

**Skagit County Fire Protection District No. 3  
Meeting of the Board of Commissioners Meeting  
Oct 3<sup>rd</sup>, 2019**

The Board of Commissioners meeting for Skagit County Fire Protection District #3 was called to order at 7:32 PM on Oct 3<sup>rd</sup>, 2019 at the Cedardale Fire Station with the following in attendance:

**SKFPD3 BOARD**

Edward Kemper, Commissioner  
Tony Pratt, Commissioner  
Roger Heim, Commissioner  
Stephanie Robbins, Secretary

**SKFPD3 MEMBERS**

Mike Ray, Chief      Jake Pederson, Capt  
Michael Stapel, FF      Elly Pederson, EMT

**OTHERS IN ATTENDANCE**

Dave Towne      John De Vlieger

**Board for Volunteer Firefighters-** Invoice Voucher for Employment Physical Reimbursement

**Correspondence-** Letter from Firehouse Subs stating the District did not receive a grant at this time.

Commissioner Kemper motioned to accept the September minutes, Commissioner Pratt seconded; the motion carried.

Commissioner Kemper motioned to accept the Financial report, Commissioner Pratt seconded; the motion carried.

Commissioner Pratt motioned to increase the 2019 operating budget by \$40,000, Commissioner Kemper seconded; the motion carried. The Commissioners signed resolution 5-2019 to increase the 2019 operating budget by \$40,000.

The Commissioners reviewed and approved the bank statements, treasurers report and county report.

**Chief's Reports**

See attached exhibit to the minutes.

Some discussion about the Skagit Valley College Grant kids, the District currently has 4 second year students and 3 first year students.

Chief Ray gave an updated about the break in at the Conway Station, the subject has been arrested thanks to a District member spotting him at Haggens and contacting the police. The authorities stated that the District credit card that was stolen was used by people other than the subject and anticipate additional arrests. The District has contacted a lock company and

received some suggestions on how to make both stations a little more secure and is working to make that happen.

### **Old Business-**

*Strategic Plan-* The strategic plan from Liz Loomis was emailed out to everyone that attended the initial conference call with Liz Loomis's firm. Commissioner Heim asked the Chief what further interaction the District would have with Liz Loomis. The Chief stated that the District would not receive any other documentation but that the firm will be available for questions and support throughout the levy lift process if the Commissioners approve a final proposal to move forward. Chief Ray is scheduling a strategic planning workshop on the levy lift topic, planned for November 12<sup>th</sup> @ 5:30pm. The Chief is working on a District newsletter and plans to have it out before the end of the year. Commissioner Kemper will research and get information on direct mailer service.

*Policy changes-* none

*IRS-* The district received a letter about 2012 taxes, all civil penalties and interest have been forgiven and the district received a refund check for \$78.72

### **New Business-**

*Quarterly member participation-* The Quarterly participation report for calls and training is attached to the minutes were reviewed overall participation in scheduled training and emergency response is strong showing the dedication by the majority of member volunteers to serve the community. There remain some members that struggle to meet minimum participation requirements.

*2020 Budget-* The current working draft budget was presented by Chief Ray and will be reviewed and approved in the Public budget hearing at the regular November commissioners meeting on November 12<sup>th</sup>. The budget is very similar to 2019 budget Chief Ray highlighted a few things that are new in the 2020 budget. The reimbursements the District receives from Skagit EMS and the inter-local agreement has been added. The Chief would like to compensate EMT's with more per call and/or an annual stipend, in consideration EMT's are required to complete extra training every quarter. He also proposed the District increase both the station maintenance budgets and Apparatus maintenance budgets.

Commissioner Pratt motioned for Chief Ray to proceed with the process of bidding and purchasing point capture systems for both stations, Commissioner Kemper seconded; motion carried.

Commissioner Heim called an executive session for 15min. at 8:15pm pursuant RCW 42.30.110(1)(g) to review and complete the public employees annual performance and terms of employment review process. The regular meeting resumed at 8:32pm, Commissioner Heim

stated that the Commissioners have completed the formal review process initiated in August and approved to finalize updated employment agreements for Stephanie Robbins and Mike Ray.

The Commissioners formally recognized and thanked Stephanie Robbins for completing 5yrs of dedicated employment and Chief Mike Ray for completing 2 years of dedicated employment, emphasizing the high level of professionalism, process improvements, and leadership they have provided in the Management of District operations and supporting the governance role of the Commissioners.

Public Comment-

David Towne thanked Stephanie Robbins for her help as he gets to know the workings of the District. He also asked if the point capture system is the same as a diesel exhaust system. He stated he did not receive the strategic plan and he was at the initial intake call with Liz Loomis, Chief Ray confirmed he would email it to everyone that was present.

Bills approved for payment totaled \$33,971.14

Monthly payroll approved for payment totaled \$5010.90

Quarterly payroll approved for payment totaled \$14,731.17

Meeting adjourned at 8:39 PM

APPROVED, ADOPTED, AND PASSED on this 12th day of November, 2019.

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Roger Heim, Board of Commissioner Chair

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Stephanie Robbins, Secretary

Chief's Report

October 3, 2019

Operations Report:

- Number of calls to end of September: 364
- Compared to end of September 2018: 306
- Members: 41 active members, and 3 members on leave of absence. We have three new SVC students, and one more perspective member. This brings our total to 44 active members.

Ongoing business:

- Tires on 312 to be replaced.

Stations:

Station 1- We have worked with a locksmith, and determined what we can do to help secure the station. The work has been approved, and we are just waiting for installation.

Chief:

- Firehouse subs grant was submitted in August for \$25,000 for two combination extrication tools. We were notified that we were not selected.
- Work has finished with the PR firm if Liz Loomis.

Apparatus –

- 318 having some minor starting issues.

Training –

Monday we had a mandatory meeting, and discussed training and many other issues. We handed out a training survey. Attached is the survey and results.

PPE & SCBA-

- Working on annual testing.

Medical - N/A

Wildland – N/A

Personnel: N/A