

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
February 11, 2025

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 most participants in-person at the Station 41 Fire Hall training room and two participants via Zoom.

Those present were Commissioners Cathy Doherty, Rebecca Smith (via Zoom) and Shirwin Smith, Chief Adam Bigby, and Board Secretary Summer Hagge.

Guest: Steve Greenstein of the Hospital District was present via Zoom

There was one change to the agenda, Commissioner Cathy Doherty motioned to change **the Commissioner swearing in** to be the first item under Procedural Items.

PROCEDURAL ITEMS

NEW COMMISSIONER CERTIFICATE OF APPOINTMENT/SWEARING IN

The new commissioner Shirwin Smith read the Oath of Office. The Oath of Office will be notarized tomorrow.

There was no **Public Input**.

There was no **Correspondence**.

There was one **Partner Agency Report** from Steve Greenstein of the Hospital District. Steve had nothing to report as he has been in Mexico for the last 3 weeks.

Commissioner Cathy Doherty making a **Motion** to approve the **Regular Meeting Minutes of January 21st, 2025 and the Special Meeting Minutes of January 29th, 2025** with Commissioner Shirwin Smith making the second. The **Motion Passed** unanimously.

Commissioner Doherty making a **Motion** to approve the **January 28th, 2025 Vouchers** for \$4,334.31 and the **January 22, 2025 Payroll Deduction Vouchers** for \$28,542.49 which had previously been approved by the Auditing Officer and paid and processed, and Commissioner Shirwin Smith making the second. The **Motion Passed** unanimously.

Commissioner Doherty making a **Motion** to approve the **January 2025 Staff Payroll** for \$52,157.77 which had previously been approved by the Auditing Officer and paid, and Commissioner Shirwin Smith the second. The **Motion Passed** unanimously.

REPORTS

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

COMMUNITY

1. **RADIO SYSTEM:** Caleb and the Fire Chief met with CODAN and gave them feedback. CODAN put together models to represent what the coverage will look like. Caleb is working with Rock Island and Codan this week to test village coverage before we start moving equipment.

APPARATUS/EQUIPMENT/STATIONS

1. The Mini pumper will go to bid tomorrow the 12th and close the 26th, we may need a special meeting to award the winning bid. We will set that up for 2/27/2025 at 11 am.

Fire & EMS Training

1. The EMT course students had their midterms, everyone passed.

Lopez Clinic

1. I have spoken with Dr. Corsa, we are working on doing a quarterly EMS/clinic run review, to try and improve relations and care.

GRANTS

1. FEMA AFG Grant:

We have received the money for the RIT and SCBA grant, there is a little money left over, the Chief will put an amendment to put in for two 4 gas detectors.

2. DNR Grant:

We received the grant money from DNR for the rescue rebuild. The Chief put in for radios, on a separate grant.

3. North Region EMS Council:

We will put in for reimbursement for this \$10,000 grant, once the reimbursement period opens.

4. Firehouse Subs Grant:

The Chief put in for the Firehouse Subs Grant for extrication equipment.

5. Ecology Grant:

The Chief put in for reimbursement for the first half of the Ecology grant, this reimbursement covers the items on the rescue. The rest will be for the mini pumper build and due to be put in for reimbursement by the end of June.

COVID – 19 Response and Preparation: (Nothing new)

1. Dispatchers are 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

Nothing new.

UNFINISHED BUSINESS

FACILITIES - DISCUSSION

Not much new to report, the Chief has not heard anything back from the County or TCA Architects but will follow up. Also, no update on Sunset, the Chief will get an update on that for our next meeting.

MEDICAL PROGRAM DIRECTOR/ PER DIEM DUTY OFFICER CONTRACT DISCUSSION

Not much to follow up with here, we are still waiting to hear from the state of Dr, Corsa's IFSAC and the document will be sent to our legal counsel.

NEW BUSINESS

MINI PUMPER BUILD REQUEST FOR PROPOSAL – DISCUSSION

The mini pumper build bid is being published in Islands weekly tomorrow and will go up on our website as well. The bid period will be open for 2 weeks and then we will hold a special meeting to open and award the bid.

PERSONNEL PAYMENT ISSUE & PERSONNEL ACTION FORM

It was found during the payroll proration for last pay period (to deduct the overpayment from 12/26-12/31/2024 which were paid at the 2025 rates) that due to some incorrect paperwork, one of our Paramedics was paid at the incorrect step for 2024. Calculations have been made to pay her for the salary and overtime that was missed. The Chief is meeting with the Union regarding this on Thursday and the deferred comp and DRS payment amounts missed will be rectified.

UPDATE ON PERSONNEL ACTION

Commissioner Becky Smith announced that the Board would be going into Executive Session at 4:48 P.M. pursuant to RCW 42.30.110(1)(g) Personnel to discuss the personnel action taken after last month's meeting. The executive session will be concluded at 5:00 and adjourned back into Open Session.

BOARD MEMBER ITEMS:

None.

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

NEXT MEETING:

- Regular Meeting – March 18, 2025, at 4:00 PM.


Vice Chair Rebecca Smith


Secretary Summer Hagge

