

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**May 17, 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 in-person at the Station 41 Fire Hall training room except Duane Bordvick who attended by Zoom.

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

Guests: Steve Greenstein, Hospital District Commissioner.

There was one addition to the agenda as a New Business item to provide an update on changes to Open Public Meetings. Commissioner Bordvick making a **Motion** to approve the amended agenda and Commissioner Smith making the second. The **Motion Passed** unanimously

**PROCEDURAL ITEMS**

There was no **Public Input**.

There was no **Correspondence**.

Steve Greenstein provided a short **Partners Agency Report** from the Hospital District. At the Hospital District's recent meeting which discussed strategic planning, it was noted that they are still in the process of finalizing their 5-year plan. Mr. Greenstein was not sure if the new Clinic doctor had found housing on Lopez Island yet but she was scheduled to start working at the clinic in June. He also mentioned that there is a potential buyer for the Lopez Island pharmacy and the Hospital District has been involved in this process.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of April 19, 2022**, with two small amendments and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **April 2022 Staff Payroll** for \$40,224.19; 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 are starting to even out with prior years and they are increasing.
- There are a lot of known covid cases in the San Juan Islands and it is felt that there are additional uncounted cases.
- There was a Health Department vaccination clinic earlier in May and Logistics helped with parking.
- It looks like we will go live with the new countywide radio system on June 1<sup>st</sup>. The Lummi Island site is up and most of the remaining work that needs to be done will be in the Sheriff's Dispatch Office. There is an established "go live" order. We may do our own tests at specific locations that are known problems and we hope that this new system will solve our poor communication problems.
- There is nothing new to report from the Engine committee since the Medic has been focusing on getting our radios properly programmed and set up.
- The new ambulance is on its way. It will stop in Lakewood for the door decals to be applied, go thru the vendor's Kent facility for a final check over and then be delivered to Lopez Island on Thursday. The existing ambulances will be moved to different stations after the new ambulance is worked on to get it ready for our teams. The Chief plans to surplus the 2007 ambulance which will be discussed at a future meeting.
- We just finished Wildland training and recertified existing volunteers.
- Medic O'Bryant is still on hold for her firefighter training in Texas.
- The District's training is back to normal with a minimum of double layered or greater cloth masks for indoor gatherings.
- The Chief will be meeting with Lopez Clinic personnel on June 6<sup>th</sup> to discuss summer operations including discussing if they will be available on the 4<sup>th</sup> of July.
- The Chief signed a contract for an Ecology Grant for up to \$67,100 for outfitting response vehicles with equipment, tools and supplies.
- We will need an extension for the Fire House Subs grant since the ordered bunker gear will not arrive before the end of June.
- We still have not heard anything on our AFG grant application.
- The Chief talked to others who had applied for DNR grants and no one has heard back on their grant awards yet.
- Medic O'Bryant received a Thrift Store grant to purchase new manikins.
- We have not changed the PPE protocol for EMS incidents.
- There is nothing new to report from the Safety Committee.

## **UNFINISHED BUSINESS**

### **FULL-TIME EMT/FIREFIGHTER HIRING – UPDATE**

Dave is out sick today so we were not able to introduce him to the Commissioners. It has been great to have Dave on board. His work in the Fire Station bays has already had a large impact and he has been able to cover for EMTs on vacation. He is scheduled to work four-ten hour days.

It was noted that no staff have had covid but a few volunteers may have. There is potential coverage by the Board of Volunteer Firefighters Association but you have to be able to show that you caught covid from an incident.

### **STRATEGIC PLANNING - DISCUSSION**

The District will hold its annual Strategic Planning session next Tuesday, May 24<sup>th</sup> starting at 9:00 a.m. Renee Koplan will be the firefighter representative; Monico Mackinnon will be the EMT representative; and Monte Midkiff will be the representative from the Logistics group. They have been asked to solicit input from their groups and bring their collective thoughts to the planning meeting.

### **LOCAL PROGRAM LOAN - DISCUSSION**

We had a virtual meeting last week with the Washington State Treasurers Office (WSTO) who stated that they we will know the interest rate for our loan on June 8<sup>th</sup> and the funds will be disbursed on June 28<sup>th</sup>. We will be paying the invoice for the ambulance this week and are working on providing WSTO with requested insurance information.

### **NEW BUSINESS**

#### **RESOLUTION 2022-05 DECLARING SURPLUS FIRE HOSE**

The fire hose is too old to keep in service but the Chief wants to put it on the old surplused 1966 Engine since the hose has brass and will look good.

Commissioner Smith making a **Motion** to approve Resolution 2022-05 Declaring Surplus Fire Hose; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

#### **MEMORANDUM OF UNDERSTANDING – DAYTIME WORK HOURS**

There is a need to sign a Memorandum of Understanding (MOU) for the union contract since we are planning to have the new regular daytime employee work Tuesdays thru Fridays, 8:00 a.m. to 6:00 p.m. which deviates from the regular work hours (8 hours) shift currently allowed in the union agreement.

Commissioner Smith making a **Motion** to approve the Chief to sign the MOU changing the daytime work hours; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

## **OPEN PUBLIC MEETINGS DISCUSSION**

A memo came in today from our attorney, Snure Law Office, with updated clarification on the Open Public Meetings Act. Unless you declare an emergency, public meetings must be open to people that want to attend in person, but you can also have an online option for attending the public meeting.

Commissioner Smith wondered if we could use the south-end door into Station 41's training room as the official entry for the public to attend public meetings. It was acknowledged that the south-end steps and doorway would likely need physical improvements for safety. If the south-end entryway could be satisfactorily improved, the Commissioners could take action by a Resolution to designate it as the official public entryway for members of the public wanting to attend public meetings.. The Chief will research what improvements would be needed to the south-end entryway and potential costs to make it a safe entryway. It was felt that improving the south-end entryway and designating it for public entry to public meetings is a long-term issue; there is not a high demand need right now.

Also discussed was the need to comply with ADA requirements where members of the public with a need for accommodation could be provided access thru the Bay or north-end door.

## **BOARD MEMBER ITEMS:**

Commissioner Bordvick announced that the Board would be going into executive session at 4:47 P.M. pursuant to RCW 42.30.110(1)(g) Personnel for approximately 10 minutes to discuss the draft 2022-2024 Collective Bargaining Agreement and the Commissioners expect to take action when they come back into open session.

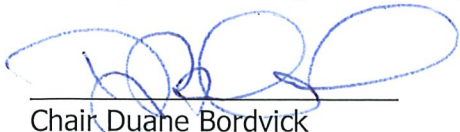
Chair Bordvick adjourned the executive session at 4:59 P.M. into open session.

Commissioner Smith making a **Motion** to approve the 2022-2024 Collective Bargaining Agreement between Lopez Island Fire and EMS and San Juan County Firefighter and Paramedic Association Local 3911; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Chair Bordvick adjourned the Regular Meeting at 5:01 P.M.

## **NEXT MEETING:**

- Regular Meeting – June 21, 2022 at 4:00 P.M.



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Chair Duane Bordvick



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Secretary Kim Herrenkohl