

DRAFT

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

November 14, 2019

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, Interim EMS Chief Karl Kuetzing, SCBA Specialist John McDowell, Administrative Officer Carolyn Hudson, PeaceHealth Executive Assistant Nathan Butler, citizens Kyle Loring, Louise Dustrude, Richard Grout, Rick Frazier, Trish Lehman and PHD Board Members Rebecca Smith, Dr. Michael Edwards, Anna Lisa Lindstrum and Dr. Warren Appleton.

CORRESPONDENCE: None.

CITIZENS' COMMENTS:

Just before the citizens comments, Chair Jarman said that the board of fire commissioners has received a signed interlocal administrative agreement from the PHD board and will review it before the next meeting.

Trish Lehman, who is an incoming PHD board member, said that she appreciates that the District indicates it is not prepared to sign the interlocal administrative agreement based on a statement in October from Chair Jarman to the PHD board. She said it doesn't mean that they don't support integration. However, she said that they believe that the document is flawed.

Rick Frazier, who was a member of the Citizens Advisory Group, said he has great reservations with the process of combining Fire and EMS. Frazier listed seven suggestions, including revamping the integration steering committee.

Richard Grout said that he really hoped that the fire commissioners' board will wait to approve the agreement and give the incoming PHD board a chance.

Dr. Warren Appleton said we're still going forward and that he recognizes all the work that Interim EMS Chief Kuetzing and Chief Collins are doing for the process.

Kyle Loring, also an incoming PHD board member, said that they all look forward to working together.

CONSENT AGENDA:

- **Minutes** – Commissioner Olson **MOVED** to approve the October 9, 2019 regular meeting minutes. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**. Commissioner Olson **MOVED** to approve the October 23, 2019 special 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) November 14, 2019 credit card bills

number: 222300 \$ 7,972.70

Voucher (warrant) November 14, 2019 main bills

number: 222237 to 222276 \$ 97,815.65

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

Payroll, October 2019 staff: \$ 55,203.86

OLD BUSINESS

Integration Steering Committee Update – Chief Collins said that there is no update at this time. Vice-Chair Cardinale added that the process is on schedule and that there hasn't been a need for a meeting lately. He is also pleased with the outer island communications.

NEW BUSINESS: None.

STAFF REPORT:

- **Financials** – Chief Collins said that the District has 118 % of anticipated 2019 revenues through October with expenditures at 87 %, which is under budget.
- **Operations** – Assistant Chief Monin said that members have completed the annual first aid/CPR refresher. The health incentive program will soon be concluding for the year. Group exercises were lightly attended but continue to grow. The District sent Brush 332 with four members to the California fires as part of the EMAC response. And the District continues to do mutual aid with partner agencies, referring to a CPR call and a fire boat call recently.
- **Logistics** – Capt. Lean briefed the Commissioners about their two-week deployment to the California fires. Capt. Lean, Lt. Henderson, Lt. Hartzell and FF English deployed in Brush 332 F550 to the Kincaid and Ranch fires. Chief Collins added that a few volunteers supported the crew in their own District by being response ready and maintaining rigs and stations. It was a seamless transition so that four members can get invaluable experience, Chief Collins said. On Tuesday, November 12th, the Washington State Department of Health conducted a site visit of the District for certification of a BLS license. The Health Department followed up notifying that the District's rigs will be BLS certified.
- **Run Reports** – There were 28 calls in October and 317 calls in 2019 through October. There were also quite a few smoke investigations with the opening of burn permit season.
- **FF Association** – Member-at-Large John McDowell said that John Salinas was re-elected president and that they are still looking for a treasurer.

COMMISSIONERS' COMMENTS

Vice-Chair Cardinale asked about the process of getting an ALS license. Chief Collins said now that the District has had a fully approved evaluation, it's simply an application process. Requirements will include paramedics on staff, ALS gear on rigs and an ALS response plan.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Wednesday, December 11, 2019.**

At 3:50 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