



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM JANUARY 16, 2020**

CALL TO ORDER

Chairman Rich Stapf, Jr. called the meeting to order at 7:00 PM. Meeting held at Jefferson County Fire Protection District No. 1, Station 1-5, 35 Critter Lane, Port Townsend, Washington.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Rich Stapf, Jr., David Johnson and David Seabrook

Absent: AC Krysinski

Admin Staff: Chief Walkowski, AC Brummel, AC Tracer, HR Manager Stewart and District Secretary Ysseldyke-All

1. AGENDA CHANGES – Chief Walkowski took number 10. (B) Marrowstone Island Foundation Grant Agreement off the agenda for this board meeting.

2. CONSENT AGENDA

MOTION: Commissioner Johnson made a motion to approve the Consent Agenda for the December 18, 2019 Regular Meeting and all financial information as follows:

- Minutes from the December 18, 2019 Regular Meeting
- General Fire warrants dated December 9, 2019, December 19, 2019, December 20 and January 2, 2020 totaling **\$415,955.75**
- EMS expenditure warrants dated December 9, 2019, December 19, 2019, December 20 and January 2, 2020 totaling **\$178,099.62**
- Payroll expenditure warrants dated December 11, 2019, December 17, 2019, December 19, 2019 and January 2, 2020 totaling **\$544,006.47**
- Transfer from Fire Building/Apparatus Fund to General Fire Fund **\$260,355.00**

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

3. LIST OF CORRESPONDENCE – see folder

4. PUBLIC COMMENT – None

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – None

7. STAFF REPORTS

Chief Walkowski

Chief's report is included in the meeting packets.

- The deadline for Board of Fire Commissioner candidates to submit their applications for Districts #4 and #5 was January 10, 2020, at 4:30 P.M.
- The County Auditor expressed concern with the District's proposed fire commissioner districts. (see Decision Packet 10(A))
- Station 1-2 modular station project wet soils analysis permit was submitted to the Jefferson County Health Department. The analysis will be on-going until March 15, 2020.
- Shoreline has now predicted that the modular unit for station 1-2 will be available to move after the 4th of July.

January 16, 2020

- Commissioner Stapf and Chief Walkowski met with Civil Engineer Sorenson to talk about the placement of utilities for the Station 1-2 Modular Unit.
- The new ESO Solutions records management system “go live” date is February 1, 2020. Technology challenges with CAD put this project behind a month.
- The Station 1-1 audio-visual project should be done by February 1st.
- A conditional offer has been made to an EMT candidate with an anticipated hire date of February 16, 2020.

AC Brummel

Monthly report included in the meeting packets.

- A collaborative implementation of Target Solutions as a training and tracking platform is now in effect.
- Ladder truck training is now in process.
- North Kitsap will run their Volunteer class with EJFR.
- There will be a PXT 201/202 vehicle extrication class March 11-12.
- West Sound Training Academy will be delivering an IFSAC/NFPA 1001 FF1 Academy in March.
- Commissioner Johnson would like to see statistics that compare this year to last year.

AC Tracer

Monthly report included in the meeting packets.

- 42 burn permits were issued in 2019.
- There were 19 fire investigations last year.
- The 2019 Uptown Theater inspection has been completed. There is a follow-up inspection for a City complaint about hanging gutters.
- The Guardian boat had a piston rot out that caused the engine to not be raised.

AC Krzynski

Monthly report included in the meeting packets.

PES/PIO

Monthly report created by HR Manager Stewart, included in the meeting packets.

- Six EJFR students graduated from the Fire Academy.
- A car seat safety/inspection class will be held at Station 1-1 in February.
- In 2019 EJFR on-boarded 22 new Volunteers and/or Residents, 17 remain active, 4 graduated EMT class, 5 graduated Fire Academy and 8 have started the most recent EMT class.

8. FIREFIGHTER’S ASSOCIATION REPORT

9. OLD BUSINESS

A. Annexation Next Steps - Update

Two candidate letters of interest for Commissioner’s seats were turned in by the January 10th deadline. Both applicants are from District 4. Legal Counsel says the options are to go back out and solicit for a District 5 candidate or to have the Commissioner applicants draw lots to see what District they will represent until the next election cycle. District 5 would be designated the shorter election cycle. The Commissioner representing District 5 would not be allowed to run in the next election cycle as they are living in District 4. The current Board of Commissioners decided that the two applicants would satisfy the wishes of the citizens.

MOTION: Commissioner Johnson made a motion to have Commissioner Candidate George Randels represent District 5 (since Randels indicated he would like to serve only as interim, end of term 12/21) and Commissioner Candidate Geoffrey Masci represent District 4 (end of term 12/23). **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

B. Volunteer Recruitment and Retention - Update

See Chief Brummel and PES/PIO reports.

10. NEW BUSINESS

A. Commissioner Districts (update)

On December 30, 2019 EJFR received a notification from the Jefferson County Auditor expressing concern with the District’s proposed fire commissioner districts.

After checking with Legal Counsel about County Auditor concerns it was ultimately recommended to align the Commissioner Districts to the County precincts as closely as possible so as to keep in compliance with State law and the intent of the vote of the Citizens.

The EJFR Commissioners gave the Chief authorization to send official correspondence to the Jefferson County Auditor expressing the District’s intent and authorization to adjust the proposed commissioner districts consistent with existing (established) precincts. Adjustments shall not bring the commissioner districts out of compliance with the approximately equal population requirement.

11. UPCOMING EVENTS

Legislative Day – Olympia, WA - Tuesday, January 28, 2020

Badge Pinning – Station 1-1 at 6:00

Saturday Seminar Series – Spokane, WA - Saturday, February 22, 2020

Suquamish, WA – Saturday, April 4, 2020

(The above Saturday seminars meet the statutory Open Public Records and Open Public Meetings training requirements which are required EVERY 4 YEARS for elected officials.)

Managing Your Risk Exposure to Avoid the Witness Stand – Chelan, WA – Saturday, June 6, 2020

WFCA Self-funded Health Care Program Update – Offered in Suquamish on April 4th and Chelan on June 6th

GOOD OF THE ORDER –

ADJOURNMENT

MOTION: Chairman Stapf, Jr. made a motion to adjourn the meeting at 8:20 PM.

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

Jefferson County Fire District 1

Rich Stapf, Jr., Chairman

David Johnson, Vice Chairman

ATTEST:

David Seabrook, Commissioner

Teresa Ysseldyke-All, District Secretary