

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

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 attending by Zoom.

Those present were Commissioners Duane Bordvick and Cathy Doherty, Chief Adam Bigby, and Secretary Kim Herrenkohl. *COMMISSIONER SMITH DID NOT ATTEND THE MEETING.*

Guests: Steve Greenstein, Hospital District Commissioner.

There was no change to the agenda.

**PROCEDURAL ITEMS**

There was no **Public Input**.

There was no **Correspondence**.

Hospital District Board Member Steve Greenstein stated that their next meeting is tomorrow and at their last meeting, they discussed going to the voters for a levy lid lift in the next General election in November. The Hospital District's levy rate has decreased over the years due to the 1% cap on potential annual increases and they are considering asking the voters to approve increasing the levy rate from its current rate back-up to the maximum allowed of 75 cents per \$1,000 assessed value.

The Hospital District voted in Dr. David Hall, a retired psychiatrist on Lopez Island, to be their new Board member. At tomorrow's meeting, they will be discussing a new 3-year agreement with the University of Washington for the Lopez Clinic since there is only one year remaining on their agreement based on the UW's fiscal year.

Mr. Greenstein noted that current Lopez Clinic Provider Wen Murphy will be leaving the clinic to continue her pursuit of a doctorate degree. Therefore, the UW will be looking for a new nurse provider.

Commissioner Doherty making a **Motion** to approve the **Regular Meeting Minutes of February 21, 2023**, with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Doherty making a **Motion** to approve the **March 1, 2023 Vouchers** for \$13,984.98, and **March 14, 2023 Vouchers** for \$53,018.26 which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

Commissioner Doherty making a **Motion** to approve the **February Staff Payroll** for \$49,438.16; which had previously been approved by the Auditing Officer and paid, and Commissioner Bordvick making the second. The **Motion Passed** unanimously.

## REPORTS

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

- Our call volume year-to-date is a little down but we had a busy weekend.
- We had a fire in the village and had a good turnout from our volunteers. The Chief had sent the Commissioners a short video showing what the scene looked like when the Fire Department first arrived. The Firefighters saved some of the house walls which should aid in the investigation. FF/EMT Rucker stayed at the structure throughout the night to monitor, put out hotspots and maintain custody so that the investigation could begin early the next day. The District had to go back twice to put out smoldering items and hot spots. The investigation is still in process, however it appears that the fire had been smoldering for a few hours before it flashed. The house was an old wood structure with a lot of shiplap boards. Rescue 41 arrived and then Engine 41. It takes the capacity of a fire engine to be able to make any progress on an established fire like this. Our 4" hoses that we have on order would have been helpful in fighting this fire. Commissioner Bordvick stated that the Fire District did a great job making sure that no other structures caught fire.
- San Juan County is not doing its Covid dash board anymore but the Chief provided some information from the State Department of Health.
- There are no new updates on the county-wide Radio system. San Juan Island has been working on improvements which they will continue to keep moving forward on.
- The Chief added a new section to his monthly Chief's Report called "Personnel" and provided the following updates. Firefighter/EMT Rob Nou has been promoted to Fire Lieutenant which makes him the only volunteer to be both a Fire and EMS Lieutenant. He also fills the Incident Safety Officer role and will attend an upcoming class to obtain a National Fire Academy certification. The plan is for other volunteers to also take the class so they can back-up Mr. Nou. Firefighter/EMT Alex Davis has resigned as of 3-10-23 and EMT Pamela Pauly has verbally set her retirement date as April 30<sup>th</sup>. We have one person left on our EMS Lieutenant's list. Andrew Robin was promoted to EMS Lieutenant and back dated to January.
- We are still waiting for a quote on our septic tank installation and the vendor is waiting for the weather to improve and ground water to lower.
- The Chief met with about 10 County personnel including the new Council Member and Sheriff, as well as other Sheriff's deputies, Facilities Manager and Public Works. We discussed the potential of a month-to-month lease extension and the Chief stated that it depends on how our Station 41 project is going. The County toured their properties on Lopez Island for any potential new Sheriff's Office location.

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- The Chief had sent the Commissioners recent emails about the new fire engine options that the Engine Committee had developed. The Committee agreed to go with a Spartan product because they meet more of our needs. The emails noted that some models have much longer delivery wait times with the longest being 3 years which would make them not viable options. The Chief shared that there are significant benefits to using custom chassis for fire engines. The Chief shared the recently received cost estimate information from the rep who stated that the cost estimates, which include sales tax and delivery charges, are not firm but are reasonable estimates. The Chief went over the engines that we are looking at. The more base model S-180 2108 comes in around \$ 686,500; the S-180 2106 around \$778,900; and the Legend around \$774,500. These would meet a lot of our needs. The IPS/NXT is the last model which comes in around \$862,500 and has more options which hit more of our wants and needs but is almost \$100,000 more than the Legend. One of the Chief's emails broke down the payment and interest information and suggested that the District plan to obtain a LOCAL loan since we received favorable interest rates on our Ambulance LOCAL loan. The Chief also mentioned his thoughts about saving up for a few years after the fire engine loan has been paid off to create a downpayment for the next fire engine which will be needed. This timing would also work around the levy expiration and potential voter propositions.
- Some additional considerations include the need for the new engine to be able to power battery operated equipment, newer valves are better than in the past for control and there should be compartments for storing bunker gear so that Firefighters don't have to wear them in the engine. The Chief stated that the middle engine options would probably give the best bang for the buck.
- The Engine Committee will meet to further digest and discuss the engine options and the Chief stated that he will come back to the Commissioners with more information. The Chief asked the Commissioners if they had any feedback. Chair Bordvick would like more information about what our needs are and which engines meet which needs. The Chief will forward more information from the reps and he will bring forward rationale and justification for the choice that the committee makes. Chair Bordvick is happy with the hard work of the committee and knows that they will make a good decision.
- The EMT class is in progress with 4 students who all passed the mid-term exam. The course is scheduled to be completed at the end of April.
- We are working on holding a joint Fire Academy starting in September with Orcas and San Juan and plan to include High School student firefighters. The Chief has started recruiting and asks that people send him information about anyone that they know of that might be interested. The Chief is working with Bellingham for future EMT courses as we are going to take a year off from holding our own EMT class but we still need to recruit new EMTs. Bordvick asked about having an open house and the Chief mentioned that we only had one person show up at the open house for the current EMT class. The Chief mentioned having a table at the Farmer's Market and is open to all ideas. Commissioner Doherty mentioned attending the High School assembly and the Chief said he does attend and our two current student EMS volunteers came from attending an assembly.
- The Chief met with the Lopez Clinic about a small issue which was resolved. The quarterly UW Clinic meeting is coming up and the Chief will attend virtually.

- For the Ecology Spills Grant, the radios have arrived for the new Medic rig but we are now waiting for a tech to do the installation. The Chief is ready to pick up the new Medic rig and will coordinate the work that is needed on his rig. The Incident Tracking and Command (ITAC) training has been scheduled for June 3 & 4 and it will cover NIMS required by FEMA.
- Nothing new to report on the AFG grant applications for a tender and extrication equipment.
- The Chief applied to the State Homeland Security Program grant which is mostly for police but the Chief determined that Fire Departments can write their own grants. The Chief created 3 applications, one for larger extrication equipment, one for a temporary morgue refrigerator and one for AEDs for all County agencies.
- Orcas Fire is spearheading a Safer Grant for regional recruitment and retention which would include some type or amount of medical coverage for volunteers. The Chief will let the Commissioners know more when he gets more details.
- The Bureau of Land Management, like DNR, does awards to rural areas for their surplus equipment. We don't have a lot of BLM land but we are isolated. They asked us to prioritize the type of grants and the Chief prioritized our needs to be a wildland engine and a tender.
- The Chief will utilize the annual DNR 50% match grant where we can spend up to \$6000 and DNR will pay for half of the cost of the equipment.
- Nothing new on Covid response and preparations.
- We are still waiting on information about our final FEMA Covid relief payment.
- The Safety Committee has a meeting later tonight.

## **UNFINISHED BUSINESS**

### **FACILITIES - DISCUSSION**

In the Board packet, the Chief had included a detailed task list from TCA Architecture on their planned analysis of Stations 41 and 42. This Phase 1 effort would include analysis of seismic, structural, mechanical, and electrical, and they will meet with the San Juan County Building department. While we discussed this planned effort last year and built it into the 2023 budget, we did not vote on it.

Commissioner Bordvick making a **Motion** for the Chief to move forward with Phase 1 of the TCA Planning Assessment for \$16,400, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **STATION 41 – SIGN DISCUSSION**

There is not a lot new to report as we are still waiting for the permit from the Planning Department. The Chief has met with Donna Hasbrouck about design ideas.

## **NEW BUSINESS**

### **LOPEZ ISLAND TCA ASSESSMENT & PRE-DESIGN SERVICES – PHASE 1 - APPROVAL**

This was discussed in the Facilities Discussion above.

### **DISPATCH USER FEE AGREEMENT WITH SJC SHERIFF'S OFFICE - APPROVAL**

Commissioner Bordvick making a **Motion** to approve the Supplemental Fee Agreement for 2023 Dispatch Services, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **NEWSLETTER DISCUSSION**

As we discussed during the budget process, the Chief would like to create and mail out one newsletter, hopefully by May. The Chief would like to work with one Commissioner on this project and Chair Bordvick volunteered.

### **BOARD MEMBER ITEMS:**

There were no Board member items.

Chair Bordvick had a question about one incident on the EMS Incidents for February 2023 report. It is noted as "Red" with a Disposition that says "Patient Treated, Transferred Care to Another EMS Professional". The Chief stated that this may just be inconsistently selecting the code when completing the EMS report in the ESO system.

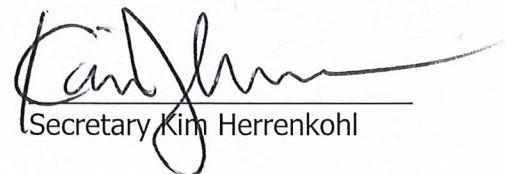
There was no executive session.

Chair Bordvick adjourned the Regular Meeting at 5:10 P.M.

### **NEXT MEETING:**

- Regular Meeting – April 18, 2023 at 4:00 P.M.

  
Chair Duane Bordvick

  
Secretary Kim Herrenkohl