

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
Gregory Waters, Fire Chief

Clallam County Fire Protection District No. 4
Board of Commissioners Meeting Minutes
Joyce, Washington
February 25, 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
Cheryl Anderson, Administrative Assistant
Ashley Baar, Assistant Medical Officer
Jason Baar, Chief Engineer
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. He noted that Chief Greg Waters, Admin Assistant, Cheryl Anderson, Assistant Medical Officer Ashley Baar, Chief Engineer Jason Baar and District Secretary Rae Leiper were also present. Quartermaster Carolyn Flint was unable to attend.

III. Minutes of the Regular Meeting held on January 28, 2026, Corrections or Approval

Lynne Kastner moved to approve the Regular Meeting Minutes for January 28, 2026, as written. Dan Peacock seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

One item was added.

- VII.H –Health Department MOU

V. Introduction of Guests and Visitors

No other persons attended

VI. Community Comment

None

VII. For Board Action

A. Adoption of Background Information and Data Document: Resolution 1:2026

Bruce asked everyone to exchange the draft documents in their binders with those dated February 25, 2026, and thanked Cheryl for photocopying and prepping these materials. He reminded those present that the *Background Information & District Data* document provided for shared knowledge and understanding and would be useful as a reference to help inform decision making going forward, clarifying that it was not the strategic plan. He then addressed changes and additions made to the document in January, citing a handful of examples, and the document's footer which appears on each page noting the February 25 adoption date. Before calling for a motion to adopt, he offered thanks for the year-long effort.

Sam Nugent moved to approve Resolution 1:2026 and thereby adopt the Clallam County Fire Protection District No.4 Background Information and Data document. Dara Peppard seconded the motion. Resolution 1:2026 received unanimous consent. So ordered.

B. Adoption of Situational Analysis Report: Resolution 2:2026

Bruce stated that resolution 2:2026 called for the adoption of the eight separate SWOTs or situational analyses conducted in 2025, mentioning that they documented a "closer look" and a group effort to develop shared perspectives.

Lynne moved to approve Resolution 2:2026 and thereby adopt the Clallam County Fire Protection District No.4 Situational Analysis Report document. Dan seconded the motion. Resolution 2:2026 received unanimous consent. So ordered.

C. Adoption of 2026- 2030 Strategic Plan: Resolution 3:2026

Bruce then spoke briefly about resolution 3:2026 which recommended the adoption of the newly completed *2026-2030 Strategic Plan*, envisioning the District's future and setting shared goals to achieve chosen aspirations. He commented as well on the color-coded calendar, an abbreviated at-a-glance addendum to the strategic plan. Commissioners commented that the calendar version of the plan would be a helpful resource for annual evaluations and budget setting.

Sam Nugent moved to approve Resolution 3:2026 and thereby adopt the Clallam County Fire Protection District No.4 2026-2030 Strategic Plan. Lynne seconded the motion. Resolution 3:2026 received unanimous consent. So ordered.

D. Adoption of 2026 Bylaws: Resolution 4:2026

The Board then turned to the adoption of the recently revised *District Bylaws*, a code of rules for the regulation and governance of internal affairs, establishing an internal decision-making structure and clarifying the relationships between key stakeholders. First published in 1958, the District's bylaws were revised in November 2011, and then again in early 2026. Sam and Lynne were thanked for their efforts on the recent revision.

Sam moved to approve Resolution 4:2026 and thereby adopt the Clallam County Fire Protection District No.4 Bylaws. Dara seconded the motion. Resolution 4:2026 received unanimous consent. So ordered.

E. Ratification of Clallam County Payroll Worksheet: January 2026 Voucher Numbers P0126 – P1426 Commissioners and Staff in the Amount of \$19,460.43

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for January 2026 for voucher numbers P0126 – P1426 Commissioners and Staff in the amount of

\$19,460.43, 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."

F. Ratification of Approval of Claims Payment Request: January 2026B Voucher Numbers C2126 – C3726 in the Amount of \$17,828.27

Dara moved to ratify the approval and execution of the Claims Payment Request January 2026B for Voucher Numbers C2126 – C3726 in the amount of \$17,828.27 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 25th day of February 2026."

G. Ratification of Approval of Claims Payment Request: February 2026 Voucher Numbers C3826 – C6026 in the Amount of \$17,425.58

Lynne moved to ratify the approval and execution of the Claims Payment Request January 2026 for Voucher Numbers C3826– C6026 in the amount of \$17,425.58 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 25th day of February 2026."

H. Approval of MOU (Memorandum of Understanding) with Clallam County Health and Human Services Department

Clallam County Health and Human Services Department will loan the District some emergency related equipment. The MOU establishes the terms for the loan.

Sam moved to approve the signing of the MOU with the Clallam County Health and Human Services Department by Chief Greg Waters. Dan seconded the motion. Motion carried unanimously. So ordered.

VIII. For Board Information and/or Discussion

A. Strategic Planning

Bruce explained the layout and color coding on the strategic plan's calendar addendum. He remarked that the ongoing goals will probably require specific action plans. Bruce reminded Commissioners that one of the purposes of these documents is to provide transparency and public access. He suggested that the documents be posted on the District website. After a brief discussion, Commissioners all agreed that the documents should be shared as PDFs on the District website. Rae Leiper and Cheryl will make sure that they are posted soon. The documents will be searchable for those who might be interested. Interested Commissioners can also request

that Cheryl send them PDFs of all documents.

B. Staff Reports – Chief Greg Waters Reporting.

Chief Greg Waters provided the staff report. For the 28 days since the last report, the District answered 20 calls, averaging .7 calls per day. Of those calls, 14 were transports with 12 ALS transports, and 2 BLS transports. The medical calls included sepsis, a fall with head injuries, respiratory issues, chest pains, extreme back pain, slurred speech with a possible stroke, alcohol withdrawals, and a prescription drug overdose. A call via Life Alert turned out to be a mistake caused by an accidental bump to a wearable device by the patient.

Volunteers are excited to see the “new” brush truck’s restoration. Jason Baar, Chief Engineer, is putting in extra hours as he continues to work his magic to clean, polish, and refurbish all the parts. Emergency lights and sirens have been ordered and will be installed soon. The Phase 2 matching grant for \$12,000 from DNR came through so the District will soon have much of the equipment needed to outfit the truck. Greg has also applied for the Phase 1 Grant which will mean the District can purchase PPE and tools for the truck at 50% of cost from the DNR website. He is arranging transport for a third Conex. He is hoping to also transport the JEPP Conex in the same load.

Chief Waters requested the attendance of Commissioners at least one of next month’s trainings for Tactical Emergency Casualty Care (TECC). The first is an in-district training and will be held on March 9 and 10 at Joyce Bible Church. Commissioners were asked to attend the second day when the volunteers attending the course will take part in a simulation of an active shooter event. The County Wide Active Shooter TECC drill for which several Districts have been training for months, will be held March 30 at Peninsula College. The event involves law enforcement and medical teams who will be practicing what they have learned about tactical response in such a situation. VIPs attending will have a viewing station so they can watch the action unfold and gain a better understanding of what a TECC response looks like.

The District’s ALS team will attend a recertification training soon. This one will be for a Pediatric Advance Life Support (PALS) Certificate. The TECC trainers from Port Angeles Fire District will be teaching a 16-hour course at Station 41. Several volunteers will complete their “Pack Test” soon to recertify as Wildland Firefighters. Jason, Ashley Baar, and Chief Waters will be attending the Northwest Leadership Conference in Portland.

Minutes regarding the purchase of a UTV are found in VIII.J.4 of the minutes.

C. Local Board of Trustees – Minutes of January 28, 2026, Meeting

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted.

E. Revenue Advisory Committee Report

The most recent meeting was held on February 9. Dan reported that the meeting was well attended. The DNR Report showed sales were moving along. A special meeting will be held on March 2nd. Lynne shared a letter that will be finalized at that meeting. The *5 Corners Letter* will then be sent to State leadership asking them to reflect on the agreed upon purpose of the DNR Trust lands. The letter notes that the State has an irrevocable trust to honor agreements made with counties regarding use of DNR lands and timber sales. Lynne asked the Board to support the RAC in the signing and sending of the 5 Corners Letter. The Board was unanimous in its support of the letter.

F. Standing Committee Report

Nothing to report. Work on the Bylaws is complete.

G. Olympic Peninsula Fire Commissioners Association

Bruce will attend the February 26 meeting. It will be a regular meeting with no special speakers.

H. Joyce Fire Auxiliary

The first bake sale of the year is coming on April 24.

I. Joyce Emergency Planning and Prep (JEPP) Report

Bruce provided a JEPP update. JEPP will soon be signing an MOU with Clallam County Health & Human Services for the loan of emergency equipment, including a 2,500-gallon potable water tank and other items. JEPP is considering new purchases from the Department of Enterprise Services (DES), including a third Conex container, another generator, and a free standing three-basin stainless steel sink. Planning is underway for a Joyce Emergency Shelter community workshop. JEPP is continuing to work with Jason to ensure chemicals used for water filtration are properly handled and safely stored. JEPP is updating its map depicting the "Joyce Safety Zone", the Joyce Emergency Shelter facility, and its configuration, and the three designated Helo Landing Zones.

J. Items of Interest

1. 2026 DNR Grant Phase 2

See staff report notes

2. Kitsap Cadaver Lab Report- Carolyn Flint

Commissioners noted the letter from Quartermaster Carolyn Flint thanking them for supporting her attendance at a Cadaver Lab. She briefly explained what was covered in the course.

3. WA State Ferry Credit Card Fees

Commissioners noted the news article regarding added fees for use of credit cards when paying ferry fees.

4. Possible Acquisition of a UTV

Commissioners reviewed the information provided by Chief Waters regarding the purchase of a UTV. Utility Task Vehicles or side-by-sides (UTVs) are larger, car-like vehicles with steering wheels, seatbelts, and roll cages, designed for multiple passengers, hauling, and stability. All-Terrain Vehicles (ATVs) are compact, single-rider machines steered with handlebars, ideal for tight, nimble trail riding. ATVs suit sport or recreation, while UTVs excel at work/utility. The UTV being considered is Polaris Ranger Crew XP North Star Premium. Port Angeles Power and Equipment is offering this model to District 2 and District 4 at a reduced cost. PA Power and Equipment is including a snow plow attachment as part of the project.

The Commissioners discussed at length the pros and cons of such a purchase. Commissioners acknowledged the UTV with the skid rescue gurney would be of great use for offroad and back woods rescues, as well as multiple uses for wildland firefighting. Being able to snowplow District driveways and aprons in the winter would make it so much quicker to get to calls. It will also allow responders access to patient's homes that are snowed in or inaccessible. Commissioners were concerned that even

though the District certainly has a healthy reserve, the item was not specifically included in the 2026 budget. Chief pointed out that when the budget was adopted back in September 2025, it was not known how the year would end financially so it was decided to wait and see and then move forward with the purchase if possible. It is also serendipitous that Port Angeles Power and Equipment is offering this deal to the District.

Dara made a motion to approve a purchase the Polaris Ranger UTV, with an EMS rescue skid accessory, and a snowplow-winch combo attachment at an approximate cost of \$50,000. Dan seconded the motion. Motion carried unanimously. So ordered.

5. WFCA Region 9 Workshop

Bruce spoke to the item included in the board packet regarding the upcoming WFCA Region 9 workshop. It will be held on Saturday, April 11 at the Grapeview Fire Station, now Mason County Fire Protection District #3, from 9:00 to 3:00, with registration and refreshments at 8:00. The agenda will include presentations by WFCA leadership, a talk about AI innovations and applications for the Fire Service, and a panel discussion on modern fire station construction and innovation for which District 4 been invited to present. Bruce will be attending and joining the panel. He invited fellow commissioners to join him on the day.

K. Correspondence in Folder

Nothing was in the folder.

L. Other Concerns

Bruce reminded the board that he and Rae will miss the April 22 board meeting, as they'll be out of town visiting family. Sam has agreed to chair the April meeting.

IX. Executive Session - Personnel Issues: District Secretary's Annual Evaluation

Bruce declared an executive session to conduct District Secretary, Rae Leiper's Annual Evaluation. The executive session began at 7:45. The regular session was set to resume at 8:00 PM.

Regular Session resumed at 8:00 PM.

X. Recommendation for an Increase in Pay for District Secretary

Sam moved to approve increasing the pay for District Secretary from \$19.76 per hour to \$22.00 per hour. Lynne seconded the motion. Motion carried unanimously. So ordered.

XI. Adjourn

Dan moved to adjourn. Lynne seconded the motion. Bruce adjourned the regular meeting at 8:03 PM.

Respectfully submitted,



Raeann Leiper
District Secretary