

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
July 20, 2021

Chair Phil Paige called the Regular Meeting of the Board of Fire Commissioners for SJCFLD #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. The meeting was also available by ZOOM conference but there were no attendees.

Those present were Commissioners Phil Paige, Rebecca Smith, and Duane Bordvick, Chief Adam Bigby, Paramedic Michelle McDarmont 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 recent Hospital District meetings. The Hospital District is continuing its strategic planning work with the focus of looking 5 years out. The funds that will be coming in and going out will not be sustainable starting in year 4 of their 5 year contract with UW. The main issue is the budget that UW provides to the Hospital District which lists what the UW expects the Hospital District to pay. They are researching options for potentially making adjustments such as finding more money or another partner, increasing the levy, etc.

They held another HRSA meeting this week and noted that they plan to finish their report in September. The grant budget is \$100,000 and they have spent about \$88,000. Steve stated that they can roll-over any unspent budget. The main goal is to do long-term care but this branches out into other things like physical therapy, and other services. They have discussed the creation of a new non-profit 501c3 to manage going into the future; have had discussions with the County; considered the possibility of grants and donations; and discovered existing entities that the Hospital District could tie into.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes, of June 15, 2021**, and with Commissioner Bordvick making the second. All in Favor, **Motion Passed**.

Commissioner Smith making a **Motion** to approve the **Special Meeting Minutes, of June 16, 2021**, and with Commissioner Bordvick making the second. All in Favor, **Motion Passed**.

Commissioner Smith making a **Motion** to approve the **Special Meeting Minutes, of June 30, 2021**, and with Commissioner Bordvick making the second. All in Favor, **Motion Passed**.

Commissioner Bordvick made a **Motion** to approve the **June 2021 Vouchers** for \$21,108.13 and the **June and July 2021 Staff Payroll** for \$39,435.86, 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:

- All 3 islands have one active case. ^{each} All were break-thru cases of vaccinated people from off-island. The Health Officer has again made a push for people to get vaccinated, especially with the many tourists and people from elsewhere.
- On Lopez, the Pharmacy is the only place to receive a vaccination shot. Currently they only have the Johnson & Johnson shot but they are trying to get Moderna. If people have questions, we are referring them to the County.
- We are doing some CPR/First Aid classes. People must first do an online class & then the in-person skills testing. We trained the Youth Conservation Corp group recently. Interested groups should contact Medic Michelle McDarmont as she is organizing the CPR & First Aid training. In a typical year, we don't do classes in the summer since the instructors are usually busy or not available. It was noted that the Yacht Club wants the training and mentioned having a defibrillator for their cruises.
- 4th of July went well except that we were not able to fully wash the engines before-hand. During the fireworks, there were two small fires that were fairly easily handled due to our quick response. We got good feedback.
- Everyone is waiting for the Canadian border to open up so that they can do the IT training and testing for the county-wide radio system. Caleb is our point on our mobile units for programming which includes a large bank of frequencies.
- Fire Services wants the Chief to take engine 42 off-island to Fire Services so that they can take it apart to figure out what is wrong with the pump.
- The 1966 engine has been taken out of service and thoughts were shared about what to do with it.
- Medic McDarmont is taking the lead on fire training and recently held a tender familiarization drill. The district is hosting a Wildland (red card) training right now and we are talking to the trainer to do some officer level training in the Fall.
- There was one doctor call out recently for sutures.
- Paramedic O'Bryant is scheduled to go to the firefighting training class in Texas in October.
- We will be submitting for reimbursement to the Department of Ecology for the Spill Response grant this month. We had also received an extension for approximately \$8,000 in radios and a special headset which we have been unable to get due to Covid related manufacturing and deliver issues. The vendor thinks that they will be able to deliver the equipment during the first part of August.
- There is nothing new to report on the SAFER grant. We think they are reviewing the proposals now. We have not heard anything on the Firehouse grant so the Chief submitted a new proposal again. If he does not hear any positive news he will look at the grant and his proposal to see if there was something that he missed.
- We installed a new doorbell that the public can use and we will open the sliding window to talk

with them.

- The Chief will be on vacation for a family event starting on August 5th until the night of August 9th.
- We are still waiting for payment of our \$27,100 reimbursement request to FEMA (Homeland Security) for volunteer stipends. We will follow up before the next meeting.
- The Safety Committee meeting was postponed.

Commissioner Paige asked that the District add a column on future EMS Run Time Reports showing the amount of time it takes from the time dispatched to on-scene for each incident, like the Fire Run Time report.

Commissioner Smith noted that the January/February sewer bill was substantially higher than other months and the Chief stated that we had contacted the sewer district and were informed that it was an accurate bill.

There was a brief discussion about the Chief's Overtime Report data and it was noted that last year, due to Covid, the Medics were not able to take vacation. And they are now able to draw down their accrual balances and take vacations which requires that someone cover their shifts.

UNFINISHED BUSINESS

LEVY DISCUSSION:

We noted that our informational postcard was mailed out a few days before the ballots. The Chief responded to a gentleman's questions recently and will continue to respond to people with questions.

In general, the Commissioners have not heard much feedback from the public which makes it hard to tell how voters are feeling about the proposition. The "Yes" Advocacy Committee has been trying to post messages on websites but has been having some difficulties. Signs have been put up around the island.

Commissioners discussed whether or not we are allowed to put up notices reminding people to vote and where the Election Ballot box is located. The chief stated that he would check into these questions.

SUMMER POSITION HIRING UPDATE:

We have needed to tweek some shifts but overall, the two paid EMT/Firefighter staffing is working well so far. They have been able to give relief to volunteer EMTs.

The Chief updated the Commissioners that he has signed an interlocal agreement with San Juan Island Fire to use one of their EMT/Firefighters and fire gear. Also, there is an interlocal agreement with Montesano to use one set of their fire gear. While they are primarily responding to EMS calls, they have also responded to fires.

The Chief mentioned that there were a few shifts where neither paid EMT/FF could work, therefore there is sufficient budget to extend the use of the paid EMT/FFs thru the Labor Day long weekend and the Commissioners agreed with this change.

PRELIMINARY 2022 BUDGET DISCUSSION:

We received an email from the San Juan County Auditor's Office which stated that they plan to release the budget information earlier than normal this year but we are not exactly sure when. We will follow up on this. The Chief will continue to work on the budget and present preliminary data at the next meeting.

NEW BUSINESS

LAWN SERVICES CONTRACT:

The Chief hired a vendor since we could not rely on our volunteers to perform this service and the district does not have all of the needed equipment. If agreeable to the Commissioners, the Chief will continue to work with the vendor. The first invoice has charges due to getting behind on lawn maintenance which allowed the grass to get too long which shows the importance of keep up on it. Things have slowed down for now but we expect growth when the rains start in September.

The alternative to using a vendor would be to buy equipment and use volunteers. The district should consider this issue after the EMS Levy is determined to see what would be best, especially if we continue to have paid EMTs. The issue of needing a trailer to move large mowing equipment back and forth should also be considered.

The Commissioners asked about the current invoice charges but were okay with the Chief managing this process thru the end of this year.

INTERLOCAL AGREEMENT FOR COUNTY-WIDE RADIO SYSTEM – INTERLOCAL AGREEMENT:

Prior to the meeting the Administrative Assistant had researched all prior minutes and determined that there had not been any prior motions related to the county-wide radio system. Since the last meeting, the County had routed an electronic contract that each Commissioner and Chief signed.

At the meeting, Commissioner Smith making a **Motion** to approve the interlocal agreement for county-wide radio and Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

AUDITING OFFICER & PAYABLE PROCESS:

It was noted that this topic was being discussed due to receiving late fees from vendors and needing to ask the San Juan County Auditor's Office to make special accommodations to pay some of the district's claims. Both of which are due to the district's practice of waiting until a quorum of the Board has approved the payable and payroll claims at its regular meeting before submitting the claims to the Auditor's Office for payment. It was commented that both San Juan Island Fire District and Orcas Island Fire & EMS's claims are approved by their Auditing Officers and typically paid before their regular Commissioner meetings.

Kim Herrenkohl provided a summary of the State Auditor's BARS Manual section 3.8.5 which in general requires the district to appoint an Auditing Officer who will review/audit, approve and certify payable and payroll claims. In compliance with this requirement, the district adopted Resolution 2016-04 which appointed the Fire Chief to be the Auditing Officer and Duty Officer to be the alternate Auditing Officer. Based on this resolution, the Chief is authorized to approve payable and payroll claims and signed the required certification.

It was noted that there is another BARS section, specifically 3.8.5.50, that allow the Commissioners to authorize a procedure that would allow the district to pay claims that are audited and approved by the Auditing Officer before a quorum of Commissioners also approved the claims. This BARS section requires that the district have specific policies and an official bond; that the Commissioners approve the claims at their next regular meeting (after they were paid); and that if the Commissioners do not approve of any specific claims, that they be recorded as receivables and collection efforts be undertaken or subsequently re-reviewed and approved by the Commissioners.

After some discussion, the Commissioners asked the district to create a Resolution for the Commissioners to discuss, outlining potential changes to the approval process, as allowed by BARS manual section 3.8.5.50.

1966 ENGINE DISCUSSION:

There was a brief discussion about the district's 1966 fire engine which is sitting in the parking lot. The Chief stated that the district no longer needs this engine since it purchased the used 1997 Freightliner engine and the district should consider surplusizing it. Perhaps the Firefighter's Association or other association would want it for parades, etc. This was the first new engine that this District had purchased.

The Chief will do some research to determine what, if any, interest there is in the community and he may bring forward a surplus resolution to the next meeting.

COUNTY FIRE MARSHALL:

The San Juan County Fire Marshall has put in his resignation. The Chief noted that the San Juan Island Fire District #3 has expressed an interest in taking it over. The Chief does not want this transition to end up costing our District time or money. But with the Chief being involved in the discussions with the other island's Fire Chiefs, he hopes to be able to shape the path forward. Commissioner Smith acknowledged that it had been great having an active fire marshal which has not always been the case in the past.

BLM AGREEMENT – RECIPROCAL FIRE PROTECTION AGREEMENT:

Every 5 years we sign an agreement so if there is a fire on BLM property, we can get reimbursed. The Chief requested permission to sign the provided agreement which goes thru 2026.

Commissioner Smith making a **Motion** to authorize the reciprocal fire protection agreement with BLM and Commissioner Bordvick making the second. All in Favor, **Motion Passed.**

BOARD MEMBER ITEMS:

Reminder to check with PDC about our ability to have signs informing voters about the ballot due date and location of the ballot box.

Chair Paige adjourned the Regular Meeting at 5:34 P.M.

NEXT MEETINGS:

- Regular Meeting – August 17, 2021 at 4:00 P.M.


Chair Phil Paige


Secretary Kim Herrenkohl