

Monthly Commissioner Meeting Minutes

July 19, 2021

Meeting convened on July 19, 2021 at 19:03, 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: Aleilah Lawson (intern), Andrew Chapman (arrived 19:51 pm)

Changes/Additions to Agenda:

1. Old Business Item #4 was moved up the agenda so the expense it authorizes could be included on this month's claims payment request.
2. Three items were 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 all Incident Reports through June 2021 have been entered into NFIRS. They will work with Chief Swagerty to create a new template for incident reporting to meet the requirements of NFIRS. Chief will review NFIRS code pages and highlight the most often used codes to help create the new template. He will also contact Susan Craig to ensure that Aleilah is added to the CAD system to receive call out texts.

Old Business item #4:

Chip presented the Memorandum of Understanding to be executed with A& R Solar for creation of solar array design plans. Chip proposed that the MOU be accepted and Scott seconded. The MOU was signed by all three commissioners and the secretary. Chip will scan and email a copy to A&R for their signature.

Financial Report:

1. Ten Warrants totaling \$20,503.48 were requested on the Claims Payment Request dated 07/19/2021 as follows:
 - \$450.00 for monthly secretarial services
 - \$68.22 for monthly utility service
 - \$1,075.34 for thermal imagery camera
 - \$412.30 for team sweatshirts
 - \$15,634.47 for 7 turnouts, coats and pants
 - \$1,627.50 for solar array design plans
 - \$162.61 for diesel fuel
 - \$915.81 for 4 Tera Tr Radios / 1 year Active 911
 - \$57.23 for fuel
 - \$100.00 for dispatch services

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

2. The district's financial statement for June 2021 was reviewed and approved by all three Commissioners.
3. Chief Swagerty's time sheet covering the period 6/21/21-7/18/21 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. The turnout gear has been received and most of it has been distributed. It is of great quality and good for the next ten years.
2. There have been two incidents to date this month. On 07/01/2021, there was complaint re a beach fire at Rialto Beach. The fire was contained and suppressed with no injuries. On 07/04/2021, a van went off road into a slough. The rescue truck winch kept the van from sinking into the slough.

Mechanic's Report:

1. E61 failed its pump test in mid-July. True North will return in the next few weeks to repair, retest and keep us in compliance. Exercises with E61 at the Tuesday training sessions will help keep the pump functioning until then. Safety inspection was good.

Other Reports: None

Old Business:

1. Talks with the City of Forks regarding the Emergency Shelter at the Quillayute Airport are on hold until the MOU for solar array design plans is fully executed and received from A&R Solar.
2. Chief Swagerty e-mailed Steve at Richmond Radio concerning the feasibility of a 60' tower at the fire hall. He hasn't yet received a return call and will check with Steve later this week.
3. The thermal imagery camera has been received. It is stored in the center console of the rescue truck. Chief will find a way to add an ID to the camera.

New Business:

1. Chief Swagerty asked if the fire district could pay for new glasses for VFF Andrew Chapman whose glasses broke during the call out for the beach fire on 07/04/2021. The commissioners unanimously agreed to use district funds for the replacement glasses if the expense is not covered by department's insurance policy. Patt will check with Enduris WA to see if the expense is covered.
2. Chief Swagerty noted that he has been with the fire district for 20 years in September. He will be moving out of the area, necessitating the hiring of a new chief. Two candidates have expressed interest: Lt. Nik Ness from Fire District #1 and Co-Captain Jason Annis of FD #6. Each would bring different strengths and abilities to the job. The commissioners will make a decision by the next meeting so there is adequate overlap for training. Chief Swagerty stated he would like to stay on to bring the new chief up to speed and continue as a volunteer for call outs whenever he is in Forks.
3. Tom raised the question of how the Washington State's new Long-Term Care coverage requirements affect the fire district. It was noted during discussion that the amount is automatically deducted from an employee's paycheck.

Announcements: none

Meeting adjourned at 20:03.

Read and approved on August 16, 2021 by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

Secretary Patricia Bruce