

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
August 16, 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 with an open Zoom meeting available for public access but there were no Zoom participants.

Those participating were Commissioners Duane Bordvick, Rebecca Smith and Cathy Doherty, Chief Adam Bigby, 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**.

Steve Greenstein, Hospital District Board Member, stated that the only item being worked on by the Hospital District is the Lopez Island Pharmacy. Since the last report, the company from Oklahoma that has expressed interest in buying the Lopez Island Pharmacy came forward with a new proposal asking for support money up-front, help with the monthly rent and continued financial support to help ensure that they are financially viable long-term. It was stated that the Hospital District can afford to provide some one-time money up-front but not on an ongoing basis. Similar to their assistance they provided for the Lopez physical therapy program. The Hospital District went back to the interested potential buyer with a counter-offer of support money up-front from the Hospital District and rent assistance from the Catherine Washburn Medical Association. The Oklahoma company is still in the process of considering the counter-offer and there has been no updates over the past two weeks. Mr. Greenstein mentioned that the Hospital District had also talked with a pharmacy in Skagit County and that the District could revisit discussions if no agreement is reached with the Oklahoma company.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of July 19, 2022**, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Bordvick asked for clarification that he had asked that a letter be written to Sheriff Krebs as a notification of the District's plans to renovate the downstairs space at Station 41 which would affect the Sheriff's Office rental of that space. The Chief stated that he was working on a letter to Sheriff Krebs and would let Commissioner Bordvick review it before it is sent out.

Commissioner Doherty making a **Motion** to approve the **Special Meeting Minutes of August 2, 2022**, with Commissioner Smith making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **July 26, 2022 Vouchers** for \$32,628.63, and **July 2022 Staff Payroll** for \$49,699.30 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:

- The District had a busy month. Commissioner Bordvick asked whether EMS numbers are expected to continue to go up and the Chief said he thought so. The Chief explained our continual review of fire calls to make sure we are only counting true fire incidents.
- According to the San Juan County Health Department's web site, there are 19 active covid cases in the county with zero on Lopez Island, however we know people on Lopez that have tested positive. The Health Department is only tracking PCR cases reported by healthcare providers.
- We are continuing with online First Aid and CPR classes where the participant then come in for in-person testing.
- The Codan radio system is still being refined and the communications have improved. Medic Pal has been working on issues with Codan. Also, some user training is needed with new radios as volunteers need to turn off their pagers before they pick up the radio in the rigs.
- The Engine committee will be starting back up.
- We hope to get the 2015 RAM ambulance back from the mainland within a few weeks.
- The Chief is working on scheduling this year's pump testing.
- Medic O'Bryant is working on fulfilling pre-requisites and is still planning on attending Firefighter training in the Fall.
- We are moving forward with a Firefighter Academy and are planning to do the drivers training during the second week of September. However, we need at least 4 applicants to run the Academy and while enough people have stated that they are interested, we don't yet have enough applications.
- We are still planning on holding another EMT class at the beginning of 2023.
- The Chief will be scheduling a meeting with the Lopez Clinic for our regular discussions.
- The new Medic rig is still on the mainland and is getting decals applied. We are still waiting for the extend-o bed and some other items which may be delayed so we may not actually receive the rig until October or November.
- We have not heard anything yet on our AFG application but the Chief has heard that there was a low number of submitted applications which may improve our odds of being awarded.
- The Chief has requested the final reimbursement for the DNR, Phase 2 grant.

- The Department of Ecology has just opened up a grant for electric fire engines. They sent out some preliminary information which might require OPALCO's input and may require that a power station be installed if we buy an electric fire engine. The total grant amount for Washington State is \$5 million and one qualification for the grant is that the Fire District would be replacing an engine 2007 or older. The grant opens on October 15th so the awards would likely be made in 2023. Electric fire engines usually cost around \$900,000 which is \$300K more than a normal engine.
- Our EMS response and preparation processes have not changed.
- We have not heard anything new from FEMA and are still waiting for our final grant reimbursement.
- The Safety Committee is still waiting to hold their next meeting.
- The District is still within our overtime budget.

Commissioner Smith commented about a new airlift vendor, Life Flight and the Chief explained that they used to operate primarily down south but are now working up north. The Medics are working with Dispatch to make sure that they are checking the availability of all three airlift options.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

For the planned work on the walkway and ramp which will provide a public entrance at the south-end side of Station 41 into the Training/Meeting room, the Chief and Commissioners discussed the three proposals from Salish Property Services, Thorp Works, and Welker Construction.

It was noted that Thorp Works submitted the lowest proposal, discussed ADA issues during the site visit with the Chief, has recently done work at the Fire Station and has a history of trying to keep his costs low for the community. Salish Property Services (SPS) is the second lowest proposal which is \$7,500 more than Thorp Works and SPS also provided a building materials quote. Welker Construction was a slightly higher proposal and is known to one of the Commissioners to provide good construction services and is knowledgeable about ADA requirements.

The Chief mentioned that this is not a budgeted project so the Chief will need direction from the Board and possibly a budget amendment. Since we received the proposals over the past month and a half, we would need to fit into the selected contractor's project schedule. The Commissioners commented that the \$7,000 savings can't be ignored.

Commissioner Smith making a **Motion** to approve the Thorp Works' proposal for the walkway and landing work at Station 41 for \$15,162, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

The Chief brought the Commissioners up-to-date on the larger Station 41 project which was initiated by the May 24, 2022 and August 2, 2022 Special Board of Commissioner Meetings. The Chief mentioned that he had talked to an Architect firm which stated that for an approximate fee of \$10,000 to \$15,000, they will visit Station 41, go over our preliminary plan, meet with District people, look at the square footage, research planning and zoning rules and come up with a plan on how to move forward. The Chief reminded everyone that we have three sets of building plans for Station 41. Once we call the Architect and ask them to move forward, they could come out within a few weeks. The Chief would ask the Architect how many people he would want to meet with and we would schedule the meetings with Commissioners, volunteers, and/or staff when we have the Architect's timeframe.

The Commissioners agreed that the Chief should move forward with hiring the Architect firm for the Station 41 project.

2023 BUDGET CALENDAR - DISCUSSION

The Chief discussed the 1st Draft Revenue and Expenditure Budget documents dated 8/11/22 which had been included in the Board packet to the Commissioners. Highlighted was the higher than expected increases in the insurance premium by Enduris and with a plan year that splits 2022 and 2023, the 2022 expenditures will be higher than budgeted. The Commissioners discussed insurance options including pricing out the different coverage types separately and Commissioner Smith remembered that a former Commissioner who specialized in insurance stated that you usually end up paying the same total amount. Commissioner Bordvick requested that the Chief ask Endurance for their projection on insurance costs for the future.

Ambulance fee revenues were discussed as well as what types of items would be recorded into the Small and Attractive Assets BARS.

The Chief reiterated that this is the first draft of the 2023 budget and he will be refining the budget and noting when he makes significant changes to future versions.

The 2023 Budget Calendar was also provided in the Board packet.

NEW BUSINESS

There were no new business items to discuss.

BOARD MEMBER ITEMS:

There were no board member items.

Commissioner Bordvick announced that the Board would be going into executive session at 4:50 P.M. pursuant to RCW 42.30.110(1)(g) Personnel for approximately 5 minutes to discuss a personnel matter and the Commissioners did not expect to take action when they come back into open session.

Chair Bordvick adjourned the executive session at 5:03 P.M. into open session.

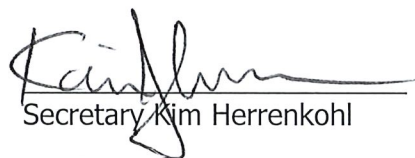
Chair Bordvick adjourned the Regular Meeting at 5:05 P.M.

NEXT MEETING:

- Regular Meeting – September 20, 2022 at 4:00 P.M.



Chair Duane Bordvick



Secretary Kim Herrenkohl