

Monthly Commissioner Meeting Minutes

December 10, 2018

Meeting convened on December 10, 2018 at 19:00 at Three Rivers Fire Hall by Lead Commissioner Chip Keen.

Commissioners Present: Chip Keen, Tom Rosmond, Scott Horton

Officers Present: Patt Bruce (Secretary)

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 2019 Levy Certification, Resolution #2018.1 requesting an increase of 1% in the levy, and the 2019 Budget for CCFD#6 have all been completed and submitted to the appropriate county offices.
2. Annual updates have been submitted to the WFCFA fire service directory.
3. Information regarding the department's retirement plan, or rather lack thereof, for its employee was requested by and submitted to The WA Department of Retirement Services.
4. Validation figures from the 2018 general election arrived. 203 residents of CCFD#6 voted.

Financial Report:

1. (6) Warrants totaling \$4,888.63 were requested on the Claims Payment Request dated 12/10/18 as follows:
 - \$200.00 for monthly secretarial services
 - \$133.24 for monthly utility service
 - \$968.59 for water damage repair/stove/sink/white board
 - \$22.82 for stove cord
 - \$2,693.98 for new flooring
 - \$870.00 for 2019 Pensions & Disability

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

2. Chief Swagerty's time sheet covering the period 11/19/18-12/16/18 was approved. His Payroll Certification of 21.5 hours of work for a total gross pay of \$247.25 was signed by all three commissioners and designee Patt Bruce.

Chief's Report: None

Mechanic's Report:

1. Seawestern performed flow tests on all (8) SCBA's
2. Ford Motor Co. sent notification of reports that the door locks/handles are sticking in some of their F-550 models. So far there has not been any issues with the doors on R61 but any problems should be reported to Chief Swagerty immediately.

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 district T-shirts have arrived. They have been bagged according to size and stored in the office.
3. Tom Rosmond has measured and ordered the new molding (baseboards, windows and doors) and the new flooring has arrived. The bathrooms and cabinets still need to be painted.

New Business:

1. Beginning January 1, 2019 all employers must either withhold employee premiums for the WA Paid Family and Medical Leave or pay the premiums on behalf of employees. Chip moved to withhold employee premiums, Tom seconded, motion unanimously carried. Patt will notify Clallam County Human Resources Payroll Administrator to withhold the employee premiums and send them directly to the Employment Security Department.
2. Tom Rosmond suggested getting a smaller than originally discussed backup generator for the fire station. Since it was decided that the the station is not ideally located to serve as an emergency shelter for the citizens of CCFD#6 (less than 10% of district residents would be able to access the building if the bridges are out) the generator would only have to serve the needs of responding firefighters. Chip pointed out that we currently do not have enough

volunteers to allow for anyone to “man” the station during a call therefore we do not have an immediate need for the generator. Tom and Scott both agreed. If circumstances change, the commissioners will readdress the acquisition of a generator. Chip also volunteered to begin discussions with the City of Forks and CCFD#1 about creating an emergency shelter at the Quillayute Airport.

Announcements:

1. Patt Bruce will be out of the district from 12/14/18-1/10/19

Meeting adjourned at 19:30

Read and approved on January 23, 2019 by

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce