



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

**BOARD OF COMMISSIONERS MEETING
MINUTES FROM AUGUST 16, 2023**

CALL TO ORDER

Chairman David Seabrook called the meeting to order at 6:00 PM at St 1-1 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

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

Seabrook announced the passing of former Fire Commissioner George Randels and held a moment of silence in his honor.

1. AGENDA CHANGES

2. CONSENT AGENDA

MOTION: Commissioner Masci made a motion to approve the Consent Agenda including:

- Approve General Fire expenditure warrants dated July 17, 2023, July 25, 2023 and August 1, 2023 totaling **\$172,875.59**
- Approve EMS expenditure warrants dated July 17, 2023, July 25, 2023 and August 1, 2023 totaling **\$73,822.81**
- Approve payroll expenditure warrants dated July 19, 2023 and August 3, 2023 totaling **\$735,736.32**
- Approve 2nd Quarter Volunteer Stipend warrants dated July 20, 2023 and July 21, 2023 totaling **\$6,594.41**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – Black highlighted a letter received from an out of state family member of a Cares client. She was very thankful for the program and it has helped out her family member tremendously.

5. PRESENTATIONS – Andy Stockton from the Red Cross gave a short presentation to the Board. He noted that there are currently 5 people currently active in the Red Cross in Jefferson County. He added that there are ways the fire district can work in unison with them. There is a program called Sound the Alarm which provides and installs smoke alarms. As well as the Disaster Action Team which helps people who have been displaced by fire with immediate assistance. EJFR volunteers can become meaningful volunteers with the Red Cross with minimal training. Mr. Stockton is hopeful we can work together more moving forward. Black concurred and noted that it could be possible to cross train our volunteers with these programs.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS –

August 16, 2023

Fire Prevention Week –Fire Prevention Week is October 9-14. We will be having a badging ceremony that will include more than half of our people after missing several years due to COVID.

7. STAFF REPORTS

Chief Black

Black stated that high fire danger was the message for July. Several Pub Ed events took place as well as meetings with County and City officials.

AC Brummel

Monthly report included in the meeting packets.

- Station re-numbering is now live.
- Brummel gave an abbreviated after action report on the Beaver Valley fire. DNR took over after 2 hours and we will be eligible for some reimbursement for our apparatus that remained on scene.
- The L&I FIIRE grant was awarded for nearly \$15,000.

AC Tracer

Monthly report included in meeting packets.

- Station 5 crew quarters are coming along. Exterior painting has been completed.

HR/PES/PIO

Monthly report included in meeting packets

- Attended several pub-ed events including the Jefferson County Fair, several farmer's markets and a preschool tour. The All County Picnic is coming up next weekend.

Finance

Monthly report included in the meeting packets.

- Budget season has begun.
- Harrison House is on the market, there have been 5 showings and no offers received yet.

MSO

Monthly report included in the meeting packets.

- Care Connect Grant awarded to Jefferson Healthcare. We are involved in providing CPR training to all high school sophomores in the County as part of the grant.

BCs

Monthly Reports included in packet.

8. COMMITTEE/WORKGROUP REPORTS

A. Budget Committee

- 2024 Budget meetings are ongoing.

B. Facilities Committee

- No report.

C. Data Group

-No report.

9. LOCAL 2032 REPORT – No Report.

10. PUBLIC COMMENT - Agenda items only

Jim Nurenberg noted that the Marrowstone Island Foundation has received a \$95,000 grant for the solar project and will be looking to raise the other \$40,000 needed. He thanked everyone for the get well card he received.

Andy Stockton stated he was impressed with the organization.

11. OLD BUSINESS

A. *Strategic Plan – Implementation Tool (updates)*

Updated report not available at meeting time.

B. *Quilcene ALS Contract*

The joint group met and we are awaiting a proposal from Quilcene. Tillman will be attending their next meeting to answer any questions.

C. *Harrison House*

See Finance report.

D. *Deputy Chief*

Seabrook called for an executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) he noted that there were two separate issues for discussion in executive session and both fall under the same category. The executive session will conclude at 7:40pm Black, Brummel, Cray and Stewart remained in session with the Board.

Seabrook called the meeting back to order at 7:40pm and stated no decisions had been made and no action had been taken.

10. NEW BUSINESS

A. *Policy/SOG Updates*

SOG 300A Use of District Properties – Black noted that priorities for district partners had been updated.

Policy 4011 – Firefighter Training – Brummel stated this policy is the framework for training standards. **MOTION:** Masci moved to approve Policy 4011 as presented. Clemens seconded the motion which was passed unanimously.

SOG 4011A – Fire Training Requirements – relating to policy 4011.

Policy 5010 – EMS Training – Brummel stated this policy is the framework for EMS training standards. **MOTION:** Masci moved to approve Policy 5010 as presented. Clemens seconded the motion which was passed unanimously.

B. *FF/PM Eligibility List*

The list was formed following the second assessment in the last 2-3 months. We currently have no vacancies.

C. *Excused Absence for Commissioner Craig*

Seabrook stated Commissioner Craig is currently deployed and was unable to connect to the meeting. **MOTION:** Seabrook moved to excuse Commissioner Craig's absence. Masci seconded the motion which carried unanimously.

11. UPCOMING TOPICS/EVENTS –

Notable items:

- All County Picnic this coming weekend.

GOOD OF THE ORDER –

Stinson thanked everyone for their hard work at the County Fair.

Black reported the Terrestar ambulance is out of service and that former Medic 17 is in its place.

Clemens commended the CARES team for the great job they are doing.

ADJOURNMENT

Seabrook adjourned the meeting 7:54 pm.

Jefferson County Fire District 1



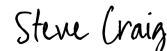
David Seabrook, Chairman



Deborah Stinson, Vice Chairman



Geoffrey Masci, Commissioner



Steve Craig, Commissioner



Deborah Tillman, Commissioner



Glenn Clemens, Commissioner



Ed Davis, Commissioner



Gene Carmody, Commissioner

ATTEST:



Tanya Cray, District Secretary