

Clallam County Fire Protection District No. 4



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

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
December 20, 2023

Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner
Sam Nugent, Vice-Chairman/Commissioner
Lynne Kastner, Commissioner
Dan Peacock, Commissioner

Others Present

Gregory Waters, Fire Chief
Cheryl Anderson, District Administrative Assistant
Bob Kastner, Community Member

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 with the exception of Bruce Leiper who had an excused absence. He noted Chief Greg Waters was present. It was also noted that Rae Leiper, District Secretary had an excused absence.

III. Minutes of the Board of Commissioners Regular Meeting on November 15, 2023

Paragraph 2 under Staff Reports needed clarification after the first sentence. Sam Nugent motioned to approve the minutes of the Regular Meeting on November 15, 2023, as amended. Lynne Kastner seconded the motion. Motion carried unanimously. So ordered.

IV. Additional Items for the Agenda

None.

V. Introduction of Guests and Visitors

Bob Kastner was in attendance but did not wish to speak.

VI. Community Comment

A. None.

VII. For Board Action:

A. Oath of Office

Notary Public, Cheryl Anderson, administered the oath of office for Commissioners Ben Pacheco and Dan Peacock. Bruce Leiper will be sworn in when he returns.

B. Approval of 2024 Meeting Schedule – Resolution

Lynne moved to approve the 2024 meeting schedule as presented. Sam seconded the motion. Motion carried unanimously. So ordered.

C. Ratification of Execution of GEMT Cost Report Certification - Resolution

Sam moved to approve the ratification of the execution of the GEMT Cost Report Certification as presented. Lynne seconded the motion. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: November 2023 Voucher Numbers P15523 – P16723 Commissioners and Staff in the Amount of \$14,453.85

Lynne moved to approve the ratification of Clallam County Payroll Worksheet: November 2023 Voucher Numbers P15523 – P16723 Commissioners and Staff in the amount of \$14,453.85 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."

E. Ratification of Claims Payment Request: November 2023 Voucher Numbers C26923 – C28123 in the Amount of \$12,693.59

Lynne moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C26923 – C28123 in the amount of \$12,693.59 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 20th day of December 2023."

F. Ratification of Claims Payment Request: November 2023B Voucher Numbers C28223 – C29523 in the Amount of \$26,983.71

Sam moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C28223 – C29523 in the amount of \$26,983.71 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 20th day of December 2023."

G. Ratification of Claims Payment Request: December 2023 Voucher Numbers C29623 – C30923 in the Amount of \$21,937.87

Sam moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C29623 – C30923 in the amount of \$21,937.87 as presented. Dan Peacock 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 20th day of December 2023."

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Greg Waters reporting.

Since the last Board Meeting in November, there have been a total of 36 calls, 15 were ALS transports and 4 were BLS transports. One transport of note required a call to Lifelight in which the team was commended for their care, communication, and efficiency.

All the rigs are in good working order. The community Christmas tree lighting went well. The District will have three new certified EMT's. They graduated at the top of their class at Peninsula College. Ben commended Chief Waters for his weekly training of volunteers. Chief Waters reported that there was an offer received for the purchase of Station 41. He is currently working on a newsletter which will be ready soon. He reminded the commissioners that the annual awards ceremony will be held on January 13, 2024, at 6:00 p.m. at the Grange.

A response letter from Ms. Bower was received and Chief Waters will be working with Mr. Snure on a response.

Chief Waters requested vacation in February 2024, which the Board agreed to.

B. Local Board of Trustees – November 15, 2023

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

Commissioners noted the transfer of funds from Sale of County Timber and DNR Other Than Timber to DNR Timber Trust 1 and DNR Other Trust 1. There was discussion regarding the future of receiving funds from county timber sales and the Board agreed to not rely on this revenue source.

D. Standing Committee Report

Sam and Lynne explained the Chief's evaluation process. The Board and Chief Waters will work on goals for 2024 during the January 2024 meeting.

E. Building Committee Report

Greg reported bids are still being collected. There is a lot of work going on to get started on construction. He and the general contractor have been surprised at how long it is taking to start the building process. They are hoping to break ground in January. The Board is supportive of the time it is taking and appreciates the attention to the details.

F. Joyce Emergency Planning and Prep (JEPP) Report

None.

G. Olympic Peninsula Fire Commissioners Association

The December meeting was cancelled.

H. Joyce Fire Auxiliary

Cheryl shared that the Auxiliary will be meeting in January to discuss and prepare for the Annual Volunteer Awards ceremony.

I. Items of Interest

1. FPD No4 Propane Upgrade

The Board noted the letter and Chief Waters verified the letter had been sent.

2. Gossett Foundation Request

This was a resubmission of a request that was sent earlier in the year. There had been some confusion which Chief Waters was able to clear up regarding the timeline of construction of the apparatus bay. The Gossett Foundation will be meeting in February 2024.

3. Thank You Email

Noted.

4. Jurisdiction Survey

Noted.

5. Email 3rd Quarter DNR Update Letter

Ben attended a recent DNR meeting and noted some differences that were reported by the DNR. He encouraged other members of the Board to attend the next DNR meeting.

6. Lifelight Network Follow-up Letter

Noted.

7. Election Validation Figures – General 2023

Noted.

8. Rate Increase for Snure LLC

Noted.

9. FY2023 GEMT Final Cost Review

Noted.

10. Commissioner Compensation Official Increase

Noted.

11. L & I Workers Compensation Rates

Noted.

J. Correspondence

None

K. Other Concerns

Cheryl informed the Board that she chose not to not enroll in the PERS program.

IX. Adjourn

Dan moved and Sam seconded the motion to adjourn the meeting at 7:00 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, January 24, 2024, beginning at 5:30 p.m. at the Joyce Administration Building, Joyce, Washington.

Respectfully submitted,



Cheryl Anderson
Administrative Assistant