

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Postponed Regular Meeting**  
**October 21, 2020**

Chair Rebecca Smith called the Postponed 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 Secretary Barbara Christensen.

Guests: Steve Greenstein, Hospital District Commissioner.

There being no changes to the **Agenda**, the agenda was **approved** as presented.

**PROCEDURAL ITEMS**

**Volunteers** were recognized last night during a EMT training. The Chief was present and was able to present appreciation letters and sweatshirts. In November tenure volunteers will be recognized.

Chair Rebecca Smith administered **Oath of Office** to Board Secretary, Barbara Christensen. Ms. Christensen formally stated Oath.

There was no **Public Input**.

**Correspondence** from the WSRB regarding protection class rating evaluation was reviewed. Chief Jim Ghiglione has responded to WSRB requesting a delay in the evaluation until the new Fire Chief is in position. Things have changed since our last evaluation and we should now qualify for a lower rating. Water supply has risen and fire safety controls have improved. We should also get credit for the new tender. Chair Smith shared information about incorrect ratings being stated by insurance companies causing higher insurance rates. Folks have had to challenge the insurance companies to obtain refunds.

Commissioner Paige had one correction to the September 25<sup>th</sup> Special Meeting. Commissioner Paige made a **Motion** to approve the **Regular Meeting Minutes** of **September 15, 2020**, as written and to approve the **Special Meeting Minutes** of **September 25, 2020** as corrected. Commissioner Bordvick making the second. All in Favor, **Motion Passed**.

Commissioner Bordvick made a **Motion** to approve the **September 2020 Vouchers** for \$47,214.48 and the **October 2020 Staff Payroll** for \$43,811.95, 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:

- Stu Post is working on the private website page.
- When COVID vaccines are available, they will be offered to Medics/volunteers.
- EMT calls are 7% higher compared to last year.
- Fire calls are down 34%.
- The radio project is ongoing. Once items are purchased they will then do installation. We should expect radio system problems which do occur any time you get a new system. Hopefully, January or February we will begin using new system.
- Driver training is on-going.
- Firefighter ~~oxygen~~<sup>SEBA</sup> grant is done now. Budget adjustments will be done.
- We are waiting on confirmation of grant fund availability before purchasing 2 new vehicles.

Commissioner Bordvick requested that the Chief's report be modified to reflect actions or no changes so repeated reviewing of the same materials is avoided. The Chief will make changes to his report as requested.

The Chief discussed the 2021 Draft Budget. Cash balance has been added to the report. Revenues and expenditures are in good shape at this time. The final 2021 budget will be prepared and sent to the Commissioners by the third.

The Chief recommended that the Board watch the cash balance over the next 6 months and encourages the Commissioners to consider the levy information he included in his packet to the Board.

The Chief is waiting for GL numbers from the County for Bond funds and will do a budget adjustment once he has the numbers.

Interviews have been scheduled and packets sent out.

Commissioner Bordvick inquires as to feedback received on the Social Media Policy. Chief Ghiglione responds that the feedback has been positive.

## **UNFINISHED BUSINESS**

**LEVY DISCUSSION:** Chief Ghiglione included levy and strategic plan information in the Board packet for preparation of the upcoming Fire Chief interviews. Additional funding will be needed for any additional items needed in 2021. Commissioner Paige recommends a capital replacement fund be considered. A Bond issue may be needed to have an apparatus replacement fund established.

**2020 COMMISSIONER/STAFF RETREAT:** On hold still due to COVID. We may be able to hold a retreat with just Commissioners and Medics as long as no action is taken at the retreat.

**FIRE CHIEF SEARCH:** Interviews to be held next week through ZOOM. The Commissioners discussed interview questions. The Chief will check with the Medics to identify which questions they will ask of the candidates so the Commissioners may ask different questions.

**CORONA VIRUS UPDATE:** The County has 1 new case on an outer island. We are maintaining protocols to limit exposure and spread. There is a concern about college youth returning to the island over the upcoming holidays.

**VOLUNTEER RECOGNITION FOR 2020:** A discussion was held on ways to recognize the Medics. The Chief will make some inquiries and get back to the Commissioners.

**RESOLUTION #2020-06 – SURPLUS AND Donation of MSA EQUIPMENT:** Commissioner Smith reads Resolution 2020-06. Commissioner Bordvick inquires as to expenses the Fire District will incur to have the items donated. Chief Ghiglione responds that we have to take the equipment to the mainland to the organization we have donated it to. Cost to include staff time and travel expenses. Commissioner Paige made a **Motion** to approve Resolution 2020-06. Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

**NEW BUSINESS:**

**Extension of Acting Fire Chief's Contract:** Commissioner Bordvick made a **Motion** to approve the extension of Chief Ghiglione's contract. Commissioner Paige making the second. All in Favor, **Motion Passed.** Chair Smith shared the Board's appreciation for his service and work.

**Budget Extension:** Chief Ghiglione will prepare the budget extension for the November meeting. He will identify line items we are adding and provide the associated revenue sources.


**BOARD MEMBER ITEMS: None**

At 5:54 P.M. Chair Smith called for Executive Session under RCW 42.30.110(g) to discuss Personnel for approximately 15 minutes. At 6:09 P.M. Chair Smith went into opened session and adjourned the Regular Meeting at 6:09 P.M.

**NEXT MEETING: November 17, 2020 at 4:00 P.M.**



Chair Rebecca Smith

  
Secretary Barbara Christensen