

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
January 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.

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

Guests: Steve Greenstein, Hospital District Commissioner.

There was no change to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

Hospital District Board Member Steve Greenstein reported that their last meeting was over a month ago. They are still looking to appoint someone to replace a recently departed Board member to fulfill their unexpired term.

Regarding a new pharmacist, there is the potential that a soon to-be Pharmacy School graduate will be coming on island for a visit and Total Dose wants her to work under their Friday Harbor Pharmacist and the Lopez Island Pharmacists. Her graduation might not be until June however, one of the Lopez Island Pharmacists has stated that he will stay on and help train a new Pharmacist. Of course, any new Pharmacist would need to find a place to live on Lopez Island.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of December 20, 2022**, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **December 30, 2022 Vouchers** for \$14,577.32; 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 **December Staff & Commissioners Payroll** for \$52,154.86; which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

There was a brief discussion about the high cost of firefighter boots.

REPORTS

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

- We ended the year with EMS calls totaling 4% over last year. We had carefully analyzed fire calls throughout the year and took out 35-40 fire calls that were really just Rescue calls but had gotten separate fire incident numbers. Our run times were within the 80% NFPA which is good since we have to run to both ends of the island. Rescue unit response was good and the Chief is going to work with firefighters to get an engine on scene. Survey & Ratings uses the number of responders at each incident more so than response time.
- According to the San Juan County Covid numbers, only 43.9% of county residents have gotten the bivalent booster which seems low.
- The Chief met with a representative from the company that bought CODAN and he noted that this new company has a background working with emergency service operations. They are working on identified issues. Codan and the County will need to discuss any additional costs for unanticipated items that had not been considered or known about when the contract was first created. Chief Bigby and the other Chiefs want to keep an eye on the expenditure of these dedicated sales tax revenues.
- Two companies put forward late fire engine proposals and wanted the committee to look at them. The Chief and other committee members will go off island to visit locations that have the fire engines that the committee is evaluating.
- The new sewer tanks for Station 41 have still not arrived.
- The EMT class is underway with 4 students.
- There is nothing to report regarding the Lopez Island Medical clinic.
- We are still waiting for radios for Medic McDarmont's new Medic rig. The latest estimate is March and we have been billed for the work that they have performed so far. Medic O'Bryant's rig needs repair from being hit by a deer and Medic McDarmont's old rig is waiting for the demolition training exercise.
- The Chief found out that our AFG grant did not make it past phase 1 due to the average age of our apparatus which is a consideration. The Chief would like to apply again if it is agreeable to the Commissioners since we will get some points for having previously applied and been turned down. Also, we were turned down for funding for bunker gear because we had recently purchased some. The Chief would like to go after funding for extrication gear, especially cordless equipment. The Commissioners were okay with this. The Chief asked the Commissioners about the SAFER grant for personnel where last year the Commissioners asked the Chief to put attention elsewhere. The Commissioners stated that they did not want to go forward with that.
- PPE is still required.
- We reached out to the Military Department about our second reimbursement request for the FEMA COVID-19 grant and were told that since we had included expenditures for "standby pay" which is not normal for us that FEMA did not want to pay even though the standby pay was directly related to our response to covid. We asked the Military Department to keep pushing FEMA to re-consider their decision.
- The Safety Committee has not met since the last Board meeting.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

The Chief talked to the Sheriff Sgt. downstairs who said that the newly elected Sheriff is motivated to find a new place for their office on Lopez Island.

The Chief found the Deeds that we needed for Station 41 and 42's property surveys. The Deed for Station 42 was on the same Deed as for Station 43. The Chief sent the Deeds to San Juan Surveying. After the surveys have been completed and signed, they will be sent to the Architect.

WEBSITE DEVELOPMENT PRESENTATION

The presentation from the developer was postponed. The Chief stated that we are purchasing the lopezfire domain. The developer showed the chief the website and he stated that it looks good.

FIRE CHIEF'S ANNUAL REVIEW

The Chief's evaluation will be discussed in Executive Session later in the meeting.

HUMMEL LAKE PROPERTY - LEASE

The Commissioners approved a new lease between the District and the Chief and his wife at last month's meeting and a copy of the lease was provided in this month's packet. The Lease needs to be signed by the Chair and Chief Bigby and his wife at a notary.

Smith commented that she was happy to see that the Ambulance Fee revenues on the year-end Revenue report were higher than budgeted. The budget was \$75,000 and actual total receipts were \$88,481 with \$12,000 received in December.

NEW BUSINESS

LIFPAK 15 DISCUSSION

We discussed the LifePak issue at the 2022 Strategic Planning meeting. In addition to the materials included in the Board packet sent to the Commissions, the Chief handed out another page with financial information comparing the cost of new and certified pre-owned (CPO) units. There was a recent EMS incident and the LifePak malfunctioned. While it did not affect the patient outcome, it was making noises.

Several years ago, Stryker sold us several LifePak units and then stopped selling these specific units within a few months. We later discovered that these units contain a specific metal that makes them unsellable in Europe so Stryker stopped selling them. Stryker had not told us at the time of our purchase that they were discontinuing the sale of these units and they now know that we are not happy with them so they are trying to work with us.

The Chief highlighted the original quote, the negotiated price which is around \$53,000 for 2 units and the information about certified pre-owned units which includes a program where you can automatically get new units when a unit fails if you pay for the annual maintenance plan. The Chief wants to get to a point where we are buying new one unit each year so we don't have a huge outlay of money for numerous units at once.

There are two CPO units on reserve for us. We will not send our units back until we get the new units. Our old ones have some remaining value which we could use as trade-in if we buy Stryker products in the future.

Each CPO unit costs \$19,750. We recently sold an ambulance and truck and received a \$15,000 donation which would cover most of the cost of two CPO units. These are the same type of units we currently have so people will know how to use them.

The Chief is asking the Commissioners to buy two CPO units and utilize these surplus sale and donated funds since this was not budgeted purchase for 2023. The Chief said that Plan B would be to buy one this year and budget to buy another one next year. Our current unit is not considered "failed" but its reliability is a cause for some concern.

Commissioner Smith making a **Motion** to purchase two CPO LifePak 15 units as amended, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

The Chief will let the donor know that we will be using their donated funds for this EMS purpose which was the designation of their donation.

STATION 41 – SIGN DISCUSSION

The Board packet sent to the Commissions included picture drawings of the proposed sign design by Meyer Sign and permit which has been submitted. The Commissioners were asked for their opinions on the sign design. They discussed the materials and that it should also include our website and phone number. The Chief would like to hire locally for the bottom monument portion of the sign and a group will get together to discuss how it should look. The Chief will also install solar LED lighting that points up to the sign which will not require any wiring.

The Chief asked the Commissioners to let him know if they had any other suggestions.

BOARD MEMBER ITEMS:

There were no Board member items.

Commissioner Bordvick announced that the Board would be going into executive session at 4:57 P.M. pursuant to RCW 42.30.110(1)(g) Personnel for approximately 20 minutes to discuss the Fire Chief's performance evaluation.

Chair Bordvick adjourned the executive session at 5:12 P.M. into open session.

Chair Bordvick adjourned the Regular Meeting at 5:15 P.M.

NEXT MEETING:

- Regular Meeting – February 21, 2023 at 4:00 P.M.


Chair Duane Bordvick


Secretary Kim Herrenkohl