

# CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

## Monthly Commissioner Meeting Minutes

**February 11, 2025**

**Meeting convened** on February 11, 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; Chief Scott Swagerty; Lt. Andrew Chapman

**Other Attendees** – none

**Changes/Additions to Agenda** – None

**Minutes** – Minutes of the January 13, 2025, meeting were read, approved, and signed by the commissioners.

### Secretary's Report

1. **2024 AFG update.** Aleilah reported that the initial review of 2024 applications is in process. 7,176 applications totaling \$4 billion were submitted to FEMA.
2. **Cost Recovery Updates.** Aleilah reported on the process to update the district's current billing policies to include a provision for claims to be sent to a collection agency. After discussion, it was agreed to amend the cost recovery billing policies to include provision for sending claims outstanding more than 30 days after the fourth invoice is sent to the liable party to a collections agency for further action. A resolution to this effect will be presented at the next meeting, March 11th.

### Financial Report

1. **Financial Statement.** The January 2025 financial statement was reviewed and approved by all three commissioners.
2. **Claims Payment Request.** 26 warrants totaling \$4,491.21 were requested on the Claims Payment Request form dated 02/11/2025 as follows:
  - \$75.99 for office supplies (1 warrant);
  - \$357.71 for fuel (1 warrant);
  - \$1,450.00 for organizational support services (1 warrant);
  - \$210.86 for website – to be reimbursed (1 warrant);
  - \$10.50 for WSP collision report (1 warrant);
  - \$500.00 for dispatch services (1 warrant);
  - \$349.14 for utilities (3 warrants);
  - \$285.89 for outdoor light replacement (1 warrant); and
  - \$11.12 for de-icer (1 warrant); and
  - \$1,240.00 for 2024 Q4 stipends (15 warrants).

Commissioner Keen 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 01/13/2025 through 02/10/2025 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 recent calls included snow responses, BLS calls, and a mobile home park fire.
2. **Training.** Chief reported that District 1 will be offering an introductory class on Swift-Water Rescue support. The class will focus on how non-certified personnel can support rescue services when needed.
3. **Equipment/Mechanic.** Randall Anderson will be providing mechanic's services for District 6. He will be replacing the treadle air valve for E61. Chief also reported that the annual pump test will be happen in May this year.
4. **Other.** Chief reported that the DNR 2025 Volunteer Firefighter Assistance grant will open on February 18, 2025. District 6 will be applying for wildland fire PPE for red card volunteers. The grant provides funding of \$3,300 with a \$3,300 match from the district.

Lt. Chapman reported that the new mailbox has been installed. Mail will be forwarded from the PO box in Forks. Aleilah will cancel the PO box and notify vendors and various agencies of the mailing address change.

Lt. Chapman shared that Narcan is now available through the City of Forks. District 6 vehicles will be outfitted with Narcan.

District 1 has applied for an EMS license and has purchased an ambulance.

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

1. **Radio Communications** – Nothing new to report.
2. **Emergency Preparedness – West End Area Meeting.** Location: Forks Congregational Church. Attendees: Pastor Warren Johnson, Diane from NOLS, Christi Baron, Katie Kruger, Chip Keen
  - The Multi-Jurisdictional Hazard Mitigation Plan has been submitted to FEMA and the State for approval.
  - The new EOC project is still in the detailed design stage. The new projected cost is approximately \$20M.

- The County Emergency Preparedness Assessment (CEPA) documentation required by the Washington State Military Department for standing in all funding requests will be person-to-person meetings for all emergency management entities. They will start this year, timing still TBD. Meetings will be held in Port Angeles and via Teams as needed.
- FEMA Youth Emergency Preparedness Council is a program for students in grades 8 through 11. Applications close on March 3<sup>rd</sup>. Warren, Diane, and Christi proposed promoting the program as the basis for Senior Projects.
- 2025 Emergency Management Exercises are planned to start as table tops then progress to a functional (live) exercise in the Fall. The purpose will be to assess the Comprehensive Emergency Plan. The exercise will include fire and police departments, the PUD, WSDOT, ARES, and others.
- NOLS will be promoting emergency preparedness during the year at all of their locations.
- Jeremy Jacobs, from CCFD3, will be the HazMat Chair for developing local emergency management plans and helping emergency responders with training and equipment (e.g., PPE for HazMat response).

### **3. Other**

I will give a presentation at the ONRC on the 20th of this month about Quillayute Airport. It includes all of what I presented to the Chamber of Commerce last year and adds sections on the Airport history and the current plans for its improvements.

### **Commissioner Horton Report – None**

### **Other Reports – None**

### **Old Business**

1. **DNR Surplus Update** – Chief Swagerty reported that DNR will deliver the new deck from Olympia. The delivery schedule is in progress.
2. **Smoke Alarm Distribution** – Chief Swagerty will reach out to the local Red Cross for smoke alarms to distribute in the district.
3. **WSRB Rating**. Chief Swagerty reported that training materials need to be returned from the auditor.
4. **3 Rivers Auxiliary Update** – No new information.

### **New Business**

1. **Meeting Date/Time Change Resolution** – Following a discussion to change date and time of the monthly commission meeting, Commissioner Keen made a motion to change the date

and time to the second Tuesday of the month at 3:00 pm. Commissioner Horton seconded the motion. The motion was passed unanimously.

2. **Fire Station Statistics Survey for Community Wildland Fire Protection Plan** – Commissioner Keen’s responses to the survey were reviewed and agreed upon. It was noted that District 6 has 5 certified Red Card holders. All of them will recertify this year.
3. **DNR Red Card Submittal Form** - The form was reviewed. Chief Swagerty and Lt. Chapman will complete and submit the form.

**Announcements** – There will be a Volunteer Fair at the Congregational Church, February 22<sup>nd</sup>, 10 am to 2 pm.

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

Meeting adjourned at 4:08 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