

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
December 19, 2023

Chair 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 most participants in-person at the Station 41 Fire Hall training room and two attendees participating by Zoom.

Those present were Commissioners Duane Bordvick, Rebecca Smith and Cathy Doherty, Chief Adam Bigby, and Secretaries Kim Herrenkohl and Summer Hagge (in training).

Guests: Steve Greenstein, Hospital District Commissioner, was present in person. Annika Grande and Deena Garza from the Office of the Washington State Auditor were present via Zoom.

The only change to the agenda was that in order to accommodate the State Auditor, the State Auditor's Office Audit Discussion will be moved from Unfinished Business to before the Reports.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

There was one Partner Agency Report from Hospital District Board Member Steve Greenstein. The report included details of the Stakeholders Committee. This is a hospital sub-committee but is made up differently than their normal hospital sub-committees. The Stakeholders Committee consists of two members from CWMA, three members from the Hospital District Board, two management personnel from UW, and two members from Yes. The Committee is currently seeking two members from the Fire District and some younger islanders. The Committee has decided that they need a facilitator who is non-biased to start putting some of the Committee's ideas into action. The Hospital and CWMA helping finance initiatives that the Committee comes up with on how to improve the island's services was part of the committee's discussion. One of these such initiatives includes a big focus on obtaining housing for healthcare workers. There is a new Physician Assistant who has started at the Clinic on Lopez Island.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of November 21, 2023**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **November 21, 2023 Vouchers** for \$74,915.46 and **December 5, 2023 Vouchers** for \$39,340.19 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **November Staff Payroll** for \$61,744.31 and the **Special December Volunteer Payroll** for \$92,720.60 which had both

previously been approved by the Auditing Officer and paid, and Commissioner Doherty the second. The **Motion Passed** unanimously.

STATE AUDITOR'S OFFICE AUDIT - DISCUSSION

This was moved to before the Chief's Report due to time constraints at the State Auditor Office. Deena Garza and Annika Grande from the Washington State Auditor's Office conducted the Entrance Conference via Zoom. This Conference included an overview of the Accountability Audit for the three-year period between January 1, 2020 and December 31, 2022.

The scope of the audit was discussed, which includes general disbursements, procurement, open public meetings, and financial condition. The levels of reporting were discussed; the findings, managements letters, and exit items. Annika Grande emphasized the State Auditors dedication to confidentiality as well shared the planned timeline - wrapping up at the end of January 2024.

Annika also directed attention to the document's details on the audit dispute process as well as loss reporting. Deena Garza discussed the emerging issues section of the engagement letter, including the digital audit connection, electronic fund transfers, cybersecurity checkups, the trust but verify guide and the State Auditor's tracking system. Deena also explained the audit survey, local government support team, and the Center for Government Innovation. After the Auditor's ended their Conference, the District's cybersecurity systems were discussed including interest in the auditor's feedback on how we can improve on that aspect.

REPORTS

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

- Our call volume is still a little down from last year, but the calls seem to have been more intense than previous years. There was a rough call last night. These intense calls require more action on scene and after-call debriefing.
- The state COVID dashboard has changed again, so it is getting harder to read. Only 14.3% of WA residents have received the latest COVID vaccine – which explains the uptick in COVID and in the PPE-required calls.
- The new Rum Runner radio tower is going up and they will be working on it tomorrow.
- The lighting ceremony went well; however, the department couldn't take Santa to the Village in the fire engine because there was a chimney fire before the ceremony that the district responded to instead.
- We are working on continuing the EMT shift program through May of 2024.
- Ingrid Stuver has been added to our agency and is working on getting the County specific training necessary to be EMT certified with us.
- We are waiting for specification sheets from Spartan fire equipment to go over the updates.
- The Rescue 41 project is back in progress after approving the bid with Mallory Safety Systems.
- The chief will work with Dave on Commissioner Bordvick's request for a document including pictures naming and identifying the different District apparatus.
- We have two people in the upcoming EMT class that starts January 6th. We are working on

logistics in case there are ferry issues as the class will be held on San Juan Island.

- The Fire Academy is starting January 6th and will potentially have 10 people in it.
- The helipad project is back on, CWMA has solicited a bid from a different contractor to do the work. It still needs to be approved by their board, but once it is, the contractor will work on fitting it into a weather window that works.
- A rumor was going around that airlift would be day basing at the clinic starting January 1, that is incorrect; no decision has been made and they will work with us if the clinic is chosen as a suitable location. There was discussion on the impact and implication of this. It is understood that we need to be involved in this decision and process considering the sizable impact it has on the Fire Department employees and volunteers. This would also be for this summer, not starting in January.
- We want to clarify that the Federal Engine was not given to us, it was loaned to us. As such, we need to give it back when we are done using it rather than disposing of it.
- We have put in for a DNR surplus truck, and an equipment grant for motor and pump for the rescue.
- Nothing new on the Safer Grant.
- We put in for the Ecology Spills Grant for the high-pressure pumps and bumper turrets for both the rescue rebuild and the upcoming mini pumper build.
- We put in for another round of FEMA COVID grant money and were approved for \$14,579.95.
- We received our turn down letters from the AFG grant, we will research on how far we made it in the process and work on next year's grants which open in February.
- All EMS dispatch is using the code PPE (Personal Protective Equipment) procedures needed, if the patient is experiencing symptoms related to the Virus. We have seen an uptick of PPE required calls recently, many are confirmed C-19 cases.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

There is some money left in the Construction Agreement to be spent on Phase 2 of our Station Facilities project. We need to have a County meeting to draw down the scale of the project. We are waiting for an assessment for Phase 3 and will discuss that at the next regular board meeting in January.

STATE AUDITOR'S OFFICE AUDIT - DISCUSSION

This was moved to before the Chief's Report due to time constraints at the State Auditor Office. (See notes there).

NEW BUSINESS

Fire Mobilization Agreement

The Chief received the annual Fire Mobilization Interagency Agreement between the Washington State Patrol and the district. This allows for DNR reimbursement.

Commissioner Smith making a **Motion** to approve the Chief to sign the **Fire Mobilization Agreement with** Commissioner Doherty making the second. The **Motion Passed** unanimously.

System Design Financial Aid Request

The District received email notification from System Design of a request for financial aid for a non-Lopez resident.

Commissioner Doherty making a **Motion** to approve the **Financial Aid Request for \$280** with Commissioner Smith making the second. The **Motion Passed** unanimously.

RESOLUTION 2023 – 12 SETTING THE BOARD MEETING DATES FOR 2024

The Commissioners discussed the specific meeting dates noted on the draft Resolution 2023-12. The time was discussed, but it was decided that we should stick with the 4:00pm time.

Commissioner Bordvick making a **Motion** to approve Resolution 2023-12 Setting the Board Meeting Dates for 2024, and with Commissioner Smith making the second. The **Motion Passed** unanimously.

BVFF Pension – DISCUSSION

The Chief requested that we change our current pension policy of paying 50% of the annual Board of Volunteer Firefighter Pension (currently \$30) and collecting the other half from our volunteers. The Chief would like to amend the policy, so the District pays 100% (\$60 annually) of the pension. The pension payments for 2024 have already been processed so this practice will begin January 1, 2024, for any new volunteers and then start in 2025 for the current volunteers.

The **Motion** to approve the **BVFF full pension cost coverage starting January 1, 2024 Passed** unanimously.

Fire Chief's Annual Review – DISCUSSION

Details of the Fire Chief's Annual Review were discussed. The review will be conducted by the Commissioners in today's executive session and then presented to the Chief at the Executive Session at the regular board meeting held on January 16, 2024.

Hummel Lake Road Rental Agreement – DISCUSSION

Details of the Hummel Lake Road Rental were discussed. The contract signed on January 20th, 2023 states that the lease may be extended beyond December 31, 2023 with notice of Lessee's desire to renew. Chief Bigby expresses the desire to renew the lease until construction on his house is completed; likely June 2024.

Commissioner Doherty making a **Motion** to approve the **Hummel Lake Lease renewal for 2024**, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

BOARD MEMBER ITEMS:

None

Commissioner Bordvick announced that the Board would be going into executive session at 5:21 P.M. pursuant to RCW 42.30.110(1)(g) Personnel to complete a performance evaluation of the Fire Chief. The executive session will be concluded at 5:35pm and adjourned back into open session.

Commissioner Bordvick adjourned the Regular Meeting at 5:37 PM.

NEXT MEETINGS:

- Regular Meeting – January 16, 2024 at 4:00 P.M.



Chair Duane Bordvick



Secretary Summer Hagge