



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM DECEMBER 21, 2022**

CALL TO ORDER

Chairman David Seabrook called the meeting to order at 7:00 PM. Virtual “GoToMeeting” held on-line: call in number 1 (312) 757-3121, Access code or ID 488-523-093.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent:

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

1. AGENDA CHANGES – None

2. CONSENT AGENDA

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

- Minutes from the November 10, 2022 Special Meeting, November 16, 2022 Budget Hearing, November 16, 2022 Regular Meeting and December 13, 2022 Special Meeting
- General Fire expenditure warrants dated November 15, 2022, November 30, 2022 and December 13, 2022, totaling **\$238,914.01**
- EMS expenditure warrants dated November 15, 2022, November 30, 2022 and December 13, 2022, totaling **\$44,714.93**
- Payroll expenditure warrants dated November 18, 2022 and December 2, 2022, totaling **\$511,566.19**
- Approve transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$29,807.50** interest and **\$295,000.00** principal to US Bank
- Approve transfer from EMS cash to EMS investment May 9, 2022 **\$1,500,000**, October 6, 2022 **\$1,400,000** and December 14, 2022 **\$1,000,000**
- Approve transfer from General Fire cash to General Fire investment May 9, 2022 **\$2,000,000**, October 6, 2022 **\$900,000** and December 14, 2022 **\$1,300,000**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – Jim Nuerenberg spoke about his interaction with EJFR personnel and praised their professionalism and care. Sam Neville thanked 2032, Chief Tracer, and EJFR/PLFR personnel for helping with the Magic of Christmas at the fairgrounds.

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – None

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

December 21, 2022

- Tasks associated with the merger such as DOH renewal/update to include PLFR vehicles, PLFR integration of phones, email, personnel etc. and transferring of assets are keeping staff busy.
- The call volume continues to exceed previous numbers.

AC Brummel

Monthly report included in the meeting packets.

- Planning for Port Ludlow 2023 WSRB Evaluation. Although the merge occurs 1/1/23, we are required to provide WSRB a 5-year summary for PLFR. Planning meetings have been scheduled, task assignment are coming and the due date will be March 31, 2023. We do have EJFR's recent ratings evaluation to use as a template. A final ratings will be done for the combined Agency by early April 2023.
- Commissioner Craig congratulated Chief Brummel on his training officer credentials.

AC Tracer

Monthly report included in the meeting packets.

- The 2nd boiler at station 15 is not working.

HR/PES/PIO

Monthly report included in the meeting packets.

Finance

Monthly report included in the meeting packets.

- Financials from ambulance transports for 2022 were shared.

MSO

Monthly report included in the meeting packets.

BCs

Monthly reports included in the meeting packets.

8. LOCAL 2032 REPORT – No report

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

10. OLD BUSINESS

A. Station 1-2 - (update)

Chief Black said the grading is complete. The rain garden is excavated and the gravel driveway is in. There is a punch list to complete. The title still needs to be transferred.

11. NEW BUSINESS

A. EJFR CARES

Chief Black gave a Power Point presentation on EJFR CARES. This is a grant funded program that focuses on the needs of people who have underlying behavioral health and/or medical and/or lifestyle issues (but without a need for police intervention). The objectives are to; (1) improve the standard of care for individuals in behavioral health crisis reducing recidivism, promoting non-hospital alternatives to individuals with behavioral health needs, (2) ensuring overlapping issues are addressed and appropriately referred and (3) prevent crisis by addressing underlying behavioral/medical/social needs that—when unmet—lead to the use of 911 and emergent situations. The CARES unit will be staffed with an EJFR FF/EMT or PM and a CARES Believe in Recovery co-responder. Commissioner Tillman and Chief Black attended a meeting of a group of other entities that have the same program. This group shares ideas and lessons learned to make the program stronger. The CARES vehicle would be in operation four, 10 hour days, Monday through Thursday.

B. Resolution 22-14 Supplemental Funding for the 2022 EMS Budget and Acknowledging 2022 Budget Revenue Adjustments

MOTION: Commissioner Masci made a motion to approve Resolution 22-14 Supplemental Funding for the 2022 EMS Budget and Acknowledging 2022 Budget Revenue Adjustments. **Commissioner Craig** seconded the motion. Motion carried by unanimous vote.

C. Resolution 22-15 Concurrent Resolution Declaring Merger and Transferring Property, Funds, and Interests in Assessment

MOTION: Commissioner Masci made a motion to approve Resolution 22-15 Concurrent Resolution Declaring Merger and Transferring Property, Funds, and Interests in Assessment. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

D. Authorize Chief to hire Tanya Cray as an Administrative Specialist effective January 1, 2023

MOTION: Commissioner Masci made a motion to authorize Chief Black to hire Tanya Cray as an Administrative Specialist effective January 1, 2023. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

E. Resolution 22-16 A Resolution of the Board of Commissioners Expressing Support for Proposition No. 1 and No. 2 in which Voters will be asked to Vote on the Issue of Restoring an EMS Levy and Establishing a Fire Levy

MOTION: Commissioner Craig made a motion to approve Resolution 22-16 a Resolution of the Board of Commissioners Expressing Support for Proposition No. 1 and No. 2 in which Voters will be asked to Vote on the Issue of Restoring an EMS Levy and Establishing a Fire Levy. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

F. Policy 2002 and related SOG's

The policy defines minimum staffing.

MOTION: Commissioner Masci made a motion to approve Policy 2002. **Commissioner Tillman** seconded the motion. Motion carried by unanimous vote.

Executive Session

Chairman Seabrook announced the Board will go into executive session for 30 minutes at 8:15 p.m. for an **Executive Session** in accordance with RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of public safety personnel. Chief Black, HR Stewart, Tanya Cray, Gene Carmody, Glenn Clemens, Ed Davis and District Secretary Ysseldyke-All attended the session. Chairman Seabrook reconvened the board meeting at 8:45. *Informational only, no action taken.*

MOTION: Chairman Seabrook made a motion to include the Chief for the COLA addendum that was instituted for the admin staff contracts. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

12. UPCOMING EVENTS –

2023 Legislature Day – February 17, 2023 at 8:00 am

GOOD OF THE ORDER –

- Commissioner Masci thanked Terri Ysseldyke-All for her time as District Secretary. The sentiment was echoed by other Commissioners.

ADJOURNMENT

MOTION: Commissioner Masci made a motion to adjourn the meeting at 9:00 PM. **Chairman Seabrook** seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1

David Seabrook, Chairman

Deborah Stinson, Vice Chairman

Not Present 1/18/2023
Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Deborah Tillman, Commissioner

Resigned 1/18/2023
Raelene Rossart, Commissioner, District

Gene Carmody, Commissioner

Ed Davis, Commissioner
ATTEST:

Not Present 12/21/2022
Glenn Clemens, Commissioner

Teresa Ysseldyke-All, District Secretary