

**Skagit County Fire Protection District No. 3  
Meeting of the Board of Commissioners Meeting  
Aug 11<sup>th</sup>, 2020**

The Board of Commissioners meeting for Skagit County Fire Protection District #3 was called to order at 7:04pm on Aug 11<sup>th</sup>, 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	Brandt Walde, FF
Elly Pederson, EMT	

**OTHERS IN ATTENDANCE**

Ed Kemper    Dave Towne    Betty Ullom    David Walde

**Board for Volunteer Firefighters-** None

**Correspondence-** None

Commissioner Stratton motioned to accept the July minutes, Commissioner Heim 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 Ray stated that the district is moving forward with the fall recruit training academy with 13 out of district and 3 in district students. Chief is in contact with the health department to be sure that the district is following all social distancing guidelines.

Chief Ray deferred to Commissioner Stratton to give an update on T-316. Commissioner Stratton stated that 316 is up and running but not back from the paint shop, they are waiting on parts to finish the repairs. Motor trucks did a complete check of the brake system and everything works properly however there is an issue with the 2 computers systems in the truck not communicating properly, basically the fail safe that is installed on the truck failed and Motor Trucks is working on a solution, possibly an audible alarm system. Commissioner Stratton suggested that the district have a review on parking and using wheel chocks.

**Old Business-**

Point Capture system- Beginning August 18<sup>th</sup> Plymovent will have a new crew coming into work through the punch list of items the district officers created to make the point Capture system finished to the district satisfaction. Chief Ray is going to have Lieutenant Rohloff take control of the project on the district end to make sure everything is done to our satisfaction. Commissioner Heim stressed that he would like to make sure the district is having regular check ins and that everything is complete before the crew from Plymovent leaves the district.

**New Business-**

Grant Designation of Agent Resolution- Chief Ray is applying for a Public Assistant grant to cover some costs of COVID supplies that the district incurred. In order to apply for the grant, the commissioners need to sign the resolution designating the chief and secretary as representatives for the fire district. The resolution is at the station and commissioners will stop by and sign at their convenience.

**Public Comment- None**

Bills \$26,615.90 Monthly Payroll \$4,655.98 Wildland Payroll \$4,729.68

Regular meeting adjourned at 7:54 PM

Commissioner Heim called an executive session pursuant RCW 42.30.110(1)(g) To review the performance of a public employee to commence on separate Zoom channel at 7:40 PM and concluded without extension at 8:10 PM with no action taken. The regular Commission Meeting was called back to order and adjourned at 8:12.

APPROVED, ADOPTED, AND PASSED on this 8th day of September, 2020.

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Roger Heim, Board of Commissioner Chair

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Stephanie Robbins, Secretary

## Chief's Report

August 11, 2020

### Operations Report:

- Number of calls to end of July 2020: 254
- Compared to end of July 2019: 280
- Members: 34 active members.

### Ongoing business:

- Point Capture system: Punch list items scheduled to start work August 18.
- Long range plan: levy no change since last month. – 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:
  - Based upon the phase of our County, we may not be able to open stations to use for some time. Have new agreement and equipment ready for when we can open the stations to outside users.
  - Based upon notice from the health department, no gatherings will be allowed that are not specific to training. No family BBQ or Christmas party in 2020.
  - Face coverings are now required for all members, when representing the fire district.
- 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.
- FEMA Public Assistance grant, in application phase.
- Skagit County EMS grant AED's have arrived.
- SCBA annual testing – we should decide on a testing machine to allow time for training/testing in 2020.
- Open house (was in the plan, now delayed) No change since last month– 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 have been purchased.
- We have scheduled a fall recruit academy, complying with all guidelines with the health department

Apparatus:

- 316 waiting for parts.

Training:

- GLMR training continues on a regular basis.

Wildland:

- Deployed B324 one time.

Personnel: One recruit moved out of the area. We have two new recruits who will participate in our academy. We have several new applications we are processing.