

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
July 18, 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.

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 was 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 that until provider Murphy leaves the Lopez Clinic, she will continue to do tele-health appointments through the end of July. There is a new virtual primary care process from the University of Washington that will begin in early August. It will allow registered Lopez Clinic patients with the opportunity to sign into their e-chart online account and request a virtual appointment from 8 a.m. to 8:00 p.m. and they will be set up with a virtual appointment with a provider with 30 minutes. Mr. Greenstein stated that this type of appointment is intended for minor problems, not major problems. Based on the virtual appointment, the provider can decide if you need to see a provider in-person. Commissioner Doherty asked how much the patient would be charged and Mr. Greenstein thought they would be charged their standard pricing, not charged for an emergency visit but he did not have detailed pricing information.

The Hospital District has been working on their HealthMatters newsletter and it will focus on explaining their levy lift ballot measure, including what they are looking for and why.

Commissioner Smith making a **Motion** to approve the **Special Meeting Minutes of May 24, 2023, Regular Meeting Minutes of June 20, 2023, and Special Meeting Minutes of June 29, 2023**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **June 27, 2023 Vouchers** for \$26,387.63 and **July 11, 2023 Vouchers** for \$22,934.59, which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith asked about the HVAC expenditure since it was discussed and approved almost a year ago and the Chief stated that it took a while for the contractor to get the equipment and get the work done. They discussed whether or not there were any rebates and the Chief stated that there were one or two small ones since it is a commercial application and he will follow up on the information that the contractor sent.

Commissioner Smith making a **Motion** to approve the **June Staff Payroll** for \$51,311.89, which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty the second. The **Motion Passed** unanimously.

REPORTS

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

- The call volume for June was down a little bit by about 25 calls. The fire calls are down which is good.
- The response times are good.
- The Covid dashboard is still a little off as it does not get updated daily. The doses given are still going up so people are still receiving vaccinations.
- There is nothing new to report on the CODAN radio project.
- Personnel – Audrey Wakefield has officially finished her EMT duties and will be a member of the Logistics group. The Summer EMT shift program is working well with each shift being scheduled and it has been great to have someone available when FF/EMT Rucker is off. The Chief will get feedback from the EMTs to see how they think it is going. Our newest EMT Emma Ewert has completed her field training shifts which included a number of involved incidents. She is now on an EMS team.
- The Fire engine order is moving forward with the Spartan engineers working on the specification sheet and drawing which will likely be completed in September.
- The Chief and Logistics Midkiff took the old Rescue 41 rig down to Fife to have the box and equipment taken off for remounting onto the new chassis. The Chief is waiting to hear about the quality of the box and equipment to know if anything will need to be replaced. Commissioner Doherty asked how long Rescue 41 will be out of service and the Chief estimated until early next year, especially due to delays in purchasing new equipment and pump(s). Then the rig will need to go to another shop to put on lights and radios.
- The Station 41 septic tank replacement project will start tomorrow and take about a week. We have been working on signs directing traffic since this project will impact people dropping off their election ballots. Commissioner Doherty asked how we will work in the office with no septic system and the Chief expects that we will need to work outside of the office for only one day and is awaiting more details.

- The Chief has been communicating with Architect Forest Hooker from TCA Architects who is working on Phase 2 of the Station 41 & 42 remodel project. The Chief included a document in the Commissioner's packet listing the steps included in Phase 2.
- Two of the EMT class students still need to take their national registry test.
- We are still waiting on CWA's project to widen the walkway beside the Clinic which is waiting on the contractor to be available.
- The Chief has had discussions with the Clinic and they have decided to not add narcotics to their resources list. It has taken about a year to get to this conclusion and decision. The Chief recommended a Knox Box to the Clinic and discussed how it could work. But given the required UW's Pyxis box process, the Clinic staff were not in favor of using it so it was decided that the Clinic would not maintain narcotics. There seemed to be a general attitude that the Clinic would use EMS when their patients need narcotics. The Commissioners had questions about who covers the cost of or pays for the use of EMS' narcotics since we don't usually transport the patient and therefore do not bill the patient for any of our services. Which means that our EMS levy is the funding source to cover the cost of these narcotics. It was acknowledged that some narcotics are expensive, but some are not. The Chief said our policy allows billing only when the patient is transported by EMS so we would have to change the policy in order to charge only for medications. Commissioner Doherty asked how much work it would be to keep track of the use of medication to Clinic patients. The Commissioners still hear that the Clinic is telling patients to first get assessed (triaged) by EMS before coming into the Clinic. The Chief is tracking the calls involving Clinic patients and he goes through the specifics of each call to see if there is anything that all of us can learn from each call. Also, air transport has narcotics on board. Commissioner Doherty asked if the Clinic carries Narcan and Chief did not know for sure.
- The Board Secretary submitted our final reimbursement request to the Department of Ecology Spills grant so we will wait for that payment to come in.
- There have only been a few AFG grants awarded so far.
- No Safer grants have been awarded yet.
- The Chief talked to a contact about the BLM grant and was told that he has never seen this many applications before and said we probably won't get anything unless additional equipment is released. The Chief will take this item off of his report until something happens that the board should be updated about.
- There is nothing new to report on covid response procedures.
- The Safety committee meet but the Chief has not gotten the minutes yet.
- The overtime report is attached.

Several meeting participants have heard of recent covid cases on Lopez Island reminding us of the need to be careful.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

The Chief will reach out again to the SJC Facilities Director about potential water source options near Station 42 noting that the most likely is to run a water line from Hunter Bay.

The Chief provided the Commissioners with an update on the septic installation and TCA architect project during his Chief's report.

Since we will be issuing a newsletter and we want to get the word out about holding an open house with the public to start discussions about the Station 41 remodel project, the Chief and Commissioners discussed picking a meeting date in September. A weekday event would be best and we don't want to have conflicts with the Lopez Community Center's Home Tour. The type of gathering was discussed and it was noted that it might be helpful to let people walk around the building in order to see its current condition. The meeting date will be Wednesday September 13 from 4:00 to 6:30 p.m. with some beverages and snacks. The Chief has been talking with Mr. Hooker from TCA Architects about the meeting and how they can come up with some design ideas and drawings before the meeting to show the public so we can get discussions started. Then we can get input from the public about which designs they like the best.

The owner of Sunset Builders Supply has talked separately to Commissioners Smith and Doherty about some ideas related to buying and leasing back or using the District's Station 44 property. As previously discussed, the Chief and Commissioners would prefer that the owner more formally reach out to the District and document his ideas for the District to discuss and consider, especially with the current Station 41 and 42 project currently underway.

STATION 41 – SIGN DISCUSSION

The sign project is still in limbo as San Juan County is still trying to get caught up with their permit processing.

NEWSLETTER DISCUSSION

The Chief sent his second draft to Kim and several other folks for their edits and comments and EMT Megan Crandell has volunteered to do the newsletter layout. The Chief received a letter from Dr. Corsa. We plan on using the same printer that the Hospital District uses for printing their newsletter.

NEW BUSINESS

RESOLUTION 2023-06 – SURPLUS FIRE HOSE

The Chief stated he hopes that this is the last surplus fire hose for a while. Almost all our remaining fire hose inventory is 1990's or newer. Commissioner Doherty asked what will happen with this hose and the Chief said it is scheduled to go to Mexico. Some earlier hose has gone to TIOLI and it is being taken by people.

Commissioner Smith making a **Motion** to approve Resolution 2023-06 Declaring Surplus Fire Hose, and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

RESOLUTION 2023-07 – AUTHORIZING INVESTMENT OFFICER RESPONSIBILITIES

There was a general discussion about the pros and cons of moving funds from the District's cash account into its investment account in the San Juan County Treasurer's Office and that this resolution does not give the Fire Chief the authority to make individual investment decisions. In the Resolution, the Investment Officer's role is to ensure that there is enough cash-on-hand to pay invoices and payroll and invest cash that is not currently needed in order to earn some interest since the interest rates have improved. According to state rules, the San Juan County Treasurer's Office earns interest on cash balances that are not in District's Investment accounts. We also discussed how the Chief would be able to make quicker and timely investing decisions whereas the District would need to wait until the next Board meeting or call a Special Board meeting if the Board did not delegate the investing responsibilities to the Chief. As with our accounts payable and payroll processes, the Chief provides the initial approval and then the Board of Commissioners would approve the investment transfers at their next Board meeting.

Commissioner Smith making a **Motion** to approve Resolution 2023-07 Authorizing Investment Officer Responsibilities, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

2024 BUDGET CALENDAR - DISCUSSION

A budget calendar was handed out which listed steps and timelines for developing the 2024 budget. It was noted that this is the same process that we followed last year. We updated the dates on the calendar to match up with the 2023 Board meeting dates. No one had any comments or questions about the 2024 budget calendar.

For the next Board meeting, we will have a spreadsheet with actual revenue and expenditures through June and projections through the end of the year. Also, the Chief will provide an initial draft of the 2024 budget.

The Chief mentioned that his contract is up this year and he is requesting a discussion with the Commissioners earlier in the budgeting process as a new contract could impact the budget. These discussions could be done in executive session at Board meetings or one Commissioner could be assigned the responsibility to have discussions with the Chief and then report back to the rest of the Board for approval at a Board meeting.

ADMINISTRATIVE ASSISTANT POSITION – HIRING PROCESS & UPDATED JOB DESCRIPTION ADM 21-2

The Chief stated that Kim Herrenkohl, Administrative Assistant & Board Secretary plans to retire at the end of 2023 and has given the District a long notice period. The Chief would like to have someone hired before the end of the year so that they can overlap and have hands-on training. There are some budget savings in this position since it was budgeted at full-time.

Ms. Herrenkohl identified the need for a consistently used job title and also the need to update the Job Description so that it more accurately states the current duties and uses more current language. Ms. Herrenkohl re-wrote the ADM 21-2 Job Description and the Chief provided edits including adding the Public Information Officer duties. Ms. Herrenkohl currently updates the District's website and the Chief would like to have this position involved in any large incidents that require press releases or other notices to help the Chief get the word out.

Ms. Herrenkohl and the Chief searched for more current job titles that would be appropriate and identified Administrative Coordinator and Office Administrator titles. Both the Chief and Ms. Herrenkohl preferred the Administrative Coordinator title and asked the Commissioners for their thoughts.

For the hiring process, Ms. Herrenkohl had prepared and included a brief timeline and the Commissioners and Chief stated that they want Ms. Herrenkohl to participate in the panel interviews given her knowledge of the details of the position.

We discussed how to advertise the open employment opportunity and we agreed to post it on LopezRock, Facebook, and our website. We may also look at advertising in the Washington Daily Dispatch. The Chief asked for any other suggestions and Commissioner Smith recommended advertising in surrounding areas such as Bellingham and Skagit.

The Chief mentioned that the Job Description is an existing policy which normally the Chief can update but given the amount of change to ADM 21-2, the Chief would like the Board to approve it if they think it is necessary.

Commissioner Smith making a **Motion** to approve the revised Job Description Administrative Coordinator ADM-21-2, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

The Chief asked if the Commissioners are comfortable with the hiring timeline and it was agreed that it should be open until filled and they agreed that the Chief should post the position.

PERSONNEL ACTION FORM

A Personnel Action Form for Even Stephenson, new volunteer EMS High School student, was provided to the Commissioners for their information and Commissioner Bordvick and Chief's signatures.

BOARD MEMBER ITEMS:

The Commissioners congratulated the District on the 4th of July preparations and handling of the two fires. The District had to put out one fire and one fire was small and put itself out due to the surrounding water. It was noted that sometimes people don't understand that the Fire District can't go and put out a firework related fire until they are cleared to do so because firefighter safety is the priority.

Mr. Greenstein mentioned that the new microphones are doing a very good job and he could hear the entire meeting.

There was no Executive Session.

Chair Bordvick adjourned the Regular Meeting at 5:23 P.M.

NEXT MEETINGS:

- Regular Meeting – August 15, 2023 at 4:00 P.M.


Chair Duane Bordvick


Secretary Kim Herrenkohl