



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM FEBRUARY 19, 2020**

**CALL TO ORDER**

Chairman Rich Stapf, Jr. called the meeting to order at 7:00 PM. Meeting held at Jefferson County Fire Protection District No. 1, Station 1-5, 35 Critter Lane, Port Townsend, Washington.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

**District 1 Commissioners:** Rich Stapf, Jr., David Johnson, Geoffrey Masci and George Randels

**Absent:** David Seabrook

**Admin Staff:** Chief Walkowski, AC Brummel, AC Tracer, AC Krysinski, HR Manager Stewart and District Secretary Ysseldyke-All

**1. AGENDA CHANGES** – Chief Walkowski moved New Business A - the Oaths of Office before the Consent Agenda. Also, added to new Business: E- Resolution 20-03, F- Resolution 20-04, G- Resolution 20-05 and H- Traffic Calming.

**2. CONSENT AGENDA**

**MOTION: Commissioner Johnson** made a motion to approve the Consent Agenda for the January 16, 2020, Regular Meeting and all financial information as follows:

- Minutes from the January 16, 2020, Regular Meeting
- General Fire warrants dated January 15, 2020, January 23, 2020 and February 6, 2020, totaling **\$121,746.91**
- EMS expenditure warrants dated January 23, 2020 and February 6, 2020, totaling **\$14,412.68**
- Payroll expenditure warrants dated January 16, 2020 and February 4, 2020, totaling **\$392,233.20**
- Transfer from EMS cash to EMS investment **\$1,406,000.00**
- Transfer from General Fire cash to General Fire investment **\$1,952,000.00**

**Chairman Stapf, Jr.** seconded the motion. Motion carried by unanimous vote.

**3. LIST OF CORRESPONDENCE** – see folder

**4. PUBLIC COMMENT** – None

**5. PRESENTATIONS** – None

**6. ACKNOWLEDGEMENTS** – None

**7. STAFF REPORTS**

**Chief Walkowski**

Chief's report is included in the meeting packets.

- EJFR and Port Ludlow Fire & Rescue intend to submit a regional Assistance to Firefighters Grant application for the purchase of eight gurneys for EJFR and some stair chairs. Current gurneys are reaching end of service life with maintenance/repair increasing. The new gurneys would have power load capability which should reduce the risk of injury to personnel. The grant request for EJFR specifically is \$434,839.98, the recipient cost share

February 19, 2020

would be approximately 10% of the total request or \$43,483.98.

- A two hour new Commissioner orientation was held on February 11<sup>th</sup>.
- On February 10<sup>th</sup> EJFR received the proposed modifications to the fire commissioner districts from the Jefferson County Auditor. Per previous Board direction, the modifications have been submitted to the consultant that originally established EJFR's commissioner district boundaries.
- The County was collecting readings from the wet soils analysis at Station 1-2 yesterday. The results of the analysis should be available by mid-March.
- New garage doors are being installed at Station 1-2 this week.
- The new ESO records management system "go live" date is March 1, 2020. Technology challenges with the CAD interface and transmission with defibrillators put this project behind a couple of months.
- The Station 1-1 audio-visual project has been completed.
- Chad Holbrook was hired as a single role employee as of February 1<sup>st</sup>. Aaron Parker transitioned to a dual role employee as of February 16<sup>th</sup>.

### **AC Brummel**

Monthly report included in the meeting packets.

- 1<sup>st</sup> quarter training programs are being implemented through Target Solutions which provides quality training opportunities and accurate documentation.
- Six Volunteers, two pending Volunteers and one Resident are currently attending EMT class.
- Company officers and resident task books are being executed.
- Chief Brummel recognized Lt. Clouse as being instrumental in preparing for the new burn box installation.

### **AC Tracer**

Monthly report included in the meeting packets.

- Station problems include: Station 1-6, hot water heater sensor problem; Station 1-5, apparatus bay heating and septic field; and Station 1-4 ceiling leaks. All problems have either been fixed or mitigated with the exception of Station 1-4. Station 1-4 requires a new roof and some interior sheetrock, tape, mud repair, some ceiling tile replacement and painting.
- Truck washing complaint at station 1-6. Truck washing alternative criteria is being investigated to comply with State and Federal law.

### **AC Krynski**

Monthly report included in the meeting packets.

- Attended wildland field day planning.
- Reviewed CAD updates for phone carrier change respective to text paging notifications to agency phones.

### **PES/PIO**

Monthly report created by HR Manager Stewart, included in the meeting packets.

- Ten career and resident/volunteers were pinned at a ceremony held at Station 1-1 in January. A second pinning date is planned for mid-year.
- The last volunteer testing yielded 4 new additions.
- A car seat safety/inspection class will be held at Station 1-1 this month.
- The new EJFR website is under construction. We have received a first draft.

## **8. FIREFIGHTER'S ASSOCIATION REPORT - None**

## **9. OLD BUSINESS**

**A. Commissioner Districts - Update**

See Chief Walkowski's report.

**10. NEW BUSINESS**

**A. Oath of Office for Commissioner Districts 4 and 5**

District Secretary Terri Ysseldyke-All administered the oath of office to Geoffrey Masci for Commissioner District 4 and George Randels for Commissioner District 5 at the start of the meeting before the consent agenda. Everyone congratulated and welcomed the new Commissioners and the meeting continued.

**B. Public Records Request – Freedom Foundation**

Chief Walkowski apprised the Board of a records request from the Freedom Foundation for active member and retiree information to DRS and 68 pages of recipient agencies. A temporary injunction was filed by several agencies to prohibit the disclosure of certain employee information. EJFR has been included as a defendant in the litigation and is subject to the injunction. As of this date EJFR has not directly received a public records request. Chief Walkowski has directed legal counsel to file a notice of appearance on behalf of the District.

**C. Excuse Commissioner Seabrook from the February 19, 2020 Board Meeting**

**MOTION: Chairman Stapf, Jr.** made a motion to excuse Commissioner Seabrook from the February 19, 2020 board meeting. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**D. Resolution 20-02 Surplus of District Owned Vehicle**

The 1989 Sutphen ladder truck was discussed and deemed surplus.

**MOTION: Commissioner Johnson** made a motion to approve Resolution 20-02 surplus of district owned vehicle. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

**E. Resolution 20-03 Declaration of Emergency Waiver of Competitive Bidding Requirements**

The extent of the damage and potential damage at station 1-4 was discussed.

**MOTION: Commissioner Masci** made a motion to approve Resolution 20-03 Declaration of Emergency Waiver of Competitive Bidding Requirements. **Chairman Stapf, Jr.** seconded the motion. Motion carried by unanimous vote.

**F. Resolution 20-04 Designating Individuals to Authorize Checks and Conduct Banking Transactions**

Staff titles were updated and a designated finance committee member added.

**MOTION: Commissioner Johnson** made a motion to approve Resolution 20-04 Designating Individuals to Authorize Checks and Conduct Banking. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

**G. Resolution 20-05 to Establish the Date and Place for the Jefferson County Fire Protection District No. 1 Board of Commissioners Monthly Meeting**

Due to the remodel of Station 1-5's training room it was decided to move the monthly Board meeting. Station 1-1 in Chimacum was chosen for the larger more presentation tech friendly venue and parking availability.

**MOTION: Commissioner Johnson** made a motion to approve Resolution 20-05 to Establish the Date and Place for the Jefferson County Fire Protection District No. 1 Board of Commissioners Monthly Meeting. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

**H. Traffic Calming**

Chief Walkowski expressed his opinion about traffic calming measures. The goal for the Fire Department is to get to a patient/fire as quickly as possible and traffic calming measures such as

speed bumps, speed tables and roundabouts slow that process. Also, patients strapped to a backboard in the back of the ambulance have to endure the jolt of a speed bump possibly causing more pain and injury. No official statement will be made by EJFR on traffic calming measures other than the common sense opinion given by Chief Walkowski.

## 11. UPCOMING EVENTS

**Saturday Seminar Series** – Spokane, WA - Saturday, February 22, 2020  
Suquamish, WA – Saturday, April 4, 2020

*(The above Saturday seminars meet the statutory Open Public Records and Open Public Meetings training requirements which are required EVERY 4 YEARS for elected officials.)*

**Managing Your Risk Exposure to Avoid the Witness Stand** – Chelan, WA – Saturday, June 6, 2020

**WFCA Self-funded Health Care Program Update** – Offered in Suquamish on April 4th and Chelan on June 6th

**GOOD OF THE ORDER** – Lt. Chambers will be on New Day NW – K5 at 11 a.m. Monday, February 24.

## ADJOURNMENT

**MOTION: Chairman Stapf, Jr.** made a motion to adjourn the meeting at 8:17 PM.  
**Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

## Jefferson County Fire District 1

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Rich Stapf, Jr., Chairman

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David Johnson, Vice Chairman

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David Seabrook, Commissioner

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Geoffrey Masci, Commissioner  
**ATTEST:**

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George Randels, Commissioner

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Teresa Ysseldyke-All, District Secretary