** JEFFERSON COUNTY**

**FIRE PROTECTION DISTRICT NO. 1**

**(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES FROM MAY 21, 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 (via phone) and David Seabrook

**City Council Liaison:** Deborah Stinson

**Absent:** AC Krysinski and District Secretary Ysseldyke-All

**Admin Staff:** Chief Walkowski, AC Tracer, AC Brummel and Admin Assistant Emily Stewart

**1. AGENDA CHANGES –** None.

**2. CONSENT AGENDA**

**MOTION: Commissioner Seabrook** made a motion to approve the Consent Agenda for the April 17, 2019 meeting and all financial information as follows:

* Minutes from the April 17, 2019 Meeting
* General Fire warrants dated April 22, 2019 and May 8, 2019 totaling **$91,152.63**
* EMS expenditure warrants dated April 22, 2019 and May 8, 2019 totaling **$40,103.04**
* Payroll expenditure warrants dated April 18, 2019 and May 3, 2019 totaling **$356,873.34**
* Approve transfer from General Fire cash to General Fire investment **$1,100,000.00**
* Approve transfer from EMS cash to EMS investment **$800,000.00**

**Chairman Stapf, Jr.** seconded the motion. Motion carried by unanimous vote.

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

**4. PUBLIC COMMENT –** None.

**5. PRESENTATIONS –** None.

**6. ACKNOWLEDGEMENTS**

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* Chief Walkowski spoke about the on-going post-annexation deliverables and future planning for the upcoming Board-expansion vote. At this time both the Department and the City of Port Townsend need to plan an educational strategy for the public. Staff is developing the messaging for inclusion into the voter education program. The Department will be distributing via mail one educational mailer.
* Information Management: Chiefs Walkowski & Brummel are researching e-PCR software for a potential move away from our current RMS program. A change is imminent.
* Human Resources: A recruitment document for single-role Paramedics to establish a list is being created. An assessment center should be conducted in July.
* The SCBA fill station compressor that was approved at last month’s meeting was purchased from Snohomish Co. Dist. 10 for $12,500.00.
* Wildland fire risk reduction has been a hotly sought after presentation topic. Chiefs Walkowski and Tracer have presented to several organizations already and more are planned.
* Commissioner Johnson asked about the DNR summit. Chief Walkowski reported that it was well attended by the fire districts. There was discussion about the upcoming Wildland Field Day.
* Commissioner Johnson also asked about the meeting with Jordan Pollack about PDA events. Chief met with Pollack and discussed a formal IAP and Fire District staffing for the event. This was an initial meeting – there will be continued meetings with the event planning staff. The backfill staff will need to be billed to the event.

**AC Krysinski**

Monthly report included in the meeting packets.

**AC Brummel**

Monthly report included in the meeting packets.

**AC Tracer**

Monthly report included in the meeting packets.

* Chief Tracer included several details about the costs associated with apparatus maintenance and repairs. The lengthy report was included to stimulate discussion on an apparatus succession plan.
* EJFR cancelled the order to Enterprise Services for a command vehicle as it was placed almost a year ago. The Board will have a new proposal to consider at next month’s meeting.

**PES/PIO**

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

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

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

See Chief Walkowski’s report above.

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

- EJFR had two Volunteers graduate from the Clallam County Firefighter 1 Academy. FF Stewart received the Bulldog Award.

- EMT class will be completed on Thursday, May 23 with five EJFR volunteers to graduate.

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

One of the three single-role Paramedics has been submitted as complete to the MPD for approval to work without a preceptor. David Seabrook asked about the role of single-role employees as fire rehab. Chief explained how they are to be involved.

**10. NEW BUSINESS**

**A. Renewal of Commercial/Auto Insurance as Proposed**

Annual commercial/auto insurance renewal: There was a premium increase of approximately $3,000/year.

**MOTION: Commissioner Seabrook** made a motion to approve the insurance renewal. **Chairman Stapf, Jr.** seconded the motion. Motion carried by unanimous vote.

**B. Jefferson Rural Mental Health Development Network**

The goal is to have 24/7 mental health coverage in our area. EJFR is one of many groups involved in this initiative. Grants have been awarded to fund the delivery of these services.

**11. UPCOMING EVENTS**

***2019 WFC Annual Conference*** – May 20-23 Kennewick, WA

***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 –**

* Updated GEMT funds distribution report included in meeting packets.
* Commissioner Seabrook distributed an article on climate change risk management.

**ADJOURNMENT**

**MOTION: Chairman Stapf, Jr.** made a motion to adjourn the meeting at 8:07 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