

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**January 18, 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 except Paramedic O'Bryant who attended by Zoom.

Those participating were Commissioners Duane Bordvick, Rebecca Smith and Cathy Doherty, Chief Adam Bigby, Paramedic O'Bryant and Secretary Kim Herrenkohl.

Guests: Steve Greenstein, Hospital District Commissioner.

An agenda item to review and approve the BLM Agreement's Annual Review Letter was added to the agenda with Commissioner Smith making a **Motion** to approve the agenda as amended and Commissioner Bordvick making the second. The **Motion Passed** unanimously. The Commissioners also acknowledged the need to perform the Fire Chief's annual review during the agenda's Executive Session.

**PROCEDURAL ITEMS**

There was no **Public Input**.

**Correspondence** included a letter from the EMT Association stating their appreciation of the year-end recognition gifts, new winter coats and their collaborative work with the Fire Chief. Chair Bordvick acknowledged all of the volunteer's efforts and stated that he is proud to be a part of the organization.

While Steve Greenstein is awaiting his formal oath of office related to his recent Hospital District Commissioner election, he provided a short **Partners Agency Report** from the Hospital District. Anne Preston has resigned and they have an interim Director while the hiring process is underway for a new permanent Director. Steve thinks that a physician has been selected to replace Dr. Bob Wilson at the Lopez Island UW Clinic but it has not been announced yet. They anticipate a February start date.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of December 21 & 23, 2021**, with an amendment and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **December 27, 2021 Vouchers** for \$8,009.46; **December 30, 2021 Vouchers** for \$16,806.79; **December 2021 Staff Payroll** for \$37,053.29; **December 2021 Commissioners Payroll** for \$640.00 which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

## REPORTS

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

- Our covid numbers on Lopez have gone up with 12 current cases. We had an EMS call for a family of 3 where they were all covid positive and we used appropriate PPE protocols.
- We are continuing to do online CPR classes with in-person testing including 2 last week.
- County-wide radios have been delayed due to a shipment issue of a part from Codan. We are hoping for an end of February start date. The San Juan Islands are a priority due to the critical nature of our need for improved radio communications.
- The Chief asked for feedback from the Commissioners on the Chief's fire engine equipment proposal from a month or so ago. Commissioners stated that they know that this needs to be discussed but prefer to postpone it for now.
- The Commissioners had been provided with an initial quote for a new ambulance but there was an updated quote that was provided which removed an option that saved \$2,800. There was a discussion about how this new ambulance compares to our existing ambulances. The Chief stated that when ordering a new ambulance, if you make changes to some aspects like the height it adds significant costs to the purchase price since you would not be able to use standard parts or components. It was stated that after a new ambulance is purchased, the District would retire the 2007 ambulance by surplus and selling it. Commissioner Doherty asked about insurance and warranty and the Chief provided information. They discussed that ambulances are typically heavily used, therefore trying to buy a used one would come with risks and potential issues. Chief reminded the Commissioners that we will get a bond for the purchase of the new ambulance.
- The new Ecology funded brush truck is close to being completed which will be delivered to Burlington where side rails will be installed due to its height.
- The firefighting training in Texas for Medic O'Bryant is still on hold. The six month extension is coming up and we will need to re-evaluate this training based on covid numbers.
- The local firefighting academy started last Saturday with two District members attending. It is a coordinated effort with the other SJC Fire Districts.
- The EMT class is going well and there continues to be 8 students for Lopez Fire & EMS. The end of the class is scheduled for the end of February.
- Drills are online when possible/feasible based on the nature of the drill and if the drill is in-person or has close contact they use N-95 masks.
- The Chief will reach out to Dr. Bob Wilson's replacement at the UW Clinic.
- We contacted the Department of Ecology and were informed that they are still working on processing for our final grant reimbursement request.
- We were awarded the Firehouse Sub grant for \$25,017.30 for 10 sets of bunker gear. The goal is to eventually have consistent bunker gear for our volunteers.
- The Chief has submitted applications for AFG grants for bunker gear and a water tender.

- The Safer grant thru FEMA is open and the Chief asked the Commissioners if they want him to put in an application for funding a second firefighter & EMT position which would pay 100% (no match would be required). The Commissioners expressed that they would prefer to wait for the District to hire the new paid firefighter & EMT position and then see what other needs we might have so they would prefer to wait a year.
- The Chief updated the District's SAM account online and we are still waiting for the approximately \$22,000 Covid relief funding from FEMA thru the State Military Department.
- Commissioner Doherty asked if we have covid tests for our volunteers and the Chief stated that the District has approximately 45 antigen tests for staff and volunteers with symptoms. The Commissioner stated that the County is offering individuals and business' take home covid tests and Lopez Island is supposed to get around 850 test kits for distribution.
- The Safety Committee needs to set a meeting date. They will need to discuss the EMT injury and ambulance accident. Commissioner Doherty asked how medical costs for injured volunteers would be covered and the Chief explained the Board of Volunteer Firefighters process.

Motion by Commissioner Smith to approve the Fire Chief as the authorized signer for the purchase of a new ambulance for a delivered price of \$274,363.98; and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

## **UNFINISHED BUSINESS**

### **UNION NEGOTIATION - UPDATE**

The Chief sent the documents to the union members which prompted further discussion including one particular item. The Chief hopes to be able to bring the agreement to the Commissioners next month.

### **NEW RENTAL AGREEMENT WITH SJC SHERRIF – DISCUSSION**

We are still waiting to get the contract back from the Sheriff's Office. We are also waiting for the 2022 Dispatch Service agreement.

### **FULL-TIME EMT/FIREFIGHTER HIRING – UPDATE**

The position's posting closed last Saturday and we have 5 applicants, 4 of which are on-island. The Chief will sit down with the Medics, and the selected applicants will be sent a packet and will need to do tests.

The Chief would like to have one Commissioner sit in on the presentation portion of the hiring process. We have changed the dates for the interviews which will be March 5<sup>th</sup> and 6<sup>th</sup> for the oral boards. Then there will be the interviews with the Chief soon after. Hopefully the position will start on April 1<sup>st</sup>. The Chief will communicate with the Commissioners to determine who will participate.

## **NEW BUSINESS**

### **NEW AMBULANCE - DISCUSSION**

This agenda item was discussed as part of the Chief's reports above

### **TRAINING ADMIN SUPPORT – DISCUSSION**

The Chief reminded the Commissioners that there is \$25,000 budgeted for admin support for the District's training programs. Medic McDarmont could use assistance with the wildland fire training, coordinating with DNR and seeking potential grant opportunities. The District used Jordan Pollack last summer as an independent contractor for some fire related activities and the Chief has talked with others who are supportive of using his services for the District's current needs. The Chief asked the Commissioners if he can begin a discussion with Mr. Pollack to develop a plan listing potential services and costs. The goal would be to have Medic McDarmont take over management of the program after the training programs have been established. The Commissioners agreed with the Chief moving forward.

### **BLM AGREEMENT ANNUAL REVIEW LETTER**

The Chief reminded the Commissioners that the District signed a new agreement with the Bureau for Land Management (BLM) last year which required full approval by the Commissioners. Recently, BLM sent the Chief an annual review letter and the Commissioners agreed to authorize the Chief to sign the letter.

### **BOARD MEMBER ITEMS:**

There were no items from the Board.

Commissioner Bordvick announced that the Board would be going into executive session at 5:28 P.M. pursuant to RCW 42.30.110(1)(g) Personnel for approximately 20 minutes to discuss the Chief's evaluation and they expect to come back into open session and no action will be taken.

Chair Bordvick adjourned the executive session at 6:03 P.M. into open session and then adjourned the Regular Meeting at 6:04 P.M.

**NEXT MEETING:**

- Regular Meeting – February 15, 2022 at 4:00 P.M.



Chair Duane Bordvick



Secretary Kim Herrenkohl