



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM MARCH 18, 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. Gene Carmody was absent.

**Admin Staff:** Chief Black, Deputy Chief Brummel, Finance Director Lirio, BC Fletcher, HR/Business Manager Stewart, CRM Wittenberg, Facilities Technician Lawson, MSO Ridgway and District Secretary Cray.

**1. AGENDA CHANGES** – Stinson added Excuse Carmody absence to New Item D.

**2. CONSENT AGENDA**

- Approve Minutes from March 18, 2025 Regular Board Meeting.

**VOUCHERS**

- Approve General Fire expenditure warrants dated February 27, 2025, March 3, 2025 and March 7, 2025, totaling, **\$148,074.20**
- Approve EMS expenditure warrants dated February 27, 2025, March 3, 2025 and March 7, 2025, totaling, **\$28,152.64**
- Approve payroll expenditure warrants dated February 19, 2025, March 4, 2025, totaling, **\$865,759.37**

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

**3. LIST OF CORRESPONDENCE** – The Board reviewed correspondence received. Black pointed out the Land Use Application from the Port of Port Townsend.

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

**5. PRESENTATIONS** – Chief Black shared a PowerPoint presentation reviewing the JC Airport Master Plan Update. It included considerations for fire department access as well as land use and local comprehensive planning. A final report is expected in June 2026.

The Board further discussed the property the District owns just south of the runway. Black noted that conceptually we want to build a fire station and administrative compound.

**PAUSE FOR INTERNET ISSUES: 3:07PM**

**RETURN TO MEETING: 3:10PM**

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Davis stated he would like to have a plan for the compound. We have owned the property for 20 years. Cray will look up the history of how the property was acquired and if there are any stipulations. Black noted that the facilities committee will need to flesh out our baseline needs for current facilities before anything else.

Cray and Stewart gave the Board a brief demonstration on how to access the Commissioner SharePoint portal.

## **6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Included in board packet.**

## **7. STAFF REPORTS**

### Fire Chief

Black highlighted the addition of some new call statistics by location within the District.

### Deputy Chief

Currently working on AT&T First Net program. The HPUE is being loaned to Clallam now for testing. Our tests had 100% connectivity District/County wide. He gave a shout out to FF Kinney for getting a lot of work done while on light duty.

Brummel is working on a MCI plan with other agencies and counties and he is planning to attend a demo from Darkhorse regarding analytics for call volume etc.

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** - Wittenberg highlighted the Extinguisher campaign along with Wildfire Ready Neighbors media launch. On 4/16 at 10:30am at Station 7 there will be a kick-off event. We have invited the Commissioner of Public Lands, Senator Randall and many other local government representatives along with local and Seattle media. He is anticipating a successful campaign.

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

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

**9. JeffCom Report** – Staffing is nearly full. They are taking a pause on hiring/recruiting. They now have more resiliency by incorporating satellite based internet as an option.

**10. LOCAL 2032 REPORT** – None.

**11. PUBLIC COMMENT - Agenda items only** – Bud Ayers asked about signage for Station 5.

Black reported that no further signage that what is already on the building will be added to the property. There are county codes to be followed and permitting required for any other signage. We may add a wildfire sign that shows currently fire danger levels.

## **12. OLD BUSINESS**

**A. Strategic Plan – Implementation Tool (updates)**

Discussion on whether or not to have an external budget committee. There is a need to educate the community about our process and needs prior to any levy lid lift discussions. Black noted that Finance Director is doing a great job of presenting our financial information monthly.

***B. St 5 Update***

The engineering is done. We are soliciting bids with one received so far. The hope is to have the name of the contractor for the next BOC meeting.

***C. ALS ILA between D1 and D2*** – Black reported we met with District 2 members and reviewed the agreement. Nothing substantial to report.

**13. NEW BUSINESS**

***A. Policy/SOG Updates –***

**Policy 6012 – EFT and SOG 6012a**– Lirio stated a new depository account was opened at the request of the County Treasurer and the policy and SOG changed were a result of this new account.

**MOTION:** Masci moved to approve Policy 6012 as presented. Craig seconded the motion which passed unanimously.

Other SOG updates included in the packet were: **SOG 4001e Fire Hose Inventory, SOG 4001e Air Medical Resources, SOG 4010b Probationary Firefighter Requirements and SOG 4010c Training Advisory Committee.**

MSO/MOU

***B. – Resolution 25-04 Surplus Property*** – The Board reviewed the property included in Exhibit A.

**MOTION:** Masci moved to approve Resolution 25-04 as presented. Davis seconded the motion which passed unanimously.

***C. Fire Code Inspections of EJFR Facilities*** – Wittenberg and Lawson reported they took two days to tour and review every EJFR facility looking to fire code issues. They created a list of deficiencies that will be completed within 30 days.

***D. Excuse Commissioner Carmody Absences*** –**MOTION:** Masci moved to excuse Carmody for missing the February and March BOC meetings. Craig seconded the motion which was passed unanimously.

**14. UPCOMING TOPICS/EVENTS –**

All County Preparedness Day will be by 6/28/25, they are trying to get the neighborhood disaster prep groups to participate.

**GOOD OF THE ORDER –**

Black gave kudos to Brummel for teaching a class at Seattle College and to Stewart for completing two Human Resources classes.

The Commissioners were asked to bring in their laptops/tablets to be updated if needed.

**ADJOURNMENT**

Stinson adjourned the meeting at 4:31pm.

**Jefferson County Fire District 1**



Deborah Stinson, Chair



Geoffrey Masci, Commissioner



Ed Davis, Commissioner



Dave Seabrook, Vice Chair



Steve Craig, Commissioner

Absent

Gene Carmody, Commissioner

**ATTEST:**



Tanya Cray, District Secretary

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