

## **Monthly Commissioner Meeting Minutes September 19, 2016**

Meeting convened on September 19, 2016 at 19:04 at Three Rivers Fire Hall by Chairman, Chip Keen.

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

**Officers Present:** Patt Bruce (Secretary), Scott Swagerty (Chief), Mac Farrell (Training Officer) arrived @ 19:19, Jason Annis (Captain) arrived @ 19:55

**Other Attendees:** Bill Paul (Chief of CCFD#1)

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

1. A discussion about providing some reimbursement to Chief Swagerty for his health insurance was added to New Business.
2. New Business item #2 was covered during the discussion of radios in Old Business item #8.
3. Old Business items #4 and #7 were postponed to the next meeting.

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

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

1. All available maintenance records for the SCBA's and air tanks have been added to the Emergency Reporting System.
2. The Coast Savers used the fire hall on 9/17/16 to host volunteers for their semi-annual beach clean-up.

### **Financial Report:**

1. \$20.00 cash from the rental of the fire hall needs to be deposited into the County fund at the Treasurer's Office.
2. Warrant #9798242 in the amount of \$216.92 was returned from the vendor because it was billed in error. It was voided and returned to the county auditors. A credit to BARS # 065161.000.52220.49.0090 will appear on the next Expenditure Detail Report.

3. (6) Warrants totaling \$877.45 were requested on the Claims Payment Request dated 9/19/16 as follows:
  - \$200 for monthly secretarial services
  - \$52.51 for monthly utility service
  - \$55.24 for monthly telephone service
  - \$42.66 for batteries
  - \$372.40 for Auditing Services of CCFD#6 2014& 2015 annual reports
  - \$154.64 for food for awards banquetChip moved to approve the request, Tom seconded, and both commissioners signed the request.

**Chief's Report:**

1. Replacement gear including new LED flashlights and helmet lights, gloves, hoods, and boots have been ordered from SeaWestern and should arrive by the end of the month.
2. It is time to schedule the annual inspection of the SCBA's and filling station.

**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's proposed format to display property information gathered during the community outreach campaign in the reference books he is compiling was approved by all in attendance. He will create a separate PDF file for each street in the district and every address on each street will be included in that file.

Chief Paul emphasized the importance of notating difficult access to properties and shared CCFD #1's policy of not driving fire apparatuses over bridges unless they have a FIREWISE certification. Since the notebooks will display all the pertinent data for each property, Tom and Patt volunteered to assess the properties in the district that have yet to be visited.
3. The shear wall construction on the bay wall of the station is complete. Tom suggested adding (4) steel plates for the top corners. He will check with Lyle

Whidden about fabricating the plates. Chip will call M & P Overhead Garage Doors and schedule the installation of the new doors.

4. Discussion of the inventory policy was postponed until Scott Horton, who is writing the policy, is in attendance.
5. Chip called Lincoln Electric to get a bid on the back-up generator and learned that their electrician is in the hospital. They will call Chip back when they are able to send someone out. In the mean time, Chip will contact Shane Anderson to get a competitive bid.
6. No new progress was made to the proposed design of the CCFD#6 patch.
7. Discussion of the 2017 Wild Land Fire Preparedness Grant was postponed until Scott Horton is able to report on updates.
8. Chief Paul brought his new radio and demonstrated its functionality and quality. He ordered 15 for his department because they are using the radios as pagers. All the reviews from all users so far have been excellent. The sound quality is greatly improved over the old pagers and the radios come equipped with dual frequency capability so they are able to receive the transmissions currently being sent via UHF but with a touch of a button they will receive VHF transmissions. As soon as the Fork's Police Department is able to receive VHF transmissions, which is expected to be within the next month, PenCom will start sending calls via VHS which will repeat off the newer and closer Gunderson Tower which should eliminate any remaining skip zones while further enhancing the sound quality. Chief Paul estimates the rental of the Gunderson Tower will be around \$4,200 but wasn't 100% certain of that amount. Chip moved that the board agree to pay district #6's portion of the rent once the rental fee is confirmed and the method for figuring each district's portion is determined. Tom seconded. Chief Swagerty will order (8) programmed and fully outfitted radios and (12) new VHF pagers for the department.
9. Chief Paul also shared district #1's policies on fuel and district credit cards. He and his crew like the ease and expediency the cards afford when making purchases for their department but Chip maintained that the needs of district #6 are being met without any significant delays using the current policies and procedures which also provide more stringent control and auditing of spending while minimizing the risk of theft or loss to the district. Tom agreed.

#### **New Business:**

1. Chief Swagerty has confirmation from the Ford dealership that CCFD#6 will be able to purchase a new brush truck at the "State Contract Price" as long

as the order is placed at the same time and for the same basic truck that DNR is ordering. The commissioners agreed with the Chief that buying the same vehicle that DNR is using might also save on repair time and costs when hiring the DNR to work on it. Chip's one concern was whether or not DNR's brush trucks are plumbed to push water from various sources. Chief Swagerty will try to find out and he will make sure the truck ordered for the department will have that capacity. He expects the DNR to be ready to place their order within the next (3) weeks.

2. The discussion covering radio and pager service was covered in Old Business item #8.
3. After learning that CCFD#6 provided its previous Fire Chief with some reimbursement for his health insurance costs, Chip moved to do the same for Chief Swagerty. Tom seconded. Patt will ascertain exactly what and how the previous Chief was paid and report back next month.

**Announcements:** none

Meeting adjourned at 20:28

Read and approved on October 24, 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