

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
August 17, 2021

Chair Phil Paige called the Regular Meeting of the Board of Fire Commissioners for SJCDF #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 except for Paramedic Pal who attended by Zoom. No other attendees participated by ZOOM.

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

Commissioners Paige and Bordvick approved Commissioner Rebecca Smith's excused absence.

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 one piece of **Correspondence** from Commissioner Paige. He read his letter to the other Commissioners which states that he is resigning due to family obligations and he will be moving off of Lopez which will disqualify him from continuing to serve on the Fire District Board. According to the County Elections department, it is too late to withdraw his name from the General Election ballot. The District's September meeting will be his last meeting as a Commissioner and the District should consider advertising for the Commissioner position since the Commissioners will need to appoint a replacement Commissioner. He regrets having to leave Lopez Island and the Fire District. Commissioner Bordvick expressed his sincere appreciation for Commissioner Paige's service saying that he learned a lot from Paige given his direct experience in Fire Departments.

Hospital District Commissioner Steve Greenstein also stated that he was sorry to hear about Commissioner Paige's upcoming departure.

Hospital District Commissioner Steve Greenstein provided a **Partner Agency Report** on their recent August 11th Hospital District meeting. They are working on a draft questionnaire to Lopez residents to help the Hospital District focus on the needs of the island, in addition to the focus of the HERSA grant. They plan to put the survey online in a few weeks. In addition to the online survey, they will be reaching out to people by phone.

Ferry service issues were brought up including potentially having a reservation system for Lopez departures and it was acknowledged that being able get reservations would not help residents that need to leave Lopez on short notice. Another significant issue discussed is the ferry system's ability to have sufficient personnel to operate the ferries.

The Chief asked Commissioner Greenstein if they were thinking about hiring another physical therapist and the Commissioner Greenstein replied that they had discussed this at their last meeting.

Commissioner Bordvick making a **Motion** to approve the **Regular Meeting Minutes**, with small amendments of **July 20, 2021**, and with Commissioner Paige making the second. All in Favor, **Motion Passed.**

Commissioner Bordvick made a **Motion** to approve the **July 2021 Vouchers** for \$22,032.01 and the **July and August 2021 Staff Payroll** for \$42,039.41, and Commissioner Paige 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:

- The month of July was very busy for EMS with 64 calls.
- As of the 10th, there were 11 active cases of Covid in the San Juan Islands.
- There have not been significant increases in vaccinations on Lopez.
- Per the Governor's proclamation, anyone providing medical services must be vaccinated. Our attorney recommended getting copies of the vaccination cards and we have received about one-half of the EMS & Rescue personnel's cards so far. The proclamation does not apply to volunteer Firefighters unless they are part of Rescue.
- The Pfizer booster is getting closer to approval and Dr. Corsa is keeping an eye out for information on this. The goal would be to first deliver the booster to medical people on Lopez. It has been noted that immunization drops off around 8 months after the second vaccination.
- The District is offering First aid and CPR training where the participant does the online portion first and then comes in for in-person testing.
- For the county-wide radio system, all of the licenses have been approved and the last of the equipment has been ordered. The plan is to switch over in October as several agencies are not ready yet.
- The 1989 Engine was taken to the mainland to Fire Services. The mechanic thinks that the problem might be the pump transmission and it was noted that it is a European pump which can make it difficult to get parts.
- The recently retired 1966 engine is still at Station 41 in the back lot.
- Paramedic Nicole O'Bryant is still scheduled to go to firefighter training in Texas in October but we are carefully watching the Delta variant.
- The four-day Wildland class was a success and everyone's red card has been submitted. We included one civilian in the class since there was a space available but he won't be able to get a red card.
- We have switched the EMS training back to online and fire volunteer training can be done at the station outside.

- At the last UW Clinic meeting, we were told that Dr. Bob has not been getting our pages. We hope that this will improve with the new radio system. The other big news was that Dr. Bob gave 6-month notice that he will be retiring from the UW Lopez clinic.
- We submitted for reimbursement of all of the Ecology Grant expenditures that we made thru the end of June totally \$221,714.93 and we received a full payment from Ecology. We are still waiting for the radios for the two Ecology Grant trucks which are on backorder and will also be reimbursed by the Ecology Grant. These backordered radios are holding us up from getting these trucks on island.
- There is nothing new to report on the Safer Grant and we are still waiting for our reimbursement of \$27,100 from the FEMA Covid grant.
- The Safety Committee has a meeting scheduled for August 24th.
- In the Overtime Report, it included information on the Per Diem Medic who will be working this week.

Commissioner Paige asked that the District to add the average percentile goals to the bottom of the EMS Run Time report in the future.

UNFINISHED BUSINESS

LEVY REPORT - UPDATE:

We acknowledged that the District's EMS Levy was passed by Lopez Island voters in the August 3, 2021 election and we put up the banner saying thank you to the voters.

Kim Herrenkohl stated that she would follow up with the San Juan County Assessor's Office to determine when they expect to have the Assessed Values available for us to use in our budgeting process.

PRELIMINARY 2022 BUDGET DISCUSSION:

The Chief and Kim Herrenkohl have been working on a draft 2022 budget which was emailed to the Commissioners yesterday. We received the standard budget spreadsheet from the Auditor's Office earlier today and we will move our budget data over into the Auditor's spreadsheet template.

In the draft budget, the Chief highlighted the cost of buying a used ambulance, putting money aside for a new engine and the cost of a slip-in-unit (which we can utilize State matching grant funds for.) We would like to get an engine design committee together for a potential new engine in 2023. Another key priority which has been included in the draft budget is to purchase bunker gear. The Chief has invited 3 vendors to come in with their products and our firefighters can look at them and try them on. Commissioner Paige wondered if we should coordinate with the other islands and the Chief stated that he is looking into piggybacking onto someone else's contract. Pants and a coat are around \$2,500 and then you need to add in the cost of a helmet, boots and gloves. Bunker gear should be replaced every 10 years but the hoods should be replaced every few years.

The way some of our bunker gear is stored can have a negative impact on its longevity and the Chief is working on better storage options and processes. One option could be to store it at a fire station and to get Firefighters to respond to a Fire Station to pick up their gear before heading to an incident. Also, firefighters having 2 sets of gear so there is one available for use while one is being cleaned. The Chief is getting prices on an ~~abstract~~ ^{extract} and has been thinking about where to put it. I was also noted that it is difficult to have the right size bunker gear when volunteers leave and new volunteers might need a different size.

RESOLUTION 2021-07 UPDATING AUDITING OFFICER FINANCIAL AUTHORITIES & ESTABLISHING A PROCESS FOR HANDLING DISAPPROVED CLAIMS:

There was a brief discussion about how the District's approval and payment processes for invoices and payroll would change under drafted Resolution 2021-07. If approved, the Board would start to review and approve lists of invoices and payroll after they had been approved by the Chief, as the Auditing Officer, and paid. The Board's approval would take place at the next Regular Board meeting. So there may not be any claims for the Commissioners to approve at the September Board meeting.

Commissioner Paige making a **Motion** to approve Resolution 2021-07 Updating Auditing Officer Financial Authorities and Establishing a Process for Handling Disapproved Claims, and Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

NEW BUSINESS

PARAMEDIC 2011 FORD EXPEDITION DISCUSSION:

In one of the Chief's weekly updates he mentioned that Paramedic McDarmont's rig rolled into another vehicle due to a mechanical issue. As a temporary measure, the Chief is planning to assign Paramedic McDarmont whichever Ecology Grant rig is available on island first. The current mechanical issue is not the only problem that the District has been experiencing with this rig.

The Chief has submitted a new Ecology Grant application to buy a new rig. There was also a discussion about how best to move forward with replacing the rig including rotating the Paramedic's rigs depending on who is on duty.

The Chief has been looking at what type of rig would be available under the State's bid and purchasing agreements. Even if we get the Ecology Grant, it will take a few months to design and order the rig.

RESOLUTION 2021-06 DECLARING SURPLUS 1966 FORD ENGINE & FIRE HELMETS:

The Chief is bringing forward this resolution for the Commissioners to consider. He has also provided a draft Fire Engine Transfer and Use Agreement with Bill of Sale exhibit that was created by our attorney which shows that there would be a continued benefit to the Fire District. The Commissioners could choose to adopt the resolution to surplus the engine and ~~fire~~ helmets and then have future discussions about the agreement and how to dispose of the engine. Paramedic Pal and one of our volunteers are working on options for storing the engine.

Commissioner Paige thinks it is okay to surplus the listed items now and then have further discussions on the transfer process. A question about insurance was raised and it was acknowledged that the Agreement needs to clearly specify the insurance requirements by the parties.

The Chief stated that the helmets have no value to the District.

Commissioner Bordvick making a **Motion** to approve Resolution 2021-06 Declaring Surplus 1966 Ford Engine and Fire Helmets and Commissioner Paige making the second. All in Favor, **Motion Passed.**

RESOLUTION 2021-08 APPOINTMENT OF AGENT TO RECEIVE CLAIMS FOR DAMAGES:

Commissioner Bordvick making a **Motion** to adopt Resolution 2021-08 Appointment of Agent to Receive Claims for Damages and Commissioner Paige making the second. All in Favor, **Motion Passed.**

Kim Herrenkohl stated that she will get this recorded at the San Juan County Auditor's Office as required by RCW.

COMMISSIONER DESIGNATION TO UNION NEGOTIATION TEAM:

Commissioner Paige had participated in the prior initial introductory meeting where they discussed the process, not negotiations. However, since Commissioner Paige will be leaving the Board at the end of September, it is a better use of resources for one of the other Commissioners to take over representing the Board in the union negotiation process. The meeting scheduled for tomorrow will need to be postponed to give the newly designated Commissioner time to prepare and be brought up to speed as well as find a new meeting date.

The Chief stated that he believed that the Board is required to make their designation decision in an open Board meeting. Commissioner Bordvick stated that he anticipated being available in the near term and would be willing to participate in the union negotiations as the Board designee.

Commissioner Paige nominated Commissioner Bordvick to be the Commissioner's union negotiation designee and asked for a vote. Both Chair Paige and Commissioner Bordvick voted in favor of designating Commissioner Bordvick to be the representative for union negotiations.

BOARD MEMBER ITEMS: None

Chair Paige announced that the Board will be going into executive session pursuant to RCW 42.30.110(1)(g) Personnel for approximately 10 minutes.

Chair Paige adjourned the executive session at 5:33 P.M. into open session and adjourned the Regular Meeting at 5:34 P.M.

NEXT MEETINGS:

- Regular Meeting – September 21, 2021 at 4:00 P.M.


Chair Phil Paige


Secretary Kim Herrenkohl