

**Skagit County Fire Protection District No. 3  
Meeting of the Board of Commissioners Meeting  
November 12<sup>th</sup>, 2019**

The Board of Commissioners meeting for Skagit County Fire Protection District #3 was called to order at 7:01 PM on November 12<sup>th</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      Jeff Locken, Asst. Chief  
Jake Pederson, Capt      Elly Pederson, EMT  
Michael Stapel, FF

**OTHERS IN ATTENDANCE**

Dave Towne	Matt Stratton	Betty Ullom	Jerry Friend
John De Vlieger	Mel Ullom	Rich Kammenga	

**Board for Volunteer Firefighters-** None

**Correspondence-** Two Letters from Skagit County Prosecuting Attorney Richard Weyrich concerning Conway Station break-in.

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

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

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

**Chief's Reports**

See attached exhibit to the minutes.

**Old Business-**

*Strategic Plan-* Chief Ray had a Strategic planning workshop today at 5:30 with district member's commissioners and members of the public in attendance. Commissioner Heim motioned for the district to move forward with sending communication to district voters about the possibility of the Skagit County Fire District #3 going out for a levy lift increase 2020, Commissioner Pratt seconded; motion carried.

*Policy changes-* The following policies have been reviewed by the commissioners and District Council.

- |                               |                           |                             |
|-------------------------------|---------------------------|-----------------------------|
| 0. Policy cover               | 2. Board of Commissioners | 8. Drug Alcohol             |
| 10. Use of District Resources | 13. Discrimination        | 14. Litigation Defense      |
| 15. Budget                    | 16. Purchasing            | 17. Credit Card             |
| 18. Cash Receipting           | 19. Travel                | 21. Whistle Blower          |
| 22. Recovery of Equipment     | 23. Photo SOP             | 25. Hazardous Communication |
| 26. Facility Rental Usage     | 27. Leave of Absence      |                             |

Commissioner Heim motioned to approve all 17 policies and rescind policy 12. Grievance Procedure because it does not apply to the District, Commissioner Kemper seconded; motion carried.

**New Business-**

*2020 Budget Hearing-* The current working draft budget was presented by Chief Ray with total expenditures of \$410,810. Commissioner Heim motioned to approve the 2020 Budget for \$394,152 to continue the districts commitment of putting \$50,000 in to investments for future capital planning, this will require Chief Ray to amend the budget by \$15,658, Commissioner Pratt seconded; motion carried.

Resolution 6-2019 Regarding Skagit County Auditors Service for 2020 and Resolution 7-2019 regarding 2020 Tax Levy where signed by the commissioners.

Resolution 8-2019 Waiver of Competitive Bidding Requirements for the point capture system at both stations was signed by the commissioners.

**Public Comment-**

David Towne asked if the district was moving forward on Defibrillators for the meeting rooms at both Stations. Chief Ray Stated that the district is working with Skagit County EMS on some funding options.

David Towne also asked if the point Capture systems at both stations would be the same? Chief Ray stated they would be.

Bills approved for payment totaled \$21,993.67  
 Monthly payroll approved for payment totaled \$5,163.28

Meeting adjourned at 8:29 PM

APPROVED, ADOPTED, AND PASSED on this 10th day of December, 2019.

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Roger Heim, Board of Commissioner Chair

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Stephanie Robbins, Secretary

## Chief's Report

November 11, 2019

### Operations Report:

- Number of calls to end of October: 409
- Compared to end of October 2018: 342
- Members: 43 active members, and 3 members on leave of absence. One member moved out of the area. We have one prospective member we are moving through the volunteer process.

### Ongoing business:

- Tires on 312 to be replaced.

### Stations:

Station 1-All locksmith work completed.

### Chief:

- Planning meeting just prior to the commissioner meeting.

### Apparatus -

- No issues to report

### Training -

- Rookie books have been distributed to our new probationary members.
- GLMR training continues

### PPE & SCBA-

- Annual testing completed.

Medical - EMS moving away from backboards, to new vacuum splints

Wildland - deployed 324 to California with three members for 13 days.

Personnel: N/A