

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
December 17th, 2024

Vice-Chair Smith called the Regular Meeting of the Board of Fire Commissioners for SJCFD #4 to order at 4:03 P.M. The meeting was held with most participants in-person at the Station 41 Fire Hall training room with one attendee participating via ZOOM.

Those present were Commissioners Cathy Doherty and Rebecca Smith, Chief Adam Bigby, and Board Secretary Summer Hagge.

Guest: Steve Greenstein, Hospital District Commissioner, via Zoom.

There was one addition to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

There was one **Partner Agency Report** from Steve Greenstein of the Hospital District. Steve reported on the Hospital District's meeting last month, as their meeting this month is upcoming. The Hospital District has a new commissioner, Edee Scriven. The District is about to vote to approve the Physical Therapy 2025 request for funds. Dr. Dougan was originally leaving in February but has a new date of departure.

Commissioner Doherty making a **Motion** to approve the **Public Hearing Minutes of November 19th, 2024** and **Regular Meeting Minutes of November 19th, 2024**, with Commissioner Smith making the second. The **Motion Passed** unanimously.

Commissioner Doherty making a **Motion** to approve the **December 3, 2024 Vouchers** for \$13,859.44 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Smith making the second. The **Motion Passed** unanimously.

Commissioner Doherty making a **Motion** to approve the **November Staff Payroll** for \$61,151.27 and the Special **Volunteer Payroll** for \$99,720.00 which had previously been approved by the Auditing Officer and paid, and Commissioner Smith the second. The **Motion Passed** unanimously.

REPORTS

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

COMMUNITY

1. **RADIO SYSTEM:** Through the information Caleb provided, we seem to have some movement on the system. The Sherrif has written a strongly worded note in our favor of our request for resolution, and we have requested a finish date.
2. The Fall newsletter was mailed out Monday.

APPARATUS/EQUIPMENT/STATIONS

1. I have word that the new engine is on the assembly line and due for completion on August 14th. I have requested pictures but have not gotten any answer.
2. I talked with Mike from Mallory; he has been getting answers from Darley pumps, but they are slow to respond. We are looking into a supplemental pump for the bumper turret, but I want a way to start the motor from the cab, he is looking into it. We may have to get creative on how we bid this out as well.

Fire & EMS Training

1. The EMT course is down to 14 students, everyone is doing well and seem to be enjoying themselves.
2. We met with the Fire group and discussed next year's training; it looks like it will be a busy year.

Lopez Clinic

1. The quarterly meeting has been moved to January, because the schedule put us on Christmas day.

GRANTS

1. FEMA AFG Grant:

I will put in for reimbursement for the SCBA's and RIT packs in January. The next round of grants closes this Friday December 20th, I am putting in for diesel exhaust systems for our apparatus. I will also apply for a tender again.

2. DNR Grant:

I contacted them to follow up, I haven't heard anything since submission in September.

3. North Region EMS Council:

We will put in for reimbursement for this \$10,000 grant, once the reimbursement period opens. (this was officially approved on December 12th).

4. Federal Wildland Grant:

There is a new federal grant for wildland slip in units, it is a one-time opportunity, if awarded we would need to purchase a truck to put the unit in.

UNFINISHED BUSINESS

PAYROLL FOR 2025 – DISCUSSION

Progress in setting up Springbrook Accounting software for internal payroll processing was discussed. The fees related to the Banner Bank fees for housing our new accounts were reviewed.

FACILITIES - DISCUSSION

The Chief reported on his conversation with the County, who are still awaiting their meeting with TCA Architects. The Chief also reported that Shawn Westervelt is going to be reaching out after the holidays regarding the conversation between the District and Sunset Builders.

2024 BANQUET DISCUSSION

The banquet invoice from one of the caterers, which came in for double the amount of the estimate, was reviewed.

NEW BUSINESS

RESOLUTION 2024-08 FOR SETTING 2025 MEETINGS

The Commissioners discussed the specific meeting dates noted in the draft Resolution 2024-08. The February date was adjusted in order that both Commissioners be able to attend.

Commissioner Doherty making a **Motion** to approve **Resolution 2024-08 For Setting 2025 Meetings**; and with Commissioner Smith making the second. The **Motion Passed** unanimously.

BOARD VACANCY – DISCUSSION

There has been one person who has expressed interest in the board vacancy. The candidate will submit a letter of interest and she, along with any other candidates will be invited to the January 2025 Board Meeting.

CHIEF VACATION BUY OUT – REVIEW

The Fire Chief will sell back 48 hours of vacation time, as allowed in his 2024 – 2029 contract.

ADMINISTRATIVE COORDINATOR - NEW CONTRACT REVIEW & APPROVAL

This will be discussed in today's Executive Session.

RESOLUTION 2024-09 FOR DECLARING SURPLUS EQUIPMENT

The Commissioners discussed the surplus equipment noted in the Resolution 2024-09.

Commissioner Doherty making a **Motion** to approve **Resolution 2024-09 for Declaring Surplus Equipment**; and with Commissioner Smith making the second. The **Motion Passed** unanimously.

2025 DISPATCHING FEE INTERLOCAL AGREEMENT WITH SAN JUAN COUNTY

The 2025 Dispatching Fee Interlocal Agreement with San Juan County was reviewed.

Commissioner Doherty making a **Motion** to approve **2025 Dispatching Fee Interlocal Agreement with San Juan County**; and with Commissioner Smith making the second. The **Motion Passed** unanimously.

Commissioner Smith announced that the Board would be going into Executive Session at 5:15 P.M. for Personnel

The executive session will be concluded at 5:30 pm and adjourned back into open session.

Commissioner Doherty making a **Motion** to approve **2025 ADMINISTRATIVE COORDINATOR CONTRACT;** and with Commissioner Smith making the second. The **Motion Passed** unanimously.

BOARD MEMBER ITEMS:

None.

Commissioner Smith adjourned the Regular Meeting at 5:32 PM.

NEXT MEETING:

- Regular Meeting – January 21, 2025, at 4:00 PM.



Vice Chair Rebecca Smith



Secretary Summer Hagge