

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
November 11, 2021**

Chair Jarman called the meeting to order at 3:00 p.m.

COMMISSIONERS PRESENT:

Frank Cardinale, Bob Jarman and Albert Olson via teleconference

OTHERS PRESENT:

Chief Collins via teleconference, San Juan Island Fire & Rescue Staff and Community

CITIZEN'S COMMENTS/CORRESPONDENCE: None

CONSENT AGENDA:

Minutes – Commissioner Cardinale Moved to approve the October 12, 2021 regular meeting minutes as written, Commissioner Jarman Seconded the motion. The motion was Approved Unanimously.

Bills – Commissioner Olson Moved to approve the bills, Commissioner Cardinale Seconded the motion. The motion was Approved Unanimously.

Voucher (warrant) October 12, 2021 Fund 6561
Number: 245768 to 245793 in the amount of \$36,859.37
Voucher (warrant) October 12, 2021 Fund 6562
Number: 245767 only in the amount of \$3,000.00
Voucher (warrant) October 22, 2021 Fund 6561
Number: 2465779 in the amount of \$1,566.23

Payroll - Commissioner Cardinale Moved to approve the payroll. Commissioner Jarman Seconded the motion. The motion was Approved Unanimously.

24 Day Payroll - 09/20/21 to 10/13/21 \$31,643.56
Monthly Payroll - 09/01/21 to 09/30/21 \$53,380.71

NEW BUSINESS:

Purchase of 1 of 4 UTV, Type 7 Fire Attack for use on some of the outer islands. It is a Polaris Razor platform with a slip in unit that can handle prehospital medical care and/or fire suppression. We received 4 bids and decided on the Gravelly. It is the least expensive, and it had the same quality, it had the availability because they are out of Camano Island. The company brought it over and we test drove it and it meets what we were looking for. Will purchase 1 4 door unit with slip in with DNR Grant that we have. It is a ½ matching grant for just under \$24,000, so it is about \$11,700. Commissioner Cardinale made a motion to move forward with the purchase of the 1 UTV with slip in unit, Commissioner Olson seconded the motion, passed unanimously.

Surplus of Nissan Xterra, Commissioner Jarman made a motion to surplus the Nissan Xterra to the highest bidder of a closed auction, Commissioner Cardinale seconded the motion, the motion passed unanimously.

OLD BUSINESS:

Comprehensive Emergency Service Model Update – We received over 56% approval but we needed 60% for a new levy, we are waiting for the Election to be certified. We are going to continue to respond & continue to take care of the public as we always have done. More discussion later.

STAFF REPORTS:

Financials:

Chief Collins reported on the financials through October, our year to date is 83.3% to be on target for budget. He said we are at 93% for revenues, 92% for our General Fund. Overall expenses are at 65% of budget. Our personnel expenses are 80% of budget. Materials & Services is at 39%. Ending fund balance (revenues minus expenses) is \$994,891. The General Fund balance is \$642,328, the Reserve Fund balance is \$357,077, Capital Fund balance is \$24,053 and the LOSAP fund is \$37,680.

Ops Report:

AC Monin reported on Incident statistics for month with a yearly snapshot. The district had 94 incidents that we responded to in October, 63% were EMS, 37% were under Fire, all hazard. Quarterly high June thru Aug, 323 incidents, 60% EMS, 40% Fire, all hazard. Quarterly low Dec thru Feb, 158 incidents, 64% EMS, 36%, all hazard. 1 year snapshot from October through September we had 953 incidents, 62% EMS, 38% Fire all hazard. Performance measures will continue to be on a 1 month snapshot. Reaction time for the 1 year average is 1:42, 1 year average first due travel, including outer island, marine response, north end, is 7:42.

Minimum staffing was met for October.

Continue to evaluate staffing needs based on zones.

Planning Firefighter Academy, EMT Academy and Wildland Academy.

Sent out a mailer for recruitment

Waldron Island MOU wrap up. Chief & Asst. Chief evaluating on next steps and updating the board.

Commercial Burn Inspections, Dept of Community Development will issue the inspection form when an applicant submits an application for a Commercial Burn Permit which goes to the agency depending on the district. Once inspected it is returned to DCD and then approved as a permit.

Training:

In October training consisted of a combination of Company Operations and medical skills. We brought our training divisions together into a single unit to be more efficient. We are looking to work in partnership with Skagit Valley College and utilize the Friday Harbor campus as part of our long range goal.

October training schedule consisted of in-person run reviews, fireground operations, portable extinguishers, officer's training in high tech agricultural operation awareness and BLS knowledge & skills with cardiac issues.

Fleet:

All of the fleet with the exception of the Reserve Engine, have had their scheduled Annual Inspection this cycle.

The new SCBA's have had their first annual inspection since we have put them into service.

Commissioner Comments: none

ANNOUNCEMENTS:

The next regular meeting will be at 3 p.m. on Tuesday, December 14, 2021.

Executive Session (if needed)

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.

Adjournment

At 4:06 p.m., Commissioner Jarman adjourned the meeting.



Bob Jarman, Chair



Robin Garcia, Recording Secretary