

Clallam County Fire Protection District No. 4



P.O. Box 106
Joyce, Washington 98343

360-928-3132

Fax 360-928-9604

Email: station1@clallamfire4.org

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
September 27, 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

Carolyn Flint, Quartermaster
Cheryl Anderson, District Administrative Assistant
Rae Leiper, District Secretary to the Board
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. Ben noted he would explain Mr. Christie's absence later in the meeting. He noted Chief Greg Waters and Quartermaster Carolyn Flint were also present.

III. Minutes of the Board of Commissioners Regular Meeting on August 23, 2023, and Special Meetings on August 28, 2023 and September 18, 2023

Sam Nugent motioned to approve the minutes of the Regular Meeting on August 23, 2023. Lynne Kastner seconded the motion. Motion carried unanimously. So ordered.

Bruce Leiper motioned to approve the minutes of the Special Meeting on August 28, 2023. Sam seconded the motion. Motion carried unanimously. So ordered.

Lynne motioned to approve the minutes of the Special Meeting on September 18, 2023. Bruce 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

- Letter of Resignation from Commissioner Christie - Item VII.I
- Building Finance Advisory Committee report - Item VIII.F
- Letter from DNR regarding revenue projections - Item VIII.I.7
- USDA reimbursements - Item VIII.I.8

VII. For Board Action:

A. Approval of Phoenix Construction Agreement- Resolution 6:2023

The purpose of Resolution 6:2023 is for the Clallam County Fire Protection District No 4 Board of Commissioners to accept the Professional Service Agreement with Phoenix Construction Management LLC. After this resolution is signed, Phoenix Construction Management, LLC will then be able to open bidding and begin work on the District's new apparatus bay.

Since this was discussed at the Special Meeting on September 18, there was not much need for discussion. A question did arise concerning the duration of the construction and whether the District would be charged more if the work went beyond the predicted 11 months. The Chief was clear that the project manager would not be paid more if work takes longer than projected. There was also comment that the contract seemed written fairly and seems to favor the District. Since District Counsel, Brian Snure wrote the contract, he made sure District interests were protected. Chief Waters explained that as soon as he has notified Brianna May from the Office of the State Treasurer/ LOCAL Program that the resolution is signed, she will move forward with the program. By October 25, the interest rate for the LOCAL Program will be provided. The need for changing dates on the documents was noted.

Bruce Leiper motioned to approve Resolution 06:2023 which provides for the authorization of the contract with Phoenix Construction Management, LLC as written. Lynne seconded the motion. Motion carried unanimously. So ordered.

B. Approval to Send a Letter to Former Commissioner/Secretary to the Board of Commissioners Mary Bower

The State Auditors found a problem with the way the former commissioner was paid as she was claiming secretarial hours, which is not allowable according to RCW 52.14.080. The District has been working with Brian Snure to draft a letter informing Ms. Bower of the issue as legally it is the Board's duty to notify her of the Auditor's findings.

Lynne asked to be recused from the discussion and voting since Ms. Bower is a friend of hers. The Commissioners approved Lynne's request. The Board also noted that Ms. Bower served on the Board for many years and did much good for the District, so it is unsettling to go forward with this action. Commissioners agreed that if Ms. Bower were on the Board facing this situation, she would vote in favor of seeking reimbursement as it is the Board's legal fiduciary duty. Because Ms. Bower had an extensive knowledge of the RCWs, she would know the Board had to do this to protect public funds. Commissioners went on to express the idea that because commissioners are stewards of public funds, ignoring the issue would not be

responsible. Even though in the past commissioners were not aware of the problem, now that the issue has come to light it must be addressed. It was questioned whether Ms. Bower was bonded and licensed as a Board member and whether insurance would cover the errors she made. Chief Waters will investigate that.

Sam moved to approve the letter as written. Bruce seconded the motion. The motion was approved with three yes votes and one abstention. So ordered.

The letter will be sent soon via certified mail, so a signature of delivery is provided.

C. Discussion to Set a Date for Budget Workshop

The commissioners will meet on Sunday, October 15, 2023, beginning at 9:00 AM to review the budget for 2023 and set the budget for 2024.

Bruce moved to approve the date for the Budget Workshop. Lynne seconded the motion. The motion was approved. So ordered.

D. Call for Public Hearings regarding the 2023 Budget Amendment and the 2024 Budget – Proposed Legal Notice

The Board is required to notify the public of meetings regarding proposed budget amendments and proposed budgets so that the public can have an opportunity to attend. That meeting will happen at the regular meeting on October 18, 2023. The legal notice will be posted the day before.

Sam moved to approve the legal notice and the posting of it on October 17, 2023. Lynne seconded the motion. The motion was approved. So ordered.

E. Ratification of Clallam County Payroll Worksheet: August 2023 Voucher Numbers P9023 – P9923 Commissioners and Staff in the Amount of \$15,359.67

Lynne moved, and Sam seconded the motion to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P9023- P9923 Commissioners and Staff in the amount of \$15,359.67 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."

F. Ratification of Claims Payment Request: August 2023B Voucher Numbers C19123 – C19923 in the Amount of \$15,985.55

Bruce moved to ratify the approval and execution of the claims payment request for Voucher Numbers C19123 – C19923 in the amount of \$15,985.55 as presented. Lynne seconded the motion. Motion carried unanimously. So ordered.

One question arose regarding whether the payment to Helper Tek was the monthly charge. It was clarified it was for the purchase of a new laptop for the District.

"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 27th day of September 2023."

G. Ratification of Claims Payment Request: August 2023C Voucher Numbers C20023 – C21023 in the Amount of \$69,213.41

Sam moved to ratify the approval and execution of the claims payment request for Voucher Numbers C20023 – C21023 in the amount of \$69,213.41 as presented. Lynne seconded the motion. Motion carried unanimously. So ordered.

Quartermaster, Carolyn Flint, noted she would explain the 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 27th day of September 2023."

H. Ratification of Claims Payment Request: September 2023 Voucher Numbers C21123 – C22323 in the Amount of \$47,445.98

Bruce moved to ratify the approval and execution of the claims payment request for Voucher Numbers C21123 – C22323 in the amount of \$47,445.98 as presented. Sam seconded the motion. Motion carried unanimously. So ordered.

A question arose regarding how frequently McNeely Designs would be paid. Chief Waters noted that he has been paid every two weeks during the design phase. It will shift to a payment every two weeks to Phoenix Construction Management LLC during the construction phase.

"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 27th day of September 2023."

I. Approval of Resignation Letter from Chris Christie

Ben read Mr. Christie's letter aloud to the commissioners. Ben noted that he had spoken at length with Commissioner Christie regarding this.

Commissioners expressed appreciation for Chris's time, thought, and effort towards helping the District as he often went above and beyond and his heart was always for the good of the District.

Sam moved to accept the resignation of Commissioner Chris Christie. Lynne seconded the motion. Motion carried unanimously. So ordered.

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Greg Waters reporting.

Greg started the report by thanking all the Commissioners for the work they have done over the past few years to get to the point where the District is now close to having a new apparatus bay. Especially in the last month or so, when there have been so many options to study and decisions to make regarding the building plans and financing of the apparatus bay.

Chief then began his report of the calls for the last month by saying he is so proud of the team and their unwavering responses to the spate of calls over the past few days. He is touched by the commitment the volunteers show. During one three-day period, the District had three serious calls that resulted in the use of LifeFlight to transport patients to Seattle. During that time, the District answered six other calls as well. During last Tuesday's drill night, volunteers were toned out 5 times. Since the last meeting, the District has had 60 calls in 36 days. This averages to two calls per day with 4.9 responders per call. Thirty-six of the calls have resulted in transports; 22 ALS, 1 ALS2, 10 BLS and three LifeFlights. The Chief then thanked Carolyn for keeping up with all the paperwork and computer filing related to the calls, which often adds 1-2 hours after each call. Greg also thanked Cheryl for being an "honorary EMT" and dealing with three walk-in calls this month. For the qualifying year, there have been 422 calls so far and the projection is for 425. There have been 50 more calls this year than last for the same time period. Greg advised the Commissioners that if the call volume continues, it will be time to discuss future staffing issues.

The District's three new EMTs are now officially on the job. A new battery has been installed in the Command Vehicle. Brake work has been completed on A41. At the suggestion of Chief Waters, Commissioner Ben Pacheco has been monitoring District calls via the District's Active 911 app, which is used by all the District. This aids Chief Waters in seeing who is responding and from which station. Ben is amazed by what the volunteers do as this gave him a better insight into the inside workings of a call. It gave him a new appreciation for what the numbers on the paper mean. He agreed with Chief Waters that the District has a great team of which to be proud.

B. Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

Commissioners again noted the interest earned on District accounts is especially helpful at this time. Another \$2,000 was added to the Auxiliary Building Fund by a community member. That money will be moved into the District account at the county. There was a question about a payment to AWOGS. Carolyn explained that the District recently purchased 10 new, state-of-the-art helmets for the firefighters and the payment to AWOGS was for the high-visibility stickers for the helmets. The new helmets provide more safety and visibility in a fire situation. She showed the commissioners one of the new helmets which has many safety and comfort features the old helmets lack.

D. Standing Committee Report

Nothing to report.

E. Building Committee Report

Now that agreement is signed, it will be filed with the Office of the State Treasurer LOCAL

Program. Bidding will begin as soon as that is done.

F. Building Finance Committee Report

Nothing new to report. The committee will meet again if needed.

G. Beneficiary Coalition Report

This item will be taken off future agendas as the District is no longer involved with the Coalition. The Beneficiary Coalition is also disbanding.

H. Olympic Peninsula Fire Commissioners' Association Report

Bruce Leiper attended the meeting on August 24, 2023. Karl Hatton from PenCom was the guest speaker. He spoke on various issues related to PenCom. PenCom will move into the new facility being built to house the Emergency Operations Center. Karl invited Commissioners to come by and visit the PenCom office to see what it is like to work there.

Bruce reported that the group elected officers. It will soon send out a form for those who want to pay the annual \$50 membership dues. Commissioners asked about attending via Zoom. Bruce will send out the Zoom link to CCFPD4 Commissioners. The next meeting will be on September 28, 2023.

I. Joyce Fire Auxiliary

The Auxiliary will hold a bake sale on October 7 at the Joyce General Store. Commissioners asked about Auxiliary finances. Rae explained the Chief's Wish List Fund, the Scholarship Fund, the Joyce Cares Fund, and operating costs.

J. Items of Interest

1. LOCAL Program Letter from Brian Snure

The board noted the letters of confirmation and the acceptance of the signed resolution by the Board of Commissioners to participate in the Office of the State Treasurer's LOCAL Program.

2. PenCom Users Fees

The Board noted the letter informing the District of user fees for the year 2024. It was also noted that PenCom answers between 35,000 and 40,000 calls per year. District fees are calculated on the number of calls the District had the previous year.

3. Thank You Letter from Clallam County FPD2

The Board noted the letter thanking responders for providing assistance at a recent structure fire on Elwha Road.

4. Thank You Card

The Board noted the thank you card from a local resident and Board Commissioner, Sam Nugent. Sam expressed that it was reassuring to see the professionalism and caring of District volunteers in action. He said words are not enough to express how thankful he and his family are.

5. Systems Design Rate Adjustment 2024

The Board noted the letter informing the District of a rate increase for next year.

6. Volunteer Resignation Letter

The Board noted the letter informing the District that an active volunteer was resigning, as he is moving back to Colorado to help his parents. He will be missed.

7. Letter from DNR regarding Timber Revenues for 2024

The Board noted the letter informing the District of projected timber revenues for next year. Commissioners commented that next year's revenues look good for the District.

8. USDA reimbursements

Carolyn explained various charges from Stryker found in District financial reports. She reminded the Board of the recent purchases of two Stryker power gurneys with the ambulance lift system. She then explained how the USDA Grant would reimburse those costs, but there is a lot of paperwork to be provided for that to happen. The first USDA reimbursement of \$51,644.19 has been posted to a District bank account. That will soon be transferred to District county accounts. The rest of the reimbursement costs will be paid as the receipts from Stryker come to the District. The paperwork is then filed with USDA.

K. Correspondence

None.

L. Other Concerns

None.

IX. Adjourn

Lynne moved and Sam seconded the motion to adjourn the meeting at 7:26 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, October 18, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,



Raeann Leiper
District Secretary