

# CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

## Monthly Commissioner Meeting Minutes

**March 11, 2024**

**Meeting convened** on March 11, 2024, at 13:30, at Three Rivers Fire Hall, by Commissioner Chip Keen.

**Commissioners Present** – Chip Keen; Tom Rosmond; and Scott Horton

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

**Other Attendees** – Chief William Paul, Clallam County District 1

**Changes/Additions to Agenda** – Addition of Chief Paul's presentation re CrewForce

**Presentation – Chief William Paul** shared information about an app called CrewForce. The app provides up-to-the minute tracking, more efficient communication between dispatch and first responders, GIS for faster routing and better preparation, access to building floor places, hydrant location, and other critical information. \$500/year per device. Tablet, docking station, and charging system needed to run the app.

**Minutes** – Minutes of the February 12, 2024, meeting were read, approved, and signed by the commissioners.

### Secretary's Report

1. 2023 AFG Applications. The regional application was submitted on February 8, 2024. Aleilah expressed appreciation for the assistance received from Chiefs Swagerty and Paul, Commissioner Keen, and Anne Chastain from the Clallam County Emergency Management office.
2. 2023 Call Volume Report. Aleilah shared call volume figures for District 6 for 2021, 2022, and 2023. It was noted that there was an increase in calls for 2023. Mutual Aid reporting needs to be improved between the regional partners.

### Financial Report

1. Signature Authorization Form. The Clallam County form was updated, reviewed, and signed by the District Secretary and all three Commissioners.
2. Financial Statement. The February 2024 financial statement was reviewed and approved by all three commissioners.
3. 27 warrants totaling \$20,812.20 were requested on the Claims Payment Request dated 03/11/2024 as follows:
  - \$169.11 for office supplies (3 warrants)
  - \$357.98 for maintenance supplies (3 warrants)

- \$14,189.04 for firefighter gear (6 warrants)
- \$249.41 for fuel
- 1,752.32 for emergency headsets and interface cable (2 warrants)
- \$1,666.96 for professional fees including organizational support (3 warrants)
- \$606.67 for website fees (2 warrants)
- \$70 for training fees (2 warrants)
- \$374.36 for utilities (2 warrants)
- \$1,273.17 for annual weed control and outside maintenance (2 warrants)
- \$103.18 for annual propane tank rental fee

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

4. Chief Swagerty's timesheet covering the period of 02/12/2024 through 03/10/2024 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 it has been fairly quiet with just a few minor calls including smoke detector installations.
2. Training. Chief reported recent training includes practice in setting up an actual scene.
3. Equipment/Mechanic. Name plates for Engine 61 are in the works.
4. Other. Chief Swagerty shared that the new arm patch design has been completed and has been sent to the production company. Chief Swagerty discussed ordering District 6 t-shirts for the new recruits.

Class B uniforms were also discussed. A variety of options were considered. Chief Swagerty and Lt. Chapman will get quotes from three vendors.

### **Commissioner's Report**

1. Radio Communications. Receiving a replacement 2-meter radio from CCARES funds isn't guaranteed and isn't likely to happen soon, so Commissioner Keen is donating a Yaesu FTM-500D 2-m/70-cm dual-band HAM radio to the fire department. Both the 2-m and 70-cm bands are used for local emergency communications. The local HAM net tests them on Tuesday nights. He has been able to participate in the 2-m tests using a switch that connects the antenna on our tower between the repeater for fire communications and the used 2-m radios that we've been using previously. But he has never been able to participate in the 70-cm tests because the repeater antenna doesn't cover those frequencies. Last year,

Joe Wright donated a dual-band antenna to us than can be dedicated to the new radio. Once the weather improves, Commission Keen would like to rent the manlift again to install it on the tower. Beyond the cost of the manlift, we'll also have to buy the mount plus cabling and a polyphaser. These shouldn't be too expensive.

Jerrold Chapman has been working with Ed Bowen to test coverage of the new Ellis Mountain repeater. Commissioner Keen is looking forward to doing the same with the new radio once it is set up. He would like to give access to the upstairs office to Jerrod and Tyler (and others as they become licensed) so that they can use the radios.

2. Emergency Preparedness – West End Area Meeting. The statewide damage estimates from winter storms have exceeded the minimum amounts needed to release reimbursement funds. We can submit requests for any costs associated with weather-related calls; for example, volunteer stipends.

Commissioner Keen volunteered to be the District 6 representative for the Clallam County Multi-Jurisdictional Hazard Mitigation / Climate Resilience Steering Committee which will guide the updated hazard mitigation plan.

Warren Johnson offered the Congregational Church as the new location for West End Operational Area Meetings. Anne Chastain has accepted for at least for this month's meeting.

3. Solar Plus Storage Project. Andy Mackey sent a draft of the final report to Aleilah and me last Friday which I've forwarded to Tom, Scott, and Rod Fleck for their review. Rod and I plan to meet sometime in the next ten days to discuss presenting the report to the Forks City Council later this month and to the Chamber of Commerce on May 1st.

### **Other Reports – None**

### **Old Business**

1. Proposed Timber Revenue Advisory Committee. Commissioner Horton is the primary representative for District 6. Commissioner Rosmond is the alternate.

### **New Business**

1. Timberland Teams LLC proposed transient water system development. Various concerns re access, number and type of structures on site, building materials, and other matters were discussed. A hearing is scheduled for April 11, 2024. Questions and concerns may be submitted up to 11 days prior to the hearing. Commissioner Keen will prepare and circulate for discussion various fire safety elements that need to be included in the project's design and implementation.

2. Request for vendor space at fire station. After a brief discussion, it was agreed that other locations in the area would be more suitable for vendor sales.

**Announcements – None**

**Next Meeting – April 8, 2024, 13:30 pm**

Meeting adjourned at 14:45.

Read and approved on April 8, 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