

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
May 16, 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 Commissioner Bordvick who participated by Zoom.

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

Guests: Steve Greenstein, Hospital District Commissioner and Greg Sawyer, San Juan County Facilities Director.

There was no change to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

There were two Partner Agency Reports presentations.

Hospital District Board Member Steve Greenstein stated that they are working towards putting a levy lift measure on the November 2023 ballot. He stated that the Hospital District definitely needs a levy lift and they are discussing a multi-year lift that would automatically reset each year. The Hospital District is monitoring to determine if other organizations are planning to ask voters for a levy lift this Summer or Fall.

The Hospital District was recently presented with a new budget from the University of Washington (UW) which went from the current \$790,000 budget up to about \$1 million. One of the primary drivers of the increased budget was transition and hiring costs for the new doctor last year. The regular 1% annual levy increase does not keep up with normal and/or unique situation costs.

Some Lopez citizens made a number of statements and raised concerns to the Hospital District in a letter at a recent meeting. The Hospital District is responding to their questions and concerns and has asked some follow up questions.

Commissioner Doherty asked if there will only be one provider at the Lopez UW Clinic all summer and Mr. Greenstein stated that he believes that UW will use locum physicians.

Commissioner Doherty asked if the Hospital District has thought about having support for housing and Mr. Greenstein said that they have considered this. He also stated that UW is operating as a non-profit organization and the Hospital District fills in the gap which means that the Hospital District pays the shortfall to UW if their costs are greater than their revenues.

The Commissioners asked about whether or not Dr. Dougan had found new housing since she was notified that she would need to leave her current rental. Mr. Greenstein replied that there are a couple of places that she is looking at.

Commissioner Bordvick asked if there was anything new to report on the UW's negotiations with Premera and Mr. Greenstein replied that there was nothing new.

The Chief introduced Greg Sawyer, San Juan County (SJC) Facilities Director to the Commissioners and stated that he wanted to meet them and have a discussion about San Juan County's facility and space needs on Lopez Island. Mr. Sawyer thanked the Fire District for the relationship that we have had over the years with the downstairs rental by the Sheriff's Office which is also being used by SJC Juvenile Court. He noted that the space had previously been used by the SJC Health Department.

Mr. Sawyer wanted to have a discussion about future options and potential uses of Station 41. Also, he wanted to state that the county would like to coordinate and partner with the Fire District on SJC's Public Works (PW) MacKaye Harbor property's need for an additional water source as it appears that the District would also be interested in water for Station 42. Mr. Sawyer has explored the water at the South-End store and said that it likely would not meet the county or District's needs. The closest water system is at Hunter Bay and he believes that we would need to become a member, that the membership fees are not inexpensive and we would need to construct a one-mile connection pipe. The County is also looking into desalination processes.

Commissioner Smith asked about the well on the property with the house that the county recently bought which is beside their existing PW property. Mr. Sawyer stated that Public Works will need a Group B water system and the existing well would not qualify. If the county and District worked together to bring water from Hunter Bay, it could also help the neighborhood and could be a large increase in revenues to Hunter Bay which might give the county and Fire District some leverage.

The county does not currently have a lot of alternatives for the Sheriff's Office on Lopez Island, especially since there are compliance requirements for specific space needs for holding people. The Sheriff's Office could potentially move into the Fisherman Bay (FB) PW facility that will be vacated but the Transfer Station has expressed interest in using the FB PW yard.

The Chief stated that he will be presenting information to the Commissioners from our Architect which will give us a better idea about if and how we can renovate Station 41 and the timeline but we don't have that information yet. As the Chief had previously stated, the Fire District is open to a month-to-month rental with the Sheriff's Office until we get our project going after our current lease period ends 12/31/23. If the District is interested in a long-term tenant, Mr. Sawyer stated that the Sheriff would be happy to be that tenant.

Mr. Sawyer wants to make sure that the Sheriff's Office is ready to vacate when the Fire District needs them to. The Sheriff is very motivated to make a smart move and would like to stay close to the Village and Fire District. The county owns some property at the north end of the Village that has some wetlands but there could be a small space for a Sheriff's Office.

Commissioner Bordvick added his appreciation to the Sheriff's Office for their rental of the Station 41 downstairs space and he is committed to working together as much as possible.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of April 18, 2023**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **May 16, 2023 Vouchers** for \$181,448.98, which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith asked about the payment to Crown Dodge and the Chief clarified that it is for the chassis only for the Rescue 41 replacement. Also discussed was the need to sometimes break out individual invoices for different BARS or project coding, how the Sheriff's Office calculates the fee they charge for Dispatch services and how the Auditor's Office's payroll and accounts payable processing fees are determined and billed quarterly.

Commissioner Smith making a **Motion** to approve the **April Staff Payroll** for \$48,672.46, which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Doherty asked about the amount of EMS overtime and the Chief explained that he must approve overtime and most of the recent overtime is due to the recently concluded EMT Class. The Chief's Report includes a table showing more details about why the overtime took place.

REPORTS

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

- Our call volume year-to-date is a little down but close to the monthly average.
- The county-wide COVID case number is zero. The State's system is offering less and less information and now that the requirements have been reduced, it is unknown what their data will look like next month.
- CODAN is working on reverb issues today. Medic Pal has been a big asset working on this project and has been making sure that CODAN continues their focus on our needs. The county has not signed off on the project yet. Commissioner Smith stated that one of the Port Commissioners heard that Verizon will be taking down the tower at the Airport but other people have added their equipment to it over the years. The Chief stated that the emergency radios are not on that tower.
- Personnel Matters - EMT Pamela Pauly is now officially retired. EMT Andrew Robin is stepping down as a Lt. due to family issues but will stay on as an EMT. Rob Nou completed his Incident Safety Officer training. Monico Mackinnon EMT was promoted to a Lt. in EMS.
- The new Fire Engine drawings are expected on the 22nd.
- There is nothing new to report on the septic tank project and we are still expecting it to be done in July.
- The EMT class is finished and all three made it through. All three need to do their national registry and one has already passed the exam.
- CWA is still working on the project to widen the approach to the landing pad for ease of loading and patient comfort. Nothing new to report.
- ITAC training is one of the last things that we need to do to finish out the Department of Ecology Grant and it is scheduled for June 3 & 4. Most of the remaining expenses are on the Commissioner's May 16 Claims Payment Request but there will be a few more expenditures to be paid in June.
- There is nothing new to report on the Safer, AFG, BLM or State Homeland Security Program Grants.
- We recently went into the FEMA system and signed their payment authorization form and are waiting to find out how much they will reimburse from our \$22,720 request.
- The Safety committee is between meetings so there is nothing new to report.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

The Chief plans to meet with TCA Architect in anticipation of receiving their Phase 1 report by the 21st. The Commissioners will need to approve moving forward on the Phase 2 part of the planning project. The Chief will send out the Phase 1 report and then we can discuss Phase 2.

STATION 41 – SIGN DISCUSSION

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

NEWSLETTER DISCUSSION

The Chief has been primarily focused on the upcoming Strategic Planning meeting so there is nothing new to report on the newsletter at this meeting.

STRATEGIC PLANNING DISCUSSION

The Chief will send out the agenda in advance of the meeting so that everyone can prepare their thoughts. The meeting is scheduled to start at 10:00 a.m., Wednesday May 24th. We sent out the menu for the working lunch portion of the meeting so we can pre-order and streamline the lunch. The volunteers participating in the meeting will be JK Honeywell for Fire, Megan Crandell for EMTs and Monte Midkiff for Logistics. Medic O’Bryant will likely not be able to attend as she won’t be back on island in time.

Commissioner Bordvick asked how the Tour de Lopez Bike event went. The Chief stated that there was only one EMS incident and it was a pedestrian with a foot injury.

NEW BUSINESS

DISTRICT CONFIDENTIALITY AGREEMENT

The Chief had talked with our attorney, Brian Snure about having a confidentiality agreement for the Sheriff’s Deputy, who is also a volunteer for us, to sign and Snure wrote up the form in the Commissioner’s meeting packet. Subsequently, the Chief thought that everyone should sign it because of HIPAA requirements.

The District already has the Customer/Patient Privacy Policy (ADM-60) in effect and this new Confidentiality Agreement will be added as an appendix to the existing policy.

Commissioner Smith making a **Motion** to approve the Confidentiality Agreement as an appendix to ADM-60, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

CUSTOMER/PATIENT PRIVACY POLICY (ADM-60) AND INTERAGENCY WILDLAND TEAM RESPONSE (OPS-16) AND IOSA OPERATIONS INTEGRATION (OPS-17) PROCEDURES – DISCUSSION & APPROVALS

After a recent training, the Chief drafted new OPS-16 & OPS-17 procedures which were provided in the Commissioner’s meeting packet.

Commissioner Smith making a **Motion** to approve the Interagency Wildland Team Response (OPS-16) and IOSA Operations Integration (OPS-17) Procedures, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Prior section discusses change to the Customer/Patient Privacy Policy (ADM-60).

PERSONNEL ACTION FORM

A Personnel Action Form for Amie Stevens, new volunteer Firefighter, was provided to the Commissioners for their information and Commissioner Bordvick and Chief’s signatures.

BOARD MEMBER ITEMS:

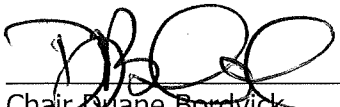
There were no Board member items.

There was no executive session.

Chair Bordvick adjourned the Regular Meeting at 5:03 P.M.

NEXT MEETINGS:

- Special Meeting – May 24, 2023 at 10:00 a.m.
- Regular Meeting – June 20, 2023 at 4:00 P.M.


Chair Duane Bordvick


Secretary Kim Herrenkohl