



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM FEBRUARY 15, 2023**

**CALL TO ORDER**

Chairman David Seabrook called the meeting to order at 7:00 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, Deborah Tillman, Geoff Masci, Glenn Clemens, Gene Carmody and Ed Davis.

**Admin Staff:** Chief Black, AC Brummel, BC MacDonald, District Secretary Cray, HR/Business Manager Stewart and Finance Manager Ysseldyke-All.

**1. AGENDA CHANGES** – Black noted there would be an acknowledgement given during that section of the meeting.

**2. CONSENT AGENDA**

**MOTION: Commissioner Stinson** made a motion to approve the Consent Agenda, including a small change to the draft minutes. In the Chief’s report section the number of Full time firefighters each day should read 13 not 19 as shown. Cray will correct and send out once they are approved.

- Minutes from the January 18, 2023 Regular Meeting
- General Fire expenditure warrants dated January 10, 2023 and January 24, 2023, totaling **\$325,597.27**
- EMS expenditure warrants dated January 10, 2023 and January 24, 2023 totaling **\$304,525.26**
- Payroll expenditure warrants dated January 10, 2023, January 19, 2023 February 2, 2023 and February 3, 2023 totaling **\$718,297.46**

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

**3. LIST OF CORRESPONDENCE** – in Board packet.

**4. PUBLIC COMMENT** – None

**5. PRESENTATIONS** – None

**6. ACKNOWLEDGEMENTS** – Black asked Volunteer Bob Coulter to create a plaque for the 150<sup>th</sup> Fire Marker in order to mount it at Station 13. Black expressed his gratitude to Coulter for the plaque as well as his extensive history with the organization. He has been pivotal in all he has done.

**7. STAFF REPORTS**

**Chief Black**

The memorial for Captain Chad Cate was supported by many people from EJFR. There were approximately 35 members on duty between Jefferson and Clallam counties. Those not on duty, attended the memorial in Sequim. Black thanked everyone involved.

Clemens asked about maintenance costs for A33. Black noted that the 2016 International Terrastar cost an estimated \$103,000 for all of 2022 and into 2023. He added that we have a vehicle

replacement SOG that hasn't been followed since he has been here. The finance committee needs to look at this. The ballpark cost to replace an ambulance is \$200,000-\$300,000.

### **AC Brummel**

Monthly report included in the meeting packets.

- Notable Grants
  - o AFG Grant was submitted for approximately \$210,000 for equipment (nozzles, connections, tools etc.) There is a 10% department match required.
- NFIRS Reporting – critical errors were caught and Brummel notified ESO which affects many Fire Departments across the state. Brummel was notified that it was resolved yesterday. Black thanked Brummel for his hard work on creating a tutorial that he shared with the State Fire Marshall and ESO.
- Station/Apparatus Renaming – see New Business

### **HR/PES/PIO**

Recruitment underway for 6 FF/PM's and 2-3 FF/EMT's. Written test was held earlier in the day and testing will continue for PM's next week and FF's in March. There were 33 applicants testing today.

### **Finance**

Monthly report included in the meeting packets.

- Reconciling with the County Treasurer took a little longer than usual with the addition of Port Ludlow but went smooth.

### **MSO**

Monthly report included in the meeting packets.

### **BCs**

Monthly reports included in the meeting packets. Seabrook asked if the BC's were integrating the former Port Ludlow people in with the rest of the crews. BC MacDonald stated they were splitting crews and partnering them for response area reviews and familiarization.

**8. LOCAL 2032 REPORT** – Union Vice President Caton White stated that the impacts of the election passing are hard to quantify. He noted the unique situation of having the public be the employer. The employer spoke loudly that they understand and appreciate the time and work that goes into providing the service. He added that we (EJFR) has to continue to provide the services the public deserves and expects.

Seabrook added that it has been a privilege and honor to serve the community; the resulting elections numbers are valuable.

## **9. OLD BUSINESS**

### **A. *Station 1-2 - (update)***

The septic permit has been signed off, much thanks to the County and the Marrowstone Island Committee.

### **B. *Fire Chief Job Description (update)***

The meetings did not happen as planned due to Commissioner Clemens travelling out of the country. The meetings will begin prior to the next meeting.

## **10. NEW BUSINESS**

### ***A. Fire CARES Update***

The CARES team gave an in-depth presentation of how the program is working and the services they provide. FF/PM Jeff Woods and his Co-Responder Leeann Peterson, who has an extensive background in Mental Health and Substance Abuse described a typical day and showed the Board the kinds of items they travel with to handle all kinds of situations. They are able to link people with the services they require and provide varying levels of help as needed. They have developed relationships with law enforcement, behavioral health and many others to better provide resources and contacts to those in need. Tillman asked how much funding has been secured for the program. Black noted that it is secure through 2023, with the collective funding from the Association of Washington Cities and the Behavioral Health Consortium. They have a verbal commitment for \$50,000 for 2023 and 2024. Black added that he may come to the Board for guidance on how to proceed. A grant has recently come available and must be applied for by 3/21/23. Tillman stated that the service has so much support and regardless of whether a grant is earned, we should find a way to continue the program. This service allows people to live independently as long as possible. Carmody added his support of the program and how inspiring it is.

### ***B. Marrowstone Island Foundation Request***

Doug Moore, from the Marrowstone Island Foundation (MIF) gave a presentation to the Board discussing the vulnerabilities of Island life and the need to be as self-sustainable as possible. They are looking to apply for grants that will support this effort. There is a grant for solar power from the Washington State Department of Commerce that would provide a solar system with a battery back-up. The program would also save \$170 per month in electrical bills. There is also American Recovery Plan Act money that would cover the cost of a generator, well water storage and heat pumps. He requested approval to spend grant money on Fire District property and a letter of support from the Fire District. Masci stated that he sees no downside to the request. The efforts and energy put in by the MIF is overwhelming. It was noted that there are some issues to be worked out, we will have some obligation as this all affects Fire District Property. **MOTION:** Stinson move to approve a letter of support contingent on the Fire Chief working with Foundation on the process. Seabrook seconded, motion carried by unanimous vote.

### ***C. Staffing Presentation***

BC MacDonald gave a presentation on the current staffing practices and how much money is spent in overtime (OT) to backfill for Kelly time and accrued leave. He showed that we do not have the staffing to provide enough backfill to allow our people to use their leave. He provided both an hours and a dollars scenario to show that by hiring more people, we could have enough staffing to allow our people to use their leave. These new positions would be funded by the current OT budget, thus not adding expenses, but using money already budgeted. He advised that this will not eliminate OT completely, there will still be OT for PM backfill as well as sick leave and injuries.

MacDonald noted that he is hoping the testing process that began today will result in an eligibility list to draw from. We currently have two vacancies and he is hoping for direction from the Board to hire "x" number from the eligibility list. Carmody questioned whether or not a special meeting be held to discuss this further, Brummel replied that we need to move on this as candidates may get job offers quickly. **MOTION:** Tillman moved to authorize the Fire Chief to consider hiring up to 5 Paramedics, Clemens seconded the motion. Lt. Rogers added that while on wildland deployments he has heard from other Departments that they were astounded at the amount of OT we have. Stinson stated that the money we would use for the new employees is already in the budget, which was quite conservative to begin with. This is a better use of that money. Black noted that in the

current testing process there are only 5 paramedics total and it would still be beneficial to hire Firefighter EMT's. Tillman modified her motion to authorize the Fire Chief to hire up to 5 FTE's with the preference for Paramedics in order to reduce OT. Stinson seconded the amended motion. Motion carried by unanimous vote.

#### **D. *ERF Enhancement/SAFER***

Brummel informed the Board that our Standards of Cover (SOC) and Strategic plan both recommend having a larger workforce. There is currently a SAFER grant for staffing available as well as a Recruitment and Retention of Volunteers, we could apply for and be granted both. The SAFER grant has a total of \$360 million in funding available with a grant period of 36 months. If awarded we would be noticed in late summer or fall. He added that he would be able to use a lot of data already collected for the recent AFG grant he submitted. We meet the criteria for the staffing grant with no matching funds required. He noted the only downside being: if we layoff any of the hires within that 36 month period, we are on the hook to reimburse all funding. There is no requirement to keep them employed beyond the grant period. Once awarded we would have 180 days to hire.

Brummel presented 4 options with varying FTE's and costs. Craig noted his interest in Option 2 (6 FF's at a cost of \$676,390.00 bringing ERF to 15). **MOTION:** Davis moved to approve Option 3 (9 FF's at a cost of \$1,014,585.00 bringing ERF to 16). Stinson seconded the motion. Discussion on infrastructure capabilities to house more FF's. Brummel noted that he would like to submit the grant on 3/15/23. Masci stated his agreement with Craig for option 2, and concern for not getting in a hole. PM Caton White noted that in the last 13 years, call volume has increased by 50%, another unit has not been put in service since that time. Hiring 6 people will not establish another unit. Seabrook called all in favor of Option 3: Davis, Clemens, Masci and Carmody; aye. All opposed: Stinson, Seabrook, Craig and Tillman; aye. Motion failed due to a tie vote.

**MOTION:** Masci moved to approve Option 2 and direct the Fire Chief to pursue the Volunteer Recruitment and Retention Grant along with the SAFER Staffing Grant. Seabrook seconded, motion carried by unanimous vote.

#### **E. Commissioner Educational Opportunities**

Seabrook asked the Board to be mindful of spending. The Budget was severely cut to only the necessities. We are not rebranding stations and apparatus and it will likely be at least a year before we change our fiscal practices. Be mindful of how much conferences and travel cost in comparison to what is budgeted. Please check with staff prior to self-registering for any conferences moving forward to avoid overspending.

#### **F. WAC 51-55 International Wildland Urban Interface Code**

Black noted that this is informational only. There are additional requirements for building materials and much more. We are working on messaging the public.

#### **G. Station/Apparatus Re-Numbering Project**

Brummel informed the Board that beginning in April our stations and apparatus will be using single digit identifiers. For example: Station 1-1 will just be Station 1, with Medic 1 and Engine 1. There is no cost to do this and it will streamline our communication.

**H. Credit Card Limit**

Stewart reported that with the addition of expenses due to the merger, the limit on the credit card will need to be raised to accommodate. She asked to have the limit raised up to \$75,000. MOTION: Stinson moved to authorize the credit card limit be raised up to \$75,000. Craig seconded, motion carried by unanimous vote.

**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 –**

- Seabrook expressed his appreciation to the community for their support on the ballot propositions.
- Carmody noted that once the election is certified we can get the detailed report showing precincts and their statistics.
- Bud Ayers thanked all the participants in the campaign. It was difficult and there were some negative criticisms. He also asked when we might have an on-line application for land clearing permits. Seabrook noted that he would look into it.

**ADJOURNMENT**

Seabrook stating no further business adjourned the meeting at 8:58pm.

**Jefferson County Fire District 1**

*David Seabrook*

David Seabrook, Chairman

*Deborah Stinson*

Deborah Stinson, Vice Chairman

*Geoff Masci*

Geoffrey Masci, Commissioner

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