

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
August 28, 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
Larry McNeely
Tania McNeely

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 July 24, 2024

After a brief discussion about the meaning of a word, no changes were made. Sam Nugent motioned to approve the minutes of the Regular Meeting held on July 24, 2024. Lynne Kastner seconded the motion. Ben Pacheco abstained from voting as he had not been present at the meeting of July 24. Motion carried. So ordered.

IV. Additional Items for the Agenda

Nothing was added to the agenda.

V. Introduction of Guests and Visitors

Bruce welcomed community member, Bob Kastner and Larry McNeely and Tania McNeely of Phoenix Construction

VI. Community Comment

None of the community members wished to speak.

VII. For Board Action:

A. Discussion to Set the Date for the Budget Workshop

The Budget Workshop will be held on Sunday, October 13, 2024, starting at 9am. It will be a breakfast potluck.

B. Ratification of Clallam County Payroll Worksheet: July 2024 Voucher Numbers P9124 – P10424 Commissioners and Staff in the Amount of \$15,842.65

Sam moved to ratify the approval and execution of the Clallam County Payroll Worksheet for July 2024 for voucher numbers P9124 – P10424 Commissioners and Staff in the amount of \$15,842.65, as presented. Ben 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."

C. Ratification of Claims Payment Request: July 2024 Voucher Numbers C21624 – C23324 in the Amount of \$68,618.83

There was some discussion about the correct amount listed as the amount on the agenda differed from the amount on the Claims Payment Request. It was confirmed that the amount on the Claims Payment Request was the correct number. Ben moved to ratify the approval and execution of the Claims Payment Request July 2024 for Voucher Numbers C21624 – C23324 in the amount of \$68,618.83, 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 28th day of August 2024."

D. Ratification of Claims Payment Request: August 2024 Voucher Numbers C23424 – C25524 in the Amount of \$173,015.46

Lynne moved to ratify the approval and execution of the Claims Payment Request August 2024 for Voucher Numbers C23424 – C25524 in the amount of \$173,015.46, as presented. Ben 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 28th day of August 2024."

VIII. For Board Information and/or Discussion

A. Building Finance Advisory Committee (BFAC) Report

Bob Kastner shared a spreadsheet with an estimated building cost analysis. The sheet had three main parts.

- Expected construction costs which should come in slightly below \$2,500,000.
- Current funds available as of mid-July which come to \$2,505,420. The District has \$5,420 more than needed to complete the construction.
- Expected revenues of \$128,985 through the end of the calendar year. These revenues included timber and interest income.

The generator will not be ordered or paid for until next year. The chart shows that construction costs will come in within budget and will enable the District to maintain its desired \$500,000 in reserve.

B. Staff Reports – Chief Greg Waters Reporting.

Chief began by thanking all involved in the Joyce Daze fundraising efforts. He also thanked the Auxiliary for hosting the recent Volunteer Appreciation BBQ picnic. Chief noted that Cheryl Anderson has now been with the District for six years. He thanked her for all she has done. He also thanked Carolyn, Rae, Larry, and Tania for the work they do to keep the District running smoothly.

He noted that Interfor's generous donation of wood to be used for framing within the apparatus bay walls had arrived. District volunteers are now testing out a new communication system. The system should improve volunteer's ability to hear each other and/or dispatch when there is a lot of loud background noise such as those at a fire scene.

Five volunteers will be attending the Fire Academy the first week of September. Bunker gear has been purchased for them.

Aid 41 has been having a problem with starting. The fly wheel is missing some teeth. A new part was ordered and will be installed soon.

Since the last Board meeting, the District has had 47 calls in 35 days. This averages to 1.4 calls per day. Of those calls, 20 were transports: 11 were ALS, 1 was ALS2 because of extra medication administered, and 7 were BLS. There was one mutual aid call. For the calendar month of August, there were 35 calls in 28 days averaging 1.25 calls per day with 3.74 responders per call. Since October 1, 2023, there have been 401 calls putting the District on track for a record 440 calls in the counting year.

The calls have included an alcohol overdose, an electrocution, a cardiac issue, a seizure, and several sepsis related calls. There were two rescues calls made to Tongue Point State Park.

Larry McNeely provided a progress report on the apparatus bay construction. The sprinkler system will be installed in early September as will the exterior wall siding and trim. After the electrical inspection, the insulation will be attached after which the drywall will go up and then be mudded. A moisture barrier/primer will be applied to the drywall and then the texture will go on. After that, the painters will do their job.

The concrete polisher is working in stages starting with a rougher grit and will complete a finer polish later. The construction of the interior mezzanine will begin in late September. When ordering the garage doors, there was a problem concerning the height of the door and the angle of the opening. That should be resolved soon. An HVAC system will be installed when the HVAC parts arrive.

We Do Dirt will return when siding is done to finish the dirt work for the water retention pond. When that has been completed, the remaining concrete work can be done. This includes the footings, sidewalks, bollards, breezeway, and generator pad. The projected completion date is now mid-December.

Chief Waters thanked Larry for all that he has done to keep costs down. Larry's behind the scenes negotiating with contractors and suppliers to make sure the District gets the best products for the best prices means he has been working longer hours than anticipated. His efforts are much appreciated.

C. Local Board of Trustees – July 24, 2024

Minutes were noted.

D. Monthly Financial Reports

So far this year the District has earned \$51,805 in interest on funds. Commissioners noted that the high interest rates and a healthy fund balance are helpful during the time the District is paying for construction of the apparatus bay.

Cheryl reminded Commissioners that detailed reports are available if they are interested in more information.

E. Revenue Advisory Committee Report

Lynne Kastner and Ben Pacheco attended the meeting held on August 19, 2024. They reported that DNR has advised that timber harvesting has slowed down. The logs are piling up as people are not building or buying the lumber. The reduction in harvest will not impact District 4 in the near term. It is important for all districts to support each other to set precedents.

Lynne and Ben expressed a concern that the City of Port Angeles Councilors seem to be involved in influencing what sections of trust lands get cut even though the city is not a beneficiary of the cuts. The City Councilors do not seem to be supporting the Junior Taxing Districts in negotiations with DNR.

When asked if the amount DNR had estimated to be District revenues are still on track, the response was that it is not known, so Commissioners should not budget for that projected amount. Also commissioners discussed arrearages in revenues that had been promised in the past, but DNR does not want to discuss that issue.

Ben and Lynne reported that the issue associated with timber revenue is complex. They often leave the meetings with more questions than answers.

F. Standing Committee Report

Sam noted that he has nothing to report this month.

G. Joyce Emergency Planning and Prep (JEPP) Report

The Conex has been moved into the space behind JBC thanks to Bruce Doig. All the emergency supplies are now back where they belong. Bruce reminded Commissioners that there needs to

be a discussion soon about ownership and insurance of the relocated Conex and its contents.
JEPP will have a bake sale on Saturday September 14 at Swain's to raise funds.

H. Joyce Fire Auxiliary

Rae reported that a group called Concerned Citizens is holding an event on October 24, 2024, from 2pm- 6pm at the Crescent Grange. The group provides many social services to families and older people in need. Rae will provide more information to the Commissioners.

I. Olympic Peninsula Fire Commissioners Association

Lynne and Bob Kastner attended the OPFCA meeting held on Thursday, Aug 22, 2024, in Sequim. Bruce Emory, CC Director of Community Development spoke to the group. Bruce reported on how climate change will affect Clallam County and described the things districts will need to consider for the future. He spoke of more property being developed as more people move to this area. As the buildable land is in the hills, more people are likely to construct homes where wildfires might be of concern. Public and private road conditions will need to be maintained so that emergency vehicles have access and there will be a need for more fire hydrants.

George Bailey, Clallam County Fire Marshal, also spoke to the group about burn bans and property inspections. He spoke of possibly giving fire districts more authority to issue citations to those who violate the burn bans. This may require legislative action.

Lynne shared a document regarding "controlled substances in pre-hospital services." Because of a case in Florida where controlled substances were not being handled appropriately, the situation was brought to OPFCA to remind Commissioners to ensure policies are current and records are monitored. The document also recommends educating responders in the laws regarding storing, dispensing, and administering controlled substances.

Dave Ellinson of District 9 shared about a Mason County District in which Commissioners were misappropriating funds. The commissioners resigned immediately causing the District to shut down. The FBI and State Auditors are now involved.

J. Items of Interest

1. SAM Registration

SAM (System for Award Management) is the organization that makes it possible for the district to do business with the federal government. SAM processes payments for Federal Grants and from the VA. Commissioners noted the email reminding the District that it is time to renew registration. Cheryl has already done so.

2. Thank You for a Donation

Commissioners read and noted the Thank You note sent to Interfor for their generous donation of lumber for the framing of walls in the apparatus bay. They donated \$5,000 in lumber.

3. WA State GEMT Program Review Continuation and Training Notification

Commissioners noted that a review of District reports as conducted by Myers and Stauffer is continuing. On September 9, they will hold a training for all GEMT provided involved in preparing reports.

4. Scheduling Info for SAO Audit for Clallam Fire 4

Commissioners noted an email from the State Auditors' Office (SAO) reminding the District it is time for an annual review. Cheryl will schedule it soon.

K. Correspondence in Folder

Nothing was in the folder.

L. Other Concerns


Nothing

IX. Adjourn

Sam moved and Ben seconded the motion to adjourn the meeting at 7:16 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, September 25, 2024, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,


Raeann Leiper
District Secretary