

Clallam County Fire Protection District No. 4



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Commissioners:
Bruce Leiper, Chairman
Sam Nugent, Vice Chairman
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
October 16, 2024

Members Present

Bruce Leiper, Chairman/Commissioner
Sam Nugent, Vice Chairman
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
Bob Kastner, Community Member

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. Chief Greg Waters and Quartermaster Carolyn Flint were also present.

III. Minutes of the Board of Commissioners Regular Meeting on September 25, 2024, the Special Open Public Meeting on September 30, 2024, and the Special Budget Workshop on October 13, 2024 – Corrections or Approval

- Sam Nugent motioned to approve the minutes of the Regular Meeting held on September 25, 2024, as amended. Lynne Kastner seconded the motion. Motion carried. So ordered.
- Lynne motioned to approve the minutes of the Special Audit Entrance Conference held on September 30, 2024, as amended. Dan Peacock seconded the motion. Motion carried. So ordered.
- Lynne motioned to approve the minutes of the Special Budget Workshop Meeting held on October 13, 2024. Ben Pacheco seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

Item X.J.6 - Contact Extension for Phoenix Construction Management

Item X.K - CCFPD4 Budget Workshop Process

V. Introduction of Guests and Visitors

Bruce welcomed community member, Bob Kastner.

VI. Public Hearing: 2024 Budget Amendment

Chairman, Bruce Leiper opened the Public Hearing for comment on the 2024 Budget Amendment at 5:47pm. So ordered.

The 2024 Budget Amendment was available for those in the public interested. No one from the community wished to comment on the 2024 Budget Amendment.

Bruce closed the Public Hearing on the 2024 Budget Amendment at 5:48 pm. So ordered.

VII. Public Hearing: 2025 Budget

Chairman, Bruce Leiper opened the Public Hearing for comment on the 2025 Budget at 5:48pm. So ordered.

The 2025 Budget was available for those in the public interested. No one from the community wished to comment on the 2025 Budget.

Bruce closed the Public Hearing on the 2025 Budget at 5:49 pm. So ordered.

VIII. Community Comment

Bob Kastner did not wish to speak.

IX. For Board Action:

A. Approval of 2024 Budget Amendment – Resolution 9:2024

Lynne recommended that changes be made to the budget worksheet in the 2024 Budgeted column. These changes, while necessary, did not affect the figures proposed in the 2024 Budget Amendment column or the proposed 2025 Budget column.

Lynne moved to approve Resolution 9:2024 for the purpose of adopting a 2024 Budget Amendment as presented with an ending balance of \$969,673. The changes to the 2024 Budget worksheet did not alter the Resolution's wording. Dan seconded the motion. Motion carried unanimously. So ordered.

B. Approval of 2024 Budget– Resolution 10:2024

Lynne moved to approve Resolution 10:2024 for the purpose of adopting a 2025 Budget as presented with an ending balance of \$794,448. Ben seconded the motion. Motion carried unanimously. So ordered.

C. Ratification of Approval of Special Public Meeting Legal Notice – State Auditor Meeting

Sam moved to approve the ratification of the Legal Notice informing the public of a meeting with the State Auditors held on September 30, 2024, via Teams Meeting. Lynne seconded the motion. Motion carried unanimously. So ordered.

D. Ratification of Clallam County Payroll Worksheet: September 24, 2024, Voucher Numbers P11924 – P13324 Commissioners and Staff in the Amount of \$15,830.18

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for September 2024 for voucher numbers P11924 – P13324 Commissioners and Staff in the amount of \$15,830.16, as presented. Dan seconded the motion. Motion carried unanimously. So ordered.

"The District, 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 Clallam County Payroll Worksheet: Voucher Numbers P13424 – P16424 Volunteer Staffing in the Amount of \$83,650.00

Ben moved to ratify the approval and execution of the Clallam County Payroll Worksheet for voucher numbers P13424 – P164524 Volunteer Staffing in the amount of \$83,650.00, as presented. Dan seconded the motion. Motion carried unanimously. So ordered.

"The District, 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."

F. Ratification of Approval of Claims Payment Request: September 2024B Voucher Numbers C29724 – C30924 in the Amount of \$21,199.00

Sam moved to ratify the approval and execution of the Claims Payment Request September 2024B for Voucher Numbers C29724 – C30924 in the amount of \$21,199.00, 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 16th day of October 2024."

X. For Board Information and/or Discussion

A. Building Finance Advisory Committee (BFAC) Report

No meeting was held in October 2024. The next scheduled meeting will be held on November 18th and Bob will report once more to the board on November 20th.

B. Staff Reports – Chief Greg Waters Reporting.

Chief began with the report on calls. In the 21 days since the last meeting, the District has answered 25 calls for an average of 1.2 calls per day. Of the 25 calls, 12 were transports with nine ALS transports, three BLS transports, and one LifeFlight transport. As always, the calls

were varied. Some were minor such as lift assists. Two calls were for falls or fainting. Several were for more serious issues involving seizures from alcohol withdrawal, diabetic coma, difficulty breathing, chest pain, or fractures. The District answered two vehicle accident calls. One was when a car hit a tree with injuries serious enough to result in requesting LifeFlight to transport the patient. Another car crash was caused by a DUI. The driver failed to stop at the Freshwater Bay stop sign and hit the hillside across Highway 112.

The District answered two structure fire calls. One was in Joyce and involved an older house. Five firefighters were able to contain the blaze. The other was on Joyce-Piedmont Road and involved some trailers and trees. Soon after returning from the Joyce-Piedmont Fire, the District was toned out for wires downed by a fallen tree on Highway 112. Responders cleared the tree from the road so that PUD could repair the damage to the lines.

Apparatus bay construction is nearing the finish line. The diesel fuel tank was delivered earlier than expected. It will not be installed until a concrete pad has been poured early next year. The floor polisher began the second stage with a medium grade grit. Floors will get a final polish when all the construction is finished. The fire sprinkler system is not yet fully installed but is nearing completion. It will be tested once power hook-ups are completed. The mezzanine floor has been installed as have the stairs leading to the mezzanine level. Dirt work is almost complete. Framing and pouring for the sidewalks and 8" thick aprons should be completed by the end of the month. The training tower is almost complete. It will be helpful when responders train for rescues. The four rolling garage doors should be here by mid-November. There was a delay in the shipping of the electrical panel, but it too should arrive by the end of November. The Chief requested a special faucet connection for fire hose use inside the building be added to the riser for the plumbing system. The contractor is adding this at no cost because it is for a fire district. On a not so pleasant note, construction seems to have shaken up the sewage pipes leading from the restrooms to the septic tank. This caused clogged toilets and a backup of sewage in the admin building. Chief was able to use a plunger to get things flowing again.

Carolyn has applied to DNR for a "gently" used brush truck. The District fits the profile of the type of district that DNR prefers to support in this way. Adding a brush truck to the District fleet would be helpful when the District is called to fight wildland fires.

Greg and Carolyn will attend an Advanced Difficulty Airways Class. This covers intubations in challenging situations. Dave Benzick will be one of the instructors. Later this month, CCFPD4 responders will be participating in Crescent Schools Halloween Trunk or Treat event.

C. Local Board of Trustees – September 25, 2024

Minutes were noted.

D. Monthly Financial Reports

Rae shared information about the meanings of several BARS codes and headings related to DNR revenue.

E. Revenue Advisory Committee Report

Next meeting will be on October 30.

F. Standing Committee Report

Sam noted the committee is standing by.

G. Joyce Emergency Planning and Prep (JEPP) Report

Bruce reported that both Conexes are fully wired and now have lights, heaters, and a dehumidifier running. Chief is now discussing insurance with Enduris regarding the Conexes and their contents.

H. Joyce Fire Auxiliary

Rae noted that the Auxiliary held its last bake sale of the year on October 12 and earned \$801 for the Chief's Wish Fund. Rae also reminded Chief Waters that the Auxiliary is ready to host any celebration activities when the apparatus bay is open for use.

I. Olympic Peninsula Fire Commissioners Association

At the September 26 meeting, Connie Beauvais spoke about the Revenue Advisory Committee and its role representing the interests of the junior taxing districts in their interactions with the DNR. At the November meeting, Justine Chorley of EOC will speak about Emergency Management. Undersheriff Lorraine Shore may join her.

J. Items of Interest

1. Balance Billing Protection Act Information Email from Systems Design West

Commissioners noted the letter regarding the Balanced Billing Protection Act. The act deals with timelines for agencies to submit rates, "out of network" patients, and the posting of Notices of Consumer Rights.

2. Thank You from a Community Member

Noted

3. WA State Systems Design West Rate Adjustment

Commissioners noted Systems Design change of rates for processing transports.

4. State Auditor Entrance Packet

Commissioners noted an email from OSA's Jennifer Gossett who is conducting the District Audit. It summarized the Audit Entrance Conference with three commissioners.

5. October Clallam County Timber Sale Revenue Report

Commissioners noted a document informing Junior Taxing Districts of estimated revenues based on timber auctions. When timber auctions are held, logging companies bid on various lots to be harvested. Funds from harvests will not be realized by the Junior Taxing Districts until after the logging and sales have actually taken place.

6. Contract Extension for Phoenix Construction Management

Chief Greg Waters opened the discussion by reminding Commissioners that Phoenix Construction Management's Contract is set to end soon. Due to several delays in construction of the apparatus bay, the work will not be completed until mid to late November. He planned to make a Change Order on that contract and extend it through November 30, 2024, for a dollar amount of no more than \$30,000.

Commissioners noted that they had given the Chief to power to negotiate and sign the contract with Phoenix Construction Management. Commissioners supported the Chief's decision to extend the contract.

K. CCFPD4 Budget Process

Commissioner Kastner shared a document which laid out the process for the District's Budget Workshops. It outlines the steps for adopting a Budget Amendment. Other Commissioners thanked Lynne for spelling out the steps.

L. Correspondence in Folder

Nothing was in the folder.

M. Other Concerns

Nothing was noted.

XI. Adjourn

Ben moved and Sam seconded the motion to adjourn the meeting at 7:53 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, November 20, 2024, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,


Raeann Leiper
District Secretary