

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
December 21 & 23, 2021

Chair Bordvick called the Regular Meeting of the Board of Fire Commissioners for SJCDF #4 to order at 4:00 P.M. on December 21, 2021 with all participants in-person at the Station 41 Fire Hall training room with no attendees participating by ZOOM. Those present were Commissioner Duane Bordvick, Chief Adam Bigby, and Secretary Kim Herrenkohl. Due to the lack of a quorum, the meeting was continued until December 23, 2021 at 3:00 p.m.

On December 23, 2021, Chair Bordvick called the continued Regular Meeting of the Board of Fire Commissioners for SJCDF #4 from December 21st to order at 3:00 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: Cathy Doherty

An item to review and approve the District's WFCA Medical Plan application form 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.

PROCEDURAL ITEMS

There was no **Public Input**.

Correspondence included a letter of application for the Commissioner position and a letter of resignation and Oath of Office from former Commissioner Paige that was required due to his re-election in November.

There was no **Partner Agency Report**

Commissioner Smith making a **Motion** to approve the **Postponed Regular Meeting Minutes of November 23, 2021**, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **December 14, 2021 Vouchers** for \$54,128.90; **November 2021 Staff Payroll** for \$38,180.08; **December 2021 Staff Special Payroll** for \$10,895.23; **November Commissioner Payroll** for \$5,534.40; and **December Volunteer Stipend Payroll** for \$59,408.47 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:

- Our call volumes have slowed down a bit lately.
- As of December 8th, there has been a little drop in new cases. The Chief is still assisting in the ages 5 thru 11 vaccination clinics.
- The new county-wide radio system is scheduled to be up on January 17th. Each island has its own channel (although Lopez will share with Decatur) and a countywide channel. The old system will still be available for a few weeks to make sure that there are communications after the new system is implemented.
- Engine 42 had been looked at by a mechanic and it was determined that it is not actually a pump packing issue. We will continue to try to determine what the issue is with perhaps it having been a one-time issue.
- We are still waiting on prices for a new ambulance. The plans have been submitted.
- Completing the new brush truck has been delayed at the mechanics due to staff covid issues.
- The firefighting training in Texas for Medic O'Bryant is still on hold.
- The local hybrid firefighting training is set for January 15th.
- There are now 8 Lopez people in the EMT class.
- The Chief and Dr. Bob have had discussions but there is a continued need to talk about the most effectively way to communicate with Dispatch related to airlift and requesting the District's assistance.
- We are still waiting for our final payments on last year's Ecology and FEMA grants.
- We will need to wait until January to hear back on our Firehouse Sub grant application.
- The Chief has submitted applications to the AFG grant for bunker gear and a water tender.
- Dr. Corsa sent out new information about Covid responses but not much has changed.
- The Chief asked if the Commissioners had questions about the information he sent out after the last meeting related to procuring new apparatus. The Commissioners agreed to postpone further discussion for now.

Commissioner Bordvick asked if CPR classes were for the public and how the online class works with in-person testing. He was informed that the classes are for anyone that needs or wants this training and it has been working effectively.

UNFINISHED BUSINESS

NEW COMMISSIONER APPOINTMENT – DISCUSSION

The Commissioners interviewed Cathy Doherty about the open position and her interests in the position and experience as a nurse. Commissioner Bordvick noted that Cathy had been an EMT with Lopez Fire & EMS in the past.

Commissioner Smith **nominated** Cathy Doherty to fill the District's open Fire Commissioner Position #2 and Commissioner Bordvick **seconded** the nomination. Cathy Doherty was **appointed** to fill the open Fire Commissioner Position #2.

Commissioner Bordvick will let the other candidate know about the new Commissioner appointment and thank her for her interest.

UNION NEGOTIATION - UPDATE

We have had meetings and they have been going well. We have been working on language issues and done research through the lawyer. They will re-write some language and hopefully bring the agreement to the next Board meeting.

NEW RENTAL AGREEMENT WITH SJC SHERRIF – DISCUSSION

We are still waiting to get the contract back from the Sheriff's Office.

FULL-TIME EMT/FIREFIGHTER HIRING – UPDATE

The application period is open and we have received several on-island applications so far. An applicant must be an EMT or in a class and are also willing to be a firefighter. The deadline for all applications is January 15th. Then the Chief will send the applicants a packet and testing is scheduled for March 5th and 6th if they qualify and are selected.

The Chief is meeting with the union to work on specific testing questions and procedures.

NEW BUSINESS

RESOLUTION 2021-14 SETTING THE BOARD MEETING DATES FOR 2022

Commissioner Smith making a **Motion** to approve Resolution 2021-14 Setting the Board Meeting Dates for 2022, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.
to be the 3rd Tuesday of each month

REVIEW AND APPROVE WFCA HEALTH CARE PROGRAM APPLICATION FORM

The District is required to submit a Board approved application enrollment form for the WFCA Health Care Program each year.

Commissioner Smith making a **Motion** to approve the WFCA Health Care Program application form, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

BOARD MEMBER ITEMS:

Personnel evaluation forms were sent out by the Chief prior to the meeting. The Commissioners will do the evaluations for the next meeting. In addition, the Chief stated that he had added a 3% wage increase in the 2022 budget for the Administrative Assistant/Board Secretary position which is consistent with past years.

There were no items from the Commissioners.

The Chief mentioned that they will be awarding the Firefighter and EMT of the year. The Chief provided Commissioner Smith with a certificate for her 20 years of service as a Commissioner.

Commissioner Bordvick announced that the Board would be going into executive session at 4:03 P.M. pursuant to RCW 42.30.110(1)(g) Personnel for approximately 5 minutes and they expect to come back into session and take action.

At 4:10. P.M. Commissioner Bordvick opened the session.

Commissioner Smith making a **Motion** to approve the recommended 3% 2022 salary increase to the Administrative Assistant/Board Secretary position, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve a 5% 2022 salary increase to the Fire Chief position, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

The Commissioners stated that they are appreciative of the Chief's work over this past year. A question was raised about whether or not formal action was needed for the Chief's rental of the Hummel Lake house. This will be researched and information will be provided at the next meeting.

Chair Bordvick adjourned the Regular Meeting at 4:15 P.M.

NEXT MEETING:

- Regular Meeting – January 18, 2021 at 4:00 P.M.


Chair Duane Bordvick


Secretary Kim Herrenkohl