

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

There was one Partner Agency Report from Hospital District Board Member Steve Greenstein who stated that there was not much new to report since their next meeting is next week.

The Hospital District is still planning on a November 2023 General Election multi-year levy lift ballot measure. Mr. Greenstein stated that they recently heard from Total Dose the Pharmacist that they had planned to hire who recently graduated has decided against taking over the Lopez Island Pharmacy since it is too much for a new graduate. She will work for Total Dose in Friday Harbor. The current owners of the Lopez Island Pharmacy will likely work through this summer but it is questionable how much longer they will operate the Pharmacy. It is up to Total Dose to keep up their advertisements to find a new pharmacist.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of May 16, 2023**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **May 30, 2023 Vouchers** for \$87,484.21 and **June 13, 2023 Vouchers** for \$32,805.93, which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Doherty had questions about two grant expenditures for the Department of Ecology's IOSA boards and North Regional EMS study Health Media Lab's ethical validation services which the Chief explained.

Commissioner Smith making a **Motion** to approve the **May Staff Payroll** for \$ 57,886.24, 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:

- The District's EMS incident call count is only down by 2 over this time last year. Our incident response times have been good and average under the standard 14 minutes.
- The county appears to be counting Covid deaths differently and our count went up from 3 to 5. Total vaccines given is 42,129.
- The recent temporary fix of the reverb issue with the CODAN system seems to work but we will continue to work out any issues identified.
- Personnel – Audrey Wakefield is stepping down from the Lt. and EMT position(s) to join Logistics and she plans to notify the other EMTs. Andrew Robin is still doing some Lt. duties but there are some that he can't do because of time constraints. Amie Stevens will be a firefighter and will also be an EMT during the Summer Shift program. The Summer Shift program for the days that EMT/FF Rucker does not work is open to all EMTs.
- There is nothing new to report on the septic tank project and we are still expecting it to be done in July.
- We will go over the Station 41 project being worked on by TCA later in the meeting.
- We are still waiting for Caterine Washburn Association (CWW) who is still working on the project to widen the approach to the landing pad for ease of loading and patient comfort. Nothing new to report.
- The Chief recently met with the Clinic and discussed the summer schedule. It was conveyed that Dr. Dougan won't come into the Clinic during off hours for sutures, etc. because UW won't support it and she has license and insurance concerns. The Chief stated that they commented that SJCFD#4 is the Clinic's triage and Chief said that that should not be happening. But they were willing to listen and they said that UW has a triage process. When the District has to do the triage, it impacts our volunteers as it takes them away from their families and jobs which is not good. Provider Murphy is doing Tele-Medicine through the end of July. The UW has a new physician starting in August but they can't confirm exactly when the new physician will start to see patients. Commissioner Smith asked if the Chief has been able to work out using the back space at the Clinic and the Chief said that we have a lock-box. The Chief told the Clinic that the District would use it for appropriate cases and they seemed to agree.

- Kim Herrenkohl is working on closing out the Ecology spill grant in the EAGL system as all expenditures have been paid.
- The Chief was notified that the State Homeland Security Program received their money and decided to use it all (\$40,000) on election security.
- The Safer grant is usually a month behind the AFG and we have not heard about AFG yet.
- Dispatch is still using the PPE procedures required tone-out code so we continue to use PPE procedures.
- We received the final COVID relief payment of \$22,720 for 2020 stipend expenditures so we can take this off the report in the future.

Commissioner Bordvick mentioned that fire calls are down and the Chief mentioned that since we don't have that many calls, any decrease is a noticeable percentage change. In addition, the Chief reminded everyone that he has been scrutinizing each call to make sure that only valid Fire calls are counted.

The Chief mentioned that Sam Perry from Navy Rescue has been going on EMS calls as part of his field internship and we have an opportunity to hire Mr. Perry after he has completed his Medic classes. The Navy has a program where they will continue to pay his regular salary and benefits for the last 6 months of his duty and he could work for us. It would give us the opportunity to test the waters on what it would be like to have a paid position like this without the expense. We talked about a potential part-time position. Commissioner Doherty asked what capacity he would be utilized in and the Chief said he could not work as a Medic by himself right away and the Chief would need to talk to the union. It would start 6 months after he completes his Medic school and it sounded like he would be finished school in September. The Chief wanted to know if he should keep talking about it. All Commissioners supported continuing to talk with Mr. Perry and the union. The Chief hopes to have an update for the next meeting.

Commissioner Smith mentioned that half of our calls left the island, with some going by personal vehicles (POV). She said that Medic Pal has stated that some people now know how the air lift process works and they choose to go POV.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

The Chief had just received a large Phase 1 report from TCA Architects on Station 41 and handed it out to the Commissioners. TCA will be at the next Board meeting to go over it in detail. The Chief summarized that the report says that this building could work but would need to have repair work done. Something to pay particular note to is, if you do a certain amount of work (60% or more of the total value), then you would be required to renovate 100%.

For Station 42, the District would really need to start from scratch as the current structure is basically a concrete two-car garage. The Chief has been talking with Greg Sawyer, San Juan County Facilities Director about their planned work in that same area but there is nothing new to report from the last meeting.

The main item for today's meeting is for the Commissioners to approve entering into Phase 2 of the TCA work. Commissioner Bordvick asked for a reminder about the highlights on Phase 2 and the Chief stated that he will locate this information and forward it to the Commissioners.

The Chief outlined some work performed by TCA and their sub-contractors such as inspecting the attic, and considering the viability of the current hose tower, power supply, walls, and water pressure for a sprinkler system. TCA will come up with some building design ideas but not actual architectural drawings so that we have some materials to show the public. All of the Commissioners expressed that we should continue moving forward.

Commissioner Bordvick making a **Motion** to move forward with the TCA Phase 2 proposal, and with Commissioner Smith making the second. The **Motion Passed** unanimously.

STATION 41 – SIGN DISCUSSION

Our vendor Meyers Sign went to the county and they said they still need to check our zoning.

NEWSLETTER DISCUSSION

The Chief has started a first draft but does not have any large pieces yet. EMT Megan Crandell stated that she would help with the Newsletter.

STRATEGIC PLANNING DISCUSSION

The Chief provided an update on actions that have been taking place since the May 24, 2023 Strategic Planning meeting.

The District implemented an EMT Summer Shift program for shifts from 6:00 a.m. to 6:00 p.m. on Saturday, Sunday and Mondays. EMTs would be paid \$120 per shift and can only sign up if they are not already on the schedule for that shift. They must be within 5 minutes of Station 41 during their shift to respond to calls. We have 6 EMTs interested so far.

Our attorney Brian Snure sent an email about I-9s form and people that are not eligible to work in the US. Mr. Snure said that they can volunteer but they cannot get ANY remuneration. We would need to check with the Board of Volunteer Firefighters (BVFF) to determine if they have any issues since our Firefighters and EMTs are eligible for a pension and are covered by a disability plan. We were not sure if there is anyone on Lopez that fits into this category and would be interested in joining the District so we were not sure if we should ask BVFF.

The Farmers Market only contacted the Chief on the Friday before the Saturday Market and he was out of town so was not able to be responsive. The Chief is thinking about getting a few people signed up to be ready on short notice to set up a table at the market. The Chief has created an Interest Card which he handed out to the Commissioners which liked.

The District attended the Pride Event and handed out Interest Cards and we got two completed cards back. Medic O'Bryant will talk to the one that said they have EMT qualifications.

NEW BUSINESS

FIRE ENGINE PURCHASE CONTRACT - SPARTAN

The Chief had sent the Commissioners the True North contract which had to be revised because an outside entity bought 400% of all Cummins (L9) engines that we had wanted which required us to upgrade the engine and transmission which costs \$60,000 more than was noted in the previous contract version. This fire engine chosen is below the most expensive one discussed previously but is more than the cheapest one, but unfortunately, the cost crept up because of the lack of availability of the planned engine.

The Chief explained that if we sign this new contract for \$785,000 and a L9 engine becomes available, we could switch to it and would pay \$60,000 less. This contract is good thru the end of June and then the price would go up by 4.5%. The District used a pre-negotiated process which does meet the state bid requirements. The engine build time is about 500 days.

Once a contract is signed, we still need to go through a "pre-build" meeting to go over the minutia of choices which could make the price go up or down slightly. They probably won't start building the chassis until September. The company does most of the build in Dakota.

It was noted that taxes and delivery fees are not included in the price. Everyone agreed that it is amazing how the cost of fire engines have gone up over the past few years.

Commissioner Bordvick was concerned that contract language says that if the builder's costs go up then they would pass along those additional costs to the District. The Chief acknowledged that if the District makes changes or makes delays, that it could cause additional costs. It was noted that Section 5.2 was crossed out.

The Chief mentioned options for "pre-payments" which could reduce the costs but we would need to crunch the numbers to determine if the prepayment discounts were really worthwhile.

The Chief commented that 3 of our 4 fire engines are at the 25-year mark which hurts our WSRB rating. They have water in them 24/7 which makes them more susceptible to issues. We need to start to replace our engines and then need to plan to replace an engine every 7-8 years. We can budget for this if we plan and spread out the payments. A temporary fix is to buy a used engine but you could be buying someone else's problems.

Commissioner Smith mentioned that the last two new engines bought by the District were bought at the same time and then the District realized the engines were not ideal for Lopez. The District has not bought any new engines since then because the District had spent so much on the two engines.

Commissioner Bordvick requested that our attorney Brian Snure review the engine contract and the Commissioners agreed to hold a special meeting to further discuss the engine contract on Thursday June 29th at 4:00 p.m.

RESOLUTION 2023-04 – SURPLUS FIRE HOSE

The Commissioners asked if anyone wants the old hose and the Chief said no. NFPA says that our hose should be 30 years or younger and some of our hose is 50 years old.

Commissioner Bordvick making a **Motion** to approve Resolution 2023-04 Surplus Fire Hose, and with Commissioner Smith making the second. The **Motion Passed** unanimously.

RESOLUTION 2023-05 – SURPLUS PHONE EQUIPMENT

We upgraded our phone system last year which included new phone equipment which is more compatible with the new service.

Commissioner Smith making a **Motion** to approve Resolution 2023-05 Surplus Phone Equipment, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

PERSONNEL ACTION FORM

A Personnel Action Form for Emma Ewert, new volunteer Firefighter, was provided to the Commissioners for their information and Commissioner Bordvick and Chief's signatures.

BOARD MEMBER ITEMS:

Commissioner Smith asked about the fireworks preparations and the Chief said that he is getting started but it should be the same as last year. Jeff King is coming back to help with the community fireworks for a few years.

There was no Executive Session.

Chair Bordvick adjourned the Regular Meeting at 5:18 P.M.

NEXT MEETINGS:

- Special Meeting – June 29, 2023 at 4:00 P.M.
- Regular Meeting – July 18, 2023 at 4:00 P.M.



Chair Duane Bordvick



Secretary Kim Herrenkohl