

# CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

## Monthly Commissioner Meeting Minutes

February 12, 2024

**Meeting convened** on February 12, 2024, at 13:30, at Three Rivers Fire Hall, by Commissioner Chip Keen.

**Commissioners Present** – Chip Keen; Tom Rosmond **Absent:** Scott Horton

**Officers Present** – Aleilah P Lawson, District Secretary; Scott Swagerty, Chief; Lt. Andrew Chapman

**Other Attendees** – None

**Changes/Additions to Agenda** – None

**Minutes** – Minutes of the January 8, 2024, meeting were read, approved, and signed by all three commissioners.

### Secretary's Report

1. 2023 AFG Applications. The new grant cycle is open, with a due date of March 8th. Aleilah will work with Chief Swagerty and Chief Paul from District 1 to write the application. Commissioner Keen said Anne Chastain offered to review the application.
2. Updated Standard Operating Guidelines. Standard Operation Guidelines revisions are ongoing.

### Financial Report

1. Financial Statement. The January 2024 financial statement was reviewed and approved by all three commissioners.
2. Sixteen warrants totaling \$12,650.03 were requested on the Claims Payment Request dated 02/12/2024 as follows:
  - \$1,986.34 for firefighter gear (3 warrants)
  - \$514.24 for fuel
  - \$966.85 for radio equipment
  - \$1,450 for organizational support
  - \$350 for dispatch services
  - \$255 for training fees (3 warrants)
  - \$416.75 for utilities (2 warrants)
  - \$5,918 for upgrade to equipment cubbies
  - \$794.85 for maintenance and repair items (3 warrants)

Commissioner Rosmond 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 01/08/2024 through 02/11/2024 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 that there had been two DUIs in the past month. He and Lt. Chapman are working on cost recovery paperwork for these and other calls.
2. Training. Chief reported there are three firefighters in EMT training. Six firefighters are signing up for Red Card training in the spring. New recruits are doing really well. 11 new crew members will complete Firefighter I training by June 1<sup>st</sup>. Recent training has included life fire, search and rescue, hose drills, and hydrant drills.
3. Equipment/Mechanic. No report.
4. Other. Stipends for firefighters was discussed. It was agreed that stipends would be paid quarterly. Firefighters earn points for attending training/drill night and responding to calls. Aleilah will set up a tracking sheet. Firefighters need to submit W-9 forms to Aleilah. A new policy will need to be approved. Commissioner Keen made a motion to create a stipend program based on the point system as set forth in the relevant policy, and that said program would begin with the first quarter of 2024. Tom Rosmond seconded the motion and it passed unanimously.

Chief Swagerty shared that a new arm patch design is in the works. This led to a discussion of creating revenue streams via a District 6 Auxiliary organization to sell t-shirts, patches, challenge coins, and other fundraising items. It was agreed that the process for this needs to be well researched before moving forward with it.

Chief Swagerty discussed ordering District 6 t-shirts for the new recruits. He also brought forth the idea of having Class B uniforms for firefighters to wear in parades and at other public events.

### **Commissioner's Report**

1. Radio Communications. We held the Technician License exam on Saturday, January 27<sup>th</sup> with help from six volunteers from the Clallam County Amateur Radio Emergency System (CCARES). Five of our 3 Rivers Fire volunteers arrived for the exam, but one had to leave before the exam started due to a miscommunication about the start time. Two of our volunteers passed, the other two plan to continue studying and retake the exam via the web when they're ready.

We met last Tuesday to discuss and test radio settings and frequencies. The volunteers' hand-held transceivers are now working on the CCARES frequencies for radio-to-radio and the Gunderson repeater network.

Testing revealed that the replacement 2-meter radio on loan from Forks Hospital transmits fine but receives poorly. The audio from it can't be understood. Adding an external speaker made no difference. I've sent an email to Anne Chastain asking about another loaner that may be available from Clallam County Emergency Management.

2. Emergency Preparedness – West End Area Meeting. Lorraine Shore introduced herself as the new Undersheriff. She will oversee Emergency Management as Ron Cameron has in the past.

A surplus aid car is being converted to a portable EOC for the West End. It still needs to be wrapped with graphics. The plan is to have it stored by District 1.

Everbridge has replaced Code Red as the County's alert and warning system. Everbridge currently has access to 89,000 Clallam County contacts, which is three times the number provided by Code Red.

Clallam County's Hazardous Mitigation Plan is going to be updated this year. Jim Buck is one of the consultants responsible for the update. District 6 will be covered in the new plan, which will greatly improve our chances in future grant applications.

Five fish barrier removal projects on Hwy 101 in the West End are scheduled for this summer.

3. Solar Plus Storage Project. Andy Mackey, ProtoGen's Executive Vice-President, sent an early draft version of their feasibility report to Aleilah and me this morning, which I've forwarded to Tom and Scott for their review.

The final contract between District 6 and the Washington Department of Commerce has been signed. We will be able to submit invoices to them in the coming weeks. Aleilah will contact the Department of Commerce to set up the billing process.

4. FEMA Grant Opportunities. Our entity registration in SAM.gov has been renewed. It will expire "2025-01-30 15:48:38.692."

#### **Other Reports – None**

#### **Old Business - None**

#### **New Business**

1. Equipment purchase – communication headsets for Pumper 61. Chief Swagerty described the proposed headsets and how they are critical to code running. They are plugged directly into dispatch. There are both corded and wireless units. Commissioner

Keen made a motion to approve the purchase of the headsets. Commissioner Rosmond seconded the motion. All in favor.

2. Proposed Timber Revenue Advisory Committee. A brief discussion was held concerning the proposed committee. Commissioner Horton will represent District 6 on the committee once it is formed.

**Announcements – None**

**Next Meeting – March 11, 2024, 13:30 pm**

Meeting adjourned at 14:55

Read and approved on March 11, 2024, by:

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Commissioner Chip Keen

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Commissioner Scott Horton

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Commissioner Tom Rosmond

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District Secretary Aleilah P Lawson