



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM MAY 17, 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 Fletcher, MSO Ridgway, District Secretary Cray, HR/Business Manager Stewart and Finance Manager Ysseldyke-All.

1. AGENDA CHANGES – none.

2. CONSENT AGENDA

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

- Minutes from the April 19, 2023 Regular Meeting
- General Fire expenditure warrants dated April 10, 2023, April 18, 2023, April 26, 2023, April 28, 2023 and May 2, 2023 totaling **\$422,380.77**
- EMS expenditure warrants dated April 10, 2023, April 18, 2023, April 26, 2023, April 28, 2023 and May 2, 2023 totaling **\$118,810.78**
- Payroll expenditure warrants dated April 19, 2023 and May 4, 2023, totaling **\$736,934.34**
- Approve transfer from EMS Cash to EMS Investment April 26, 2023 for **\$1,000,000**
- Approve transfer from General Fire Cash to General Fire Investment April 26, 2023 for **\$2,000,000**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – Seabrook informed the attendees of a format change to the public comment sections. The first public comment section will be for any items of discussion not included within the agenda and the comments are encouraged to be three minutes maximum. There will be another public comment section following new business to make a comment on items that were on the agenda. Discussion followed, ultimately the new format will be at the Chair’s discretion.

Vigo Anderson, of Marrowstone Island stated his disappointment with the slow progress of ST 1-2. He questioned whether or not there was a plan for obtaining the certificate of occupancy adding that a lot of money had been put into the facility with seemingly nothing happening. Seabrook stated his apologies for how long the process has taken but it is too complicated to get into in this venue. The Chief will reach out to Mr. Anderson for a detailed discussion soon.

Bruce Carlson, also of Marrowstone Island, stated his shared concerns with Mr. Anderson. He feels there is a lack of urgency and focus. Seabrook reiterated what was said to Mr. Anderson.

5. PRESENTATIONS – None

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6. ACKNOWLEDGEMENTS – Black noted that Fire Prevention Week is October 9-14 and there is a committee working to put on an event downtown. They are in the preliminary phase of organizing and obtaining permits. More information to be shared in June.

7. STAFF REPORTS

Chief Black

Black reported that Chief Brummel recently graduated from the Seattle Fire Department Leadership Academy. Black attended the ceremony with Ysseldyke-All and Stewart. Black added the Brummel was also currently working on his Master's Degree and also recently earned the CPSE Training Officer Credential. Congratulations to Chief Brummel. The hope is to have another member attend the SFD Leadership Academy in the fall.

Black reported that we are keeping our eye on the ball regarding the Hood Canal Bridge (HCB) closures. The last minute changes are impactful, we are up-staffing during the closures. We are having regular check-ins with the Dept. of Emergency Management (DEM) the County and the City. All are working together.

Staff attended a De-Escalation training with the City last week.

AC Brummel

Monthly report included in the meeting packets.

- The Department of Health (DOH) has approved the new application adding in Port Ludlow.
- Station re-numbering is still on-going.
- Bergen will be on days for 2-3 weeks to train the new hires. Planning on a having them on shift in early June.
- Attended a Department of Natural Resources (DNR) summit in Forks. There will be more air support on the west side of the mountains.

AC Tracer

Hoping to get the steps and sprinklers completed next week. The issue with the well is in the State's hands now. The site still needs to be mapped and designed. There is interest from the Marrowstone Island Garden Club to help with landscaping.

HR/PES/PIO

Stewart reported 5 firefighters, 8 residents and 6 volunteers have been added to the ranks. A bike rodeo event was held in collaboration with the PTPD and the Library. They gave out helmets to kids. The Farmer's Market tent was staffed by Chief Black and volunteers. The 2nd Annual Touch-a-Truck was a huge success with a count of around 400 kids attending. Stewart also pinch hit for Cray to help with the meeting tonight.

Finance

Monthly report included in the meeting packets.

- Annual report due in 9 days.
- Balance billing report is due at the end of June.

MSO

Monthly report included in the meeting packets. Attended the ESO conference and learned a lot.

BCs

Reports included in packet. BC Fletcher noted the Volunteer Policy and SOG are still in progress and should be ready for June.

8. LOCAL 2032 REPORT – No Report.

9. OLD BUSINESS

A. Strategic Plan – Implementation Tool (update)

Action items will be edited as they are completed or work has been done. Updated since last month: CPR program will be rolled out in June, it will include sidewalk CPR and regular drop-in classes. Costs for attendees will only be to cover the cost of the certifications. Masci questioned why we don't provide training for outside agencies, Black responded that we don't have the capacity to provide that kind of training.

B. Station 1-2 - (update)

Covered in AC Tracers report. The Marrowstone Island Foundation (MIF) has an engineer that is working on a retaining wall. The well did pass the water quality test and we are waiting on the State for the appeal on decommissioning it. The well would only be for emergency use. Black noted that without the MIF the process wouldn't be as far along as it is now. This has been a healthy public/private partnership.

C. Quilcene ALS Contract

Black reported the working group met with District 2 representatives and have an open dialogue. The respective Districts are discussing and will meet again with a draft agreement once it is complete. The goal is to have the agreement be equitable to both organizations. Tillman mentioned that District 4 has applied for an ALS license and it is not likely to affect this agreement.

10. NEW BUSINESS

A. Policy/SOG Updates

Policy Statement - a requirement per RCW that hasn't been fulfilled until now. The document has specific items required including: response time standards, organizational chart and services provided. It was noted the organizational chart could be clarified in regards to the Chiefs. Seabrook moved to approve the Policy Statement to include the amended organizational chart and Masci seconded the motion. Black thanked Stewart and Ysseldyke-All who brought it to his attention. Motion passed unanimously.

Fire Chief Job Description – the board reviewed the draft job description and Black noted that it has been reviewed by legal, though there are a few other experts who haven't completed their review. The final draft should be ready at the next board meeting.

B. Lieutenant Eligibility List

Black interviewed all 7 candidates for the 2 Lieutenant vacancies earlier in the day. All were great candidates and highly qualified. His decision will not be easy. Tillman was happy to see the growth from within the department, not all fire districts do that. We have done an excellent job at succession planning.

C. Insurance Renewal

Ysseldyke-All reviewed the quote received with the Board. She noted the majority of the increase was the addition of the former Port Ludlow buildings and apparatus. Stinson had some questions regarding the limits of occurrence, Ysseldyke-All will follow up with the insurance agent.

D. Harrison House

We received word from our property management company that the tenant currently residing in the Harrison House will be moving out at the end of June. They recommend to start a new one-year lease and they will find a tenant. Our other option would be to sell it. Discussion continued regarding other uses for the building or if we need to be in the rental business at all. Black stated the facilities committee has not met yet, but will be meeting soon and can get an assessment of what needs to be done. We are still required to pay the property management company 10% of the rental fee even if it is not occupied. The board agreed that paying the 10% fee until there has been an assessment and review by the facilities committee.

E. COVID Sick Leave – Rescind MOU

Black noted the COVID Emergency Proclamation ended on May 11, 2023. With that, our COVID Sick Leave MOU ends as well.

11. UPCOMING TOPICS/EVENTS –

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

Notable items:

- FF2 – we will have more grant eligibility if all our people are credentialed. WSRB also take this into consideration, the training requirements are lower.
- Administrative Re-Organization: realign and streamline duties.
- Sharepoint: Intranet for sharing information, will allow for our policies and procedures to be accessed via the cloud.
- CARES 2023 budget amendment coming in June/July.
- Marine Program enhancement
- OESD Contract – draft currently in Black’s inbox.
- Annual Work Plan – Fire prevention, Rhody etc.
- Fire Stats Class – 4 of our people just returned today.
- Promotional Ceremony – We haven’t had one since Black has been here, we need one.

GOOD OF THE ORDER –

Brummel reported 3 people traveled to Texas for the Tyler conference, they learned a lot.

Stinson noted the Inter-facility Transport contract ended yesterday. She thanked all who have been involved in that program. It was a critical to our community and tough for our staff to end it. She hopes everyone is able to land on their feet.

Bud Ayers wanted to clarify that his comments at the last board meeting were only discussion points. He believes they were perceived incorrectly and to question the status quo is good. He appreciates the board listening to his comments.

Black reported that EMS Week is coming up 5/21-5/27. There will be Sidewalk CPR at the EJFR booth at the Farmers Market on 5/27. A big thanks to MSO Ridgway and LT. Bergen. June is a big month for grants notifications, we are hopeful.

ADJOURNMENT

Seabrook adjourned the meeting 7:53pm.

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

May 17, 2023