



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM SEPTEMBER 20, 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 89551714887.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

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

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

**1. AGENDA CHANGES**

**2. CONSENT AGENDA**

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

- Approve General Fire expenditure warrants dated July 17, 2023, July 25, 2023 and August 1, 2023 totaling **\$172,875.59**
- Approve EMS expenditure warrants dated July 17, 2023, July 25, 2023 and August 1, 2023 totaling **\$73,822.81**
- Approve payroll expenditure warrants dated July 19, 2023 and August 3, 2023 totaling **\$735,736.32**
- Approve 2nd Quarter Volunteer Stipend warrants dated July 20, 2023 and July 21, 2023 totaling **\$6,594.41**

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

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

**4. PUBLIC COMMENT** – None.

**5. PRESENTATIONS** – Port Townsend Police Chief Tom Olson and Deputy Chief Jeff Thaxton introduced themselves and discussed the current status of the department. Chief Olson noted the difficulty in finding and retaining good officers. He was able to change some policies to allow for people to find affordable housing. Currently the department employs 11 officers and there are 4 openings. Current goals include: having the staffing to allow for the School Resource Officer and Detective’s to focus on those rolls. The Department is looking ahead to developing a Strategic Plan and work towards accreditation.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** –

**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. Staff is coordinating with the City and County officials and Memorial Field will be used to accommodate medevac landings.

September 20, 2023

## 7. STAFF REPORTS

### **Chief Black**

Black stated that we are still under wildfire threat and attending weekly meetings to re-assess. He was able to give a District-wide tour to representatives of the Community Wildfire Protection Plan.

### **AC Brummel**

Monthly report included in the meeting packets.

- AFG Grant – was closed out today and we did not receive any funding.
- SAFER Grant – will start awarding funds next week.

### **AC Tracer**

Monthly report included in meeting packets.

- Station 5 waiting on some hardware and electricity for the plunger system, before final occupancy can be given.
- Inspections have been taking up a lot of time.
- Plan Review – working on homeless areas.

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

Monthly report included in meeting packets

- Deployed to the Spokane area for 3 weeks on a wildland fire.
- Able to open a Finance Section Chief task book.
- There were several pub-ed events and ride-alongs this month.

### **Finance**

Monthly report included in the meeting packets.

- Received and early estimate from the Assessor showing nearly \$300,000.00 more in revenue than originally anticipated.
- More money for the CARES program has come in.

### **District Secretary**

- Recently attended a 2 day Basic Levy Class in Tumwater
- Beginning the final Audit for PLFR, it will cover the last 3 years.

### **MSO**

Monthly report included in the meeting packets.

### **BCs**

Monthly Reports included in packet.

- BC Fletcher announced that all 6 interns passed EMT Class and are taking final state exams now.

## 8. COMMITTEE/WORKGROUP REPORTS

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

- 2024 Budget meetings are ongoing. This year is refreshing to have the money to be able to purchase things. Many good proposals have been received.

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

- No report.

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

-No report.

**9. LOCAL 2032 REPORT** – No report from the local. Brummel reported the County Assessor attended a recent union meeting and provided great information.

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

No comments received.

**11. OLD BUSINESS**

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

Several items are in progress. Black noted the CPR program is very well received. Jefferson Healthcare received a grant that we are a part of. EJFR will be helping all sophomores in the county to get their CPR cards.

Seabrook asked if there is an annual report in process. Stewart is working on it and noted the benchmarks for service that were set during the strategic planning process are proving difficult to track for this year using old data but new reporting functions. Next year they will be much easier to get.

**B. Quilcene ALS Contract**

The Board reviewed the proposed ALS ILA that had been previously approved by District 2.

**MOTION:** Masci moved to approve the agreement as written. Stinson seconded the motion which carried unanimously.

**C. Harrison House**

Ysseldyke-All reported that we have settled on a purchase price with the buyers. We are ready to close on the 28<sup>th</sup>.

**D. Deputy Chief**

Black pointed out a few minor changes to the Deputy Chief contract, notably the term change to 3 years, the addition of merit based increases and some boiler plate language regarding administrative benefit policies.

**10. NEW BUSINESS**

**A. Policy/SOG Updates**

Nothing for review.

**B. 2023 Budget Reallocation**

Brummel stated the IFSAC Driver Operator Pump Class is critical. As more people are trained the need to backfill OT will be reduced. The class will include 2 of our volunteers. Next year we will deliver the class again as evaluators and charge for outside attendees. **MOTION:** Masci moved to approve the budget reallocation for the IFSAC Driver Operator Pump Class. Clemens seconded the motion which was approved unanimously.

**C. Marine ILA between PLFR/NKFR – Boat Purchase**

The Board reviewed the appraised values of the 2002 Lifetimer boat and the total of improvements made to it from the time PLFR gained use of it. **MOTION:** Davis moved to authorize the Fire

Chief to offer \$10,000.00 to NKFR to purchase the boat. Masci seconded the motion which carried unanimously.

**D. Resolution 23-09 Surplus District Owned Equipment**

Brummel explained that all items on the surplus list are well beyond their service life for responses but make tools for testing purposes. **MOTION:** Masci moved to approve Resolution 23-09 declaring the surplus of equipment listed in Exhibit A, to the Kitsap County Fire Training Consortium. Craig seconded the motion which carried unanimously.

**11. UPCOMING TOPICS/EVENTS –**

Notable items:

- October Budget workshop set for 10/24/23 at 2:00pm

**GOOD OF THE ORDER –**

Stinson thanked Chief Black for a great presentation on wildfire to 42 attendees who represented nearly 20 neighborhoods in our county. A lot of great feedback was received. Craig praised Stewart on her prolific work regarding policies.

**ADJOURNMENT**

Seabrook adjourned the meeting 7:32 pm.

**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