

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

November 13, 2023

Meeting convened on November 13, 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 – None

Changes/Additions to Agenda – None

Minutes – Minutes of the October 9, 2023, meeting were read, approved, and signed by all three commissioners.

Secretary's Report - None

Financial Report

1. Financial Statement. The October 2023 financial statement was reviewed and approved by all three commissioners.
2. Twelve warrants totaling \$15,384.59 were requested on the Claims Payment Request dated 11/13/2023 as follows:
 - \$5,882.05 for final payment for communication tower installation
 - \$1,450.00 for organizational support services
 - \$475.13 for drain field inspection
 - \$279.38 for fuel
 - \$202.87 for utilities (2 warrants)
 - \$4,693.30 for operating supplies (2 warrants)
 - \$419.56 for training manuals and web learning platform
 - \$833.52 for firefighter gear
 - \$375.00 for quarterly dispatch services
 - \$773.78 for equipment rental

Commissioner Horton 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 10/09/2023/2023 through 11/12/2023 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 a quiet month, noting mutual aid calls with Fire District I.
2. Training. Chief reported that Andrew Chapman has been promoted to Lieutenant with a one-year probationary period beginning November 12, 2023.

Five firefighters are interested in participating in DNR Red Card training. They will complete a 40-hour online class, with field training provided by DNR. Additionally, three firefighters are interested in participating in a Ham radio class with Commissioner Keen.

3. **Equipment.** Chief reported that Washougal Fire District is donating their SCBAs to be distributed between Three Rivers, Forks, and La Push Fire Departments. They are enrolled in a rent-to-own program with SeaWestern for new SCBAs, something our district may want to consider.

Chief also reported that radios for the new recruits have been received and will be handed out tomorrow night.

4. **Other.** Chief reported that he spoke with Bogachiel Clinic about firefighter physical exams. The cost will be \$175 per person. Commissioner Keen made a motion to approve payment of the examination fee by Fire District 6. The motion was seconded by Commissioner Rosmond and passed unanimously. Chief will ask the clinic to send the bills to the district.

Chief also noted that it is time for a new WSRB rating. He will get the date set.

Mechanic's Report – Chief reported that annual pump test was passed on October 10, 2023.

Other Reports – None

Old Business

1. **NOLS MOU re bookmobile services project.** The MOU as signed remains in place. The bookmobile was onsite October 18th and 25th, from 2:00-4:30 p.m.

Commissioner Keen reported on the following:

2. Radio Communications

- The side arm kit has been installed, the 2-meter antenna has been mounted on it, and the lightning rod re-installed on the top plate.
- The repeater has been moved from the upstairs classroom area into the office, which makes more room in the classroom area and consolidates the radio equipment.
- The 2-meter radio provided by Joe Wright has been installed, along with a dedicated power supply and an antenna switch, which enables the 2-meter antenna on the tower to be used by both the repeater and the new radio.
- The new radio enabled me to participate successfully in the regular Tuesday night ARES check-in on both the 2-meter and HF bands.
- I met last Wednesday with Joe Wright and Anne Chastain to discuss ARES equipment needs on the West End and to visit the radio rooms at Forks City Hall, Forks Hospital, and District 6.
- Afterward, I tested the 2-meter on a station-to-station call with Joe. The signal is clear and powerful, even on the low-power setting, so we should have no problems communicating with City Hall and the Hospital during an emergency that knocks out other forms of communication.

- I ran a radio check to Dispatch after the call with Joe. They reported that there's still static on the call, which indicates that the repeater is the cause of the static, not the antenna or the environment, since the ARES and the station-to-station calls are static free and use the same cables and antenna. I haven't taken the time to contact Steve at Richmond Radio about this yet.
- I had PenPrint in Port Angeles create a laminated 2x3-ft poster of the ARRL band chart in preparation for starting a HAM class for those of our volunteers who are interested. I hope to meet with them tomorrow night to describe what I propose to do and hope to accomplish and ask for their input.
 - HamTestOnline: Short teaching sections followed by the associated questions. Individualizes the pace based upon test results. OK for classroom use: (\$29.95 6-month subscription)
 - Ham Radio Technician License Course 2022-2026 on YouTube: 4-hour course. Steps through the Technician Class questions with commentary about them. No charge, interspersed with ads. <https://www.youtube.com/watch?v=J09O0ypZt84>
 - Ham Exam: on-line flashcards for all 3 levels of exam. By donation. <https://www.hamexam.org/>
 - HamStudy.org: Website has flashcard format for test questions, but no curriculum for learning the information behind the questions. You can click "I don't know" to see the correct answer. Mobile app costs \$3.99
 - Ham Radio Prep: mobile phone app, self-paced, the Level I Technician License Course costs \$35 and includes step-by-step lessons, learning games, videos, and unlimited practice exams.
- Next goals: Enable emergency communications at UIL. The radio tower at the NOAA building looks like it's structurally unsound and no one at NOAA has responded to our request about it. Rod Fleck will investigate what the FAA will allow to be placed at the top of the hanger building. My suggestions for the priorities are:
 - Aviation band transceiver and antenna for DART
 - 2-meter ARES bands transceiver and antenna
 - HF-band transceiver and antenna

3. Emergency Preparedness – West End Area Meeting

- The county's hazardous mitigation plan (HMP) is scheduled for an update starting in January or February. It will be an 18-month project. District 6 will be included in the plan, so we are relieved from having to do our own when it comes time to refer to a HMP when applying for state and federal grants.
- The Stakeholder Preparedness Review (SPR) process that Scott and I worked on last July is under review. The new six-year workplan proposes a steering committee to work with FEMA and the National Guard. The current FEMA draft plan is 532 pages long. It contains blanks that need to be filled in for items such as logistics.
- WDOT predicts that the Elwa bridge will be connected in June of next year during a nine-day reroute.

4. **Solar + Storage Project**

- Andy Mackey and Adam Morse from Protogen came for a two-day site visit. We did a walk-through of the buildings and the NOAA research triangle.
- I attended the North Olympic Energy Futures Convening in Blyn on November 9th as a guest panelist to describe the Airport project. It was really worthwhile. I learned about the business and organizations that support energy projects in our area, networked with people I haven't seen for a while and made new contacts. Among them are leaders in the Makah community, such as Walter Arnold who is a council member and married to Mary Soha. Chad Bowchop told me that UIL is included in the Coast Guard's major oil spill response plan.
- As part of the public outreach portion of the grant, I'm scheduled to give a lunchtime presentation to the Forks Chamber of Commerce on the first Wednesday in January.

New Business

1. **2024 Levy Resolution and Certification.** The commissioners reviewed the two documents. Commissioner Keen made a motion to approve the 2024 Levy Resolution and Certification. Commissioner Horton seconded the motion. The motion passed unanimously.
2. **2024 Budget.** All present worked together to assess the 2024 financial needs for Fire District 6. A finalized budget was created and approved by unanimous vote. Aleilah will hand deliver the 2024 Budget and Levy Resolution and Certification documents to the County tomorrow.

Announcements – None

Next Meeting – December 11, 2023, 1:30 pm

Meeting adjourned at 15:30

Read and approved on December 11, 2023, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson