

Monthly Commissioner Meeting Minutes October 24, 2016

Meeting convened on October 24, 2016 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), Scott Swagerty (Chief), Jason Annis (Captain)

Other Attendees: Lance Hebert (CCFD#6 Volunteer Firefighter)

Changes/Additions to Agenda:

1. Sandy and Dave Heinrich came by at 19:10 to submit retirement forms for approval and signatures of the Local Board Of Trustees of the WA State Board of Volunteer Firefighters. They did not stay for the meeting.
2. A resolution to increase the 2016 budget was added to new business.

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

Secretary's Report:

1. The 2017 Budget and Levy Certification are due on 11/30/16. Patt will prepare the Levy Certification and the corresponding resolution requesting the tax levy and bring it to November's meeting for final approval and signatures. The 2017 Budget will be completed and signed at November's meeting as well.

Financial Report:

1. \$20.00 cash from the rental of the fire hall was deposited into the district's fund at the County Treasurer's Office.
2. (11) Warrants totaling \$16,131.55 were requested on the Claims Payment Request dated 10/24/16 as follows:
 - \$200.00 for monthly secretarial services

- \$51.07 for monthly utility service
- \$55.19 for monthly telephone service
- \$399.83 for bunker boots
- \$2,05.63 for PPE gear
- \$16.91 for hardware
- \$6,494.25 for new bay doors
- \$75.00 for dispatch service
- \$45.00 for Snure handbook
- \$5,113.70 for new pagers
- \$1,626.97 for new radios

Chip moved to approve the request, Tom seconded, Scott agreed. All three commissioners signed the request.

3. The expenses incurred during October have exceeded the remaining 2016 budget by \$3,224.39

Chief's Report:

1. All the replacement PPE gear ordered from SeaWestern arrived in good working order.
2. The new pagers and radios arrived. The pagers need to be reprogrammed. A technician will be coming to the station within the next week or two to complete the reprogramming. The external mic on one of the new radios isn't working properly. Chief Swagerty will contact Richmond Radio to get it repaired.
Forks Police Department is now VHF compatible. As soon as La Push and Beaver Stations are able to receive VHF transmissions, PenCom will begin transmitting calls via VHF.
Motorola is offering a \$40.00 rebate per pager on the *minitor* VI pagers that just arrived. Patt will contact Motorola and register the 12 new pagers for the rebate.
3. The annual inspection of the SCBA's and filling station is tentatively scheduled for 11/14/16.
4. Chief Swagerty urged all CCFD#6 volunteers that do not have a current CPR/First Aid card to take the class being held at the Fork's Aquatic Center on 10/27/16.

Mechanic's Report: None

Other Reports: None.

Old Business:

1. The Application for Eligibility in the State of Washington Surplus Property Program remains a work in progress.
2. Tom presented the binder he compiled of all the property information gathered during the community outreach campaign. All present agreed that it is very easy to use and will be very helpful when responding to calls. Tom will make additional copies of the binder for each apparatus.
3. The new bay doors have been installed at the station but the automatic openers still need to be programmed.
Tom added(4) steel plates to the shear wall around the top corners of the door openings for extra stability.
Don Dilley will seek bids for the repair of the water damaged wall in the meeting room.
4. Scott Horton has completed writing the inventory policy which the chief and commissioners all approved. Chief Swagerty would like to gather input from all department personnel before finalizing the list of small and attractive assets that will be included on the inventory list with the capital assets.
5. Lincoln Electric submitted a bid for a back-up generator at the station. The \$36,500 estimate includes a 60 KW generator with an automatic transfer switch and all the wiring, taxes, labor and travel time necessary to install it. It does not include any work or materials for a concrete slab to house it on. Shane Anderson declined to bid on the job.
6. Tom brought his tablet to the meeting to show the progress he has made on the proposed design of the CCFD#6 patch. All present approved the design. Tom then offered the option of changing the color of the font. He will create a template with different lettering options for final approval before ordering.

New Business:

1. After examining all the files and financial records, it was discovered that the previous Fire Chief of CCFD#6 was reimbursed a total of \$500.00 in (2) monthly installments of \$250.00 each in February and March of 2014. The reimbursement was paid directly to the Chief and applied to miscellaneous expense because it was not included in the approved 2014 budget. Chip recalled hiring Brian Snure to advise on that reimbursement. Patt found the receipt for that consultation but could not find any notes or letters containing the actual advice. She will try to contact Brian Snure to ensure that proper protocol is followed for Chief Swagerty's reimbursements. Chip moved to

increase the 2016 budget for miscellaneous expenses to cover the Chief's reimbursements for the remainder of 2016 since it was not included in the approved budget. Scott seconded, Tom agreed.

2. Chief Swagerty has been working with Jason at the DNR and Kathleen at Columbia Ford to ensure the district gets the best brush truck at the best available price. In keeping with the previous decision to get the same or similar brush truck that DNR is using, Jason sent Chief Swagerty the specs on the vehicles they are purchasing. There are a couple of upgrades on the DNR vehicles that Chief Swagerty does not think the department will need. Chip moved that Chief Swagerty choose all the necessary and desired options for the new brush truck and then present that proposed order to the commissioners for final approval of the purchase. Tom seconded, Scott Horton agreed. Chief Swagerty will canvass department personnel for input and approval of his choices and present the proposed order to the commissioners for final approval and then place the order with Columbia Ford.
3. Applications for Phase 2 of the 2017 Wild Land Fire Preparedness Grant are now being accepted by DNR. The maximum award per fire district is \$12,000 and the deadline for submission is 11/30/16. The acquisition of a new brush truck for CCFD#6 appears to meet all the eligibility requirements for the grant. Patt will complete the application and upon approval of the lead commissioner, submit it before the deadline.
4. In response to the district's expenses exceeding the 2016 budget, Chip moved to approve Resolution #2016.1 which increases the 2016 budget by \$21,000 as follows:
 - \$10,000.00 increase to BARS #65161.000.52220.48.0010 (building maintenance and repair)
 - \$9,000.00 increase to BARS #65161.000.52220.35.0010 (small tools and equipment)
 - \$2,000.00 increase to BARS #65161.000.52220.49.0090 (miscellaneous expense)

Announcements: none

Meeting adjourned at 20:42

Read and approved on November 21, 2016, by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce