

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING & BUDGET HEARING
December 14, 2021**

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

COMMISSIONERS PRESENT:

Albert Olson, Frank Cardinale and Bob Jarman.

OTHERS PRESENT:

San Juan Island Fire & Rescue Staff and Community

CITIZEN'S COMMENTS/CORRESPONDENCE: None

CONSENT AGENDA:

Minutes – Commissioner Olson moved to approve the November 11, 2021 regular meeting minutes as written, Commissioner Cardinale seconded the motion. The motion was Approved Unanimously.

Minutes – Commissioner Olson moved to approve the November 26, 2021 special meeting minutes as written, Commissioner Cardinale seconded the motion. The motion was Approved Unanimously.

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

Voucher (warrant) November 15, 2021 Fund 6561
Number: 246905 to 2246926 in the amount of \$28,546.86
Voucher (warrant) November 15, 2021 Fund 6562
Number: 246927 only in the amount of \$3,000.00

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

Monthly Payroll - 10/01/21 to 10/31/21 \$57,084.43
24 Day Payroll - 10/14/21 to 11/6/21 \$27,494.45

At 3:05 p.m. the meeting was recessed, and the Budget Hearing was opened.

BUDGET HEARING – CY2022 BUDGET

Chief Collins presented the following Budget for 2022 which was discussed during the previous work session.

- 2022 General Fund Requirements/Resources \$2,449,330
- 2022 Reserve Fund Requirements/Resources \$ 400,000
- 2022 LOSAP Fund Requirements/Resources \$ 37,900
- 2022 Capital Project Requirements/Resources \$ 313,000

Chief Collins explained what is included in the amounts for each fund. The Commissioners were in agreement with what the Chief recommended for the personnel budget numbers.

Commissioner Chair Jarman closed the Budget Hearing at 3:24 p.m. and reopened the General Meeting.

NEW BUSINESS:

- Resolution 21-05 Budget Adoption
Commissioner Cardinale made a Motion to accept the 2022 Budget, Commissioner Olson seconded the Motion. The Motion was approved Unanimously to approve the Budget.
- Resolution 21-06 Sole Source with SAFEBoat International
Commissioner Olson made a Motion to approve the Sole Source Resolution 21-06 with SAFEBoat International, Commissioner Cardinale seconded the Motion. The Motion was approved Unanimously.

OLD BUSINESS: None

STAFF REPORTS:

Financials:

Chief Collins reported on the financials through November, our year to date is 92% to be on target for budget. He said we are at 98% for revenues, 100% for our General Fund. Overall expenses are at 71% of budget. Our personnel expenses are 87% of budget. Materials & Services is at 41%. Ending fund balance (revenues minus expenses) is \$992,553. The General Fund balance is \$602,290, the Reserve Fund balance is \$354,004, Capital Fund balance is \$24,053 and the LOSAP fund is \$37,683.

Ops Report:

AC Monin reported on incident statistics for the month with a yearly snapshot. The district had 68 incidents that were responded to, 65% were EMS & Rescue, 35% were under Fire all hazard. The average calls per day were 2.3, average reaction time was 1 minute and 48 seconds, and average travel time was 7 minutes and 44 seconds. In the last 12 months, from 12/1/20 to 11/30/21, we have responded to 975 incidents, 62% EMS & Rescue, 38% Fire all hazard. The average per day is 2.7, average reaction time is 1 minute and 41 seconds, and the average travel time was 7 minutes and 37 seconds. Performance measures will continue to be on a 1 year snapshot. Minimum staffing was met for November.

Onboarding process going on with our new applicants, we have 11 firefighter recruits and 2 support volunteers. We found enough PPE to outfit all of the new firefighters.

Currently, we have 2 part time AO vacancies which we have been making work with volunteer sign ups and part time firefighters adding extra shifts. We also received notice from an additional part time AO that he has been offered a job at the Seattle Fire Department.

Training:

As of Saturday, December 11th, Karl is now a Senior EMS Instructor.

During November, the department has continued to meet our training goals, supporting both Firefighter skills and medical skills. We will begin teaching the new recruits basic first aid and CPR skills. We are also working with Orcas Fire and Rescue as well as Lopez Fire and EMS to create a unified platform to deliver the didactic skills across a teleconferencing medium. All

hands on skills will be handled by each individual department but with coordination so that we are following the same skill sheets and using the same training techniques.

Fleet:

All of the fleet have had the scheduled Annual Inspections for this cycle.

We have received 4 new mattresses for Station 31, under budget and within this year.

Commissioner Comments: none

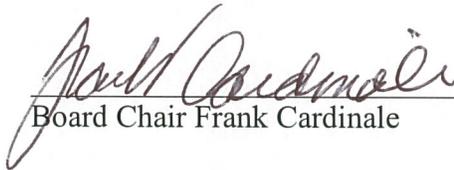
Commissioner Chair Jarman called for an Executive Session at 3:51 p.m. to review the performance of an employee. Meeting will reconvene at 4:30 p.m.

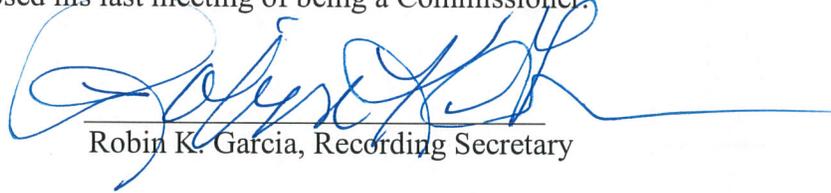
Commissioner Chair Jarman reconvened the meeting at 4:30 p.m. from Executive Session. A Motion was made by Commissioner Cardinale to accept the Professional Services Contract for the Fire Chief with corrections, Commissioner Olson seconded the Motion to accept the Professional Service Contract for the Chief. The Motion was Approved Unanimously.

ANNOUNCEMENTS:

The next regular meeting will be at 3 p.m. on Tuesday, January 11, 2022.

At 4:33 p.m., Commissioner Chair Jarman closed his last meeting of being a Commissioner.


Board Chair Frank Cardinale


Robin K. Garcia, Recording Secretary