

**MINUTES**  
**SAN JUAN COUNTY FIRE DISTRICT #4**  
**BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**August 20th, 2024**

Chair Bordvick called the Regular Meeting of the Board of Fire Commissioners for SJCFC #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.

There were no guests.

There were no changes to the agenda.

**PROCEDURAL ITEMS**

There was no **Public Input**.

There was no **Correspondence**.

There were no **Partner Agency Reports**.

Commissioner Smith making a **Motion** to approve the **Regular Meeting Minutes of July 16th, 2024**, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

Commissioner Bordvick making a **Motion** to approve the **July 16, 2024, Vouchers** for \$146,136.70 & **July 30th, 2024, Vouchers** for \$56,819.69 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 14th, 2024, Investment Transfer** of \$250,000.00 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 **July Staff Payroll** for \$58,566.21 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 08/06/24**

1. Current positive cases in the north region: 38.1 per 100,000 population
  2. Total San Juan County COVID deaths: 5
  3. Only 19.4% 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 nothing new.
2. The Chief did a presentation to the Hispanic community about fire and EMS on the evening of August 16<sup>th</sup>. There were about 40 people in attendance.
3. Airport day was August 13<sup>th</sup>, it was a fun day with lots of apparatus tours.
4. The District has started attending the farmers market for recruitment purposes and to highlight the Wildfire Ready Neighbors program.

## **APPARATUS/EQUIPMENT/STATIONS**

1. Simple green was out of service for the past couple of weeks with injector issues. It is back in service now.
2. The Spartan engine is still awaiting a completion date – likely next fall.

## **Fire & EMS Training**

1. The District's upcoming EMT class has been approved by the state.
2. Justin Hagge will be attending the same Texas fire program that both Fire Captain/Paramedics Nicole O'Bryant and Michelle McDarmont attended.

## **GRANTS**

1. **Ecology Spills Grant:** The District has been put on a wait list for funding, they said we are first up, sometimes they have other grants that get reworked due to only partial funding, this could open up some funding for us.
2. **FEMA AFG Grant:**  
The District received the grant for SCBA's and RIT packs in the amount of \$52,000, the line item for acceptance is on today's agenda. The grant for a water tender is still in the system.
3. **DNR Grant:**  
This grant will move forward once the Chief gets Simple Green back on the road and we can get the work done.

## **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.

## **UNFINISHED BUSINESS**

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

The District discussed the previously 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. Administrative Coordinator Summer Hagge detailed the discussions she has been having with other Junior Taxing districts as well as her direct discussions with both the County and State Auditor's offices. The solution that Summer has presented to the Chief is that the District moves forward with purchasing accounting software in order to track the BARS codes (which the county will no longer be doing for us) and then Summer would take over both printing warrants and processing payroll.

The commissioners agreed that this seemed the best plan to move forward. Summer will continue to look into both QuickBooks as well as Springbrook accounting software and present her recommendation for the District at the next board meeting.

## **FACILITIES - DISCUSSION**

The Chief reached out to the county about selling station 43. He has yet to receive a reply.

The County meeting with TCA Architects has yet to happen.

The Chief suggested that the District form a citizen/community committee to provide input on closing station 43 (and the remodels/potential bond) before we move forward with anything. We also need to reach out to Surveys and Ratings to see what impact closing this station may have.

## **HUMMEL LAKE HOUSE – DISCUSSION**

Plans for the Hummel Lake House after the Chief moved out earlier this month were discussed. The Chief relayed that likely the budget is not going to allow for the ADU addition to the Hummel property next year. He also pointed out that per diems could stay in the house as it is now and also that Summer's office may require more security now that she will be issuing warrants, so the Hummel property downstairs could be a temporary office space. Due to all of this, it may be best to initially focus on the station 41 remodel rather than the Hummel property upgrades.

The Chief mentioned not having room at his new house right now for some workout equipment nor a vehicle, so he is keeping both in the shed at the Hummel property. The commissioners agreed that this was fine, without any rent payment required.

The Chief asked the commissioners if the rental relationship with the Sheriff's office should be presumed to continue in upcoming conversations to be had between the two entities. The commissioners agreed that the ideas could be discussed in relation to the Hummel property talks, with the understanding that no obligations will be made.

## **2025 BUDGET DISCUSSION**

Board Secretary/ Administrative Coordinator Summer Hagge and the Fire Chief created the 2025 Budget first draft and presented it to the Board. The numbers presented are based on June 2024, so will get more accurate as we near the end of the year.

Commissioners Smith and Doherty had some questions on why some BARS codes were over budget, which the Fire Chief addressed.

## **2024 VOLUNTEER AWARDS BANQUET DISCUSSION**

Administrative Coordinator/Board Secretary Summer Hagge was able to book the Lopez Community Center for the 2024 Awards Banquet for Saturday December 14<sup>th</sup>. The booking is from 12pm – 11pm. Summer

reached out to David Zapalac to see if his BBQ food truck would be able to cater, and it will. Cathy's current tenant, James is the new school cook could provide additional sides, hors d'oeuvres and vegetarian options. Summer received contact information for James from Commissioner Doherty and will coordinate between him and David.

## **NEW BUSINESS**

### **2025 WFCA HEALTHCARE RATES**

The WFCA sent out an email for the 2025 rate increase of +6.9%. This increase will be allocated for in the 2025 budget.

### **AFG GRANT APPROVAL**

FEMA Awarded the District an AFG grant.

Commissioner Smith making a **Motion** to approve the **AFG Grant** for \$52,000.00, with Commissioner Doherty making the second. The **Motion Passed** unanimously.

### **LETTER FROM THE UNION ON NEGOTIATIONS**

Chief Bigby received a letter from Paramedic/FF Caleb Pal on the Union negotiations.

Commissioner Bordvick announced that the Board would be going into executive session at 5:31 P.M. pursuant to RCW 42.30.110(1)(g) Personnel, followed by a closed session for RCW 42.30.110 (Under RCW 42.30.140, the OPMA does not apply to certain types of meetings) to discuss Collective Bargaining matters. The executive & closed sessions will be concluded at 5:46pm and adjourned back into open session.

Commissioner Smith making a **Motion** to **increase Summer Hagge's salary by 5% for increased workload with new accounting duties as of August 26, 2024** with Commissioner Bordvick making the second. The **Motion Passed** unanimously.

### **BOARD MEMBER ITEMS:**

None

Commissioner Bordvick adjourned the Regular Meeting at 5:47 PM.

### **NEXT MEETING:**

- Regular Meeting – September 17, 2024, at 4:00 P.M.



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Chair Duane Bordvick



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Secretary Summer Hagge

