

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes June 20, 2022

Meeting convened on June 20, 2022, at 19:02, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen, Tom Rosmond, Scott Horton

Officers Present – Scott Swagerty, Deputy Chief

Other Attendees – Patricia Bruce (Former District Secretary, covering for the absent current Secretary), Joe Wright (Guest Speaker from the Clallam County Amateur Radio Club)

Joe Wright's Report:

1. In the wake of a catastrophic event which will likely destroy most forms of communication, Amateur Radio may be the only way to communicate with anyone outside of the immediate area. Joe also pointed out that radios are necessary for “everyday occurrences” as well, and that with the use of Winlink and a computer, can also be used to send and receive emails.
2. Joe brought two working HB radios that he is donating to the district. One will be set up at the 3 Rivers Fire Station and the other will eventually be located at the Quillayute Airport as it becomes the area's Emergency Preparedness Center. The district will only need to acquire the antennas for the radios. Joe has been instrumental in setting up Forks' radio communication system, helping to select all the antennas at both Forks Hospital and Forks City Hall. Although the hospital is better equipped, City Hall remains the official headquarters for all radio communications in the area. Joe volunteered to help us do the same for CCFD#6.
3. Due to the mountains in this area, Joe recommended the district use repeaters and obtain several different types of antennas designed to capture as many different wavelengths as possible. He provided several catalogues for the commissioners and has offered to continue to lend support and expertise in selecting the best antennas to use. He pointed out that several antennas can be attached to the same tower utilizing the same power supply, recommending a combination of solar, wind and back-up batteries. He also advised that should the commissioners choose a roof-mounted tower, they get one tall enough to prevent the distortion caused by metal roofs and that they add a lightning arrester for the tower. He advocated choosing fiberglass construction for longevity and easier maintenance, but was quick to point out that even fiberglass will fatigue over time so regular maintenance will still be necessary. For this reason, the commissioners may want to choose a model with fold-over capabilities to save on repeated climbing of the tower.
4. Joe also volunteered to help train volunteers on the proper use of radios (i.e., which bands and channels to use for specific purposes and utilization of existing radio codes). He will also help any interested individual in acquiring their ham radio license online.

Changes/Additions to Agenda

1. One item was added to Financial Reports
2. One item was added to Other Reports
3. New Business item #1 was covered in Old Business #1 discussion

Minutes – Minutes of the May 30, 2022, meeting were read, approved, and signed by all three commissioners.

Secretary's Report – None

Financial Report

1. Five warrants totaling \$1,631.28 were requested on the Claims Payment Request dated 05/30/2022 as follows:
 - \$27.59 for cleaning supplies
 - \$45.00 for corrected reissue of voided warrant for bidding manual
 - \$100.00 for annual post office box rental fee
 - \$8.69 for additional election costs from 2021
 - \$1,450 for organizational support services

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

2. The district's financial statement for May 2022 was reviewed and approved by all three commissioners. Due to the postponement of May's Commissioners' meeting, the district's expenses for May were not paid until June and therefore will be reflected on the financial statement for May 2022 at next month's meeting.
3. Scott Swagerty's timesheet covering the period of 5/16/22-6/19/22 was approved and signed by Lead Commissioner, Chip Keen. Scott's total gross pay of \$249.23 for 17.2 hours of work will be added to his next timesheet covering the period of 6/20/22-7/17/22 and a Payroll Certification for the total will be prepared and signed at the next meeting of commissioners.

Chief's Report

1. There was one mutual aid call for a lift assist with Forks Ambulance and CCFD#1.
2. Scott reported receiving at least 3 separate calls for the same incident. He will check into the anomaly and report back.

Mechanic's Report – None

Other Reports

1. Tom discovered an old Honda off the side of Mora Road just past the Dickey Bridge.

Old Business

I. Auxiliary fire station project – Chip Keen presented the following:

CR22 Synopsis

- DART airlift certification training for fire department volunteers discussed and confirmed, date TBD
- DART will be performing an exercise of flying food into all airports on 7/9/22 which will be donated to local food banks. They will provide airlift retrieval training to all interested parties; they only request a head count. Deputy Chief Swagerty will canvas district volunteers for the total number joining the exercise.
- Many of the items discussed over the two days can be used to support grants to establish an auxiliary fire station at the airport.
- From the State EOC re Clallam: *“Anticipated long-term disruption of highways predict supply lines to the county may be severed **for a month or longer.**”*
- How will emergency communications between Forks, District 6, and LaPush survive four days with no power? One week? One month?
- CCEM has developed a template document for enabling ad hoc shelters (e.g., churches, libraries, community groups) in the event of an emergency. We should contact Rod Fleck about the blimp hanger being one of these.
- Mass Care supplies – what do we need for possibly 4,000 non-residents? Joyce has two 20’ Conex boxes (18x7x7), but Conex isn’t good for long-term storage in wet weather. Official recommendation is to have supplies staged in a climate-controlled environment. (Something more to consider in fire station building design.)
- Hydration – how much capacity is needed for 4,000 people?
 - At bare minimum, 1 gallon/person/day to sustain life. Add extra for cooking, hygiene, firefighting.
 - 4,000 people at 5 gallons per day = 20,000 gallons per day (as an example, the well at QRR is capable of producing that).
 - Potential for the well casing or the aquifer to be affected by a quake
 - Rain catchments as back-up, but better yet would be something like a 100,000-gallon tank. New tanks being erected at La Push high ground development look like they might be designed to survive. (<https://steelcoretank.com/product/100000-gallon-galvanized-water-storage-tank-sct-3006-vr/> 100K gal. tank 30’ in dia. 30’ high)
 - Need to learn about the Quileute well next door to 3 Rivers – what might happen to the delivery pipeline, how District 6 might help.
- Community outreach –
 - inform about initial plans for auxiliary fire station, get feedback.
 - Assess for:
 - emergency food and water supplies
 - emergency medical supplies
 - special functional and access needs
 - special capabilities (e.g., medical training, heavy equipment operation, pilot’s license)

- backup generator availability
- communications availability – CB radio, Starlink, HAM
- road-clearing equipment
- willingness and ability to butcher livestock if Admin/Finance contract is available
- interest in joining the fire department
- interest in starting/joining a CERT

Chip & Aleilah are signed up to join the North Olympic Development Council (NODC) Regional Disaster Resilience Planning Zoom Meeting #2 on Wednesday from 9am to Noon. Meeting #3 is scheduled to provide actual Grant possibilities.

2. Scott learned that CCFD#6 has a shared frequency with CCFD#1 on their license.

New Business

1. The report on the Cascadia Rising Tabletop Exercises was covered in the Old Business item #1 report.
2. Municipal Research and Services Center –
 - *The Municipal Research and Services Center (MRSC) is a nonprofit organization that helps local governments across Washington State better serve their communities by providing legal and policy guidance on any topic. At MRSC, we believe the most effective local government is a well-informed one, and as cities, counties, and special purpose districts face rapid changes and significant challenges, we are here to help.*
 - *MRSC provides services to all 281 cities and towns in Washington, all 39 counties, and hundreds of special purpose districts, state agencies, and other government partners. Originally established in 1934 as the University of Washington Bureau of Governmental Research, MRSC has operated as a private nonprofit since 1969.*
 - *Officials and employees from eligible government agencies can use our free one-on-one inquiry service, Ask MRSC. With one call or click you can get a personalized answer from one of our trusted attorneys, policy consultants, or finance experts!*
 - **MRSC Rosters to help comply with Bid Law –**
 - *MRSC Rosters is the only directory that connects businesses with 647 public agencies in Washington State for small public works projects, consulting opportunities, and goods and services.*
 - *Small works rosters are lists of qualified contractors who can bid for an eligible project below \$350,000. Rosters are less restrictive and time-consuming than full formal competitive bids. RCW 39.04.155(2) establishes the requirements for roster contracts.*
 - *When a public agency chooses to join MRSC Rosters, there are a few transition steps that should be addressed prior to using the service.*
 - **PASS A RESOLUTION**
 - *Joining MRSC Rosters means that you will exclusively use the rosters MRSC hosts on your behalf and discontinue the use of any previously used rosters.*

- *Before signing your MRSC Rosters contract, your governing body must pass a resolution.*
- *MRSC Rosters does not need a copy of your passed resolution.*

Upon completion of this discussion, the commissioners unanimously agreed to join the MRSC Rosters. They passed and signed Resolution #20220601, establishing a small public works roster process to award public works contracts and the procedures for doing so.

Announcements – None

Meeting adjourned at 20:46

Minutes prepared by Patricia Bruce

Read and approved on July 18, 2022, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

Secretary Aleilah P Lawson