

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
April 16, 2024

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, including one guest from the public participating by Zoom.

Those present were Commissioners Duane Bordvick, and Rebecca Smith, Chief Adam Bigby, Board Secretary Summer Hagge. Commissioner Cathy Doherty was not present due to an excused absence.

Guests: Steve Greenstein the Hospital District Commissioner was present in person.

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. The report included details of the Hospital District's last month's board meeting. The Hospital District met with UW Finance and reviewed their budget, which looks good. The Hospital District also met with Lopez Island Physical Therapy and relayed their appreciation for the services they provide to Lopez Island.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of March 19, 2024**, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **March 19th 2024 Vouchers** for \$26,014.76 & **April 2nd 2024 Vouchers** for \$26,940.26 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **March Staff Payroll** for \$55,476.96 which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick the second. The **Motion Passed** unanimously.

REPORTS

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

Northwest region Covid info WA. State data as of 04/11/24 (data from USAfacts.org)

1. Current positive cases San Juan County: 2 per 100,000 population
2. Total San Juan County COVID deaths: 5
3. Only 18.6% of WA State residents have received the latest C-19 vaccine.

Lopez Fire and EMS: All members have been encouraged to get their booster.

COMMUNITY

1. RADIO SYSTEM: Codan is still waiting on T-Mobile to do their system tests, before moving forward. Two additional sites were found that have been impacted (on Orcas and Lummi).
2. A rough draft of the newsletter was reviewed.

PERSONELL

1. Andrew Robin and Amie Stevens have officially resigned their positions with the dept.

APPARATUS/EQUIPMENT/STATIONS

1. All change orders for the engine have been signed, we are in build mode.
2. The R-41 project is still progressing; the target date is still late May.
3. Dave has repaired an issue with the foam system on the tender, this was an issue that appears to have been an error in manufacturing.

Fire & EMS Training

1. The EMT class ends this month, hopefully we can have our EMT's in the field before the 4th of July. Ingrid should be quicker on boarding because her certification is already completed. EMT class graduation is the night of April 27th at San Juan EMS.
2. The fire academy has completed FF1 written testing and Haz-mat class, they are preparing for practical testing at the end of the month.

Lopez Clinic

1. There is no report on this until Andrew, the department's contact, is back at work. The driveway for the landing zone is working great.

GRANTS

1. **Ecology Spills Grant:**
The District put in for the high-pressure pumps and bumper turrets for both the rescue rebuild and the upcoming mini pumper build.
2. **FEMA AFG Grant:**
The District put in for extra SCBA's, RIT packs, and a water tender.
3. **Firehouse Subs Grant:**
The District put in for a set of extrication equipment. We were denied in quarter 1 but this was expected as our last grant was awarded within two years, (by a couple of days) of submitting the grant. The District will be putting in for the grant quarterly until we are awarded.
4. **DNR Grant:**
The District has been awarded a DNR grant to implement the Fire Ready Neighbors program that will reimburse the Fire Chief and Dave's time, purchase an iPad for data entry in the field, and cover advertising costs (half of the newsletter). Total grant award is \$5,125.

COVID – 19 Response and Preparation

1. 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.

Safety Committee

1. The Safety committee is meeting tonight.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

The San Juan County Fire District 4 Bond Capacity as of March 2024 was reviewed. This document was for information only; it is non-binding, as nothing has been initiated as per a bond.

Station 44 was discussed, with the possibilities of FLIP running their waterline to the Fire Station and the owner or Sunset interested in partnering for land use.

FIREFIGHTER/EMT POSITION #2 - HIRING PROCESS REVIEW AND DISCUSSION

The Firefighter/EMT Position #2 applications closed April 15th. There are 5 applicants: 3 internal, and 2 from off-island. Whether to include the temporary housing of Hummel Lake in the interview packets was discussed. It was determined that would be brought up after testing, but not in the test invitations.

The interview invitation packets will be going out to candidates within the next few days.

HUMMEL LAKE HOUSE – DISCUSSION

Plans for the Hummel Lake House after the Chief moves out were discussed. The Chief will look at the costs associated with the first step for creating per diem housing on the property.

URGENT CARE COMMUNITY NEEDS – DISCUSSION

Urgent Care community needs were discussed. The discussion with Dr. Corsa and the needs assessment survey are still in the works.

INSURANCE BROKER - DISCUSSION

The Fire Department is awaiting the Liability Insurance quotes from the Insurance Broker.

DISPATCH FEE FOR 2024 – REVIEW

The San Juan County Sheriff's Office send a memo of the 2024 Dispatch Fees that was reviewed at the March 19th, 2024 Board Meeting. There was a contract sent after the meeting, to be signed today.

Commissioner Bordvick making a **Motion** to sign the **San Juan County Sheriff's Supplemental Fee Agreement for 2024 Dispatch Fees**, and with Commissioner Smith making the second. The **Motion Passed** unanimously.

NEW BUSINESS

STRATEGIC PLANNING

2024 Strategic Planning was discussed. It was agreed that there is a lot going on within the District in May, so postponing this meeting seems like a good option. However, the budget work will start in August, so the 1-day Strategic Planning meeting should be scheduled for a date before then.

Wednesday May 29, 2024 was determined to be the date for Strategic Planning.

OPEN HOUSE – JUNE 2024 - DISCUSSION

The Open House was discussed. The same format, with different stations, as last year was agreed on.

A Wednesday evening in June after school is out will be the tentative date.


BOARD MEMBER ITEMS:

None

Commissioner Bordvick adjourned the Regular Meeting at 5:06 PM.

NEXT MEETINGS:

- Regular Meeting – May 21, 2024 at 4:00 P.M.



Chair Duane Bordvick



Secretary Summer Hagge