

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING – COVID REMOTE STANDARDS
September 8, 2020**

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, Captain Tad Lean, Interim EMS Chief Karl Kuetzing, SCBA Specialist John McDowell, PIO Chuck Dalldorf, Lt. John Salinas, EMT Nickie Waldron and others via call-in.

CITIZENS' COMMENTS/CORRESPONDENCE: None.

CONSENT AGENDA:

- **Minutes** – Commissioner Olson **MOVED** to approve the August 11, 2020 minutes. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Commissioner Olson **MOVED** to approve the bills. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Voucher (warrant) September 2, 2020 credit card bills

number: 232719 \$ 1,859.35

Voucher (warrant) September 2, 2020 main bills

number: 232720 to 232 \$ 14,017.28

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

Payroll, August 2020 staff: \$ 49,099.08

NEW BUSINESS: None.

OLD BUSINESS:

Comprehensive Emergency Services Model Update – Chief Collins presented version six of a combined organizational chart. He noted that on the far right is the Community Risk Reduction (CRR) section for future positions and planning. Chief Collins said that it is a logical place for CRR, and in time the plan is to have control amongst the county fire districts. Administrative and Operational Assistant Chiefs both have an Administrative Assistant. All light colors are positions that currently aren't filled but show a long-term vision. Chief Collins said that a Volunteer Coordinator position could be initially funded with a grant and serve as a county-wide role. His overall vision is that the District start small but interact with partners to grow countywide. Medical Director Dr. Corsa is the MPD

outside of the organization but still part of the org chart. The Commissioners said that they will review the draft and discuss it in more detail over time. Chief Collins said much of it reflects what the District is doing already. He will continue to work with Assistant Chief Monin, who is overseeing the deployment committee, and consider costing, FTE, deployment and more as they work out more details over time.

Update of Outer Islands'– The County Council will hold a public hearing on October 13th regarding the February ballot measure where the Outer Islands may become part of the District. If the voters can get about 44 signatures or 60 percent of the 73 register voters, they can become part of the District by petition. The cost of the Election to the District could be \$24,000 to \$30,000 depending on the number of other participants in the election. Outer Islands currently have 43 voters in support of the measure, but they would like to get support from more so everyone can understand the benefits. One of the questions from the outer islanders is will there be a boat available for response on the other side of the San Juan Island. In good waters at 24 knots, it takes a boat 23 to 27 minutes to get from the Port of Friday Harbor to the northern islands. Chief Collins said the District cannot commit to anything until they are in our District or could not speculate on what they would be rated by the Washington Survey and Rating Bureau. If they became part of the District, the islands would bring in about \$74,000 in property taxes. Chief Collins said it is all part of a comprehensive plan.

On another update about the outer islands, the CODAN radio project improved radio reception from no reception to good reception on Waldron Island. Waldron Islanders are interested in establishing their own firefighters' association, as well as developing a Memorandum of Understanding with the District to have a more formal relationship. EMT Nickie McDonald said that she is convinced that Waldron should be part of District and it is just a matter of talking with others about the benefits.

STAFF REPORTS:

Financials - Chief Collins reported on the financials through August, being 66.67% through the year, revenues are at 65% with still expecting the second half of property taxes in October, while expenses are at 56 percent. The ending fund balance, revenues minus expenses, is about \$844,000. The General Fund balance is \$599,326; Reserve Fund balance is \$450,809; and Capital payment is \$24,053.

Incident Response – Assist. Chief Monin reported in August with a total of 66 calls that the average response time for Station 31 was about 6 minutes; Station 32 was 11 minutes 20 seconds; Station 33 was 13 minutes 12 seconds; Station 34 was 18 minutes 5 seconds; Station 35 was 15 minutes 45 seconds; Station 36 was 17 minutes 24 seconds; and Station 37 was 7 minutes 10 seconds.

Assistant Chief Monin said they are into their second week of 48 on 96 off shifts for career staff and it is working well with a start time of 6 p.m., which allows more time for family. Also, volunteers are filling open positions and making sure that seats are filled.

Assistant Chief Monin also reported that the new packs are in service and they have been working with them for a little over a month. Firefighters will do some live fire training with the new packs in some upcoming live burn house exercises. They do not have the capability to fill the packs on scene, yet the new bottles are now 45-min bottles and the District has plenty of spares and they can be brought back to Station 31 to fill. In the future, they will get a portable trailer for filling. Each engine has 4 extra bottles and there are an additional extra 16 bottles.

Assistant Chief Monin said they are making plans for a pump operator class this fall, and for next year an EMT, an EMR and possibly firefighter recruit classes.

Logistics – Captain Lean said that he has been rotating engines to distribute the mileage more evenly. And the new command vehicle will be delivered tomorrow.

Firefighters Association – President John Salinas that they have been having frequent zoom meetings. They have been getting steady income from FHFA and working on their bylaws with a review by

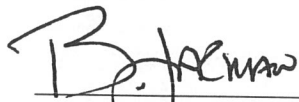
Attorney Tony Vivenzio. President Salinas thanked Kyle Dodd and John McDowell as well helping with the bylaws. The membership will be voting on the bylaws soon.

EXECUTIVE SESSION – None.


ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Tuesday, October 13, 2020.**

At 4:23 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