



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM NOVEMBER 19, 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 87867559242.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Gene Carmody, Geoff Masci, Ed Davis, Dave Seabrook and Steve Craig.

Admin Staff: Chief Black, Deputy Chief Brummel, Finance Director Lirio, BC Fletcher, HR/Business Manager Stewart, CRM Wittenberg and District Secretary Cray

1. AGENDA CHANGES – Due to the potential of power outages with incoming storm, Stinson moved New Business Items B and G to immediately follow the consent agenda. OT Presentation removed.

2. CONSENT AGENDA

- Approve Minutes from October 15, 2024 Regular Board Meeting and the November 1, 2024 BOC Budget Workshop.

VOUCHERS

- Approve General Fire expenditure warrants dated October 8, 2024, October 11, 2024, October 22, 2024, November 1, 2024 and November 8, 2024 totaling **\$328,357.58**
- Approve EMS expenditure warrants dated October 8, 2024, November 1, 2024 and November 8, 2024 totaling **\$283,161.99**
- Approve payroll expenditure warrants dated October 18, 2024 and November 4, 2024 totaling **\$774,833.40**
- Approve 3rd Quarter Volunteer Stipend warrants dated October 15, 2024 totaling **\$7,669.75**

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

New Business

B. 2025 Budget Approval

1. Resolution 24-21 2025 Budget Expenditures – **MOTION:** Masci moved to approve Resolution 24-21 as presented. Seabrook seconded the motion, which passed unanimously.

2. Resolution 24-22 2025 Budget Expenditures – **MOTION:** Masci moved to approve Resolution 24-22 as presented. Seabrook seconded the motion, which passed unanimously.

3. Resolution 24-23 2025 Budget Expenditures – **MOTION:** Masci moved to approve Resolution 24-23 as presented. Seabrook seconded the motion, which passed unanimously.

G. Local Program Documentation

1. Resolution 24-24 Authorizing Resolution – **MOTION:** Masci moved to approve Resolution 24-24 as presented. Davis seconded the motion which passed unanimously.

2. Resolution 24-25 Reimbursement Resolution – **MOTION:** Masci moved to approve Resolution 24-25 as presented. Craig seconded the motion which passed unanimously

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3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – No public comments.

5. PRESENTATIONS – None.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Black acknowledged Lt. Dalrymple for his attention to detail regarding an invoice that overcharged the District. He was able to communicate to the vendor and show the discrepancy in a professional manner and it saved the district money. Wittenberg acknowledged the FF's Jeske, G. Williams, P. Williams, and Archuleta for their exceptional performance at Salish Coast Elementary. They gave 70 kindergartners tours of the apparatus with energy and enthusiasm. Following the tours, another older student in a wheelchair arrived to see the apparatus and they gave a 20 minute tour just for him with the same amount of energy and enthusiasm.

7. STAFF REPORTS

Chief Black

Black highlighted Wittenberg's election to the Washington Fire Public Educators Board during the Chelan conference they attended. This board can influence how small entities around the state are able to provide public education as well as spread money to these agencies. Full report provided in packet.

Brummel

Many hours were spent on IT platforms. A brief tutorial will be provided in December for the Vector Check-It platform. Brummel attended and helped to facilitate the PNW Fire Conference which was widely attended. He will be submitting for the AFG Grant and we are going to ask for a Tender, Brush Truck and CARES vehicle. These are listed as high priority for FEMA.

Community Risk

Wittenberg reported that over 250 smoke alarms have been installed in our District due to the great work by Erin Murray and our volunteers. He added that we are still trying to get as many alarms as we can from the Red Cross.

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 – Report provided in packet.

9. JeffCom Report – Currently very close to being fully staffed. They are working well with the cross staffing platform and had a good presence at the Fire Rescue Fest. Black noted he took a tour of the tower sites with Rich DePas.

10. LOCAL 2032 REPORT – No report.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Highlights include: Improved district response plans, the CWPP allows us to apply for regional grants and we have a new contractor for mental health.

B. St 5 Update

BC Clouse and Facility Tech Lawson are working with a contractor. There will be two options that we are hoping to see before the end of the year.

C. St 7 Update

The generator is installed and operational. Lawson is doing a great job.

13. NEW BUSINESS

A. Policy/SOG Updates –

Policy 6006 – Purchasing with correlating SOG– Lirio explained the policy was simply updated to include the new thresholds and limits that went into effect on July 1, 2024. **MOTION:** Masci moved to approve the policy as presented. Craig seconded the motion which passed unanimously.

C. Lt. Promotional Exam Announcement – We are going to establish a current promotional list which we currently don't have. Already there have been several letters of interest received.

D. Firefighter Paramedic Per Diem Announcement – Black described the difficulty we have had to fill OT for our paramedics. We have two candidates attending the Medic One Program, one that will be attending the Boston Program and three that are currently being precepted. These will be helpful in the future but right now we are struggling to fill OT.

The CBA already has per diems included. The District and the Union have to mutually agree on the per diem. This option will be the last resort prior to a mandatory hire. We reached out to Clallam 3 and have received 4 applicants for Per Diem PM's. We also reached out to NKFR and they would prefer an ILA for staffing instead.

Per Diems will not be driving our apparatus, they would be considered an extra firefighter. Our primary need is for their paramedic skills. Dr. Carlbom has suggested offering training on our protocols which are very similar.

E. OCH Grant Announcement –Black happily reported that we received a \$262,500 grant from the Olympic Community of Health. He noted this will be on a cost reimbursement basis. It is flexible and adaptable and will teach us to manage it.

F. Excuse Commissioner Absences from 11/1/24 Workshop – **MOTION:** Masci moved to excuse the absence of Commissioners Craig and Seabrook at the budget workshop on November 1, 2024. Stinson seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

Craig stated the WFCA conference was well attended. He met the new Mason 5 board members. They inherited a District that was shut down and they are attempting to stand it back up. One of the biggest topics of the conference were Tax Increment Financing (TIF) areas that can take a portion of tax dollars meant for local governments. The 2025 legislative priority will be the 1% cap on tax revenue.

Seabrook stated that we have had a significant election and provided some lines from the oath of office the Board takes. He proclaimed that he plans to support the constitution and urged others to pay attention. He intends to speak up in defense of the constitution and will not be silent.

Stinson suggested that we begin to get messaging out to the public in light our need to go out for a levy lid lift I the coming years. Options include using our annual report and/or quarterly newsletters to keep the public informed.

ADJOURNMENT

Stinson adjourned the meeting at 4:02.

Jefferson County Fire District 1



Deborah Stinson, Chair



Geoffrey Masci, Commissioner




Ed Davis, Commissioner

Absent

Dave Seabrook, Vice Chair

Absent

Steve Craig, Commissioner



Gene Carmody, Commissioner

ATTEST:



Tanya Cray, District Secretary