

**Fire Commissioner Special Meeting
San Juan Fire Protection District 2
Orcas Island Fire & Rescue
August 22, 2016**

This is a Special Meeting. The Secretary informed the Commission that the notice requirements of RCW 42.30.080 have been met by email transmission of a notice of this meeting to *The Islands' Sounder* and *Orcas Issues* and the posting of such notice in the lobby of Station 21 and the District's website. Such notice was transmitted and posted on August 18, 2016 at Eastsound Fire Hall, 45 Lavender Lane, Eastsound, WA 98245, and specified the time and place of this special meeting and the business to be transacted. Each Commissioner has either received or waived notice pursuant to such statute.

Present: Commissioners Barbara Bedell, Chair, Jim Coffin, and Wesley Heinmiller, District Secretary Patricia Ayers, Orcas Island Fire and Rescue staff, and members of the Community.

Meeting Called to Order

Meeting was called to order at 5:30 pm.

Changes to Agenda

Please add the Lawsuits from Turner & Lonquist under New Business #3.

Motions / Minutes / Resolutions Approved

The following Meeting Minutes were approved:

- 2016-06-20 Regular Meeting Minutes
- 2016-06-29 Special Meeting Minutes

Financials

Acting Chief Scott Williams discussed the June & July 2016 Financial Reports. He stated that the reports for this meeting were generated in both "EDEN" (the County's software program) as well as QuickBooks reports. The District is still "influx" with the BARS codes in comparison to the County's classifications.

All commissioners unanimously approved the financial reports for June and July. These financials are available to the public through a Public Records Request at the Eastsound Fire Station.

Correspondence

None.

Chief's Report

Acting Chief Scott Williams presented the Chief's Report for the period of June 01 – August 22. Still tracking year to date a bit lower than 2015. To date there have been 627 incidents that OIFR responded to on Orcas Island.

Overlapping calls for this time period was a total of 83 (32%).

Extra EMS/fire personnel were on standby over the July 4th weekend (July 1 – 4, 2016).

The bulk of the apparatus maintenance has been completed, with a couple of aged apparatus needing additional attention.

Crossroads Short Plat has ongoing drainage maintenance issues. Brush cleanup of the drainage areas need to be completed before heavy equipment can be brought in to perform the necessary drainage maintenance.

Continued discussions with the County regarding facilities needs are ongoing. Greg Sawyer was present to explain how San Juan County Facilities can be of assistance to the District.

The complete report can be found on the website (www.orcasfire.org).

OLD BUSINESS

1. Social Security Update – Acting Chief Williams mentioned that the initial reports have been filed with the

- Social Security Administration and OIFR is waiting for reply from them to discuss the scope of the liability.
2. Union Contract Update – Acting Chief Williams discussed that the union representation and Cabot have reached an agreement with the language of the contract. Discussions have now focused on the financial portion of the contract, which is moving slower. Commissioner Coffin stated that he believes Cabot should be retained for further assistance.
 3. Chief Search Update – Commissioner Barbara Bedell presented a final application packet that the chief's committee put together. The committee will be meeting on August 29 to put together the advertisement for this position. There is a cut-off date for applications to be received is October 14, 2016.
 4. Cost Recovery Update – Acting Chief Williams reported that the cost recovery program is moving forward. Reports are being submitted to the billing agency, which are being reviewed.
 5. Grants Update –
 - a. Current SAFER Grant – (Volunteer Recruitment & Retention Grant) Expenditures are going well and continue to support duty shifts for all responding volunteers, and providing personal protection equipment for firefighters. The district has received approximately \$168,000 in reimbursement from the grant to date.
 - b. Wildland Grant – Skid Load, small portable pump & other PPE and wildland supplies are being put into service. The District will receive 50% reimbursement from this grant.
 6. Policy Review – Acting Chief Williams presented a draft of a Progressive Discipline Policy for the Commissioners' review and final approval at the next regular meeting. This policy is applicable to the paid staff of OIFR, because the volunteer staff members are at-will employees and can be released at any time. Commissioner Coffin suggested that the policy state whom it applies to (in this case to the paid staff); the other commissioners agreed.
 7. Consultant Assistance – Commissioner Barbara Bedell inquired of the commission as to whether they should retain his assistance. It was suggested that Commissioner Bedell discuss with Mr. Darling whether he desires to continue to be involved with the chief search and/or with the strategic plan/budget.

NEW BUSINESS

1. Commissioner Resignation – Commissioner Barbara Bedell announced the resignation of Commissioner Jim Coffin, effective on September 4, 2016. He will remain involved as a “consultant” with the District. A small reception
2. New [Staffing] SAFER Grant – Acting Chief Scott Williams mentioned that this month the District was awarded a grant for another firefighter employee's salary and full benefits for a period of two years.
3. Law Suits Ongoing – The District is being sued by two individuals (Victory Lonquist & Paul Turner) who feel they were wrongfully dismissed. Ms. Lonquist is claiming a “pretty hefty settlement for wrongful dismissal, along with pain and suffering”. The insurance company is investigating the case, and will be getting back to the District within 60 days. Regarding the case with Mr. Turner, there hasn't been anything since the original letter was sent to the Commissioners.

Public Comment

1. If I were on the BOFC, I would hold off on the consultant at this time. I was disappointed in his presentation after his involvement. I extend my thanks to Scott for continuing to perform in the role of acting fire chief.
2. I would like to express my sincere thanks to Commissioner Coffin for his service over the past 10 years.
3. I'm just wondering whether the Orcas CARES program is still in affect, and what the status is.
 - a. Acting Chief Williams reported, “it is still in affect; doing well, and still providing a multitude of services to the community”.

Board for Volunteer Firefighters

There were items for the Commissioners and District Secretary to sign relating to two former volunteer

responders who would like to draw out their pensions.

Executive Session

An executive session was held at this meeting for 10 minutes.

Reconvene

The commissioners appointed Tamara "TJ" DiCaprio as Commissioner to fulfill Commissioner Coffin's position until his term is up in 2019.

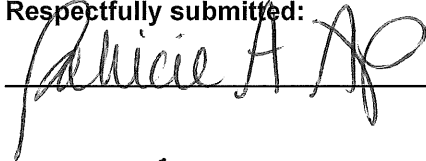
Announcements

- The next regular BOFC Meeting will be held on Monday, September 19, 2016 at 5:30 pm.

Adjournment


18:29 pm – Adjournment of Special Meeting
18:30 pm – Opening of Executive Session
18:40 pm – Adjournment of Executive Session
18:46 pm - Adjournment

Respectfully submitted:




Patricia Ayers, District Secretary

Approved:



Barbara Bedell, Chair Commissioner



Wes Heinmiller, Commissioner

(Resigned; not present to sign) _____ Jim Coffin, Commissioner



Scott Williams, Acting Fire Chief