

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
February 26, 2025

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

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 all Commissioners were present. Chief Greg Waters, Quartermaster Carolyn Flint, Admin Assistant Cheryl Anderson, and Board Secretary Rae Leiper were also in attendance.

III. Minutes of the Board of Commissioners Special Strategic Planning Workshop on January 5, 2025, and the Regular Meeting held on January 22, 2025, Corrections or Approval

Ben Pacheco made a motion to approve the Special Strategic Planning Workshop Minutes. Lynne Kastner seconded the motion. Motion carried. So ordered.

An error in a date was fixed. Sam Nugent made a motion to approve the amended Regular Meeting Minutes for January 22, 2025. Ben seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

Nothing added.

V. Introduction of Guests and Visitors

No visitors were in attendance.

VI. Community Comment

None

VII. For Board Action

A. Ratification of Clallam County Payroll Worksheet: January 2025, Voucher Numbers P0125 – P1625 Commissioners and Staff in the Amount of \$18,638.27

Sam Nugent moved to ratify the approval and execution of the Clallam County Payroll Worksheet for January 2025 for voucher numbers P0125 – P1625 Commissioners and Staff in the amount of \$18,638.27, 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."

B. Ratification of Approval of Claims Payment Request: January 2025B Voucher Numbers C2925 – C4925 in the Amount of \$50,026.86

Lynne moved to ratify the approval and execution of the Claims Payment Request January 2025B for Voucher Numbers C2925 – C4925 in the amount of \$50,026.86 as presented. Dan Peacock 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 26th day of February 2025."

C. Ratification of Approval of Claims Payment Request: February 2025 Voucher Numbers C5025 – C8025 in the Amount of \$162,456.21

Ben moved to ratify the approval and execution of the Claims Payment Request February 2025 for Voucher Numbers C5025 – C8025 in the amount of \$162,456.21 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 26th day of February 2025."

VIII. For Board Information and/or Discussion

A. Strategic Planning

As a follow-up regarding the January 5, 2025, special workshop, Bruce clarified that the breakout groups are on track to complete the Background Info/District Data document by end of March. As subsections are completed and sent to Bruce, he will fold each into the master document by the

end of March. Bruce and Greg Waters will then review the entire document before the final draft is completed and given to Cheryl Anderson by April 18, 2025, for printing and inclusion in the April 22, 2025, Board packet.

The completed document will not require a formal resolution and can be approved via a simple motion during the regular Board meeting on April 22, 2025. Bruce reminded the Board of the previously agreed plan to upload the document to the District's website once approved.

When the Background Info/District Data document is complete, each break-out group then needs to turn their attention to discussing and completing the situational analyses document which will provide the commissioners with a shared perspective of the District's current circumstances. Each group will also recommend goals for the priority areas they have been assigned, to be discussed in regular board meetings according to the schedule below:

- May: Governance and Services (Sam and Bruce)
- June: Local Community and Networking (Ben and Dan)
- July: Finance (Lynne, Cheryl, and Rae)
- August: Staffing and Training (Greg and Carolyn)
- Sept: Facilities, Vehicles and Equipment (Greg and Carolyn)

A second special workshop may be convened in the fourth quarter to review the final draft of the 2025-2030 strategic plan, after incorporating all small group inputs and after Greg has had a chance to vet the document. Commissioners suggested that the goals be complete before the October Budget Workshop so that informed decisions can be made based on the recommendations.

The overall aim is to adopt the strategic plan via resolution before the end of 2025.

B. Staff Reports – Chief Greg Waters and Quartermaster Carolyn Flint Reporting.

Chief Greg Waters provided the staff report. The District answered 25 calls for the month for an average of 1 call per day and an average of 5 responders per call. For the counting year since October 1, 2024, the District has answered 155 calls with an average of 5 responders per call. February saw 21 transports, 14 of which were BLS and 6 were ALS. There was one airlift transport for a patient who had suffered a severe stroke. Several calls were for sepsis, and six were for altered mental states. Other calls were for public assists, acute pain, or drug overdoses. Four of the calls were for motor vehicle accidents with no injuries. The responders also helped manage traffic when power lines were downed by strong wind gusts. During the severe cold spell, responders answered calls several times from community members who had no heat or electricity and were in need of warmth.

Four responders, including Chief, attended a "Tactical EMS" course during which attendees were trained in how to respond in a mass casualty event. The mock training was a school shooting. Tactical responses mean law enforcement is involved. They escort EMTs **emergency medical personnel** into "warm zones" that have been cleared of danger in order to administer first aid to victims of the shooting. Trainees were issued "tactical bags" that had twelve tourniquets as experience has shown that heavy bleeding is a main concern in such events. In such a scenario, EMTs then transport the patients to another safer triage area. As a follow-up to the tactical EMS training, a Unified Command Training was held. Eight people from CCFPD4 attended. This course was for those who might be called to take a leadership role in a mass casualty event. Several EMTs also attended a BLS Evaluator Class. They can now evaluate other responders on their BLS skills. Other CCFPD4 responders attended an ACLS (Advanced Cardiac Life Support) class. Greg and

RJ

Carolyn attended a Summit on Teen Issues. They heard from teens about the problems they face today. The topics lead to good discussions.

Several other events have happened this past month. Greg reported that the response to this year's awards banquet was nothing but positive, with many saying it was the best ever. Community members in attendance were impressed by the positive energy and camaraderie amongst the volunteers. Greg also noted that the food was outstanding! Another recent event was the Fire Fighter Academy Graduation. CCFPD4 now has four new fire fighters. February 15, 2025, was a big moving day into the new apparatus bay. Volunteers and members of the community showed up to move the rest of the supplies and equipment from old Station 41. The crew worked hard and were treated to a luncheon catered free of charge by the Black Bear Diner in Sequim. Later in the afternoon, pizzas arrived for those still at it. The District will sponsor a CPR Class in March for a network of people in a home school group.

Greg then provided information about costs related to final construction bits on the apparatus bay. He shared a document about what is left to be paid to all the contractors. It included outstanding bills as well as retainage payments to be paid once the L&I Office has issued certificates of completion. Greg and Cheryl estimated that to be \$431,084. Greg then shared a list of future jobs to contract out or purchases he would like to make going forward to complete the Apparatus Bay Project. He has prioritized the list into "need to do soon" and "these can wait." The "do soon" list includes signage, parking lot striping, fencing around the detention pond for safety, asphalt repair to parking area, and purchase of a floor scrubber for concrete floor cleaning and maintenance, and two bunk beds. The complete list came to about \$72,000. The Commissioners agreed to Chiefs proposed purchases. He will hold off on several items related to fencing around and roofing over the storage Conexes.

C. Local Board of Trustees – January 22, 2025, Minutes

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted. Commissioners commented that for some reason the county has not shown District budgeted amounts on the report. Cheryl will look into resolving this.

E. Standing Committee Report

The Chief's evaluation will be discussed during Executive Session later in the meeting.

F. Revenue Advisory Committee Report

RAC met on February 24, 2025. Commissioners Pacheco and Kastner attended. Dave Upthegrove, the new WA State Commissioner of Public Lands, spoke to the group about current timber sales. All sales for 2024 will go forward as planned. However, there is now a 6 month hold on a number of sales for 2025. Mr. Upthegrove wants to evaluate the situation. This affects 23 timber sales in the state, 8 of which are in Clallam County. Although Mr. Upthegrove assured Junior Taxing Districts (JTDs) that they would get the money, CCFPD4 Commissioners are concerned that estimated calculations might be delayed. Commissioners are also concerned that Mr. Upthegrove wants to find a way for all people to benefit from the land even though the lands are designated to provide revenue for JTDs.

Connie Beauvais spoke after Dave Upthegrove and requested that he take the same message to all groups involved. She was referring to the idea that the lands are for all. She was concerned he would take a different message to others. She reminded him to protect the harvest rights of JTDs.

G. Olympic Peninsula Fire Commissioners' Association (OPFCA)

Bruce reported that he Lynne and Ben are CCFPD4's dues paying members to OPFCA for the current year, 2025. He reminded the group that OPFCA would welcome an invitation to hold one of its future 2025 meetings in Joyce. A decision was reached to extend an invitation to hold the group's July 24, 2025, meeting in the Admin Building, to offer a presentation regarding the apparatus bay (design-build process, distinctive features, training capabilities, etc.) and offer a guided tour of the complex.

Bruce also mentioned that on February 27, 2025, OPFCA will host attorney, Brian Snure via Zoom to discuss Tax Increment Financing and answer questions. TIF is a public financing method that local governments use to fund public improvements and encourage private investment in a specific area. Sequim City is interested in making a select geographic area a TIF district.

Following this interaction, the group will discuss what the second Trump presidency's decision making and budgeting outlook might mean for the fire service, EMS, and wildland firefighting, and how the new administration's actions could affect federal funding.

H. Joyce Emergency Planning and Prep (JEPP) Report

The seismic shutoff valves have been installed on both tanks at the Joyce Bible Church. Planning is underway for the May 17, 2025, Joyce Emergency Shelter exercise - mobile kitchen setup, practice with burners, 10kw mobile generator demo. JEPP hopes several CCFPD4 personnel and members of the community will attend.

I. Joyce Fire Auxiliary

The Port Angeles Lions Club contacted the Auxiliary requesting assistance in building a ramp on Shire Lane, in Joyce. The Auxiliary is willing to help fund supplies for the project and provide some of the labor. The ramp build will take place on March 16, 2025.

J. Items of Interest

1. Certification of Levies Report

Commissioners noted the letter from the Clallam County Assessor noting the assessed value of properties in CCFPD4's area. Commissioners now have a dollar amount to consider for budgeting purposes. The District is due to collect \$508,843 in tax revenues for 2025.

2. MRSC Financial Training Opportunities Email

Commissioners noted the letter informing them of webinars on budgeting and financial reporting.

3. Public Disclosures for Commissioners - Clarification

Bruce clarified for the record that he had contacted the Public Disclosures Commission (PDC) on January 29, 2025. There is no reporting obligation for CCFPD4 commissioners at this time, as the total registered voter count for the district on record with the PDC as of December 2024 was 1,832. It has been confirmed that there is no F-1 filing requirement for District Commissioners at present. The PDC will reach out to the District 4 office in December following the election in the year the District exceeds 2,000 registered voters, at which point all District 4 Commissioners will need to file an F-1 each year going forward.

4. Fire Chief Goals

Commissioners noted the document regarding how the chief is to be evaluated.

5. Community Paramedicine - Email from Mike French

Commissioners noted an email from County Commissioner, Mike French regarding the possibility of a paramedic or community health worker who could provide services to those who repeatedly call 911 for non-emergency calls such as lift assists and help with daily needs.

K. Correspondence in Folder

Nothing was in the folder.

L. Other Concerns

Nothing was noted.

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

A. Fire Chief's Annual Evaluation

Bruce adjourned the regular meeting at 8:05 PM to conduct an executive session. The regular session was set to resume after 30 minutes at 8:30 PM. At 8:30 PM, 10 more minutes were added to the session.

X. Regular Meeting

RL The regular meeting resumed at 8:43 PM.

The Board approved a pay increase for Chief Waters effective March 1, 2025.

XI. Adjourn

Bruce adjourned the regular meeting at 8:44 PM.

Respectfully submitted,



Raeann Leiper
District Secretary