

Legal Status	PRA Req. No.	Requester Name	Date Received	5-day Response (RCW 42.56.520)	Text of Request	Deadline Given
	2023-0001	John Titus	4/24/2023	4/24/2023	"As part of my request, I would like to receive the Incident Report for that fire, which the Public Records Officer directed me to contact you about: "For the Orcas Island Fire & Rescue (OIFR) Incident Report, please contact OIFR directly. The fire districts maintain their own records" If possible, I would like to receive both a hard copy as well as a PDF of the Incident Report."	5/24/2023
	2023-0002	LexisNexis	4/25/2023	4/25/2023	"Report request; Date of Occurrence 3/28/23 00:00; Type of Report Fire Building; Location of Loss 101 TOMIHI DR; Additional Info: CIGARETTE BUTT PUT OUT ON DECK STARTED FIRE."	NA
	2023-0003	John Titus	5/3/2023	5/3/2023	"On the last page is this list of witnesses which were going to be interviewed. I am requesting copies of those interviews. Below is a cut-and-paste of the witness list: [quote from Incident Report for the Exchnge fire]"	6/3/2023
	2023-0004	Amanda Garcia	5/9/2023	5/9/2023	I would like to request any public records regarding aboveground storage tanks (AST), underground storage tanks (UST) and/or leaking underground storage tanks (LUST); notices of violations; and any hazardous material storage, ERTS/SPILLS listings, or releases for the listed property from October 2020 to present. 77 Aeroview Lane, Eastsound, WA 98245 / San Juan County Parcel No. 27158008000	NA
	2023-0005	Bob Nutt	6/21/2023	6/21/2023	Patos Island building Burn info	
	2023-0006	Hilary Canty	8/11/2023	8/11/2023	I would like a count of current active volunteers, by role (EMS/FF/or both). I would also like the same count for year end 2022,2021,2020, 2019 and 2018. Should be a simple thing to pull out of the system. It can be emailed to this address.	8/30/2023
	2023-0007	Kate Hansen	8/20/2023	8/22/2023	"I was trying to find some information but I don't see it on the website. If I'm missing somewhere that you have the department policies and procedures posted where the public can access them, please let me know. If not, this is my formal records request for all department policies and procedures in effect as of today August 20, 2023. I would prefer to receive these documents electronically, and as expeditiously as possible, but also realize this could be a large request for you. So please provide the documents in installments as they become available. My preference would be to receive the policies related to the Board and HR/Hiring first. If you have any questions or need any clarification on this request, please let me know."	9/22/2023
	2023-0008	Pierrette Guimond	8/23/2023	8/24/2023	Copy of contract for new Fire Chief Holly Van Schaick	9/23/2023
	2023-0009	Bob Phalan	8/29/2023	8/29/2023	Please send along the new contract for Chief Vanschaick as well as the last contract for Chief Williams as soon as possible.	9/29/2023

Extension(s)	Last Extended Deadline	Search Request Sent	Search Request Deadline	Description & Number of Records Produced	Description of Records Redacted or Withheld	Statutory Exemptions	3rd Party Notice Date Sent	10-day Deadline (3rd Party)	Final Disposition Date	Date Received Rebuttal	5-day Response (RCW 42.56.520)
NA	NA	NA	NA	Incident Report and Dispatch Log (2)	NA	NA	NA	NA	Payment Request Letter and PDF sent 4/26/2023; Acknowledged receipt; Payment made and Completion Letter sent 5/31/2023		
NA	NA	NA	NA	Incident Report (1)	NA	NA	NA	NA	4/26/2023		
NA	NA	NA	NA	None (0)	NA	NA	NA	NA	5/31/2023		
NA	NA	NA	NA	None (0)	NA	NA	NA	NA	5/9/2023		
				4 images							
NA	NA	NA	NA	12 - 3 excel spreadsheets, 9 pdfs with redactions	Personal information of public employees and volunteers (personal email address, cell phone numbers and home phone numbers)	RCW 42.56.250(4)	NA	NA	8/22/2023		
NA	NA	NA	NA	16 pdf documents from ERS Library; Policy Manual; CBA	NA	NA	NA	NA	9/13/2023 & 10/15/2023	10/2/2023	10/3/2023
NA	NA	NA	NA	1 scanned pdf of paper copy	NA	NA	NA	NA	9/14/2023		
NA	NA	NA	NA	2 scanned pdfs of paper copies	NA	NA	NA	NA	9/14/2023		

	2023-0010	Kirk Nyland	9/11/2023	9/12/2023 Request for clarification sent 9/14/2023 with 5-day timeline	"I'm an Orcas Island property owner who is trying to get information available on the investigation into the fire at the Olga strawberry plant/art gallery in July 2013. Did Orcas Fire & Rescue investigate the cause, or was that the San Juan County Sheriff's Office?" "I would also like to know about any other arson fires that occurred on the same night as the fire that's referenced in your letter. From media reports it seems there were two additional fires – one a carriage house and one a private home, both on Willis Lane in Olga."	9/29/2023	
	2023-0011	Randall Gaylord	9/20/2023	9/23/2023	"1) I am requesting copies of the policies which were amended/approved and discussed at the meeting of the Orcas Fire Commission on September 18, 2023. 2) I am requesting a copy of the Collective Bargaining Agreement approved by the BOFC on Monday September 18, 2023. 3) I am requesting a copy of the DRAFT of the Collective Bargaining Agreement that was discussed at the BOFC Meeting held on September 18, 2023 which draft was described as showing in redline/strikeout format the changes as proposed by management and the union. Please supply this in electronic format that shows the changes in color as is typical of the format in which the document is created. Microsoft Word version of the document would show the changes that way, so please provide a Word document. 4) Please provide a copy of the written statement or policy or policies adopted as required by RCW 52.33.030 subsections (1), (2), (3) and (4) regarding service delivery objectives and related matters, all as set forth in the statute."	10/20/2023	
	2023-0012	Randall Gaylord	9/25/2023	9/25/2023	"Please provide a copy of all pages of the San Juan County Fire Protection District #2 Manual, including but not limited to cover pages, table of contents, indexes, and policies, and other content. Please do not combine this request with any other request from me."	10/25/2023	

10/18/2023	NA	NA	NA	3 pdfs of Fire Marshal report, images, and witness statements, incident reports from ERS, word documents with fire marshal reports	Personal Information of Public Employee the Disclosure of Which Violates Right to Privacy - RCW 42.56.230(3) - personal phone number - REDACTED Personally Identifiable Health Information - RCW 42.56.070(1), RCW 70.02, Title 45 USC Part 160 and in Subparts A and E of Part 164 - blood pressures, heart rates, oxygen levels - REDACTED	NA	NA	NA	10/5/2023			
Extension Letter Sent 10/19/2023 for New Date =	11/3/2023	NA	NA	Four policies (pdf), CBA draft pdf, CBA Appendix A pdf, CBA draft Word, CBA Appendix draft Word	None	None	None	None	1st Installment sent 9/26/2023; 2nd Installment sent 11/3/2023 and closed			
NA	NA	NA	NA	Policy Manual pdf	None	None	None	None	9/26/2023			

	2023-0013	Randall Gaylord	9/29/2023	10/3/2023	<p>"I am requesting records for the years 2022 and 2023 showing the following details for each part-time, full-time, temporary, and contract employee and each volunteer of Orcas Fire and Rescue, including the Board of Fire Commissioners. I wish to be helpful and make this as easy as possible for you, therefore you may respond to this request by providing documents that show the information or you may prepare a summary of the documents with this information.</p> <p>a) First name and Last name b) Job Title and Rank (if any) c) Date current Rank Status was determined; d) Written job description, if any; e) Union Member Status; f) Date of first hire; g) Years of service to date; h) Zip code(s) for home address(es) on document completed by the person during the applicable period of time; i) Gross Pay received for the year 2022 and year-to-date 2023; j) Current salary, hourly pay rate, or other pay rate; k) Accrued paid time off (PTO); and PTO used (paid) in the year 2022 and year to date 2023; l) Hours worked for year 2022 and year to date 2023 m) Overtime pay for the year 2022 and year to date 2023, if any; n) All fringe benefits paid including but not limited to payments for health insurance benefits, life insurance benefits, LEOFF or PERS pension contributions, and 457 Program payments; car allowance, etc., and o) Travel reimbursement amount.</p> <p>If you choose to satisfy this request in installments, I request that you provide the records for the year 2023 first, and then records for the year 2022. Please contact me if you have any questions regarding this request. I look forward to your prompt response."</p>	10/20/2023
	2023-0014	Randall Gaylord	9/29/2023	10/3/2023	<p>1. I am requesting the most recent Protection Class Report for San Juan Fire Protection District No 2 (Orcas Fire and Rescue) which was prepared by Washington Surveying and Rating Bureau of Seattle, WA. Based upon news articles available at TheOrcasonian, I believe the last report was prepared in 2019, but if there is a more recent report, I ask for that report.</p> <p>2. I am also requesting all email, correspondence, survey(s) questionnaire(s) received by or sent to WSRB by any employee, commissioner or volunteer at Orcas Fire and Rescue during between January 1, 2023 and today's date.</p> <p>I ask that you respond to this records request in installments with the first installment being item 1 above.</p>	10/23/2023
	2023-0015	Randall Gaylord	10/2/2023	10/4/2023	<p>I make this public records request for the Cash Flow Report for the year 2023, time period January – September. Please print out using the format that was typically produced in the monthly board packets, showing the chart of accounts, bars code numbers, and annual budgeted amounts in addition to the year to date, by month.</p>	10/13/2023
	2023-0016	Randall Gaylord	10/2/2023	10/6/2023	<p>"For the years 2021, 2022 and the year 2023, to date, please provide copies of records, typically invoices and/or statements, for professional services paid for by Orcas Island Fire and Rescue. In satisfying this request please separate or indicate to which bars line item in the chart of accounts to which each record is accounted for. For example, the Cash Flow Report shows professional services on the chart of accounts under the following line items; but this list may not be exhaustive.</p> <p>Bars Code Number 10.41.000 Professional Services (Administration) 11.41.000 Professional Services (Legislation) 12.41.000 Professional Service (ACH) 20.41.000 Professional Services (Fire and EMS Operations) 45.41.000 Professional Services (Fire and EMS Training) 50.41.000 Professional Services (Facilities) 60.41.000 Professional Service (Vehicles and Equipment) 70,41.000 Professional Services (Emergency Medical Aid)</p> <p>This list is not intended to be exhaustive and if professional services are accounted for under other line items, then please be sure to include those invoices and show what line item for which they are accounted.</p> <p>Thank you!"</p>	10/26/2023

Extension Letter Sent 10/19/2023 for New Date =	11/10/2023			2 spreadsheets, 6 pdfs of payroll data, 11 various documents for job descriptions	None					11/10/2023		
Extension Letter Sent 10/23/2023 for New Date =	11/10/2023	10/3/2023	NA	WSRB Report and Letter Sent 10/15/2023; 22 emails from Chief(s)	Chief has only emails, correspondence, etc.	NA	NA	NA	NA	Installment 1 of 2 sent 10/15/2023; Installment 2 of 2 sent 10/31/2023		
NA	NA	NA	NA	1 made for this response and reference to our website for others.	NA	NA	NA	NA	NA	10/15/2023		
Extension Letter Sent 10/26/2023 for New Date = 12/22/2023; Extension Letter Sent 12/21/2023 for NEW DATE -	3/29/2024	10/25/2023 reminder sent to Audra		286 pdfs, 1 excel file	Sent to CSD for redaction 1/10/24; Determined to not need redaction due to his position as Commissioner					Spreadsheet for clarification sent 11/6/2023; Final Documents sent 2/7/2024		

2023-0017	Randall Gaylord	10/5/2023	10/6/2023	<p>I need your assistance in identifying the records responsive to this request. I am requesting records which show the amount paid by Orcas Fire and Rescue for the benefit of employees, which amounts are paid directly to a deferred compensation program, employee 401K, employee Roth 401K or employee 457 Plan or similar program. I am also requesting similar information for payments made for the benefit of each employee to the state LEOFF Pension Program. I am looking for report(s) which show the total amount paid for the year 2022 and for the period 2023, by month. The details of the payment(s) are to be broken down by month and by year 2022 and year to date for 2023 with the following: a. Name of Employee b. Amount paid to the LEOFF state pension program for the benefit of each employee; by month and by year or year to date; c. Amount of money paid by OIFR (not including the sums withheld from salary at the request of the employee) for the benefit of each employee that was paid in connection with a 401K, 457 Plan, 401 Roth, or other plan of deferred compensation; d. Name of business to which the payment was made by OIFR for the benefit of the employee e. Amount of money each employee directed to be withheld from compensation for each month, by year for 2022 and year to date for 2023. f. Documents signed or provided by the employee directing the amount of the deferral of compensation; g. Documents signed or provided by the employee directing the amount of the OIFR matching contribution of any deferred compensation, to a 401K, Roth 401, 457 Program etc.). h. Documents signed or provided by the employees showing status with the LEOFF program. If the documents show other public information that’s fine, I wish to make the request as simple as possible to assure a prompt response. To be most helpful in this records request I ask that summary records which are readily available without redactions of any kind be provided first and that any documents that include redactions be provided promptly. Please let me know if you have any questions regarding this request.</p>	10/31/2023
2023-0018	Randall Gaylord	10/6/2023	10/10/2023	<p>The minutes of the Orcas Island Fire Commission for June 20, 2023 includes the following: 2. Policy Committee – Commissioner Fuller presented information on the inappropriate package that was sent to our office and opened by the interim chief. The package was seen as harassment and intimidation, and we reported it to the Sherriff’s office and our attorneys. He explained that the sender violated the terms of service of the company that produced the package, and our attorneys were in the process of obtaining the perpetrator’s information. Commissioner Fuller explained that they would not let this go, and it was an effort at intimidation and embarrassment. An open letter went out to the department to inform them of the incident. He stated that this behavior would not be tolerated. Anyone with any information about this package can report to the Sherriff’s office. I am requesting all documents pertaining to the package described in this section of the minutes including but not limited to: 1. Photographs; 2. Typed or handwritten notes, memorandum, or report regarding the incident; 3. Emails regarding the incident to or from any member of the Board of Fire Commissioners, Secretary of the Board, or Interim Chief; 4. Correspondence with Attorneys regarding the incident; 5. Report of Attorney regarding identification of person who sent the package; 6. Reports and emails to San Juan County Sheriff’s Office regarding the package; 7. Reports and emails from San Juan County Sheriff’s Office (in possession of Orcas Fire and Rescue) regarding the package; and 8. The “open letter to the department” sent to inform them of the incident.</p>	11/10/2023

NEW DATE = 1/8/24; Extension Letter sent 12/21/23 for NEW DATE = 1/31/2024; Extension Email sent 1/31/2024 for NEW DATE -	2/10/2024	10/6/2023 to FM		Sent one payroll example and links to website for others; Included notes from FM on where in the document to find the information for a. through e.; Extension requested for f. thorough h.; DRS and Nationwide signed forms were located and scanned for redaction 12/20/2023.	Determined to not need redaction due to his position as Commissioner			12/21/2023	1/8/2024	1st Installment sent 11/3/2023; Extension sent 12/21/2023; Final installment sent 2/7/2024		
Extension Sent 11/10/2023; NEW DATE = 3/1/2024; Extension Sent 3/18/2024; NEW DATE =	5/8/2024	10/10/2023; Sent again 2/13/2024; Sent again 4/4/204	10/24/2023; NEW DEADLINE = 2/28/24; NEW DEADLINE = 5/1/2024; Holly Done	1st Installment = 2 pdfs, 1 word doc, 7 emails. 2nd Installment = 2 items from Fuller, Sent to Abeard for review	NA			NA	NA	1st Installment Sent 2/13/2024; Final installment and Closure sent 5/7/2024 with 13 items		

	2023-0019	Robert Dashiell	10/17/2023	10/18/2023	<p>"1. Copy of the latest labor agreement please. What I'm interested in is the TOTAL budgeted increase (wages, overtime, benefits, medical savings plan, etc ... all things that added to personnel costs). Only asking for those covered by the labor contract(s) ... assume there is only one, but I don't know that as a fact. In other words, what total percentage increase did the agreement add to unionized personnel costs? With inflation being what is was, I expect a relatively large number.</p> <p>2. I'm really surprised by the amount of overtime being paid. I roughly added up about \$192,000 through September? Why all the overtime? Obviously there will be some overtime, but that's over \$20,000 a month average. Just need an explanation.</p> <p>3. Buying a new ambulance and two new response vehicles appears to me to have been based on the concept that the fire levy would be approved. That's just an observation. What date was the ambulance order placed?</p> <p>4. How many of the fires in 2022 and 2023 were structural fires? And does OIFD have the count of structural fires that firefighters entered the structure? All of the ORCAS pics I can find show external containment, but I know if there is a life to possibly be saved (human or maybe pet), a firefighter in charge would weigh the danger vs. entry decision.</p> <p>5. Has the financial individual done a 10 year spreadsheet based on the \$1.06 levy rate, and if so, copy please.</p> <p>6. With so few fires, has OIFD considered purchasing well refurbished used fire engines from a reliable company vice purchasing new fire engines. There are many thousands of fire trucks in the U.S. ... surely there are companies that refurbish and provide warranties on used equipment? I know there is pros and cons to that concept.</p> <p>7. Has OIFD considered a two (or three) fire truck order with other San Juan Fire Districts or other local fire departments? As an ex contracting officer, I know there can be some cost savings when ordering more than a quantity greater than one.</p> <p>6. The board making the case today that the OIFD will lose their 6 rating is not a fact ... it's a possibility, but the OIFD fared reasonably well in the 2019 evaluation, including equipment age. I believe that was a \major mistake for a board member to make that comment and assumption when it's a total unknown and not a fact. That's not a question ... just a public comment."</p>	NA
	2023-0020	Randall Gaylord	10/17/2023	10/23/2023	<p>"At the October 16, 2023 meeting of the Board of Commissioners, a spreadsheet was discussed and questions raised that would be answered in follow up email. I hereby request the following The 2024 preliminary budget spreadsheet and any narrative report in connection with the budget spreadsheet; Any email or reports from regarding the 2024 preliminary budget to or from •The Chief or her designee on any preliminary budget matters; •Any member of the Board of Fire Commissioners; I understand that providing the emails may take additional time. Therefore I request that you be most helpful to me by providing the spreadsheet and any report or narrative on the preliminary budget that is readily available first, and emails in a later installment."</p>	NA
	2023-0021	Randall Gaylord	10/23/2023	10/31/2023	<p>"Greetings: I have come across an email from March 9, 2016 describing the hiring of a consultant to perform an "Organizational Audit". The email is shown below. I make this public records request for the audit report, deliverables, reports, letters, that were obtained by OIFR as described in the email.</p> <p>"Dear Members,</p> <p>The Board of Fire Commissioners believes that there are serious cultural and personnel issues facing the Department. Consequently, the Board has decided to "shift the administration into neutral" and re-chart our course as a Fire District. In speaking for the Board, Chair Barbara Bedell listed the following directives.</p> <p>The Board will hire a professional fire service consultant who will be conducting an organizational audit and contacting the members for their input. The Chief, at this time, has been informed to suspend and place on hold all administrative decisions, program efforts, and personnel employment status. Leadership has been limited to emergency response and command functions. OIFR members will be kept apprised of the Board's progress toward bettering the Department, and their assistance will be highly valued."</p>	1/8/2024

	NA	NA	NA	NA	NA	NA	NA	NA	NA	10/18/2023		
	NA	NA	NA	NA	2 pdfs, 1 excel, 1 email	NA	NA	NA	NA	10/23/2023		
	NEW DATE =	3/11/2024	NA	NA	Litter w/ links to board docs, Darling proposal (3), Final presentaiton, 2013 strategic plan	NA	NA	NA	NA	Installment 1 sent 01/08/2024; CLOSED 3/18/24		

	2023-0022	Randall Gaylord	10/31/2023	11/6/2023	<p>I am requesting all contracts, leases and agreements of any kind which are signed during the period January 1, 2022 to date (October 31, 2023) by any of the following persons:</p> <ol style="list-style-type: none"> 1) The Board of Fire Commissioners; or 2) The Chair of the Board of Fire Commissioners; 3) The Chief; or 4) The Acting Chief; or 5) Any other person with authority to sign contracts. <p>Please let me know if you have any questions about the scope of this request.</p>	2/29/2024
In Redactions	2023-0023	Kevin Ranker	12/4/2023	12/4/2023	<p>"Good evening, This is a Public Records Request for any correspondences (email, phone, text and/or messages, or any other correspondences) that refer to Kevin Ranker. Any correspondences that use the name(s): Ranker, Kevin Ranker or any other reference to me with or without names. This should include who the correspondences are to and from, the date, time and if applicable, subject." With the following email stating: "Clarification: the following request is for all of these correspondences for the time period of the year 2023."</p>	2/29/2024
In Redactions	2024-0033	Kevin Ranker	3/11/2024	3/18/2024	<p>Please notify me regarding the timing of this now past due request. Please also acknowledge the second expansion in the timeline of the request to include all materials, messages, texts, emails or any other communications mentioning Kevin Ranker, Ranker, or Kevin Ranker using other means for all of 2023 and to this date 2024 [March 7, 2024].</p>	4/30/2024
	2023-0024	Anthony Simpson	12/14/2023	12/20/2023	<ol style="list-style-type: none"> "1) All records requests received in 2023 to date 2) All records and responses to records requests above 3) All documents provided to commissioners or chair related to Kevin Ranker" 	2/29/2024
	2023-0025	Alexander Conrad	12/26/2023	12/26/2023	<p>"Requesting the email from an individual at Airlift NW referenced by the Fire Chief in the Dec 18, 2023 Board of Fire Commissioners Meeting. The Chief described this email as descriptive to medical care provided on Orcas Island for patients transferred to Airlift NW. Requesting the referenced email and any responses or related email dialogue." [paper form scanned and emailed indicated digital emailed response]</p>	2/29/2024

Extention Letter sent 2/29/24; NEW DATE - 4/1/2024; Extension letter sent 4/3/2024; NEW DATE =	8/5/2024	Sent to FM 4/4/2024	DEADLINE = 5/1/2024							Installment 1 sent 6/14/2024 with 11 items	
Extention Letter sent 2/29/24; NEW DATE - 4/15/2024; Extension Letter sent 4/15/24; NEW DATE = 5/20/2024; Extension sent 5/20/24; NEW DATE = 6/7/2024; Extension Letter sent 6/20/2024; Installment sent 7/12/24; NEW DATE = 10/15/24	10/15/2024	12/4/2023	Holly Done 4/16/2024	145 emails and 26 attachments sent to Abeard for redactions on 5/16/2024; 161 emails sent 7/12/2024						Installment 1 sent 6/7/2024; Converted to PDF and sent in zip files 6/12/24; Sent as separate files 6/24/24	Requestor is having difficulties opening the outlook files, still having issues with PDFs in zip files
Extension sent 4/30/2024; NEW DATE = 5/20/2024; Extension sent 5/20/2024 New Date = 6/7/2024; Extension sent 6/7/2024 with PRR 2023-0023; Installment sent 7/12/24; NEW DATE = 10/15/24	10/15/2024	NA	NA	see PRR 2023-0023	see PRR 2023-0023	see PRR 2023-0023	see PRR 2023-0023	see PRR 2023-0023	see PRR 2023-0023	Installment 1 sent 6/7/2024; Converted to PDF and sent in zip files 6/12/24; Sent as separate files 6/24/24	Requestor is having difficulties opening the outlook files, still having issues with PDFs in zip files
Extension Letter Sent 2/29/2024; NEW DATE = 4/15/2024; Extension Letter Sent = 4/15/24; NEW DATE =	5/20/2024			4 emails and one pdf of compilation of documents sent to commissioners and board chair	None					Installment 1 sent 1/31/2024; Final Installment and Closure 5/20/2024	
Extention Letter sent 2/29/24; NEW DATE - 4/29/2024; Extension sent 4/29/24; NEW DATE	5/17/2024	12/26/2023	Holly done 4/16/2024; Deadline 5/1/2024	3 emails; one pdf of 1 email	Sent 2nd Installment (2 emails) to CSD for redaction on 4/17/24	NONE				Installment 1 (1 email and 1 pdf of same email) sent 3/1/2024; 2nd Installment and Closure sent 5/16/2024 with 7 emails	

In Redactions & Confiring with Matt Paxton	2024-0026	Alexander Conrad	1/18/2024	1/18/2024	<p>1.) Copies of all invoices from the department's attorneys, CSD, from 2019 to current</p> <p>2.) A list of all personnel investigations in 2020, 2021, 2022 and 2023 [does not exist]</p> <p>a. A copy of all invoices/billings from these investigations</p> <p>i. A list of all outside firms engaged to support these investigations [does not exist]</p> <p>ii. A list of all individuals paid directly or indirectly by OIFR who conducted interviews associated with these investigations [does not exist]</p> <p>b. A copy of the investigation report from all these investigations</p> <p>i. This request is inclusive of all draft reports and associated communication with the Fire Department/District</p> <p>c. A copy of all Commission and Admin emails not copied to counsel about the above investigations</p> <p>d. A copy of all Commission and Admin text messages not copied to counsel about the above investigations</p>	3/26/2024
First Legal Review Installment Sent	2024-0027	Alexander Conrad	1/26/2024	1/26/2024	<p>1. Provide all records related to the MOU signed between the District and Local 3911 in Jan 2023. For reference, this document is attached.</p> <p>Records include:</p> <ul style="list-style-type: none"> o communications within OIFR, inclusive of admin and the Board of Fire Commission o communications between the District and Local 3911 representatives and any other external parties/persons. o calendar entries for anyone at OIFR who had a meeting with this MOU on the agenda, inclusive of all such meetings <p>Types of records include:</p> <ul style="list-style-type: none"> o email correspondence o text messages o phone records o handwritten notes <p>2. All email and text message and phone record correspondence between E23Paramedic Danny Weibling and any OIFR employee/member or Board of Fire Commissioner from 2021 to present.</p>	3/29/2024
	2024-0028	Alexander Conrad	1/31/2024	1/31/2024	<p>"PRR #1</p> <ul style="list-style-type: none"> - All email (@oifr.org accounts) communications (to/from/drafts – inclusive of :cc and :bcc) for all Fire Commission members from August 2023 until present. The present is defined as the most recent complete month prior to answer. - All email communication to/from (inclusive of :cc and :bcc) a non-OIFR commissioner email that is corresponding with any other @oifr.org account. The same time period as above applies." 	4/1/2024

	EXTENSION SENT 4/10/2024; NEW DATE =	9/2/2024	4/4/2024	5/31/2024	1. and 2. c.d. from KK (redacted versions) sent to Allison for redaction							
	EXTENSION SENT 4/10/2024; NEW DATE = 7/12/2024; Extension Sent 7/11/2024; NEW DATE = 5/20/2025	5/20/2025	1/26/2024		Installment 1 - 253 records sent 7/1/24	Installment 1 - 30 for legal review sent 7/1/24, 32 that Heather can redact						
			N/A	N/A	NONE	N/A	N/A	N/A	N/A	4/10/2024	4/19/2024 - Asking if there was a response to this request.	4/23/2024 - Resent closing letting and the email I sent on 4/10/2024.

	2024-0029	Alexander Conrad	1/31/2024	1/31/2024	<p>"PRR #2</p> <ul style="list-style-type: none"> - All emails to/from (inclusive of to/from/drafts and :cc / :bcc) volunteer officer @oifr.org emails from July 2023 to the present. The present is defined as the last complete month prior to answer. [NONE] - All emails to/from volunteer officer (inclusive of :cc and :bcc) non-OIFR email accounts which originated (sender) or terminated (recipient or :cc/:bcc) with an @oifr.org email account. The same time period as above applies. [NONE] - A copy of all calendar entries, agendas, emails, and notes related to volunteer officer meetings from July 2021 to present. The present is defined as the most recent complete month prior to answer. [NONE] - A HIPAA compliant list of all EMS calls (date, name, chief complaint – no name/personal data) that at least one volunteer officer responded to from September 2021 to present. The present is defined as the most recent complete month prior to answer. [DOES NOT EXIST] <ul style="list-style-type: none"> o A subset of the above list that includes those calls where a volunteer officer wrote the ESO report. [DOES NOT EXIST] - A copy of any volunteer officer testing, training and proficiency requirements from January 2020 to present. The present is defined as the most recent month prior to answer. [NONE] <ul style="list-style-type: none"> o A list of all volunteer officer promotions and position changes during the same time period. [DOES NOT EXIST] o A copy of all testing and assessments done prior to officer assignments listed above. [NONE]" 	4/15/2024
In Redactions	2024-0030	Nicholas Knoellinger	2/5/2024	2/7/2024	I hereby formally request any and all communications, both email and text message, both personal and department devices (ie. cellphones, laptops, & tablets). Additionally, I request any and all communications between commissioner Randy Gaylord, Dimitri Stankevich, Orcas Center, and, Greg Ayer's, as well as for all of commissioners Kate Hansen emails and text messages, from both department and personal devices, between her, Greg Ayer, Dimitri Stankevich, and Orcas Center. I also request any and all communications between commissioners (I.e any and all one-on-one communications). I hereby request that all documents and communications be protected from deletion upon the receiving of this email.	6/30/2024
	2024-0031	Julia Navidi	2/19/2024	2/29/2024	I am working on a Phase 1 report for an employee with three parcels located on Orcas Island, parcel numbers: 271411023000, 271411024000, and 27141102500). I am looking for public records pertaining to: <ul style="list-style-type: none"> • Types of Hazardous materials on site • Hazardous materials incidents on record • Documentation of any fire code violations • Underground fuel tanks present and/or date of removal 	NA
	2024-0032	Selby Lighthill	3/4/2024	3/4/2024	Hi Kat, can you send me the letter and memo from Claire Palmer to the Board that Brian mentioned in the meeting today? PRR attached. Thanks!	NA
	2024-0034	Tony Simpson	3/18/2024	3/18/2024	I'd like a copy of Randy's email of proposed cost cutting he said was sent for 12/18/23 meeting. Should be one email with possible attachments Time is of the essence and this should be fillable well within the mandated state requirements to fulfill public records requests.	NA

	NA	NA	4/10/2024 to Holly	ASAP	NONE	N/A	N/A	N/A	N/A	4/10/2024	4/15/2024	4/17/2024 (Response written by Abeard)
	Extension sent with Installment on 6/30/2024; NEW DATE = 8/27/2024	8/27/2024	2/13/2024	3/15/2024 if none; 5/1/2024 if they do have	Gaylord & Hansen							
	NA	NA	NA	NA	None (0)	NA	NA	NA	NA	2/29/2024		
	NA	NA	NA	NA	links to website	NA	NA	NA	NA	3/4/2024		
	NA	NA	NA	NA	1 email & 2 attachments	NA	NA	NA	NA	3/18/2024		

	2024-0035	John Titus	3/22/2024	3/22/2024	<p>* Public Records Request Hello Kat Barnard, this is John Titus:</p> <p>Thank you very much for making the Exchange fire material available to me, I have one more question for now:</p> <p>Can you please let me know how many OIFR people were involved in the controlled burn of Glenwood Inn? Not the prep work to insure safety etc., but the actual controlled burn.</p> <p>Thank you very much, John Titus</p>	NA
	2024-0036	Bob Phalan	3/26/2024	3/27/2024	Policy: Member speech, expression and social networking; It may be policy #343 & 343.1, 343.1 thru 343.7	NA
In Redactions & Email with questions to Allison for advice	2024-0037	Alexander Conrad	3/29/2024	4/3/2024	<p>This Public Records Request concerns Board of Fire Commissioners' authorization for various matters of litigation and investigation. There are several components, as noted below:</p> <ol style="list-style-type: none"> 1. On Jan 27th 2023, the former Fire Chief rejected an opportunity to review a settlement offer from Conrad and indicated that the District would proceed with litigation. (relevant email is attached as Exhibit A) The former Chief's email very clearly states "The District" authorized litigation. Produce the BOFC approval action or resolution that authorized this litigation. 2. On March 1st 2024, Conrad made a settlement demand to the Board of Fire Commissioners. (relevant email is attached as Exhibit B) Subsequently, the District's legal counsel, responded on March 7th that "the Board will not be responding." (relevant email is attached as Exhibit C) This indicates that the Board made a decision on this matter. Produce the BOFC approval action or resolution authorizing Rich Davis to affirmatively deny a response to the settlement offer in writing. 3. In November 2022, Conrad received a collections notice for an alleged amount due from Sentry Collections. (attached as Exhibit D) Produce the BOFC approval action or resolution that authorized this collections action. 4. The published agenda for the Board of Fire Commissioners' April 1st meeting includes an item labeled #5 referencing an exit conference with the State Auditor's Office regarding an investigation into a matter concerning Firefighter Ybarra. (the agenda is attached as Exhibit E) Produce the BOFC approval action or resolution authorizing the Chief to request an investigation from the State Auditor's Office <p>4b. The Account Payable entry from November 2023 includes a charge of \$2,007.50 from the Bundy Law Group for "legal investigation re: benefits." Produce the BOFC approval action or resolution that authorized this investigation and retaining of the Bundy Law Group. (Exhibit F)</p>	7/19/2024
In Redactions	2024-0038	Seth Ybarra	4/2/2024	4/8/2024	<p>I am requesting to obtain any and all communications and findings of the investigation of Bundy law group regarding my case as well as bills associated with this investigation. I also request any and all communications and findings with the State Auditors office as well as associated bills for this case. Please include Billing from CSD Law regarding this clerical error as well.</p>	5/3/2024

NA	NA	NA	NA	Emailed response "There were 38 members of our department at the Glenwood Live Burn training on 2/24/2024."	NA	NA	NA	NA	NA	3/22/2024		
NA	NA	NA	NA	Sent completed approved policy manual	NA	NA	NA	NA	NA	3/27/2024		
				Installment sent on 6/18/2024 with 3 documents	19 records sent to CSD for review					Installment sent on 6/18/2024 with 3 documents		
Extension sent with installment 5/3/24; NEW DATE = 6/14/2024; Extension sent with installment on 6/14/2024; NEW DATE = 7/26/2024	7/26/2024	5/10/2024	5/24/2024	4 emails sent to requestor 5/3/2024; 26 documents; 99 emails from 2023; 67 emails from 2024 sent to AB for redactions on 5/10/2024; 118 items sent on 6/14/2024						Installment sent 6/14/24 with 118 items		

			SEND SEARCH REQUEST SOON! (6/24/24)									
Extension sent with Installment 6/28/2024; NEW DATE = 2/12/2025	2/12/2025	6/14/2024	6/28/2024 (ASK FULLER FOR HIS TEXTS AND RECORD THAT WE ASKED)	37 emails sent in 1st installment 6/28/24;	132 emails sent for redaction 6/28/24					Installment sent with 37 emails 6/28/2024		
				Link to board docs for local loans and reserve engine, hvs contract, and union contract sent with acknowledgement letter.						Installment sent with links to website 4/23/2024		

In Redactions	2024-0042 (PRR 4)	Alexander Conrad	4/16/2024	4/23/2024	<p>The 2023 Collective Bargaining Agreement signed by the fire district includes Appendix A-1, copied here for reference:</p> <p>a. The following fire department [sic] were identified as comparables for the purpose of this contract:</p> <ul style="list-style-type: none"> - Anacortes Fire Department - Camano Island Fire and Rescue - Mount Vernon Fire Department - Burlington Fire Department - North County RFA <p>Part 1. Produce the analysis documentation used by the fire department as referenced above. Such documentation includes any financial and non-financial analysis that exists.</p> <p>Part 2. Produce any documentation related to the creation of the comparables list above and the criteria used by the fire department to include/exclude any departments.</p>	6/17/2024
	2024-0043 (PRR 5)	Alexander Conrad	4/16/2024	4/23/2024	<p>During the April 15, 2024 BOFC meeting, the administration updated the BOFC and public about recent repairs to WASP 21. This request is related to that apparatus and the referenced repairs.</p> <p>Part 1. Produce the maintenance logs for WASP 21 from January 2022 to present. Present is defined as the last complete month prior to answer.</p> <p>Part 2. Produce documentation of the fire apparatus service accreditations of any person(s) performing work on the fire apparatus.</p> <p>Part 2a. Produce any invoices related to work performed on this apparatus from January 2022 to present. Present is defined as the last complete month prior to answer.</p> <p>Part 3. Produce documentation of rig checks performed on this apparatus from January 2022 to present. Present is defined as the last complete month prior to answer.</p>	10/2/2024
	2024-0044 (PRR 6)	Alexander Conrad	4/16/2024	4/23/2024	<p>During the April 15, 2024 BOFC meeting, the administration updated the BOFC and public about wildland response and members able to respond. The administration made several statements:</p> <ul style="list-style-type: none"> - Stated that policy was changed to allow for volunteers to become members without the previously required Structural Firefighting and/or EMS credentialing for wildland. The website (screenshot below) notes that volunteers may become members as Wildland (with red card required), Operator/Engineer or Technical Rescue. - Stated that volunteers not having red cards were issued wildland gear. <p>Part 1. Produce a list of all members issued wildland firefighting gear.</p> <p>Part 1a. Produce a list of the components of wildland firefighting gear provided by the department.</p> <p>Part 2. Produce a copy of the BOFC approved policy change authorizing volunteer membership that is not inclusive of structural firefighting or EMS.</p>	NA
	2024-0045 (PRR 7)	Alexander Conrad	4/16/2024	4/23/2024	<p>During the April 15, 2024 BOFC meeting, the administration updated the BOFC and public to expect a unique "special update" every month, which apparently started in January. The topic of the April 2024 special update would then be emphasized for update again in April 2025. Produce the monthly calendar of referenced "special updates" by topic for each calendar month of the year.</p>	NA

	Extension sent with installment 6/17/2024; NEW DATE = 9/25/2024	9/25/2024			5 items sent in initial installment on 6/17/2024;	20 items to send to CSD on 6/17/2024					Installment sent with 5 records on 6/17/2024	
	NA	NA	NA	NA	List of WL members, Fire School Announcement with list of gear, and member handbook. Added explanation about the "policy" and thanks for pointing out website.	NA	NA	NA	NA	4/23/2024		
	NA	NA	NA	NA	Chief's Report and explanation.	NA	NA	NA	NA	4/23/2024		

	2024-0046 (PRR 8)	Alexander Conrad	4/16/2024	4/23/2024	<p>This request is related to various fire service credentials and participation.</p> <p>Part 1. Wildland</p> <ul style="list-style-type: none"> - List wildland responses in 2023 and include a list of responding personnel. For each person listed, include their wildland qualifications – i.e. did they have a “Red Card”, aka Incident Qualification Card. - For each member on the current roster, list their wildcard credentials. This should include common wildland credentials such as Red Card, Firefighter Type 2, Firefighter Type 1, Single Resource Boss levels, etc. <p>Part 2. Structural Firefighting</p> <p>The Washington State Patrol maintains a list of current IFSAC (International Fire Service Accreditation Congress) credentials...these include such certifications as Firefighter I, Firefighter II, Officer I, Officer II, Instructor I, etc. Relevant links to the WSP page are: Fire Service Certification - WSP (wa.gov) and Current-List-of-Certified-Personnel-041124.pdf (wa.gov)</p> <p>Part 1. For each member, list their IFSAC credentials according to department records. (these will be cross-referenced with the WSP public database.)</p> <p>Part 2. For any member who obtained their IFSAC credentials outside of WA state, list those credentials and the relevant state agency (WSP in WA) that controls those records.</p> <p>Part 3. For any member who performs maintenance on any emergency apparatus, list their emergency and/or fire apparatus service certifications.</p>	6/5/2024
	2024-0047 (PRR 1)	Alexander Conrad	4/23/2024	4/29/2024	“Produce all Board of Fire Commission resolutions from the inception of the Fire District until present.”	9/18/2024
	2024-0048 (PRR 2)	Alexander Conrad	4/23/2024	4/29/2024	<p>Part 1: Produce the list of responders on each call from January 2022 to present.</p> <p>Part 2: Produce the name of the lead on every ESO report from January 2022 to present.</p>	8/30/2024
	2024-0049 (PRR 3)	Alexander Conrad	4/23/2024	4/29/2024	<p>“Part 1: Produce a list of all internal OIFR meetings, drills, events, gatherings, etc since January 2022. Public Board of Fire Commission meetings are not included in this request.</p> <p>Part 1a: Produce a list of member, bofc member and admin attendance for Part 1.</p> <p>Part 1b: Produce any agendas, presentations, notes, minutes, etc for Part 1 that exist in digital or paper format.</p> <p>Part 1c. Produce a list of any training credit given for any of the responsive items in Part 1.</p> <p>Part 2: Produce a copy of all calendar entries for all admin employees from January 2022 to present. This list includes at least in part: Scott Williams, Holly vanSchaick, Don Swain, Jim McCorison, Kat Barnard, Kim Kimple, Micki Nichols, Audra McClain.</p> <p>Part 2a: Produce documentation of hours worked for all persons from Part 2 for January 2022 to present. Also include any time card or related documentation that exists.”</p>	3/14/2025
	2024-0050 (PRR 4)	Alexander Conrad	4/23/2024	4/29/2024	“Produce a copy of any attachment (.pdf, .xcl, etc) sent or received (directly, as :cc or as :bcc) from or to any @orcasfire.org email address from January 2022 to present.”	1/29/2025

	NA	NA	NA	NA	19 pdfs (list of responses and red cards) and 15 jpgs (screenshots of training records)	NA	NA	NA	NA	6/5/2024		
					Many paper records scanned and uploaded to the public Google Drive in June of 2024							

	2024-0051 (PRR 5)	Alexander Conrad	4/23/2024	4/29/2024	"Produce a copy of any public records request any member, employee or representative of the Fire District has made to another public entity from January 2022 to present."	7/24/2024
	2024-0052 (PRR 6)	Alexander Conrad	4/23/2024	4/29/2024	"Produce a copy of every Public Records Request received and subsequent correspondence from January 2022 to present."	10/27/2024
	2024-0053	Alexander Conrad	4/23/2024	4/29/2024	<p>"Provide documentation of training by the Public Records Officer that demonstrates compliance with the RCW: RCW 42.56.152: Training—Public records officers. (wa.gov)</p> <p>Training—Public records officers. (1) Public records officers designated under RCW 42.56.580 and records officers designated under RCW 40.14.040 must complete a training course regarding the provisions of this chapter, and also chapter 40.14 RCW for records retention. (2) Public records officers must: (a) Complete training no later than ninety days after assuming responsibilities as a public records officer or records manager; and (b) Complete refresher training at intervals of no more than four years as long as they maintain the designation. (3) Training must be consistent with the attorney general's model rules for compliance with the public records act. (4) Training may be completed remotely with technology including but not limited to internet-based training. (5) Training must address particular issues related to the retention, production, and disclosure of electronic documents, including updating and improving technology information services."</p>	5/30/2024
In Redaction	2024-0054	Alexander Conrad	5/9/2024	5/14/2024	<p>Time Period of Request: 01 January 2021 to present. (08 May 2024) Request Details: Produce all emails sent or received (inclusive of :cc and :bcc) from any Orcas Fire email address and any person or email address at the WA State Dept of Health.</p>	7/2/2024
	2024-0055	Alexander Conrad	5/9/2024	5/15/2024	<p>Time Period of Request: 01 January 2021 to present. (08 May 2024) Request Details: Produce all emails sent or received (inclusive of :cc and :bcc) from any Orcas Fire email address and any person or email address at San Juan Fire and Rescue.</p>	7/22/2024
	2024-0056	Alexander Conrad	5/9/2024	5/15/2024	<p>Time Period of Request: 01 January 2021 to present. (08 May 2024) Request Details: Produce all emails sent or received (inclusive of :cc and :bcc) from any Orcas Fire email address and any person or email address at San Juan County, including the San Juan County Sheriff.</p>	7/10/2024

NA	NA	NA	NA	Sent two certificates and email for PRA Boot Camp in First Installment 4/29/2024; Sent 3 other emails to A Beard to review before sending 4/30/2024; Two more certificates and three more emails about PRA Boot Camp sent 5/30/2024	NA	NA	NA	NA	1st Installment sent 4/29/2024; Final Installment sent 5/30/2024			
Installment sent with 1100+ records in a dropbox link on 7/2/2024; NEW DATE = 5/7/2025	5/7/2025			1500+ records found	160+ records going to CSD				Installment sent on 7/2/24 of 1100+			
Installment sent on 7/10/2024 of 972 records; NEW DATE = 6/24/2025	6/24/2025			For Jan of 2021, 1300 records located of which 1062 are responsive with 800+ needing redaction; For Feb of 2021, 1345 found, 584 no redact, almost 800 need redact	For Jan & Feb of 2021 only, ~1550 records need redaction				Installment sent on 7/10/2024 of 972 records			

		2024-0057	Alexander Conrad	5/9/2024	5/15/2024	Time Period of Request: 01 January 2014 to present. (08 May 2024) Request Details: - Produce any grant applications sent by Orcas Fire. - Produce any responsive communications to each grant proposal.	8/15/2024
		2024-0058	Alexander Conrad	5/9/2024	5/15/2024	Time Period of Request: 01 January 2018 to present. (08 May 2024) Request Details: - Produce all time sheets and associated payroll records for work done on the MIH program. - Produce a copy of all invoices for any expenses related to the MIH program. - Produce a copy of all emails regarding the MIH program. - Produce a copy of all presentations about the MIH program.	8/21/2024
		2024-0059	Jim Helminski	6/19/2024	6/24/2024	Access to and copies of all documents, correspondence, notes, emails, official reports, and findings related to Robert "Bob" Phalan. Specifically, my request covers records during the following periods and contexts: 1. His tenure as a fire commissioner. 2. His involvement as a volunteer with Orcas Island Fire and Rescue (OIFR). 3. Any activities or noted involvement prior to and after his association with OIFR. This request includes, but is not limited to: • Internal and external correspondence (emails, letters, memos, etc.). • Meeting minutes, agendas, and notes. • Official reports, findings, and records. • Personnel files and evaluations. • Any relevant attachments or appendices.	10/10/2024
		2024-0060	Bill Bangs	6/24/2024	6/24/2024	Please provide a copy of a report from McNaull, Ebel, Nawrot, & Helgren PLLC received by OIFR on or about May 21, 2024	7/15/2024
Rescinded		2024-0061	Kiki Roumel	6/24/2024	6/24/2024	I am requesting any and all records pertaining to Bob Phalan's disciplinary history, performance, and any complaints made against him.	NA

		2024-0062	Bill Bangs	7/1/2024	7/3/2024	<p>All actions by the BOFR are to be taken in open public meetings and those actions should be reflected in the meeting minutes. Please provide me with a copy of those minutes that reflect approval of funds for an "investigative report" to be prepared by the Seattle law firm of McNaul, et al. and submitted on May 21, 2024. The written authorization most likely occurred between Dec 18, 2023 and May 1, 2024.</p> <p>In the event that this authorization does not appear in Meeting Minutes, please provide a copy of the authorization document. Dates between Dec 18, 2023 and May 1, 2024.</p>	7/31/2024
		2024-0063	Lin McNulty	7/1/2024	7/3/2024	Requesting a copy of the 'Separation Agreement' between Chief vanSchaick and Orcas Fire.	7/3/2024
	In Redactions	2024-0064	Bill Bangs	7/2/2024	7/8/2024	Please provide a copy of the invoice submitted by McNaul et al. in the amount of \$64,719.03 on or about May 22, 2024.	7/31/2024
		2024-0065	Bill Bangs	7/2/2024	7/8/2024	Please provide a copy of the current agreement between the district and its attorney (CSD) that details what services are provided and at what costs. In particular, please provide the allowable expenses and the limit at which BOFR approval is required.	9/5/2024
		2024-0066	Bill Bangs	7/5/2024	7/10/2024	Please provide copies of all invoices from CSD Attorneys at Law provided between June 1, 2023 and May 30, 2024.	2/6/2025
		2024-0067	Bill Bangs	7/11/2024	7/11/2024	Please provide copies of correspondence (including emails) from CSD Law to the BOFC on or about February 8, 2024. The topic in the email(s) is policies and procedures that might be followed in the event of discrimination or hostile workplace claims within the Fire Dept. NOTE: this is not intended to find information on a particular case or claim but rather a description by CSD of the options available to the department in response to a discrimination for hostile workplace claim.	11/6/2024

			7/1/2024 to commissioners and secretary				Commissioner Gaylord sent email direct to requestor.					
					1 pdf sent as attachment in addition to link to google drive	Signed separation agreement				7/3/2024		
			7/8/2024 to Finance		1 Invoice sent to Abeard for redactions							
			7/8/2024 to Finance & CSD		1 pdf from Mr. Davis	NA	NA	NA	NA			
			7/10/2024 to Finance									