

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

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
November 20, 2024

Members Present

Bruce Leiper, Chairman/Commissioner
Sam Nugent, Vice Chairman/Commissioner
Marcus "Ben" Pacheco, Commissioner
Lynne Kastner, 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
Bob Kastner, Community Member
Larry McNeely, Phoenix Construction
Tania McNeely, Phoenix Construction

I. Call to Order

Chairman Bruce Leiper called the regular meeting to order at 5:30 p.m.

II. Roll Call of Commissioners

Bruce noted that all Commissioners were present. Chief Greg Waters and Quartermaster Carolyn Flint were also present.

III. Minutes of the Board of Commissioners Regular Meeting on October 16, 2024 and the Special Public Meeting for the Audit Exit Conference on November 7, 2024 – Corrections or Approval

- Ben Pacheco moved to approve the minutes of the Regular Meeting held on October 16, 2024, as written. Lynne Kastner seconded the motion. Motion carried. So ordered.
- Lynne moved to approve the minutes of the Special Audit Exit Conference held on November 7, 2024, as written. Dan Peacock seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

Item VII.J.6 – Report on the Sheriff’s Neighborhood Watch Presentation

V. Introduction of Guests and Visitors

Bruce welcomed community member, Bob Kastner, and Larry and Tanya McNeely of Phoenix Construction Management.

VI. Community Comment

Larry and Tania McNeely reported on the status of the apparatus bay construction as the finish date nears. A temporary electrical panel will be installed by PUD on November 21. It will not provide full power, but it will provide the power needed to test the sprinkler system, electrical systems, the garage doors, and the mechanical and heating systems until the full panel arrives and can be installed at the end of November. All those systems must be tested and approved before the final sheet rock, painting, and other finishing bits can be completed.

We Do Dirt said they will be back to complete the trench drains prior to pouring the concrete for the aprons and remaining walkways. Once the breezeway is built, the gutters and down spouts will be installed.

Chief and the Commissioners thanked the McNeelys for the advice, support, and supervision efforts made to ensure the project is completed successfully and properly. It has required a lot of coordination and patience to ensure all the parts and people worked together. Everyone in the District is happy and eager to occupy the new space.

VII. For Board Action:

A. Approval of Legal Notice- Vendor List

Sam Nugent moved to approve the posting of the legal notice which the District is required to do every six months. Lynne seconded the motion. Motion carried unanimously. So ordered.

B. Ratification of Approval the Department of Revenue Resolution 10:2024 and the 2025 Levy Certification

Ben moved to ratify the approval of Resolution 10:2024 for the purpose authorizing the levy amount increase. Sam seconded the motion. Motion carried unanimously. So ordered.

Lynne moved to ratify the approval of the 2025 Levy Certification for the purpose of requesting the Clallam County Commissioners collect the stated levy amounts. Ben seconded the motion. Motion carried unanimously. So ordered.

C. Ratification of Approval of Special Public Meeting Legal Notice – State Auditor Meeting

Ben moved to ratify the approve the Legal Notice informing the public of a meeting with the State Auditors that was held on November 7, 2024, via Teams Meeting. Lynne seconded the motion. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: October 2024, Voucher Numbers P16624 – P17824 Commissioners and Staff in the Amount of \$20,824.45

Ben moved to ratify the approval and execution of the Clallam County Payroll Worksheet for October 2024 for voucher numbers P16624 – P17824 Commissioners and Staff in the amount of \$20,824.45, as presented. Sam seconded the motion. Motion carried unanimously. So ordered.

"The District, 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 Approval of Claims Payment Request: October 2024 Voucher Numbers C31024 – C34324 in the Amount of \$239,909.72

Ben moved to ratify the approval and execution of the Claims Payment Request October 2024 for Voucher Numbers C31024 – C34324 in the amount of \$239,909.72, 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 November 2024."

F. Ratification of Approval of Claims Payment Request: October 2024B Voucher Numbers C34424 – C36624 in the Amount of \$67,298.26

Sam moved to ratify the approval and execution of the Claims Payment Request October 2024B for Voucher Numbers C34424 – C36624 in the amount of \$67,298.26, 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 November 2024."

G. Ratification of Approval of Claims Payment Request: November 2024 Voucher Numbers C36724 – C39124 in the Amount of \$215,325.17

Ben moved to ratify the approval and execution of the Claims Payment Request November 2024 for Voucher Numbers C36724 – C39124 in the amount of \$215,325.17, 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 November 2024."

VIII. For Board Information and/or Discussion

A. Building Finance Advisory Committee (BFAC) Report

A meeting was held on November 18, 2024. Bob Kastner reported that the numbers continue to look good. When the construction is complete everything will have been paid for by District funds, save the biannual loan payments going forward.

Delays and a few change orders have added to the cost, but these have been largely offset by roughly \$27,500 in interest earned on the \$700,000 State Treasurer's Office LOCAL loan.

To this point in time the District has spent about \$1.6 million, with about \$800,000 more to be spent. Bob mentioned that the district's timber revenue and bank interest earnings are far in excess of the budgeted figures for 2024, which helps ensure the project's affordability and protection of the District's reserve.

In its November meeting, the BFAC discussed adding plaques to honor donors and others who made large contributions to the project. It was decided this was no longer the charge of the committee.

Bob announced that the committee will not meet again until the project is complete. Commissioners and Chief joined to thank Bob for chairing the committee and for collecting and analyzing all the numbers. The BFAC was commended for keeping the Board informed and for providing Commissioners with the assurance needed to move forward. The Commissioners asked that a letter of appreciation be sent to all the BFAC members.

B. Staff Reports – Chief Greg Waters Reporting

Chief and Carolyn began with the report on calls. Since the last meeting, the District has answered 46 calls. Of those calls, 20 involved transports - 9 BLS and 11 ALS. There have been 61 calls since the counting year began on October 1. Most of the calls were medical in nature: nine lift assists, three cardiac arrests, four COPD cases, one drug overdose, several calls were for sepsis, two pediatric seizures, and one involved the death of a man due to a heart attack. One very serious call was for a patient with severe 2nd and 3rd degree burns over 36% of his body caused by a propane stove explosion. The patient was transported to Seattle via LifeFlight after having been stabilized at OMC. There was also one fire call and two smoke reports.

The District's vehicles are running fine. A41 had its automatic side steps repaired as it was stuck. Its lights were also fixed. A representative from Zoll will be in soon for preventive maintenance on the District's cardiac monitors. The bunker gear washer and dryer have arrived and will be installed soon. The District did not get a brush truck from DNR as hoped, but were told the District would be in a good position next year. Carolyn will reapply next year.

One recruit had to drop out of the Fire Academy due to a family emergency. The other four are still in the course. One of those was voted "Leader of the Class." Two others were voted to be Captains. One also received recognition for his strong work ethic. The best part of the class is the bonding between classmates which carries over to the way they work together on District calls.

The audit report is finished, and the District received a great report. The auditor made a few minor recommendations. Ambulance reimbursement deposits to the county treasurer from First Fed, should be made weekly instead of quarterly. Rae has already begun making weekly deposits. The auditor also recommended reconciliation of System Design deposits with bank deposits. Rae and Cheryl will be taking training to learn how to read Systems Design reports and reconcile them with District bank deposits.

C. Local Board of Trustees – October 16, 2024

Minutes were noted.

D. Monthly Financial Reports

Commissioners discussed the fact that the amended budget numbers do not appear on the monthly financial reports after they have been changed at the budget workshop. This is because the budget amendment is for the District's information and is to be used to establish the budget for the following year.

E. Revenue Advisory Committee Report

The RAC has had two meetings since the last District Board meeting. The Department of Natural Resources made a presentation explaining where the money comes from to provide revenue to Junior Taxing Districts (JTD). ~~Jim Buck has joined the committee and is using his background as a legislator to investigate the legal obligation to Junior Taxing Districts.~~ Jim Buck is using his background as a legislator to investigate the DNR's legal obligation to Junior Taxing Districts. He has been reporting his findings to the RAC. When the DNR was appointed to manage state trust lands in Washington, certain timber harvests were identified exclusively for JTDs. Jim is concerned that JTDs are being undercompensated. He recently spoke on KNOP about his findings. R&D

Another situation impacting JTD revenues has to do with the way DNR predicts harvests. There seems to be a disconnect between what they say they will harvest over a 10-year period and what actually gets harvested. It seems they often overestimate. The DNR's explanation for why this happens lacks clarity. JTDs rely on the money generated from the harvests so inaccurate estimates make annual budgeting quite difficult.

F. Standing Committee Report

Sam noted that the Chief's evaluation will again take place in January. Sam asked for input and suggestions on the process. Commissioners recommended that the process is working so it will continue as it is. Evaluation documents will be provided in the December Board packet.

G. Joyce Emergency Planning and Prep (JEPP) Report

Bruce reported that Joyce Daze granted JEPP the money to install an electrical transfer panel on the Joyce Bible Church gym exterior wall. The panel will provide the ability to deliver generator power when the gym is used as a shelter should a disaster cause widespread power outages. The Joyce Daze grant will also make it possible to add new wiring and outlets in the steel storage shed.

JEPP will again provide a Disaster Training workshop to teach members of the community how to unfold, set up, and use the mobile field kitchen. Then they will fold it up and return it to storage in the secure shed. The training will also cover how to set up and use the water filtration system and attach the 10kw generator to the gym electrical system.

H. Joyce Fire Auxiliary

Rae informed Commissioners that the Auxiliary would again sponsor the annual Awards Banquet. It will be held on Saturday, February 8 at 6pm at the Crescent Grange. The date is later this year as several of the volunteers will be attending the Fire Academy through January.

The Auxiliary's current bank balance is \$6,499. They have set aside \$900 for rehab snacks

and drinks for the responders. They intend to provide a \$1,500 scholarship to a graduating senior who has attended at least 20 responder trainings and volunteered for the District. The Chief's Wishlist amount is currently about \$2,000. The Auxiliary's Building Fund account was recently closed and the balance of \$200 was added to the Chief's Wishlist.

I. Olympic Peninsula Fire Commissioners Association

Justine Chorley, Clallam County Emergency Management Program Coordinator, will speak at the association's November 21 meeting about Emergency Management. There will be no meeting in December.

J. Items of Interest

1. Thank you note.

Commissioners noted the thank you card from a recent patient.

2. Letter from RAC

Commissioners noted the letter of request from RAC to the Board of Natural Resources to approve some timber harvests that had been paused. The letter reminds the Board of Natural Resources that many Junior Taxing Districts depend on funds from these sales to manage their programs.

3. WA GEMT Updates

Commissioners noted a delay in reports from GEMT until December.

4. Paid Family and Medical Leave

Commissioners noted a letter informing them of changes to the premium rates.

5. RCW43.09.240 - Local Government Accounting/Deposits of Collections

Commissioners noted a document regarding RCW43.09.240. The auditor recommended weekly deposits from the District's 3rd Party account at First Fed into the District's Ambulance Reimbursement fund. This is now being done weekly as recommended.

6. Sheriff's Neighborhood Watch Presentation

Bruce reported that more than 55 community members attended the Sheriff's presentation. He attended at the request of Chief Waters who was unable to attend. Sheriff Brian King and Undersheriff Lorraine Shore presented information about current staffing and issues at the Sheriff's Department. They shared the Sheriff's page on the Clallam County website and explained how to use it to report suspicious activity and how to access a map of current crime reports. They emphasized the importance of reporting anything suspicious. Even though they might not be able to respond in time to catch criminals in the act, reports from citizens are added to the database until the office has enough information to investigate and possibly make an arrest. County Prosecutor, Mark Nichols, also presented. He explained the importance to his office of having evidence, so security cams, photos, and reports help his team secure convictions. The Sheriff was impressed by the number in attendance. He would like to come out again in about 6 months to

make another presentation.

K. Correspondence in Folder

Nothing was in the folder.

L. Other Concerns

Nothing was noted.

IX. Adjourn

Lynne moved and Dan seconded the motion 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, December 18, 2024, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,



Raeann Leiper
District Secretary