

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
June 21, 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 who attended by Zoom. Commissioner Smith arrived at 4:06 P.M. due to road work.

Those participating were Commissioners Duane Bordvick, Rebecca Smith and Cathy Doherty, Chief Adam Bigby, Medic Michelle McDarmont, EMT/FF Dave Rucker and Secretary Kim Herrenkohl.

Guests: Steve Greenstein, Hospital District Commissioner.

There were no changes to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

In Mr. Greenstein's **Partners Agency Report** from the Hospital District, he informed us that they recently finished their strategic plan which will guide them over the next 5 years and will be shared at their monthly meeting to be held tomorrow. Also, he stated that they continue to participate in discussions with the Catherine Washburn Medical Association which has included talks with an outside entity about potentially purchasing the Pharmacy on Lopez.

Dr. Dougan, the new physician at the Lopez Island Medical Clinic, is doing well and the question was raised about whether or not she has been able to find permanent housing on Lopez. Mr. Greenstein stated that she found a temporary residence until the Fall but is not aware of any update on more permanent housing.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of May 17, 2022**, with Commissioner Doherty making the second. The **Motion Passed** unanimously. The review and approval of the Special Meeting Minutes of May 24, 2022 was postponed until the next Board meeting.

Commissioner Smith making a **Motion** to approve the **May 17, 2022 Vouchers** for \$356,332.74; and **June 14, 2022 Vouchers** for \$28,027.88; which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **May 2022 Staff Payroll** for \$47,384.48; 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:

- The Chief introduced the District's new full-time Firefighter/EMT David Rucker to the Commissioners. Dave has been an EMT at the District for the past 10 years and has been very busy with trainings for HazMat and Fire certifications.
- The District's call volumes are up overall but the fire numbers are down. The run times are included in the Chief's Report.
- The County's website listed 4 active cases of covid on Lopez as of last week. There were continued discussion about potential under reporting and also about covid positive people that do not test positive for an extended period of time or are non-symptomatic.
- We are continuing with online First Aid and CPR classes where they come in for in-person testing. We made an exception for the school.
- The implementation of the new county-wide radio system took place and several new communication holes were identified. We are continuing to work with County Emergency Management to triage and find ways to fix them. But overall, it has provided a huge improvement to our ability to communicate. The day before implementation, we were asked to do our own testing. Logistics quickly responded to assist with this unplanned request.
- We are doing a FIREWISE emphasis on July 13 – 15th to help community members by evaluating the fire readiness of their properties. We are bringing Jordan Pollack in to assist with this since he is very experienced and several Wildland volunteers might want to participate. It has been advertised on LopezRocks and the District's website. Kim will put up posters on bulletin boards.
- Commissioner Bordvick asked is we have a list of people that would like to be notified every time the District wants to get information out. Commissioner Smith said that she thinks that if we had a reader board out front at Station 41, it would be a good idea.
- There is nothing new to report from the Engine committee while we are finishing other projects.
- The new ambulance is here and is second out since we are still needing some electronic parts. Equipment was switched over from the older ambulance last week. Everyone that has seen the new ambulance seems to be happy with it.
- The existing A-41 ambulance was taken over to the mainland for work. We are not sure when we will get it back since they are still trying to determine everything that needs to be fixed.
- Rescue 41 is at Motor Trucks on the mainland and the Chief is waiting for information which is taking longer than anticipated.

- The Chief is in the process of scheduling pump testing on our trucks.
- We continue to require that everyone wear a minimum of double layered cloth masks for all indoor training.
- Medic O'Bryant is still on hold for her firefighter training in Texas which is anticipated in the Fall.
- There will be EVIP (driving) training for all new EMTs and other volunteers that want to be trained to drive other rigs. The class is 6 to 8 hours on Saturday, June 25th.
- Medic McDarmont is organizing a Fire Academy for mid-September.
- We are looking at holding another EMT class early next year which will not be as much work for Medic O'Bryant since she is now certified.
- The Chief meet with Lopez Clinic personnel on June 6th and a clinic medical person stated that she will be available by phone on 4th of July.
- We have ordered some equipment on the Ecology Grant but no large dollar items yet.
- We will need to submit an extension for the Fire House Subs grant since the ordered bunker gear will not arrive before the end of June.
- We have still not heard anything on our two AFG grant applications, one for Bunker gear and one for a water tender.
- We did not receive the operations or PPE DNR grants. However, for the DNR slip-in unit grant, we received the invoice which we will pay to close out the grant.
- There is nothing new to report on our FEMA 2021 grant reimbursement request for just over \$22,000.
- The Chief is still working on refining the plans for the 4th of July preparations. Commissioner Smith asked about whether we still plan to put out "No Parking" and "No Fireworks" signs and Chief said yes.
- Medic O'Bryant received a Thrift Store grant which will be discussed by the Medics and EMTS tonight.
- There is nothing new to report from the Safety Committee.

UNFINISHED BUSINESS

STRATEGIC PLANNING - DISCUSSION

Draft minutes were handed out at the meeting and we will also circulate them to everyone that was at the strategic planning meeting for their review. We will submit an updated draft to the Board of Commissioners for approval at their next meeting.

As a follow up to the strategic planning meeting discussions, we talked about having access to water for Station 42 and the Chief stated that one of our volunteer's parents owns property nearby and there is a high likelihood that the District could hook-up. At Station 44, since we are a government, it looks like we would be allowed to hook-up to the sewer district.

There was a discussion about publishing a District newsletter and the Chief will check with the group that publishes *HealthMatters* to determine how much it costs and which vendor they use.

Commissioner Smith reflected that she heard the message that there is a need for more space which brought up the topic of the District's downstairs rental at Station 41. While there is the need to develop more defined plans, we also acknowledged the need to give our tenants reasonable notice if we don't plan on renewing their lease. At least a one-year notice was mentioned.

There was a question about whether or not the District is at the point where it needs to hire a consultant to help evaluate its needs and space. Or if anyone can recall if a similar assessment had been done within the past 10 years? No one was aware of any prior assessment. It was stated that it sounded like it would require a specialized architect for this type of an assessment. The Chief said that we may need to have a special meeting to discuss Station 41.

Medic McDarmont mentioned that the supply room is very crowded and we briefly discussed doing a temporary fix versus looking at a more longer term plan.

LOCAL PROGRAM LOAN - DISCUSSION

We were informed that the Local Program Loan proceeds will be distributed on June 28th which will replenish the funds used to pay for the ambulance. The fixed interest rate on our loan is 2.21% for the 5-year term.

NEW BUSINESS

SUMMER HIRE – EMT - DISCUSSION

The Chief met with the Lieutenants and Captains to see how to approach the summer EMT scheduling. While the new Firefighter/EMT, David Rucker is filling a large time period with his shifts, there are still three days each week that he does not work. For the summer, the Chief proposed either 10 or 12-hours shifts, reached out internally and outside the department and determined that there was interest in working the proposed day shifts when Dave Rucker is not scheduled to work.

The Chief provided the Commissioners with paperwork showing the cost implications and stated that we have unspent budget allocated for Fire Training Consulting in the current budget. The Chief asked whether or not the Commissioners are interested in pursuing this further.

The Chief explained how these day shifts would work and that this program is meant to help relieve pressure when EMTs are working during the day and to cover for EMTs that are on vacation during the summer.

Commissioner Smith thought that this program was a good idea and something similar was used last summer which helped. In addition, they can perform other tasks during their shifts. Both Commissioner Smith and the Chief felt that 10-hour shifts would be good and it would help people that need to catch ferries. They discussed that this program was not intended to take calls away from the new or existing EMTs and acknowledged that some internal EMTs might sign up for shifts. It was stated that all EMTs are covered under L&I, etc.

The Commissioners stated their agreement for the Chief to move forward with the Summertime EMT hiring program.

2023 BUDGET CALENDAR - DISCUSSION

A budget calendar was handed out which listed steps and timelines. No one had any comments or questions.

SIDE ENTRANCE (WALKWAY) INTO STATION 41 MEETING ROOM - DISCUSSION

At the last Board meeting, changes to the Open Public Meetings act were discussed which led to renewed discussion about designating a new entrance and exit to the training room used to hold Board meetings. It was stated that the existing stairs have safety concerns and are not ADA compliant. Also, lighting would need to be improved which could be a challenge due to the limited number of electricians on island.

Since the last meeting, the Chief was only able to obtain one construction estimate. Based on this estimate, the work would be below the bid requirements so we could look for vendors on the small works roster. It was agreed that the Chief would solicit additional quotes for this project.

The Chief mentioned that this project is not budgeted for 2022 so it would require a supplemental budget.

SEPTIC DESIGN AGREEMENT - DISCUSSION

A septic design is a budgeted project and has been needed to be done for a while. The Chief met with Fisherman Bay Sewer District personnel and Wayne Haefele who is a contractor that has been doing work with the Sewer District. The Chief asked the Commissioners for approval to enter into a legal contract with Wayne Haefele to do the needed septic design work at Station 41.

A local vendor, Bill Kim, does septic installations on island and is also using Wayne Haefele to do the designs on his projects.

Commissioner Smith making a **Motion** to approve the Chief to enter into a Consulting Agreement with Wayne Haefele to perform a septic design, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Chief had one additional topic for discussion with the Board today. With Juneteenth now a new federal holiday, the Chief asked if this is a holiday that should be added to the list of approved District holidays. The Commissioners agreed that it should be added to the list of federal holidays that the District observes.


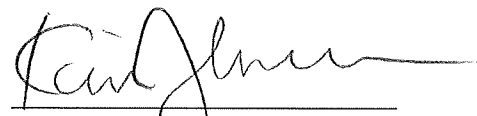
BOARD MEMBER ITEMS:

There were no additional board items.

Chair Bordvick adjourned the Regular Meeting at 5.24 P.M.

NEXT MEETING:

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


Chair Duane Bordvick
Secretary Kim Herrenkohl