



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM June 15, 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, Deborah Tillman and Ed Davis.

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

**1. AGENDA CHANGES** – Black added an item to Presentations.

**2. CONSENT AGENDA**

Seabrook noted that Commissioner Tillman was not listed as present for the May board meeting. Cray will correct the minutes to reflect her presence.

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

- Amended Minutes from the May 17, 2023 Regular Meeting.
- General Fire expenditure warrants dated May 16, 2023, May 23, 2023 and May 30, 2023 totaling **\$109,050.59**.
- EMS expenditure warrants dated May 16, 2023, May 23, 2023, and May 30, 2023 totaling **\$16,889.08**.
- Payroll expenditure warrants dated May 16, 2023 and June 2, 2023 totaling **\$740,582.50**
- Approve transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$28,111.25** to US Bank (interest payment).

**Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

**3. LIST OF CORRESPONDENCE** – in Board packet.

**4. PUBLIC COMMENT** – None.

**5. PRESENTATIONS** –

**Local Program** – Cray gave an overview of the Local Program offered through the Office of the State Treasurer. The program provides real estate and equipment funding for local governments.

**Community Wildfire Protection Plan (CWPP)** – Chief Black gave a presentation on the plan lead by Jefferson County. He is part of an advisory group to help implement the CWPP. They held the first meeting earlier today. Goals include: improving wildfire resilience, mitigating risks, gaining public input/support and accessing grant funding. A 3<sup>rd</sup> party vendor called SWCA Environmental Consultants is facilitating the project. The plan is consistent with the National Cohesive Wildfire Management Strategy and the current timeline is set to have a document in place by the end of summer or early fall.

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**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – A large cadre of new members were in attendance in person and via zoom to meet the Board and introduce themselves. Included in the introductions were: Volunteers, Chris Moore and Jeff Michaelson and Career Firefighters, Aiden Wells, Chris Wright, Elijah Le and Brandon Jeske.

**Fire Prevention Week** – A Community Risk Reduction committee is in place to plan activities for Fire Prevention Week October 9-14. They are looking for another Commissioner to join the team, which currently consists of Black, Stinson, Clouse, Stewart and Wittenburg. The Fire Rescue Fest will be on October 14<sup>th</sup> in downtown Port Townsend. They are also planning a Badging Ceremony for October 13<sup>th</sup> to include a chili cook-off.

## **7. STAFF REPORTS**

### **Chief Black**

Black reported on the Data group who are working on creating clear reporting measures for our data, this will include amended SOG's for reporting. The Hood Canal Bridge changed some of the scheduled closures and our crews were able to be flexible to cover. There was some great public messaging recently at the Farmer's Market: fire extinguisher training and sidewalk CPR were both well received. The inter-facility transport (IFT) contract ended on May 15<sup>th</sup> and resulted in only 20 IFT's for May.

### **AC Brummel**

Monthly report included in the meeting packets.

- Station re-numbering is still on-going. Waiting on vendor supply the plastic for placards which are expected next week. Incident command shields have been ordered and are enroute. Once everything is in place JeffCom will be given a one week notice. Thanks to all for training with the proper apparatus numbers.
- L&I FIIRE Grant will be focused on carcinogenic exposure in the workplace. The application is ready and we are asking for 2 CO2 pulse oximeters, wet rinse kits, fire hood exchange etc., and a total request of \$19,000. The grant is due June 30<sup>th</sup>.

### **AC Tracer**

Monthly report included in meeting packets.

- St 12 has obtained a temporary occupancy permit.
- Burn restrictions are in place earlier this year, trying to move away from using the term "Burn Ban"
- This summer will be hot and dry

### **HR/PES/PIO**

Monthly report included in meeting packets

- Several hires and promotions this last month.
- The FF/PM application window has been extended to July 7<sup>th</sup>.
- Attended many public events.

### **Finance**

Monthly report included in the meeting packets.

- Balance billing report is due at the end of June, it is not in our best interest to have individual contracts with insurance companies.

### **MSO**

Monthly report included in the meeting packets.

- Farmer's Market – estimated 150 people stopped at booth, many participated

## **BCs**

Monthly Reports included in packet.

- IFSAC testing for FF2 occurring in Kitsap County today, one of the few credentialed tests in the area.

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## **8. COMMITTEE/WORKGROUP REPORTS**

### ***A. Budget Committee***

Reviewed unfunded projects for 2023, items in new business for BOC action.

### ***B. Facilities Committee***

Discussed district facilities and what we may want to do with them. Will come up with a report card to guide strategic decisions for improvements. Craig noted that meetings with the Port of Port Townsend were very helpful and they are willing to work with us and possibly discuss grant options. More info in New Business.

### ***C. Data Group***

Discussed the need to be consistent in how we report data internally and externally. An inventory program is needed, Brummel has been looking into a few options with program we already use.

## **9. LOCAL 2032 REPORT – No Report.**

## **10. PUBLIC COMMENT - Agenda items only**

Bud Ayers discussed wildfire issues on Marrowstone Island. No recourse to force property owners to mitigate fire hazards.

## **11. OLD BUSINESS**

### ***A. Strategic Plan – Implementation Tool (updates)***

Initiative 4 – *Enhance Workforce resilience and development* – Black noted a change may be in the works with regard to the nomex uniforms. More to come on this.

Initiative 2 – *Strengthen our core emergency response services* – currently collaborating with the County on the CWPP plan and our facilities.

### ***B. Station 1-2 - (update)***

Bud Ayers stated that plenty of work has been done recently. A gazebo and retaining wall are being planned and they are still waiting to hear back on grants that have been submitted for solar power and a generator. Black added that the well issue is still outstanding and in process at the state level. The 911 alerting systems are being installed. He stated that the collaboration with the Marrowstone Island Foundation and Marrowstone Island Community Association has been great, we would have struggled to accomplish this on our own.

### ***C. Quilcene ALS Contract***

Agreement has been reviewed by legal and sent to District 2. We are waiting to finalize a meeting date.

### ***D. Harrison House***

The facilities committee made the following recommendations to the Board regarding the Harrison House.

1. Get an appraisal.
2. Find out the tax implications if it were to be sold.
3. Surplus the property based on information gained in items 1 and 2.

Discussion continued on selling vs. keeping the property. Stinson moved to have staff order an appraisal and discover any tax implications on the property. Clemens seconded the motion. Craig abstained from the vote. Motion passed 7-0.

### ***E. Fire Chief Job Description***

Stewart reported that some final reviews had been done and the legal review was completed. Masci moved to approve the job description as presented. Craig seconded, motion carried unanimously.

## **10. NEW BUSINESS**

### ***A. Policy/SOG Updates***

***Modified Duty SOG Update*** – Black noted the updates pertained to specific procedures and processes related to return to work. It puts a box around the entire process beginning to end.

### ***B. Budget Reallocation***

With the current budget at 50% of expenses used and 60% of revenues received, the budget committee recommended some unfunded items for the 2023 budget be purchased. They used a methodical approach for critical items that were previously cut from the budget requests totaling \$50,000.00. Live fire training which is mandated, was requested for 1/3 of the career staff at a cost of \$20,000.00. The remaining \$30,000.00 was recommended to purchase needed equipment (fans and tools. Discussion followed. Seabrook moved to allocate the requested \$50,000.00 to be spent on the requested items. Craig seconded the motion which passed unanimously.

### ***C. Community Risk Reduction Committee***

Another Commissioner is needed for the committee. Those not already on the Committee were asked to consider joining.

## **11. UPCOMING TOPICS/EVENTS –**

Notable items:

- Marine Program: we have three boats currently. We need to get the Port Ludlow boat transferred into our name. Need to look at reducing to 2 boats total and enhancing our marine training.

### **GOOD OF THE ORDER –**

Brummel recognized Lt. Bergen for his time coordinating the training of the new hires. Interns N. McGuffey and H. Cribbs will graduate from the NKFR Fire Academy on Friday.

Clemens congratulated the new hires and newly promoted Lt.'s.

Black reported the Marrowstone Island Strawberry Festival is this Saturday and the Chimacum Farmer's Market on Sunday will have Sidewalk CPR.

### **2032 Report –**

Martin had nothing to report but was excited for all the new hires and the promotions. He participated in the Farmer's Market and it was great to engage with the public.

## **ADJOURNMENT**

Seabrook adjourned the meeting 7:55pm.

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**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

*Deborah Tillman*

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

June 21, 2023