



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM FEBRUARY 20, 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, David Seabrook, Geoff Masci, Glenn Clemens, Gene Carmody and Ed Davis.

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

**1. AGENDA CHANGES** - Presentation from NKFR Chief LaGrandeur added to Presentations. Commissioner Craig absence added to New Business.

**2. CONSENT AGENDA**

1. Approve General Fire expenditure warrants dated January 9, 2024, January 16, 2024, January 22, 2024, January 31, 2024 and February 6, 2024 totaling, **\$559,766.12**
2. Approve EMS expenditure warrants dated January 9, 2024, January 16, 2024, January 22, 2024, January 31, 2024 and February 6, 2024, totaling **\$62,650.87**
3. Approve payroll expenditure warrants dated January 18, 2024 and February 2, 2024 totaling, **\$727,393.54**
4. Approve transfer from EMS cash to EMS investment February 5, 2024 for **\$600,000**
5. Approve transfer from EMS Capital cash to EMS Capital investment February 5, 2024 for **\$2,000**
6. Approve transfer from Fire Capital cash to Fire Capital investment February 5, 2024 for **\$440,000**
7. Approve transfer from General Fire cash to General Fire investment February 5, 2024 for **\$300,000**

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

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

**4. PUBLIC COMMENT** – None.

**5. PRESENTATIONS** – NKFR Fire Chief Rick LaGrandeur presented a short PowerPoint presentation on the Apparatus Maintenance ILA we have with them. The newly updated agreement now matches current practices. The document reflects the work that actually gets done. There are 3 mechanics and 88 total vehicles to maintain. High priority maintenance/repairs are done first. The collaboration between the Districts at all levels has been wonderful.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – Captain Bergen was introduced and welcomed. He stated his excitement for the opportunity and is looking forward to making changes.

February 20, 2024

## 7. STAFF REPORTS

### **Chief Black**

Black noted that we have still not received a reply from WSRB. Seabrook asked if the statistics in his report could show the 90% fractal for station responses.

### **AC Brummel**

Monthly report included in the meeting packets.

Brummel is currently working on the AFG Micro Grant which will be requesting new nozzles and appliances for \$75,000.00. He acknowledged Jefferson Healthcare and Abbot Construction for allowing us to conduct destructive training on the old facility. They will also allow us to conduct rope technician training as the new building goes up.

### **AC Tracer**

Monthly report included in meeting packets. Tracer noted the large cost of the water heated at St 1 was due to the size and location requiring a crane rental to get it in to place.

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* – Minutes included in meeting packet.

9. **JeffCom Report** – Included in board packet.

10. **LOCAL 2032 REPORT** – Vice President Morris noted they have been working on job descriptions and soon would begin negotiations. The local plans to meet with Commissioners individually.

## 11. PUBLIC COMMENT - Agenda items only

No comments received.

## 12. OLD BUSINESS

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

Included in meeting packets. Black reported movement on Sharepoint use and the CRR Committee. He added that we are beginning to implement Initiative 4, which includes the health and wellness of our employees.

### B. *Resolution 24-05 Declaring Surplus and Authorizing Transfer*

Masci moved to approve Resolution 24-05 as presented and Davis seconded. Commissioner Matheson of Brinnon Fire, thanked the Board for the vessel and trailer. He noted a boat has been on their list of wants for some time now and they appreciate this opportunity. They will keep the boat's name the same, "The Volunteer" is a fitting name. Motion passed unanimously.

## 13. NEW BUSINESS

### A. *Policy/SOG Updates*

**1. Policy 2001 Nondiscrimination** – this policy was last updated in 2017. Legal counsel provided a fully updated policy. This will be on Vector Solutions for all to review. **MOTION:** Seabrook moved to approve Policy 2001 Nondiscrimination as presented. Masci seconded the motion which passed unanimously. Correlating SOG was given for informational purposes.

**2. Policy 2009 Nepotism** – This is a new policy. Black explained that it doesn't exclude us from hiring related individuals, it sets practices to avoid potential problems. This was created by our legal counsel. **MOTION:** Masci moved to approve Policy 2009 as presented. Seabrook seconded and the motion passed unanimously. Correlating SOG was given for informational purposes.

**3. 4000 Series Operational Policies** – Chief Brummel reviewed and updated policies and SOG's to reflect specifics of our operations and current standards and practices. Policies updated include: 4000 Emergency Incident Operations, 4001 Incident Response, 4002 Community Risk Reduction, 4005 Fire Suppression and 4008 SCBA Program/Respiratory Fit Testing. **MOTION:** Masci moved to approve all presented 4000 Series Policies. Davis seconded the motion which was approved unanimously. Several updated SOG's were provided to the Board for review as well.

***B. Apparatus Maintenance and Repair ILA with NKFR***

Black noted changes to this renewed ILA including: addition of cited forms, clarified billing procedures and removal of generators. NKFR will maintain our fire pumps on the marine units but will not maintain the boats. The mechanics have the required certifications to work on the pumps which is so important. Black added they will participate in our apparatus committee.

***C. Job Description Review***

Black presented two job descriptions. **Executive/District Secretary** – will be for Cray who currently has a job description by memo. Duties will include: records officer, District Secretary to the Board and Executive Assistant to the Fire Chiefs.

**Finance Director** – Black noted that due to becoming a much larger merged agency and with the upcoming retirement of our current Finance Manager, there is a need to update both the title and duties. Many tasks will add redundancy with the Executive Secretary. Both job descriptions still need legal review to cite the correct WAC/RCW.

***D. Finance Manager Contract Extension***

Black reported that he met with Finance Manager Ysseldyke-All and HR Stewart to set a loose plan for replacement of Ysseldyke-All upon her retirement. Black stated her current contract expires at the end of July, he will offer her a contract extension until September 30, 2024. The new Finance Director will hopefully begin in June or July to job shadow and learn prior to her retirement. The board discussed recruitment options. Stewart has requested references from three recruitment agencies. Black noted that recruitment was not in the budget for 2024 and requested authorization of no more than \$25,000.00 for the cost of recruiting. **MOTION:** Masci moved to authorize up to \$25,000.00 for staff to hire a recruiter. Clemens seconded the motion which passed unanimously.

***E. PM School***

We have 3 candidates who have tested and passed all requirements for the PM program. Current OT callbacks for PM are up 25%. We have few PM's due to retirement and promotions and there are two PM's who are eligible to retire now. Black proposed that we send two candidates to the Medic One Program if we can get approval for two slots. The third candidate could attend the Boston Program which is an online hybrid course, where they are able to remain on shift and travel to Boston 2-3 times. They would precept here and get their required hospital time locally. The cost

for the Boston program is less due to less backfill and no housing costs. The 2024 budget includes \$24,000.00 for one student this year. He estimates a cost of \$35,000.00 for two students. The Boston program could be our Plan B should we not get 1 or 2 Medic One slots. He added that the Medic One program is expanding their student count from 24 to 34. The request for slots is April 15<sup>th</sup> and we should know by May.

***F. Community Wildfire Protection Plan (CWPP) Update***

Black gave an overview of the CWPP to the Board which focuses on wildfire threat in our area. The plan was paid for by the County who hired a consultant - SWCA. He likened the CWPP to a strategic plan for wildfire. There are several partners involved including; local tribes, the Navy, other Fire Districts, the City, the County and local groups such as the PLVC.

The CWPP helps us gain access to funding by allowing us to qualify for many grant opportunities once it is ratified. He added the plan is not legislative, it is just a playbook that can be cited.

City Manager John Mauro who was attending via zoom, thanked the Chief for his work and the multi-agency collaboration, he appreciates the patience that has been needed in this process.

The major stakeholders are the signers on the document which include the City, County and EJFR. The document will be open for public comment for one week once it is ready which will require all partners to send out the message.

***G. Commissioner Craig Absence***

**MOTION:** Masci moved to excuse Craig's absence. Seabrook seconded the motion which passed unanimously.

**14. UPCOMING TOPICS/EVENTS –**

**GOOD OF THE ORDER –** Stinson attend a Board of Health meeting which had a review of the CARES program that was excellent. The funding has been great but more is needed, all in attendance agree and they will back any efforts for more funding. Jefferson healthcare forwarded a grant opportunity.

Black noted he and a few other members of the apparatus committee will be travelling to the True North facility to look at some vehicles. The first meeting of the committee is scheduled for 3/6.

**ADJOURNMENT**

Stinson adjourned the meeting at 4:45 pm.

**Jefferson County Fire District 1**

*Deborah Stinson*

Deborah Stinson, Chair

*Dave Seabrook*

Dave Seabrook, Vice Chair

*Geoff Masci*

Geoffrey Masci, Commissioner

Absent

Steve Craig, Commissioner

*Glenn Clemens*

Glenn Clemens, Commissioner

*Ed Davis*

Ed Davis, Commissioner

Gene Carmody, Commissioner

**ATTEST:**

*Tanya Cray*

Tanya Cray, District Secretary

February 20, 2024