

Monthly Commissioner Meeting Minutes November 20, 2017

Meeting convened on November 20, 2017 at 19:03 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: None

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

Secretary's Report:

1. The Vehicle Seller's Report of Sale for B6-1, which was filed on 10/27/17, was returned because the required fee of \$8.75 was not included. The fee was paid on 11/20/17 and the Vehicle Seller's Report of Sale was processed.
2. The 2017 Census of Governments was completed and submitted on 11/20/17.
3. Captain T's, in Port Angeles, can apply the new CCFD#6 patches to personnel's work jackets for a fee of \$2.50 each.

Financial Report:

1. \$7,100.00 received from the sale of B6-1 was deposited into the district's fund at the County Treasurer's Office.
2. (4) Warrants totaling \$15,668.87 were requested on the Claims Payment Request dated 11/20/17 as follows:
 - \$200.00 for monthly secretarial service
 - \$83.62 for monthly utility service
 - \$167.88 for travel expenses to inspect the upfit to R6-1
 - \$15,217.37 for the final payment of the upfit to R6-1

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

3. Chief Swagerty submitted his time sheet covering the period 10/16/17-11/20/17 for approval. His Payroll Certification of 24.00 hours of work for a total gross pay of \$264.00 was signed by all three commissioners and by designee Patricia Bruce

Chief's Report:

1. The date of the 2017 Firefighters Appreciation Day has been tentatively set for 1/27/18.
2. B6-1, which was declared surplus to the needs of the district, was sold to Hagen Timber on 10/27/17 for \$7,100.00.

Mechanic's Report:

1. The wiring issue causing the illumination of the check engine light on R6-1 was investigated and rectified by U.S. Fire Equipment.

Other Reports: None

Old Business:

1. The Application for Eligibility in the State of Washington Surplus Property Program remains a work in progress.

New Business:

1. Chief Swagerty reported that Brian Moody is "still interested" in repairing the station's south wall although the agreed upon completion date has long passed. Commissioner Keen moved to seek other qualified contractors to do the work. Chief Swagerty will contact Robert's Construction for a bid and report back.
2. The 2018 Employer Application for health care coverage through the WFCA was completed and signed by Commissioner Keen. Patt will submit the application.
3. The Reimbursement Justification Form for the DNR Grant has been completed and signed. As soon as a picture of the completed R6-1 is attached, the form can be filed. Chief Swagerty will send the pictures to Patt who will attach them along with all other required documents to the form and submit it to the DNR.

4. The 2018 Levy Certification and the corresponding Resolution #2017.4, to increase the district's levy by 1% over the previous year, have been completed and signed.
5. The 2018 Budget has been completed and signed. Patt will submit the budget to the County Commissioner's Office and to the County Assessor's Office along with the Levy Certification and Resolution #2017.4 before the 11/30/17 deadline.

Announcements: Patt will be out of the district from 12/11/17-1/6/18. The December Meeting of Commissioners will be held, in her absence, at the regularly scheduled date and time of 12/18/17 at 7:00 pm.

Meeting adjourned at 20:10

Read and approved on December 18, 2017 by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce