



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM September 17, 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, Dave Seabrook, Steve Craig, Gene Carmody and Ed Davis.

**Admin Staff:** Chief Black, DC Brummel, Community Risk Manager Wittenberg, Finance Manager Ysseldyke-All, Finance Director Lirio, MSO Ridgway and District Secretary Cray.

**1. AGENDA CHANGES –**

**2. CONSENT AGENDA**

- Approve Minutes from August 20, 2024 Regular Board Meeting

**VOUCHERS**

1. Approve General Fire expenditure warrants dated August 8, 2024, August 20, 2024, August 22, 2024, and September 5, 2024 totaling **\$294,474.77**
2. Approve EMS expenditure warrants dated August 8, 2024, August 20, 2024, August 22, 2024, and September 5, 2024 totaling **\$82,606.99**
3. Approve payroll expenditure warrants dated August 19, 2024 and September 4, 2024 totaling **\$823,422.08**

**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. The Board discussed the SAO Audit Exit Interview invite and Commissioners Stinson and Davis opted to attend on behalf of the Board.

**4. PUBLIC COMMENT –** No public in attendance.

**5. PRESENTATIONS –** CRM Wittenberg provided a short presentation on an interagency agreement between the Fire District and the Department of Natural Resources (DNR). EJFR will support the DNR Wildfire Ready neighbors Program to residents of our Fire District. This includes home visits and assessments, promotion of the program and training. DNR will provide funds for all aspects the program for the performance period of August 30, 2024 – June 30, 2025.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS –**

**7. STAFF REPORTS**

September 17, 2024

### Chief Black

Black gave a summary of the engine pre-con trip to South Dakota. The specs were reviewed page by page. Key notes: added storage space, hard suction and a “cleaner” cab. The original completion timeline was 825 days, however it could be closer to 600 days. The fire danger level was lowered to moderate.

### Brummel

Brummel and several others were able to visit Camp Parsons in Brinnon to see the incident command post for the ongoing wildland fire they were having.

### Finance

Finance Director Lirio reported the audit was expected to be clean with much thanks to Terri and all employees for following out policies and procedures. He was able visit Systems Design and conduct an audit. He noted the 2025 budget committee continues to meet and they are currently looking at required vs. discretionary requests, adding that the 1% revenue increase does not cover all requested expenses.

With Teresa Ysseldyke-All retiring soon, all accounts and financial transactions will need to be transitioned to Roy Lirio. This includes our Banner Bank credit card account that is in Teresa Ysseldyke-All’s name, it will need to be switched to Roy Lirio, our new Finance Director.

### MSO

MSO Ridgway recently returned from the EMS World Conference with CARES PM Jeff Woods. She noted a focus on mental health for providers as well as a push for EMS to carry blood. There has been an uptick on overdoses in the county, likely due to a bad batch of fentanyl going around.

Our Medic One students have started classes and are working on IV’s, they will start riding on Medic 10 in a couple of weeks. FF G. Williams has been accepted to the Boston PM program in May of 2025. He will take an A&P class prior.

All other reports are included in the meeting packets.

## **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** – Wittenberg reported the Fire Extinguisher Exchange on September 14<sup>th</sup> was a huge success. It was held at Henery’s Building Supply in collaboration with Tarboo Extinguishers. Henery’s sold out of their extinguishers and Tarboo sold 35 of theirs. Both agencies are eager to participate again. Many attendees learned how to use an extinguisher with the EJFR prop.

**E. Apparatus Committee** – The new Brush chassis has been ordered and it is expected to be in service for fire season 2025. This will be the first brand new brush truck the district has ever owned.

**9. JeffCom Report** – They have figured out some of their toning issues and corrected them. They are now able to push out calls faster. The consoles are still being adjusted. Redundancy is still an issue and they are considering options such as Starlink to remedy this.

**10. LOCAL 2032 REPORT – No report.**

**11. PUBLIC COMMENT - Agenda items only –** Lisa Vanhorn noted that she attended the memorial service for Dr. Copass. He made a lasting impression on many people, EJFR included.

**12. OLD BUSINESS**

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

Black stated that Initiative 4 has had a lot of focus recently with Ready Rebound and Healthforce screenings.

**B. St 5 Update**

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

**C. St 7 Update**

An extended slab has been poured for the new generator, they are getting ready to remove and replace the old generator.

**13. NEW BUSINESS**

**A. Policy/SOG Updates –**

**Policy 6008 – Admin Benefits Policy Proposal –** The Board reviewed the proposal to update several administrative benefits. The Board requested a red lined version of the new policy to be able to compare the proposed changes. This will be on next months' agenda.

**B. Resolution 24-19 Surplus PPE – MOTION:** Seabrook moved to approve Resolution 24-19 as presented. Craig seconded the motion which carried unanimously.

**C. Brush Truck Order –** See apparatus committee report. Admin is researching if the LOCAL program can be used for the chassis and box.

**D. Pub Ed Event Tracker –** Wittenberg reviewed the spreadsheet he uses to track all of the public education events. The highly detailed report is a great tool for WSRB to use when reviewing these events when rating the District.

**E. Commissioner Masci Absence –** Seabrook moved to excuse Commissioner Masci for his absence. Craig seconded the motion which passed unanimously.

**Executive Session –** At 4:08pm 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 30 minutes. The session will last until 4:37pm. Black, Brummel, Lirio and Cray remained in session with the Board.

At 4:38 the session was extended 20 minutes until 4:58pm.

At 4:58 the session was extended 10 minutes until 5:08pm. Cray was excused from the session.

At 5:08 the session was extended 10 minutes until 5:18pm.

Stinson called the meeting back to order at 5:18pm stating no decision were made.

**14. UPCOMING TOPICS/EVENTS** – WFCFA Annual Conference in Spokane coming up. Fire Fest and EJFR Badge pinning on October 12th. Black, Wittenberg and Murray are attending the Fire Prevention Conference in Lake Chelan on October 13<sup>th</sup>.

**GOOD OF THE ORDER –**

Brummel thanked everyone for their condolences following his mother’s passing. Her memorial will be on October 12<sup>th</sup> so he will miss Fire Fest and the Badge Pinning.

Stinson pointed out the great press received for the 9/11 ceremonies that took place.

Roy noted that this was Terri’s last board meeting and noted her job well done in the transition process and he had not ever seen a cleaner set of books.

Seabrook announced that he had been appointed the alternate representative for the EMS Council on behalf of the Jefferson County Fire Commissioners and Administrative Personnel Association.

Chief Wayne Kier has announced his retirement of his 45 year career in the fire service effective October 12<sup>th</sup>.

**ADJOURNMENT**

Stinson adjourned the meeting at 5:25pm.

**Jefferson County Fire District 1**



Deborah Stinson, Chair

Absent

Dave Seabrook, Vice Chair



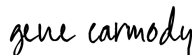
Geoffrey Masci, Commissioner



Steve Craig, Commissioner



Ed Davis, Commissioner



Gene Carmody, Commissioner

**ATTEST:**



Tanya Cray, District Secretary