

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

August 26, 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
Jason Baar, Chief Engineer
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 5:31 p.m. So ordered.

II. Roll Call of Commissioners

Bruce noted all Commissioners were present. Chief Waters is away on an excused absence.

III. Minutes of the Regular Meeting held on July 22, 2026, Corrections or Approval

Dara Peppard moved to approve the Regular Meeting Minutes for July 22, 2026, as written. Lynne Kastner seconded the motion. Motion carried. So ordered.

IV. Additional Items for the Agenda

Nothing was added.

V. Introduction of Guests and Visitors

No other people attended.

VI. Community Comment

None.

VII. For Board Action

A. Approval of Amendment to Original Employment Agreement for Chief Waters - Mobilization

This Amendment would enable Chief Waters to be compensated when on a State or Federal

mobilization. The Commissioners discussed the implications of the amendment to the District. They wanted to ensure that Chief's overtime would not have to be paid by the District. The Agreement as written did not clarify who would pay his overtime.

Approval and signing of the amendment are pending until the issues about payment are clarified and the document is revised. Commissioner Nugent will contact Attorney, Brian Snure, for advice on the wording.

B. Ratification of Clallam County Payroll Worksheet for July 2026: Voucher Numbers P9526 – P11126 Commissioners and Staff in the Amount of \$18,660.37

Lynne moved to ratify the approval and execution of the Clallam County Payroll Worksheet for July 2026 for voucher numbers P9526 – P11126 Commissioners and Staff in the amount of \$18,660.37 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 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 Special Claims Payment Request: July 2026 B42 Voucher Number C23826 – in the Amount of \$25,000.00

Lynne moved to ratify the approval and execution of the Claims Payment Request July 2026 B42 for Voucher Numbers C23826 in the amount of \$25,000.00 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 26th day of August 2026."

D. Ratification of Approval of Claims Payment Request: July 2026B Voucher Numbers C23926 – C25026 in the Amount of \$48,928.75

Dara moved to ratify the approval and execution of the Claims Payment Request July 2026B for Voucher Numbers C23926 – C25026 in the amount of \$48,928.75 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 26th day of August 2026."

E. Ratification of Approval of Claims Payment Request: August 2026 Voucher Numbers C25126 – C27026 in the Amount of \$23,251.61

Dara moved to ratify the approval and execution of the Claims Payment Request August 2026 for Voucher Numbers C25126 – C27026 in the amount of \$23,251.61 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 26th day of August 2026."

F. Ratification of Approval of Special Claims Payment Request: August 2026 B42 Voucher Number C27126 – in the Amount of \$2,397.00

Dara moved to ratify the approval and execution of the Claims Payment Request August 2026 B42 for Voucher Numbers C27126 in the amount of \$2,397.00 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 26th day of August 2026."

VIII. For Board Information and/or Discussion

A. Strategic Planning

Chair Bruce Leiper reminded the commissioners that they are to undertake an annual review of the Strategic Plan. The commissioners then went through each priority area of the Strategic Plan and noted whether the goals had been reached and to what extent.

- Vehicles – Several new vehicles have been purchased some of which were on the plan. The District has purchased two brush trucks, one Search and Rescue side-by-side, and a drone.
- Equipment – Tactical gear has been partially purchased. Six vests were purchased. More helmets are needed. Wildland firefighting gear is being purchased slowly.
- Facilities- All goals accomplished except two outdoor benches. Station 42 has been repaired and painted. The reader board is installed. The second reader board panel will be installed soon. A gazebo has been purchased and installed.
- Staffing- This is a continuous process. Several new volunteers have been added and trained this year.
- Training – The District training program is robust. Volunteers are supported in going to trainings in other districts. Still to be accomplished is the modification of the training tower to increase functionality. Training six personnel for Search and Rescue is in process.
- Governance – The Background Information Document, the SWOTs, and the Strategic Plan were completed and adopted. Still working to complete the ~~Bylaws and the Policy and Procedures Handbook~~. Not yet begun is the process of identifying essentials and nonessentials in the budget. RA
- Finances – By the end of the year, the process of developing a long-term financial plan will begin. Educating voters about the need for a levy lid lift has not been addressed.
- Services – This is an ongoing goal with compliance with HIPPA and ESO incident reporting always being addressed. The District is in compliance.
- Community Relations – The District has yet to publish a newsletter this year and the goal is set for two a year. The District is involved with the community in many education and

public relations activities and events.

- Networking – Cooperatively working with other agencies is an ongoing initiative. Work on a local inter-agency disaster response is in the beginning stages.

B. Staff Reports – Quartermaster Carolyn Flint Reporting.

Quartermaster Carolyn Flint provided the staff report. For the 35 days since the last meeting, the District answered 49 calls, averaging 1.4 calls per day. Of those calls, 25 were transports with 20 ALS transports, and 5 BLS transports. For the reporting year which began on October 1, 2025, the District has answered 393 calls which puts the District on track for 435 calls by the end of the reporting year on September 30, 2026. The average calls per day for the reporting year is 1.7 with an average of 4.1 responders per call. So far there has been a total of 1,587 responses to calls.

Of the 49 calls this month, 6 were burn ban violations and two were smoke investigations. The medical calls included the following, 3 evaluations, 4 trauma calls, 5 cardiac issues, 1 kidney stone, 1 abdominal pain, 1 fall with internal bleeding, 1 stroke, 1 pneumonia, 1 sepsis, and 6 were for behavioral or drug related issues.

Commissioners asked about repercussions for those who burn during a burn ban. The District can report the offender to ORCAA (Olympic Region Clean Air Agency) who will then decide whether to take legal action.

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

Minutes were noted.

D. Monthly Financial Reports

Financial Reports were noted.

E. Revenue Advisory Committee Report

Dan and Lynne attended the RAC meeting and the DNR meeting held just before it. At the DNR meeting, Commissioner Randy Johnson gave a recap of recent fire events, The fires in this area have been small, most were under one-tenth of an acre, but all were human caused. DNR reported on 2nd quarter timber sales which came in at \$1,258,000. Next year, timber sales are set to bring in over \$11 million.

Jim Buck was a presenter at the RAC meeting. He explained the benefits to taxpayers of having timber sales revenue to support junior taxing districts. The loss of revenue on the Baker's Dozen parcel would mean a loss of \$943,000 in tax revenues alone.

A new situation has arisen with a parcel purchased by Webster Logging as they were approached by an environmental group who offered to pay the company what the timber was worth, so instead of harvesting it the area would remain forested. Webster has considered the offer, but there are concerns that junior taxing districts would not benefit in this arrangement.

Several other topics were discussed at the meeting and have implications for the future. The replacement of encumbered lands which now can't be logged because of the marbled murrelet. The Striped Peak area that will become a habitat for the checkered butterfly. The possibility of DNR transferring lands back to counties to be managed by the county.

Lynne informed commissioners that on October 1, DNR will arrange a tour of several future logging sites. The tours will start at the Crescent Grange.

F. Standing Committee Report

The Standing Committee reported on their research into volunteer stipends, call out pay, and

station duty. Sam and Dara presented a report comparing several districts and how they pay their volunteers. The method and amount of volunteer pay was quite varied. Their report included information about the legal constraints with which districts must comply when providing financial incentives to volunteers. Two things to be considered as the Board moves forward are the following:

- **FINANCIAL CAP:** Total payments must be nominal, meaning they cannot exceed 20% of what it would cost to hire a full-time, career firefighter in our area for the same work.
- **PAYMENT STRUCTURE:** Payments must be tied to events or milestones, never to a strict hourly wage calculation. Tying money directly to hours risks the Department of Labor (DOL) reclassifying District volunteers as employees, triggering massive back-pay liabilities.

CCFPD4 volunteers are compensated in two ways. They receive call out pay when they respond to calls. A call is considered a 4-hour block. If the call is longer the person in charge may add a second block. Volunteers are encouraged to do station duty, which is when they are "on call" and must respond to calls for a 10-hour block, 3 of those hours must be at the station doing some kind of work.

Commissioners discussed several other systems for compensating volunteers. One was a Point System in which volunteers collect points for events and receive a stipend at the end of the year. Another was a LOSAP (Length of Service Award Program). In this plan, volunteers collect points for various services, but defer compensation until retirement.

Commissioners will review the present stipends and ~~make decisions~~ ^{review budget considerations} about increasing them during the budget meeting in September. Rg

G. Joyce Emergency Planning and Prep (JEPP) Report

Nothing to report.

H. Joyce Fire Auxiliary

The Joyce Daze bake sale earned \$1,436. The Open House/Appreciation BBQ planned for Saturday, August 22 was postponed because it was fair week and fire season.

I. Olympic Peninsula Fire Commissioners Association

The next meeting will be held on August 27. No speakers are scheduled. Next meeting to be held on September 24, 2026, at 6:30 pm, at the Carlsborg Training Facility. Community Development Director, Bruce Emory, is scheduled to attend the meeting. Dr. Craven will attend OPFCA's November meeting, the group's final meeting of the year.

J. Items of Interest

1. How Fire Service Culture Builds Public Trust

Commissioners noted the article and found it helpful information to keep in mind.

2. Timber Revenue Projections for 2026

Commissioners noted the information.

3. Peninsula Daily News Article - Peninsula Agencies Deploy Resources to Eastern Washington Fires

Commissioners noted the article.

K. Correspondence in Folder

Nothing was in the folder.

L. Other Concerns

Bruce reminded Commissioners of the upcoming Budget Workshop scheduled for Sunday, September 20th. It will begin at 9 a.m. and include a working breakfast. Commissioners should bring a dish to share.

IX. Adjourn

Lynne moved to adjourn. Dan seconded the motion. Bruce adjourned the regular meeting at 7:45 PM.

Respectfully submitted,



Raeann Leiper
District Secretary