



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM OCTOBER 18, 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, Steve Craig and Ed Davis.

**Admin Staff:** Chief Black, AC Brummel, BC Clouse, District Secretary Cray and Finance Manager Ysseldyke-All.

**1. AGENDA CHANGES**

**2. CONSENT AGENDA**

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

- Approve General Fire expenditure warrants dated September 12, 2023, September 21, 2023, September 26, 2023 and October 6, 2023 totaling **\$334,595.32**
- Approve EMS expenditure warrants dated September 12, 2023, September 21, 2023, September 26, 2023 and October 6, 2023 totaling **\$380,624.70**
- Approve payroll expenditure warrants dated September 19, 2023 and October 4, 2023 totaling **\$730,136.46**

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

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

**4. PUBLIC COMMENT** – None.

**5. PRESENTATIONS** – Cray gave a short overview of the newly rebranded Friends of EJFR Foundation, formerly known as the Port Ludlow Fire & Rescue Foundation. The group now has a board of five members and the focus of the organization is too support the mission of EJFR. This includes providing funds to the CARES program. Black reviewed the OCH Report that was included in the packet. He noted that the all programs they support are different and allow for participants to set their own destiny, no cookie cutter grants. They also offer a straight forward reporting process that is easy to use.

**6. ACKNOWLEDGEMENTS/ANNOUNCMENTS** – none.

**7. STAFF REPORTS**

**Chief Black**

Black reported the fire threat level is low and burning is allowed. He recently met with the CWPP team. They toured the District, had a workshop and will host follow up meetings this winter. A final product is hopeful by February.

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Black noted that he is now on the Board for ECCHO, which supplies durable medical supplies and provides rides to doctor's appointments.

### **AC Brummel**

Monthly report included in the meeting packets.

- Thanked Lt. Lueders for his work while on light duty. He purchased equipment with the L&I grant and put a lot of work in on the Vector Checkit program.
- Lt. Kauzlarich is working with JeffCom on the Crewforce application and mapping.
- Brummel attended the PNW FF Conference for the last few days. It was hosted by the Fire Nuggets program at the Clearwater Casino.
- The State has gone through 2 NFIRS personnel and currently has no one in place right now. He noted it is very important for us to obtain grant funding with the information that comes from that office.

### **AC Tracer**

Monthly report included in meeting packets.

- Station 5 waiting on the electrical shut-off for appliances for final occupancy.

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

Monthly report included in meeting packets

- Many kudos were given to Emily for her work on the badging ceremony and Fire Fest.

### **Finance**

Monthly report included in the meeting packets.

- The first 6 months of the grant funding for CARES has been received, including the 10% that was withheld.

### **District Secretary**

Monthly report included in the meeting packets.

### **MSO**

Monthly report included in the meeting packets.

### **BCs**

Monthly Reports included in packet.

## **8. COMMITTEE/WORKGROUP REPORTS**

### ***A. Budget Committee***

- See Finance Report

### ***B. Facilities Committee***

- Harrison House has been sold. The final amount deposited into the Fire Capital fund was \$439,400.35.

### ***C. Data Group***

-No report.

## **9. JeffCom Report**

Director Stewart continues to manage the day to day operations and innovate at the same time. They are still shorthanded. He has been asked to make call processing time a statistic on his monthly report.

**10. LOCAL 2032 REPORT** – Lt. Alex Morris has been elected to the VP position.

**11. PUBLIC COMMENT - Agenda items only**

No comments received.

**12. OLD BUSINESS**

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

Black highlighted Initiative 4 – Health and Wellness. He is happy to see this being addressed in the 2024 budget.

**B. Marine ILA between PLFR/NKFR – Boat Purchase Update**

Black reported that NKFR Board approved the proposed \$10,000.00 purchase price of the boat. They will have the documents ready at their next board meeting.

**13. NEW BUSINESS**

**A. Policy/SOG Updates**

**Administrative Benefits Policy 6008**– Black noted that currently all benefits are included within the individual employee contracts. We received a recommendation from our legal counsel to create a policy that covers only the benefits, to allow for changes to be made to the policy and not have to change each employee contract. **MOTION:** Masci moved to approve the Administrative Benefits Policy 6008 as presented. Clemens seconded the motion. It was noted that the Juneteenth holiday is now included for administrative employees. Motion passed unanimously.

**Donation Policy 6011 and Associated SOG's** - Cray presented the policy which outlines how donations are received and states donations may be restricted or unrestricted. As a municipality donations may qualify for federal income tax deductions. Also, as a 501(c) (3) organization, Friends of EJFR is listed in the policy as an option for people to donate to as they support the mission of EJFR. There is a question to legal regarding the addition of the Firefighters Association to the policy as well. **MOTION:** Masci moved to approve Policy 6011 as presented and to add the Firefighters Association per legal consultation. Stinson seconded the motion. Motion carried unanimously. Black thanked Cray for getting the process in line. Motion passed unanimously.

**Technical Rescue SOG** – Brummel stated that we have qualified personnel and equipment for technical rescue focused on urban/industrial environments. We currently have 16 rope technicians and 12 confined space certified. The goal for 2024 is to add 6 people to each.

**B. 2024 New FTE's – Direct Fire Chief to M&C (Fire Capt. & Facilities Maintenance Tech.**

With the budget not yet set, but currently proposing two new FTE's, Black requested the ability to meet and confer with the union on these positions. The goal is to have the positions filled as of January 1, 2024. He requested authorization knowing that it is tentative based on budget approval. Consensus of the board was to allow the Chief to begin to meet and confer with the union.

**C. Annual Report 2022**

The Board reviewed the 2022 Annual Report. Black noted the heavy lifting was done by Stewart and MacDonald, much thanks to them. The board was impressed with the work and gave many positive comments.

### **CALL FOR EXECUTIVE SESSION**

Seabrook called for an Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. At 7:20 the board convened an executive session for 30 minutes, until 7:50pm.

At 7:50 the session was extended until 8:20pm.

At 8:20 the session was extended until 8:30pm.

### **CALL BACK TO ORDER**

At 8:30 Seabrook called the meeting back to order stating no decisions had been made and no action was taken.

**MOTION:** Craig moved to create a committee of 2-3 commissioners to open negotiations with the Fire Chief for potential contract modification. Tillman seconded the motion. The committee will consist of Seabrook and Stinson with the potential to add one more if necessary. Motion passed unanimously.

### **14. UPCOMING TOPICS/EVENTS –**

Notable items:

- WFCA conference coming up at the Tulalip Casino Resort.
- Jefferson County Fire Commissioners and Secretaries Association meeting tomorrow evening.
- The Fire Chiefs have heard a lot of confusion on the burning regulations. They will be presenting a workshop to the Commissioners in the near future.
- Black noted that he would not be in attendance at next month's board meeting/public hearing. DC Brummel will be pinch hitting.

### **GOOD OF THE ORDER –**

None.

### **ADJOURNMENT**

Seabrook adjourned the meeting 8:35 pm.

**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

*Deborah Tillman*

Deborah Tillman, Commissioner

*Glenn Clemens*

Glenn Clemens, Commissioner

*Ed Davis*

Ed Davis, Commissioner

*Gene Carmody*

Gene Carmody, Commissioner

**ATTEST:**

*Tanya Cray*

Tanya Cray, District Secretary

October 18, 2023



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

**BOARD OF COMMISSIONERS  
SPECIAL MEETING MINUTES FROM OCTOBER 24, 2022**

**CALL TO ORDER**

Chairman Seabrook called the meeting to order at 2:00 PM. In Person & Virtual via “ZOOM”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

**District 1 Commissioners:** David Seabrook, Deborah Stinson, Glenn Clemens, Ed Davis, Deborah Tillman and Steve Craig.

**Absent:** Geoffrey Masci and Gene Carmody

**Admin Staff:** Chief Black, Finance Manager Ysseldyke-All, BC Fletcher and District Secretary Cray

**AGENDA ADDITIONS:**

Black asked to move the resolutions ahead of the budget review.

**NEW BUSINESS**

**A. Fund Re-Naming/Addition of Reserve Fund:** Cray presented Resolution 23-10 Establishing a Reserve Fund. **MOTION:** Stinson moved to approve Resolution 23-10 Establishing a Reserve Fund as presented. Craig seconded the motion which carried unanimously.

Cray presented Resolution 23-11 Renaming the Building/Apparatus Fund and the EMS Apparatus Fund. **MOTION:** Craig moved to approve Resolution 23-11 as presented. Stinson seconded the motion which passed unanimously.

**B. 2024 Budget Workshop:** The Board reviewed the proposed 2024 revenues and expenditures. Black explained the budget process that was utilized. The committee met several times to review program proposals and had several rounds of cuts to those requests to end up where we are now. Cray explained the funding timeline for the LOCAL lease program, for the purchase of much needed apparatus. It was noted that training has been reinvigorated after a few years of lacking the funds to do very much training.

The board discussed raising the wages for the Administrative Assistants to keep up with market standards as well as the Ready Rebound Program, which focuses on return to work and injury prevention. Both items were added to the budget.

The potential class action lawsuit regarding Nomex fabric may require a large purchase in 2024, the board opted to wait and see what happens with that and will do a budget amendment if necessary, it was not added to the budget.

Black noted that there are still three months in 2024 that we have not yet received funding for the CARES program. We may need to pay cover those costs.

**C. Public Comment** – None

**GOOD OF THE ORDER** – None.

**ADJOURNMENT**

**Commissioner Seabrook** adjourned the meeting at 3:17pm.

October 24, 2023

**Jefferson County Fire District 1**

*David Seabrook*

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David Seabrook, Chairman

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Not Present

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Geoffrey Masci, Commissioner

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Not Present

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Gene Carmody, Commissioner

*[Signature]*

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Deborah Tillman, Commissioner

*Deborah Stinson*

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Deborah Stinson, Vice Chairman

*Steve Craig*

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Steve Craig, Commissioner

*Ed Davis*

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Ed Davis, Commissioner

*Glenn Clemens*

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Glenn Clemens, Commissioner

**ATTEST:**

*Tanya Cray*

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Tanya Cray, District Secretary