

# **Monthly Commissioner Meeting Minutes**

## **March 21, 2016**

Meeting convened on March 21, 2016 at 19:02 at Three Rivers Fire Hall by Chairman, Chip Keen.

**Commissioners Present:** Chip Keen, Tom Rosmond, Scott Horton

**Officers Present:** Scott Swagerty, (Chief) , Patt Bruce (Secretary)

**Other Attendees:** Don Dilley (left the meeting @ 19:18 after giving his reports)

### **Changes/Additions to Agenda:**

1. New Business items #1 & #2 were covered prior to all reports so Don Dilley could leave early.
2. New Business item #3 was covered in Financial Report (#2).
3. New Business item #6 was covered in Other Reports.
4. Two new items were added to the Chief's Reports.

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

### **Secretary's Report:**

1. The 2016 Jurisdiction Survey has been completed and submitted to the Clallam County Auditor's Office.
2. The process of adding repair and maintenance records to the ERS has begun but is not yet completed.
3. The 2015 Pension Participation Form has been completed and filed with the BOVFF.
4. The Agent of Record to Receive Claims on behalf of CCFD#6 has been updated with the county. Chairman Chip Keen is now officially the Agent of Record.
5. The 2016 Insurance Renewal Review has been completed as requested by Enduris. Changes to coverage can still be made any time prior to the renewal date of 9/1/16.
6. The 2016 Government Units Survey has been completed and submitted to the U.S. Census Bureau.

### **Financial Report:**

1. The 1099's from 2015 were successfully filed with the IRS before the February deadline.
2. District funds from the CD which matured on 3/11/16 were moved into the district's state pool account. Since the pool is currently earning .4% while long term CD's are only earning .2%, Chip moved that all district funds be kept in the state pool until interest rates on CD's improve or other equally safe and more lucrative investment opportunities arise. Scott seconded, all agreed.
3. (7) Warrants totaling \$838.78 were requested on the Claims Payment Request dated 3/21/16 to cover expenses incurred from 2/16/16-3/21/16. Chip moved to approve the request, Tom seconded, all agreed and signed the Claims Payment Request.

**Chief's Report:**

1. (8) volunteers from CCFD#6 successfully completed the CPR/First Aid training held on 2/16/16. A special meeting of commissioners was convened on 2/23/16 so that prompt payment could be made to the trainer yet the new cards still have not arrived. Chief Swagerty will contact the trainer and make sure the cards are received.
2. The Search and Rescue & Live Burn Trainings held in CCFD#1 were very informative and enjoyed by all who attended.
3. Chief Swagerty would like to order (2) new t-shirts and (1) class B uniform for each volunteer firefighter. All three commissioners unanimously agreed and suggested getting a couple extras on hand for potential new recruits.
4. CCFD#1 is in the process of getting someone certified to teach Driver's Training for Emergency Responders. That teacher will then train CCFD#6 volunteers as well.
5. US Fire Equipment will be in CCFD#1 on 3/29/16 and 3/30/16 to perform pump tests. Chief Swagerty will try to arrange for E6-1's annual pump test at the same time to save the district money on travel costs.

**Mechanic's Report:**

1. The generator on E 6-1 has been repaired and both sides are in good working order.

**Other Reports:**

1. Tom and Patt attended the 2016 Snure seminare on 3/19/16. We seem to be functioning well within the legal parameters, but Brian Snure recommends we adopt a policy that clearly outlines any power delegated to officers or other personnel by the commissioners. His strongest recommendation is for a policy outlining spending authority because any purchase agreement or contract made by anyone in good faith on behalf of the district would not be legally binding unless the district has a policy outlining that individual's authority to make the purchase. Chip moved we adopt such a policy. The commissioners agreed that the Chief should have an authorized spending limit of \$2,500.00, the mechanics, commissioners, and officers should have a limit of \$999.00 each. Patt will write the policy.

**Old Business:**

1. County Commissioner Bill Peach sent copies of Clallam County Resolutions concerning CCDF#6 which should be useful in completing the Application for Eligibility in State of Washington Surplus Property Program.
2. Scott Horton investigated The Wildland Fire Preparedness Grant. He learned that the grant is in the form of \$12,000 that could be used toward any equipment or infrastructure that would aid in the suppression of wildland fires. The 2015 deadline for applications was in November, but Scott expects they should be accepting 2016 applications sometime this spring. He will keep checking with the DNR and reporting back.
3. Since the location of the proposed emergency shelter has changed from the firehall to the Quillayute Airport, Tom volunteered to update the Community Outreach Handout before completing the community

canvas. We still need to contact the City of Forks about using the airport.

4. Mike Gentry from Clausen Engineers has not returned the last few calls regarding retrofitting the firestation. Scott Swagerty recommended contacting Four Seasons Engineering. Patt will contact other engineering companies and hopefully get this done.
5. The inventory Policy remains a work in progress.
6. Since most CCFD#6 firefighters liked the brush truck that Shane Pegram brought from the DNR last month, Chip recommended we contact them about purchasing a truck from their fleet or from their supplier. Scott Swagerty will contact the DNR and investigate those possibilities. Scott also volunteered to contact US Fire Equipment LLC, the company that sold us the pumper, E6-1, about exchanging it for a truck that is better suited to the needs of our rural district.

**New Business:**

1. The hardline hose reel was installed backwards on E6-1. Don Dilley checked into the possibility of switching that reel with the one on the brush truck but determined that one was too old and bent. The reel would be very difficult to replace and to access for maintenance purposes so Don recommended purchasing a new hose reel and having it installed properly.
2. The firehall wall continues to leak. Don recommended trying to install some flashing behind the seams on the exterior cement board. Scott Swagerty then recommended we get someone to check the roof as well. He suggested Roberts Construction.
3. Lincoln Electric failed to respond to Chip's request for a recommendation and quote for a back-up generator for the fire station. Chip will keep trying.
4. Tom brought lots of nice photos and paintings as options for a district patch. He will contact the company that makes the patch to find out what medium is best for them to embroider from while district members continue to discuss design options.

**Announcements:** None

Meeting adjourned at 18:35

Read and approved on April 18, 2016, by:

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Commissioner, Chip Keen

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Commissioner, Scott Horton

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Commissioner, Tom Rosmond

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Secretary, Patricia Bruce