

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

October 14, 2025

Meeting convened on October 14, 2025, at 3:04 pm, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen; Scott Horton

Officers Present – Aleilah P Lawson, District Secretary; Chief Scott Swagerty; Lt. Andrew Chapman; Firefighter Michael Erbland

Other Attendees – none **Changes/Additions to Agenda** – New Business, item 2, Cybersecurity Policy.

Minutes – Minutes of the September 9, 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. Commissioners Keen and Horton voted in favor of approving the minutes as presented.

Secretary's Report – none

Financial Report

1. **Financial Statement.** The September 2025 financial statement was reviewed. Commissioner Horton made a motion to approve the September 2025 financial statement as presented. Commissioner Keen seconded the motion. The motion was unanimously approved by Commissioners Horton and Keen.
2. **Claims Payment Request.** 7 warrants totaling \$1,865.91 were requested on the Claims Payment Request form dated 10/14/2025 as follows:
 - 1) \$95.16 for fuel;
 - 2) \$21.78 for computer repair;
 - 3) \$12.90 for annual website security fee;
 - 4) \$1,450 for organizational support;
 - 5) \$93.92 for Clallam County PUD utilities;
 - 6) \$72.15 for mobile phone and iPad connection services; and
 - 7) \$120.00 for internet connection services.

Commissioner Keen moved to approve items 1 through 7 of the 10/14/2025 Claims Payment Request. Commissioner Horton seconded the motion. The motion was approved and the Claims Payment Request was signed by Commissioners Keen and Horton and District Secretary Lawson.

3. **Payroll Certification.** Chief Swagerty’s time sheet covering the period of 09/10/2025 through 10/13/2025 was approved and signed by Lead Commissioner Keen. Commissioner Horton 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 Commissioners Horton and Keen and District Secretary Lawson 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 7	\$1,865.97
Payroll Warrant	
Number: 1	268.62

Chief’s Report

1. **Incidents/Calls.** Chief Swagerty and Captain Chapman reported an increase in incidents/calls. District firefighters responded to a three-car collision at Third Beach; a DUI-related motor vehicle accident; a small brush fire and a chicken coop structure fire; and pack outs from Rialto, Second, and Third Beaches.
2. **Training.** Chief reported that the annual fire behavior class will be offered tonight. Annual CPR-AED training will be scheduled in the near future.
3. **Equipment/Mechanic.** E61 electrical issue has been resolved with a new generator, air filter, and spark plug. The new air compressor is defective. Chief will contact tech support.
4. **Other.** Commissioner Keen shared copies of the NERIS preparation handouts and encouraged the officers to be sure the needed information is gathered in good time.

Commissioner’s Report – Commissioner Keen

1. **Radio Communications** – Commissioner Keen contracted with Johnson Electric Co. in Port Angeles to connect the Conex to the unused balloon building circuit at UIL. He noted he will pay for this personally from his Board of Volunteer Firefighters retirement funds.
2. **Emergency Preparedness** – Cancelled until October 30, 2025.
3. **Other**
 - The Title III NFS grant has been accepted by the County Commissioners and is awaiting a contract for completion.
 - Annual renewal of the district’s entity registration in SAM.gov is due by December 6, 2025. Commissioner Keen will make the renewal in early November 2025.

- A thank-you letter to Bruce Paul for donation of exterior paint for the fire station was discussed.

Commissioner Horton Report

1. RAC meeting on September 22, 2025, included the following:
 - David Hurn, DNR, shared a Power Point presentation providing an overview of the process for determining timber sale value.
 - DNR identified 106,000 acres of "structurally complex" forest which satisfied the issue that led to the court cases holding up over twenty timber sales statewide. Commissioner Upthegrove released 29,000 acres of these forests for timber harvest, including the Clallam County sales that were in court. His order "conserved" 77,000 acres and directed DNR staff to discover means other than clearcutting (DNR's variable-retention harvests) for generating revenue from them.

Approximately 4,000 acres of Clallam Co. timberland are among those 77,000 acres. The legislature directed DNR to conduct a special impact analysis of two Clallam County sales in the Elwha watershed. Those sales, Alley Cat and Bread and Butter will remain on pause until that is concluded. DNR plans a measured release of the sales that were in court in order to not overwhelm the market.
 - The next meeting on November 10, 2025.
2. Olympic Peninsula Fire Commissioners Association requested Clallam County Commissioners to sue the State of Washington, including the State Lands Commissioner and State Legislature to seek legal remedy for current and future damages to Clallam County by pausing timber sales in the Clallam County area. Current status is waiting for county attorneys to review the request and issue an opinion on seeking remedy of said damages.

Other Reports – None

Old Business

1. **Audit.** Commissioner Keen reported that the 2022-2024 audit by the WA State Auditor's Office is complete. Four recommendations were made. Plans to address the recommendations are as follows:
 - **Financial Condition** – Adopt a balanced budget based upon known projected income.
 - **Contract/Agreement** – Complete a contractual agreement for pay secretarial and administrative services.

- **Meeting Minutes (Details/Voucher Approval)** – Follow traditional rules of order more faithfully. Clearly state motions when they are made. Call for a second. Call for debate. Put the motion to a vote. Announce the results of the vote. Additionally, include a new section in the Financial Report, 4. Approval for Payment (see example above).
 - **Supporting Documentation** – Hold each person who makes a purchase with the District credit card accountable for providing a receipt and a description of the purchase.
2. **2026 Budget Finalization** – The proposed budget was reviewed. Increases for Small Tools and Minor Equipment, Travel and Training, and Equipment – Repair and Maintenance were discussed. Commissioner Keen made a motion to accept the recommended increases to the 2026 budget and adopt said budget. Commissioner Horton seconded the motion. The motion was approved by Commissioners Keen and Horton and the 2026 Clallam County Fire District 6 Budget was officially adopted.

New Business

1. **Rental Space Request.** A request to rent office space in the fire hall to one of the district’s volunteers was discussed. Commissioner Keen made a motion to rent the space on a monthly basis with a rental agreement signed by both parties. Commissioner Horton seconded the motion which was approved by Commissioners Keen and Horton. Commissioner Horton also made a motion to empower Commissioner Keen to sign said rental agreement. Commissioner Keen seconded the motion. The motion was approved by Commissioners Horton and Keen.
2. **Cybersecurity Policy.** The need for a cybersecurity policy was discussed. Commissioner Keen, Firefighter Erbland, and District Secretary Lawson will work together to create the policy and present it at the November 11, 2025, commission meeting.

Announcements – none

Next Meeting – November 11, 2025, 3:00 pm *[changed to 11/17/2025 due to holiday]*

Meeting adjourned at 5:01 pm.

Read and approved on November 17, 2025, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson