

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Postponed Regular Meeting
November 23, 2021

Chair Bordvick called the Public Hearing of the Board of Fire Commissioners for SJCFD #4 to order at 3:32 P.M. The meeting was held with all participants in-person at the Station 41 Fire Hall training room with no attendees participating by ZOOM. The Chief and Commissioners discussed the changes to the draft budget since the last meeting. There were no public comments due to no attendees. The Chair closed the public testimony portion at 3:47 PM and then closed the Public Hearing at 3:48 PM.

Chair Bordvick 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 with all participants in-person at the Station 41 Fire Hall training room with no attendees participating by ZOOM.

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

Guests: None

There being no changes to the Agenda, Commissioner Smith making a **Motion** to approve the agenda as presented and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

PROCEDURAL ITEMS

There was no **Public Input**.

The only **Correspondence** was a letter of application for the Commissioner position.

There was no **Partner Agency Report** .

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes, October 19, 2021**, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **November 16, 2021 Vouchers** for \$31,003.79; and **October 2021 Staff Payroll** for \$36,729.17 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, & Budget Reports were reviewed. Some of the highlights were:

- The EMS response model is for everyone to wear N-95 masks and for the medics to let the chief know if they have any sickness symptoms. We have used one rapid test antigen test for a volunteer.
- At 541, we have already surpassed the 2020 call volume.
- It was noted that the number of fire calls has increased this year but it could be deceiving because it was slow last year.
- We have been lowering our response times. One firefighter is very fast at responding. We are currently tracking average response, not the first fire apparatus equipment's arrival which could be another metric.
- Transports were up in October.
- On the EMS Incident Reports, we should add patients that take a private vehicle off-island to a hospital.
- The most current count is that Lopez Island has 22 active Covid cases (on the SJC website) which is much higher than the other islands.
- We did a flu shot and covid booster vaccination clinic at Station 41 for EMS and Firefighters. Also, other volunteers have been getting flu and covid booster vaccinations directly at the Pharmacy.
- The Chief assisted at a covid vaccination clinic for 50 kids (5 to 11 years old) at Grace church last week. There will be another one for the 2nd shot.
- The instruction part of the CPR course is online and then they are scheduled for in-person skills testing which is managed by Paramedic McDarmont.
- The ship date for the county-wide radio system is November 30th which would put the start-up around Christmas which is not ideal and the Fire Chiefs would prefer to wait until the 2nd week of January. While there is still work to be done on one tower, everyone wants this project completed due to the poor radio coverage in many areas.
- The Chief wrote a letter to WA State Ferry leaders in Olympia and participated in a meeting to present concerns from the medical emergency perspective. He also attended an advisory committee meeting.
- While the 1989 fire engine was on the mainland, the Chief sold it.
- Rescue 41 has been looked at and will be worked on by SJC Public Works.
- Engine 42's pump packing still needs to be fixed so this apparatus should not be used for pumping, if possible.
- The ambulance committee met, put their ideas together, and submitted them to Horton to do a drawing. We are waiting for cost information from Horton.
- The bunker gear committee has chosen the vendor but it has not been announced yet.
- A hybrid firefighter class will begin in January. One EMT wants to attend and Commissioner Smith knows of another potential candidate.

- The Chief stated that the Fire Engine committee met and thought back to the strategic planning discussions which identified significant apparatus needs. The committee discussed a number of issues and ideas including mini-pumpers (like quick attack engines), regular pumpers and tenders. It was recognized that contracting for a new fire engine build would take between 1 ½ to 2 years which makes looking a mini-pumpers a viable first option, especially with stock units being available. We could wrap the cost of a mini-pumper (approximately \$250,000 plus tax) into the planned GO Bond in 2022 and the payments would fit into our budget which is based on the new EMS Levy. The Chief also proposed submitting an AMG grant for a brush truck. These would be initial measures which would buy some time before needing to go thru the fire engine design process. The Chief asked the Commissioners for their thoughts about whether to continue down the path of designing a fire engine or to shift towards more timely procurement of a mini-pumper type apparatus. Commissioner Bordvick requested that the Chief summarize all of the potential choices in a document with pros and cons, budget, etc. for the Commissioners to consider at their next meeting.
- The EMT class has a very aggressive schedule which will get done 3 or 4 weeks early and is going well.
- We have not yet received the payment from the FEMA grant for covid related expenses.
- The Assistant Firefighter Grant (AFG) grant is open. The Chief has decided to included a request for bunker gear as districts are allowed to put in multiple grants for different categories such as bunker gear and apparatus. There is also a small grant opportunity (under \$50K) with as a 5% match so Chief would need approval from the Commissioners. The apparatus grant, after award, is now 24 months since Covid has slowed down the processes.
- The Chief wrote a grant application to the Department of Natural Resources for a slip-in unit with a reduced match down to 10%.
- We submitted our final reimbursement request for about \$8,100 for the Ecology Spills grant and are waiting for their review and payment.
- The public access doorbell at Station 41 has been working well.
- We worked with the Department of the Military on our reimbursement request for the FEMA grant and we were told that no payments will be made until 2022.
- We implemented the Safety committee recommendations. There was a recent safety issue with the Navy helicopter at clinic and the EMT has been informed of the proper procedure and it has also been discussed at training.

UNFINISHED BUSINESS

RESOLUTION 2021-11 ADOPTING 2022 BUDGET:

Commissioner Bordvick read Resolution 2021-11. Commissioner Smith making a **Motion** to approve Resolution 2021-11 as submitted, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously

ORDINANCE/RESOLUTION 2021-12 – LEVY CERTIFICATION FOR 2022

Commissioner Bordvick read Resolution 2021-12. Commissioner Smith making a **Motion** to approve Resolution 2021-12 for the Regular Levy Certification for \$998,000 for 2022, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

EMS LEVY CERTIFICIATION FOR 2022

Commissioner Smith making a **Motion** to approve the EMS Levy Certification for \$767,300 for 2022, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

UNION NEGOTIATION - UPDATE

The committee met, presented some information, and discussed suggested language changes which have been sent for legal review. Another meeting is scheduled for December 17th. The Chief hopes to have a draft contract for the Commissioners to sign at the next meeting.

NEW RENTAL AGREEMENT WITH SJC SHERRIF – DISCUSSION

The Chief discussed the provided draft agreement which added 3% per to the monthly rental rate and changed the term dates. The county is routing the draft thru the Prosecutor Office

NEW COMMISSIONER APPOINTMENT – DISCUSSION

The one application was discussed and both Commissioners agreed to continue to consider the applicant as time moves forward. However, they are still accepting applications.

Both Commissioner Bordvick and Smith have been talking to potential candidates.

NEW BUSINESS

FULL-TIME EMT/FIREFIGHTER HIRING – REQUEST APPROVAL OF JOB DESCRIPTION & DISCUSS HIRING TIMELINE & ADVERTISEMENT

At best, the Chief hopes to get someone hired by March 1st but the timeline may need a little tweaking. The Commissioners agree with the timeline which would provide the opportunity to support current EMT and firefighters applications.

The Chief stated that the draft job description follows the Paramedic's, with some functions deleted, and the Chief reviewed the job description to make sure it is consistent with the union contract.

Commissioner Smith making a **Motion** to approve ADM-21-4-A Fulltime EMT/Firefighter Job Description, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

AUTHORIZE CHIEF & BOARD SECRETARY ONLINE ACCESS FOR DISTRICT'S CREDIT CARDS

Commissioner Smith making a **Motion** authorizing the Administrative Assistant, Kim Herrenkohl and Chief Adam Bigby to have Enhanced Access to the District's Banner Bank online credit card information and to be the District's contacts with Banner Bank, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

RESOLUTION 2021-13 CHANGING DISTRICT'S PAYROLL PROCESSING

Commissioner Smith making a **Motion** to approve Resolution 2021-13 Changing the District's Payroll Processing, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

BOARD MEMBER ITEMS:

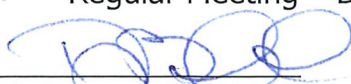
The Chief mentioned that annual reviews are up next month. The Commissioners noted that the former Chief had a form that he used and the Chief usually did the Secretary's evaluation. The Chief will look for forms that have been used in the past and get the Commissioners a draft for them to look at early in December.

The Commissioners inquired about the plans for acknowledging the hard work of volunteers given covid related risks for large gatherings. Last year they drove from one house to the next giving out awards which was streamed live for others to watch and some people had food out at their houses. Ideas for recognizing the volunteers were discussed. The Commissioners said to let them know if there was something that they could help with.

Chair Bordvick adjourned the Regular Meeting at 5:54 P.M.

NEXT MEETING:

- Regular Meeting – December 21, 2021 at 4:00 P.M.


Chair Duane Bordvick


Secretary Kim Herrenkohl