

Integration Steering Committee (ISC)

Meeting Summary

Monday June 17, 2019 – 11:00 a.m. – 1:00 p.m.

Members Present: Frank Cardinale, Norvin Collins, Karl Kuetzing, Rebecca Smith, Duncan Wilson

Members Absent: None

Support: Nathan Butler

The main task of this day was to review the project management tool, or GANTT, created by Kuetzing and Collins, and available on the ISC website (<https://sjcphd.org/integration>). This chart broke assignments down into manageable sections and assigned leads for the different sections that will serve as subcommittees. Each subcommittee will be working on determining a timetable. Some subcommittees have smaller components which report back to their respective subcommittees:

- 1) The “Boundaries” Subcommittee will be led by Kuetzing, with two component committees namely:
 - a) “Town Annexation Boundaries” led by Cardinale and Wilson
 - b) “Outer Islands Boundaries” led by Cardinale and Smith.
- 2) The Elections/Levies/Taxes subcommittee will be led by Collins, with four component committees:
 - a) “Board Configuration” led by Cardinale and Smith,
 - b) “Town Annexation Elections” with Cardinale and Wilson
 - c) “Outer Islands Annexation Elections” with Cardinale and Smith
 - d) “Levies: Decision Points” which the entire ISC will participate in
- 3) Messaging and Outreach subcommittee will be led by Chuck Dalldorf (fire PIO) and Nathan Butler (PHD PIO).
- 4) The licensing subcommittee will be led by Kuetzing.
- 5) Organization Integration subcommittee will be led by Kuetzing and Collins.
- 6) Butler will track the budget for the ISC.

Town Administrator Duncan Wilson indicated that an April 2020 special election for town annexation was more practical than a February 2020 special election. The committee agreed.

The Outreach subcommittee discussed plans for a website and other outreach. They will take the committees concerns and questions into consideration and work together to come up with a comprehensive plan.

Integration Steering Committee (ISC)

Meeting Summary

Monday May 13, 2019 – 8:30 a.m. – 10:30 a.m.

Members Present: Frank Cardinale, Norvin Collins, Karl Kuetzing, Rebecca Smith

Members Absent: Duncan Wilson

Support: Nathan Butler

Chief Kuetzing reported on discussions between EMS, Fire, and Jason Norris who oversees EMS licensing at the WA State Department of Health. The current plan is to move forward with a BLS Aid license (non-transport) which can be converted to an ALS license later.

A few process issues were discussed:

- *Attorney use:* Chief Collins and Chief Kuetzing will handle requests of legal counsel. Current plan is to use Richard Davis but keep Fire District legal counsel in the loop.
- *Meeting scheduling:* A full day retreat is being planned as it is likely easier to schedule than many smaller meetings.
- *Reports, Collaboration Tools:* Information will be shared via Groups and reports made to the committee beforehand.

Project Management: the bulk of the time was spent discussing how to organize this project into smaller tracks that can be addressed by subcommittees. Chief Kuetzing started a GANTT chart, which will be expanded, and filling it out will be a primary subject for the planned June retreat. A subcommittee to deal with licensing was organized including (to begin with) Dr. Michael Sullivan, Chief Karl Kuetzing, Chief Norvin Collins, and Rick Frazer.

The potential for an administrative consolidation was discussed but were it to take place it would only be a part of a larger plan approved by the involved governing bodies.

Those present not on the steering committee were given multiple opportunities to offer input. Rick Frazer, Chuck Dalldorf, and Anna Lisa Lindstrum all commented when asked.

Integration Steering Committee (ISC)

Meeting Summary

Monday April 29, 2019 – 3:00 p.m. – 4:30 p.m.

Members Present: Frank Cardinale, Norvin Collins, Karl Kuetzing, Rebecca Smith, Duncan Wilson

Absent: None

Support: Nathan Butler

Ground rules:

- *Leadership:* Karl Kuetzing nominated Norvin Collins as Chair; Duncan Wilson seconded. The vote was unanimous in support.
- *Meeting Procedure:* The committee agreed to act by consensus until such time as Robert's Rules of Order may be necessary.

- *Audience Participation:* Public comment will be accepted in writing. The committee may invite outside participation at their option. Public comment is more suitably directed towards the full Hospital District, Fire District, or Town Council.
- *Confidential topics:* the group reviewed the document passed by the Boards regarding topics which may be discussed privately. They agreed that tax rates should probably be discussed publicly.

Committee Mission is to “establish a critical path identifying the goals and timeline to effectuate integration of Fire and EMS to deliver the best services for the community’s needs.”

Committee Scope is primarily administrative not operational: (1) levies both current and future (2) Town Annexation (3) service areas (4) licensing issues (5) Integrate workforce. The group will need to break these issues down and address each one systematically.

Timeframe: Jan 1, 2022 this project must be completed, meaning that the last parts of this process must pass in 2021. Two primary parts (1) Town annexation to be potentially voted on in Feb 2020, and (2) Fire District Lid lift would occur November 2020.

- If the process fails, the failsafe is to renew the EMS levy in 2021 before its expiration in 2022. Annexation is the primary goal right now.
- Once on ballot for annexation, neither Town nor the District can advocate for the measure, so strong supporters will be necessary.

EMS Licensing: Another immediate need is that licensing for providing EMS services by the Fire District must be addressed. Kuetzing and Collins will address that with the Department of Health.

Upcoming meetings: May 13, 2019, at 8:30 a.m. was selected for the next meeting, and will be held at the Fire District No. 3 front conference room.

- Butler was directed to send out meeting invites, and agendas will be filtered through Butler
- Butler will also use the hospital district website to post notices; other involved agencies will post a link to that page. www.sjcphd.org/integration
- Butler will summarize internal communications before each meeting

“One organization, One Levy, One Community”