

# Clallam County Fire Protection District No. 4



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Commissioners:  
Bruce Leiper, Chair  
Sam Nugent, Vice Chair  
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  
September 25, 2024

## Members Present

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

## Others Present

Carolyn Flint, Quartermaster  
Cheryl Anderson, District Administrative Assistant  
Rae Leiper, District Secretary to the Board  
Bob Kastner

### I. Call to Order

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

### 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 August 28, 2024

Sam Nugent motioned to approve the minutes of the Regular Meeting held on August 28, 2024. Dan Peacock seconded the motion. Motion carried. So ordered.

### IV. Additional Items for the Agenda

VII.J.5 - Pros and Cons of Daytime Meetings

*Item 88*

### V. Introduction of Guests and Visitors

Bruce welcomed community member, Bob Kastner

### VI. Community Comment

Bob Kastner asked to speak during the BFAC report.

VII. For Board Action:

A. Approval of Publication of Legal Notice: Notice of Special Public Meeting – Budget Workshop

Sam moved to approve the Legal Notice informing the public that the Board of Commissioners will conduct a work session on October 13, 2024, to develop a proposed 2024 budget amendment and to draft a 2025 budget. Lynne seconded the motion. Motion carried unanimously. So ordered.

B. Approval of Publication of Legal Notice: Notice of Public Hearing – 2024 Budget Amendment & 2025 Budget

Ben Pacheco moved to approve the Legal Notice informing the public of a hearing during which the Board of Commissioners will receive public comments on the proposed 2024 budget amendment and on the proposed 2025 budget. The hearing will be held on October 16, 2024, beginning at 5:30 pm. Lynne seconded the motion. Motion carried unanimously. So ordered.

C. Ratification of Clallam County Payroll Worksheet: August 2024 Voucher Numbers P10524 – P11824 Commissioners and Staff in the Amount of \$15,880.59

Sam moved to ratify the approval and execution of the Clallam County Payroll Worksheet for August 2024 for voucher numbers P10524 – P11824 Commissioners and Staff in the amount of \$15,880.59, as presented. Lynne 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."

D. Ratification of Claims Payment Request: August 2024B Voucher Numbers C25624 – C27024 in the Amount of \$45,136.80

Ben moved to ratify the approval and execution of the Claims Payment Request August 2024B for Voucher Numbers C25624 – C27024 in the amount of \$45,136.80, 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 25th day of September 2024."

E. Ratification of Claims Payment Request: September 2024 Voucher Numbers C27124 – C29624 in the Amount of \$267,139.38

Sam moved to ratify the approval and execution of the Claims Payment Request September 2024 for Voucher Numbers C27124 – C29624 in the amount of \$267,139.38, 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 25th day of September 2024."

VIII. For Board Information and/or Discussion

A. Building Finance Advisory Committee (BFAC) Report

Bob Kastner reported that expected construction costs should come in right around the targeted \$2,500,000. There is currently \$2,600,000 available, so there should be more than enough to complete the construction as planned. Current District account balances are earning 5.4% interest and DNR revenues have exceeded the estimated revenues on the 2024 budget and nearly reached DNR projections for 2024. So, everything is looking good financially.

A few risk factors still could present problems. There are still some complications with the garage doors. The work schedule could be impacted by various issues.

The BFAC will not meet in October as it is a busy time with other District meetings. They will reconvene in November.

Bruce thanked Bob and the rest of the BFAC for providing oversight and insight regarding the construction project finances. Cheryl noted that the state auditor also appreciates the existence of the BFAC to provide oversight.

B. Staff Reports – Chief Greg Waters Reporting.

Chief began by thanking his team who did a great job of holding down the fort while he was away on a vacation. Special thanks to Carolyn who was always there at the front.

Since the last Board meeting there have been 39 calls in 28 days for an average of 1.4 calls per day. The responders cared for 42 patients. Three of those patients were involved in a dramatic roll-over accident caused by high speeds and suspected drug use. The accident resulted in two full trauma code transports to the hospital which meant surgeons were called in to be ready for surgery. One patient ended up being Life-Flighted to Seattle as his injuries were so severe, another was transported by ambulance to Harborview.

Another call was for a suicide attempt. It was a jarring experience for some of the newer responders who had not experienced such a call. Most of the other calls for the month were for common complaints and events like falls, ODs, seizures, chest pressure, or lift assists.

The counting year ends on September 30. So far there have been 440 calls for the counting year. Responders are on track to break 450 calls. Responders are also breaking records for the number of calls each have answered. Ken DeBondt has thus far answered 299 calls, Carolyn Flint is at 268 calls, Krista Smith is at 234 calls, and Ashley Baar has joined the 200 Club with 216 calls.

Vehicles continue to be cycled through for checkups. A41 is in to have a cracked driveline repaired. T42 has been in for a check-up and had some minor repairs.

Six responders recently took a "Sick, Not Sick" training. This is a course that gives responders a mental checklist to assess a patient in the first minute. This assessment helps responders decide whether to treat in place or get the patient to a hospital immediately. Six of those trained also stayed for a train the trainer workshop so that they can now bring the knowledge back to the District.

The District is  
RS

The Train the Trainer Certification Workshop RS

Chief is working out the details of a new insurance policy with Enduris, the District insurance company, after cancelling Station 41 and adding the new apparatus bay. He does not have final figures yet, but the premium will be increasing.

Chief and crew are still testing the headphones for a new communication system. They are working with the company to get the system just right for District needs. The purchase will probably go into next year's budget cycle.

The District will again offer a 'Stop the Bleed' class to the public. It will be offered on Thursday, October 10 at 6:30.

Construction is moving along. The sheet rock is up, taped, and textured. The interior walls will soon be primed and painted. Framers will arrive next week as well to build the training tower and the mezzanine structure inside the bay. We Do Dirt will be back next week to complete the retention pond and other dirt work. Aprons and sidewalks will be poured in mid-October. It is all coming together. Celebrations will be planned soon.

C. Local Board of Trustees – August 28, 2024

Minutes were noted.

D. Monthly Financial Reports

Commissioners noted District revenues are 135% above the figure budgeted for. With the Local Pool Interest remaining high while District balances are also high, it has been a good year. The GEMT payment for 2023 ground transport reimbursement is also more than expected.

Cheryl reminded Commissioners that detailed reports are available.

E. Revenue Advisory Committee Report

No meeting was held this month.

F. Standing Committee Report

Sam reminded commissioners that Auditors will conduct an Entrance Interview on Monday afternoon, September 30, 2024, at 2:00 pm. Only two commissioners are now scheduled to attend. If others want to attend, a legal meeting notice will need to be posted for a special open public meeting.

G. Joyce Emergency Planning and Prep (JEPP) Report

Conex 1 is now being wired so the Conex can have lights, heaters, and a dehumidifier running. A concrete ramp was built in front of Conex 1 to match Conex 2. Bruce reminded Commissioners that there needs to be a discussion soon about ownership and insurance regarding the relocated Conex and its contents.

The bake sale on Saturday, September 14, 2024, at Swains raised \$655.

H. Joyce Fire Auxiliary

Rae reported that the Auxiliary's Joyce Cares Project donated \$500 to the Grange Food Pantry. She reminded Commissioners about the Concerned Citizens event on October 24, 2024, from 2pm- 6pm at the Crescent Grange. She will send a flyer out to all Commissioners. The group provides many social services to families and older people.

Rae noted that the Auxiliary will hold its last bake sale of the year on October 12, 2024, at Joyce

General Store from 9 am until 1 pm.

I. Olympic Peninsula Fire Commissioners Association

The next meeting will be held on September 26, 2024. Connie Beauvais will speak about the Revenue Advisory Committee and its role representing the interests of the junior taxing districts to the DNR.

J. Items of Interest

1. WA State GEMT Interim Settlement

Commissioners noted the letter informing the District of the computed supplemental payment for transport costs for the state fiscal year 2023. After all costs were considered and reconciled, the District will soon receive a check for \$50,484.42 for reimbursement for ground transport.

2. BVFF (Board of Volunteer Fire Fighters) New Database Project Update

Commissioners noted the letter informing the District that the new internet portal for volunteer reporting is now streamlined and easier to use. The BVFF will hold trainings in the use the new system.

3. Email Concerning Audit Billing Rates for 2025

Commissioners noted a letter informing the District of the billing rates for audits. Cheryl noted that the cost last year was \$3,100 for the audit. This year's cost may be similar. The Auditor's Office is now using SharePoint, so she is uploading requested documents. She is working daily with the auditor.

4. State Auditor Question Email

Commissioners noted emails from Jennifer Gossett who is conducting the Audit.

5. Pros and Cons of Daytime Meetings

This was simply an exploratory discussion to see if Commissioners might be interested in changing its meeting times to mornings as is done in District 2. After discussing several pros and cons, it was agreed to keep the meetings scheduled as is for the 5:30pm time. The consideration can always be revisited at any time.

K. Correspondence in Folder

Nothing was in the folder.

L. Other Concerns

Cheryl and Rae will attend the WFC (Washington Fire Chiefs) Administrative Assistants Conference in Everett from October 7-9, 2024.

Commissioners Leiper, Pacheco, and Kastner, and Chief Waters and Secretary Rae Leiper will attend the WFCA (Washington Fire Commissioners Association) Conference October 23-26, 2024.

Reminder that the Budget Workshop will be held Sunday, October 13, at 9 am. Everyone will bring a breakfast potluck dish.

IX. Adjourn

Lynne moved and Dan seconded the motion to adjourn the meeting at 6:41 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, October 16, 2024, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

*Respectfully submitted,*



*Raeann Leiper*  
*District Secretary*