

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
Gregory Waters, Fire Chief

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
January 24, 2024

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
Bob Kastner, Community Member
Larry McNeely, Building Project Manager and Guest Speaker
Tania McNeely, Building Project Administrator and Guest

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 December 20, 2023

Sam Nugent motioned to approve the minutes of the Regular Meeting on December 20, 2023, as written. Bruce Leiper seconded the motion. Motion carried unanimously. So ordered.

IV. Community Comment

Community members in attendance did not wish to speak.

V. Additional Items for the Agenda

- Item VII.I - Clallam County Timber Advisory Committee

VI. Introduction of Guests and Visitors

Bob Kastner, Larry McNeely, and Tania McNeely were guests at the meeting.

Larry McNeely and Tania McNeely were present in their roles as Building Project Manager and Building Project Administration. They were introduced to all the Board members. Then they reviewed the status of the project to build the apparatus bay.

- Tracy of Zenovic has finished the last of the metal building plans and they have been submitted to the county. Larry hopes to have all permits in hand soon. The permit to start the foundation work should be issued shortly.
- Larry is working with all the subcontractors to get each job scheduled.
 - We Do Dirt/Trevor Baar has signed a pro-bono contract with the District. He will begin the earthworks phase of construction in early March. Larry was able to obtain a soils report. He is not clear what kind of prep work was done to the site when the LDS Church had the earthwork done so he needs to wait till the ground is scraped to see what is underneath. Soil has some suspect areas, but they may have been dealt with already. He might need to bring in 2-inch crushed rock in for foundations.
 - Varco Pruden should have the prefabricated materials for the metal building here at the end of February to mid-March timeframe.
 - Olympic Electrical has signed a contract to do the electrical work.
 - Plumbing Connections has signed a contract to do the plumbing.
 - Fire Sprinkler Inc. has signed a contract to install the fire sprinklers.
 - InterWest has signed a contract to do the concrete work.
 - A-Built Construction will do the framing.
 - Other contractors are yet to be signed.
- Tania McNeely will be using SharePoint, a Microsoft System, to enter and maintain all financial information and other reports. This will make for smooth audit reports and easy access for District reports.
- Commissioners discussed options for security on the building site. Security cameras and alarm systems were considered. Larry will investigate equipment that could be a permanent option for the facility.
- A finish date of late August is the target.

VII. For Board Action:

A. Election of Officers

Ben started the election process by stating that he has served on the District Board of Commissioners for 19 years and as the Chair of the Board for 15 years. He is now ready to step down from the role of Chair. He then nominated Commissioner Bruce Leiper to take over as chair. Sam Nugent seconded the nomination. Sam also emphasized that Ben's service as a Commissioner has been commendable. Ben has always shown dedication and loyalty to the District. Others chimed in with more kudos for Ben.

The motion to nominate Bruce was approved unanimously. It was agreed that Bruce will begin serving as Chair starting with the March 27, 2024, meeting. Until that time he will collaborate with Ben to prepare to take the gavel. Sam Nugent agreed to continue serving as Vice Chair.

B. Approval to Send Letter to State Auditor's Office

Commissioners read and discussed the letter concerning legal action against the former commissioner. The letter noted that Brian Snure, District Legal Counsel, advised the District not to pursue recovering the money mentioned in the Auditor's report as having been overpaid to Ms. Bower. The Board intends to cease pursuing this matter. Ben reminded the Board that the District will abide by the decision of the State Auditor. Bruce motioned that the District send the letter to the State Auditor informing them of the Board's decision. Sam seconded the motion. Motion approved unanimously. So ordered.

C. Approval of Yearly Travel and Training

A list of potential conferences and training opportunities was presented to the Board for approval so that Board members and volunteers can attend if they see fit. Sam motioned to approve the list so that members can have travel expenses and registration fees paid by the District. Lynne Kastner seconded the motion. Motion approved unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: December 2023 Voucher Numbers P16823 – P18223 Commissioners and Staff in the Amount of \$14,016.90

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P16823- P18223 Commissioners and Staff in the amount of \$14,016.90 as presented. Dan 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."

E. Ratification of Claims Payment Request: December 2023B Voucher Numbers C31023 – C31723 in the Amount of \$14,027.06

Bruce moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C31023 – C31723 in the amount of \$14,027.06 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 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 24th day of January 2024."

F. Ratification of Claims Payment Request: January 2024 Voucher Numbers C0124 – C0924 in the Amount of \$12,131.99

Lynne moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C0124 – C0924 in the amount of \$12,131.99 as presented. Dan 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 24th day of January 2024."

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Greg Waters reporting.

Since the last Board meeting 34 days ago, there have been 33 calls which averages to a call per day. Of those responses, fourteen have been transports with nine of those being ALS, one ALS2 and four were BLS. So far in the calendar year, there have been 24 responses in 24 days. There have been 4.9 responders per call and an average of 1 call per day. *calls RJ*

The District has three new EMTs. Chief Waters and Quartermaster Flint say it makes them so proud to be able to stand back as the new EMTs rise to the occasion when asked to take over on a call. It makes for a great learning situation when the more seasoned EMTs can be there to provide guidance to the new ones in a situation if needed. Learning to fill in all those reports is an important part of on-the-job training.

Recent calls have included an assist for transport for a vehicle collision at Neah Bay. It was essentially a mass casualty event as four young adults had a collision with a log on the beach. One of the passengers died on scene and the others needed medical attention and ambulance transport beyond what Neah Bay Station could provide. District crews arrived at the Neah Bay Station to find two of the patients ready for transport to Olympic Medical Center. Another very serious call involved a man who was bleeding from a femoral artery. His angioplasty wound had not healed properly and burst. Responders met him and the man's wife at Station 42 where they took over applying pressure to the artery while transporting him to OMC. Other medical calls involved difficulty breathing, chest pains, a strangulated hernia, and a hypothermia call for a woman who had no electricity in her trailer during *spell* of below freezing temperatures. *at time RJ*

The District answered four fire calls. The worst of which was a structure fire caused by a pig who knocked over a heat lamp that was warming some chickens in a shipping container. The owners also lost an excavator along with other equipment.

Chief Waters shared a graph that shows a steep increase in the number of calls since 2007. Commissioners again discussed the cause of this increase. There seems to be no one reason. Chief Waters recently took part in a Quarterly Trauma Report as administered by OMC. The transport of the two car crash patients from the reservation were discussed and the District received commendations on the handling of the situation.

Upcoming events for the District were discussed. The Awards Banquet that had been cancelled because of the icy weather conditions has been rescheduled for January 27, 2024. There has been a bid placed on the purchase of Station 41. A zoom call was to be held on January 25, 2024, at noon with the realtor, perspective buyers, and interested commissioners. The purpose is to have questions answered and some terms negotiated. On the same day, Chief will meet with JEPP members and Larry McNeely to discuss the relocation of the Conex containing JEPP's emergency provisions. The Conex is now behind Station 41 and will need to move when the property is sold.

B. Local Board of Trustees – December 20, 2023 (Meeting Minutes included)

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

Commissioners remarked that the timber trust income was more than expected for 2023. Also the Local Government Investment Pool (LGIP) rates remain high and are earning great interest on District balances held in county accounts. This is a tangible benefit at this time as the building project has begun.

D. Standing Committee Report

The Standing Committee will lead the discussion of the Fire Chief's Annual Evaluation during the Executive Session.

E. Building Committee Report

Larry McNeely, the building project manager and guest speaker, covered all points during the guest speaker portion of the meeting.

F. Olympic Peninsula Fire Commissioners Association

Bruce gave a report of recent OPFCA meetings and announced a change of officers. Keith Cortner from FD2 will now serve as President of the association as Steve Hopf stepped down. The last meeting was held at the District 3 Training Facility in Carlsborg. Prior to next month's meeting, Keith Cortner will send the minutes of January 9, 2024, the February 22, 2024, agenda, and the Zoom link to everyone on the distribution list.

After Bruce's report, the CCFPD4 Board discussed OPFCA membership, annual dues, and voting rights. Commissioners expressed concern that OPFCA dues should not be charged per commissioner, but per district. District Commissioners also think one vote per district would be more appropriate. Otherwise, districts with more member commissioners might have more say in decisions made by OPFCA. Commissioners also raised the question of using District 4 as the association's mailing address. Bruce will share these CCFPD4 concerns at the next OPFCA meeting and work with the President to change the association's mailing address.

G. Joyce Emergency Planning and Prep (JEPP) Report

Jim Buck, Bruce Leiper, Chief Waters and Larry McNeely will meet on January 25, 2024, to discuss the relocation and process for the move of the Conex from behind Station 41.

H. Joyce Fire Auxiliary

The Awards Banquet date was changed to January 27, 2024.

I. Clallam County Timber Advisory Committee

Ben and Lynne attended a Clallam County Board of Commissioners work session to discuss a proposal from the county commissioners for a resolution to form a Board involving all the junior taxing districts in the county. The purpose of this advisory board is to form an organized group to give voice to the junior taxing districts regarding DNR timber management and distribution of harvest revenues.

The concerns are what the future revenues are going to look like for the junior taxing districts if there is no clear plan from DNR and the amount of trust lands that are being set aside for reasons other than harvest. Rather than the Clallam County Commissioners speaking on behalf of these junior taxing agencies within the county they are asking for representation from each entity to

be involved.

Ben and Lynne will continue to attend the Timber Advisory Committee meetings. This topic will be a permanent item on District agendas to keep the Board informed.

J. Items of Interest

1. Medicare Allowables

The Board noted the letter from Shelley Brewington of Systems Design informing the District of future reimbursements for ambulance mileage.

2. Grant Response Letter from Gossett Foundation

The Board noted the letter informing the District that the Gossett Foundation will provide a matching grant of \$86,000 to the money already collected from the community. They will extend that amount up to \$100,000 if the District can raise \$14,000 more from the community. This donation is being provided by the Gossett Foundation in honor of Mary F. Pfaff-Pierce. They requested the new station place a plaque to reflect this.

3. Email from Loni Gores: DNR Commissioner Franz 1/16/2024.

The Board noted the letter sent to Hilary Franz from the Clallam County Commissioners regarding the transfer of parcels of land out of trust status. The County Commissioners asked Ms. Franz to reconsider the status of the land to support past requests of the junior taxing districts.

K. Correspondence

None

L. Other Concerns

None

At 8:34 p.m. the Board took a 10-minute break. The meeting reconvened at 8:44

IX. Executive Session: Personnel Issues RCW 42.30.110 (1)(g)

A. Fire Chief's Annual Evaluation

The Board agreed to adjourn into Executive Session to discuss personnel issues at 8:45 p.m. So ordered.

"The Board of Commissioners for Clallam County FPO No. 4 will now adjourn into Executive Session to discuss personnel issues in accordance with RCW 42.30.110 (g) for the purpose of evaluating the performance of a public employee, specifically the Fire Chief.

"The regular session will reconvene at 9:00 p.m."

At 9:00 p.m. the Executive Session was extended another 10 minutes to 9:10 p.m.

The Board reconvened back into regular session at 9:10 p.m. So ordered.

X. Adjourn

Lynne moved and Sam seconded the motion to adjourn the meeting at 9:11 p.m. Motion carried

unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, February 20²⁸, 2024, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington. *RL*

Respectfully submitted,



Raeann Leiper
District Secretary