

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
December 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, EMT Nickie McDonald, Administrative Officer Carolyn Hudson and others via call-in.

CITIZENS' COMMENTS/CORRESPONDENCE: There were no citizens comments. The District received correspondence from Friday Harbor Mayor Farhad Ghatan stating the Town's gratitude for the highest level of service and professionalism they have received from the District. For the past 10 years, the Town of Friday Harbor has been contracting fire protection services with the District. The District also received correspondence from Jordan Pollack with Firefighters Crossing Borders thanking the San Juan County Fire Districts for the donation of the SCBAs. The Districts received a grant to replace their SCBAs and donated their old ones, which will go to fire districts in Eastern Washington.

CONSENT AGENDA:

- **Minutes** – Commissioner Olson **MOVED** to approve the November 10, 2020 minutes. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Vice-Chair Cardinale **MOVED** to approve the bills. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Voucher (warrant) December 8, 2020 credit card bills

number: 235918 \$575.89

Voucher (warrant) December 8, 2020 main bills

number: 235919 to 235947 \$27,134.44

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

Payroll, November 2020 staff: \$55,895.45

NEW BUSINESS

Introduction of Dr. Corsa and roll of the MPD – Dr. Corsa was unavailable but will on the agenda for next month.

Town Annexation (Discussion) – Chief Collins said he has been talking with Town Administrator Duncan Wilson about annexation and what is the best timing and how do they communicate the message with the public. Ideally, there would be Town Hall meetings to discuss the issue with the public. But due to circumstances with COVID-19, that can't happen right now. After Chief Collins and Town Administrator Wilson develop a plan, the Town Council and District could meet jointly, if needed. 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. Town can either keep that money, give it back to the citizens or do a combination of the two. Annexation must be approved by August for the Town residents to be on the 2022 tax roll. If it is passed in November, then the contract terms allow for continued payment through the following year for fire protection services. Chief Collins said overall it will have to be determined what level of funding is needed to sustain this level of service over the next decade in the District with the consideration of a lid lift. The timing of a lid lift could be pre-annexation, post-annexation or in the next year or two. Regardless, he said that the District provides topnotch service with dedicated responders and excellent equipment.

OLD BUSINESS

Memorandum of Understanding (MOU) with Waldron Island Brigade – Second Reading – Chief Collins said some terminology was added since the first reading that “Waldron Island Fire Brigade agrees to defend, hold harmless and indemnify San Juan Fire & Rescue from any and all claims of property damage, bodily injury, wrongful death, negligence” etc. Chief Collins said that the intent of the added verbiage is to protect both parties, although the risk is very low. Overall, the function of the MOU is to enter into a joint process to enhance planning, training and response for the residents, owners and visitors on San Juan Island. EMT Nickie McDonald, a Waldron Island resident, said that they like how the MOU reads and they are excited to move forward. Vice-Chair Cardinale **MOVED** that the Board approve the Memorandum of Understanding between Waldron Island Brigade and SJIF&R and direct the Chief to appropriately execute the signatures and administration of the MOU in accordance with District policy and the law. Commissioner Olson **SECONDED** the motion. The motion was

APPROVED UNANIMOUSLY.

Marine Vessel (Update)

Chief Collins said that Assistant Chief Monin now has a copy of the original grant to acquire Sentinel, which was written by the Department of Emergency Management, and deemed it a public safety vessel. It was paid for entirely with the federal grant and the grantor is Homeland Security. The Sheriff’s Office wants to vacate the interlocal agreement that is between San Juan County, San Juan County Fire District #3 and San Juan County Fire District #5 (Shaw Fire). Chief Collins said he would like to get an interpretation of this situation from Randy Gaylord. There is a possibility that the ILA can be re-established without the Sheriff’s Office. However, once law enforcement is no longer part of the ILA, operational grant opportunities with the Sentinel may no longer be available.

Comprehensive Emergency Services Model Update – Chief Collins has been working with Assistant Chief Monin on data driven FTEs, the org chart, and deployment models, while contemplating outer-island responses, seasonal staffing of Roche Harbor area and station relocations, working with National Parks and Roche Harbor. Details will be available in the future.

STAFF REPORTS:

Financials - Chief Collins reported on the financials through November. He said that being 91.67% through the year, revenues are at 95% and expenses are at 77%. The ending fund balance, revenues minus expenses, is \$980,288. The General Fund with the LOSAP balance is \$776,330; the Reserve Fund balance is \$368,734; and the Capital Fund balance is \$24,053.

Incident Response and Other OPS Reports– Assist. Chief Monin reported that in November with a total of 68 calls the average reflux time for all calls was 2 minutes 8 seconds and the average time from alarm to arrival was 8 minutes 14 seconds. Assist. Chief Monin reported that there are 13 applications for the part-time Apparatus Operator positions. He said that this position is another very big step toward improving services by assuring minimum staffing to include an engine with a driver, an officer and a duty officer. The District conducted a training burn with 33 participants, where they were able to use the

new airpicks. Also, there was a search and rescue call that was successful due to the collaboration of the Sheriff's Office, EMS and a couple of citizens. The lost person was wet and suffering from hypothermia when he was found. Assist. Chief Monin said special recognition for successfully finding the lost person goes to Lt. John Salinas, Firefighter Jerry Sears, Firefighter Dennis Sears, and Civilians Will Hamilton and Cole Hamilton.

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:

The next regular meeting will be at 3 p.m. on Tuesday, January 12, 2021.

At 4:15 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