

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

June 10, 2025

Meeting convened on June 10, at 3:00, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen and Scott Horton

Officers Present – Aleilah P Lawson, District Secretary; Chief Scott Swagerty; Capt. Cordy Brickey; Lt. Andrew Chapman; Lt. Devon Hoyt

Other Attendees – none **Changes/Additions to Agenda** – None

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

Secretary's Report

1. **Annual Report Files.** Aleilah reported that the 2024 Annual Report was submitted to the State Auditor's Office.
2. **Policy 2024.02 re Volunteer Compensation.** Aleilah shared a copy of the policy on volunteer compensation for review.
3. **New email address.** Aleilah's email address is now admin@3riversfire.org. The website has been updated. All Contact messages submitted through the website will now come directly to Aleilah.
4. **Auxiliary Formation Process Guidelines.** Aleilah shared guidelines for the formation process of creating an auxiliary organization. She noted the sequence of necessary steps that need to be completed before a 501(c)3 can be created. Commissioner Keen shared that a community member recently gave a donation to the district and is interested in participating in the auxiliary when formed. Chief Swagerty shared that Firefighter Bridgette Soha will be reaching out to invite additional community members. Creating the auxiliary is in discussion at officers' meetings.

Financial Report

1. **Financial Statement.** May 2025 financial statement was reviewed and approved by Commissioners Keen and Horton.
2. **Claims Payment Request.** 10 warrants totaling \$6,808.74 were requested on the Claims Payment Request form dated 06/10/2025 as follows:
 - \$3,367.80 for firefighter gear including wildland fire gear (two warrants);
 - \$303.81 for fuel;
 - \$1,450.00 for organizational support;
 - \$922.23 for dispatch services (two warrants);
 - \$292.14 for utilities (3 warrants); and

- \$482.76 for Rescue 61 maintenance

Commissioner Keen 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 05/13/2025 through 06/09/2025 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 it was a slow month.
2. **Training.** Chief reported there will be a live fire training in the near future. It will be the last one of the season. Lt. Chapman reported he has been working with La Push Fire Department with a focus on beach fires. LPPD has requested additional training.
3. **Equipment/Mechanic.** Resue 61 water leak is repaired.
4. **Other.** Chief reported that DNR is awarding \$10,000 in grant funds for the purchase of a pump and other expenses for the recently acquired deck.

Lt. Chapman reported that Bruce Paul at Forks Outfitters has offered to donate the paint needed to paint the fire station/hall. Olympic Correctional Center will provide workers to do the painting.

District 1 is hosting an awards ceremony this Saturday. District 6 is hosting an awards cook out on August 2nd. Folks are encouraged to sign up for food donations for the cook out.

District 6 firefighters will participate in the Forks High School senior send off tomorrow.

Commissioner's Report – Commissioner Keen

1. Radio Communications

The Conex for UIL has been ordered and is due to arrive before the end of the month. The interior finish had to be dropped from the purchase order due to Auditor limits on purchases from a single vendor, but the electrical, windows, security screens, and door are all included. Frank Amsdil has cleared the concrete pad of brush. He plans to return with his excavator to move the water tank to an upright position.

2. Emergency Preparedness – West End Area Meeting. Location: Virtual

Clallam Wildfire Protection Plan: The face-to-face meeting was held at the EOC in Port Angeles. It was well attended except for West End representatives. Rod Fleck was the only attendee from west of the Elwha River. Districts 1, 4, 5, and 6 were unrepresented, as were the tribes. The organizers spent time doing drive-by assessments of the West End but missed some critical features. Video and notes of the meeting are available at this link:

[Wildfire Protection Plan](#)

Clallam County Hazard Mitigation Plan: No news from FEMA about reviewing it.

New Position: CCEM is still seeking applicants.

CEPA (Community Emergency Preparedness Assessment): The review that I attended in Port Angeles last month is now complete. The facilitator from Washington Military gave it a favorable review.

Upcoming Trainings: None mentioned.

3. **Other**

Michael Carlson has donated \$250 to our fire department. I invited him to help form the 3 Rivers Fire Auxiliary. He's willing to help in a limited capacity but doesn't have the time to lead the organization.

I submitted a request for 10 drysuits for our Swiftwater Search and Rescue Crew under the Title III NFS grant program. The application period ended at noon on June 4th, I hand delivered the application on the 3rd. Electronic submissions were not allowed.

WFCA Online Classes at No Cost:

"Our collection of class recordings and webinars is available at no cost to small member districts (those with an assessed value of \$100 million or less). Looking to dive into levies, explore grant writing, or learn about PTSD peer support programs? We have classes on these and so much more! Each session includes video recordings and the accompanying handout, all organized on one easy page, right at your fingertips. https://458rl1jp.r.us-east-1.amazonaws.com/L0/https://www.wfca.wa.gov/members/group_content_view.asp?group=261874&id=1124550/1/010001973b90e6c1-ef6e1c27-5568-4777-81f3-07ca12581a38-000000/nOREUrlttQiEOnU2G5BQePLIGy4=429"

Commissioner Horton Report – RAC Meeting 05/19/2025

Commissioner Horton reported that mill tours have been planned but may be cancelled due to lack of sign-ups. The DNR timber sales report was reviewed as well as the status of trust lands. Encumbered lands updates are still in the hands of attorneys. Picture Mora is a stalled timber sale that may be in District 6. There are currently 33 active timber sale lawsuits. Each separate lawsuit is a separate county. RAC meetings are changing to quarterly meetings beginning in August 2025.

Other Reports – None

Old Business - None

New Business

1. **MRSC Rosters Renewal**. Commissioner Keen made a motion to approve the annual renewal of MRSC Rosters. Commissioner Horton seconded the motion. The motion passed unanimously.

Announcements - None

Next Meeting – July 8, 2025, 3:00 pm

Meeting adjourned at 4:27 pm.

Read and approved on July 8, 2025, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson