

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
September 19, 2023

Commissioner 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 except for Steve Greenstein who participated by Zoom for a portion of the meeting.

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

Guests: Steve Greenstein, Hospital District Commissioner.

There were no changes to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

There was one Partner Agency Report from Hospital District Board Member Steve Greenstein who stated they are going to do a Special Meeting on October 16th for the public at 5:30 p.m. at the Family Resources Center to help explain their upcoming levy lift ballot measure. The Lopez Clinic is doing well and doctors are covering some medical needs thru telemedicine and a new Physician's Assistant will start on-site in December. If people want appointments, they can go into MyChart to arrange an appointment. A nurse practitioner has been helping Dr. Dougan with chart notes.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of August 15, 2023, September 6, September 7 and September 13** with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **August 15, 2023 Vouchers** for \$81,032.98, **September 5, 2023 Vouchers** for \$50,134.35 and **August 29, 2023 Investment Transfer** for \$200,000.00 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **August Staff Payroll** for \$ 54,084.36, which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty the second. The **Motion Passed** unanimously.

- We are still waiting for two of our EMT class students to take the national registry test. They can't run EMT calls until they take and pass the test. A new person will be sitting for the exam off-island soon and we would still need to do our on-boarding process with them.
- One of our Firefighters expressed interest in becoming an EMT but he is waiting for the Military to allow him to attend to all of the planned Saturday EMT classes, so we may only have two possible internal EMT candidates.
- The Chief thinks that we may have enough people to hold our own Fire Academy.
- CWMA is still waiting on their contractor in order to widen the approach to the landing pad beside the Lopez Clinic.
- We have not received a denial letter yet so we are still waiting on the AFG grant. The Chief stated that there are not usually many grants for apparatus but he was hopeful for this year.
- The Safer grant is through Orcas Island and we have not heard anything yet.
- The Safety Committee should be meeting soon.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

As noted in the Chief's report, Forest Hooker from TCA Architects has been on vacation so there is nothing new to report on the Station 41 or 42 projects.

STATION 41 – SIGN DISCUSSION

We can remove this as a discussion item. The Chief stated that he will be checking into movable signs.

NEWSLETTER DISCUSSION

Everyone received their Newsletter and liked the presentation of the information and pictures. They also commented positively on the recruitment insert. We have planned to mail out two newsletters per year and it was noted that the first newsletter cost \$1,800 to print and \$650 for postage. Commissioner Bordvick hoped that the next newsletter will include a picture of the Fire Chief. Also, he suggested the next newsletter tell people where the defibrillators are located around the island. It was decided that this agenda item can be removed from Unfinished Business.

FORD CHASSIS AVAILABILITY - DISCUSSION

Future discussions about the Ford Chassis procurement and project will be included in the Chief's updates. This project will need to go out to bid.

NEW BUSINESS

NEW RENTAL AGREEMENT SJC SHERIFF - DISCUSSION

The San Juan County Sheriff wants to renew the same lease agreement for 2024 with the 60-day out clause. They currently have no place to move to as several options fell through. They might buy a property and build (there are prefab facilities for sale) or buy a house and remodel it. The Sheriff asked the District to continue renting the Station 41 downstairs space to them.

It was mentioned that we had thought that we would be farther along with our Station 41 remodel project when we created the contract last year. But it seems like a good idea to do a new lease agreement with a 60-day out clause for 2024. The Chief would want to raise the rent for 2024. The Commissioners agreed with offering another lease agreement and to raise the rent, especially given the District's recent new septic system installation which included additional electrical work due to code changes.

RIT POLICY - APPROVAL

This is a new policy that the District is required to have. The Chief discussed some specific elements in the policy. This is an industry standard and L&I requirement.

Commissioner Smith making a **Motion** to approve Rapid Intervention Team (RIT) OPS-18 policy, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

PERSONNEL ACTION FORMS

The three medics received their annual step increases which were documented on Personnel Action forms that need to be signed by the Chief and Commissioners.

BOARD MEMBER ITEMS:

At 5:24 P.M., Chair Bordvick called for an Executive Session under RCW 42.30.110 (g) to discuss Personnel for approximately ten minutes.

The open session was resumed at 5:42 P.M. and the Commissioners and Chief were unanimous in their choice to select candidate Summer Hagge to fill the District's Administrative Coordinator position.

Commissioner Smith making a **Motion** to offer the position of Administrative Coordinator conditionally to Summer Hagge and authorizing Chief Bigby and Commissioner Smith to negotiate a contract, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

The Chief and Commissioners noted that the recent Open House went well and had good attendance.


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

NEXT MEETINGS:

- Regular Meeting – October 17, 2023 at 4:00 P.M.



Chair Duane Bordvick



Secretary Kim Herrenkohl