

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
July 16th, 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.

Guest: Steve Greenstein, Hospital District Commissioner, was 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 Hospital District's board meeting is next week. Their finance meeting was last week, and they are studying a Rural Health Clinic grant right now and investigating whether it would be beneficial. This would be paid per patient visit; however, the Hospital District is not currently capable of doing receivables.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of June 18th, 2024, and Special Meeting Minutes of June 26th, 2024**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Doherty had some questions on going overbudget in some of the BARS codes. The Chief explained the procedures that the District follows to offset, balance and/or do budget extensions.

Commissioner Bordvick making a **Motion** to approve the **June 18th, 2024, Vouchers** for \$25,511.71 & **July 2nd, 2024, Vouchers** for \$9,745.45 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 **June 26th, 2024, 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.

Commissioner Smith making a **Motion** to approve the **June Staff Payroll** for \$52,997.96 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 07/11/24

1. Current positive cases in the north region: 23.9 per 100,000 population
2. Total San Juan County COVID deaths:5
3. Only 19.3% 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
 - Caleb did some field testing and confirmed that their maps were still off and that we should wait until after the antennas are placed in their correct spots.
2. The Chief is working on a presentation to the Hispanic community about fire and EMS, at their request.
3. The District's Open house last week went well.
4. The 4th of July fireworks show went well with no fire incidents from the show.

PERSONELL

1. Monico Mackinnon has been promoted to fire lieutenant at station 44.
2. Sam Perry, our paramedic student from the Navy, is going to start this Thursday as a per diem medic.

APPARATUS/EQUIPMENT/STATIONS

1. 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 of Station 43.
2. The new Rescue 41 is in service, and the District is working out some of the kinks.

Fire & EMS Training

1. The District has started to advertise for the upcoming EMT class.

Lopez Clinic

- It was confirmed that Airlift is not going to day base there.

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. No update on grant status.
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.

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

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 Fire Chief plans to be moved out of the Hummel property by the end of this month.

The Chief reached out to the District's legal counsel, Brian Snure, who recommended going to bid for the full design and build.

It was decided that this would be discussed further in the Strategic Planning meeting last month. Commissioner Smith stated that it would be good if the Hummel house adu addition could be taken care of before the station remodels got going. The Commissioners agreed that the house itself being used for office space or instructor/per diem/md housing seems like the most immediate need. The house will need to be furnished after the Chief moves out. A kitchen could be added back into the upstairs of the house when the bottom floor needs to be used for office space (during the remodel).

The Chief will make some projections for what it would look like if the District paid for the adu without the bond.

Commissioner Smith inquired as to whether the north end station could be sold and if so, whether that money could go towards the station remodels. This will be investigated and reported on by the Chief.

INSURANCE BROKER – DISCUSSION

The insurance broker that the District has been working with, O-Hub, was not able to get more than one quote for the District by the deadline to cancel our current coverage. The District is going to try again to get competitive quotes next year and stick with Enduris for this year.

STRATEGIC PLANNING - DISCUSSION

Strategic Planning was June 26th, 2024. The commissioners agreed that it went well and that the new volunteers who were present seemed to get a lot out of it.

OPEN HOUSE – JUNE 2024 - DISCUSSION

The Open House was on July 11th, 2024, and went well. There were a lot of personnel present and the attendees included both visitors to the island as well as part-time and full-time residents.

NEW BUSINESS

LETTER FROM SAN JUAN COUNTY DETAILING SERVICE CHANGES FOR 2025

The District received notice that as of January 2025, the San Juan County Auditor’s Office will no longer provide payroll, and some budget/general ledger and accounts payable services for Junior Districts.

The commissioners agreed that contracting someone/ a company for these services is what we should do considering the amount of training and knowledge needed in order to perform these services.

2025 BUDGET CALENDER DISCUSSION

Board Secretary/ Administrative Coordinator Summer Hagge created the 2025 Budget calendar and presented it to the Board. The first draft of the 2025 Budget will be presented at the next board meeting (in August).

BANQUET CATERING DISCUSSION

Catering options for the 2025 Volunteer Banquet were discussed. Summer Hagge will reach out to a local food truck to see if they would be interested, and the commissioners agreed that drinks, sides, and vegetarian options could be made internally or purchased for the event. Summer will book a Saturday in December for the Lopez Community Center tomorrow in order to start moving forward with the planning.

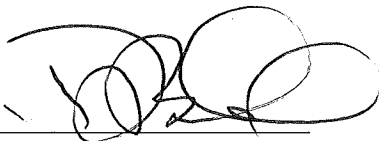
BOARD MEMBER ITEMS:

None

Commissioner Bordvick adjourned the Regular Meeting at 5:32 PM.

NEXT MEETING:

- Regular Meeting – August 20, 2024, at 4:00 P.M.


Chair Duane Bordvick


Secretary Summer Hagge