

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**May 18, 2021**

Chair Phil Paige 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 some via ZOOM\* conference call *but there was a technical difficulty.*

Those present were Commissioners Phil Paige, Rebecca Smith, and Duane Bordvick, Chief Adam Bigby and Secretary Kim Herrenkohl.

Guests: Steve Greenstein, Hospital District Commissioner.

There being no changes to the **Agenda**, the agenda was **approved** as presented.

**PROCEDURAL ITEMS**

There was no **Public Input**.

There was no **Correspondence**.

Hospital District Commissioner Steve Greenstein provided a **Partner Agency Report** on their most recent Hospital District meetings. The Hospital District is continuing its strategic planning work with several areas of focus including utilizing federal funding from the HRSA grant to help the financial sustainability of the District. Recruitment and retention is also a focus due to the difficulties related to being an island community and age of our population. Another focus is the Pharmacy where it is known that the owners would like to sell the Pharmacy. A student was employed at the Lopez Pharmacy last summer, has now graduated and appears to be interested in discussing the purchase of the Pharmacy.

Commissioner Bordvick making a **Motion** to approve the **Regular Meeting Minutes** of **April 20, 2021**, and **Special Meeting Minutes** for the Strategic Planning session of **May 3, 2021**, with amendments and Commissioner Smith making the second, with the amendments. All in Favor, **Motion Passed**.

Commissioner Bordvick made a **Motion** to approve the **April 2021 Vouchers** for \$118,753.07 and the **April and May 2021 Staff Payroll** for \$44,244.51, and Commissioner Smith making the second, All in Favor, **Motion Passed**.

**REPORTS**

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

- Chief noted that call volumes are down but that there had been a spike after COVID first hit last year.
- While the response times are still within NFPA range, a number of ideas were mentioned at the recent strategic planning session for getting the rigs on-site quicker.

- San Juan County's COVID numbers are the same as last week so they may not be being updated timely.
- The immunization numbers are up-to-date and were at 10,404 vaccinations as of last week. The next San Juan County Health Department's vaccination clinic that we will assist with will have 150 vaccination spots available.
- We have received 3 of the 4 unvaccinated volunteer's decline forms.
- Medic McDarmont is working on establishing CPR classes. It is anticipated that they will only be offered to partners such as the Youth Corp. Commissioner Smith noted that she would also like to have CPR & First Aid training for workers and volunteers at the Hamlet House.
- They are moving quickly on the radio project with the installation of all of the towers having been completed. They are still waiting for the licenses related to police and fire. They plan on testing the system next month.
- The pump on engine 44 was installed last week and a picture of the bracing was provided to give an idea of level of repair and replacement parts needed.
- The carpet in the weight room will be installed tomorrow.
- In the Juvenile Services section of the basement, the drywall and carpet are done but there is still some painting left to do.
- The parts are on order for the electrical work related to the septic system and then the electrician will do the install.
- Medic Michelle McDarmont is back from her two-week Firefighter training class and is now certified. Medic Nicole O'Bryant will attend the training in October.
- Two volunteers recently passed the Hazmat Ops class.
- For the Ecology Grant, the Command Rig is ready to be paid for and is included in the voucher packet. The second truck is still being worked on. The large order of radios has been made and we were able to order a few thru the state's Cache which was a good cost savings. A new round of Ecology grants are open and we will be submitting an application to replace medic cars with Medic McDarmont's being the priority.
- We installed a doorbell for the public to use to gain access to staff and services.
- Three EMS student interns will be starting soon which will be the first students since COVID. They are required to be vaccinated. Since not all of the EMTs and Firefighters are vaccinated, attention will need to be paid when the student interns are on calls. The District will be following Dr. Corsa's guidelines.
- We are still waiting for the \$27,000 payment from the FEMA COVID grant.
- The Safety Committee met after the last Board of Commissioners meeting and will be looking at making recommendations about driver training.
- The Chief is leaving for vacation Thursday night but will be available by cell phone. After his return on June 1<sup>st</sup>, he will take an extended weekend for a family event.

## **UNFINISHED BUSINESS**

**LEVY DISCUSSION:** The "yes" advisory committee members contacted the Elections Office but we are not aware of anyone that has yet volunteered to be on the "no" committee.

We will be having two opportunities for the public to come to an informational meeting to learn more about the EMS Levy. The meetings will be held in the bay at Fire Station 41 on Wednesdays, June 16

and 30<sup>th</sup> at 6:00 p.m. They will be advertised as Special Meetings. The question about whether or not someone could talk at a Senior Lunch was discussed but it was noted that the Senior Center is not planning on holding any lunches until September.

The ballots will be mailed out on July 15<sup>th</sup> and we want to have our mailer sent out at the same time. We will also be working on adding information to the District's website.

### **STRATEGIC PLANNING WORKSHOP:**

One of the main topics discussed at the Strategic Planning meeting was EMT coverage during the summer. The Chief worked on a budget to determine how much was available to hire on-island or off-island paid EMTs that would be paid hourly and at the station for designated shifts. The Chief and Medics have been talking with the EMTs and they agree that there will be a coverage issue as some people have made their summer vacation plans known. Questions about LEOFF, FLSA and collective bargaining unit rules were raised. The Chief has been communicating with the union. The peak need times and days of the week were discussed.

After discussing the budget, work schedules, in-house, on-island and off island potential EMTs were discussed and given that summer will soon be here, the Commissioners agreed that the Chief should move forward with a plan.

Commissioner Smith making a **Motion** to approve spending up-to \$16,000 for temporary positions to help provide appropriate EMT coverage during the summer of 2021 and Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

The Chief researched potential medical insurance for volunteers and determined that they are already eligible for the District's plan, however if implemented, they would need to wait until open enrollment to join. They must meet two criteria including: they must be under 65 years of age and have no other insurance already available to them. The plan could be implemented and not require that the District contribute towards the volunteer's insurance premiums. It would be up to the District to decide. Commissioners are also eligible under the plan. One plan was about \$499 per month.

### **UPDATE OF LOGISTICS LIEUTENANT POSITION:**

There was only one applicant for the Logistics lieutenant position and the Chief will be meeting with him tomorrow.

### **NEW BUSINESS:**

### **SUPPLEMENTAL INTERLOCAL AGREEMENT WITH SJC SHERIFF'S OFFICE FOR DISPATCH SERVICES:**

On the March 16, 2021 Board of Commissioners agenda, there was an item titled "SJC Sheriff's Rental Contract Approval", however it was subsequently noticed that the agreement that had been in the

Board packet, which was signed by the Commissioners on March 16, was actually a supplemental agreement for Dispatch Services from the Sheriff's Office. Therefore, the Commissioners have signed the Dispatch Service's supplemental agreement for 2021 but there has not been an official motion to approve the supplemental agreement.

Commissioner Smith making a **Motion** to approve the Supplemental Fee Agreement for 2021 – SJC Agreement No. 20SH.003 which was signed by the Board of Commissioners as part of the March 16, 2021 Board of Commissioners meeting and Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

### **CHIEF'S GOALS FROM STRATEGIC PLANNING:**

The Chief discussed his prepared list of goals. A lot of the dates are set by the budget process.

The recruitment and retention goal discusses the healthcare insurance and paid EMT position(s) already discussed. Efforts need to be put forth before the fire academy and EMT class can take place.

Station 41 needs a septic design and replacement. The air compressor in the bay also needs to be upgraded to allow the engines to depart on calls quicker. In addition, there is a need for a vehicle exhaust capture plan.

The Chief continues to search for funding to replace Fire bunker gear and they will be evaluating the current gear to determine exactly what is needed.

Dr. Corsa has expressed the need to upgrade EMS tools to reduce the need to fly some patients off of the island. The Chief is working on the training calendar with Medic Michelle McDarmont. It is important to know what each volunteer's training needs are. The idea of using mentors was identified at the planning session to help newer members learn from more veteran members. It may sometimes be necessary to bring in trainers from off-island. Officer training would be beneficial and also help the District's rating.

The Commissioners thanked the Chief for establishing this list of goals and understand that it would be a lot of work to accomplish them all. Commissioner Bordvick suggested prioritizing the goals and safety, recruitment and retention were mentioned due to their importance. Commissioner acknowledged that funding is a major factor in accomplishing goals and we will know more after the EMS Levy ballot measure is voted on in August.

Everyone agreed that it was a very productive strategic planning meeting and <sup>we</sup> appreciated receiving <sup>ed</sup> input from both staff and volunteers.

### **BOARD MEMBER ITEMS: None**

The Commissioners discussed if they were planning to draw down the remaining \$10,000 available from the 2020 G.O. Bond and they agreed that they were not.

Chair Paige recessed the Regular Meeting at 5:30 PM for Executive Session per RCW 42.30.110(g) for Personnel matters.

Chair Paige recalled the Regular Meeting to Order at 5:41 PM.

Chair Paige adjourned the Regular Meeting at 5:43 P.M.

**NEXT MEETING:** June 15, 2021 at 4:00 P.M.

  
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Chair Phil Paige

  
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Secretary Kim Herrenkohl