

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
March 27, 2024

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 that all commissioners were present. Lynne Kastner attended via phone. He noted Chief Greg Waters and Quartermaster Carolyn Flint were also present.

After the roll call, new Chairman, Bruce, acknowledged Ben Pacheco for his dedicated and commendable 19 years of service as a Commissioner and for the 15 years he served as Chairman of the CCFPD4 Board. Bruce then highlighted some of Ben's many contributions and District accomplishments during his years as Chairman. He was given a gift and a card. Ben will continue to serve as a commissioner.

III. Minutes of the Board of Commissioners Regular Meeting on December 20, 2023

A few minor corrections were made to the Chief's Staff Report. Sam Nugent motioned to approve the minutes of the Regular Meeting held on February 28, 2024, as amended. Ben seconded the motion. Motion carried unanimously. So ordered.

IV. Additional Items for the Agenda

- Item VIII.K – Donation "Thank You" Letter from the District.

- Item VIII.L – Questions about the Gossett Foundation Funds
- Item VII.B – Removed from the agenda as it was dealt with at a previous meeting.

A report of the WFCAs Seminar attended by Bruce, Ben, Sam, and Dan Peacock last Saturday was provided. The day-long seminar was presented by attorney Brian Snure and addressed the legal basis for governing, managing, and operating state fire districts. It met the mandatory public meeting and public record statutory training requirements of RCW 42.30.205, RCW 42.56.150 and RCW 42.56.152. All CCFPD4 Commissioners have now complied with the expectation that refresher training at intervals of no more than four years while serving as commissioners is now complete.

Those in attendance at the seminar reviewed the importance of the use of Parliamentary Procedures at Board meetings. Even though the formal use of Robert's Rules of Order can be restrictive for smaller groups like ours as it was meant for larger meetings, Commissioners need to remember to use it as closely as possible. Even if not followed precisely, Robert's Rules will continue to be used by the board for meeting management, as required in District bylaws. The Role of Board Secretary includes ensuring Commissioners follow the RCWs.

Several other topics were presented that were highlighted at the seminar. Chief needs to make sure responders know that at an event even verbal, requests for public records need to be brought to him for review. Also discussed was the need for the District to have a Whistle Blower Policy. Carolyn explained one is included in the Policy and Procedures Manual soon up for review by Commissioners.

Greg requested attendees at the seminar to ask Brian Snure about whether he has authorization to sell District property without specific Board permission. Mr. Snure explained that if it is noted in the yearly budget, it is allowed without further discussion by the Board.

V. Introduction of Guests and Visitors

Donna Pacheco attended briefly to see Ben be honored. She left at 5:45.

VI. Community Comment

Bruce asked for clarification on District policy regarding community comments. It was clarified that policy now states that there is a three-minute time limit for each speaker. The total time for all community members combined to comment was 15 minutes. After discussion, Commissioners changed the total time available for all community comment to 30 minutes. Any community member specifically invited by the board to be a presenter, will be allotted more time. This change will appear in the Policy and Procedures Manual.

VII. For Board Action:

A. Approval of Electronic Signature Policy and Resolution 1:2024

Commissioners discussed the policy. Carolyn noted that the policy is supported by RCW 16.360 and RCW1.8. Sam moved to approve Resolution No. 1:2024 for the purpose of authorizing the use of electronic and digital signatures and adopting an electronic and digital signature policy. Ben seconded the motion. Motion carried unanimously. So ordered.

B. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P1724 – P3224
Commissioners and Staff in the Amount of \$16,503.27



Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for

Ben

voucher numbers P1724 – P3224 Commissioners and Staff in the amount of \$16,503.27 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."

C. Ratification of Claims Payment Request: February 2024B Voucher Numbers C4624 – C5624 in the Amount of \$18,976.97

Commissioners enquired about the EMS Symposium Framework Meeting expense. Chief explained that it is an annual conference for EMTs that is beneficial for addressing current issues faced by EMTs. It has not been held since before the COVID pandemic. Unfortunately, it is having a slow restart, and it will be cancelled this year and the money refunded. A regional conference has been scheduled in Ocean Shores later in the Spring, and five District EMTs will attend.

Dan Peacock moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C4624 – C5624 in the amount of \$18,976.97 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 27th day of March 2024."

D. Ratification of Claims Payment Request: March 2024 Voucher Numbers C5724 – C7324 in the Amount of \$19,614.30

Sam moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C5724 – C7324 in the amount of \$19,614.30 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 27th day of March 2024."

VIII. For Board Information and/or Discussion

A. Staff Reports – Carolyn Flint reporting.

So far in the month of March the District has had 22 calls in 29 days averaging to 0.8 calls per day with an average of 5 responders per call. Of those calls, thirteen resulted in transports, ten of which were ALS and three were BLS. Thus far in the counting year since October 1, 2023, there have been 186 calls. Most of the calls this month have been minor with the usual issues of chest pains, stroke, seizures, concussions, sepsis, or alcohol related incidents.

Chief was happy to note that after seven years of wishing and planning, work to construct the new apparatus bay will finally begin. An excavator had already been delivered, more equipment will arrive over the weekend and the digging will start on Monday, April 1. The steel structure is ready and will be delivered after the concrete work is finished. A small glitch arose with the news that the company hired to install the fire sprinkler system has gone out of business. Their bond company is now involved and the search is on for a replacement. Commissioners questioned how the delays were being managed with the LOCAL Program. Chief has contacted the LOCAL Program, and they have confirmed that this is not an issue.

Starlink has now been installed at the Admin building to increase station internet speeds and consistency. Hi-Tech, a local company, has now installed nine security cameras around the property at a cost of just under \$10,000. One camera has been installed on the base where the former steeple had been. This camera has a view of the entire construction site and will take one photo every hour so that building progress can be documented. When construction is finished these photos will be stitched together to make a time-lapse video of the entire construction process. The current Admin Building and the new building will also be wired so that a security system with alarms can be installed on all doors. The cost of this system will be \$6,200 for installation and \$29/month for connections to dispatch.

An offer to purchase the Station 41 property has been received. As of March 27, the deal was moving forward smoothly. The deal should be finalized by mid-April and close by May. As of the closing of the deal, the District will be tenants and lease the property back from the new owners while continuing to use the apparatus bay until all District vehicles and equipment can be moved out, hopefully by October. By July 1, the District will vacate the office and conference room area and a 20x20 area in the bay area so that the new owners have a place to store some equipment and a place to live and cook. The date to vacate the apparatus bay is flexible and can be extended should the District need more time to finish work on the new apparatus bay.

The Commissioners had lots of questions about the logistics of the move. One question was about what will happen with the memorial items now on Station 41 property. The hydrant will definitely move. The flagpole is too deeply planted to make moving feasible. A long discussion about the memorial trees and whether they could even be safely moved resulted in the need to discuss the issue with the families for which the trees were planted and with the new owners before deciding what to do.

Regarding Station 42, a developer contacted Chief Waters with a request to install an access road to the properties south of that station. The developer intends to subdivide the parcel into smaller parcels. The developer offered to trade the property across the road from Station 42 for an easement along the west side of Station 42 property. Commissioners discussed the pros and cons of allowing the easement for a road. The commissioners decided that the property is large enough that the road would not affect the function of activities on District property. They were especially concerned about whether the helicopter landing area on that property would be affected.

The Commissioners and Chief felt the property across Hwy 112 from Station 42 would not be of use to the District. Instead they considered other options as part of the deal. One option would be asking for \$20-30,000 for the property used by the road easement. Another option would involve asking that the developer cover the cost of asphaltting the driveways around Station 42 as they get very muddy in the rainy season. A third option would be to ask the developer to pay for upgrades to the helicopter landing area. Commissioners thought that a fence should be installed on the west side of District property along the easement road for security and safety. Chief will continue to explore options.

For news about the equipment and volunteers, Chief noted things are running smoothly. All the fire hoses were recently tested as they are every year. All hoses are now washed, dried and

back on the racks. The vehicles are running smoothly. There is a small issue with a turbo sensor on C401, but that will be replaced as soon as parts arrive. The District's newest EMT comes with experience. He passed all the requirements and should be signed off by Dr Craven soon. The recent CPR class for the community was attended by 15 people. Chief also reported that the family of a long-time patient informed him that the father left some money to the District in his estate and it should arrive soon. In the meantime, they left a \$1,000 donation. Chief ended his report by thanking everyone for the recent Groundbreaking Ceremony.

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

Minutes were reviewed and noted.

C. Monthly Financial Reports

Commissioners noted that changes were made to the Expenditures and Revenues by Fund Report sent from the County resulting in lots of zeros in the columns and removal of District budgeted place holders. Money budgeted for some BARS items is not shown. Cheryl Anderson explained that the items with zeros in the first column are sub items and the money was consolidated by the county into the main item. Cheryl agreed to contact the county to ask that the District's budgeted amounts reappear.

Commissioners want to ensure that expenses are on track and within the set budget for the construction project. Cheryl explained that in the detail reports the percent of budget used is shown. Commissioners also questioned the breakdown of items in the Capital Outlay line. Cheryl reminded commissioners that the detailed reports are available in the Expense Detail Reports for Expenditures and Revenues. They are always in her office as are the invoices for all other expenses.

D. Standing Committee Report

Nothing to report.

E. Building Committee Report

Greg noted that all building issues were covered in his Staff Report. Since he will continue to update Commissioners on building progress during his report, he suggested the committee be formally disbanded and the agenda item dropped.

The Building Finance Advisory Committee will resume its activities later in 2024.

F. Joyce Emergency Planning and Prep (JEPP) Report

Plans are developing for the relocation of Conex 1 from behind Station 41 to behind the Joyce Bible Church. Since JEPP will need to raise funds associated with the relocation, JEPP will sponsor a bake sale at Swains on May 11.

JEPP is helping the EOC to organize an April 27 presentation to the Joyce Community regarding wildfire response and evacuation protocols.

G. Joyce Fire Auxiliary

Joyce Fire Auxiliary will hold a bake sale on April 13 at Joyce General.

On June 16, The Crescent Lions Club will donate the proceeds from the pancake breakfast to the Joyce Fire Auxiliary. District volunteers and auxiliary members will cook, serve, and help clean-up. This is a good way to earn money for the Auxiliary projects. It is great that the District

volunteers want to support us in this way.

H. Olympic Peninsula Fire Commissioners Association

The next meeting of OPFCA will be on March 28th at District 3's Training Center. The guest speaker will be Chief Jake Patterson regarding the Clallam County Fire Commissioners Association. Bruce anticipates further discussion about the Clallam County Revenue Advisory Committee.

The guest speaker for OPFCA's April 25 meeting will be the County's Medical Program Director, Dr. Paul Craven. In May, Undersheriff, Lorraine Shore will speak to the group.

CCFPD4 Commissioners Bruce, Ben, and Sam are now members of the group.

I. Revenue Advisory Committee

Ben reported on the March 25 meeting of the Revenue Advisory Committee (RAC). The committee now has a link on the Clallam County website-
<https://www.clallamcountywa.gov/1778/Revenue-Advisory-Committee-RAC>.

The website explained the purpose of the committee-

The Board of Commissioners formed the Revenue Advisory Committee (RAC) on February 20, 2024 under Resolution 15, 2024. The RAC shall have an initial term of ten (10) years from the date of the passage of this Resolution unless extended or terminated earlier by the Board of Commissioners.

The committee was formed so that Clallam County's benefiting taxing districts could act as an advisory group to share information and input regarding timber management and the resulting revenue distribution. The County finds that such an advisory committee would be in the best interest of the County, the benefiting taxing districts within the County, and the community.

State-issued bonds have been used to acquire certain parcels of forestland from private owners. Typically, these forestlands had been logged and needed active management. Ben reviewed some of the current timber management sites affecting CCFPD4. He explained that a certain percentage must be set aside for carbon sequestration which is the setting aside of land by the DNR into conservation status to store carbon and generate revenue for state trust land beneficiaries. The Power Plant Road area may have 69 percent of its 2000 acres set aside for carbon sequestration.

Ben noted that if land from out of county is purchased, DNRs percentage increases from 25% to 50% of the revenue generated from the timber sales, 25% goes to county, 25% goes to Junior Taxing Districts like ours. Clallam County Fire Protection District No.4 must share revenues with four other counties.

Commissioners noted that District revenues from this source may be diminishing. Board practice of not budgeting for large revenues from timber taxes needs to continue as timber tax money cannot be assured. The next two years may be good for us, but the future of timber revenues is elusive.

Ben noted that it is good that the District had the levy lid lift for the past five years as the District's current tax base helped us earn more revenues. In conclusion, Ben reminded commissioners that it is important for us to remain informed and current on these issues and continue to advocate for the District so that CCFPD4's voice is heard.

J. Items of Interest

1. 2024-02 BNR letter form Supt Reykdal

Commissioners noted the letter's main point seemed to be that the Board of Natural Resources needs to find a balanced approach to managing timber forest lands and DNR Funds.

2. PDN News Article about the District Groundbreaking

Commissioners noted the article and thanked Commissioner Nugent for making sure news of the Groundbreaking appeared in the PDN.

3. Bid laws, Procurement, and Public Works Seminar

Noted

K. District Thank You Letter for Donations

Raeann Leiper wanted clarification about thank you letters sent to those who donate to CCFPD4. She also wanted to sort out who the donation checks should be written to if the donators are hoping to receive a tax benefit from the donation. Since the Auxiliary has 501(c)(3) status, they can provide the tax benefit and a thank you letter with EIN information which will provide that benefit. If the donator is not interested in a tax benefit, the money can be written to the CCFPD4. Raeann will organize an official thank you letter for those who donate to the District. The Board Chair and Fire Chief will sign these letters.

L. Gossett Foundation Question

Carolyn sought confirmation that the \$86,000 from the Gossett Foundation had been deposited into District accounts. It had been deposited. Carolyn will communicate with the Gossett Foundation regarding the recent donations from the community totaling \$41,000 of which \$22,000 went to the District and \$19,000 to the Joyce Fire Auxiliary for the purchase of a washer and dryer for the new construction and for the security system for be installed later. The \$22,000 has also been deposited in District county accounts.

M. Correspondence

None

N. Other Concerns

None

IX. Adjourn

Dan moved and Sam seconded the motion to adjourn the meeting at 8:21 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, April 24, 2024, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,


Raeann Leiper

District Secretary