

Monthly Commissioner Meeting Minutes

May 15, 2017

Meeting convened on May 15, 2017 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), Scott Swagerty (Chief)

Other Attendees: None

Changes/Additions to Agenda:

1. Financial Report item #3 was not completed as planned because Chief Swagerty did not bring his time sheet to the meeting.

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

Secretary's Report:

1. The 2016 Annual Report, due May 31, 2017, is almost complete. One revenue item is awaiting an answer to complete schedule (1) and the resolutions passed in 2016 still need to be attached to schedule (22).
2. Chief Swagerty has successfully been added into the Clallam County Payroll system as employee # 002173.

Financial Report:

1. \$10.00 in cash received from the rental of the fire hall was deposited into the district's fund at the County Treasurer's Office on 5/11/17.
2. (7) Warrants totaling \$1481.80 were requested on the Claims Payment Request dated 5/15/17 as follows:
 - \$200.00 for monthly secretarial services
 - \$118.93 for monthly utility service
 - \$5.04 for a breaker booster for E6-1
 - \$129.95 for fuel
 - \$969.64 for annual pump test for E6-1
 - \$28.49 for gardening supplies

- \$29.75 for legal ad (re-issue warrant for corrected vendor)
- Chip moved to approve the request, Scott seconded. All three commissioners agreed and signed the Claims Payment Request.
3. Chief Swagerty reported that he was told by Karen Wahlsten at the County Auditor's Office that the only document the county needs to process his payroll is the original signed copy of the Payroll Certification Form so he did not bring his time sheet to the meeting. The Commissioners unanimously agreed that they would need to see his time sheet before they could sign the payroll certification form. Chief Swagerty will bring a completed time sheet to the next drill night, 5/16/17. After the time sheet is approved, the Commissioners will sign the Payroll Certification Form which Patt will submit to the County Auditor's Office for processing..

Chief's Report:

1. CCFD#1 has sent (2) volunteers to EVIP training for certification to teach emergency vehicle driving and to administer the requisite tests to volunteers of all local fire districts who need emergency vehicle driving certification. Chief Swagerty will ascertain whether certifications already earned by volunteers have an expiration date and then he will let all department personnel know if they need to take, or retake, the drivers training and certification exams. He will also let the new instructors know that CCFD#6 has everything they should need for the practical portion of the exam at the Quillayute Airport.
2. CCFD#1 has a new Chaplain that has been specially trained to counsel first responders. He has generously offered his services to all volunteers of CCFD#6 as well.

Mechanic's Report:

1. E6-1 has passed its annual pump test and DOT inspection. A small cut, most likely from a saw blade, was found on one of the roof ladders so it was retired from service.
2. There is a water leak at the rear fittings of T6-1. Lyle Whidden has been contacted to assess the problem and repair the leak.

Other Reports: None.

Old Business:

1. The Application for Eligibility in the State of Washington Surplus Property Program remains a work in progress..
2. Chief Swagerty spoke with Lloyd at U.S. Fire Equipment regarding the upfit on the new brush truck. Lloyd had several questions regarding the

compartment boxes and also reported that they are still waiting for parts to arrive before they begin the build. Scott will contact Lloyd again later this week for updates. Chip recommended that Scott ask Lloyd to send photos of the truck as the build progresses to save time and money on inspections.

3. Patt contacted every local builder, contractor, and repairman and only one, Brandon Middleton, agreed to come and assess the problem(s) with the leaking south wall. Unfortunately he is not available to do so until sometime after 5/20/17. Chief Swagerty is related to Brandon so he volunteered to do the follow up with him. He also gave builder Brian Moody's newer cell phone number to Patt who will try again to enlist his services for the repair since Brandon's schedule is already overbooked.

New Business:

1. Scott Horton has successfully registered on-line to run for re-election as Commissioner of CCFD#6.

Announcements: CCFD#1 Assistant Chief, Dick Long, is retiring after 36 years of service. All present thank him for his service and wish him well in his retirement.

Meeting adjourned at 19:50

Read and approved on June 19, 2017 by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce