

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes August 15, 2022

Meeting convened on August 15, 2022, at 19:07, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen, Tom Rosmond, Scott Horton

Officers Present – Aleilah P Lawson, District Secretary; Scott Swagerty, Chief

Other Attendees – None

Changes/Additions to Agenda – None

Minutes – Minutes of the July 18, 2022, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. Cost recovery services. Aleilah reported on her discussion with EF Recovery and the services they offer. Claims can be filed directly from the scene using a mobile app. We can choose the category of people to bill, e.g., non-residents, MVAs only, etc. There is a one-time training fee of \$295 which is taken from the first collection. There is no monthly or annual cost. The company also sells a product called Throw and Go, an absorption product that cleans up contamination spills. The cost can be included in the cost recovery claim. The commissioners unanimously agreed on the use of this service pending review of the contract. Aleilah will follow up with the company and get it started.
2. Aleilah also reported on a follow-up call with ERS and their automated reporting system. After consideration of the cost for the basic module or an alternative of a deeply discounted CAD reporting option, the commissioners agreed this should be tabled for now due to a low cost-benefit ratio.
3. New forms. Aleilah presented a new design for drill night/training documentation. The location of each event will be noted, activities described, and volunteers will sign in for each event in which they participate. Chief will keep the binder with him to facilitate sign-ins at off-site events. Aleilah will maintain a spreadsheet to track attendance to ensure BVFF pension participation requirements are met.

Also presented was a new volunteer firefighter application. The new form includes a section describing the requirements for participation on the BVFF pension fund program, and a yes/no selection of enrollment. Also included is a Chief's Certification box, acknowledging receipt of the application, and acceptance of the applicant as a volunteer firefighter for CCFPD 06. Additionally, there is a place to document enrollment in the pension fund program.

An updated contact information sheet was also presented.

4. Credit card update. The district's credit card application was declined. Aleilah spoke with Dun & Bradstreet and learned it was due the lack of a credit history for the district. The lack is tied to the district's status as a special taxing district with all financial matters handled by the county. Aleilah will call the credit card company to discuss how to achieve approval.
5. AFG update. The 2021 AFG grants are starting to be awarded. They are awarded in blocks of 25. The first block was released on July 29th. There are no awards listed yet for Washington State. Aleilah will keep monitoring the FEMA website and report any progress.

Financial Report

1. Six warrants totaling \$10,269.15 were requested on the Claims Payment Request dated 08/15/2022 as follows:
 - \$71.77 for monthly utilities
 - \$8,269.00 for annual insurance premium
 - \$1,450 for organizational support services
 - \$84.20 for fuel
 - \$94.18 for equipment maintenance and repair
 - \$300.00 for quarterly dispatch service fees

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

2. The district's financial statement for July 2022 was reviewed and approved by all three commissioners.
3. Chief Swagerty's timesheet covering the period of 07/18/2022-08/14/2022 was approved and signed by Lead Commissioner, Chip Keen. A Payroll Certification was signed by all commissioners for submission to the county for processing.

Chief's Report

1. Chief Swagerty reported there are four new recruits onboarding this week. They will fill out their applications tomorrow night. Scott will order new turnouts for the recruits. Aleilah gave Scott a copy of the Standard Operating Guidelines. He will review them, revise as needed, and distribute to the volunteers.
2. Chief shared that the sale of FD01's FI50 command vehicle has been delayed. He is also reaching out to other departments for possible availability of vehicles for sale.
3. Chief will also be ordering additional radios and green lights for VFF personal vehicles.
4. Chip will order new District 6 Fire Dept. t-shirts.

5. Chief also reported on response to two fires. One was a brush fire, the other a beach log fire.

Mechanic's Report – Chief reported that the demolition saw has been repaired. He has scheduled the annual pump test for September 19, 2022. Aleilah relayed that she has the insurance cards for the vehicles and will get them to Scott.

Other Reports - none

Old Business

1. **Emergency Preparedness** – Chip Keen presented the following:

- A. Based upon the information and transceivers given to District 6 by Joe Wright:

1. Forks Police and Forks Hospital use the 2-meter bands
2. Clallam County Emergency Operations Center uses 80-meter bands
3. Olympic Medical Center and Camp Murray use the 80-meter bands
4. Clallam Amateur Radio Emergency System uses the 2-meter and 70-centimeter bands
5. Citizens Band Radio uses the 2-meter bands
6. ICOM IC-756 PRO II with power supply covers all nine HF bands plus the 6-meter band
7. Buckmaster 8-band antenna serves the 80-meter and other bands (\$435)
8. Yaesu FTM-200DR covers the 2-meter and 70-centimeter bands (\$400)
9. MFJ-2389 antenna serves the 2-meter and 70-centimeter bands (\$375)
10. ROHN 45GSR90R060 Tower Assembly - 45GSR - 60 Feet - 90 MPH @ 3 Second (\$8,600 + freight)
11. ROHN 45G hinged base plate (\$1,100 + freight)
12. Miscellaneous items, e.g., antenna tuners, amplifiers, baluns, cables, ground rods, lightning arrestors (\$3,000) bring total to ~\$14,000

If the estimate is acceptable, I would like to request authority from the commissioners to:

1. Request approval from the Quileute Tribal Council to anchor one end of the HF antenna on the sawed-off power pole at Quileute Riverside Resort, and
2. Request approval from the PUD to anchor one end of the HF antenna to the support cable eye on the pole next to the Stop sign, and
3. Negotiate repeater and antenna array plans with Richmond Radio, final approval of such being dependent upon a vote of the commissioners.

Tom made a motion, seconded by Scott, that the estimate is acceptable, and Chip's request to request approval from Quileute Tribal Council and PUD as well as negotiate with Richmond Radio as described above be approved. The motion was passed unanimously.

B. Clallam County DCD Ordinance amending Title 33, Chapter 33.49, Wireless Communications Facilities, of the Clallam County Code:

- Section 2. Section 33.49.200:
 - **The following are exempt from the provisions of this chapter and shall be allowed in all zones:**
 - **(c) Two-way WCF's transmitters used for temporary or emergency services or permanently installed emergency services, including, but not limited to fire, police, and ambulance services;**
- Section 4. Section 33.49.220 Wireless communication facilities procedure is created to read as follows:
 - (1) Building permits shall be required to construct new or modify existing WCF's in all zones, except as exempted in CCC 33.49.200(b), (c), (d) and (f).
- Section 5. Section 33.49.230 Wireless communication facility ("WCF") design criteria is created to read as follows:
 - (7) Security fencing no less than six feet in height having privacy slats and providing access through a locked gate shall be required around each tower and its auxiliary support equipment unless the entire WCF is fenced in a manner meeting these specifications, in which case the department may grant relief from this requirement.
 - (10) WCF's shall be constructed to the Telecommunications Industry Association (TIA) standards and all applicable construction and building codes. To ensure the structural integrity of base stations and towers, the owner of a structure or facility shall ensure that it is maintained in compliance with all applicable federal standards (i.e., FCC and FAA standards), state and local regulations, the applicable standards of the TIA, and the applicable building codes, and as amended.
- Section 11. Section 33.49.510 General standards is amended to read as follows:
 - (1) Power Pole Replacement. Placement of low-profile whip antennas or other microcell and small cell arrays on existing structures such as power poles, light standards, and light poles for street and parking lots shall be encouraged. The existing structure may be replaced with a similar diameter pole not exceeding 20 additional feet in height. The pole extension may not exceed the diameter of the pole at the mounting point. Power pole replacement proposals shall not be considered new support towers, and parcel size, setback, landscaping, and screening requirements of this chapter shall not apply.
 - (3) Health, Safety and Welfare Hazard as predicted and measured, in aggregate of all WCF's, on the property and to the nearest property boundaries of all

adjacent properties. If it is found that a WCF is detrimental to the health, safety, or welfare of persons working “Occupational/Controlled” on the property and “General population/Uncontrolled” at the adjacent property boundaries or residing near such facilities, then the service provider(s) and property owner shall be jointly and solely responsible for the removal, adjustment, or replacement of that WCF. In no case shall a WCF remain in operation if it is found to create a hazard to health, safety, and welfare. For the purposes of this chapter, a WCF shall not be found to create a hazard to health, safety, or welfare as a result of radio frequency radiation/electromagnetic frequency (RF/EMF) emissions from the WCF, so long as it meets all current standards established by the FCC, pursuant to FCC OET 65 and its successors. The owner/operator of each WCF shall annually between January 1st and April 1st, submit a written verification to the Administrator that the radio frequency radiation/electromagnetic frequency (RF/EMF) Page 15 of 27 emitted by a WCF conforms to safety standards set forth in FCC OET 65 and this chapter.

- (7) Anti-Climbing Devices. All support structures and security fencing shall be equipped with appropriate anti-climbing devices.

C. Clallam County Emergency Management (CCEM) Meeting 7/28/22

- Clallam’s Emergency Management Plan is still in draft form, requested that Aleilah be added to the email distribution list.
- FEMA released their Cascadia Emergency Management Plan in June – link to copy emailed to Aleilah
- There’s a mid-October meeting scheduled to discuss energy resilience and hardening of critical infrastructure
- The Quileute tribe has received an allotment to improve energy resilience
- CERT Planning – training for a local coordinator requires attending a 3-day course. The Sequim CERT team may be willing to come to Forks if we had 3 or 4 people willing to attend. Justine at CCEM is close to getting her train-the-trainer certification. Otherwise, training is in Olympia.

Discussion: Chip shared that Clallam County EOC is strongly encouraging the creation of more community CERT initiatives. It is critical to recruit the right person to be a strong team leader, perhaps someone with a military background. District 6 will commission the effort with leadership to be conducted by a non-firefighter.

Tom shared that Elyssa Tappero, Tsunami Program Coordinator, Washington Emergency Management Division, Washington Military Department, will be

giving a presentation on tsunami preparation on August 30, 2022, 7:00 pm., at Olympic Natural Resources Center. Chief will share this info with the firefighters, attendance to be utilized as a training activity.

2. **Fence Damage** – Aleilah reported she has talked with Enduris re the process for filing a claim. The \$1,000 deductible is required. It will be refunded once the involved party’s insurance company pays the claim. Enduris requires a detailed quote that includes an itemization of supplies with the cost of each element and labor costs. Chief will reach out to the proposed contractor re sending the detailed quote to Aleilah.

New Business -- None

Announcements – None

Meeting adjourned at 20:35.

Read and approved on September 19, 2022, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

Secretary Aleilah P Lawson