

CLALLAM COUNTY FIRE PROTECTION DIST. NO. 6

P O Box 2385 • Forks WA 98331

Monthly Commissioner Meeting Minutes August 16, 2021

Meeting convened on August 16, 2021, at 19:07, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present: Chip Keen, Tom Rosmond, Scott Horton

Officers Present: Patt Bruce (Secretary), Scott Swagerty (Chief)

Other Attendees: Aleilah P Lawson (intern), Jason Annis (arrived 19:15)

Changes/Additions to Agenda:

1. One item was added to New Business

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

Secretary's Report:

1. Patt and Aleilah reported that Incident Reports are being entered into NFIRS as they are received. Work on creating a new template is ongoing. Discussion of the Daily Call for Service Logs from PenCom highlighted deciphering the Primary Unit codes and the need to also receive the Narrative Report for the calls. Aleilah will submit a new request to PenCom re same. Chief Swagerty reviewed the NFIRS code pages and reported that very few of the codes apply to CCFD#6. Aleilah requested that he identify the ones most often used to help in updating the template. She also requested that the person completing the Incident Report take a picture of the report and text it to her to expedite the reporting to NFIRS. Aleilah reported that she has been successfully added to the CAD system to receive call out texts.

Financial Report:

1. Three Warrants totaling \$7,244.98 were requested on the Claims Payment Request dated 08/16/2021 as follows:
 - \$450.00 for monthly secretarial services
 - \$67.98 for monthly utility service
 - \$6,727.00 for annual insurance renewal

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

2. The district's financial statement for July 2021 was reviewed and approved by all three Commissioners. The receipt of timber dollars was noted and appreciated.
3. Chief Swagerty's time sheet covering the period 07/19/21-08/15/21 was approved. His Payroll Certification of 18.5 hours of work for a total gross pay of \$253.27 was signed by all three commissioners and by designee Patt Bruce.

Chief's Report:

1. Chief Swagerty reported that there had been a couple of illegal burns. Some people are not responding positively to being told to put fires out. A gun was pulled during one incident. There were a number of burn complaints, including at Manitou Lodge. Several of the small campgrounds are allowing fires. There was also a vehicle fire, a Wilson Road fire (being investigated by DNR), and a beach rescue with a broken ankle.

Jason emphasized the need for a "Burn Ban in Effect" banner. After some discussion, it was agreed that it will be attached to the fire hall's chain link fence at the corner. If necessary, the "volunteers needed" banner, currently hung there, will be moved to accommodate the new banner whenever the ban is in effect.

Mechanic's Report:

1. Chief Swagerty said parts are on order for E61; it may be a few more weeks before received. Tuesday training nights are a good time to run the engine to keep it primed.

Other Reports: None

Old Business:

1. Chip sent an email on Friday to the City of Forks with a document showing the height of the proposed solar array sufficient to pump enough water to meet firefighting needs along with a request for information regarding the City's planned need for water at the airport. He has not yet received a response. He will move forward with the current design if no response.
2. Chief Swagerty doesn't have any new information from Richmond Radio. He was told to test some more to create an accurate coverage map. Scott will work on it. He also said the 60-foot tower is no longer available.

3. Chief Swagerty will continue as Chief through September. Jason is not sure if he will have time to assume the chief duties as he isn't certain what the job entails. After September, Scott will continue as a volunteer in the role of Deputy Chief (helmet on order), and will help Jason get the administrative work done. The commissioners discussed the importance of recruiting people into the command structure to create a leadership pathway, and noted the importance of promoting from within. Jason's knowledge of the area and the people are highly valued.

After much discussion, Jason provisionally accepted the Chief position. The new command structure will be Jason Annis, Chief; Scott Swagerty, Deputy Chief; Cordy Brickey will be ready soon to serve as Captain.

Tom will redirect the Chief email to Jason and set up a Deputy Chief email for Scott, both to be activated at the end of September. Tom and Aleilah will work together to set up 3rivers.org emails for all CCFD#6 volunteers.

4. Patt reported that she sent a letter to the optometrist's office. Andrew's replacement glasses have been ordered, but no additional information is yet available. She will need an invoice to send to Enduris, and will follow up to move things along.

New Business:

1. It was moved, seconded, and approved to hire Aleilah for the Secretary position. Aleilah will begin her official duties in September. Heartfelt thanks were given to Patt for her many years of service to the Board of Commissioners.
2. A lively discussion was held concerning the possibility of issuing tickets for people who violate the burn ban or have other illegal fires. Scott reported that warden power is needed in order to do so which would require some law enforcement/warden training. The County is supposed to enforce rules and regulations re fires but are rarely available to do so. Jason noted that campground owners need to be cited for allowing campfires. The increase in hip camps is adding significantly to the problem. Scott H described the fire storm of people coming to visit the area, noting the difficulty this causes with our new reality of super dry forests. Jason said he would gladly take all the training necessary to be granted warden power. At Chip's request, Aleilah will investigate the process with the Fire Marshall.
3. The recent information from WFCA attorney Brian Snure regarding Covid-19 vaccinations was discussed. Hope was expressed that volunteers will get

vaccinated for personal protection and civic responsibility. There was general agreement that it was too much to tell volunteers to get vaccinated. District 6 resolves to take no official position on the issue of mandating Covid-19 vaccinations for volunteers.

4. It was generally agreed that offering an annual opportunity for community members to have their fire extinguishers serviced is a good benefit to offer in the district. Patt volunteered to take the lead on making this happen. The event will be coordinated with the annual visit, usually in December, to have the district's extinguishers serviced. Questions to be answered: Do we charge residents or absorb the cost? If we collect money, how do we pass it through to the company? Patt and Aleilah will check with the Auditor to determine the process.
5. New item: Chief Swagerty reported a problem with fuel cards. There are two tender cards and no pumper card. A Pacific Pride card for E61 is needed.

Announcements: none

Meeting adjourned at 20:26.

Read and approved on September 20, 2021 by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

Secretary Aleilah P Lawson