

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
July 14, 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, Assistant Chief Noel Monin, Interim EMS Chief Karl Kuetzing, SCBA Specialist John McDowell, PIO Chuck Dalldorf, Firefighter Austin Foster and Administrative Officer Carolyn Hudson.

CITIZENS' COMMENTS: None.

CONSENT AGENDA:

- **Minutes** – Vice-Chair Cardinale **MOVED** to approve the June 9, 2020 minutes. Chair Jarman **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Vice-Chair Cardinale **MOVED** to approve the bills. Chair Jarman **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Voucher (warrant) July 9, 2020 credit card bills

number: 230980 \$ 464.46

Voucher (warrant) July 9, 2020 main bills

number: 230981 to 231011 \$ 23,271.33

- **Payroll** – Vice-Chair Cardinale **MOVED** to approve the payroll. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
Payroll, June 2020 staff: \$ 57,707.58
Payroll, 2nd Q volunteer: \$43,647.13

New Business

- **Shifting 48/96** – Chief Collins said that career lieutenants have been working 24/48 shifts, a popular model decades ago. However, the rest period is not enough time in between the work periods, especially when considering calls at all hours. Chief Collins said he is asking for the Commissioners' support for the 48/96 shift model, which would equate to the same amount number of hours worked as the current shift model while providing better work/rest time for the employees and quicker responses. Also, it is still within the current budget and current deployment model.

The shifts would be calculated on a 24-day cycle, regular time through 196 hours and 15 pay periods per year. Assist. Chief Monin said that the benefits of shift work are that the crews while on shift are doing preplanning, public education, fleet checks, and more. In addition, the new shifting is saving 5 minutes of reaction time, which includes emergency and non-emergency calls, and a quicker response can save lives and save property. Oxygen deprivation effects occur in minutes and fire doubles each minute. Firefighters who are not on shift are still needed for the larger scale calls. Vice-Chair Cardinale **MOVED** to approve the 48/96 shifting model predicated that it stays within budget and it follows the plan presented. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

EMERGENCY BUSINESS: None.

STAFF REPORT:

- **Report from the Chief's Office:**

Comprehensive System based on an All Hazards Response Model – Chief Collins said that the District has been operating on an all hazards model for many years, yet now it's time to formalize it in order to improve community risk reduction and deployment efficiency. Chief Collins has been consulting with attorneys Joseph Quinn and Eric Quinn, reviewing contracts, and researching Washington administrative code regarding standby time to do that.

Calls - In June with 81 calls, 36 were EMS calls, 8 were fire calls and 7 were other calls.

Deployment – Chief Collins said in continuing with the 24/7 coverage, the plan is always to have a career lieutenant and a part-time apparatus operator on duty. Ideally, there would be seven part-time apparatus operators, each doing one shift a week. It is the equivalent of a full-time apparatus operator but provides the experience to 7 individuals. Chief Collins said that those positions would be offered within the department first and have minimum criteria. Those firefighters would have up to six months to attain their credentials and would then be paid on the apparatus operator schedule.

San Juan Islands Emergency Model Committee - Assist. Chief Monin said that a committee will determine a long-range plan for an all hazards deployment model using a database analysis. The committee, which will meet for the first time this Thursday, will include Assist. Chief Noel Monin, Lt. Michael Hartzell (career), Lt. John Salinas (assoc. pres.), Brad Smith (firefighter), Alan Arrowsmith (firefighter/EMT), Peggy Long (support person), and Francis Smith (former long-time officer for the Fire District and a former EMT). Assist. Chief Monin said the goal is to create a substantial report that will be a resource for making decisions in the future. It will be completed in an easy-to-read format, prioritizing station locations, staffing locations, apparatus locations, and more.

Chief Collins said it is important to begin working on a comprehensive plan now that considers an all hazard model with or without ambulance transport. Budget planning for the 2021 year will begin in September and October, so that it can be submitted to the county in November and be ready to go on January 1, 2021.

EMT Training/Credentials – Ongoing Training Education Plan - Lt. Henderson is developing a plan for maintaining EMT certification and skills so that EMTs can have the District as their primary agency. It will be sent to the state for approval soon. The District will also offer volunteers a less onerous program – the EMR, Emergency Medical Responder.

Training – Assist. Chief Monin said that the District continues to conduct in-person training with protocols and smaller groups.

Fire Boat Program – Chief Collins, Assist. Chief Monin and Lt. Hartzell are getting more intensive fire boat training. In other fire boat news, Chief Collins recognized the following responders who have been made extraordinary contributions to the fire boat program – Firefighter Victor Capron, Firefighter Austin Foster, Firefighter Brooke Sevier, Lt. John Salinas and Capt. Kurt Long,

Financials – Chief Collins said now 50 percent through the year with the June reports, the revenues are at 60 percent for the year and expenditures are at 39 percent for the year.

SCBA – SCBA Specialist John McDowell said that the airpacks are in, just about everyone has been fit-tested and MSA will do an in-service training on Saturday for the officers. The cylinders will be delivered later.

Coins – The challenge coins are expected to arrive the last week of July.

SJIFFA – Association Board Member John McDowell said that the Association is slow because of summer and covid-19. However, they are still conducting some Zoom meetings, helping with hardship cases, and reviewing the bylaws.

Command Rig – Lt Lean said the new command rig should be ready in another three weeks and that the sales tax will stay in San Juan County.

Joint meeting with the Hospital District – After some discussion, the Commissioners said that they do not want a moderator for the proposed joint meeting.

EXECUTIVE SESSION – None.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Tuesday, August 11, 2020.**

At 4:30 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