

**Skagit County Fire Protection District No. 3
Meeting of the Board of Commissioners Meeting
March 20th, 2019**

The Board of Commissioners meeting for Skagit County Fire Protection District No. 3 was called to order at 7:00 PM on March 20th, 2019 at the Conway Fire Station with the following in attendance:

SKFPD3 BOARD

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

SKFPD3 MEMBERS

Mike Ray, Chief	Jeff Locken, Assist Chief
Jake Pederson, Capt.	Kyle Frydenlund, Capt.
Kevin Featherston, Lt	Dan Rohloff, Lt
Michael Stapel, FF	Elly Pederson, FF
Angela Pederson, FF	Anthony Yantis, FF

OTHERS IN ATTENDANCE

Betty Ullom John De Vlieger Larry Locken Dave Towne

Board for Volunteer Firefighters- Payment voucher for reimbursement of employee physical.

Correspondence- None

Commissioner Kemper motioned to accept the February minutes; the motion carried.

Commissioner Kemper motioned to accept the Financial report; 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-

Policy changes- The commissioners reviewed policy #1 Operating Policy, policy #3 Volunteer guidelines and expectations and Policy # 20 Records policy and procedure. Commissioner Kemper motioned to accept all three policies; the motion carried.

Wildland review- Chief is continuing to work through the process to receive funds from California.

State Auditor- The district met with the State Auditor's office on Feb 22nd for an exit conference regarding the accountability audit for Jan 1, 2016 Through Jan 31, 2017. Attached are the notes from that meeting and the official audit report from the Washington State Auditor's office. The next audit will be spring of 2020 for the years of 2018-2019.

IRS- Nothing new to report. The district has not received any information from the IRS in regards to the letter Commissioner Heim sent about forgiving penalties assigned for incorrect filling in 2012.

New Business-

Levy rate increase- Some discussion about the future needs of the fire district and what it would take to run a levy lift. The Commissioners would like to set up a few long-range planning sessions to determine the needs of

the district. Does the district need a levy lift? If so when and how much? Chief suggested having Liz Loomis a consultant attend a planning session to educate the district on the process of getting information out to the public, if it is decided a levy lift is needed. May 14th before the regular meeting was mentioned for a long range planning session, but not confirmed. More discussion at the next commissioners meeting.

Public Comments-

John De Vlieger asked if the district was going to lose money from sending the crews to California, it was explained that the district will not lose money, we will be reimbursed for all personnel cost except travel time but the rig makes a daily rate and that will cover the small amount of personnel wages that aren't recouped, the district will still come out very much ahead.

Michael Stapel- Wanted to let the commissioners know that the Cedardale Firefighter Association annual auction will be June 22nd and that the association has opened their own Facebook page for advertising and has a phone number 360-926-0995 for donations to relieve the office staff from answering auction business. The Contact people for the auction will be Michael Stapel and Elly Pederson

Dave Towne introduced himself as a district citizen. He wanted to know if the Engine that was sold as surplus was replaced? It was explained that the Engine was a reserve Engine and there is no plan for replacement at this time. Some discussion about the utility truck B-314 a 1994 pick-up if it is sold is there a plan for replacement, it was explained that this vehicle was the districts brush truck previously and was replaced with a new brush truck several years ago. The truck was kept as a backup brush/utility truck but is no longer mechanically sound.

Betty Ullom- Inquired that when the district replaced C-301 the command vehicle what happened to the old C-301? It was explained that it is currently named U-318 stored at the Conway station and used as a utility vehicle.

Commissioner Roger Heim wanted let everyone to know the district would appreciate the publics attendance at any and all future Long range planning sessions.

Next meeting April 16th 7pm at the Cedardale Station.

Bills approved for payment totaled \$23,439.28
Monthly payroll approved for payment totaled \$5,150.98

Meeting adjourned at 7:48 PM

APPROVED, ADOPTED, AND PASSED on this 16th day of April, 2019.

Roger Heim, Board of Commissioner Chair

Stephanie Robbins, Secr

Chief's Report: Skagit County Fire District #3

March 20, 2019

Operations Report:

- Number of calls to end of February: 73
- Compared to end of February 2018: 62
- Members: 46 active members, 6 are SVC students, three are recruits.
- Response levels by members has shown an increase.
- Barn fire at the end of February – great response to a former members barn. Good communications, and use of resources.

Ongoing business:

- State auditor's report

Stations:

Station 1

-
- o Ongoing: Asphalt will be evaluated for repairs next spring.
- o LPG tank upsized to 1000 gallons

Chief:

- Bunker gear washer has been agreed upon, and will be split 50/25/25 with the District and the associations. Working on ordering that. Cost will be \$ \$4200 to the District. Will cover the cost from our existing budget.

Apparatus

- o B314 – will be recommending surplus
- o Apparatus committee: Continued meetings Plan is to present our results to the commissioners in April.
- o Annual service and pump testing as started.

Training

- GLMR training continues, with procedures and equipment being evaluated.
- Fire/EMS training going well, with most members showing over the 50% training requirement.
- 2019 training has been going well, and we have a plan in place for continued training for the rest of 2019.

PPE & SCBA: Working on new gear washer.

Medical: crews have trasistioed to a new airway devise, IGEL.

Wildland:

- Wildland for 2019 is developing, with Nicole as the point person for the District. We are going to require a physical fitness evaluation, which is the same standard as the WADNR has for their crews. This will be done in the beginning of May. This is part of the standard for ensuring responder safety.
- Continuing to work with the State DEM office for payment from California.

Personnel:

- With the departure of BC Alvord, I have restructured and promoted Jeff Locken to Assistant Chief.
- We also celebrating the promotions of Kevin Featherstone to Lieutenant, Kyle Frydenlund to Captain, and Jake Pederson to interim Captain.