** JEFFERSON COUNTY**

**FIRE PROTECTION DISTRICT NO. 1**

**(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES FROM JULY 24, 2019**

**CALL TO ORDER**

Chairman Rich Stapf, Jr. called the meeting to order at 7:00 PM. Meeting held at Jefferson County Fire Protection District No. 1, Station 1-5, 35 Critter Lane, Port Townsend, Washington.

### COMMISSIONERS, CITY COUNCIL & ADMINISTRATIVE STAFF

**District 1 Commissioners:** Rich Stapf, Jr., David Johnson and David Seabrook

**City Council Liaison:** Deborah Stinson

**Absent:** AC Krysinski

**Admin Staff:** Chief Walkowski, AC Tracer, AC Brummel and District Secretary Ysseldyke-All

**1. AGENDA CHANGES –** Chief Walkowski added an Executive session not to exceed 20 minutes.

**2. CONSENT AGENDA**

**MOTION: Commissioner Johnson** made a motion to approve the Consent Agenda for the June 26, 2019 meeting and all financial information as follows:

* Minutes from the June 26, 2019 Meeting
* General Fire warrants dated June 21, 2019 and July 3, 2019 totaling **$313,719.49**
* EMS expenditure warrants dated June 21, 2019 and July 3, 2019 totaling **$133,857.84**
* Payroll expenditure warrants dated June 19, 2019 and July 3, 2019 totaling **$382,341.18**
* Transfer from Fire Apparatus/Equipment Fund cash to Fire Apparatus/Equipment Fund investment **$40,000.00**
* Transfer from EMS Apparatus Fund cash to EMS Apparatus Fund investment **$595.00**
* Transfer from General Fire cash to General Fire investment **$1,000,000.00**
* Transfer from EMS cash to EMS investment **$760,000.00**
* 2nd Quarter Volunteer Stipend warrants dated July 12, 2019 totaling **$6,592.87**

**Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**3. LIST OF CORRESPONDENCE –** None

**4. PUBLIC COMMENT –** None

**5. PRESENTATIONS –** None

**6. ACKNOWLEDGEMENTS** - None

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* Chief Walkowski spoke about the Blue Card Incident Management System program. All EJFR career personnel have completed 50 hours of incident management training which is Phase-I of the program. In June, 20 personnel from EJFR, PLFR, and Bainbridge Fire participated in Phase II which includes three simulation labs. The additional simulation labs will occur in August and October.
* The Single Role Paramedics have completed their preceptorship and have been approved by the Jefferson County Medical Program Director to function as solo paramedics.
* Jefferson Healthcare approved the Equipment Use Agreement for a shared ventilator with EJFR. Online and practical skill training is scheduled.
* EJFR and the Chimacum School District developed a proposal to seek funding for the acquisition of eight AED’s, storage cabinets, and supporting supplies at a cost of $13,178.00. The proposal was presented to the Jefferson Healthcare Foundation and the Norcliffe Foundation. The request was approved and will be funded in full.
* STEMI information is being shared with Harrison Hospital - Bremerton through a secure portal. The new Cath Lab at Harrison Hospital - Silverdale is almost complete. When Silverdale is functional it will cut the drive time from Port Townsend by 20 minutes.
* K5 News did a week long expose on wildland fire. EJFR was featured for part of the series.
* The medical benefit cost will stay the same for 2020.
* The CPI for 2020 is 2.3%.

**AC Brummel**

Monthly report included in the meeting packets.

* We are preparing for a Rescue Systems 1 (1 week) and the Regional Direct Delivery Fire Academy (13 weeks).
* 5 EJFR personnel have enrolled in the revised Acting Company Officer Development Program and have been issued task books to complete. This should help to mitigate the PIC layer of command.
* The Volunteer/Resident Program Task Book has been revised.
* Working on fabricating one of the conex boxes at STA 1-5 into a Class A burn prop.
* 46% of the calls for June were overlapping.

**AC Tracer**

Monthly report included in the meeting packets.

* There was a clean-up day at STA 1-2.
* Getting bids to reroof STA 1-2 and annex.
* Continuing to look at sharing a position with Districts 2 and 3 for a person skilled in a “wide range of repairs.”

**AC Krysinski**

Monthly report included in the meeting packets.

* Completing the ECC room in the conference room at the admin office.
* Preparing for Jefferson County Fair EJFR booth with Emily Stewart.
* PTPD RAD Training delivery & SOG annual Review.

**PES/PIO**

Monthly report created by Admin Assistant Stewart, included in the meeting packets.

* There has been an uptick in marketing events such as Firewise presentations and car seat checks.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

**A.** ***Annexation Next Steps - Update***

The ballots for whether to increase EJFR Board Members from three to five have been mailed.

**C. *Volunteer Recruitment and Retention - Update***

- A new volunteer orientation will be held August 5th.

- The fall EMT class has moved to January 2020.

- July 12-13 there was a “clean up” work group at STA 1-2 that consisted of six personnel and five Marrowstone Island Community Volunteers.

**D.** ***Single Role Program - Update***

See Chief Walkowski’s report.

**10. NEW BUSINESS**

**A. Resolution 19-09 – Surplus District Owned Equipment**

The surplus list included old, damaged or outdated bunker gear and obsolete or broken office electronics.

**MOTION: Chairman Stapf, Jr.** made a motion to approve Resolution 19-09 – Surplus District Owned Equipment. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**B. 2013 Bond Refinance**

There was a discussion on maturity dates, underwriter choice and whether to realize the savings upfront or over the life of the bond.

**MOTION: Chairman Stapf, Jr.** made a motion to approve the refinance of the 2013 bond if the net present value savings stays at 5% or greater. The Chief shall have the authority to sign the Underwriter’s Agreement. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**C. Station 1-5 Asphalt Driveway Replacement**

A draft of the small works roster request for quotes was reviewed.

**MOTION: Commissioner Seabrook** made a motion to approve the Fire Chief to execute a public works agreement not to exceed $49,500.00 with a successful bidder for the replacement of approximately 7,300 square feet of asphalt driveway and approach apron. **Chairman Stapf, Jr.** seconded the motion. Motion carried by unanimous vote.

**D. Board Secretary and Administrative Assistant Salary Analysis**

Nothing discussed.

**E. Station 1-2/Annex Roof Replacement**

There was a discussion of metal vice composition roof replacement with the weight bearing limitations of the existing rafters.

**MOTION: Chairman Stapf, Jr** made a motion to approve the Fire Chief to execute a public works agreement not to exceed $70,000.00 with a successful bidder for the replacement of station 1-2 and annex roofs. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**Executive Session**

Chairman Stapf Jr. announced the Board will go into executive session for 20 minutes at 8:23 p.m. for an **Executive Session** *in accordance with RCW 42.30.110(g): To evaluate the qualifications of an applicant for public employment or to review the performance of public safety personnel.* Chief Walkowski and City Liaison Deborah Stinson were in attendance. At 20 minutes it was announced that another 5 minutes were required. Chairman Stapf Jr. reconvened the board meeting at 8:48.

*No action was taken.*

**11. UPCOMING EVENTS**

***WFCA 71st Annual Conference*** – The Tulalip Resort in Tulalip, October 24-26

***Legislative Day*** – Tuesday, January 28, 2020

**GOOD OF THE ORDER –**

* Commissioner Seabrook has a seat on the Climate Action Committee
* New Volunteer Shenoa Snyder was introduced to the Board
* Commissioner Johnson spoke about a wildland update

**ADJOURNMENT**

**MOTION: Chairman Stapf, Jr.** made a motion to adjourn the meeting at 8:56 PM. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**City Council Liaison**

Deborah Stinson, City Council Liaison

**Jefferson County Fire District 1**

Rich Stapf, Jr., Chairman David Johnson, Vice Chairman

**ATTEST:**

David Seabrook, Commissioner Teresa Ysseldyke-All, District Secretary