** JEFFERSON COUNTY**

**FIRE PROTECTION DISTRICT NO. 1**

**(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES FROM JUNE 26, 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 Krysinski

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

**1. AGENDA CHANGES –** Add to new business: G.) Climate Action Committee, H.) July and August Board Meeting Dates and I.) 2013 LTGO Bond Refinance.

**2. CONSENT AGENDA**

**MOTION: Commissioner Johnson** made a motion to approve the Consent Agenda for the May 21, 2019 meeting and all financial information as follows:

* Minutes from the May 21, 2019 Meeting
* General Fire warrants dated May 21, 2019, May 31, 2019 and June 10, 2019 totaling **$143,372.98**
* EMS expenditure warrants dated May 21, 2019, May 31, 2019 and June 10, 2019 totaling **$205,272.51**
* Payroll expenditure warrants dated May 17, 2019 and June 4, 2019 totaling **$364,911.09**
* Transfer from Fire Apparatus/Equipment Fund cash to Fire Apparatus/Equipment Fund investment **$439.24**
* Transfer of EMS Apparatus Fund cash to EMS Apparatus Fund investment **$1.66**
* Transfer to 2013 LTGO Fund from General Fire Fund for payment of **$54,993.75** to US Bank (May 14, 2019 interest payment)
* Transfer to 2010 LTGO Fund from General Fire Fund for payment of **$7,993.75** to US Bank (May 14, 2019 interest payment)
* Transfer to General Fund from EMS Fund for payment of **$87,000.00** to Kitsap Bank (May 14, 2019 interest & Principal payment)
* Transfer to 2017 LTGO Fund from General Fund for payment of **$87,000.00** to Kitsap Bank (May 14, 2019 interest & Principal payment)
* Approve June 5, 2019 transfer to Fire Apparatus/Equipment Fund from General Fire Fund of **$40,000**

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

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

**4. PUBLIC COMMENT –** None

**5. PRESENTATIONS –** None

**6. ACKNOWLEDGEMENTS** - None

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* Chief Walkowski spoke about the efforts to improve the WSRB Fire Protection Class rating at Station 1-2 and Station 1-4. A request to the WSRB to restore Station 1-4 to its previous FPC will be submitted in the next 60ty days. The top third of Marrowstone Island will be the last group to work on restoring back to the FPC 5 rating.
* Chiefs Walkowski & Brummel are researching Electronic Patient Care Reporting (e-PCR) software for a move away from our current RMS program. Training would occur in the fall for a January 2020 launch.
* Human Resources: A recruitment campaign to replenish the exhausted eligibility list for single role paramedics is underway.
* EJFR received a grant for $6,199 from the Medic One Foundation for 75% of the cost of a SimMan.
* At least 21 different events such as, 2019 Wildland Field Day and Cape George EPC meeting were either attended or choreographed by EJFR staff.

**AC Brummel**

Monthly report included in the meeting packets.

* The task assignment program is in place and personnel now have clear job assignments.
* Risk management for work place safety has been an on-going task focusing on re-enforcing the importance of PPE, using exhaust hoses etc.
* Planning for the North Olympic Fire Training Consortium.
* FF1 Academy will be conducted in our district in conjunction with neighboring counties in the fall.
* There is a Rescue Systems class in September.
* First responder electric PUD training was completed.
* Trained 120 Chimacum school staff in “stop the bleed.”
* Conducting work on revising the Resident Firefighter task books.
* We are 40 calls behind what we had last year at this time. For this reporting period, 40% of our calls have been overlapping. There was a short discussion about response times.

**AC Tracer**

Monthly report included in the meeting packets.

* Chief Tracer included several details about the costs associated with apparatus maintenance and repairs.
* Many apparatus are reaching the end of their life cycle and will need to be replaced.
* Continuing to conduct inspections and plan reviews.
* **AC Krysinski**

Monthly report included in the meeting packets.

* Completing the ECC room in the conference room at the admin office.
* Master planning with Chief Brummel to create a training station at 1-5.
* Chief Krysinski got kudos from Chief Walkowski for orchestrating the wildland field day.

**PES/PIO**

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

* EMS week was celebrated this year. The EMTs enjoyed drawings for gifts donated by the community in appreciation for their work. During EMS week eight classrooms, over 150 children were visited by EMT staff.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

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

Everything for the August 6th election is submitted. If the August 6th ballot to increase the Board Members from three to five is successful, it will trigger the general election in November to vote for Commissioner Districts. Chief Walkowski along with a Commissioner spoke to the Democrats and the Republicans at one of their meetings to discuss annexation and the ballot measures. Chief Walkowski also participated in a newspaper interview concerning the ballot measures.

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

- The third volunteer recruitment for the year starts in July.

- There will be an EMT class in the fall.

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

Nothing new.

**10. NEW BUSINESS**

**A. Motor Pool Vehicle Purchase**

State Enterprise Services was not able to fill the order for a motor pool vehicle last year and it is not close to fulfillment in 2019. The order was cancelled, another vehicle was added that was slated for purchase in 2019 and the two vehicles were advertised for bids. No bids were received so three quotes were obtained and the new quotes were less than the original State Enterprise bid.

**MOTION: Commissioner Johnson** made a motion to allow the Fire Chief to acquire two replacement motor pool vehicles. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**B. Entry Level Firefighter and Lieutenant Promotional Eligibility List Certification**

The promotional eligibility list was reviewed by the Board and signed by Chairman Stapf, Jr. The effective period of the eligibility list shall be a minimum of (1) year from the effective date of certification by the Board of Commissioners.

**C. Jefferson Healthcare Equipment Use Agreement**

The agreement is for sharing a ventilator for transports. The hospital will set the ventilator settings and the patient will be transported along with the ventilator eliminating the time, energy and possible problems with switching ventilators before transport. The cost will be shared. The hospital will conduct the maintenance, as the machine will be stationed at the hospital.

**MOTION: Chairman Stapf, Jr.** made a motion to approve the Fire Chief to execute the Equipment Use Agreement between Jefferson Healthcare and East Jefferson Fire Rescue. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

**D. Revision to Policy #4007 – Land Clearing and Burning**

More definitions were added to the policy for clarity.

**MOTION: Chairman Stapf, Jr.** made a motion to approve the revision to Policy #4007 – Land Clearing and Burning. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**E. Resolution 19-08 – Creation of Five Fire Commissioner Districts**

**MOTION: Commissioner Johnson** made a motion to approve Resolution 19-08 – Creation of Five Fire Commissioner Districts. **Chairman Stapf, Jr.** seconded the motion. Motion carried by unanimous vote.

**F. Proposed Ballot Issue Explanatory Statement**

Commissioner Seabrook questioned some wording that will be wordsmithed by legal counsel Snure but the general-consensus was that the explanatory statement conveyed the correct message.

**G. Climate Action Committee**

Commissioner Seabrook discussed the advantages of having a seat on the joint City/County Climate Change Committee. The effects of climate change such as rising seas and air quality would directly affect EJFR’s mission. Commissioner Seabrook offered to sit on the Climate Action Committee and the other Board Members accepted his offer.

**H. July and August Board Meeting Dates**

The July board meeting will change from July 17, 2019 to July 24, 2019. The August meeting date will stay the same.

**I. 2013 Bond LTGO Bond Refinance**

There was a discussion on whether or not to refinance the 2013 Bond. The savings realized would be applied to the many building capital projects that need to be executed. The Commissioners asked for further exploration of rates and closing costs before moving forward.

**11. UPCOMING EVENTS**

***WFCA 71st Annual Conference*** – The Tulalip Resort in Tulalip, October 24-26

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

**GOOD OF THE ORDER –**

**ADJOURNMENT**

**MOTION: Chairman Stapf, Jr.** made a motion to adjourn the meeting at 8:09 PM. **Commissioner Johnson** 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