

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
March 15, 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 Steve Greenstein, Hospital District Commissioner who attended by Zoom. Commissioner Doherty arrived at 4:16 p.m.

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 being no changes to the **Agenda**, the agenda was **approved** as presented.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

Steve Greenstein provided a short **Partners Agency Report** from the Hospital District. The University of Washington has selected a new physician for the Lopez Clinic who will be on Lopez Island later this week to meet people at the Lopez Clinic and other organizations.

The Hospital District has completed the focus groups and have a preliminary report which will be discussed at a future meeting. The Hospital District has hired Renee Koplán to be their Superintendent.

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

Commissioner Smith making a **Motion** to approve the **February 15, 2022 Vouchers** for \$24,652.34; and **February 2021 Staff Payroll** for \$42,256.00; 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 of the highlights were:

- The Chief mentioned the current mask requirements. For all patient responses, surgical masks are acceptable if Covid is not suspected or N-95's must be worn if Covid is suspected. Outside of patient situations, the District will still need to decide which specific scenarios warrant wearing masks. The Chief asked the Commissioners their preference at their meetings and the Commissioners were okay with wearing masks for the time being. The State rules still say that the meetings must be ^{offered} by Zoom.
- The call volume is a little bit down. We are refining our tracking numbers to make them as accurate as possible. Sometimes, Dispatch issues both fire and EMS call numbers for one actual incident.
- The Commissioners and Chief discussed how to distinguish between Fire and EMS incidents and the Chief state that if there is a patient it is an EMS call. However, there can be times when it is appropriate to have fire and EMS incident numbers such as if it is a car accident. We have been talking with Dispatch to clarify the type of calls and which incident numbers should be issued.

Commissioner Doherty arrived at 4:16 pm.

- The Chief is happy to report that Lopez is on a downward slope with currently only 2 Covid cases.
- Our CPR/first aid classes and testing are still being handled on a request basis.
- The county-wide radio system is expected to be up in early April as there is only one site on Lummi Island left to build. Then they will run internal tests that we will not hear. We will eventually get our test tones to make sure they work. The fall back procedure is to use our old system.
- The Engine Committee is on-hold while the Chief is waiting for the radios to go live.
- We hope to receive the new ambulance in May but the Chief is still hearing concerns about shipping delays.
- The work on the new Brush Rig will likely be completed in about 3 weeks.
- Medic O'Bryant is working on her firefighter training online. She is hoping to attend the firefighting class in May which is an aggressive schedule. If this is not possible, she will attend in the Fall.
- The Fire academy is doing a live fire this weekend on San Juan Island (SJC). They have a big house to burn and it will be a multi-company training event. Also there is an IOSA class this weekend so some of our firefighters won't be able to attend the live fire event on SJI.
- There was a recent fire drill at the Galley restaurant which offered an unknown facility to train in.
- The EMT Class is complete with 8 students having passed the class, 6 from Lopez Island. The students are in the process of signing up to take the National Registry test. The closest testing site might be in Tukwila but it may also be possible to take the test remotely, with a proctor.

- Medic McDarmont and the Chief have met with Jordan Pollack to develop a training program for the year which would include any high school recruits. A more defined plan will be brought back to the Chief.
- The Chief meet with Clinic personnel and they discussed the flowchart explaining when to call 911 which led to more discussion and clarification about the appropriate time to call 911 to ask for SJCFD#4 support. Run-reviews will be conducted after the fact so that we can improve these interactions.
- The Chief has applied for \$230,000 in apparatus and equipment grant funds from the Ecology Spills grant but they are running behind in processing applications.
- The Chief has ordered the bunker gear for the Firehouse Subs grant and we have received the grant funds but we are anticipating delays in receiving the ordered gear.
- There is no known date for awarding the AFG grants.
- While there are new Department of Natural Resources grant opportunities that will be discussed under New Business, the Chief did put in for the 50% DNR match grant and the equipment has already arrived. This was important because we lost 6 pieces of wildland hose last summer because they were old.
- FEMA's Covid relief program has not given us any recent information about funding our reimbursement request.
- The Safety Committee is in the process of setting up a meeting date.

UNFINISHED BUSINESS

UNION NEGOTIATION - UPDATE

There have been discussions between the Chief, Commissioner Bordvick and Medic Pal and an updated draft of the collective bargaining agreement (CBA) needs to be sent to the other Medics for their review. At a recent meeting, they discussed adding language on bringing experienced personnel into the department. Since we share in the union with Orcas Island and they want this type of language added, we are waiting for their draft.

FULL-TIME EMT/FIREFIGHTER HIRING – UPDATE

The Chief is pulling together the written documents for the interviews and testing including obtaining testing materials from the Medics. The Chief is still looking for a few people to help with the testing and interviewing sessions, including attending the candidate's presentations about smoke detectors on April 2nd.

The Chief asked the Commissioner about scheduling a Special Board meeting, including the Medics, for April 4th to go over the EMT/Firefighter hiring process results. It was agreed to hold a Special Board meeting on April 4, 2022 to begin at 4:30 p.m.

NEW BUSINESS

RESOLUTION 2022-1 DECLARING SURPLUS BUNKER GEAR

The Chief went thru the District's old equipment and put it in boxes. It will be taken to Anacortes, batched with other gear and given away. The Commissioners were glad that someone else will be able to make use of it since it no longer has any financial value to our District.

Commissioner Smith making a **Motion** to approve Resolution 2022-01 Declaring Surplus Bunker Gear; and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

WA DEPARTMENT OF NATURAL RESOURCES GRANT – DISCUSSION & AUTHORIZATION

The grant requires Board recognition that the Chief has the authority to submit Department of Natural Resources (DNR) applications for the two grants. One for Personal Protective Equipment and one for an Operations Grant for \$100,000.

The PPE grant application document has been written but the Operations grant application is still in process.

Commissioner Smith making a **Motion** to approve the applications for the DNR PPE and Operations grants; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

STRATEGIC PLANNING - DISCUSSION

Each year we have a strategic planning meeting which includes 10 to 20 year projections. Last year we focused on equipment but the Chief hopes to focus on facilities this year. The Board, Chief, Medics and representatives from EMS and FF volunteers usually attend the strategic planning session.

It was agreed that we would try to establish a date for the meeting to take place during the week of 23rd - 27th in May. The Chief will to send out dates to the Commissioners to start the process.

BOARD MEMBER ITEMS:


Commissioner Doherty wanted to make sure that the Chief has the opportunity to meet the new Clinic doctor and the Chief stated that it is already scheduled. Commissioner Smith mentioned that she is scheduled to meet with the new Clinic doctor at Hamlet House and Commissioner Doherty can also attend.

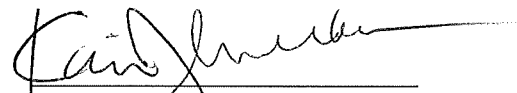
There were comments about general healthcare services on Lopez Island and how to address issues such as providing medical care that is currently unavailable so that people would not need to leave the island to receive needed services. It would take a big conversation with many participants such as the UW Clinic, EMS, Dr. Corsa and others.

Chair Bordvick adjourned the Regular Meeting at 5:11 P.M.;

NEXT MEETING:

- Regular Meeting – April 19, 2022 at 4:00 P.M.


Chair Duane Bordvick


Secretary Kim Herrenkohl