

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
December 15, 2020

Chair Rebecca Smith called the Regular meeting of the Board of Fire Commissioners for SJCFD #4 to order at 4:00 P.M. The remote meeting was held by video through ZOOM conferencing.

Those present were Commissioners Rebecca Smith and Duane Bordvick, Phil Paige, Chief Adam Bigby, Acting Chief Jim Ghiglione, staff Susan Sanchez, guest Steve Greenstein, Lopez Island Hospital Board Commissioner.

Chair Smith requested a modification to the agenda to include under Unfinished Business - Lease Agreement for 189 Hummel Lake Road.

Commissioner Paige asked about a press release announcing our new fire chief in the newspaper and lopezrocks.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

Chair Smith asked for a **motion** to approve the November 17, 2020, Regular Meeting Minutes and the November 8, 9, 10,12, Special Meeting Minutes.

Commissioner Bordvick asked for a correction on the November 8th Special Meeting at Edenwild to include the candidate's wives names that were also in attendance. Michelle French and Rachel ~~Bigby~~ names were added. He then made a **motion** to approve the Regular meeting minutes and Special Meeting minutes as corrected. Commissioner Paige seconded the motion, all approved, motion carried.

Commissioner Paige made a **motion** to approve the November 2020 **vouchers** for \$21,317.99: the November/December 2020 **staff payroll** for \$36,949.25: the November and December 2020 **Commissioner's payroll** for \$2,304.00. Commissioner Bordvick seconded the motion, all approved, motion carried.

REPORTS

The Chief's Report, Fire Suppression, EMS, Revenue/Expense Reports were reviewed. Some of the highlights were:

- Welcoming Adam Bigby as the new Fire Chief.

- The call volume for November/December: 85 fire and 393 EMS, total 478.
- COVID-19: There have been 5260 tested in the County with 69 positive cases with 6 on Lopez Island.
- CPR classes are still being taught online and on San Juan Island.
- The radio system installation will not begin until Spring of 2021.
- The work on Aid 44 is almost complete and should be back on the island on Wednesday, December 23rd. The cost of repairs is around \$11,000.
- FF/P Nicole O'Bryant and Michelle McDarmont were scheduled for Firefighter 1 Certification. The class has been postponed due to Covid. Anticipated reschedule for late Spring or Summer 2021.
- UW requested our help with their staff fit testing of their N95 masks. Tyler Brower will be able to accommodate if they come to Lopez Island.
- The vehicles that were order through the Ecology grant are scheduled to arrive in March 2021.

- LEVY/BOND information – Acting Chief Ghiglione gave a thorough explanation of splitting the 2021 budget into EMS and Fire columns and assigned 50% of administrative costs to both; directly related to EMS or Fire 100%; Personnel costs for EMTs 100% and Fire volunteers 100%; FF/P salary and benefit cost 70% to EMS and 30% to Fire. The spreadsheet and explanation sheet gave detailed possible options for a permanent EMS 50 cent levy with revenue and expenditures. The Commissioners discussed the choices available. Chair Smith noted that May 14th was the filing date for the August ballot. The Commissioners appreciated all the time that Acting Chief Ghiglione invested producing this information.

UNFINISHED BUSINESS

BUDGET ADJUSTMENT WITH RESOLUTION 2020-11- Chair Smith read aloud the Budget Adjustment Resolution 2020-11 regarding the GO Bond Proceeds increasing revenue \$600,00 and decreasing expenses. Commissioner Bordvick made a motion to approve the budget adjustment for \$600,000. Commissioner Paige seconded the motion, all approved, motion carried.

LEASE AGREEMENT – 189 HUMMEL LAKE ROAD – The lease agreement for 189 Hummel Lake Road was presented for discussion. After the Commissioners review, Commissioner Paige made a motion to authorize Acting Fire Chief Ghiglione to sign and have notarized on behalf of the District. Commissioner Bordvick seconded the motion, all approved, motion carried. A copy of the lease agreement would be sent to the Commissioners.

NEW BUSINESS

BOARD OF COMMISSIONER'S SECRETARY POSITION OPENING – The Commissioner decided this position would be advertized on lopezrocks, local newspaper and possibly Daily Dispatch.

BOARD MEMBER ITEMS

Chair Smith asked Steve Greenstein of the Lopez Island Hospital Board if he had anything to report from the Hospital District. He did not at this time.

Chair Smith wanted to recognize Jim Ghiglione for stepping in as Acting Fire Chief to keep the department moving forward during this trying and difficult time. The Commissioners could not thank him enough for him going above and beyond for the Lopez Community.

Chair Smith mentioned the COVID vaccine possibly in Washington State soon and who would be receiving it first. The local retired nurses have organized a drive through at the old preschool building next to the school.

Commissioner Paige asked if anyone had looked into the changes of the Open Meeting Act sent from the Governor's Office starting in January.

EXECUTIVE SESSION

Chair Smith adjourned the regular meeting at 5:3 PM and called for Executive Session under RCW 42.30.110(g) to discuss Personnel for approximately five minutes with possible action.

At 5:35 PM Chair Smith called the Regular Meeting back to order. Commissioner Paige made the **motion** to accept the contract change between Jim Ghiglione and the SCFD#4 to extend it to January 1, 2021. Commissioner Bordvick seconded the motion, all approved, motion carried. Chair Smith stated that accepted the contract.

Regular meeting adjourned at 5:35 PM.



Chair Rebecca Smith



Secretary Susan Sanchez