

**SKAGIT COUNTY FIRE DISTRICT 17**  
(Minutes Pending Approval)

**April 9, 2013**

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

The minutes of March 12, 2013 were approved as written.

**Treasurer's Report:** Operating Fund balance \$31,616.06. Investment Fund balance \$76,143.21. Total bills \$2,217.38. Salaries \$2,150.33. Grand total \$4,367.71.

**Open:** Edith Walden advised she was writing a story about the fire department and if there will be changes in salaries and/or compensation, she would appreciate having the figures for her article.

**Chief's Report:** See attached.

**Old Business:** There was discussion regarding three applicants for the district secretary trainee. It was decided the candidates would be interviewed by the three commissioners. Commissioner Bogosian will schedule the interviews.

Mowing the fire department property was discussed and the commissioners decided they wanted Kristin Nicolls to continue mowing the lawn with her own equipment. It will be left up to her how often to mow. Carol to let her know of their decision.

Gerry Francis advised they are still working on the job descriptions and will have them done soon. The Chief's job description is a work in progress.

**Resolution 314** – Establishing Meeting Time of Commissioners Meetings, was unanimously approved.

Chief Stamper advised of a new fire fighter. She doesn't have a social security number and Carol will check to see what needs to be done.

Discussion ensued regarding the SOG's (Standard Operating Guidelines). Commissioner Murphy advised there should be a SOG update every meeting, to keep guidelines as up to date as possible. There was discussion regarding the ability to purchase quickly. Chief Stamper advised under \$30,000 you don't have to go out to bid, but are required to obtain comparable costs on equipment. The SOG's were approved unanimously. The following is a list of the contents of the SOG's

- 101 – District Organization
- 102 – Drug and Alcohol Policy
- 103 – Discriminatory Workplace Harassment Policy
- 104 – Accident Prevention Program
- 105 – Whistle Blower Act
- 106 – Public Records
- 107 – Recognition of Legal Holidays
- 108 – Administration: Day of Service
- 109 – Public Information
- 110 – Station Use
- 111 – Volunteer Fund Raising & Political Activities
- 112 – Use of Cellular Telephones
- 113 – Handling of EMS Grants
- 114 – Personal Protective Equipment and Protective Clothing

115 – Turnout Gear Specifications  
116 – Purchasing & Inventory Control  
117 – HIPAA/Chapter 70.02 RCW Compliance  
118 – Annual Volunteer Banquet  
119 – Meal Expenses  
120 – Policy on Photographs, Digital Images and Video  
201 – Membership Application Process  
202 – Participation Requirements  
203 – General Duties and Responsibilities  
204 – Duties of Officers  
205 – Discipline  
206 – Leave of Absence  
207 – Firefighter Stipend  
208 – Vacation and Sick Leave  
209 – Firefighter Pregnancy Policy  
301 – Training Requirements for Firefighters  
302 – Minimum Training Requirements for Firefighters  
303 – Minimum Qualifications for Fire Officers  
304 – Apparatus Operator Training Requirements  
400 – Reserved  
501 – EMS Operations  
601 – Fire and Rescue Incident Operations

Further discussion ensued regarding establishing a schedule of replacement for gear. According to NFPA standards, the gear will be out of date in the near future. The NFPA standards haven't been approved by the state yet. Commissioners requested a schedule for both apparatus and gear. A year plan. There is a possibility of a grant that which would probably be more successful if it was regional. It is being looked into.

Discussion of \$832,000 communications grant awarded by FEMA to the fire departments on Guemes Island and Fidalgo Island was explained by Chief Stamper. To proceed it required board approval. The vote was unanimous.

Edith Walden inquired if when she does an article on the upcoming open cemetery positions, she would like to include the two fire commissioner positions at the same time. It was agreed.

Commissioner Bear advised of the different software programs that she learned about at the recent seminar. Programs for assisting with budgeting and record keeping were demonstrated and she will share. One of the software companies also provides budget service.

The budget was discussed. Each category was reviewed and finalized this evening. It was recommended there be no salary increases this year. Under review will be compensation issues. It was agreed that it is going to be a tight budget year. The budget was approved.

Gerry Francis presented his Apparatus Committee Minutes. The very detailed explanation of age of vehicles, when purchased and replacement cycle was shown. The list of recommendations is attached.

The commissioners reviewed the invoices from March 12, 2013 to April 9, 2013 and approved the invoices in the amount of \$2,217.38, salaries of \$2,150.33. Grand total \$4,367.71.

The meeting was adjourned at 8:30 PM.

The next Regular meeting will be May 14, 2013 at 7:00 PM in the Fire Hall.

Submitted by  
Carol Pellett, Secretary

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Commissioner Chip Bogosian, Chairman