

# CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

## Monthly Commissioner Meeting Minutes April 10, 2023

**Meeting convened** on April 10, 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 March 21, 2023, meeting were read, approved, and signed by all three commissioners.

### Secretary's Report

1. Cost Recovery Services. The PSA between Systems Design West and Clallam County Fire Protection District 6 is now ready for signing. Aleilah will send the finalized copy to Chip for signing.
2. Aleilah reported that the 2020-2021 Audit Report has been received and circulated. FD06 passed with flying colors. Chip shared that the 2022 Annual Report for District 6 is due to the State Auditor by May 30.

### Financial Report

1. DNR Timber Revenue Discussion. Commissioner Scott share background on the complexity of DNR timber revenue and the resulting difficulty for computing accurate timber sales projections. Several school districts have sued DNR for not paying out enough timber revenue. Also at issue were concerns re having a sustainable harvest plan that still provided enough revenue for the various districts reliant on said revenue. It was noted that finding the balance between ecosystem balance and revenue production was a delicate line to navigate. Scott provided maps showing the distribution of timber revenues to various districts on the Olympic Peninsula.
2. Financial Statement. The March 2023 financial statement was reviewed and approved by all three commissioners.
3. Eight warrants totaling \$3,952.75 were requested on the Claims Payment Request dated 04/10/2023 as follows:
  - \$1,500 for updated geotechnical report re communications tower installation
  - \$301.90 for communication supplies (dipole antenna)
  - \$393.54 for utilities (2 warrants)

- \$1,450 for organizational support services
- \$71.95 for firefighter gear
- \$217.68 for fuel
- \$17.68 for copies

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

4. Chief Swagerty's timesheet covering the period of 03/21/2023 through 04/09/2023 was approved and signed by Lead Commissioner, Chip Keen. A Payroll Certification was approved and signed by all three commissioners for submission to the county for processing.

### **Chief's Report**

1. Incidents/Calls. Chief Swagerty reported there were no incidents in the district since the last meeting.
2. Training.
  - a. FD06 firefighters have participated in training at the Industrial Park. Everyone did well with the exercises.
  - b. Two firefighters recently passed their EVIP training and are now certified as trainers. A third firefighter will take the training in June 2023.
  - c. Chief will talk with FD01 Chief Paul and call JB Learning to find a replacement training for the Fire Rescue I training.
3. Equipment. Chief reported that the Cascade system used for filling bottles needs to be decommissioned. Due to the age of the Cascade bottles, the system is unable to safely fill SCBA bottles. Currently, bottles are being refilled at District I. Chip made a motion to decommission the FD06 Cascade system. Tom seconded the motion. All voted in favor of the motion.
4. Other.
  - a. Chief reported that the Department of Transportation received a grant to increase communication coverage on the West End with the installation of Starlink systems across the area.
  - b. Chief set up an FD06 account at the Forks 76 station.

**Mechanic's Report – None**

**Other Reports – None**

## Old Business

### 1. Emergency Preparedness. Chip shared the following updates:

#### Communications Tower

- Submitted to the DCD on Friday, April 7th, the updated geotechnical report and supporting drawings that show the tower location on the south side of the building. The problem with the missing septic design report has been resolved. The materials were reviewed, and the permit was approved on the spot. I received an email later in the day that the remaining permit fee is \$360.00.
- Followed up with three separate tower contractors: Eagle Commercial Services in Gig Harbor, Legacy Communications in Gig Harbor, and Stirling Construction in Everett. None had responded to the Contact forms I'd submitted on their websites. All three have now responded.
- Stirling and Eagle have expressed interest in the project by asking a lot of pertinent questions. I've answered them and anticipate having offers from them in time for the May commissioners meeting. Legacy Communications has not gotten back in touch with me after a receptionist told me that my request would be forwarded to the right person.
- A question from one of the contractors is whether we will require "a financial bond like a performance bond, payment bond or a bid bond." I replied that I thought just being licensed and bonded in Washington would be enough, but that I will need the agreement of the other commissioners.

Discussion among the commissioners and chief concluded that a bid bond is not needed. Be sure the agreement with the company chosen includes start date, completion date, and contingencies re missing deadlines.

- No reply yet from Shawn Canepa at SCC Concrete in Sequim since my follow-up last month to his request. I've decided to see what we hear from the three tower contractors before deciding whether it makes financial sense to have the concrete work done separately.
- My meeting with Steve Gregory at Richmond Radio was valuable. He showed me various tower bonding and grounding techniques and shared information from Motorola's handbook on radio and tower installation.

#### West End Area Meeting

- Ron Cameron asked, "What kind of training is needed in our area?"
- \$125,000 USDA Communities Wildfire Protection grant has been awarded. Diane Harvey needs a representative from each fire district in the county for the steering committee.

- There is a “non-competitive” hazard mitigation grant as a result of DR-4682 FEMA disaster declaration after the 2021 flood. NOFO expected between late April and mid-May.
- US DOT has announced a “Charging and Fueling Infrastructure Discretionary Grant Program” that’s targeted toward communities such as Forks. Diane asked that I pass the information on since no one from the City was on the call. I sent an email to Rod Fleck, Tim Fletcher, and Bruce Paul.

#### DOT water tank

- Chuck says the big excavator will be there the week of April 17-21 so they’ll be able to load it during that time. Robert Montgomery has offered to move it for us, says that will be good timing for him.

#### Solar Battery Grant

- Annual report for District 6 due to the State Auditor by May 30.
  - Submitted on March 23, 2023. Notification will be sent by May 1st whether the district made it through the first review process and is still in the running.
2. Resolution 2023.04. Commission Meeting Time/Day Change. Chip made a motion to approve Resolution 2023.04, changing the monthly meeting date and time to the second Monday of the month at 1:30 pm. Tom Rosmond seconded the motion. The motion was unanimously approved, and Resolution 2023.04 was signed by all three commissioners.

#### **New Business**

1. Photographic documentation guidelines. A discussion was held to consider the types of photographic documentation to be made at incident sites. Aleilah shared that pictures are not required for cost-recovery purposes but are greatly appreciated. It was agreed that photographs of skid marks, vehicle and other damage, extent of spills, and illegal burns be taken. Photographs of ID and insurance papers where applicable are also to be taken.

#### **Announcements – None**

Meeting adjourned at 15:05.

Read and approved on May 8, 2023, by:

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Commissioner Chip Keen

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Commissioner Scott Horton

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Commissioner Tom Rosmond

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District Secretary Aleilah P Lawson