

# 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  
June 26, 2024

## Members Present

Bruce Leiper, Chairman/Commissioner  
Marcus "Ben" Pacheco, 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

### 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 Commissioners Ben Pacheco and Dan Peacock were present. Commissioners Lynne Kastner and Sam Nugent had excused absences. With three commissioners present, there was a quorum, so the meeting proceeded. Chief Greg Waters and Quartermaster Carolyn Flint were also present.

### III. Minutes of the Board of Commissioners Regular Meeting on May 22, 2024

Carolyn requested some changes to the wording in the sections regarding grant applications. Ben motioned to approve the minutes of the Regular Meeting held on May 22, 2024, as amended. Dan seconded the motion. Motion carried unanimously. So ordered.

### IV. Additional Items for the Agenda

Nothing was added.

### V. Introduction of Guests and Visitors

Bruce welcomed community members, Bob Kastner and Larry McNeely, Construction Project Manager for Phoenix Construction Management, LLC.

VI. Community Comment

Neither of the community members wished to speak.

VII. For Board Action:

A. Ratification of Execution of Acceptance of GEMT Cost Report Adjustments for SFY2022 – Resolution 6:2024

This resolution pertains to a recent audit by Myers and Stauffer of the GEMT Cost Report for Fiscal Year 2022. The audit found no need for adjustments. Ben moved to approve Resolution No. 6:2024 for the purpose of accepting the Cost Report. Dan seconded the motion. Motion carried unanimously. So ordered.

B. Emergency Vehicle Interlocal Service Agreement Rate Increase – Resolution 7:2024

The purpose of this resolution is to accept the rate increase for the Emergency Interlocal Service Agreement. The agreement establishes a new hourly rate that Clallam County FPD No. 3 will charge for the repair and servicing of District emergency vehicles. Ben moved to approve Resolution No. 7:2024 for the purpose of accepting the rate increase. Dan seconded the motion. Motion carried unanimously. So ordered.

C. Approval of Updating the District's Medical Transport Charges for Third-Party Billing – Resolution 8:2024

The purpose of this resolution is to amend the charges for medical transport based upon Cost-of-Living Adjustments for the area. The District has not updated the cost of medical transport since 2019. This will align CCFPD4 rates with others in the state and it was recommended by Systems Design, the District's 3<sup>rd</sup> Party Billing provider. Dan moved to approve Resolution No. 8:2024 for the purpose of amending the costs of medical transports for CCFPD4. Ben seconded the motion. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P6124 – P7624 Commissioners and Staff in the Amount of \$17,158.72

Ben moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P6124 – P7624 Commissioners and Staff in the amount of \$17,158.72 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 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: May 2024B Voucher Numbers C15324 – C16724 in the Amount of \$38,767.96

Ben moved to ratify the approval and execution of the Claims Payment Request May 2024B for Voucher Numbers C15324 – C16724 in the amount of \$38,767.96, 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 26th day of June 2024."

F. Ratification of Claims Payment Request: June 2024 Voucher Numbers C16824 – C18724 in the Amount of \$302,831.50

Ben moved to ratify the approval and execution of the Claims Payment Request June 2024 for Voucher Numbers C16824 – C18724 in the amount of \$302,831.50, 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 26th day of June 2024."

VIII. For Board Information and/or Discussion

A. Staff Reports – Quartermaster Carolyn Flint Reporting.

Since the last Board meeting, the District has had 44 calls. This averages to 1.3 calls per day for the 34-day period. Of those calls, 21 were transports, with 12 ALS, 1 ALS2, and 8 BLS. The reason for the calls ranged from public assists, respiratory or cardiac problems, to alcohol or drug overdoses that became life saves.

There were six fire calls. Three were actual fires and three were smoke investigations.

For the counting year beginning October 1, 2023, the District has had 305 calls in 207 days. With July and August being two of the busier months, the District is on track to again surpass past records and reach a predicted 428 calls. To compound the numbers this year, Elwha Bridge on Highway 101 will be closed from July 12 until July 22. During the closure, traffic will be routed onto State Routes 112 and 113. East Beach Road will be heavily trafficked as well.

Apparatus Bay construction is again moving forward after a brief delay. The rebar has been put down and will be inspected on June 27. The plumbers will then add trench drains. To get ready for the concrete pour on Tuesday, July 2, ICI will bring in all their equipment on Monday, July 1. The concrete will need at least 3 days to cure before the metal building support frame can be erected. The metal building is estimated to take about 3 weeks to complete. The framers will then be able to begin their work. Interfor will be donating approximately \$3,000 in lumber for the framing and trim work.

With a successful sale of Station 41, the installation of a generator and a 3000-gallon fuel storage cube will be possible. The ability to buy diesel fuel in bulk would reduce costs for the district. It would also provide fuel in an emergency for District vehicles and power the generator to run both the apparatus bay and the administration building.

The sale of Station 41 is set to close in early to mid-July. The prospective buyers have assured Chief that all is good to go. The propane tank at the station was recently refilled, but the District will be reimbursed at the closing for that cost.

Two tenders and one engine have recently been in to Clallam County FPD No. 3 for their annual inspections and safety checks. Tender 41 is in need of some repairs to brake lines and couplers. This is understandable given the age of the vehicle. The tender will need new tires soon per

NFPA standards.

The used radios that the District recently purchased from DNR have been repaired. Richmond Radios reprogrammed them for the District. They provide much better reception and better power. That has proven valuable when in areas farther out.

Thanks to the Lions Club and the CCFPD4 volunteers for the recent pancake breakfast in support of the Fire Auxiliary. The Auxiliary earned \$622 from the breakfast proceeds and the bake sale. The recent community first aid class had a good turnout.

B. Local Board of Trustees – May 22, 2024

Minutes were reviewed, a change to adjournment time was suggested and minutes were amended.

C. Monthly Financial Reports

Documents were reviewed and noted.

D. Building Finance Advisory Committee (BFAC) Report

The BFAC has been reactivated to oversee the finances of the apparatus bay construction project. Community Member, Bob Kastner agreed to chair the group. The committee will assist the Board in its ongoing review of project targets, costs, and change orders, and help track LOCAL program deposits and debt service payments. All this with an eye to providing clarity regarding affordability.

It has been six months since the last BFAC meeting, the first portion of the meeting was used to review what has occurred during that time. Next the committee set out its task. The first step was to collect data from various sources including Phoenix Construction Company, SharePoint data, and District and county financial reports. Bob commended the McNeelys on the SharePoint documents as the program is very informative to the Board. With the help of Chief Waters, a spreadsheet was developed. As many noted, there are many moving parts, making it difficult to nail down exact figures on any given day. The BFAC will continue to track the numbers while keeping in mind the County month end report will provide the best picture.

Commissioners discussed current figures beginning with the District's unencumbered late June balance of about \$1,763,000. Also considered was the remaining LOCAL Program loan balance of \$588,000 which will be paid out and reimbursed to the District as construction costs are billed. The anticipated sale of Station 41 in early-to-mid-July will add an estimated \$409,000 to the District's revenue. Construction costs are estimated to come in at or below \$2.5 million. Additional 2024 revenue should enable the District to cover remaining operations and maintenance costs in 2024.

At one point the discussion turned to the 'soft costs' associated with the design and permitting phase of construction. Those were included in the 2022 and 2023 budgets and have already been covered. These front-end soft costs have not been factored into the \$2,500,000 projected cost of the build. The total cost of construction and affordability are the focus of the BFAC's efforts to provide clarification and assurance that the District can meet obligations while holding \$500,000 in reserve. Barring unforeseen escalations in cost, it appears the District will have the necessary funds to complete the construction project as designed.

The BFAC will meet again on July 15. By then, they will have more data to consider.

E. Revenue Advisory Committee

The committee did not meet this month. The next meeting will be held in August.

F. Standing Committee Report

Bruce shared that he wrote to Commissioner, Sam Nugent on May 23rd asking if it would be fitting and possible for the Standing Committee to take up the revision of the District's bylaws this year. Bruce also mentioned the need for finding the District's Articles of Incorporation, referencing Carolyn's unsuccessful search for them.

Sam wrote back saying he absolutely agreed. He then outlined a 7-step process which included gathering existing documentation, reconstructing missing documents, checking with the county and state as necessary, notifying relevant authorities, updating the District website in the interest of public records and transparency, archiving original documents, and implementing a regular bylaws-review process to assure compliance and timely updates.

By mid-June, Sam completed a summary report. Sam's research shed a light on the history of the District regarding incorporation and the writing of bylaws. He found that the District was formed in 1955, after several community meetings, the District was created. In February of 1956, Articles of Incorporation papers were written and filed. The bylaws were rewritten to align with incorporation documents in May of 1956. On September 19, 1958, Clallam County Fire Protection District No.4 was established by County Resolution 35:1958 following approval by voters in an election proposing its establishment.

Since the District has been searching for the original documents without success, Sam contacted Brian Snure to ask how the District should proceed. He learned there is no expectation under Washington RCW52 requiring that Articles of Incorporation or bylaws be registered or filed with the state for a district to be recognized. The Clallam County resolution is sufficient. Therefore, there is no need for CCFPD4 to continue its search for incorporation paperwork, and no need to recreate them.

Separately, the District's Bylaws will be updated. In the months ahead, the Standing Committee will review, revise, and facilitate discussions. When ready, it will introduce a resolution for formal adoption. Sam's goal is to have the revised bylaws ready for the Board to review before the end of the calendar year.

Carolyn has been working on revised position descriptions. She found many inconsistencies in the formatting and information provided in the previous bylaws. She asked that those writing the new document follow the formatting she used with recently written position descriptions as the review proceeds.

Many thanks to Sam for his research, detailed report, and recommendations. A decision was reached to include his report in the June Board packet for review, anticipating further discussion in the July Board meeting.

G. Joyce Emergency Planning and Prep (JEPP) Report

Bruce Doig was able to move the Conex out of the sheltered storage area, but it was too heavy to move with all the MREs still inside. The MREs were recently removed to the storage bay at Station 41. Ben ensured the pad is prepped and leveled at the new site. The Conex will be moved to its new location by Trevor Baar soon. The sale of Station 41 is set to close by mid-July and the new owners will need to use the storage bay, so the MREs will need to be moved out by then. A question arose about who will carry the insurance on the Conex now that it will no longer be on District property. Bruce will investigate that with Jim Buck.

H. Joyce Fire Auxiliary

Thanks to the District volunteers and the Lions' Club \$622 has been added to the Chief's wish list fund. The Lions' Club sponsored a pancake breakfast with half of the proceeds, \$380, donated to the Auxiliary. The Auxiliary also held a bake sale at the breakfast and earned another \$242. The Wish list fund now has about \$13,700 earmarked for the bunker gear washer and dryer. Chief said he will be ordering them soon.

The Auxiliary will plan to hold the 2<sup>nd</sup> Annual Volunteer Appreciation BBQ on August 24. Due to construction of the apparatus bay, the event will be held at Station 42.

I. Olympic Peninsula Fire Commissioners Association

Bruce will attend the regular meeting on June 27, 2024. The guest speaker will be Danielle Patterson who will speak about Clallam County's Critical Incident Stress Management Team.

J. Items of Interest

1. MRSC New Guidance on Closing Records Requests

An email article was provided by MSRC which recommends a final letter be sent to public record requestors to clearly communicate when a record's request has been closed. The statute of limitations is one year, and the letter will officially start the clock on the requestor's time limit. Cheryl has developed a letter template to be used as needed which was approved by the Board.

2. Bill of Sale for Safety Trailer

Commissioners read and noted the Bill of Sale and Hold Harmless Agreement signed by Fire Chief Justin Grider of Clallam County Fire Protection District No.3. The Safety Education Trailer formerly owned by District 4 is now owned by District 3.

3. WREMS Report – A. Baar

Commissioners read and noted the letter from Ashley Baar, a District 4 EMT. She thanked the District for the opportunity to attend the 2024 West Region EMS conference recently held at Ocean Shores, WA. She stated that the conference provided many informative classes and a time to bond with other District 4 responders.

4. FY25 Proposed Interim Average Cost per Transport- GEMT

Commissioners read and noted a letter from Washington State Health Care Authority. The letter provided the District with a proposed average cost of medical transport which will be paid by GEMT.

5. DNR First Quarter Timber Report

Commissioners read and noted a letter from the Department of Natural Resources. The letter provided an estimate of revenues to be paid to the District from county timber sales for the first quarter of 2024. The letter also included projections for 2025 (approx. \$508,496) and 2026 (approx. \$24,424). Commissioners also noted that the projection for 2026 is significantly lower.

K. Correspondence

None

L. Other Concerns

On June 1, Chief Waters and Bruce attended a WFCFA conference about Strategic Planning which is considered vital to the long-term financial and operational success of any fire agency. The seminar's panel of speakers covered the importance of having a plan, the process involved in developing one, and the need to personalize contents to ensure viability. They encouraged districts to address a number of topics in their strategic plans, including data management, service delivery, response time, long-term financing, and issues associated with the integration of artificial intelligence (AI).

The seminar confirmed the notion that developing a District Strategic Plan is in the best interest of the citizens served by CCFPD4. The plan would clarify the District's direction and focus in the years ahead. Bruce is prepared to set the development process in motion and hopes the Board will be in a position to adopt a new, viable, five-year Strategic Plan by the end of this calendar year.

IX. Adjourn

Dan moved and Ben seconded the motion to adjourn the meeting at 7:27 p.m. Motion carried unanimously. So ordered.

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

*Respectfully submitted,*



*Raeann Leiper*  
*District Secretary*