

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**September 17th, 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 all 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 Dave Rucker, Fire Fighter/EMT Justin Hagge, and Board Secretary Summer Hagge.

Guest: Steve Greenstein, Hospital District Commissioner, was present via Zoom and Brady Smith from the Committee to Support Lopez Parks and Rec was present in person.

There were no changes to the agenda.

**PROCEDURAL ITEMS**

There was no **Public Input**.

There were two **Correspondence**.

There were two **Partner Agency Reports**.

The first **Partner Agency Report** was from the Committee to Support Lopez Parks and Rec member Brady Smith, LISD Superintendent. He spoke about how this Committee is made up and the reasons behind its creation. A big reason that this committee has been developed is with the intention of helping the Lopez Island School District with funding. The committee would also help support individual vendors running classes such as yoga, Tae Kuan Do, cheerleading camp, etc. This committee would be a Junior Taxing District, and not a nonprofit board. There is no relation between this committee and the pool, FLIP. This committee hopes to be on the April ballot and is hoping to have the SJCFD#4 board's support. The committee's vision for its board and budget were discussed.

The second **Partner Agency Report** was from Hospital District Board Member Steve Greenstein. His report detailed that the Hospital District's Superintendent gave her notice and will be leaving as of October 2<sup>nd</sup> and candidates are being actively interviewed. Also, one of the Hospital District's commissioners passed away recently.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of August 20th, 2024**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **August 20, 2024, Vouchers** for \$20,698.44 & **September 3rd, 2024, Vouchers** for \$18,800.03 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **August Staff Payroll** for \$57,506.09 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:

### **San Juan County Covid info as of 09/04/24**

1. Current positive cases in the north region: 32.6 per 100,000 population
  2. Total San Juan County COVID deaths: 5
  3. Only 19.5% 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**

1. RADIO SYSTEM: CODAN The Chief brought up dissatisfaction with progress to the Sherrif at the County Chiefs meeting.
2. The last day of the farmers market was Saturday.
3. There were 2 information sessions for the EMT class last week.

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

1. The engines and Tender have been getting annual pump testing and maintenance, this is ongoing.
2. There was a deer strike, but no real damage to the rig nor insurance intervention needed.

### **Fire & EMS Training**

1. The EMT course is scheduled to start November 6<sup>th</sup> and it seems like there are 12 dedicated students and the District is hoping to get to 15.
2. The District is preparing for the big MCI drill scheduled on Sept. 28<sup>th</sup> from 10am to noon.

### **Lopez Clinic**

1. The Chief met with Andrew briefly, there were no major incidents to discuss.

### **GRANTS**

#### **1. FEMA AFG Grant:**

The Chief ordered the equipment for the SCBA/RIT grant. The grant for a water tender is still in the system.

#### **2. DNR Grant:**

The Chief put in for the DNR grant for the extra work done on Simple Green. The Chief submitted reimbursement for the pump and motor on Rescue 41.

#### **3. CWMA:**

The Chief made a request to CWMA for assistance in funding the EMT class. The Hospital District may be able to fund this in accordance with their rules.

#### **4. North Region EMS Council:**

The District has put in a \$10,000 grant request to the North Region EMS council, this grant is through the San Juan County EMS Council for the upcoming EMT course.

### **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

1. Nothing new

## UNFINISHED BUSINESS

### **PAYROLL FOR 2025 - DISCUSSION**

The Chief recommended Springbrook Express for the software the District should move forward with for the Accounts payable and Payroll transition.

Commissioner Smith making a **Motion** to approve the **Chief to sign the Springbrook Express contract for accounting software**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **FACILITIES - DISCUSSION**

The Chief met with the County, where he relayed to the Sherrif's Office that they only have a maximum of one more year to rent the basement of Station 41. The upstairs of Station 41 remodel is the top priority and an architect other than TCA would likely be much cheaper for this smaller-scale project. Including a call for architecture firms to volunteer their services for this is planned for the upcoming newsletter.

### **2025 BUDGET DISCUSSION**

The Fire Chief presented the 2025 Budget second draft to the Board. There will be upcoming drafts emailed to the Commissioners likely weekly with the intention that the final budget be presented at next month's board meeting with the Budget Hearing.

### **2024 VOLUNTEER AWARDS BANQUET DISCUSSION**

Administrative Coordinator/Board Secretary Summer Hagge has been coordinating between the 2 caterers and presented the menus and pricing to the board. Menu items were decided on and will be communicated to the caterers. Letters need to go to the Associations for reimbursement and the invitations will go out soon so that we can start to get an actual count for the food.

## NEW BUSINESS

### **HUMMEL LAKE HOUSE LEASE**

The updated lease between the District and Paramedic/Fire Captain Nicole O'Bryant was presented. The commissioners approved the updated lease wording.

Commissioner Smith making a **Motion** to approve **the Chief to sign the Lease with Nicole O'Bryant for the Hummel Lake House**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **PERSONNEL ACTION FORMS**

The three medics received their annual step increases, and the administrative assistants raise approved in the last board meeting were documented on Personnel Action forms signed by the Chief and to be signed by the Chair.

#### **ADMINISTRATIVE COORDINATOR DISCUSSION**

The Chief announced that the Administrative Coordinator Summer Hagge is going to be taking the EMT class. The District wanted to make sure that the board was aware of this and that there were no objections. There were no objections.

Commissioner Bordvick announced that the Board would be going into closed session at 5:44 P.M. RCW 42.30.110 (Under RCW 42.30.140, the OPMA does not apply to certain types of meetings) –Collective Bargaining matters

The executive session will be concluded at 5:54pm and adjourned back into open session.

#### **BOARD MEMBER ITEMS:**

None.


Commissioner Bordvick adjourned the Regular Meeting at 5:56 PM.

#### **NEXT MEETING:**

- Regular Meeting with 2025 Budget Hearing– October 15, 2024, at 3:00 P.M.



Chair Duane Bordvick



Secretary Summer Hagge