



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM DECEMBER 15, 2021**

**CALL TO ORDER**

Chairman David Johnson called the meeting to order at 7:00 PM. Virtual “GoToMeeting” held on-line: call in number 1 (646) 749-3122, Access code or ID 612-159-397.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

**District 1 Commissioners:** David Johnson, David Seabrook, Steve Craig, Geoffrey Masci and Deborah Stinson

**Absent:**

**Admin Staff:** Chief Black, AC Brummel, Chief Tracer, HR Stewart, MSO Ridgway, District Secretary Ysseldyke-All and BCs Fletcher, Clouse and MacDonald

**1. AGENDA CHANGES** – Terri Ysseldyke-All and Chief Black added several points under 6. Acknowledgements. Chief Black also added an executive session under RCW 42.30.140(4) (b).

**2. CONSENT AGENDA**

**MOTION: Commissioner Masci** made a motion to approve the Consent Agenda and all financial information as follows:

- Minutes from the November 17, 2021 Budget Hearing Meeting.
- Minutes from the November 17, 2021 Regular Meeting.
- General Fire expenditure warrants dated November 19, 2021, November 24, 2021 and December 7, 2021, totaling **\$126,176.73**
- EMS expenditure warrants dated November 19, 2021, November 24, 2021 and December 7, 2021, totaling **\$14,817.46**
- Payroll expenditure warrants dated November 17, 2021 and December 2, 2021, totaling **\$459,693.29**
- Transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$31,402.50** interest and **\$290,000.00** principal to US Bank
- Transfer from EMS cash to EMS investment **\$1,000,000.00**
- Transfer from General Fire cash to General Fire investment **\$1,000,000.00**

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

**3. LIST OF CORRESPONDENCE** – in Board packet.

**4. PUBLIC COMMENT** – None.

**5. PRESENTATIONS** – None.

**6. ACKNOWLEDGEMENTS** –

- Commissioners Craig and Stinson took their oaths of office on December 6, 2021 at the Admin office in front of Chief Black and District Secretary/Notary Ysseldyke-All. Chief Black congratulated the new Commissioners and thanked them for taking time out of their busy days to help serve the community through East Jefferson Fire Rescue.
- Congratulations to the four new FF/EMTs for finishing initial training. Shifts have been assigned and the new FTEs will be incorporated next week.

December 15, 2021

- Congratulations to the award winners from the December recognition banquet.
  - o Volunteer of the Year: Mike Harte
  - o Resident of the Year: Dan Severin
  - o Career Member of the Year: Tammy Ridgway
  - o Chief's Award: Dr. Carlbom
  - o Mac Marriott Award: Sam Neville
- District Secretary Ysseldyke-All read a tribute and thank you from out-going Commissioner Randels. The letter was a tribute to Chairman Johnson's leadership and a thank you to all EJFR employees for all they do, how they made him feel welcome as a Commissioner and for showing the entire community what a professional and empathetic organization EJFR is.

## **7. STAFF REPORTS**

### **Chief Black**

Monthly report included in the meeting packets.

- Not much has changed in regards to the pandemic. The stations still remain closed to the public and the Admin office is open by appointment.
- Attended a successful 150<sup>th</sup> celebration meeting. Thanks to BC Clouse for running the meeting.
- Commissioner Seabrook asked about the workload at admin. Since the loss of the part time PIO the workload has increased and with onboarding more FTEs it has gotten difficult to stay ahead of the workload. Chief Black is looking into a part time temporary person to help at admin.
- Contract negotiation meetings with 2032 are on-going.
- Preparing a paramedic candidate test to identify candidates to attend the Medic One program.

### **AC Brummel**

Monthly report included in the meeting packets.

- Thanks to the Volunteer cadre that that drove tenders and air units to the recent fire. Thanks also for the back fill at the stations.
- Working on run card upgrade additions.
- Completing a grant with Port Ludlow for radios. This is the second attempt for this grant. EJFR's current radios will be inoperable in 2023. There is a 10% match to split with Port Ludlow. The EJFR share is approximately \$25,000 if the grant is awarded.
- Met with West Sound Academy and Chief Black about the resident fire academy.

### **AC Tracer**

Monthly report included in the meeting packets.

- The ladder truck brakes are being replaced.
- The tender is being re-plumbed and should be available in a month.

### **HR/PES/PIO**

Monthly report included in the meeting packets.

- There was fire extinguisher training at the NW Maritime Center.
- Congratulations to EMT class graduates Lloyd, Williams, Johnson-Cryder, Lemoncelli, Torres and Haynes.
- EJFR is switching the EAP program provider to one that is local.
- Admin evaluations are in progress.

### **Finance**

Monthly report included in the meeting packets.

- Working with a State Auditor on a three year audit.
- Still struggling with a consistent methodology to reconcile with Treasurer's Reports.
- Performed Oaths of Office for Commissioners Stinson and Craig.

December 15, 2021

- The yearly Hospital Transport Financial Summary was presented. Payments, adjustments and payer mix was discussed.

### **MSO**

Monthly report included in the meeting packets.

- EMT class just completed. Out of six of our resident volunteers three have already passed the national registry.
- In the process of recertifying 15 people.

### **BCs**

Monthly reports included in the meeting packets.

BC Fletcher discussed the recent structure fire.

**8. LOCAL 2032 REPORT** – The Union is in contract negotiations.

**9. FIREFIGHTER’S ASSOCIATION REPORT** – Christmas caroling is the 19, 21 and 23 of December.

### **10. OLD BUSINESS**

#### **A. Station 1-2 - (update)**

EJFR is still waiting on site plans for station 12. Once these are received permits can be applied for.

**B. Standards of Cover/Strategic Plan – (update)** A start-up meeting with a committee from EJFR and Citygate occurred. A timeline and next steps were discussed.

**C. PLFR ILA** – PLFR’s Commissioner Rossart said there was a quarterly review between the Boards for the ILA. The agreement has been working out well.

### **11. NEW BUSINESS**

#### **A. EMS Equipment**

The staff recommends participating in the EMS equipment lease. The agreement to lease EMS equipment was discussed. Other Districts using the same financing model and the legality of entering into the contract was also discussed.

**MOTION: Commissioner Stinson** made a motion to authorize the Fire Chief to enter into agreement with Flex Financial, a division of Stryker Sales, LLC, for the equipment and services as stipulated in attachments, once legal counsel completes the procurement compliance process.

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

#### **B. Audit**

**MOTION: Commissioner Seabrook** made a motion to accept an entrance letter from the Auditor instead of an entrance meeting. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

#### **C. ILA for PR/Marketing Services from NKFR**

**MOTION: Commissioner Seabrook** made a motion to proceed with the ILA with North Kitsap for sharing their PIO as written with the date and payment update. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

### ***Executive Session***

Chairman Johnson announced the Board will go into executive session for 20 minutes at 8:20 p.m. for an Executive Session in accordance with RCW 42.30.110 (4) (b): that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress." Chief Black, HR Stewart and District Secretary Ysseldyke-All attended. Chairman Johnson reconvened the board meeting at 8:40.

*Informational only, no action taken.*

**MOTION: Commissioner Stinson** made a motion to have Chief Black negotiate an enhanced level of benefits with Local 2032. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**D. Chairman Johnson's Resignation**

The Board accepted Chairman Johnson's Resignation, effective immediately. Thank you and best wishes were expressed to Chairman Johnson by the well-attended meeting group.

**E. Board of Commissioners Election for Chairman and Vice Chairman**

**MOTION: Commissioner Masci** made a motion to appoint David Seabrook Chairman of the EJFR Board Commissioners. **Commissioner Craig** seconded the motion. Motion carried by unanimous vote.

**MOTION: Commissioner Masci** made a motion to appoint Deborah Stinson as Vice Chair of the EJFR Board of Commissioners. **Commissioner Craig** seconded the motion. Motion carried by unanimous vote.

**12. UPCOMING EVENTS –**

**WFCFA Annual Conference –**

WFCFA Seminar – Clearwater Resort, Saturday, April 30, 2022

WFC – Annual Conference, May 23-25, 2022

WFCFA Seminar – Campbell's Resort, June 4, 2022

WFCFA Annual Conference – The Davenport Grand, Spokane, October 27, 2022

**GOOD OF THE ORDER –**

**ADJOURNMENT**

**MOTION: Commissioner Masci** made a motion to adjourn the meeting at 9:03 PM. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

**Jefferson County Fire District 1**

Resigned

\_\_\_\_\_  
David Johnson, Chairman

\_\_\_\_\_  
David Seabrook, Vice Chairman

\_\_\_\_\_  
Geoffrey Masci, Commissioner

\_\_\_\_\_  
Steve Craig, Commissioner

**ATTEST:**

\_\_\_\_\_  
Deborah Stinson, Commissioner

\_\_\_\_\_  
Teresa Ysseldyke-All, District Secretary