

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

August 12, 2024

Meeting convened on August 12, 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 – New Business, item 3, added by Lt. Chapman: Social Media Presence.

Minutes – Minutes of the July 8, 2024, meeting were read, approved, and signed by the commissioners.

Secretary's Report

1. **Cost Recovery.** Aleilah reported that payment for a second January 2024 claim has been received. The third claim submitted was for a non-insured person. This person has agreed to make monthly payments. None have been received to date.

Financial Report

1. **Financial Statement.** The July 2024 financial statement was reviewed and approved by all three commissioners. Aleilah noted that payment for the website portion of the Solar Plus grant had been received from the WA Department of Commerce.
2. **Claims Payment Request.** 16 warrants totaling \$14,283.21 were requested on the Claims Payment Request form dated 08/12/2024 as follows:
 - \$234.25 for fire hall supplies (3 warrants);
 - \$694.24 for fuel (1 warrant);
 - \$481.61 for reciprocating saw/battery (1 warrant);
 - \$1,515.00 for professional services (2 warrants);
 - \$350.00 for Q3 dispatch services (1 warrant);
 - \$10,037.00 for annual insurance coverage (1 warrant);
 - \$441.93 for utilities including phone service (4 warrants);
 - \$479.18 for annual E61 pump test & various maintenance supplies (2 warrants); and
 - \$50.00 for OP Fire Commissioners annual dues (1 warrant).

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

3. Chief Swagerty's timesheet covering the period of 07/08/2024 through 08/11/2024 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 reported that the number of calls has increased over last year's numbers, potentially tripling by year's end.
2. **Training.** Chief reported crew members participated in extrication training, cutting up a total of three cars. They used the spreaders and cutters donated by FD01. Some repairs are needed.

Lt. Chapman raised the possibility of sending three firefighters for professional extrication training and train-the-trainer certification. There are two levels of training at \$850 per person. He suggested level one training for this year and possible level two training next year. The second level is advanced training that includes extrication in large vehicles such as school buses and semi-trailers. There is a level one training in Puyallup coming up but the time is as yet unknown. In addition to coverage of the per person training fees, other expenses will include hotel rooms (2 persons per room), per diem, and mileage. The commissioners agreed pursuit is worthwhile once more details are known.

3. **Equipment/Mechanic.** The annual pump test was passed with flying colors.
4. **Other.** A few Class B uniforms are still on back order, possibly to December 2024. Chief will look into possibility of ordering from another company.

Commissioner's Report – Commissioner Keen

1. Radio Communications

On Wednesday, July 24th I met with Tom Peterson, who is the Aviation Emergency Services Program Manager for Washington State Department of Transportation. He flew into the Quillayute Airport, where I picked him up to show him the 3 Rivers firehall and radio tower. He programmed a professional-grade ADSB receiver and left it sitting in the upstairs window for the time being. On Thursday, August 1st I signed the agreement with WSDOT and emailed it to Tom. On Tuesday, August 6th I received the return signed agreement with WSDOT. Tom will be available to finish the installation after the 20th of this month. The flight tracking can be viewed at <https://globe.adsbexchange.com/>

I've continued to work with Ed Bowen, Joe Wright, and Clallam ARES for help with installing our 2m/70cm antenna on our tower. They will provide the cabling, lighting protector, and miscellaneous hardware to us at no cost. Glenn Beach from CCARES asked me to order the items and bill them for repayment. I've ordered them and billed the cost to my personal account.

2. Emergency Preparedness – West End Area Meeting

Another North Olympic Peninsula Energy Futures Convening is being planned for some time this October. It will likely be two days long instead of one. It will include workshops on how to apply for grants. For example: how to fulfill FEMA's Benefit Cost Analysis (BCA) requirement.

The Washington Department of Commerce is hiring an attorney to help guide local entities on how to receive tax credit funds if they qualify for solar credits.

SWCA Environmental Consultants out of Seattle have been hired to guide creating of a County-wide Wildfire Plan. This is expected to be a 14-month process. A steering committee is being formed. The Plan will support funding (as it becomes available) for Wildfire protection.

Tannis Sears, the Guaranteed Income Program Manager at Olympic Community Action Programs (OlyCAP), reports that portable air conditioners are available for free to low-income households. Forms are available at www.olycap.org

Other Clallam County Emergency Management News

The facilitators for the Hazard Mitigation and Climate Resiliency plan update have asked the citizens of Clallam County to complete their recent Climate Resiliency survey at [CLALLAM COUNTY CLIMATE ELEMENT \(arcgis.com\)](http://CLALLAM COUNTY CLIMATE ELEMENT (arcgis.com))

3. Solar + Storage Project

I've continued to add articles to QA4CR.org. Tyler Maxfield plans to put me in touch with his grandfather and great aunt so that I can get a more complete story of how the Army requisitioned their property.

4. Hazard Mitigation Assistance / HMA Pre-Application Form

Diane and Justine from CCEM encouraged me on July 25th to contact Rod Fleck and work with him to apply for a FEMA Hazard Mitigation Grant, which had a pre-application due date of August 9th. I met with Rod on August 1st at City Hall. We agreed that I would complete a pre-application submission for powering a well at UIL and he would complete one for a study that will pull together the various projects needed to restore the groundside facilities at UIL. After consultation with CCEM, ProtoGen Energy, and Rod Fleck, I submitted the pre-application on August 8th.

Commissioner Keen made a motion to move forward with the formal Hazard Mitigation Assistance application if the pre-application is accepted by FEMA. Commissioner Rosmond seconded the motion. The motion was passed unanimously.

Other Reports – None

Old Business

1. Door-to-Door handouts for public outreach. It was agreed that fire plan template would be created and handed out to residents during the door-to-door canvassing in September. The inclusion of window stickers to alert firefighters to the presence of children, disabled people, pets, and farm animals was also discussed.
2. Door slot installation. The new door slot has been installed. It was noted that the slot opening was slightly stiff for delivering one piece of paper through it but still quite workable.

New Business

1. Cost Recovery Rescue Billing. Per the request of Chief Swagerty, it was agreed that cost recovery services be expanded to include beach, river, and wilderness recovery services. Aleilah presented an amendment to the original PSA with the cost recovery company together with a resolution authorizing the expansion of billing and collection policies to include the rescue response services. After review and discussion of the documents, it was agreed to adopt the amendment and resolution.

Commissioner Keen made a motion to approve the adoption of Amendment No. 1 to the Professional Service Agreement between Clallam County Fire Protection District No. 6 and Systems Design West LLC and Resolution 2024.02 to expand the cost recovery program to include rescue response services and setting billing and collection policies for the delivery of said services. Commissioner Rosmond seconded the motion. The motion passed unanimously.

2. Replacement Tender. Commissioner Keen spoke to the wisdom of gathering information on what is needed in a new tender before the 2024 AFG applications becomes available in January 2025. He requested that Chief Swagerty, Lt. Chapman, and Engineer (?) Chapman work with him to define what is needed, create a specific list of what is needed, and, if possible, collect a few quotes to inform the AFG request.
3. Social Media Presence. Lt. Chapman raised the possibility of creating a CCFD06 Facebook page. It would be an excellent outlet to engage the local community in fire safety and other critical areas. It was agreed that Lt. Chapman, Firefighter Michael Erbland, and Aleilah will be the admins for the page.

Announcements – Commissioner Rosmond recommended the purchase of new burn ban banners. It was agreed they need replacement. Aleilah will order them forthwith.

Next Meeting – September 9, 2024, 13:30 pm

Meeting adjourned at 14:45.

Read and approved on September 9, 2024, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson