



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM MARCH 15, 2023**

CALL TO ORDER

Chairman David Seabrook called the meeting to order at 7:00 PM at St 1-1 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 633-609-1782.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Admin Staff: Chief Black, AC Brummel, AC Tracer, MSO Ridgway, BC MacDonald, District Secretary Cray, HR/Business Manager Stewart and Finance Manager Ysseldyke-All.

1. AGENDA CHANGES – None,

2. CONSENT AGENDA

MOTION: Commissioner Masci made a motion to approve the Consent Agenda including Minutes from the January 18, 2023 Regular Meeting and Minutes from the March 7, 2023 Special Board Meeting.

- General Fire expenditure warrants dated January 10, 2023 and January 24, 2023, totaling **\$325,597.27**
- EMS expenditure warrants dated January 10, 2023 and January 24, 2023 totaling **\$304,525.26**
- Payroll expenditure warrants dated January 10, 2023, January 19, 2023 February 2, 2023 and February 3, 2023 totaling **\$718,297.46**

Commissioner Davis 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

The second day of Firefighter testing wrapped up today and there is one Paramedic who has accepted a job offer and is in the on-boarding process. Black stated that the CARES Team has more work than there are hours in the day. The program is doing great work. The report in the packet is the same report that goes to the Association of Washington Cities (AWC), the City and the County. County Commissioner Eisenhower did a ride-along with the team and was quite impressed.

AC Brummel

Monthly report included in the meeting packets.

- Notable Grants
 - o AFG Grant was submitted last week and the SAFER grant is nearly ready for submission. The SAFER has no matching funds required and would be a total of

March 15, 2023

\$2.8million over 3 years for 6 Firefighters. When the 3 years is up, we will then pick up the wages and benefits

- CPSE Credential – Brummel has been approved. Black added that this is quite an accomplishment.
- Probationary Firefighter Report – Brummel noted that Chapman and Sviridovich will be taking their final exams this month and Williams is in his 3rd section skills test. He wished them all good luck.

HR/PES/PIO

Stewart noted that one Paramedic is still in the on-boarding process and the Firefighter testing process wrapped up today. She will see how the scores come out then forward a list to Chief for his interviews. Out of 43 applications, 20 completed the full testing. There will be Volunteer testing and on-boarding March 22nd and 29th. She added that an announcement for a promotional exam for Lieutenant went out and thanked everyone who helped with logistics and interviews for all the recent hiring events. There is an upcoming Bike Safety event coming up and she is looking for donations. Black and the Board thanked Stewart for all her hard work.

Finance

Monthly report included in the meeting packets.

- Currently working on the State Auditor annual report.

MSO

Monthly report included in the meeting packets.

BCs

BC Macdonald noted that the PT Paper Mill had their water suppression system burn up in December, but failed to notify the department until January. We were able to come up with an alternative system until it was repaired on February 14th. Full report included in packet.

8. LOCAL 2032 REPORT – Union Vice President Caton White expressed the Union support for the current hiring processes. Many people are working OT to keep from being “mandatorily hired”. This speaks to the need for more people, especially paramedics. Tillman recognized PM White and FF Morris for the leadership training they recently attended in Washington D.C. where they were able to meet President Biden. White added how important it is to sit with legislators and have conversations – this is where change starts.

9. OLD BUSINESS

A. Station 1-2 - (update)

Tracer reported that gutters and flashing have been installed. Electrical work started yesterday and hope to have it wrapped up within the next few weeks. Bud Ayers noted that he has been dogging the manufacturer for reimbursement. He added that the Garden Club wants to do the landscaping and create a water garden. They are looking for additional funding from the state. Jim Nurenberg thanked AC Tracer and Chief Black for their efforts.

B. Fire Chief Job Description (update)

The committee will meet next Thursday and asked Black for any suggestions or specifics he would like to see included. He added that reviewing examples of other chief job descriptions would be helpful.

10. NEW BUSINESS

Black noted that item A. Policy Updates will remain on the agenda for the foreseeable future to address issues that arise or upon recommendations from the State Auditor. Item B. Strategic Plan will also continue to be listed moving forward.

A. Policy Update

Two policies and 3 SOG's were included. It was noted that Commissioners approve policies and the SOG's are informational for the BOC and developed by staff.

Policy 6006 – Purchasing was updated to match current practices. Discussion regarding the Houston Galveston Area Council (HGAC). Related SOG's were presented.

Policy 6010 – Credit Card Use was singled out as its own policy and updated with new limits and authorized users.

Stinson suggested that in the future updated policies or SOG's are to be reviewed, a preamble noting what new changes have been made would be helpful.

MOTION: Masci moved to approve the Policy 6006 and Policy 6010 as presented by staff.

Tillman seconded, motion carried unanimously.

SOG's:

District Assigned Vehicles – Brummel noted that the current PTPD policy was used as a template. Those taking district vehicles home must live within 50 miles of the District and may only use the vehicle for district business.

Smoke Detector Program - Stewart explained that the previous program required the recipient of a smoke detector to provide financial information. This was removed, as well a digital waiver is being produced so it may be signed and added directly to the call in our CFS system.

FIRE CARES - Input was received from the MPD, MSO, BC's and the CARES Team. The current iteration is a resting place for now, additional changes may occur in the future.

B. Strategic Plan

Implementation Tool: Black explained that it is a playbook that will begin to get filled out. The first item is to establish performance goals. They will need to be adopted and reviewed annually. No decisions need to be made today, please review and provide feedback. We will eventually adopt performance goals per section 2.1. **MOTION:** Seabrook moved to direct staff to establish a Policy Statement and Service Delivery Objectives as recommended in the EJFR Strategic Plan and legislated by Title 52.33.030 RCW, to be presented for consideration and potential action at the next regular board meeting. Stinson seconded, motion carried unanimously.

Masci suggested that we not use acronyms and recommended that we pass a resolution to use full names instead of acronyms. Clemens noted that a glossary could help with this issue.

The Consultant used for the Strategic Plan gave guidance on our facilities which included: locations, improvements, etc. Black would like to establish a Facilities workgroup to develop a plan/strategy on our facilities and report back to the Board. Masci and Davis expressed interest in being included. Commissioner Craig had previously stated his willingness to be part of the workgroup as well. The workgroup should also include two members of IAFF 2032 and admin staff to set priorities and establish a facilities plan. **MOTION:** Stinson moved to direct the Fire Chief to begin working on said facility plan process. Masci seconded, motion carried unanimously.

C. Commissioner Districts – Resolution 2023-02

Cray explained that the resolution simply solidifies the information presented at the Special Board meeting held on March 7th, outlining and explaining the newly formed commissioner districts now that PLFR has merged with EJFR. A minimum of one week was required before the Board was able

to vote on the newly adjusted District boundaries to accept any public comments. No comments were received. **MOTION:** Stinson moved to approve Resolution 23-02 Adjusting the Boundaries of East Jefferson Fire Rescue to Address the Merger of Port Ludlow Fire & Rescue into East Jefferson Fire Rescue. Masci seconded, motion carried unanimously.

D. Ambulance Billing Fees Resolution 23-03

The Board discussed the new rates presented in the Resolution. Cray explained the current rates are the lowest in the county and the new rates match what Port Ludlow was previously billing patients. Also, the ALS 2 and Specialty Care Transport rates were bumped up to match what Medicare will pay, so we don't leave money on the table. Masci suggested the rates be raised by \$250 per service than the proposed rates. It was noted that even with the new rates, Systems Design predicts that only \$32,000 in revenue would be earned. The Board opted to table the discussion until next month's meeting in order to review and think on it a little more.

E. Surplus Equipment Resolution 23-04

The Board reviewed a list of equipment consisting of nozzles and hose that were well past their useful life and failed service testing. **MOTION:** Stinson moved to approve Resolution 23-04 Declaring the equipment listed as surplus to the needs of the District and authorizing disposal. Clemens seconded, motion carried unanimously.

F. Quilcene ALS Contract

Black explained that there is a holdover contract from Port Ludlow, regarding the ALS Contract they had with Quilcene Fire. Black stated that he and Chief McKern had a verbal agreement to extend the contract as is until the newly merged Board had time to review and/or re-negotiate it between East Jefferson Fire Rescue and Quilcene Fire. Black noted the Board has 3 options: they can keep it as is, come up with a new contract or cancel it all together. It was noted that the rate of \$30,000 per year has not changed since it was put into effect in 2010. Tillman stated that she was on the Board in Quilcene when this contract was put in place and she hopes it will remain in place until it is resolved. Black suggested scheduling a meeting with Chief McKern to discuss. Tillman, Davis and Clemens all expressed interest in being part of that discussion.

G. Eligibility List

Black stated that we now have a valid eligibility list with one Paramedic. He hopes to have a bigger list that will include Firefighters next month.

11. UPCOMING TOPICS/EVENTS –

Black noted the new item on the Agenda for upcoming topics and events. This will remain moving forward.

Notable items: There are two Lt. vacancies and the exam will be in early May for two qualified candidates. A Firefighter 2 gap class will be available for those who don't yet have it. This will help us in the future for WSRB ratings and Federal Grants. There will be some OT, but it will be cost effective. There is also a Fire Stats Class coming up for 4 of our staff.

12. PUBLIC COMMENT

Bud Ayers asked about the upcoming EOC Drill. Black explained that EJFR are role players and the DEM runs the exercise. It is a closed workshop and the topic will be Tsunami Evacuations. Cray stated that Commissioner are required to submit their F1's by 4/17/23. Clemens added that several of our Firefighters attended the Climb for a Cure Stair climb to help raise money for the Leukemia and Lymphoma Society. Clemens moved to excuse Commissioner Craig from the meeting. Tillman seconded, motion carried unanimously.

GOOD OF THE ORDER –

ADJOURNMENT

Seabrook stating no further business adjourned the meeting at 8:03pm.

Jefferson County Fire District 1

David 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