



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM August 19, 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, HR Manager Stewart, MSO Ridgway, CRM Wittenberg, and District Secretary Cray.

**1. AGENDA CHANGES – None.**

**2. CONSENT AGENDA**

- Approve Minutes from July 15, 2025 Regular Board Meeting.
- Excuse Carmody Absence

**VOUCHERS**

- Approve General Fire expenditure warrants dated July 10, 2025, July 23, 2025, July 25, 2025 and August 8, 2025 totaling **\$383,427.48**
- Approve EMS expenditure warrants dated July 10, 2025, July 23, 2025, July 25, 2025 and August 8, 2025 totaling **\$80,029.05**
- Approve payroll expenditure warrants dated July 11, 2025, July 17, 2025, and August 4, 2025 totaling **\$910,821.49**
- Approve 2nd Quarter 2025 Volunteer Stipend warrants dated July 10, 2025, totaling **\$7,672.53**

**MOTION:** Masci moved to approve the consent agenda as amended. Craig 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 –No presentations.**

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – The Board reviewed items in the media spotlight.**

**7. STAFF REPORTS –** Black reported Station 4 (Cape George) is now fully vacant of all EJFR items thanks to efforts by our volunteers, Facilities Manager Lawson and BC Clouse. It was a great transition. Chief Brummel is currently at the National Fire Academy and the class chose to make EJFR the group project for the class.

Community Risk Manager Wittenberg reported the County Fair was a success and gave kudos to

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Erin Murray for her efforts. Wildfire assessments have resumed and requests are still coming in. He also gave the Board a brief presentation on the Youth Firesetting Intervention Program that he is establishing within the District. The goal is to have the program in place by the 4<sup>th</sup> quarter of 2025. Wittenberg toured a local homeless encampment behind the DSHS building and located a fire that wasn't reported. He is looking into providing extinguishers and supporting the encampment with training. Building a relationship to get the program started could eventually lead to education on many other topics and hopefully encourage 911 calls for these incidents.

HR Manager Stewart discussed her efforts to standardize management contracts and timelines when it comes to annual appraisals. She has been working on this for a college project. Annual evaluations are being tied to merit increases to keep consistency as well as keeping salaries in line with comparables.

Black reported an emergency expenditure was approved to fix a failed emergency relay at Station 1. Appliances were not shutting off when tones would drop. The new \$12,000.00 system will be installed next week.

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*** – Full report included in board packet.

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

**9. JeffCom Report** – The Director's evaluation was completed and delivered. Starlink is now installed as a redundancy.

**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.

## **13. NEW BUSINESS**

**A. *Policy/SOG Updates*** – The Board reviewed the following updated SOGs.

**SOG 5002e Air Medical Resources (Medivac)**

**SOG 7000c Infectious Diseases Exposure Control**

**SOG 2000b Program Assignments**

**SOG 4010d EMT Requirements**

**B. – CARES Update**– Black gave a funding overview for 2026. Currently there is a \$96,744 funding shortage. The Washington Fire Chiefs introduced an initiative to allow CARES to collect EMS funds but it didn't make it past committee. We will need to get creative for funding in the future.

**C. Station 2 Temporary Storage** – The current site for storage facility has been prepped and the slab is there and ready for the building. If the Board approves the additional cost of \$55,711 for 2025 it will help us save on storage fees. There is sufficient fund balance to fund the accelerated spend for this project. **MOTION:** Craig moved to authorize the procurement and for the Fire Chief to enter into any necessary contracts. Masci seconded the motion which passed unanimously. Craig noted that he would like to know the final cost.

**D. Resolution 25-08 Surplus of District Property** – The board reviewed the resolution and attached list of items. **MOTION:** Masci moved to approve Resolution 25-08 as presented. Seabrook seconded the motion which passed unanimously.

**E. Fire Safety Summit** – The Jefferson County Board of County Commissioners will host a fire safety summit on September 24<sup>th</sup> at 5:00pm at Station 6. This will be an official BOCC Meeting. The meeting is expected to be 3 hours long and will get everyone on the same page. It is possible that we could see a resolution banning fireworks in the County.

**F. Levy Lid-Lift Discussion** – Cray provided a short presentation showing the need for a lid lift for 2027 collection to avoid being out of compliance with our 25% reserve policy and to continue to be fiscally responsible. Current inflation rates outpace our statutory maximum revenue gain of 1%. Our costs are rising and our revenue is unable to keep up. The Board discussed the timing of the elections and possible levy rates as well as how to best get information out to the public. They agreed to add this to the September agenda for decisions to be made.

#### **14. UPCOMING TOPICS/EVENTS –**

##### **GOOD OF THE ORDER –**

Craig attended a Commissioner meeting in Joyce, noting their meticulous and creative planning of their Fire Station which included a training facility and diesel cache.

##### **ADJOURNMENT**

Stinson adjourned the meeting at 4:32pm.

**Jefferson County Fire District 1**



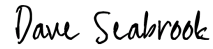
Deborah Stinson, Chair



Geoffrey Masci, Commissioner



Ed Davis, Commissioner



Dave Seabrook, Vice Chair



Steve Craig, Commissioner



Gene Carmody, Commissioner

**ATTEST:**



Tanya Cray, District Secretary

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