

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
October 9, 2019**

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, Assist. Chief Noel Monin, Capt. Tad Lean, Interim EMS Chief Karl Kuetzing, SCBA Specialist John McDowell, Administrative Officer Carolyn Hudson, citizens Karin Agosta, Everett Clary, Barbara Sharp, Rick Frazier, Bill Williams, Trish Lehman and PHD Board Members Rebecca Smith, Dr. Michael Edwards, Anna Lisa Lindstrom and Dr. Warren Appleton.

CORRESPONDENCE: None.

CITIZENS' COMMENTS:

Citizen Everett Clary, who is one of four people running unopposed for the hospital board in November, read a statement from those four people, as well as current PHD Board Member Anna Lisa Lindstrom, about not supporting the intergovernmental agreement for administrative services and that it does not meet any of the goals from the Citizens Advisory Group (CAG). He said that the CAG knows more than any of the Commissioners of either board (present or future) and that any deviation from their recommendations should be done with caution and thought.

PHD Board Member Anna Lisa Lindstrom said she is concerned that the integration process is being rushed as the agencies contemplate the intergovernmental agreement for administrative services. She added saying that the appropriate steps should be taken and that all of the entities involved should support the action, including next year's Hospital board, the public and the Town of Friday Harbor.

CONSENT AGENDA:

- **Minutes** – Commissioner Olson **MOVED** to approve the September 11, 2019 minutes. Chair Jarman **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Commissioner Olson **MOVED** to approve the bills. Chair Jarman **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Voucher (warrant) October 9, 2019 credit card bills

number: 221078 \$ 1,468.01

Voucher (warrant) October 9, 2019 main bills

number: 221079 to 221111 \$ 25,117.23

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

Payroll, September 2019 staff: \$ 52,442.57

Payroll, 3rd Q 2019 volunteers: \$ 48,000.50

PUBLIC HEARINGS/MEETINGS - 2020 Property Tax Levy and Budget:

Chair Jarman opened the public hearing at 3:15 p.m. The Chief and the Commissioners reviewed the 2020 proposed budget, also reviewing the three previous years of actuals for a comparison, as well as year to date for 2019. Chief Collins said that the payroll package has been modified and will allow for better control of overtime, in addition to lowering the overall amount budgeted compared to last year. Chief Collins said that he asked staff to review the past five years of trending for materials and services and if they see the need for anything above what has been spent in the past to justify it with supporting documentation. Overall the budgeted amount in 2020 for materials and services will be lower amount than the amount budgeted than for 2019. Chief Collins also said the proposed budget begins to set aside money in the reserve fund for future purchases, such as \$40,000 per year for replacing SCBA in the future. The fire districts in San Juan County were recently awarded a grant to replace SCBAs, but it's important to still plan beyond that and it also helps to leverage for future grants. Chief Collins also noted that the beginning fund for 2020 is lower than the past few years due to costs related to tender repairs and a retirement. Vice-Chair Olson said it's a good healthy budget with a good healthy reserve. There were no public comments. Chair Jarman closed the public hearing at 3:25 p.m.

OLD BUSINESS

Integration Steering Committee Update – The last step to Fire District #3 receiving a Basic Life Support (BLS) license is a site visit from the Washington State Department of Health, which will happen soon. Chief Collins said the plan is to have it effective January 1, 2019. In preparation for that level of service, policies need to be in place, equipment purchased, the responders educated, and Dispatch updated. The Committee visited Stuart a second time, as well as went to Henry and Johns islands. Citizens (including landowners and voters) of the outer islands have been signing petitions in favor of annexation with District. Vice-Chair Cardinale said that the reception has been very positive. Interim EMS Chief Kuetzing has been going as well to provide information about EMS. The citizens of the outer islands can petition to be annexed with a final approval from the District's Board of Commissioners. That would require petition signatures from either 60 percent of voters or 60 percent of the landowners measured by land mass. If that occurred, it would be likely that the outer islands annex in 2020. If it must go to a vote and was approved by the voters, annexation would likely occur in 2021. Assistant Chief Noel Monin, who serves as a Town Council Member, said that the Town of Friday Harbor is very amenable to annexation, but is allowing special attention to the process and public input.

NEW BUSINESS:

- **Resolution 19-1 Setting the Property Tax Levy for the Year 2020** - The 2020 levy amount is \$1,408,600.28, which is a 1 percent increase of \$13,946.54 over 2019, and does not include new construction, annexations, etc. The estimate for the new construction increase is \$20,019.57. Commissioner Olson **MOVED** to approve Resolution 19-1 Setting the Property Tax Levy for the Year 2020. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Resolution 19-2 Adopting the Budget for the Year 2020** - Commissioner Olson **MOVED** to approve Resolution 19-2 Adopting the Budget for the Year 2020. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**. The 2020 budget includes: \$2,564,000 for the General Fund Budget; \$40,000 for the LOSAP Fund Budget; \$452,512 for the Reserve Fund Budget; and \$313,000 for the Capital Project Fund Budget.

STAFF REPORT:

- **Financials** – Through September or 75 percent of the year, the Fire District is over in revenues and under in expenditures.
- **Operations** – Assist. Chief Monin said an evaluator with Washington Survey and Ratings Bureau visited the District last week gathering information and reviewing the data provided. Regarding training, 8 firefighters participated in the initial attack chainsaw refresher and 10 firefighters participated in the 2-day initial attack chainsaw course. Two officers took the Fire Officer 1 course and will continue with the Instructor 1 course. Another 6 firefighters are taking the Safety Officer class and 3 firefighters are taking the local EMT class. The District is updating the Emergency Vehicle Incident Prevention program, which allows drivers to be exempt from getting a CDL. Assist. Chief Monin is continuing to plan the training facility.
- **Logistics** – Capt. Lean said much work was done to prepare for the WSRB. Work is also being done with Lexipol, which consists of policies and procedures that have been vetted for compliance with federal, state and local laws. Lt. Michael Henderson has installed the majority of headsets, which were financed by a generous anonymous donor. Lt. Gilbert Venegas has been working on pagers and assisting with the Pub Ed programs
- **Run Reports** – There were 30 calls in September and 289 calls in 2019 through September. In September 2019 without the one off-island response, the average time for emergencies was 9 minutes and 13 seconds and overall was 8 minutes and 35 seconds.
- **FF Association** – No information.
- **Chief's Office**
 - ID Cards** – The District is in the process of planning to take photos, which can then be used on the photo wall. The District will also be able to use the EMS card printer. And the ID cards will have an expiration date.
 - Challenge Coins** – No update.

COMMISSIONERS' COMMENTS

Pulse of the District from the Commissioners' Point of View

- Commissioner Olson said that the District is going forward keeping an open mind, as well as taking on the challenges of integration and having a good working relationship with the Hospital Board.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Wednesday, November 13, 2019.**

At 4:20 p.m., Commissioner Olson **MOVED** to adjourn the meeting. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Chair Bob Jarman

Carolyn Hudson, Secretary