



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM MARCH 18, 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 1-1, 9193 Rhody Drive, Chimacum, Washington.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Rich Stapf, Jr., David Johnson, David Seabrook, Geoffrey Masci and George Randels

Absent:

Admin Staff: Chief Walkowski and District Secretary Ysseldyke-All

1. AGENDA CHANGES – Chief Walkowski added New Business C: Station 1-4 Roof Replacement Bid Award and New Business D: Resolution No. 20-06 Declaration of Emergency – COVID-19.

2. CONSENT AGENDA

MOTION: Commissioner Masci made a motion to approve the Consent Agenda for the February 19, 2020, Regular Meeting and all financial information as follows:

- Minutes from the February 19, 2020, Regular Meeting
- General Fire warrants dated February 24, 2020, February 25, 2020 and February 28, 2020, totaling **\$106,212.06**
- EMS expenditure warrants dated February 24, 2020, February 25, 2020 and February 28, 2020, totaling **\$36,794.59**
- Payroll expenditure warrants dated February 19, 2020 and March 5, 2020, totaling **\$380,805.24**

Commissioner Johnson 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.

- Chief Walkowski talked about the significant amount of time that has been dedicated to Local and State response to COVID-19 and EJFR's continuity of operations plan. EJFR's plan and direction as COVID-19 emerges in our district was discussed.
- Current burn rate for PPE is yellow (*Ability to meet needs, but challenged.*)
- Finances are for mission critical purchases only at this time.
- The joint grant application with PLFR for patient stretchers was submitted. If awarded, EJFR is to receive \$434,839.98 with a recipient cost share of \$43,483.98.

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- New apparatus bay doors have been installed at both Station 1-2 and the annex building. Efforts are underway to prepare the necessary applications and permitting documents in anticipation of a successful wet season soils analysis.
- The new ESO records management system is live with favorable reviews.
- Chief elaborated on the COVID-19 mandatory reporting by all agencies, testing and return to work process.

AC Brummel

Monthly report included in the meeting packets.

- The burn box has arrived. Setting up an approach box is the next step.
- The ladder truck has new fabricated aerial pins that will provide better lubrication and reduce wear on the main pins that support aerial connections to the turntable.
- The fire academy has gone virtual for the classroom portion of the training.
- The PXT 201/202 vehicle extrication class was completed March 12. The class was a huge success with 10 of our personnel trained to the NFPA 1670 operations-level standard.

AC Tracer

Monthly report included in the meeting packets.

- Chief Tracer is busy with a contingency for COVID-19 isolation in an EJFR facility.

PES/PIO

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

- March 5th Chimacum Primary had breakfast with firefighters.
- The EMT class is complete except for practicals and National Registry testing which is closed at this time.
- A Child Passenger Safety Technician class was held in February resulting in Jefferson County upping their certified car seat technicians from three to six.

8. FIREFIGHTER'S ASSOCIATION REPORT - None

9. OLD BUSINESS

A. Commissioner Districts - Update

The new proposed Commissioner Districts are back with the consultant to identify any illegalities.

10. NEW BUSINESS

A. Rescind Resolution 20-03 Declaration of Emergency Waiver of Competitive Bidding Requirements

MOTION: Commissioner Masci made a motion to rescind Resolution 20-03 Declaration of Emergency Waiver of Competitive Bidding Requirements. **Chairman Stapf, Jr.** seconded the motion. Motion carried by unanimous vote.

B. Assistant Chief Job Share Concept – Interlocal Agreement

There has been one adhoc meeting to discuss the potential for an interlocal agreement to job share an assistant chief with PLFR.

C. Station 1-4 Roof Replacement Bid Award

MOTION: Commissioner Johnson made a motion to authorize the Fire Chief to award the Station 1-4 roof replacement bid to All Weather Roofing to include executing the contract and enabling documents required to commence the project. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

D. Resolution No. 20-06 Declaration of Emergency – COVID-19

MOTION: Commissioner Masci made a motion to approve Resolution 20-06 Declaration of Emergency – COVID-19. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

Executive Session

Chairman Stapf Jr. announced the Board will go into executive session for 15 minutes at 8:25 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.* At 8:40 Chairman Stapf, Jr. extended the meeting for another 20 minutes. At 9:00 the meeting was extended for another 15 minutes. Chief Walkowski attended. Chairman Stapf Jr. reconvened the board meeting at 9:15.

Informational only, no action taken.

11. UPCOMING EVENTS

Saturday Seminar Series – 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 9:16 PM. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1

Rich Stapf, Jr., Chairman

David Johnson, Vice Chairman

David Seabrook, Commissioner

Geoffrey Masci, Commissioner
ATTEST:

George Randels, Commissioner

Teresa Ysseldyke-All, District Secretary