



**JEFFERSON COUNTY
FIRE PROTECTION DISTRICT NO. 1
(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM APRIL 19, 2023**

CALL TO ORDER

Chairman David Seabrook called the meeting to order at 6:00 PM at St 1-1 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 633-609-1782.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: David Seabrook, Deborah Stinson, Steve Craig, Geoff Masci, Glenn Clemens, Gene Carmody and Ed Davis.

Admin Staff: Chief Black, AC Brummel, AC Tracer, BC MacDonald, District Secretary Cray, HR/Business Manager Stewart and Finance Manager Ysseldyke-All.

1. AGENDA CHANGES – Add new business item E. Excuse Commissioner Tillman from the meeting.

2. CONSENT AGENDA

MOTION: Commissioner Masci made a motion to approve the Consent Agenda including:

- Minutes from the March 15, 2023 Regular Meeting.
- General Fire expenditure warrants dated March 15, 2023, March 27, 2023, March 28, 2023 and April 3, 2023 totaling **\$242,538.45.**
- EMS expenditure warrants dated March 15, 2023, March 27, 2023, March 28, 2023 and April 3, 2023 totaling **\$183,660.18.**
- Payroll expenditure warrants dated March 17, 2023, January 19, 2023 and April 4, 2023 totaling **\$730,580.32.**

Commissioner Craig seconded the motion. Motion carried by unanimous vote.

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – Bud Ayers suggested the Board put together a five year plan to become greener. Seabrook agreed that a committee could be formed to see how to make this happen. Craig cautioned the Board to be aware of doing something to just be green. He recalled the building of a station that required many specialists to maintain and became a money pit. He added that he supports the idea but it should be within reason. The Board noted that it would be worthy of a longer term look as long as it is cost effective.

Sam Neville congratulated AC Brummel for his Certification as a Chief Training Officer from CPSE. Black added the designation is quite difficult to obtain and it also includes continuing professional efforts that AC Brummel will complete.

Black noted that Administrative Professional’s Day is coming up and he will be taking the Administrative Team to lunch to thank them for all they do.

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – Black reported that April 9-15, 2023 was National Public Safety Telecommunicators Week. He added that lunch gifts were presented to JeffCom 911 employees to offer our thanks. Masci moved to approve Resolution 23-05 Proclaiming April 9-15, 2023 as National Public Safety Telecommunicators Week. Carmody seconded the motion which passed unanimously.

April 19, 2023

The EJFR Volunteer Banquet is this coming Saturday, from 6:00pm-8:00pm at The Eaglemount Winery.

Chief Black noted that he has been invited to speak at the “You’re on Your Own” Panel at the Port Ludlow Beach Club on April 27th.

FF/PM Charlie Johnson was chosen to be the 2023 JCPH Public Safety Hero and the presentation will be on April 20th at 2:30pm during the BOCC Meeting.

7. STAFF REPORTS

Chief Black

Black reported there was an unprecedented response to our job openings. The one Paramedic job offer that went out was unable to be accepted. We will have five Firefighters hired soon.

Black was asked by County Commissioner Eisenhour to sit in on a group to help select a vendor to develop a Community Wildfire Protection Plan (CWPP). The County has also procured an evacuation user interface which will use algorithms to evaluate traffic and roads during an evacuation. They are using the tool to generate some data for the summer bridge closure. The Association of Washington Cities has reached out to collect any budget or data for use in determining what we do if we received another grant for the CARES program. We replied quickly with a budget for 2024.

AC Brummel

Monthly report included in the meeting packets.

- We are in the waiting phase for all grants. Hoping to hear back by June.
- WSRB visited Port Ludlow a couple of weeks ago. There are a few follow up questions that he will respond to tomorrow. The final report is expected in early June.
- Preparing for Station and Apparatus renumbering that will happen in June.
- Probationary Firefighters Chapman and Sviridovich have successfully passed probation and FF Williams is working through his probation nicely.

AC Tracer

The final items at St 12 are being worked on. Brother’s Plumbing will be out to tie in water lines. The goal is to have the Station up and running prior to the Hood Canal Bridge closures.

HR/PES/PIO

Stewart reported that interviewing, testing and on-boarding of new volunteers/interns has been taking up a lot of her time recently. All are in the process of background checks and physicals. There are 12-14 new volunteers to get started this summer.

Finance

Monthly report included in the meeting packets.

- Currently working on obtaining insurance quotes for our upcoming renewal in June.
- Annual reports are due at the end of May.
- BVFF Audit almost complete.

MSO

Monthly report included in the meeting packets.

BCs

BC Macdonald report stands unless there are any questions. Commissioner Craig asked about the need for new wildland apparatus as he is aware of their age. New rigs are definitely needed.

8. LOCAL 2032 REPORT – No Report.

9. OLD BUSINESS

April 19, 2023

A. Strategic Plan – Implementation Tool (update)

Action items will be edited as they are completed or work has been done. Updated since last month: Financial Policies, Program Budgets, beginning to work on a CWPP and Re-Ignition the CPR Program.

B. Station 1-2 - (update)

Covered in AC Tracers report. Bud Ayers noted the Marrowstone Island Foundation is soliciting gently used items to furnish the station. Once the sprinklers have been tested and pass, they will begin to place items.

C. Quilcene ALS Contract

A meeting is scheduled for this coming Friday to review the contract, commissioners from both districts will be attending.

D. Ambulance Billing Fee Resolution 23-03

Staff did not receive any public feedback or questions on the proposed new rates following April's Board meeting. Masci moved to approve Resolution 23-03 To Review Established Billing Rates For Emergency Medical Services Transport Fees and Non-Transport Service Charge as presented. Davis seconded, motion carried unanimously.

10. NEW BUSINESS

A. Policy/SOG Updates

Black presented the updates to the SOG's listed in the decision packet. Updates included: SOG

2000i – added the requirement of a minimum 12 hour break following a 72 hour shift.

3000c – establish a diesel fuel cell at Station 15 to include rotation procedures.

2000g – updated to align with CBA, requires employees to submit documentation of illness/injury for prolonged sick leave.

4007a – updates our burn permit procedures and criteria.

JD0000 – updates Fire Chief job description to include changes to required certifications, experience and education.

XXXX – Draft Policy Statement includes mandated information. Stinson asked that the Public be placed above Board of Commissioners in the organizational chart.

B. FF/EMT Eligibility List & Offer of Employment

Five candidates have accepted offers as of this afternoon.

C. Lieutenants Exam

The final filing date was March 31, 2023. We have 8 people testing for the new Lieutenant promotional list and a few who are completing task books so they may be an Acting Lieutenant in the future. The test will be May 3 & 4.

D. Election Costs

The Board reviewed the recent invoices from the County Elections for the November 2022 General Election and the February 2023 Special Election. They were quite shocked at the \$94,370.10 bill for the Special Election. Black wanted prior authorization to pay because it exceeded the limit of \$50,000 above the budgeted line amount. The board requested further details of items included in the invoice prior to authorizing the payment.

E. Excuse Commissioner Tillman

Seabrook moved to excuse Commissioner Tillman from the meeting. Masci seconded the motion which carried unanimously.

11. UPCOMING TOPICS/EVENTS –

Black noted the new item on the Agenda for upcoming topics and events. This will remain moving forward.

Notable items: There are two Lt. vacancies and the exam will be in early May for two qualified candidates. A Firefighter 2 gap class will be available for those who don't yet have it. This will help us in the future for WSRB ratings and Federal Grants. There will be some OT, but it will be cost effective. There is also a Fire Stats Class coming up for 4 of our staff.

GOOD OF THE ORDER –

Seabrook allowed Bud Ayres to speak regarding his thoughts on our volunteer testing process. Ayres stated his dissatisfaction with drug testing and the required GED test that all volunteer applicants are required to take. He feels it puts obstacles in the way for people who want to volunteer and the process is cumbersome.

12. Executive Session

Seabrook called for a 15 minute executive session at 7:47pm for the purpose of reviewing the performance of a public employee per RCW 42.30.11(1)(g).

GOOD OF THE ORDER –

Clemens congratulated our firefighters who recently completed their probation. Stinson thanked our volunteers who attended the connectivity fair in Port Townsend.

ADJOURNMENT

Masci moved to adjourn the meeting 8:05pm.

Jefferson County Fire District 1

David Seabrook

David Seabrook, Chairman

Deborah Stinson

Deborah Stinson, Vice Chairman

Geoff Masci

Geoffrey Masci, Commissioner

Steve Craig

Steve Craig, Commissioner

ABSENT

Deborah Tillman, Commissioner

Glenn Clemens

Glenn Clemens, Commissioner

Ed Davis

Ed Davis, Commissioner

Gene Carmody

Gene Carmody, Commissioner

ATTEST:

Tanya Cray

Tanya Cray, District Secretary