

# CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

7810 La Push Road · PO Box 2385 · Forks, WA 98331

## Monthly Commissioner Meeting Minutes November 22, 2021

**Meeting convened** on November 22, 2021, at 19:05, at Three Rivers Fire Hall, by Commissioner Chip Keen. Meeting rescheduled from November 15, 2021, due to inclement weather.

**Commissioners Present:** Chip Keen, Tom Rosmond, Scott Horton

**Officers Present:** Aleilah P Lawson (Secretary), Jason Annis (Chief)

**Other Attendees:** Patt Bruce

### **Changes/Additions to Agenda**

1. Discussion of new turnouts was added to New Business, item 1, budget discussion

**Minutes:** Minutes of the October 18, 2021, meeting were read, approved, and signed by all three commissioners.

### **Secretary's Report**

1. Aleilah reported progress with matching incident reports to PenCom calls for service. All incident reports through October 2021 have been received.

### **Financial Report:**

1. Four warrants totaling \$1,561.98 were requested on the Claims Payment Request dated 11/22/2021 as follows:
  - \$651.00 for annual inspection
  - \$70.38 for monthly utilities
  - \$450.00 for secretarial services
  - \$390.60 for equipment maintenance

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

2. The district's financial statement for October 2021 was reviewed and approved by all three commissioners. It was noted that additional timber sales revenue was received.
3. Necessary payroll documentation not yet received to process payroll certification.

**Chief's Report** – none

### **Mechanic's Report**

1. A Ford F550 recall notice regarding stress on the frame rail during use was received. Jason will text Scott for follow up.

**Other Reports:** None

**Old Business**

1. Chip and Aleilah met to discuss the airport project. Chip has not yet received a response from the Forks city attorney. Aleilah will contact Forks city clerk Audrey Grafstrom re a public records request for City Council minutes regarding the airport. Chip will reach out to Quileute Tribal Council concerning the tribe's emergency management plans, share information on our plans, and discuss opportunities to cooperate to all of our best advantages.

Chip has submitted a request to Starlink to get the fire hall connected. He will talk with Olympic National Park about evacuation planning and the possible number of visitors and campers at Mora/Rialto Beach to be evacuated.

Aleilah shared some FEMA grant possibilities worth future exploration, particularly in the Hazard Mitigation category.

2. Chip reported that a new volunteer suggested having a community barbeque. We could pair this with the proposed community fire extinguisher event. Aleilah suggested a Chili Cook Off for a winter event. She will follow up with Fire Chief Equipment on timing.
3. Chip reported the current SCBAs have a 12/05 date on them. They are hydrotested every five years. The last test was in 2016. It was agreed to apply through FEMA's Assistance to Firefighters Grants program to purchase 12 new high-pressure SCBAs. The grant deadline is December 17, 2021. There is a 5% match requirement.

Tom made a motion to prepare a resolution to apply for the FEMA grant. Scott seconded the motion. The motion passed with all in agreement.

Acquisition of three turnouts for new volunteers was discussed. A Phase Two grant is available for up to \$18,000. Chip made a motion to apply for the Phase Two grant for the purchase of two turnouts. Scott seconded. The motion passed with all in agreement. Aleilah will pursue applying for the grant.

**New Business**

1. The Budget for 2022 was completed, approved, and signed by Commissioners Keen, Rosmond, and Horton. Aleilah will hand deliver the signed document to the Clallam County Board of Commissioners on Tuesday, November 23, 2021.
2. Resolution No. 2021-0, authorizing a 1% increase in the regular property tax levy from the previous year, has been approved by Commissioners Keen, Horton, and Rosmond.
3. The Levy Certification was completed and signed by secretary, Aleilah P Lawson. Aleilah will hand deliver Resolution 2021.1 and Levy Certification to the Clallam County Auditor's Office on Tuesday, November 23, 2021.

**Announcements:** There were no announcements.

Meeting adjourned at 20:15.

Read and approved on December 20, 2021 by:

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Commissioner Chip Keen

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Commissioner Scott Horton

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Commissioner Tom Rosmond

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Secretary Aleilah P Lawson