

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

September 9, 2025

Meeting convened on September 9, 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** – Add Audit and Website Security to New Business

Minutes – Minutes of the August 12, 2025, meeting were read, approved, and signed by the commissioners and district secretary. Commissioner Keen made the motion to approve the minutes. Commissioner Horton seconded the motion. All three commissioners voted in favor of approving the minutes as presented.

Secretary's Report

1. **Cost Recovery Update.** Aleilah shared that dispatch calls for service are needed to accompany the cost recovery claims. Chief Swagerty stated that the call for service for the recent beach rescue claim had not yet been received.
2. **Insurance Update.** Aleilah reported the property schedule with Enduris has been updated. The generator has been relocated to Schedule Number 611-3, Fire Station.
3. **NFIRS Status.** Aleilah reported that she spoke with James Ross, Assistant Deputy State Fire Marshall, NERIS Representative, about the process and timeline for the adoption of NERIS. The switch from NFIRS to NERIS will occur on January 31, 2025, at midnight. All NFIRS incident reports through January 31, 2025, must be in the NFIRS system by that time. The district will designate two users for access to NERIS. Aleilah is designated as User 1 and requested the User 2 be assigned. Chief Swagerty designated Devin Hoyt to be User 2. Aleilah also shared that there is a wealth of information including videos at <https://neris.fsri.org/>

Financial Report

1. **Financial Statement.** The August 2025 financial statement was reviewed. Commissioner Rosmond made a motion to approve the August 2025 financial statement as presented. Commissioner Horton seconded the motion. The motion was unanimously approved by all three commissioners.

2. **Claims Payment Request.** 12 warrants totaling \$3,481.25 were requested on the Claims Payment Request form dated 09/09/2025 as follows:

- 1) \$25.74 for oil;
- 2) \$160.66 for volunteer firefighter appreciation items;
- 3) \$430.95 for fuel;
- 4) \$8,68.79 for replacement air compressor;
- 5) \$76.57 for air compressor supplies;
- 6) \$9.24 for additional air compressor supplies;
- 7) \$99.75 for firefighter gear;
- 8) \$80.00 for Clallam County payroll administration fees;
- 9) \$1,450 for organizational support;
- 10) \$87.44 for Clallam County PUD utilities;
- 11) \$72.12 for mobile phone and iPad connection services; and
- 12) \$120.00 for internet connection services.

Commissioner Horton moved to approve items 1 through 12 of the 09/09/2025 Claims Payment Request. Commissioner Keen seconded the motion. The motion was approved and the Claims Payment Request was signed by all three commissioners and the district secretary.

3. **Payroll Certification.** Chief Swagerty’s time sheet covering the period of 08/12/2025 through 09/09/2025 was approved and signed by Lead Commissioner Keen. Commissioner Rosmond made a motion to approve the Payroll Certification for the above time period. Commissioner Keen seconded the motion. The motion was approved and signed by all three commissioners for submission to the county for processing.

4. **Approval for Payment.** The following voucher/warrants as described above are approved for payment:

65161.000	Total
Voucher (Warrants)	
Numbers: 1 through 12	\$3,481.25
Payroll Warrant	
Number: 1	268.62

Chief’s Report

1. **Incidents/Calls.** Chief Swagerty reported that calls continue to be considerably below average. District 6 responded to a Second Beach rescue and a CPR call at Rialto Beach.
2. **Training.** Chief reported that the crew had pump and hose operations refresher training at the airport that included filling the water tank. Lt. Chapman reported that he is

participating in an EMT class that began September 6, 2025. Once certified, he will be able to work through District 1 and do per diem calls with Forks Hospital.

3. **Equipment/Mechanic.** E61 has an electrical issue that needs to be resolved.
4. **Other.** Chief shared the following:
 - There are two new recruits. Aleilah will order training manuals for them.
 - The district has received surplus SCBA parts from District 1.
 - The awards ceremony on August 31, 2025, was a success with about 45 attendees.
 - Bruce Paul, Forks Outfitters, donated about \$1,000 worth of paint to refresh the station's exterior walls.

Commissioner's Report – Commissioner Keen

1. **Radio Communications** – The new Conex box has been painted. Surrounding brush and tree impediments have been dealt with.
2. **Emergency Preparedness** – no meeting or updates
3. **Other** -The new air compressor is not working. Commissioner Keen is in conversation with the company to troubleshoot the problem.

Commissioner Horton Report – RAC meeting 8/24/2025. The following four agenda items were discussed:

1. Forest inventory for “structurally complex, SC” and status of paused sales - inventory analysis is close to completion so a decision is coming soon. Analysis suggests that DNR “Straits District” has more SC than previously thought.

Relevant to this topic, the RAC unanimously supported a letter to our County Commissioners that recommends they formally request DNR to move the paused sales forward and other remedies for lost income to county beneficiaries. The letter is attached, RAC letter 8-18-25.

On August 26, the Commissioner of Public Lands announced his decision based on the analysis, I attached the press release, “Commissioner Upthegrove Takes Bold Step...” which is very informative although quite a sales pitch too. There is a link at the end that takes you to a beautiful map of the analysis results across all the state forests. In short, the decision “conserves” 77,000 acres of structurally complex forests, out of 106,000 acres identified in the analysis - thus 29,000 acres of these forests are available for harvest. We will learn the specifics of this at our next meeting 9/22/25.

2. DNR Forest Practices program which regulates all non-federal, non-tribal lands are considering an expanded riparian buffer around perennial, non-fish-bearing water. No

impact to DNR revenue, small impact to overall timber revenue, potentially larger impact for some small landowners.

3. Funding for Encumbered Lands - DNR just purchased 1600 acres of timberland in Clallam County, \$8.3 million, for county beneficiaries. Junior taxing district will benefit proportional to how “encumbered” their lands are. We will benefit directly from this, DNR’s analysis will inform.
4. Title III funds - \$156 thousand available, our dry suit application is near the front of the line.

The next meeting on September 22nd should be interesting.

Commissioner Rosmond also commented on a letter from the county commissioners to Public Lands Commissioner Upthegrove thanking him for unfreezing several timber sales in Clallam County.

Other Reports – None

Old Business

1. **2025 Budget Planning.** Commissioner Keen led a discussion on the need for an austerity budget for 2026. DNR projections for 2026 are quite low and not expected to increase in the near term. Grants have essentially evaporated. Commissioner Keen shared a draft worksheet for the proposed budget. Recommended changes include a reduction in most of expense categories, including elimination of funding for the district secretary position. Commissioner Keen noted that he will be responsible for the elements needed for the monthly financial report and requested a volunteer for taking minutes at the monthly meetings. Possibilities for increased revenue were discussed, including the possibility of requesting voter approval of a levy lift in the 2026 general election. If successful, the increase in property taxes would begin in 2027. Commissioners and district officers were encouraged to review the draft budget proposal and be prepared to finalize the 2026 budget at next month’s meeting.

New Business

1. **Audit.** Commissioner Keen reported the receipt of an email from the State Auditor’s department. The accompanying Entrance Letter noted the scope of the audit is 2022-2024. The estimated fee for the audit is \$1,950.
2. **Website Security.** Aleilah reported the discovery of an unknown forwarding order on the Bluehost website account. She will delete the order and block the address included in the forwarding order. She will also upgrade security elements on the website.

Announcements – none

Next Meeting – October 14, 2025, 3:00 pm

Meeting adjourned at 4:36 pm.

Read and approved on October 14, 2025, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson