

**Fire Commissioner Regular Meeting
San Juan Fire Protection District 2
Orcas Island Fire & Rescue
May 16, 2016**

Present: Commissioners Barbara Bedell (chair), Jim Coffin and Wesley Heinmiller (via speakerphone), District Secretary Patricia Ayers, DFO Mark Horaski (via speakerphone), Acting Chief Scott Williams, Acting Assistant Chief Chad Kimple, other Orcas Island Fire and Rescue staff, and members of the community.

Meeting Called to Order

Meeting was called to order at 5:30 pm.

Additions or Modifications to the Agenda

1. Under "Old Business", the contract for the District Financial Officer was moved to item #1.

Motions / Minutes / Resolutions Approved

The following Meeting Minutes were approved:

2016-03-03 Special Meeting Minutes
2016-03-08 Special Meeting Minutes
2016-03-21 Regular Meeting Minutes
2016-04-04 Special Meeting Minutes
2016-04-18 Regular Meeting Minutes
2016-04-28 Special Meeting Minutes
2016-05-05 Special Meeting Minutes

The following Resolutions were approved:

2016-04 – Surplus of Fire District Equipment
2016-05 – Surplus of Fire District Apparatus
2016-06 – Signature Authorizations
2016-07 – Appointing an Alternate Auditing Officer for Certification of Claims

Financials

Commissioners unanimously approved the financial summary for April 2016.

Commissioner Heinmiller inquired about the return of pagers as to whether the returns were posted to the credit card. Also, who made the returns and where is the paperwork for these returns? Acting Chief Williams and Acting Assistant Chief Kimple will follow up regarding Commissioner Heinmiller's questions.

Correspondence

None at this time.

Chief's Report

Acting Chief Scott Williams presented the Chief's Report for the period of 4/19/16 through 5/18/16. Service trends for this year are 330, which is 2% below this time last year. Simultaneous Advanced Life Support calls have occurred during this period for opposite sides of the island, which were successfully handled by the paramedic on duty with a back up paramedic. The District is looking at approximately \$131,000 reimbursement from the SAFER Grant, and administrative staff is working together on generating the reimbursement request. He anticipates going "live" in June with ESO Reporting System.

The complete report may be found on the website for Orcas Island Fire & Rescue (www.orcasfire.org).

OLD BUSINESS

1. Contract for District Financial Officer – Commissioner Coffin commented that it is important to keep Mark Horaski on for the immediate time [as the transition to the County occurs]. A motion was made to approve the Engagement letter with Mark Horaski, CPA in the form presented to the Board dated 5/16/2016. All commissioners unanimously approved it.
2. Organizational Review – On Tuesday, May 17, Jim Darling, a consultant who worked for several decades at the Port of Bellingham, will be on site at OIFR to conduct interviews and a review of administrative records to obtain a general opinion of how the District looks administratively. He

emphasized that the purpose of Mr. Darling's visit is not for a re-organization. The concern in light of the recent changes within the District is that the business portion is really "strong to the core". The purpose of conducting this review is to have someone with a business background (and outside the fire service) to provide the commissioners with an opinion from his perspective.

3. Chief Search – Commissioner Coffin shared his comments regarding the chief search and how to move forward with this task. The commissioners agreed that this topic should be re-visited next month, after the organizational review has been completed, and also for future agenda topics.
4. Fire Marshall Update – Acting Chief Scott Williams explained that there is not a lot to report, although there is information forthcoming from the County as to their progress with this program. He said that "it sounds like" the county has approved to have 25% of the burn permit funds returned to each island that issued permits for fire marshal and fire prevention services; however, this has yet to be completed.

NEW BUSINESS

1. Oath of Service – EMT, Fire Academy Recruits and current OIFR members took an Oath of Service read by Chair Barbara Bedell.
2. Surplus Items – Acting Assistant Chief Chad Kimple explained two fire equipment items that are surplus to OIFR. Resolution 2016-04 is for surplus of four 20 foot ground ladders, approximate value \$300 each. Resolution 2016-05 is for a 1978 International Water Tender, approximate value \$2,000. Commissioners unanimously approved both resolutions.
3. Resolution to remove and add signors to KeyBank MasterCard Account – Acting Chief Scott Williams explained that two names of staff that are no longer with the District are still on the KeyBank account. Resolution 2016-06 was approved to remove the names currently on the account as signors, and add Acting Chief Scott Williams and BOFC Chair Barbara Bedell to the KeyBank MasterCard Account as signors.
4. Resolution to appoint Alternate Auditing Officer – The commissioners unanimously approved to appoint Acting Chief Scott Williams as the Alternate Auditing Officer, as stated in Resolution 2016-07.

Public Comment

1. Thanks to all the staff and volunteers for what they are doing during this transitional period. When you switch over to the county, that you keep the volunteer payroll to a monthly basis, rather than move it to a yearly basis.

Board of Firefighters Association

None at this time.

Executive Session

There was an executive session for to discuss the performance of public employees for 20 minutes.

Reconvene

1. No actions were taken in the executive session.

Announcements


- The next Regular BOFC Meeting will be held on Monday, June 20, 2016 at 5:30 pm.

Adjournment

6:26 pm – Adjournment of Regular Meeting
6:27 pm – Opening of Executive Session
6:47 pm – Adjournment of Executive Session
6:48 pm – Reopen the Regular Meeting
6:50 pm – Adjournment



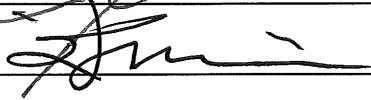
Barbara Bedell, Chair Commissioner




Wesley Heinmiller, Commissioner



Jim Coffin, Commissioner



Scott Williams, Acting Chief



Patricia Ayers, District Secretary