



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM September 16, 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, Gene Carmody and Steve Craig.

Admin Staff: Deputy Chief Brummel, HR Manager Stewart, MSO Ridgway, CRM Wittenberg, Finance Manager Roy Lirio and District Secretary Cray.

1. AGENDA CHANGES – The HR presentation will be bumped until HR Manager Stewart is able to log in virtually. Item D added to New Business to Consider the Stryker Contract Addition.

2. CONSENT AGENDA

- Approve Minutes from August 19, 2025, Regular Board Meeting.

VOUCHERS

- Approve General Fire expenditure warrants dated August 26, 2025, August 28, 2025, and September 5, 2025, totaling **\$163,780.36**
- Approve EMS expenditure warrants dated August 26, 2025, August 28, 2025, and September 5, 2025, totaling **\$44,147.90**
- Approve payroll expenditure warrants dated August 18, 2025, September 4, 2025, totaling **\$874,721.83**.

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

3. LIST OF CORRESPONDENCE – No correspondence received this month.

4. PUBLIC COMMENT – No public comment given.

5. PRESENTATIONS – Moved to follow Old Business.

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

7. STAFF REPORTS – Brummel gave the Board a summary of his trip to the National Fire Academy. The class chose EJFR's Marine program to use as the class project. They focused on staffing and what it would take for a more robust response.

Wittenberg noted that we are hosting a weeklong Child Passenger Safety course next week at Station 6. Erin Murray is attending that following her return from Spokane for the Youth Fire Setting Investigator course.

Lirio gave a brief update on the 2026 budget development. We are two meetings in and have \$1.5million in requests to review. The process this year is more streamlined and is adding value to our meetings.

MSO Ridgway announced Jesse Cordova was able to get into the Medic One PM training program at the very last minute from the waitlist. Staff were able to get his apartment lined up in under a week. He just completed his first 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 – BC Fletcher reported the new brush unit is now in service. The remounted ambulance is expected in October. We have a new project manager for Braun Northwest, and he is doing well. The new CARES rig will be ready on Monday. The old CARES rig is now a utility/backup. We did lose a tender that is beyond repair.

E. Facilities Committee – did not meet.

9. JeffCom Report – CAD upgrade likely coming in October.

10. LOCAL 2032 REPORT – None.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Levy Lid Lift Discussion – Stinson stated that two decisions need to be made: the levy rate to ask for as well as which election to run the lid lift in. Lirio gave an overview of possible levy rate scenarios. He discussed the 1% cap on revenue and current inflation rates causing costs to rise at a higher rate than revenues resulting in a degrading fund balance.

The board discussed several different scenarios and noted that we must set a rate that will allow for enough revenue to be generated to keep us from having to go back out for a lid lift for three-four more years. While also keeping in mind that we don't want to ask for too much.

Seabrook asked about lid lifts that include a built in CPIU inflator. More research will need to be done on that topic. Craig suggested a levy rate in the \$1.30-\$1.40 range, any more may be hard to justify in our tough economic times. Davis would like to go to \$1.45 and if that fails, we could run it again at \$1.40. He noted that Port Ludlow has always been very supportive of the Fire District levies. Masci agreed with Davis. Stinson noted hesitation with a CPIU inflator but stated \$1.40 would be the highest she is comfortable with. **MOTION:** Masci moved to set a levy lid lift rate at \$1.40 per thousand of assessed value. Seabrook seconded the motion which carried unanimously.

The board discussed the timing of when to run the lid lift. Ther are four possible options: February, April, August and November. Cray noted that if we wait until the November election, it requires staff to create two budgets, one for each possible outcome. Discussion of election date centered on

having enough time to run it again if it fails. **MOTION:** Masci moved to run the lid-lift during the February 2026 election. Seabrook seconded them motion which passed unanimously.

HR Presentation – HR Manager Stewart gave a short presentation on merit-based salary increases. This is a metric that compares an employee's actual salary to the mid-point of the salary range for their position. This helps assess internal pay equity, performance and market competitiveness.

Administrative Policy allows for adjustments of up to 4% base salary. The Board may consider annual evaluations, EJFR's fiscal situation, fiscal impact of other strategic goals and the employees' total compensation relative to other comparable agencies in our region. If the Board were to apply this process for all administrative staff based on the highest performance appraisals, it would cost the district between \$17,805 – \$28,632 for 2026.

13. NEW BUSINESS

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

SOG 5010d EMT Requirements

B. – Resolution 25-09 Surplus of District Property– MOTION: Masci moved to approve resolution 25-09 as presented. Craig seconded the motion which carried unanimously.

C. Resolution 25-10 – Finance Director Lirio noted the ambulance transport fees are reviewed annually and compared to our neighboring agencies. He noted the proposed rates are carefully considered to not be the highest in the area. He estimates about \$62,000 in annual revenue increases. **MOTION:** Seabrook moved to approve the new rates as presented in Resolution 25-10. Craig seconded the motion which passed unanimously.

D. DP- Consider Stryker Contract Addition and Purchases – While in our budget review process, MSO Ridgway had made a request to add 2 power cots, load systems and stair chairs to standardize our ambulances. Along with this she also requested the CO upgrade and LifePak 35 modems for the existing 8 ambulances already under our Stryker Lease. There is a 5% cost savings if we agree to purchase these items by October 1st. The actual purchase would occur in 2026. Craig noted that these gurney systems are the single most important piece of equipment we use. Consistency across the fleet is a safety component. Masci moved to approve the request to purchase the items with the 5% savings. Craig seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER – Brummel thanked everyone for their flexibility and problem solving while he was covering for Chief Black's vacation. He added that he has been investigating a new data analytics program, Dark Horse. We would be able to capitalize on a lower rate by tagging on with the Kitsap agencies who all use it. More to come in the near future.

ADJOURNMENT

Stinson adjourned the meeting at 4:39pm.

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