

DRAFT

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

January 8, 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, Assist. Chief Noel Monin, Capt. Tad Lean, Interim EMS Chief Karl Kuetzing and Administrative Officer Carolyn Hudson.

CORRESPONDENCE: None.

CITIZENS' COMMENTS: None.

ELECTION OF OFFICERS

- Vice-Chair Cardinale **MOVED** to nominate Bob Jarman as Chair of the Fire Commissioners for 2020. Chair Bob Jarman asked the board if there were any other nominations. With no other nominations, Chair Jarman called it three times and then asked for a vote. The vote was **APPROVED UNANIMOUSLY**.
- Commissioner Olson **MOVED** to nominate Frank Cardinale as Vice-Chair of the Fire Commissioners for 2020. Chair Bob Jarman asked the board if there were any other nominations. With no other nominations, Chair Jarman called it three times and then asked for a vote. The vote was **APPROVED UNANIMOUSLY**.

LEGAL COUNSEL and BVFF/LOSAP Commissioner Rep

- Vice-Chair Cardinale **MOVED** to retain Quinn and Quinn as the District's legal counsel. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- Vice-Chair Cardinale **MOVED** appoint Commissioner Olson as the BVFF and LOSAP representative for the District. Chair Jarman **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

CONSENT AGENDA:

- **Minutes** – Commissioner Olson **MOVED** to approve the December 11, 2019 regular meeting minutes. Vice-Chair Cardinale **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 31, 2019 credit card bills

number: 224506 \$ 6,297.22

Voucher (warrant) December 31, 2019 main bills

number: 224507 to 224540 \$ 35,359.09

Voucher (warrant) January 1, 2020 main bills

number: 224661 to 224667 \$ 9,501.99

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

Payroll, December 2019 staff: \$ 52,741.13

OLD BUSINESS

Integration Steering Committee Update – Chief Collins said that the committee did not meet in December. In the meantime, Chief Collins and Interim Chief Kuetzing have been bringing the new Hospital District Commissioners up to speed about integration. After some discussion, the Commissioners agreed to maintain Vice-Chair Cardinale as the Fire District’s representative of the steering committee. Anna Lisa Lindstrom, as a Commissioner with the Hospital District, will be a member of the committee replacing outgoing Hospital District Commissioner Rebecca Smith. Everett Clary, also a Hospital District Commissioner, will be the alternate committee member for Commissioner Lindstrom.

NEW BUSINESS: None.

STAFF REPORT:

- **Financials** – Chief Collins said that in 2019, the District received 123 % of its anticipated revenues by acquiring \$3.2 million rather than the budgeted amount of \$2.6 million. Expenditures came in about 5 percent under budget. Reserves and the ending fund balance totaled about \$655,000. Bars codes have been realigned to be more accurate. And staff will be managing their own budget lines moving forward.
- **Operations**
 1. **Duty** - Assistant Chief Monin said that the duty officer program has been very successful. Two officers are on duty at any one time from the pool of 6 career and 8 volunteer officers.
 2. **ESO** - The District recently launched the ESO suite, which will allow responders to submit their reports remotely.
 3. **Target Solutions** - Target Solutions, the software for training reports, has been launched to the membership. It allows members to do assignments from home, which allows more time for hands-on skills during drills.
 4. **HIP** - Assistant Chief Monin said that the Health Incentive Program (HIP), which was launched last year, has been successful. There is now a HIP Committee that will review the program and make any improvements in the upcoming year. Chief Collins said that the goals of HIP are that the membership become healthier and more educated in how to be healthy.
 5. **Electronic Dispatch** - The District is transitioning from eDispatches to IamResponding for response notifications on members’ personal cell phones. The new program will be more reliable and less expensive. Responders also have pagers or radios to alert them about responses.
- **Logistics** – Capt. Lean said that Lt. Michael Hartzell and Firefighter Kati English have been assembling BLS response bags for the apparatus. Also, chains for apparatus are available for the snow predicted in the upcoming days.
- **Run Reports** – There were 18 calls in December and 358 calls for the year.

- **FF Association** – Officers include President John Salinas, Vice-President Gilbert Venegas, Secretary Mark Wagner, Member-at-Large John McDowell and Treasurer Kate McDowell. The Association will be purchasing Class B uniforms for the volunteers. In other news, the awards banquet will be January 18, 2020. Orcas Fire will cover the District that night for calls in exchange for the District covering Orcas Fire during their banquet.
- **Chief**
 1. **Lexipol** - Chief Collins reviewed the process of the Lexipol Policy Committee. The committee reviews policies suggested in the Lexipol program, makes recommended changes, then emails a group of policies to the membership for feedback. The committee then reviews the feedback and determines if any further changes should be made and then the policy goes to the chief for review and then to the attorneys for review. The policy is then released again to the membership, who is asked to review it another time and click on a tab acknowledging that have indeed reviewed it.
 2. **CODAN Ballot Measure** - A measure will be on the ballot on Feb. 11 to provide funds to install and maintain a countywide communication infrastructure system called CODAN. The upgrade would vastly increase the emergency communications coverage in the county. If the measure passes, it would be funded with .02 percent sales tax for the first 5 years and then reduced to .005 for ongoing maintenance thereafter.
 3. **SCBA Evaluation** – San Juan, Orcas and Lopez participated in a 3-day process of evaluating Draeger, Scott and MSA SCBA systems. Shaw Fire chose not to participate in the evaluation. However, Shaw Fire will support the decision of the group. Orcas Fire is the sponsor and the administrator of the grant. Chief Collins said that everyone worked well together and was very professional. The goal is to have it fully evaluated by the end of January and in operation this spring or summer.
 4. **WSRB** – Chief Collins said that he sent a letter to WSRB saying that we look forward to getting your report soon.

COMMISSIONERS' COMMENTS

Outer Islands and Integration – Vice-Chair Cardinale inquired about integration regarding the outer islands. Chief Collins said he has a meeting with Chuck Dalldorf to go to the County and validate the signed petitions for the outer-island voters, who are supportive of integration.

Sustainable Budget – Vice-Chair Cardinale acknowledged that Lexipol, ESO, Target Solutions are new expenses. He asked Chief Collins how the District can sustain a balanced budget over time with additional expenses. Chief Collins said that the District receives an added 1 percent plus new construction each year in property taxes. The District started at \$1 per \$1,000 valuation and is now to 46 cents as assessments have increased and has not requested a lid lift from voters. Chief Collins said that the District has made improvements in how personnel, as well as materials and services, are managed. Also new, staff has ownership in managing the budget, Whereas, in the past,

the Chief was the sole manager of the budget. Chief Collins said that all the new programs are built into the budget, while maintaining a \$655,000 ending fund balance.

- **EXECUTIVE SESSION** – Chair Jarman announced an **EXECUTIVE SESSION** to last about 20 minutes to discuss who will be the recipient of the 2019 Commissioners’ Award, which will be announced at the banquet. The executive session started at 5 p.m. and ended at 5:20 p.m. Upon returning to regular session, they took no action.

ANNOUNCEMENTS:

- **The workshop will be at 2 p.m. on Thursday, January 16, 2020.** Subjects will include the District’s Facilities Plan, the Fire Boat, Dispatch and Priorities.
 - **The next regular meeting will be at 3 p.m. on Wednesday, February 12, 2020.**
- At 5:20 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