

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**February 20, 2024**

Chair 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 and no attendees participating by Zoom.

Those present were Commissioners Duane Bordvick and Rebecca Smith, Chief Adam Bigby, and Board Secretary Summer Hagge.

Guests: Steve Greenstein, Hospital District Commissioner, was present in person.

There were no changes to the agenda.

**PROCEDURAL ITEMS**

There was no **Public Input**.

There was no **Correspondence**.

There was one Partner Agency Report from Hospital District Board Member Steve Greenstein. The report included details of the last month. Greenstein discussed the subcommittee for the Lopez Concerned Citizens. The relationship with Island Health was discussed, but things are on hold as of now from their end. Greenstein clarified that there are three providers now at the UW Lopez Clinic; a PA, a Nurse Practitioner, and a Doctor. The possible Pediatrician was discussed, there is a proposal that he would come to Lopez one day every two weeks. This is still under discussion. No new news on the Pharmacy.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of January 16, 2024**, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Bordvick making a **Motion** to approve the **January 30<sup>th</sup> 2024 Vouchers** for \$24,006.58 & **February 6<sup>th</sup> 2024 Vouchers** for \$11,036.81 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Smith making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **January Staff Payroll** for \$58,854.18 and **January 24, 2024 Investment Transfer** of \$200,000.00 which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick the second. The **Motion Passed** unanimously.

**REPORTS**

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

**Northwest region Covid info WA. State data as of 02/05/24**

- Current positive cases Northwest region: 42.2 per 100,000 population

### **COMMUNITY**

1. RADIO SYSTEM: After some prompting from Caleb Pal and the Chief, Codan has come out to the island to research some of the ongoing and new problems – including cable damage.
2. The Chief has been attending the Lopez Youth Prevention Priorities Work Group put on by the Family Resource Center. They are meeting again March 14<sup>th</sup>. The Family Resource Center is sponsoring 5 new Spanish-speaking CPR Instructors.
3. The Chief is working with the DNR on a county wide wildfire neighbors initiative that could bring state resources to the island for wildfire property hardening.

### **PERSONELL**

1. The District has one EMT who has taken medical leave and Paul Porath has taken an extended leave which will be accepted as a resignation. This brings the count down to 8 EMT volunteers. The Chief has reached out to the Firefighter Crew to see if any volunteers will be Qualified Drivers for EMS calls. So far, there have been 3 positive responses, but the Chief would like to have 6 before the initiative is put into action.
2. Ingrid Stuver is attending the Saturday practical classes on San Juan in the hopes of preparing for testing to operate in San Juan County.

### **APPARATUS/EQUIPMENT/STATIONS**

1. The District has met and made the final change orders for the engine build. The change orders are being finalized for engineering and signatures.
2. The R-41 project is moving along, The Chief went down on February 15<sup>th</sup> to discuss some of the final designs for the build.
3. Engine 42 was taken in for some leak repairs and was found to have some pump problems that have required a major pump rebuild. This was not in the plans or budgeted for but will give the engine new life and is much less expensive than trying to find a used apparatus to replace it.
4. The Department's SCBA bottles are not able to be refilled at the moment, due to an issue with the compressor. Because of this, Sea Western needs to do a 1,000 hour rebuild. There are still 4 more weeks until they can do this, so the District has been taking the bottles off - island to get filled.

### **Fire & EMS Training**

1. The Chief has received positive feedback from TJ at San Juan EMS about Autumn Miller and Éowyn Mroczek our two EMT students. Eowyn is potentially dropping out of the program for personal reasons.
2. The fire academy is moving along nicely, the class is working towards live fire in North Bend mid-March.

### **Lopez Clinic**

1. The landing zone upgrades are complete.

### **GRANTS**

#### **1. Ecology Spills Grant:**

The District put in for the high-pressure pumps and bumper turrets for both the rescue rebuild and the upcoming mini pumper build. The selection committee was called out on an oil spill which has delayed the awarding.

#### **2. FEMA COVID Grant:**

The District was awarded another \$2,265.25 in grant funds for administration of the programs.

**3. Firehouse Subs Grant:**

The Chief has put in for a set of extrication equipment.

**4. AFG Grant:**

The District has put in for the AFG Grant for the 4<sup>th</sup> year in a row.

**COVID – 19 Response and Preparation**

1. All EMS dispatch is using the code PPE (Personal Protective Equipment) procedures needed, if the patient is experiencing symptoms related to the Virus. The District has seen an uptick of PPE required calls recently, many are confirmed C-19 cases.

**UNFINISHED BUSINESS**

**FACILITIES - DISCUSSION**

The Chief met with Forest on Friday and discussed the direction they went with the assessment and the direction he would like to go priority-wise. The Bays may end up needing to be separate to lower some of the costs. We also do not need the elevator for Station 41 and can prep Station 42 to have additions such as a bathroom put in later. It was a productive meeting.

**STATE AUDITOR'S OFFICE AUDIT - MANAGEMENT REPRESENTATION LETTER AND EXIT MEETING DISCUSSION**

The Chief, Summer Hagge and Commissioner Bordvick had the Exit Conference with the State Auditor's Office. There were a few recommendations made, all of which the District will follow. The report has been published.

**NEW BUSINESS**

**INTER-LOCAL AGREEMENT FOR COUNTY RESERVE ENGINE**

The Inter-local Agreement for the County Reserve Engine was reviewed.

Commissioner Smith making a **Motion** to approve the Chief to sign the **Inter-local Agreement for the County Reserve Engine** with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

**US DEPARTMENT OF INTERIOR - BLM - ANNUAL REVIEW LETTER**

The US Department Of Interior - BLM - Annual Review Letter was reviewed.

Commissioner Bordvick making a **Motion** to approve the Chief to sign the **US Department Of Interior - BLM - Annual Review Letter** with Commissioner Smith making the second. The **Motion Passed** unanimously.

### **FIREFIGHTER/EMT POSITION #2 - HIRING PROCESS REVIEW AND DISCUSSION**

The Firefighter/EMT Position #2 job description/posting, hiring timeline and testing procedure /timeline were discussed and reviewed.

### **HUMMEL LAKE HOUSE – DISCUSSION**

Plans for the Hummel Lake House after the Chief moves out were discussed. It was planned that before the next meeting, the Chief will find out the rules for dividing the property within the County and what it would take to add a ( possible prefabricated) garage with a mother-in-law apartment above it. Commissioner Smith will contact Housing Lopez and find out what would be required in order to separate the lower part of the land to have it be used for community (perhaps medical-related provider) housing.

### **URGENT CARE COMMUNITY NEEDS – DISCUSSION**

Urgent Care community needs were discussed. It was determined that *Urgent Care* itself needs to be defined specifically when it comes to Lopez Island needs. The Chief has talked with the Union about a potential part-time, fill-in Chief, who would assist the Paramedics/ Fire Captains, manage a group of retired doctors, as well as other things. Dr. Corsa could potentially fill such a position and will be invited to join a special meeting to discuss the opportunity; potentially when he is here for Doctor Day in March.

### **BOARD MEMBER ITEMS:**

None

Commissioner Bordvick adjourned the Regular Meeting at 5:37 PM.

### **NEXT MEETINGS:**

- Regular Meeting – March 19, 2024 at 4:00 P.M.

  
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Chair Duane Bordvick

  
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Secretary Summer Hagge