

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

July 10, 2023

Meeting convened on July 10, 2023, at 13:30, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen, Scott Horton, and Tom Rosmond

Officers Present – Aleilah P Lawson, District Secretary; Scott Swagerty, Chief, joined the meeting at 14:05.

Other Attendees – None

Changes/Additions to Agenda – Chief's and Mechanic Reports were moved to follow New Business.

Minutes – Minutes of the June 12, 2023, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. 2022 AFG update. The first awards were issued June 9, 2023, and will continue for next 8 weeks. Turndown letters for applications that did not go to peer-panel review will be issued soon. Most high-scoring applications are in technical review stage.
2. Cost Recovery update. Finalized incident report forms have been received from Systems Design West. Chief Swagerty will work with them over the next month and report back at the August meeting.

Financial Report

1. Financial Statement. The June 2023 financial statement was reviewed and approved by all three commissioners.
2. Twelve warrants totaling \$3,522.48 were requested on the Claims Payment Request dated 07/10/2023 as follows:
 - \$325.80 for annual Active911 subscription
 - \$980.74 for communication tower parts (6 warrants)
 - \$1,450.00 for organizational support services
 - \$135.00 for MRSC annual subscription
 - \$136.31 for fuel
 - \$80.65 for utilities
 - \$413.98 for firefighter gear

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

3. Chief Swagerty's timesheet covering the period of 06/12/2023 through 07/09/2023 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.

Other Reports – None

Old Business

I. Communications Tower

Commissioner Keen reported that the base is done and awaiting arrival of the tower itself. The tower arrived in Kent on July 4th with a posted delivery date of July 6th, but it turned out that the delivery was not to us but to the consignee who will complete the delivery. He spent several phone calls trying to determine the name of the consignee so that he could pass the information on to Jay PerryCook and Frank Amsdill but found that the freight company's customer service department sits behind an impenetrable wall of incompetence.

Jay was prepared to start work erecting the tower today if it had arrived.

The FCC Antenna Structure Registration is still pending.

Aleilah shared a recommendation from the State Auditor's Office to speak with legal counsel before pursuing the previously discussed possibility of leasing tower space to commercial entities.

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

- **West End Area Operational Meeting**

Stakeholder Preparedness Review (SPR) – Anne Chastain reports that the newly reworked reporting system still failed to get the participation required. She went head-to-head with the State, but they wouldn't budge on the requirement to have SPR reports on file before awarding any State grant to any agency or junior taxing district. Anne insisted that they "find another way." The State has agreed to allow switching the focus of the review process away from "what do you need?" to "what are your capabilities?" This will reduce the number of questions and simplify the process. Unfortunately, it also means that we'll have to redo our SPR reports for this year. Anne will put our replies in the new format but needs to prove to the State that the information is truly sourced from us. She has requested that Scott get in touch with her. (anne.chastain@clallamcountywa.gov 360-417-2483 (EOC) 360-460-6234 (cell)

- Washington Department of Commerce Solar Plus Storage Grant Application Still no word. Two months late and counting.
- Quillayute Airport 20 Year Master Plan Public Meeting

CenturyWest hosted the last public meeting at City Hall. Gary Jennings and Commissioner Keen were the only two in-person attendees. Mickey Cassar from Puget Sound Seismic Network, a civilian pilot, and Agnes (didn't get her last name) from Washington State attended virtually. The major takeaways are plans to install runway lighting and do the preliminary steps to support instrument landings. Also discussed was a possible long-term expansion with additional hangars, Coast Guard helicopter, and other useful upgrades.

3. 2023 Amended Budget and Resolution 2023.05 re same. The resolution and amended budget were reviewed. Commissioner Keen made a motion to approve adoption of Resolution 2023.05 and 2023 Amended Budget. The motion was seconded by Commissioner Horton and was unanimously approved.

New Business

1. DART Exercise July 15, 2023. Commissioner Keen shared that the Disaster Air Response Team's annual exercise is scheduled for Saturday, July 15th. There will be several flights into the Quillayute Airport that will deliver supplies for the Forks Food Bank. The Food Bank will have a van at the site, but they need people to help transfer the supplies between the plane and the van. Commissioner Keen suggested a couple of the people who received DART training a year ago (e.g., Cordy and Andrew) would be able to help again this year. The specific time is not yet known but it will probably be sometime between 10 and noon. Chief Swagerty will ask for volunteers.

Chief's Report

1. Incidents/Calls. Chief Swagerty reported a one-acre brush fire on July 2nd caused by fireworks near several slash piles.

There were numerous calls on July 4th, including the large Bogachiel fire involving 50+ acres. The area was evacuated and one structure was lost. The fire's origin is under investigation by DNR. Chief was proud of the Three Rivers team, noting that the past several months of fire training has paid off. The teamwork between District I, La Push Fire, and Three Rivers Fire was impressive. The commissioners expressed congratulations on a job well done. The tender was rented out to DNR for the duration of the incident.

There were two additional brush fires on the July 4th evening, as well as a burn ban violation with a recreational fire on July 7th.

2. Training. Chief reported he has ordered an Accountability Training Board.

Mechanic's Report – Chief Swagerty reported that the Command vehicle heater core needs replacing, and the part has been ordered. The Brush vehicle hose reel has been repaired.

Announcements – None

Next Meeting – August 14, 2023, 13:30 pm

Meeting adjourned at 14:51.

Read and approved on August 14, 2023, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson