

DRAFT

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

February 12, 2020

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, Capt. Tad Lean, Lt. Gilbert Venegas, SCBA Specialist John McDowell, Firefighter Kathleen Salinas, Interim EMS Chief Karl Kuetzing, SJCPHD #1 Board Recording Secretary Nathan Butler and Administrative Officer Carolyn Hudson.

CORRESPONDENCE: Letter from San Juan County Public Hospital District #1 supporting the integration of San Juan Island EMS and San Juan Island Fire & Rescue.

CITIZENS' COMMENTS: None.

CONSENT AGENDA:

- **Minutes** – The Commissioners tabled the minutes until the next regular meeting so that they could have more time to review them.
- **Bills** – Vice-Chair Cardinale **MOVED** to approve the bills. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
Voucher (warrant) February 12, 2020 credit card bills
number: 225884 \$ 1,643.75

Voucher (warrant) February 12, 2020 main bills
number: 225885 - 225923 \$ 37,432.26
- **Payroll** – Commissioner Olson **MOVED** to approve the payroll. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
Payroll, January 2020 staff: \$ 58,643.93

OLD BUSINESS

Integration Steering Committee Update – Chief Collins said that the committee met on Monday and have now reconciled the number of outer-island voters who have signed petitions in favor of annexation. They currently have petitions from 50 percent of the outerisland voters, which is enough to put it on a ballot. However, with 60 percent annexation would be approved for the outer islands. After some discussion, the commissioners directed the staff to move forward and get another 10 percent of the voters. Chief Collins said that he thought they could be successful during the Memorial Day holiday when more people are present.

NEW BUSINESS:

- **Resolution 20-1 Supporting the Annexation of the Town of Friday Harbor with San Juan County Fire District #3** – Resolution 20-1 not only supports the annexation in concept but would call a special election on April 28, 2020 for voters to decide. The ballot would read: Shall the Town of Friday Harbor be annexed to and be a part of San Juan County Fire Protection District #3 (San Juan Island Fire & Rescue)? Yes or No. The ballot proposition will be identical for District #3 voters and the Town of Friday Harbor voters. Vice-Chair Cardinale **MOVED** to approve Resolution 20-1 Supporting the Annexation of the Town of Friday Harbor with San Juan County Fire District #3. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **District-Provided Mobile Phones** – After some discussion, the commissioners decided that it was prudent to purchase two mobile phones for department business and for the District to develop a policy regarding the use of mobile technology. Commissioner Olson **MOVED** to purchase two mobile phones. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Commissioner Meeting Date and Time** – Because of ongoing interest in the public and government employees wanting to attend Fire District #3 meetings, the Commissioners decided to change the date of the regularly-scheduled meeting. Currently, meeting on the second Wednesday of the month coincides with the Washington State Department of Licensing's use of the training room. Commissioner Olson **MOVED** to change the regularly scheduled meeting date to the second Tuesday of each month at 15:00. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

STAFF REPORT:

- **Financials** – Chief Collins gave a report on the financial status of the District. He noted that the staff is now coding their own invoices with the appropriate BARS codes.
- **Operations**
 1. **Assistant Training Officer** – Lt. Michael Henderson was hired to be the Assistant Training Officer, a temporary position that will put more of his focus on training operations.
 2. **Dispatching Plan for EMS Responses** – Dispatching to EMS calls will be streamlined, much like the same protocol that Orcas and Lopez currently use.
- **Logistics** – Capt. Lean said that the new command rig will arrive in late March or early April. It will be very similar to the last command rig purchased. IamResponding, the new mobile paging system, should be online soon. Lt. Michael Hartzell will be fitting firefighters for new turnouts on Monday night.
- **Run Reports** – There were 21 calls in January, which included a couple of chimney fires.
- **FF Association** – Vice-President Gilbert Venegas said that the Association will be reviewing its bylaws and is also in the process of outfitting the volunteers with

Class B uniforms. He also mentioned that the Celebration of Life potluck for Connie Odegard will be from 11 a.m. to 1 p.m. on Saturday, February 29, 2020.

- **Chief**

1. **Lexipol** - Chief Collins said that some of the policies are nearly ready to go to legal counsel before being released to the membership.
2. **CODAN Ballot Measure** – The measure on the Feb. 11th ballot to provide funds to install and maintain a countywide communication infrastructure system called CODAN passed at about 69 %. The upgrade will vastly increase the emergency communications coverage in the county. It will be funded with .02 percent sales tax for the first 5 years and then reduced to .005 for ongoing maintenance thereafter.
3. **SCBA Evaluation** – The county fire districts decided to award the bid for the SCBA to MSA. Orcas Fire is the sponsor and the administrator of the grant.
4. **Exploring the Possibility of a Grant for PPE** – Chief Collins said that the SCBA grant process with the county fire districts was so successful that there is discussion to seek a countywide grant for PPE. Lopez Fire would be the lead in that process.
5. **Challenge Coins** – After some discussion, the Commissioners directed Chief Collins to get challenge coins for the current San Juan Island Fire & Rescue. And then after integration, a second series would be purchased for the integrated agency.

COMMISSIONERS' COMMENTS: No further comments.

EXECUTIVE SESSION – None.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Tuesday, March 10, 2020.**
At 4:10 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