

# CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

## Monthly Commissioner Meeting Minutes

January 13, 2025

**Meeting convened** on January 13, 2025, at 1:30, 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

**Other Attendees** – none

**Changes/Additions to Agenda** – None

**Minutes** – Minutes of the December 9, 2024, meeting and December 17, 2024, special meeting were read, approved, and signed by the commissioners.

### Secretary's Report

1. **2024 AFG update.** Aleilah reported that the 2024 application was submitted in a timely fashion.
2. **Cost Recovery Updates.** Aleilah reported that an outstanding cost recovery item is moving forward. A second item is in limbo due to the lack of insurance information. The question was raised about repercussions for parties who do not respond to requests. Aleiah will contact the cost recovery agency for more information.

### Financial Report

1. **Financial Statement.** The December 2024 financial statement was reviewed and approved by all three commissioners. Aleilah noted that the statement is based on preliminary end-of-year information received from the county. An updated statement will be provided if changes are needed.
2. **Claims Payment Request.** 15 warrants totaling \$7,658.87 were requested on the Claims Payment Request form dated 12/09/2024 as follows:
  - \$2,260.00 for 2025 disability insurance (1 warrant);
  - \$52.95 for office supplies (1 warrant);
  - \$328.76 for fuel (1 warrant);
  - \$1,450.00 for organizational support services (1 warrant);
  - \$210.86 for website – to be reimbursed (1 warrant);
  - \$449.26 for utilities (3 warrants);
  - \$1,683.00 for 2024 fire hall and grounds maintenance (1 warrant);
  - \$543.74 for annual fire extinguisher maintenance and small engine repair (3 warrants); and
  - \$680 for annual professional organizations dues (3 warrants).

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

3. Chief Swagerty's timesheet covering the period of 12/09/2024 through 01/12/2025 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 continued to slow down over the last month. Forks EMS has been shorthanded so FD06 provided mutual aid support.
2. **Training.** Chief reported the annual Fire Behavior class, part 1, Stop the Bleed Class will be offered 01/14/2025.
3. **Equipment/Mechanic.** Nothing to report.
4. **Other.** Firefighter Bridget Soha and Chief Swagerty participated in a community food drive on December 27, 2024. Donations received totaled \$2,100 in cash and 400 pounds of food.

Chief asked if the monthly commission meeting could be changed to later in the day. After discussion, it was agreed that monthly meetings will now be held on the second Tuesday of the month at 3:00 pm. Aleilah will prepare a resolution re same for the February meeting.

### **Commissioner's Report – Commissioner Keen**

#### **1. Radio Communications**

The Gunderson repeater was offline from December 16<sup>th</sup> until January 5<sup>th</sup>. This affected outgoing radio transmissions for ARES members to the EOC.

#### **2. Emergency Preparedness – West End Area Meeting**

The December meeting was a combined meeting for all of the Operational Areas. Lit Dudley from the Washington Department of Transportation and Reid Wolcott from the National Weather Service gave comprehensive presentations.

DOT is well prepared for snow and ice conditions in our area. The emergency contact phone for WSDOT is the same that Chief Swagerty has on his Contacts list.

The NWS is upgrading the accuracy and detail of their forecast zones starting in March. For example, Lake Crescent is currently combined with the Olympics but has its own zone in the new model. Nomenclature for heat and cold events will be changed for clarity. More immediately interesting is the availability of Flood Inundation Mapping (FIM) and the ability for emergency managers to request a FIM review (forecast) of an anticipated flood event (e.g., the Bogachiel closing the La Push road and threatening the residents of our low-lying areas). I reached out to Reid requesting participation in NWS Chat 2.0 so that I can participate in the service and am now linked in via Slack.

The long-term prediction for December through February for Western Washington is for below normal temperatures and above normal precipitation.

**Commissioner Horton Report** – 12/16/2024 Revenue Advisory Committee meeting. No direct relevance to FD06.

**Other Reports – None**



### Old Business

1. **DNR Surplus Update** – Chief Swagerty reported that DNR has granted the FD06 request for a surplus deck. The commissioners signed the necessary paperwork for receiving the deck. The deck is required to be in service within one year of delivery. Additionally, 10 radios were received from Olympic Region DNR in Forks.

DNR will release a PPE grant application in February. Chief will monitor this. The commissioners asked Chief to attend the DNR regional chiefs summit in April.

2. **Smoke Alarm Distribution** – Chief Swagerty reported that District 1 received a new shipment of smoke alarms for community distribution. Chief will set a weekend to meet with community members to install the new alarms.
3. **WSRB Rating**. Chief Swagerty received the WSRB report which indicated an official rating of 7. The report described various areas that could be improved. Chief will create a plan for improvements to work on quarterly. WSRB will be notified as changes and improvements are completed.
4. **3 Rivers Auxiliary Update** – Maria Soha agreed to take the lead for creating the 3 Rivers Auxiliary. Aleilah will assist the Auxiliary in drawing up the documents needed to be an official organization.

### New Business

1. **NFIRS to NERIS Incident Reporting Transition**. Aleilah shared that the current NFIRS system for reporting incident reports to FEMA will be replaced with the new NERIS system. Aleilah and Chief Swagerty will work together on the transition to the new system.

**Announcements** – none

**Next Meeting – February 11, 2025, 3:00 pm**

Meeting adjourned at 2:46 pm.

Read and approved on February 11, 2025, 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