

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
April 20, 2021

Chair Phil Paige 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 some participants in-person at the Station 41 Fire Hall and some via ZOOM* conference call.

Those present were Commissioners Phil Paige*, Rebecca Smith, and Duane Bordvick, Chief Adam Bigby and Secretary Kim Herrenkohl.

Guests: Steve Greenstein*, Hospital District Commissioner.

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

PROCEDURAL ITEMS

There was no **Public Input**.

One piece of **Correspondence** was discussed.

- Susan Sanchez submitted a formal letter of resignation to the Commissioners and Fire Chief noting that April 30th will be her last day of work. Commissioners expressed their appreciation for all of her years of dedicated services to the District and wondered if she would be interested in working on special projects in the future.

Hospital District Commissioner Steve Greenstein provided a **Partner Agency Report** on their most recent Hospital District meeting. The Hospital District has been busy working on the HRSA grant and Steve mentioned that the grant will pay for them to hire a consultant to focus on their "aging in place" planning. In addition, a large group is studying President Biden's caregiver training tax plan item which the Hospital District might be eligible for. The Hospital District is also working on Strategic Planning. Steve mentioned that the Hospital District has a contract with the University of Washington which covers the next 3 years.

Fire Commissioner Duane Bordvick, who is our representative to the Hospital District, stated that he was able to attend part of the strategic planning meeting which emphasized the HRSA grant and reiterated that it will be a challenge to find one program that fits all of the different island's needs. Lopez has the advantage of having The Hamlet House which Orcas and San Juan Islands do not have.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes** of **March 16, 2021**, and a few corrections were noted including striking out the references to San Juan County Lease Agreement, and Commissioner Bordvick making the second, with the amendments. All in Favor, **Motion Passed**.

Commissioner Smith made a **Motion** to approve the **March 2021 Vouchers** for \$20,247.68 and the **March and April 2021 Staff Payroll** for \$42,651.36, and Commissioner Bordvick making the second, All in Favor, **Motion Passed**.

REPORTS

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

- Chief provided run time and response tables.
- San Juan County' has 23 active COVID cases.
- The District continues to participate in the San Juan County Health Department's vaccination clinics and there are appointments available for this Thursday's clinic. The District is planning on assisting at the upcoming National Guard vaccination event.
- There is no change to providing CPR & First Aid classes which have been cancelled thru 8/31.
- They are moving quickly on the radio project with installation of equipment starting on San Juan and Orcas Islands. They are still working on obtaining all of the licenses. There is a planned Zoom meeting to finalize and discuss what radios to buy. We have purchased several radios with the DNR grant and will be testing them.
- The pump on engine 44 should be installed soon and should not cost as much as the work that was done on engine 41.
- The District is looking for other engines and Bellevue does not have any available right now but they do have a Suburban which could be a replacement rig for Medic McDarmont. The Commissioners discussed the pros and cons of the potential purchase of Bellevue's Suburban and it was left up to the Chief to research further and make a decision on this rig.
- The Chief brought up an issue that was not included in his report which is the District's septic system which has corroded electrical and old tanks that need to be replace. This is a large cost project which could be between \$30,000 and \$50,000.
- They are trying to do as much in-person training for the EMTs as possible indoors since there is only one non-vaccinated EMT. However, Firefighter training will need to be held outdoors. They plan on conducting wildland basic training next week. Commissioner Paige asked about SCBA training.
- Medic Michelle McDarmont leaves for the two-week long Firefighter training class soon and the other Medics will cover her shifts.
- They have given the clinic doctor a pager and have tried to page him twice but he has not responded to the pages.
- Under the Ecology Spills grant we have ordered two trucks which are anticipated to be delivered on 4/27 and they will be moved around the mainland to get outfitted.
- There is nothing new to report on the SAFER grant and under the Firehouse Subs grant, the Chief submitted an application requesting funding for 11 sets of bunker gear which is just under the \$25,000 grant maximum.
- The weight room repairs to the walls and ceiling are almost complete and the Chief was able to obtain a second quote for the carpet.
- We are still waiting for payment of approximately \$27,100 from the COVID relief grant.

UNFINISHED BUSINESS

LEVY DISCUSSION: The Chief presented a one-page Information Sheet with the basics about the EMS levy, why it is needed, how it will benefit Lopez, and a table showing how much it will cost a range of different properties based on their assessed values. We will work on a Frequently Ask Questions (FAQ) sheet for the District's web site.

The Commissioners discussed having 2 or 3 open house type meetings where one Commissioner and the Chief would attend to present basic information and answer questions. In the past, District representatives were invited to neighborhood group meetings where they provided information about the upcoming levy. It was stated that this might not be an option this time due to COVID restrictions. The option of meeting at the Senior Center was discussed because you could get more people inside the building to maintain compliance with the Governor and CDC guidelines and requirements. Perhaps there would need to be a sign-up process.

Commissioner Smith suggested having Zoom meetings and Commissioner Paige suggested recording the meetings and having links to the audio on the District's web site. We need to work on a schedule of meeting dates and times to include one date in June and one in July or two in June with them spread out between early and late in the month.

The need to create a postcard and/or larger size document for mailing to Lopez residents was discussed with the timing of the mailing to be the same time as the ballots are sent out because it is felt that many Lopez voters turn in their voted ballots soon after receiving them. It was also felt that educational posters should be created that can be posted around the island to help educate Lopez voters.

STRATEGIC PLANNING WORKSHOP: The meeting will be in the Training Room and will also be on Zoom on May 3rd. The Chief presented the planned agenda and asked for any comments or changes and none were provided.

NEW BUSINESS:

RESOLUTION #2021-05:

Resolution 2021-05 was presented to the Commissioners.

Commissioner Bordvick making a **Motion** to approve Resolution 2021-05 to surplus electronics, and Commissioner Smith making the second, All in Favor, **Motion Passed.**

INTERLOCAL AGREEMENT WITH SJC HEALTH FOR VACCINATION CLINIC REIMBURSEMENT:

The Chief presented a draft interlocal agreement with the San Juan County (SJC) Health Department which would reimburse the District for their services performed at the SJC Health Department's vaccination clinics which have taken place during 2021 and will continue to take place. Commissioner

Smith making a **Motion** to authorize the Chief to sign the interlocal agreement with the SJC Health Department for reimbursement of services performed at vaccination clinics, and Commissioner Bordvick making the second, All in Favor, **Motion Passed**.

POTENTIAL PURCHASE OF USED ENGINE:

The Chief discussed the potential purchase of North County Fire & EMS' used 1996 Freightliner fire engine which the Chief and former Chief Ghiglione had gone to look at. North County is asking \$18,000 and there was discussion about whether or not there was room for negotiation. It is felt that this purchase could be a temporary fix for the next 5 years and it would help the District's insurance rating. Some issues were discussed such as the height, ladder lift repairs, re-branding costs and the light bar. The engine seems to be in good shape; has normally been housed inside; has total miles of 55,000 and only 4,000 on this engine; has 5 years left on its rebuilt pump; has a 1,000 gallon tank; is a smaller engine which would be helpful with accessing some properties, and they have done annual ladder testing.

Commissioner Smith making a **Motion** to authorize the Chief to pursue the purchase of the 1996 Freightliner with a purchase price, repairs and upgrades not to exceed \$25,000 and Commissioner Bordvick making the second, All in Favor, **Motion Passed**.

LOGISTICS LIEUTENANT JOB DESCRIPTION:

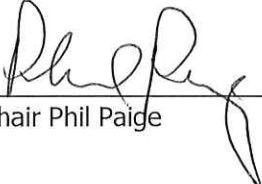
The Chief presented a draft job description for a Lieutenant position within the Logistics group. The Chief became aware of the need to establish a clear chain of command. One suggestion was made to include the term "volunteer" and the Chief stated that he would make this addition.

Commissioner Bordvick making a **Motion** to approve policy ADM 21-5, with an amendment, and Commissioner Smith making the second, with the amendment, All in Favor, **Motion Passed**.

BOARD MEMBER ITEMS: None

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

NEXT MEETING: May 18, 2021 at 4:00 P.M.


Chair Phil Paige


Secretary Kim Herrenkohl