

Monthly Commissioner Meeting Minutes ***October 19, 2020***

Meeting convened on October 19, 2020 at 19:02, via conference call as mandated due to Covid-19 concerns, by Lead Commissioner Chip Keen

Commissioners Present: Chip Keen, Tom Rosmond

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
3. One item was added to Mechanic's Report

Minutes of the previous month's meeting were read and approved. Patt signed the original hard copy and will place it at the fire station for Commissioners Keen and Rosmond to sign in compliance with social distancing mandates.

Secretary's Report: None

Financial Report:

1. (3) Warrants totaling \$612.54 were requested on the Claims Payment Request dated 10/19/20 as follows:
 - \$450.00 for monthly secretarial services
 - \$62.54 for monthly utility service
 - \$100.00 for quarterly dispatch service

Chip moved to approve the request and Tom seconded. The original hard copy will be placed at the fire station for Commissioners Keen and Rosmond to sign in compliance with social distancing mandates.

The district's financial statement for September was reviewed and approved by Commissioners Keen and Rosmond.

Chief Swagerty's time sheet covering the period 9/21/20-10/17/20 was approved. His Payroll Certification of 18.5 hours of work for a total gross pay of \$249.75 was signed by designee Patt Bruce and will be placed at the station for Commissioners Keen and Rosmond, to sign.

Chief's Report:

1. The reception on the radios has been very unreliable so Chief Swagerty signed all department volunteers up for "Active 911" which is a 3rd party that receives all dispatch information and texts firefighters so they are receiving more information more clearly. It also comes with map capability if/when needed. The department can have up to 20 numbers texted for an annual fee of \$212.00. Numbers can be added or deleted at any time as requested.
2. Chief Swagerty has been covering as chief of CCFD#1 last week. There was a structure fire at the local nursery and a fatal car accident that week.

Mechanic's Report:

1. Due to Covid-19 related travel restrictions the annual pump test has been postponed until the spring.

Other Reports: None

Old Business:

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

There have still been no meetings or talks with the City of Forks regarding the Quillayute Airport.

The new generator functioned properly during an unscheduled power outage which occurred before the scheduled maintenance. The plumber adjusted the regulator and subsequently all weekly autorun cycles have been error free. Tom programmed that cycle to run at 12:00 pm on Tuesdays so it can be checked as part of the weekly drill night. Tom also reported that the oil will need to be changed after the next power outage.

New Business:

1. Chief Swagerty wants to replace the department's outdated PPE for all active volunteers. Since the 2021 budget will be finalized next month, Chip told Chief Swagerty to research the gear he needs and corresponding cost so it can be included in the budget discussion.

Announcements: None

Meeting adjourned at 19:35

Read and approved on November 16, 2020 by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce