

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes September 19, 2022

Meeting convened on September 19, 2022, 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, District Secretary; Scott Swagerty, Chief

Other Attendees – None

Changes/Additions to Agenda – None

Minutes – Minutes of the August 15, 2022, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. Cost recovery services. Aleilah reported on information gathered from Systems Design, a cost recovery organization located in Poulsbo WA. After discussion of the services offered, Aleilah will create a spreadsheet comparing the two companies under consideration. She will also ask for a copy of the SD contract.
2. Credit card update. Aleilah is continuing the search.
3. AFG update. No award yet listed.
4. Fire Hall Usage. Aleilah coordinated Fire Hall access for International Coastal Cleanup Day, September 17th, a collaboration of FutureWise, Surf Riders, and Olympic National Park. The fire hall and parking lot were used as a staging area for the day's event. The next event will be scheduled sometime in April 2023 to coordinate with Earth Day.

Financial Report

1. Ten warrants totaling \$10,424.69 were requested on the Claims Payment Request dated 09/19/2022 as follows:
 - \$70.08 for monthly utilities
 - \$6,452.95 for small tools and minor equipment (3 invoices)
 - \$75.42 for professional services, dispatch
 - \$1,450 for organizational support services
 - \$2,376.24 for operational supplies (4 invoices)

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

2. The district's financial statement for August 2022 was reviewed and approved by all three commissioners.
3. Chief Swagerty's timesheet covering the period of 08/15/2022-09/18/2022 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 on a response to a call concerning a significant propane leak. Significant odor was discovered but no source was found.
2. Training. Chief reported on two upcoming trainings with District 01, with a focus on extrications. Firefighters are excited to attend and learn. District 06 has new equipment on hand to facilitate future extrications.
3. Gear. The new recruits have been fitted for their gear. A six-to-seven-month delay in order fulfillment is possible.
4. Equipment. License plate identifiers, green lights, and radios have received and distributed to firefighters.
5. Vehicles. Chief reported that FD01 Chief Paul will speak to FD01 commissioners on availability of the Ford pickup truck under discussion. The truck may be available by November 2022.

Mechanic's Report – Pump testing scheduled for tomorrow. Any needed repairs will be performed on site.

Other Reports - none

Old Business

1. **Emergency Preparedness** – Chip Keen presented the following:
 - August West End Area Meeting with Clallam Emergency Management was cancelled due to scheduling conflicts.
 - Zoom meeting with the commissioners from Clallam districts #2, 3, and 4 (Port Angeles, Sequim, and Joyce).
 - Commissioner Steve Hopf is proposing that the fire districts in Clallam County form an organization.
 - I asked how the organization would differ from the WFCFA. The group would focus on local, rather than state, issues. It could speak as a single voice to entities such as the county commissioners, DNR, NPS, NFS, and PenCom. It could also facilitate coordinated training and vehicle maintenance schedules.

- I asked those present if they had experience with any cost recovery services, or with EFR in particular. District 4 (Joyce) has worked with a different company (Systems Design) successfully.
 - The meeting was informal, and didn't ask for, or result in, any declaration of intent to formally incorporate at this time. From my perspective, the consensus is to continue discussion and reach out to the Clallam Bay and Forks commissioners.
 - Met with the Quileute Tribal Council on the 25th to describe our plans for a radio communications tower and ask permission to mount an antenna support line to a cutoff power pole near the driveway of Quileute Riverview RV Park. They will discuss it with the managers of the RV Park and give us their decision sometime in the next several weeks.
 - Talked with Steve Gregory at Richmond Radio. He no longer does tower installations but offered his help and advice. Towers need to be registered with the FCC and approved by the FAA. On Sept. 13th, I completed the Antenna Structure Registration (ASR) on-line form at FCC.Gov, part of which included determining (apparently) that our proposed tower is not within the glide path of the Quillayute Airport. Our file number is A1222377.
 - I'm registered for the two-day G0358 Evacuation and Re-Entry Planning course to be given November 15th and 16th on-line from wa.mil.gov.
 - Wednesday the 28th Aleilah and I will attend the NODC face-to-face meeting with grant agency representatives at the Jamestown S'Klallam Tribal Headquarters in Blyn.
 - With Tom's help, Elyssa Tappero, Tsunami Program Coordinator at Washington's Emergency Management Division, gave a public presentation on tsunami awareness and preparation at the Olympic Natural Resource Center on Monday, September 12th. Prior to her presentation, Tom and I gave her a tour of the access route to Rialto Beach and the Quillayute airport. She told us that WEMD is planning to have interns walk the tsunami evacuation routes to document them and to determine existing and needed signage. It's likely that District 6 will receive new signage to better designate both the evacuation route and the assembly area.
2. **Fence Damage/Repair** – Aleilah reported she submitted an updated quote to Enduris but hasn't heard yet if it is accepted. If Enduris rejects it, Aleilah will call the involved party's insurance company directly.
 3. **Starlink Installation.** The commissioners discussed various means to access the roof for Starlink installation. It was agreed to rent a manlift to facilitate access. They will get together soon to install the unit before the rains start.

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New Business -- None

Announcements – None

Meeting adjourned at 20:15.

Read and approved on October 17, 2022, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

Secretary Aleilah P Lawson