

Monthly Commissioner Meeting Minutes

February 17, 2020

Meeting convened on February 17, 2020 at 19:02 at Three Rivers Fire Hall by Lead Commissioner 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. One item was added to New Business
2. Two items were added to Chief's Reports

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

Secretary's Report:

1. While updating her status to "inactive" as a volunteer firefighter, the secretary inadvertently and temporarily lost administrative capability on the Emergency Reporting System.

Financial Report:

1. (6) Warrants totaling \$1457.62 were requested on the Claims Payment Request dated 2/17/20 as follows:
 - \$200.00 for monthly secretarial services
 - \$196.58 for monthly utility service
 - \$91.88 for fuel
 - \$122.68 for election fees
 - \$182.00 for permit to install generator & dump fees
 - \$664.48 for new computer and antivirus protection

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

The district's financial statement for January was reviewed and approved by commissioners Keen, Rosmond, and Horton.

Chief Swagerty's time sheet covering the period 1/20/20-2/16/20 was approved. His Payroll Certification of 18.50 hours of work for a total gross pay of \$249.75 was signed by all three commissioners and by designee Patt Bruce.

Chief's Report:

1. The Chief's meeting with the WSRB went very well. They just need one report on our station from the ERS to complete their inspection and issue our rating.
2. There was a structure fire on 1/31/20 on Prairies End Dr. Chief Swagerty was out of town so Assistant Chief Paul took command. There were no fatalities or injuries.
3. Chief would like (6) new Terra TR590 radios. Chip moved to approve the request, Scott seconded, motion carried. Patt will order the radios.
4. Chief Swagerty needs to e-mail CCFD#1 giving them authorization to train CCFD#6 volunteers in EVIP. All volunteers will need to have a driving abstract before being certified. Chip motioned to have the district pay for all necessary abstracts for district #6 volunteers, Tom seconded, motion carried.

Mechanic's Report:

1. The new float sensor switch for R61 is in stock at U.S. Fire Equipment. They will be shipping it out tomorrow.

Other Reports: None

Old Business:

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

The new generator is in place and plumbed. PUD still needs to come out and hook it up, then it will be ready for the final inspection.

All the drywall patching is complete. Patt will tape, mud, texture and paint the repairs as soon as her schedule allows.

Chip has purchased a new Dell "Inspiron" laptop for the station.

New Business:

1. The new generator will require maintenance. The "520" oil needs to be changed after the first 30 hours of run time, then replaced with "530" oil. After that, the oil and filter need to be checked and changed regularly and the valves need to be checked every 1,000 hours. Tom moved to perform this maintenance in house, Chip seconded, motion carried. There is a handle on the generator with a tab that should be locked. Patt will pick up a key operated padlock.

2. Chip has readdressed the issues (fire coverage, potable water for filling our storage tank, possibly moving said tank, creating an emergency shelter in case of disaster) surrounding the Quillayute Airport with Mayor Fletcher of Forks. He is waiting to hear back.

Announcements: None

Meeting adjourned at 20:01

Read and approved on March 16, 2020 by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce