

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
July 21, 2020

Chair Rebecca 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 via ZOOM conference call. Those present were Commissioners Rebecca Smith, Duane Bordvick, and Phil Paige, Chief Jim Ghiglione, and staff Barbara Christensen.
Guests: Iris Graville, Hospital District Commissioner.

There being no additional agenda items, the **Agenda** was **approved** as presented.

PROCEDURAL ITEMS
There was no **Public Input**.

Chair Smith shares a **Correspondence** from the Lopez Island Hospital District which thanked the Fire District and many organizations and groups for their efforts during the COVID pandemic.

There being no discussion or corrections to the minutes, Commissioner Paige made a **Motion** to approve the **Regular Meeting Minutes of June 16, 2020**, and the **Special Meeting of June 30, 2020**. Commissioner Bordvick making the second, All in Favor, **Motion Passed**.

A brief discussion was held regarding the invoice list and totals. No action was taken. Commissioner Bordvick made a **Motion** to approve the **June 20 Vouchers** for \$18,521.51 and the **July 2020 Staff Payroll** for \$40,869.43, Commissioner Paige making the second, All in Favor, **Motion Passed**.

REPORTS

The Chief's Report, Fire Suppression, EMS, Revenue/Expense Reports were reviewed.

Some of the highlights were:

- Fire calls for 2020 are down 42% from this time in 2019.
- EMS calls are 21% higher than this time in 2019.
- The radio project has been funded which will improve our communication system, the Chief will have more information coming on this project.
- The hose testing is on hold until the COVID situation improves.
- Training is being done for EMT/Fire drivers. Rob Nou held a class last week and the rodeo will be upcoming.

- Firefighter grant – SCBA training was done today, the bottles will come in next week, then fit testing will be done.
- Spills grant – Vehicle dealers are out of stock for 2020 rigs, in September they will have new stock.
- PPE supplies like N95 masks are coming in now. Plan is to obtain a 6 month supply of new stock.
- The \$30,000 Washburn Foundation received in 2019 showed in the beginning fund balance of 2020 so it is not a deficit.

Chief Ghiglione reviews the 2020 budget and current status of revenues and expenditures. In August the budget draft for 2021 will be presented to the Commissioners.

Chair Smith inquires of the Chief on the status of the septic system. The Chief states the system is working now, North Sound Communication made repairs. Next levy lift will need to consider a septic replacement.

UNFINISHED BUSINESS

EMERGENT CARE DISCUSSION: No action on this due to COVID-19. Ms. Graville is not aware of any activity.

LEVY DISCUSSION: No action, the Commissioners discuss basic levy information and processes.

2020 COMMISSIONER/STAFF RETREAT: No action, COVID delay. The Chief is keeping a list updated.

CHIEF SEARCH/STRATEGIC PLAN/CONSULTANT INPUT: Chair Smith requests the Fire Chief brief the Commissioners on the two consultants and his findings. The Chief reviews the proposals and the history of each company, recommending Prothman.

Note: Commissioner Paige is disconnected from the conference call at 4:52 PM. Chair Smith and the Fire Chief discuss joint Fire Districts with Orcas and San Juan. It was determined that the timing is not right yet and additional work and involvement of the Commissioners is needed. Chair Smith recommended we move forward with Prothman to recruit a new Fire Chief and have a telephone conference with them to discuss details.

Note: Commissioner Paige is reconnected to the conference call at 5:00 PM.

A discussion was held to determine the process of meeting and communicating with Prothman. Commissioner Paige made a **Motion** to select Prothman as the recruiting agency for the Fire Chief search, for Chair Smith to sign the contract after she and Chief Ghiglione have a discussion with Prothman and after the other 2 Commissioners have an opportunity to have a ZOOM meeting to interview Prothman. Commissioner Bordvick making the second, All in Favor, **Motion Passed.**

CORONA VIRUS UPDATE: San Juan Island has had some cases in the Roche Harbor area.

NEW BUSINESS

Department of Ecology Budget Adjustment: Chief Ghiglione discusses the budget adjustment process and requirements, the budget was adjusted this month to reflect the Dept. of Ecology grant for \$130,000.

Chief Ghiglione reviews the State audit report with the Commissioners. Additional **Administrative Policies** are being drafted to address some areas.

Light Meals Administrative Policy was reviewed. Commissioner Paige recommended a section for emergency expenditures for responders be added for on-duty emergencies like structure fires or inclement weather when staff are on-duty for long period of time and need rehydration supplies.

Personnel Action Administrative Policy was reviewed and discussed. No changes were discussed.

Code of Ethics and Social Media policies were emailed to the Commissioners for their review. The Commissioners will send recommendations to the Chief.

Commissioner Paige recommends these policies be given and a training class held for all staff/volunteers.

BOARD MEMBER ITEMS

Commissioner Bordvick updates the Board on the upcoming service for a previous Fire District Commissioner's spouse.

Chair Smith adjourned the Regular Meeting at 5:27 P.M.

NEXT MEETING: August 18, 2020 at 4:00 P.M.