** 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 MARCH 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 Liaison:** Deborah Stinson

**Absent:** AC Tracer

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

**1. AGENDA CHANGES –** Chief Walkowski changed agenda item number 6 presentations to occur in April. Also, Chief Walkowski added letter B. under new business, Resolution 19-05 – declaring the need for surplus of district owned equipment.

**2. CONSENT AGENDA**

**MOTION: Commissioner Johnson** made a motion to approve the Consent Agenda for the February 20, 2019 meeting and all financial information as follows:

* Minutes from the January 16, 2019 Meeting
* General Fire warrants dated February 22, 2019 and March 11, 2019 totaling **$116,256.36**
* EMS expenditure warrants dated February 22, 2019 and March 11, 2019 totaling **$36,415.39**
* Payroll expenditure warrants dated February 19, 2019 and March 4, 2019 totaling **$345,052.81**
* Transfer from General Fire cash to General Fire investment **$400,000.00**
* Transfer of EMS cash to EMS investment **$600,000.00**
* Transfer from Fire Dist 1 Bldg/Apparatus cash to Fire Dist 1 Bldg/Apparatus investment **$40,000.00**
* Transfer of EMS Apparatus cash to EMS Apparatus investment **$13,000.00**

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

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

**4. PUBLIC COMMENT –**

**5. PRESENTATIONS –** New single-role paramedics Danielle Stumpf and Kyle Severence along with new volunteers Matt Sheehan and Ryan Gutierrez were introduced to the Board.

**6. ACKNOWLEDGEMENTS**

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* WSRB fire protection class improvements have occurred for those served by station 1-3 as of April 1, 2019. A response modification request was made and approved by the WSRB that resulted in properties within 5 road miles of station 1-3 to be reclassified from FPC 9a to FPC 5 for insurance purposes. A better permanent solution is still warranted such as a fire station further south and additional volunteer personnel being assigned to the community-based volunteer stations. Commissioner Seabrook thanked Chief Walkowski for his push for the WSRB reclassification on behalf of the community.
* The Kala Point annual potato bake is this Saturday night. The District plans to buy AEDs with the funds raised.
* The City GIS people were going to help with drawing the Commissioner districts, but they lack the necessary software. It was also put forth that if an independent company drew the districts that nothing could be misconstrued as to the methodology and criteria utilized. A third party vendor will be used and this will be a cost share with the City. The districts should be drawn in April or May.
* Single-role orientation encompasses the whole month of March. Education is presented by 18 to 19 different instructors. This group will be designated as Aid 17 or Medic 17 and be housed at station 15.

**AC Krysinski**

Monthly report included in the meeting packets.

* Working on volunteer academies and passing the baton to Assistant Chief Brummel.
* There were 328 calls for service in February and 40% of those calls were overlapping.

**AC Brummel**

Monthly report included in the meeting packets.

* AC Brummel is the administrative representative for the EJFR safety committee.
* Orchestrating a fire training consortium with Port Ludlow and North Kitsap.
* Exploring technical rescue capabilities for EJFR.

**AC Tracer**

Monthly report included in the meeting packets.

* Things continue to break and Chief Tracer’s report will be more comprehensive so the Board can better plan for the future.

**PES/PIO**

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

* A lot of information is being pushed out through various social media outlets.
* February 26th and March 2nd was the most recent Volunteer recruitment events.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

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

See Chief Walkowski’s report

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

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

- The next Volunteer testing is April 11, 2019.

- In the fall there will be a recruit firefighter academy and the second EMT class for 2019.

**D.** ***Single Role Program - Update***

See Chief Walkowski’s report

**10. NEW BUSINESS**

**A. Resolution 19-04: *Requesting the Voters of Jefferson County Fire Protection District No. 1 to Increase the Board from Three to Five Commissioners***

There was a discussion about performing due diligence in acquiring a for and an against statement for the vote.

**MOTION: Commissioner Johnson** made a motion to approve Resolution 19-04: Requesting the Voters of Jefferson County Fire Protection District No. 1 to Increase the Board from Three to Five Commissioners. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**B. Resolution 19-05: *Declaring the Need for Surplus of District Owned Equipment***

**MOTION: Chairman Stapf, Jr.** made a motion to approve Resolution 19-05: Declaring the Need for Surplus of District Owned Equipment. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**11. UPCOMING EVENTS**

***2019 Saturday Seminar Series***

*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 –**

* City Oversight Member Deborah Stinson will be the City Council liaison for the remainder of 2019 and Amy Howard will be her alternate.
* Commissioner Seabrook talked about attending the Commissioners and Secretaries meeting in February.
* April 6, 2019 EJFR is hosting a volunteer appreciation BBQ from 5 to 8 at the Palindrome.

**ADJOURNMENT**

**MOTION: Commissioner Johnson** made a motion to adjourn the meeting at 7:59 PM. **Commissioner Seabrook** 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