

**SAN JUAN COUNTY FIRE DISTRICT #3  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING  
September 11, 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, PHD Board Member Rebecca Smith, Nathan Butler and Pam Hutchison with the Hospital District, Karin Agosta and Administrative Officer Carolyn Hudson.

**CORRESPONDENCE:** None.

**CITIZENS' COMMENTS:** None.

**CONSENT AGENDA:**

- **Minutes** – Commissioner Olson **MOVED** to approve the August 14, 2019 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) September 11, 2019 credit card bills**

**number: 219764 \$ 672.49**

**Voucher (warrant) September 11, 2019 main bills**

**number: 219765 to 219804 \$ 24,256.25**

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

**Payroll, August 2019 staff: \$ 54,802.76**

**OLD BUSINESS:**

- **Integration Steering Committee Update** – Chief Collins said that Committee has been reaching out to District and Hospital board members individually, as well as a county council member, and keeping them informed of progress. Some Committee members took a trip to Stuart Island in a continued outreach to the outer islands to discuss integration and while they were there an emergency call occurred. The Committee has designed tri-fold pamphlets to distribute in their quest to communicate their ideas and plan. After much discussion, Vice-Chair

Cardinale recommended holding a special joint meeting next week with the Board of Commissioners and the PeaceHealth Board about operating as one agency on an administrative level. The Commissioners agreed and Nathan Butler said he would work with his board to determine a date and time to meet.

**NEW BUSINESS:** None.

**STAFF REPORT:**

- **Financials** – Chief Collins presented the financial reports and said that expenditures are under budget with being 67 percent or 2/3 of the way through August, the District is at 62 percent expenditures. The staff is expected to have the budget proposals ready and submitted by September 30<sup>th</sup>. With that, the board agreed to have a budget workshop at 3 p.m. on Monday, October 7<sup>th</sup>, with a public hearing and approval of the budget on Wednesday, October 9<sup>th</sup>.
- **Operations** – Assist. Chief Monin said that the firefighter profiles are entered into Target Solutions with credentials and certifications to be added next. The first assignment for the firefighters will be to review the information about themselves and their records for accuracy. He is also working on data to be provided to Washington Survey and Ratings Bureau for when they come on Friday, October 4. Assist. Chief Monin also provided some statistics about the last survey recently given to the firefighters. Of the 61 firefighters, 37 responded. Of those who responded, 95 percent were motivated by serving their community and 92 percent were also motivated by the learning environment of firefighting. Eighty-four percent said they plan to serve as firefighters for another five or more years and most of the 25 percent who are not EMTs said they would like to become EMTs. Assist. Chief Monin also said that John McDowell made a scale model with 1:100 ratio of the planned training grounds. Some of that work will be proposed for the upcoming budget.
- **Logistics** – Capt. Lean said that he has been working on the budget, as well as supervising 2 volunteer firefighters who are backfilling for 2 career fighters who are in training this week. The volunteers have been doing rig inspections, cleaning and more. Capt. Lean also reported that the new headsets for the engines, quint and rescue have been delivered and they will likely be installed the first week of October.
- **Run Reports** – There were 42 calls in August and 259 calls in 2019 through August. The average response time in August was skewed by one 48-minute off-island response. In August 2019 with that off-island response, the average time for emergencies was 11 minutes and 5 seconds and overall was 12 minutes and 33 seconds.
- **FF Association** – No information.
- **Chief's Office**

**Survey and Ratings Bureau** - Chief Collins said that the District will be providing clean data with an action plan in order to be proactive with the Washington Survey and Ratings Bureau, which is scheduled to re-evaluate the District on Friday, October 4, 2019.

**ID Cards** – No update.

**Challenge Coins** – No update.

## **COMMISSIONERS' COMMENTS**

Pulse of the District from the Commissioners' Point of View

- Vice-Chair Cardinale said that the new training model is working very well with firefighters getting much more hands-on time during drills.
- Vice-Chair Cardinale also said that he believes that the integration is progressing at a good pace. He would not like to see it slow or come to a stop. It is important to progress steadily as the information is vetted through committees and attorneys.
- Commissioner Olson said he would like to see the Fire District and EMS maintain separate levies.
- All of the Commissioners agreed that integration with EMS was a positive move and that they were pleased with how it was progressing.

## **ANNOUNCEMENTS:**

- **The next regular meeting will be at 3 p.m. on Wednesday, October 9, 2019.**

At 4:15 p.m., Commissioner Olson **MOVED** to adjourn the meeting. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

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Chair Bob Jarman

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Carolyn Hudson, Secretary