



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM April 16, 2024**

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 3:00 PM virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Geoff Masci, Glenn Clemens, Steve Craig, Gene Carmody and Ed Davis. Seabrook arrived at 3:15pm.

Admin Staff: Chief Black, DC Brummel, AC Tracer, MSO Ridgway, HR Manager Stewart, Finance Manager Ysseldyke-All, Training Captain Bergen, Administrative Assistant Murray and District Secretary Cray.

1. AGENDA CHANGES – New Business item F added to excuse Commissioner Masci’s absence for the Special Meeting on March 27, 2024.

2. CONSENT AGENDA

Vouchers

1. Approve General Fire expenditure warrants dated March 12, 2024, March 27, 2024 and March 28, 2024, totaling **\$246,079.13**
2. Approve EMS expenditure warrants dated March 27, 2024 and March 28, 2024, totaling **\$5,227.07**
3. Approve payroll expenditure warrants dated March 19, 2024 and April 4, 2024, totaling **\$749,031.94**

MOTION: Masci moved to approve the consent agenda as presented. Davis seconded the motion which carried unanimously.

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – Chief Manly presented Terri Ysseldyke-All with a plaque for her 10 plus years of service as the Secretary for the Jefferson County Fire Chief’s meetings. Cray gave a brief introduction of Erin Murray who recently moved from part time to full time.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – None.

7. STAFF REPORTS

Chief Black

Black noted the month was a blur of activity. Several grants were submitted, the apparatus committee met several times, four conditional offers were sent out and all were accepted. He thanked staff and the members at large for their responsiveness.

AC Brummel

Brummel noted the Training Capt. Bergen is getting up to speed, allowing him more time to work

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on other projects. He spent a considerable amount of time on the AFG, SAFER and CRR grants this month. The total ask of FEMA was \$2.5 million, they will start awarding the grants beginning April 30th. He noted that Lt. White helped facilitate the IAFF review of the grant narratives prior to submission which as a great resource with positive feedback.

The ALS deployment model has had no major operational issues. Responding units are able to upgrade by request to JeffCom. JeffCom Director Stewart noted they are dealing with some small issues on their end, mostly learning issues that are being worked through. JeffCom is working on making run cards more resilient which will help with all response plans, Stewart expects to see future improvement.

AC Tracer

Tracer noted a lot of money was recently spent on emergency facility repairs. The generator at Station 7 went down and the Garage doors at Station 6 shorted out.

Finance Report – Ysseldyke-All noted the State Auditor contacted her about our upcoming audit. They would like to start the audit for 2021 and 2022 now and once the 2023 annual report has been filed that year would then be audited.

All other reports are included in the meeting packets.

8. 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 – No report, did not meet.

E. Apparatus Committee – It will be early May before we hear back from True North on what the cost of the Engines will be. Braun NW has limited availability for chassis, so it may be more time effective to purchase chassis direct from the factory for the Rescue. There is a 500 day build time from order date. More apparatus information to be discussed in New Business item C.

9. JeffCom Report – It is telecommunications week and the dispatchers are being celebrated. They are getting closer to full staffing.

10. LOCAL 2032 REPORT – No Report.

11. PUBLIC COMMENT - Agenda items only

No comments received.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Initiative 4 is getting a lot of attention with Ready Rebound and the upcoming Healthforce physicals. We are making strides in CRR and CWPP.

B. CWPP Update

Black stated Jefferson County has paid money to extend the project. The final meeting is set for next week to approve the final draft. The public comment period will open soon after. Black credits Mark MacCauley for bird dogging this project.

C. Finance Director Recruitment

We have 2 qualified candidates and there are at least 2 more expressing interest.

D. Facilities Tech (update)

The job description is included in the packet. Black thanked Local 2032 for their collaboration on this. Interest is being expressed, 2 applications received so far and the application period closes on April 30th.

E. Lease for Administration Building

No updates since our last meeting.

F. City of PT/EJFR First Amendment to Annexation Agreement

Black reported the City and EJFR have been negotiating in good faith to ensure Fire District services continue. Furthermore, Black will meet with both the City and County to discuss a 3-part agreement. They have extended the already extended agreement in order to develop this 3-part agreement.

13. NEW BUSINESS

A. Policy/SOG Updates

Cray explained the current purchasing policy has a need to add an additional purchasing cooperative in order to get the best pricing for an emergency purchase of a generator for Station 7. This cooperative is Sourcewell, it is based in Minnesota and is set up specifically for state and local governments and follows all competitive contracting laws. **MOTION:** Craig moved to approve the update Purchasing Policy 6006 as presented. Masci seconded the motion which passed unanimously.

B. Fire Hose Purchase

Training Capt. Bergen reported that during recent hose testing we lost 2600ft of hose due to failure. Most of this hose was 20 years old. Bergen proposed 2 options for replacing the hose. The first option requested enough sections of hose to bring us back to our normal levels on our apparatus and have some in reserve. The second option was to purchase less hose that would be just enough to bring us back to our pre hose failure level on our apparatus. **MOTION:** Masci moved to approve option one. Clemens seconded the motion. Craig noted that we are using hose this old due to these kinds of expenditures being kicked down the road to save money, he added that last thing our people should be worrying about is having enough hose. Motion passed unanimously.

E. Resolution 24-08 – Sole Source/Special Market Conditions

The apparatus committee evaluated the needs for a PIO/Public Education van. It was determined that a 2023 Ford Transit Connect Van would be the best fit. Upon researching it was discovered that Ford has stopped making this model and it was not available through any of the approved purchasing cooperatives. Staff located two options for purchasing this vehicle and the least expensive option is located in Shelton. There are other interested buyers and the seller would not be offering under a competitive bidding process. The Board was presented with a resolution expressing the need to declare this purchase to fall under special market conditions. **MOTION:** Masci moved to approve Resolution 24-08 Sole Source/Special Market Conditions. Davis seconded the motion which passed unanimously.

F. AFG and SAFER Grant Updates

Brummel gave updates on the AFG and SAFER in his monthly report. He did add that the Association of Washington Cities (AWC) grant has also been submitted for the CARES program. This grant included an extra \$100,000 ask for training. More depth is needed on the EJFR side so that PM Woods can take time off. The total ask was \$360,000.00. The AWC representative will be riding along with the CARES team at the end of the month. Black noted that ECHO still needs volunteers who are willing to drive people to appointments.

G. Emergency Facility Repairs

See Chief Tracer's monthly report.

H. Excuse Masci Absence

MOTION: Seabrook moved to excuse Masci's absence for the March 27th special meeting. Craig seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS –

Airport Days is coming in August. We have not received an invitation yet, though we have been told to expect a pre-event meeting invite.

GOOD OF THE ORDER –

There will be an Olympic Community of Health event on June 4th at the 7 Cedars Casino and it would be nice for us to show our support and have someone attend.

Four EMT's have passed the EMT class three of them have now passed the national registry.

Clemens thanked MSO Ridgway and FF Chapman for teaching the CPR class.

Seabrook noted there would be a Climate Action Committee next Tuesday at 3:00pm if anyone is interested.

Black requested the Board to review the strategic plan and have some input for upcoming negotiations during executive session at our next meeting.

ADJOURNMENT

Stinson adjourned the meeting at 4:04 pm.

Jefferson County Fire District 1

Deborah Stinson

Deborah Stinson, Chair

Geoff Masci

Geoffrey Masci, Commissioner

Glenn Clemens

Glenn Clemens, Commissioner

Gene Carmody

Gene Carmody, Commissioner

ATTEST:

Tanya Cray

Tanya Cray, District Secretary

Dave Seabrook

Dave Seabrook, Vice Chair

Absent

Steve Craig, Commissioner

Ed Davis

Ed Davis, Commissioner