

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes March 21, 2023

Meeting convened on March 21, 2023, at 13:35, 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 – Added to New Business, item 3. Discussion of meeting time/date change.

Minutes – Minutes of the February 21, 2023, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. Credit Card Update. Aleilah reported that the new Responders Emergency Services Credit Union credit cards for Chip and Aleilah have been received. Policy and procedures to follow.
2. Cost Recovery Services. Aleilah presented a draft PSA from Systems Design West for review and discussion. Clarification on several terms used in the agreement were requested by the Commissioners. Aleilah will follow up with SDW.
3. Coast Savers Hall Rental, April 22nd. The annual Earth Day cleanup sponsored by Coast Savers will be launched from the Three Rivers Fire Hall. Registration and information tables will be set up in the parking area.

Financial Report

1. 2023 DNR Timber Revenue Meeting. Chip attended the meeting via Zoom. The DNR representative(s) offered an in depth description of the factors that form the basis for timber revenue projections. New projections for 2023, 2024, and 2025 are forthcoming.
2. Financial Statement. The March 2023 financial statement was reviewed and approved by all three commissioners.
3. Nine warrants totaling \$2,286.93 were requested on the Claims Payment Request dated 03/21/2023 as follows:
 - \$60.00 for payroll administration fees, Clallam County
 - \$1.63 for weed control, Clallam County
 - \$60.00 for computer repair
 - \$1,450 for organizational support services
 - \$239.55 for operational supplies (2 warrants)

- \$99.07 for fuel
- \$103.18 for annual propane tank rental
- \$273.50 for utility service

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

4. Chip made a motion to increase monthly payment for Chief Swagerty to meet the current minimum wage in Washington State. Scott Horton seconded the motion. The pay increase for Chief Swagerty was unanimously approved. His timesheet covering the period of 02/21/2023 through 03/20/2023 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. Incidents/Calls. Chief Swagerty reported firefighter response to a non-injury, self-extricated rollover incident.
2. Training.
 - a. FD06 firefighters have participated in live-fire training the last couple of weeks. Everyone did well with the exercises.
 - b. Chief discovered that the Firefighter Rescue I training supports recertification only. He will check out a different training offered by JB Learning and report back. Scott Horton made a motion to cancel the agreement for Firefighter Rescue I. Tom seconded the motion. The motion passed unanimously. Chip will take care of the cancellation.
3. Equipment. Engine 61 and Rescue 61 now have scene lights and carry bags but still need a charger.
4. New Firefighter. Jim Baxley has joined the district. His primary department is with District 3 and is volunteering with FD06 while in the Forks/Three Rivers area. He has a swift water certification, a tremendous asset to our area.
5. Vacation. Chief will be away on vacation for one week beginning March 24th. Cordy will have the command vehicle during Chief's absence.

Mechanic's Report – None

Other Reports – None

Old Business

1. Emergency Preparedness. Chip shared the following updates on the Communications Tower:

- Ed Bowen and the ARES team have supplied modeling for the firehall tower and for a repeater on the NOAA building tower at the airport.
 - Buckmaster dipole antenna has arrived. It came off backorder so I placed the order while I could.
 - The changes needed to meet the building permit requirements have increased the cost of the tower.
 - The structural engineering report specifies a Rohn RSL60H50 tower. Internet prices for the tower kit range from just over \$4,000 to just under \$5,000.
 - Concrete will cost up to \$250 per yard depending on the engineering requirements. The base for the tower will require 16 yards of concrete, so budget \$4,000 just for that.
 - Other items needed for the tower are: mounting base, top mast kit, anti-climb brackets, safety cable system, wire rope grab, climbing harness, antenna side-mount, grounding kit, and lightning rod. These items total another \$4,900.
 - Shipping for the tower kit and base is \$1,400
 - Total for everything mentioned above is \$15,300. Other needs are the concrete contracting work and wiring and grounding the radio room.
 - I've sent Shawn Canepa, owner of SCC Concrete in Sequim, a follow-up reply to his request to be considered for the job. I want to get other bids in time for next month's commissioners meeting.
 - The 53-page structural engineering document printed in 11x16 format will be ready for pick up on Wednesday the 22nd at PenPrint.
 - Dave Parks hopes to do the work necessary to update the geotechnical report on Friday.
 - I'm meeting with Steve Gregory at Richmond Radio tomorrow morning to get his recommendations for grounding the tower and the radio room.
 - We will need to hire a company like Tower Maintenance Corporation to install the tower.
2. **Solar plus Storage Grant.** Chip shared that the application submission deadline is Thursday, 4:00 pm. DOC highly recommends submission at least 24 hours prior to the deadline. PUD has shared a draft copy of a letter of support for the project. I will include a signed copy with the grant application.

"Apparent Successful Applicants" will be announced on May 1st. \$3.5M is to be distributed to Track 1 applicants. After the applications are scored, DOC selects the highest-scoring projects for each track in each Washington Homeland Security Region. We're Region 2 which comprises Clallam, Jefferson, and Kitsap.

[Please edit description as needed!] A motion to approve submission of the FD06 Track 1 application to the Department of Commerce for planning and predevelopment of a solar plus storage microgrid

at the Quillayute Airport was made by Tom and seconded by Scott H. Having previously reviewed the proposed application, the commissioners voted unanimously to approve said motion.

New Business

1. Volunteer Firefighters program structure discussion. Aleilah shared information from a recent webinar with Brian Snure on appropriately navigating the payment of stipends to volunteer firefighters. The webinar included an in-depth discussion of the need for a clear definition of volunteer status and consistent definitions in district policies and firefighter handbooks. Several sample documents were shared to help districts establish/revise existing policies, procedures, handbooks, and other needed documentation. Aleilah will work with the commissioners and chief over the next few months to create said documents and amend current policies as needed.
2. Resolution 2023.03. Appointment of District Secretary and Auditing Officer. Chip made a motion to approve Resolution 2023.03, establishing the formal appointment of Aleilah as the District Secretary and Auditing Officer for FD06. Scott Horton seconded the motion. The motion was unanimously approved, and Resolution 2023.03 was signed by all three commissioners.
3. Meeting time/date change. A discussion was held by all present on establishing a consistent year-round time and date for commission meetings. After agreement was reached, Tom made a motion to establish the second Monday of each month at 1:30 pm as the official day and time for the District 6 monthly commission meeting. Aleilah will prepare a resolution for adoption at the next monthly meeting to be held on Monday, April 10, 2023, at 1:30 pm.

Announcements – None

Meeting adjourned at 15:00.

Read and approved on April 10, 2023, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson