



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM OCTOBER 15, 2024**

**CALL TO ORDER**

Board Chair Deborah Stinson called the meeting to order at 3:00 PM at St 6 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

**District 1 Commissioners:** Deborah Stinson and Gene Carmody attended in person. Ed Davis, Steve Craig and Geoff Masci attended via zoom. Dave Seabrook was absent.

**Admin Staff:** DC Brummel, HR/Business Manager Stewart, Finance Director Lirio, MSO Ridgway, BC Fletcher and District Secretary Cray attended in person. Chief Black, and Community Risk Manager Wittenberg attended via zoom.

**1. AGENDA CHANGES –**

**2. CONSENT AGENDA**

- Approve Minutes from September 17, 2024 Regular Board Meeting

**VOUCHERS**

1. Approve General Fire expenditure warrants dated September 24, 2024 and September 30, 2024 totaling **\$484,439.48**
2. Approve EMS expenditure warrants dated September 24, 2024, and September 30, 2024 totaling **\$16,628.98**
3. Approve payroll expenditure warrants dated September 18, 2024, October 4, 2024 and October 7, 2024 totaling **\$801,795.16**

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

**5. PRESENTATIONS –** None scheduled.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS –** None.

**7. STAFF REPORTS**

Chief Black

Full report included in meeting materials.

Brummel

Brummel reported that cross staffing will go live for A shift on 10/27 & 10/28. They will review and assess and hopefully introduce a second shift. He will report on this during the November meeting.

### Finance

Finance Director Lirio reported the audit has concluded and was recently published with a clean opinion. We will now move to a yearly audit cycle due to our larger revenue base. CRM Wittenberg wrote a press release to let the public know. Lirio has begun forecasting our finances and all indications show we will have a surplus to begin 2025. The committee is also looking at forecasting to determine when we will need to go for the next levy lid lift.

The budget committee met six times and we are currently looking for scheduling feedback from the Commissioners for the board workshop.

### Community Risk

Wittenberg stated the Fire Fest was a great success and thanked Murray, Stewart, Clouse and everyone else who made the event happen.

## **8. COMMITTEE/WORKGROUP REPORTS**

**A. Budget Committee** – See Finance report.

**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 materials.

**E. Apparatus Committee** – BC Fletcher reported the engines we are getting will now have the motors with a reduced price, saving us a collective \$160,000. The new ambulance will be \$302,000 plus tax and it is a 520-560 day completion date from the day we sign the contract. The brush chassis has been ordered, the box order is moving forward and the hope is to receive it in April/May.

**9. JeffCom Report** – The console upgrade has been completed.

**10. LOCAL 2032 REPORT** – Union President Caton White expressed his appreciation for the district’s negotiation team and stated they have tentatively agreed on the contract. Stinson also thanked union negotiating team of White, Morris and Johnson for their time and effort during this process.

FF/PM Minker gave the Board a brief overview of his experience using Ready Rebound. The process was well beyond his expectations. He had an off duty injury which tore the tendon from his bone. There was no one on the Peninsula who could perform the surgery. He went to Gig harbor and within one day Ready Rebound found a surgeon for him. They checked in with him daily and they are continuing to check in weekly with him. He was thoroughly impressed with the service and highly recommends the district continue contracting with them.

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

## **12. OLD BUSINESS**

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

Black noted the Stewart has been teaching the rest of the administrative staff to use the Teams app. Full implementation tool is in board materials.

**B. St 5 Update**

We are still in the design phase and are awaiting more information.

**C. St 7 Update**

The old generator has been removed and the new one is set. The gas has been plumbed and Facility Tech Lawson is following the required checklist from the vendor before it can be powered up.

**D. Policy/SOG Updates –**

**Policy 6008 – Admin Benefits Policy Proposal** – The Board had time to review the red lined proposal from the September meeting. They discussed each proposed change. Veba would change from \$200 per month to \$250 per month for each administrative employee. Vacation accruals would now be tied to years of service, prior to that, a set amount of 136 annual hours were the standard. The deferred comp match would change from \$5300 annually to \$7500 and was now separate from the CBA language. Administrative employees may receive a retiree medical benefit of a one-time lump sum amount worth 36 months of the employer portion of the employee only medical/dental/vision premium, placed into the retirees HRA/VEBA account. It was noted that this same retiree benefit is written into the CBA and the Chief’s contracts.

Masci stated this proposal was reasonable and is in favor of it. Stinson asked if being a member of LEOFF was a catalyst for receiving this benefit. It was determined that it wasn’t. She also wondered if this benefit might pressure other agencies to offer a similar benefit. Craig noted that this is a small amount of money in the grand scheme and a small pool of employees. This gives them parity to the union which is very important. **MOTION:** Masci moved to approve policy 6008 as presented effective January 1, 2025. Davis seconded the motion which passed unanimously.

**13. NEW BUSINESS**

**A. Resolution 24-20 Ambulance Billing Fees** – Lirio described the process he used to come up with the new suggested rates and stated the change would net the District less than \$50,000 due to Medicare/Medicaid fee schedules. The board discussed the rates and methods used to set the suggested changes. Masci noted he would like to raise the ALS2 rate by \$100.00. **MOTION:** Masci moved to accept Resolution 24-20 as presented. Craig seconded the motion which passed unanimously.

**B. DP – Apparatus Committee Recommendation** – BC Fletcher reviewed recent changes to the apparatus purchasing plan. He explained the need to adjust our initial plan due to higher than anticipated costs. Ambulances are the biggest need currently and he recommended that postpone the purchase of the Rescue and add a re-mount ambulance. This change, along with \$160,000 savings on the motors for the engines will keep us within the previously approved financing amount. Black added his thanks to Fletcher for his work on this plan and his good work. Craig thanked Fletcher and the budget committee, adding that Commissioners shouldn’t be making granular decisions and people like Fletcher are in place to make the recommendations. **MOTION:** Masci moved to approve the apparatus committee recommendation. Carmody seconded the motion which carried unanimously.

**Executive Session** – At 4:12pm Stinson called an executive session pursuant to RCW 42.30.140 (b) relating to collective bargaining issues and negotiations and RCW 42.30.110 (I)(G) to review the

performance of a public employee for 45 minutes. The session will last until 4:57pm. Black, Brummel, Lirio, Stewart and Cray remained in session with the Board.

At 4:23 Stewart exited the session.

At 4:57 the session was extended 5 minutes until 5:02pm.

Stinson called the meeting back to order at 5:02pm stating no decision were made.

**C. HR/Business Manager Contract** – The Board requested the Chief to negotiate the contract with the HR/Business Manager and come back in November. Craig thanked Stewart for her work as a utility player and all she brings to her work. Masci, Carmody and Stinson concurred.

**D. CBA 2025-2027 – MOTION:** Masci moved to approve the CBA as presented. Carmody seconded the motion. There was great appreciation from the Board for both management and the union. Motion passed unanimously.

**E. Fire Chief Evaluation – MOTION:** Craig moved to approve the 3.8% COLA and a 1% merit increase as recommended in executive session. Masci seconded the motion which passed unanimously.

**14. UPCOMING TOPICS/EVENTS** – WFCOA Annual Conference in Spokane coming up

**GOOD OF THE ORDER –**

Cray thanked all who participated the Friends of EJFR Raffle, which raised \$2400.00.

**ADJOURNMENT**

Stinson adjourned the meeting at 5:09pm.

**Jefferson County Fire District 1**

  
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Deborah Stinson, Chair

  
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Geoffrey Masci, Commissioner

  
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Ed Davis, Commissioner

  
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Dave Seabrook, Vice Chair

  
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Steve Craig, Commissioner

  
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Gene Carmody, Commissioner

**ATTEST:**

  
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Tanya Cray, District Secretary