** 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 FEBRUARY 20, 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 Amy Howard

**Absent:** Michelle Sandoval

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

**1. AGENDA CHANGES –** Chairman Stapf, Jr. added letter “B” to new business - Resolution 19-03 Declaring the Need for Surplus of District Owned Vehicle.

**2. CONSENT AGENDA**

**MOTION: Commissioner Johnson** made a motion to approve the Consent Agenda for the January 16, 2019 meeting and all financial information as follows:

* Minutes from the January 16, 2019 Meeting
* General Fire expenditure warrants dated January 11, 2019, January 23, 2019, January 31, 2019 and February 8, 2019 totaling **$257,318.60**
* EMS expenditure warrants dated January 11, 2019, January 23, 2019, January 31, 2019 and February 8, 2019 totaling **$80,086.27**
* Payroll expenditure warrants dated January 3, 2019, January 17, 2019 and February 4, 2019 totaling **$490,785.71**

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

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

**4. PUBLIC COMMENT –** Pete Langley conveyed his feelings about how volunteers had been treated in the past and his hopes that things are better in the present. He also congratulated the District for annexing the City and hoped any money realized would be spent wisely.

**5. PRESENTATIONS –**

**6. ACKNOWLEDGEMENTS**

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* Continuing to support the transition of the Public Information, Public Education, and Public Relations “Division of Labor” distribution plan. The District Administrative Assistant has taken on a significant amount of the coordination responsibilities.
* A second meeting with the Port of Port Townsend occurred and currently EJFR and the Port are working on updating their agreement. Chief Tracer is working on some risk reduction practices with the Port.
* There was a wildland 2018 after action review. There were no injuries reported for personnel or apparatus in 18 deployments.
* Working on an extension of the contract with North Kitsap for fleet maintenance.
* The single-role paramedic assessment was held and a candidate got an offer for employment along with five other single-role candidates. Their first three weeks of training have been published. The single-role program should go live on April 1st.
* Admin staff has developed the required notices and supporting documents for entry level firefighter and lieutenant promotional testing to compile a hiring and promotional list.

**AC Krysinski**

Monthly report included in the meeting packets.

* In January there was testing and interviews for volunteers.
* A wildland field day training is in the planning stages.
* The training tower electrical is installed and has been signed off.
* EVIP with CDL integration training is complete.
* There were 352 calls for service in January and 43% of those calls were overlapping.

**AC Brummel**

Monthly report included in the meeting packets.

* Executed entry level Firefighter and Lieutenant promotional testing notices and accompanying documents.
* Participated in volunteer interviews.

**AC Tracer**

Monthly report included in the meeting packets.

* Working on maintenance issues such as appliances, HVAC and electrical problems.
* In April or May there will be a spring cleaning at Station 12, Marrowstone.
* There have been four fire investigations for origin of cause.

**PES/PIO**

Monthly report created by Admin Assistant Stewart, included in the meeting packets.

* A farewell event was held for Bill Beezley.
* A badge pinning ceremony was held at Station 1-1 on February 7th.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

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

- Commissioner Johnson has taken a leave of absence from the advisory committee and this report will be suspended for the time being.

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

Annexation passed February 12th in the City by 69.21% and in the District by 67.74%. *See new business (10. A.) for annexation deliverables.*

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

- EJFR has nine students in the March 2019 EMT class.

- Trying to marry Pulse Point with Dispatch/new CAD for CERT hybrid deployment.

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

Single Role March training is scheduled with an April 1 “go live” date.

**10. NEW BUSINESS**

**A. Annexation Deliverables**

Chief Walkowski discussed the next steps for annexation. Following the Memorandum of Agreement for Annexation (Section 2, Expansion of Commission), the District will schedule an election within 12 months of annexation approval to expand the Board of Commissioner to five members (RCW 52.14.015). Also, the District will create five commissioner districts (RCW 52.14.013).

The steps for expanding the board and creating commissioner districts are clearly spelled out in RCWs 52-14.013, 52-14.015 and 52-14.020.

The joint board can now dis-ban but EJFR Commissioners would like one City representative to continue to join the 2019 board meetings for clear/timely communication between the District and the City for a smooth transition.

**B. Resolution 19-03: Declaring the Need for Surplus of District Owned Vehicle**

**MOTION: Commissioner Johnson** made a motion to approve Resolution 19-03: Declaring the Need for Surplus of District Owned Vehicle. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**11. UPCOMING EVENTS**

***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

***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 7:46 PM. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**City Council Joint Oversight Board Members**

 Not present 2/20/2019

Deborah Stinson, Oversight Member Michelle Sandoval, Oversight Member

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