

## ***Monthly Commissioner Meeting Minutes December 18, 2017***

Meeting convened on December 18, 2017 at 18:58 at Three Rivers Fire Hall by Chairman, Chip Keen.

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

**Officers Present:** Scott Swagerty (Chief)

**Other Attendees:** None

**Changes/Additions to Agenda:** None

Minutes of the previous month's meeting were read, approved, and signed by all three Commissioners.

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

1. The 2018 Levy Certification, Resolution #2017.4 authorizing a 1% increase in the Levy, and the 2018 Budget, have all been filed with the appropriate County offices.
2. The 2018 Employer Application for Health Care Coverage with the WFCA has been submitted.
3. The Reimbursement Request for the DNR grant and all supporting documents have been filed with the DNR.

### **Financial Report:**

1. (9) Warrants totaling \$2,719.13 were requested on the Claims Payment Request dated 12/18/17 as follows:
  - \$250.00 for Washington Fire Commissioners Association annual dues
  - \$60.00 for Clallam County Human Resources July-December payroll administration fees
  - \$200.00 for monthly secretarial service
  - \$161.60 for monthly utility service
  - \$35.03 for Forks Outfitters - cleaning supplies

- \$156.10 for Richmond Radio to remove sirens and radio from B61
- \$1,051.48 for Richmond Radio to install radio out speaker on R61
- \$780.00 for Board of Volunteer Firefighters 2018 pension and disability
- \$\$24.92 for Forks True Value – 5 gallon gas can for R61

Chip moved to approve the request, Tom seconded, and all three commissioners signed the Claims Payment Request.

2. Chief Swagerty submitted his time sheet covering the period 11/20/17-12/17/17 for approval. His Payroll Certification of 23.00 hours of work for a total gross pay of \$253.00 was signed by all three commissioners

**Chief's Report:**

1. Seawestern is scheduled to flow test our SCBAs tomorrow morning starting at 9:00.
2. Fire Chief Equipment has serviced and returned the water-filled extinguisher.
3. Forks District #1 is holding training tomorrow night. Volunteers from District 6 and La Push are expected to attend.

**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. The repair of the station's south wall has still not been started by Brian Moody. Chief Swagerty has exchanged text messages with Moody, who has promised to start work by December 21<sup>st</sup>. Chip asked Chief Swagerty what the contingency plan is if Moody fails to start work on that date. Chief Swagerty stated that Roberts Construction is willing to do the work if we ask them to. Tom moved to have Chief Swagerty ask Roberts Construction to do the work if Moody fails to start work on 12/21. Scott seconded.

**New Business:**

1. Chip Keen administered and signed Commissioner Horton's Oath of Office

**Announcements:** The January Meeting of Commissioners will be held at the regularly scheduled day and time of 1/15/18 at 7:00 pm.

Meeting adjourned at 19:24

Read and approved on January 15, 2018 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