

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**September 21, 2021**

Commissioner 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 all participants in-person at the Station 41 Fire Hall training room except for Commissioners Bordvick and Paramedic Pal who attended by Zoom. No other attendees participated by ZOOM. Commissioner Paige was not able to attend the meeting.

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

No guests attended the meeting.

There being no changes to the **Agenda**, the agenda was **approved** as presented.

**PROCEDURAL ITEMS**

There was no **Public Input**.

There was no **Correspondence**.

There was no **Partner Agency Report**.

Commissioner Bordvick making a **Motion** to approve the **Regular Meeting Minutes**, with small amendments of **August 17, 2021**, and with Commissioner Smith making the second. All in Favor, **Motion Passed**.

Commissioner Bordvick making a **Motion** to approve the **August 31 2021 Vouchers** for \$40,254.87 and **September 14 2021 Vouchers** for \$34,216.89 which had previously been approved by the Auditing Officer and paid, and Commissioner Smith making the second. All in Favor, **Motion Passed**.

**REPORTS**

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

- The response numbers in the report show that August was busy but not as busy as July.
- There are 20 active Covid cases and there have been 20,848 vaccinations in the county.
- The District is offering CPR training on a case-by-case basis.
- The county-wide radio system equipment has been approved but they have run into difficulties with delivery. Then they will start testing the new equipment while still having the old equipment as backup.

- The 1989 Engine continues to have mechanical problems. After rectifying one problem, the mechanic did a test run and the European pump broke which will be hard and expensive to replace, therefore we don't anticipate having it back anytime soon.
- Rescue 41's bypass valve will need work.
- New bay heaters at Station 41 will be installed during the first week of October.
- Paramedic O'Bryant's fire training in October in Texas will be postponed 6 months.
- The Chief is working on a hybrid fire class which could be county-wide.
- EMS & Fire training, if in person, will be outside or in small groups.
- There are specific tones for Clinic staff call outs and the Chief created a flowchart for them to use to know what information to provide when they call dispatch.
- We received the last equipment purchased under the Ecology Grant and it was taken over to the mechanics to install in the two grant rigs so that we can bring them over the Lopez.
- There is nothing new to report on the SAFER or Firehouse Sub Grants. There has been some communication on the \$27,100 reimbursement request to FEMA.
- The District's Covid-19 response plan has not changed.
- We ordered some new masks which requires everyone to be fit tested which is still in progress.
- We will be putting in a request for reimbursement to the SJC Health Department for our participation in the vaccination clinics last spring.
- We recently held a vehicle back-up training for firefighters.

## **UNFINISHED BUSINESS**

### **PRELIMINARY 2022 BUDGET DISCUSSION:**

The Chief discussed the draft 2022 budget provided. The Chief, Paramedics and EMTs had a recent strategic planning meeting and the Chief has included changes in the budget based on the planning meeting discussions. One of the main changes includes an increase to the EMT call stipend which was based on an average 2 hour call and an additional new shift stipend. The Chief thinks that this will help ensure that there are 3 or 4 people available on every call.

The office would provide scheduling software to manage the shifts instead of the EMTs having to manage the schedule and send emails to each other asking for shift coverage. EMS team scheduling has changed several times this year.

The biggest thing we need is more EMTs. Right now we have a few people providing a lot of the coverage and work which is why we have the EMT class coming up. Without the Medics, we only have 9 people due to several EMTs being on leave.

As discussed at the meeting, unless there are unusual situations, one call needs 3 people. If needed, they can tone out for Rescue who are happy to help. They need 4 people on each shift to provide flexibility if there is more than one call.

Commissioner Smith was supportive of providing additional compensation thru incentive shift payments and asked how the volunteers feel about getting paid only once per year. It was felt that some people like it because it feels like a Christmas bonus. The Chief will be holding an upcoming Zoom meeting with the EMTs to continue discussions. Commissioner Bordvick expects that there will be additional discussions and feedback, and that the Chief will make changes to the budget which the Chief agreed was the action plan.

The need for an extractor was discussed with acknowledgement that the District would need to develop a plan to make it work and consider the costs.

Also in the draft budget is funding for professional services to provide assistance and back-up to the Chief. The Chief commented that an individual is moving to Lopez who has wildland training & fire operations experience and has been a Fire Chief. The Chief also mentioned that the Orcas Island Fire District will be hiring an Assistant Chief.

Paramedic O'Bryant is organizing the EMT class and she is trying to get her Senior EMS Instructor (SEI) designation which would allow her to run future classes. The process requires a qualified SEI evaluator and since there are none available in the San Juan Islands right now, the Chief has been talking with an instructor from the mainland that would be a mentor. Based on what other counties are paying, the Chief has estimated a \$15,000 budget for these professional services. A draft professional services contract has been provided for the Commissioner's review.

We are looking at a new 2022 GO Bond for \$265,000 to \$300,000 to finance the purchase of a new or used ambulance and new medic rig in 2022. We have added interest and principal payments into the 2022 budget for this potential bond. The purchasing process for ambulances is difficult due to a shortage of chassis and we still need to design the ambulance. The chief would prefer have a 3 to 5 year term on this new GO Bond. The Chief and Commissioners discussed the pros and cons of purchasing a new versus used ambulance including issues related to availability of good new or used chassis, design time, ability to get what you want with a new ambulance, the need to actually see an example of a built apparatus, and color of the ambulance. The Chief commented that the Paramedics would have a lot of input into the design of a new ambulance and that some manufacturers build basic demos and take them around for up-close viewing and then you can add-on items. Also, if you identify a chassis that you want, you may be able to locate a fire district that has one and go to see their ambulance, although ambulances in a city have different operational needs than on Lopez Island due to the lack of a hospital. The Chief asked the Commissioners if he should look for remounted chassis or a new build and the Commissioners responded that he should work on researching both options.

Commissioner Bordvick asked about the 2022 estimated revenue for property taxes and the Chief stated that we increased the assessed values by 1% and the new EMS Levy will have a separate BARS account. The Chief stated that his ultimate goal is to have an ending cash amount sufficient to cover 6 month's worth of expenditures as a reserve amount.

Commissioner Smith asked if the draft budget includes any funds for a paid EMT/Firefighter. The Chief pointed to line 84 on the budget which includes salary for one person which is based on 10% less than step 1 on the Paramedic's pay schedule. It will take a while to develop a good process to select a good candidate and the District anticipates having internal candidates.

The Chief brought up the topic of repaying the \$170,000 second draw that was made on the 2020 GO Bond and any unspent remaining restricted cash that was carried over from 2020. He stated that the GO Bond paperwork expected that the funds would be repaid after the District had received reimbursement from the Ecology grant which it has.

Commissioner Bordvick making a **Motion** to return the second draw for \$170,000 plus any left-over restricted cash from the 2020 GO Bond, and with Commissioner Smith making the second. All in Favor, **Motion Passed.**

The Chief noted that we need to amend the 2021 budget due to a number of unexpected revenues and expenditure items and we will provide this to the Commissioners at next month's meeting.

## **UNION NEGOTIATION**

There was no meeting since we were not able to schedule a date that worked for all participants. The Chief will work on scheduling a meeting.

The Chief presented a Memorandum of Understanding (MOU) which he signed that stated that Paramedic O'Bryant would receive the standard 5% salary step increase starting in September 2021 which is consistent with all other steps in the Paramedic's Collective Bargaining Agreement's pay schedule. The Commissioners agreed with the MOU.

## **SEI CONTRACT**

The Chief discussed the draft Senior EMS Instructor contract for the upcoming EMT class. The next step will be to send it to our attorney and the Chief asked for approval to sign the contract after the legal review. Commissioner Smith asked about lodging and the Chief stated that lodging should be easier to obtain and will be less expensive due to the time of year. Since Commissioner Bordvick has not yet had a chance to review the contract, the Commissioners agreed to have the Chief send it to our attorney and bring it back to the Commissioners at the October meeting.

## **NEW COMMISSIONER APPOINTMENT & APPOINT NEW CHAIR**

Due to the resignation of the current Chair, the Vice Chair, Commissioner Bordvick, will become the Chair at the next meeting.

A draft advertisement soliciting applications for the soon to be vacant Commissioner position was reviewed. The Commissioners requested that interested citizens submit a letter of application to the District by Friday, October 15, 2021. The Commissioners planned to review the letters and invite the applicants to the October 19<sup>th</sup> Board meeting.

### **VOLUNTEER EMT & EMT LIEUTENANT**

The Chief presented draft Volunteer EMT & Volunteer EMT Lieutenant job descriptions. It was noted at the EMT Strategic Planning session that there were no written job descriptions for these positions. The Chief had sent the drafts to the EMTs and Lieutenants and had gotten feedback.

Commissioner Bordvick making a **Motion** to approve the Job Descriptions for Volunteer EMT ADM 21-12 & Volunteer EMT Lieutenant ADM 21-9, and with Commissioner Smith making the second. All in Favor, **Motion Passed.**

### **BOARD MEMBER ITEMS:**

Commissioner Smith announced that the Board would be going into executive session at 5:43 P.M. pursuant to RCW 42.30.110(1)(g) Personnel for approximately 5 minutes and expected to come back into session and take action.

At 5:55 P.M. Commissioner Smith opened the session. Commissioner Bordvick making a **Motion** that the Administrative Secretary's medical, dental & life insurance benefits be the same as the Paramedic's benefits, and with Commissioner Smith making the second. All in Favor, **Motion Passed.**

Commissioner Smith adjourned the Regular Meeting at 5:56 P.M.

### **NEXT MEETINGS:**

- Regular Meeting – October 19, 2021 at 4:00 P.M.

  
Chair Phil Paige  


  
Secretary Kim Herrenkohl