

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
February 28, 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

I. Call to Order

Chairman Ben Pacheco called the regular meeting to order at 5:31 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

A few minor corrections were made. Bruce Leiper motioned to approve the minutes of the Regular Meeting on January 24, 2024, as amended. Sam Nugent seconded the motion. Motion carried unanimously. So ordered.

IV. Additional Items for the Agenda

- Item VII.J – Joyce Fire Auxiliary Report

V. Introduction of Guests and Visitors

No visitors were in attendance.

VI. For Board Action:

A. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P0124 – P1624 Commissioners and Staff in the Amount of \$17,369.48

Lynne Kastner moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P0124 – P1624 Commissioners and Staff in the amount of \$17,369.48 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 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 Claims Payment Request: January 2024B Voucher Numbers C1024 – C2224 in the Amount of \$20,835.78

Bruce moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C1024 – C2224 in the amount of \$20,835.78 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 February 2024."

C. Ratification of Claims Payment Request: February 2024 Voucher Numbers C2324 – C4524 in the Amount of \$33,650.61

Lynne moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C2324 – C4524 in the amount of \$33,650.61 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 28th day of February 2024."

VII. For Board Information and/or Discussion

A. Staff Reports – Carolyn Flint reporting.

From the last Board meeting until February 24, there were 39 calls which averaged to one call per day. Of those calls, 17 resulted in transports with 12 being ALS and five being BLS. So far in the counting year since October 1, 2023, there have been 162 calls. There have been 4.5 responders per call.

Three calls were motor vehicle collisions. One motor vehicle collision call almost required an extrication, but fortunately, the patient's knees were not stuck and was safely maneuvered out

of the car. The patient was transported to OMC then was flown to Harborview by LifeFlight. One fire call turned out to be a recreational fire in a backyard. There was a call regarding a powerline down on Camp Hayden Road. District responders blocked traffic from travelling the road until PUD could cut power to the lines. There was one heart attack and one fall with a broken femur. Four of the calls were drug related, three for withdrawals and one for an overdose.

Medical protocols are being revised this year. The ^{County} District Medical ^{Program} Director is hoping to add more responsibilities and interventions to ^{our} EMTs ^{providers'} scope of practice. This would be good for rural districts like Clallam County Fire Protection District No. 4 who are limited to the number of responders they have and impacted by the distance to hospitals. RJ

Chief Waters thanked all those who stepped up while he was on leave. Carolyn remarked that the District has a solid core of responders who answer calls frequently. The responders are smart, dedicated, and eager which makes it easier for other responders.

A Groundbreaking Ceremony is scheduled for March 2 to celebrate the beginning of the new apparatus bay construction project. Even though it is now too wet to begin major work, the ceremony will mark a new phase towards the completion of the apparatus bay.

The Chief recently secured 12 used radios free of charge from DNR. He also announced that Commissioner Dan Peacock donated \$36,000 toward the building fund and the Joyce Fire Auxiliary. This means the District has now raised the last \$14,000 in community contributions toward the matching grant from the Gossett Foundation. So the \$100,000 the community raised toward building the apparatus bay is now actually \$200,000. At the request of the Gossett Foundation, a plaque to honor Mary Pfaff-Pierce will be placed in the building.

B. Local Board of Trustees – January 24, 2024 (Meeting Minutes included)

Minutes were reviewed and noted.

C. Monthly Financial Reports

Reviewed and noted.

D. Standing Committee Report

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

Sam submitted a request for a Peninsula Daily News reporter/photographer to attend the Groundbreaking Ceremony on March 2, 2024. He included information on the history of Clallam County Fire Protection District No. 4, the stations, and the current project to build the new apparatus bay. Hopefully, PDN will send someone to report on the event.

E. Building Committee Report

Previously reported by Chief Waters.

F. Olympic Peninsula Fire Commissioners Association

Bruce gave a report on the OPFCA meeting held on February 22, 2024. The guest speaker was Sarah Ogden, DNR's Trust Outreach Specialist, who spoke on issues related to DNR and Junior Taxing Districts. Dave Ellingson of District 18, Poulsbo, also spoke on recent Region 9 decisions. OPFCA adopted a logo and announced it now has a bank account. Cheryl reminded Bruce he needs to file a W-9 form so OPFCA appears on the county vendor list. Requests for dues payments are being sent to all the participating districts. At the next meeting to be held on March

28, 2024, Jake Patterson, District 2 Fire Chief will speak about the Fire Chief's Association.

Commissioners raised the question of voting. They are still concerned that the votes are per member rather than by district. Bruce reminded commissioners that the OPFCA bylaws will be revisited and revised in January 2025. He will raise the issue with OPFCA at that time.

G. Joyce Emergency Planning and Prep (JEPP) Report

Jim Buck, Bruce Leiper, Chief Waters and Larry McNeely met to discuss the relocation and process for the move of the conex from behind Station 41. It was agreed by all that the best location will be behind the Joyce Bible Church along with the rest of the JEPP equipment. Jim and Bruce met with the church elders and they agreed to this. Bruce Doig has agreed to do the dirt work and bring in the necessary rock to prepare the site. He will also help move the conex to the new location.

H. Clallam County Timber Advisory Committee

The next meeting is scheduled for March 25, 2024. Ben and Lynne will continue to attend the meetings. There are no new developments at this time.

I. Development of a Policy for Electronic Signatures

Cheryl presented an email from Municipal Services Research Council(MRSC) to the Commissioners about the need for a board policy regarding the use of electronic signatures. The State of Washington now accepts them as legal signatures. Documents from MSRC with information about best practice regarding the use of electronic signatures was included in the Board packet. It was noted that the District is already using electronic signatures, but now it is time to develop a policy and resolution. Carolyn will use their example policy and format one so it reads similar to other District policies. At the next Board meeting, the policy will be brought to the board along with a resolution to adopt it.

J. Joyce Fire Auxiliary

Krista Smith has agreed to be the District liaison to communicate with Joyce Cares if there is an identified need for funds. Recently she notified the Auxiliary of a family in need because the health of a young family member had caused the parents to have some financial difficulties. Joyce Cares stepped up and worked with the family and were able to take care of some of their most immediate needs. Hopefully, this will help get the family back on their feet.

K. Items of Interest

1. Announcement from Brian Snure that he is now collaborating with another firm.

Noted.

2. Gossett Foundation Letter

The Board noted the letter which came from the Gossett Foundation along with a check for \$86,000. The Foundation agreed to match funds raised by the Joyce community up to \$100,000 towards the construction of the apparatus bay. The Gossett Foundation requests the new station place a plaque to honor Mary F. Pfaff-Pierce's contribution to the community.

L. Correspondence

None

M. Other Concerns

Carolyn wanted to let the Commissioners know that the surge in volunteers and camaraderie among the volunteers is so good right now.

Chief Waters acknowledged Ben Pacheco for his 15 years of leadership as the Chairman of the Board. The Chief is appreciative of Ben's thoughtfulness and dedication. The other Commissioners agreed and applauded Ben for his dedication to the District. Ben is stepping down as Board Chair following the February 2024 meeting. He will continue to serve as a commissioner. Bruce Leiper will begin serving as the new chair in March 2024.

VIII. Community Comment

This item will be moved back to the beginning of the agenda in the future as Item VI after the introduction of guests and visitors.

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 7:27 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 7:35 p.m."


The Board reconvened back into regular session at 7:38 p.m. So ordered.

X. Adjourn

Lynne moved and Dan seconded the motion to adjourn the meeting at 7:40 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, March 27, 2024, beginning at 5:30 p.m. at the Joyce Fire Administration Building, Joyce, Washington.

Respectfully submitted,


Raeann Leiper
District Secretary