

REGULAR MEETING AGENDA

San Juan County Fire Protection District #2 Board of Fire Commissioners

Regular Meeting

Monday – September 18th, 2023, 3:00 p.m.

In-person: 45 Lavender Lane, Eastsound, WA

Zoom: 253-205-0468/ Meeting ID: 861 4901 9430/ Passcode: 462814

<https://us02web.zoom.us/j/84531857620?pwd=RTV1NHhHWkdK1VteVNUL1FIL1Y4UT09>

Call to Order & Welcome

Additions or Modifications to the Agenda

Commissioner Announcements

Public Comment

Monthly Business

1. Consent Agenda
 - a. Previous Regular Meeting Minutes – 08/21/2023
 - b. Monthly A/P and Payroll
 - i. 08/22/23 AP \$19,216.19
 - ii. 09/07/23 Payroll \$163,547.66
 - iii. 09/08/23 AP \$10,039.76
2. Financial Reports – August 2023 – Audra McLain
3. Chief’s Report – September 2023 – Chief vanSchaick
4. Correspondence

Old Business

1. Mobile Integrated Health (MIH) program update.

New Business

1. Bank Business:
 - a. Close Banner Bank checking account *5087.

Committee Reports

1. Finance Committee – Commissioners Templin and Biddick

REGULAR MEETING AGENDA

2. Policy Committee – Commissioner Fuller and Chief vanSchaick
 - a. Proposed policy revisions and new policy approvals.
3. Union Negotiation Committee – Commissioner Fuller and Chief vanSchaick
 - a. Proposed Collective Bargaining Agreement approval.
4. Community Outreach Committee – Commissioners Negulescu and Stameisen

Announcements

A Special Meeting is scheduled for Tuesday, September 26th, 2023, at 6:00 p.m.

The next Regular Public Meeting is scheduled for Monday, October 16th, 2023, at 3:00 p.m.

Adjournment

REGULAR MEETING MINUTES

San Juan County Fire Protection District #2

Monday – August 21st, 2023, 3:00 p.m.

Link to Recording: [https://drive.google.com/file/d/1Wp_Zz8O6RQpiyvxLjlfXcEo-ZUSpUd62/view?usp=drive link](https://drive.google.com/file/d/1Wp_Zz8O6RQpiyvxLjlfXcEo-ZUSpUd62/view?usp=drive_link)

Present: Commissioners Tim Fuller, Leith Templin, Alan Stameisen, Nick Negulescu, and Jim Biddick; Interim Chief Holly vanSchaick, Financial Manager Audra McLain (via Zoom), District Secretary Kathryn Barnard (via Zoom), Acting District Secretary Kimberly Kimple, Orcas Island Fire & Rescue staff and volunteers, Local 3911 President Danny Weibling, and members of the community (6 people in-person and 30 people on zoom).

Absent: None.

Call to Order: The meeting was called to order at 3:00 p.m. by Commissioner Fuller, with four other commissioners present.

Welcome and Introductions: Commissioner Fuller welcomed everyone.

Additions or Modifications: Commissioner Fuller modified the agenda by moving the Executive Session to after Monthly Business and prior to Old Business. Commissioner Fuller added 1. Fire Chief Contract to New Business, moving 2. Bank Business.

Public Comment: Commissioner Fuller asked for comments to be limited to 2 minutes. The board may ask for clarification but does not have to engage in dialogue or debate. Questions or comments can be sent via email to BOFC@orcasfire.org. Public comment was shared in person. Public comment was shared on Zoom. Correspondence for public comment was read out loud by Kim Kimple (see recording for details).

Monthly Business

1. Consent Agenda
 - a. Previous Regular Meeting Minutes – 07/17/2023
 - b. Previous Special Meeting Minutes – 8/10/2023
 - c. Previous Special Meeting Minutes – 8/14/2023
 - d. Monthly A/P and Payroll
 - i. 07/31/23 AP \$31,953.61
 - ii. 08/07/23 Payroll \$159,126.13
 - iii. 08/08/23 AP \$5,811.76

MOTION to approve the consent agenda by Commissioner Biddick, seconded by Commissioner Stameisen. With no further discussion, the motion passed (5-0).

REGULAR MEETING MINUTES

2. Financial Report – July 2023, read by Financial Manager Audra McLain (see recording and financial documents for details).
3. Chief’s Report – August 2023, read by Interim Chief vanSchaick. Announced that OIFR is the recipient of a grant through the Department of Labor & Industries FIIRE program for health and safety. The grant is for \$25,000 to be spent on second sets of new bunker gear for interior firefighters. Interim Chief vanSchaick addressed questions posed during public comment (see recording and Chief’s report for details).
4. Correspondence – Commissioner Fuller shared a letter submitted by Rob Neilsen from The All-American Leadership (AAL) program. Interim Chief vanSchaick explained the program details prior to Commissioner Fuller reading the current results and data from AAL program. Commissioner Fuller then read the Letter of Intent from Interim Chief vanSchaick. Comments from Commissioners Stameisen, Fuller, and Templin followed (see recording for details).

The board entered an executive session at 4:30 p.m.

Executive Session – RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The board extended the executive session for 10 more minutes until 5:00 p.m. Upon their return, the board called a short recess, and the meeting was called back into order at 5:05 p.m.

Old Business

1. Fire chief selection/appointment

MOTION to appoint Acting/Interim Chief Holly vanSchaick to the position of Chief, salary of \$12,083 per month, by Commissioner Biddick, seconded by Commissioner Stameisen. With further discussion from Commissioner Stameisen about the hiring process of the Assistant Chief, Commissioner Templin commented on the Continuity of Operations Plan set in place and the fact that both former Chief Williams and Chief vanSchaick were both paramedics which was a huge bonus for Orcas Island, Commissioner Negulescu added comments that the succession plan that is in place is typical and promotion from within is healthy for the organization and its growth, the motion passed (5-0).

New Business

1. Fire Chief Contract

MOTION to accept and sign the contract to hire Holly vanSchaick as the Chief with a salary of \$12,083 per month by Commissioner Biddick, seconded by Commissioner Templin. With no further discussion, the motion passed (5-0).

REGULAR MEETING MINUTES

2. Bank Business:

- a. Banner Bank credit card in Scott Williams's name to be canceled and closed,
- b. A second Banner Bank credit card, replacing the closed account, is to be issued to Holly vanSchaick primarily for medic purchases,
- c. A new third Banner Bank credit card is to be issued to Audra McLain for recurring and administrative transactions to simplify the AP process.

MOTION to approve all the Bank Business listed on the agenda as New Business 2.a., b., and c. by Commissioner Templin, seconded by Commissioner Biddick. With no further discussion, the motion passed (5-0).

Committee Reports

1. Finance Committee – Commissioners Templin and Biddick

Commissioner Templin reported that the committee will be working on the budgets for November to approve one at the November regular meeting for the County, which is due at the end of November.

2. Policy Committee – Commissioner Fuller and Chief vanSchaick

Chief vanSchaick reported that we have been working with the state auditor's office to help revise and add policies that are needed. A complete copy of the policy book will be sent to the Commissioners soon for review prior to the next meeting.

3. Union Negotiation Committee – Commissioner Fuller and Chief vanSchaick

Nothing to report at this time other than meetings are being scheduled.

4. Community Outreach Committee – Commissioners Negulescu and Stameisen

Commissioner Negulescu reported some public outreach he will be doing concerning the levy on the ballot and a debate scheduled concerning the upcoming election. Commissioner Stameisen announced a CPR class on the schedule for Sunday [August 27th] and how to complete the BLS Provider CPR certification by reaching out to him directly. Chief vanSchaick also announced that a Town Hall for discussing the levy on the November ballot would be scheduled. The finance committee also had some ideas for the structure and location of the Town Hall to be scheduled.

REGULAR MEETING MINUTES

Adjournment and Announcements

The next regular public meeting is scheduled for Monday, September 18th, 2023, at 3:00 p.m.

MOTION to adjourn the meeting by Commissioner Biddick, seconded by Commissioner Stameisen. With no further discussion, the motion passed (5-0).

The meeting was adjourned at 5:24 p.m.

Tim Fuller, Chair, Commissioner #5

Leith Templin, Commissioner #1

Alan Stameisen, Commissioner #2

Nick Negulescu, Commissioner #3

Jim Biddick, Commissioner #4

Kathryn Barnard, District Secretary



Orcas Island Fire & Rescue

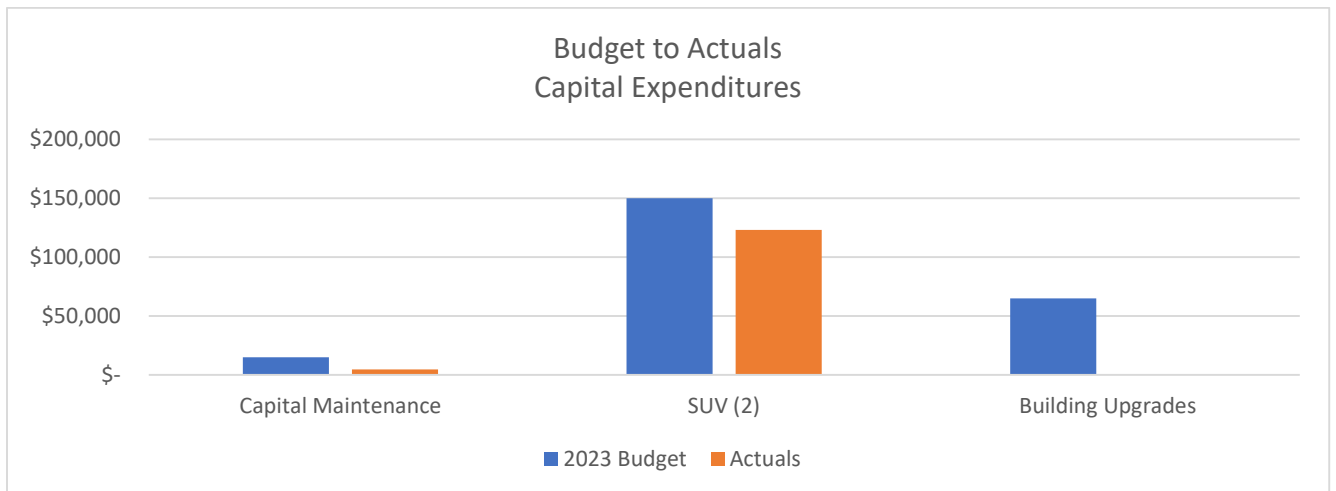
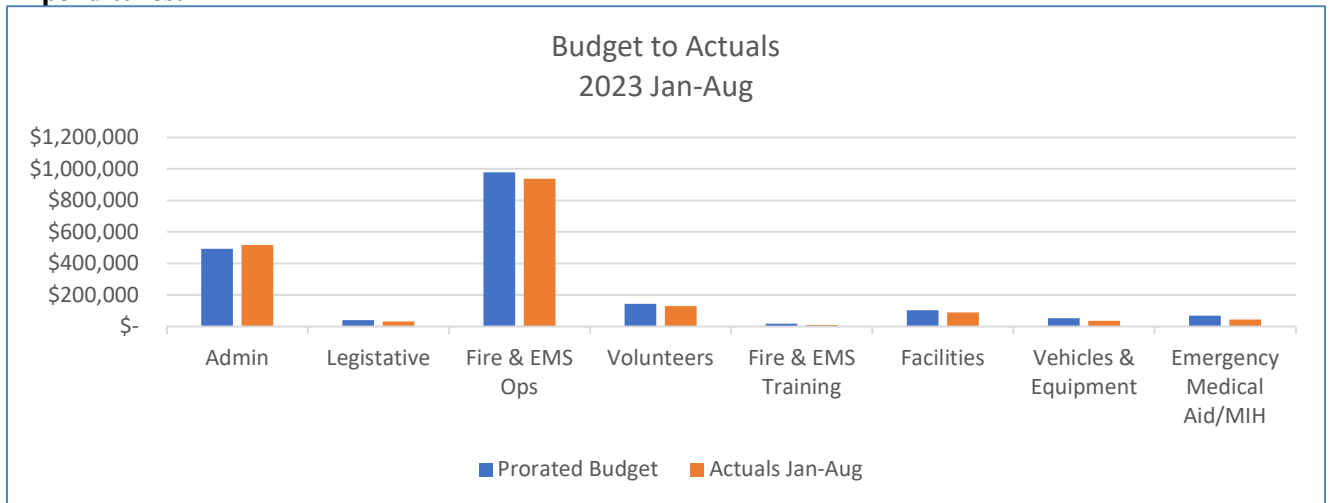
Neighbors Serving Neighbors since 1948

2023 August Financial Report Presented September 18, 2023

Financial Overview: Revenue and expenses are on track as of August 31 with 67% of the year completed (33% remaining). Revenue is slightly lower than the prorated budget at 64% due to timing of property tax payments. Operational expenditures are on track at 63% of budget; Capital expenditures remain at 55% of budget.

Cash Balance: \$1,106,160 August Revenue: \$32,051 August Expenditures: \$184,362

Expenditures:



Notes:

- Remaining capital expenses are on hold to conserve cash. The Local loan program is in place for SUV purchases. The district took possession of the vehicle in September and will initiate loan draws.
- Recommend closing inactive Banner Bank checking account *5087.

2023 BUDGET POSITION

Orcas Island Fire & Rescue

Time: 15:18:03 Date: 09/15/2023

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001 General Expense Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
310 Property & Leashold Tax	2,385,992.59	1,489,578.80	896,413.79	37.6%
320 Fire Permits	4,500.00	0.00	4,500.00	100.0%
330 DNR and Timber Harvest	3,675.00	755.61	2,919.39	79.4%
340 Emergency Services	151,500.00	130,010.87	21,489.13	14.2%
360 Other Income	4,150.00	22,963.42	(18,813.42)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	100.0%

Fund Revenues:	2,549,817.59	1,643,308.70	906,508.89	35.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
010 Administration	735,468.60	517,078.72	218,389.88	29.7%
011 Legislative	60,321.45	31,617.68	28,703.77	47.6%
012 ACH	14,016.84	4,939.36	9,077.48	64.8%
020 Fire & EMS Operations	1,468,903.71	937,511.10	531,392.61	36.2%
021 Volunteers	216,372.85	128,926.66	87,446.19	40.4%
030 Prevention & Public Education	2,000.00	885.92	1,114.08	55.7%
041 Public CPR/1st Aid/AED	1,000.00	0.00	1,000.00	100.0%
045 Fire & EMS Training	26,800.00	10,353.23	16,446.77	61.4%
050 Facilities	154,600.00	88,713.13	65,886.87	42.6%
060 Vehicles & Equipment	78,700.00	35,599.37	43,100.63	54.8%
070 Emergency Medical Aid	89,500.00	40,331.37	49,168.63	54.9%

522 Fire Control	2,847,683.45	1,795,956.54	1,051,726.91	36.9%
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580 Other	0.00	(1,547.52)	1,547.52	100.0%
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594 Capital Expenditures	230,000.00	127,545.79	102,454.21	44.5%
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Fund Expenditures:	3,077,683.45	1,921,954.81	1,155,728.64	37.6%
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Fund Excess/(Deficit):	(527,865.86)	(278,646.11)		
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2023 BUDGET POSITION TOTALS

Orcas Island Fire & Rescue

Months: 01 To: 08

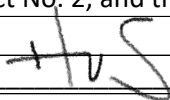
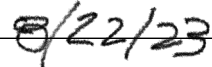
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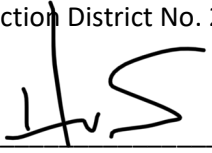
Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,549,817.59	1,643,308.70	35.6%	3,077,683.45	1,921,954.81	38%
	<u>2,549,817.59</u>	<u>1,643,308.70</u>	<u>35.6%</u>	<u>3,077,683.45</u>	<u>1,921,954.81</u>	<u>37.6%</u>

**Orcas Island Fire Department
San Juan Fire District #2 General Fund #6551 Claims
August 22, 2023**

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against San Juan Fire Protection District No. 2, and that I am authorized to authenticate and certify to said claim.			
	 Signed	Auditing Officer Title	 Date
Board Authorization:			
As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$19,216.19 for the period ending August 8, 2023. We approve payment with our signatures below.			
		_____	_____
		Commissioner - Chair	Date
		_____	_____
		Commissioner	Date
		_____	_____
		Commissioner	Date
		_____	_____
		Commissioner	Date
		_____	_____
		Commissioner	Date
Note: It is the DISTRICT'S responsibility to maintain adequate, original, records to substantiate these claims.			

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against San Juan Fire Protection District No. 2, and that I am authorized to authenticate and certify to said claim.



Signed

Auditing Officer
Title

Board Authorization:

As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$163,547.66 for the period ending 08/31/2023. We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

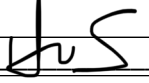
Commissioner

Date

Note: It is the DISTRICT'S responsibility to maintain adequate, original, records to substantiate these claims.

**Orcas Island Fire Department
 San Juan Fire District #2 General Fund #6551 Claims
 September 5, 2023**

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against San Juan Fire Protection District No. 2, and that I am authorized to authenticate and certify to said claim.

 _____ Signed	Auditing Officer _____ Title	9/5/23 _____ Date
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Board Authorization:

As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$10,039.76 for the period ending September 1, 2023. We approve payment with our signatures below.

	_____	_____
	Commissioner - Chair	Date
	_____	_____
	Commissioner	Date
	_____	_____
	Commissioner	Date
	_____	_____
	Commissioner	Date
	_____	_____
	Commissioner	Date

Note: It is the DISTRICT'S responsibility to maintain adequate, original, records to substantiate these claims.