

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**June 18th, 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.

Those present were Commissioners Duane Bordvick, Cathy Doherty and Rebecca Smith, Chief Adam Bigby, Fire Fighter/EMT Justin Hagge, and Board Secretary Summer Hagge.

Guests: Steve Greenstein, Hospital District Commissioner, and 1 member from the public were present in person and 2 members of the public were present 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. The report included details of the Hospital Districts Board Meeting held on Monday, June 17<sup>th</sup>. UW Medicine is putting out a pediatric card to inform the community of their available pediatric services and some reminders (vaccination, etc). UW Medicine is also working on their building. One of the two physical therapists is retiring October 1<sup>st</sup>. There is a sub in there now who may interview for the position to replace retiring PT. Steve is working with the Physical Therapist's office on their finances. The hospital district has the San Juan County Public Health published findings from the community assessment. This publication details different aspects of the community and what it looks like; including access to healthcare, mental health needs, housing needs, and more.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of May 21, 2024 and Special Meeting Minutes of June 12, 2024** with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **May 21st, 2024 Vouchers** for \$96,779.24 & **June 4<sup>th</sup>, 2024 Vouchers** for \$32,231.65 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 **May 28, 2024 (\$250,000.00) and June 12<sup>th</sup>, 2024 (\$500,000.00) Investment Transfers** which had previously been

approved by the Auditing Officer and paid, and Commissioner Doherty the second. The **Motion Passed** unanimously.

Commissioner Doherty making a **Motion** to approve the **May Staff Payroll** for \$51,856.74 which had previously been approved by the Auditing Officer and paid, and Commissioner Smith the second. The **Motion Passed** unanimously.

## **REPORTS**

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

### **San Juan County Covid info as of 06/11/24**

- Current positive cases in the north region: 18.7 per 100,000 population
- Total San Juan County COVID deaths:5
- Only 19.1% of WA State residents have received the latest C-19 vaccine.
- Lopez Fire and EMS: All members have been encouraged to get their booster.

### **COMMUNITY**

- RADIO SYSTEM: CODAN has requested that the department do field testing to see if there is any improvement prior to CODAN coming out for their testing. The District will discuss whether we have time to do this.
- The Chief is working on a presentation with the Family Resource Center to the Hispanic community about fire and EMS, at their request.
- SJCFD#4's Open house is scheduled for July 11<sup>th</sup>.
- The 4th of July incident planning is underway.

### **PERSONELL**

- The new Firefighter/EMT, Justin Hagge started today, June 18th.

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

- The ladders for Simple Green have arrived and the District is having a storage shelf fabricated for the unit. Once this is complete, the engine will be fully in service and ready to respond first out.
- The Chief went down to do a final walk through on Rescue 41 and should be picking it up on June 27<sup>th</sup> after the testing for the new motor is done early next week.

### **Fire & EMS Training**

- This month has been primarily wildland training, which included a live fire exercise over the weekend as part of the red card recertification class.

### **Lopez Clinic**

- Nothing new. Waiting for both the Lopez Clinic and Dr. Corsa to get back to the District for the review of calls.

## **GRANTS**

1. 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. There has been no response, so it appears that the District's request did not get approved.
2. FEMA AFG Grant:  
The District has put in for extra SCBA's, RIT packs, and a water tender.
3. DNR Grant:  
The District will be getting some more work done on Simple Green, the reimbursement grant has not gone in yet. We will submit by July 8<sup>th</sup> for the Wildfire Ready Neighbors Grant.

## **COVID – 19 Response and Preparation**

1. All EMS dispatch is using the code PPE (Personal Protective Equipment) procedures needed, if the patient is experiencing symptoms related to the Virus. We have seen an uptick of PPE required calls recently, many are confirmed C-19 cases.

## **Safety Committee**

- The initiatives worked out with the safety committee have been moving forward, the portable radios for every seat project is complete.

## **UNFINISHED BUSINESS**

### **FACILITIES - DISCUSSION**

Forrest has requested to meet with San Juan County to discuss the requirements (ADA, etc.) that will need to be met.

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

Plans for the Hummel Lake House after the Chief moves out were discussed. The Chief reached out to the District's legal counsel, Brian Snure, who recommended going to bid for the full design and build. If it is under \$350,000.00 the laws are a bit less strict, however the estimate was for \$350,000.00 starting.

It was decided that this would be discussed further in the Strategic Planning meeting next week.

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

Urgent Care community needs were discussed. Commissioner Smith stated the Lopez Citizens for Health Care Committee is at a standstill for now. The committee is still waiting to see what the Clinic is working on and then what will move forward regarding Dr. Corsa. It was agreed upon that the District will remove this section from the next meeting unless there are any updates with Dr. Corsa.

### **INSURANCE BROKER – ENDURIS QUOTE REVIEW & DISCUSSION**

The Fire Department heard back from Enduris on their rate increases. The District is still awaiting the liability insurance quotes from the insurance broker that are expected to be to us by June 30th.

### **STRATEGIC PLANNING**

Strategic Planning is June 26<sup>th</sup>, 2024 from 9:30 – 3:30 and the focus will be on facilities and personnel.

### **OPEN HOUSE – JUNE 2024 - DISCUSSION**

The Open House will be July 11<sup>th</sup>, 2024, from 4:30 – 6:30 and the District will start advertising for this next week. There will be advertising at the Open House for the November 2024 EMT class.

### **NEW BUSINESS**

#### **MEMORANDUM OF UNDERSTANDING FOR SHIFT SCHEDULE WITH LOCAL 3911**

Per Union contract, a MOU is required for the proposed schedule for the Fire Fighter/EMTs.

Commissioner Smith making a **Motion** to approve the **Memorandum Of Understanding For Shift Schedule With Local 3911**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

#### **NEPOTISM (PER 20.21) & NONDISCRIMINATION/HARASSMENT (PER 20.20) POLICY REVIEWS AND APPROVAL**

The Chief reached out to our legal counsel Brian Snure for these two policies.

Commissioner Doherty making a **Motion** to approve the **Nepotism (PER 20.21) Policy** with

Commissioner Smith making the second. The **Motion Passed** unanimously.

Commissioner Bordvick making a **Motion** to approve the **Nondiscrimination/Harassment (PER 20.20) Policy** with Commissioner Smith making the second. The **Motion Passed** unanimously.

**BOARD MEMBER ITEMS:**

None

Commissioner Bordvick adjourned the Regular Meeting at 5:05 PM.

**NEXT MEETINGS:**

- Special Meeting – Strategic Planning - June 26, 2024, at 9:30 A.M.
- Regular Meeting – July 16, 2024, at 4:00 P.M.



Chair Duane Bordvick



Secretary Summer Hagge