



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM May 21, 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, Dave Seabrook, Geoff Masci, Glenn Clemens, Gene Carmody and Ed Davis.

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 – None.

2. CONSENT AGENDA

Vouchers

1. Approve General Fire expenditure warrants dated April 9, 2024, April 18, 2024, April 19, 2024, April 24, 2024 and May 3, 2024 totaling **\$415,481.76**
2. Approve EMS expenditure warrants dated April 9, 2024, April 18, 2024, April 19, 2024, April 24, 2024 and May 3, 2024 totaling **\$73,945.38**
3. Approve payroll expenditure warrants dated April 18, 2024, May 2, 2024 and May 3, 2024 totaling **\$739,741.30**
4. Approve transfer from EMS cash to EMS investment April 25, 2024 and May 6, 2024 totaling **\$2,000,000**
5. Approve transfer from General Fire cash to General Fire investment April 25, 2024 and May 6, 2024 totaling **\$4,500,000**
6. Approve Cash transfer from EMS to General Fire Fund May 7, 2024 for a coding correction totaling **\$2,200**

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 – None.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – None.

7. STAFF REPORTS

Chief Black

Black discussed current recruitments, public relations events and the open house ceremony at Station 5 on Marrowstone Island.

May 21, 2024

AC Brummel

Brummel reported that five (5) probationary firefighters successfully completed their probation. We are progressing in our marine ops program thanks to Lt. Dalrymple.

Human Resources – Stewart highlighted the Station 5 Open House and great participation from all to get it ready. Community Risk Manager Robert Wittenberg will take over the PIO/PR Reporting. The survey sent out showed that 83% of the respondents would recommend working at EJFR.

Finance Report – Ysseldyke-All noted that 1st half taxes are coming in and now include the money approved from our levy campaign.

District Secretary – Cray reported that a large amount of records have been destroyed per the State's destruction rules.

MSO – Ridgway informed the Board that 160 adults and 306 high school students had received some form of CPR in the last 60 days. She added that Aaron Wasson, had been hired as the new full time co-responder for the Fire CARES program. We have not received word on the AWC Grant yet that is supposed to begin July 1st.

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 – BC Fletcher gave the Board an update on the status of our apparatus. The SUV for the Fire chief has arrived and is awaiting radios next month. The Facilities Technician van will be purchased tomorrow should the Board pass a resolution later in the meeting. The PIO van is in transit to the dealership from Spain.

We will get the ambulance cost numbers in about a month and the committee has identified needs for a Rescue and is awaiting drawings and estimates. No work has been done on the Brush truck yet.

All chassis are gas which will help keep costs lower while having longer idle times and higher mileage.

Stinson discussed the need for the State to offer more hybrid vehicle options on the state spec list. We attempted to find one for the Fire Chief's vehicle but there were no affordable options. It is possible the demand isn't there. She offered that it may be worth partnering with neighboring agencies to lobby for more options. Seabrook offered that if affordable models become available, they are a good option.

9. JeffCom Report – Report provided in packet.

10. LOCAL 2032 REPORT – Negotiations are going well and the pancake breakfast raised over \$3,000.00.

11. PUBLIC COMMENT - Agenda items only

No comments received.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Our Community Risk Manager (CRM) and CR assistant are involved in negotiating with the City/County for Fire Prevention Services. Our ALS response plan is updated. We will soon hire our Facilities Technician.

Healthforce physicals have been done and staff will be providing a summary for budget preparation. Three new paramedics have been hired.

B. CWPP Update – Comments have now closed and we are awaiting a summary. The County is entering a contract with the group of partners to keep moving forward.

C. Finance Director Recruitment (update)

We received 7 applications, 5 were interviewed by the recruiter and 3 have been selected to be interviewed by the District. One is here tonight for a meet and greet following the meeting.

D. Facilities Tech (update)

We received 27 applications, 11 were interviewed initially, 7 had follow up interviews and 2 were given projects to complete prior to selection. Final selection has not yet occurred.

E. CARES Recruitment (update) – See MSO Report.

F. Lease for Administration Building

Landlord is sending through legal, the early out clause will not be included.

13. NEW BUSINESS

A. Policy/SOG Updates

Policy 2001 Nondiscrimination/Harassment – Stewart reported that we were noticed from the Office for Civil Rights that there is specific language that needs to be included so we would be able to apply for and receive federal grants. **MOTION:** Masci moved to approve the policy as amended. Davis seconded and the motion carried unanimously.

Policy 2020 Paid Family Medical Leave and 2 corresponding SOG's were included for review and will be reviewed at the June meeting.

SOG 4001p Special Operations Deployment was provided for the Boards information.

B. Insurance Policy Renewal

Ysseldyke-All provided a summary of the policy renewal. The term runs from June to June.

C. Resolution 24-09– Sole Source/Special Market Conditions

Battalion Chief Fletcher located a vehicle that fit the needs of the facility technician position. Due to the vehicle being used, in high demand and not available through purchasing cooperatives it was determined that it fit the sole source/special market conditions parameters.

Resolution 24-10 – Declaring Surplus Equipment –Tires

Following NFPA guidelines it was determined that we had 18 tires that needed to be surplused because they were beyond their useful life to the District, but still held value and could be sold.

MOTION: Masci moved to approve both Resolution 24-09 and 24-10. Carmody seconded the motion which passed unanimously.

E. Olympus Beach Tracts

Cray relayed that we have received a request from the Olympus Beach Tracts Water District to use a Wi-Fi extender from Station 7 in order to use an updated well monitoring system. The Board directed staff to discuss the option with IT to see if it is feasible or if a cell phone plan would be a better option.

F. Lobby State: Hybrid Vehicle Options on State Purchasing Program – see apparatus committee report.

H. Fire Engine Purchase

BC Fletcher reported the proposed engines are very close to what we currently have, not a lot of bells and whistles. This will keep training times down. Due to a new power plant that is being rolled out, we are not sure which motor we will get. If we get the older version it will save us an estimated \$80,000 for both engines. Proposed costs include the new engine. We don't know at this time which will be included. Current proposal is \$2,330,706.33 which is \$45,706.00 over budget. Fletcher reviewed a few other options for potential cost savings.

We are under a time crunch to maintain our place in line and the estimated build time is 825 days. Each day we delay signing, we could miss the opportunity to build with the older power plant. He added that standard practice is to provide a contingency budget of 5-10% of the cost for unforeseen expenses.

MOTION: Masci moved to authorize the Fire Chief to enter into a purchase agreement not to exceed \$2,430,707.00 which includes \$100,000.00 as a contingency budget. Clemens seconded the motion which passed unanimously.

Executive Session – Stinson called an executive session pursuant to RCW 42.30.140 (b) relating to collective bargaining issues and negotiations. The session will last 15 minutes until 4:54pm.

Stinson called the meeting back to order at 4:54 stating no decision were made.

14. UPCOMING TOPICS/EVENTS –

June 14th will be the Retirement ceremony for Tracer, Schuman and Kosiuga.

GOOD OF THE ORDER –

Black recognized Dr. Moore for his work on the solar project for Station 5. The relationship between the Marrowstone Island Community and EJFR is a model for public/private partnerships. Brummel gave kudos to Lt. Dalrymple for the marine program enhancements and the upcoming training putting us on an upward path. He added the great partners we have had at the Port of Port Townsend as well.

Clemens congratulated the 5 firefighters who recently passed probation.

ADJOURNMENT

Stinson adjourned the meeting at 5:01 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

Gene Carmody, Commissioner

ATTEST:

Tanya Cray

Tanya Cray, District Secretary