



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM June 17, 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 Manager Stewart, MSO Ridgway, Captain Bergen, CRM Wittenberg, Vol. Coordinator Harte and District Secretary Cray.

1. AGENDA CHANGES – Stinson added Excuse Carmody absence to the consent agenda.

2. CONSENT AGENDA

- Approve Minutes from May 20, 2025 Regular Board Meeting.
- Excuse Carmody Absence

VOUCHERS

- Approve General Fire expenditure warrants dated May 12, 2025, May 16, 2025, May 22, 2025, May 30, 2025 and June 3, 2025 totaling **\$150,293.72**
- Approve EMS expenditure warrants dated May 16, 2025, May 22, 2025, May 30, 2025 and June 3, 2025 totaling **\$24,425.75**
- Approve payroll expenditure warrants dated May 19, 2025, and June 4, 2025 totaling **\$863.223.68**
- Approve Debt Service interest payment dated June 02, 2025 totaling **\$24.436.25**

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

3. LIST OF CORRESPONDENCE – The Board reviewed correspondence received, including a donation of \$7,500.00 from Friends of EJFR towards the purchase of a new CARES Vehicle and a thank you letter for the crews helping a citizen with their home alarm system.

4. PUBLIC COMMENT – No public comment given.

5. PRESENTATIONS – Mallory Weinheimer, owner of Chickadee Forestry gave a presentation on her work as a forester. She was hired by Jefferson County in 2018 to manage three thousand acres of forestland. She focuses on how to balance ecology, economics and the community while also mitigating fire risk. She highlighted the local Jefferson Timber Cooperative which is a group of five small local mills that work together. This saves on trucking costs and supports local jobs. The Board thanked her for the in depth presentation.

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6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Several media releases were reviewed including an article in the Leader, articles in the Port Ludlow Voice and an interview with the new Volunteer Coordinator Mike Harte. Black also noted the Port Townsend City Council proclamation regarding the CARES program.

7. STAFF REPORTS – Black reported the national wildfire threat is higher than normal for our region. He gave a brief update on the WSRB Roundtable he attended at the WFC conference. They are working on updating the rating schedule to match current standards.

Brummel highlighted the Gibbs Lake live burn, which was a great success. He reported JeffCom would be realigning signals from the towers on 6/25 from 0800-1200, causing radio communications to be down for that time frame. We are prepared with staffing and should a large incident occur, it would be rescheduled.

Wittenberg noted a letter he received with a concern for long grass at an address within the city. There was great communication and cooperation with the City and the issue was handled swiftly.

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 – None report.

D. Apparatus Committee – BC Fletcher announced the new Brush truck has been delivered. It is still in need of organization, tools and in-service training. He added the ambulance that will be remounted has been dropped off at Braun and he anticipates a 90 day build time for the remount.

E. Facilities Committee – did not meet.

9. JeffCom Report – Hiring has been restarted after a short break. There are 2 remaining position to be filled.

10. LOCAL 2032 REPORT – None.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Black noted a mid-year budget review will begin next week. Wittenberg is currently working on a quarterly newsletter that will be emailed out. There is a link on our website for those who want to receive it.

B. St 5 Update

A new contractor has been found, he is currently getting signed up to our small works roster. We will hopefully have more info for the BOC in July.

13. NEW BUSINESS

A. Policy/SOG Updates –

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Policy Statement– The board reviewed an updated organizational chart and discussed other updates that are needed in regards to member counts, call times and grammatical corrections. Staff will bring the updated policy statement to the July meeting for review.

Policy 6008 Administrative Benefits (update) – Stewart noted a small error in the language that needed to be corrected. **MOTION:** Masci moved to approve the updates to policy 6008 as presented. Craig seconded the motion which carried unanimously.

Job Description – Executive Assistant (update) – The Board reviewed the updated job description which included the additional role of Privacy Officer for the District.

SOG 1000j Volunteer On-Duty Injury Procedures – The board reviewed the updated SOG.

SOG 4001e Fire Hose Inventory -The board reviewed the new SOG.

B. – Resolution 2025-06 Jefferson County All Hazards Mitigation Plan – MOTION: Masci moved to approve Resolution 2025-06 as presented. Craig seconded the motion which carried unanimously.

C. Fire CARES Vehicle Purchase – The current vehicle is a 2008 Tahoe with 190,000 miles. There is grant money that can be used towards the purchase and the current vehicle will become a back-up/staff vehicle. Friends of EJFR has committed to donating \$7,500.00 towards this purchase. While this vehicle is not in the 2025 budget the total cost including taxes, equipment and installation is \$45,408.64. **MOTION:** Masci moved to approve the purchase of the new Fire CARES vehicle. Seabrook seconded the motion which passed unanimously.

Executive Session: Stinson called for an executive session pursuant to RCW 42.30.140 Collective Bargaining at 4:32pm for 15 minutes until 4:37. Cray, Black, Brummel and Stewart remained in session.

Stinson called the regular meeting back to order at 4:37pm stating no decisions were made.

D. Workforce Level MOU – Black explained the MOU would keep staffing at 57+1 for the remainder of 2025, then the MOU would expire. **MOTION:** Craig moved to approve the MOU as presented. Masci seconded the motion which carried unanimously.

E. Proposed Temporary ALS Coverage - Brinnon Fire has requested to respond to ALS calls within Quilcene Fire Rescue's response area while their PM student is on duty in order to help with his paramedic training. All other day's which this student is not working would remain under the current ALS agreement EJFR has with Quilcene Fire Rescue. These dates and any future dates would be relayed to the District's ahead of time. **MOTION:** Seabrook moved to approve the temporary agreement. Masci seconded the motion which carried unanimously.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

The board was asked to send any requests for agenda topics or presentations for future board meetings to him or Cray.

ADJOURNMENT

Stinson adjourned the meeting at 5:01pm.

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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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