

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
November 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, Assistant Chief Noel Monin, Captain Tad Lean, Capt. Erin Graham, Firefighter Brooke Sevier, Administrative Officer Carolyn Hudson and others via call-in.

OLD BUSINESS

Clarification of Annexation Tax Rolls – Joseph Quinn, attorney of record, explained that calculating the tax revenues for the outer islands is the same as calculating the tax revenues for the District and that is by multiplying the tax rate times the assessed value of the properties, and then multiplying the tax rate times the assessed value of any new construction and adding those two figures together. Currently, the law allows a 1 percent increase per year. Quinn added that because the annexation was approved after Aug. 1st, the tax revenues for the outer islands are not collected until the year 2022. He added that if the Town were to annex to the Fire District, the tax revenues would be calculated in the same way. Chief Collins said that the plan is for Town annexation to be on the ballot in February or April of 2021. A majority of voters in both Town and the District would have to approve the annexation for it to happen. Quinn said that he has facilitated several annexations and at times there will be pre-annexation or post-annexation agreements in place.

CITIZENS' COMMENTS/CORRESPONDENCE: There were no citizens comments or correspondence. The Board did invite representation from the Hospital Board to the meeting; however, they were unable to attend because of scheduling conflicts.

CONSENT AGENDA:

- **Minutes** – Vice-Chair Cardinale **MOVED** to approve the October 13, 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) October 27, 2020 credit card bills

number: 234343 \$4,936.43

Voucher (warrant) October 29, 2020 main bills

number: 234461 to 234496 \$26,845.38

Voucher (warrant) November 10, 2020 main bills

number: 235109 to 235132 \$13,254.92

Voucher (warrant) November 10, 2020 credit card bills

number: 235108 \$1,268.12

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

Payroll, October 2020 staff: \$67,755.76

NEW BUSINESS

First Reading of the Memorandum of Understanding with Waldron Island Brigade – First Reading (Discussion) – Chair Jarman said it was time for the District to reach out to the outer islands and provide assistance so that they can have improved emergency responses to their communities. Chief Collins read the opening paragraph and background of the MOU between the District and Waldron Island Brigade, which discusses creating a partnership to provide increased opportunities for training and responses. The plan is for a start date of Jan. 1, 2021, with tax revenues starting in 2022. Waldron Resident Camella Alexander said for decades, Waldron Island has managed to avoid any serious emergencies and is now looking forward to having regular training, becoming a more known entity, and receiving regular input from the District. EMT Nickie McDonald said that she appreciates the opportunities from the District for education and training for responding to fire and medical emergencies. Chair Jarman read the goals of the Waldron Island Brigade and the goals of San Juan Island Fire & Rescue. McDonald said that an added benefit is having access to the countywide radio system. Regarding funding, Alexander said that Waldron will review what they have spent in the past, look at raising money and seek out grant money now that they are a 501(c)(3).

Marine Resources (Discussion)

Credentiailling - Chief Collins said that the Marine program has a great team of people who are engaged and interested in improving their skills and are all doing a phenomenal job. The goal is to have all of the pilots work toward attaining credentiailling. Chief Collins said that the “six-pack” Captain’s credential is essentially a commercial passenger license issued by the Coast Guard. David Howitt, John Salinas and Dave Mountford are all at the Master level.

Sentinel - Chief Collins said that the Sheriff’s Office wants to vacate the contract for the vessel Sentinel with the District and Shaw Fire because Sheriff Ron Krebs said that the vessel no longer meets the mission of their agency. Assistant Chief Monin is in the process of acquiring a copy of the 2014 \$750,000 grant to purchase the Sentinel and researching the financial aspect of it. Chief Collins and Assist. Chief Monin will review the particulars of the grant and the contract to determine if it is in the best interest of the District to acquire the Sentinel. In the meantime, Chief Collins said he will contact Attorney Randy Gaylord, Sheriff Krebs, County Manager Mike Thomas and then get an interpretation from Joe Quinn.

Response Resources - At a minimum, Chief Collins said that there should be a response boat docked on the north side of the island, as well as in Friday Harbor. Before the District knew of the County’s recent stance on the Sentinel, John Young and Chuck Dalldorf have been researching the acquisition of a second vessel and looking at grant opportunities. Regarding response resources in general, the Commissioners discussed managing vehicles and vessels in the county’s ER&R that for a fee manages the repair and capital replacement in a general pool.

Coast Guard Opportunities - Chief Collins said that the new Coast Guard Station Chief for our region brought a full crew with a 48-foot response boat on Friday. The two Chiefs discussed training and

responding together, and possibly including the Bellingham, Anacortes and Canadian Coast Guards as well. Some of the opportunities involve EMT/EMR training with the District, Search and Rescue, ferry responses and helicopter landings.

OLD BUSINESS

Comprehensive Emergency Services Model Update – Chief Collins commended the District for maintaining and even enhancing the agency, but over time it will not be feasible to continue the same level of service with the current 1 percent annual tax levy limitation. To determine a plan for the future, the following subjects will be researched: dynamic deployment strategies, short-term and long-term staffing concepts and levy options. Assist Chief Monin showed a graph of the compression of the millage rate over time starting from \$.98 in 1989 and going to \$.48 in 2020. Regarding training, the District will be acquiring the credentials so that it can run its own EMR and EMT recruit classes. The District has several members who are not currently EMTs who are interested, as well as some people from Waldron and Shaw islands. EMR classes and EMT classes can run concurrently. If someone is taking the EMR class and decides they want to continue, they can. Eventually EMR will be the base for all responders and EMT will be a minimum for career person.

STAFF REPORTS:

Financials - Chief Collins reported on the financials through October. He said that being 83.33% through the year, revenues are at 89% and expenses are at 76%. The ending fund balance, revenues minus expenses, is \$937,878. The General Fund with the LOSAP balance is \$745,539; the Reserve Fund balance is \$369,734; and the Capital Fund balance is \$24,000.

Incident Response – Assist. Chief Monin reported that in October with a total of 71 calls the average reflux time for all calls was 2 minutes 6 seconds and the average time from alarm to arrival was 8 minutes 25 seconds. Assist. Chief Monin said that the firefighters have been doing a great job training, maintaining their skills, and helping backfill. Commissioner Cardinale said our goal should be to staff the engine with four firefighters. Chief Collins acknowledged Commissioner Cardinale's comments but stated that could be a goal, yet it isn't realistic for our combination response model and community demographics. Staff will keep that goal in mind as planning continues into the future and will remain data driven. Assist. Chief Monin said that it has mostly been staff with four firefighters, but sometimes three firefighters.

EXECUTIVE SESSION – None.

Pursuant to RCW 42.30.110, (2) before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced.

RCW 42.30.110 (1)(b) there will be a discussion on the acquisition of real estate by lease or purchase

ANNOUNCEMENTS:

The next regular meeting will be at 3 p.m. on Tuesday, December 8, 2020.

At 5:07 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