

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
June 8, 2021**

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

COMMISSIONERS PRESENT:

Albert Olson, Frank Cardinale (via telephone) and Bob Jarman.

OTHERS PRESENT:

Fire Chief Norvin Collins (via telephone), Assistant Chief Noel Monin, Administrative Assistant Robin Garcia, Captain Lean, Training Officer Kuetzing and others via call in.

CITIZEN'S COMMENTS/CORRESPONDENCE: None

CONSENT AGENDA:

Minutes – Commissioner Olson MOVED to approve the May 11, 2021 regular minutes. Chair Cardinale SECONDED the motion. The motion was APPROVED Unanimously.

Bills – Commissioner Cardinale MOVED to approve the bills. Commissioner Olson Seconded the motion. The motion was Approved Unanimously.

Voucher (warrant) June 8, 2021 All Bills

Number: 241649 to 241671 in the amount of \$30,548.68

Payroll - Commissioner Olson Moved to approve the payroll. Commissioner Cardinale Seconded the motion. The motion was Approved Unanimously.

24 day Payroll - 4/29/21 to 5/22/21 \$59,407.64

Monthly Payroll – 5/1/21 to 5/31/21 \$54,690.74

NEW BUSINESS: None

OLD BUSINESS:

Comprehensive Emergency Service Model Update- We are now working operationally with a training officer from EMS, our Training Officer Kuetzing, EMS Training Officer Koons and Assistant Chief Monin are coordinating future plans, EMT certification class, driver training class. Chief Collins and Administrator Butler continue to meet frequently. Chief Collins and Administrator Butler have set up a joint meeting of paid staff in both organizations to just have some initial dialogue. Chief's approach is to have positive dialogue, and make people remember that this isn't new, it is about taking care of our community and doing the right thing for our community in the most effective and cost efficient manner. We are focusing on the future and not coming up with all of the answers right now. This will not be a single event, but this is a start.

STAFF REPORTS:

Financials:

Chief Collins reported on the financials through May. He said we are at 72% for revenues, for unknown reasons, none of our funds showed any interest accrual this month, speculation is it must have been the time they were posted, so he would think that we will see additional interest on the revenues next month because they didn't change from last month. Overall expenses are at 32% of budget. Our personnel expenses are 42% of budget, it is slightly higher than we want it to be due to the pay out of accrued leaves to Carolyn Hudson. Materials & Services is at 16%. Ending fund balance (revenues minus expenses) is \$679,315. The General Fund balance is \$1,240,482, the Reserve Fund balance is \$368,865, Capital Fund balance is \$24,053 and the LOSAP fund is \$37,663.

Ops Report:

The district had 88 incidents that we responded to, 68% were EMS, 32% were under Fire Service. YTD we 341 incidents, 63% EMS, 37% Fire Service. Performance measures will continue to be on a 6 month snapshot, reaction time for the 6 month average is 1:43, 6 month average for EMS/MVA Calls is 1:42, 6 month average first due travel, including outer island, marine response, north end, is 7:25. Minimum staffing was met for May. San Juan County vaccine clinic continued to be active and we were helping with it. We hosted a joint agency EMS run review with Dr. Corsa last month and again this month. We are also taking care of our single roll Firefighters during the all department meeting by them doing training while the EMT's are getting their run reviews. All emergency service groups are planning for the CODAN transition and use of a singular emergency communication system, it is ongoing. We are also coordinating some mapping updates to include transportation planning for water landings and water landing zones. I am working with the County GIS to get these plotted on maps so that we can have it as a resource for response. We did meet with Waldron and Stuart Island communities last month.

Training:

We are working with our support personnel and have initiated monthly meetings with them and working with them to develop their skills as they help us respond to situations whether that be firefighter rehab, communications. In May we dealt more with hose deployment, first due engine company roles, BLS trauma assessment and patient packaging for transport using spinal injury precautions. We are working to ensure that we can integrate all of personnel into drills. We had our live fire training with the marine operations. We experienced some challenges, but we were impressed with our members ability to adapt.

Chief's Report:

Our meeting with Waldron had 50 or so people attending. We explained what we are, who we are and what we stand for. The meeting we had on Stuart was their annual meeting on Memorial Day, they had approx. 75 of the owners/residences there. They were very engaged, very supportive about moving forward, and they wanted to have some additional training. Training coming up on Saturday included reaching out to our partner islands because we know that live fire burns are hard to come by. TO Kuetzing reached out to Lopez, Orcas and Shaw. There are people coming from Lopez and Orcas to train.

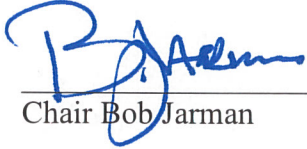
Commissioner Comments:

None


ANNOUNCEMENTS:

The next regular meeting will be at 3 p.m. on Tuesday, July 13, 2021.

At 3:55 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