

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
October 17, 2023

Chair Bordvick called the Public Hearing of the Board of Fire Commissioners for SJCFD #4 to order at 3:30 P.M. The meeting was held with most participants in-person at the Station 41 Fire Hall training room with a few attendees participating by ZOOM. The Chief explained the recent edits made (highlighted on the new sheet) to the proposed 2024 Budget. These included healthcare projections and new construction levy increases. The Chief and the Commissioners discussed the changes to the draft budget since the last Board meeting as well as the increased commissioner reimbursements. There were no public comments. The Chair closed the Public Hearing at 3:45 PM.

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 most participants in-person at the Station 41 Fire Hall training room with a few 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.

There were no changes to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

There was one Partner Agency Report from Hospital District Board Member Steve Greenstein who stated that their focus was on the Levy Lift. They had a meeting last night with 30-40 people in attendance, and 49 participants on Zoom; however, there was an issue with audio on Zoom so they will do the meeting again tomorrow night at 5:30 at Fire Station 41. Steve Greenstein doesn't think that they will have more than 12 attendees in person from the public since they had so many come last night. They advertised on Facebook, their website and Lopez Rocks.

Last night, they explained the Levy lift and then opened for questions. Commissioner Smith said that she doesn't think that the public understands that it is a 6-year deal – every year there is an increase (6% or a max of \$0.75 per \$1,000) for 6 years. Greenstein pointed out that the money can be given back if it turns out it is not needed, such as on Orcas. Various pharmacies are going bankrupt as well as striking. The hospital district is still working on what

will happen with the Lopez Pharmacy, as the Hospital District has been working with a company, Total Dose, who is looking for a pharmacist. This has a huge impact on Lopez Island.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of September 19, 2023, and Special Meeting Minutes of September 27** with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **September 19, 2023 Vouchers** for \$29,234.84, **and October 3, 2023 Vouchers** for \$28,445.71 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 **September Staff Payroll** for \$52,582.76, which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty the second. The **Motion Passed** unanimously.

REPORTS

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

- Our call volume is a little down from last year which, overall, is a good thing for the citizens. A number of EMS calls have included significant medical issues, and the individual calls are longer than normal.
- The state COVID dashboard has changed – now done by region instead of county,
- The radio tower went up, but we are still awaiting word on the switch from Rock Island.
- The Family Resource Center is doing a fentanyl informational meeting that we will be involved in – administration of Narcan. In response to Commissioner Bordvick's question, it was noted that Lopez had one fentanyl case recently.
- We are following San Juan EMS in being a distribution site for COVID take home tests. Doherty mentions Hamlet House needs them, Chief said he will bring some. We will document if they go to a private residence or business. This program is run through the state, but it is a federal program. The Chief is going to start reaching out to businesses to see if they need any.
- Still doing the summer shift program - but are having a hard time filling all the shifts. We will see how it goes by the end of the month and then reassess.
- Volunteer interviews will be happening next week. We have 7 candidates now. There will be an EMT class here on Lopez next year. The Fire Academy will be online and on Lopez on weekends. The goal is to work with San Juan. We have had a good response to our recruitment. We are trying to make up for the 7 people who have recently retired!
- We are meeting with Spartan all day tomorrow about the new fire engine. We will be going through the specs line by line and making sure we are getting what we want and we were informed we might get the smaller engine that we originally asked for which will save

money.

- The Rescue 41 bid closes in an hour. We have gotten one bid so far.
- Mr. Hooker from TCA Architects is on vacation and the Chief will continue to work with him to look for opportunities to fine tune the design plan and find cost reductions.
- The Federal engine is getting tested and fixed up (small electrical issues and other little things) and will be brought to Lopez next week.
- We are still waiting for two of our EMT class students to take the national registry test. They can't run EMT calls until they take and pass the test. A new person will be sitting for the exam off-island soon and we would still need to do our on-boarding process with them.
- CWMA is still waiting on their contractor in order to widen the approach to the landing pad beside the Lopez Clinic.
- We have not received a denial letter from the AFG Grant but we had heard that they have distributed all the funds, so we did not get any.
- The Safer grant is through Orcas Island and we have not heard anything yet.
- A few grants including DNR are coming up and we will be putting in for those.
- The Safety Committee met and said they had a good meeting, but the Chief has not received their minutes yet.

The Chief asked for any questions. Commissioner Smith brought up the run reports and that fly-offs are still up.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

As noted in the Chief's report, Forest Hooker from TCA Architects has been on vacation so there is nothing new to report on the Station 41 or 42 projects. Commissioner Smith asked where are we with them? The next step is talking about how we break up the large number into small chunks or decrease it. The Chief and Smith have lots of thoughts they are excited to discuss on bringing the costs down and discussed a possible future meeting with Mr. Hooker.

2024 BUDGET CALENDAR - DISCUSSION

The Chief presented the 3rd draft version B of the 2024 Revenue and Expenditure budget. A few small changes had been made since the last Board Meeting.

NEW RENTAL AGREEMENT SJC SHERIFF - DISCUSSION

Chief talked to the Sherrif and gave the Sherriff a new annual rental rate of \$25,000 (11.5% increase). The San Juan County Sheriff agreed and wants to renew the same lease agreement for 2024 with the 60-day out clause. They currently have no place to move to as several options fell through. We have sent the new lease agreement to the County and hopefully get it back soon.

NEW BUSINESS

RESOLUTION 2023 – 08 DECLARING SURPLUS VEHICLE AND EQUIPMENT

The Chief plans to do a sealed bid process to sell the surplus vehicle and may package the other equipment and also do a sealed bid.

Commissioner Smith making a **Motion** to approve Resolution 2023-08 Declaring Surplus Vehicle and Equipment; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

RESOLUTION 2023 – 09 SETTING PROPERTY TAX FOR GENERAL LEVY – COLLECTION IN 2024

Commissioner Bordvick read the entire Resolution 2023-09.

Commissioner Smith making a **Motion** to approve Resolution 2023-09 as read; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

RESOLUTION 2023 – 10 SETTING PROPERTY TAX FOR EMS LEVY – COLLECTION IN 2024

Commissioner Bordvick read the entire Resolution 2023-10.

Commissioner Smith making a **Motion** to approve Resolution 2023-10 as read; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

GENERAL AND EMS LEVY CERTIFICATIONS FOR 2024

Commissioner Bordvick read the entire Levy Certification for the General Levy with a total certified levy request amount of \$1,046,778.00.

Commissioner Bordvick read the entire Levy Certification for the EMS Levy with a total certified levy request amount of \$768,590.00.

Commissioner Smith making a **Motion** to approve both the General and EMS Levy Certifications for 2024; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

RESOLUTION 2023 – 11 ADOPTING THE 2024 BUDGET FOR FUND 6571

Commissioner Bordvick read the entire Resolution 2023-11 Adopting the 2024 Budget for Fund 6571 with total revenues of \$3,042,005 and total expenditures of \$3,042,005.

Commissioner Smith making a **Motion** to approve Resolution 2023-11 Adopting the 2024 Budget for Fund 6571; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

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 for staff's medical, dental and Life & AD&D coverage.

Commissioner Smith making a **Motion** to approve Commissioner Bordvick to sign the 2024 WFCA Health Care Program application form, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

LCHC PROPOSAL - DISCUSSION

They had a meeting that the Chief could not attend so Dr Corsa attended in his place, but it was brief. The Chief is wanting permission from the board to join the discussion with LCHC. Bordvick notes that Smith and Doherty are on the LCHC Committee; the Chief wants approval from the board, not the individuals.

Commissioner Bordvick making a **Motion** to approve the Chief to have discussions with LCHC, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

STATE AUDITOR'S OFFICE – AUDIT

Herrenkohl states this is our year for our once every 3-year audit. The Chief needs to sign a letter of engagement, which was included in the Board Packet, and we are just letting the board know that we are starting this audit. Commissioner Smith wants to know the cost of the last audit as \$11,000 seems high when she recalls it being \$5,000 last time. The Auditors used to come on-site, but now they only come if your revenues exceed \$2 million. They have asked us to put together a box of documents and drop them off in Bellingham.

PERSONNEL ACTION FORMS

One Firefighter volunteer and new Administrative Coordinator were hired and Personnel Action forms were completed for the Chief and Chair's signatures.

BOARD MEMBER ITEMS:

None

The Chief adjourned the Regular Meeting at 5:09 P.M.

NEXT MEETINGS:

- Regular Meeting – November 21, 2023 at 4:00 P.M.



Chair Duane Bordvick



Secretary Summer Hagge