

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

July 22, 2026

Members Present

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

Others Present

Caroyln Flint, Quartermaster
Ashley Baar, Assistant Medical Officer
Cheryl Anderson, Administrative Assistant
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. Chief Waters had an excused absence.

III. Minutes of the Regular Meeting held on June 24, 2026, Corrections or Approval

Lynne Kastner moved to approve the Regular Meeting Minutes for June 24, 2026, as written. Dan Peacock seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

- Commissioner Dara Peppard requested that volunteer stipends be added as an agenda item. After a brief discussion, it was decided that this topic would be deferred until background research could be completed. The Standing Committee agreed to do the research and formulate a report for the Board to be completed before the Budget Meeting held in September.
- Item VIII.1.5 – Accomplishments to Date on Strategic Plan
- Item VIII.1.6 – Joyce Daze Commissioners' Booth

V. Introduction of Guests and Visitors

No other persons attended.

VI. Community Comment

None.

VII. For Board Action

A. Approval of Updating the District's Medical Transport Charges for Third Party Billing – Resolution 6:2026

The updating and approval of medical transport charges is an annual requirement. It is correlated with the area June-to-June Seattle-Bellevue-Tacoma CPI-W and annual COLAs. It establishes the amount that insurance will be billed for transport costs.

Dara Peppard moved to approve the signing of Resolution 6:2026 for the purpose of updating the District's third-party billing charges. Sam seconded the motion. Motion carried unanimously. So ordered.

B. Ratification of Clallam County Payroll Worksheet for June 2026: Voucher Numbers P7726 – P9426 Commissioners and Staff in the Amount of \$20,241.29

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for June 2026 for voucher numbers P7726 – P9426 Commissioners and Staff in the amount of \$20,241.29 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."

C. Ratification of Approval of Claims Payment Request: June 2026 Voucher Numbers 18926 – C21426 in the Amount of \$114,709.18

Dara moved to ratify the approval and execution of the Claims Payment Request June 2026 for Voucher Numbers C18926 – C21426 in the amount of \$114,709.18 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 July 2026."

D. Ratification of Approval of Claims Payment Request: July 2026 Voucher Numbers 21526 – C23726 in the Amount of \$18,429.89

Sam moved to ratify the approval and execution of the Claims Payment Request July 2026 for Voucher Numbers C21526 – C23726 in the amount of \$18,429.89 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 22nd day of July 2026."

VIII. For Board Information and/or Discussion

A. Staff Reports – Chief Greg Waters Reporting.

Quartermaster Carolyn Flint provided the staff report. For the 28 days since the last meeting, the District answered 29 calls, averaging 1 call per day. Of those calls, 11 were transports with 8 ALS transports, and 3 BLS transports. Two calls were for confirmation of death. Three calls were “no patient contact” calls. Two calls were false alarms as dispatch is working out the addition of the new vehicles to the District 4 roster of response vehicles. Several were trauma calls. One for a cyclist that fell and broke his collarbone. Another for a man who accidentally hit himself in the head with his axe. The rest of the calls were of the usual nature: 1 cardiac crisis, 1 kidney stone, 3 pains of a spontaneous nature cause by fractured vertebrae, 1 stroke, 1 psychiatric issue, and 1 overdose.

It is now six weeks till the end of the counting year for calls. There have been 320 calls so far and the District is on track to answer 400 calls as August is always a busy time. There has been an average of 1.1 calls per day in the counting year and 1,513 responses.

This past weekend, about 30 volunteers took part in the Emergency Vehicle Incident Prevention (EVIP) Rodeo. Volunteers must complete 40 hours of classwork and then take part in the rodeo which tests their driving skills in a variety of situations on each of the vehicles they are to be certified to drive. All who took part passed except for one person on one type of vehicle. Also, recently, those who intend to fly the drone have been practicing. District responders recently took part in a real rescue that employed the drone to find the patient, the UTV to get to the person, and then deliver the patient to the awaiting ambulance.

The first aid classes offered to the public have been very well attended and appreciated. The District offered classes in CPR, Basic First Aid, and Stop the Bleed in the month of July.

As for vehicles, B41 is nearly completely outfitted and ready for wildfire calls. B42 is now at Station 42 and will be outfitted as well. Ashley Baar reported that although District 2 could not lower the purchase price under \$25,000, they did throw in a \$5,000 radio system for the truck.

B. Local Board of Trustees – Minutes of June 24, 2026, meeting

Minutes were noted.

C. Monthly Financial Reports

Financial Reports were noted.

D. Revenue Advisory Committee Report

RAC did not have a meeting this month. However, Commissioner Dan Peacock, the District’s RAC representative got a surprise billing from the Goodstein Law Group for the filing of the Amicus Brief. According to Connie Beauvais this billing is an error as none of the Districts who signed the filing should have been charged.

E. Standing Committee Report

The Standing Committee did not have a report.

F. Joyce Emergency Planning and Prep (JEPP) Report

The cistern finally arrived and was settled into place behind JBC. Protocols for the use of the Crescent Grange as a cooling station are being written. EOC suggested that the Crescent Grange should sign an MOU with the EOC so that the county can lend support. JEPP now has fresh

chemicals for the water filtration system. The chemicals will be stored safely at Station 41. The Educational Inservice for Crescent students has been placed on hold till the spring of 2027.

G. Joyce Fire Auxiliary

Joyce Daze is August 1. It is the Auxiliary's biggest money maker of the year. Rae asked for donations of baked goods and produce. The Auxiliary is planning to hold an Open House/Appreciation BBQ for Saturday, August 22 from 11-1. All volunteers and commissioners are invited.

H. Olympic Peninsula Fire Commissioners Association

The next meeting is July 23. No speakers are scheduled, but several topics are on the table for discussion.

I. Items of Interest

1. WA State GEMT SFY 2027 Final Interim Average Cost Per Transport

Commissioners noted the letter informing them of the costs.

2. Timber Projections

Commissioners noted the letter informing them of projected revenues.

3. CPI-W for Seattle-Tacoma-Bellevue

Commissioners noted the information which is used to calculate the annual COLA for Chief Greg Waters.

4. Chief Waters Pay Increase per Resolution 1:2021 and CPI-W

Noted.

5. Strategic Planning Accomplishments to Date

Bruce asked the Commissioners to take a moment to reflect on the District's progress on goals set out in the 2026-2030 Strategic Plan. He mentioned that commissioner leadership involves earning and reinforcing the public's trust through transparency, responsiveness, consistency, and follow-through. Ensuring this approach goes a long way toward maintaining credibility and public confidence. He thought the District was doing well here. He then took a moment to briefly celebrate accomplishments and review adopted goals, as tracking and addressing the goals published in the strategic plan is an example of follow-through.

Bruce noted that the District has met twelve goals thus far in 2026. He noted that the Board has adopted eight SWOT analyses, a strategic plan, and a comprehensive Background Information and District Data document, and adopted a revised set of bylaws. Bruce noted that the District also met the goals of acquiring tactical gear, two new brush trucks, and a Polaris search and rescue UTV. Repairing the gravel driveway and painting Station 42, and acquiring a gazebo were goals for Facilities that have been met. In addition, an electronic reader board was installed, and a 2,500-gallon water storage tank for Station 41 was provided by Clallam County Health Department as part of an emergency prep initiative.

All present agreed the District had also sufficiently addressed the goal calling for

"actions to ensure consistent compliance with the Health Insurance and Portability and Act (HIPPA) and ESO Incident Reporting"(targeted for mid-2026), thus representing the achievement of a 13th goal to date.

To remain on track, Bruce suggested Commissioners and Staff now turn their attention to the 2026 goals not yet met. The revised Policies and Procedures, targeted for May 2026, needs to be completed and adopted. Two newsletters need to be published before the end of the year. The District should begin to work on a coordinated, local area disaster plan, targeted for completion in April 2027. Plans to exercise District 4 incident command system in October 2027 should also be initiated.

6. Joyce Daze Booth

Bruce welcomed thoughts about District 4's participation in the upcoming Joyce Daze festival, mentioning that the chief wanted to erect the red canopy next to the parked apparatus. The group agreed that the new brush trucks and rescue vehicle should be on display this year. It was recommended that enlarged prints of the color-coded strategic plan calendar for the years 2026 and 2027 be on display. Otherwise, Bruce and others have agreed to spend time under the canopy offering brochures and answering visitors' questions about CCFPD4 and JEPP.

J. Correspondence in Folder

Nothing was in the folder.

K. Other Concerns

Nothing was noted.

IX. Adjourn

Lynne moved to adjourn. Dara seconded the motion. Bruce adjourned the regular meeting at 6:53 PM.

Respectfully submitted,



Raeann Leiper
District Secretary