



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM JANUARY 18, 2023**

CALL TO ORDER

Chairman David Seabrook called the meeting to order at 7:00 PM at St 1-1 and virtually via “GoToMeeting” held on-line: call in number 1 (872) 240-3412, Access code or ID 151-543-757.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: Geoff Masci

Admin Staff: Chief Black, AC Brummel, AC Tracer, MSO Ridgway, District Secretary Ysseldyke-All, BC Fletcher and Admin. Specialist Cray.

ACKNOWLEDGEMENT: Commissioner Seabrook offered condolences on behalf of the District regarding the recent LODD of Captain Chad Cate of Clallam County Fire District #3. There was a moment of silence held in his honor.

The District was very involved in participating in the “watch” and providing station backfill for CCFD#3. Carmody added that the PLFR Foundation sent flowers to the family and CCFD#3.

1. AGENDA CHANGES – Cray noted a few additions to the Consent Agenda: December 2022 minutes and warrants from Port Ludlow Fire & Rescue. Chief Black also added two slides to his BOC Report.

2. CONSENT AGENDA

MOTION: Commissioner Stinson made a motion to approve the Consent Agenda, including additional meeting minutes, warrants and all financial information as follows:

- Minutes from the December 13, 2022 Special Meeting for PLFR, December 13, 2022 Regular Meeting for PLFR, and the December 21, 2022 Regular Meeting
- General Fire expenditure warrants dated December 29, 2022, totaling **\$98,556.66**
- EMS expenditure warrants dated December 29, 2022 totaling **\$11,926.18**
- Payroll expenditure warrants dated December 19, 2022 and January 4, 2023, totaling **\$753,650.73**
- 4th Quarter Volunteer Stipend warrants dated December 21, 2022, totaling **\$6,640.86**
- December 2022 final PLFR Draw/Payroll warrants dated December 20, 2022 and December 27, 2022, totaling **\$182,614.40**
- Approve December 2022 PLFR EMS Expenditure warrants totaling, **\$55,962.67**
- Approve December 2022 PLFR General Fire expenditure warrants totaling, **\$126,651.73**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – Bud Ayers noted Marrowstone Is. Foundation has sold out three CPR classes this month and are hoping to schedule more, to include a Grandparents class and a kid’s class.

5. PRESENTATIONS – None

January 18, 2023

6. ACKNOWLEDGEMENTS – Black introduced the newest Volunteer, Keppie Keplinger who will be a Volunteer PIO.

Black also reported that Bud Ayers was chosen to be the Marrowstone Is. Citizen of the Year.

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- Black thanked staff for the recent busy weeks and their tedious work.
- He added a summary of where we are now as one organization:
 - o 123 square miles
 - o 27,000 population
 - o 9 stations, 5 staffed and 4 unstaffed
 - o 13 FF on duty per day
 - o 6200+ calls in 2022
 - o 64.5 Full Time Equivalent employees

Davis asked about the CARES program. Black reported the first day was January 17, 2022. They will begin and end their days at Station 31 and will cover all of Jefferson County. They received eight referrals in two days. They are currently learning about their partner agencies and finalizing their SOG's. CARES is funded by grants from the Association of Washington Cities, the 1/10th of 1% group and the Behavioral Health Consortium. Reports will be published with a link on our website once the information is available. Black acknowledged the support from Local 2032, which was pivotal in getting the program spooled up so quickly.

AC Brummel

Monthly report included in the meeting packets.

- We are entering Grant season and there are several opportunities are available;
 - o Firehouse Sub - \$50,000 for equipment, we are submitting for Four 5 Gas Indicators in the amount of \$7140.00
 - o AFG closes 2/10/23 and he is still massaging ideas for equipment (nozzles, connections, tools etc.) There is a 10% department match required.
 - o SAFER – exploring potential application for staffing.
- WSRB for Port Ludlow is due by the end of March.
- Training/Ops – rebuilding the 3-year program.
- Station/Apparatus Renaming – will keep BOC involved in the process.
- CCFD#3 LODD
 - o Local 2032 Backfilled 2 of their three stations.
 - o Apparatus from all over are being sent for backfill from 0800-2000 and will attend the service on 1/21/23 12:30pm at Sequim High School. Procession starts at 11:00am.
- Open recruitment for FF/EMT and FF/PM

AC Tracer

Monthly report included in the meeting packets.

- Working on incorporating all new buildings and apparatus.
- Reported that St 15 has two boilers and only one is working. The Bay is partially heated.

HR/PES/PIO

Monthly report included in the meeting packets.

Finance

January 18, 2023

Monthly report included in the meeting packets.

- The 2022 deficit was projected at \$2,000,000, and it ended up at \$993,000 due to spending freeze, supply chain issues etc.
- Seabrook asked Terri and Tanya to help make the budget digestible for the BOC.
- Stinson acknowledged the conservative approach to the budget, low revenue and high expenditures. She appreciates all hands who contributed.
- Rossart thanked staff for being frugal with taxpayer money. She cautioned, there are some things that may not be necessary; but to put them off, it could cost more in the long run.

MSO

Monthly report included in the meeting packets.

- Working on re-certifications and merger tasks.
- Carmody noted the PLFR Foundation purchased a portion of the iSimulate training lifepak. Ridgway explained that it is a scenario-based tool. It allows crews to simulate actual calls they have been on.

BCs

Monthly reports included in the meeting packets.

8. LOCAL 2032 REPORT – Union President Rick Martin extended his thanks to Brummel for the information and support for CCFD#3 LODD. They are currently working on the levy lid-lift with door knocking and sign posting. The local is very excited for PM Jeff Woods’ new role on the CARES unit. They are looking forward to a great program.

9. FIREFIGHTER’S ASSOCIATION REPORT – Seabrook noted this item and the PLFR Foundation would not have a regular spot on the agenda. They hold their own meetings at which business is conducted. If they have something to report, it may be added to the agenda as needed.

10. OLD BUSINESS

A. Station 1-2 - (update)

A new water meter was installed earlier today. The septic final inspection has been requested for next week. Jim Nuerenberg noted the title is now transferred to the Fire District.

11. NEW BUSINESS

A. Resolution 23-01 Appointing District Secretary and Oath

MOTION: Craig made a motion to approve Resolution 23-01 Appointing Tanya Cray to District Secretary. Clemens seconded the motion. Motion carried by unanimous vote.

Black recognized Terri Ysseldyke-All for her years of service as District Secretary 09/2014-01/2023.

B. Commissioner Districts

The district is currently working on the process using the same vendor as the initial process. It is currently under review by the County to be sure they agree. The hope is to have everything ready for the Board at the next meeting in February. A hearing will need to be scheduled one week prior to voting.

C. Board Meeting Start Time

The Board discussed options for start times moving forward. They noted that staff is required to stay late and an earlier start time may be beneficial for them. Also discussed was the ability for working people to attend and if it is too early, they may be unable to. The Board settled on 6:00pm for the Regular meeting start time moving forward.

D. Fire Chief Job Description Update

Seabrook reported that following the Fire Chief's evaluation and COLA, it is necessary to review his current job description to be more in line with what he actually does. There is a workgroup formed for this which includes, Wayne Kier, Dan Smith and Emily Steward, they would like to have a couple of Commissioners join. Clemens and Seabrook will join the work group.

E. Credit Cards for Company Officers

A policy update will be presented at the February Board meeting. Black requested input from the Board on whether they would be in favor of giving the company officers credit cards. Discussion occurred on how the previously separate departments handled credit cards. EJFR has not allowed them and PLFR did. Brummel noted that it is an industry norm, there is a level of accountability associated with it and it has worked in previous situations. It was noted that allowing officers to have credit cards, could avoid unnecessary administrative duties related to purchasing. It would also help with travel related purchases.

12. UPCOMING EVENTS –

2023 Legislature Day – February 17, 2023 at 8:00 am
Region 9 Spring Workshop – March 25, 2023 CKFR

GOOD OF THE ORDER –

- Brummel reported Chief Dan Smith's retirement party is February 2, 2023; it will also be the Chief LaGrandeur inauguration as the new Fire Chief of NKFR.
- Rossart stated that she has been with Port Ludlow Fire & Rescue for a number of years and is very proud to be affiliated with the newly combined East Jefferson Fire Rescue. She is sadly and happily resigning her position and wishes everyone well. Everyone thanked her for her service and contributions, which were significant.

ADJOURNMENT

Seabrook stating no further business adjourned the meeting at 8:33pm.

David Seabrook

David Seabrook, Chairman

Deborah Stinson

Deborah Stinson, Vice Chairman

Not Present 1/18/2023

Geoffrey Masci, Commissioner

Steve Craig

Steve Craig, Commissioner

Deborah Tillman

Deborah Tillman, Commissioner

Resigned 1/18/2023

Raelene Rossart, Commissioner, District

Gene Carmody

Gene Carmody, Commissioner

Ed Davis

Ed Davis, Commissioner

ATTEST:

Glenn Clemens

Glenn Clemens, Commissioner

Tanya Cray

Tanya Cray, District Secretary