

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

July 8, 2024

Meeting convened on July 8, 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 – None

Changes/Additions to Agenda – None

Minutes – Minutes of the June 10, 2024, meeting were read, approved, and signed by the commissioners.

Secretary's Report

1. **Cost Recovery.** Aleilah reported that payment for a January 2024 claim is in process and should be received within the week.
2. **2023 AFG Application.** No new information.

Financial Report

1. **Financial Statement.** The June 2024 financial statement was reviewed and approved by all three commissioners.
2. **Claims Payment Request.** 32 warrants totaling \$6,320.38 were requested on the Claims Payment Request form dated 07/08/2024 as follows:
 - \$309.93 for firefighter gear and fire hall supplies (2 warrants);
 - \$423.89 for fuel;
 - \$1,450.00 for organizational support (1 warrant);
 - \$1 286.25 for Solar + Storage Grant Community Outreach – Website activities (4 warrants);
 - \$331.82 for Solar + Storage Grant Community Outreach activities, partial order of Class B uniforms and community outreach bags (3 warrants);
 - \$327.21 for utilities (3 warrants);
 - \$135.00 for MRSC annual fee (1 warrant);
 - \$16.28 for monthly fee (1 warrant); and
 - \$2,040.00 for quarterly firefighter stipends (16 warrants).

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 06/10/2024 through 07/07/2024 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 responding to one BLS incident that resulted in a fatality. He also reported responding to a 30 x 60 fire at Rialto Beach and a number of minor calls.
2. **Training.** Chief reported crew members will participate in a first-aid class tomorrow. He also noted that 7 crew members have completed their EVIP training.
3. **Equipment/Mechanic.** The annual pump test will be conducted next Monday, July 15, at the Beaver Fire Station.
4. **Other.** The District participated in the annual Fourth of July parade. One car caught fire at the demolition derby. It was otherwise uneventful compared to last year's major fires.

Commissioner's Report – Commissioner Keen

1. Radio Communications

The Ellis repeater upgrade is nearly complete. It will serve as the primary 2-meter band repeater for the Clallam Bay, Ozette, Sekiu, Neah Bay areas. Currently, our 2-meter radio receives transmissions from Ellis but has been unable to send them to Ellis successfully. This is most likely due to the antenna we're using, which is optimized for the frequencies we use for fire communications.

We have a dual-band antenna that is optimized for communications with the Gunderson and Ellis repeaters as well as local communications with Forks Hospital and Forks City Hall on the 70-cm bands. Installing it on the tower will also enable us to move our fire department repeater out of the office and into the training area upstairs. It will cost about \$700 in materials plus the cost of renting the manlift to get the dual-band antenna mounted.

2. Emergency Preparedness – West End Area Meeting

Clallam County Emergency Management has signed an 18-month contract with an outside consulting firm to create a community wildfire protection plan.

Funds for the State's tsunami warning system are being redirected to include modeling of threats that originate from a distance, such as from Alaska. The existing warning siren system will continue to be maintained.

The meeting was held at the Forks Congregational Church but was very lightly attended for the second month in a row. We discussed discontinuing monthly in-person meetings in favor of quarterly in-person meetings with the intervening meetings being only on Zoom.

Other Clallam County Emergency Management News

6/26 – Meeting #4 of the Clallam County Hazard Mitigation and Climate Resilience Steering Committee to “review and discuss draft hazard profiles and vulnerability assessment approach for the Plan, walk through climate vulnerability assessment focus areas, and provide an engagement update.”

Ed Bowen asked for and received the return of the temporary ADS-B transmitter. He’s hoping that WSDOT will provide us with a permanent one. If they do, we’ll want to get it installed on our tower at the same time as the dual-band antenna.

3. Solar + Storage Project

Adding new articles is ongoing but the basic site is now complete. Aleilah has submitted a \$5,510 claim to the Washington State Department of Commerce for reimbursement.

The final milestone is Public Outreach. I’ve ordered and received 250 Emergency Preparedness Guides and an equal number of biodegradable door-hanger bags at a cost of \$391.45 and \$180.93, respectively. Both the guides and the bags are custom imprinted with the CCFD6 logo and the 3RiversFire and QA4CR website addresses.

The remaining balance of \$6,188 is available to pay for our Class B uniforms, stipends, and any other materials we want to include in the door-to-door effort. We need to decide upon these remaining items and perform the door-to-door calls before we can submit the claim for reimbursement.

Discussion: There is a need for FD06-specific handouts. Chief Swagerty suggested working with residents on creating a fire plan, including a site plan of the home/property, e.g., propane tank location, stickers in windows re children, animals in the home. The plan template can be handed out during door-to-door visits and also available on the website. Lt. Chapman suggested having a mail slot on the fire hall front door for residents to drop off completed fire plans. Creating an information board out front was also discussed. Commissioner Rosmond offered to purchase and install the mail slot.

Other Reports – None

Old Business - None

New Business

- 1. Olympic Peninsula Fire Commissioners Association (OPFCA).** Commissioner Keen shared information about the OPFCA and becoming a member of the organization. There is a \$50 per year membership fee per commissioner. Membership could be helpful to build

relationships with other districts. There are also possibilities for increased purchasing power with group purchases and potential availability of national-level training.

Commissioner Keen made a motion to approve joining OPFCA as the district's representative. Commissioner Rosmond seconded the motion. The motion passed unanimously.

2. Announcements – None

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

Meeting adjourned at 14:31.

Read and approved on August 12, 2024, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson