

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**July 19, 2022**

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 with an open Zoom meeting available for public access but there were no Zoom participants.

Those participating were Commissioners Duane Bordvick, Rebecca Smith and Cathy Doherty, Chief Adam Bigby, EMT/FF Dave Rucker and Secretary Kim Herrenkohl.

Guests: Steve Greenstein, Hospital District Commissioner.

There were no changes to the agenda.

**PROCEDURAL ITEMS**

There was no **Public Input**.

The only **Correspondence** was a Public Hearing notice from San Juan County about a planning change to the Public Works property beside Fire Station 42.

In Mr. Greenstein's **Partners Agency Report** from the Hospital District, he stated that there has been activity between the Lopez Pharmacy and the Catherine Washburn Medical Association (CWMA) due to the desire by the pharmacists to retire in the near future. There is only one company that has come forward and expressed interest in purchasing the Lopez Pharmacy. The company is from Oklahoma and they own the pharmacy in Friday Harbor. The Oklahoma company is looking for some type of subsidy and the Hospital District is waiting to hear more details about what type and amount of subsidy they are looking for. They are also discussing the details of the Lopez Pharmacy's inventory. Then they will come back to CWMA and the Hospital District who will vote. Mr. Greenstein stated that the Hospital District's support would likely be in the form of a one-time assistance however, CWMA may be able to provide assistance over several years. The hours and days of the week would be the same and the plan is for the Pharmacist to live on Lopez Island. The Pharmacist from Friday Harbor would come over to Lopez Island to provide short-term coverage and a Pharmacist from Oklahoma would come to Lopez Island to cover vacation periods.

The Hospital District's meeting is next week and they will vote on any proposal brought forward. The goal is for a September transition but they do not have a pharmacist hired yet.

Commissioner Smith making a **Motion** to approve the **Special Meeting Minutes of May 24, 2022**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of June 21, 2022**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **July 12, 2022 Vouchers** for \$41,005.74; which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **June 2022 Staff Payroll** for \$47,430.49; which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

## REPORTS

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

- The District's call volumes are on target but the fire numbers are down as we have been working to ensure that we only report true fire related incidents. EMS had a very busy day yesterday.
- The covid numbers are from the County's website as of July 13<sup>th</sup>. It shows that we are on an uptick which is likely due to the B5 variant which is very contagious. Epidemiologists think it will peak within a few weeks. Commissioner Bordvick asked about booster shots and the Chief stated that he heard it is recommended to get a booster every 5 months.
- We are continuing with online First Aid and CPR classes where they come in for in-person testing.
- Codan is coming to the islands to meet all of the districts about the new radio system. There have been some issues and everyone wants to hold the line to make sure that everything that was promised is delivered.
- The Engine committee will be started back up again and the Chief is doing some research.
- The new ambulance is here and is leaking some fluid. We have had the manufacturer's mechanics out to work on the new ambulance. They want to make us happy so they stated that they will give us some additional equipment to thank us for our patience.
- The 2015 ambulance is off-island for body work and we hope to get it back in service by the end of the month.
- The Chief is working on scheduling the pump testing.
- The Local Program loan for the new ambulance is bundled at the state level and they ended up with a premium which was distributed to the local governments that were a part of the bundled debt. Our share of the premium was \$22,000 which reduced our beginning loan balance by the premium amount.
- Medic O'Bryant is going to the Firefighter training in the Fall.

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- Medic McDarmont is organizing a Fire Academy for mid-September. We started posting information about the Fire Academy on our website today. The Chief would like 15 but hopes to get half of that. It has been several years since we have had an academy and people have been asking about it. The academy is about 2 and a half months long and consists of one or two nights and a weekend day per week.
- We are planning for another EMT class in early 2023.
- For the Ecology Grant, the Chief is going over the truck design and identifying equipment and items to that need to be ordered.
- We recently received the bunker gear which was paid for by the Firehouse Subs Grant. We will pay the invoice and then be able to close out the grant.
- The Chief knows that they are reviewing the AFG applications but he has not see any awards yet.
- The DNR's Phase 2 grant for the skid unit was announced and we were awarded just over \$12,000 and the Chief has put in a request for the remaining 40% for the wildland slip-in unit.
- For the FEMA grant, we were sent more paperwork to complete and sign and were told that we may not get as much of a reimbursement as we expected so we will wait and see what comes next.
- The 4<sup>th</sup> of July events went well. There were a few EMS calls that day but no fire related incidents. Commissioner Smith thought there were less illegal fireworks this year.
- The Overtime report is attached.

## **UNFINISHED BUSINESS**

### **STRATEGIC PLANNING - DISCUSSION**

To continue working on the initial information gathered at the May 24<sup>th</sup> Strategic Planning meeting, the Chief suggested scheduling a meeting to focus discussion and planning on Fire Station 41's space. The Commissioners agreed to hold a Special Meeting on Tuesday, August 2<sup>nd</sup> 4:00 p.m.

The meeting would be to discuss putting events into motion such as plans for potential renovations; discuss giving our tenant notice, if necessary; the timeline for potential changes; and provide the Chief with direction on how to proceed.

### **2023 BUDGET CALENDAR - DISCUSSION**

This agenda item will stay on the Board agenda until the end of the year. There was nothing new to report at this meeting.

### **SIDE ENTRANCE (WALKWAY) INTO STATION 41 MEETING ROOM - DISCUSSION**

We received another estimate from a local vendor (Evans). Copies of the estimate from last month and the new estimate were provided to the Commissioners. In addition, a third vendor had visited the Fire Station since the last meeting and stated that they would submit a proposal but we have not received it yet.

The Chief mentioned that since this project is not budgeted, we would need to have a formal approval at a meeting and would also require a supplemental budget.

### **NEW BUSINESS**

There were no new business items to discuss.

### **BOARD MEMBER ITEMS:**

Commissioner Doherty had a few questions about facility costs such as sewer, garbage, electricity, and building maintenance. We discussed the costs of owning old buildings and that defective toilets have caused some higher than normal monthly sewer bills.

Chair Bordvick adjourned the Regular Meeting at 4.46 P.M.

### **NEXT MEETING:**

- Regular Meeting – August 16, 2022 at 4:00 P.M.



Chair Duane Bordvick



Secretary Kim Herrenkohl