



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM NOVEMBER 16, 2022**

CALL TO ORDER

Chairman David Seabrook called the meeting to order at 7:00 PM. In person and Virtual “GoToMeeting” held on-line: call in number 1 (872) 240-3212, Access code or ID 837-793-773.

Chairman Seabrook gave EJFR’s condolences on the passing of PLFR Commissioner Bob Pontius on November 12. He read a short synopsis of his life and service to the community. Gene Carmody, a PLFR Commissioner commented that Bob’s daughter wanted everyone to know that it was important to her father that people know he voted for the merger with EJFR.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: David Seabrook, Deborah Stinson, Steve Craig and Deborah Tillman

Absent: Geoffrey Masci

Admin Staff: Chief Black, AC Brummel, AC Tracer, HR Stewart, MSO Ridgway, District Secretary Ysseldyke-All and BC Grimm

1. AGENDA CHANGES – Chairman Seabrook added letter “I” to new business: Excuse Commissioner Masci from the November 16, 2022 Board meeting.

2. CONSENT AGENDA

MOTION: Commissioner Stinson made a motion to approve the Consent Agenda, including additional special meeting minutes and all financial information as follows:

- Minutes from the October 19, 2022 Regular Meeting and October 28, 2022 Special Meeting
- General Fire expenditure warrants dated October 18, 2022, October 24, 2022 and November 1, 2022, totaling **\$116,177.43**
- EMS expenditure warrants dated October 18, 2022, October 24, 2022 and November 1, 2022, totaling **\$46,963.34**
- Payroll expenditure warrants dated October 19, 2022 and November 4, 2022, totaling **\$503,885.48**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – None

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – None

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- Chief Black thanked everyone on the finance committee for the 2023 budget.
- He also commented on the hard working Volunteers and Career staff that responded last night to a fire, EMS call and a vehicle rollover at the same time leaving the District at zero personnel to respond in a timely manner to another call.

November 16, 2022

- Chief Black was selected by the Chiefs' Association to be Vice Chair and primary representative to the JeffCom Board.

AC Brummel

Monthly report included in the meeting packets.

- Several long-term projects have come to a close (WSRB rating update, SOC/SP and professional development academy.)
- Assisted Brinnon Fire along with crews from EJFR and PLFR with a significant motor vehicle accident requiring extrication.
- Training continues with 3 personnel, probationary FF's nearing their respective end of probation with the final test and skills evaluation in November.
- "Kitchen Table Leadership on Spotify" Chief Brummel was honored to deliver a leadership podcast "Dynamic Leadership Learning & Leading in Today's Fire Service" at the South King County Fire Training Consortium in Kent, WA. The podcast is available on Spotify, Amazon and iTunes.

AC Tracer

Monthly report included in the meeting packets.

- Attended 15 meetings.
- Issued five Burn permits.
- One fire investigation.
- Dealt with many problems stemming from the power outage.

HR/PES/PIO

Monthly report included in the meeting packets.

- October was a busy month with the 150th celebration.
- Seven public education events.

Finance

Monthly report included in the meeting packets.

- Prepared and facilitated seven budget meetings.

MSO

Monthly report included in the meeting packets.

- Working with EJFR agency partners for CPR outcomes, quality control and great shake out drill.

BCs

Monthly reports included in the meeting packets.

8. LOCAL 2032 REPORT – Lt Caton White said the Union is working with management on coverage & staffing going forward with the merge. Chairman Seabrook thanked the Union members that participated in the budget process.

9. FIREFIGHTER'S ASSOCIATION REPORT – Nothing to report.

10. OLD BUSINESS

A. Station 1-2 - (update)

Chief Black said the final grading is happening onsite today. The installation of curtain drains is complete. An ADA compliant ramp needs to be installed. There is power and water to the structure. The water will be turned on after the meter is installed.

B. PLFR ILA/Possible Merger (Liaison Report) – Commissioner Gene Carmody commented that he is excited going forward and he is ready to overcome any challenges that may arise.

11. NEW BUSINESS

A. 2023 Budget EJFR

MOTION: Commissioner Stinson made a motion to accept the 2023 EJFR and Merged General Fire and EMS Budgets as presented (New Business items A and B.) **Commissioner Tillman** seconded the motion. Motion carried by unanimous vote.

B. 2023 Budget Merged

See motion above.

C. Resolution 22-09 Request for Appropriate Tax Levies and Deposits with Related Budgets

MOTION: Commissioner Craig made a motion to approve a block of New Business items C – E, Resolutions 22-09 thru 22-11. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

D. Resolution 22-10 Property Tax Increase Resolution – EMS Levy

See motion under New Business C above.

E. Resolution 22-11 Property Tax Increase Resolution – General Levy

See motion under New Business C above.

F. Levy Certification

The levy certification was considered and will be signed by Chairman Seabrook.

H. Policy 4010 Post Incident Analysis

Next year there will be many policy updates as EJFR and PLFR merge. Chiefs Black and Brummel spoke about the post incident analysis policy.

MOTION: Chairman Seabrook made a motion to approve Policy 4010 Post Incident Analysis. **Commissioner Craig** seconded the motion. Motion carried by unanimous vote.

I. Excuse Commissioner Masci from the November 16, 2022 Board Meeting

MOTION: Commissioner Stinson made a motion to excuse Commissioner Masci from the November 16, 2022 Board meeting. **Chairman Seabrook** seconded the motion. Motion carried by unanimous vote.

12. UPCOMING EVENTS –

Holiday Award Banquet – Elks Lodge, December 9, 2022 at 6pm

GOOD OF THE ORDER –

- Wildland video information was shared by Chief Black. EJFR received donations to develop wildfire safety videos, such as prepping your home. Volunteer PIO Leah Speser and Videographer with help from Keppie Keplinger created videos that are posted on the EJFR website.
- FF/EMT Morris was recognized for his appearance in the PT Leader.

ADJOURNMENT

MOTION: Chairman Seabrook made a motion to adjourn the meeting at 8:03 PM. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1



David Seabrook, Chairman



Deborah Stinson, Vice Chairman

Not Present 11/16/2022

Geoffrey Masci, Commissioner



Steve Craig, Commissioner

ATTEST:



Deborah Tillman, Commissioner



Teresa Ysseldyke-All, District Secretary