



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM July 15, 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, Finance Director Lirio, BC Fletcher, HR Manager Stewart, MSO Ridgway, CRM Wittenberg, and District Secretary Cray.

1. AGENDA CHANGES – None.

2. CONSENT AGENDA

- Approve Minutes from June 17, 2025 Regular Board Meeting.
- Excuse Carmody Absence

VOUCHERS

- Approve General Fire expenditure warrants dated June 11, 2025, June 26, 2025, and June 27, 2025 totaling **\$1,036,952.33**
- Approve EMS expenditure warrants dated June 11, 2025, June 26, 2025, and June 27, 2025 totaling **\$24,663.96**
- Approve payroll expenditure warrants dated June 19, 2025, and July 2, 2025 totaling **\$916,219.67**

Stinson noted a correction to the time at the end of the executive session and Cray stated she would correct. **MOTION:** Masci moved to approve the consent agenda as amended. Davis seconded the motion which carried unanimously.

3. LIST OF CORRESPONDENCE – All correspondence was included in the board packet.

4. PUBLIC COMMENT – No public comment given.

5. PRESENTATIONS – Robert Wittenberg gave a summary of the Wildfire Ready Neighbors Program. The media kickoff had a reach of over four million impressions via television and social media advertising. Initially approved for 50 wildfire assessments, the program generated so much interest, it was raised to 200. Grant funding included money for assessment cost reimbursement, training for assessors, two iPads, as well as four fire danger level signs. There are 76 assessments still to be completed. Next steps include; installing fire danger signs, establishing a data collection, reporting and analysis program, sharing the program with participating agencies and developing an ongoing educational campaign.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – The Board reviewed all correspondence received. They noted the great relationship between the District and the Port Ludlow Voice.

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7. STAFF REPORTS – Black reported the previous Community Wildfire Protection Plan development group has transitioned into the Wildfire Alliance Group (WAG) and they will continue to oversee projects and the wildfire hub site.

Finance Director, Roy Lirio gave the Board a mid-year review of the budget. For 2025 we are on track for our expenses/revenues and trends support our long term forecast of a levy lid-lift needed in 2027. Other highlights included: investment interest has earned over \$300,000.00 so far and our facilities tech is saving the District money by not hiring out all of our work. He noted that admin met with each program manager to review each program and identified opportunities for budget capacity and to be sure they are on track for the rest of the year. A supplemental budget resolution will be needed later this year.

MSO Tammy Ridgway reported our two Medic One students graduated and are now back to shift. She is estimating they will be able to work on their own in about a month.

Black highlighted a grant we received from the American Association of University Women. They will provide funding for one female firefighter in training (FIT). He added that we currently have a full roster of FITs but we have recently done interviews and when spots open up, we have a great group of candidates.

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 reported the new brush truck has a few more days before it can be placed in service and the new CARES rig has arrived and is waiting to be outfitted with lights, decals etc.

E. Facilities Committee – did not meet.

9. JeffCom Report – The tower realignment went seamlessly.

Seabrook asked about three recent events that occurred: the bridge incident with it being stuck open for several hours, the large internet outage that occurred a couple of weeks ago and the tower realignment that took communications between our radios and JeffCom down for a day. He wanted to know if we had kept any logs of what happened and how we handled these situations.

Brummel noted that the JeffCom outage was planned for and reported at the last BOC meeting. It worked as planned. As for the bridge incident and internet outage, our crews handled them without issue. No physical logs were taken regarding these incidents.

10. LOCAL 2032 REPORT – None.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Black presented the updated implementation tool which now reflects which items have been completed.

B. St 5 Update

The board reviewed the new vendor contract for work on repairing Station 5. **MOTION:** Masci moved to approve Good Wood PTE as our vendor to repair the Station 5 annex building at a cost of \$23,330.00 plus taxes and authorize Chief Black to sign on behalf of the District. Seabrook seconded with motion which passed unanimously.

13. NEW BUSINESS

A. Policy/SOG Updates –

Policy Statement– The updates discussed at the last Board meeting were implemented and included a list of new response times that will be added upon approval. **MOTION:** Masci moved to approve the policy statement as presented. Craig seconded the motion which passed unanimously.

De Minimus Change to PRR Form – The board reviewed the updated public records request form.

B. – Resolution 2025-07 Cancellation of Warrants – MOTION: Masci moved to approve Resolution 2025-07 as presented. Stinson seconded the motion which carried unanimously.

C. Marrowstone Is. Solar Lease – Black stated this topic was briefly discussed at the last board meeting. The Marrowstone Is. Foundation (MIF) needs to lease the solar panels in order to utilize grant funding to recoup the money they put towards the project. The agreement has been reviewed by lawyers from the District and MIF. **MOTION:** Masci moved to authorize the Chief to sign on behalf of the District. Seabrook seconded the motion which passed unanimously.

Call for Recess – Stinson called for a short recess at 4:19pm.

Call back to Order – Stinson called the meeting back to order at 4:24pm.

Executive Session: Stinson called for an executive session pursuant to RCW 42.30.110 (l) (g) review of a public employee at 4:27pm for 15 minutes until 4:42. The executive session was extended for 10 minutes until 4:52pm. Cray, Black, and Stewart remained in session. Stinson called the regular meeting back to order at 4:52pm stating no decisions were made.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

Black stated the family of former Fire Commissioner George Randels asked him to speak at his upcoming memorial service. It will be held at the Key City Theater on July 30th.

Stinson reported that she attended the Jefferson County Fire Commissioners and Admin. Professionals meeting in Quilcene along with Craig and Seabrook. The main topic focused on Timber Sales within the County.

Commissioner Carmody is currently in the hospital but is doing ok.

ADJOURNMENT

Stinson adjourned the meeting at 4:58pm.

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Jefferson County Fire District 1



Deborah Stinson, Chair



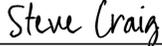
Geoffrey Masci, Commissioner



Ed Davis, Commissioner



Dave Seabrook, Vice Chair



Steve Craig, Commissioner

Absent

Gene Carmody, Commissioner

ATTEST:



Tanya Cray, District Secretary