

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
July 24, 2024

Members Present

Bruce Leiper, Chairman/Commissioner
Sam Nugent, Vice Chairman
Lynne, Kastner, 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

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 Sam Nugent, Lynne Kastner, and Dan Peacock were present. Commissioner Ben Pacheco had an excused absence. Chief Greg Waters and Quartermaster Carolyn Flint were also present.

III. Minutes of the Board of Commissioners Regular Meeting on June 26, 2024

Sam Nugent motioned to approve the minutes of the Regular Meeting held on June 26, 2024. Dan Peacock seconded the motion. Motion carried unanimously. So ordered.

IV. Additional Items for the Agenda

Lynne Kastner asked for a moment to acknowledge the recent accomplishment of Commissioner Sam Nugent. Sam recently earned a Master's Degree in Public Administration in Policy Analysis and Evaluation from Strayer University. The commissioners appreciate the understanding and insight that Sam's new knowledge adds to the Board's discussions and decisions.

Item VIII-F - Sam noted that a document was added to be discussed during the Standing Committee report.

- V. Introduction of Guests and Visitors
Bruce welcomed community member, Bob Kastner.
- VI. Community Comment
Mr. Kastner did not wish to speak.
- VII. For Board Action:
- A. Ratification of Clallam County Payroll Worksheet: Voucher Numbers P7624 – P9024 Commissioners and Staff in the Amount of \$15,463.95
Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P7624 – P9024 Commissioners and Staff in the amount of \$15,463.95 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."
- B. Ratification of Claims Payment Request: June 2024B Voucher Numbers C18824 – C19724 in the Amount of \$35,007.71
Sam moved to ratify the approval and execution of the Claims Payment Request June 2024B for Voucher Numbers C18824 – C19724 in the amount of \$35,007.71, 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 July 2024."
- C. Ratification of Claims Payment Request: July 2024 Voucher Numbers C19824 – C21524 in the Amount of \$92,607.25
Lynne moved to ratify the approval and execution of the Claims Payment Request July 2024 for Voucher Numbers C19824 – C21524 in the amount of \$92,607.25, 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 24th day of July 2024."

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Greg Waters Reporting.

It has been 28 days since the last Board meeting and the District has had 46 calls. This averages to 1.6 calls per day. Of those calls, 17 were transports. Of those transports 13 were ALS, one was ALS2 because of extra drugs administered, and three were BLS. There was not an uptick in vehicle calls because of the weeklong Elwha Bridge closure. The district did have a few more medical calls to Lake Crescent and East Beach area during this timeframe.

A rescue/medical call at Tongue Point involved mutual aid from the Coast Guard. A person fell on the slippery rocks with the tide coming in. It would have endangered responders to try to carry the patient across the slippery rocks and up the hill, so the Coast Guard provided an airlift to OMC. Another call to Salt Creek area was for a 4yo who experienced a near drowning. There was concern for pulmonary edema, so the child was transported to OMC and stabilized then airlifted to Harborview.

Two calls involved people falling from roofs. One man slipped off his roof while cleaning it with a pressure washer. Fortunately, he landed on some soft garden areas which minimized his injury. Another fallen person was not so lucky as he fell through a rotten roof and landed headfirst on concrete causing major head injuries/skull fractures. He had to be packed in a full body vacuum splint to immobilize his spine before being transported to OMC. From there he was airlifted to Harborview and is still there.

Another call with severe life-threatening injuries involved a 31yo who was hit by a cable that snapped while loading logs. It struck him across his chest. His coworkers drove him out of the forest to the highway where the ambulance met him for a 40-minute transport to OMC. He was stabilized and airlifted to Harbourview. Luckily, he ended up with only a bruised heart and four broken ribs but is now doing fine.

The District had two fire calls. Both were in the nick of time as weather conditions could have quickly made the fires worse if not controlled. The first was to Murdock Beach. The second was a mutual aid call to West 14th Street in Port Angeles. District 2 and District 3 also responded, and the fire was quickly surrounded so that no structures were damaged.

Dr. Craven, the County Medical Program Director, will be working part-time at OMC, hopefully, beginning August 1, 2024. This means he will now have access to patient records. By September 1, 2024, he will be full-time at OMC working as the Emergency Department Physician.

One vehicle was taken to Clallam County FPD 3 for a regularly scheduled maintenance.

A full fire burn ban is on as of July 24, 2024.

The Apparatus Bay construction is moving along, and roofing begins the first week of August. Interfor has graciously donated a large portion of the wood needed for framing. Another company is providing the siding at cost.

Thanks to Cheryl and Carolyn for keeping up with all the paperwork involved with the construction and the busy call month.

B. Local Board of Trustees – June 26, 2024

Minutes were reviewed and noted.

C. Monthly Financial Reports

Commissioners noted that revenue from *Sale of County Timber* was already at the budgeted amount halfway through the year. There was a question about the revenue item *USDA Emergency Rural Health Care*. This was part of a grant payment for the purchase of the gurney and lift. Questions arose about how the GEMT and Ambulance Emergency Service Fees are calculated. Commissioners also noted that earned interest is still particularly good because the balance is still high. When the District starts paying for construction from the county accounts, the interest earned each month will understandably be reduced.

D. Building Finance Advisory Committee (BFAC) Report

Bob Kastner, chair of the committee, reported that he spent the last few weeks collecting data regarding costs of construction. The committee reviewed the data and concluded that things are tracking well. The District should be close to the estimated \$2.5 million cost to complete the project, perhaps a tad under. It is estimated that it will likely take another three months to complete construction. Change orders present a risk as well as delays in the schedule. At this point, the money for everything wanted in the building should be available and the desired \$500,000 reserve will be protected. The sale of Station 41 made a significant difference in the positive financial outlook.

The Board may need to address Phoenix Construction's contract in the future if the project goes considerably longer than originally estimated. The late start and delays were not his fault and, some compensation should be considered.

E. Revenue Advisory Committee

The committee did not meet this month. The next meeting will be August 19.

F. Standing Committee Report

The Standing Committee continued to work on the revision of the District Bylaws, coordinating with Carolyn as she continues to revise the Policies and Procedures manual. They are working to delineate the scope of bylaws and what is considered policy or procedure. Also to be decided is whether the Bylaws should be a separate document or part of the Policies and Procedures Manual.

Carolyn explained that currently the Policies and Procedures Manual has four sections. Each section deals with a different subset of persons involved with the District. Part 1 is for all those involved, Part 2 concerns the volunteers, Part 3 relates to those employed by the District, and Part 4 pertains to the Commissioners. The Commissioners discussed whether bylaws should be included as part of this section. This led to a discussion of the difference in purpose of a Policies and Procedures Manual compared to the Bylaws.

Lynne has reviewed the current District Bylaws to make sure all the RCWs mentioned are current and apply to the District. She is making sure that all relevant RCWs are included in the new document. Sam has noted that the job of "secretary" needs to be defined. The District currently has an Administrative Assistant, and the Board has a District Secretary. The job duties of each need to be clarified. Since Carolyn has been working to develop a format for writing of job descriptions in the Policies and Procedures Manual, she asked that the Board follow the same format for consistency.

Sam and Lynne will continue to revise and write the bylaws. Carolyn will continue with the Policies and Procedures Manual. Hopefully by September, they will determine whether to merge the documents. They are hoping to present draft documents to the board in October or

November.

G. Joyce Emergency Planning and Prep (JEPP) Report

Currently waiting to hear from Trevor Baar as to when they can move the Conex. Donna Buck recently gave the District a flash drive with all the JEPP documents on it.

H. Joyce CERT Team

Anne Chastain is now the Joyce area CERT Captain.

I. Joyce Fire Auxiliary

The Auxiliary will be having a bake sale at Joyce Daze. Contributions of baked goods or produce are appreciated. The Auxiliary recently gave the District a check for \$14,280 towards the purchase of the bunker gear washer and dryer. The 2nd Annual Volunteer Appreciation BBQ will be held on August 24, 2024, starting at 4pm at Station 42.

J. Olympic Peninsula Fire Commissioners Association

Bruce Leiper noted that the mailing list was changed. Unless commissioners are members, they will not receive OPFCA emails. Bruce will forward relevant emails to others. Lynne will attend the regular meeting on July 25, 2024.

K. Items of Interest

1. GEMT Settlement SFY 2021

Commissioners noted the auditor's report and financial settlement for 2021.

2. GEMT FY Final Interim Average Cost Per Transport

Commissioners read and noted the estimated cost of reimbursement for transport for FY 2025.

3. MRSC Roster Changes

Commissioners read the letter from MRSC noting a change of website. The website explains changes in policy for finding qualified contractors for small public works projects and for procurements. It recommends the District review and update its procedures to align with state guidelines.

4. Email from BVFF (Board of Volunteer Fire Fighters)- System Changes

Commissioners noted an email from BVFF introducing its new Municipality Portal which is designed to streamline their support system.

5. CCFPD3 Shop Rates Email

Commissioners noted the letter informing the district that labor charges for shop work are being raised.

6. Thank You Note

Noted

7. Invitation to Auxiliary BBQ

Noted

8. Visitors from Guatemala

Chief Waters shared a photo taken of the visitors. He then explained that several years ago, CCFPD4 gave a rescue truck to the B.R.A.V.E. Foundation for transfer down to Guatemala and then just recently provided them with our obsolete SCBA's and other tools and equipment. The country's main Fire Chief along with other members of his team came to express their appreciation. Chief Waters gave them a tour of the stations. The Guatemalan chief invited Greg to do a training for the Guatemalan volunteers.

9. Seattle-Tacoma-Bellevue Consumer Price Index – Chief Waters Cost of Living Allowance

Noted

L. Correspondence in Folder

Noted

M. Other Concerns


Nothing

IX. Adjourn

Sam moved and Lynne seconded the motion to adjourn the meeting at 7:29 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, August 28, 2024, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,


Raeann Leiper
District Secretary