

SKAGIT COUNTY FIRE DISTRICT 17
(Minutes Pending Approval)

March 12, 2013

The **Regular Fire Commissioners** meeting was called to order at 7:00 PM by Commissioner Bogosian. Present: Commissioners Bogosian, Murphy and Bear, Assistant Chief Francis, Medical Officer White, Captain Pyke, Mechanic Snell, Public Information Officer L. Francis and Secretary Pellett. Fire Chief Stamper was absent.

Guest: Edith Walden.

The minutes of February 11, 2013 were approved as corrected.

The minutes of Special Meeting February 25, 2013 were approved as written.

Treasurer's Report: Operating Fund balance \$40,496.27. Investment Fund balance \$76,123.34. Total bills \$6,824.41. Salaries \$1,798.33. Grand total \$8,622.74.

Carol reported the State Auditor's office contacted her regarding the 2010 and 2011 audit assessment. Their concern was the fact of implementing a pay increase or stipend increase and making it retroactive to a previous months. It raises a red flag with them. Carol explained the situation and at this time it is under review. A supervisor will be reviewing it. Carol obtained the rule from the state auditor's office regarding this situation. It appears it must be discussed and be in the minutes that the intent is to raise salaries or stipends for it to be allowable retroactively. Not sure at this point what the outcome of this assessment will be.

Open: Edith Walden advised she had made it very clear at the last meeting she wanted to attend the special meeting regarding stipends and salaries. She was surprised to get the minutes after the meeting had taken place. Public Information Officer Lorraine Francis had the same comment. After discussion Commissioner Bogosian advised he would send an email to them as well as the fire department personnel of all public meetings. Carol advised she had posted, but apparently the sheet had been removed from the Anacortes terminal. Lorraine further advised no more information had been given to her regarding the back-up secretary position for Linetime and The Tide. Carol advised that the posting must indicate a closing date for receiving applications which at this time it does not. After further discussion it was decided the closing date for receiving applications will be April 7, 2013. Two applications have been received.

Larry brought up the subject of calling new firefighters "support staff". There was much discussion regarding this versus referring to all persons joining the department as firefighters. Gerry explained how it came about. The discussion then led into the need for job descriptions. It was agreed this was needed and the officers were asked to begin their ideas for descriptions. It would be helpful to know what the jobs entailed.

Chief's Report: See attached. Assistant Chief Francis reviewed the chief's report in Chief's absence. The Chief requested a resolution be passed authorizing a credit card for the department and approving membership in Thrive. Resolutions have already been passed. Carol will get copies to the Chief. .

Old Business: Due to the Chief's absence there was no discussion on the Operations SOG's. Commissioners requested the Chief be ready in April.

New Business: Lorraine offered her frustration on the lack of communication with the Fire Chief. She advised if it didn't improve she would resign. Other members of the department offered their frustration at the Chief's failure of response to phone calls, emails and office hours. Several in attendance explained they were at the fire hall when someone came looking for the fire chief and no one knew why he wasn't there. Carol reminded everyone that when a government entity posts open hours you should be there at the time posted. Commissioner Murphy requested these concerns be part of the minutes.

The budget review with salary increases was not discussed due to the Chief's absence.

There is a need for a budget item for vehicles and equipment replacement. Nancy advised a committee had been formed to discuss and offer a plan for vehicle replacements. Commissioner Murphy advised he would like to see that plan. Commissioner Murphy said money should be set aside each year, so when the need came for a new vehicle, all or part of the money would be there. Nancy advised the committee would find the plan and maybe start meeting again. Finalization of the budget will take place at the April meeting. Deb advised the county gave her the correct figures for the budget and Carol will correct it on the budget sheet she does each month. Carol advised of a difficult time in separating business ferry fares and training ferry fares for the budget report, when a punch card has been used. Discussion ensued and it was thought maybe logging what the runs were for would be helpful.

A work meeting date was not set.

The commissioners reviewed the invoices from February 11, 2013 to March 12, 2013 and approved the invoices in the amount of \$6,824.41, salaries of \$1,798.33. Grand total \$8,622.74.

The meeting was adjourned at 8:30 PM.

The next Regular meeting will be April 9, 2013 at 7:00 inn the Fire Hall.

Submitted by
Carol Pellett, Secretary

Commissioner Chip Bogosian, Chairman