

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**November 15, 2022**

Chair Bordvick called the Public Hearing of the Board of Fire Commissioners for SJCFD #4 to order at 3:30 P.M. The meeting was held with all participants in-person at the Station 41 Fire Hall training room with no attendees participating by ZOOM. The Chief and Commissioners discussed the changes to the draft budget since the last Board meeting. There were no public comments due to no attendees. The Chair closed the Public Hearing at 3:49 PM.

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 were no changes to the agenda.

**PROCEDURAL ITEMS**

There was no **Public Input**.

There was no **Correspondence**.

Hospital District Board Member Steve Greenstein reported that they passed their 2023 budget at their meeting last week. They are continuing to refine their agreement with a new offer to Total Dose in order to help them start up their new business. The Hospital District wants to parse out their budgeted support. They are still working on finding a pharmacist.

Commissioner Bordvick asked if the amount of funding that Total Dose is requesting is being driven by costs to consumers. Mr. Greenstein stated that it is related to business start-up costs such as the starting accounts payable and accounts receivables as they need to ensure that they have enough money to get started. There should be sufficient revenues from pharmacy operations after they get going.

There was a discussion about Lopez residents needing to make sure that when they change medical insurance plans that they first check to make sure that the University of Washington accepts the plans. This question came up regarding a plan called Life Wise. It was noted that the Medicare open enrollment period is over at the end of November.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of October 18, 2022**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **October 18, 2022 Vouchers** for \$18,996.49 and **October 2022 Staff Payroll** for \$47,861.70 which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

## REPORTS

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

- EMS and fire calls were a little bit lower which has been a nice breather. The totals are a little less because the District is looking at each call to make sure they should have a separate call.
- After the Chief sent out his written report, he now reports that Covid is making the rounds around the island. Especially at the school. The Health Department did a Covid vaccination clinic last week and they did not need our assistance.
- CODAN is making progress on the county-wide radio system but it is slow to get new information on what they think we need in order to fix the gaps.
- The Chief, Medic Pal and Dr. Corsa met with NAS Whidbey personnel about their medivac. It was made clear that our needs are not the primary purpose for the Navy. However they recognize that providing us with medivac is good public relations for them and also provides them with good training opportunities. The Navy has been reviewing their call outs along the West Coast and they are shifting some personnel responsibilities so we will continue to have conversations with them. Commissioner Doherty asked why we use the Navy approximately 5 times per year and the Chief said it is usually because of bad weather and the critical nature of the incident. We have used the Coast Guard for rescues but they aren't as available so we sometimes call the Navy. The District is working on a call-out sheet so we know that we should not call the Navy before checking off all of the boxes. We should put a note in our Newsletter when the Navy provides us with services. The Chief stated that Life Flight has some authorization to fly at lower waypoints but he was not sure if there are any in the San Juan Islands. Medic Pal will follow up on this question.
- The engine committee met with one vendor today and they will meet with one more and then start to move forward. The committee eliminated one potential engine due to poor quality in the past. The Chief will bring the Committee's choice to the Commissioners.
- We had pump testing done last week where we shared the vendor with Orcas Island Fire. We had 3 of 4 primers fail and we need to get them changed out and/or re-built. This is not a huge risk since we don't usually use suction as we usually take water out of hydrants. The Chief has this budgeted under the regular fire apparatus repairs BARS.
- The south-end walkway into the Training Room at Station 41 is pretty much done and the Chief installed new lights with timers for the walkway.

- The Sewer District won't be able to get to our project at Station 41 until next year.
- Medic O'Bryant is still going to Texas for fire fighter training and is continuing to do more testing. Coverage for her shifts will first be offered to other medics and then go out to Per Diem Medics.
- The District is still waiting for Medic McDarmont's new rig which is still waiting for equipment to arrive so that it can be installed. It is difficult to predict when equipment will show up.
- We currently have 5 applications for the EMT Course which starts in January but we are still hoping to get one or two more.
- We have not met with Clinic since the last Board meeting.
- We have not heard anything from the AFG Grant which could be good news since others have received notices that they were not awarded a grant.
- We are still waiting to hear if we were selected for the Wildland surplus rig.
- We emailed the Military Department about our second reimbursement request to FEMA and they said they would check into it.
- The Commissioners asked who writes the grant proposals and the Chief stated that he usually starts the proposal and gets others to participate in the applications.

## **UNFINISHED BUSINESS**

### **FACILITIES - DISCUSSION**

The Chief had a short email from the surveyor which said that they can't find records at San Juan County on our properties. They asked us to try to locate the deeds. They won't go to Station 42 until they get the deed. They should be able to obtain the recent survey performed on the adjacent property owned by San Juan County.

### **2023 BUDGET CALENDAR & THIRD DRAFT DISCUSSION**

We talked about items during the public hearing but there were no significant questions or information shared.

### **WEBSITE DEVELOPMENT DISCUSSION**

The Chief received a scope of work from the website developer. He will send it to the Commissioners after the meeting since it came in after the Board packet was sent out. The developer also sent a mocked-up picture.

Commissioner Bordvick asked if the new website will help us communicate with the community. The Chief said that the site will be more user friendly, and items will not be buried and hard to find. The new sign that we will have built in front of Station 41 will have our website listed on it.

The Chief will start to work on the Road sign project in early 2023. Commissioner Bordvick asked about lights and the Chief said that we will need to follow the County's sign rules which has restrictions about some light options.

### **DISTRICT'S VOLUNTEER APPRECIATION BANQUET**

We are making progress on the catering for the Volunteer Banquet. We are looking at making some changes in order to keep it affordable. We noted that the prior caterer looked at this event as his way to support the District so he under-cut the cost.

### **LIFE FLIGHT GROUP MEMBERSHIP BENEFIT - DISCUSSION**

The Commissioners and Chief continued the discussion from the last Board meeting regarding potentially adding a group membership with Life Flight, similar to the District's group memberships with Island Air and Airlift NW.

Commissioner Doherty had done some research since the last Board meeting on the history of air ambulance services and she shared that air ambulances first started in the 1980s when med-flights were added to the patient's hospital bill. But they have morphed to be outside businesses through private equity companies and are now very competitive, especially in large metropolitan areas. She noted that 75% of the medical transport helicopters are owned by 3 private equity firms. Also, while Life Flight works for non-profits but they are structured so they can work as a business.

The Chief had asked Life Flight if they would provide the District with a better rate since we work so closely together but he had not heard back from them.

The Commissioners acknowledged that air ambulance coverage is a valuable service for our community and our volunteers and agreed to add a group membership with Life Flight. Since the Chief would need to sign an application for the District to join Life Flight, the Commissioners would need to take a vote.

Commissioner Smith making a **Motion** to add Life Flight to the District's volunteers, staff and Commissioners annual air ambulance group benefits, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

## **NEW BUSINESS**

### **RESOLUTION 2022 – 07 SETTING PROPERTY TAX FOR GENERAL LEV – COLLECTION IN 2023**

Commissioner Bordvick read the entire Resolution 2022-07.

Commissioner Smith making a **Motion** to approve Resolution 2022-07 as read; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **RESOLUTION 2022 – 08 SETTING PROPERTY TAX FOR EMS LEV – COLLECTION IN 2023**

Commissioner Bordvick read the entire Resolution 2022-08.

Commissioner Smith making a **Motion** to approve Resolution 2022-08 as read; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **GENERAL AND EMS LEVY CERTIFICATIONS FOR 2023**

Commissioner Bordvick read the entire Levy Certification for the General Levy with a total certified levy request amount of \$1,025,745.00,

Commissioner Bordvick read the entire Levy Certification for the EMS Levy with a total certified levy request amount of \$753,147.00

Commissioner Smith making a **Motion** to approve both the General and EMS Levy Certifications for 2023; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **RESOLUTION 2022 – 09 ADOPTING THE 2023 BUDGET FOR FUND 6571**

Commissioner Bordvick read the entire Resolution 2022-09 Adopting the 2023 Budget for Fund 6571 with total revenues of \$2,722,370 and total expenditures of \$2,722,370.

Commissioner Smith making a **Motion** to approve Resolution 2022-09 Adopting the 2023 Budget for Fund 6571; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

## **REVIEW AND APPROVE WFCA HEALTH CARE PROGRAM APPLICATION FORM**

The District is required to submit a Board approved application enrollment form for the WFCA Health Care Program each year for staff's medical, dental and Life & AD&D coverage.

Commissioner Doherty making a **Motion** to approve Commissioner Bordvick to sign the 2023 WFCA Health Care Program application form, and with Commissioner Smith making the second. The **Motion Passed** unanimously.

## **RESOLUTION 2022 – 10 DECLARING SURPLUS VEHICLE AND FIREFIGHTER & EMS EQUIPMENT**

The Chief went through the list of vehicles and equipment to be surplus. He explained the nature or current state of the equipment and that we do not have a real use for some of the equipment which is just taking up space or it is broken.

The Chief will put the vehicle up for bid and put the equipment out to see if anyone is interested in buying it.

Commissioner Smith making a **Motion** to approve Resolution 2022-10 Declaring Surplus Vehicle and Firefighter & EMS Equipment; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

## **BOARD MEMBER ITEMS:**

The only Board member item was a question from Commissioner Doherty who asked about the Donations from Catherine Washburn Medical Association (CWMA) revenue BARS account. Commissioner Smith thought that they had donated money to buy a piece of equipment a few years ago.

There was no Executive Session.

Chair Bordvick adjourned the Regular Meeting at 5:14 P.M.

## **NEXT MEETING:**

- Regular Meeting – December 20, 2022 at 4:00 P.M.

  
Chair Duane Bordvick

  
Secretary Kim Herrenkohl