



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM DECEMBER 20, 2023**

CALL TO ORDER

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

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: David Seabrook, Deborah Stinson, Geoff Masci, Glenn Clemens, Gene Carmody, Deborah Tillman, Steve Craig and Ed Davis.

Admin Staff: Chief Black, AC Tracer, HR Manager Stewart and District Secretary Cray.

1. AGENDA CHANGES

2. CONSENT AGENDA

Commissioner Stinson proposed an addition to the November 15, 2023 Public Hearing Minutes. She would like to add “2024 breaks the trend with a budget that includes adding to capital funds and a potential reserve fund.”

MOTION: Commissioner Craig made a motion to approve the November 15, 2023 Public Hearing Minutes as amended. **Masci** seconded the motion which passed unanimously.

MOTION: Commissioner Masci made a motion to approve the Consent Agenda including:

- Approve General Fire expenditure warrants dated November 7, 2023, November 21, 2023, November 28, 2023, November 30, 2023 and December 8, 2023 totaling **\$224,675.23**
- Approve EMS expenditure warrants dated November 7, 2023, November 21, 2023, November 28, 2023 and November 30, 2023 totaling **\$70,143.89**
- Approve payroll expenditure warrants dated November 2, 2023, November 17, 2023 and December 4, 2023 totaling **\$1,085,598.46**
- Approve transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$28,111.25** interest and **\$300,000.00** principal to US Bank December 1, 2023
- Approve transfer from EMS cash to EMS investment November 2, 2023 **\$500,000** and November 15, 2023 **\$2,000,000**
- Approve transfer from General Fire cash to General Fire investment November 15, 2023 **\$2,500,000**
- Approve Minutes from the November 15, 2023 Regular Meeting.

Commissioner Craig seconded the motion. Motion carried by unanimous vote.

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – City of Port Townsend DCD, Emma Bolin gave a short presentation on her role as the Director of Planning. She highlighted the need to have a safe place to live and a high quality of life. This in part, is supported by our EMS providers. She has been working closely with Chief Black and Chief Tracer to come up with the 1st Amendment to the Annexation Agreement between the City of PT and EJFR. While the annexation is complete, there is a portion of the

December 20, 2023

agreement that is important to continue. Building inspections, code enforcement as well as plan review etc. are still needed. The amendment to the agreement ensures the Fire District is compensated for the time and effort put in. There is a fee schedule currently in place that will work for a 6 month period until a new fee schedule can be worked out by a committee. Both Chief Black and Chief Tracer stated how refreshing it has been to work with DCD Bolin. The Board thanked her for her time.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Kathryn Chapman, the sister of FF Chapman has joined the District as an Administrative Volunteer.

FF Williams and Welander have both completed probation.

The CARES Team received the Future Is Bright Award from the Olympic Community of Health. Retired FF/PM Rolf Schumann was the focus of a PT Leader article noting his 33 years of service and dedication to emergency services in Jefferson County

7. STAFF REPORTS

The Board discussed the growing number of staff reports being turned in. Black added that reports are sent out to the Board a week in advance of the meeting and suggested that if there are any questions, they could be submitted to the report writer ahead of time. This could reduce the number of staff to be required to attend the meeting. There would be a cost savings to this change.

Stinson suggested for months when we don't have an outside presenter, we could have an employee provide a report on their area of focus.

Chief Black

Black noted he met with the MPD and MSO to discuss alternatives to the Medic 1 Program for training paramedics. Our paramedic roster is shrinking and we are only able to send one person to Medic 1 per year, we need to come up with alternative options. He noted there are a couple of programs that have been looked into but more research is necessary. Tacoma Community College and a program in Boston are possibilities. We currently have three people signed up to be part of the paramedic assessment center in January. Full Chiefs report in packet.

AC Brummel

Monthly report included in the meeting packets.

Clemens asked if it would be more beneficial to the District if we hired an outside party to write our grants as it takes a lot of time for the Chief's to put grant applications together. Black agreed, but we need to see if we can afford it.

AC Tracer

Monthly report included in meeting packets.

HR/PES/PIO

Monthly report included in meeting packets

Finance

Monthly report included in the meeting packets.

District Secretary

Monthly report included in the meeting packets.

MSO

Monthly report included in the meeting packets.

BCs

Monthly Reports included in packet. BC MacDonald gave a brief summary of a fire at Jefferson

Healthcare.

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* – Minutes included in meeting packet.

9. *JeffCom Report* – A significant drop in call volume was noticed and is believed to be the result of several factors: the pandemic, the end of Medic 17, merging with PLFR eliminating mutual aid calls, and the impact of CARES.

10. LOCAL 2032 REPORT – No report.

11. PUBLIC COMMENT - Agenda items only

No comments received.

12. OLD BUSINESS

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

Included in meeting packets.

B. *Fire Chief Contract*

Moved to follow executive session after New Business.

C. *Erosion at Station 7*

Tracer gave a brief review of the drainage issue at Station 7. The Port Ludlow Drainage District has been very responsive and had their engineer look at the problem. We are also having our engineer, Zenovic and Associates come to review and provide a summary of findings soon. No damage to District property has been discovered.

13. NEW BUSINESS

A. *Policy/SOG Updates*

District BVFF Policy/SOG – MOTION: Masci moved to approve Policy 1000 Volunteer Participation as presented. Davis seconded the motion which passed unanimously.

B. 2024 WFCR Healthcare Application

Cray noted this is informational only.

C. EJFR/City of PT MOU Extension of Exhibit A – January 1st the City will begin to collect fees for the Fire District duties (plan review, inspections, etc.) per the current fee schedule. A committee will be created to review the fee schedule and come up with any revisions. That new fee schedule will begin effective July 1st.

D. 2024 Meeting Change Request

Seabrook requested to move our monthly meeting time and discuss alternate days or times. He noted his conflict is due to an opportunity to be on a steering committee for the Port. Staff was asked for any input and provided a suggestion of holding meetings during business hours similar to

what the Jefferson County BOCC does. After a lengthy discussion on availability of the meeting room and Commissioners, it was decided that the January meeting would remain as scheduled and a resolution would be brought before the Board to change the remaining meetings in 2024 to 3:00pm on the second Wednesday of each month.

E. 2024 Board Chair/Vice Chair Elections

MOTION: Masci nominated Deborah Stinson for Board Chair. Tillman seconded the nomination which passed unanimously.

MOTION: Masci nominated Dave Seabrook for Vic- Chair. Tillman seconded the nomination which passed unanimously.

F. Drone Funding – Black reported that JCSO is replacing a drone that was shot down. They requested from the Fire District’s to purchase the DSLR Camera for the drone. Black noted that the use of the drone has had a significant effect on our operations. The drone was used for wildland fires, fire investigations and search and rescue. There is no way we could afford to have our own drone. He added that this is not something we have budgeted for and the other Fire District’s may be pitching in. Stinson stated we would need to see where this lands on our priority list as we did not fund many other requests for the 2024 budget. As of now this is only informational, no action is necessary.

G. Surplus of Equipment Marine Vessel/Ambulance (informational)

Black sent letters to our partner agencies regarding the “Volunteer” to see if there was any interest. He asked for all interested parties to submit a letter stating their need, a proposed training plan, proposed maintenance plan and ability to tow the vessel. So far one letter has been received from Brinnon Fire.

Black also stated he is working on a proposal to surplus the Terrastar Ambulance. He will bring a formal proposal to surplus these apparatus in January.

H. Fire Captain MOU, JD, and Eligibility List Informational

Black thanked Local 2032 for the great collaboration on this new position. The Captain rank will fall between the Battalion Chief and Lieutenant. The Captain will be assigned as the Training Captain. Lieutenant Bergen will be promoted to this assignment effective January 1st.

I. Resolution 23-13 Supplemental Budget Amendment

MOTION: Masci moved to approve Resolution 23-13 Supplemental Budget Amendment as presented. Stinson seconded the motion which passed unanimously.

CALL FOR EXECUTIVE SESSION

Seabrook called for an Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. Following a 10 minute recess at 8:00pm the board convened an executive session for 15 minutes, until 8:15pm.

CALL BACK TO ORDER

At 8:15 Seabrook called the meeting back to order stating no decisions had been made and no action was taken.

MOTION: Craig moved to approve the Fire Chief’s contract with amendments. Clemens seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS –
Notable items:

GOOD OF THE ORDER –

Black thanked Tillman for her time on the Board. She had knowledge of details and needs as well as the history of the fire service in the County. He appreciates all her time and energy.

Seabrook noted that Tillman was given an award at the banquet and as he stated then, her appointment to the Board was an easy decision and she was a marvelous addition. Tillman noted that she will be staying active with the Friends of EJFR foundation and you may see her in the spring at the PT Farmers Market getting the word out.

Clemens congratulated all the FF’s who recently passed probation and the newly promoted Training Captain.

Carmody noted how nice the banquet was and it was great to see Pat Bondurant, he had an enjoyable evening.

Craig thanked Seabrook for his leadership over his time as Chair.

ADJOURNMENT

Seabrook adjourned the meeting 8:24 pm.

Jefferson County Fire District 1

Dave Seabrook

David Seabrook, Chairman

Deborah Stinson

Deborah Stinson, Vice Chairman

Geoff Masci

Geoffrey Masci, Commissioner

Steve Craig

Steve Craig, Commissioner

Glenn Clemens

Deborah Tillman, Commissioner

Glenn Clemens, Commissioner

Ed Davis

Ed Davis, Commissioner

gene carmody

Gene Carmody, Commissioner

ATTEST:

Tanya Cray

Tanya Cray, District Secretary