



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM June 18, 2024**

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 3:03 PM virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Dave Seabrook, Steve Craig, Geoff Masci, Gene Carmody, Glenn Clemens (via zoom) and Ed Davis (via zoom).

Admin Staff: Chief Black, DC Brummel, MSO Ridgway, Community Risk Manager Robert Wittenberg, HR Manager Stewart, Finance Manager Ysseldyke-All and District Secretary Cray.

1. AGENDA CHANGES – None.

2. CONSENT AGENDA

Vouchers

1. Approve General Fire expenditure warrants dated May 16, 2024, May 22, 2024, May 24, 2024, May 29, 2024 and June 6, 2024 totaling **\$923,864.59**
2. Approve EMS expenditure warrants dated May 16, 2024, May 22, 2024, May 29, 2024 and June 6, 2024 totaling **\$27,356.77**
3. Approve payroll expenditure warrants dated May 17, 2024 and June 4, 2024 totaling **\$762,643.94**
4. Approve transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$26,311.25** to US Bank (interest payment)
5. Approve transfer from EMS cash to EMS investment **\$1,000,000.00**
6. Approve transfer from General Fire cash to General Fire investment **\$1,000,000.00**

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 – Three new firefighter paramedics were in attendance and gave short introductions and bio’s about themselves: Chris Rudnick, Ollie Ponte and Derrick Whitson.

7. STAFF REPORTS

Chief Black

Black reported that we had been awarded another grant from the Association of Washington Cities, which will help fund the CARES program for part of 2025, though we will need more funding to cover the program for the full year.

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AC Brummel

Brummel reported on several current and upcoming training classes, Technical Rescue, Rope Rescue, Confined Space and upcoming Boat Training. He added that we will be offsetting some of these costs by allowing outside attendees who would pay a registration fee. So far the classes that have been held have had great participation.

He and several other members attended a DNR training on calling for air assets.

Community Risk Manager – Wittenberg reported he has been focused on onboarding and getting a good transition from AC Tracer. He has been on a few school visits and is currently working on expanding the program.

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 reported that all staff rigs had arrived and we are working on getting them outfitted. The final drawings for the engine are here and we are awaiting the bid spec. This will be a 90 page document that needs to be reviewed with a fine tooth comb very quickly. Black added that Fletcher is doing a great job at holding them to what we want.

9. JeffCom Report – Report provided in packet. There are console changes occurring and now the dispatchers are able to use one mouse to navigate all the screens, as opposed to three. Discussion occurred on the likelihood of higher CFS charges which is expected as many things need to be upgraded.

10. LOCAL 2032 REPORT – Lt. Morris noted that contract negotiations are ongoing.

11. PUBLIC COMMENT - Agenda items only

B. Ayres noted that Station 5's batteries for the solar panels arrived today. The station should be powered by solar by the weekend.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

The facilities technician is scheduled to start on July 1st. He will have some time to get his feet under him before a facilities meeting is held.

The ILA with the City is hopeful to be signed by July 1st. Discussion on small business inspections.

B. CWPP Update – Comments have now closed and we are awaiting a summary. There is a review set for next Thursday.

C. Finance Director Recruitment (update)

An offer was extended and it was declined. There was a candidate who had submitted an application late to the recruiter. They were able to rush the screening and an interview was conducted on

Monday. They are awaiting his project and hoping a decision can be made within the next 24-48 hours.

D. Facilities Tech (update)

We received 23 applications, 11 were interviewed initially, 7 had follow up interviews and 2 had final chief's interviews. Chad Lawson was selected and he will start on July 1st. He will report to BC Clouse as the Facilities manager and to the BC's for daily check-ins.

E. Lease for Administration Building – No update.

F. Olympus Beach Tracts (OBT) Request (update) – Cray reported that OESD had given all the details on what would be needed to connect to the District's Wifi and OBT has opted to go a different route using cell data.

G. ILA with City of PT. – see Old Business item A.

13. NEW BUSINESS

A. Policy/SOG Updates

SOG – Code Blue Communication – was provided for the Board's information.

Policy 2010 Paid Family Medical Leave and 2 corresponding SOG's for time off and modified were discussed by the Board. The term manager was changed to Fire Chief or his designee. Masci moved to approve Policy 2010 as amended. Seabrook seconded the motion which passed unanimously.

B. Resolution 24-11 Surplus District Owned Vehicle – 2000 Ambulance

MOTION: Masci moved to approve Resolution 24-11 as presented. Craig seconded the motion which passed unanimously.

C. Resolution 24-12– Surplus District Owned Equipment – Hoses/Nozzles

MOTION: Masci moved to approve Resolution 24-12 as presented. Seabrook seconded the motion which passed unanimously.

D. Resolution 24-13 – Surplus District Owned Equipment –Generator

MOTION: Craig moved to approve Resolution 24-13 as presented. Masci seconded the motion which passed unanimously.

E. 2023 Annual Report

Stinson stated the report looks great. Stewart noted that we are getting better at collecting the data for this document and still deciding what data to collect. The Board is the 1st to see it and then it is sent out to the community. It was noted that the QR codes are a great addition. They attempted to find a district map with station locations, but none exists at the moment.

F. Resolution 24-14 – Surplus District Owned Equipment – Tires, Wheels and Vehicle Parts

MOTION: Masci moved to approve Resolution 24-14 as presented. Carmody 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 4:36pm.

Stinson called the meeting back to order at 4:36 stating no decision were made.

14. UPCOMING TOPICS/EVENTS –

The retirement ceremony for Tracer, Schumann and Kosiuga was very well attended and put together.

GOOD OF THE ORDER –

Ridgway stated she had received the preliminary Cares data and Jefferson County is #4 in the State for a successful return following cardiac arrest. We currently have a lot of interest in our CPR and CRR programs.

ADJOURNMENT

Stinson adjourned the meeting at 4:45pm.

Jefferson County Fire District 1



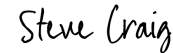
Deborah Stinson, Chair



Dave Seabrook, Vice Chair



Geoffrey Masci, Commissioner



Steve Craig, Commissioner

absent

Glenn Clemens, Commissioner



Ed Davis, Commissioner



Gene Carmody, Commissioner

ATTEST:



Tanya Cray, District Secretary