

# CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

## Monthly Commissioner Meeting Minutes October 18, 2021

**Meeting convened** on October 18, 2021, at 19:00, at Three Rivers Fire Hall, by Commissioner Chip Keen.

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

**Officers Present:** Aleilah P Lawson (Secretary), Scott Swagerty (Chief); Jason Annis (Deputy Chief)

**Other Attendees:** Patt Bruce

### Changes/Additions to Agenda

1. Levy preparation was added to New Business as item no. 4.

### Minutes

Minutes of the September 20, 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. January through June 2021 incident reports initially entered into NFIRS have been deleted and re-entered to match PenCom's numbering system. Chief Swagerty has provided requested incident reports to bring the reporting up to date. Aleilah will continue to complete year-to-date reports through the NFIRS website.

### Financial Report:

1. Five warrants totaling \$1,405.38 were requested on the Claims Payment Request dated 10/18/2021 as follows:
  - \$66.78 for monthly utility service
  - \$687.34 for propane
  - \$101.26 for fuel
  - \$100.00 for 4<sup>th</sup> quarter dispatch services
  - \$450.00 for secretarial services

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

2. The district's financial statement for September 2021 was reviewed and approved by all three commissioners. It was noted that timber sales on County Trust Lands in our junior taxing district provided \$54,142.86 in revenue that surpassed the district budget of \$41,000.

3. Scott Swagerty's time sheet covering the period 09/20/21 through 10/17/21 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 designee Aleilah P Lawson.

### **Chief's Report**

1. Scott Swagerty has updated personnel numbers with Susan at PenCom. Jason will be first contact, with Scott second.
2. CAD changes have caused blips in information delivered and will hopefully smooth out soon.
3. The Chief reminded the commissioners that NFPA 1852 sets a 10-year lifespan to SCBAs, which means our need to be replaced in 2023. He would like to upgrade the department's SCBAs to the new high-pressure system. All local departments will then have the same pressure. CCFD#6's filling station will be rendered obsolete, but the new tanks can be filled in Forks. We will need 10 bottles which run about \$7,000 per set. District #1 Chief Paul is applying for a grant which will include Three Rivers, La Push, Forks, and Beaver. We should include the cost in the 2022 budget in case the grant is not awarded.

### **Mechanic's Report**

1. True North contracted with a company from Aberdeen to perform the repairs to E61 and retest the pump. E61 received a passing grade for its annual pump test. Scott Swagerty recommends working directly with the Aberdeen company for future testing. He will forward the contact information to Aleilah.

### **Other Reports: None**

### **Old Business**

1. Chip reported he emailed Tim Fletcher, Forks mayor, to let him know we have a solar array design and request a time to discuss. Chip has not yet received a response and will follow up with Tim and Rod.

We will need three bids since the project is over \$50,000. Chip has reached out to four additional solar array installers. Two declined and two acknowledged receipt of request for bid but have not followed up.

Chip also reached out to A&R to see if the costs could be lowered in some way. If augers rather than a concrete bunker are used, it would decrease the original bid by \$17,000. It was suggested that local contractors and/or volunteers could dig the holes and perhaps help with other installation steps as well.

Scott Swagerty asked if FAA needed to evaluate the installation concerning glare. Chip noted that Rod needs to reach out to FAA on this issue.

Aleilah reported there is large FEMA grant application, open through January 30, 2022, that might meet our needs. We would need to be a subcontractor under a State of Washington award. She will follow up. Further discussion was had

concerning the need to create a big picture plan. Chip will forward to Aleilah email conversations with Jim Buck for her review. He will also contact Jim to bring him up to date on the project. Chip, Aleilah, and Jim will meet to discuss creating the overall plan.

Needed items for a working emergency shelter were discussed. Scott Swagerty suggested purchasing Conex boxes for storage of dry goods, PPE, medical supplies, blankets, and other necessary items. We can store some at the airport and some at the fire hall.

Chip emphasized focus on getting step one in process. Water is essential to the overall plan. Once Starlink is available, it can also run off the solar array. There is a \$500 set-up fee and \$100 monthly service fee for Starlink. It was agreed that water is a top priority.

2. There was nothing to report on Richmond Radio.
3. After a brief discussion, a motion was made and approved to not submit a claim to Enduris for payment for Andrew's replacement glasses.
4. Concerning pursuit of ways to enforce penalties for illegal burn activities, Scott Swagerty recommends leaving it alone as we are not enforcers. Call dispatch and ask for the Sheriff if needed. Use ORCA if hip camp violations are ongoing.
5. Patt reported that Fire Chief Equipment is not returning her phone calls to arrange their participation in our proposed community fire extinguisher event. Chip suggested talking with Whitehead's Auto Parts about possibly filling fire extinguishers there. Patt will continue to work on the proposed community fire extinguisher project.
6. Tom reported that he contacted Pioneer Propane and the generator has been filled.

### **New Business**

1. The data sharing agreement with the Washington State Auditor's Office was reviewed, approved, and signed. Per Aleilah's discussion with the SAO, the beginning date was corrected to October 1, 2021, said correction initialed as directed by SAO.
2. The proposed PenCom user fee increase was discussed. The annual fee will increase from the current fee of \$400 to \$1,200 in 2022. Once the fund reaches its 25% target, fees will likely decrease.
3. Employment Changes. Chief Swagerty presented his signed notice of departure from the position of Chief. The notice was accepted and signed by all three commissioners. Jason was presented with an employment contract which he reviewed and signed. Chip also signed the agreement on behalf of the district.
4. Possibilities for the upcoming levy were discussed. A motion was made and passed unanimously to request a 1% increase in the levy.

**Announcement**

- I. Scott Swagerty suggested a public relations campaign to let district residents know to contact their insurance carriers to inform them that the district's WSRB rating was upgraded to 7. Tom suggested adding the information to the Three Rivers website and publishing in the Forks Forum. It was suggested to publicize the community fire extinguisher event in the same manner.

Meeting adjourned at 20:20.

Read and approved on ~~November 16, 2021~~ <sup>November 22, 2021</sup> by:

---

Commissioner Chip Keen

---

Commissioner Scott Horton

---

Commissioner Tom Rosmond

---

Secretary Aleilah P Lawson