

# CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

## Monthly Commissioner Meeting Minutes September 20, 2021

**Meeting convened** on September 20, 2021, at 19:04, 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

- I. Old Business, item #4 was covered in the Financial Reports.

### Minutes

Minutes of the August 16, 2021, meeting were read, approved, and signed by all three commissioners.

### Secretary's Report

- I. Aleilah reported she has received detailed Calls for Service Logs from PenCom for July and August 2021. She has also requested updated detail logs for January through June 2021 but has not yet received them. She noted that the detail logs assign an incident number to each call for each responding jurisdiction. The total incident numbers shown by the call logs through August is 37. Completed incident reports received for NFIRS reporting is about 19. Aleilah provided a spreadsheet noting incidents reported in the calls for service log that still need incident reports completed. Chief Swagerty will review the detail logs and previously completed incidents reports for July and August and update as needed.

### Financial Report:

- I. Eight Warrants totaling \$2,024.16 were requested on the Claims Payment Request dated 09/20/2021 as follows:
  - \$500 for replacement of volunteer's eyeglasses
  - \$71.35 for monthly utility service
  - \$73.35 for new helmet
  - \$60.00 for payroll administrative services
  - \$55.00 for letterhead artwork
  - \$646.00 for ID plates and banners
  - \$450.00 for secretarial supplies
  - \$168.46 for office supplies

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

2. The district's financial statement for August 2021 was reviewed and approved by all three commissioners. The receipt of a smaller amount of timber dollars was noted. Chief Swagerty reported that the order from SeaWestern had not yet been received. He will call to follow up. Patt noted that Enduris will need specific information on the incident where eyeglasses were lost. Aleilah will forward the details to Chief Swagerty for him to provide the requested information.
3. Chief Swagerty's time sheet covering the period 08/16/21 through 09/19/21 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. Chief Swagerty reported on a major motor vehicle accident over the weekend resulting in four fatalities, noting that high speed and alcohol were involved.
2. There was a dump truck vs. vehicle accident today that also included a fatality.
3. The burn ban has been lifted and the signs have been taken down.
4. Tuesday night trainings are on hold for the time being due to presence of COVID-19 Delta variant in the community.

### **Mechanic's Report**

1. Chief Swagerty said there is nothing new to report on E6I testing. The testing is being scheduled with FD01 to save costs. Scott will call this week.

### **Other Reports: None**

### **Old Business**

1. Chip reported that the design from A&R Solar has been received. He will take the design to the City of Forks and City Council to discuss moving forward on the project at the airport, including getting community input. The FD06 survey previously completed had strong community consensus in favor of improvements to the Quillayute Airport to be an emergency response center. A question was raised about the need for additional bids in order to satisfy bid mandates.

Needed maintenance was discussed, noting that photovoltaics will need regular cleaning. It was suggested to install a lock vault to discourage damage from vandalism. Installation of cameras was also recommended.

Incremental changes were discussed, including installing the solar array, replacing Hughes Net with Starlink; establishing a WiFi connection for community and emergency responders; and adding a tanker to the balloon building.

Creating a partnership to share funding, planning, and building is critical. Potential partners include City of Forks, FD06, FD01, Quileute Tribe, Hoh Tribe, Clallam County, State of Washington, and various federal agencies.

Chip asked if there is a consensus that the A&R plan is worth doing, and, if so, are the commissioners are willing to invest FD06 dollars to fully fund it if need be. During the following discussion, the use of grants was explored. Aleilah will research possible

grantors and timelines for applications submission and receipt of funding awards. All three commissioners agreed that funding the project would be a good use of district funds.

Chief Swagerty noted that \$70,000 would soon be needed to update SCBAs, which will have reached their mandated end of use.

The need for big picture design as a support for seeking grants was explored. A decision on whether to seek one big grant or pursue several smaller ones merits discussion.

The solar array will be used to get the water out of the ground. It will send power to the BPA grid but no payment is received from PUD for the kw hours received.

Spring/Summer 2022 is the ideal completion date for solar array installation, though within the year is also acceptable. Getting Forks on board is critical for forward movement.

Advantages to Forks were discussed: the water supply will allow staging a truck from there; Quillayute Airport will be more viable for a coastal response; it will be a designated recovery center for the West Coast with Forks as ground central for recovery efforts.

2. There is nothing new to report on Richmond Radio.
3. Chief Swagerty noted that his last day as Chief will be September 30, 2021. He will work with Interim Chief Jason Annis to make a smooth transition. He noted that the department needs a minimum of one employee to ensure that health insurance is available to any volunteer who wants to purchase it through the WFCA. Aleilah will email insurance plan information to Jason for his review. She will also contact the County about what is needed to bring Jason on board as an employee.
4. Replacement of eyeglasses process was discussed above under the Financial Report.
5. Aleilah reported she contacted the both the State Fire Marshall (office of) and Clallam County Fire Marshall and both indicated that fire districts have no powers to issue citations for illegal fires. She also spoke with Robert Moody with the Olympic Region Clean Air Agency (ORCAA). He shared that ORCAA can issue citations for up to \$15,000, including citations to landowners of hip camps. Aleilah will send the ORCAA information to Scott and Jason, including the Thurston County burn ban section of ORCAA's policies and procedures that allows ORCAA to issue appropriate citations in the county.

It was suggested the FD06 establish a relationship with Clallam County Sheriff's Office for issuing citations. A question was asked if we need law enforcement to respond to incidents or can we issue an official warning, noting the possibility of future liability. It was suggested to update the burn ban banners with "up to \$15,000 fine" to discourage illegal burns.

6. No additional discussion was deemed necessary on the subject of COVID-19 vaccines for volunteers.
7. Patt spoke with the secretary at Fire Chief Equipment Co., which performs the annual service on the station's fire extinguishers, to see if they would be willing and able to inspect, service, and recharge fire extinguishers belonging to district residents. The response was positive, but she will need to speak directly with one of their technicians. They should be returning her call later this week. Last time the charge was \$12.50/extinguisher. If FD06 votes to fund the services to residents' extinguishers, it was suggested to limit the offer to 1-2 extinguishers per household, with additional inspections/refills available to residents at cost.
8. Aleilah gave the new Petro Card for E61 to Chief Swagerty. It was discovered that no PIN came with the card. Aleilah will call for the number and share with Scott.

**New Business**

1. Tom reported that the propane tank is about 30% full. He will call Pioneer Propane to get it filled.
2. The proposed letterhead was reviewed and approved.

**Announcement**

1. Tom shared that he gave a presentation to the senior civics class at the Forks High School. He discussed the range of duties of a fire district, and shared highlights from the Three Rivers Fire website.

Meeting adjourned at 20:43.

Read and approved on October 18, 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