

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
May 21, 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.

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

Guests: District employees Caleb Pal (Paramedic/Captain) and Dave Rucker (Fire Fighter/EMT) were present in person.

There were minor changes to the agenda – the *Firefighter/EMT Position #2 - Discussion* remained in Unfinished Business. *Firefighter/EMT Position #2* was also added to New Business, to include to include - *hiring process list certification, candidate review, job offer and reimbursement.*

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

There were no **Partner Agency Reports**.

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

Commissioner Smith making a **Motion** to approve the **April 16th, 2024 Vouchers** for \$25,785.65, **April 30th, 2024 Vouchers** for \$10,709.57, & **May 7th, 2024 Vouchers** for \$41,248.47 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **April Staff Payroll** for \$54,436.69 and **April 26, 2024 Investment Transfer** of \$200,000.00 which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty the second. The **Motion Passed** unanimously.

REPORTS

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

San Juan County Covid info as of 05/08/24

- Current positive cases in the north region: 8.8 per 100,000 population

COMMUNITY

- RADIO SYSTEM: T-Mobile is supposed to be out sometime in May, Codan will have people here to work with them.
- The newsletter is out.
- The Chief attended a community session with Brenden Cowan from County Emergency management on May 15th. It went well and the Chief was able to talk about facility needs and some potential new recruits there.

PERSONELL

- Roni Klompus returned from a leave of absence on May 15th but has stated that they may resign later this year.
- Aimee Stevens and Joel Ray have both resigned.

APPARATUS/EQUIPMENT/STATIONS

- All change orders for the engine have been signed and it is in build mode.
- The R-41 project has been delayed waiting for the pull-out shelf for the back, projected for completion in late-June.
- Simple Green is having some work done that will be included in the grant.

Fire & EMS Training

- The EMT class is complete, Autumn will now need to pass the national registry test and finish some county on boarding items. This could take a couple of months. Ingrid has started her training runs.
- The fire academy has completed, all participants have been issued pagers and are responding.

Lopez Clinic

1. The Chief sent the list of calls from last year that were clinic related and is waiting for the clinic to let him know if they want to go over any of them.

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.

2. FEMA AFG Grant:

The District put in for extra SCBA's, RIT packs, and a water tender.

3. Firehouse Subs Grant:

The District put in for a set of extrication equipment. We were denied in quarter 1 but this was expected as our last grant was awarded within two years, by a couple of days, of our submitting the grant. We will be putting in quarterly until we are awarded.

4. DNR Grant:

We will be getting some more work done on Simple Green, the reimbursement grant has not gone in yet.

Safety Committee

- The Safety committee met and is working on making some improvements.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

Not much to add to this discussion, Forrest is going to meet with San Juan County to discuss the requirements (ADA, etc.) that will need to be met.

FIREFIGHTER/EMT POSITION #2 - DISCUSSION

The Firefighter/EMT Position #2 interviews were done over this past weekend. The testing went very well and we had a lot of support from the Department.

HUMMEL LAKE HOUSE – DISCUSSION

Plans for the Hummel Lake House after the Chief moves out were discussed. The Chief reached out to one on-island and one off-island contractor to see what the costs may look like to add a new building to the property with a 2-car garage on the lower level and upper-level living unit.

URGENT CARE COMMUNITY NEEDS – DISCUSSION

Urgent Care community needs were discussed. The discussion with Dr. Corsa will not happen until July, meanwhile Dr. Corsa is awaiting a rough draft of the contract.

INSURANCE BROKER - DISCUSSION

The Fire Department is still awaiting the Liability Insurance quotes from the Insurance Broker. We should have the quotes for our June Board Meeting.

STRATEGIC PLANNING

2024 Strategic Planning was discussed. The date set during the last meeting - Wednesday May 29, 2024, isn't going to work for two of the commissioners. The new date was set for June 26th, 2024 from 9:30 – 3:30.

OPEN HOUSE – JUNE 2024 - DISCUSSION

The Open House was set for July 11th, 2024 from 4:30 – 6:30.

NEW BUSINESS

FIREFIGHTER/EMT POSITION #2 - HIRING PROCESS LIST CERTIFICATION, CANDIDATE REVIEW, JOB OFFER AND REIMBURSEMENT

The interview scores, resume, cover letters and letters of recommendation of the top 3 candidates were looked at.

Commissioner Smith making a **Motion** to approve the **Hiring List for 2 years**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

The candidate from Orcas island had requested reimbursement of \$417.32 for her stay at The Islander Resort for the interview weekend. The Board decided to reimburse half of the stay, one night for \$208.66.

BOARD MEMBER ITEMS:

None

Commissioner Bordvick announced that the Board would be going into executive session at 5:12 P.M. pursuant to RCW 42.30.110(1)(g) Personnel to conduct an evaluation of the FF/EMT Position 2 interview data and new hire. The executive session will be concluded at 5:35pm and adjourned back into open session.

The Chief's recommendation is to offer Justin Hagge the conditional offer for Firefighter/EMT Position 2.

Commissioner Smith making a **Motion** to approve the **conditional offer of employment to be extended to Justin Hagge**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Bordvick adjourned the Regular Meeting at 5:41 PM.

NEXT MEETINGS:

- Regular Meeting – June 18, 2024 at 4:00 P.M.



Chair Duane Bordvick



Secretary Summer Hagge