

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes January 17, 2023

Meeting convened on January 17, 2023, at 12:04, 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 – Additions to New Business:

Item 5. Generator Service Call

Item 6. Resolution 2023.01 - Change of Meeting Day/Time

Minutes – Minutes of the December 20, 2022, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. 2022 AFG Application. Aleilah reported that she has participated in several AFG webinars to improve quality of applications. She is working with Chief Paul, FD01, collecting needed data for the regional application for purchase of SCBA and compressor station. Submission deadline is February 10, 2023, 2:00 pm.
2. Cost Recovery Services. Aleilah will call Systems Design West and get the agreement process started.

Financial Report

1. Financial Statement. The December 2022 financial statement was reviewed and approved by all three commissioners. Aleilah shared projections of DNR timber revenues for 2023 and 2024. The information was provided by the Clallam County Finance Department.
2. Seven warrants totaling \$2,893.20 were requested on the Claims Payment Request dated 01/17/2023 as follows:
 - \$126.28 for monthly utilities
 - \$375.00 for Q1 dispatch services
 - \$110 for monthly Starlink fee
 - \$43.20 for office supplies
 - \$1,450 for organizational support services
 - \$107.94 for fuel
 - \$680.78 for radios/antennas

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

3. Chief Swagerty's timesheet covering the period of 12/19/2022 through 01/15/2023 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 have been various calls for trees down and a handful of CPR calls in Forks.
2. Training nights are happening every Tuesday, including search and rescue, simulated fire, and CPR/AED training. Five firefighters still need their CPR certifications. There is an upcoming Ryan Overfrank 1.5-day EVIP training class coming up. Chief will get information and register for it.
3. ID cards have been received and distributed. New gear for the newest recruits has been ordered. New plates for the command vehicle have been received and installed.

Mechanic's Report – None

Other Reports - None

Old Business

1) Emergency Preparedness – Presented by Chip Keen:

- A. No West End Emergency Management meeting in December.
- B. Re. communications tower:
 - 1) James from Olympic Sewer and Drain has determined that the "drain field" at the firehall is simply a drywell. In his opinion, that is all that should ever be needed given the current plumbing in the building. James has exposed the end of the drywell leg and marked the site.
 - 2) I've notified Absolute Earthworks that James has finished his part of the analysis.
 - 3) The engineers at Rohn Towers didn't feel comfortable predicting the wind load on the Buckmaster dipole antenna that Joe Wright has recommended, but they gave me the contact info for Tower Engineering Professionals, Inc. in Phoenix, Arizona. Their response:

We should be good to go with the tower drawings. We can provide a PE stamped structural analysis report for \$1250 and about 5-7 business days for the ETA on the sealed document. This will be showing if the tower and foundation can support the proposed antennas with 120 mph 3 second gust wind speeds, Exposure Category C, Seismic Design Category D, and Risk Category III. We will include the ROHN tower drawings as an appendix within our stamped structural analysis report. We will need to include some

assumptions within our report that the telephone poles that the Dacron lines terminate at are not being checked and the scope of work is limited to the ROHN tower and foundation.

Chip made a motion to order a stamped structural analysis report from Tower Engineering Professionals at a cost of \$1,250. Scott Horton seconded the motion. All in favor.

- 4) Word from Renee Rux, formerly the manager for Quileute Oceanside and Quileute Riverside resorts, but now the Assistant Tribal Manager: The Tribal Council decided to turn down my request to use the cut off power pole at the RV park. They feel it would detract from the appearance of the entrance to the park.
 - 5) Fortunately, given that our original plan to erect either a pivot-base tower or a fold-over tower doesn't meet code, and that there is no septic drain field to contend with, we can move the proposed tower site to the south side of the building. Unfortunately, we'll probably have to have the geotechnical report updated.
 - 6) The distance between the power pole at the south tip of the lot and the service pole at the building is slightly more than 150 feet. The Buckmaster 7-band dipole is 135 feet long; when hung in the recommended inverted V configuration, it requires even less space. I will reach out to my contacts at Clallam PUD to ask permission to anchor the Dacron line to the southern pole support brackets. I'm guessing that we should be free to do what we want on our service pole, but I'll find out for sure.
 - 7) I passed the HAM General Class test and plan to take the Extra Class test later this month.
 - 8) Surplus pagers were delivered to Lewis County Fire District 18 in Glenoma.
2. Septic Inspection. See Emergency Preparedness section above.
 3. Training room update
 - A. FireRescue I Academy on-line training
 - 1) Vouched for by Chief Heather Quinones, Clallam Bay Fire Chief. She particularly likes the ability to create a curriculum, then assign it to the individual volunteers with a stated completion date. She can monitor progress and help individuals as needed. Course completion and test results are automatically documented and reportable.
 - 2) \$46 per user per year \$300 one-time setup fee
 - 3) Chief Swagerty recommends presenting use of this training system to the volunteer firefighters before making the final decision to purchase. Chip will co-present the information with Chief. It was also suggested to include FD01 and La Push FD as well in the training.

- B. Installed the donated computer, created a CCFD user that doesn't require a password, and set the Samsung TV as the monitor.
 - C. Made vinyl covers for the portable tables.
 - D. Tom reported the new table is close to finished. It is 36" high and has locking casters.
4. Volunteer stipends. Will begin after cost recovery system is in place.

New Business

1. Letter of Support for Clallam County EOC was reviewed and signed by Commissioner Keen on behalf of the board. District 6 supports the Joint Public Safety Facility being planned, developed, and constructed by Clallam County for their Emergency Management section and Emergency Operations Center, together with the City of Port Angeles who operates the local 911 Center known as PENCOM.
2. Scene Lights. Chief Swagerty has identified a set of appropriate scene lights to enhance response efforts. He recommends locating one in the pumper and a second one in the rescue vehicle.
3. Solar/battery grant opportunity. From WFCA newsletter:
 - A. Solar Backup Power: *The Solar plus Storage for Resilient Communities program funds solar and battery back-up power so community buildings (e.g. public safety facilities) can provide essential services when the power goes out. Grants support planning projects as well as installation.*
 - B. This is a Washington State Department of Commerce grant that opened today. The application deadline is March 23rd 2023. <https://www.commerce.wa.gov/growing-the-economy/energy/solar-plus-storage/>
4. Replacement vehicle grants
 - 1) AFG Priorities:
 - a) Replacement of Unsafe Vehicles
 - b) Converted Vehicles
 - c) Open Cab/Jump Seats
 - d) Vehicles Manufactured Prior to 1992 (NFPA 1901)
 - 2) Tender is a 1991, Pumper is 1995. Dennis Johnson says that the tender was built by buying a used truck chassis in Georgia, driving it out here, then swapping the tank from our old tender and putting it on the new-to-us chassis. Lyle has had to weld up cracks in the rear of the tank due to oil-canning.
 - 3) Unsafe vehicles may be kept but recipient must certify that the vehicle will no longer be used for emergency response.
 - 4) Vehicle applications are scored based on a variety of factors, including but not limited to:

- a) Age and mileage of the vehicle being replaced
 - b) Average age of the existing fleet of like vehicles
 - c) Converted
 - d) Driver training program
 - e) Mutual Aid use
 - f) Damaged or out of service
 - g) Call volume
 - h) Population
- 5) Application Period ends Feb 10 at 5:00PM Eastern Time
- 6) Aleilah and I will meet with Diane Harvey at CCEM tomorrow morning at 11 to start work on our AFG requests.
5. Generator Service Call. Tom received a call from GenTech in Sequim to assess the current status of the fire station generator and any need for service. Tom will check with Whitehead's re potential shared travel fee for call for biannual service.
6. Resolution 2023.02 - Change of Meeting Day/Time. Aleilah recommended changing the meeting day from the third Monday of the month to the third Tuesday of the month in order to not conflict with Monday holidays. After some discussion, it was agreed to set the day and time for regularly monthly meetings to the third Tuesday of the month at 1:30 pm. Location remains the same. Chip made a motion, seconded by Tom, to adopt Resolution 2023.02 to change the regular meeting day to the third Tuesday of the month and the meeting time to 1:30 pm. The motion passed unanimously and Resolution 2023.02 was adopted.

Announcements – Bookmobile program: NOLS is starting a bookmobile community outreach program. Troi Gale, the West End Library Manager, is coordinating it locally. The bookmobile will have a weekly schedule to stop at designated locations in underserved communities. I spoke to him about using the firehall as one of those spots. He's all in favor of it.

Meeting adjourned at 13:40.

Read and approved on February 21, 2023, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

Secretary Aleilah P Lawson