

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
January 16, 2024

Chair Bordvick called the Regular Meeting of the Board of Fire Commissioners for SJCFD #4 to order at 4:00 P.M. The meeting was held with most participants in-person at the Station 41 Fire Hall training room and one attendee participating by Zoom.

Those present were Commissioners Duane Bordvick, Rebecca Smith and Cathy Doherty, Chief Adam Bigby, and Secretary Summer Hagge.

Guests: Steve Greenstein, Hospital District Commissioner, was present via Zoom.

There were no changes to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

There was one Partner Agency Report from Hospital District Board Member Steve Greenstein. The report included details of the last month. There was nothing new, but there will be a full agenda for the Hospital District's Board Meeting next week.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of December 19, 2023**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **December 19, 2023 Vouchers of \$58,816.18, January 2, 2024 Vouchers** for \$4,093.11, **January 9th 2024 (2023) Vouchers** for \$3,969.78 & **January 9th 2024 (2024) Vouchers** for \$21,863.87 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **December Staff & Commissioners Payroll** for \$61,016.66 and **December 26, 2023 Investment Transfer** of \$100,000.00 which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty the second. The **Motion Passed** unanimously.

REPORTS

The Chief's Report, Overtime, Fire, & EMS Reports were reviewed. Some highlights were:

- **Overtime Report**
 - The District came in under budget for 2023.
 - Call volume was down this year, however there have been a lot of intense calls, leading to many fly-offs and POV's. Response time improving but we are still working on it.

- **Northwest region Covid info WA. State data as of 01/12/24**
 - Current positive cases Northwest region: 47.4 per 100,000 population
 - Total San Juan County COVID deaths:5 (data from USAfacts.org)
 - Only 16.5% of WA State residents have received the latest C-19 vaccine.
 - Lopez Fire and EMS: All members have been encouraged to get their booster.
- **COMMUNITY (nothing new)**
 - RADIO SYSTEM: There have been multiple reported issues and Codan is responding to remedy them, unknown if this is due to the tower swaps.
 - The hospital district has started a workgroup to address ideas brought up by the concerned citizens group. After one meeting it was decided to recruit a facilitator.
 - The Lopez Youth Prevention Priorities Work Group put on by the Family Resource Center had its first strategic planning meeting. This group will be going over the annual youth surveys, which should provide a lot of information on the physical, emotional, and mental health as well as safety needs of the community.
 - We received a \$3,000 donation from the company of the man who was shot in the hunting accident. This will be used to replace the stokes basket used to carry people out for rescues.
- **PERSONELL**
 - Nicole has received her Fire Officer One IFSAC certification and as of December 26th has been promoted to Captain.
 - Ingrid Stuiver has been certified as an EMT by Washington State and our agency, she is working with Nicole on the requirements to be able to start responding.
 - We do have two EMTs that are taking health Leave of Absences.
- **APPARATUS/EQUIPMENT/STATIONS**
 - We received the updated drawing and have had a couple of back and fourths this week to nail down the design. Should sign off on the final within the next couple of weeks.
 - The R-41 project is moving slowly until Mallory completes another build, we are next to get their full attention, but the large items (motor, pump and high-pressure system) have been received. We are supposed to have it by June 1st at the latest.
 - The federal wildland engine is in use for non-emergency response until we get the ladders that are on order; this engine has been designated Engine 43 until our mini pumper is built and delivered.
- **Fire & EMS Training**
 - The San Juan EMS EMT class started Saturday with Autumn Miller and Éowyn Mroczek attending.
 - The fire academy started with 10 people in it, we had drivers training over the weekend.
 - We purchased a shipping container to convert to a search and rescue training prop and it was delivered on the 9th. We are setting up at the County fill site on Port Stanley (the old dump).

- **Lopez Clinic**
 - Chief will be working on all of the calls associated with the clinic so we can review them and improve EMS utilization by the clinic and EMS support for the clinic. More than 10% of our call volume is associated with the Clinic.
 - **GRANTS**
 - **DNR Grant:** We were denied a DNR truck, which was not a surprise, we were awarded the equipment grant for motor and pump for the rescue. This will be just under \$18,000.
 - **Safer Grant:** Turn-down letter was received.
 - **Ecology Spills Grant:** We put in for the high-pressure pumps and bumper turrets for both the rescue rebuild and the upcoming mini pumper build.
 - **FEMA COVID Grant:** We put in for another round of COVID money and were approved for \$14,579.95. We got two check totaling around \$15,852.24. We just put in for a grant on management costs today.
1. **COVID – 19 Response and Preparation**
- a. All EMS dispatch is using the code PPE (Personal Protective Equipment) procedures needed, if the patient is experiencing symptoms related to the Virus. We have seen an uptick of PPE required calls recently, many are confirmed C-19 cases.
 - b. We received reimbursement, in the amount of \$8160, from the County for all of the Vaccine clinic that we participated in

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

Last month the Chief got a proposal for additional phase 2 costs of \$9,550 for services that are needed before the project can move into Phase 3.

Commissioner Smith making a **Motion** to approve the **Phase 2 Additional Service Fees of \$9,550.00 for the Facilities Project** with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

STATE AUDITOR'S OFFICE AUDIT - DISCUSSION

The Chief and Summer Hagge have both been meeting with the auditors and things are still moving ahead with the audit. The Chief has been working with the auditor on our Procurement processes. We are awaiting the findings.

NEW BUSINESS

ADM-08-1 IMPAIRED RESPONSE POLICY – REVIEW AND DISCUSSION

The Chief created ADM-08-1 Impaired Response Policy, which includes Alcohol, Cannabis, and prescription drug use.

Commissioner Doherty making a **Motion** to approve the Chief to sign the **ADM-08-1 Impaired Response Policy** with Commissioner Smith making the second. The **Motion Passed** unanimously.

PERSONNEL ACTION FORM

Per union Agreement, once training is completed from Paramedic 5 to Officer 5, there is a prescribed salary increase. Medic O'Bryant completed this training and her salary raise will retroactively begin December 26, 2023. A Personnel Action form was completed with the Chief and Chair's signatures.

BOARD MEMBER ITEMS:

None

Commissioner Bordvick announced that the Board would be going into executive session at 5:05 P.M. pursuant to RCW 42.30.110(1)(g) Personnel to provide the performance evaluation to the Fire Chief. The executive session will be concluded at 5:20pm and adjourned back into open session.

Commissioner Bordvick adjourned the Regular Meeting at 5:22 PM.

NEXT MEETINGS:

- Regular Meeting – February 20, 2024 at 4:00 P.M.



Chair Duane Bordvick



Secretary Summer Hagge