



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM March 17, 2026**

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 3:00 PM at St 6 and virtually via Microsoft Teams app.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Geoff Masci, Dave Seabrook and Jeannie Price. Commissioner Steve Craig was absent.

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

1. AGENDA CHANGES – None.

2. CONSENT AGENDA

- Approve Minutes from February 17, 2026, Regular Board Meeting.

Vouchers

- Approve General Fire expenditure warrants dated February 6, 2026, February 17, 2026, February 20, 2026, and March 2, 2026, totaling **\$570,255.69**
- Approve EMS expenditure warrants dated February 6, 2026, February 17, 2026, and March 2, 2026, totaling **\$24,220.46**
- Approve payroll expenditure warrants dated February 19, 2026, and March 4, 2026 totaling **\$872,316.52**

MOTION: Masci moved to approve the consent agenda. Price seconded the motion which carried unanimously.

3. CORRESPONDENCE – Correspondence items in board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – None.

6. ANNOUNCEMENTS AND ACKNOWLEDGMENTS

A. EJFR Media Spotlight

B. Other Acknowledgments/Announcements – Discussion surrounding the Spark Grant received from Walmart. Administrative Assistant Murray put in for the grant which provides \$950.00 towards the purchase of fire extinguishers for those in need. The funds should cover the cost of 30 extinguishers.

7. STAFF REPORTS – Chief Black highlighted the WSRB press release and notes from the most recent meeting of the workgroup between the Fire Chief's and WSRB. He noted they are making progress. The FIFA IAP is included for awareness only.

Brummel reported Darkhorse and First Due are both set to go live on May 1st. These vendors have been very interactive and have held positive user meetings. The MCI plan is not quite ready. It is

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being revised and then sent out to the county and our MPD as well as the Clallam County MPD. This plan covers both Jefferson and Clallam counties.

Finance Director Lirio noted the GEMT overpayment will be corrected with the final settlement process. Two Local Loan resolutions will be presented later in the meeting. The 2025 SAO annual report is included in the packet for board review prior to submission.

Complete staff reports are included in the board packet.

HR Manager Stewart noted the next Found Therapy sessions would be held in Port Townsend on March 27th. Our newly hired firefighter Blake Bentzen is awaiting his physical and should be able to start once passed. Three candidates tested for the Medic One PM slot and while none earned high enough scores to move forward, they are promising for next year.

We currently have one firefighter in the Boston PM program, and he is doing well. Discussion followed regarding the Boston program and how it compares financially to the Medic One program. Costs are lower, but it takes a self-starter to handle the mostly remote learning. Both programs have good results.

8. COMMITTEE/WORKGROUP REPORTS

A. Finance/Budget Committee – No report.

B. Community Risk Reduction Group – No report.

C. Apparatus Committee – No set date yet for delivery of the engines.

D. Facilities Committee – No report.

E. Training Advisory Committee – No meeting held.

9. COMMISSIONER COMMITTEE REPORTS

A. JeffCom Report – Working on a site assessment for a new tower at Station 1.

B. EMS Council – Coming soon to JC, medic units will be carrying blood products, which will require some equipment upgrades. A presentation from the Department of Health focused on our CQI process and expectations for the MPD.

C. Jefferson County Fire Commissioners and Administrative Professionals Association – We had 3 commissioners attend the last meeting. Discussion regarding possible input on the next meetings agenda. Seabrook asked about a proposed District 2/4 ALS ILA. Black stated that we had not been formally noticed on this topic.

10. Local 2032 REPORT – No report.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. FOCUS 2026 – Black described the purpose and function of the document to be an annual directive document for the year. It is driven by what was budgeted to occur in the given year and will be developed in the 3rd/4th quarters of the prior year. This document is meant to scope and track initiatives from the strategic plan. The annual work plan will be provided along with this to show what occurs monthly within the organization.

B. Deputy Fire Chief Recruitment Update/Schedule – The board reviewed the recruitment schedule and draft announcement which will go live on 3/18/26. The announcement received positive reviews from the Board who also thanked the interviewees for meeting with the consultant.

C. Election Results/Cost Update – Cray presented the precinct breakdown and cost of the election, noting we will see another invoice for the indirect costs from the auditor. Discussion on how to focus any future election information to the lowest passing percentage areas.

13. NEW BUSINESS

A. Policies and SOGs –

Policy 2004 Drug Free Workplace and accompanying SOG 2004a – Black thanked Local 2032 and the management team for their efforts to get to this point, it has been at least a three-year process. He explained that the process has been pulled from the policy and put into the SOG. The union is going to send it out to the members for a vote and once approved it will become an MOU attached to the CBA for this contract only. It will then become part of the next contract. The Board has been given this same draft for review and it will be on the agenda at the next meeting for a vote. There was a discussion on thresholds and citations, and it was stated that our people would not do any collection of samples for our own employees.

Policy 1001 Commissioner Guidelines – Cray pointed out two small corrections in the policy. **MOTION:** Seabrook moved to approve Policy 1001 as presented. Masci seconded the motion which passed unanimously.

B. Levy Exempt Properties – Finance Director Lirio gave a short presentation on tax exempt properties within our District. He reviewed the types of properties that are exempt, the legal framework and statutes that must be considered. The board reviewed the list of entities and the suggested next steps to move forward and collect revenue within the legal limits. Discussion followed regarding a policy on this issue. Lirio suggested a short policy to state that we will follow the laws on this topic and staff will review periodically and report back to the Board. This policy would be in place prior to approaching any current tax-exempt entities.

C. Resolution 26-02 Transfer of Surplus Property – Black explained that DEM and its Medical Reserve Corps had a need for an enclosed trailer to use as a supply cache for regional emergencies. They have inspected the trailer and stated it would fit this purpose. The resolution and attached bill of sale are handled in a similar way the marine resources Volunteer was surplus and transferred to Brinnon Fire a few years ago. **MOTION:** Masci moved to approve Resolution 26-02 as presented. Price seconded the motion which passed unanimously.

D. Resolution 26-03 Declare Surplus Property – Cray noted the list of items requesting to be surplus includes many IT related electronics and some hose that no longer works with our equipment. **MOTION:** Masci moved to approve Resolution 26-03 as presented. Seabrook seconded the motion which passed unanimously.

E. Local Loan Resolutions 26-04 and 26-05 – Lirio noted that we are getting close to receiving our fire engines and need to get our documentation in order, so we have the funds in place. These resolutions also allow us to be reimbursed for the money we already paid out for an ambulance we have received. **MOTION:** Masci moved to approve Resolution 26-04 as presented. Price seconded the motion which passed unanimously. **MOTION:** Masci moved to approve Resolution 26-05 as presented. Price seconded the motion which passed unanimously.

Recess – Stinson called for a recess at 4:38pm and the meeting resumed at 4:47pm.

F. Strategic Plan 2027 Scoping and Special Meeting – Black gave a presentation outlining the direction received from the previous months Board meeting and soliciting input from staff and Board members.

Some of the input included reviewing the current strategic plan (SP) for progress and accomplishments. Re-seat the SP committee and review the Mission, Vision, Values, and Initiatives. He noted, if there is going to be a community engagement portion, then a 3rd party consultant would be recommended. Some identified items to address included: ensure specialized threats are clearly represented. Include internal and external partners in the process. Expand mitigations for member safety issues and have more commissioner presence on special committees and advisory groups. Specifically, calling out our process for identifying risks and creating an awareness for our citizen Board members.

Black then proposed a “what’s next” work development outline. This included carrying forward any unfinished SP projects, using our newly acquired software and our upcoming community risk analyses to review standards of cover. Adding in refreshed input from our stakeholder group and community engagement to our newly developed plan. This would then be adopted as our 2027-2032 SP.

The board discussed the new software and its capabilities. BC MacDonald was in attendance and spoke to the data we already have loaded into the software and that the information we get out is refined and accessible. The data set is clean, beginning in 2023 so it includes the full District post-merger.

The Board further discussed response times and when/how frequent that info will be dispersed. Seabrook noted that he would like to have input on how response times will be reflected in the annual report. He added that he would really like to see that data, Black asked for the request in writing/email. Stinson noted that we should expect the 2025 times prior to the annual report and quarterly reports to start in June or possibly following the 1st quarter.

Seabrook stated that his request for this review wasn’t to kick off the next SP plan but to look at where we are and consider if anything has changed. Should anything be added based on our community or society? A lot of change is happening. He then passed out a document to the board on operational resilience and his thoughts on holding a special meeting and strategic plan review. He discussed the war in Iran and the possibility of a major global recession.

Masci noted he has less objections to this topic now but has concerns on how much staff time would be affected. Stinson agreed that there are risks but that much of this falls into the realm of Emergency Management. As a multi-agency hub, it would likely be best served at that level. We can’t take our eye off the ball of what we need to do daily.

Seabrook noted that we still need to have appropriate policies in place, and we can play a leadership role. Price agreed with Stinson.

Black expressed his agreement with the document provided and all are priorities in FOCUS 2026. We may need to scope and scale for our organization.

The Board discussed the need for a special meeting and what the goal of that meeting is. Discussion followed. Black recommended the meeting be a starting point to put together a scope of work. Staff will reach out to schedule the meeting.

13. UPCOMING TOPICS/EVENTS – Seabrook stated he would like to add a future agenda item on whether we should record our meetings.

GOOD OF THE ORDER – Masci stated he was gob smacked upon seeing the new room configuration and thanked staff.

ADJOURNMENT

Stinson adjourned the meeting at 6:03pm.

Jefferson County Fire District 1

Deborah Stinson

Deborah Stinson, Chair

Geoff Masci

Geoffrey Masci, Commissioner

Dave Seabrook

Dave Seabrook, Commissioner

Jeannie Price

Jeannie Price, Vice Chair

Steve Craig

Steve Craig, Commissioner

ATTEST:

Tanya Cray

Tanya Cray, District Secretary

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