

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 6

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

Monthly Commissioner Meeting Minutes

December 9, 2025

Meeting convened on December 9, 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; Firefighter Bridgette Soha. Guest: Rebecca Hamlin

Other Attendees – none **Changes/Additions to Agenda** – Auxiliary report added as item 2 under Old Business.

Minutes – Minutes of the November 17, 2025, meeting were read, approved, and signed by the commissioners and district secretary. Commissioner Rosmond made the motion to approve the minutes. Commissioner Keen seconded the motion. Commissioners Keen, Rosmond, and Horton voted in favor of approving the minutes as presented.

Secretary's Report - None

Financial Report

1. **Financial Statement.** The November 2025 financial statement was reviewed. Commissioner Horton made a motion to approve the November 2025 financial statement as presented. Commissioner Rosmond seconded the motion. The motion was unanimously approved by Commissioners Rosmond, Horton, and Keen.
2. **Claims Payment Request.** 11 warrants totaling \$4,909.81 were requested on the Claims Payment Request form dated 12/09/2025 as follows:
 - 1) \$108.59 for fire hall computer software;
 - 2) \$231.46 for fuel;
 - 3) \$1,450.00 for organizational support;
 - 4) \$1,947.40 for SOA assessment audit fees;
 - 5) \$600.00 for training fees;
 - 6) \$131.35 for monthly utility services;
 - 7) \$72.16 for monthly mobile phone/tablet services;
 - 8) \$120.00 for monthly internet services;
 - 9) \$25.74 for small engine oil;
 - 10) \$98.10 for auto repair items; and
 - 11) \$125.00 for annual WA State Firefighters Association fees.

Commissioner Keen moved to approve items 1 through 11 of the 12/09/2025 Claims Payment Request. Commissioner Horton 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 11/11/2025 through 12/09/2025 was approved and signed by Lead Commissioner Keen. Commissioner Rosmond made a motion to approve the Payroll Certification for the above time period. Commissioner 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	\$4,909.81
Payroll Warrant	
Number: 1	268.62

Chief’s Report

1. **Incidents/Calls.** Chief Swagerty reported few calls over the past month. FD06 firefighters participated in the body recovery of the third individual in the fatal boating event in the prior month.
2. **Training.** Firefighter Michael Erbland is continuing provision of leadership development and team training.
3. **Equipment/Mechanic.** Chief reported that DNR surplus engines access is still in process. FD01 is grateful for the new drysuits made available by Commissioner Keen’s work to acquire Title III NFS grant funds for same.
4. **NERIS Preparation.** Chief is continuing to work with Lt. Hoyt and Capt. Chapman to move forward on necessary actions for onboarding.
5. **Other.** Capt. Chapman shared he posted the recent flood warning on the CCFD 6 Facebook page. There was a discussion about the need for Forks Forum to increase its reporting of FD06 activities.

Commissioner’s Report – Commissioner Keen

1. **Radio Communications**
 Any upgrades to the Gunderson repeater will have to wait until better weather. I have continued to work on the Conex at UIL, adding framing and insulation.

2. Emergency Preparedness – West End Operational Area Meeting

Cancelled for November and December 2025.

3. Other

The Title III NFS grant contract for the Swiftwater Rescue drysuits was signed by Commissioner French and by me on December 3, 2025. The funds were distributed two days later. When I went to place the order with NRS, the prices had increased by \$2,000. I was able to create a “Rescue and Government Agency” account after giving the company a call. Our grant total, including a \$250 administration fee, was \$11,055. The final price with tax was \$11,679.94. I charged the invoice balance to our RESCU card account, which means that I have increased our district expenses by \$624.94.

Capt. Chapman still requires the following items to be fully outfitted: NRS Workboot Wetshoes: \$116.96; NRS Reactor Rescue Gloves: \$80.96; NRS 2026 Ninja Pro PFD: \$233.96. These prices are current for Government Agency purchases.

Commissioner Horton Report – None / Other Reports – None

Old Business

- 1. Monthly Scribe/Transition.** Community member Rebecca Hamlin has offered to provide secretarial services on a volunteer basis beginning after the January 13, 2026, meeting. She will be responsible for typing up the agendas for the monthly commission meetings and taking the minutes for same. She will also be responsible for the monthly Claims Payment Request (CPR), including mailing payments to vendors once warrants have been received. Commissioner Keen will provide the monthly finance reports. Michael Erbland will take responsibility for managing the 3 Rivers Fire website.
- 2. Three Rivers Auxiliary Update.** Bridgette Soha shared that the new auxiliary is named Three Rivers Fire Department Support Organization. All necessary documents have been filed with the WA Secretary of State and IRS. Next steps are opening a bank account and creating a donation letter.

New Business - None

Announcements – None

Next Meeting – January 13, 2026

Meeting adjourned at 3:44 pm.

Read and approved on January 13, 2026, by:

Commissioner Chip Keen

Commissioner Scott Horton

Commissioner Tom Rosmond

District Secretary Aleilah P Lawson