

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**August 18, 2020**

Chair Rebecca Smith called the Regular Meeting of the Board of Fire Commissioners for SJCFD #4 to order at 4:00 P.M. The meeting was held via ZOOM conference call.

Those present were Commissioners Rebecca Smith, Duane Bordvick, and Phil Paige, Chief Jim Ghiglione, and staff Barbara Christensen.

Guests: Iris Graville and Steve Greenstein, Hospital District Commissioner.

There being no additional agenda items, the **Agenda** was **approved** as presented. **Executive Session was stricken.**

**PROCEDURAL ITEMS**

There was no **Public Input.**

There was no **Correspondence.**

Commissioner Paige has corrections to the July 21<sup>st</sup> minutes on page 3 regarding interviewing Prothman. Corrections are approved. Commissioner Paige made a **Motion** to approve the **Regular Meeting Minutes of July 21, 2020**, with changes and the **Special Meeting of July 30, 2020**, as written. Commissioner Bordvick making the second, All in Favor, **Motion Passed.**

Commissioner Smith inquires about the Dr. Corsa invoice. Chief Ghiglione responds. Coverage will be arranged by Dr. Corso during the 2 months he will gone on active duty. Commissioner Paige inquires about the State Auditor invoice. Chief Ghiglione responds. Commissioner Bordvick inquires about the Enduris invoice. Chief Ghiglione responds. Commissioner Bordvick made a **Motion** to approve the **July 2020 Vouchers** for \$46,114.66 and the **August 2020 Staff Payroll** for \$35,809.12, Commissioner Paige making the second, All in Favor, **Motion Passed.**

**REPORTS**

The Chief's Report, Fire Suppression, EMS, Revenue/Expense Reports were reviewed. Some of the highlights were:

- We are at about the same number of calls as we were last year. This last weekend was busy for both EMS and Fire.

- 14 airlifts last month.
- Medics are looking at offering 1<sup>st</sup> aid/CPR classes online as an alternative because of COVID restrictions.
- EMS and Fire training is occurring.
- We are looking at surplus of 28 breathing apparatuses.
- Ecology spill grant on hold, waiting for new stock of vehicles. We may need to obtain a bridge grant to purchase vehicles, than be reimbursed.
- Medics are off standby.
- PPE supplies are adequate.
- Budget 2021: Chief discusses 2021 budget and schedule. Rough draft has been included in Commissioner packets. Several line items were discussed. Chief Ghiglione provided details of budget justification.

Iris Graville introduces Lopez Island Hospital District Commissioner Steven Greenstein. Steven Greenstein presents a brief description of his personal background. Ms. Graville updates the Commissioners on the Hospital District activities. They are still working on the UW contract renewal and their 2021 budget. Ms. Graville extends appreciation with attending our meetings and having us attend the Hospital District meetings. Their Commissioner meeting is next week. Commissioner Paige, Bordvick and Smith welcome Mr. Greenstein.

## **UNFINISHED BUSINESS**

**EMERGENT CARE DISUSSION:** Nothing further, status quo.

**LEVY DISCUSSION:** No decisions are needed at this time.

**2020 COMMISSIONER/STAFF RETREAT:** No action, COVID delay. Once the County is in phase3 we can get together to review the strategic plan in person.

**CHIEF SEARCH/STRATEGIC PLAN/CONSULTANT INPUT:** The Chief profile has been prepared by Prothman. Commissioners need to review for any changes. Job posting will occur as soon as profile is approved. Commissioner Smith recommends we take action if a house rental becomes available. Chief Ghiglione will let staff and volunteers know to keep on the lookout for any rentals that may become available.

**CORONA VIRUS UPDATE:** 31 positive cases in County.

**Resolution #2020-04 Light Meal Policy:** Commissioner Paige notes Scribner error in policy and recommends approval by Chief for emergent situations. Changes were agreed to by all, Secretary to make corrections. Commissioner Smith completes second reading of Resolution #2020-04. Commissioner Paige made a motion to adopt Resolution with changes made to policy today. Commissioner Bordvick seconded. All in Favor, Motion passed.

**Resolution #2020-05 Personnel Action Request:** Commissioners review Policy. Chief explains reason for policy, due to recent State Audit. Commissioner Smith completes second read of Resolution #2020-05. Commissioner Bordvick made a motion to adopt Resolution #2020-05. Commissioner Paige seconded. All in Favor, Motion passed.

Commissioners review and approve three Personnel Action Request forms for staff. Chair will execute when presented to her.

**NEW BUSINESS: None**

**BOARD MEMBER ITEMS: None**

Chief Ghiglione affirms approval to work from home during his self isolation period.

Chair Smith adjourned the Regular Meeting at 5:30 P.M.

**NEXT MEETING: September 15, 2020 at 4:00 P.M.**

  
Chair Rebecca Smith

  
Secretary Barbara Christensen