

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
February 9, 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: None.

CONSENT AGENDA:

- **Minutes** – Vice-Chair Olson **MOVED** to approve the January 12, 2021 regular minutes. Commissioner Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**. Vice-Chair Olson **MOVED** to approve the January 21, 2021 workshop 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) January 19, 2021 med ins bill, part 2

number: 69835 \$11,971.36

Voucher (warrant) February 9, 2021 credit card bills, part 1

number: 237691 \$352.94

Voucher (warrant) February 9, 2021 main bills, part 2

number: 237692 to 237720 \$37,588.98

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

Payroll, January 2021 staff: \$65,565.80

NEW BUSINESS

Resolution 2021-01 Supporting the Annexation of the Town of Friday Harbor with San Juan

County Fire District #3 – Resolution 2021-01 not only supports the annexation in concept but will call a special election on April 27, 2021 for voters to decide. The vote was originally scheduled for April 2020 but was postponed due to Covid-19. For the Town to annex into the District, voters within both jurisdictions will each have to approve the annexation with 50 percent of the vote plus one. The Town of Friday Harbor passed an ordinance on February 4, 2021 to also put annexation on the same ballot. The ballot shall read: Shall the Town of Friday Harbor be annexed to and be a part of San Juan County Fire

Protection District #3 (San Juan Island Fire & Rescue)? Yes or No. The ballot proposition will be identical for District #3 voters and the Town of Friday Harbor voters. Chair Jarman said that annexation of Town is an important step for both the Town and the District. Commissioner Cardinale **MOVED** to approve Resolution 2021-01 concerning the annexation of the Town of Friday Harbor into the Fire District and direct the Chief to appropriately execute filing the required paperwork with the County Elections Office and share a copy of the resolution with the Town of Friday Harbor Administrator. Vice-Chair Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

OLD BUSINESS

Payroll – Assist. Chief Monin updated the Commissioners on the progress of using the newly hired company, Payroll Solutions, to process the District's payroll. Monin said that the annual cost is about \$8,000 per year versus \$7,500 year if the District were to continue to process payroll through the County. Another company with similar pricing was also good but Payroll Solutions was a better fit for the District. The District changed over to a private company because the County was not able to accommodate the 24-day payroll model. Assist. Chief Monin said that the first month's payroll went well and that they have much of the work completed and will now begin bringing the volunteers into the system. Regarding pension, Chief Collins said that all the new Apparatus Operators (AOs) qualify for PERS and if in the future they become full-time emergency responders, PERS accumulation can be converted into LEOFF.

Levy Restoration Workshop – The Commissioners scheduled a levy restoration workshop for 1 p.m. on Tuesday, March 2, 2021. At the January 21, 2021 workshop, the Commissioners reviewed that because the District has been limited to a 1 percent revenue increase per year plus new construction since 2002 and has not pursued any adjustments to this collection rate that the analysis shows that the District's lack of revenue growth is a standout compared to most other County agencies. As a result, the District is experiencing a very slight compression, which is out of line with the actual growth of the economy and the community. With this, the Commissioners directed the staff to do further research and propose a levy rate restoration that will be discussed in this upcoming workshop.

Comprehensive Emergency Services Model Update – Chief Collins said that he has been having meetings with Interim EMS Administrator Nathan Butler regarding integration and feels optimistic that the process is progressing. In the meantime, a newsletter will soon be mailed to the District's residents about what is happening in the District and what the District has been able to accomplish in the past year.

STAFF REPORTS:

Financials - Chief Collins reported on the financials through January. He said that being 8% through the year, expenses are at 6%. The ending fund balance, revenues minus expenses, is \$912,187. The General Fund balance is \$443,815; the Reserve Fund balance is \$368,796; the Capital Fund balance is \$24,053; and the LOSAP fund is \$37,650.

Response Times - Assist. Chief Monin said there were 54 calls in January with 63 percent of those calls being EMS calls and 37 percent being Fire calls. Over the last 6 months with 427 calls, the average reflux time (alarm to departure) was 1 minute, 50 seconds, and the average reaction time (departure to arrival) was 8 minutes, 12 seconds and that includes all calls. Two recent responses to Decatur Island were discussed. Chief Collins said that Decatur is not currently part of the District, but that the District is committed to helping regardless of location in the community. He said that Interim EMS Administrator Butler will be seeking the same kind of commitment for EMS from the hospital board.

Staffing – Assist. Chief Monin said that the AOs are settling in and are very eager and active. Staffing goals were met in January and the training officer position duties are being transferred from Lt. Michael Henderson to AO Karl Kuetzing. The training officer position is a temporary assignment, which allows multiple people to experience the responsibilities.

Training – Assist. Chief Monin said that planning for EMT/EMR training is progressing with class coordination that includes other response agencies and Skagit College. Priority enrollment will be for people within the District followed by enrollment by partner agencies. Further details will be announced as soon as the plan is completed.

Fire Boat Sentinel – Chief Collins said that he has a meeting with County Administrator Mike Thomas regarding the fire boat.

Logistics – Capt. Lean said that he is in the process of moving the maintenance headquarters from Station 31 to Station 33 and should be done by the end of March. He added that the utility mobile maintenance unit is loaded and ready with the help of Tender Operator Frank Cardinale and Firefighter Ron Stanger. Capt. Lean and Tender Operator Cardinale also did some pump testing on Shaw Island and talked with Shaw Island Chief Jon Shannon about doing some partnering.

Administrative – Chief Collins said the membership is excited and engaged. Also, the District is setting up meetings with the north outer islands to do a needs assessment and gap analysis for the nuances of those small islands, including Stuart and Henry islands, as well as review the needs of Pearl and Brown islands. The District is meeting with the Waldron Island Brigade to discuss their needs as well. Also, Chief Collins said that the county chiefs and Dr. Josh Corsa met with the new Lopez Fire Chief Adam Bigby and talked about an overview of the islands and partnering together for purchases and procedures, in addition to attending their regular chiefs' meetings.

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 levy correction workshop at 1 p.m. on Tuesday, March 2, 2021.

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

At 4:07 p.m., Vice-Chair Olson **MOVED** to adjourn the meeting. Commissioner Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.



Chair Bob Varman



Norvin Collins, Secretary