** JEFFERSON COUNTY**

**FIRE PROTECTION DISTRICT NO. 1**

**(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES FROM NOVEMBER 20, 2019**

**CALL TO ORDER**

Vice Chairman David Johnson 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:** David Johnson and David Seabrook

**City Council Liaison:** Deborah Stinson

**Absent:** Rich Stapf, Jr. and AC Krysinski

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

**1. AGENDA CHANGES –** Chief Walkowski added letter (L.) Class A Live Fire Burn Module to new business. Vice Chairman Johnson added (M.) Sportsman’s Association letter and (N.) Excuse Commissioner Stapf, Jr. from the November 20 board meeting.

**2. CONSENT AGENDA**

**MOTION: Commissioner Seabrook** made a motion to approve the Consent Agenda for the October 16, 2019 Regular Meeting and October 18, 2019 Special Meeting and all financial information as follows:

* Minutes from the October 16, 2019 Regular Meeting and October 18, 2019 Special Meeting
* General Fire warrants dated October 15, 2019, October 21, 2019 and November 6, 2019 totaling **$151,425.14**
* EMS expenditure warrants dated October 15, 2019, October 21, 2019 and November 6, 2019 totaling **$36,108.03**
* Payroll expenditure warrants dated October 17, 2019 and November 4, 2019 totaling **$409,581.34**

**Vice Chairman Johnson** seconded the motion. Motion carried by unanimous vote.

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

**4. PUBLIC COMMENT –** Representatives from theMarrowstone Foundation gave a Station 1-2 fundraising report.

**5. PRESENTATIONS –**

**6. ACKNOWLEDGEMENTS** –

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* Chiefs Walkowski and Tracer along with Lt Clouse inspected a surplus ladder truck to purchase for EJFR’s fleet. The inspection went well and EJFR has the first right of refusal on the acquisition.
* Station 1-2 has both the Glendon and Oscar septic systems approved by the County for the dry analysis. The next step is digging a curtain drain so a wet analysis can be performed.
* EJFR has received two bids for the Station 1-2 bay doors.
* The two new fleet vehicles are in the process of graphics and lights installation. The acquisition of the correct bumpers is still in play.

**AC Brummel**

Monthly report included in the meeting packets.

* The thermal imagers will be ordered next week using the AFG grant money.
* EJFR is sending four volunteers to the January EMT class.
* Working on special projects to get the training tower finished.
* All 22 fire school candidates passed the fire portion of the program. Hazmat is this week and graduation is December 15 at 6pm in the Chimacum High School gym.
* Practice/training house burn on Flagler way. There were six recruits from the fire academy, a group from Station 91, Indian Island and Port Ludlow participating.
* The Westsound training group consists of North Kitsap, EJFR and Port Ludlow. Training is shared by using Target Solutions.

**AC Tracer**

Monthly report included in the meeting packets.

* The stations need compressors.
* Station 1-3 needs a steel door for security.
* Apparatus are still aging. Tender 11 needs to replace the old plumbing with stainless.
* We are having trouble with our Wavecable boxes. A formal complaint was filed. We need to decide if we want to have a small business account vs a government fiber upgrade.

**AC Krysinski**

Monthly report included in the meeting packets.

* Worked on a TIMS class held at Station 1-1. Also, working on Hood Canal bridge emergency planning.

**PES/PIO**

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

* At Chimacum Elementary, EJFR and Jeffcom had a presentation for the 3rd grade. The Regional Safety Trailer was used.
* Public CPR classes are coming soon.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

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

The Commissioner Districts on the November ballot were approved. The next steps will be to advertise for interested parties in December, interview in January and make appointments in February. Legal counsel has approved the application and job description. Chief Walkowski will share the vacancy announcements with the City for inclusion in their electronic newsletter.

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

Six volunteers will graduate from Fire Academy December 15 at the Chimacum High School gym starting at 6pm.

**10. NEW BUSINESS**

**A. *2020 Budget***

**MOTION: Vice Chairman Johnson** made a motion to approve the 2020 Fire with the addition of $6,000 for a phone system and EMS Budget as presented. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**B. *Resolution 19-11 Request for Appropriate Tax Levies and Deposits with
Related Budgets***

**MOTION: Vice Chairman Johnson** made a motion to approve Resolution 19-11 Request Appropriate Tax Levies and Deposits with Related Budgets. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**C. *Resolution 19-12 Property Tax Increase Resolution – EMS Levy***

**MOTION: Vice Chairman Johnson** made a motion to approve Resolution 19-12 Property Tax Increase Resolution – EMS Levy. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**D*. Resolution 19-13 Property Tax Increase Resolution – General Levy***

**MOTION: Vice Chairman Johnson** made a motion to approve Resolution 19-13 Property Tax Increase Resolution – General Levy. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**E. *Levy Certification***

The Levy Certification was approved and signed by Vice Chairman Johnson.

**F. *Policy #2007 - Awards Ceremony (Revision)***

**MOTION: Commissioner Seabrook** made a motion to approve Policy #2007 Awards Ceremony (Revision). **Vice Chairman Johnson** seconded the motion. Motion carried by unanimous vote.

**G. *Policy #2008 - Member Recognition (New)***

**MOTION: Commissioner Seabrook** made a motion to approve Policy #2008 Member Recognition. **Vice Chairman Johnson** seconded the motion. Motion carried by unanimous vote.

**H. *Interlocal Agreement – For Provision of AEDs in Chimacum Schools***

**MOTION: Vice Chairman Johnson** made a motion to authorize the Board Chair and the Fire Chief to sign and finalize the execution of the AED ILA. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**I. *48-96 Shift Schedule Trial Period M.O.U.***

The Board will be updated on a monthly basis using objective and subjective markers. In the 3rd quarter of 2020 the trial schedule will be evaluated.

**MOTION: Vice Chairman Johnson** made a motion to approve the 48-96 shift schedule trial period. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**J. *Conditional Offer of Employment (Firefighter) & Lieutenant Promotion***

**MOTION: Vice Chairman Johnson** made a motion to allow the Chief to make a conditional offer of employment for one firefighter and the promotion of one Lieutenant effective January 1, 2020. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**K. *2020 Washington Fire Commissioners Healthcare Program Renewal***

The healthcare renewal notice was reviewed and signed.

**L. *Class A Live Fire Burn Module***

**MOTION: Commissioner Seabrook** made a motion to authorize the Fire Chief to purchase a Class A Live Burn Module and execute the necessary agreements between the WSTG agencies specific to ownership, utilization, maintenance and consumption of consumable materials. **Vice Chairman Johnson** seconded the motion. Motion carried by unanimous vote.

**M. *Sportsmen’s Association Letter***

Chief Walkowski will draft a letter about the Sportsmen’s Association firing range impacts at Station 1-5.

**N*. Excuse Commissioner Stapf Jr. from the November 20th Board Meeting***

**MOTION: Vice Chairman Johnson** made a motion to excuse Commissioner Stapf, Jr. from the November 20, 2019 board meeting. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**11. UPCOMING EVENTS**

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

**GOOD OF THE ORDER –**

**ADJOURNMENT**

**MOTION: Vice Chairman Johnson** made a motion to adjourn the meeting at 7:56 PM. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**City Council Liaison**

Deborah Stinson, City Council Liaison

**Jefferson County Fire District 1**

 Not present 11/20/19 Rich Stapf, Jr., Chairman David Johnson, Vice Chairman

 **ATTEST:**

David Seabrook, Commissioner Teresa Ysseldyke-All, District Secretary