

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**September 15, 2020**

Chair Rebecca Smith called the Regular Meeting of the Board of Fire Commissioners for SJCFD #4 to order at 4:00 P.M. The meeting was held via ZOOM conference call.

Those present were Commissioners Rebecca Smith, Duane Bordvick, and Phil Paige, Chief Jim Ghiglione, and Secretary Barbara Christensen.

Guests: Iris Graville, Hospital District Commissioner, Mike Taylor, Islanders Bank, Cynthia Weed, K&L Gates LLP, and Tyler Brower, SJCFD#4.

Discussion was held regarding additional agenda items. Two items to be added under New Business: Resolution 2020-06: Surplus of Equipment and Financing Property/Bond Discussion. Commissioner Bordvick made a **Motion to Approve** the Agenda with additions. Commissioner Paige making the second. **Agenda was approved as Modified.**

**PROCEDURAL ITEMS**

Tyler Brower, District Support Technician, was recognized by the Board of Commissioners for his outstanding work performance. Mr. Brower is present, acknowledges and thanks the Commissioners for the award.

There was no **Public Input.**

There was no **Correspondence.**

Commissioner Paige made a **Motion** to approve the **Regular Meeting Minutes of August 18, 2020**, as written. Commissioner Bordvick making the second. All in Favor, **Motion Passed.** Commissioner Bordvick made a motion to approve the **Special Meetings of August 24 and August 26, 2020**, as written. Commissioner Paige making the second, All in Favor, **Motion Passed.**

Commissioner Paige inquires about the Prothman invoice. Chief Ghiglione responds. Commissioner Paige made a **Motion** to approve the **August 2020 Vouchers** for \$31,152.16 and the **September 2020 Staff Payroll** for \$37,800.20, Commissioner Bordvick making the second, All in Favor, **Motion Passed.**

At 4:12 P.M. Chair Smith suspended the Regular Agenda to move to New Business-Financing Property and Bond Discussion.

At 5:18 P.M. Chair Smith returns to the regular agenda.

## **REPORTS**

The Chief's Report, Fire Suppression, EMS, Revenue/Expense Reports were reviewed. Some of the highlights were:

- Medics and EMT's have been doing an outstanding job in keeping COVID out of the firehouse.
- Driving tests have been completed this month.
- Short on EMT volunteers due to quarantine periods after travel.
- New vehicles will be ordered next week.
- 4 month supply of PPE on hand.

The Chief discussed and presented the 2021 Draft Budget. Expenses have increased due to supply costs increasing, ESO annual program renewal, and new Fire Chief costs. The budget schedule was discussed.

Recognition of volunteers in 2020 was discussed. Due to COVID, the annual recognition banquet has been canceled/postponed. Chief Ghiglione has ordered sweatshirts for all volunteers. An awards banquet may be held after the new year, possibly April, if COVID conditions improve. A public announcement postponing the banquet will be made.

The pharmacy and volunteer nurse group are going to offer a drive-thru flu shot option for the public at the back of the fire station, details are being finalized.

## **UNFINISHED BUSINESS**

**EMERGENT CARE DISUSSION:** Nothing further, status quo.

**LEVY DISCUSSION:** No discussion.

**2020 COMMISSIONER/STAFF RETREAT:** No discussion.

**CHIEF SEARCH/STRATEGIC PLAN/CONSULTANT INPUT:** Prothman has been receiving applications for the Chief position, closes later this month.

**CORONA VIRUS UPDATE:** The County count is 32 positive cases, not aware of any active cases on Lopez.

## **NEW BUSINESS:**

**Financing Property/Bond Discussion:** Ms. Weed reviews the process and alternatives for the Commissioners to make a financial decision. Timelines and funding

options were discussed. Mr. Taylor recommends the funds go through the County Treasurer for disbursement. He will need 3 days notice prior to the Real Estate transaction. Mr. Taylor reviews two financial options from his draft letter.

The Commissioners discuss terms. All three Commissioners recommend the ten year note. Chief Ghiglione also recommends the ten year note.

Ms. Weed answers additional questions from the Commissioners regarding timelines, interest, usage and balance of funds.

Chair Smith provides guidance to Mr. Taylor and Ms. Weed: Option B is selected with 10 year note, principal and interest to be taken out two times per year.

Chief Ghiglione recommends to the Commissioners that the lid lift be taken in 2021.

Ms. Weed will finalize the Resolution and submit it to the Board. The Board will call and hold a Special Meeting to discuss and vote on the Resolution. Secretary to notify Ms. Weed of the resolution number to be assign to the Resolution.

Mr. Taylor will present the final Commitment letter to the Board.

**Resolution 2020-06: Surplus of Equipment:**

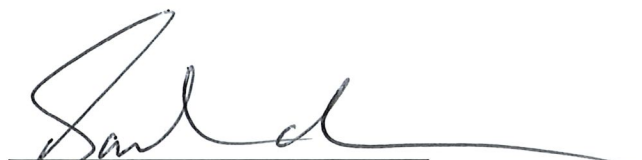
The Resolution has been suspended until Chief Ghiglione looks into the possibility of loaning the equipment out to other fire department agencies affected by the fires.

**BOARD MEMBER ITEMS: None**

At 5:55 P.M. Chair Smith called for Executive Session under RCW 42.30.110(g) to discuss Personnel for approximately 15 minutes. At 6:10 P.M. Chair Smith went into opened session and adjourned the Regular Meeting at 6:10 P.M.

**NEXT MEETING: October 20, 2020 at 4:00 P.M.**

  
Chair Rebecca Smith

  
Secretary Barbara Christensen