

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
October 13, 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, Administrative Officer Carolyn Hudson and others via call-in.

CITIZENS' COMMENTS/CORRESPONDENCE:

Bob Brunkow said that the outer islands received more than 60 percent of the needed signatures to become part of San Juan County Fire District #3.

There was no correspondence.

CONSENT AGENDA:

- **Minutes** – Vice-Chair Cardinale **MOVED** to approve the September 8, 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**. Capt. Lean explained to the Commissioners that it was more cost-efficient to hire a specialized company to conduct the District's annual hose and ladder testing rather than having the staff and volunteers to do it.

Voucher (warrant) September 22, 2020 main bills

number: 233375 to 23398 \$95,422.85

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

Payroll, September 2020 staff: \$67,494.52

Payroll, 3rd Q Volunteer: \$57,328.37

NEW BUSINESS

- **Resolution 2020-12 Accepting Petition for Annexation into the District** - Bob Brunkow explained the process in getting more than 60 percent or 43 validated signatures out of the 70 registered voters for the outer islands to annex into the Fire District. Another 145 landowners, but not registered voters in the outer islands, also signed showing their support. Brunkow said that although many were in favor of the annexation, some were not because they did not want higher taxes or that they distrusted the government. Chief Collins said to be valid for 2021, approval would have needed to have been completed by August. If the commissioners approve now, the annexation on the tax roll will be effective in 2022, but the annexation will be effective now. Vice-

Chair Cardinale **MOVED** to accept the petition for the outer islands to annex into the District. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

PUBLIC BUDGET HEARING - (3:15 p.m.) (Recess and Re-Enter Regular Session for Budget Hearing)

- **2021 Property Tax Levy and Budget** – Chair Jarman opened the public hearing for the 2021 tax levy and the budget at 3:36 p.m. Chief Collins presented the 2021 levy, which allows a 1 percent increase or \$14,290 over 2020’s levy amount of \$1,429,020. Chief Collins also presented the following fund balances for the proposed 2021 budget: \$2,438,583 for the General Fund; \$37,950 for the LOSAP Fund; \$418,000 for the Reserve Fund; and \$313,000 for the Capital Project Fund. Some highlights of the 2021 budget are that it supports training incentives, part-time employees, and a 24-hour, 7-days-a-week 3-member staffing. There was no public comment. Chair Jarman closed the public hearing and returned to regular session at 3:42 p.m.

NEW BUSINESS

- **Resolution 2020-10 Setting the Property Tax Levy for the Year 2021** - Vice-Chair Cardinale **MOVED** to approve Resolution 2020-10 Setting the Property Tax Levy for the Year 2021 of \$1,443,310. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Resolution 2020-11 Adopting the Budget for the Year 2021** –Vice-Chair Cardinale **MOVED** to approve Resolution 2020-11 Adopting the Budget for the Year 2021 with \$2,438,583 for the General Fund; \$37,950 for the LOSAP Fund; \$418,000 for the Reserve Fund; and \$313,000 for the Capital Project Fund. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Resolution 2020-13 Amending and Extending the Existing Fire Protection Service Contract with the Town of Friday Harbor** – Chief Collins said that the Town of Friday Harbor is pleased with the service they have received over the years and would still like to annex at some point, but in the meantime would like to extend the contract for another year. Vice-Chair Cardinale **MOVED** to approve Resolution 2020-13 Amending and Extending the Service Contract with the Town of Friday Harbor. Chair Jarman **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Evaluation of submitted closed offers for the sale of surplus vehicle** – There were no submittals for the 2008 Chevy Trailblazer for a minimum bid of \$4,500. Chief Collins said they will review another strategy to surplus that vehicle.

OLD BUSINESS

- **Comprehensive Emergency Services Model Update** – Chief Collins said that the recent focus for staff has been to participate in the budget process that comprehensively supports the organization, the community, and the membership.

STAFF REPORTS:

Burn Permits – The District will no longer sell burn permits at the office. Chief Collins’ suggestion to the County Fire Marshal was to no longer charge a fee. The county is still charging a fee for the 2020-2021 burn permit season and will be selling permits online.

Financials - Chief Collins reported on the financials through September. He said that being 75% through the year, revenues are at 68% and expenses are at 62%. However, the District is still expecting

the second half of property taxes in October, which will increase the percentage of revenues. The ending fund balance, revenues minus expenses, is \$728,372. The General Fund balance is \$511,934; the Reserve Fund balance is \$370,898; and the Capital Fund balance is \$24,053.

Incident Response – Assist. Chief Monin reported in September with a total of 105 calls that the average response time for Station 31 was 5.39 minutes; Station 32 was 12.84 minutes; Station 33 was 14.69 minutes; Station 35 was 17.06 minutes; Station 36 was 13.47 minutes; and there was an overall average of 9.27 minutes for all call types.

Firefighters Association – President John Salinas that the membership has approved the updated bylaws. In other news, the Association is supporting some hardship cases and is planning an outdoor Halloween event for the kids, while being cognizant of Covid-safety guidelines.

EXECUTIVE SESSION – Chair Jarman announced an **EXECUTIVE SESSION** to last about 10 minutes to discuss real estate. The executive session started at 5:02 p.m. and ended at 5:06 p.m. Upon returning to regular session, they took no action

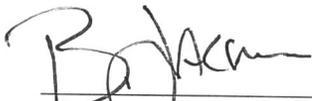
Pursuant to RCW 42.30.110, (2) before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated 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, November 10, 2020.

At 5:06 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