

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

7810 La Push Road • Forks WA 98331 • www.3riversfire.org

Monthly Commissioner Meeting Minutes

July 8, 2025

Meeting convened on July 8, 2025, at 3:00 pm, 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** – Removal of Auxiliary discussion.

Minutes – Minutes of the June 10, 2025, meeting were read, approved, and signed by the commissioners and district secretary.

Secretary's Report

1. **Cost Recovery Update.** Aleilah reported on recent payments received and one claim that was denied. It was agreed that, in keeping with the policy on cost recovery, the party with the denied insurance claim will be billed directly.
2. **PO Box Closed** and all mail has been directed to the fire hall, 7810 La Push Road. Lt. Chapman noted that additional keys for the mailbox are being ordered.

Financial Report

1. **Financial Statement.** June 2025 financial statement was not available due to the meeting occurring before the county reports were available.
2. **Claims Payment Request.** 9 warrants totaling \$2,435.31 were requested on the Claims Payment Request form dated 07/08/2025 as follows:
 - \$211.68 for fire hall supplies;
 - \$321.97 for fuel;
 - \$1,450.00 for organizational support;
 - \$279.67 for utilities (3 warrants);
 - \$36.99 for minor vehicle repair supplies (two warrants; and
 - \$135.00 for MRSC annual renewal fee.

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

3. **Payroll Certification.** Chief Swagerty's time sheet covering the period of 06/09/2025 through 07/07/2025 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 has been unseasonably quiet. A dumpster fire and a few motor vehicle accidents were responded to.
2. **Training.** Chief reported three or four crew members are taking SAR training and will be certified by Olympic National Park.
3. **Equipment/Mechanic.** Rescue 61 fuel filter was installed. E61 pump test is scheduled for July 16th.
4. **Other.** Chief reported Rescue 61 participated in the Fourth of July parade. District 6 received a special award for participation. He is in charge of/running the Fire side for the monthly drag races. Additionally, he will provide support for the upcoming Quileute Days, closing down the point in the morning for fireworks technicians to set up and being onboard during the fireworks display in case fire containment services are needed.

Lt. Chapman described a webinar he attended on the transition from NFIRS to NERIS. Lt. Hoyt has also signed up for the webinar. All NFIRS reports must be filed before October 2025. He also shared that a new refrigerator was donated to the fire hall.

Commissioner's Report – Commissioner Keen

1. Radio Communications

The Conex for UIL hasn't yet been delivered. Frank Amsdil has moved the water tank to an upright position. I'm hoping to get it filled up with water as a Tuesday night exercise. Chief will talk with Paul Hampton, City of Forks, re connecting the water.

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

Clallam Wildfire Protection Plan: This may evolve into a joint operating group with WSDOT, Jefferson, Kitsap, and perhaps Grays Harbor and Mason counties as well.

Clallam County Hazard Mitigation Plan: FEMA has reviewed it, requested minor changes, which Diane Harvey has made.

New Position: CCEM is still seeking applicants. 39 applicants have been narrowed down to 11 for further vetting.

Training: A two-hour tabletop exercise is planned for either later this month or sometime in August. Its purpose is to test Operational Area/EOC Interfaces during a disaster.

Next Operational Area Meeting: September 25

3. Other

My request for 10 drysuits for our Swiftwater Search and Rescue Crew under the Title III NFS grant program is still under review.

I've signed up for an online class offered by the Fire Safety Research Institute, "NERIS in Action: Regional Onboarding, Analytics, and the Future Roadmap" scheduled for Tuesday, July 29th.

Commissioner Horton Report – RAC Meeting 05/19/2025

Commissioner Horton provided information on timber and property tax funding. He presented a spreadsheet of data from the Clallam County Treasurer's 2025 Tax and Timber Report. Data for property tax and DNR timber funds for each of the six Clallam County fire districts was reviewed and discussed. Commissioner Horton also presented two county maps showing the area for each fire district and areas throughout the western end of the county that produce timber dollars. The possibility of expanding the district and/or raising a bond were discussed.

Other Reports – None

Old Business

- 1. Generator Monitor and Maintenance Assignment.** Commissioner Rosmond revisited the need for a generator custodian. Chief will recruit a crew member and train them on the maintenance process. Commissioner Rosmond is available to help with the training.
- 2. Auxiliary Formation Status.** It was agreed to move forward with auxiliary discussions outside of commission meetings.

New Business - None

Announcements - None

Next Meeting – August 12, 2025, 3:00 pm

Meeting adjourned at 4:10 pm.

Read and approved on August 12, 2025, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson