

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
November 19th, 2024

Commissioner Duane Bordvick's resignation is on the agenda today; thus Vice-Chair Commissioner Rebecca Smith filled in and will continue to do so until a new Chair is elected.

Vice-Chair Smith 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 most participants in-person at the Station 41 Fire Hall training room with one attendee participating by 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 were no changes to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There was one **Correspondence**.

There was one **Partner Agency Report** from Steve Greenstein of the Hospital District. Steve reported on the Hospital District's meeting last week with their budget approval for 2025. He updated the District on the resignation of Dr. Dougan as of February 2025. The funding for two Medicaid beds has been provided to Hamlet House by the Hospital District, and the District has also budgeted for the dental van.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of October 15th, 2024**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **October 15th, 2024 Vouchers** for \$22,914.76, the **October 22nd, 2024 Vouchers** for \$56,218.70, the **November 5th, 2024 Vouchers** for \$14,639.14 and **November 19th, 2024 Vouchers** for \$50,919.37 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 **October Staff Payroll** for \$57,938.72 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:

San Juan County Covid info as of 11/15/24*

- The State has stopped tracking positive COVID cases, they are relying on sewage tracking only, Anacortes has seen a decrease recently but has not sampled since October 17th.
- Total San Juan County COVID deaths: 5
- Only 13.4% of WA State residents have received the latest C-19 vaccine during this COVID season. (this is a change on the state dashboard and is a seasonal calculation)
- Lopez Fire and EMS: All members have been encouraged to get their booster.

**It was determined that the COVID details are not necessary to report at these meetings at this point, unless the data is local.*

COMMUNITY

RADIO SYSTEM:

- Caleb has strongly encouraged CODAN to look at other tower sites based on his estimation. They have looked at the data from those sites and discussions are under way.
- The Fall newsletter will be going out soon.

APPARATUS/EQUIPMENT/STATIONS

- The engines and Tender have been getting annual pump testing and maintenance, this should be done in mid-December.
- The Chief is waiting for some pump information before we can finalize the spec sheet for the mini pumper before going to bid on its build. We have hit a snag and are looking at options, the build can move forward, we just may not get one of the items we wanted.

Fire & EMS Training

- The EMT course started on November 6th with 15 students.
- The EMS and Fire training calendars are getting some final touches put on them.

Lopez Clinic

- Nothing new

GRANTS

- **FEMA AFG Grant:**

Much of the equipment has been delivered, training will start in December. The next round of grants opened on the 12th, The District is putting in for diesel exhaust systems for our apparatus, if it is listed as a high priority. The Chief will also apply for a tender again.

- **DNR Grant:**

The grant reimbursement for the rescue equipment has been submitted.

- **CWMA:**

We have received the money for this item, we will be making sure to publicize their contribution in our newsletter

- **North Region EMS Council:**

We will put in for reimbursement for this \$10,000 grant, once the reimbursement period opens.

COVID – 19 Response and Preparation

Dispatchers are using the code PPE (Personal Protective Equipment) procedures needed, if the patient is experiencing symptoms related to the Virus. We have seen an uptick of PPE required calls recently, many are confirmed C-19 cases. The dispatch center has updated their criteria based on new symptoms associated with the current variants.

Safety Committee

Nothing new

UNFINISHED BUSINESS

PAYROLL FOR 2025 – DISCUSSION

Progress in setting up Springbrook Accounting software for internal payroll processing was discussed. October's payroll was run concurrent with the District's effectively to assess the setup.

FACILITIES - DISCUSSION

The Chief reported on his conversation with the County, who are still awaiting their meeting with TCA Architects in early December. There is still no pre-application process.

2024 VOLUNTEER AWARDS BANQUET DISCUSSION

Letters were sent to the Associations requesting reimbursement for the food, per the Auditor's recommendation.

NEW BUSINESS

SHAWN WESTERVELT – SUNSET BUILDERS

A letter from Shawn Westervelt was reviewed. He would like to work on some improvements to the shared boundary between Station 44 and Sunset Builders Supply. He is hoping that Sunset's delivery drivers may be able to pull through at the front of the fire station in exchange for some improvements and station parking on Sunset's property. A lease for access may be appropriate and preferable to Sunset purchasing the Station 44 property and then leasing it to the District.

The board gave the Chief permission to proceed with conversations with Shawn Westervelt and to include our legal representative, Brian Snure.

RESIGNATION OF BOARD MEMBER

District Board Chair Duane Bordvick's Letter of Resignation was discussed. Steps to take to fill the vacant seat were also discussed. The Commissioners and Chief plan to review the interested candidates at the December board meeting.

WA FIRE COMMISSIONERS' ASSOCIATION HEALTH CARE PROGRAM – REVIEW & APPROVE

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 **WA Fire Commissioners' Association Health Care Program**, and with Commissioner Smith making the second. The **Motion Passed** unanimously.

RESOLUTION 2024 – 05 SETTING PROPERTY TAX FOR GENERAL LEVY – COLLECTION IN 2025

Commissioner Smith read the entire Resolution 2024-05.

Commissioner Doherty making a **Motion** to approve **Resolution 2024-05** as read; and with Commissioner Smith making the second. The **Motion Passed** unanimously.

RESOLUTION 2024 – 06 SETTING PROPERTY TAX FOR EMS LEVY – COLLECTION IN 2025

Commissioner Smith read the entire Resolution 2024-06.

Commissioner Doherty making a **Motion** to approve **Resolution 2024-06** as read; and with Commissioner Smith making the second. The **Motion Passed** unanimously.

GENERAL AND EMS LEVY CERTIFICATIONS FOR 2025

Commissioner Smith read the entire Levy Certification for the General Levy with a total certified levy request amount of \$1,070,281.40.

Commissioner Doherty making a **Motion** to approve **the General Levy Certification for 2025**; and with Commissioner Smith making the second. The **Motion Passed** unanimously.

Commissioner Smith read the entire Levy Certification for the EMS Levy with a total certified levy request amount of \$785,847.15.

Commissioner Doherty making a **Motion** to approve **the EMS Levy Certification for 2025**; and with Commissioner Smith making the second. The **Motion Passed** unanimously.

RESOLUTION 2024 – 07 ADOPTING THE 2025 BUDGET FOR FUND 6571

Commissioner Smith read the entire Resolution 2024-07 Adopting the 2025 Budget for Fund 6571 with total revenues of \$3,255,755 and total expenditures of \$3,255,755.

Commissioner Doherty making a **Motion** to approve **Resolution 2024-07 Adopting the 2025 Budget for Fund 6571**; and with Commissioner Smith making the second. The **Motion Passed** unanimously.

Commissioner Smith announced that the Board would be going into closed session at 5:28 P.M. for Collective Bargaining matters

The closed session will be concluded at 5:38 pm and adjourned back into open session, with possible action to be taken.

Commissioner Smith making a **Motion** to approve **The Collective Bargaining Agreement from January 2025 – December 2027**; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

BOARD MEMBER ITEMS:

None.

Commissioner Smith adjourned the Regular Meeting at 5:41 PM.

NEXT MEETING:

- Regular Meeting – December 19, 2024, at 4:00 PM.



Vice Chair Rebecca Smith



Secretary Summer Hagge