



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM October 21, 2025**

**CALL TO ORDER**

Board Chair Deborah Stinson called the meeting to order at 3:00 PM at St 6 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 87867559242.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

**District 1 Commissioners:** Deborah Stinson, Geoff Masci, Ed Davis, Dave Seabrook and Steve Craig.

**Admin Staff:** Chief Black, Deputy Chief Brummel, HR Manager Stewart, MSO Ridgway, CRM Wittenberg, BC Fletcher, Captain Bergen, Admin. Asst. Murray, Finance Manager Roy Lirio and District Secretary Cray.

**1. AGENDA CHANGES – None.**

**2. CONSENT AGENDA**

- Approve Minutes from September 16, 2025, Regular Board Meeting.

**Vouchers**

- Approve General Fire expenditure warrants dated September 12, 2025, September 24, 2025, October 1, 2025, and October 2, 2025, totaling **\$526,127.38**.
- Approve EMS expenditure warrants dated September 12, 2025, September 24, 2025, and October 1, 2025, totaling **\$14,079.68**.
- Approve payroll expenditure warrants dated September 18, 2025, October 2, 2025, totaling **\$850,985.56**.

**MOTION:** Masci moved to approve the consent agenda as presented. Craig seconded the motion which carried unanimously.

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

**4. PUBLIC COMMENT – No public comment given.**

**5. PRESENTATIONS** –Five of our nine new volunteers introduced themselves and gave short bios. Many thanks were given to Volunteer Coordinator Harte and HR Manager Stewart for their onboarding efforts.

Chief Black and Deputy Chief Brummel gave a short presentation on Darkhorse Software and its capabilities. Darkhorse was able to provide needed information quickly while it currently takes months and other agencies to help compile similar data.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – Jefferson Healthcare sent a letter thanking MSO Ridgway for her help with the Jefferson Healthcare workforce grant. This is the 3<sup>rd</sup> year of providing CPR training for local schools. Ridgway noted FF Chapman was a huge help.

This year will be the first year that a Rural Trauma Development Course is held locally. It will be at Station 6 and presented by the Harborview Trauma Program, it is a travelling road show that teaches local EMS responders.

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**7. STAFF REPORTS** – MSO Ridgway reported that Jesse Cordova is doing well at Medic One. She checks in with him weekly.

The Fire Prevention Summit was largely attended, but the Community Wildfire Protection Plan was discussed for about 5 minutes. We did not earn the Wildfire Defense Grant. Erin Murry attended the Youth Firesetting Investigator course. Murray and Wittenberg both attended the Child Passenger Safety Course and the Fire Prevention Institute Conference. Fire Fest was a good success and Wittenberg thanked all who helped.

Repairs to Station 5 are underway.

Finance Director Lirio noted that our ending cash balance many end up in the black instead of the budgeted \$1.1million deficit. He thanked the Budget committee for all their work reviewing the 2026 requests that totaled over \$1 million. Lirio reported that Medicare add-ons have not been extended beyond September 30<sup>th</sup> and we could lose 22.6% of our Medicare fees. To be conservative we have reduced our projected revenues by \$300k.

Complete staff reports are included in the board packet.

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

**A. Budget Committee** – No report, did not meet.

**B. Data Group** - No report, did not meet.

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

**D. Apparatus Committee** – report included in packet.

**E. Facilities Committee** – did not meet.

**9. JeffCom Report** – CAD upgrades are in progress. Starlink has been set up as a fail over. They are phasing out EMS protocols and moving to APCO. They have lost one employee and are now back to hiring. There is a 6% increase in fees for 2026.

**10. LOCAL 2032 REPORT** – None.

**11. PUBLIC COMMENT - Agenda items only** – None.

## **12. OLD BUSINESS**

**A. SP Implementation Tool** – included in packet.

## **13. NEW BUSINESS**

**A. – Resolution 25-11 Surplus of District Property**– MOTION: Masci moved to approve resolution 25-11 as presented. Davis seconded the motion which carried unanimously.

**Executive Session** - The Board went into Executive Session Pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations at 4:00pm for 10 minutes to return at 4:10pm.

The executive session ended at 4:10pm.

**Recess** - Stinson called for a 5-minute recess at 4:10pm

**Call back to Order** – Stinson called the meeting back to order at 4:10pm

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**Executive Session** – The Board went into executive session Pursuant to RCW 42.30.110(l)(g) to review the performance of public employees at 4:21pm for 10 minutes to return at 4:31pm. The executive session ended at 4:31pm with no decisions made and no action taken. The board discussed the range for merit increases for the administrative team based on the comparatio method. **MOTION:** Craig moved to use the comparatio method not to exceed 4%. Masci seconded the motion which passed unanimously. The board noted the process was new and they liked it, they thanked HR Manager Stewart for her work on this.

**Executive Session** – The Board went into executive session Pursuant to RCW 42.30.110(l)(g) to review the performance of a public employee at 4:36pm for 15 minutes to return at 4:51pm. The executive session was extended at 4:51pm for an additional 10 minutes until 5:01pm. The executive session was extended at 5:01pm for an additional 5 minutes until 5:06pm. The meeting reconvened at 5:06pm with no decisions made and no action taken.


**14. UPCOMING TOPICS/EVENTS** – Cray asked the Board to agree on a time for the upcoming Budget Workshop. They decided on October 28<sup>th</sup> at 4:00pm. There will be a Region 9 meeting held at the upcoming WFOA Conference. Stinson asked anyone to send legislative topics to her to relay at the meeting.


**GOOD OF THE ORDER** – Masci reported that he recently became a direct user of our EMS services. He advised all to not hesitate to call 911 if needed. The crews were sterling and did an amazing job, they were a professional and superior team.


## **ADJOURNMENT**


Stinson adjourned the meeting at 5:19pm.


## **Jefferson County Fire District 1**

  
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Deborah Stinson, Chair

  
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Geoffrey Masci, Commissioner

  
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Ed Davis, Commissioner

  
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Dave Seabrook, Vice Chair

  
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Steve Craig, Commissioner

Absent \_\_\_\_\_  
Gene Carmody, Commissioner

## **ATTEST:**

  
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Tanya Cray, District Secretary

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