** JEFFERSON COUNTY**

**FIRE PROTECTION DISTRICT NO. 1**

**(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES FROM OCTOBER 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 LIAISON & ADMINISTRATIVE STAFF

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

**City Council Liaison:** Deborah Stinson

**Absent:** AC Krysinski and AC Brummel

**Admin Staff:** Chief Walkowski, AC Tracer, HR Manager Stewart and District Secretary Ysseldyke-All

**1. AGENDA CHANGES –** Commissioner Johnson added letter B. Wildland Advisory Committee Update to new business and Chief Walkowski added *RCW 42.30.140(4)(b)* to the executive session.

**2. CONSENT AGENDA**

**MOTION: Commissioner Seabrook** made a motion to approve the Consent Agenda for the September 18, 2019 meeting and all financial information as follows:

* Minutes from the September 18, 2019 Meeting
* General Fire warrants dated September 17, 2019 and September 27, 2019 totaling **$217,206.65**
* EMS expenditure warrants dated September 17, 2019 and September 27, 2019 totaling **$116,078.99**
* Payroll expenditure warrants dated September 19, 2019 and October 3, 2019 totaling **$399,785.07**
* Transfer from EMS Fund cash to EMS Fund investment **$1,000,000.00**

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

**3. LIST OF CORRESPONDENCE –** No Correspondence

**4. PUBLIC COMMENT –** Thank you to EJFR from Marrowstone Island Representatives for attending the Marrowstone Foundation fundraising dinner.

**5. PRESENTATIONS –**

**6. ACKNOWLEDGEMENTS** –

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* The WSRB rating changed for Station 1-4 from a 9A to a 9 on October 1, 2019. More volunteers living in the vicinity and assigned to the station are needed to reduce the rating further.
* A search for a ladder truck is ongoing. Eastside has a prospect that should be available as surplus soon.
* The Station 1-5 asphalt driveway project is finished with a small overage.
* The Station 1-2 roofing project is finished with and overage for replacement of some rotted wood and gables.
* Two new fleet vehicles were picked up and are currently being outfitted.
* Two septic designs for the modular unit for Station 1-2 have been submitted to the County.
* ESO deliverables are turned in and training will be toward the end of November. The program will go live January 1, 2020.
* Emily Stewart submitted for a grant which we received to host a class to certify car seat safety technicians in 2020.
* We also received an AFG micro grant for extrication tools and thermal imaging cameras.
* Toured Harrison Hospital’s new Silverdale campus. It is a well-designed campus and will open in the fall of 2020.

**AC Brummel**

Monthly report included in the meeting packets.

* The Rescue Systems I class has finished and was well reviewed.
* The Volunteer/Resident program is going strong. Six new people are going through induction. We still need fire combatants.
* A new shed roof was completed over the SCBA Confidence Prop on the Station 1-5 Regional Training Tower.
* EJFR is the lead Agency for the WSFTA RDD 10-05 Fire Academy. For weeks, #3 and #5 EJFR volunteers had leadership roles.
* A citizen on Marrowstone Island donated his property for live fire training.

**AC Tracer**

Monthly report included in the meeting packets.

* The Station 1-2 roof project was finished on time. Getting bids to replace the garage doors is proving difficult.
* Tender 11 needs to be retrofitted. The tender needs tank, plumbing and brake work.
* The burn ban will be lifted October 1, 2019.

**AC Krysinski**

Monthly report included in the meeting packets.

* Currently working on the conversion of the admin conference room into an ECC to function as an area command and run cards.

**PES/PIO**

Monthly report created by HR Manager Stewart, included in the meeting packets.

* During fire prevention week, EJFR participated in several public education events at schools and the library.
* Looking for a new web host provider.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

**A.** ***Annexation Next Steps - Update***

The Commissioner Districts are on the November ballot. After the votes are certified, the District can start looking for appointees for the two new Commissioner seats. There was a discussion as to the intent of shared cost for the annexation of the City and all ballot measures associated with the deliverables. This discussion is ongoing.

**B.** ***Volunteer Recruitment and Retention - Update***

See Chief Brummel’s report.

**10. NEW BUSINESS**

**A. Budget Questions**

Today’s AV is about $1.14 per thousand. There will probably need to be a lid lift in the future. All questions about the budget should be directed to Terri before the budget meeting on Friday.

**B. Wildland Advisory Committee Update**

The unprotected land legislation proposal has every acre in the state covered. DNR levy rate will be paid inside the rangeland.

**Executive Session**

Chairman Stapf Jr. announced the Board will go into executive session for 30 minutes at 8:11 p.m. for an **Executive Session** *in accordance with RCW 42.30.110(g): To evaluate the qualifications of an applicant for public employment or to review the performance of public safety personnel and in accordance with RCW 42.30.140(4)(b): that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in negotiations or proceedings while in progress.”* Chief Walkowski, District Secretary Ysseldyke-All and City Liaison Stinson attended. Chairman Stapf Jr. reconvened the board meeting at 8:41.

*No action was taken.*

**11. UPCOMING EVENTS**

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

***Systems Design – Ambulance Billing & Documentation Workshop -*** Tukwila Community Center, October 30

***Legislative Day*** – Tuesday, January 28, 2020

**GOOD OF THE ORDER –**

**ADJOURNMENT**

**MOTION: Chairman Stapf, Jr.** made a motion to adjourn the meeting at 8:43 PM. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**City Council Liaison**

Deborah Stinson, City Council Liaison

**Jefferson County Fire District 1**

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

 **ATTEST:**

David Seabrook, Commissioner Teresa Ysseldyke-All, District Secretary