

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
April 18, 2023

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 in-person at the Station 41 Fire Hall training room except for Mr. Greenstein.

Commissioner Doherty arrived at 4:15 p.m.

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

Guests: Steve Greenstein, Hospital District Commissioner attended by Zoom.

The agenda was amended to include an addition item, specifically the review and approval of the Lease Agreement with the San Juan County Sheriff's Office.

PROCEDURAL ITEMS

There was no **Public Input**.

The only **Correspondence** was a handout from the San Juan County Auditor's Office regarding Candidate Filing Week of May 15 through May 19.

Hospital District Board Member Steve Greenstein stated that they have a meeting coming up next week. Also next week, the Physical Therapy office will be holding an open house. Catherine Washburn Medical Association (CWMA) will be having their annual meeting on May 20th.

The University of Washington (UW) is negotiating with Premera on rates which might impact the UW's decision about whether or not to renew their agreement with Premera. The current agreement runs through the end of June. If the agreement is not renewed, it will impact the ability of Lopez residents with Premera insurance to obtain medical care at the Lopez Island Clinic.

The Hospital District is working on their Levy Lift which could potentially be on the August ballot. If they are not successful on the August ballot, the District could choose to put the measure onto the November ballot. They are discussing different levy options with their Attorney. The Hospital District has calculated that they will be out of money within 3 years without a levy lift.

The Commissioners asked about patients potentially being turned away at the clinic and Mr. Greenstein said that should not be happening as they need new patients. Perhaps they need to discuss training for the front staff.

Provider Murphy will be leaving the Lopez Clinic in June and the Commissioners asked if the UW would have someone here during the summer. Mr. Greenstein stated that UW is working on that issue. The Commissioner mentioned that they had heard a rumor that Dr. Dougan was thinking about leaving and Mr. Greenstein said that was not true and she had signed a one-year contract.

There was nothing new about the Lopez Pharmacy. A Pharmacy student was on Lopez this spring to work at the Pharmacy and she liked it and the rest of the staff liked working with her. She is currently finishing school to graduate and then pass her boards. Then Total Dose will officially take over the Lopez Pharmacy.

Commissioner Bordvick making a **Motion** to approve the **Regular Meeting Minutes of March 21, 2023 with an amendment adding a note specifying that Commissioner Smith did not attend**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **March 28, 2023 Vouchers** for \$10,631.20, and **April 11, 2023 Vouchers** for \$17,098.63 which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

The Commissioners noticed the expenditures for accommodations and the Chief explained that Per Diem Medics come from off-island to cover our Medics when they are on vacation and they need accommodations. Commissioner Smith mentioned that having accommodations for Per Diem Medics and trainers was a potential benefit discussed when the Commissioners approved buying the Hummel Lake house property. Commissioner Bordvick stated that he has a separate guest house on his property and would be willing to let the District house people periodically, if it is available.

Commissioner Smith making a **Motion** to approve the **March Staff Payroll** for \$50,008.21; which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

REPORTS

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

- Our call volume year-to-date was a little down last month but we are catching up.
- CODAN has nothing new to report. We are waiting for our list of areas and issues that need to be resolved.

Minutes

April 18, 2023

Page 3

- We know that the COVID numbers are not what has been actually taking place due to lack of consistent reporting of cases. Commissioner Smith said that they have approved a booster and asked if volunteers are getting it. The Chief said that after the initial roll out of the booster, which was a requirement, there has not been as high of a demand for subsequent booster shots.
- FF/EMT David Rucker will soon reach his one-year anniversary and we have already ordered his Class A uniform.
- Commissioner Bordvick asked if our average response times have improved? He asked if we have the data to look back over 10 years? The Chief also mentioned that there are different things to track and monitor such as time for the first engine to arrive on scene. There was discussion about rural areas and that the Village is viewed a little differently. The Commissioner wanted to know how we compare with other islands. The Chief said the other islands will probably have better response times because they have two people at the station 24/7 but it would be good to know.
- The Engine Committee has narrowed their choice down to the Legend Series and most liked the less expensive one of the two middle ones. The other one had things we don't want, was longer than we want (over 32 feet) and no air bags in the cab. We liked the balance of the rig and wheel-base. Spartan is working on drawings and spec sheets so the District can refine their choice and the Chief will bring the information to the Commissioners when we know more details.
- The Chief got a quote on the sewer work which will likely be done in July.
- TCA Architects came to Station 41 yesterday and obtained information to help them in their evaluation of the building to determine if it is suitable for remodel including taking into consideration the sewer and water systems and other issues. The building's old blue-prints gave them a lot of information to help them determine seismic information. They asked the Chief to reach out to OPALCO. Commissioner Doherty asked about the timeline and the Chief said he hopes to have an open house for the public in August.
- The EMT class is still going with 3 students and the final testing is on April 29th which happens to be the same day as the Tour de Lopez bike event.
- The District is working with CWMA on widening the helicopter pad beside the Clinic to have better clearance and new concrete.
- The Chief is working on purchasing items for our rigs that will be covered by the Ecology Spills grant.
- There is nothing new on the AFG grant.
- Due to a miscommunication, the Chief was not invited to the online meeting to discuss his three Homeland Security grant proposals until the very last minute. The Chief gave a summary about each grant application.
- The Chief has submitted a Safer grant application.
- There is nothing new to report on the BLM surplus grant process.
- There is nothing new on Covid response.
- Kim contacted the Military Department about our final reimbursement request under the FEMA grant and was told that it is still in process.

- The Safety Committee met and they have some ideas for new equipment for the rigs but the Chief felt that more discussion was needed.
- The Medics are coming close to the end of the EMT class so the overtime will slow down.
- The Commissioners asked if all 3 students are going to join our District and the Chief mentioned that 2 are already members of our department and the third student plans to join.
- We only have two Logistics people to help with the Tour de Lopez but the Chief will contact them to see how things are going. Chief mentioned that the aid vehicles will participate in the event.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

The Chief and Commissioners discussed the TCA Architect visit during the Chief's report.

Commissioner Doherty had a discussion with a Lopez resident who wanted to talk about Station 44 beside the school. The Commissioner suggested that they put their thoughts in writing and send it in or come to a meeting to make a presentation or have a discussion during the Public Input portion of the meeting. The original purchase of the Station 44 property was discussed as well as the unknown quality and quantity of the current well. As a governmental entity, we would be eligible to hook up to the Lopez Water District.

STATION 41 – SIGN DISCUSSION

We are still waiting for the permits from San Juan County.

NEWSLETTER DISCUSSION

The Chief and Commissioner Bordvick met today to discuss the newsletter. They will write up notes and seek out people to help write articles. The Chief wants to get a newsletter published in May. It is good to set goals.

Commissioner Bordvick thinks that a newsletter should have some information about the Chief and his family to familiarize the community.

NEW BUSINESS

STRATEGIC PLANNING DISCUSSION

The Chief asked the Commissioners for their availability and to determine how long the planning meeting should be. He stated that he would like the focus to be, at a minimum, on Personnel.

Commissioner Smith recommended scheduling a full day meeting and then depart early if the meeting is over quicker than anticipated. After the middle of May was preferred. Commissioner Smith wondered if we should talk about urgent care issues. Medic O'Bryant may not be able to attend.

Everyone agreed to schedule the meeting on Wednesday, May 24th from 10:00 am to 4:00 pm. The Chief will let paid staff and the two volunteer associations know.

ABANDON ALARM (OPS-05-1) AND MAYDAY ALARM (OPS-05-2) PROCEDURES – DISCUSSION & APPROVALS

The Chief has been reviewing and updating the District's policies and procedures and wrote the Abandon Alarm and MayDay Alarm procedures. Because these are new, they need Board approval.

Commissioner Smith making a **Motion** to approve the Abandon Alarm (OPS-05-1) and Mayday Alarm (OPS-05-2) Procedures, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

RESOLUTION 2023-02 – AMENDING THE 2023 GENERAL FUND BUDGET FOR BEGINNING AND ENDING CASH

Commissioner Bordvick making a **Motion** to approve Resolution 2023-02 Amending the 2023 General Fund Budget For Beginning and Ending Cash, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

RESOLUTION 2023-03 – DECLARING SURPLUS ELECTRONICS

This is the Chief's iPhone which needs to be surplused because it has been damaged and Apple will give us about \$100 for this old phone and they will refurbish it.

Commissioner Smith making a **Motion** to approve Resolution 2023-03 – Declaring Surplus Electronics, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

PERSONNEL ACTION FORM

A Personnel Action Form for Dave Rucker was provided to the Commissioners for their information.

LEASE AGREEMENT WITH SJC SHERIFF'S OFFICE - APPROVAL

The District received the completed Lease Agreement from the San Juan Sheriff's Office which needs review and approval by the Commissioners. The Chief highlighted several items including the 3 % rent increase, language allowing the lease cancellation with 60-day notice and some close-out issues such as requiring the removal of all equipment. The Sheriff asked if the District would do month-to-month in 2024 and the Chief stated that it would depend on our remodeling project.

Commissioner Smith making a **Motion** to approve the Lease with the Sheriff's Office, County agreement #23SH.008, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

BOARD MEMBER ITEMS:


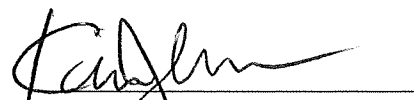
There were no Board member items.

There was no executive session.

Chair Bordvick adjourned the Regular Meeting at 5:15 P.M.

NEXT MEETING:

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


Chair Duane Bordvick
Secretary Kim Herrenkohl