

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
February 15, 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, Paramedic Michelle McDarmont and Secretary Kim Herrenkohl.

Guests: Steve Greenstein, Hospital District Commissioner.

There were no changes to the **Agenda**. However, Chair Bordvick requested that a discussion on fire apparatus be added to the next Board meeting's agenda and the Chief requested that this topic be postponed until the fire engine committee is able to meet.

PROCEDURAL ITEMS

There was no **Public Input**.

There was no **Correspondence**.

Steve Greenstein provided a short **Partners Agency Report** from the Hospital District. The physician that had originally accepted the position at the UW Clinic to replace Dr. Bob Wilson decided to decline due to the lack of acceptable housing on Lopez Island. UW is continuing to search for another physician or nurse practitioner. They have looked within their UW system and are also searching outside. Dr. Wilson is no longer at the Clinic and the Nurse Practitioner is working 4 days per week.

The Chief and Lopez Clinic medical personnel have been communicating and plan to meet to coordinate their efforts and services. Commissioner Smith asked if the Hospital District's strategic planning efforts were still ongoing and Mr. Greenstein said yes. It is critical since the search expenses will be passed along to the Hospital District and they are still holding Zoom meetings with focus groups where the results will be tallied and brought back to the Hospital Board. Also, they are interviewing for the superintendent position.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of January 18, 2022**, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **January 18, 2022 Vouchers** for \$34,693.50; **January 2021 Staff Payroll** for \$40,659.49; 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:

- The District's January call numbers started off higher than last year.
- Since last meeting, Lopez Island passed a thousand covid cases. One volunteer has tested positive and they are quarantining until they test negative. Our personnel and volunteers use N95 masks for all interactions.
- We are performing CPR testing on an as needed and requested basis.
- We have been informed that the current go-live date for the implementation of the county-wide radio system is March 2nd. They are currently on-island doing work for two weeks.
- The engine committee has been on-hold until the District finishes a few other projects.
- The new ambulance is scheduled to be completed sometime in May but there are concerns related to finding a flatbed truck for delivery.
- The Chief and a volunteer took the brush truck down to Fife to measure it for a slip-in unit. We are still in the process of determining what we will do with the existing brush truck.
- Medic O'Bryant's firefighter training in Texas is still on hold but she is doing required reading in the interim.
- The local firefighting academy started last Saturday with two District members attending but there have been some technology issues. The Chief, Medic McDarmont and volunteers have been helping with some of the hands-on work.
- The EMT class has been extended out a few weeks but it is going well. Final testing is set for March 6th and then they will need to take the national registry test. The District's on-boarding will take several months for the 7 new Lopez Island EMTs. It takes time to get the field experience they need. We may need to run another EMT class in a year since some volunteers have expressed interest in retiring.
- Paramedic McDarmont has been promoted to Captain after completing all of the officer level certifications. Yah!!
- The Ecology Spills grant from last year has been closed as we recently received our final reimbursement for just over \$8,000.
- We were able to make an adjustment to our Firehouse Subs grant and they will send us the money. Any remaining cost for 10 sets of bunker gear will come out of our budget.
- There is nothing new to report on our two AFG grants and we are still awaiting our approximately \$22,000 payment from COVID Relief..
- We are waiting for the Safety Committee's next meeting date.

Commissioner Smith asked about the volunteer appreciation gift certificates and the Chief noted that the cards and gift certificates seemed to have been much appreciated.

UNFINISHED BUSINESS

UNION NEGOTIATION - UPDATE

The Chief and Medics were not able to meet since the last Board meeting but the Chief anticipates meeting soon which should complete the process.

NEW RENTAL AGREEMENT WITH SJC SHERIFF – DISCUSSION

The San Juan County Sheriff's Office sent the District the new Lease Agreement and new Dispatch Agreement which were presented to the Commissioners.

Motion by Commissioner Smith to approve the Lease Agreement for 2022 with the SJC Sheriff's Office for the downstairs space; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Motion by Commissioner Smith to approve the 2022 Dispatch Services Agreement with the SJC Sheriff's Office; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

FULL-TIME EMT/FIREFIGHTER HIRING – UPDATE

The hiring process has been pushed back a month due to conflicts with the extended EMT class. There will be written, physical agility and skills testing and presentations on April 2nd & 3rd and the top 3 candidates will interview with the Chief. Afterward, the Chief will meet with the Commissioners about how to proceed. The Captains have been involved in developing test questions and in evaluating the testing processes. The Chief will reach out to people to participate in the testing processes.

TRAINING ADMIN SUPPORT – DISCUSSION

The Chief provided the Commissioners with a proposal to enter into an open-ended consulting agreement with Jordan Pollack to support Medic McDarmont in setting up a comprehensive training program which McDarmont will take over once created. The services are expected to be heavier initially to get things started and the Chief expects that a lot of Mr. Pollack's work will be done remotely. The Chief requested permission to sign the provided agreement.

Motion by Commissioner Smith to approve the service agreement between the District and Jordan Pollack and direct Chief Bigby to sign the agreement; and with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

NEW BUSINESS

LEASE OF HUMMEL ROAD PROPERTY – DISCUSSION & APPROVAL

The Chief currently resides at the District's property on Hummel Lake Road and signed a one-year lease in December 2021 which requires Board action to renew the lease for an additional year.

Motion by Commissioner Smith to renew the rental agreement with the Chief for an additional year; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

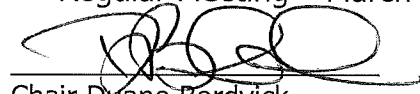
BOARD MEMBER ITEMS:

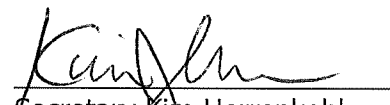
There were no items from the Board.

Motion by Commissioner Smith to adjourn the Regular Meeting at 4:47 P.M.; and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

NEXT MEETING:

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


Chair Duane Bordvick


Secretary Kim Herrenkohl