

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
May 22, 2024

Members Present

Bruce Leiper, Chairman/Commissioner
Sam Nugent, Vice-Chairman/Commissioner
Marcus "Ben" Pacheco, Commissioner
Lynne Kastner, Commissioner

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 except Dan Peacock were in attendance. Dan had an excused absence. Bruce noted Quartermaster Carolyn Flint was also present. Chief Greg Waters was attending the annual Washington Fire Chiefs' Association Conference.

III. Minutes of the Board of Commissioners Regular Meeting on April 24, 2024

Lynne Kastner motioned to approve the minutes of the Regular Meeting held on April 24, 2024, as written. Sam Nugent seconded the motion. Motion carried unanimously. So ordered.

IV. Additional Items for the Agenda

- Item VII.E – Reactivation of Building Finance Advisory Committee

V. Introduction of Guests and Visitors

Bruce welcomed community member, Bob Kastner. Larry McNeely, Construction Project Manager for Phoenix Construction Management, LLC and Tania McNeely, Administrative Assistant for Phoenix Construction Management, LLC also attended so they could answer Commissioners' questions about the construction project progress.

VI. Community Comment

None of the community members wished to speak.

VII. For Board Action:

A. Approval Legal Notice - Vendor List

The purpose of this legal notice is to inform vendors that Clallam County Fire Protection District No. 4 is now accepting applications from those who wish to be on the Vendor List to provide services or materials to the District. Sam motioned to approve the posting of the notice. Ben Pacheco seconded the motion. Motion carried unanimously. So ordered.

B. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P4524 – P6024 Commissioners and Staff in the Amount of \$16,463.72

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P4524 – P6024 Commissioners and Staff in the amount of \$16,463.72, 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 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: April 2024B Voucher Numbers C10724 – C12624 in the Amount of \$39,000.20

Ben moved to ratify the approval and execution of the Claims Payment Request April 2024B for Voucher Numbers C10724 – C12624 in the amount of \$39,000.20, 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 22nd day of May 2024."

D. Ratification of Claims Payment Request: May 2024 Voucher Numbers C12724 – C15224 in the Amount of \$120,980.65

Ben moved to ratify the approval and execution of the Claims Payment Request May 2024 for Voucher Numbers C12724 – C15224 in the amount of \$120,980.65, 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 22nd day of May 2024."

E. Reactivation of Building Finance Advisory Committee

The Building Finance Advisory Committee (BFAC) was originally established to investigate funding options for the construction of the apparatus bay. Earlier this year, the group agreed to put the work of the committee on hold until the fall of this year when their advice might be needed again. Commissioners think that the BFAC should be reactivated sooner than anticipated to keep the Board abreast of finances related to building costs associated with the construction of the apparatus bay. Bob Kastner has agreed to chair the committee when it reconvenes.

Ben moved to reactivate the Building Finance Advisory Committee. Lynne seconded the motion. Motion carried unanimously. So ordered.

VIII. For Board Information and/or Discussion

A. Staff Reports – Quartermaster Carolyn Flint Reporting.

So far, for the month of May, there have been 32 calls with 182 responses. This averages to 5.7 people responding per call. In the 28 days since the last meeting, the District has had 43 calls, averaging 1.5 calls per day. Of those, 13 were transport calls of which 4 calls were ALS, 8 BLS and one intercept at Laird's Corner with Olympic Ambulance. Eight of the calls were public assist calls. There was one motor vehicle collision with one patient who suffered severe injuries to her spine, and she was ultimately flown to Harbourview Hospital. CCFPD4 responders answered a mutual aid call from District 2 when a fire broke out on the Coho Ferry. They transported a patient suffering from smoke inhalation to OMC. There were two deaths this month. One was an expected in-home death. A second resulted from a tragic accident at a home.

The past week, five District EMTs attended an EMT Conference at Ocean Shores. In the fall, the District will send five new recruits to the Firefighters' Academy. This means the District will need to purchase bunker gear for the new firefighters. It costs about \$5,000 to outfit a firefighter with all the proper gear. The District *Uniforms and Clothing* budget for this year will need to be amended because of this. Carolyn will begin writing grants in an effort to secure the funding. *applications* - RJ

Carolyn informed the Commissioners that the Gossett Foundation grant, which offered to match up to \$100,000 in community raised funds, is now complete. The community raised more than the \$100,000 and the Gossett Foundation matched with their grant of \$100,000. All funds from the USDA Grant have now been received. The District received just short of \$90,000 in funds to purchase new gurneys, gurney lifts, and AEDs.

Before Carolyn can move forward with *more* government grant applications, the District must rewrite Articles of Incorporation and revise and approve District By-Laws. Somehow these are not filed in District, County, or State Archives and they are required by many donors as part of the application process. *federal higher level* - RJ

B. Local Board of Trustees – April 24, 2024

Minutes were reviewed and noted.

C. Monthly Financial Reports

Commissioners had much to discuss as the construction of the apparatus bay is well underway and payments for materials and contractors have begun to appear on the monthly financial reports. Commissioners had many questions at the last meeting. Chief Greg Waters worked with Phoenix Construction to develop a document showing the status of District finances as they relate to the cost of the construction project. Bruce presented the document in Chief's absence which showed current balances, expected revenues, and the estimated costs of the project.

Each month, going forward, an updated version of this document will be provided to the Board.

The Commissioners examined the document and discussed the various entries. Commissioners had questions related to money held in reserve. In the past, as a precaution, the Board sought to hold at least a years' worth of funds in reserve in case there are years when revenues are low. They want to make sure that reserve is protected. The spreadsheet shows that the projected costs will not impact the money held in reserve. Chief listed several aspects of the construction that could be omitted, if necessary, to cut costs. Station 41 has not yet sold, so the approximate \$409,000 cannot be counted until all pending paperwork is signed and filed.

Since the spreadsheet only showed 2024 and 2025 expenses related to construction, Commissioners questioned whether the projections beyond that were also being considered as the District pays off the LOCAL Program loan. Commissioners are aware that income from timber revenues is uncertain going into the future. Property tax revenues are more certain.

The McNeelys of Phoenix Construction Management, LLC were on hand to answer questions related to the building project. The next step is the final work on the foundation by adding a layer of fine gravel to prepare for the pouring of the concrete pad. Scheduling of all other work is dependent on the completion of this step. All other contractors are set to go once this happens. Bob Kastner asked whether all projected costs as shown on the spreadsheet provided by Chief Waters are correct. Tania McNeely said that those are the costs as stated in contracts, 85% of which are now signed.

Commissioners also had questions about how the payments to the LOCAL Program are being managed. The State Treasurer recommended that the District use the LOCAL Program money first. Cheryl Anderson, District Administrative Assistant, explained the process. Phoenix Construction sends her the invoices from the contractors. Cheryl pays the invoices from the District *Facilities Capital Outlay Fund*. Cheryl then sends copies of the invoices to the LOCAL Program for reimbursement. The money is reimbursed by sending funds from the District loan to District accounts. These payments show as revenue in *Proceeds of Other Long-Term Debt* in the "Actual" column for that line. The "Balance" shows how much loan money remains to be spent. Once the \$700,000 loan has been spent, construction costs will then be deducted from the District's *Facilities Capital Outlay Fund*.

D. Revenue Advisory Committee

The Revenue Advisory Committee had two meetings recently. Commissioner Ben Pacheco and Commissioner Lynne Kastner attended both and reported to the CCFPD4 Board. Ben and Lynne took time to clarify the purpose of the RAC. It was established to advise the County Commissioners regarding the harvest of timber, the dispersal of timber revenues, and the effect those decisions have on Junior Taxing Districts. It is important for the Junior Taxing Districts to stick together to get their voice heard.

The first meeting was called to specifically address an application from the City of Port Angeles who have requested to have ownership of 3089 acres within the Elwha watershed transferred to the city. The city wants the land for watershed protection as well as for recreational purposes. RAC discussed the request and advised the County Board of Commissioners to send a letter to DNR asking the County Commissioners to reject the application from the city because the criterion for transfer was not met as the property is worth more than fifteen million dollars and is not economically underperforming. The RAC also reasoned that the transfer would reduce revenues for the Junior Taxing Districts which the city cannot replace.

In the second regularly scheduled RAC meeting, DNR presented information about their forest management and harvest practices. At the end of the meeting, the chair of the RAC asked for suggestions for future topics. The topic of DNR arrearages piqued the interest of those in

attendance and all agreed it is imperative that the Junior Taxing Districts explore this topic. Arrearages are the funds due the Junior Taxing Districts which have not been paid. This is closely related to past mismanagement of DNR funds. The next meeting will be held in July.

E. Standing Committee Report

Nothing to report.

F. Joyce Emergency Planning and Prep (JEPP) Report

The CONEX is cleared out and the pad is prepped at the Joyce Bible Church. The Conex will then be moved to its new location by Trevor Baar and Bruce Doig soon.

The bake sale at Swains held on May 11, raised \$965.

G. Joyce Fire Auxiliary

Donations from the community totaling \$14,000 were moved from the Joyce Fire Auxiliary's Building Fund account at First Fed to the District's accounts at the county. On June 16, from 7:30 until 11:30, a Crescent Lions Club Pancake Breakfast will be held to benefit the Joyce Fire Auxiliary.

Commissioners were asked if they would like to receive the minutes of Auxiliary meetings and they would. Rae will see that that happens.

H. Olympic Peninsula Fire Commissioners Association

Bruce and Lynne attended the meeting held on April 25, 2024. The guest speaker was the County's Medical Program Director, Dr. Paul Craven. Dr. Craven explained how events in his life encouraged him to become an advocate for first responders. He also clarified the duties of his job. He was happy to announce that Peninsula College will soon offer a Paramedic program of study. At the next meeting on May 23, Undersheriff, Lorraine Shore will speak to the group.

I. Items of Interest

1. Gossett Foundation Letters

Two letters were shared. The first was from Greg informing the Gossett Foundation that \$14,000 which was needed to reach the \$100,000 mark was raised in community donations. The Gossett Foundation agreed to provide matching funds. The second letter was from the Gossett Foundation with a check of \$14,000 included with a reminder that a memorial for Mary Pfaff-Pierce be included in the building. This completes their matching funds grant. All this money will go toward the construction of the apparatus bay.

2. Airlift NW Commitment Email and Letter

Commissioners read and noted the letter from Airlift NW informing the District that they are committed to providing service to the CCFPD4 District even though some of their policies have changed.

J. Correspondence

None

K. Other Concerns

Bruce and Chief Waters will attend a conference about Strategic Planning and the Future of AI through the Washington Fire Commissioner's Association.


Carolyn reminded Commissioners that the CCFPD4 EMTs who attended the EMT Training Conference at Ocean Shores will submit reports upon their return.

IX. Adjourn

Lynne moved and Sam seconded the motion to adjourn the meeting at 7:55 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, June 26, 2024, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,


Raeann Leiper
District Secretary