

**SAN JUAN COUNTY FIRE DISTRICT #3  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING  
May 11, 2021**

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

**COMMISSIONERS PRESENT:**

Albert Olson, Frank Cardinale and Bob Jarman.

**OTHERS PRESENT:**

Fire Chief Norvin Collins, Administrative Assistant Robin Garcia, and others via call in.

**CITIZEN'S COMMENTS/CORRESPONDENCE:** None

**CONSENT AGENDA:**

Minutes – Commissioner Cardinale MOVED to approve the April 13, 2021 regular minutes. Chair Jarman SECONDED the motion. The motion was APPROVED Unanimously.

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

Voucher (warrant) May 11, 2021 credit card bills, Part 1  
Number: 240787 \$1,067.26  
Voucher (warrant) May 11,2021 Main Bills, Part 2  
Number: 240756 to 240786 \$40,595.41

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

24 day Payroll-3/12/21 to 4/4/21 \$37,165.33  
24 day Payroll – 4/5/21 to 4/28/21 \$32,706.93  
Monthly Payroll – 4/1/21 to 4/30/21 \$57,807.15

**NEW BUSINESS:** None

**OLD BUSINESS:**

Ballot update - Chief Collins stated the election was certified on May 7, 2021. The Town approved at 74-75%, the rest of the district approved at 87%. The district received a congratulatory from Town Administrator Duncan Wilson which has been over 10 years in the making. Taxes will come on the books January, 2022.

Comprehensive Emergency Service Model Update- integration plan had benchmarks, action by both the Fire District and Hospital District Boards to move forward. Finances and roles & responsibilities being worked on for a year 1 presentation to the Board. Ongoing conversations with administrator Butler on finances, processes, and collections from a billing standpoint. Goal is to present year 1 plans to Boards by August.

## **STAFF REPORTS:**

**Financials** – Chief Collins reported on the financials through April. He said we are at 48% for revenues. Overall expenses are at 27% of budget. Our personnel expenses are 33% of budget because of the 2-week training overlap of the new Administrative Assistant. Materials & Services is at 19%. Ending fund balance (revenues minus expenses) is \$679,315. The General Fund balance is \$849,135, the Reserve Fund balance is \$368,865, Capital Fund balance is \$24,053 and the LOSAP fund is \$37,663. Commissioner Cardinale asked about the possibility in the future if there would be a part time person being hired. Chief Collins stated always a possibility but needs to pause any additional staffing discussions until the integration plans proceed, then more staffing on data review can occur. Staffing plans are based on historic and projected data; staff is exploring peak time staffing. Discussion around summer staffing occurred.

### **Ops Report:**

Following a competitive process, the Training Officer position has been filled by Karl Kuetzing; he will be an AO and training officer.

We have Outreach meetings on the 22<sup>nd</sup> on Waldron Island, and the 30<sup>th</sup> on Stuart Island. We have a training burn on the 29<sup>th</sup> on Baker Lane, and a training burn on June 12<sup>th</sup> on Victoria Drive.

Training for April included Wildland refresher, BLS training on spinal cord injuries and immobilization. Members completed their 3 ½ mile hike, pact test, so those that need to be red carded will maintain that qualification.

We had our first joint agency case review with SJIEMS on the first Monday drill, and it went very well. Fire district now maintains wildland firefighting IQS at the squad boss level; this got the district out of some of the challenges with DNR managing it and takes care of State and Federal Qualifications.

TO Kuetzing is finalizing the EMT and EMR plan; we should be offering a first responder class shortly that will be open to all of the agencies around the County. We will also be doing a firefighter academy in the near future.

Call reliability and performance reported for a 6-month recap, total responses 366. Average reaction time goal is 90 seconds with actuals average response times of 1 min 40 seconds, average travel time 8 min 4 seconds. Minimum staffing was met for April.

The district continues to support the community with help in the vaccine effort.

### **Fleet:**

Capt Lean, with support, has been completing the annual pump testing. Annual hose & ladder testing was completed. Equipment for outer island response is being added to the inventory.


### **Commissioner Comments:**

Commissioner Jarman would like to recognize and credit Chief Collins for exceeding in the set expectations; he has done everything that he was asked to do, in his opinion. Morale is high, he has trained people to understand the budget and how the operation works. If we lose the Chief, the department could run on its own, and he has the department built to empower the people to maintain our services to the district.

**ANNOUNCEMENTS:**

**The next regular meeting will be at 3 p.m. on Tuesday, June 8, 2021.**

At 3:49 p.m., Commissioner Cardinale **MOVED** to adjourn the meeting. Vice-Chair Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.



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Chair Bob Jarman



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Norvin Collins, Secretary