

# 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 - Amended  
Joyce, Washington  
November 15, 2023

## Members Present

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

## Others Present

Gregory Waters, Fire Chief  
Carolyn Flint, Quartermaster  
Cheryl Anderson, District Administrative Assistant  
Rae Leiper, District Secretary to the Board

### 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 October 18, 2023

Several small errors were noted, and changes were made. Lynne Kastner motioned to approve the minutes of the Regular Meeting on October 18, 2023, as amended. Sam Nugent seconded the motion. Motion carried unanimously. So ordered.

### IV. Additional Items for the Agenda

- Commissioner Commendations – VI.B

### V. Introduction of Guests and Visitors

No community members were in attendance.

### VI. Community Comment

A. None.

B. Commissioner Commendations

Ben welcomed the newest commissioner, Dan Peacock.

Ben congratulated Commissioner Sam Nugent on 15 years of service as a commissioner. Sam was presented with his 15-year pin from the Washington Fire Commissioners Association (WFCA).

VII. For Board Action:

A. Approval of 2024 Levy Certification and Department of Revenue - Resolution No.8:2023

Lynne moved to approve Resolution No. 8:2023 for the purpose of authorizing a levy lid lift of 4.5% over last year's levy request. Bruce Leiper seconded the motion. Motion carried unanimously. So ordered.

This will be the last year the District will request a Cost-of-Living Allowance increase as allowed by a levy lid lift vote by the community in 2019.

B. Approval of Interagency Agreement Between Washington State Patrol and Clallam County Fire District No.4 - Resolution No.9:2023

Sam moved to approve Resolution No. 9:2023 for the purpose of updating an annual agreement with Washington State Patrol to provide support and be reimbursed for interagency responses to emergency incidents. Lynne seconded the motion. Motion carried unanimously. So ordered.

C. Approval of Legal Notice – Vendor List

Lynne moved to approve the posting of a Legal Notice in order to inform vendors it is time to apply to be on the State's list of approved vendors if they wish to be contracted to work for the District. Sam seconded the motion. Motion carried unanimously. So ordered.

D. Discussion of Annual Meeting Date Calendar for 2024

Bruce moved to approve to continue the District's practice of meeting on the fourth Wednesday of every month from January through September and the third Wednesday of the months October through December. Lynne seconded the motion. Motion carried unanimously. So ordered.

E. Ratification of Clallam County Payroll Worksheet: October 2023 Voucher Numbers P14323 – P15423 Commissioners and Staff in the Amount of \$16,648.94

Bruce moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P14323- P15423 Commissioners and Staff in the amount of \$16,648.94 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."

F. Ratification of Claims Payment Request: October 2023B Voucher Numbers C25223 – C26823 in the Amount of \$24,045.54

Sam moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C25223 – C26823 in the amount of \$24,045.54 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 15th day of November 2023."

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Greg Waters reporting.

Since the last Board meeting 28 days ago, there have been 32 calls which averages to 1.2 calls per day. Of those calls, sixteen have been transport calls with thirteen of those being ALS and three BLS. So far in the calendar year there have been 383 calls, and 438 calls are projected to come in by the end of the year. There have been 4.8 responders per call, an average of 1.2 calls per day for the year so far.

One vehicle accident was a rollover with no major injuries as the patient was wearing a seatbelt which saved his life. ~~Several medical calls came in.~~ **The District responded to a major structure fire in which thirteen volunteer responders from Clallam County Fire Protection District No. 4 came to the scene. Several responders** came from Clallam County Fire Protection District No. 2 as well. The F500 encapsulating foam was used with great results as less water was used, fires were extinguished quickly, and rooms were cooled rapidly making it possible for responders to rescue some of the family's belongings. While on the scene, Quartermaster Flint contacted Red Cross as is common practice in situations like this. By the time firefighters left the scene, lodging and other needs for the family were arranged by Red Cross personnel. The Joyce community is eager to help, and several groups are awaiting news of what is needed once the family is ready. The home is now being demolished and rebuilding of the home will begin as soon as possible. Fortunately, the home was covered by insurance. Chief was proud of how well his team worked together on the fire and the responders themselves were proud of their teamwork as well.

There was one other fire. As a result of recent windstorms, a power line was knocked down. PUD responded, cut down the tree that caused the problem and repaired the wires. Later however, the tree began to smolder. District responders arrived at the scene and cut open the log. The F500 encapsulating foam was used to immediately put out the smoldering embers.

Chief discussed the probability that the property and buildings for Station 41 will soon be placed on the market for sale. He has contacted a realtor to begin the steps towards listing it. The Board discussed possible asking prices but will wait for the realtors' recommendation. Greg noted that the property is zoned "multi-use" so the building could be a house, or a house could be built at the rear of the property. The property is just under 5 acres. A professional photographer has taken photos including drone shots for the real estate listing. Greg approached the county roads department about selling the property and telling them they would need to find a new home for the sand and gravel pile now behind the station. They will remove the pile when needed.

Chief Waters informed the Board that he had received a letter from Enduris informing the District that Mary Bower had contacted them regarding representing her. Enduris clearly stated they cannot represent Ms. Bower as the District is already their client.

Chief Waters recently took part in a Career Choices Day at Crescent School. The students were excited to view all the types of emergency vehicles and asked great questions. A recent CERT

Training was led by Carolyn Flint who explained the types of First Aid emergencies likely to occur and items to consider including in a personal home and car First Aid Kit. The audience was made up of eleven community members and was well received. The Joyce Daze Committee recently donated \$1,500 to the District towards the purchase of a Fire and Rescue Chainsaw. The District also received a grant of \$640 from the Firefighter's Assistance Group towards purchasing this heavy-duty chainsaw.

B. Local Board of Trustees – October 18, 2023

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

Commissioners discussed the fact that timber revenues were projected to be more and wondered if another payment was coming. They also asked if the county accounts were updated based on the District's budget amendment. The county will not change the numbers on District accounts until the new year begins. It was noted that the large medical expense was another payment for the Stryker Gurney.

D. Standing Committee Report

Sam reminded Commissioners that the Chief's annual evaluation process will begin soon. The evaluation is a time to reflect on the goals established by Chief Waters for 2023 and to help Chief Waters set goals for 2024.

E. Building Committee Report

Greg reported that construction is not proceeding on the schedule he was hoping for. The bidding process is going more slowly than anticipated. Some bids were higher than expected some so high they did not seem realistic. The bids for the metal structure, the fire alarms, and the fire sprinkler system have been accepted. Other areas are going out for rebids. The Chief is working with MSRC to make sure the bidding process is done correctly. The metal structure contractor needs to complete some engineering plans before permits can be issued. The dirt work is ready to begin as soon as the legal contracts are signed. Greg is looking forward to announcing the date of the groundbreaking.

The Commissioners then had a long discussion regarding the possible need for more money if the bids continue to come in higher than expected. Chief Waters spoke with Brianna May of the LOCAL Program regarding adding \$200,000 to the funding the District just signed. She told him it will be necessary to reapply if needed as everything with the first offering. It is recommended that Commissioners collect the information needed regarding taking on the second loan and calculate the added cost in order to be ready to decide whether to apply for it if necessary. The Chief noted that the Board should also consider a Commissioners' Bond.

Commissioners discussed the pros and cons of a phased approach to building. All agreed that it is difficult to break construction jobs into phases as so many of the systems are inter-related. Also it is difficult to decide what parts to delay. Sometimes those delays can actually add to the total cost because of inflation, so it may not be the most cost-effective choice. A phased approach is not the Commissioners' preference. Commissioners recognize the importance of remaining solvent and keeping a balanced budget.

Commissioners agreed to explore all the options and collect the information needed. Lots of variables are still at play. The plan is to wait until the Board knows more before making any

further decisions about financing or building in phases.

F. Joyce Fire Auxiliary

Plans are underway for the Awards Banquet on January 13, 2024. As the District is inviting more guests, the auxiliary will provide two turkeys and three hams. The Grinch Fundraiser is underway to raise money for a bunker gear washer for the new building. The Community Tree Lighting is on December 1 at 6 pm. Chief Waters asked if the Auxiliary would be interested in organizing some first aid kits to sell. Carolyn and Greg would organize a supply list that would go beyond bandages and include more serious articles.

G. Joyce Emergency Planning and Prep (JEPP) Report

A vendor has been found to install the seismic shut off valves and wet lags to the large propane tanks at Joyce Bible Church and the Fire Hall. The move of the Conex from behind Station 41 is nearing. Discussions of the process and a new location are underway.

H. Items of Interest

1. State Auditor Communication

The Board noted the letter from Cheryl Anderson, District Administrative Assistant, informing the Board of an email request from a community member asking for clarification of some figures on the State Auditor's biannual report for 2020 and 2021. The State Auditor investigated those files and confirmed that all information had been correctly submitted. The person to whom Cheryl spoke was also very complimentary of the transparency of the information the District provided.

2. LOCAL Program Interest Rates

The Board noted the letter informing the District of the interest rate on the loan for the financing of the apparatus bay.

3. LOCAL Program – Preclosing Letter

The Board noted the letter with information pertaining to the LOCAL program loan.

4. PERS Information

At the most recent WFCFA Annual Conference, Chief Waters learned that Cheryl Anderson, District Administrative Assistant is eligible to be enrolled in PERS as she works more than 70 hours per month more than five months in a row. Cheryl was hired in August 2018. At the time, the position was offered without any benefits. The Chief will look into the specifics as to what can be done to start this process.

I. Correspondence

None

J. Other Concerns

None

IX. Adjourn

Dan moved and Sam seconded the motion to adjourn the meeting at 7:53 p.m. Motion carried

unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, December 20, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

*Respectfully submitted,*



Raeann Leiper  
District Secretary