

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
July 10, 2019**

Chair Jarman called the meeting to order at 3:00 p.m.

COMMISSIONERS PRESENT:

Albert Olson, Frank Cardinale and Bob Jarman.

OTHERS PRESENT:

- Fire Chief Norvin Collins, Capt. Tad Lean, Lt. Michael Henderson, Lt. Gilbert Venegas, SCBA Specialist John McDowell, EMS Interim Chief Karl Kuetzing and Nathan Butler with the Hospital District.

CORRESPONDENCE: None.

CITIZENS' COMMENTS: None.

CONSENT AGENDA:

- **Minutes** – Vice-Chair Cardinale **MOVED** to approve the June 12, 2019 minutes. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED**. Chair Jarman abstained from the vote because he did not attend the meeting.
- **Bills** – Vice-Chair Cardinale **MOVED** to approve the bills. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Voucher (warrant) July 10, 2019 credit card bills

number: 217512 \$ 5,139.73

- **Payroll** – Commissioner Olson **MOVED** to approve the payroll. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**. Chair Jarman asked how the reimbursement works for mobilizations. Chief Collins said staff will give the Commissioners more information about mobilizations and the reimbursements for mobilizations.

Payroll, June 2019 staff: \$ 51,108.80

Payroll, 2nd Q 2019 volunteer: \$ 54,530.30

OLD BUSINESS:

- **Integration Steering Committee Update** – Chief Collins said that Nathan Butler is managing the Gantt chart and flow chart for the consolidation of the Fire District and EMS. In addition, the various subcommittees will be submitting their recommendations to the full committee, which is scheduled to meet this Monday, July 15th. PIOs Nathan Butler with the Hospital District and Chuck Dalldorf with the Fire District are developing common terminology and common communications so that there is a consistent communications plan. Vice-Chair Cardinale said that there are basically three topics that the committee is currently researching – the makeup of the board of commissioners, the outer islands and the Town of Friday Harbor. After much research and reviewing of other boards throughout the state, the committee is recommending that the board remain as a

three-member board. Commissioner Olson suggested that board consist of at-large members. Vice-Chair Cardinale said that there are 172 named islands and they are trying to determine exactly how many of those are part of EMS's jurisdiction. And for the third topic of how the Town of Friday Harbor will proceed to annex with the District, the committee will work with Town Administrator Duncan Wilson to further study this. Vice-Chair Cardinale said no action is required on any of the recommendations until it is presented as a bigger plan later. Also, with the list of recommendations, they will explain why they did or did not follow CAG's recommendations. Chair Jarman suggested that Chief Collins focus on policy changes later in the year due to the current workload of the consolidation and other District business.

NEW BUSINESS: None.

STAFF REPORT:

- **Financials** – Chief Collins said that the District is aligned with budget expenditures to date. The LOSAP budget reflects the downsizing of the program with just a few participants now. And with that, \$20,000 was transferred to the General Fund and \$195,000 was transferred to the Reserve Fund from the LOSAP fund. The District has received \$2.4 million in revenues to date or 93 percent of what is anticipated for the year. Halfway through the year, 45 percent of personnel and 46 percent of services have been expended. He said that the target is to have 6 months in ending fund balances.
- **Operations** – Chief Collins said that drills have been well-attended and engaging. Monday night drill was a wildland exercise in the Roche Harbor area with 30-some firefighters doing progressive hose lays. It was well organized and well-attended.
- **Logistics** – Captain Lean said that he wants people to please report any damage so that staff can address the issues as soon as possible. More specifically there was damage to the Roche Harbor Station, likely due to rigs going in and out of the narrow bays. The new command rig is complete and in service. In September, the Halligan program will be launched to the general membership to track inventory and repairs.
- **Run Reports** – Chief Collins said that the District has responded to 194 calls through June and 39 last month. The average response time for emergencies last month was 13 minutes and 47 seconds, some out as far as Roche Harbor, and for overall response was 12 minutes and 16 seconds.
- **FF Association** – The membership and their families are invited to Jackson's Beach at 5 p.m. on Monday, August 5th, for a potluck.
- **Chief's Report**

Survey and Ratings Bureau - Chief Collins said that he has been acquiring data from the County and Fire Marshal's Office in addition to data from the District in anticipation of the re-evaluation this fall from the Washington Survey and Ratings Bureau.

ID Cards – Firefighters Austin Foster and Victor Capron have been researching ID cards and are developing a template, which can be used with the EMS card machine.

IT – The District has converted to Office 365. One of the top priorities is to get the email server updated.

Lexipol – Chief Collins said they will put the Commissioners’ bylaw policies on hold. However, the staff and membership will start the process of updating the general policies and then present them to the Commissioners as they are ready section by section.

Port IGA – Chief Collins said that the IGA is being reviewed by the agencies’ legal counsels.

Town of Friday Harbor – There will be a Town meeting where annexation will be discussed on Thursday July 18th at 5:30 p.m.

SCBA – Chief Collins anticipates that the County Fire Districts might be a step closer to acquiring a grant for SCBA because FEMA recently requested MOUs. With successful acquisition of the grant, Fire District #3 would be responsible for organizing annual testing and maintenance of the county’s SCBA.

Challenge Coins – No updates.

Fire Boat – Chief Collins said that the District is starting to explore the idea of obtaining one or two more boats, so it doesn’t have to rely on the Sentinel all of the time. Vice-Chair Cardinale said with more than one boat, ideally one a boat would be docked at the Port of Friday Harbor and one docked at Roche Harbor or Snug Harbor.

Decatur Island Fire Protection –The District has been working with some of the residents of Decatur Island to develop a fire protection plan. The island’s people will have to come to an agreement first.

COMMISSIONERS’ COMMENTS

Commissioner Olson inquired about the replacement for LOSAP. Chief Collins said that the Association will release the details about the PIP program, which went into effect April 1.

Chair Jarman suggested a section in the agenda where there could be discussion about inaccurate information that was overhead in the public and may need some sort of attention, especially while in the process of consolidation. It could be called the Pulse or something else.

Vice-Chair Cardinale said that the 4th of July parade was well-attended, the fire apparatus and ambulance looked great, as well as did Chief Collins and Interim EMS Chief Kuetzing. Vice-Chair Cardinale noted that the 1953 ford and the Cadillac were not in the parade. Capt. Lean said that the Ford was not operable and there was no one available to drive the Cadillac. Vice-Chair Cardinale suggested a committee be formed to handle the antique apparatus.

EXECUTIVE SESSION – At 4:25 p.m., Chair Jarman said the Board will go into executive session for 15 minutes to discuss personnel evaluations. The Board returned to regular session at 4:40 p.m. and took no action.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Wednesday, August 14, 2019.**

At 4:40 p.m., Commissioner Olson **MOVED** to adjourn the meeting. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Chair Bob Jarman

Norvin Collins, Secretary Pro Tem