** JEFFERSON COUNTY**

**FIRE PROTECTION DISTRICT NO. 1**

**(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES FROM DECEMBER 18, 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., AC Tracer, HR Manager Stewart and AC Krysinski

**Admin Staff:** Chief Walkowski, AC Brummel and District Secretary Ysseldyke-All

**1. AGENDA CHANGES –** Vice Chairman Johnson added (I.) Wildland Update to new business and Commissioner Seabrook added (J.) Climate Action Committee Update to new business.

**2. CONSENT AGENDA**

**MOTION: Vice Chairman Johnson** made a motion to approve the Consent Agenda for the November 20, 2019 Special Meeting and November 20, 2019 Regular Meeting and all financial information as follows:

* Minutes from the November 20, 2019 Special Meeting and November 20, 2019 Regular Meeting
* General Fire warrants dated November 18, 2019, November 21, 2019 and November 22, 2019 totaling **$83,180.97**
* EMS expenditure warrants dated November 18, 2019 and November 21, 2019 totaling **$5,019.58**
* Payroll expenditure warrants dated November 19, 2019 and December 3, 2019 totaling **$402,674.88**
* Transfer from General Fire Fund to LTGO Bond 2019 Fund **$14,139.35**
* Transfer from EMS Fund to General Fire Fund for LTGO Bond 2017 Fund **$86,083.33**
* Transfer from General Fire Fund to LTGO Bond 2017 Fund **$86,083.33**

**Commissioner Seabrook** 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 – N/A**

**6. ACKNOWLEDGEMENTS** – Vice Chairman Johnson thanked City Liaison Deborah Stinson for all her years of support.

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* The Aerial Platform Ladder truck acquisition/purchase proposal is included for review under new business.
* Post annexation deliverables: at the November board meeting the supporting documents regarding Commissioner District #4 and #5 were approved. The administrative staff has completed the required modifications and the recruitment has been advertised with a submittal deadline of January 10, 2020.
* Station 1-2 modular station project is ongoing. The curtain drain and wet soil analysis test portal installation quote is included under new business.
* Station 1-2 garage door replacement will happen as soon as back ordered parts are available.
* Station 1-1 AV improvement project to be split with the EMS Council is also included under new business.
* Chief interviews with the next three candidates on the single role EMT eligibility list will be conducted to fill the vacancy of the single role EMT that got hired as a duel role employee. The anticipated hire date is after January 1, 2020.
* FF/PM Bergen has been promoted to lieutenant effective January 1, 2020.
* Attended a Chimacum school board meeting where Jefferson Healthcare and EJFR were recognized for the AED grant.
* Met with the new City Manager and the Mayor to talk about agreements and interpretations.

**AC Brummel**

Monthly report included in the meeting packets.

* Fire Academy Graduation was Sunday December 15th. There were 22 recruits and 21 graduated. EJFR had six graduates. The State Fire Marshall was in attendance. For a 2020 regional direct delivery fire academy to happen, Senators must be approached to ask for funds.
* After tonight’s approval, a recent surplus ladder truck from Eastside Fire will be ready for EJFR operation in early March.
* In 2020 EJFR will host an auto extraction and rope technician class.

**AC Tracer**

Monthly report included in the meeting packets.

* Apparatus are still aging. Maintenance updates are in the report.
* Bainbridge will have a surplus water tender and EJFR has first right of refusal.

**AC Krysinski**

Monthly report included in the meeting packets.

* Working on ECC and performance measures.

**PES/PIO**

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

* We have acquired five new Volunteers with the fourth recruitment for 2019. Four will attend the EMT class that starts in January and three of the Volunteers are also interested in a future Fire Academy.
* Chief Walkowski also commented that we now have a Next Door account to help get information disseminated, such as cistern questions on Marrowstone.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

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

See Chief Walkowski’s report.

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

See Chief Brummel and PES/PIO reports.

**10. NEW BUSINESS**

**A. *Elect Board Chairman and Vice Chairman per Resolution 07-001***

**MOTION: Commissioner Seabrook** made a motion to keep Commissioner Stapf, Jr. as Chairman and Commissioner Johnson as Vice Chairman. **Vice Chairman Johnson** seconded the motion. Motion carried by unanimous vote.

**B. *Commissioner Seabrook Oath of Office***

Commissioner Seabrook was sworn in for a short term as well as a six year term by District Secretary Terri Ysseldyke-All.

**C. *Resolution 19-14 Supplemental Funding for the 2019 EMS and Fire Budget and Acknowledging 2019 Budget Revenue Adjustments***

**MOTION: Vice Chairman Johnson** made a motion to approve Resolution 19-14 Supplemental Funding for the 2019 EMS and Fire Budget and Acknowledging 2019 Budget Revenue Adjustments. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**D*. Excuse Commissioner Stapf, Jr. from the December 18, 2019 Board Meeting***

**MOTION: Vice Chairman Johnson** made a motion to excuse Commissioner Stapf, Jr. from the December 18, 2019 board meeting. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**E. *Aerial Platform-Ladder Purchase***

A market analysis was performed by Eastside Fire Rescue and Chief Walkowski with like vehicles purchase price averaging $134,650.

**MOTION: Vice Chairman Johnson** made a motion to authorize the Fire Chief to offer Eastside Fire Rescue $95,000 for the purchase of a 2004 E-One Aerial Platform Ladder and to execute the necessary documentation in support of said purchase and acquisition. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**F. *Station 1-2 Curtain Drain Installation Project***

Landmark Excavation won the bid for the Station 1-2 curtain drain project. A wet and a dry analysis is required to get approval from the County to install a Glendon septic system. The analysis will be reviewed by the County in March.

**MOTION: Commissioner Seabrook** made a motion to authorize the Fire Chief to execute a Public Works Agreement with Landmark Excavation for the installation of the Station 1-2 Curtain Drain and Wet Soils Inspection Portal Project. **Vice Chairman Johnson** seconded the motion. Motion carried by unanimous vote.

**G. *EJFR Website***

Assai Web Design got the bid for the EJFR website redesign.

**MOTION: Commissioner Seabrook** made a motion to authorize the Business Manager to move forward with the EJFR website redesign. **Vice Chairman Johnson** seconded the motion. Motion carried by unanimous vote.

**H. *Station 1-1 A.V. Equipment Vendor Bid Award***

This project cost will be shared with the EMS Council.

**MOTION: Commissioner Seabrook** made a motion to authorize the Fire Chief to award the Station 1-1 meeting room audio-visual improvement project to Troxell Communications. **Vice Chairman Johnson** seconded the motion. Motion carried by unanimous vote.

**I. *Wildland Update***

Vice Chairman Johnson gave an update from the Wildland Committee. The State Commissioner of Public Lands, Hilary Franz is looking for a new source of funding for pre-suppression activities such as forest-health projects, programs to help landowners in fire prone areas and additional firefighters and fire engines. She is proposing a $15.00 a year flat surcharge on insurance premiums for a family with one home and two cars.

**J. *Climate Action Committee Update***

Commissioner Seabrook gave a report on the Climate Action Committee. The committee is entertaining the idea of declaring a climate emergency at the City and County level spurred by the extreme weather/fire watches around the globe.

**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 8:10 PM. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**Jefferson County Fire District 1**

 Not present 12/18/19 Rich Stapf, Jr., Chairman David Johnson, Vice Chairman

 **ATTEST:**

David Seabrook, Commissioner Teresa Ysseldyke-All, District Secretary