on September 27, District responders have answered responded to 21 calls averaging to 1.2 calls per day. Of those calls 12 were transports, 8 of

which were ALS and 4 were BLS.

On Sunday October 22, 2023, responders will participate in the annual EVIP rodeo. They will be driving the rigs through obstacle courses in order to get certified to drive the District response vehicles. This past week responders put their face masks to the test in a mask fit test. All masks were tested for leaks in various situations and positions. Also this past week, four responders attended an Advance Airway Training in which they learned some techniques for intubation and cricothyrotomy in unusual and difficult situations.

Out in the community, responders will attend football games held at Crescent School to be on call for injuries to players. The responders will also participate in the Crescent School Trunk-or-Treat event on October 27, 2023. Greg will be joining the Crescent Career Choices Day to encourage students to be an emergency responder.

Greg thanked Cheryl and Carolyn for all they do to keep things running smoothly in the District. He reinforced his thanks for being able to work with "THE Best Crew Ever". They are talented and attend drills to learn more. They know how to work as a team and seem to be happy to be a part of the crew.

Jan McGee reported on the Education/Smoke Trailer. She spoke of all the repairs and work the Sequim Fire District did on the trailer when they borrowed it recently. A thank you note has been sent in appreciation.

B. Local Board of Trustees – September 27, 2023

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

D. Standing Committee Report

Nothing to report.

E. Building Committee Report

Greg reported that seven contractors recently visited the site. This was a Q&A session for those interested in placing bids. Bids are due by October 30, 2023. Greg reported he has also been filling in a good deal of paperwork related to the project. He is expecting to break ground in early November.

F. Olympic Peninsula Fire Commissioners' Association Report

Bruce Leiper attended the meeting on September 28, 2023. He sent Commissioners the minutes of that meeting. All Commissioners are now on the mailing list for minutes and agendas for the OPFCA meetings. There is not a meeting this month because of the WFCA conference.

G. Joyce Emergency Planning and Prep (JEPP) Report

Rae reminded everyone that Thursday, October 19, 2023, at 10:10 a.m. is the Great Shake Out Drill. Also on Thursday, JEPP will sponsor a demonstration about how to strap down a propane tank for earthquake safety. JEPP is still looking for someone to provide and install a seismic shut-off valve on the propane tank at Joyce Bible Church.

H. Joyce Fire Auxiliary

The Auxiliary bake sale on October 7, 2023, earned \$753. Rae reminded Commissioners that the Grinch Fundraiser will start November 1, 2023. This project normally supports the Joyce Cares Project, but this year the funds will go towards the purchase of a heavy duty Personal Protective Equipment (PPE) washing machine for the fire-fighter's bunker gear. The chief's wish list fund now has \$5,067.

I. Items of Interest

1. 2024 WFCA HC Program Premium Rate Change

The Board noted the letter informing the District of changes to the health plan premiums. This is the program which provides health insurance to Chief Waters.

2. Murrey's Disposal Rate Increase

The Board noted the letter informing the District of rate increase for garbage services.

3. Thank You Letter from a Community Member

The Board noted the letter thanking responders for care provided to her cousin who was visiting.

4. Thank You Email from a Community Member

The Board noted the thank you card to responders for a life-saving call for her husband. The call resulted in a transport to St. Michaels and triple bypass surgery.

5. Crescent School Survey

The Board noted the letter regarding a request to complete a survey which would be used to help Crescent School Board prioritize needs for Educational Programs and Operations and for Capital Projects.

6. Report on Washington Fire Chiefs Administrative Support Conference

Cheryl thanked the Board and Chief Waters for allowing her to attend the conference. At the conference, she heard about the importance of sleep for emergency responders. She learned some tips about having a successful audit. She enjoyed a speed networking event and a chance to get tips from other administrative assistants. The main speaker spoke about the purpose of the administrative assistant and the importance of attitude in the workplace. She is looking forward to the conference next year as she found this one to be beneficial.

J. Correspondence

None

K. Other Concerns

Krista Smith reminded Commissioners that the Lions' Club Pancake Breakfast was back. It is every Sunday morning 8:30 a.m. – 11:00 a.m. at the Crescent Lions Club.

XI. Adjourn

Lynne moved and Sam seconded the motion to adjourn the meeting at 7:14 p.m. Motion carried

unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, November 15, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,



Raeann Leiper
District Secretary