

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
October 19, 2021

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 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: Steve Greenstein, Hospital District Commissioner arrived after the meeting began.

There being no changes to the Agenda, Commissioner Smith making a **Motion** to approve the agenda as presented and Commissioner Bordvick making the second. All in favor, **Motion Passed.**

PROCEDURAL ITEMS

There was no **Public Input.**

There was no **Correspondence.**

Hospital District Commissioner Steve Greenstein provided a brief **Partner Agency Report** stating that the Hospital District has almost completed its draft budget and they are in the process of compiling the results to their recent survey.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes, September 21, 2021**, and with Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

Commissioner Smith making a **Motion** to approve the **October 12, 2021 Vouchers** for \$40,254.87; **October 12, 2021 Bond Voucher** for \$179,145.36; and **September 2021 Staff Payroll** for \$41,385.48 which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

The Commissioners noted that the October 12th Vouchers included the election charge from the San Juan County Auditor's Office for the EMS Levy ballot measure and the cost of the new District t-shirts.

REPORTS

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

- The Total Calls should say Sept not August. The number of calls during September was lower but October's volume has been busy.

- Covid notices have changed as we now are only notified of community spread. Vaccination numbers have been going up.
- The instruction part of the CPR course is online and then they are scheduled for in-person skills testing.
- The Moderna booster has been approved by the CDC and there will be a booster clinic this Saturday at Grace Church. The same people that are eligible for the Pfizer booster are also eligible for the Moderna booster and people can sign up on the Pharmacy's website.
- There is an online meeting tomorrow for the county-wide radio system.
- The Chief will be attending the Snure seminar tomorrow on the mainland.
- The Chief is working on buying the pump for Rescue 41 so that Public Works can install it.
- The new bay heaters at Station 41 were installed today.
- Paramedic O'Bryant is still on hold for attending the Fire Training in Texas.
- The Chief is working with the other islands on the schedule for the hybrid (online and in person) fire class for new Firefighters.
- The District has been interviewing some of the candidates for our upcoming EMT course. They have varied backgrounds and several have Master Degrees. They will need to do the BLS CPR training which has been scheduled for November 6th. The Chief is impressed with the candidates and Paramedic O'Bryant is setting up a good program. The classes are scheduled to run thru February and then the candidates will take a final and practical test which would be followed by taking the national test. There are 11 candidates, including two existing District firefighters. In addition, there may be 2 to 4 people from the other islands. The maximum number set for the class is 20 people and they must be vaccinated. Also discussed was the fact that the students may not do any patient care while they are EMT students.
- The ambulance committee met, they put their ideas together, and then submitted them to Horton to do a drawing.
- The bunker gear committee has meet and they will contact the representatives from the three vendors.
- Tonight's EMS training meeting is in-person, in small groups.
- The Chief has been keeping in touch with Dr. Bob Wilson at the UW Clinic and the Chief will do the fit testing for the clinic.
- We have applied to close out the existing Ecology grant and are waiting to hear back from them. On the new Ecology grant application, they are still in the review process and we noted that they have received 41 applications.
- The Chief reported that we did not get the SAFER grant. The Chief will review our application and may attend a workshop to help learn best practices for improving future applications.
- The District's Firehouse subs grant was not funded and the Chief has already re-submitted another application.
- The public access doorbell at Station 41 has been working well.
- The District is working thru its existing supply of N-95 masks (personal protecting equipment - PPE) and then will move to using the new PPE but everyone needs to be fit tested on the new PPE first.

- The state has defined that all District staff and volunteers are required to be vaccinated, including our firefighters. We went through our records and determined that 4 firefighters were not vaccinated. They were contacted and one firefighter is currently getting vaccinated and the remaining 3 firefighters have been voluntarily resigned and need to return the District's firefighting equipment.
- We have signed an interlocal agreement with the SJC Health Department to extend the time for receiving potential funding for our assistance at the vaccination clinics last spring.
- We worked with the Department of the Military about the FEMA grant and submitted a new payment reimbursement request with improved documentation for about \$4,500 less than previously submitted and are waiting for FEMA's review.
- We implemented the Safety committee recommendations such as back-up driving training. Commissioner Bordvick would like more information about the committee's agenda and the Chief explained the types of safety issues that the committee focuses on.
- The Paramedic overtime report is attached.

UNFINISHED BUSINESS

PRELIMINARY 2022 BUDGET DISCUSSION:

The Commissioners were provided an updated 2022 budget. We are still waiting for the updated assessed value data from the Assessor's Office.

The GO Bond revenue line needs to be updated to the anticipated \$300,000. The Lexipol subscription is an efficient way to train. The ALS Supplies went up because the District wants to buy portable ultrasounds. We need to move the septic work from a maintenance line to a capital line. One of the big items is the bunker gear expenses. The Chief would like to consider options to keep costs down like keeping gear at the Fire Stations.

The Chief does not anticipate many changes to next month's version unless the Board has comments or suggestions.

Commissioner Bordvick supported maintaining two separate property tax revenue lines to help respond to questions in the future.

UNION NEGOTIATION - UPDATE

They have a tentative date for a meeting.

SEI CONTRACT

The Chief presented the final contract, after receiving a legal review. The Chief asked if the Commissioners agree with the Chief signing it.

Commissioner Smith making a **Motion** to approve the Senior EMS Instructor & Mentor agreement and authorize the Chief to sign it, and with Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

NEW COMMISSIONER APPOINTMENT & APPOINT NEW CHAIR

We noted that we have not received any applications for the open Commissioner position. We will need to re-advertise the position and state that it is open until filled.

NEW BUSINESS

DRAFT DATA SHARING AGREEMENT WITH STATE AUDITOR'S OFFICE

Commissioner Smith making a **Motion** to approve the Data Sharing agreement with the State Auditor's Office and authorize the Chief to sign it, and with Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

RESOLUTION 2021-09 2021 BUDGET AMENDMENT #1

Commissioner Smith making a **Motion** to approve Resolution 2021-09 to adopt 2021 Budget Amendment #1, and with Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

ORDER NEW MEDIC TRUCK

There was a discussion about replacing Paramedic McDarmont's 2011 rig. The State's rig list for 2022 is now open and the Chief asked for the Commissioner's input on putting our name on the State's rig list for a compact pickup (Chevy Colorado). This would allow us to start the design process and eliminate the risk of missing out on this opportunity since the State only has a set number of rigs available each year. As a temporary measure, Paramedic McDarmont will use the new Ecology grant funded brush truck when it arrives which is not ideal but is a good short-term option. The Commissioners agreed that the District should get on the State's list for a replacement rig for Paramedic McDarmont.

VACCINATION REQUIREMENT UPDATE

The Chief covered the number of volunteers that are not vaccinated in his Chief's report and actions taken. He will count the number of individual vaccination card copies that we still need to collect, however we know that they are all vaccinated.

1989 FIRE ENGINE SURPLUS RESOLUTION 2021-10

The 1989 fire engine is still on the mainland and the Chief plans to sell it on the mainland to save ferry costs. But first we need to officially surplus it. It will not be sold as a working fire engine.

Commissioner Smith making a **Motion** to approve Resolution 2021-10 to surplus the 1989 fire engine, and with Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

NEW RENTAL AGREEMENT WITH SJC SHERRIF – DISCUSSION

It was noted that last year we signed a one-year agreement because we were not sure what we were going to do with the space downstairs. Commissioner Smith noted that for next year, we are anticipating a significant septic repair & replacement project so we should increase the rent in consideration of this large expenditure. The Commissioners agreed with another one-year lease agreement with a 3% increase in the monthly rent.

BOARD MEMBER ITEMS:

Commissioner Smith brought up the current alternate ferry schedule which has an 8 ½ hour gap in ferry service to get off of Lopez and she wondered if the Chief should write a letter to Washington State Ferries noting our concerns with getting people off of Lopez for medical reasons. It was noted that both Orcas and San Juan Islands did not have the same negative impact to their ferry service. If nothing else, the Ferry should consider making emergency stops as needed. While it sounded like the ferry advisory committee talked about this issue with Olympia leaders, since there has not been any changes, it might be helpful to write a letter directly to Olympia leadership.

The air ambulance services should consider doing a big publicity push to get people signed up.

Once again, due to the pandemic, we will not be holding our typical December volunteer recognition event. The Chief wants to do more than a little parade and is thinking about what can be done.

Chair Bordvick adjourned the Regular Meeting at 5:29 P.M.

NEXT MEETING:

- Regular Meeting – November 16, 2021 at 4:00 P.M.



Chair Duane Bordvick



Secretary Kim Herrenkohl