

Monthly Commissioner Meeting Minutes

June 21, 2021

Meeting convened on June 21, 2021 at 19:02, 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), Jason Annis (Assistant Chief-arrived 7:15)

Other Attendees: Aleilah Lawson (intern)

Changes/Additions to Agenda:

1. Two items were added to Secretary's Report
2. One item was added to Chief's Report

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

Secretary's Report:

1. The department has a new unpaid intern, Aleilah P. Lawson, who will be assisting district personnel, especially in the areas of on-line research and communications.
2. The Application for Eligibility in the State of Washington Surplus Property Program has been submitted, accepted, and approved.
3. CCFD#6 has established an account with the National Fire Incident Reporting System so we are able to report incidents directly to FEMA without paying a third-party facilitator. Aleilah has volunteered to work directly with PenCom to obtain a complete list of service calls made to CCFD#6 along with any/all available narrative. She will forward all information received from Pencom to the commissioners and to Chief Swagerty. The Chief will also add her to the department's "Active 911" call list so she can cross reference all calls received via "Active 911" with the data received from PenCom.

Financial Report:

1. Five Warrants totaling \$1231.95 were requested on the Claims Payment Request dated 6/21/21 as follows:

- \$450.00 for monthly secretarial services
- \$79.59 for monthly utility service
- \$395.92 for seven shields for new Turnouts
- \$214.44 for flares for E6-1
- \$92.00 for annual post office box rental

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

2. The district's financial statement for May 2021 was reviewed and approved by all three Commissioners.
3. Chief Swagerty's time sheet covering the period 5/17/21-6/20/21 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 remainder of the new PPE has still not arrived but is expected to ship soon.
2. Chief Swagerty will no longer be presenting monthly reports on firefighter training. He will only present reports on training that has been completed by district volunteers.
3. There were no service calls for CCFD#6 this month.
4. Chief Swagerty acquired an abundance of disposable PPE gear from the Emergency Operation Center. He was able to get enough for CCFD#1 and La Push Fire Department. It is being stored in the auxiliary meeting room upstairs.

Mechanic's Report:

1. The annual pump test for E61 is scheduled for 7/12/21. Technicians from True North will inspect, test, and service the apparatus.

Other Reports: None

Old Business:

1. There were no meetings this past month between the commissioners and City of Forks Officials regarding the Quillayute Airport. But, because Rod Fleck needs an engineered plan of the proposed Solar Photovoltaic Array to present to the FAA for approval before any actual agreements can be entered into, Chip contacted A & R Solar. Typically, the cost of engineering and design are included in the purchase of the Array and Battery Storage System but because the Array may not be approved, we cannot commit to the purchase. Chip proposed paying A & R Solar to draw up the plans, at an estimated cost of \$1,500.00. If/when the array is approved and purchased, we will use those existing plans which will be reflected in the final total bill. Tom seconded the proposal, all agreed. For the sake of clarification and to protect the interests of both parties, Chip proposed drafting a "memorandum of

understanding” between CCFD#6 and A&R Solar to be presented and approved at next month’s meeting.

2. The Base Station is still working fairly well at the station but the portable radios still have static and spotty reception. Chief Swagerty will contact Steve at Richmond Radio to discuss possible advantages of installing a small tower, no higher than 80 ft so there would be no need for guidewires. He will report back next month.
3. The new district sweatshirts have arrived and look splendid. Chip will forward the invoice to Patt for reimbursement at next month’s meeting.

New Business:

1. Chief Swagerty has been using CCFD#1’s Thermal Imagery Camera while on mutual aid calls to their district. He thinks CCFD#6 would greatly benefit from having one, both to enhance firefighter safety and to help strategize fire attack plans. Chip moved to approve the purchase, Scott seconded, all agreed.

Announcements: Chief Swagerty is going to enter the pumper, E6-1 into the Fourth of July Parade

Meeting adjourned at 20:02

Read and approved on July 19, 2021 by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce