

# 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  
Gregory Waters, Fire Chief

Clallam County Fire Protection District No. 4  
Board of Commissioners Meeting Minutes  
Joyce, Washington  
May 24, 2023

## Members Present

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

## Others Present

Cheryl Anderson, District Administrative Assistant  
Rae Leiper, District Secretary to the Board  
Carolyn Flint, Volunteer  
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 was attending a training conference.

### III. Minutes of the Board of Commissioners Regular Meeting on May 24, 2023

Lynne Kastner asked for a correction to be made to the minutes by adding her name to the "Members Present" section. Lynne moved that the minutes be approved as corrected. Sam Nugent seconded to approve the meeting minutes. Motion carried unanimously. So ordered.

### IV. Introduction of Guests and Visitors

Ben welcomed community member Bob Kastner.

### V. Community Comment

Mr. Kastner did not wish to speak.

VI. Public Hearing: Disposal of Surplus Property

The District declared in Resolution 2:2023 that two gurneys were excess property and could be sold. Chief Waters sent notices out for bidding. As of May 24, one bid was submitted. Secretary to the Board, Rae Leiper, opened the sealed bid and read the proposed bid. As the amount was under what the District was hoping to be paid, it was decided the decision would be deferred to Chief Waters upon his return from a training conference he was attending.

VII. Additional Items for the Agenda

Nothing was added.

VIII. For Board Action:

A. Publication of Legal Notice

1. Vendor List

Every six months the District is required to post applications so those who wish to be on the District Vendor List can apply to be on the list. The Legal Notice for application will be posted on the District website and on the MSRC website on June 1, 2023.

Sam moved to approve the posting of the Vendor Application. Lynne seconded the motion. Motion carried unanimously. So ordered.

2. Barnett Memorial

The Board had questions about the need to declare a public meeting for a social event when all commissioners would be in attendance. The members were concerned that a quorum of Commissioners would be present. After reviewing RCW 42.30.080 the Board decided that because the Board would not be conducting any official business or taking any action, it is not necessary to declare the Barnett Memorial as a Special Meeting. Commissioners were reminded that if more than two Commissioners were in a conversation and a topic arose which might be considered "Board business," commissioners should step away from that conversation.

B. Ratification of Clallam County Payroll Worksheet: April 2023 Voucher Numbers P3923 – P5123 Commissioners and Staff in the Amount of \$14,446.10

Bruce Leiper moved, and Sam seconded the motion to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P3923- P5123 Commissioners and Staff in the amount of \$14,446.10 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: April 2023 Voucher Numbers C7823 – C9423 in the Amount of \$8,973.01

Chris moved to ratify the approval and execution of the claims payment request for Voucher Numbers C7823 – C9423 in the amount of \$8,973.01 as presented. Bruce seconded. 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 24<sup>th</sup> day of May 2023."

D. Ratification of Claims Payment Request: April 2023B Voucher Numbers C9523 – C10023 in the Amount of \$20,063.63

Lynne moved to ratify the approval and execution of the claims payment request for Voucher Numbers C9523 – C10023 in the amount of \$20,063.63 as presented. Chris seconded. 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 24<sup>th</sup> day of May 2023."

E. Ratification of Claims Payment Request: May 2023 Voucher Numbers C10123 – C12023 in the Amount of \$19,077.33

Bruce moved to ratify the approval and execution of the claims payment request for Voucher Numbers C10123 – C12023 in the amount of \$19,077.33 as presented. Lynne seconded. 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 24<sup>th</sup> day of May 2023."

IX. For Board Information and/or Discussion

A. Staff Reports – Quartermaster Carolyn Flint reporting

Carolyn Flint reported that in the 28 days since the last Commissioners' meeting, responders have answered 38 calls which is an average of 1.4 per day. There were 19 transports; 12 of which were ALS and 7 BLS.

One medical response was to a patient with a serious cardiac emergency. Volunteer responders actions saved the patient's life. Responders answered seven calls to patients with difficulty breathing. Four calls have been drug and/or anxiety-related calls. One call was for the driver of a motorcycle who had laid it down about 10 miles west of Joyce. When responders arrived, the motorcycle was parked upright at the side of the road, but no patient was found. Thermal imaging cameras were used to scan the area. The State Patrol arrived to investigate and cleared District responders from the call.

The District responded to seven fires; one structure fire, three burn complaints, two mutual aid requests, and one vehicle fire. The one structure fire was only smoke showing, a result of faulty

wiring under the house, no water was used. The electrical grid was disconnected. The homeowner was advised to not reconnect until an electrician can assess and repair the wiring. Both mutual aid calls were for structure fires; one from District 2 and the other from Neah Bay. Two tenders were sent to Fire District 2 and assisted for several hours. District responders went enroute to Neah Bay with an engine and a tender but were called off after 20 minutes as Neah Bay responders had the fire under control. Neither Fire District 1 in Forks or Fire District 5 in Clallam Bay had enough apparatuses nor personnel to respond and still cover their own districts. The vehicle fire was approximately 1.5 miles up W. Twin River Road. The car was fully engulfed and a total loss.

The District responders' reporting calendar began on October 1<sup>st</sup>, 2022, and in those 236 days the District has responded to 248 calls. This is an average of 1.1 calls per day. If the trend continues the District is on track to have 384 calls this year. August is routinely an above average month so the total may be closer to 400. There has been an average of 7.1 responders per call since last month's Commissioners' meeting.

Carolyn reviewed the number of calls answered by the District's 26 active responders. An active responder is someone who has answered at least one call since October 1, 2022.

- 8 responders answered 1 through 9 calls.
- 6 responders answered 10 through 24 calls.
- 6 responders answered 25 through 50 calls.
- 2 responders answered 51 through 99 calls.
- 4 responders answered 100 through 199 calls.

The District now has more experienced and frequent responders. Chief Waters can begin to feel more comfortable that calls will have enough well-trained responders that he can choose whether to respond to a call if he has been busy with other District business.

The F-500 encapsulating solution the District purchased has been assessed and may be a better substance for fire extinguishing than the chemical foams that have been traditionally used. It is more effective in extinguishing lithium-ion battery fires in electric vehicles than any prior combination of techniques and chemicals.

B. Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

D. Standing Committee Report

Mr. Barnett's Memorial planning was reviewed earlier.

E. Building Committee Report

No meeting was held during May. Chris reported that more detailed plans have been completed and are now available for viewing. Tracy Gudgel of Zenovic & Associates and Larry McNeely of McNeely Design are working out some final details. All are anxious to see the estimated costs.

F. Building Finance Advisory Committee

The Building Finance Advisory Committee held a meeting on May 1. The appraisals for the three

District buildings are now at the office. The appraised worth came in at about \$1,325,000. This will be good when the District begins to look towards low-cost loans or lines of credit. All funding options were reviewed at the meeting. The BFAC will not hold another meeting until the District is provided with more specific building cost estimates.

G. Joyce Emergency Preparedness and Prep (JEPP)

Thanks to Tom Muir JEPP meetings can now be attended via Zoom. The link will be sent with the agenda. A third of the MREs stored at Station 42 have now been moved to Joyce Bible Church. Discussion has begun about where and when the District will move the Conex now in position behind Station 41.

H. Joyce Fire Auxiliary

Rae passed out a brochure entitled "Joyce Area Support Services." This booklet was organized by the Auxiliary's Joyce Cares Project. It has listings for health support services available to Joyce residents. Copies will soon be stocked in the ambulances, given to all responders, and provided to local organizations. On Thursday, May 25<sup>th</sup>, the Auxiliary will build a ramp for a citizen who Chief Waters identified as needing one. Thanks to Chairman Ben Pacheco for supporting the Auxiliary by being the construction manager on this project.

I. Items of Interest

1. ESO Wave Training Report from Carolyn Flint

Carolyn thanked the Board for supporting her attendance at the ESO WAVE Conference. She provided the Board with both written and verbal reports.

In the written report Carolyn summarized each of the sessions she attended. Most dealt with how to use the various add-on modules available in the ESO software. She learned more about the capabilities of those the District already owns and assessed which of the additional modules would be of the most benefit to the District.

Her main suggestion was that the District purchase the *Asset Module*. *Assets* is the best way to organize and track district assets considering its capabilities and compatibility with the ESO modules the District currently uses. It will be invaluable when the data needs to be extracted for the next state audit.

Carolyn had breakfast with a Battalion Chief from Daytona Beach, Florida who told her about their area's Recruitment and Junior volunteer strategies. Some high schools have added firefighter academies and EMT courses to their discretionary curriculum. Successful completion of the courses allows a student to obtain an EMT license from the state and Firefighter I certification as soon as they turn 18. It seemed an effective way for young people to prepare to volunteer with the District as well as potentially for a career in emergency services. She hopes to explore these programs in more detail.

She also attended a session on wildland fires. Board members had questions about how prepared Clallam County Fire Protection District No. 4 is for a wildfire event. She suggested a "community risk assessment" for the District. District firefighters are currently trained to establish and hold a perimeter until DNR crews arrive.

Carolyn stated the expense of attending the conference was justified in light of the valuable information the District obtained.

J. Correspondence: In Folder

None

K. Other Concerns

Carolyn reminded everyone to make sure they have a photo in the District system.  
The photos will be used to make PVC ID cards.

X. Adjourn

Sam moved and Chris seconded to adjourn the meeting at 7:23 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, June 28, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

*Respectfully submitted,*  
Raeann Leiper  
District Secretary

