

Monthly Commissioner Meeting Minutes

April 18, 2016

Meeting convened on April 18, 2016 at 19:04 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 postponed to the next meeting.
2. New Business item # 3, acquisition of a new brush truck, was postponed until Chief Swagerty is available for input.

Minutes of the previous meeting were read, approved, and signed by all three commissioners.

Secretary's Report:

1. The National Fire Station Update, which was completed at March's meeting, has been submitted.
2. Repair and Maintenance records for all department apparatuses have been added to the Emergency Reporting System. Records for the SCBA's still need to be added.
3. The 2015 Annual Report for the State Auditors is in progress and should be completed before the 5/31/16 deadline.

Financial Report:

1. (10) Warrants totaling \$1235.11 were requested on the Claims Payment Request dated 4/18/16 to cover expenses incurred from 3/22/16-4/18/16, Chip moved to approve the request, Scott seconded, all agreed and signed the Claims Payment Request.

Chief's Report: All Chief's reports were postponed until the next meeting attended by Chief Swagerty..

Mechanic's Report:

1. The annual pump test was performed on E(6-1) by U.S. Fire Equipment on 3/30/16. It passed all (3) ground ladder tests and the DOT inspection but failed the vacuum test.

Other Reports: None.

Old Business:

1. The Application for Eligibility in the State of Washington Surplus Property Program remains a work in progress. Input for the "want list" is being sought from officers and commissioners of the department.
2. Tom Rosmond has updated the Community Outreach Handout to reflect the National Guard's identification of the Quillayute Airport as the likeliest hub for airborne relief efforts in western Clallam and Jefferson counties following a disastrous event in the region. As a result, the commissioners recommended any potential emergency shelter for residents of CCFD#6 be located at the airport instead of the fire station. The station will still need a backup generator and seismic strengthening but no other upgrades are planned. Tom also reported that an all agency wide "exercise" is being planned for the west end sometime in June. Details can be found on "cascadiarising.com" Tom will remain in contact with Jim Buck and other relief agencies via upcoming meetings at the RAC and keep the department well informed. A collaborative effort will be sought with the City of Forks, Clallam County, Washington State, as well as federal agencies to upgrade the facilities at the airport.
3. Patt is scheduled to meet with Kers Clausen from W. B. Clausen Structural Engineers, Inc, who will assess the fire station's structural integrity and recommend seismic strengthening on Thursday 4/21/16 @ 10:30 am. Tom Rosmond also plans on attending.
4. The department's Inventory Policy remains a work in progress.
5. Bids will be sought to inspect and repair leaks and water damage to the fire hall. In an effort to save the district some money, Chip suggested trying to bundle these repairs with the construction needed for the seismic strengthening of the building. Scott and Tom agreed. After deciding what construction will be required to strengthen the building, bids will be sought for all the necessary work.
6. Two more bids are still needed for the back-up generator for the fire station. Chip suggested that the generator be added to the "want list" on the application for surplus property. All agreed.
7. Tom presented pictures he took from Google Earth showing the junction of the three rivers near the fire station for use as potential artwork for the department's proposed patch. He found a company on-line that manufactures patches containing up to (12) different colors for around \$4.00 each for orders of (25) or more. Design opinions and input will continue to be sought before choosing the final design.
8. Chip moved that since the hard line hose reel on E(6-1) only malfunctions while rewinding,(i.e. it deploys and delivers water efficiently and effectively) and since there is no simple or inexpensive way to repair the hose reel, no repairs will be sought until a final decision to keep the truck has been reached. Scott seconded, all agreed.

New Business:

1. Scott Horton reported that the Wildland Fire Protection Grant has still not opened for 2016. Chip motioned that this topic be moved to Old Business until the grant opens at which time we will submit an application. Scott seconded, all agreed.
2. Chip read the proposed Policy for Delegating Spending Authority. Tom moved that language be added that better outlines the time frame for the authorized spending. Chip seconded, all agreed. Patt will make the changes to the policy and submit it for approval at the next meeting.
3. Discussion of the brush truck acquisition was postponed.

Announcements: Volunteers for the Annual Beach Clean-Up will be using the firehall on Saturday 4/23/16.

Meeting adjourned at 19:48

Read and approved on May 16, 2016, by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce