



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM April 21, 2026**

CALL TO ORDER

Board Chair Deborah Stinson called the special meeting to order at 2:30 PM at St 6 and virtually via Microsoft Teams app.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Geoff Masci, Dave Seabrook, and Jeannie Price. Steve Craig attended virtually.

Admin Staff: Chief Black, Deputy Chief Brummel, Finance Manager Roy Lirio, HR Manager Stewart, CRM Robert Wittenberg and District Secretary Cray.

Guests: The District Labor Lawyer Dave Luxenberg and Local 2032 representatives Caton White and Alex Morris attended virtually.

1. AGENDA CHANGES – Stinson noted some new information was added to items 13B, 14E and Correspondence.

2. EXECUTIVE SESSION – Commissioner Stinson called for a 20-minute Executive Session pursuant to RCW42.30.140(4)(a) relating to grievance proceedings at 2:31pm until 2:51pm. Chief Black, Dist. Sec. Cray, HR Stewart, Luxenberg, White and Morris remained in session with the Board. At 2:41pm Black, White and Morris exited. The executive session was extended at 2:51pm for another 10 minutes. At 3:01pm the executive session was extended for 5 minutes. At 3:06 the executive session ended, and the meeting was called back into open session. Stinson stated no decisions were made and no action was taken.

MOTION: Masci moved to affirm the Chief's discipline. Craig seconded the motion. All in favor: Stinson, Craig, Price and Masci. Opposed: Seabrook, motion carried.

MOTION: Stinson moved to authorize the Chair to provide written notice of the decision to the Union. Price seconded the motion which carried unanimously.

3. CONSENT AGENDA

- Approve Minutes March 17, 2026, Regular Board Meeting.

Vouchers

- Approve General Fire expenditure warrants dated March 10, 2026, March 25, 2026, April 1, 2026, and April 8, 2026, totaling **\$510,529.73**
- Approve EMS expenditure warrants March 10, 2026, March 25, 2026, April 1, 2026, and April 8, 2026, totaling **\$225,515.07**
- Approve payroll expenditure warrants dated March 19, 2026, and April 2, 2026, totaling **\$869,862.18**
- Excuse Commissioner Craig's absence at the March BOC Meeting.

MOTION: Masci moved to approve the consent agenda. Price seconded the motion which carried unanimously.

4. CORRESPONDENCE – Correspondence item in board packet.

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5. PUBLIC COMMENT – None.

6. PRESENTATIONS – None.

7. ANNOUNCEMENTS AND ACKNOWLEDGMENTS

A. EJFR Media Spotlight

B. Other Acknowledgments/Announcements –EJFR’s newest career firefighter Blake Bentzen introduced himself to the Board. He is a former Firefighter in Training (FIT) here at EJFR and was honored to apply and be hired as a career firefighter. The board welcomed and congratulated him.

8. STAFF REPORTS – Chief Black gave kudos to Training Captain Bergen and Deputy Chief Brummel on the best training burn he had been part of. Everything went smoothly, including a kitten rescue. Neighboring agencies appreciated being included. Price commented that she was thanked by a member of Navy Region Northwest, and he stated how grateful they are for the support we give them. Black also discussed the WSRB group he is part of had a final meeting and they are hoping to ratify the changes made at the May Washington Fire Chief’s Conference.

DC Brummel noted the MCI plan has been distributed to the MPD and other districts for review. It is on the agenda for the 5/4/26 Jefferson County Fire Chiefs meeting. There has been no movement on any federal grant funding. Price noted how nice it was to see the interaction between the career and volunteer firefighters at the live burn.

Lirio noted the overtime (OT) issues that the district had seen over the past couple years showed a reduction during the 1st quarter of 2026. Paramedic OT has been reduced due to the addition of two new paramedics coming online mid-2025. Seabrook commented that OT typically goes up in the Summer, Lirio confirmed but noted that even our slowest quarter showed a reduction in OT.

The survey that HR Manager Stewart sent out received 45 responses and it showed certain trends are rising and what the district needs to work on. It was noted that we now have 109 members which include 38 volunteers.

9. COMMITTEE/WORKGROUP REPORTS

A. *Finance/Budget Committee* – No report.

B. *Community Risk Reduction Group* – No report.

C. *Apparatus Committee* – BC Fletcher reported there are 2 tentative dates for visits to the factory 3 weeks apart in early and late June.

D. *Facilities Committee* – No report.

E. *Training Advisory Committee* – No meeting held.

10. COMMISSIONER COMMITTEE REPORTS

A. *JeffCom Report* – They are bringing on a new employee soon which will bring them to 11. The full report is in the packet.

B. *EMS Council* – Seabrook stated he didn’t attend, and Black reported on a collaboration between district 2/4/5 for an ALS plan that is currently conceptual. Clallam county seems to be having some issues getting the clot buster drug, we have been using the exchange program with no issues. There are some dosage changes coming in the near future.

C. *Jefferson County Fire Commissioners and Administrative Professionals Association* – We are hosting the next meeting in June and still working on lining up a venue. The association will be inviting Representative Adam Bernbaum to speak and may also invite the Jefferson County Fire Marshall’s office.

11. Local 2032 REPORT – No report.

12. PUBLIC COMMENT - Agenda items only – None.

13. OLD BUSINESS

A. FOCUS 2026 – Items shown in blue text are new. Black noted the Facilities Advisory Committee has been established.

B. SP Materials Follow-Up and Proposed Timeline– Black gave a short rundown of the workplan and asked the board for questions. He contacted Berk Consulting to get advice and review the scope. Wittenberg is in the process of securing the Risk Assessment to help analyze data. The use of Darkhorse will also be a crucial factor in this project. Preparation will begin in summer of 2026 and implementation is expected by summer of 2027.

C. Station 1 Radio/Cell Tower Update – Black provided an overview of the study done by AT&T. They are in a hurry due to the demolition of the Lincoln Building. They can use the existing mechanical room and he is expecting a request to temporarily mount equipment on the roof of Station 1. The current agreement will need to be updated to a 3-way agreement with EJFR, JeffCom and AT&T as we own the land and electricity and JeffCom owns the tower. The Board should have this agreement to review in May or June.

D. Deputy Fire Chief Recruitment Update – There were 13 candidates of which 6 were brought forward for the recruiter to interview. There will 2-4 moving forward to panel interviews which will be scheduled soon.

14. NEW BUSINESS

A. Policies and SOGs –

Drug Free Workplace SOG 2004a – Black noted the SOG was approved by the union unanimously. This SOG was a 3–4-year project. It is intended to be used as a guide for the BC's. The board thanked all involved in the process.

Finance Related SOP/SOG's Draft – Lirio presented several finance policies and SOG's noting this is only a first look and no motion is requested at this time. All have been reviewed by legal. The board will see them again on next month's agenda.

The new policy for exempt properties was tedious to write and very important. Legal has reviewed and is supportive. Stinson recommended that we provide our process to these properties in order to give them a heads up and to see if they have concerns or ideas.

RECESS: Stinson called for a 10-minute recess at 4:05pm until 4:15pm.

B. PUD Utility Easement at Fire Station 5 (Marrowstone Is.) –

The PUD would like to have a fiber hub on our property. There is an existing concrete slab that we would like to use as an approach for a disaster prep container. The PUD has offered to pour the remainder of the slab for the container to sit on in exchange for an easement for the hub. This will also benefit the residents of Marrowstone Is. as it will bring fiber internet to the island. No action needed.

C. Fleet Replacement Schedule Update and Proposal – Chief Black and BC. Fletcher spoke to the proposal. Noting a gap in our tender fleet after the loss of our 5th tender in 2025. The age of our current tender fleet is near or past their anticipated lifespans. We have an opportunity to expedite

the procurement process by purchasing a stock unit with an anticipated delivery in 2027. It was also noted that we are needing to replace engines soon. The station 5 engine is nearing its time to be replaced. Station 5 is smaller than most other stations so a larger heavier rig will not fit. The proposal would authorize the purchase of a rig that will check the boxes or a tender or an engine and still fit within Station 5. Smaller rigs are also helpful for tight driveways and adds an element of flexibility.

A quote has been received for \$725,000 including tax, deliver, equipment and modifications. The request to the board is to authorize the development of this build spec and drawings from the manufacturer. **MOTION:** Seabrook moved to direct staff to initiate the development of a build spec for a stock engine/tender as described. Masci seconded the motion which passed unanimously.

D. Annual Report Update - Wittenberg reported the annual report is currently about 50% complete. He hopes to have it ready to review at the end of next week and a draft to the Board at their May meeting.

E. Recording of Board Meetings – Cray gave a short presentation on her research and takeaways regarding the recording of board meetings. She noted the District is not legally required to record meetings and they do not replace written minutes. She highlighted pros and cons per her research. Cray stressed the risks of “hot mic” situations. There is currently only one fire district in our region (Jefferson, Kitsap, Clallam Counties) that records meetings. Seabrook also gave a short presentation on why he believes our meetings should be recorded. Noting other agencies in the county that record their meetings and he believes it will help our constituents to be better informed and it will serve as a resource for the Commissioners to review. **MOTION:** Seabrook moved: JCFPD#1 shall record all regular meetings of the BOC and post these to our website as soon as possible after the meeting. Masci seconded the motion, discussion followed.

Craig stated he believes we are extremely open. We meet the intent of the open public meetings act (OPMA). If more people were asking for recordings, then it should be reconsidered. Masci added that he supports the OPMA and this motion. Stinson stated that while she believes the OPMA is important, there is not a huge surge of interest, and she would like more information on what would be needed to support this. **MOTION:** Masci moved to table the discussion. Seabrook seconded the motion which carried unanimously. The discussion would be tabled until further requested.

F. Surplus Horton Ambulance – The board reviewed a proposal by BC Fletcher to surplus the 2019 Horton Ambulance due to ongoing mechanical issues, unreliability, and the fact that it is the only Horton ambulance in the fleet and is configured differently from all others. There is a current emissions problem that will cost \$18,609.05 to repair. **MOTION:** Masci moved to surplus the 2019 Horton Ambulance per staff recommendation. Seabrook seconded the motion which passed unanimously.

G. Resolution 26-06 Surplus of District Property – The board reviewed the resolution. **MOTION:** Masci moved to approve the resolution as presented. Seabrook seconded the motion which carried unanimously.

14. UPCOMING TOPICS/EVENTS – On May 6th there will be a wildfire summit, the consultant from the County Wildfire Prevention Program will attend. The County is planning to reapply for the Community Wildfire Defense Grant.

GOOD OF THE ORDER – Craig virtually attended the Board of County Commissioners (BOCC) meeting on fireworks. He noted there were many people wanting to speak to support the ban of fireworks.

Black noted the BOCC voted to permanently ban fireworks in Jefferson County. This does not become an ordinance until there is a public hearing. It will take affect in one year. They may also look at adjusting the fine structure and the ability to fine the property owner.

Craig reported the Region 9 workshop was well attended and informative. Topics included: Fire station builds, AI, and DarkHorse.

Documents on SharePoint are updated monthly for all to review. Stinson acknowledged the work staff puts in and how responsive they are.

The Pancake Breakfast was wonderful!

ADJOURNMENT

Stinson adjourned the meeting at 5:14pm.

Jefferson County Fire District 1

Deborah Stinson

Deborah Stinson, Chair

Geoff Masci

Geoffrey Masci, Commissioner

Dave Seabrook

Dave Seabrook, Commissioner

Jeannie Price

Jeannie Price, Vice Chair

Steve Craig

Steve Craig, Commissioner

ATTEST:

Tanya Cray

Tanya Cray, District Secretary