

Monthly Commissioner Meeting Minutes

March 15, 2021

Meeting convened March 15, 2021 at 19:01, 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) arrived at 7:28

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

Secretary's Report: None

Financial Report:

1. (6) Warrants totaling \$1,036.25 were requested on the Claims Payment Request dated 2/15/21 as follows:
 - \$450.00 for monthly secretarial services
 - \$150.87 for monthly utility service
 - \$1.63 for annual weed control
 - \$123.75 for fuel
 - \$250.00 for plumbing service for supply to generator
 - \$60.00 for quarterly payroll services

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 February was reviewed and approved by all three Commissioners.
3. Chief Swagerty's time sheet covering the period 2/15/21-3/14/21 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, Rosmond, and Horton to sign.

Chief's Report:

1. The new PPE has been ordered. The updated delivery date is 5/28/21. The helmets and gloves are being ordered separately, delivery date for those has not been set.
2. Volunteer Firefighters have begun EVIP training with CCFD#1 and have completed some of the written portion, the remainder to follow.

Mechanic's Report: None

Other Reports: None

Old Business:

1. The Application for Eligibility in the State of Washington Surplus Property Program has encountered another snag. Several requests to the county for public records regarding the formation of the district failed to yield the documentation required to complete the application. Other avenues are being explored.
2. Tom and Chip have been in contact with City of Forks' Attorney, Rod Fleck, regarding the proposed establishment of an emergency preparedness center at the Quillayute Airport. They were informed that the National Weather Service is still paying the lease on all the facilities they originally rented even though they are not currently using it all. The "balloon building" would be an ideal location for the department's water storage tank with a tender stored directly below. Personnel of CCFD#6 & CCFD#1 all agree that having a ready source of water at that location would greatly increase their ability to fight fires beyond the reach of hydrants. If NOAA would release their rent hold, refurbishing of the building could begin. Chip, Tom and Rod plan to meet at Quillayute Airport this coming week to exchange ideas and brainstorm while doing a walk-through of the facilities.
3. Chief Swagerty and Assistant Chief Annis have installed the "test repeater" at the station. Richmond Radio still has to come out and wire it.
4. The Broadcast Tower retired by KBDB FM will be very difficult and expensive to dismantle. If the new repeater proves insufficient, the district will explore other options.

New Business: None

Announcements: None

Meeting adjourned at 19:48

Read and approved on April 19, 2021 by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce