

## **Monthly Commissioner Meeting Minutes**

### **April 19, 2021**

Meeting convened April 19, 2021 at 19:05, via conference call as mandated due to Covid-19 concerns, 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:** None

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, Rosmond, and Horton to sign in compliance with social distancing mandates.

**Secretary's Report:** None

#### **Financial Report:**

1. (5) Warrants totaling \$5,953.27 were requested on the Claims Payment Request dated 4/19/21 as follows:
  - \$450.00 for monthly secretarial services
  - \$113.35 for monthly utility service
  - \$100.00 for Dispatch Services
  - \$5,270.44 for Turnout Gear (Helmets, Boots, Gloves, Lights)
  - \$19.48 for Conduit & Clamps

Chip moved to approve the request. Tom seconded, all agreed. Patt signed the original hard copy and will place it at the fire station for Commissioners Keen, Rosmond, and Horton to sign in compliance with social distancing mandates.

2. The district's financial statement for March was reviewed and approved by all three Commissioners.
3. Chief Swagerty's time sheet covering the period 3/15/21-4/18/21 was approved. His Payroll Certification of 18.5 hours of work for a total gross pay of \$253.27 was signed by designee Patt Bruce and will be placed at the station for Commissioners Keen, Rosmond, and Horton to sign.

**Chief's Report:**

1. New Helmets, Gloves and Boots for firefighters have arrived. The remainder of the new PPE is still expected by 5/28/21.
2. Reports of on-going firefighter training remains a work in progress.
3. CCFD#6 has been receiving and responding to more mutual aid calls to La Push over the past couple of months.

**Mechanic's Report:** None**Other Reports:** None**Old Business:**

1. The Application for Eligibility in the State of Washington Surplus Property Program is nearly complete. The final draft and accompanying documentation should be ready by next month's meeting for approval before submission.
2. There have not been any new talks or meetings with City of Forks' Officials regarding the establishment of an emergency center at the Quillayute Airport this past month. Chip has begun researching renewable energy sources as a means to power the center and has contacted two companies that handle Tesla Power Walls, which are on back order until fall 2021 at the earliest. He proposed using some of the District's reserves to fund the installation, once fully researched and voted upon by all the commissioners. If the City of Forks agrees, they would begin benefiting immediately from the power source in lowered PUD bills and possibly generated income depending on the current power usage there. Commissioners Rosmond and Horton agreed that would be a great use of district funds. Chip will take this beginning proposal to Rod Fleck and the Mayor, hopefully schedule a meeting with them, and report back next month.
3. Richmond Radio has connected the repeater at the station and the reception is loud and clear but it is currently only working off itself because none of the district's mobile devices have been programmed into it. Chief Paul from CCFD#1 will be programming all the department's radio's this coming week.
4. There was unanimous consensus amongst all present that it would be cost prohibitive and too labor intensive to attempt to reuse the Radio Tower available in Forks.

**New Business:**

1. The Department's subscription to the Emergency Reporting System is no longer being subsidized by Peninsula Communications. The cost to CCFD#6 to use the system for 2021 is \$850.00. The fee schedule for 2022 and beyond has not been set. The only reporting requirement the department has

is outlined in RCW43.44.060 sections 1 & 2. The summary of which is, the Chief shall report statistical information and data to the chief of the WA state Patrol on each fire occurring within {his} jurisdiction and within two business days report any death resulting from fire. And that all reports be consistent with the National Fire Incident Reporting System. Patt has contacted NFIRS and learned that the department can report all incidents directly to them at no cost. Chief Swagerty thinks there may be other benefits to using the ERS and would like additional time to research before making a final decision. The commissioners agreed, Chief will report back on this.

2. The Commissioners and Chief agreed to providing district volunteers with department sweatshirts. Chief Swagerty will gather size requests and Chip will place the order when ready.

**Announcements:** None

Meeting adjourned at 19:52

Read and approved on May 17, 2021 by:

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Commissioner, Chip Keen

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Commissioner, Scott Horton

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Commissioner, Tom Rosmond

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Secretary, Patricia Bruce