

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes December 19, 2022

Meeting convened on December 19, 2022, at 12:07, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen, Tom Rosmond, Scott Horton

Officers Present – Aleilah P Lawson, District Secretary

Other Attendees – None

Changes/Additions to Agenda – None

Minutes – Minutes of the November 21, 2022, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. AFG update. A turndown notice for the 2021 AFG application has been received. Aleilah will tune in to a webinar tomorrow on what to learn from turndown to improve next application.
2. Cost Recovery Services. It was agreed to move forward via email with review and any needed revisions to the form documents.

Financial Report

1. Aleilah reported on the completion and filing of a 2022 US Census Survey of Local Government Finances, Special Agencies.
2. The district's financial statement for November 2022 was reviewed and approved by all three commissioners.
3. Twelve warrants totaling \$8,384.50 were requested on the Claims Payment Request dated 12/19/2022 as follows:
 - \$139.14 for monthly utilities
 - \$307.00 for additional vehicle insurance (new command vehicle)
 - \$3,569.67 for operational supplies (6 invoices), firefighter gear
 - \$2,296.00 for membership dues (3 invoices), BVFF, WSFFA and WFCA
 - \$358.57 for travel expenses
 - \$1,450 for organizational support services
 - \$79.32 for office supplies
 - \$185.20 for fuel

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

4. Chief Swagerty's timesheet covering the period of 11/21/2022-12/18/2022 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 – None. Chief absent due to illness.

Mechanic's Report – None

Other Reports - None

Old Business

I. Emergency Preparedness – Presented by Chip Keen:

A. Clallam County Emergency Management West End Area Meeting

- November meeting was postponed due to the wildfires in Neah Bay, then combined with the Sequim area meeting. I was travelling that day and couldn't make it.
- The Cascadia Rising Exercise Final Report has been released. The top recommendations are:
 1. Prioritize state funding to support mitigation and build resiliency of priority transportation routes statewide, specifically, the east-to-west corridors through the Cascade Mountain Range, adjoining I-5 priority connections, and other US, state, and local routes to and from federal, state, and local staging areas.
 2. Prioritize state funding to mitigate and build comprehensive continuity-based and resilient voice-and-data communications infrastructure for primary and alternate state emergency operations sites.
 3. Prioritize critical airport infrastructure and transportation resilience, specifically those airports directly supporting coordinated federal and state staging areas and commodity distribution. Improve resilience to augment the bulk delivery of fuel, food, water, and medical supplies to impacted and isolated populations.
 4. Establish minimum requirements necessary for local jurisdiction emergency management programs to establish catastrophic emergency shelter operations, including wrap-around mass care services and support needs for impacted, isolated, and supporting communities.

B. Status of communications tower project

- Absolute Earthworks, the septic tank design firm, can do what we need to satisfy the permit requirements, but they need to have the drain field located. They suggested we hire Olympic Sewer and Drain for the job, which I called to set up an appointment. James returned my call; he'll be here tomorrow (12/20).
- George Bailey - Fire Marshall, Plans Examiner, and Building Inspector at Clallam Community Development – requires that the tower is rated at 120 mph 3 second

gust (our proposed tower is rated 90 mph 3 second gust). Also, *“the tower has no engineering/calculations associated with it. A Washington State licensed engineer must evaluate the project and stamp the plans as required. It needs to be designed to accommodate ALL of the proposed radio attachments, etc.”*

- I contacted Wes Neeley at PCS Structural Solutions at their Tacoma Office. His reply: *“As the tower itself is a pre-engineered product, we wouldn’t be able to engineer (or review/stamp) the drawings. Your best bet is to reach out to the tower manufacturer for assistance regarding engineering to different wind criteria. In many projects like this, we are engaged to engineer foundations for components to attach to (in this case the tower). However, it appears that the tower manufacturer has foundation options, so they might be able to update for the actual wind criteria and soils per the Geotech report. If not, we’d be happy to help you with engineering of the foundations. We would need the loading of the tower on the foundation (which is given in the tower drawings, but needs to be updated for the actual wind criteria).*
- I next contacted Todd Kneller, the Telcom Sales Manager at Rohn Towers in Peoria, Illinois, and emailed the permit documentation that I’d submitted so far. He needed the specific make and model of the antennas we plan to put up. I contacted Steve at Richmond Radio and received his recommendation for the repeater antenna. After double-checking its requirements and making sure the installation is feasible, I specified the Buckmaster 7-band as the HF antenna. Todd was satisfied with what I gave him and has passed the project on to Ray Adams in Rohn’s engineering department.
- Steve at Richmond Radio is eager to advise us on the best way to set up the cabling and grounding for the tower and antennas once we’re ready to start purchasing the tower.

C. December 8 Quillayute Airport Master Plan Public Meeting

- Aleilah and I dialed in to the meeting. The transcript of the meeting isn’t on the City’s (Century West) website yet, but David Miller, their Lead Airport Planner (dmiller@centurywest.com), categorically stated that the airport is capable of handling C-130 Hercules military transport even now. I can use this to help get the airport included in the Clallam County Emergency Management Plan. Rod Fleck has asked that one of the suggested improvements be solar-powered runway lights. The Arlington airport has had good success with these.

D. Disposition of surplus pagers

- Jeanine Armstrong, Interim Fire Chief for Lewis County Fire District 18 (Glenoma, WA), expressed an interest in receiving our surplus pagers. Scott answered her technical questions about them. I received an email from her just this morning asking about sending them COD for shipping costs. I replied that I’ll trust them to repay me, all I need is a shipping address.

2. **Septic Inspection** – Scheduled for December 20, 2022.
3. **Training Room Update** – Tom is working on a 2 x 3 table, countertop height with a small drawers, lower shelf, casters, and laminate top to hold a laptop computer and related items for use in the training room.

New Business

1. Resolution 2022.02. A motion to adopt Resolution 2022.02 was made by Tom Rosmond and seconded by Scott Horton. The motion was unanimously approved. The resolution establishes a 12 noon meeting time during the months of November through March.
2. Resolution 2022.03. A motion to adopt Resolution 2022.03 was made by Scott Horton and seconded by Chip Keen. The motion was unanimously approved. The resolution establishes the second Monday of November as a new meeting date for that month to assure adequate time to establish the budget and levy documents needed for the following year.

Announcements – None

Meeting adjourned at 12:59.

Read and approved on January 17, 2022, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

Secretary Aleilah P Lawson