



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM MARCH 19, 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, Steve Craig and Ed Davis.

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

1. AGENDA CHANGES – New Business item F Facilities Tech was removed. New Business item H Commissioner Carmody Absence was added.

2. CONSENT AGENDA

Vouchers

1. Approve General Fire expenditure warrants dated February 21, 2024, March 5, 2024 and March 6, 2024 totaling, **\$220,842.27**
2. Approve EMS expenditure warrants dated February 21, 2024, March 5, 2024 and March 6, 2024, totaling **\$20,408.15**
3. Approve payroll expenditure warrants dated February 16, 2024, March 4, 2024 and March 5, 2024 totaling, **\$727,264.19**

Informational:

The transfers from cash to investment for the capital funds last month were modified by the Treasurer. Our transfers included the interest earned for the month of February. The Treasurer automatically transferred the interest (again) from cash to investment resulting in our cash amount going negative. This was corrected and the outcome is that all cash amounts for both funds are in investment.

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

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – None.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – None.

7. STAFF REPORTS

Chief Black

Black noted a chart showing the amount of OT so far this year. He acknowledged the bulk of OT is going to paramedics which is why we would like to send 3 people to medic school.

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Masci suggested a regular article in the PT Leader showing EJFR issues may be beneficial. Black noted this may be a function of the Community Risk Reduction committee

AC Brummel

Brummel reported the AFG Grant has been submitted and he is now working on the SAFER Grant. Robert Wittenberg is working on the FEMA Fire Prevention & Safety Grant.

AC Tracer

Monthly report included in meeting packets. Tracer noted the facilities has had a very busy month. The erosion issue at Station 7 was a topic at the Port Ludlow Drainage District meeting. Our engineer Zenovic reviewed the area and sent a letter with their recommendations for correction. The PLDD is receptive to the recommendations and will be looking at making corrections when the weather dries up.

EJFR and the City are working diligently on the ILA for our services.

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.

9. JeffCom Report – Included in board packet. They are going to bid for new consoles and back up operations is still an issue. They are wrapping up their strategic plan.

10. LOCAL 2032 REPORT – No Report.

11. PUBLIC COMMENT - Agenda items only

No comments received.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Included in meeting packets. Black noted that Initiative 4 is getting a lot of positive momentum. Lt. Gregory is working hard to plan the upcoming Healthforce physicals and FF. Kinney did a great job with the Ready Rebound Vitality planning and scheduling. Nearly all members participated in the vitality screening.

B. CWPP Update

Black stated Jefferson County has paid money to continue this process. Currently they are reviewing the draft evacuation plan and adding comments. The plan will be open for public comment in a couple weeks. There will be a social media blast sent out when it is open for comments. The map while a little smaller is still included in the plan.

C. Finance Director/Executive Assistant Job Descriptions

The Executive Assistant job description is completed and the Finance Director's is still in draft until the Investment officer resolution is voted on later in the meeting. Both job descriptions have been reviewed and vetted by legal and the administrative team. Ysseldyke-All and Cray both feel the job

description outline the actual duties and there is built in redundancy to help with the continuity of operations.

D. Finance Director Recruitment

Just received a draft announcement today. Several staff were interviewed to get a feel for preferred skills etc. Once the recruitment is launched it will run for 4-6 weeks and the goal is to have them start in July. The current focus will be regionally and we have already received some local interest.

E. ALS Deployment Model

Brummel stated the purpose of the change in deployment model is to reduce fatigue and wear/tear on the apparatus. I T will balance ALS responses within the community. All stakeholders are aware of the changes. JeffCom noted the change is small on their end, just some run card changes. Our BC's still have the discretion to augment dispatch as needed. CPR and Stemi have separate tones and will always have 2 paramedics toned. Brummel added that we would like to go live with this immediately. Any outcomes and conclusions will occur during after action assessments. Feedback will be provided after about 3 months.

13. NEW BUSINESS

A. Policy/SOG Updates

None this month.

B. SAO Audit Cycle

Ysseldyke-All stated that the Bond agency had requested annual audits. Typically, we have had 2 year audits with the most recent audit occurring 3 years apart. The Auditor was open to our opinion, and both Ysseldyke-All and Cray feel that 2 year audit cycles work best. We are due for an audit in the fall and Cray is being looped in for that.

C. Lease for Administration Building

Our current lease is up this year. We have received a new lease that includes a monthly increase and also a few items that need to be added. Ysseldyke-All will add and send back to the landlord. We did look around for other options that may offer us more room, as we are near capacity now. There is nothing available with that is the size we need or with an equitable price per square foot.

D. Resolution 24-06 Investment Officers

The Board was presented an updated resolution for the District's Investment Officers. **MOTION:** Masci moved to approve Resolution 24-06 as presented. Davis seconded the motion which carried unanimously.

E. Resolution 24-07 Surplus PPE

The Board was presented with a resolution and list of items for surplus. The items were all past their usable life and had no value to the District. **MOTION:** Masci moved to approve Resolution 24-07 Surplus PPE. Craig seconded the motion which passed unanimously.

F. Removed from Agenda

G. Apparatus Committee

The committee has met several times and visited True North to drive and view fire engines. NKFR mechanic Aaron Sutherland has joined the committee meetings as well. We have learned that our

original estimate for purchasing fire engines may be a little low. Staff presented 3 different financing scenarios as well as different options of how to finance these vehicles. Staff recommended the Local Loan program to finance the apparatus, as they had the best interest rates and would cost the District the least over 10 years. Staff also recommended to purchase the staff vehicles outright this year to save interest and keep the original financing amount to allow more money to be put spent on apparatus.

Due to the length of time for apparatus to be ordered and built, the budgeted \$380,000 for financing payments in the 2024 budget would not be spent. These funds would be used to purchase the staff vehicles and begin to purchase equipment to fully outfit the apparatus. **MOTION:** Masci moved to use the Local Loan program and approve adjusted financing scenario #3, purchasing the staff vehicles in 2024 and begin purchasing equipment. Craig seconded the motion which carried unanimously. Black thanked Cray, Fletcher and Ysseldyke-All for the hours that have been put into this project.

H. Excuse Carmody Absence

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

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

We held a PM testing process and had 4 phenomenal candidates. Staff noted the urgency to capitalize on this opportunity. Our PM workforce is working a large amount of overtime and staff strongly encourages the Board to allocate funds to hire them. The Board would like to have a cost benefit analysis and a special meeting next week.

Stinson thanked Friends of EJFR for the offer of paying for meals during department training.

Clemens thanked the crews for the professionalism of our people during recent CPR calls and noted that is why people vote yes when we ask for money.

ADJOURNMENT

Stinson adjourned the meeting at 5:29 pm.

Jefferson County Fire District 1

Deborah Stinson

Deborah Stinson, Chair

Dave Seabrook

Dave Seabrook, Vice Chair

Geoff Masci

Geoffrey Masci, Commissioner

Steve Craig

Steve Craig, Commissioner

Glenn Clemens

Glenn Clemens, Commissioner

Ed Davis

Ed Davis, Commissioner

gene carmody

Gene Carmody, Commissioner

ATTEST:

Tanya Cray

Tanya Cray, District Secretary

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