

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
November 17, 2020

Chair Rebecca Smith called the Regular meeting of the Board of Fire Commissioners for SJCFLD #4 to order at 4:00 P.M. The remote meeting was held by video through ZOOM conferencing.

Those present were Commissioners Rebecca Smith and Duane Bordvick, Phil Paige, Acting Chief Jim Ghiglione, staff Susan Sanchez, guests Adam Bigby and Steve Greenstein, Lopez Island Hospital Board Commissioner.

Chair Smith requested to modify the agenda to include as Executive Session at the end of the meeting with possible action. Commissioner Bordvick made a motion to approve the addition. Commissioner Paige making the second, all in favor, motion passed.

PROCEDURAL ITEMS

There was no **Public Input**.

There was **Correspondence** from Barbara Christiansen dated November 10, 2020 stating she was resigning with regret effective November 11, 2020. Her replacement will be discussed when the new fire chief starts.

Chair Smith asked for a **motion** to approve the October 21, 2020, Regular Meeting Minutes. Commissioner Paige asked for a correction on the second page that the word oxygen be changed to SCBAs. He then made a **motion** to approve the Regular meeting minutes of October 21, 2020 as corrected. Commissioner Bordvick seconded the motion, all approved, motion carried.

Chair Smith asked for a motion to approve the October 9, 12 and 27, 2020, Special Meeting Minutes. Commissioner Bordvick made a motion to approve the October 9, 12, and 27, 2020, Special Meeting Minutes. Commissioner Paige seconded the motion, all approved, motion carried.

Commissioner Paige made a **motion** to approve the October, 2020 **vouchers** for \$31,315.19: the October/November 2020 **staff payroll** for \$38,762.86: the January through October **Commissioner's payroll** for \$8,173.60 and the annual November 2019 through October 2020 **volunteer reimbursements** for \$81,154.40 which includes their airlift membership and BFVFF deduction. Commissioner Bordvick making the second, all approved, motion carried.

REPORTS

The Chief's Report, Fire Suppression, EMS, Revenue/Expense Reports were reviewed. Some of the highlights were:

- The call volume for October/November: 80 fire and 373 EMS, total 453.
- COVID-19 cases on Lopez – 5. County is having a difficult time contract tracing.
- The Community section of the Chief's Report will be removed from the report next month.
- Annual Hose testing was completed the first week in November.
- Emergency Accident Incident Prevention driving and rodeo has been completed on the EMS side and will be working on the fire side next.
- We were notified today that the \$130,000 funds from the WA State Ecology Spills Grant awarded to us are now available.
- We will need to run an EMT class and fire recruit class in 2021.
- Both revenue and expenditures are in budget.

UNFINISHED BUSINESS

BUDGET EXTENSION - Acting Fire Chief Ghiglione stated that he was not prepared at this time to have this completed and would have it available at the December 15, 2020 regular meeting.

RESOLUTION 2020-08 Levy Ordinance – Chair Smith read aloud this resolution for the 2021 levy increase of 1% over the previous year's. Commissioner Bordvick made the **motion** to accept Resolution 2020-08 Levy Ordinance as submitted. Commissioner Paige seconded the motion, all approved, motion carried.

LEVY CERTIFICATION - Chair Smith read aloud this resolution for the Levy Certification for 2021 for \$977,000.00 regular levy, with no Excess Levy or Refund Levy. Commissioner Paige made the **motion** to accept Levy Certification as submitted. Commissioner Bordvick seconded the motion, all approved, motion carried.

RESOLUTION 2020-09 ADOPTING THE 2021 BUDGET - Chair Smith read aloud this resolution for the Adoption the 2021 Budget for \$1,161,965. Commissioner Paige made the **motion** to accept the Adoption the 2021 Budget for \$1,161,965 as submitted. Commissioner Bordvick seconded the motion, all approved, motion carried.

NEW BUSINESS

RESOLUTION 2020-10 – Declaring Items Surplus and Disposal - Chair Smith read aloud this resolution Declaring Items Surplus and Disposal: Mini Refrigerator at Fire Station 41 Broken/Beyond Repair and a 8' Wood Folding Table at Station 41 – Broken/Beyond Repair. Commissioner Bordvick made the **motion** to accept Resolution 2020-10

Declaring Items Surplus and Disposal as submitted. Commissioner Paige seconded the motion, all approved, motion carried.

REVIEW AND APPROVE LEASE AGREEMENT WITH SAN JUAN COUNTY – The Commissioners were told that the Sheriff’s Office had requested a long term lease. After some discussion and Chair Smith providing some history of the rental they decided that at this point in time the one year lease was the best for the fire department. Commissioner Bordvick made the **motion** to accept the lease as submitted. Commissioner Paige seconded the motion, all approved, motion carried.

REVIEW AND APPROVE WFCA HEALTH CARE PROGRAM – The Fire Chief stated that there was no increase in the fees in 2021. Commissioner Paige made the **motion** to accept the WFCA Health Care Program as submitted. Commissioner Bordvick seconded the motion, all approved, motion carried.

BOARD MEMBER ITEMS

Commissioner Paige requested a news release announcing the hiring of our new Fire Chief Adam Bigby. The article could also mention the need for a levy in the near future. Commissioner Paige will work on it with Chief Ghiglione. Chair Smith said the Weekly still has a paper along with putting is on lopezrocks.

Chair Smith adjourned the regular meeting at 5:36 P.M. and called for Executive Session under RCW 42.30.110(g) to discuss Personnel for approximately thirty minutes with possible action.

At 6:06 PM Chair Smith called the Regular Meeting back to order. Commissioner Paige made the **motion** to accept the contract between Adam Bigby and the SCFD#4, Commissioner Bordvick seconded the motion, all approved, motion carried. Chair Smith stated that Adam Bigby accepted the contract.

Regular meeting adjourned at 6:07 PM.

Chair Rebecca Smith

Secretary Susan Sanchez