



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

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

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

1. AGENDA CHANGES – Stinson asked that Old Business item C be moved to follow New Business Item F.

2. CONSENT AGENDA

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

- Minutes from the June 21, 2023 Regular Meeting.
- General Fire expenditure warrants dated June 7, 2023, June 21, 2023, June 26, 2023 and July 5, 2023 totaling **\$336,276.49**
- EMS expenditure warrants dated June 7, 2023, June 21, 2023, June 26, 2023 and July 5, 2023 totaling **\$231,744.18**
- Payroll expenditure warrants dated June 16, 2023 and July 3, 2023 totaling **\$735,262.91**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – Black noted that each month we will try to have at least one presentation from a partner agency.

Fire Marshal Presentation – Phil Cecere, Jefferson County DCD, Matt Logue, Pt. Townsend Building Official and Brian Tracer, EJFR Assistant Chief collectively gave the Board an overview of their collaborative work and what each person’s role is. Some of the joint work includes hydrant placement, pre-fire planning, permitting etc. Further discussion included dealing with property complaints and how violations may be pursued.

JeffCom – Matt Stewart, JeffCom Director gave an overview of the history and current status of JeffCom. He stressed the need for a strategic plan and significant staffing shortages.

Olympic Community of Health – Miranda Burger and Ren Mack-Hazlewood gave an overview of the services they provide. They are a nonprofit which services Kitsap, Clallam and Jefferson Counties. They partner with agencies to improve care for vulnerable populations. They recently had \$2,000,000 in grant funding to disperse. Of the 36 applications they received, EJFR was one of the 16 they funded for the CARES Program.

June 21, 2023

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – MSO Ridgway spoke on behalf of newly graduated Paramedic Aiden Welander who was unable to attend the meeting while on shift. PM Welander recently graduated from the UW Medic One program. He is currently being precepted by PM Johnson to learn our protocols. We are excited to have him back.

Fire Prevention Week –Fire Prevention Week is October 9-14. We will be having a badging ceremony that will include more than half of our people after missing several years due to COVID.

7. STAFF REPORTS

Chief Black

We continue to be guided by our Strategic Plan. An administration re-organization is in progress to create redundancies where needed. Continuing to build relationships with partner agencies.

AC Brummel

Monthly report included in the meeting packets.

- Station re-numbering is still on-going. The estimated go-live date is August 4th.
- L&I FIIRE Grant will be focused on carcinogenic exposure in the workplace. Amount requested was reduced due to carbon monoxide not being a known carcinogen to the EPA. The grant has been resubmitted with the exclusion of the CO monitors and we are confident in the application.
- WSRB initial draft has been received and some discrepancies were found. A meeting has been scheduled for August 8th to appeal/review.
- AFG Grants are still being disseminated and once completed the SAFER Grants will follow.

AC Tracer

Monthly report included in meeting packets.

HR/PES/PIO

Monthly report included in meeting packets

- Three candidates participated in the FF/PM testing process.

Finance

Monthly report included in the meeting packets.

MSO

Monthly report included in the meeting packets.

- There is a lot of CPR training happening. We push for a lot of this training due to much longer transport times. We have a similar rate as King County when it comes to Return of Spontaneous Circulation (ROSC). They have an estimated 80% of citizens with knowledge of CPR and short transport times.

BCs

Monthly Reports included in packet.

8. COMMITTEE/WORKGROUP REPORTS

A. Budget Committee

- 2024 Budget requests are out and this year program managers are required to cite the strategic plan initiative that fits the request.

B. Facilities Committee

Group will be creating a facility report card.

C. Data Group

Working on SOG's to align our reporting measures.

9. LOCAL 2032 REPORT – No Report.

10. PUBLIC COMMENT - Agenda items only

No comments received.

11. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Currently working on administrative re-organization, improving partner agency relationships and facility planning.

We will be seeing updates to our uniforms in the near future to keep our crews safety at the forefront.

B. Quilcene ALS Contract

We have requested another joint meeting next week.

10. NEW BUSINESS

A. Policy/SOG Updates

Rehabilitation at Emergency Incidents & Training Events Policy 4006 – Brummel explained the updated policy will keep us more compliant with NFPA standards, which is helpful when applying for grants. It elevates safety when at emergency scenes as well as when training.

MOTION: Masci moved to approve Policy 4006. Clemens seconded the motion which passed unanimously.

B. Surplus Equipment Resolution 23-07

Staff presented a list of obsolete equipment no longer needed for the District and having no value.

MOTION: Masci moved to approve Resolution 23-07 declaring the need for surplus of district owned equipment. Davis seconded the motion which passed unanimously.

C. Resolution 23-08 Cancelling Warrants Not Presented Within One Year of Issuance

MOTION: Masci moved to approve resolution 23-08 cancelling warrants not presented within one year of issuance. Clemens seconded the motion which passed unanimously.

D. Apparatus Review

Staff presented a review of all apparatus based on specific criteria, giving a grade to each one. A financial scenario was discussed showing the cost of 5 year vs 10 year financing of two engines and one ambulance. Discussion followed.

E. Deputy Chief Proposal

Black presented a proposal for a Deputy Chief position. He explained that while we have added several positions to the organization recently, there is still a need to create more depth in our leadership structure. There are not enough hours for Black to complete all that needs to be done. He stated that his intent is to promote Assistant Chief Brummel to the position if approved.

Brummel has proven his value by helping to bring EJFR from a small agency to a regional fire/EMS

provider, while furthering his own education. Discussion followed. **MOTION:** Craig moved to direct the Fire Chief to develop a job description for Deputy Fire Chief and begin a compensation analysis for the position, retuning an analysis/recommendation to the BOC for review and approval. Davis seconded the motion which passed unanimously.

F. Jefferson Healthcare Training and Development Academy

Black presented a request to send a letter support for the JF Training and Development's grant application. The goal of the program is to provide industry driven programs within Jefferson County. One of the programs he highlighted is entry level EMS training at the Peninsula College campus at Fort Worden. The Board was in favor of supporting the program.

11. UPCOMING TOPICS/EVENTS –

Notable items:

- Jefferson County Fair; Masci asked if there was a sign-up sheet for Commissioners to attend and represent the District. Black will ask staff to create one.

OLD BUSINESS

C. Harrison House

Craig recused himself from this discussion and exited the meeting. Seabrook called for an executive session until 8:15pm. Pursuant to *RCW 42.30.110(1)(c) to consider the minimum price for the sale or lease of real estate*. Black, Brummel, Ysseldyke-All and Cray remained in session with the BOC.

Seabrook called the meeting back to order at 8:15pm stating no action was taken. **MOTION:** Masci moved to approve Resolution 23-06 Surplus of District Owned Property and to appoint Commissioner Davis and Chief Black to negotiate its disposal. Clemens seconded the motion which passed unanimously (Craig previously recused himself) with the remaining board members.

GOOD OF THE ORDER –

Black thanked all the Marrowstone Is. Residents who spent time and energy painting Station 5.

ADJOURNMENT

Seabrook adjourned the meeting 8:20 pm..

Jefferson County Fire District 1

David Seabrook

David Seabrook, Chairman

Deborah Stinson

Deborah Stinson, Vice Chairman

Geoff Masci

Geoffrey Masci, Commissioner

Steve Craig, Commissioner



Deborah Tillman, Commissioner



Glenn Clemens, Commissioner



Ed Davis, Commissioner



Gene Carmody, Commissioner

ATTEST:



Tanya Cray, District Secretary

June 21, 2023