



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM DECEMBER 17, 2024**

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, Gene Carmody, Geoff Masci, and Ed Davis. Commissioners Dave Seabrook and Steve Craig were absent.

Admin Staff: Chief Black, Deputy Chief Brummel, Finance Director Lirio, BC Clouse, HR/Business Manager Stewart, CRM Wittenberg, MSO Ridgway, and District Secretary Cray

1. AGENDA CHANGES – Move acknowledgements to immediately follow the Consent agenda.

2. CONSENT AGENDA

- Approve Minutes from October 15, 2024 Regular Board Meeting and the November 1, 2024 BOC Budget Workshop.

VOUCHERS

- Approve General Fire expenditure warrants dated October 8, 2024, October 11, 2024, October 22, 2024, November 1, 2024 and November 8, 2024 totaling **\$328,357.58**
- Approve EMS expenditure warrants dated October 8, 2024, November 1, 2024 and November 8, 2024 totaling **\$283,161.99**
- Approve payroll expenditure warrants dated October 18, 2024 and November 4, 2024 totaling **\$774,833.40**
- Approve 3rd Quarter Volunteer Stipend warrants dated October 15, 2024 totaling **\$7,669.75**

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

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

Black introduced Navy SAR Whidbey Is. Commander Pickworth and 4 crewmembers via zoom. Cmdr. Pickworth gave an overview their mission and the night they were tapped to help out with our airlift call. Lt. White thanked the crew noting that when Airlift and Lifeflight are unable to fly, it can be very lonely. He added that the crew was directly responsible for saving a life that night. Black passed on condolences for the recent tragic loss of two aviators. Stinson thanked the crew on behalf of the Board and noted that there is not enough acknowledgment for the safety of our people.

Black acknowledged FF/PM Derrick Whitson who successfully completed Fire Academy and graduated last week. He was congratulated for his efforts.

FF/PM Rudnick was acknowledged for recently being signed off to work on his own as a paramedic.

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MSO Ridgway was acknowledged for applying for and successfully earning an \$1100 grant from the NW Region.

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – No public comments.

5. PRESENTATIONS – None.

7. STAFF REPORTS

Brummel

FEMA grant submitted requesting \$968,531.00. If fully granted it would include a new Tender, Brush Truck and CARES vehicle. A total match required would be \$88,000.00. This grant can be partially funded.

Financial

Finance Director Lirio reported that ambulance billing collections are as expected, Systems Design is doing a great job. Stinson expressed her appreciation for the thorough reports.

Complete staff reports are included in the board packet.

8. COMMITTEE/WORKGROUP REPORTS

A. Budget Committee – See Finance report.

B. Facilities Committee - No report, did not meet.

C. Data Group - No report, did not meet.

D. Community Risk Reduction Group – No report, did not meet.

E. Apparatus Committee – We have received our final drawings back on the engines. The brush truck chassis was delivered and the box is being mounted. Delivery expected around April/May. We will pay out of pocket for the brush and be reimbursed for the total from the Local program.

9. JeffCom Report – Currently fine tuning the consoles. Still moving forward on cross-staffing and it is working as it should.

10. LOCAL 2032 REPORT – Union President White thanked the administrative team for working together collaboratively. He gave thanks to Finance Director Lirio for presenting to the union. His dedication is apparent, his knowledge was beneficial and much appreciated.

White also thanked the administrative staff for creating an avenue to donate sick leave to line personnel who may not have enough hours to cover injuries/family leave. This shows we are trying to take care of each other.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Highlights include: Initiative #1, Lirio and Cray will meet with all program managers for help with budgeting and tracking.

CWPP – CRM Wittenberg discussed a CWDG federal grant that we now qualify for with the

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County as the lead. There are no required matching funds for the potential \$1 million grant that we would use to update 3 of our stations to Firewise standards. Drafts are due by Friday.

B. St 5 Update

We are waiting on engineered drawings in order to get bids.

13. NEW BUSINESS

A. Policy/SOG Updates –

Policy 2002 - Staffing– This policy was updated with collaboration from 2032. Effective 12/31/24 we will no longer use the PIC position, only Lt. or Act. Lt. MOTION: Masci moved to approve policy 2002-Staffing. Davis seconded the motion which was unanimously approved.

Policy 7003 – Health and Safety Program – This policy was updated to reflect the Fire Chief as the District Safety Officer in place of the Assistant Chief. The Fire Chief has the ability to delegate the duties of the Safety Officer position. MOTION: Masci moved to approve Policy 7003 as presented. Carmody seconded the motion which carried unanimously.

Policy 5001 – Per Diem Paramedic Staffing – Black noted that the use of per diems is already part of our CBA. We have received 4 applications for per diem paramedic and 2 have been fully approved. With upcoming holiday and vacations, we may have some opportunities to use this.

MOTION: Masci moved to approve policy 5001 as presented. Davis seconded the motion which carried unanimously.

The Board reviewed the following SOG's:

SOG 2002a Staffing: Included callbacks workflow.

SOG 5011a Per Diem Paramedic Responsibilities

SOG 1002a Public Records Disclosure: language added due to a new ruling, language added to formalize.

SOG 3000a Use of District Properties: adding which areas are considered public spaces.

B. 2025 Administrative Work Plan - Cray gave an overview of the working document to the Board. This will be used as a tool for all to keep up with the upcoming monthly tasks, deadlines and important events.

C. 2025 Programs, Projects, and Committees – Cray reviewed the document, which shows the supervisors and members who are in charge of and participate in each program, project or committee. This will help others to know who to contact for questions or information. This will be valuable during budget season to know who is in charge of each specific program budget.

D. 2024 Annual Report – Stinson requested input from all. She encouraged suggestions on likes/dislikes, timelines, layout etc. It would be good to call out new challenges as well as the good we are doing. We should focus on language that is easy to understand. Masci suggested a glossary for terms/abbreviations that may not be known to those outside the fire service. Possibly add a station map.

Wittenberg is looking at what other districts have done to get ideas. He recommended the report be completed around the end of the 1st quarter or beginning of the 2nd. Lirio suggested possibly release close to Rhody Festival time.

E. 2025 Training Plan –Training Captain Bergen gave the Board a preview of the 2025 plan. The format was taken from Fresno Fire. Each month has a focus for training plus monthly WAC driven trainings. Each activity includes a comment that denotes the SOG etc. Some trainings are pre-built

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in vector solutions and other are larger scale. Includes quarterly credentialing to maximize hours for WSRB. This plan documents what we are doing how WSRB needs it. The Board thanked Bergen for his hard work on this very organized plan.

F. Resolution 24-24 New Depository and Signatures – Lirio explained that the County Treasurers Office receipts payments on behalf of all local governments in our county. They often have to try to determine which payments belong to which agency. This new depository is only for payments to our agency. Creating less work for the treasurer and no extra work for us once it is set up. This keeps the same internal controls for us and helps out the Treasurer. **MOTION:** Masci moved approve Resolution 24-24 as presented. Carmody seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS – We are using SharePoint, but not to its full potential yet.

GOOD OF THE ORDER –

Carmody noted the WFOA has proposed some changes to the Public Records Act.

Brummel reported that Station 1 crews noted a traffic hazard with the parking in front of that station. The City of PT quickly put up no parking signs.

Masci stated his appreciation for the large number of line personnel in attendance.


Black announced CRR week is coming in January. Wittenberg is working with the City and County on proclamations for January 13th at the County Commissioner meeting and a presentation at Salish Coast Elementary on Jan 22nd.

Black encouraged everyone to keep two of our members who are very sick in our hearts and minds over the holidays.

ADJOURNMENT

Stinson adjourned the meeting at 4:18pm.

Jefferson County Fire District 1



Deborah Stinson, Chair



Geoffrey Masci, Commissioner



Ed Davis, Commissioner

absent
Dave Seabrook, Vice Chair

absent
Steve Craig, Commissioner



Gene Carmody, Commissioner

ATTEST:



Tanya Cray, District Secretary

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