

Monthly Commissioner Meeting Minutes

December 16, 2019

Meeting convened on December 16, 2019 at 19:03 at Three Rivers Fire Hall by Lead Commissioner Chip Keen

Commissioners Present: Chip Keen, Tom Rosmond, Scott Horton

Officers Present: Patt Bruce (Secretary), Scott Swagerty (Chief)

Other Attendees: Jason Annis (Arrived @ 19:31)

Changes/Additions to Agenda:

1. (2) items were added to Chief's Report
2. (1) items was added to New Business

Minutes of the previous month's meeting were read, approved, and signed by all three commissioners.

Secretary's Report:

1. The 2020 Levy Certification, 2020 Budget, and Resolution # 2019.1 were all completed and submitted to the appropriate county offices.
2. There was an issue with the fire station's e-mail server which was blocking personnel from accessing their 3rivers.org e-mail accounts. Tom Rosmond was able to rectify the problem for his and the secretary's accounts. He is willing to help anybody else who was affected by this issue.

Financial Report:

1. (6) Warrants totaling \$2,427.46 were requested on the Claims Payment Request dated 12/16/19 as follows:
 - \$200.00 for monthly secretarial services
 - \$71.74 for monthly utility service
 - \$8.67 for paper towels
 - \$949.38 Annual compressor test/maintenance
 - \$1,020.00 for 2020 pensions & disability
 - \$177.57 for Annual fire extinguisher maintenanceChip moved to approve the request, Tom seconded, all three commissioners signed the Claims Payment Request.
2. The district's financial statement for November was reviewed and approved by commissioners Keen, Rosmond and Horton.

3. Chief Swagerty's time sheet covering the period 11/18/19 – 12/15/19 was approved. His Payroll Certification of 21 hours of work for a total gross pay of \$252.00 was signed by all three commissioners and by designee Patt Bruce.

Chief's Report:

1. The SCBA 's passed their annual tests but the HUD devices on the air fill station need to be replaced. Chief Swagerty ordered (6) new ones.
2. Chief Swagerty also ordered (6) new bags for transporting turnouts and gear.
3. The Interdepartmental Firefighter Appreciation Dinner was held on 12/3/19.

Mechanic's Report:

1. Chief Swagerty spoke with Lloyd at U.S. Fire Equipment about the foam pump issue on R61. Lloyd thinks the problem is a faulty float sensor switch and is sending out a new one. Jason Annis and Chief Swagerty will install the new switch.
2. The parts needed for the crank case ventilation recall for R61 are now available at the dealer. Scott Horton is still willing to take R61 to the dealership but might not be able to do it until after the holidays.

Other Reports: None

Old Business:

1. The Application for Eligibility in the State of Washington Surplus Property Program remains a work in progress.
2. Carl from 3 Phase Electric has ordered the generator & concrete pad. Tom has prepared the site and the propane company is coming out to inspect the site.
3. Carl from 3 Phase Electric is coming back to switch all the exterior fixtures & lights to types that will only illuminate downward to prevent any fire station lighting from affecting traffic or any surrounding area.
4. Tom is going to pick up the dry wall necessary to repair the wall around all the new windows on the SW wall.

New Business:

1. Chip is going to begin shopping around for a new computer for the fire station. He will report back next month

Announcements: None

Meeting adjourned at 19:45

Read and approved on January 20, 2020 by

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce