

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
September 20, 2022

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 with an open Zoom meeting available for public access but there were no Zoom participants.

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

Guests: Steve Greenstein, Hospital District Commissioner.

The Chair asked if there were any changes to the agenda and the Chief asked to have a banquet discussion added to the New Business section. The Commissioner agreed to add this to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

Steve Greenstein, Hospital District Board Member, stated that the main thing they have been working on was the sale of the Lopez Pharmacy. They are waiting for the current Pharmacy owners to sign a deal with the Oklahoma company interested in purchasing it. The main issue at this point is finding a pharmacist for the Lopez Island pharmacy as they need a pharmacist to make the deal complete.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of August 16, 2022**, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **August 16, 2022 Vouchers** for \$118,260.38, **August 30, 2022 Vouchers** for \$25,847.94 and **September 13, 2022 Vouchers** for \$27,799.61 and **August 2022 Staff Payroll** for \$52,782.53 which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty 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 pretty consistent last month but are slightly down overall from last year.
- The Covid numbers on the San Juan County (SJC) Health Department website are trending down but this does not cover home tests. The Chief got his covid booster on the mainland recently and the Lopez Pharmacy should also be getting them. The SJC Health Department is scheduling a clinic on Lopez Island for October 19th. If your last booster was two or more months ago, you can get the new booster. Commissioner Bordvick asked if there was any info about the flu shot and it was stated that they are currently also being offered.
- We are moving back to in-person First Aid and CPR classes and FF/EMT Rucker will coordinate this effort. We will not do large groups. We received all of the new manikins and Medic O'Bryant will do an in-service with all of the CPR trainers tonight.
- The Codan radio system still has some technical issues. The San Juan Island Fire Districts got together to write letters to Codan which stated that Codan has not fulfilled all of the promised system requirements. Although Lopez Island now has better coverage, less communication holes, the Districts are letting Codan figure out the fixes as part of the contract.
- The Engine committee will be starting back up on September 28th.
- We got the 2015 RAM ambulance back on island at the end of last week and we are working on getting it back into service. We discovered that since it had not been used for so long, there have been some battery issues that we are working through.
- The Chief is working with Steve Towers on scheduling pump testing which has been delayed because Mr. Towers is unavailable.
- Medic O'Bryant is still planning on attending Firefighter training this Fall and has been working hard to get all of the prerequisite testing completed.
- We are still planning on holding another EMT course at the beginning of 2023 and are working on filling out the paperwork. So far, we have four internal candidates, and we will be reaching out to other islands.
- We did not get enough recruits for the Firefighter Academy in time to start the Academy so that it would not interfere with the start of the EMT course, so Medic McDarmont is working on a Plan B. We are also trying to keep people that were interested in attending the Academy moving forward in some capacity with the District.
- The Chief met with Clinic providers and discussed a few calls. Also, we are developing a triage form that the nurses can use for advising patients and we are asking Dr. Corsa to review the form. Sometimes EMS patients go to the Clinic first thing the next morning and patients are upset because they thought they had an appointment already set up. Especially when EMS saw the patient's after-hours or over the weekend. The Chief and Clinic are working through this issue to improve the process.
- One of our Firefighters, Michael Sendrowicz volunteered to fix the rotted posts on the main entrance walkway at Station 41 on his own time over a weekend. Thank you, Michael! The walkway is back open.
- The new medic truck is on the mainland at SPS being outfitted and equipped with equipment purchased under the Ecology Spills IOSA Grant. They still need to put in the extend-o-bed and the Chief will stop into SPS next week and then provide the Commissioners with an update.

- AFG is still working thru their grant applications and making awards but we have not heard from them yet about our application for a water tender and bunker gear.
- We received the final payment from the Department of Natural Resources for the Phase 2 grant. There is a new round of DNR grants opening up soon.
- Nothing has changed on the District's Covid response and preparations.
- The Safety Committee has two new members and the committee will schedule a meeting soon. The Chief explained the focus of the Safety Committee and stated that he thinks that driving issues are our most important potential issue. The Safety Committee meets quarterly and ideally, other members in the District should bring safety issues they see to the Safety Committee for their review and discussion.

Commissioner Smith asked if the Summer FF/EMT workers are finished and whether or not it was helpful. The Chief said they were no longer working and it worked very well to have five different people taking paid shifts, including 3 of our volunteers.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

The contractor, Thorp Works, is getting ready to start work on the Station 41 side-entrance walkway project but they had to wait for some back-ordered materials.

For the large Station 41 renovation project, TCA Architects visited Station 41 since the last Commissioner Board meeting and the Architects recommended that the District obtain surveys of the Station 41 and 42 properties. The Chief contacted San Juan Surveying and received two cost proposals for two surveys which were provided to the Commissioners. Both survey amounts were the same at \$4,125 and it was noted that these surveys do not include potential wetland issues at the south-end of the Station 41 property.

Commissioner Smith asked if we can use the Week's wetland survey and the Chief is going to ask Scott Rasmussen who did the Week's wetland survey and will do our survey.

Commissioner Smith stated that she participated in the Architect's visit and they had a lot of ideas and said that property surveys are a necessary first step.

The Chief asked for an approval from the Commissioners to enter into one or both of the San Juan Surveying survey cost proposals to obtain these property surveys.

It was noted that the District could hold off on the Station 42 property survey. However, given that the San Juan County Public Works' adjacent property project is going to get started, Commissioner Smith stated that she was afraid to miss out on moving forward on potential improvements at Station 42 such as running new utilities. The Chief agreed that if the District has a site survey, then we can run water and other utilities before we start any other potential larger construction project.

Commissioner Doherty asked if this is the going rate for survey work and there was a discussion about the amount of each survey being under \$5,000, the surveyor is in the San Juan Islands and was recommended. The Chief said that he can call around to try to get more quotes, if needed.

Commissioner Smith making a **Motion** to approve the **San Juan Surveying cost proposals for the Station 41 and Station 42 properties**, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

For the overall Station 41 project, the Chief stated that the Architect will develop cost estimates as part of their Preliminary planning effort.

2023 BUDGET CALENDAR - DISCUSSION

The Chief discussed the 2nd Draft Revenue and Expenditure Budget documents dated 9/14/22 which had been included in the Board packet to the Commissioners.

Highlighted and discussed were:

-The Administrative Assistant/Board Secretary position is being budgeted at full-time for 2023. It was noted that while the expectation was that, starting in March 2021, the position would work 32 hours per week which allows for Friday's off, the employee does sometimes work more hours per week by working longer days. The full-time budget would provide the District with the flexibility to work the hours needed to get the required tasks completed.

-The Chief wants to begin doing an annual newsletter to help educate and communicate news about the District such as the building project. The Commissioners supported this idea and believe that we should do a newsletter twice a year which will get people used to hearing from the District and they will get to expect this type of consistent communication. The Hospital Board has a committee that puts together their newsletter. The Chief will increase this budget line.

-The Chief mentioned that this draft budget included an increase from \$30 to \$32 per call/drill due to inflation. The Chief and Commissioners discussed the potential credit increase and noted that the 2022 budget included a \$10 per credit increase and there was a concern that another increase in 2023 could lead people to think that there will be increases each year. The Chief said that each call takes, on average, 2 hours so it is \$15 per hour. Commissioner Smith asked about the "rig checks" as the Chief increased the firefighter reimbursement BARS and the Chief stated that they would receive a drill credit for performing rig checks which will help ensure that they get done and increase the volunteer's familiarity with the rigs. In the past, rig checks were performed as part of drills but it tended to make the total drill times too long. It was asked if anyone has left the District because of the reimbursement amount and the Chief did not think so as the recently departed volunteers had been with the department for a long time and they were ready to retire. The Commissioners agreed to wait on increasing the Firefighter and EMT reimbursement per call/drill amounts for 2023.

-The Chief stated that we may not get the septic tanks installed this year if we run out of good weather so it may get moved to next year. The contractor is very busy and the Chief will check in with him.

Commissioner Smith noted that we are projected to have a healthy beginning cash balance going into 2023.

The Commissioners did not have any other questions or comments about the 2nd Draft Expenditure Budget for 2023.

Ambulance revenues were discussed and the Chief thinks that we will come in close to our 2022 budgeted amount. It was stated that these revenues go up and down each month depending on the time of year and there is a three-month lag in getting payments after the EMS transport takes place.

We briefly discussed the Lopez Island Thrift Store grant revenues that will reimburse the District for the new manikins that we purchased.

NEW BUSINESS

Website Development

The Chief had the opportunity to look at the EMS Council's website and he was impressed. The Chief and Administrative Assistant had a virtual meeting with the web designer, and she said that she could create a similar quality and functional website for our District. She has reasonable hourly rates and could develop the first draft of our website in 6 to 10 hours. She would show us how to make many updates to the website ourselves and she can maintain some aspects of the website after it is developed if the District wants to use her services. The goal is to go live by the beginning of the year.

The Chief wanted to make sure the Commissioners agreed with this project and the Commissioners stated that the Chief should move forward.

District Volunteer Appreciation Banquet

After an EMS incident, several volunteers told the Chief that they were hoping that the District would have a banquet this year. The Chief mentioned some options which included several venues that either are outdoors where we could use propane heaters or have large indoor areas with the opportunity to open large doors and/or windows for proper ventilation. Since there would be food, people would have to take their masks off to eat.

Commissioner Smith stated that the Commissioners don't have any other opportunities to interact with the members and she has missed this cohesive and personal event. While Commissioner Doherty is new to the Board, she has gone to these events since the 1990s in different capacities and they have been great.

The Commissioners agreed that they were ready to do a banquet this year. The Chief said that we will start working on scheduling this event. We would focus on a venue with a large space since everyone can bring a guest and while it would be catered, having a kitchen would be preferred. Commissioner Doherty asked about getting Firefighter Tetu's French class for serving and clean-up which they have done as a fund raiser in the past, or the Cheerleading club.

BOARD MEMBER ITEMS:

There were no Board member items.

Commissioner Bordvick announced that the Board would be going into executive session at 5:12 P.M. pursuant to RCW 42.30.110(1)(g) Personnel for approximately 10 minutes to discuss a personnel matter and the Commissioners did not expect to take action when they come back into open session.

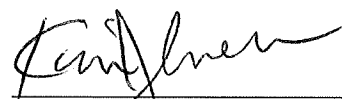
Chair Bordvick adjourned the executive session at 5:30 P.M. into open session.

Chair Bordvick adjourned the Regular Meeting at 5:30 P.M.

NEXT MEETING:

- Regular Meeting – October 18, 2022 at 4:00 P.M.


Chair Duane Bordvick


Secretary Kim Herrenkohl