

Monthly Commissioner Meeting Minutes

February 15, 2021

Meeting convened February 15, 2021 at 19:03, 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. (1) item was added to Chief's Reports
2. (1) item was added to Mechanic's Report
3. (1) item was added to Other Reports
4. (1) item was added to New Business

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. (5) Warrants totaling \$1,280.13 were requested on the Claims Payment Request dated 2/15/21 as follows:
 - \$450.00 for monthly secretarial services
 - \$108.06 for monthly utility service
 - \$358.59 for annual extinguisher test & maintenance
 - \$260.40 for banner advertising for new volunteer firefighters
 - \$103.08 for annual propane tank rental

Chip moved to approve the request. Tom seconded. 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.

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

3. Chief Swagerty's time sheet covering the period 1/18/21-2/14/21 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 and Rosmond to sign.

Chief's Report:

1. The new PPE is on order and due to arrive by the end of April. The helmets and gloves might arrive sooner.
2. The scheduled Firefighter Training was postponed due to inclement weather.
3. The banner advertising for new volunteer firefighters has arrived and been hung on the fence by the road to optimize viewing.
4. Chief Swagerty and the representative from SeaWestern did a brief inspection of the departments' SCBA's. They estimate the gear will need to be replaced within the next few years.

Mechanic's Report:

1. During a recent drill night, it was noted that the resting idle speed of the pumper is insufficient for the solenoid valves to cycle properly. Volunteers are being instructed to boost the idle speed as necessary when operating E 6-1.

Other Reports:

1. Tom has changed the oil & filter on the generator, as per the instruction manual. The generator has been functioning properly during recent power outages and automatic run cycles so Tom is going to reprogram it to run the automatic cycles bi-weekly.

Old Business:

1. The Application for Eligibility in the State of Washington Surplus Property Program is finally moving forward. Several sections are fully complete but still waiting for response from the county to requests made for public records.
2. Chip provided the following updates on Establishing an Emergency Center at the Quillayute Airport :
 - Only the well at the East end of the taxiway has potable water, the others were drilled for monitoring purposes only. Many environmental assessments have been performed on the area from 1992-2017. Findings from testing in 2004, declaring the well free of VOC's but elevated levels of Fe, Mn, Cl-, nitrates and sulfates have not been contradicted by more recent tests.
 - Rod Fleck is still the manager on record of the airport and informed Tom that NOAA will likely continue to rent the building housing their offices, but the balloon building may be available.

- Jim Buck recommended getting portable field kitchens. Chip is awaiting response from requests he has made to the Department of Enterprise Services and Federal Surplus in Tumwater. Patt will add it to the want list for the WA surplus Application Jim also told Chip that it is easier to get things done via a Fire Auxiliary Organization and shared documentation for establishing one.
 - Chip has also contacted the State Auditor's Office to ensure that any/all acquisitions made by the department are properly received and recorded. He is waiting for response from their "subject matter expert" for fire districts, Bryson Bristol.
 - Chip was told by the Aviation Planner for the UAS Program Administrator, Eddy Hensley, that insufficient resources kept the Quillayute Airport from inclusion in their recent study of "Washington's Aviation Resilience Project". He committed to bringing up the Quillayute Airport at future meetings with his state and federal partners.
 - Jim Buck also recommended securing all above-ground propane tanks. Chip is ordering the necessary supplies to anchor the departments' tank and suggested working in cooperation with CCFD#1 in the future to secure the tanks in the district.
3. The lift necessary to install the repeater at the fire station has been delayed, updates will follow.

New Business:

1. The radio station property in Forks (KBDB FM 96.7, 260 Cedar Avenue) has been purchased by Joe Soha. The original broadcast tower associated with the station was retired because its height of 23 meters was insufficient for its signal to reach much beyond the Forks Prairie. Chief Swagerty is going to research the possibility and legality of acquiring and using the retired tower (either in whole or part) for District 6 radio transmissions.

Announcements: None

Meeting adjourned at 20:12

Read and approved on March 15, 2021 by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce