

Monthly Commissioner Meeting Minutes

July 27, 2015

Meeting convened on July 27, 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: None

Changes/Additions to Agenda:

1. Chief Swagerty was not in attendance so the Chief's Reports were not delivered.

Minutes of the special meeting of commissioners held on 6/26/15 were read, approved, and signed by Chip and Tom. Scott was not able to attend the special meeting.

Secretary's Report:

1. Chief Swagerty authorized granting the district's secretary administrative access on the Emergency Reporting System (ERS). All information regarding the apparatuses and staff of CCFD#6 has been updated and all 2015 calls involving CCFD#6 have been logged into the system, reviewed, exported, and printed. There are still incomplete reports pending for CCFD#6 dating back to 2011. Patt will check with ERS and see what information can be gathered to help complete and export as many as possible.
2. Carol Oliva was elected to the Local Board of Trustees (BOT) for The State of Washington Board of Volunteer Firefighters and Reserve Officers (BOVFF) by her fellow volunteers. She joins Chairman Chip Keen, Commissioner Tom Rosmond and Secretary Patt Bruce to complete the board. This board meets as necessary to monitor all information shared with the BOVFF regarding pensions, injuries, and accidents involving volunteers of CCFD#6.

3. Jason's knee injury, sustained 6/6/15 while fighting a beach fire, has been reported to the BOVFF. They have confirmed receiving the initial report and await the BOT's associated paperwork.
4. Patt has been unable to get the necessary cooperation from the county to complete the Application for Eligibility in the Federal Surplus Property Program. She will keep trying.

Financial Report:

1. \$2,648.22 was deposited into our fund at the County Treasurer's office.
2. The Monthly Financial Statement was read by Chip Keen. He moved to approve the new format. Tom asked if the negative revenue font color could be changed from red to green. Patt agreed to try and all three commissioners then approved the new format.
3. (9) Warrants totaling \$946.41 were requested on the Claims Payment Request dated 7/27/2015 to cover expenses incurred from 6/27/15-7/27/15. Chip moved to approve the request, Scott seconded, all agreed and signed the Claims Payment Request.

Mechanic's Report:

1. The tender (T61) would not start after use at the beach fire on 6/27/15. Don cleaned the battery posts and cables and it has been starting and running great ever since.

Chief's Report: None

Other Reports:

1. Tom spoke with Roger Drake from the Red Cross who confirmed they would like to join efforts with us in our community outreach campaign especially because they currently have a very scant membership living and/or working in the area. Although they do service our district in times of need, they may not have a physical presence available out here during a major disaster. Ideally the cooperative efforts will ensure that residents of district #6 receive all available aid from the Red Cross and Three Rivers Fire Department during an emergency situation.

Roger also told Tom that if the fire hall is to be used as a shelter, it is imperative we establish rules that must be enforced. He highly recommended rules prohibiting overnight stays and pets inside the

building. The Red Cross may have staff available to help write the rules if needed.

Old Business:

1. A battery tester and new batteries were purchased for the SCBA's. New, tested batteries have been placed in all the masks.
2. Color coded tape was purchased and placed on the trucks' hose couplers and on the couplers of the corresponding hoses.
3. Adapters were purchased to allow connection of 3" quick release fittings to 2 ½" threaded fire hose fittings which will increase the utility of the lightweight Honda pump and the hard line hoses.
4. Updated Injury/Accident Report Cards and forms for firefighters injured in the line of duty have been added to the information board in the meeting room.

New Business:

1. Chip moved to approve Resolution #2015.3 appointing Patt the district's secretary and auditing officer. Tom seconded, all agreed and signed the resolution.
2. Chip moved to approve the new Policy for Depositing Funds into CCFD#6's fund held by the county. Scott seconded, all approved the new policy.
3. Chip moved to approve Resolution #2015.4 replacing the old reimbursement for travel policy with the one approved at June's meeting. Tom seconded, all agreed and signed the resolution.
4. Mayor Monohon has not responded to Chip's request for a meeting to discuss adding 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 to the City Council's Agenda. Chip will keep trying.
5. Tom volunteered to compose a brief introduction of the Fire Department and outline the reasons for doing property visits which will be handed out or dropped off during the Community Outreach Campaign. Tom recommended adding a plea for new volunteers, advertising the department's website, and collecting e-mail addresses to the handout, all agreed. The handout will also ask residents to assess their ability to survive a two week emergency situation (i.e. would they have enough food & water, could they provide for others, do they have any capacity to generate power,

etc.). It will also inquire as to residents' need for or interest in Three Rivers Fire Station serving as a limited shelter and/or radio base station. Tom recommended adding a link on the website that will expound on all the information contained in the handout and has volunteered to create it. It will be emphasized at every stage that any necessary upgrades to the station will be financed with existing funds and grant monies only. No tax increase will be sought. Chip then recommended distributing smoke alarms and/or fresh batteries for existing smoke alarms to residents during the visits. He was advised during an earlier meeting with representatives of The Red Cross that we should volunteer to INSTALL the alarms and/or batteries as opposed to just handing them out to ensure they be put to the best possible use. All agreed.

6. 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 to complete the list and write the inventory policy.
7. Chip spoke to Lyle Whidden about building a containment device for the air tank filling station. Due to the liability involved, Chip moved that we purchase a manufactured one instead. All agreed. Tom will research all options and sources to ensure we get the one that best suits our needs.

Announcements: None

Meeting adjourned at 20:20

Read and approved on August 17, 2015, by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce