

# 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  
April 26, 2023

## Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner  
Sam Nugent, Vice-Chairman/Commissioner  
Bruce Leiper, Commissioner  
Chris Christie, Commissioner  
Gregory Waters, Fire Chief

Lynne Kastner, Commissioner *Rg*

## Others Present

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. He noted Chief Greg Waters was out on a call but would be returning to the meeting as soon as he could.

### III. Minutes of the Board of Commissioners Regular Meeting on March 22, 2023 – Corrections or Approval

Chris Christie moved, and Sam Nugent seconded to approve the meeting minutes. Motion carried unanimously. So ordered.

### IV. Introduction of Guests and Visitors

Ben welcomed community members Bob Kastner and Dan Peacock.

### V. Community Comment

None of the community members in attendance wished to speak during this time.

### VI. Additional Items for the Agenda

Item VII-F was added concerning Olympic Peninsula Fire Commissioners Association.

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Item VIII-I-5 was added concerning filing for the open position for Board Commissioner

VII. For Board Action:

A. Declaration of Surplus Property- Resolution 2:2023

The District has two Stryker Ambulance Gurneys it wishes to sell. Since purchasing the two new automated lifts, the gurneys are no longer necessary.

Sam Nugent motioned to approve Resolution 02:2023 which declares the gurneys as surplus and direct Chief Greg Waters to list them for sale to the general public after first making the gurneys available to public agencies. Chris Christie seconded the motion. Motion carried unanimously. So ordered.

B. Publication of Legal Notice: Notice of Public Bid

The Board will hold a public meeting regarding the disposition of surplus personal property on Wednesday, May 24, 2023. The public will have a chance to bid on the two Stryker Ambulance gurneys.

Sam moved to approve posting of the legal notice. Bruce Leiper seconded the motion. Motion carried unanimously. So ordered.

C. Ratification of Clallam County Payroll Worksheet: March 2023 Voucher Numbers P2723 – P3823 Commissioners and Staff in the Amount of \$15,788.14

Lynne Kastner moved, and Chris seconded to ratify the approval and execution of the Clallam County payroll worksheet for voucher numbers P2723- P3823 Commissioners and Staff in the amount of \$15,788.14 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."

D. Ratification of Claims Payment Request: March 2023 Voucher Numbers C5023 – C6623 in the Amount of \$10,372.13

Chris had a question about the weed control tax. Bruce moved to ratify the approval and execution of the claims payment request for Voucher Numbers C5023 – C6623 in the amount of \$10,372.13 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 26<sup>th</sup> day of April 2023."

E. Ratification of Claims Payment Request: March 2023B Voucher Numbers C6723 – C7723 in the Amount of \$16,043.02

Sam moved to ratify the approval and execution of the claims payment request for Voucher Numbers C6723 – C7723 in the amount of \$16,043.02 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 26<sup>th</sup> day of April 2023."

F. Olympic Peninsula Fire Commissioners Association

Based on an invitation to a meeting of the Olympic Peninsula Fire Commissioners' Association, the Clallam County Fire Protection District No.4 Board of Commissioners again discussed the benefits of joining the group. After reviewing the proposed Bylaws and Articles of Association for the Olympic Peninsula Fire Commissioners' Association, the board still had questions and concerns. Discussion ensued. The main concerns were regarding the cost of joining, whether issues brought forward by the Olympic Association will meet the needs of small districts, and will membership provide something not already provided by membership in WFCA and the Region 9 organizations.

Ben moved to continue District 4 attendance at the meetings. Chris seconded the motion. Motion carried with one "No," vote by Sam Nugent. So ordered. Bruce agreed to attend the April 27, 2023, meeting of the Olympic Peninsula Fire Commissioners' Association and report back to the District 4 Board.

VIII. Ratification of Clallam County Payroll Worksheet For Board Information and/or Discussion

A. Staff Reports – Greg Waters reporting.

Chief Waters joined the meeting at 6:40 PM. He reported on the 35 days since the last commissioner meeting. The District has answered 28 calls for an average of .8 calls per day. The average number of responders per call has been 5. There have been 210 calls since October 1, 2022, when the reporting year began. The projected number of calls for the year is 369 calls. Of the 12 recent transports, 8 were ALS and 4 were BLS. Some of the calls were trauma calls, as well as 1 for cardiac event, 1 for a severe asthma attack, and 1 seizure call.

Responder numbers continue to increase with one new person possibly starting soon, one presently in the Fire Academy, and three currently enrolled in the EMT course at Peninsula College. On the weekend of April 22-23, 2023, the District participated in a live burn training in Port Angeles. Firefighters had a chance to practice their skills in varied situations. The weekend before, on April 15, 2023, District responders had a chance to practice their rope rescue skills at a training held on the slopes behind the District 4 admin building.

The District recently purchased 20 gallons of a new firefighting product called F-500. It can be used on all classes of fires. It is a good product for use on electric vehicles and lithium batteries. F-500 is much better for the environment than the old types of foam used. It is also much more effective as it encapsulates the burning material and removes the heat. District firefighters have been trained in its use.

Jan McGee reported that the Education trailer is now in Sequim where Clallam County Fire Protection District 3 is using it for some programs there. It will be returned in late May. Discussion ensued about repairs needed and who might do them.

At the request of the board and the Building Finance Advisory Committee, Greg arranged to have an appraiser come out to appraise all district properties. This is a necessary step to move forward in applying for grants or loans toward funds for the construction of the new apparatus

bay. Greg will apply for a permit to install the LED reader board sign at the roadside. The county will soon ban the installation of such signs, but by applying soon, it is possible to be grandfathered in.

Other events on the calendar for May are varied. The North Olympic Mustang Club will visit the stations as part of a driving tour. Cheryl is expecting more than 17 vintage cars to visit. A CERT training on May 11 will cover triage and situational awareness instruction. On May 22-25, Chief Greg Waters will attend the Washington State Fire Chiefs Conference in Wenatchee.

B. Board of Trustees

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted. Interest rates for government funds are good for the District right now.

D. Standing Committee Report

A memorial for former commissioner, Terry Barnett, will be held on May 27, 2023, at 10 AM. The board discussed how the day would go and asked the Joyce Fire Auxiliary to organize the food and drinks.

E. Building Committee Report

Nothing to report.

F. Building Finance Advisory Committee

The Building Committee will meet on May 1, 2023. The committee and Greg are looking into low-cost loans through Washington State's Local Program. Recent phone calls to the state office that provides those loans have been immensely helpful and encouraging. When ready, the district will submit an application. The BFAC has also contacted Susan Wittmar of First Federal Bank to investigate a line of credit. Lynne was informed that banks do not provide lines of credit for government entities. They are, however, looking into some creative options for how they could support the local community and work with the District. The BFAC is also considering the possibility of establishing some private investors.

G. Joyce Emergency Preparedness and Prep (JEPP)

JEPP's Shelter Management Workshop on April 22 was well attended and well received by the community. Most participants came from the Joyce area with 19 Joyce citizens now knowing how to open and manage the shelter. Sequim CERT had 10 members in attendance. Altogether, there were 35 participants and 6 presenters. Thanks to the Joyce Fire Auxiliary for helping make the lunches.

Rae passed out a document titled, "Joyce Emergency Shelter Operations Overview." The document is to be handed out to as many Joyce citizens as possible. It explains the basics of how to open the Joyce Emergency Shelter. Rae requested that the Board Commissioners read it over and keep it with their other emergency supplies for use if needed.

H. Joyce Fire Auxiliary

Rae Leiper reported that the Auxiliary bake sale on April 15, 2023, raised \$540. Joyce Cares project voted to fund the building of an access ramp for a Joyce citizen. That project will soon

be conducted. Thanks to Ben Pacheco for agreeing to be the head architect and carpenter for the project.

I. Items of Interest

1. Thank You from Hopson Family

Noted

2. DNR Quarterly Report

Reviewed and Noted

3. ESO Wave Training Report from Cheryl Anderson

Cheryl reported that the training was invaluable. It will enable her to keep track of data that is needed for District business correctly. The Board thanked Cheryl for her report and Cheryl thanked the Board for supporting her attendance at the training.

4. Case Engineering Agreement

Commissioners noted the proposal from Case Engineering.

5. Open Position for Board Commissioner

Three Commissioners are up for election in the November 2023 election. The board discussed when and how to file for running. It was also explained that it is important to submit the required information for the Voter Pamphlet by mid-May.

J. Correspondence: In Folder

None

K. Other Concerns

IX. Adjourn

Sam moved and Bruce seconded to adjourn the meeting at 7:38 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, May 24, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,  
Raeann Leiper  
District Secretary

