

# CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

## Monthly Commissioner Meeting Minutes November 21, 2022

**Meeting convened** on November 21, 2022, at 19:02, 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**

1. New Business – Discussion re 10,000-gallon water tank
2. New Business – New meeting time proposal

**Minutes** – Minutes of the October 17, 2022, meeting were read, approved, and signed by all three commissioners.

### **Secretary's Report**

1. AFG update. Aleilah spoke with the Region X AFG contact. An additional \$90,000,000 is available for 2021 AFG awards. Distribution is expected to continue through November 2023. In the event of receiving a turndown letter, FEMA/AFG program support is available to submit an improved application for the 2022 grant cycle. Aleilah will continue to monitor and report back as new information is received.
2. Cost Recovery Services. Aleilah has received a copy of a sample agreement and will forward it to the commissioners for review.

### **Financial Report**

1. Eight warrants totaling \$13,008.37 were requested on the Claims Payment Request dated 11/21/2022 as follows:
  - \$295.57 for monthly utilities (2 invoices), PUD and Starlink
  - \$1,773.08 for operational supplies (4 invoices), firefighter gear, tool kit
  - \$1,189.17 for annual compressor check
  - \$1,800.00 for geotech evaluation re installation of communication tower
  - \$1,450 for organizational support services
  - \$568.55 for vehicle registration
  - \$218.00 for county permit review fee
  - \$14.20 for copy charges
  - \$5,700 for purchase of command vehicle

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

2. The district's financial statement for October 2022 was reviewed and approved by all three commissioners.
3. Chief Swagerty's timesheet covering the period of 10/17//2022-11/20/2022 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. Incidents/Calls. Chief Swagerty reported on providing mutual aid to FD01.
2. Training. Chief reported on weekly Tuesday night training. A fire behavior class will be held tomorrow night. ID Badges. Chief is working on getting ID badges made for the volunteers. The badges are \$35 each. Cards will be surrendered upon separation of service. Chief will order FD06 lanyards to go with the badges.
3. Command vehicle acquisition. Chief reported the new command vehicle is working well and is a great addition to the district's fleet. Chip noted that the insurance company added the vehicle with a replacement cost of \$80,000.
4. **Mechanic's Report** – none

### **Other Reports** - none

### **Old Business**

1. Emergency Preparedness. Chip Keen reported the following:
  - CEM West End Area Meeting was cancelled due to the Neah Bay wildfire.
  - Permit application for communications tower has been submitted. The tower is cantilevered rather than hinges. It is \$11,000, including shipping, for a 60-foot kit. Base structure will be around \$700, and professional concrete installation and inspections are estimated at \$10,000.
2. Chain-link fence repair. Aleilah reported Enduris has closed the claim.

### **New Business**

1. 2023 Levy Resolution & Certification. The Levy Certification was completed and signed by Aleilah. Resolution No. 2022-1, authorizing a 1% increase in the regular property tax levy from the previous year, has been approved by Commissioners Keen, Horton, and Rosmond. Aleilah will hand deliver Resolution 2021.1 and Levy Certification to the Clallam County Auditor's Office on Tuesday, November 22, 2022.
2. 2023 Budget. The Budget for 2023 was completed, approved, and signed by Commissioners Keen, Rosmond, and Horton. Aleilah will hand deliver the signed document to the Clallam County Board of Commissioners on Tuesday, November 22, 2022.

3. Evacuation and Re-Entry Planning Course. Chip recently participated in an evacuation and re-entry planning course. The focus was on pre-event evacuation planning, Washington State has no law forcing to evacuate. Evacuation can be mandated but not forced. Clallam County Emergency Management's new website is now live. Their updated emergency plan has been posted (<https://www.clallamcountywa.gov/1337/Plans>). Clarity is needed on how an emergency is declared and by whom, as well as how to mandate a local evacuation. It was agreed that FD06, FD01, and La Push need to work together to create a local evacuation and re-entry plan.
4. Fire Hall Classroom Improvements. Chip reported that the upstairs classroom spaced has been rearranged to create a better classroom environment. A 65" flat screen tv and laptop have been donated for viewing training classes, participating in Zoom calls/workshops, and other uses. Tom will build a side table for laptop. Chip will order an external drive for DVDs if one is needed. Linda is making table covers.
5. Septic Inspection. We have received notice re need for a new septic inspection. It is important to stress the low usage (<100/year) to the inspector. Chip will call tomorrow to schedule.
6. 10,000 Water Tank. The tank is available by donation from the Roads department. Chip wrote to Rod Fleck re installing the tank at the Quillayute Airport. Rod agreed to the placement. Scott Swagerty will follow up with the City of Forks to request installation by the city.
7. New Meeting Time. Aleilah proposed shifting the monthly commissioners' meeting time to earlier in the day for the duration of Pacific Standard Time. Tom made a motion to approve changing the meeting time to 12:00 p.m. for the next four meetings, ending with the March 2023 meeting. Scott seconded the motion. The motion was approved unanimously. Aleilah will update the website with the time change.

**Announcements – None**

Meeting adjourned at 20:28.

Read and approved on December 19, 2022, by:

---

Commissioner Chip Keen

---

Commissioner Scott Horton

---

Commissioner Tom Rosmond

---

Secretary Aleilah P Lawson