

DRAFT

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
May 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, Assistant Chief Noel Monin, Interim EMS Chief Karl Kuetzing, PIO Chuck Dalldorf, some remote callers and Administrative Officer Carolyn Hudson.

CITIZENS' COMMENTS: None.

ROUTINE BUSINESS - CONSENT AGENDA:

- **Minutes** – Vice-Chair Cardinale **MOVED** to approve the April 14, 2020 minutes. Commissioner Olson **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) May 12, 2020 credit card bills
number: 229022 \$ 1,218.89
 - Voucher (warrant) May 12, 2020 main bills
number: 229023 to 229051 \$ 23,260.21
- **Payroll** – Vice-Chair Cardinale **MOVED** to approve the payroll. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
 - Payroll, April 2020 staff: \$ 55,197.62

EMERGENCY BUSINESS: None.

ROUTINE BUSINESS - STAFF REPORT:

- **Report from the Chief's Office:**
 - Membership Survey** - Assist. Chief Noel Monin reported about the recent survey sent to the membership, which sought feedback regarding the effectiveness of leadership communications, appropriate and agreeable decision-making, and membership continuance/membership stability. Assist. Chief Monin said that he was pleased with the number of survey responders with about 85 percent of the membership or 60 people conducting the survey, and the positivity of the responses. Assist. Chief Monin said overall people are satisfied with the leader's

communication and leader's intent. Members were queried on the uses of IT, deployment adjustments, expanded services, and internal and external communications. Responders were overall satisfied with the new shifting model during the Covid-19 pandemic, which is designed to provide the community with effective deployment while protecting members and their families. The majority of the members are supportive of the 24/7 shift model and all have expressed their continued commitment to the District. Assist Chief Monin said the District conducted a similar survey last year, which reveals that the District continues to be stable and resilient, particularly during a crisis.

Operations – In the beginning of the Covid-19 pandemic, the District started with a 3-person BLS engine company shift, then transitioned into a 4-person BLS engine company shift, and is now back down to a 3-person BLS engine company shift, with an optional 4th person working an 8-hour day shift.

Calls – Chief Collins said that there were 38 calls in April, with an average reflex time of 1 minute and 39 seconds, and an average response time of 6.5 minutes, dispatch to scene.

Financials – Chief Collins said now 33 percent through the year with the April reports, the revenues are at 46 percent for the year with \$1,562,404 and expenditures are at 27 percent for the year with \$659,894, and this includes an ending balance fund of about \$900,000.

Members and their Commitment - Chief Collins said that the members have shown professionalism, commitment and compassion as the crews are working very hard together during their shifting. Chief Collins said that he also appreciates the support from Interim EMS Chief Karl Kuetzing. Commissioner Olson said that he is concerned about the firefighters who haven't been participating in the shifting and doesn't want the others who aren't participating in the shift work to feel as though they are no longer needed. Chief Collins said that the firefighters are still participating in some training with the online program Target Solutions. And when the time comes for appropriate phasing, the firefighters will first start drilling in smaller groups.

EXECUTIVE SESSION – None.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Tuesday, June 9, 2020.**

At 3:44 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