

DRAFT

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

December 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, Lt. Gilbert Venegas, SCBA Specialist John McDowell, Administrative Officer Carolyn Hudson, PeaceHealth Executive Assistant Nathan Butler, citizens Louise Dustrude, Dr. Warren Appleton, Karin Agosta and PHD Board Member Anna Lisa Lindstrum.

CORRESPONDENCE: None.

CITIZENS' COMMENTS:

SCBA Specialist John McDowell wanted to address comments made in the last couple of fire commissioner meetings. McDowell said he strongly disagreed that the mission of Fire and EMS is different, especially with dual-trained Fire/EMS personnel. In an agency when people are dual-trained, they don't view the roles as separate. He gave a couple of scenarios where a single responder is working in EMS and Fire modes while on a single response. McDowell disagreed with the perception that the Chief and Commissioners downplay EMS. McDowell said quite the contrary that those people lead with a wealth of experience that is important to the integration process.

PHD Chair pro tem Anna Lisa Lindstrum said she appreciates the District's patience with the incoming PHD board and the gesture of waiting to sign the interlocal administrative agreement.

CONSENT AGENDA:

- **Minutes** – Commissioner Olson **MOVED** to approve the November 14, 2019 regular meeting minutes. Chair Jarman **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Commissioner Olson **MOVED** to approve the bills. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
 - Voucher (warrant) December 11, 2019 credit card bills**
number: 223413 \$ 2,370.46
 - Voucher (warrant) December 11, 2019 main bills**
number: 223414 to 223446 \$ 27,390.55
- **Payroll** – Commissioner Olson **MOVED** to approve the payroll. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
 - Payroll, November 2019 staff: \$ 72,964.77**
 - Payroll, 4th Q 2019 staff: \$ 38,666.84**

OLD BUSINESS

Integration Steering Committee Update – Chief Collins said in the most recent meeting the group members confirmed that they were moving forward in the right direction. There were no decisions to make and the next meeting will be after the first of the year. Soon, they will be meeting with each of the new PHD commissioners to familiarize them with the progress made so far.

Commissioner Olson **MOVED** that the Board take no action on the Administrative Interlocal Agreement until after coordination and collaboration can occur with the now seated Public Hospital District commissioners. Chair Jarman **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Chair Jarman then read the following letter of intent for the EMS agency “We have not taken action on the Interlocal Agreement forwarded to us by the PHD, so we have time to coordinate with the new PHD commissioners. We understand that there is a concern among the employees, both career and volunteer, of the EMS Agency of our intent to employ them when integration takes place, which a provision within the ILA currently addressed. Therefore, I would like to make a **MOTION** to have a letter of intent drafted and sent to the PHD Commissioners, EMS Administration, the Paramedic Union representative and the EMS Association reaffirming our commitment to employ all current employees when integration takes place.” Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**. Chief Collins will draft that letter and forward it to the entities mentioned. Vice-Chair Cardinale said that hopefully this will assure EMS employees and volunteers that their job status will be secure following integration.

NEW BUSINESS: None.

STAFF REPORT:

- **Financials** – Chief Collins said that the District has 118 % of anticipated 2019 revenues through November with expenditures at 87 %, which is under budget.
- **Operations** – Assistant Chief Monin prepared a written document summarizing the accomplishments of 2019, most of which have been reported over the course of the year. In general, he said that we have been very busy this year accomplishing a lot of internal changes, some mentoring, preparing for integration, etc.
- **Logistics** – Capt. Lean said that in summarizing 2019 for Logistics, the District purchased a new command vehicle, incorporated a new program to track maintenance on vehicles and added new and improved programs for documenting training and response records. Other notable accomplishments this year were: the staff was more involved with the budget this year, staff collected documentation for WSRB, the District received a grant for radios, the staff and Association are working on PPE and uniform upgrades, and the staff is equipping apparatus with gear for BLS compliancy.
- **Run Reports** – There were 17 calls in November and 317. Chief Collins said he will be working with Dispatch to look at how to decrease the time between the initial 911 call and the time the agencies are paged.
- **FF Association** – Vice-President Gilbert Venegas said that John Salinas was re-elected president, Mark Wagner is the secretary, John McDowell is the member-at-large and Kate McDowell is the treasurer. The awards banquet will be January 18, 2020.

- **Chief** – Chief Collins reviewed 2019 by saying that the county fire districts received a federal grant to purchase SCBAs for \$823,000. This will assure continuity on a scene with mutual aid so that all the San Juan County Fire Districts will be using the same SCBA. The County Chiefs along with SCBA specialist John McDowell will begin working with SCBA vendors next month to determine what they will choose. Also, in 2019, the District received its BLS license. Regarding ID cards, the new cards for members will have a photo, expiration date and indicate whether the member is EVIP certified. There is nothing new to report about the challenge coins.

COMMISSIONERS' COMMENTS

Chair Jarman said there has been a tremendous attitude change with the membership since Chief Collins started working with the District and thanked him for his work. Chief Collins said it was an honor to serve with this membership and for this community.

- **EXECUTIVE SESSION** – Chair Jarman announced an **EXECUTIVE SESSION** to last about 20 minutes to discuss a personnel evaluation. The executive session started at 3:55 p.m. and ended at 4:15 p.m. Upon returning to regular session, Commissioner Olson **MOVED** to raise Chief Norvin Collins' salary to \$130,000. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Wednesday, January 8, 2019.** At 4:17 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