

**SAN JUAN COUNTY FIRE DISTRICT #3  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING  
June 12, 2019**

**Acting Chair Cardinale called the meeting to order at 3:00 p.m.**

**COMMISSIONERS PRESENT:**

Albert Olson and Frank Cardinale. Bob Jarman had an excused absence.

**OTHERS PRESENT:**

- Fire Chief Norvin Collins, Assist. Chief Noel Monin, SCBA Specialist John McDowell, Boat Operator/PIO Chuck Dalldorf, PHD board member Rebecca Smith and Administrative Officer Carolyn Hudson.

**CORRESPONDENCE:** None.

**CITIZENS' COMMENTS:** None.

**CONSENT AGENDA:**

- **Minutes** – Commissioner Olson **MOVED** to approve the May 9, 2019 minutes. Acting Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Commissioner Olson **MOVED** to approve the bills. Acting Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

**Voucher (warrant) June 12, 2019 main bills**

**number: 216114 to 216150 \$ 38,356.78**

**Voucher (warrant) May 9, 2019 credit card bills**

**number: 216113 \$ 3,425.56**

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

**Payroll, May 2019 staff: \$ 53,167.34**

**OLD BUSINESS:**

- **Integration Steering Committee Update** – Chief Collins presented a flow chart of integration of the District with EMS. The Flow Chart subjects include boundaries, elections/levies/taxes, licensing, crew/staff/financial, communications and project budgeting. Commissioner Olson wanted to let it be known that he is opposed to a 5-member board when it comes time to make that decision. He said that it opens it up to the possibility of making decisions outside of the meeting. One member talks to another. And then one of those members talks to still

another. Whereas with a three-member board, the board members can only speak with the chief outside of the meeting about agency business and then the chief can communicate information to the board members. Chief Collins continued with asking the board to approve direction to apply for a basic life support aid license. He said that this will allow for an easy transition and will be beneficial for the District anyway. Commissioner Olson **MOVED** that the Board approve the Fire Chief to pursue gaining a basic life support aid license from the State of Washington for providing EMS in association with the recommendation from the Integration Steering Committee. Acting Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

### **NEW BUSINESS:**

- **Lexipol Contract for Policy and Procedure Development** – Chief Collins said that Lexipol is a company that specializes in developing policies and procedures that are written to current State RCWs and WACs for Fire, EMS and Law Enforcement. San Juan EMS, Anacortes Fire and Orcas Fire have all used the company's services to develop their policies. Chief Collins recommended that the District do the same to ensure that it is current in its policies. And the more economical option would be to start with an entirely new set of policies modified for the District. That cost would be about \$6,000 per year. Chief Collins said that the cost is justified for the product that the District would receive and especially anticipating the integration with EMS. The company also has the employees take tests annually to ensure that they are aware of the policies and any current modifications. After some discussion, Commissioner Olson **MOVED** that the Board approve the Fire Chief to act on behalf of the Board of Commissioners and enter into a contract with Lexipol for the development of manuals for policies and procedures. Acting Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Anonymous Donation and Appropriation of Funds** – Chief Collins said that the District received a \$60,000 anonymous donation with no requirements but will be dedicated to Firefighter Safety. The money will be used to buy headsets for the engines for improved communication. They may be wireless, wired or a combination of the two. Lt. Michael Henderson is currently researching the possibilities. Commissioner Olson **MOVED** that the Board appropriate funds from the anonymous donor for the purchase and installation of apparatus communication devices for the improved safety of the membership. He said that he further moves that any residual funds from the \$60,000 donation be appropriated for additional items to increase the safety of the membership at the Fire Chief's discretion. Acting Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

### **STAFF REPORT:**

- **Financials** – Chief Collins said that the District is aligned with budget expenditures to date and that all but enough of the LOSAP budget to accommodate the remaining participants has been transferred, including \$20,000 transferred to the General Fund and \$195,000 transferred to the Reserve Fund.

- **Operations** – Assistant Chief Monin reported that there are currently 48 firefighters who are red-carded, a national certification for wildland firefighting. He also presented an org chart that distributes the leadership roles and discussed rotational training, working with smaller groups. He added that the District will be using a service with Target Solutions that will provide a better method of managing and organizing training records. Some educational videos can be viewed outside of drill time allowing drills to focus on hands-on training. Assist. Chief Monin is also planning a future training grounds with the assistance of Member John McDowell. Possible ways to fund it could include fund raising, grant money or a temporary lid lift.
- **Logistics** – The new command rig will be completed soon with lights, sirens, radios and decals.
- **Run Reports** – Chief Collins said that the District has responded to 137 calls through May. The average response time for emergencies last month was 12 minutes and 57 seconds and for overall response was 13 minutes and 3 seconds.
- **FF Association** – No report.
- **Chief's Report**

**Survey and Ratings Bureau** - Chief Collins said that he continues to gather information for the Washington Survey and Ratings Bureau, which is scheduled to re-evaluate the District this fall.

**ID Cards** - He said a template is being developed for production.

**IT** – The District is converting to Office 365 and will also purchase some upgraded hardware as well.

**Port IGA** – Chief Collins said that the Port IGA is in development at the office of Attorney Joseph Quinn.

**Decatur Island Fire Protection** – The District has been working with some of the residents of Decatur Island to develop a fire protection plan.

**State Audit 2016-2018** – The Audit is complete with no findings, only a few minor recommendations.

### **COMMISSIONERS' COMMENTS**

Acting Chair Cardinale inquired about ID cards, Challenge Coins, the Fire Marshal's Office and the Fire Boat. Chief Collins said that the ID cards and Challenge Coins are still in process. The Chief and Commissioners discussed the possibility of having more control over the Fire Marshal's Office and the Fire Boat.

**EXECUTIVE SESSION** – None.

### **ANNOUNCEMENTS:**

- **The next regular meeting will be at 3 p.m. on Wednesday, July 10, 2019.**

At 4:50 p.m., Commissioner Olson **MOVED** to adjourn the meeting. Acting Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

---

Acting Chair Frank Cardinale

---

Carolyn Hudson, Secretary