

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes June 12, 2023

DRAFT

Meeting convened on June 12, 2023, at 13:31, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen and Scott Horton. Tom Rosmond joined the meeting at 2:10 pm.

Officers Present – Aleilah P Lawson, District Secretary; Scott Swagerty, Chief

Other Attendees – Hope Annis

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

Minutes – Minutes of the May 8, 2023, meeting were read, approved, and signed by all three commissioners.

Old Business, part one:

1. Parking Permit Discussion. Hope Annis, co-owner of the Three Rivers Resort, requested a pro-rated charge for the previously discussed parking permits. The permits are only needed for peak season, June through September. After discussion of various approaches, a compromise was reached.

Commissioner Keen made a motion to approve the issuance of six parking permits to Three Rivers Resort for the term of June 1, 2023, through September 30, 2023, at the rate of \$40 per permit for a total of \$240.00. Commissioner Horton seconded the motion and the motion passed unanimously.

Commissioner Keen will create laminated, numbered permits and deliver them to the resort.

Secretary's Report

1. None

Financial Report

1. Financial Statement. The May 2023 financial statement was reviewed and approved by all three commissioners.
2. Fourteen warrants totaling \$18,754.76 were requested on the Claims Payment Request dated 06/12/2023 as follows:
 - \$612.83 for parking signs
 - \$114.00 for annual post office box fee
 - \$10.36 for office supplies

- \$2,994.29 for firefighter gear
- \$215.84 for fuel
- \$1,450 for organizational support services
- \$783.21 for VFF training program
- \$340.22 for utilities (3 warrants)
- \$1,303.49 for command vehicle repair
- \$10,930.52 for command tower base, antenna, and installation kit (3 warrants)

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

3. Chief Swagerty's timesheet covering the period of 05/08//2023 through 06/11/2023 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 two brush fires in the past month.
2. Training.
 - a. Chief reported the JB Learning books have been received and four have been distributed to volunteers.
 - b. The team will participate in another live fire training tomorrow night with a barbeque after. There will be one additional live-fire training followed by vehicle extrication training in the weeks after.
3. Equipment. Chief reported that the Command vehicle air conditioning has been repaired.

Mechanic's Report – None

Other Reports – None

Old Business

1. Communications Tower
 - The tower base components and the ham and repeater antennas have all arrived.
 - The tower structure and related components have been ordered. They should arrive by the end of this month.
 - FCC approval for broadcasting is still pending (no further word since last month).
 - Jay PerryCook plans to visit sometime this week to survey the site and get it marked for underground utilities location.

- Completion is anticipated by late July/early August. The conduit is large enough to add additional cable through should the district host other entities/jurisdictions for tower service. Clallam County Sheriff's Department has been invited to utilize the tower.

2. Emergency Preparedness. Commissioner Keen shared the following updates:

West End Area Meeting

- FEMA's Stakeholder Preparedness Review questionnaires were finalized.
 - *The Stakeholder Preparedness Review (SPR) is a self-assessment of a jurisdiction's current capability levels against the targets identified in the Threat and Hazard Identification and Risk Assessment (THIRA). Using the targets from the THIRA, jurisdictions identify their current capability and how that capability changed over the last year, including capabilities lost, sustained, and built. Jurisdictions also identify capability gaps related to planning, organization, equipment, training, and exercises, and indicate their intended approaches to address those gaps while also maintaining their current capabilities. In addition, jurisdictions identify how FEMA preparedness grants helped to build or sustain capabilities.*
- Diane relays a question from the State of Washington incident command system: Has our district noticed any increase in interactions with immigrant populations in the last year?

Solar plus Storage Grant

- No further word from the Department of Commerce. Diane says that they are "way behind."

Training / Meetings

- May 17th - attended an MRSC class at 7 Cedars: Agency Training - Digging Into Public Works Contracts on the North Olympic Peninsula
- June 6th – attended MRSC webinar: Essential Considerations for Securing Grant Funding
- June 13th – MRSC webinar: Writing Compelling Grant Applications
- June 27th - FEMA GO Quarterly Status Briefing June 27, 2023
 - *The briefing will include an overview of the new grants management system FEMA Grants Outcome (FEMA GO), the updated schedule of future functionality to be released, and training and communication updates. All FEMA GO stakeholders are welcome to attend.*

3. Parking Permit Discussion – see above

New Business

1. 2023 Amended Budget and Resolution 2023.05 re same. Tabled until next meeting.
2. MRSC Rosters subscription/contract renewal. Commissioner Keen presented on the value of the MRSC rosters subscription. Commissioner Rosmond moved to approve renewal of

the annual MRSC Rosters subscription/contract. Commissioner Horton seconded the motion and the motion was unanimously approved.

3. Credit Card Limit. It was agreed that keeping the higher credit card limit was beneficial to the district. Commissioner Keen made a motion to keep the credit card limit at \$10,000. Commissioner Rosmond seconded the motion and the motion passed unanimously.

Announcements – None

Next Meeting – July 10, 2023, 1:30 pm

Meeting adjourned at 14:32.

Read and approved on July 10, 2023, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson