

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes February 21, 2023

Meeting convened on February 21, 2023, at 13:32, 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 January 17, 2023, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. **2022 AFG Application.** Aleilah reported that the regional AFG application for new SCBA and compressor has been submitted to FEMA. If awarded, this grant funding will provide for the purchase of 34 SCBA to replace current units for FD06, FD01, and La Push Fire Department. Additionally, it provides for the purchase of a compressor station to be located at FD06 to close the gap between La Push and FD01 stations. Chip reported that a separate application for FD06 solely for purchase of a new tender has also been submitted. The first round of grant awards is scheduled to be announced in April 2023.
2. **Cost Recovery Services.** A resolution to implement a cost-recovery program, a billing and collection policy re same, and response recovery schedule of fees have been drafted and reviewed by the commissioners. Commissioner Scott recommended two additions to the billing and collection policy. Aleilah will include them in the final document. Once these have been finalized and submitted to Systems Design West, the agreement with the company will be available for review and approval.

Financial Report

1. There will be a meeting of the Clallam County Board of Commissioners and DNR on Monday, March 20, 1:00 pm. Discussion will be centered on 4th quarter 2022 revenue and projections for 2023. Zoom and in-person participation is available.
2. **Financial Statement.** The February 2023 financial statement was reviewed and approved by all three commissioners.
3. 19 warrants totaling \$22,301.08 were requested on the Claims Payment Request dated 02/21/2023 as follows:
 - \$16,669.73 for firefighter gear and maintenance supplies (7 warrants)
 - \$110.13 for fuel

- \$74.28 for small tools
- \$3,441.06 for professional services (5 warrants)
- \$75.00 for training fee
- \$318.25 for utility services (2 warrants)
- \$1,248.90 for annual fire hall maintenance services
- \$253.74 for machinery repair and maintenance

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

4. A pay increase for Chief Swagerty was unanimously approved. His timesheet covering the period of 01/16/2023 through 02/20/2023 was also 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 firefighter response to a couple of chimney fires. There was also a tragic swift-water response on the Calawah River that resulted in one fatality. Multiple agencies responded including FD06.
2. Two crew members had signed up for Emergency Vehicle Incident Prevention Program training. FireRescue I Academy online training has been reviewed and will be implemented soon. Long-time firefighter Ton Verhulst is retiring.

Mechanic's Report – None

Other Reports - None

Old Business

1. Emergency Preparedness – Presented by Chip Keen:
 - a. On Thursday, Jan. 26th, I attended a meeting at the Quillayute Airport with the Clallam County Emergency Management team, Rod Fleck, and Robert Lantz-Brazil (Senior Logistics Planner for FEMA Region 10) and Valente Perry (Logistics Coordinator for the Emergency Management Division of the Washington Military Department). Rod gave a tour of the airport. Lantz-Brazil is the lead in planning for where to base resources after a Cascadia event. He is evaluating airfields throughout the State. Both he and Perry were impressed with the size and condition of the runway at the airport.
 - b. I've received my General and Extra Amateur Radio licenses from the FCC.
 - c. We've received the Structural Analysis report for the communications tower, and had the final inspection done for the septic system. We have everything we need now to resubmit the permit application except for an update to the geotechnical report now that the tower is to be located on the south side of the building. I wrote to David Parks on Jan. 27 asking him to help with that. He wrote back that he's out of state dealing with a family issue for at least a month. He offered to put

me in touch with another geotechnical firm if that didn't work for us, but I told him we can wait. The weather is going to put off our ability to proceed for a while anyway.

- d. Last Wednesday I met at City Hall with Ed Bowen, Thomas Clark, and John Richmond from the Clallam Amateur Radio Emergency System (ARES), Mickey Cassar from the Pacific Northwest Seismic Network, and Rod Fleck to discuss emergency communications at the Quillayute Airport. We discussed being able to use the "garage" room in the NOAA building, and placing a VHF repeater on the NOAA tower as a "proof of concept" test that would help to determine the best location for a repeater. Rod also mentioned the possibility of using Signal Hill above the airport as an alternative location. There's no power there, but the ARES team and Mickey are intrigued. Perhaps the funding to put a repeater there can be found.
 - e. ARES has offered to provide a radio coverage model for our district if we can provide the locations within it where communications are poor and/or lacking. We can just put pins on a Google map for them.
 - f. A letter of support for additional DNR funding to enable operation of the Ellis Lookout VHF repeater was reviewed and signed.
2. Training room update: FireRescue I Academy training modules are available through the dedicated computer in the training room. Tom has finished and installed the new computer table.
 3. Scene Lights – are on order. A charger for the gas analyzer has also been ordered.
 4. Solar battery installation grant. Chip reported he has been working every day in the Solar plus Storage grant from the Department of Commerce. The original power distribution building, which sits in the blackberries between the NOAA building and the hanger building, can be recommissioned at the distribution point for the solar/storage microgrid. The grid will power both major buildings at the airport and a well house. The narrative will describe the project as a three-part enhancement to community resilience: the hanger building as a shelter, the NOAA building as a communications hub, and the well house as a community water supply.

TJ Merrill, the board-certified Senior Solar & Storage Designer at A&R Solar is playing an instrumental role in helping Chip with the design specifications needed for the grant. He's reached the limit of what he feels able to provide and provided the names of two micro-grid design consulting firms.
 5. Replacement vehicle grant. It has been decided to wait until the next round of grants to apply for a new pumper.

New Business

- I. Resolution 2023.02. Implementing a Cost Recovery Program and Setting Billing and Collection Policies for the Delivery of Services at Motor Vehicle, Hazardous Materials, and Illegal Burn Incidents. Chip made a motion to adopt Resolution 2023.02. The motion was seconded by Tom. The motion passed unanimously, and Resolution 2023.02 was adopted.

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2. There was a brief review and discussion about a DNR grant for acquisition of remote fire nozzles. No need was identified so grant application will not be pursued.

Announcements – None

Meeting adjourned at 15:15.

Read and approved on March 21, 2023, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

Secretary Aleilah P Lawson