

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
JANUARY 12, 2021**

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

CITIZENS' COMMENTS/CORRESPONDENCE: Dr. Loren Johnson emailed Chair Jarman with questions regarding integration. Chief Collins read the email and Chair Jarman said that those questions will be answered during the meeting. There were no more public comments.

ELECTION OF OFFICERS

- Commissioner Olson **MOVED** to nominate Bob Jarman as Chair of the Fire Commissioners for 2021. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- Vice-Chair Cardinale **MOVED** to nominate Albert Olson as Vice-Chair of the Fire Commissioners for 2021. Chair Jarman **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

CONSENT AGENDA:

- **Minutes** – Vice-Chair Olson **MOVED** to approve the December 8, 2020 minutes. Commissioner Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Commissioner Cardinale **MOVED** to approve the bills. Vice-Chair Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Voucher (warrant) December 10, 2020 more bills, part 3

number: 236255 to 236256 \$10,050.00

Voucher (warrant) December 30, 2020 credit card bills, part 4

number: 236899 \$637.31

Voucher (warrant) December 30, 2020 main bills, part 5

number: 236900 to 236927 \$20,993.59

Voucher (warrant) January 12, 2021 main bills, part 1

number: 236889 to 236898 \$13,849.29

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

Payroll, December 2020 staff: \$55,054.17

Payroll, 4th Q 2021 volunteer: \$68,371.50

NEW BUSINESS

Goal Setting and Levy Work Session – The Commissioners set up a goal setting and levy work session for 1 p.m. on Thursday, January 21, 2021. They will review 2020 goals and develop goals for 2021, as

well as discuss the current and future status of the District levy, the history of the levy, and a capital facility and apparatus plan. Each year the District levy is limited to a 1 percent increase plus new construction. Chief Collins suggested comparing that increase with the actual percent increase of the CPI each year.

Town Annexation (Discussion) – Chief Collins recapped the situation saying that the annexation vote that was scheduled to occur in 2020 was postponed due to COVID-19 and then the contract with the Town for fire protection services was extended for a year. For the Town to annex into the District, there will have to be a vote within both jurisdictions with an approval of 50 percent of the vote plus one. Chief Collins said that Town Administrator Duncan Wilson said that Town would like to hold the vote in April. Assistant Chief Noel Monin said speaking as a Town Council member, the Town has been pleased with the level of service that it has received from the District and realizes that the agreement was meant to be for 5 years and now it has been 10 and so it is definitely time to pursue annexation with the District. Chief Collins said annexation will be on the agenda for the Town meeting on Feb. 4. The goal is to have a unified district, the Chief said. Citizens will want to know the following: What is the return on their investment being contracted versus being annexed; What is that dollar amount going to be for the average homeowner in Town? Chief Collins said annexation is not a prerequisite for integration but it would be beneficial if it occurred. If Town didn't annex, they would need to negotiate a new contract for services. The fee structure will need to be determined if a new contract needs to be negotiated.

OLD BUSINESS

Comprehensive Emergency Services Model Update – Chief Collins said that information regarding FTE costing and future projecting will be available at the goal setting workshop next week.

STAFF REPORTS:

DOL – Chief Collins asked the Commissioners opinion on renewing the contract with DOL (Department of Licensing). DOL inquired about renewing the contract for rental space with the District but said it likely wouldn't start renting until June due to COVID-19. Commissioner Cardinale said it is unlikely that the population would be immunized by June and that it is a disruption to staff twice a month. Vice-Chair Olson said had mixed feelings about it because of the benefit to the community but recognized how it affects staff. Chair Jarman appreciated the community outreach it provides. The Commissioners decided to direct the DOL to find another place to rent. But if they were unsuccessful, they could rent the District facility.

Financials - Chief Collins reported on the financials through November. He said that being 100% through the year, revenues are at 95% and expenses are at 83%. The ending fund balance, revenues minus expenses, is \$731,847. The General Fund with the LOSAP balance is \$661,620; the Reserve Fund balance is \$368,766; and the Capital Fund balance is \$24,053. Chief Collins thanked staff for responsibly managing the budget with 88% of the personnel expenses and 73% of materials and services expended.

Payroll – Chief Collins said that the county has not been able to accommodate the 24-day payroll model. Assist. Chief Monin has found a couple of companies in Washington State that provide payroll services for municipalities at a rate comparable to the County. These companies will be able to do the payroll for not only the 24-day payroll, but also for the monthly staff and the fee-for-service members. Other changes in payroll for 2021 and as approved with the budget is a 1 percent CPI across the board increase for the membership and a reduced liability for funding by paying the volunteers a fee-for-service rather than hourly. On another note, Chief Collins said he and his wife Holly wanted to personally demonstrate their commitment to the community and to the organization, while recognizing the challenges many community members have faced during this pandemic. As a result, they have

decided that Chief Collins will not accept the 1 percent CPI raise for 2021 that was negotiated in his contract. Each Commissioner individually thanked both Holly and the Chief. They recognized Chief Collins for his leadership and compassion for the organization and the community. Vice-Chair Olson also thanked the membership for their commitment and taking on the difficult challenges during the pandemic.

Current Membership - Assist. Chief Monin reported that the District now has 52 responders, which includes 5 new EMTs. There are 46 active responders and 6 on leave primarily due to COVID and another 8 support team members and 1 SCBA technician for a total of 61 members. In 2020, the total hours for training, response, shifts and stations duties were 6,231.

Response Times - Assist. Chief Monin said there were a total of 717 calls in 2020 with 640 of those being All Hazard calls. The average reflux time (time from alarm to departure) for all calls was 1 minute, 51 seconds, now improved over than the more than 2-minute average in the past, but still higher than the lofty goal of 1 minute, 30 seconds. The average time from wheels hitting the pavement to arrival was 8 minutes, 25 seconds and that includes calls to Roche Harbor and boat calls. And the total average overall time from alarm to the arrival was 10 minutes, 16 seconds. Assist. Chief Monin recognized the commitment of the emergency responders for improving these response times.

Apparatus Operators – On January 2, the 6 AOs officially started their 24-day shifts. Those 6 people are the equivalent of 3 FTE in addition to the 3 full-time staff people for this shift work. This means that there are 2 dedicated people on a shift 24/7 and volunteers have stepped up to fill a 3rd position and sometimes even a 4th position on the shift. In addition, there is a primary and secondary officer on duty 24/7, totaling 4 people on shift at all times. Assist. Chief Monin wanted to recognize the 13 highly qualified and dedicated people who applied for the AO positions and said that those who were not chosen will remain on a list for future needs.

New Medical Exam Provider – Assist. Chief Monin said that the District is now using Eventide for its physical exams and that the staff is pleased with the service, the scheduling and billing from the new provider.

Training – AO Karl Kuetzing is looking at partnering with Skagit Community College so that responders might be able to receive college credit for emergency responder coursework. Also, Assist. Chief Monin said there will be a wildland refresher this spring.

Logistics – Annual maintenance and pump testing was completed in 2020. Also, Capt. Lean is in the process of moving vehicle maintenance to Station 33 and making the utility vehicle into a mobile maintenance 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.

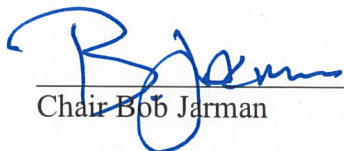
RCW 42.30.110 (1)(b) there will be a discussion on the acquisition of real estate by lease or purchase

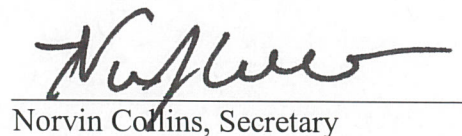
ANNOUNCEMENTS:

There will be a goal and levy workshop at 1 p.m. on Thursday, January 21, 2021.

The next regular meeting will be at 3 p.m. on Tuesday, February 9, 2021.

At 4:31 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