

Regular Commissioners Meeting  
January 15, 2025

**PRESENT**

**Commissioners:** Dave Lohman, Kirk Damon, Tom Perry

**Chiefs:** Steve Riggs, John Leander, Tom Miller

**Secretary:** Sarah Smith

Chairman called the meeting to order at 7:02 pm.

Motion made and approved to accept the December 18, 2024, minutes as presented.

**PUBLIC COMMENTS:**

**OLD BUSINESS**

**NEW BUSINESS**

1. **Secretary/Treasurer's Report:** There was a beginning cash balance of \$418,589.09. We had a collective cash increase of \$2,752.21, and a collective cash decrease of \$36,845.54, leaving a balance of \$384,495.76. The reserve fund remains the same at \$220,000.
2. Resolution to pay Verizon balance. Resolution was needed to address an outstanding balance that was unresolvable due to persistent delay in accounts payable process.
3. WSP info re NFIRS transition to NERIS. Sarah will draft the designee authorization letter required by WSP, to be presented at next meeting
4. BVFF annual fees increase. Discussion of policy lifting 25 year pension limit, how to address it in district. How many volunteers exceed? How to catch them up or should we just start at this point? Discussion tabled.
5. SAO audit update, including discussion of fuel card policy, and RCW requirement for secretary to be bonded because of the unsupervised financial function vis paying the utility voucher at the first of each month. Enduris policy covers the bonding requirement.

**CORRESPONDENCE**

Enduris Memorandum of Coverage Updates

Enduris Financial Note

Verizon late notice

**CHIEFS REPORTS**

**Chief Miller:** EVIP catch up with several drivers. Have not solved compressor issue, though sourced viable replacements costing about \$400. Still in diagnostic efforts. Overhead Door came to look at doors, repaired.

**Chief Riggs:** ERS will be shut down in June, so will need to make a data/records management plans, look for new programs, like ESO Fire, or whatever will meet NFIRS/NERIS requirements. Most programs can migrate data from home program. Image Trend; Target Solutions; RMS. County EMS is staying with ESO for now. Discussion of how to go through decision/selection process. Will need a few more pagers in the near future, should we get new recruits. Edison has a few extra if Allen needs them. No new OSHA updates to report. Anticipate March 1 for updates. Region 3 Fire conference at the college on Feb 1,2; will include pump ops, live fire training. Pump switch issue with 521. Technician is coming out to look at it. Should see decrease of 521 and 529 being toned out. Burlington would like to add extra BLS non-transport to CPR calls only, which would grab Sedro Woolley and District 6 and Allen Station for Burlington backup. Have one volunteer in EMT training.

**Chief Leander:** Wintertime training. EVIP training taking a lot of time. Discussion of 512 requirements, going to assign same requirements as rest of fleet. Working on spring training. One volunteer is doing EMT training.

**COMMITTEE REPORTS:**

**GOOD OF THE ORDER:**

**AUDIT OF VOUCHERS**

Proceeded with the audit of the vouchers and paying bills. Motion made, seconded, and passed to approve the utility voucher dated January 2, 2024, in the amount of \$1,050.88 and submitted on January 3, 2025. Motion made, seconded, and passed to approve all expenses on the voucher dated January 15, 2025 in the amount of \$10,172.84.

Meeting was adjourned at 7:54 pm.

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Tom Perry, Chairman

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Kirk Damon, Commissioner

**Skagit County Fire Protection District**

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**PO Box 116 Bow WA, 98232**

**Allen, Edison, Samish Island**

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David Lohman, Commissioner

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Sarah Smith, Secretary