



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM July 16, 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, BC Fletcher, Community Risk Manager Wittenberg, HR Manager Stewart, Finance Manager Ysseldyke-All, Finance Director Lirio, Administrative Assistant Murray, Volunteer Force and District Secretary Cray.

1. AGENDA CHANGES – BVFF added to New Business G.

2. CONSENT AGENDA

- Approve Minutes from June 18, 2024 Regular Board Meeting
- Approve General Fire expenditure warrants dated June 17, 2024, June 25, 2024 and June 28, 2024 totaling **\$474,370.71**
- Approve EMS expenditure warrants dated June 17, 2024, June 25, 2024 and June 28, 2024 totaling **\$9,334.32**
- Approve payroll expenditure warrants dated June 18, 2024 and July 3, 2024 totaling **\$857,517.88**

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. The Board thanked HR Manager Stewart for her work on the annual report.

4. PUBLIC COMMENT – Lisa VanHorn noted she was attending on behalf of The Marrowstone Island Foundation.

5. PRESENTATIONS – Brummel gave a short PowerPoint presentation on state mob’s and how they work. He noted that year to date we have had 13 state mob’s which is slightly above average.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – CRR Manager Wittenberg reported that he, Erin Murray and Mike Force provided fire extinguisher training to the Rose Theater on July 2nd and then next day they had a fire in the popcorn machine. One employee used the extinguisher and put the fire out while other employees evacuated the building. An employee did receive some burned fingers, but all in all it was a huge win. The theater opened the next day for business.

The CRR team and volunteers have installed 170 alarms so far this year with many more to come.

Introduction of New Employees –

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Chad Lawson, Facilities Technician: Attended Chimacum Schools since the age of 6. He was formerly a member of the Carpenters Union, a facilities technician for Chimacum Schools and Jefferson Healthcare. He is getting familiar with our facilities and is happy for this new position, there is plenty to do.

Roy Lirio, Finance Director: Roy moved to the area in 2021 and previously worked for Peninsula College as well as other government and private entities. He described his first week as drinking from a fire hose. He noted that it is an exciting time for the District.

Acknowledgment of FF/EMT Patrick Williams: Brummel touted FF Williams's dedication and time as an instructor for the FF Academy. He moved his work schedule to a 40 hour week for 15 weeks and travelled to the Bremerton facility daily. Many kudos and thanks to FF Williams.

7. STAFF REPORTS

Chief Black

The CWPP is completed but reminded the BOC that it is a living document. The LMC has used it to help earn a grant to clean up some brush undergrowth on Talbot Way. He referenced the Behavioral Health report showing that CARES has the highest number of contacts out of all other agencies they track. Black and Ridgway are still looking for grant opportunities for the CARES program.

AC Brummel

The recent Special Ops training was very well attended. It took months to plan and they were able to train at various locations including the Hood Canal Bridge and Mt. Zion.

Brummel reported on the current total grant requests submitted to FEMA that were well over the amount to be awarded.

Finance

Finance Manager Ysseldyke-All informed the Board that an apartment had been secured for the Medic One students. It is a 2 bedroom, 1 bath within walking distance to the hospital. The monthly rent is \$2600 plus parking.

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 – They met on June 21st, their goal is to get the committee restarted.

E. Apparatus Committee – BC Fletcher reported that we have signed the contract for the 2 fire engines. We did not qualify for the cost savings with the older power plants. Several members of the apparatus committee will travel to the factory in South Dakota in August for a pre con meeting. The new facilities truck has been decaled and the Fire Chief car is scheduled to have the lights installed. The Terrestar will be sold on Friday and will go to Calgary by way of True North. The Suburban will be sold tomorrow along with a lot of wheels and tires.

9. JeffCom Report – Report provided in packet. New call for services fees will be coming soon. They are working on an equitable division of costs. They are currently looking into a county tax that

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should be going to public safety that they are unsure of where it is going.

10. LOCAL 2032 REPORT – none.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Initiative #4 Enhancing our workforce resilience and development, has been a large focus recently with our on-site FF physicals.

B. CWPP Update – The document has been signed but it will remain an ongoing program managed by consultants.

C. Lease for Administration Building – No update.

D. ILA with City of PT – Black reported the City approved the ILA at their last Council meeting. The new ILA specifies the roles and responsibilities of each agency. It also lays out a notification work flow that matches current practice. **MOTION:** Masci moved to approve the ILA as presented. Davis seconded the motion which passed unanimously.

13. NEW BUSINESS

A. Policy/SOG Updates – None this month.

B. Resolution 24-15 Cancellation of Warrants

MOTION: Masci moved to approve Resolution 24-15 as presented. Carmody seconded the motion which passed unanimously.

C. District 1 and 2 ALS ILA - The Board reviewed the year to date summary of calls with District 2. Cray stated she and Chief Black met with Chief McKern and District Secretary Rewitzer to discuss the current status of the ILA. The crews are following the agreement as expected and everyone agreed quarterly reviews would be beneficial moving forward.

D. RFP for IT Services - Black informed the Board that our IT Services provider OESD is being audited and the State Auditor has questioned allowing them to provide services to any entities other than schools. We need to have a back-up plan if they are unable to continue providing these services. We sent out a Request for Proposals (RFP) for these services. The RFP's are due by August 2nd.

E. 2024-2025 CARES Agreement - Black noted the projected cost for the program is \$465,000. We have received some grant money and Black will approach Behavioral Health and others for funding. He hopes to add a training component for others to fill in so that PM Woods can take needed time off. We will try to find money in this year's budget to do some of this training and build some into the 2025 budget as well.

F. Fire Engine Purchase - Black reported the contract to purchase 2 fire engines has been signed. Our legal added some language for our protection. Black commended BC Fletcher for his amazing work on this project

G. BVFF Local Board – Cray stated the local BVFF Board needed to add a Commissioner to fulfill the requirement set by the State Board. Masci volunteered to join.

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 20 minutes until 4:44pm. Black, Brummel, Stewart, Lirio and Cray remained in session with the Board.

Stinson called the meeting back to order at 4:44 stating no decision were made.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –


Craig asked if there were other avenues for investigating the County Tax that Jeff Com is looking into. It is possible to find opportunities elsewhere, but we should wait for the response at the next JeffCom meeting to get details on where it has been going and how much money is generated.

Black noted a memorial for Kay Goodhue, a founding member of the Marrowstone Is. EMS (MEMS) will be held at Soundview Cemetary on Saturday.


ADJOURNMENT

Stinson adjourned the meeting at 4:47pm.

Jefferson County Fire District 1



Deborah Stinson, Chair



Dave Seabrook, Vice Chair



Geoffrey Masci, Commissioner



Steve Craig, Commissioner



Ed Davis, Commissioner



Gene Carmody, Commissioner

ATTEST:



Tanya Cray, District Secretary