

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

November 17, 2025

Meeting convened on November 17, 2025, at 3:00 pm, at Three Rivers Fire Hall, by Commissioner Chip Keen.

Commissioners Present – Chip Keen; Scott Horton; Tom Rosmond

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

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

Minutes – Minutes of the October 14, 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, Rosmond, and Horton voted in favor of approving the minutes as presented.

Secretary's Report

1. District Secretary Lawson reported that the 2026 budget and levy documents have been submitted.
2. There was a brief discussion concerning cost recovery billings for rescue services. It agreed that payment over time could be offered. Also discussed was the possibility of waiving the fees in the event of hardship.

Financial Report

1. **Financial Statement.** The October 2025 financial statement was reviewed. Commissioner Rosmond made a motion to approve the October 2025 financial statement as presented. Commissioner Horton seconded the motion. The motion was unanimously approved by Commissioners Rosmond, Horton, and Keen.
2. **Claims Payment Request.** 11 warrants totaling \$4,338.33 were requested on the Claims Payment Request form dated 11/17/2025 as follows:
 - 1) \$488.00 for fire hall computer;
 - 2) \$200.55 for par tags and command board
 - 3) \$342.56 for fuel;
 - 4) \$1,450.00 for organizational support;
 - 5) \$500.00 for Q4 dispatch services;
 - 6) \$221.44 for training manuals;
 - 7) \$92.26 for instructor manual;
 - 8) \$741.16 for propane;

- 9) \$109.51 for utilities;
- 10) \$72.16 for mobile phone and tablet; and
- 11) \$120.00 for internet services.

Commissioner Horton moved to approve items 1 through 11 of the 11/17/2025 Claims Payment Request. Commissioner Keen seconded the motion. The motion was approved and the Claims Payment Request was signed by Commissioners Keen, Rosmond, and Horton and District Secretary Lawson.

- 3. **Payroll Certification.** Chief Swagerty's time sheet covering the period of 10/14/2025 through 11/10/2025 was approved and signed by Lead Commissioner Keen. Commissioner Rosmond made a motion to approve the Payroll Certification for the above time period. Commissioner Horton seconded the motion. The motion was approved and signed by Commissioners Horton, Rosmond, 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 11	\$4,338.33
Payroll Warrant	
Number: 1	268.62

Chief's Report

- 1. **Incidents/Calls.** Captain Chapman reported there were four calls over the past month. Particularly difficult was the swift-water rescue event that became a recovery event. There was significant mental health support available to and utilized by the volunteers. A pack out at Second Beach also occurred.
- 2. **Training.** Firefighters participated in a burn box event in the prior week. There will be another one next month. Training materials arrived and set up online. Bridgette Soha is offering CPR recertification training tomorrow night. Michael Erbland is providing leadership development training.
- 3. **Equipment/Mechanic.** New propane tank was installed. Chief Swagerty performed generator maintenance. A new motor for the air compressor was received. Compressor now works fantastic.
- 4. **NERIS Preparation.** Chief is working with Deputy Chief Hoyt and Captain Chapman to move forward on necessary actions for onboarding.
- 5. **Other.** Several firefighters participated in the annual Halloween Truck-or-Treat event.

Commissioner's Report – Commissioner Keen

1. Radio Communications

Johnson Electric Co. has connected the Conex to the unused balloon building circuit at UIL. I've started getting the radio room put together. I will reach out to the county whether the district should cover the Conex box on its insurance policy.

Chuck Gandy has asked me to get in touch with Lit Dudley at WSDOT about establishing better emergency communications between WSDOT and West End emergency responders.

An upgraded antenna for the 2-meter Ham band on the Gunderson repeater has been tested and is ready for installation awaiting the combination of a break in the weather, the availability of a bucket truck, and the availability of helpful AARES members. There are 37 licensed Ham radio operators in the Forks area code, but only a few are AARES members.

2. Emergency Preparedness – West End Operational Area Meeting

The October 30th meeting attendance was light. Lit Dudley from WSDOT wasn't in attendance, but afterwards I followed up via email. I've signed up to participate in a WSDOT exercise scheduled for next January.

Clallam County Hazard Mitigation Plan: The Forks City Council has officially adopted the plan, along with every other jurisdiction in Clallam County. Commission Ozias has suggested that stakeholders work with a State representative on a quarterly basis to review its implementation.

The Comprehensive Emergency Management Plan is due to be completed in 2027.

A draft plan for dealing with domestic animals in a disaster is due out soon. I brought back a handful of public information brochures on the topic and placed them on the table upstairs.

A new candidate for the open emergency coordinator position is being vetted.

Port Angeles Fire Chief Derrell Sharp is working to get his FEMA Instructors accreditation.

The November West End Operational Meeting falls on Thanksgiving. It was combined with the Clallam Bay meeting on the 11th, but I was unable to attend.

3. Other

The Title III NFS grant contract for the Swiftwater Rescue drysuits is being reviewed by the County Prosecutor's office. Once approved, it must be signed by Commissioner French and by me. The funds will be ready within 30 days after that.

Our entity registration in SAM.gov has been renewed. Next year's renewal deadline is November 6th.

Commissioner Horton Report - RAC meeting November 10, 2025

The meeting started early in anticipation of the extensive public comment. The room was packed with visitors and there were lots of comments, mostly in favor of not harvesting Doc Holliday - repetitive and not very convincing. The agenda was entirely related to this sold timber sale and the potential to transfer it from the county trust and replace it with timberlands purchased with funding from the "Natural Climate Solutions" (NCS) proviso in the state budget.

Three formal presentations were made without benefit of big screen graphics because of a glitch in the system but we had printouts that helped with the sometimes complex concepts presented.

1. The agenda calls it "Earth Law" but I think the presenters were from other non-profits. They described the NCS process in detail and seemed quite knowledgeable. They presented it as a "good deal", purchasing replacement timberland at potentially 2:1 acreage as well as receiving cash payments depending on the valuation of the land being "replaced", i.e., put in conservancy status. I think much of the RAC found this hard to follow (me too).

Duane Emmons from DNR headquarters described the process if Doc Holliday went this route. The value of the parcel is too little for any cash payments but the land could be replaced at around 2:1, however it is difficult to find suitable timberland and the program is some millions of dollars "behind", having not spent all the previous allocations yet.

2. Jim Buck was ill and Chair Connie Beauvais read his presentation, lengthy and hard to follow but his points are clear - 1) RAC advise BOCC to complete the timber sale, 2) RAC advise BOCC of the harm resulting from legislature failing its duties under the trust, and 3) RAC advise BOCC to take legal action to enforce the terms of the trust.
3. American Forest Resources Council (AFRC) is a timber industry trade group, their local representative Matt Commisky made a presentation about DNR's trust mandate and how it, as well as contract language and state law relates to the sold timber sale.

Chair Beauvais then presented a draft letter to the committee expressing support for completing the sale contract. It did not address Jim Buck's other two points. The letter was approved unanimously.

The final part of the agenda was more public comment from the "Committee for County Trust Land," a citizen group in favor of the NCS transfer of trust forests. Again repetitive but one commenter kind of hit a nerve (with me at least) when she pointed out the letter was written before the presentations were given. However, I almost offered a response but didn't as the meeting was already overtime - We of the RAC have been well informed with many DNR presentations of the careful legal and procedural filters they apply to all their timber sales, these result in half of our revenue base in a conservancy status already. In our opinion, no further set asides are warranted.

Other Reports – None

Old Business

1. **Audit.** The final 2022-2024 State Audit has been completed. The Results in Brief section noted: “Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the District was not in substantial compliance with applicable state laws, regulations, and its own policies, or had not provided adequate controls over the safeguarding of public resources.”
2. **Cybersecurity and Acceptable Use Policy** was reviewed and discussed. Commissioner Keen made a motion to adopt Resolution No. 25-02, Adoption of the Cybersecurity and Acceptable Use Policy. Commissioner Horton seconded the motion and the motion passed unanimously. Commissioner Keen made a second motion to include new policy in the district’s Standard Operating Guidelines. Commissioner Rosmond seconded the motion and the motion passed unanimously.

New Business

1. **Volunteers Needed:**

- a. **Monthly Scribe.** Commissioner Keen described need for a scribe to take the minutes at the monthly commission meetings. Firefighter Erbland suggested recruiting a high school or college student for a one-year intern position. He and Captain Chapman will reach out to interested candidates. It was agreed it would be helpful for the scribe to attend the December 2025 and January 2026 meetings before officially beginning in mid-January 2026.
- b. **Cybersecurity/IT Lead.** Commissioner Keen nominated Firefighter Erbland to be the Cybersecurity/IT Lead for District 6. Mr. Erbland was unanimously approved for said position and he accepted same. District Secretary Lawson will provide introduction to internet hosting site.

Announcements – none

Next Meeting – January 13, 2026

Meeting adjourned at 4:30 pm.

Read and approved on December 9, 2025, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson