



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM NOVEMBER 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 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:** AC Brummel, HR Manager Stewart, District Secretary Cray 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 October 12, 2023, October 24, 2023 and October 25, 2023 totaling **\$285,521.81**
- Approve EMS expenditure warrants dated October 12, 2023, October 24, 2023 and October 25, 2023 totaling **\$58,817.13**
- Approve payroll expenditure warrants dated October 19, 2023 totaling **\$393,430.22**
- Approve 3rd Quarter Volunteer Stipend warrants dated October 24, 2023 totaling **\$6,594.22**
- Approve transfer from General Fire Fund to Fire Capital Fund October 10, 2023 totaling **\$439,400.35**
- Minutes from the October 18, 2023 Regular Meeting and October 24, 2023 Special Board Workshop

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

**3. LIST OF CORRESPONDENCE** – None.

**4. PUBLIC COMMENT** – Cheryl Brunette gave a short statement on the need to continue the CARES Program. She has had many neighbors referred to the program and they received help which reduced the need for them to call 911. The program make good financial sense. She urged the Board to support the program moving forward.

**5. PRESENTATIONS** – None.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – DC Brummel introduced LD Richert, the contractor for the Station 5 build. He thanked Richert for his countless hours on and off the clock to get the work completed. Richert stated that it was his way of helping the community and to show support for the District.

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Brummel also acknowledged BC Clouse and Lt. Morris for their efforts with the Driver Operator Academy. The class was developed in a compressed time frame and held at the NKFR Drill grounds. He also recognized the Kitsap County Fire Training Academy utilized the EJFR drill grounds for their live fire training as we have the premier facility for live fire training in the region.

## **7. STAFF REPORTS**

### **Chief Black**

Report included in meeting packet.

### **AC Brummel**

Monthly report included in the meeting packets.

- Prep work for the Captain's promotional exam, pending tonight's meeting.
- Seabrook acknowledged Brummel's 4.0 gpa

### **AC Tracer**

Monthly report included in meeting packets.

- The certificate of occupancy for Station 5 has been received.

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

Monthly report included in meeting packets

- Badge Pinning for the last 3 years' worth of promotions and hires.
- Fire Fest will continue to be an annual event.

### **Finance**

Monthly report included in the meeting packets.

### **District Secretary**

Monthly report included in the meeting packets.

### **MSO**

Monthly report included in the meeting packets.

- Ridgway noted that the last 4 CPR calls all were resuscitated.

### **BCs**

Monthly Reports included in packet.

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

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

- See New Business

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

- No report.

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

-No report.

## **9. JeffCom Report**

Currently staffed with 6 full time call takers, which is half the amount they should have.

## **10. LOCAL 2032 REPORT – As of the 13<sup>th</sup> they established the 1<sup>st</sup> benevolent fund.**

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

No comments received.

## **12. OLD BUSINESS**

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

Included in meeting packets.

### ***B. Marine ILA between PLFR/NKFR – Boat Purchase Update***

The boat has been purchased. Brummel noted there was no actual title due to the hull being purchased from Canada, but he has all the paperwork that needs to be filed for the transfer and new title.

### ***C. Fire Chief Contract – Update***

Seabrook and Stinson met with the Chief and received his proposal. They are close to an agreement but due to the large amount of items in executive session, this topic will be deferred to the December meeting.

## **13. NEW BUSINESS**

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

**Live Fire SOG 4005e** – Includes training with props and fixed buildings. Brummel noted the crews will have an opportunity to train in the old Jefferson healthcare building.

### ***B. 2024 Budget Resolution 23-12 and Levy Certification –***

**MOTION:** Masci moved to approve Resolution 23-12 and all accessory documents as presented. Stinson seconded the motion. Masci thanked all who participated in the process. Tillman noted that it was necessary and very methodical. Motion passed unanimously.

**C. Vacancies** – Brummel noted that for 2024 we have two firefighter vacancies. We also have been given a retirement notice from Lt. Kosiuga who will be utilizing his leave until he retires April 1, 2024. Brummel asked the Board to approve the hiring of a 3<sup>rd</sup> firefighter to fill the vacancy for Lt. Kosiuga. This helps to streamline the onboarding process and training creating more efficiency.

**MOTION:** Masci moved to authorize the Fire Chief to hire one additional firefighter & promote one Lieutenant from the current eligibility lists as of 1/1/2024 before the planned vacancy exists. Tillman seconded the motion which passed unanimously.

### ***D. 2032 Request***

The Board reviewed a request to move two firefighters up a step to make them equal to a lateral firefighter hire that came in after them from the same department and had the same qualifications. This item is strictly informational, no action is requested as it is still in the meet and confer process.

### ***E. District 3 Audit Complete***

Cray reported that District 3 had received the final audit and it was clean. Seabrook noted that all audits for the last 20 years had been clean and thanked Cray.

**F. Erosion at Station 7** – Cray stated that runoff from above Station 7 had likely overflowed the creek just beyond the property line and had caused some minor erosion. Members from the Port Ludlow Drainage District and Ludlow Maintenance Commission along with a representative from Shold Excavating had come to see the issue. Cause was likely hydrant flushing on the streets above

the station had sent water down the ravine and the creek bed had overflowed due to a large amount of debris already in it. The Drainage District will have their engineer come and look at it, as will we.

**CALL FOR EXECUTIVE SESSION**

Seabrook called for an Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. At 6:45 the board convened an executive session for 45 minutes, until 7:30pm.

**CALL BACK TO ORDER**

At 7:30 Seabrook called the meeting back to order stating no decisions had been made and no action was taken.

**14. UPCOMING TOPICS/EVENTS –**

Notable items:

- 2023 Appreciation Banquet is December 9<sup>th</sup>. Please RSVP by December 1<sup>st</sup>.

**GOOD OF THE ORDER –**

Seabrook asked the Board to consider a change in meeting days for 2024. He has an opportunity to join the Port Steering Committee and they meet at the same day and time we do. Cray will add to December's agenda.

**ADJOURNMENT**

Seabrook adjourned the meeting 7:35 pm.

**Jefferson County Fire District 1**

*David Seabrook*

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David Seabrook, Chairman

*Deborah Stinson*

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Deborah Stinson, Vice Chairman

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*Geoff Masci*

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Geoffrey Masci, Commissioner

*Deborah Tillman*

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Deborah Tillman, Commissioner

*Ed Davis*

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Ed Davis, Commissioner

**ATTEST:**

*Tanya Cray*

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Tanya Cray, District Secretary

*Steve Craig*

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Steve Craig, Commissioner

*Glenn Clemens*

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Glenn Clemens, Commissioner

*Gene Carmody*

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Gene Carmody, Commissioner

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