** JEFFERSON COUNTY**

**FIRE PROTECTION DISTRICT NO. 1**

**(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS**

**&**

**CITY COUNCIL MEMBERS OF THE JOINT OVERSIGHT BOARD**

**MEETING MINUTES FROM JANUARY 16, 2019**

**CALL TO ORDER**

Chairman Rich Stapf, Jr. called the meeting to order at 7:00 PM. Meeting held at Jefferson County Fire Protection District No. 1, Station 1-5, 35 Critter Lane, Port Townsend, Washington.

### COMMISSIONERS, CITY COUNCIL & ADMINISTRATIVE STAFF

**District 1 Commissioners:** Rich Stapf, Jr., David Johnson and David Seabrook

**City Council Oversight Members:** Deborah Stinson and Michelle Sandoval

**Absent:** Amy Howard

**Admin Staff:** Chief Walkowski, DC Krysinski, AC Tracer, AC Brummel, PIO Beezley, and District Secretary Ysseldyke-All

**1. AGENDA CHANGES –**

**2. CONSENT AGENDA**

**MOTION: Commissioner Johnson** made a motion to approve the Consent Agenda for the December 19, 2018 meeting and all financial information as follows:

* Minutes from the December 19, 2018 Meeting
* General Fire expenditure warrants dated December 21, 2018 and January 11, 2019 totaling **$224,797.92**
* EMS expenditure warrants dated December 21, 2018 and January 11, 2019 totaling **$83,837.89**
* Payroll expenditure warrants dated December 19, 2018 and January 3, 2019 totaling **$424,907.76**
* 4th Quarter Volunteer Stipend warrants dated December 20, 2018 totaling **$5,381.41**

**Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**3. LIST OF CORRESPONDENCE –** see folder

**4. PUBLIC COMMENT –** Chairman Stapf, Jr. asked if there was any public comment as this meeting was advertised as a public hearing concerning Resolution 19-01: A Resolution of the Board of Commissioners Expressing Support for Proposition No. 1 in which Voters will be asked to Vote on the Issue of the Annexation of the City of Port Townsend into East Jefferson Fire Rescue. There were no comments.

**5. PRESENTATIONS –** A farewell and thank you to Bill Beezley for nine years of service. Bill has been a great face and voice for EJFR.

**6. ACKNOWLEDGEMENTS**

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in meeting packets.

* The Chief has 12 annexation educational presentations to give in December and January. The events are going well and the questions proposed at these events have been good.
* The Port of Port Townsend would like to get together to discuss their relationship with EJFR and potential opportunities going forward. The Port is interested in looking at all aspects of their operation.
* Chief Walkowski will be meeting with Jefferson Healthcare’s CEO at least quarterly in an effort to improve the relationship between the parties and discuss future joint opportunities. The hospital might have a possible candidate for the new EMS Director.
* The Single-Role start date has been moved to March 1.
* The State Audit went well and at the exit interview no non-compliance was found.
* There is momentum for behavioral health as groups desire to see the people that EJFR sees on the street. A 24-hour facility is being created. The Sheriff’s department got a grant to enable social services to get engaged at intake.

**DC Krysinski**

Monthly report included in meeting packets.

* Chief Brummel was introduced.
* The State has adopted five endorsements under IFSAC. Currently, working on the EVIP process and CDL integration.
* Three graduates from fire school with top honors.
* Testing for Volunteers in the next two weeks.
* End of probation badge pinning is slated for February 7th.

**AC Tracer**

Monthly report included in meeting packets.

* Working on facilities issues.
* Wrote a report to the City addressing a Citizen complaint.

**PES/PIO Beezley**

Monthly report included in meeting packets.

* Attended KPTZ radio interview with Oversight Member Deborah Stinson.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

**A. *Wildland Fire Advisory Committee News***

- The wildland strategic plan for 2019 will be launched to the public tomorrow.

**B.** ***Annexation - Update***

There is no new update other than the Fire Commissioners passed a Resolution tonight in support of annexation.

**C. *Volunteer Recruitment and Retention***

- There will be a new volunteer orientation the end of February before the March EMT class starts.

- We have two volunteers at the Clallam fire academy.

- The CERT hybrid class is still being formulated.

- Pulse Point is still an option for the District, especially the more remote areas. The cost is $22,500 to launch and $10,500 annually. Dispatch needs to see how this will work with CAD.

**D.** ***Single Role Program***

Three additional paramedics will be tested and interviewed on February 8th. Orientation for the new single role employees will occur around the first of March.

**10. NEW BUSINESS**

**A. Resolution 19-01: A Resolution of the Board of Commissioners Expressing Support for Proposition No. 1 in which Voters will be asked to Vote on the Issue of the Annexation of the City of Port Townsend into East Jefferson Fire Rescue**

Chairman Stapf, Jr. asked again if there was any public comment before a motion was presented and there was no response.

**MOTION: Commissioner Johnson** made a motion to approve Resolution 19-01: A Resolution of the Board of Commissioners Expressing Support for Proposition No. 1 in which Voters will be asked to Vote on the Issue of the Annexation of the City of Port Townsend into East Jefferson Fire Rescue. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**B. Resolution 19-02: Declaring the Need for Surplus of District Owned Equipment**

**MOTION: Chairman Stapf, Jr.** made a motion to approve Resolution 19-02: Declaring the Need for Surplus of District Owned Equipment. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**C. 2019 DNR Forest Land Response Agreement and Fire District Assistance Grant**

This agreement was one document in previous years and is now two documents. The document outlines mutual aid, payment and responsibilities when responding to a fire out of District and available DNR response for in the District.

**MOTION: Commissioner Johnson** made a motion to approve the 2019 DNR Forest Land Response Agreement and Fire District Assistance Grant. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**D. PFML for Commissioners and Resident Program**

We are waiting on legal counsel Snure’s advise on whether volunteers need to pay PFML. If PFML will need to be paid for volunteers the board asked that the yearly amount due be brought back for discussion to see if the District or the Volunteer would pay.

**E. Potential Litigation Settlement**

The details of the settlement were presented and discussed.

**MOTION: Chairman Stapf, Jr.** made a motion to accept the litigation settlement. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**11. UPCOMING EVENTS**

***Legislative Day*** – Thursday, January 24, 2019

***2019 Saturday Seminar Series***

*March 2, 2019 –* Clearwater Resort in Suquamish: WFCA Health Care Program Update, Risk Management: Policies and Procedures and Employee Discipline

*March 16, 2019 –* Davenport Hotel in Spokane: Risk Management: Policies and Procedures and Employee Discipline

*June 1, 2019 –* Campbell’s Resort in Chelan: WFCA Health Care Program Update, Strategic Communication and Legislature 101

***Snure Seminars – Open Public Meetings / Public Records and Retention***

*January 26, 2019 –* Lynnwood, Embassy Suites Hotel (8:30 – 12:30 ck in at 8)

*February 9, 2019 –* Olympia, Governor Hotel (8:30 – 12:30 ck in at 8)

*February 23, 2019 –* Spokane, The Davenport Hotel (8:30 – 12:30 ck in at 8)

***Jefferson County Fire Commissioner & Secretaries Meeting*** – At District 1, Station 1-6, February 21, 2017 at 7:00 PM

***WFCA 71st Annual Conference*** – The Tulalip Resort in Tulalip, October 24-26

**GOOD OF THE ORDER –**

**ADJOURNMENT**

**MOTION: Chairman Stapf, Jr.** made a motion to adjourn the meeting at 8:20 PM. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**City Council Joint Oversight Board Members**

Deborah Stinson, Oversight Member Michelle Sandoval, Oversight Member

Not present 1/16/2019

Amy Howard, Oversight Member

**Jefferson County Fire District 1**

Rich Stapf, Jr., Chairman David Johnson, Vice Chairman

**ATTEST:**

David Seabrook, Commissioner Teresa Ysseldyke-All, District Secretary