

**Fire Commissioner Special Budget Meeting  
San Juan Fire Protection District 2  
Orcas Island Fire & Rescue  
November 14, 2016**

This is a Special Budget 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 November 10, 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 Wes Heinmiller, Chair, Barbara Bedell via phone, and Amanda Montague, Acting Chief Scott Williams, Jim Schuh for 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 5:31 pm.

**OLD BUSINESS**

1. Chief Search Committee Report – Pierrette Guimond:
  - a. The committee has narrowed the field to three candidates:
    - i. Martin Fowler
    - ii. Jason Napier
    - iii. Scott Williams
  - b. There will be a special BOFC meeting on Friday, November 18 at 6:00pm for the commissioners and the public to meet them.
  - c. There was a request to budget \$2000 for use to help facilitate the process (research, lodging for candidates, meals, and ferry fees.)
  - d. Commissioner Heinmiller preferred submittal of receipts for reimbursement up to the proposed amount.
2. 2017 Budget Report – Acting Chief Williams handed out the draft budget and went through a detailed explanation with the following points:
  - a. The county budget report is only half of 2016 as the department turned over accounting services to them in July 2016.
  - b. The department has continued to maintain all district accounting in QuickBooks for the entire year and is expected to end the year within budget.
  - c. The district will be starting the year with over a 30% reserve in cash and investments to operate before receiving the first property taxes due in April 2017.
  - d. The administrative staff model is similar to the level two years ago:
    - i. Previously, there was a District Chief, Assistant Chief, Administrative Assistant/Human Resources, and Administrative Assistant/Financial
    - ii. Present and projected staffing level is a District Chief, Director of Administrative Services (instead of an Assistant Chief,) Administrative Assistant/Human Resources and Payroll, and Administrative Assistant/Accounts Payable.
  - e. Fire Marshal Funding
    - i. The Orcas Deputy Fire Marshal is funded 8 hours per week and it is reimbursed by the county Fire Marshal program.

- ii. Twenty five percent of the burn permit sales on Orcas go directly back to us for additional funding for the Deputy Fire Marshal.
- f. Grants
- i. The Volunteer Coordinator is fully funded by a SAFER grant through June 2018. It is possible to submit for renewal.
  - ii. An additional FF/EMT responder is fully funded by a SAFER grant through December 2018 with possible renewal.
  - iii. Commissioner Montague stated we are very close to completing an application for a \$20,000 grant for radio equipment.

**Public comments on Budget:**

- How is the Social Security issue addressed in the new budget?
- Check to see if new equipment is tracked in depreciation of equipment.
- See if tax assessments collected and new construction taxes can be tracked separately.

**NEW BUSINESS**

None.

**Executive Session**

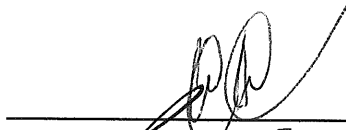



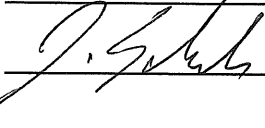
An executive session was not necessary at this meeting.

**Announcements**

- There will be a special BOFC meeting to meet the three District Chief candidates on Friday, November 18, 2016 at 6:00pm.
- The next regular BOFC Meeting will be held on Monday, November 21, 2016 at 5:30 pm.

**Adjournment**

7:20 pm – Adjournment of Special Budget Meeting

	Wes Heinmiller, Chair Commissioner
	Barbara Bedell, Commissioner
	Amanda Montague, Commissioner
	Scott Williams, Acting District Chief
	Jim Schuh, for District Secretary Patricia Ayers