

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

March 10, 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, Lt. Michael Henderson, Lt. Michael Hartzell, Lt. Gilbert Venegas, PIO Chuck Dalldorf and SJCPHD #1 Board Recording Secretary Nathan Butler.

CORRESPONDENCE: None.

CITIZENS' COMMENTS: None.

CONSENT AGENDA:

- **Minutes** – Vice-Chair Cardinale **MOVED** to approve the January 8, 2020 and the February 12, 2020 minutes. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**
- **Payroll** – Commissioner Olson **MOVED** to approve the payroll. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Payroll, February 2020 staff: \$ 52,675.21

OLD BUSINESS

Integration Steering Committee Update – Chief Collins said that the steering committee has recently had a meeting and will have another on March 17th. The committee has developed responses to frequently asked questions for the upcoming annexation vote. Chief Collins and Town Administrator Duncan Wilson recently addressed the Chamber of Commerce about the benefits of annexation, discussing increased partnerships with town, community risk reductions through the fire marshal's office, and Town Administrator Duncan Wilson talked about how the added funding would be used for the Town of Friday Harbor. The cost of annexation for those living in town would be about \$ 190 more in property taxes per year for a \$400,000 home. There would be no increased cost to county property owners. All the paperwork has been submitted for annexation to be on the April 28th ballot. The committee will also schedule some town hall meetings. Also, there will be three statements from different people in favor of annexation in the election information. For outer islands, there will be a mailer sent with a goal of acquiring 60 percent of the signatures by June at the latest.

NEW BUSINESS:

- **Resolution 20-2 San Juan County Fire District #3 Board of Commissioners, agreeing to join the Snohomish County Fire Chiefs Association Incident Qualification System relating to NWCG Incident Qualification System (IQS) –**

Assist. Chief Monin said that this interlocal agreement would allow more local control of the IQS for managing our red-carded firefighters up to the squad boss level. Levels above this can go through Snohomish County Fire Chiefs rather than through DNR. Established as a pilot program a year ago, Assist. Chief Monin said it has been very successful and is supported by the DNR. At some point this year, some of the members will participate in the IQS training system so that the District can process the lower level firefighter certifications. Vice-Chair Cardinale suggested that the other county fire districts participate as well so that more coordination could continue amongst them. Chief Collins said that is already happening because Fire District #3 coordinates the responses. Vice-Chair Cardinale **MOVED** to approve Resolution 2020-2 San Juan County Fire District #3 Board of Commissioners, agreeing to join the Snohomish County Fire Chiefs Association Incident Qualification System relating to NWCG Incident Qualification System (IQS). Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

- **Reviewing our Commitment to Providing EMS Service** – Chair Jarman said that he wanted to communicate a clear message to the Hospital Board that the Fire District is moving forward in the integration process. Chief Collins said that the District has three focal points, including comprehensive care for our community in an All Hazard Approach to Fire, EMS, Hazmat. Marine, Community Risk Reduction and Community Paramedicine. The second point is about practicing fiscal and financial responsibility. And the third focus is about taking care of the membership internally. Vice-Chair Cardinale said that the message should be positive and express the idea that we are moving forward. He added that we've accomplished a lot and we have a lot more to do.

STAFF REPORT:

- **Financials** – Chief Collins gave a report on the financial status of the District. The District is under budget currently.
- **Operations**
 1. **National Parks** – English Camp is planning a Roche Harbor water connection and building a maintenance facility. American Camp is doing some strategic planning as well. In the long-term plan, the District is looking at possibly relocating stations to these areas to better serve the community and be more efficient.
 2. **Integration** – Assist. Chief Monin is working with Interim EMS Chief Karl Kuetzing establishing a committee to recommend an All-Hazard Deployment Model by October 1, 2020. The committee will evaluate data and develop a plan that best serves the community. The idea is to roll it out in phases.
 3. **Training Facility** – Assist. Chief Monin said the plan for the training facility has been expanded to a regional fire and community risk training center. The plan is to have it be an integration of all hazard services. Assist. Chief will develop a narrative to explain the draft plan.
- **Logistics** – Capt. Lean said that the new command rig will arrive in April. He is looking at off-island business to do the logo and stickering. Regarding a new maintenance facility, John McDowell designed a simple shop expanding on the

existing building. Commissioner Olson said this may be a good time to get a loan for this.

- **Run Reports** – There were 16 calls in February and 46 to date. Responders averaged 6 minutes 30 seconds from dispatch to arrival, with the removal of 2 marine responses.
- **FF Association** – Vice-President Gilbert Venegas said that the Association plans to move forward buying class B uniforms for the volunteers. They are also planning the Easter Egg Hunt.
- **Chief's Office**
 1. **Covid-19** - Chief Collins said that he is part of a Covid-19 IAFC task force consisting of emergency physicians, CDC officials, chiefs and representatives from WHO and IAFF. They have conference calls on Tuesdays and Thursdays. Chief Collins said that we will be communicating what he learns with the county.
 2. **Misc.** - Annexation is moving forward. Jim Ghiglione, former Lopez Fire Chief, is serving as the interim Fire Chief for Lopez.
 3. **Challenge Coins** – Chief Collins said he received some pricing for the initial short run for challenge coins. The plan is 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.
 4. **WSRB** – Currently, the Town of Friday Harbor remains rated at a 6. The district base has been reduced from a 7 to a 6. Chief Collins continues to work out some more details on the ratings with the WSRB.

COMMISSIONERS' COMMENTS: Vice-Chair Cardinale thanked the Chief and Staff in their response to handling the logistics regarding the corona virus.

EXECUTIVE SESSION – Chair Jarman announced an **EXECUTIVE SESSION** to last about 10 minutes to discuss personnel performance. The executive session started at 4:20 p.m. and ended at 4:30 p.m. Upon returning to regular session, they took no action.

ANNOUNCEMENTS:

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