

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

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 and two attendees participating by Zoom.

Those present were Commissioners Duane Bordvick, Cathy Doherty and Rebecca Smith, Chief Adam Bigby, Board Secretary Summer Hagge and one guest from the public.

Guests: Steve Greenstein the Hospital District Commissioner and Forest Hooker from TCS Architects were present via Zoom.

There were no changes to the agenda.

**PROCEDURAL ITEMS**

There was one question for **Public Input**. What percentage of air ambulance flights leave out of the airport. He said it used to be around 25%. In looking at the EMS report from February (included in this meeting's board packet), 10 out of the 18 (55%) flights were from the airport.

There was no **Correspondence**.

There was one Partner Agency Report from Hospital District Board Member Steve Greenstein. The report included details of the Hospital District's last month's board meeting. At the meeting, a representative from Island Health gave some positive feedback on the proposal to have a pediatrician come to the island a few times a month (every other week). The Hospital District is awaiting the written proposal to review. Nothing new on the pharmacy topic, however it was noted that the possibilities have actually gotten to be less than before, as some potential pharmacists have ceased interest.

A few amendments were agreed on for the February 20, 2024 Regular Meeting Minutes. Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of February 20, 2024**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **February 20<sup>th</sup> 2024 Vouchers** for \$16,980.84 & **March 5<sup>th</sup> 2024 Vouchers** for \$12,990.33 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 **February Staff Payroll** for \$53,116.47 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:

### **Northwest region Covid info WA. State data as of 03/12/24**

- Current positive cases Statewide (regional data not loading) have dropped: 19.5 per 100,000 population.
- Only 18.2% of WA State residents have received the latest C-19 vaccine.

### **COMMUNITY**

- RADIO SYSTEM: Codan has fixed the wires and determined that the T-Mobile tower itself was the issue after a software upgrade. They have a temporary remedy of turning the antenna upside down and that seems to be helping. They are working to get this fixed.
- The Chief attended the final meeting at the family resource center for Lopez youth risk.
- Dave and the Chief are taking a class for DNR Certified Wildfire Ready Neighbors on the 20<sup>th</sup> and 21<sup>st</sup> of March.

### **PERSONELL**

- There is rumor of another EMT taking a leave of absence soon, this is not official yet.
- Commissioner Smith and the Chief met with Dr. Corsa and are working on a proposal to increase his work with the District, however Dr. Corsa does need to get Washington state Fire Officer Certified to move forward with a proposal. After that has been done, a proposal will be brought to the Board.

### **APPARATUS/EQUIPMENT/STATIONS**

- The change order for the new engine chassis and body change orders have been signed.
- The Rescue 41 project is moving along, electrical is done and the engine is mounted, we are looking at late May for a finish target.
- Engine 42 is back after its pump rebuild. The District has not had the opportunity to run it through its paces but it did pass its pump test with no issues.

### **Fire & EMS Training**

- Our EMT student is still doing well in the class, and Ingrid is attending to get up to speed for County specific requirements.
- The fire academy went up to North Bend for live fire on the 16<sup>th</sup> and 17<sup>th</sup>.
- One student withdrew themselves from the Fire Academy due to bunker gear PFAS chemical concerns.

### **Lopez Clinic**

- The landing zone upgrades are complete, they are working out well.

### **GRANTS**

- **Ecology Spills Grant:**  
The District put in for the high-pressure pumps and bumper turrets for both the rescue rebuild and the upcoming mini pumper build. This is still up for review.
- **FEMA AFG Grant:**  
The Chief has put in for extra SCBA's, RIT packs, and a water tender.

- **Firehouse Subs Grant:**  
The Chief has put in for a set of extrication equipment.

### **Safety Committee**

The Safety committee met and created a report on the Whiskey Hill fire. As an agency, the District is committed to continued improvement and this incident was a Low Occurrence High Risk incident. These situations should be picked apart and analyzed no matter how well they go. The impact of the safety committee report was discussed. This led into discussion on the District's after-fire review, discussion, and learning/improvement practices.

## **UNFINISHED BUSINESS**

### **FACILITIES - DISCUSSION**

Forest Hooker, Principal with TCA Architects, was present via Zoom to discuss the station redesign projects. The station 41 and 42 remodels were revisited by the firm and Chief to determine significant cost-cutting measures to be made. These revisions were presented to the Board for discussion and questions.

It was determined that 4 bays are essential to Station 41, and decided that instead of making an addition to the existing building, adding a separate structure to the north of Station 41 would be more cost-effective. Keeping the lower level separate from the upper level allows for not including the addition of an elevator, which saves on the overall remodel cost. Station 42 design changes have included a 3 bay metal building and keeping the existing garage. This would anticipate a future project for more bays. The cost estimates with these changes for remodel plans decreased significantly (around \$12 million) compared to the remodels planned initially in August of 2023. The updated estimate figures will be emailed to the Chief and Commissioners after the meeting.

### **FIREFIGHTER/EMT POSITION #2 - HIRING PROCESS REVIEW AND DISCUSSION**

The Firefighter/EMT Position #2 was posted March 15<sup>th</sup> with applications to close April 15<sup>th</sup>.

### **HUMMEL LAKE HOUSE – DISCUSSION**

Plans for the Hummel Lake House after the Chief moves out were discussed. The Chief found out the property is still commercially zoned so can be divided into a minimum of quarter acre lots. It is clear that the District should not rezone the property due to the availability of options this allows for. The possibility of utilizing the existing house as a rental for either the Firefighter/EMT Position #2 or for Dr. Corsa was discussed.

### **URGENT CARE COMMUNITY NEEDS – DISCUSSION**

Urgent Care community needs were discussed. The Chief and Commissioner Smith met with Dr. Corsa to discuss what would be needed on Lopez Island in order to help reduce the number of fly-off EMS incidents. Dr. Corsa followed up with EMS incident patients about after-care and

discovered that around 18% of calls in 2022 were cardiac. These findings have swayed the conversations with Dr. Corsa on how the Island's services may be updated. The Lopez Citizens for Health Care Committee is putting together an Urgent Care Survey to put out to the community on what kind of care is needed.

## **NEW BUSINESS**

### **RESOLUTION 2024-01 – AMENDING THE 2024 GENERAL FUND BUDGET FOR BEGINNING AND ENDING CASH**

Commissioner Smith making a **Motion** to approve Resolution 2024-01 Amending the 2024 General Fund Budget For Beginning and Ending Cash, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **DISPATCH FEE FOR 2024 - REVIEW**

The San Juan County Sherrif's Office send a memo of the 2024 Dispatch Fees. The letter was reviewed.

### **INSURANCE BROKER - DISCUSSION**

The Fire Department has started working with an Insurance Broker who is reviewing our current coverage and will be facilitating Liability Insurance Coverage quotes from the 3 other Insurance companies to ensure that we have the most financially responsible coverage.


## **BOARD MEMBER ITEMS:**

None

Commissioner Bordvick adjourned the Regular Meeting at 5:51 PM.

## **NEXT MEETINGS:**

- Regular Meeting – April 16, 2024 at 4:00 P.M.



Chair Duane Bordvick



Secretary Summer Hagge