



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM May 20, 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 MacDonald, HR Manager Stewart, MSO Ridgway and District Secretary Cray.

Guests: DEM Director Willie Bence and Dave Codier.

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

2. CONSENT AGENDA

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

VOUCHERS

- Approve General Fire expenditure warrants dated April 9, 2025, April 18, 2025, April 24, 2025, May 1, 2025 and May 5, 2025 totaling **\$274,202.03**
- Approve EMS expenditure warrants dated April 9, 2025, April 18, 2025, April 24, 2025, May 1, 2025 and May 5, 2025 totaling **\$88,260.15**
- Approve payroll expenditure warrants dated April 17 2025, and May 2, 2025 totaling **\$894,262.13**
- Approve Volunteer payroll expenditure warrants dated 4/10/2025 totaling **\$7,670.20**

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.

4. PUBLIC COMMENT – No public comment given.

5. PRESENTATIONS – The Department of Emergency Management Director Willie Bence and Dave Codier gave a presentation to the Board outlining how and when the Emergency Operations Center gets activated. They stated primarily it is activated when an event overwhelms existing resources and mutual aid systems within the county and/or necessitates an “enhanced level of coordination” due to its size, scope, and/or complexity. Several levels of operations were outlined and what would trigger each level. A short question and answer period followed.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Our two PM students will graduate July 12th. Scotty Pulido will be promoted to Lieutenant effective July 1st filling the gap created by Lt. McGuffey’s retirement. Chief Black noted that all candidates for the position were top notch.

7. STAFF REPORTS – Black reported the wildfire threat level would be elevated to moderate

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beginning June 1st. Finance Director Lirio noted we are trending as expected. He highlighted our transfers to capital projects. If we keep them at \$600,000 in 2026, it may not be sufficient and we should look at this closer during budget season.

HR Manager Stewart reported she sent out an EAP survey that received good responses and another training is in the works. MSO Ridgway reviewed 2024 cardiac arrest data. Notably, Jefferson County is double the national average of getting people home after suffering a cardiac arrest.

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 – A new turbo is needed for one of our engines and it will cost \$25,000.00. Full report included in board packet.

E. Facilities Committee – did not meet.

9. JeffCom Report –Currently status quo.

10. LOCAL 2032 REPORT – None.

11. PUBLIC COMMENT - Agenda items only – Jeannie Price stated she had received a home assessment and that it might be a good idea to let people know the results are not shared with homeowners insurance companies.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Goals are being met as we keep checking boxes off of our list. This plan is not sitting on a shelf. It was noted that progress for specific milestones is hard to match up, possibly color code for easy identification. Masci added that he is noticing the progress.

B. St 5 Update

Original vendor to receive the bid decided to retire. Currently working to find another option.

13. NEW BUSINESS

A. Policy/SOG Updates –

SOG 2000g Time Off– Lirio reviewed the updated time off SOG which now allows more time off to be taken. It may lessen the amount of vacation cashouts at the end of the year. Lirio and BC MacDonald reviewed the vacation and Kelly schedules and determined that 38 more days could be made available.

SOG 2002b Surplus Procedures – Cray explained the need to update our procedures to facilitate the surplus of district property. The updated SOG gives clear directions on who has the responsibility and authority for surplus. It additionally gives clear directives on what information is needed to dispose of surplus property following approval.

B. – Approve Fire Chief to sign ILA with WA State Parks – Black reviewed the ILA noting we now have the ability to charge fees for repeat false alarms to include an escalator. **MOTION:** Masci moved to authorize the Chief to sign the ILA # IA 325-611 between WA State Parks and EJFR. Davis seconded the motion which passed unanimously.

C. Draft Annual Report Review – The draft 2024 annual report was sent out to the Board members prior to the meeting for review. The Board thanked Stewart for all her work on the report. Any suggested edits or corrections should be emailed to Stewart.

14. UPCOMING TOPICS/EVENTS – Brummel noted the live burn near Gibbs Lake is coming up on 5/28 and they will be using tender ops due to a lack of hydrants in the area.

Executive Session: Stinson called for an executive session pursuant to RCW42.30.140 Collective Bargaining at 4:14pm for 10 minutes until 4:24. Cray, Black, Lirio, Brummel and Stewart remained in session.

Stinson called the regular meeting back to order at 4:24pm stating no decision were made.

GOOD OF THE ORDER –

Black learned that the Fire Management Assistant Grant (FMAG) is not available in Washington State due federal orders. It was noted that we have not received money from this program in several years.

Wildland Urban Interface (WUI) criteria is no longer being reviewed by insurance companies as a reason to cancel insurance.

Commissioner Carmody is home and doing physical therapy.

ADJOURNMENT

Stinson adjourned the meeting at 4:32pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chair

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Absent
Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

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