

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
October 18, 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 except Commissioner Cathy Doherty who attended by Zoom.

Those participating 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**.

Steve Greenstein, Hospital District Board Member was the first meeting participant to use the newly built outside walkway into the training room at Station 41. Mr. Greenstein reported that at the Hospital Board's meeting from 3 weeks ago, they have been working on their 2023 budget. Their financial support to the University of Washington (UW) is going up and he explained that the UW's budget cycle is different than the Hospital Districts because they are on a different fiscal year. The UW's employee union costs will be going up. Also, the Hospital District's support for the pharmacy will likely require a levy lid lift.

The Hospital District will need to go to a hybrid video and in-person meeting type so they are looking for a new, consistent meeting location. Also, the space needs to be big enough to allow partners to attend such as personnel from the Pharmacy, Lopez Clinic, Physical Therapy, etc.

The Chief stated that with the new side entryway, the training room could be closed off which could allow the Hospital District to have their meetings in our training room but he will run this through the normal channels and ask for input from the Medics.

The Hospital District is still working on finding a pharmacist for Lopez Island. The agreement with the new Pharmacy Company from Oklahoma stipulates that a pharmacist must be hired within 6 months. There was a question about housing for a new Pharmacist and it was noted that the Hospital District Executive Director has been effective in helping people find housing in the past.

The Hospital District's contract with the University of Washington runs through 2024.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of September 20, 2022**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **September 26, 2022 Vouchers** for \$18,023.03, and **September 2022 Staff Payroll** for \$ 47,633.18 which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty making the second. The **Motion Passed** unanimously. Commissioner Bordvick noticed that the month at the top of the Employer Payroll Deductions worksheet needed to be changed from July to September and Kim Herrenkohl made the change on the official copy.

REPORTS

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

- EMS and fire calls experienced a little bit of an uptick.
- The County Health Department website notes that there are no active Covid cases but this does not take into account home tests. There is a Covid clinic tomorrow for shots and boosters. Our Logistics group will be involved in facilitating parking. The Health Department uses a private company to run the clinics and it moves a lot of people through efficiently. There does not seem to be a need for the District to have our own clinic for our employees and volunteers.
- Dave Rucker, Firefighter/EMT is coordinating the District's CPR training program.
- CODAN has had a person come to the islands over the past few weeks to continue to work on radio system issues. San Juan Island seems to have the most problems with the new radio system. While we have better overall radio communications, we have some gaps in places that we did not have with the old system. CODAN is still working with us and the Chief is optimistic that these things will get fixed. Medic Pal is keeping in touch with CODAN and monitoring the program.
- The Engine committee met with a vendor representative, and we were able to get good information about fire engines these days. We will have a few other manufacturers come out and show us their apparatus. The Chief received information from a potential grant for electric fire engines and he was informed that Districts must have 7,000 miles per year over the past two years on their fire engines in order to qualify for the grant which means that we don't qualify for this grant.
- Pump testing is scheduled for November. We will be using Hughes Fire who is a new vendor that will be coming out to the islands with their portable unit and visit several islands so we will be able to share some of the travel costs with Orcas Fire & EMS. There is a local mechanic from Orcas Island that can work on some of our apparatus before the pump testing takes place.
- The Chief and Commissioners had toured the new walkway and the Chief noted that there are a few small things left to do.

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- The Chief met with the Fisherman Bay Sewer district and we are still waiting for the new tanks. The Sewer District wants survey information of the property line beside with the Church and the Surveyor came out today and marked the back line of the property with the Church. We still need to do the wetland survey. The Chief mentioned that we will all need to work from home during the new sewer installation since we won't have operational restrooms at Station 41.
- Medic O'Bryant is scheduled to attend Firefighter training in Texas in early December.
- We currently have 4 people interested in taking our EMT course in January. We have advertised in a number of places like LopezRocks and Facebook and we will put a sign out along Fisherman Bay Road.
- We are working on communications with patients who think they have a follow up appointment with the Clinic. We are drafting a document that will be given to the patients explaining what to do. Commissioner Bordvick suggested that the paper be offered in Spanish as well. We are also working on a triage flowchart to help Clinic personnel decide when to call 911. The Chief stated that this needs to go thru the UW Nurse's union and is still in process.
- The new rig for Medic McDarmont is still at the shop on the mainland waiting for equipment like radios to arrive due to shipping delays. We hope that everything arrives by November.
- For the Ecology grant, the Chief has not been able to meet and discuss the training with the interim IOSA Director because he has been tied up with a boat sinking a few months ago.
- 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.
- A DNR grant came out where they are surplus engines that would give us a 2nd operational Brush truck. The Chief stated that DNR typically takes pretty good care of their trucks.
- Nothing has changed on the District's Covid response and preparation procedures.
- There is nothing new to report on the Ecology grant reimbursement request.
- The District's Safety Committee will be meeting soon.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

The Chief has not yet heard back from Architect as they are probably waiting for the property survey results.

2023 BUDGET CALENDAR & THIRD DRAFT DISCUSSION

The Budget Calendar timeline is the same.

There are a few things to discuss about the third draft version of the 2023 budget:

- The Chief added a cost for installing a HVAC system at the Hummel Lake house. He had added the higher bid amount before we received the second bid which was lower.
- The Chief and Dr. Corsa have been working on doing a study which will be paid for by the North Region EMS & Trauma Care Council. We will pay for the expenditures and then get reimbursed so it will run through our budget. The survey would use our EMS data and there would be expenses for a statistician, enumerator and supplies. It would provide good information about our services which are different than many other EMS organizations because we can't put patients into the ambulance and just take them to a hospital. And other Districts can compare their statistics where they take everyone to the hospital to ours to consider if they need to transport as often as they do. EMS systems are expensive to run...so it is important to consider if what you are doing is necessary. The project would include hiring someone to compile the data and make phone calls and then the Chief and Dr. Corsa would review the data and a statistician would do the means and averages.

Commissioner Doherty asked about the benefits to our District and the Chief replied that it is good to have studies that analyze what you are doing and there are not a lot of EMS (pre-hospital) studies out there. The Chief stated that it would not require that much of his time. We don't have that many patients in the County so this would be a good study.

This is Dr. Corsa's project and he is doing the prep work. Then the Chief would do the narrative and explanations.

This project has been added to the 2023 budget for \$3500.

- Remounting the 2003 Rescue 41 onto a new chassis was briefly discussed last spring and the Chief wanted to make sure that the Commissioners were aware that this expenditure has been built into the 2023 budget. This rig is the first-on call for fire calls. This rig either needs to be remounted or retired. It would receive a new chassis and pump but we will keep the tank unless we uncover unknown problems once we look at it. This rig is one of the pieces of equipment that we want to try to get undercover.

We won't be buying a new fire engine for a few years since new orders are taking that long to get so there is budget available for 2023. Commissioner Bordvick asked about the anticipated cost and the Chief said that when we were trying to plan for this earlier, we estimated around \$120,000 and had tried for a grant that would have paid \$103,000 but we were not successful in getting that grant. The \$150,000 budget in this line is mostly for this work but we hope that it would not actually need all of that budget. The Chief would need to bid out this work. It looks like the State will be offer chassis which would

be about \$15,000 less than on the open market. The Chief thinks that this is a good opportunity from a budget perspective with State chassis becoming available and this rig is integral to our operations. Commissioner Smith agreed that this seems to be a good time and due to the integral nature to operations. The Commissioners agreed with moving forward. The Chief will keep an eye on exactly what chassis end up being offered.

- Commissioner Smith asked about the full-time salary budget line for the Administrative Assistant position given the Employment Agreement which states that the position will work 4 days per week. The Chief stated that the budget for 40 hours per week provides flexibility for the Administrative Assistant to work the number of hours needed, with Chief approval.
- We will create the resolutions and levy certifications for the next Board meeting. We have received assessment and levy data from the Assessor's Office for our general (fire) levy and Kim Herrenkohl will follow up with the Assessor's Office to receive levy data for the EMS Levy.
- We discussed the need to make sure that our utility budget amounts are enough given that we had some unanticipated issues this year that resulted in higher than normal utility charges and some future utility fee rate increases.

WEBSITE DEVELOPMENT DISCUSSION

Our consultant has been working on the District's new website.

We also discussed San Juan County's online burn permit system as it is not an easy system to use. The District has had unhappy Lopez residents call who have had difficulties using the online permit system. Commissioner Smith tried and she agreed that the system is difficult to use.

DISTRICT'S VOLUNTEER APPRECIATION BANQUET

This has been scheduled for Saturday, December 10th at the Lopez Center for the Community & the Arts. We acknowledged that there would not be enough room to hold the event at The Haven restaurant. We have sent out requests to local restaurants asking if they were interested in catering our banquet.

Commissioner's Smith and Doherty mentioned the non-District people that we usually invite to the banquet and Kim Herrenkohl will send the Commissioners her draft invitee list for their input.

NEW BUSINESS

RESOLUTION 2022 – 06 Declaring Surplus Vehicles

The Chief will hold a closed bid for the Ambulance after advertisement and the Ford Expedition will be used in an upcoming extraction training.

Commissioner Smith making a **Motion** to approve Resolution 2022-06 Declaring Surplus Vehicles; and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

HVAC SYSTEM QUOTES – HUMMEL LAKE PROPERTY

The Chief reminded everyone that it was identified when house was purchased that the heating system would need improvement or replacement. It was cold in the house last winter. The Chief received proposals from two vendors Sage Building Solutions & Barron Heating for ductless heat pumps. The house currently has electric radiant floors on concrete.

The quotes from the two vendors were:

Sage Building Solutions - \$15,938 (Vendor looked at airflow in the house prior to bid)
Barron Heating (comparable unit to Sage) - \$22,770
Barron Heating (higher level unit) - \$24,920

The quotes are valid for 30 days. It is unlikely that either would be installed and billed until 2023. There might be OPALCO rebates that would need to be researched. Commissioner Smith stated that she had ductless heat pumps installed at the Hamlet House and they provided good heat and saved them money on electrical costs. All commissioners have used Sage and they were happy with them.

Commissioner Smith making a **Motion** to authorize Chief Bigby to sign a contract for the installation of a heat pump at Hummel Lake house; and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

EMPLOYMENT AGREEMENT – ADMINISTRATIVE SECRETARY POSITION

A copy of the contract that was updated by the Chief was provided to the Commissioners in their Board packet. The Chief listed out the holidays and made the changes that he had talked to the Commissioners about during the Executive Session at the last Board meeting.

Commissioner Smith making a **Motion** to approve the Employment Agreement for the Administrative Assistant; and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

LIFE FLIGHT GROUP MEMBERSHIP BENEFIT - DISCUSSION

A few volunteers have asked the question about whether or not the District is planning on including Life Flight air ambulance coverage, in addition to Airlift NW and Island Air as a benefit. We called and received Life Flight's group rate of \$65 per household membership.

We had included a one-page summary of the costs of the current benefits for Airlift NW and Island Air membership coverage for Commissioners, employees and volunteers which totals \$3,960 and also the potential additional cost if the Life Flight's plan was added for \$3,250.

There was a discussion about who determines which air ambulance service comes to pick up the patient and what factors are used to make this determination. It was noted that with Life Flight being new to our region, they have been allowing patients to sign up at the time of transport or within 24-hours but we do not know if they will always have this option or if it is a part of their introduction into a new region. It was noted from scanning recent Board EMS Incident reports that we have been using Life Flight more often lately.

Commissioner Doherty was not very familiar with Life Flight and would like to see more data. She felt that they had not advertised their services much yet. It was noted that they are a non-profit and had previously primarily worked down south. Medic McDarmont shared that since Life Flight has come into the county, it has provided incentive for all air ambulance providers to improve their services and practices.

The Chief said that this is a 3rd option for air ambulance and do we want to have our members covered? There was a question about whether or not it would be possible for the three air ambulance companies to band together to offer one group package.

We discussed that the air ambulance plans are not medical insurance but are considered memberships. Commissioner Doherty will do her own research into Life Flight.

It was decided that we would table any further discussion until next meeting.

PERSONNEL ACTION FORMS

The Chief reported that we had recently identified a policy that we had not previously been aware of which stated that certain personnel changes such as wage changes needed to be documented on a Personnel Action Form and the forms needed to be approved by the Chair of the Board of Commissioners. The Administrative Assistant prepared Personnel Action Forms for all relevant changes that took place during 2022 and the Chair reviewed and signed them.

BOARD MEMBER ITEMS:

While an Executive Session was included on the agenda, it was determined that none was needed.

There were no other Board member items.

Chair Bordvick adjourned the Regular Meeting at 5:57 P.M.

NEXT MEETING:

- Regular Meeting – November 15, 2022 at 4:00 P.M.



Chair Duane Bordvick



Secretary Kim Herrenkohl