



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM August 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, Dave Seabrook, Steve Craig, Geoff Masci, Gene Carmody and Ed Davis.

**Admin Staff:** Chief Black, DC Brummel, Community Risk Manager Wittenberg, Finance Manager Ysseldyke-All, Finance Director Lirio, Act BC Grimm, Capt. Bergen, and District Secretary Cray.

**1. AGENDA CHANGES –**

**2. CONSENT AGENDA**

- Approve Minutes from July 16, 2024 Regular Board Meeting
- Approve General Fire expenditure warrants dated July 10, 2024, July 23, 2024 and July 29, 2024 totaling **\$227,517.49**
- Approve EMS expenditure warrants dated July 10, 2024, July 23, 2024 and July 29, 2024 totaling **\$73,787.28**
- Approve payroll expenditure warrants dated July 18, 2024 and August 2, 2024 totaling **\$809,374.88**
- Approve 2nd Quarter Volunteer Stipend warrants dated July 24, 2024 totaling **\$7,669.00**

**MOTION:** Seabrook 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 –** No public in attendance.

**5. PRESENTATIONS –** Chief Black and Robert Ferrel from the Washington State Ratings Bureau (WSRB) gave a brief over view of the rating process. Many insurance companies use this rating system to determine homeowners and business insurance rates. There are many metrics involved in the process, about 50% of these are fire district controlled. Those not controlled by the fire district are the water supply and emergency communications. The new rating for EJFR will go into effect December 1<sup>st</sup>. The district will have 2 protection class ratings: the unincorporated community will be at a 5 and the City of Port Townsend will be at a 4. This difference between the two areas is due to the water supply metrics, it is better within the City. We are 18% away from moving to a 4 district-wide. Once we feel we have made up enough points we can invite them out to re-rate us.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS –**

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## 7. STAFF REPORTS

### Chief Black

Black reported a new look for monthly reports is taking shape showing year-to date- trends. Current wildfire threat is still very high. The team is at a “sprint” with our public engagement.

### Finance

Finance Director Lirio provided his first finance report to the Board. It is a work in progress with visuals and a month in/month out review.

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** – Wittenberg reported social media is helping to communicate fire levels and upcoming events. Added Volunteers Jeff Michelson and John Bethel as new members of the CRR committee.

**E. Apparatus Committee** – 6 members leaving for South Dakota on Monday to attend the pre-construction trip.

**9. JeffCom Report** – Report provided in packet. The county property tax for emergency services that was discussed at the last meeting will not happen, it has already been earmarked for other services in the resolution. The city resolution could be interpreted that the previous city fire department could have received some of the money. No movement on this now.

**10. LOCAL 2032 REPORT** – Union President Caton White highlighted the Ready Rebound process, noting that is sped up the timeline for one of our members to receive needed surgery. As well, it helped a family member receive some care.

**11. PUBLIC COMMENT - Agenda items only** – None.

## 12. OLD BUSINESS

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

Black verbally noted that training, CRR events, smoke alarm installs and partnerships are all key items that had significant movement last month.

**B. Lease for Administration Building** – The lease has been signed.

## 13. NEW BUSINESS

### **A. Policy/SOG Updates –**

**Policy 6012 – Electronic Funds Transfer** – Lirio explained that this policy is for housekeeping purposes, we have no change in our process. **MOTION:** Seabrook moved to approve Policy 6012 as written. Masci seconded the motion which carried unanimously.

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***B. Resolution 24-16 Surplus Equipment***

**MOTION:** Craig moved to approve Resolution 24-16 as presented. Masci seconded the motion which passed unanimously.

***C. Resolution 24-17 Banking Signatures***

**MOTION:** Masci moved to approve Resolution 24-17 as presented. Craig seconded the motion which passed unanimously.

***D. Resolution 24-18 Appointment of Claims Agent***

**MOTION:** Masci moved to approve Resolution 24-18 as presented. Craig seconded the motion which passed unanimously.

***E. RFP for IT Services*** – Black noted that OESD, our current IT provider, notified us several months ago that the State Auditor may not allow them to provide services to non-educational agencies. This triggered us to put out an RFP for IT services to cover our bases should they no longer be able to serve us. The RFP was sent out and OESD was the only respondent we received. Black added that we do have an opportunity to contract with JeffCom for some after-hours emergency response as well as some long range planning of our infrastructure.

***F. Station 5 Engineering Report*** – Station 5 has endured several years of damage and patching and is not safe to use. It is currently closed with no apparatus housed inside. Staff is currently looking at some options to bring it up to code.

***G. Port of Port Townsend Land Use Update*** – Black reported the Port provided a proposed expansion of non-aviation land use that included our property near the airport. He explained that this would allow us more flexibility in the future for how we might use our land. We could have some potential trade value for a community drain field or a possible land swap.

***H. St 7 Generator Update*** – Black reminded the Board that removal of the old unit and install of the new unit were not included in the bid, but they are also not as expensive as originally thought. Pete’s Electric will be doing the electric work at an estimate of \$2500.00.

***I. EJFR Resident Homeowners Insurance Cancellation*** – The Board reviewed a letter sent to one of our citizens cancelling his homeowners insurance due to wildfire risk. Chief Black will work with the citizen to appeal the cancellation.

***Executive Session*** – At 4:44pm Stinson called an executive session pursuant to RCW 42.30.140 (b) relating to collective bargaining issues and negotiations. The session will last 10 minutes until 4:54pm. Black, Brummel, Lirio and Cray remained in session with the Board.

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

**14. UPCOMING TOPICS/EVENTS –**

**GOOD OF THE ORDER –**

Brummel noted that he and several others would be travelling to Camp Parsons to see the incident command post for the active wildland fire in Brinnon.

Station 9 is being cleaned out and many items such as masks and gowns are being redistributed to DEM.

Stinson thanked Black and Wittenberg for their help with the All-County Picnic.

Craig noted the residents of Malamute Lane were very appreciative for Chief Black's presentation. Black stated a final debrief is being put together regarding the internet outage issue that affected the hospital and others.

## ADJOURNMENT

Stinson adjourned the meeting at 5:02pm.

## Jefferson County Fire District 1



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Deborah Stinson, Chair



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Dave Seabrook, Vice Chair



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Geoffrey Masci, Commissioner

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Steve Craig, Commissioner



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Ed Davis, Commissioner



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Gene Carmody, Commissioner

## ATTEST:



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Tanya Cray, District Secretary

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