

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
October 15th, 2024

Vice-Chair Smith 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 Cathy Doherty and Rebecca Smith, Chief Adam Bigby, and Board Secretary Summer Hagge. Commissioner Duane Bordvick was absent, thus Vice-Chair Commissioner Rebecca Smith filled in.

Guest: None.

There were no changes to the agenda.

PROCEDURAL ITEMS

There was no **Public Input**.

There were no **Correspondence**.

There were no **Partner Agency Reports**.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of September 17th, 2024**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith making a **Motion** to approve the **September 17th, 2024, Vouchers** for \$36,913.98 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 **September Staff Payroll** for \$64,085.06 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 10/07/24

1. Current positive cases in the north region: 19.3 per 100,000 population
2. Total San Juan County COVID deaths: 5
3. Only 6.1% of WA State residents have received the latest C-19 vaccine during this COVID season. (this is a change on the state dashboard and is a seasonal calculation)

Lopez Fire and EMS: All members have been encouraged to get their booster.

COMMUNITY

1. RADIO SYSTEM: (Nothing new)

2. The District hosted a Community Wildfire Protection Plan (CWPP) community workshop at station 41 on Monday night with 8 attendees in person and 8 online. The last time that this plan was adjusted was 2012.
3. The Chief is working on the fall newsletter which will include AED locations and a photo of the Chief.

APPARATUS/EQUIPMENT/STATIONS

1. The engines and Tender have been getting annual pump testing and maintenance, this is ongoing.
2. The District is waiting on some pump information before we can finalize the spec sheet for the mini pumper and go to bid on its build.

FIRE & EMS TRAINING

1. The EMT course is scheduled to start November 6th and has 17 students signed up.
2. The MCI drill was well attended and gave us lots of good information for future trainings.

LOPEZ CLINIC

1. We had the quarterly clinic meeting, and they brought a list of services the clinic provides, this will be helpful for our crews to make transport decisions.

GRANTS

1. FEMA AFG Grant:

Much of the equipment has been delivered, we are still waiting on a few items. Nothing new on the tender grant. The next round of grants opens this month, the Chief plans on putting in for diesel exhaust systems for our apparatus, if it is listed as a high priority.

2. DNR Grant:

The simple green request has been paid at 100% in the amount of \$16,457.90 and the grant reimbursement for the rescue equipment has been submitted.

3. CWMA:

The Chief has put in a request to CWMA for assistance in funding the EMT class. They said they would be contributing but we have heard nothing official. The hospital district has also expressed interest in contributing financially but we are unclear if this is legal.

4. North Region EMS Council:

We have received this \$10,000 grant to help offset the cost of the EMT class.

5. Washington Department of Health Grant:

We have been awarded a workplace grant that will pay \$5,000 a year for the next 5 years.

COVID – 19 Response and Preparation

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. The dispatch center has updated their criteria based on new symptoms associated with the current variants.

Safety Committee

The committee met and has nothing significant to report.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

The Chief met with TCA Architects and the Department of Community Development. The District needs to do a pre-application, however the paperwork for that has been pulled from the Department's website at this time. Survey and Ratings said that shutting down Station 43 would have no impact on our rating.

2025 BUDGET – 4th DRAFT REVIEW

The Fire Chief presented the 2025 Budget fourth draft to the Board. The final budget will be presented at next month's board meeting with the Budget Hearing.

2024 VOLUNTEER AWARDS BANQUET DISCUSSION

Administrative Coordinator/Board Secretary Summer Hagge has sent the invitations with request for RSVP and food choices. Once a realistic count is made, then the letters can be sent to the Associations for reimbursement.

NEW BUSINESS

AMBULANCE RATES & FEES FOR 2025 – DISCUSSION

The District is required to submit our updated rates tomorrow. The transport fees have not been reviewed for quite a few years, and our numbers are still good aside from ALS 2. The Chief has recommended raising the ALS 2 rate from \$1,500 to \$1,750.

Commissioner Smith making a **Motion** to approve **Resolution 2024-04 Authorizing Emergency Medical Services and Establishing Service Charge**, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

SYSTEM DESIGN FEE INCREASE FOR 2025

The District's third party ambulance billing company, System Design, sent a letter detailing their fee increase for 2025. The increase is \$.50 per transport – which is less than a 2% increase.

INTERLOCAL AGREEMENT FOR COUNTY BURN PERMITS

Commissioner Smith making a **Motion** to approve **Interlocal Agreement for County Burn Permits**, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

RESOLUTION NO. 2024-02 AUTHORIZING ISSUANCE OF WARRANTS

Commissioner Smith making a **Motion** to approve **Resolution 2024-02 Authorizing Issuance of Warrants**, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

RESOLUTION NO. 2024-03 AUTHORIZING OPENING OF BANK ACCOUNTS

Commissioner Smith making a **Motion** to approve **Resolution 2024-03 Authorizing Opening of Bank Accounts**, and with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Smith announced that the Board would be going into closed session at 5:17 P.M. per RCW 42.30.140 for Collective Bargaining matters

The closed session will be concluded at 5:22 pm and adjourned back into open session.

BOARD MEMBER ITEMS:

None.

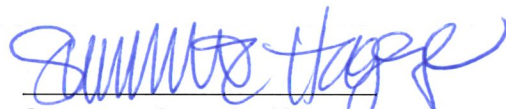
Commissioner Smith adjourned the Regular Meeting at 5:24 PM.

NEXT MEETING:

- Regular Meeting with 2025 Budget Hearing– November 19, 2024, at 3:30 P.M.



Vice Chair Rebecca Smith



Secretary Summer Hagge