

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes May 8, 2023

Meeting convened on May 8, 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 – Jason Annis

Changes/Additions to Agenda – New Business, Parking Permit Discussion, was moved to follow approval of March Minutes.

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

New Business

1. Parking Permit Discussion. Jason and Hope Annis, owners of the Three Rivers Resort, requested parking spaces for their employees during the height of tourist season, June through September. After some discussion, the commissioners agreed to mark off 10 parking spaces with repurposed fire hose. A sign stating that “unauthorized vehicles will be towed at owner’s expense” will be placed on the fence at each parking space. These will be located in the northeast section of the fire hall property. Commissioner Keen will design and order the signs. The use of traffic cones to mark the slots was also discussed. Chief Swagerty will procure.

After further discussion, it was agreed to charge an annual fee of \$40 per parking space. Permits will be individually numbered. A formal policy will be reviewed and discussed at the next commissioners meeting in June.

Secretary’s Report

1. Cost Recovery Services. The PSA between Systems Design West and Clallam County Fire Protection District 6 has been signed. Once a customized incident report has been received, FD6 will be able to begin submitting cost recovery documentation.

Financial Report

1. Financial Statement. The April 2023 financial statement was reviewed and approved by all three commissioners.
2. Eleven warrants totaling \$4,266.07 were requested on the Claims Payment Request dated 05/08/2023 as follows:
 - \$93.63 for operational tools (2 warrants);
 - \$95.01 for fuel;

- \$117.56 for small tools;
- \$1,450 for organizational support services;
- \$1,024.80 for State Auditor's Office assessment audit fees;
- \$110.00 for bid recruitment;
- \$375.00 for quarterly dispatch services;
- \$323.50 for utilities;
- \$316.57 for annual fire extinguisher maintenance;
- \$360.00 for radio tower building permit

Commissioner Keen moved to approve the request. Commissioner Horton seconded the motion. All three commissioners approved the motion and signed the Claims Payment Request.

3. Chief Swagerty's timesheet covering the period of 04/10/2023 through 05/07/2023 was approved and signed by Lead Commissioner 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 it had been quiet on calls.
2. Training.
 - a. Chief reported he has reviewed and recommends use of the JB Learning program for firefighter I certification. The premium package includes a hardback book to complement the online training. The cost for six volunteer firefighters is \$783.21, which includes a 25% discount. The training meets NPFA standards. FD06 issues the certifications once the training is completed.
 - b. The team participated in live-fire training last Tuesday.
3. Equipment. Chief reported that the Command vehicle air conditioning is not working. He will take it to the shop to have it looked at and get a repair estimate.

Mechanic's Report – None

Other Reports – None

Old Business

1. Emergency Preparedness. Chip shared the following updates:

Communications Tower

- The building permit is approved and awaiting payment of the remaining \$360. A Claims Payment Request for that will be submitted today. We now have permission from the County to build it, but we still need permission from the FCC to use it.

- We received an itemized bid from Eagle Commercial Services in Gig Harbor to install the tower from start to finish for \$(redacted prior to bid acceptance).
- Shawn Canepa at SCC Concrete in Sequim has submitted a bid to construct the tower base for \$(redacted prior to bid acceptance).
- Follow-ups:
 - Phone call with Andrew Buerger, of Legacy Communications, on April 18th asked him to submit a bid before May 1st using the same criteria as the request to Eagle Commercial Services. No subsequent reply from him.
 - Phone call and email to Miguel Morales, of Freedom Concrete in Forks, on April 18th asked him to submit a bid for the concrete work before May 1st. No subsequent reply from him.
 - Phone call and email to Alex Anderson, a concrete contractor who responded to our PDN advertisement, on April 27th asked him to submit a bid for the concrete work before May 1st. No subsequent reply from him.
 - Phone call and email to Erin Conly, of Stirling Construction in Everett, on April 6th asked him to submit a bid before May 1st using the same criteria as the request to Eagle Commercial Services. No subsequent reply from him.
- Placed an ad in the PDN on April 18th asking for bids to construct the base.
- Commissioner Horton kindly provided the biological evaluation for the FCC's NEPA and EA checklist on April 26th. I completed the other items on the list and submitted it to the FCC portal on May 2nd.
- My initial interpretation of the FCC's New Tower Construction Requirements was that the project will require a Section 106 cultural heritage study. I contacted three separate consulting firms in this regard. I heard back from two of them. Cultural Resource Consultants in Seattle gave me a bid of \$5,265. I've not heard back from the other one. Further communication with the FCC gives me hope that it might not be a requirement. I hope to receive a ruling within the next week.
- I received a copy of the EA (environmental assessment) created for Riverview RV Park when it was purchased by the Quileute Tribe. If the FCC determines that further cultural heritage documentation is required, there are five quotes from the EA that I believe will support my view that a Section 106 is not required.
- Richard L. Tomko, from Clallam County Sheriff Radio Maintenance, has expressed an interest in adding a police-band repeater to our tower.
- Searched the internet to learn price and availability of the tower base kit. The best suppliers, and with nearly the same prices, are 3 Star Inc. in Ashland Virginia and ISP Supplies in College Station Texas. The required RAL10 anchor base including shipping,

is \$1,645 from 3 Star and \$1687 from ISP. 3 Star can ship in 3 to 4 weeks; ISP can ship in 2 to 3 days. The tower kit is \$5,662 including shipping. It ships from Rohn Towers in 3 to 5 days.

Commissioner Horton made a motion to order the tower base kit from ISP and Rohn tower kit from 3 Star. Commissioner Rosmond seconded the motion. The motion was unanimously approved. Commissioner Keen will place the order.

West End Area Meeting

- Anne Chastain has tasked all the entities in the County associated with emergency management to complete one or more Stakeholder Preparedness Reviews. These are designed to assess gaps in emergency preparedness. Completing the surveys helps direct funding when it becomes available.
- James Salazar and Kevin Harris, the police chief and emergency manager for the Quileute, said that the worst dead spot for radio communications is right at the 3 Rivers firehall.

Solar plus Storage Grant

- The “Apparent Successful Applicants” were supposed to have been announced on May 1st, but that’s now been postponed until “mid-May.”

DOT water tank

- With the help of two good friends, the water tank is now at the airport. It needs to be further flushed out to remove the molasses residue on the bottom, then turned upright, then filled.

CR22 After Action Review – Draft Report

- I submitted a request that all levels of emergency management personnel be able to report situational awareness via the internet to a centralized database where it could be processed via structured algorithmic data analysis and evaluation reporting such as that rendered by AI chatbots.

Training / Meetings

- Enduris webinar series on employer/employee legal requirements: Harassment, Discrimination, and Retaliation Prevention (April 6); A Legal Guide to Due Process, Performance Management, Discipline and Discharge (April 20); Legal and Practical Issues Involving Recruitment and Hiring (April 27)
- May 16th MS Teams, 1:00pm: CR22 Final After-Action Meeting
- May 17th at the 7 Cedars: “Agency Training - Digging Into Public Works Contracts on the North Olympic Peninsula” sponsored by the North Olympic Peninsula APEX Accelerator, which is part of the DOD’s Office of Small Business Programs.

Announcements – None

Next Meeting – June 12, 2023, 1:30 pm

Meeting adjourned at 15:10.

Read and approved on June 12, 2023, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson