

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

August 14, 2023

Meeting convened on August 14, 2023, at 13:30, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen and Tom Rosmond

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

Other Attendees – Guest Presenter Troi Gale; Ton Verhulz joined the meeting at 14:00.

Changes/Additions to Agenda – None

Guest Presentation – NOLS Bookmobile Services Project

Troi K. Gale, West End Library Manager, gave a presentation on the renewed Bookmobile Services Project. Service is scheduled to begin in October 2023. Three Rivers Fire has agreed to be a host site. The bookmobile will be at Three Rivers Fire on Wednesdays from 2:45 pm to 4:00 pm. The bookmobile is 24 feet long and needs an additional 10 feet for a wheelchair ramp. Commissioners will review and complete the proposed MOU for signature at the September 11, 2023, monthly commissioner meeting.

Minutes – Minutes of the July 10, 2023, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. 2022 AFG update. As of August 11th (the latest website update), FEMA has awarded 11 AFG awards to Washington State organizations.
2. Enduris Update. As the SCBA filling station has been officially decommissioned, it has been removed from the Property Schedule for the upcoming 2023-2024 policy coverage.
3. Policy Manual Project. An extensive sample manual has been obtained. Aleilah will begin working on identifying policies applicable to District 6. Chief Swagerty offered to assist.

Financial Report

1. Financial Statement. The July 2023 financial statement was reviewed and approved by all three commissioners.
2. Seventeen warrants totaling \$67,040.92 were requested on the Claims Payment Request dated 08/14/2023 as follows:
 - \$52,938.38 for installation of the new communications tower
 - \$366.64 for communications tower components (5 warrants)

- \$9,592.00 for 2023-2024 insurance coverage
- \$1,450.00 for organizational support services
- \$270.41 for repairs and maintenance (3 warrants)
- \$684.90 for fuel
- \$209.35 for utilities (2 warrants)
- \$1,154.20 for operational supplies (2 warrants)
- \$375.00 for 2023 Q3 dispatch services

Commissioner Keen moved to approve the request. Commissioner Rosmond seconded the motion. The motion was approved and the Claims Payment Request was signed.

3. Chief Swagerty's timesheet covering the period of 07/10/2023 through 08/13/2023 was approved and signed by Lead Commissioner Keen. A Payroll Certification was approved and signed by the commissioners for submission to the county for processing.
4. Aleilah presented a spreadsheet detailing the expenses for the Communications Tower project. The expenses to date total \$70,798.55. This includes consultants, permits, fees, equipment, and 90% of total installation cost. Commissioner Keen noted that a nominal amount of additional equipment will be purchased in the near term.

Chief's Report

1. Incidents/Calls. Chief Swagerty reported District 6 firefighters responded to several burn complaints. Additionally, the team responded to a shake mill fire that led to a large propane explosion. crew members also responded to an unfortunate head-on collision with a motorcycle and RV. Helicopter evacuation was required.
2. Training. Chief reported extrication training is beginning with 2 classroom training followed by 2 hands-on training. He noted great collaboration between our local partner districts.
3. Equipment. Chief reported the purchase of three backpack bladder pumps. He also gave a short presentation on the new Accountability/Assignment Board system he is implementing with the crew. Kudos were handed out by all for the excellent organization and cleaning Andrew and Steve are doing both in the fire station and outside area.

Mechanic's Report – Chief reported that R61 needs an oil change. True North will conduct the annual pump test on October 10th.

Other Reports – None

Old Business

Commissioner Keen reported the following topics:

I. Communications Tower Project

The tower project is completed as originally bid. Radio checks have passed successfully on both antennas.

On the HAM frequencies, we've talked to Morro Bay California and the Upper Peninsula in Michigan, and successfully checked in during the regular Tuesday night Amateur Radio Emergency Response System (ARES) drill.

On the 2-meter repeater emergency/fire channel, we discovered that the lightning rod reduced the efficiency of the antenna, so we removed the lightning rod for the time being. We need to buy a side-arm mount to move the antenna three feet away from the tower then mount the lightning rod back at the top. Jay PerryCook will send a quote for that work sometime this week.

The FAA Study was completed August 10th with a determination of "No hazard to air navigation" (Aeronautical Study Number 2023-ANM-5029-OE). This enabled me to complete and submit FAA Supplemental Notice 7460-2, which in turn enabled me to complete and submit FCC Antenna Structure Registration Application #A1245336, which now awaits a review and decision on environmental certification.

I would like to schedule amateur radio training for any volunteers who are interested. If classroom training is wanted, I can get in touch with the ARES group in Sequim. They offered a one-day class at the Sheriff's office several years ago that enabled me to get my Technician's license. If self-paced web-based training is wanted, I can work with people one-on-one or as a group to get them started and answer questions as they learn.

2. Emergency Preparedness – West End Area Meeting

The topic most discussed was the Fourth of July fire on the Bogachiel. The winds that drove it were inconsistent and unpredictable. As a result, so was the information about it. Statements that were true at one point were contradicted by ones made later on. Although grateful and proud of the community response, we agreed that more should be done to improve community preparedness. Rod wants to hold a community gathering at the RAC to talk about the urban / wildland fire risk: what might have happened on the 4th and what the community can do to be better prepared for the next emergency. One of the other conclusions is that incident command across jurisdictions isn't well understood. The community responded well, but it wasn't always clear where specific responsibilities began and ended. Anne requested that each agency have an appointed public information officer.

3. DART Exercise July 15, 2023

This year's exercise was smaller than last year's. Some 30,000 pounds of food that was going to be donated by British Columbia didn't get distributed for some reason that was not made clear. Also, the exercise was scheduled for the same weekend as Quileute Days. Nonetheless, we did meet two flights and transferred several dozen pounds of food to the Food Bank truck. Ed Bowen, the emergency manager for the Lake Ozette region, was there to provide radio communications. I learned a lot from him, perhaps enough to be able to provide communications myself the next time.

New Business

1. **Solar Plus Storage** for Resilient Communities grant award. Commissioner Keen shared the following:

We received notice last Tuesday (8/8) that District 6 has been awarded a Solar Plus Storage Grant for Resilient Communities. I've signed and submitted the award letter. Aleilah, Kevin Wright (our project lead from ProtoEnergy), and I have signed up for the Grantee Webinar for Track 1, which is tomorrow (8/15) from 9:30- 10:30am.

I've notified Rod Fleck and Tim Fletcher of the award notice and promised to give them an update after the Webinar. The grant request was for \$87,270. I hope to find out tomorrow if the full amount has been awarded, and beyond that, how it will be disbursed and what the reporting requirements are.

The project has two parts. The major portion is the feasibility study to be done by ProtoGen Energy. They predict that the study will take 145 days to complete.

The remaining portion is community outreach. I plan to take the lead on it, but I'll welcome help as it's offered. The steps in the grant proposal are:

- a. Write a press release announcing the award.
- b. Update the community outreach survey materials that we used in 2015. \$1,500 is earmarked for handout materials.
- c. Find volunteers to perform the outreach. \$3,600 is earmarked for "staff." The amount is based upon a proposal to pay District 6 volunteer firefighters \$50/day stipends for visiting every residence in the community (e.g., 12 volunteer firefighters for 6 days).
- d. Write another press release describing the scope of the project.
- e. Create the "Quillayute Airport For Community Resilience" website to support and extend the community outreach mission. \$6,500 is earmarked for development and maintenance.
- f. Give presentations to the Forks Chamber of Commerce and to other community entities as requested (e.g., local county and tribal governments, community service organizations, public events).

2. **Wildland Fire Training Opportunity.** Tabled for future discussion.

Announcements – None

Next Meeting – September 11, 2023, 13:30 pm

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Meeting adjourned at 15:35.

Read and approved on September 11, 2023, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson