

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING**

April 14, 2020

Chair Jarman called the meeting to order at 3:05 p.m.

COMMISSIONERS PRESENT:

Albert Olson, Frank Cardinale and Bob Jarman.

OTHERS PRESENT:

- Fire Chief Norvin Collins, Assistant Chief Noel Monin, Interim EMS Chief Karl Kuetzing, PIO Chuck Dalldorf, Orcas Fire PIO Kim Kimple and Administrative Officer Carolyn Hudson.

CITIZENS' COMMENTS: None.

ROUTINE BUSINESS - CONSENT AGENDA:

- **Minutes** – Commissioner Olson **MOVED** to approve the March 10, 2020 minutes and the March 27, 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) March 16, 2020 credit card bills**
number: 227393 \$ 4,053.80
 - Voucher (warrant) March 16, 2020 main bills**
number: 227394 - 227425 \$ 23,135.82
 - Voucher (warrant) April 14, 2020 credit card bills**
number: 228068 \$ 2,033.96
 - Voucher (warrant) April 14, 2020 main bills**
number: 228069 to 228095 \$ 27,673.64
- **Payroll** – Commissioner Olson **MOVED** to approve the payroll. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
 - Payroll, March 2020 staff: \$ 49,566.10**
 - Payroll, 1st Q 2020 volunteer: \$ 47,627.45**
- **Appointment of Board Secretary** – Chief Collins suggested that the Fire Chief serve as Board Secretary so that the Board can go directly through the Chief on Board issues. The Administrative Officer will continue to operate as support for the Board. Vice-Chair Cardinale **MOVED** to appoint the Fire Chief as the Board Secretary. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

EMERGENCY BUSINESS:

- **Resolution 2020-04 Emergency Declaration** – Resolution 2020-04 declares an emergency and delegates authority to the Fire Chief to make decisions based on the needs of the community. Commissioner Olson **MOVED** to approve Resolution 2020-04 Declaring an Emergency and Delegating Authority to the Fire Chief in Response to the Outbreak of COVID-19. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Resolution 2020-05 Authorizing Payment of Claims Prior to Board Approval** – Chief Collins said Resolution 2020-05 would allow the District to pay vouchers in a timely manner but still with the Board’s approval at the next regular meeting. The exceptions are an individual invoice exceeding \$10,000, any Reserve Fund Claim and any Emergency Reserve Fund Claim. Commissioner Olson **MOVED** to approve Resolution 2020-05 Authorizing Payment of Claims Prior to Board Approval. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**
- **Resolution 2020-06 Request for Federal Aid** – The District will seek funds, equipment, supplies and materials available to address the COVID-19 health emergency but will need this resolution in place before funds can be requested. Commissioner Olson **MOVED** to approve Resolution 2020-06 Request for Federal Aid. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

ROUTINE BUSINESS - STAFF REPORT:

- **COVID-19 POLICY UPDATE**
 1. **PANDEMIC LEAVE AND CLOSURE POLICY** – State and Federal funds via the Family Medical Leave Act will be available so that employees who contract COVID-19 will not need to use their sick or vacation time to recover and/or quarantine.
 2. **PANDEMIC SCENARIO CHECK LIST** – Chief Collins said that there is a check list on how to handle a scenario if an employee shows illness symptoms and how to handle the case based on those particular symptoms.
 3. **PANDEMIC PPE** – Chief Collins asked the Commissioners if he could use discretionary funds to buy 5,000 surgical procedure masks at a cost of \$2,800 for essential workers in the county who do not have any. For instance, he said employees at Browne’s are using bandanas because they have no masks. He said he could request some assistance for the funding from the other fire chiefs in the county. The Commissioners said they supported this purchase.
- **COVID-19 DEPLOYMENT OF RESOURCES** – The Deployment schedule was modified to minimize membership exposure and cross-contamination, while providing immediate 911 response. Members fulfilled the request for the new shifting within 10 hours of the request and it is now filled through May. When responders are not on a call, shift activities include general station cleaning, fleet inspections, battle board training with the Chief and assisting with other projects and routines. Also, Assist Chief Monin adjusted the training schedule so that online

classes will be completed now and more hands-on training later in the year. Also, with the new shifting, the reflex times have improved by one minute from 2.55 minutes post shift response to 1.53 minutes with the current shifting. Assistant Chief Monin said that the fire boat program has been adjusted to retire the civilian pilot boat operators, which allows more training and response time for the other boat operators.

EXECUTIVE SESSION – None.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Tuesday, May 12, 2020.**

At 4:14 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