

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

January 8, 2024

Meeting convened on January 8, 2024, at 13:30, 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 – Volunteer Firefighters Lt. Andrew Chapman, Steve Ward

Changes/Additions to Agenda – None

Minutes – Minutes of the December 11, 2023, meeting were read, approved, and signed by all three commissioners.

Secretary's Report

1. 2023 AFG Applications. The new grant cycle is expected to open January 29, 2024, with a due date of March 8th. Commissioner Keen reported that compressors are listed as a high priority for regional applications only. He also noted that our entity registration in SAM.gov will expire and become inactive on March 6, 2024. He will renew it before then. Chief Swagerty will talk with FD01 Chief Paul re applying as a region with La Push Fire Department. Available funds total \$320 million for this highly competitive grant.
2. Updated VFF Applications. Aleilah shared a copy of the updated application form for volunteer firefighters. Updates include the addition of providing references, permission to perform background investigations, and additional information about retirement plan eligibility.
3. Updated Standard Operating Guidelines. Aleilah presented version 2.0 of the CCFD06 Standard Operating Guidelines. Additions to the guidelines include a Table of Contents (thank you, Commissioner Keen!), an Introduction, several updates to Section 1 – Code of Conduct; the addition of a section on Background Investigations; updated Attendance Requirements to include pension plan eligibility requirements; and various other changes to operational sections. Chief Swagerty and Lt. Chapman will review and discuss with the crew and report any needed changes to Aleilah. Chief Swagerty requested that the concluding Member Acknowledgement page be a separate last page so crew members can keep the full copy of the guidelines. The Member Acknowledgement page will be kept on file.

Financial Report

1. Financial Statement. The December 2023 financial statement was reviewed and approved by all three commissioners.

2. Sixteen warrants totaling \$47,399.66 were requested on the Claims Payment Request dated 01/08/2024 as follows:
 - \$43.34 for fire hall supplies
 - \$243.92 for firefighter gear
 - \$360.28 for fuel
 - \$3,294.15 for small tools and minor equipment including EV fire suppression tools (three vouchers)
 - \$1,685.00 for professional services including payroll administration fees, organizational support services, and firefighter physical exam fee (three vouchers)
 - \$40,000.00 for Solar Plus Storage grant contract services, milestones 1-4
 - \$433.47 for training manuals and online training access (two vouchers)
 - \$919.50 for utilities, including PUD, internet, and propane (three vouchers)
 - \$420.00 for WFCA annual membership dues

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

3. Chief Swagerty's timesheet covering the period of 12/10/2023 through 01/07/2024 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 recent lively Saturday night. Two motor vehicle accidents happened near to each other within a short period of time. As the crew was responding to those two, a third call on Calawah Way came in.
2. Training. Chief reported that the team has completed EVIP testing. The driving portion is waiting for better weather. Firefighter 1 online training will be completed by June.
3. Equipment/Mechanic. Chief noted that turnouts have been ordered for two new recruits. He also shared that the EV plug and fire blanket have been received and are assigned to E61. Blanket weight estimate is 100+ pounds and is a two-person carry. A mock training will be scheduled soon.

Extrication equipment was donated by FD01, consisting of one spreader, one cutter, and two expanders. These are also stored in E61.

Chief Swagerty provided information about a lease-to-own program for SCBAs. After discussion, Commissioner Keen recommended waiting to discuss further until we know more about AFG possibilities.

4. Other. Chief Swagerty asked about the process for beginning stipends for the crew. He will talk with FD01 about their process. He will also begin working on cost recovery reports to help fund the stipends.

Lt. Chapman shared information about DNR red card training. Once red card status is acquired, DNR will pay crew directly for their time and pay FD06 directly for vehicle use.

Firefighter Steve Ward raised the issue of local tow truck companies not responding to calls at night. This results in long waits by crew members for out-of-area tow trucks to arrive.

Commissioner's Report

1. Radio Communications. Our scheduled class time from 5:00 to 6:30 pm on Tuesdays wound up conflicting with training subsequently scheduled for 6:15 pm in Forks. I made the decision to continue meeting at 5:00 pm each Tuesday, but to give individual subscriptions to each member of the class at a cost of \$17.40 per person. They can study on their own schedule and we can use the class time for questions and discussion.

The exam is scheduled for Saturday January 27th at 10:00 am. There will be several Clallam County Amateur Radio Emergency Response (CCARES) Volunteer Examiners coming from Port Angeles and Sequim to help administer the test. We have enough space upstairs to accommodate more than the six 3 Rivers volunteers, so we may have additional exam attendees. We'll be ready to administer exams for the Technician, General, and Extra class licenses.

Examinees will need to obtain their Federal Registration Numbers prior to the exam. Beyond that, the FCC now collects \$35 for new amateur radio licenses. The fee was mandated by Congress and went into effect April 19, 2022. Upon passing the first exam, the examinee's application is submitted by the Volunteer Examiners and processed by the FCC during which each examinee will receive a bill via email to pay the \$35 online.

Once we have our volunteers licensed, I hope to have them designated as Incident Command System radio operators. When Clallam County Emergency Management (CCEM) is overseeing a multi-jurisdictional emergency operation, they need to have a designated point of contact at the scene. The usual fire radio channels easily become overwhelmed in an emergency. Licensed radio operators have access to special reserved channels to CCEM beyond those normally used for fire communications. During the after-action review of the July 4th fire last year, Anne Chastain requested that each unit have a designated communications officer.

On December 30th Ed Bowen and five other CCARES members installed a repeater on Ellis Mountain. This will give the West End much better communication between our operational areas and will serve as an alternate option if the Gunderson repeater goes down.

Joe Wright has submitted a CCARES budget request to CCEM that includes (among other items) repairs to the HF antenna at Forks City Hall, new HF, Dual Band, and Airband radios for CCFD6 and for the Quillayute Airport.

2. Emergency Preparedness – West End Area Meeting. The December meeting was cancelled due to the holidays.
3. Solar Plus Storage Project. Aaron Trebing, ProtoGen’s Lead Data Scientist, connected with Paul Jarkiewicz, the Executive Director of the Port of Port Angeles regarding the electrical load for the hanger at Fairchild Airport. This resulted in Paul sharing the microgrid feasibility study done for Fairchild Airport by the University of Washington’s Engineering School and a possibility that ProtoGen may be engaged in one form or another if the Port decides to implement the microgrid. Aaron is also meeting with Mickey Cassar of the Pacific Northwest Seismic Network to collect solar data specific to the Quillayute Airport.

My presentation to the Chamber of Commerce on January 3rd on “revitalizing the Quillayute Airport for community resilience” has been postponed until February or March at Rod Fleck’s request so that the Forks City Council can be informed and consulted beforehand.

Other Reports – None

Old Business - None

New Business

1. Forestland Response Agreement. The amendment to the DNR Forestland Response Agreement was reviewed and approved. Commissioner Keen made a motion for Chief Swagerty to sign the agreement via DocuSign. Commissioner Rosmond seconded the motion and it was unanimously approved.

Announcements – None

Next Meeting – February 12, 2024, 13:30 pm

Meeting adjourned at 15:10

Read and approved on February 12, 2024, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson