

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

September 11, 2023

Meeting convened on September 11, 2023, at 13:40, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen, Scott Horton, Tom Rosmond

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

Other Attendees – Troi Gale, NOLS

Changes/Additions to Agenda – None

Minutes – Minutes of the August 14, 2023, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. 2022 AFG update. As of August 25th (the latest website update), FEMA has awarded 17 AFG awards to Washington State organizations.

Financial Report

1. Financial Statement. The August 2023 financial statement was reviewed and approved by all three commissioners.
2. Eight warrants totaling \$3,566.67 were requested on the Claims Payment Request dated 09/11/2023 as follows:
 - \$48.86 for fire hall supplies
 - \$1,450 for organizational support services
 - \$405.44 for fuel
 - \$194.12 for utilities (2 warrants)
 - \$1,054.24 for communications tower equipment (2 warrants)
 - \$413.98 for firefighter gear

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 08/14/2023 through 09/10/2023 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.

Chief's Report

1. Incidents/Calls. Chief Swagerty reported District 6 firefighters engaged in a 50-acre fire that was headed toward the size of the recent Bogachiel fire. DNR arrived quickly and brought an excavator. No evacuations were required. There was good mutual aid given between the responding departments.

There were also numerous burn complaints, as well as a beach fire at 1st Beach.

2. Training. Chief reported extrication training is going well. Last week and tomorrow's training is hands on. He noted great collaboration between our local partner districts. All three districts are on Active 911 so all are responding to each call.
3. Equipment. Chief reported that purchase of the new thermal imaging cameras is in process.
4. Other. Commissioner Keen made a training night request for firefighters to clean out and set upright the water tank at the airport.

Mechanic's Report – Chief reported that the heater core repair in the command rig has been completed.

Other Reports – None

Old Business

1. **NOLS MOU re Bookmobile Services Project.** Following discussion from last month's meeting, Commissioner Horton made a motion to sign the MOU as presented. The motion was seconded by Commissioner Rosmond and approved unanimously.

Troi Gale, NOLS West End Library Manager, invited CCFD06 to participate in an upcoming story time at the Forks library. It will be held on October 13, at 10:30 am, and will focus on celebrating National Fire Safety Week. Chief Swagerty said he will talk with Chief Paul at CCFD01 to coordinate. There are several NFPA resources available for hand out at story time.

Commissioner Keen reported the following topics:

2. **Communications Tower Project**

The side-arm standoff for the antenna has arrived. The quote from Jay PerryCook to have his crew come out to install the standoff and move the antenna is \$3,652.32, including tax. Rebecca at Jerry's Rentals quotes the 60-foot manlift at \$550 for a day, which includes the pickup and delivery charge, but not the tax. The "60-foot" maximum lift is measured to the floor of the basket so it would be feasible to do the work with it. My estimate is that the needed work can be done in under two hours. The lift is currently rented out, Rebecca expects it should be available sometime before the end of this month.

Commissioner Keen made a motion, seconded by Commissioner Horton, to approve local rental of a 60-foot manlift and installation of the antenna side-arm standoff by CCFD06 volunteers. The motion passed unanimously.

3. Emergency Preparedness – West End Area Meeting

Haley Schanne from Representative Kilmer's office attended via Zoom. There are SAFER grants available to help increase the number of firefighters. Kilmer's office can provide letters of support for grant applications.

This year's Great Shakeout is scheduled for October 19th. The tsunami sirens will be using the real wail sound, not the test sound. Anne urges everyone to participate by registering at www.shakeout.org/washington.

She also asks everyone to help promote the Code Red app, it's the best way to be notified when an emergency happens.

4. Solar + Storage

8/15 – Step 1 Department of Commerce webinar followed by Teams call with Aleilah, and Kevin Wright and Lou Tenney from Protogen. Adam Morris, their Seattle rep, will pay us an on-site visit to assess the potential loads, survey the layout of the proposed site, survey the existing power supply to the airport, meet with local reps such as Rod Fleck, me (and possibly someone from the PUD). I sent an email to Colin Young at Clallam PUD to let him know that we received the grant, and to introduce him to Kevin. Reviewed the MRSC guidelines on contracts and started work on adapting the contract we used for the communications tower for Protogen.

8/16 -- Kevin scheduled a Teams meeting with Colin at the PUD for Thursday, September 28th at 10am. Sent an email to Rod Fleck and Tim Fletcher to notify them of the Teams meeting and introduce them to Kevin.

8/18 – Sent a draft of the contract and scope of work (SOW) to the CCFPD6 and Protogen stakeholders.

8/20 – Sent a link to pictures of the original Navy blueprint for QNAAS electrical to CCFPD6 and Protogen stakeholders.

8/22 – Posted special meeting announcement on firehall door

8/23 – Held special meeting to discuss Protogen contract; motion passed; signed, scanned, and emailed to Protogen, received signed document back. At Rod's suggestion, email to Samantha and David at CenturyWest to include them as stakeholders. Called Ferrell Gas, determined the consumption rate for the NOAA building propane generator, passed the information on to Protogen.

8/30 – Email to Logan Johnson at NOAA, cc Rod Fleck, asking for information on generator maintenance costs. Updated Protogen's spreadsheet for contracts.

9/6 – Compiled the QNAAS PUD meter numbers; learned the 2022 kWh totals for each one; emailed the results to CCFPD and Protogen stakeholders.

9/7 -- Received an email from Maureen Maples in the late afternoon saying that the template for the DOC contract will be ready to complete on-line the next morning (Friday). She will forward the link to the Step 1 recipients as soon as it's ready.

9/8 – No email received from Maureen Maples.

9/11 – Still no email received from Maureen Maples.

9/12 – Teams meeting scheduled for 10am with all stakeholders.

New Business

1. **Remote meetings technology.** Commissioner Rosmond introduced the idea of purchasing and adopting a smart conference camera system such as OWL. With the camera and directional microphone, it could be useful to hold virtual meetings in the event of flooding or other occurrences making difficult to attend commission meetings. It could be set up upstairs with the big screen. We will need to research whether we can use DocuSign to approve claims payment requests and other documents.
2. **Generator service.** Commissioner Rosmond shared that he checked the emergency shut-off switch after the recent power outage. There was a Code 2800 message that required a switch reset to clear the code. He checked with a repair company in Auburn that charges \$800 just to travel to our area. The company's contact information will be kept on hand but there is no consideration of using them at this time. Commissioner Rosmond also shared that he takes care of the generator's requirement for an oil change every two years.

Announcements – None

Next Meeting – October 9, 2023, 1:30 pm

Meeting adjourned at 14:58.

Read and approved on October 9, 2023, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson