

SPECIAL MEETING AGENDA

Special Meeting Agenda

San Juan County Fire Protection District #2

Board of Fire Commissioners

Wednesday – November 29th, 2023, at 3:00 p.m.

In-person: 45 Lavender Lane, Eastsound, WA

Zoom: 253-215-8782/ Meeting ID: 827 1800 3005/ Passcode: 748484

<https://us02web.zoom.us/j/82718003005?pwd=dmN5bTVkZ1VuemVoYzQ2YWdEMVVhZz09>

Call to Order

Welcome

Commissioner Announcements

Public Comment

Special Agenda

1. Nominations for and selection of Chair of BOFC.
2. Recognition of service as Board Chair by Commissioner Fuller.
3. Nominations for and selection of vice chair of BOFC.
4. Discuss the procedure to take comments before taking final action on each item. Consider the duration of public comment, timing at the beginning and end of the meeting, and before action is taken.
5. Nominations for and selection of Claims Agent and record with County Auditor.
6. Discussion of the Secretary of BOFC position and duration of the assignment.
7. Discuss the notice of every meeting, a link to the agenda, agenda documents, and every item for final action. Discuss a number of days prior to regular meetings to post agendas. Discuss admin evaluation and report of software to assist.
8. Discussion of a Public Records Officer and a Public Records Clerk to serve if PRO is not available.
9. Discuss if any member objects to a member of BOFC also serving as a volunteer.
10. Discuss subcommittees.
11. At the request of Commissioner Gaylord, discuss the purchase of laptop computers and cell phones for all commissioners ASAP and provide email addresses.
12. Discuss the request from Commissioner Gaylord for insurance policies.
13. Discuss budget concerns for 2024, impact on staffing, and potential 2024 budget amendment.
14. Discuss the request from Commissioner Gaylord for admin to prepare a binder of relevant documents and schedule an “onboarding” session for the entire commission.
15. Discuss the submission of biographies for the website.

16. Consider a policy, suggested by Commissioner Gaylord, to strive for two/three touches and include them in the Commissioners' Manual.
17. Discuss existing contracts for governmental services.

Meeting Announcements

The next Regular Public Meeting is scheduled for Monday, December 18th, 2023, at 3:00 p.m.

Adjournment