

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**November 21, 2023**

Chair 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 most participants in-person at the Station 41 Fire Hall training room with one attendee participating by Zoom.

Those present were Commissioners Duane Bordvick, Rebecca Smith and Cathy Doherty, Chief Adam Bigby, and Secretaries Kim Herrenkohl and Summer Hagge (in training).

Guests: Steve Greenstein, Hospital District Commissioner, via Zoom.

There were no changes to the agenda.

**PROCEDURAL ITEMS**

There was no **Public Input**.

There was no **Correspondence**.

There was one Partner Agency Report from Hospital District Board Member Steve Greenstein who stated that Lopez voters approved their Levy Lift Request during the general election. The Hospital Board approved their budget and decided they do not need as much as their levy lift requested, so they will not set their 2024 levy at the full \$0.75 per \$1,000.00 that they are allowed. Commissioner Smith asked if they will be considering adding any new services and removing any of the services they had proposed. Greenstein said they are looking into things and working with a committee to figure out what they need to do.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of October 17, 2023**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **October 17, 2023 Vouchers** for \$17,963.18, **October 31, 2023 Vouchers** for \$15,739.59, and **November 7, 2023 Vouchers** for \$28,746.66 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **October Staff Payroll** for \$58,332.23 and **October 30, 2023 Investment Transfer** of \$200,000.00 which had previously been approved by the Auditing Officer and paid, and Commissioner Doherty the second. The **Motion Passed** unanimously.

Secretary Herrenkohl brought to the attention of the board that at the October Board Meeting, they had signed the September payroll batch for \$51,232.08. However, that amount came from a report printed before the 3 Medic's new salary and overtime rates were entered into

the Eden Payroll System. Payroll was subsequently processed including the new rates and the actual amount was \$52,582.76.

## **REPORTS**

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

- Our call volume is a little down from last year, but the calls seem to have been more intense than previous years.
- The state COVID dashboard has changed again, and we suspect it will change again with the CDC changes.
- The new Rum Runner radio tower went up and we are waiting for the equipment to be moved. The OPALCO bucket truck broke last month. This has been the delay in the equipment move. Once that is done, they will let us know and the dead areas will be reevaluated.
- Commissioner Smith asked if we still have COVID tests available and the Chief said we have gone through about half of what we were given.
- The Family Resource Center did a fentanyl informational meeting that we were involved in including a demonstration on the administration of Narcan. There was very good feedback on this meeting.
- We are still attempting the summer EMT shift program – the open shifts have filled up until the end of the year with only one or two days not filled.
- Liz Malinoff has returned as a member of the Logistics group.
- We are waiting for spec sheets from Spartan to go over the updates on the new fire engine build. We have not followed up to see where they are at but will do that after the holidays.
- The Rescue 41 project is back in progress after approving Mallory Safety System's bid. They ordered all the pumps and motors about a week and a half ago. They have a bunch of orders now, so ours will be a priority for them to finish so they can get started on some others.
- The new green truck has been working well but we do need to look at the Foam Pro (foam proportioning system).
- The Wildland Engine has been getting cleaned (by us) and having switches replaced. It performed well at the drill.
- Commissioner Bordvick requested a sheet with pictures and names of the trucks we have.
- Nothing new on the building project aside from having more surveying work done.
- We have 2 people in the upcoming EMT class, we had an additional one who is going to college, so we tried to sponsor her, but she did not get in. We are working on back up transportation to get them to Friday Harbor each weekend.
- Commissioner Smith asked about new volunteer EMT Ingrid Stuver's status. She has been interviewed and hired as a volunteer, but she needs to go through her end of county work and get a physical before she will be officially on board. Dr. Corsa will be doing all the physicals; we pay him but are reimbursed by the BVFF.
- We have a handful of people, originally 10 but now down to 9, interested in Fire Academy, so will be holding our own in-house Academy. We got so many responses from the heavy recruitment – in house interest and the sign we believe. We will pull the signs around December 1<sup>st</sup>, as they are getting weather-beaten. One of our EMTs is taking the Academy as well as a student EMT. Medic McDarmont and Firefighter/EMT Sam Fowler have been heading that up and sent out a class syllabus on Monday. The class will go through mid-

April. Unfortunately, we aren't doing the county-wide one. This is because they are using a book we do not like. The county has not gotten their syllabus out yet.

- We are still waiting for two of our EMT class students to take the national registry test.
- The helipad project is stalled and out of our control.
- The Chief has been tracking clinic-related calls to go over after the end of the year. We need to discuss when they use us as triage as that is not appropriate. Commissioner Bordvick asked if we are using the back room at the clinic. The Chief explained that the current key situation does not make it useful for us and we would like a combination lock put in place and then may use the room – especially when there is bad weather. Commissioner Smith asked if we could get some equipment there, but the Chief has only heard that we could use some of the supplies. The Chief will reach out to them after the holiday.
- A bunch of grants have opened up in the last couple of weeks!
- We have put in for a DNR grant for a surplus truck -they are surplus an entire fleet of F550 rigs, so there is a shot we could get one (a brush rig). This would be an opportunity for us to send one off-island or even attract more volunteers. We could do a seasonal wildland group for the island; sending a crew off island could create revenue. Commissioner Doherty confirmed a grant would mean that this truck would be free to us. We will also be putting in for a DNR grant to fund the pump for the rescue – that would cover 90% and we would cover 10%. This one is retroactive, so even if we are approved after we get the equipment, it will still be covered.
- The Safer grant is through Orcas Island and we have not heard anything yet.
- The Chief is putting in for Ecology Spills Grant for the high-pressure pumps and bumper turrets for the rescue rebuild and mini pumper that we are going to build. The Chief believes we put in for about \$68,000 and got that put in early. They won't pay for fire engines, so we did this instead.

## **UNFINISHED BUSINESS**

### **FACILITIES - DISCUSSION**

Nothing new.

### **NEW RENTAL AGREEMENT SJC SHERIFF - DISCUSSION**

The San Juan County Sheriff signed the lease agreement for 2024 with the 60-day out clause. This was approved by the board and Secretary Hagge will contact the notary to have Commissioner Bordvick sign the lease agreement there.

Commissioner Smith making a **Motion** to approve the **2024 Rental Agreement with SJC Sherrif's Office** with Commissioner Doherty making the second. The **Motion Passed** unanimously.

## **STATE AUDITOR'S OFFICE AUDIT - DISCUSSION**

Secretary Herrenkohl noted that all the Audit requested materials were dropped off last month and we have yet to hear anything back. We discussed that the Fire Department has to pay for the audit based on the hours the auditors spend, which is why we are not having them come onsite.

## **NEW BUSINESS**

### **SJC & TOWN OF FRIDAY HARBOR – LETTER TO THE GOVERNOR ABOUT FERRIES - DISCUSSION**

The Chief had board member input on agreeing to remain a cosigner on the letter, so went ahead with that. Commissioner Bordvick asked – *haven't they done this before?* Commissioner Smith replied *yes, but it has been less derogatory in the past.* It is just not a good scenario, especially with their 2 boats down in Seattle.

### **DR. CORSA 2024 CONTRACT – DISCUSSION & APPROVAL**

The Chief made some revisions to Dr. Corsa's contract for 2024, including an increase matching what the medic's annual salary increase is this year and each year to come. We also included some clarity on training requirements. This does not include the medical examinations that he will begin to perform for the District. Dr. Corsa does not charge the District for any costs related to transportation to the island. Chief discussed all the different counties he does this work for.

Commissioner Smith making a **Motion** to approve the **2024 contract for Dr. Corsa** with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **FIRE CHIEF'S VACATION BUY-OUT – DISCUSSION & APPROVAL**

The Chief requested to buy back his 48 hours of vacation time in December 2023 so it could be paid out at his current rate, instead of waiting to be paid out at his increased rate after the new year.

Commissioner Smith making a **Motion** to approve the **2023 Vacation Buy-Out for Chief Bigby** with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **2023 APPRECIATION & AWARDS BANQUET – DISCUSSION**

Details of this year's upcoming banquet were discussed.

## **PERSONNEL ACTION FORMS**

Previously issued contracts for both the Fire Chief and the Administrative Coordinator included salary raises starting January 1, 2024 and Personnel Action forms were completed for the Chief and Chair's signatures.

**BOARD MEMBER ITEMS:**

None

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 15 minutes to discuss a performance evaluation of a volunteer and the matter from today's disability board meeting.

Chair Bordvick adjourned the executive session at 5:37 P.M. into open session.

Commissioner Smith making a **Motion to reimburse EMT Donna Hasbrouck related to an injury on an EMS call for the amount of \$2,066.65** with Commissioner Bordvick making the second. The **Motion Passed** unanimously. Commissioner Doherty said she should be reimbursed for costs paid and that the process should be clarified for the future.

The Chief adjourned the Regular Meeting at 5:41 PM.

**NEXT MEETINGS:**

- Regular Meeting – December 19, 2023 at 4:00 P.M.

  
Chair Duane Bordvick

  
Secretary Summer Hagge