

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
June 9, 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, Administrative Officer Carolyn Hudson and others via call-in.

CITIZENS' COMMENTS: Chair Jarman reported about the letter dated May 27, 2020 from the SJCPHD#1 about their May 5th decision to withdraw from the Interlocal Agreement and requesting a joint meeting in July. The Board of Commissioners with San Juan County Fire District #3 responded with a letter dated June 2, 2020 expressing the commitment to a single, all-hazard emergency services provider and requesting to meet no later than the week of June 26th.

ROUTINE BUSINESS - CONSENT AGENDA:

- **Minutes** – Chair Jarman **MOVED** to approve the May 12, 2020 minutes. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Chair Jarman **MOVED** to approve the bills. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

**Voucher (warrant) June 9, 2020 credit card bills
number: 229931 \$ 1,074.50**

**Voucher (warrant) June 9, 2020 main bills
number: 229902 to 229930 \$ 24,111.85**

- **Payroll** – Vice-Chair Cardinale **MOVED** to approve the payroll. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
Payroll, April 2020 staff: \$ 52,597.93
- **Resolution 2020-07 adding Nationwide Retirement Solutions to the deferred compensation program for San Juan County FPD #3, San Juan County, State of Washington** – Chief Collins said that this would allow another deferred comp company option for members. Commissioner Olson **MOVED** to approve Resolution 2020-07 adding Nationwide Retirement Solutions to the deferred comp options. Vice-Chair

Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

- **2020 Dispatch Agreement** – Chief Collins said that before the Board approved the Dispatch agreement, he wanted to make sure that certain issues were addressed and now they have been. A users' group - the 4 fire districts, SJIEMS and the Sheriff's Office – has been established and is now meeting and communicating regularly to discuss policy and procedures, as well as the budget. Also, the signature of the county manager has been added to the agreement and the users have learned more in-depth about the breakdown of the fees. Commissioner Olson **MOVED** to approve the 2020 Dispatch agreement. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

EMERGENCY BUSINESS: None.

ROUTINE BUSINESS - STAFF REPORT:

- **Report from the Chief's Office:**
 - Shifting** - Assist. Chief Noel Monin said that the District is in its 11th week of successfully providing 3-4 member shifts for primary BLS calls, at a cost of less than \$200 per call for the volunteer component, and within the current budget. Assist. Chief Monin acknowledged the volunteers and career staff that made this happen. In addition to a timely response, the shifting personnel have also been instrumental in doing station duties and other basic services. Overall, Assist. Chief said it has been more efficient. Shifts are currently scheduled through June. However, July could be more challenging as phasing happens and jobs reopen. The Chiefs are considering the addition of part-time positions, firefighters who would be committed to shift work, while maintaining the volunteer component.
 - Calls** - In May with 79 calls, more than 60 percent of the calls were EMS calls, and the reflex time averaged less than 90 seconds. Response times averaged less than 9 minutes for all types of calls throughout the island. Reflex and response times were for all call types and response priorities.
 - Deployment** – Assist. Chief Monin said the District will be using a division style or zone style response, with a north division, central division, and a south division, each comprised of stations, resources, and personnel. Some personnel have been reassigned outside their residence station area for depth and qualification needs. In addition to the division, headquarters provides the automatic response engine for the calls. And additional divisions will be paged as needed.
 - Training** – Assist. Chief Monin said that the District is researching how it can become a qualified training academy for EMRs and EMTs and would like to partner with San Juan Island EMS in any way that it can.
 - Financials** – Chief Collins said now 42 percent through the year with the April reports, the revenues are at 58 percent for the year and expenditures are at 33 percent for the year.
 - Misc.** – Production on the new command rig will start in July. SCBAs will be shipped on June 12th. Challenge coins, a partnership with the SJIFFA, will be ready in about 7 weeks. The District will be purchasing a few cell phones but will receive free service with T-Mobile's "Connecting Heroes" program.

SJIFFA – Association Board Member John McDowell said that the Association has been donating to the Family Resource Center, the Food Bank, the Summer Kids’ Food Program, as well as purchased uniforms for the volunteer firefighters. They have been conducting their meetings via zoom and are trying to figure out how to have a summer picnic.

EXECUTIVE SESSION – None.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Tuesday, July 14, 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

Norvin Collins, Secretary