

Clallam County Fire Protection District No. 4



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Commissioners:

Bruce Leiper, Chairman
Sam Nugent, Vice Chairman
Lynne Kastner
Dan Peacock
Dara Peppard
Fire Chief:
Gregory Waters

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
January 28, 2026

Members Present

Bruce Leiper, Chairman/Commissioner
Sam Nugent, Vice Chairman/Commissioner
Lynne Kastner, Commissioner
Dan Peacock, Commissioner
Dara Peppard, Commissioner

Others Present

Gregory Waters, Fire Chief
Carolyn Flint, Quartermaster
Cheryl Anderson, Administrative Assistant
Ashley Baar, Assistant Medical Officer
Rae Leiper, District Secretary to the Board

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 all Commissioners were present establishing a quorum. He noted that Chief Greg Waters, Admin Assistant, Cheryl Anderson, Assistant Medical Officer Ashley Baar, and District Secretary Rae Leiper were also present. Quartermaster Carolyn Flint arrived at 5:49.

III. Minutes of the Regular Meeting held on December 17, 2025, Corrections or Approval

A correction was made to the name of an entity involved in increasing the buffer zones near streams. Lynne Kastner moved to approve the Regular Meeting Minutes for December 17, 2025, as corrected. Dan Peacock seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

One item was added.

- VIII.F –District Secretary Review Instructions

V. Introduction of Guests and Visitors

No other persons attended.

VI. Community Comment

None.

VII. For Board Action

A. Election of Officers

Each January, the Board elects a Chair and a Vice Chair.

Lynne moved to nominate Bruce Leiper to continue in his role as Chair. Dan seconded the motion. Motion carried unanimously. So ordered.

Lynne moved to nominate Sam Nugent to continue in his role as the Vice Chair. Dan seconded the motion. Motion carried unanimously. So ordered. Sam, in his position of Vice Chair will also continue to serve as head of the Standing Committee.

Sam moved to nominate Rae Leiper to be the District Secretary. Dan seconded the motion. The District Secretary noted that this is not an elected position, but an appointed one according to the Bylaws and RCWs. Motion carried unanimously. So ordered.

Sam moved to nominate Lynne to be the alternate for the Standing Committee and Dara Peppard to be the second alternate for the standing committee. Dan seconded the motion. Motion carried unanimously. So ordered. District Secretary noted that according to the Bylaws these positions are filled by selection and not election.

B. Approval of Yearly Travel and Training

Lynne moved to approve travel and training support for all volunteers, commissioners, and support staff. This means that there is no need to make a special request for funds for training. This approval covers it. Dan seconded the motion. Motion carried unanimously. So ordered.

C. Ratification of Clallam County Payroll Worksheet: December 2025 Voucher Numbers P17625 – P18825 Commissioners and Staff in the Amount of \$16,601.81

Sam moved to ratify the approval and execution of the Clallam County Payroll Worksheet for December 2025 for voucher numbers P17625 – P18825 Commissioners and Staff in the amount of \$16,601.81, 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."

D. Ratification of Approval of Claims Payment Request: December 2025 Voucher Numbers C40925 – C42825 in the Amount of \$70,515.90

Dara moved to ratify the approval and execution of the Claims Payment Request December 2025 for Voucher Numbers C40925 – C42825 in the amount of \$70,515.90 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 28th day of January 2026."

E. Ratification of Approval of Claims Payment Request: January 2026 Voucher Numbers C0126 – C2026 in the Amount of \$22,393.12

Lynne moved to ratify the approval and execution of the Claims Payment Request January 2026 for Voucher Numbers C0126– C2026 in the amount of \$22,393.12 as presented. Dara 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 28th day of January 2026."

VIII. For Board Information and/or Discussion

A. Strategic Planning

Board Chairman, Bruce Leiper, has met with all the leads to review the Background Information and District Data document, the eight SWOT analyses, and the draft Strategic Plan. Bruce has finished the final formatting and will send all the completed documents to Cheryl for printing soon.

Bruce requested that all Commissioners and Staff bring their binders to the next meeting. Cheryl will collect the old drafts during the meeting. All members will have had an opportunity to read through the final drafts of the documents (to be included in the February packets). And finally, Resolutions of Adoption will be considered for each of the three sections. Once approved, approved documents will be inserted in binders.

B. Staff Reports – Chief Greg Waters Reporting.

Chief Greg Waters and Quartermaster Carolyn Flint provided the staff report. For the 43 days since the last Board meeting, the District answered 41 calls, averaging 1 call per day. Of those calls, 19 were transports with 16 ALS transports, and 3 BLS transports. The medical calls included 11 respiratory issues, 7 falls, 1 high fever in a 20-month-old child, 1 power line down, 6 lift assists, 2 traumas, 3 nausea reports, 1 stroke, 1 seizure, 1 home death verification, and 1 standby Rescue Task Force (RTF) call out.

Lots of good news around the station. Chief Waters and Quartermaster Flint recently drove to Olympia area to pick up a brush truck from DNR that the District received via a recent grant submission. The truck will be used to transport responders into rugged terrain to fight wildfires. It has 4-wheel drive and can carry a crew of 5. The storage lockers and roof carriers can hold gear needed in the backcountry. It is also multi-use and can be used for car fires, structure fires, and other emergency situations. While at DNR, Greg and Carolyn found out that they could apply for a DNR Phase 2 grant which would provide a matching grant of up to \$12,000 so that the District can purchase the gear needed to outfit the brush truck. Chief also met with the Department of Enterprise Services (DES) which provides other equipment at low costs to fire districts and other emergency groups.

The District is proactively looking into purchasing a 4x4 off road UTV for rescue operations. This has been on the District's needs list for at least 10 years. It would help responders get to people in need of help along the many forest trails in the area. Chief is seriously looking at one from Port Angeles Power and Equipment. Chief Waters will have an actual quote ready for the next commissioner's meeting and will be asking to move forward with this investment which would be essentially the same model and price that other Districts have recently purchased. The decision

about the purchase of a drone is still up in the air (pun intended) as to whether to purchase this now or later in the year.

Chief and Carolyn met with Chelsea Krause Thomas Schemm of Clallam County Department of Health. They have funds available to grant organizations involved in emergency prep. The money is for preparing to deal with health-related situations in a disaster. Greg has suggested two 2,500-gallon cisterns that could hold potable drinking water. He also requested some oxygen concentrators so oxygen can be provided to those who need it during a disaster. They suggested body bags as well. Chelsea and Tom will visit the JEPP conexus and work with JEPP to obtain some supplies that the community might need at the shelter.

Training for volunteers continues. Several volunteers recently attended an OB Course sponsored by NOHN in which they learned how to deliver babies in complicated labor situations. The RTF (Rescue Task Force) continues prepping for a big drill at the end of March. It is in the District Strategic Plan to have 6-8 people trained in TECC (Tactical Emergency Care Course) by the end of 2026. Carolyn will be attending cadaver training to get hands on experience with real anatomy in procedures often used in life threatening scenarios. The Northwest Leadership Conference in March will be attended by Chief Waters, Assistant Medical Officer Ashley Baar, and Chief Engineer Jason Baar. New Commissioner, Dara Peppard will attend an Open Public Meeting Training soon.

Chief reminded Commissioners that the District Awards Banquet will be held on January 31, 6pm at the Crescent School cafeteria.

C. Local Board of Trustees – December 17, 2025. Minutes

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted. Commissioners commented that the District ended the year with a healthy balance.

E. Revenue Advisory Committee Report

The January meeting was canceled. The committee will meet next on February 9, 2026.

F. Standing Committee Report

Sam and Lynne shared the draft revision of the bylaws and explained some of the changes. Commissioners commented and asked questions. Next month, the Bylaws will be approved via Resolution.

Sam also mentioned that in February the District Secretary will be evaluated. Sam asked that all Commissioners fill in their Performance Evaluations and return it to him before the next meeting. The Review will take place during an Executive session at the end of the February meeting.

G. Olympic Peninsula Fire Commissioners Association

Bruce and Lynne reported on the January 22 meeting. Jake Seegers, who is running for Clallam County Commissioner Position 3 spoke to the group. Dan Huff reported about the possible formation of an RFA (Regional Fire Authority) with District 2 and Port Angeles Fire Department, and potentially District 3 combining. Right now, they are conducting feasibility studies and may hire a consulting firm to conduct the study.

H. Joyce Fire Auxiliary

The Auxiliary voted to split the \$2,748.59 raised for the Grinch project. Cathy Stordeur of the Crescent Grange Food Pantry thankfully accepted a check for \$1,400. The rest, \$1,348, will go into the Joyce Cares Fund to be spent at the Chief's discretion for those in need.

I. Joyce Emergency Planning and Prep (JEPP) Report

Bruce noted that on January 29, 2026, JEPP members will meet with people from the County Health Department. They will tour the conexes and see what is needed as they may be able to obtain grant money for community emergency prep expenses.

J. Items of Interest

1. Community Member Thank you

Commissioners noted the card and the donation of money with appreciation.

2. DRS Requests for Information

Commissioners noted the letter from the Department of Retirement Systems requesting information needed for support of retirees.

3. Ron Finney- New Video Proposal

Ron Finney made a video for the District in 2018. Chief Waters is hoping that Commissioners will agree that it is time to make a new video. The new apparatus bay and new equipment as well as new responders, new commissioners, and new staff would be featured in the video. The last video was great for the District. The commissioners gave their full approval to the project.

4. MRSC – Tips for Elected Officials

Commissioners noted the letter.

5. Dara Peppard- Oath of Office

Commissioners noted the Certificate of Appointment filed with Clallam County Elections to notify them that CCFPD4 has a newly appointed commissioner, Dara Peppard. Dara also took the Oath of Office with Cheryl who is a notary public. Commissioners noted the picture of Dara taken as she was administered the Oath of Office.

6. IRS – Travel Update

Commissioners noted the letter setting new mileage calculation rates. Beginning Jan. 1, 2026, the standard mileage rates for the use of a car, van, pickup or panel truck will be: 72.5 cents per mile driven for business use, up 2.5 cents from 2025.

7. Community Member Thank you

Commissioners noted the card and the donation of money with appreciation.

It was decided that henceforth, the District Secretary will send out a Thank You note, signed by Chief Waters and Chair Bruce Leiper to all community members who send in donations.

K. Correspondence in Folder

Nothing was in the folder.

L. Other Concerns

No other concerns were brought forward.

IX. Executive Session - Personnel Issues: Fire Chief's Annual Evaluation

Bruce declared an executive session to conduct Chief Greg Water's Annual Evaluation. The executive session began at 7:40. The regular session was set to resume at 8:00. No action was taken.

Regular Session resumed at 8:00.

X. Adjourn

Sam moved to adjourn. Lynne seconded the motion. Bruce adjourned the regular meeting at 8:01 PM.

Respectfully submitted,



Raeann Leiper
District Secretary