

**Skagit County Fire Protection District No. 3
Meeting of the Board of Commissioners Meeting
June 14th, 2020**

The Board of Commissioners meeting for Skagit County Fire Protection District #3 was called to order at 7:02pm on June 14th, 2020 thru Zoom with the following in attendance:

SKFPD3 BOARD

Roger Heim, Commissioner
Matt Stratton, Commissioner
Steve Boon, Commissioner
Stephanie Robbins, Secretary

SKFPD3 MEMBERS

Mike Ray, Chief	Jeff Locken, Asst. Chief
Jake Pederson, Capt.	Kyle Frydenlund, Capt.
Dan Rohloff, LT	Chris Bosen, LT
Michael Stapel, FF	Elly Pederson, EMT
Julie Heim, EMT	Angela Pederson, EMT
Ryker Walde, FF	

OTHERS IN ATTENDANCE

Ed Kemper Dave Towne Betty Ullom David Skrinde BK Larry Friend David Walde
Bob Smith

Board for Volunteer Firefighters- None

Correspondence- None

Commissioner Stratton motioned to accept the March minutes, Commissioner Boon seconded; the motion carried.

Commissioner Stratton motioned to accept the Financial report, Commissioner Boon 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

Chief gave an update on where the district is with the install and working thru some issues with the vendor to get everything done to the district's standards. Chief Ray, Commissioner Stratton and officers will attend a Zoom meeting with the vendor to make sure they know the district S expectations and have a clear plan to finish the project before they are paid in full.

T-316 had a minor accident this week and will be out of service for 6-8weeks, Chief notified dispatch and our surrounding districts.

Old Business-

The district accountability audit with the Washington State Auditor's office for the period of Jan 1st 2018 through December 31st 2019 is complete and the district was in compliance in all areas and was able to negotiate staying on a 3yr audit cycle rather than a 2 year which will be a considerable time and cost savings.

New Business-

Public Comment- None

April- Bills \$84,584.47 Payroll \$4655.98 1st Quarter Payroll \$15,860.14
May- Bills \$23,306.19 Payroll \$5,899.92
June- Bills \$7,990.29 Payroll \$4,794.50

Meeting adjourned at 7:35 PM

APPROVED, ADOPTED, AND PASSED on this 14th day of July, 2020.

Roger Heim, Board of Commissioner Chair

Stephanie Robbins, Secretary

Chief's Report

April 20, 2020 (Delayed due to Pandemic)

Operations Report:

- Number of calls to end of March: 117
- Compared to end of March 2019: 109
- Members: 41 active members.

Ongoing business:

- Point Capture system – Permits issued -now waiting for scheduling, which is contingent on the current virus outbreak.
- Long range plan, levy – work suspended for now. Will evaluate in the coming months
- Extrication tools – received an in service on Engine 311 and 321, or will be very soon.

Stations:

Station 1: No issues

Station 2: Replaced main station air compressor.

Chief:

- FEMA Assistance to Firefighters Grant (AFG) application period has opened. We are doing a regional grant with FD 6 and 14 for extrication tools. If awarded our responsibility will be 5% of the total or approximately \$4,400.
- Skagit County EMS grant period has opened. I will be submitting for public access AED's. The application period closes April 30th.
- SCBA annual testing – we should decide on a testing machine soon.
- Open house (was in the plan, now delayed)– we are working to schedule two open houses this year, in an effort to share with the community what we do and who we are. We hope to recruit some interest in volunteering as well. One goal is to provide public CPR/First Aid training if there is enough interest.
- Volunteer recruitment – Yard signs are being designed. We have added one member this year, and processing applications of 3 new members currently.
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Apparatus:

- No issues to report

Training:

- GLMR training continues (suspended for now)

Wildland:

- California wildfire – paperwork approved, awaiting reimbursement.

Personnel:

- Two members resigned, one moved and one is working out the area for an extended time.
- We have 1 member who returned from and leave, and several people who have been inquiring about volunteering.

Chief's Report

May 12, 2020

Operations Report:

- Number of calls to end of April: 142
 - April 2020 incidents 25, March 2020 incidents were 39, as were the previous two months. Comparing, April was a slower month for calls.
- Compared to end of April 2019: 144
- Members: 40 active members.

Ongoing business:

- Point Capture system – Installation is ongoing, and Station 1 is mostly completed. Work has progressed to Station 2.
- Long range plan, levy – work suspended for now. Will evaluate in the coming months. Will commence meetings after the pandemic restrictions are lifted to evaluate our next steps.
- Extrication tools – received and placed in service. Training on these will be as soon as we can, given our training restrictions.

Stations:

Station 1: No issues.

Station 2: No issues.

Chief:

- COVID-19:
 - PPE – we continue to have enough PPE for our members; however, gowns are still in short supply.
 - MSA half face respirators have been ordered and will be issued to each member when they arrive. This is the new industry standard and will replace the N95 disposable mask. Half face masks are a P100 (99.99%) standard, which provide better overall respiratory protection. We will pay for these from our EMS contract funds.
 - We continue to respond to calls, with all members wearing PPE of gown, N95 mask, eye protection and gloves when dealing with a suspected, known or possible respiratory call.
- FEMA Assistance to Firefighters Grant (AFG) application submitted, extrication tools – no new information.
- FEMA AFG grant for a new engine/tender - submitted, no new information.

- Skagit County EMS grant submitted for two public access AED's. Grant closed April 30th. No new information, I hope to hear more before the end of the month.
- SCBA annual testing – we should decide on a testing machine soon.
- Open house (was in the plan, now delayed)– we are working to schedule two open houses this year, in an effort to share with the community what we do and who we are. We hope to recruit some interest in volunteering as well. One goal is to provide public CPR/First Aid training if there is enough interest.
- Volunteer recruitment – Yard signs are being designed. We have added one member this year, and processing applications of 3 new members, once things return to normal.
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Apparatus:

- All annual services completed; no major issues were found. All minor issues were repaired. Tests on pumps were all good.

Training:

- GLMR training continues (suspended for now)
- Training has resumed in a modified fashion. We are having members meet and train in groups of two on driving, apparatus checks and SCBA. In June training will progress to allow for small groups of five to train. We will welcome a "return to normal" training with a BBQ on June 22. After June 22, training will resume as normal. A/C Locken and Captain Pederson are working on a new training schedule to accommodate our current needs and to make up for lost training time.

Wildland:

- California wildfire money received! \$35,500. After expenses, we netted \$10,000 for the Fire District. Thanks again to Joe, Nicole and Elly for deploying to California.

Personnel:

- On Skagit Valley College student has left the District, his scholarship ended. We still have five students on a scholarship. Three will end next month. We anticipate getting two new students in the Fall of 2020.

Chief's Report

June 18, 2020

Operations Report:

- Number of calls to end of May: 173
- April 2020 incidents 25, March 2020 incidents were 39, as were the previous two months. Comparing, April was a slower month for calls.
- Compared to end of May 2019: 190
- Members: 35 active members.

Ongoing business:

- Point Capture system – working on punch list. Overall, the system is up and operational.
- Long range plan, levy – work suspended for now. Will evaluate in the coming months. Will commence meetings after the pandemic restrictions are lifted to evaluate our next steps.

Stations:

Station 1: No issues.

Station 2: No issues.

Chief:

COVID-19:

- PPE – we continue to have enough PPE for our members; however, gowns are still in short supply.
- MSA half face respirators have been received. Fit testing will start when we return to normal training.
- We continue to respond to calls, with all members wearing PPE of gown, N95 mask, eye protection and gloves when dealing with a suspected, known or possible respiratory call.
- I anticipate this will be the new PPE standard.
- FEMA Assistance to Firefighters Grant (AFG) application submitted, extrication tools – no new information.
- FEMA AFG grant for a new engine/tender - submitted, no new information.
- Skagit County EMS grant submitted for two public access AED's. Grant closed April 30th. Notification date is June 15, 2020. However, due to the current restrictions, they didn't have a meeting with a quorum, so no decisions have been made. They do not have a timeframe for for a next meeting and decision.

- SCBA annual testing – we should decide on a testing machine soon.
- Open house (was in the plan, now delayed)– we are working to schedule two open houses this year, in an effort to share with the community what we do and who we are. We hope to recruit some interest in volunteering as well. One goal is to provide public CPR/First Aid training if there is enough interest.
- Volunteer recruitment – Yard signs are being designed. We have added one member this year, and processing applications of 3 new members, once things return to normal.
- We have scheduled a fall recruit academy.
- Annual host testing is being scheduled.

Apparatus:

- All annual services completed; no major issues were found. All minor issues were repaired. Tests on pumps were all good.

Training:

- GLMR training continues later this month.
- We will welcome a “return to normal” training with a BBQ on June 22. After June 22, training will resume as normal. A/C Locken and Captain Pederson are working on a new training schedule to accommodate our current needs and to make up for lost training time.

Wildland: No deployments.

Personnel:

- The SVC students are off for the summer. We had three students leave and graduate. Thanks to Stephanie, Cody and Bailey for all of their work for the Fire District.
- We had two members resign, due to work changes. Both members were recruits.