



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM JANUARY 17, 2024**

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 6:00 PM virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Admin Staff: Chief Black, DC Brummel, AC Tracer, HR Manager Stewart, Administrative Assistant Murray and District Secretary Cray.

1. AGENDA CHANGES

2. OATH OF OFFICE

Cray administered the Oath of Office to Commissioner Masci.

3. CONSENT AGENDA

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

- Approve Minutes from the December 20, 2023 Regular Board meeting
- Approve General Fire expenditure warrants dated December 13, 2023, December 28, 2023 and December 29, 2023 totaling **\$252,251.23**
- Approve EMS expenditure warrants dated December 13, 2023, December 28, 2023 and December 29, 2023 totaling **\$37,548.23**
- Approve payroll expenditure warrants dated December 19, 2023, December 20, 2023 and January 4, 2024 totaling **\$993,688.78**
- 4th Quarter Volunteer Stipend warrants dated December 21, 2023, totaling **\$6,592.25**

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

4. LIST OF CORRESPONDENCE – Provided in Board packet.

5. PUBLIC COMMENT – None.

6. PRESENTATIONS – Carl Miller from OESD gave a summary of our contracted services for IT Support. He also gave a summary of 2023 activities and anticipated actions for 2024.

7. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – MSO Ridgway announced that 9 personnel had received their IV technician certifications. They each used personal time to study and attend class. She applauded them for their commitment and noted that this was the first time in 15 years that EJFR had an IV class for EMT’s. Having IV tech’s can help keep paramedics in service to respond. The class was taught by MSO Ridgway and Capt. Bergen.

8. STAFF REPORTS

Chief Black

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Black recognized Local 2032 for their flexibility and involvement in the Training Captain assessment. Station 5 was used for the assessment and though it was cozy, it allowed for a tactical and interview panel at the same time.

AC Brummel

Monthly report included in the meeting packets.

Brummel reported that Captain Bergen is currently getting 3 new career firefighters and 4 firefighters-in-training ready to go to shift. He will then transition into more administrative duties.

AC Tracer

Monthly report included in meeting packets.

HR/PES/PIO

Monthly report included in meeting packets

Finance

Monthly report included in the meeting packets. Stinson commented on the budget report that was included showing the \$1.3 million reduction of our budgeted vs actual deficit for 2023.

District Secretary

Monthly report included in the meeting packets.

MSO

Monthly report included in the meeting packets. MSO Ridgway gave a brief rundown of a witnessed cardiac arrest that occurred during a city council meeting. Bystander CPR was initiated and the onsite AED was used prior to EMS arrival. We transported the patient to St. Michaels. This was a great reminder of why our CPR program is needed.

BCs

Monthly Reports included in packet. BC Clouse noted that this was a memorable rotation with many burst pipes and car accidents due to the cold weather.

9. COMMITTEE/WORKGROUP REPORTS

A. *Budget Committee* - No report, did not meet.

B. *Facilities Committee* - No report, did not meet.

C. *Data Group* - No report, did not meet.

D. *Community Risk Reduction Group* – Minutes included in meeting packet.

10. JeffCom Report – Included in board packet.

11. LOCAL 2032 REPORT – President White noted how important it is to keep the CARES program funded. The firefighters are seeing how valuable it is to recognize the gaps in service that CARES is able to fill, adding that it is imperative to find funding.

12. PUBLIC COMMENT - Agenda items only

No comments received.

13. OLD BUSINESS

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

Included in meeting packets. Black noted this document is not complete when items are checked

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off, it is a living document that will continue to guide our department.

14. NEW BUSINESS

A. Policy/SOG Updates

1. CARES SOG – Cray noted the addition of the Risk Reduction Liability form that was added to the SOG. Black added that this SOG will be reviewed to sharpen and match our actual processes.

2. Updating Station/Unit Identifiers in Policies/SOG's – Black explained that we need to address the new station identifiers and unit id's within our policies. It would be extremely cumbersome to change each policy/SOG individually for this reason. **MOTION:** Masci moved to approve staff to make de minimis updates to all policies and SOG's as warranted. Craig seconded. Stinson suggested that all updated policies should be tracked and a notation put on each of this motion. Motion passed unanimously.

B. Resolution 24-01 Meeting Date Change

MOTION: Masci moved to approve resolution 24-01 as presented. Davis seconded. Staff noted that if meetings were held on the second Tuesday each month, it would be difficult to get reports prepared in time. Masci amended his motion to approve Resolution 24-01 with the date changed to the 3rd Tuesday at 3:00pm. Davis amended his second to reflect the same. Motion carried unanimously.

C. Resolution 24-02 Surplus of Equipment – TIC's and PID – **MOTION:** Masci moved to approve Resolution 24-02 as presented. Craig seconded the motion which passed unanimously.

D. Resolution 24-03 Surplus of District Owned Vehicle – 2016 Terrastar

MOTION: Masci moved to surplus the 2016 Terrastar per Resolution 24-03. Seabrook seconded the motion which passed unanimously.

E. Resolution 24-04 Surplus District Owned Vehicle – 1999 Suburban

MOTION: Masci moved to surplus the 1999 Suburban per Resolution 24-04, Seabrook seconded. Tracer commented that this vehicle was donated by Pat Bondurant and staff was directed to write a letter of thanks to show our appreciation. Motion passed unanimously.

F. ALS Deployment Model – Due to the increase in call volume and now having a larger district, we are looking to be more effective in how we deploy our medic units. This topic warrants more discussion and will be tabled until our February meeting.

G. Surplus of Marine 14 "Volunteer"

MOTION: Masci moved to surplus the Volunteer at below market value as it will be remaining in the County as a regional resource. Craig seconded the motion. Staff will prepare the correct documentation to surplus and transfer to Jefferson County Fire District 4 for the February board meeting. Motion passed unanimously.

15. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

Masci reported an incident of stolen equipment from a Fire Engine in Pierce County. Black and Tracer will attend the first meeting with the City to determine an ILA fee schedule next week.

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1/23 is the WFCA/WFC Legislative Day in Olympia, Black and Brummel will attend.

ADJOURNMENT

Stinson adjourned the meeting 8:00 pm.

Jefferson County Fire District 1



Deborah Stinson, Chair



Dave Seabrook, Vice Chair



Geoffrey Masci, Commissioner

Steve Craig, Commissioner



Glenn Clemens, Commissioner



Ed Davis, Commissioner



Gene Carmody, Commissioner

ATTEST:



Tanya Cray, District Secretary