

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
April 13, 2021**

Chair Jarman called the meeting to order at 3:01 p.m.

COMMISSIONERS PRESENT:

Albert Olson, Frank Cardinale and Bob Jarman.

OTHERS PRESENT:

- Fire Chief Norvin Collins, Assistant Chief Noel Monin, Capt. Tad Lean, Administrative Officer Carolyn Hudson, and others via call-in.

CITIZENS' COMMENTS/CORRESPONDENCE: None.

CONSENT AGENDA:

- **Minutes** – Commissioner Cardinale **MOVED** to approve the March 9, 2021 regular minutes. Vice-Chair Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Vice-Chair Olson **MOVED** to approve the bills. Commissioner Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Voucher (warrant) April 13, 2021 credit card bills, part 1

number: 239824 \$1,507.03.

Voucher (warrant) April 13, 2021 main bills, part 2

number: 239825 to 239856 \$32,526.16.

- **Payroll** – Commissioner Cardinale **MOVED** to approve the payroll. Vice-Chair Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Payroll, February 26, 2021 to March 31, 2021: \$78,050.32.

NEW BUSINESS

Reaffirm Integration with PHD#1 – Chair Jarman said that the Hospital District has recently took action that they want to move forward with integrating the Fire District and San Juan EMS. In the meantime, integration talks between Chief Collins and Interim EMS Administrator Nathan Butler have continued. Chief Collins said that over time, leadership with both agencies have supported integration and now are fully back on track to move forward with it. Chief Collins said that both agencies use the same people and respond to the same calls and if they were to operate as one comprehensive system, it could all be more cost-effective and efficient. Collins said that ultimately, the citizens will determine if integration happens. Commissioner Cardinale said that this is a great step forward and that we have two fine organizations. And with integration, it will benefit the citizens in ways we are yet to see, including improved response times. Vice-Chair Olson said that 10 years ago the District and Town Fire became one and now this is the next step to a single comprehensive emergency services agency. Chair Jarman said that his original goal when he became commissioner 18 years ago was to first have the District and Town Fire join as one, then bring in EMS, and then ultimately have a Rural Fire Authority or District.

OLD BUSINESS

Comprehensive Emergency Services Model Update – Chief Collins said that he has been in contact with the Ryan Erickson, the new town fire marshal, who wants to make community risk reduction one of his priorities. Town Fire Marshal Erickson, like Chief Collins, is an advocate of keeping building inspections and fire life safety inspections separate. Chief Collins said that there will be a renewed focus on existing life safety code, water supply systems, preplanning, business-level inspections, multi-level residential inspections, hospital inspections and school inspections. Erickson was also involved in the review of an upcoming practice burn house in town.

Town Annexation – Update – Chief Collins said that ballots for the April 27th election were mailed out on April 6th. Two statements in favor of annexing Town with the District are located on the online ballot booklet. Citizens can also refer a two-page document posted on the Fire District website that has a fact-based list of frequently asked questions.

STAFF REPORTS:

Financials - Chief Collins reported on the financials through March. He said that being 25% through the year, expenses are at 20%. The ending fund balance, revenues minus expenses, is \$887,098. The General Fund balance is \$596,431; the Reserve Fund balance is \$368,844; the Capital Fund balance is \$24,053; and the LOSAP fund is \$37,657. Chief Collins said that there is funding in the budget to add a half-time training officer position to one of the six half-time apparatus operator positions. That position is crucial to managing all of the training aspects, including fire, ems, rescue, rope rescue, marine, etc.

Radio – Codan, the radio project, will go online for testing at the end of May using existing towers. Assist. Chief Monin said that there is a multi-agency committee coordinating what the support equipment will be and to determine other aspects of the future of the radio system.

Waldron – The District recently had a meeting with Waldron residents discussing different landing/docking spots, community risk reductions and in May, they will have another meeting to discuss SWOT, strengths, weaknesses, opportunities, and threats. Chief Collins said that Waldron will be a great test bed for other outer islands.

Response Times - Assist. Chief Monin said that there were 56 calls in March with 55 percent of those calls being EMS calls and 45 percent being Fire calls. Over the last 6 months with 354 calls, the average reflex time (alarm to departure) was 1 minute, 58 seconds for all calls and 1 minute, 41 seconds for EMS calls, and the average reaction time (departure to arrival) was 8 minutes, 3 seconds and that includes all calls.

Staffing and Events – Assist. Chief Monin said that minimum staffing was met. The District has committed to the parking and pedestrian assistance at larger community vaccine clinics. Private payroll services and associated timecard services are in place with all personnel having recently receiving their automatic deposits under the new system. In addition, Robin Garcia, a county employee in the Auditor's Office, accepted a conditional offer for the administrative assistant position. She will start on April 26th.

Training – Assist. Chief Monin said that on April 5th, the District had an all-station drill with single-role and dual-role activities including run reviews and the Chief's address. March training included BLS checks, FF skills workshop, vehicle fires, salvage/overhaul, victim search and BLS burns/airway management. An EMT/EMR recruit class, as well as multiple burn houses, are still in the planning phase.

Logistics – Chief Collins wanted to recognize Capt. Lean for meeting the goal of moving fleet maintenance in the first quarter 2021 to Station 33, Little Mountain Station, while adding a mobile fleet unit.

EXECUTIVE SESSION – None.

Pursuant to RCW 42.30.110, (2) before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced.
RCW 42.30.110 (1)(b) there will be a discussion on the acquisition of real estate by lease or purchase.

ANNOUNCEMENTS:

The next regular meeting will be at 3 p.m. on Tuesday, May 11, 2021.

At 4:18 p.m., Vice-Chair Olson **MOVED** to adjourn the meeting. Commissioner Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.



Chair Bob Jarman



Norvin Collins, Secretary