

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**December 20, 2022**

Commissioner 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 all participants meeting by Zoom due to snow conditions and poor roads.

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

Guests: Steve Greenstein, Hospital District Commissioner.

The only change to the agenda was the cancellation of the Web Development presentation as the vendor was unexpectedly unavailable.

**PROCEDURAL ITEMS**

There was no **Public Input**.

There was no **Correspondence**.

Hospital District Board Member Steve Greenstein reported that at their meeting last week they were continuing to negotiate with Total Dose regarding the timing of the Hospital District's promised \$100,000 support. The next step and remaining main issue is for Total Dose to hire a pharmacist and Mr. Greenstein believes that the deadline is the end of March. If Total Dose does not meet the deadline, the deal would technically be off. The Hospital District had conversations with a pharmacist in Sedro Wooley a year ago which they might revisit. The Hospital District has also been discussing other alternatives like keeping a Pharmacy Tech and using the Friday Harbor Pharmacists to sign prescriptions.

Hospital District Board Commissioner Christa Campbell is resigning and they are looking for a new commissioner. The Office Manager at the Lopez Island University of Washington (UW) Clinic is reducing her hours which will work out since the nurses no longer report to the Office Manager but now report directly to the UW.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of November 15, 2022**, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **November 15, 2022 Vouchers** for \$60,443.84; **November 29, 2022 Vouchers** for \$7,170.32 and **December 13, 2022 Vouchers** for \$28,531.82 which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **November Staff & Commissioners Payroll** for \$50,756.54; and **Volunteer December Special Payroll** for \$124,792.80 which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

## REPORTS

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

- Call volumes were pretty consistent for a November with EMS a little bit ahead of normal. We are strictly scrutinizing EMS and Fire call numbers and removing duplicates which is a new procedure this year.
- Covid is still going around the islands and Lopez Island had 5 of the 10 new cases on the San Juan County Health Department website.
- SJ County did another immunization event last week. They will be moving to monthly boosters at the Family Resource Center going forward.
- The Chief had a meeting with CODAN today however they were primarily focused on San Juan Island. The Chief got them to commit to focusing on Lopez Island next month and they will get some meeting dates to the Chief. For any increased spending of the dedicated sales tax revenues, it would need to go thru the County Council.
- A small group of citizens did a special thank you to the District's EMTs and Firefighters last Tuesday before the drill. Every volunteer ended up receiving a gift certificate or other recognition item which had been donated by the community. The group received more donated gifts than they had expected.
- The Fire Engine committee met on the 15<sup>th</sup> and they have narrowed it down to 2 companies. Both companies, Pierce and Spartan, are known for quality apparatus.
- The Chief did not have anything new to report on the sewer tanks for Station 41 as they have still not arrived.
- Medic O'Bryant has returned from her Firefighter training in Texas and she passed all of her tests. Unfortunately, she got sick part of the way thru the training which made it more challenging.
- The next EMT course begins on January 6<sup>th</sup>. We currently have 5 students but we may pick up one additional student before the class begins as we are trying to convince a volunteer Firefighter to take the class. In addition, there is a new prospective EMT on island that just came out of the Navy and we are still hoping that one of the EMTs from last summer will join the District. We were recently informed that Amy (Table) Studzienko is leaving the District and moving across the country at the beginning of 2023. She will be missed!
- The Chief has not met with the Clinic recently as there have not been any current issues but the Chief acknowledges the need to keep in touch.
- The new truck that is being outfitted by the Ecology grant is almost done but we are still waiting for the radios to arrive. The Chief still needs to get in touch with IOSA about training, however they are currently dealing with key turnover.

- The District was not awarded either of the two AFG grants. The Chief will be attending an online class for those that were not awarded to determine how future applications could be enhanced to be more receptive to the agency.
- The District was not awarded a surplus DNR rig. They were all awarded to Districts East of the Cascade mountains.
- We have not received a response from FEMA thru Dept of Military about our 2<sup>nd</sup> reimbursement request. We will follow up to determine if we can obtain any update.
- The Safety Committee has not met since the last Board meeting.
- The District held a sealed bid process for two surplus vehicles. The F350 truck sold for \$15,000 and the ambulance sold for just under \$5,000.

## **UNFINISHED BUSINESS**

### **FACILITIES - DISCUSSION**

The property survey on the south-end property (Station 42) is almost done but the surveyor is requesting the property deed which we are searching for. We may need to contact San Juan County and former staff.

### **WEBSITE DEVELOPMENT PRESENTATION**

The developer could not make it so there was no presentation.

## **NEW BUSINESS**

### **RESOLUTION 2022 – 11 SETTING THE BOARD MEETING DATES FOR 2023**

The Commissioners discussed the specific meeting dates noted on the draft Resolution 2022-11. Commissioner Doherty stated that she will be leaving the island on January 17<sup>th</sup> and will not be back until March. She asked if we could move the January meeting from the 17<sup>th</sup> to the 16<sup>th</sup> and all Commissioners agreed to this change.

Commissioner Smith making a **Motion** to approve Resolution 2022-11 Setting the Board Meeting Dates for 2023 as amended, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

### **EMPLOYMENT AGREEMENT FOR TEMPORARY ENUMERATOR FOR EMS STUDY**

The Chief presented a draft Employment Agreement for temporary employment of one of our EMTs for the Non-Transport Outcome research project. Anticipated costs will be reimbursed by North Region Trauma Care Council.

Lopez Island Fire & EMS is uniquely positioned to perform this study of it's EMS calls since we have more community-based services than most EMS Districts. This study will allow other EMS Districts to see if they can improve their operations in the future.

The Chief had our attorney, Brian Snure review the contract and he made a few changes. After a motion to approve the agreement, the Chief, Board Chair and EMT will sign the agreement.

Commissioner Smith making a **Motion** approving that the Board Chair sign the Enumerator Employment Agreement with the appropriate dates; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **PERSONNEL ACTION REQUEST FORMS**

Two Personnel Action Forms were provided to the Commissioners for their information and review. Commissioner Smith feels that even though a formal motion by the Board is not needed, the Commissioners would like to see all Personnel Action Forms as part of board packets. Per the District's policy, the forms need to be approved by Board Chair and Chief.

### **FIRE CHIEF'S ANNUAL REVIEW**

The annual review of the Fire Chief had been rescheduled due to Chair Bordvick's vacation. If the Commissioners can do the Chief's review before the January Board meeting, it would be preferable since Commissioner Doherty will be out of the country for an extended period-of-time after the January meeting.

Each Commissioner can fill out the evaluation form ahead of time. Holding a Special Meeting before the January 16<sup>th</sup> meeting was discussed where the Commissioners could discuss their review comments. Then they would have a final discussion with the Chief at the Special Meeting or at the January 16<sup>th</sup> meeting.

### **HUMMEL LAKE ROAD RENTAL AGREEMENT**

The lease of the District's Hummel Lake Property by Chief Bigby was discussed. The original lease was a two-year lease and they suggested extending the lease for two more years.

Commissioner Smith making a **Motion** to approve the extension of Chief Bigby's lease of the Hummel Lake Property for two more years, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

**BOARD MEMBER ITEMS:**

There was no Executive Session.

Chair Bordvick adjourned the Regular Meeting at 4:49 P.M.

**NEXT MEETING:**

- Regular Meeting – January 16, 2023 at 4:00 P.M.



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Chair Duane Bordvick



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Secretary Kim Herrenkohl