

Monthly Commissioner Meeting Minutes August 17, 2015

Meeting convened on August 17, 2015 at 19:02 at Three Rivers Fire Hall by Chairman, Chip Keen.

Commissioners Present: Chip Keen, Tom Rosmond, Scott Horton

Officers Present: Patt Bruce (Secretary)

Other Attendees: Jason Annis

Changes/Additions to Agenda:

1. Chief Swagerty was not in attendance so the Chief's Reports were not delivered however Jason confirmed that he would order the batteries for the portable radios.

Minutes of the previous meeting were read, approved, and signed by Chip, Scott and Tom.

Secretary's Report:

1. Due to the number of emergency calls received by CCDF#6, our Pencom user fees are expected to decrease in 2016 while all other local agencies will be experiencing an increase in fees due to Pencom's temporary inability to use reserve funds.
2. All of the department's non-archived files have been cleaned, updated and rearranged for ease of use.
3. Several items needed to complete the Application for Eligibility in the Federal Surplus Property Program were located while cleaning the files.

Financial Report:

1. (5) Warrants totaling \$435.11 were requested on the Claims Payment Request dated 8/17/2015 to cover expenses incurred from 7/28/15-8/17/15. Chip moved to approve the request, Scott seconded, all agreed and signed the Claims Payment Request.

2. The correction to the BARS numbers for the Whidden's invoice made in May 2015 was also incorrect. Patt will request another month end journal entry to correct all the BARS numbers.

Mechanic's Report: None

Chief's Report: None

Other Reports: None

Old Business:

1. A temporary padlock has been placed on the Hermison Rd. fire hydrant due to water theft. Keys for the lock have been placed in the tender (T61) and pumper (E61)
2. New alcohol free wipes are available at the station and on the apparatuses for intermittent cleaning of SCBA masks between regular cleanings.

New Business:

1. Tom proposed that the Community Outreach Campaign begin Saturday, September 12th. Volunteers of CCFD#6 will pair up and drive the trucks to residents' homes noting any difficult ingress, hazardous materials, and available water sources. The firefighters will introduce themselves as well as the Department and its new website, provide smoke alarms and/or batteries and distribute copies of the handout on emergency preparedness that Tom wrote. Emphasis will be placed on getting feedback from residents concerning their need and desire to have Three Rivers Fire Station serve as a temporary emergency shelter. Exactly who will drive which trucks to which areas will be determined at the regular Tuesday evening drill nights. Chip seconded, all agreed.
2. There has still been no reply from the Mayor's office regarding the meeting to discuss getting the request for an agreement between CCFD#6, Lyle Nielsen, and the City of Forks to have the water tank at the airport equipped with an auto-fill device onto the City Council's Agenda.
3. Chip suggested that we consider retrofitting the Fire Station building to improve its ability to withstand an earthquake. He found a company, Clausen Engineers, which specializes in the field and has

an office in Port Angels. He moved we get a quote provided it isn't too expensive. All agreed. Patt will contact Clausen Engineers to get more information.

4. Scott Horton has begun compiling a list of small and attractive assets to inventory. He will work with the Chief, the Mechanic and the Training Officer at the regular drill nights to complete the list and write the inventory policy.
5. Tom presented the research he conducted on containment devices for charging the air tanks. After examining the options and listening to Jason who has a lot of experience charging air tanks, it was decided that the lower priced "pop can" device offered adequate safety features for the department's purposes. Chip moved that Tom order the device from American Airworks. Scott seconded, all agreed.
6. Since the annual Snure Seminar Training is in Tulalip this year, the commissioners unanimously voted to wait until the training is offered at a closer venue to attend which will save a lot of time and money.

Announcements: Gordon McIlvennie will present another quote for Fire Station insurance at the next meeting of Commissioners.

Meeting adjourned at 19:44

Read and approved on September 21, 2015, by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce