

MINUTES
SAN JUAN COUNTY FIRE DISTRICT #4
BOARD OF COMMISSIONERS
Regular Meeting
June 16, 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 at the District Office that is located at 2228 Fisherman Bay Road on Lopez Island.

Those present were Commissioners Rebecca Smith, Duane Bordvick, and Phil Paige, Chief Jim Ghiglione, and staff Barbara Christensen.

Guests: Iris Graville, Hospital District staff.

Chief Ghiglione recommends an additional item to be added to the end of the agenda as an action item after Executive Session regarding a personnel item. Commissioner Bordvick made a **Motion** to approve the agenda as amended, Commissioner Paige making the second, All in Favor, **Motion Passed.**

PROCEDURAL ITEMS

There was no **Public Input.**

Chief Ghiglione requests and presents a **Correspondence** from the Board to Islander Bank to remove J Havner and to add Barbara Christensen to the Fire District's Revolving Bank Account. Commissioner Smith executes the letter on behalf of the Board.

After a brief discussion and correction to the minutes, Commissioner Paige made a **Motion** to approve the **Regular Meeting Minutes of May 19, 2020**, as amended.

Commissioner Bordvick making the second, All in Favor, **Motion Passed.**

A brief discussion was held regarding the invoice for a computer replacement and an invoice for the COVID-19 anti-body test. No action was taken. Commissioner Bordvick made a **Motion** to approve the **May 2020 Vouchers** for \$22,025.57 and the **June 2020 Staff Payroll** for \$38,645.57, 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:

- Pump testing is scheduled for next week.
- Fire and EMS training is being completed.
- Nothing further on the Department of Ecology Grant.
 - PPE for EMS is holding well.
 - Budget status was normal for May.
- The County will be performing vehicle maintenance for us.
 - Vehicle recall repairs will begin this week.

Chief Ghiglione distributed and discussed a 2020/2021 DRAFT budget/update and budget schedule. At the July meeting he will present another updated report. Fire turn-out gear will need to be replaced and is an expensive item.

The EMS and Fire call numbers are consistent with prior months. The EMS run time report is reviewed. The Commissioners would like to have EMT response times listed in the report and the total number of EMT's that respond to each call included.

UNFINISHED BUSINESS

EMERGENT CARE DISUSSION: Still no action on this due to COVID-19. Ms. Graville updates the Commissioners on the Hospital District's financial status, no furlough days will occur here at the Lopez Clinic. The renewal contract with UW is coming.

LEVY DISCUSSION/2020 STAFF RETREAT: The Levy discussion will occur after the staff retreat, the staff retreat may not be held until the County is in phase 3.

CHIEF SEARCH/STRATEGIC PLAN/CONSULTANT INPUT: Commissioner Paige recommends we follow the ESCI process for strategic planning which includes surveying the community and staff for expectations of the Fire District. Commissioner Smith has concerns over timing and costs for surveying. The Commissioners agree that the new Fire Chief should be a part of the strategic planning process. Chief Ghiglione shares his concerns over the current building structure and facilities relating to disasters and pandemics. A bond issue may be needed for these items.

Chief Ghiglione presents a Fire Chief applicant comparison list. The Chief discusses prior recruiting processes and the difficulty of recruiting on Lopez Island. The Commissioners agree that the Chief search will take precedence and request Chief Ghiglione contact two recruiting agencies to obtain recruitment cost estimates and contracts. Once obtained, a special Commissioner meeting will be called to address the recruiting plan.

CORONA VIRUS UPDATE: There has been one new COVID-19 case on San Juan Island.

PROPOSED BUDGET AMENDMENT POLICY: A second reading of the Proposed Budget Amendment Policy was completed by Commissioner Smith. Commissioner Bordvick made a **Motion** to approve the **Budget Amendment Policy**, Commissioner Paige making the second, All in Favor, **Motion Passed**.

NEW BUSINESS

A discussion was held regarding a **Five Person Fire Commissioner Board**. The Commissioners discussed the pro's and con's of a five person board. More Commissioners allow the opportunity to have subcommittees, give you broader spectrum and more stability. Difficulties include finding citizens to fill vacancies and costs. The Commissioners agree to drop the issue at this time.

Resolution 2020-02 – Appointment of Primary/Alternate Contact Agents: This Resolution is needed for a Grant Application with the Military Department and appoints the Fire Chief as the Acting Agent and Susan Sanchez as the alternate. Commissioner Smith reads the Resolution. Commissioner Paige made a **Motion** to approve **Resolution 2020-02**, Commissioner Bordvick making the second, All in Favor, **Motion Passed**.

Resolution 2020-03 – Declaring Items Surplus: Commissioner Smith reads the Resolution. Commissioner Paige made a **Motion** to approve **Resolution 2020-03**, Commissioner Bordvick making the second, All in Favor, **Motion Passed**.

BOARD MEMBER ITEMS

Chair Smith recessed the Regular Meeting at 6:37 P.M. for Executive Session per RCW 42.30.110(g) for Personnel matters.

Chair Smith recalled the Regular Meeting to Order at 7:04 P.M.

Commissioner Paige made a **Motion** to approve the **Fire Chief Contract** as presented. Commissioner Bordvick making the second, All in Favor, **Motion Passed**.

Chair Smith adjourned the Regular Meeting at 7:05 P.M.

NEXT MEETING: July 21, 2020 at 4:00 P.M.