

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
April 19, 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.

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 are two changes to the agenda in the New Business section which includes adding the review and approval of Resolution 2022-03 Form of Authorizing Resolution and Resolution 2022-04 Form of Reimbursement Resolution for the Local Program Loan agenda item. . Commissioner Bordvick making a **Motion** to approve the agenda as amended and Commissioner Smith making the second. The **Motion Passed** unanimously

It was also noted that the Chief would prefer to discuss the Local Program Loan agenda item before the Ecology Grant agenda item during the New Business section.

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 April 11th special meeting, they discussed the questionnaire and Zoom meeting results with a focus on identifying key topics of discussion for their upcoming strategic planning meeting. Some of the key topics determined included urgent care, primary care, mental health services, housing and pharmacy. The Hospital District discussed how the island's urgent care needs could be a mix of medical service providers, including the EMS District. Sixty-five percent of the respondents said they were very interested in the urgent care topic on Lopez Island.

The Pharmacists have been trying to sell the pharmacy and the Hospital District and Catherine Washburn Medical Association want to support them.

The Hospital District will have more to report over the next few months as they continue to discuss these important issues.

Commissioners asked Mr. Greenstein for more information about the Hospital District's perspective on urgent care. Mr. Greenstein stated that it is questionable to expect that the clinic will be able to provide more urgent services on weekends and after hours with only two main medical personnel which brings the EMS District into the urgent care discussion. The Commissioners mentioned that prior to the University of Washington's involvement in the Lopez Island Clinic, the doctor and nurse practitioner would go into the clinic on weekends and after hours to perform some urgent care services, when they were available.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of March 15, 2022**, with a small amendment and the **Special Meeting Minutes of April 4, 2022** and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **March 15, 2022 Vouchers** for \$36,544.52; **March 29, 2022 Vouchers** for \$76,112.40; **April 12, 2022 Vouchers** for \$20,338.19; and **March 2022 Payroll** for \$43,053.10; 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:

- It has been a little bit slow so far this month with EMS and Fire calls but it is picking up. We are short on EMTs right now with several on vacation which takes a lot of coordination.
- The County's website noted that there are two active covid cases on Lopez and nine in the county as of April 13th. The number of cases is starting to climb. It was noted that some people may not be reporting their positive covid cases to San Juan County. The Chief still requires N95 masks for all patient contacts.
- The County is holding a vaccination clinic on Friday, May 6th.
- Our CPR/first aid classes and testing are still being handled on a request basis.
- The county-wide radio system has been delayed again into May due to equipment needed on Lummi Island which is critical for ensuring consistent communication at the north end of the islands.
- The Engine Committee is on-hold to allow Medic Pal to focus on the programming and set up of the new radios which is a high priority.
- The new ambulance is still slated to be received in May ~~but the Chief~~. The manufacturer put in some cables ^{at no extra cost} which we did not ask for which will allow us to install a more automated gurney lift later, if we decide to go that route.
- The work on the new Brush Rig should be completed next Friday
- We are scheduling the repair work for the insurance claim on ambulance A-41 to take place in June, after we get the new ambulance so we won't have reduced capacity.

- Medic O'Bryant is planning to attend the firefighting class in Texas in the Fall.
- Training is back to in-person with a minimum of double layered cloth masks required.
- The Chief's communications with the Clinic personnel are going well.
- The Department of Ecology has award us a grant of \$67,500 which we will discuss in detail later in the agenda.
- For the Firehouse Subs grant, we have received the money but the equipment won't be delivered until the summer.
- We still have not heard anything on our AFG grant application.
- We have been awarded a phase 2 DNR grant for \$15,519 for the slip in unit and we will first receive 60% of the funding and then 40% when the project has been completed.
- Medic O'Bryant has submitted a grant application to the Lopez Thrift Store from the EMS Association requesting funds to purchase new CPR manikins.
- FEMA's Covid relief program emailed us a recent question which we responded to but we have not heard anything more about our reimbursement request for about \$22,000.
- The Safety Committee has met and they have discussed a few things that they can work on such as improving training to protect our volunteers and apparatus.

UNFINISHED BUSINESS

UNION NEGOTIATION - UPDATE

The union members have been provided with the most recent draft of the collective bargaining agreement but they have not gotten back to the Chief with any comments.

FULL-TIME EMT/FIREFIGHTER HIRING – UPDATE

Dave Rucker has accepted the position and starts next week on April 26th. His prior job provided him with housing and he moved into his own property last weekend.

STRATEGIC PLANNING - DISCUSSION

The Chief asked the Commissioners if Tuesday, May 24th works for them for the strategic planning meeting from approximately 9:00 a.m. to 3:00 p.m. They all agreed with this date. The Board, Chief, Medics and representatives from EMS and FF volunteers usually attend the strategic planning session. The Chief will work with the firefighters and EMT groups to find representatives.

NEW BUSINESS

RESOLUTION 2022-02 AMENDING THE 2022 GENERAL FUND BUDGET FOR BEGINNING AND ENDING CASH

Commissioner Smith making a **Motion** to approve Resolution 2022-02 Amending the 2022 General Fund Budget for Beginning and Ending Cash which adjusted both by \$56,226 for a new beginning cash amount of \$419,421 and a new ending cash amount of \$603,067; and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

LOCAL PROGRAM LOAN APPROVAL & SUBMISSION AND RESOLUTION 2022-03 AND RESOLUTION 2022-04

Secretary Herrenkohl provided a summary of the Washington State Treasurer's Office Local Program loan and process. The District applied to the Local Program for financing of the recently ordered new ambulance and was notified last week that our application had been accepted. We have been working on filling out the many required loan documents, including Resolution 2022-03 Form of Authorizing Resolution, with financing agreement and Resolution 2022-04 Form of Reimbursement Resolution that were handed out to the Commissioners. The Chief, Secretary and Commissioners discussed the drafted Resolutions.

Commissioner Bordvick making a **Motion** to approve Resolution 2022-03 Form of Authorizing Resolution - Authorization for the acquisition of personal property and execution of a financing contract and related documentation relating to the acquisition of said PERSONAL PROPERTY; and with Commissioner Smith making the second. The **Motion Passed** unanimously.

Commissioner Bordvick making a **Motion** to approve Resolution 2022-04 Form of Reimbursement Resolution; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

ECOLOGY GRANT - DISCUSSION

The Chief handed out a double sided document titled New Medic vehicle proposal which outlined our original plan for ordering and paying for a new 2022 Chevy Colorado rig for Medic McDarmont. The document also explained the recent grant award from the Department of Ecology which was different than our grant application for the IOSA funds. Ecology has decided that they will not award any grant funds for the purchase of vehicles but have instead awarded the District \$67,500 to outfit the new medic rig and perform incident command and tracking (ITAC) training. Accordingly, the Chief's plan summarized how the District would accomplish paying for the ordered Chevy Colorado within the District's established overall budget, outfit the Chevy Colorado and Command rig which was purchased with prior Ecology IOSA funds and perform the required training. This plan would allow the District to use the Command truck as the first out for IOSA mobilization and utilize the new Medic rig as a back-

up command unit which is consistent with our current response model.

The New Medic vehicle proposal document also outlined the current and future cash-on-hand anticipated thru the end of June which showed that the District will have sufficient cash to cover its planned expenditures, including the one-time expenses such as the new ambulance and Chevy Colorado until the Local Program loan and Ecology IOSA grant funds are received.

The Commissioners were supportive of the outlined plan for accepting and utilizing the Department of Ecology IOSA grant funds.

WASHINGTON SURVEY & RATINGS REPORT - DISCUSSION

The Chief discussed the recent Washington Survey & Rating Report which had been included in the Commissioner's packets. Page seven of the report lists the percentage of credit (rating) that we received for each evaluation criteria. Our total score was 6.10 and WSRB rounds up so our final Community Protection Class rating was a 7.

The Chief discussed a number of specific criteria and identified which areas could be improved upon for our next survey and rating. He also mentioned some areas that would be more difficult to improve on given specific circumstances such as no centralized island-wide water system which means that some areas will not have hydrants available. The county now has a full-time Fire Marshall which should help us during our next rating.

The Commissioners and Chief discussed the importance of the Washington Survey & Rating process as it directly impacts Lopez Island resident and commercial insurance premiums.

The Chief is optimistic about the ability to improve our rating during the next survey.

BOARD MEMBER ITEMS:

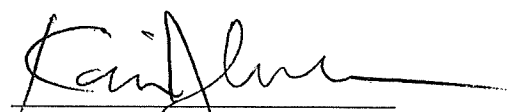
Commissioner Smith asked for feedback on the recent fire in Friday Harbor and the Chief stated that our District sent four people over on the Sheriff's boat which included using our own firefighting equipment but no apparatus. The firefighters were able to make some key fire stops to reduce the damage to the structures.

Chair Bordvick adjourned the Regular Meeting at 5:53 P.M.;

NEXT MEETING:

- Regular Meeting – May 17, 2022 at 4:00 P.M.


Chair Duane Bordvick


Secretary Kim Herrenkohl