

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
April 24, 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
Jan McGee
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. He noted Chief Greg Waters and Quartermaster Carolyn Flint were also present.

III. Minutes of the Board of Commissioners Regular Meeting on March 27, 2024

Commissioners wondered about clarity of wording in the minutes when indicating corrections had been made. The Board Secretary explained that if the changes are simple proofreading errors, the changes are made in ink on the printed document, and she initials the changes. If major rewording is required, that is corrected on the digital version with errors struck and changes inserted. The Board Secretary initials those changes as well. Commissioners agreed to continue that practice in the future. However, for major errors such as privacy issues or incorrect information, the minutes would not be approved until those changes were corrected and the minutes brought to the next meeting for approval.

A correction was made on the March minutes noting a change of person making a motion. Sam Nugent then motioned to approve the minutes of the Regular Meeting held on March 27, 2024, as amended.

Lynne Kastner seconded the motion. Motion carried unanimously. So ordered.

IV. Additional Items for the Agenda

- Item VII.G – Resolution 5:2024 is regarding Disposal of Surplus Property
- Item VIII.I.6 – Report on Webinar regarding Bids and Procurement.

V. Introduction of Guests and Visitors

Bruce welcomed community members Bob Kastner and Jan McGee, the District's Public Education Director.

VI. Community Comment

None of the community members wished to speak.

VII. For Board Action:

A. Approval Sale of Surplus Property- Resolution 2:2024

This resolution pertains to the future sale of District property located at 51250 HWY 112, Port Angeles, WA. It declares the property to be surplus, gives instructions to the Chief on steps to take to sell it, and authorizes him to act on behalf of the Board. Sam moved to approve Resolution No. 2:2024 for the purpose of authorizing Chief Greg Waters to sell the Station 41 property. Ben Pacheco seconded the motion. Motion carried unanimously. So ordered. A copy of the resolution will be provided as part of the closing process.

B. Approval Encroachment Easement- Resolution 3:2024

The property now approved for sale had an easement issue that needed to be resolved. Chief Waters collaborated with the owners of the adjoining property, Brian Snure, and the prospective buyer to come to an easement agreement. Ben moved to approve Resolution No. 3:2024 for the purpose of authorizing Chief Greg Waters to sign the Easement Documents on behalf of the District. Lynne seconded the motion. Motion carried unanimously. So ordered. A copy of the resolution will be provided as part of the closing process.

C. Approval of Interagency Data Sharing Agreement- Resolution 4:2024

This is a renewal of an agreement with the Office of the Washington State Auditor which provides for sharing confidential information. Lynne moved to approve Resolution No. 4:2024 for the purpose of authorizing Administrative Assistant, Cheryl Anderson, to sign the Agreement and carry out the conditions of the agreement on behalf of the District. Ben seconded the motion. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P3324 – P4424 Commissioners and Staff in the Amount of \$17,262.59

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P3324 – P4424 Commissioners and Staff in the amount of \$17,262.59 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."

E. Ratification of Claims Payment Request: March 2024B Voucher Numbers C7424 – C8724 in the Amount of \$24,072.72

Commissioners questioned the charge on the US Bank bill identified as Fire Hall Expansion / Remodel. Cheryl explained that it was a charge related to the installation of the Starlink Satellite System. Ben moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C7424 – C8724 in the amount of \$24,072.72 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 24th day of April 2024."

F. Ratification of Claims Payment Request: April 2024 Voucher Numbers C8824 – C10624 in the Amount of \$25,831.75

Commissioners questioned the difference in totals on the two sheets. Cheryl explained that there was an error on the first sheet regarding the Angeles Millworks charges which should have been credits instead of debits. The county noticed the error, corrected the spreadsheet, and issued the correct checks. Ben moved to ratify the approval and execution of the Claims Payment Request for Voucher Numbers C8824 – C10624 in the amount of \$25,831.75 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 24th day of April 2024."

G. Approval Declaration of Surplus Property- Resolution 5:2024

This resolution pertains to the Surrey Fire Safety Trailer. It approves the transfer of ownership of the Safety Trailer to Clallam County Fire Protection District No.3. The trailer will still be available to District 4 for use as needed. The Commissioners thanked Jan McGee for all her years of maintaining the trailer and using it for educating community youth about fire safety.

Lynne moved to approve Resolution No. 5:2024 for the purpose of authorizing Chief Greg Waters to transfer ownership of the Safety Trailer. Ben seconded the motion. Motion carried unanimously. So ordered.

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Greg Waters Reporting

Since the last meeting, the District has had 14 transport calls, ten of the calls were ALS, four were BLS. Four of the calls were trauma related. There was one motor vehicle collision with two patients. Other calls dealt with falls, edema, difficulty urinating, and seizures. One call was a positive COVID call. Responders took precautions and no one seems to have had problems. Four calls were because of sepsis.

The Chief discussed the continuing problem with assist/non-emergency, non-transport calls to a residence from one patient. This month 8 of 10 of the calls were from one person, These types of calls result in an ambulance rolling, but because the issue is not an emergency and did not require a transport, the District will not be reimbursed for that call even though it costs the District approximately \$2,200 every time the ambulance rolls. Chief Waters is working with County Medical Program Director, Dr. Paul Craven, to come up with a plan for addressing this type of call. One scenario might be to work with Systems Design to limit those types of calls to ten per year per person before the patient then becomes responsible for paying the cost of the call out of pocket. Usually this type of call comes from patients who have no one else around to call to get help for non-medical assistance. These patients often need to be in an assisted living situation to get the kind of daily help they need.

The most serious call of April was for a structure fire on Oxenford Road. The structure was completely involved by the time CCFPD4 firefighters arrived. Chief Waters called District 2 for mutual aid. The use of the new F-500 encapsulating fluid helped contain the fire quickly, as well as minimize the steam and smoke which is so hazardous to firefighters. Unfortunately, human remains were discovered while fighting the fire. Because of this, law enforcement was called in. When a body is discovered, the coroner is called as well. District responders stayed on the scene to secure it until law enforcement arrived. A critical incident stress management (CISM) debrief was held to give responders a chance to process the event. The debrief helped responders deal with their feelings and hopefully move on.

The sale of Station 41 was set to close on May 1, 2024. Unfortunately, the prospective buyer called on April 23 to say his loan was not approved as had been expected. He is still interested and will pursue other loan options. Meanwhile, District personnel have finished the inspector's punch list. Work parties were organized to move the memorial fire hydrant and clean out the attic. Most of the items found in the attic were unsalvageable and of no historic value. The gravel pile owned by the county has been moved. Everything is set to go from the District's side so the sale can go through when the buyer is ready. The Station 42 easement is on hold until Chief hears back from the developer. The developer is obtaining estimates for laying asphalt on Station 42 driveways and building a security fence along the proposed road easement.

A security system is now installed in the Administration Building. People entering the building will need to make sure to disarm the system when they arrive, or alerts will be sent to the Chief and then the Sheriff if necessary. Motion sensors have been placed around the inside of the building as well.

The construction of the apparatus bay is moving along. Most of the main dirt work is done. Rock and gravel were added to the area previously excavated to ensure proper drainage and a solid foundation. Footings have been poured. The slab pour is set to occur on May 15 after the plumbing and electrical contractors have prepared trenches and installed pipes and wiring. The District has entered a second round of bidding for some of the finish work. The bond company for the fire sprinkler company that went out of business is being very helpful in helping the District to secure a replacement company who will do the remaining work.

When asked by commissioners if the project is on budget with all known construction costs, Chief Waters responded that costs are unfortunately coming higher than was originally estimated. The sale of Station 41 will help, as will expected revenues from timber sales. He is exploring options for cutting back costs if necessary. Every effort will be made to build the station the District wants without dipping into District reserves.

The Command vehicle will soon have its turbo sensor fixed. Five volunteers will attend the Fire Academy, which is good news, but it comes with the problem of needing to buy five more sets of bunker gear, boots, and helmets. This bunker gear expense is not in the budget and will cost \$25,000 - \$30,000. On another matter, Chief reported that he is working to resolve the issue of

all those extra line items with zeros that have appeared on the District's monthly financials. He has spoken with several people at the county office and has yet to find the one that can restore the budgeted line-by-line figures.

Carolyn Flint is working with a team to review the District's EMS Protocol. They meet for 90 minutes every two weeks to edit and revise the document and make sure all the information is up to date. The team is about 25% finished.

B. Local Board of Trustees – March 27, 2024 (Meeting Minutes included)

Minutes were reviewed and noted.

C. Monthly Financial Reports

Commissioners questioned whether the LOCAL Program loan payments had begun. They also wanted to know where those deposits and payments would show up in the reports. Cheryl clarified that the deposits would show up as revenue under "Proceeds of Other Long-term Debt." The District's payments would show as an expenditure in the "Capital Outlay" line. There will be two payments each year. Commissioners were reminded that the revenue from Property Taxes would be showing soon.

D. Revenue Advisory Committee

Ben noted that the next RAC meeting will be held on May 20, 2024.

E. Standing Committee Report

Nothing to report.

F. Joyce Emergency Planning and Prep (JEPP) Report

The CONEX move is happening. The pad is prepped at the Joyce Bible Church. Most of the contents of the container are already in a temporary storage area. The food will be temporarily relocated by May 1. The Conex will then be moved to its new location by Trevor Baar and Bruce Doig.

A Wildfire Information Presentation will be held April 27. JEPP will also be sponsoring a bake sale at Swains on May 11, from 9:30 until 2:30, to raise funds to cover costs associated with the move of the Conex.

G. Joyce Fire Auxiliary

Joyce Fire Auxiliary raised \$892 at the bake sale on April 13. On June 16, from 7:30 until 11:30, a Crescent Lions Club Pancake Breakfast will be held to benefit the Joyce Fire Auxiliary.

H. Olympic Peninsula Fire Commissioners Association

The next meeting of OPFCA will be held on April 25 at District 3's Training Center. The guest speaker will be the County's Medical Program Director, Dr. Paul Craven. In May, Undersheriff, Lorraine Shore will speak to the group.

I. Items of Interest

1. Thank You Card

Commissioners noted the card and donation of \$1,000.

2. Crescent Prevention Summit 2024

District responders provided a demonstration and a tour of the ambulance and engines. The session was a favorite with the students. Kudos to District volunteers for the positive community outreach.

3. Joyce Geotechnical Approval Letter

Commissioners read and noted the letter from Gary Flowers summarizing what was done to ensure the apparatus bay dirt work and building pad were completed according to requirements.

J. Cancer Screening Test Information

It is recommended that firefighters be tested early for cancers as they are exposed to many carcinogens in the line of duty. The Galleri, a company with a respected screening test, is offering the test to firefighters at a reasonable cost.

This was an informational item for the Board. Chief will investigate the possibility of testing District responders. There are still many questions to be answered regarding who should be tested and how other districts are handling this issue.

4. Thank You Card

Commissioners noted the card and the donation of \$1,000.

5. Webinar Report

The Chief and three commissioners recently attended a Brian Snure webinar about upcoming law changes to the procurement and bid process. They noted that the information was helpful and timely. Commissioners had questions about how the District is dealing with contractors, bonds, and retention. It was confirmed that the District is following MSRC recommendations. Also, all the contractors have been vetted and approved by MSRC.

Quartermaster, Carolyn Flint, who is currently revising the District's Policies and Procedures Handbook asked about changes to the laws. It was confirmed that changes will become effective on July 1, 2024, and District policies will need to be updated to reflect those changes.

K. Correspondence

None

L. Other Concerns

None

IX. Adjourn

Lynne moved and Dan Peacock seconded the motion to adjourn the meeting at 8:09 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, May 22, 2024, beginning at 5:30 p.m. at the Joyce Administration Building, Joyce, Washington.

Respectfully submitted,



Raeann Leiper
District Secretary