

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
January 19, 2021

Chair Rebecca Smith called the Regular meeting of the Board of Fire Commissioners for SJCFD #4 to order at 4:00 P.M. The remote meeting was held by video through ZOOM conferencing.

Those present were Commissioners Rebecca Smith and Duane Bordvick, Phil Paige, Chief Adam Bigby, FF/P Caleb Pal, and staff Susan Sanchez.

There being no additional agenda items, the **Agenda** was **approved** as presented.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

Chair Smith asked for a **motion** to approve the December 15, 2020, Regular Meeting Minutes. Chair Smith noted that the name correction was Rachel Culp. Commissioner Paige made a **motion** to approve the regular meeting minutes. Commissioner Bordvick seconded the motion, all approved, motion carried.

Commissioner Paige made a **motion** to approve the December 2020 **vouchers** for \$28,937.91, the January 2021 vouchers for \$11,704.98, the December 2020/January 2021 **staff payroll** for \$43,201.28 and a December 2020 **volunteer** decon/standby for \$820.00. Commissioner Bordvick seconded the motion, all approved, motion carried.

REPORTS

The Chief's Report, Fire Suppression, EMS, Revenue/Expense Reports were reviewed. Some of the highlights were:

- The total call volume for 2020 was 504calls: 88 fire calls and 416 EMS calls, compared to 533 total calls for 2019.
- COVID-19: There have been 6225 tested in the County with 92 positive cases with no change for the 6 positive on Lopez Island.
- As of 1-12-21 the County had COVID immunized 250 with 40 being on Lopez Island.
- CPR classes are still being taught online and on San Juan Island.
- The radio system installation will not begin until Spring of 2021.

- Aid 41 will be taken to Braun for body work. We will be using an ambulance from Orcas while ours is gone.
- Engine 41 is also on the mainland for drive line repairs. Engine 44 is scheduled for the same repairs. The County backup engine is in reserves.
- We have signed up for EMS connect for our online EMS training.
- Chief Bigby has started working on the AFG Grant for firefighter bunker gear. The grant closes 2-12-21.
- Chief Bigby is in the process of forming a Safety Committee to write department guidelines and recommendations.
- The Chief is also looking into addressing the diesel exhaust from the apparatus bay encroaching in the district offices. Handout information on exhaust systems was included.
- We have 13 unused fire helmets to surplus and LN Curtis has a buyer for 9 of them.
- FF/P Pal gave an update on the department COVID vaccinations. 26 volunteers received the vaccine on the first round and 18 on the second.

UNFINISHED BUSINESS

LEVY REPORT – Chief Bigby reviewed the different levy options available from the handout information he provided. Commissioner Paige said he likes the idea of the permanent EMS levy. Chair Smith agreed that it made sense. She said it will take time and energy to educate the community. Commissioner Bordvick also liked the logic of an EMS levy. The discussion continued and it was determined that a decision should be made by the March meeting. Sustained information needed to be out to the public by the end of June for July mail in for an August ballot. Jim Ghiglione has volunteered to help head up a levy committee.

BOARD OF COMMISSIONER'S SECRETARY POSITION OPENING – Chief Bigby announced that three applications have been turned in, there have been 385 views on our lopezrocks announcement and 41 applications have been downloaded from our lopezfire website. January 29th is the last day to file. Chair Smith said the same process as last year will be used for deciding.

NEW BUSINESS

RESTRUCTURE OF BOARD POSITIONS – Chair Smith announced she was willing to step down as Chair and recommended Commissioner Paige for the Chair position and Commissioner Bordvick for the Vice Chair position. After some discussion regarding rotation and terms, Chair Smith nominated Commissioner Paige as Chair and Commissioner Bordvick as Vice Chair for a two year terms.

2021 COMMISSIONER/STAFF RETREAT – Chair Smith thought it was a little early in the year for a retreat, but they would need one by March or April before the levy and five-

year-plan discussion.


RESOLUTION 2021-01 – POLITICAL ACTIVITY RESOLUTION - The Commissioners reviewed the resolution and was not sure it was absolutely necessary but did not oppose it. Chair Smith read it aloud and made a motion to approve. All approved, motion carried.

RESOLUTION 2021-02 –DECLARING EQUIPMENT SURPLUS - Chair Smith read the resolution aloud. This resolution included 13 helmets, motor with pump, backpack water vacuum and gurney. Commissioner Paige made a motion to approve the resolution. Commissioner Bordvick seconded the motion. All approved, motion carried.


RESOLUTION 2021-02 –DECLARING ITEMS FOR DISPOSAL - Chair Smith read the resolution aloud. This resolution listed: MSA tester, 2 stair chairs, backboard, generator, fan, pump, plastic cases, splints, 2 stoke baskets, tire, fan and 42 folding chairs. Commissioner Bordvick made a motion to approve the resolution. Commissioner Paige seconded the motion. All approved, motion carried.

There were no **BOARD MEMBER ITEMS**

Regular meeting adjourned at 5:40 PM.



Chair Rebecca Smith
Phil Paige



Secretary Susan Sanchez