

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
March 9, 2021**

Chair Jarman called the meeting to order at 3:01 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** – Commissioner Cardinale **MOVED** to approve the February 9, 2021 regular minutes and March 2, 2021 workshop minutes. Vice-Chair Olson **SECONDED**. 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) March 9, 2021 credit card bills, part 1

number: 238877 \$1,591.44

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

number: 238878 to 238902 \$27,912.09

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

Payroll, January 26, 2021 to February 25, 2021 staff and 24-day shift: \$153,113.37

NEW BUSINESS

Resolution 2021-02 Restoration of Permanent Levy Rate – Chief Collins read Resolution 2021-02 regarding the restoration of the permanent levy rate. Details of the levy history were discussed at the March 2, 2021 workshop. The plan as stated in the resolution would be to request an increase of between \$0.19 and \$0.23 per \$1,000 assessed valuation on the November 2021 ballot. The details of the levy amount will be discussed at a workshop in September 2021. The current rate is \$0.44. Chief Collins said this adjustment would allow the District to maintain services while planning for a future capital replacement plan to maintain and acquire appropriate equipment and stations. The ballot measure will also include a provision that would allow the District to consider an annual CPI adjustment and include any new construction. 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. Commissioner Cardinale **MOVED** to approve Resolution 2021-02 Restoration of Permanent Levy Rate. Vice-Chair Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

OLD BUSINESS

Comprehensive Emergency Services Model Update – Chief Collins said that staff prepared and presented reports for the levy workshop relating to the comprehensive model. In addition, Chief Collins and Interim EMS Administrator Nathan Butler continue to meet regularly regarding integration and the future of emergency services in the community.

STAFF REPORTS:

Financials - Chief Collins reported on the financials through February. He said that being 16.67% through the year, expenses are at 7%. The ending fund balance, revenues minus expenses, is \$962,627. The General Fund balance is \$405,960; the Reserve Fund balance is \$368,821; the Capital Fund balance is \$24,053; and the LOSAP fund is \$37,657.

Response Times - Assist. Chief Monin said that there were 56 calls in February with 68 percent of those calls being EMS calls and 32 percent being Fire calls. Over the last 6 months with 388 calls, the average reflux time (alarm to departure) was 1 minute, 59 seconds for all calls and 1 minute, 38 seconds for EMS calls, and the average reaction time (departure to arrival) was 7 minutes, 53 seconds and that includes all calls.

Staffing – Assist. Chief Monin said that the District has been responsible for medical aid standby at the community Tuesday vaccine clinics and for parking and pedestrian assistance at larger community vaccine clinics. Also, staff continues building and modifying the payroll through the new private payroll service and time-card company.

Training – Assist. Chief Monin said that the District had its first all department drill in a year on March 1st, which included Chief updates and training. February training included driver refresher training, hazmat awareness, airway management, allergic reactions, and a safety standdown for snow conditions. EMT/EMR recruit class is still in the planning phase and there are multiple opportunities for burn houses.

Logistics – Chief Collins said that the process of moving the maintenance headquarters from Station 31 to Station 33 will be happening tomorrow with the help of several members under the supervision of Capt. Lean. Also, the District will be purchasing a portable exhaust extraction system to be used at Station 33 to manage air quality.

Administrative – Chief Collins said that after 22 years with the District, Carolyn Hudson will be retiring May 7th and that staff will be working on announcing that position.

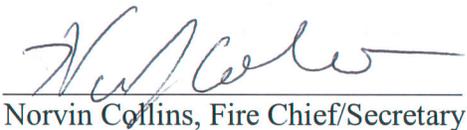
EXECUTIVE SESSION – None.

ANNOUNCEMENTS:

The next regular meeting will be at 3 p.m. on Tuesday, April 13, 2021.

At 3:57 p.m., Commissioner Cardinale **MOVED** to adjourn the meeting. Vice-Chair Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.


Chair Bob Jarman


Norvin Collins, Fire Chief/Secretary