** JEFFERSON COUNTY**

**FIRE PROTECTION DISTRICT NO. 1**

**(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES FROM AUGUST 21, 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 Krysinski

**Admin Staff:** Chief Walkowski, AC Tracer, HR Manager Stewart and District Secretary Ysseldyke-All

**1. AGENDA CHANGES –** Presentation by the Hemstra Family

**2. CONSENT AGENDA**

**MOTION: Commissioner Seabrook** made a motion to approve the Consent Agenda for the July 24, 2019 meeting and all financial information as follows:

* Minutes from the July 24, 2019 Meeting
* General Fire warrants dated July 22, 2019 and August 8, 2019 totaling **$104,430.84**
* EMS expenditure warrants dated July 22, 2019 and August 8, 2019 totaling **$97,919.08**
* Payroll expenditure warrants dated July 18, 2019 and August 2, 2019 totaling **$388,775.60**

**Vice Chairman Johnson** seconded the motion. Motion carried by unanimous vote.

**3. LIST OF CORRESPONDENCE –** See Folder

**4. PUBLIC COMMENT –** Bruce Carlson stated that on behalf of the Marrowstone Foundation, they would help raise funds for the improvements to station 1-2.

**5. PRESENTATIONS –** The Hemstra Family recounted their experience with the 911 system, EJFR and air transport to the hospital. They were pleased and grateful for the local resources that saved Mr. Hemstra’s life.

**6. ACKNOWLEDGEMENTS** –

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* Chief Walkowski spoke about the Blue Card Incident Management System program. The second of three Incident Command Certification labs was conducted August 14-17 (2019). This lab resulted in nine EJFR and PLFR personnel receiving an Incident Commander (Type 5) Certification. The last simulation lab will take place October 15-17 (2019).
* The public works contract has been awarded and executed for the Station 1-5 asphalt replacement project. The successful bidder was Lakeside Industries, Incorporated. The project will commence the week of September 3, 2019.
* The current Records Management System (RMS) is not adequate to capture current and future data requirements. In new business listed below, there is a synopsis on a move to a new RMS starting in January 2020.
* Starting the 2020 budget process.
* Planning for the “Thing” event at Fort Worden. Due to the potential demand on fire and emergency services, EJFR will provide staffing dedicated to the event paid for by the promoters.

**AC Brummel**

Monthly report included in the meeting packets.

* Five new volunteers attended orientation in early August. Several of the new volunteers will be support services volunteers that drive tenders or air units.
* Five EJFR personnel are working on their Acting Company Officer Development Program task books.
* 45% of the calls for July were overlapping.
* Exploring the purchase of a new burn box that would be a cost share with other agencies.

**AC Tracer**

Monthly report included in the meeting packets.

* Now certified with Blue Card Sim lab qualification.
* Conducted one fire investigation.
* Attended Boat US Town Hall discussion with Representative Derek Kilmer and others on the unique problems of responding to calls from a boat in our area.

**AC Krysinski**

Monthly report included in the meeting packets.

* The JC Fair public education booth and interactive space received a blue ribbon from the Fair Officials. There was at least 400 contacts with the public or more. Next year all County Fire entities will be asked to participate.
* Participated or assisted with the memorials for Storm, Engle, Ryan and Coulter.

**PES/PIO**

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

* Three car seat checks were performed since the last reporting period.
* The Facebook post reach was 5,950.
* There was a Volunteer presence (aid car/booth/parade) at the Hadlock Block Party.
* There was a Fire & Ice event at Avamere where the fire personnel enjoyed ice cream with the residents. Fire extinguisher training and hold in place scenarios were also practiced.
* The Board and City Liaison was appreciative of the representation/participation of EJFR at the All County Picnic.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

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

Five new Volunteers, which include some special service operators (tender/air truck) have completed orientation. We have five more applications and will have the fourth recruitment class in the Fall.

**10. NEW BUSINESS**

**A. Resolution 19-10 – Refinance of the 2010 and 2013 Bonds**

Bond Counsel Marc Greenough was present to answer questions about the bond resolution.

**MOTION: Vice Chairman Johnson** made a motion to approve Resolution 19-10 – Refinance of the 2010 and 2013 Bonds. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**B. Board Expansion Election Results and Annexation Next Steps**

69.2% of voters approved the expansion of the Board of Commissioners from three to five. This triggered the November ballot measure to create five Commissioner Districts. Clarification of the map of the proposed Commissioner districts was inspected and approved by the County and the measure is going forward.

The process for Board Member appointments will be determined at the September Board meeting.

**C. 48/96 Shift Schedule Proposal**

A small presentation of the pros and cons of 48/96 work schedule along with handouts were presented. The Commissioners will digest the information and further discussion will ensue at the September meeting.

**D. Excuse Commissioner Stapf, Jr. from the August 21st Board Meeting**

**MOTION: Vice Chairman Johnson** made a motion to excuse Commissioner Stapf, Jr. from the August 21 Board meeting. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**E. ESO Records Management System**

The move to a different records management system is essential to capture current and future data requirements. The new system will allow for key performance indicators, eliminate paper copies, allow the MIR to be finished and uploaded in route home after the call, billing vendor cost savings and eliminates bad handwriting interpretations, to name a few good reasons for the switch.

**F. Station 1-2 Modular Housing Unit**

The bid cutoff date for the modular housing unit currently owned by Shoreline is the first week in September 2019 for a February 2020 delivery date. This timeline allows for septic design and installation, water, electricity and foundation site preparation.

**MOTION: Vice Chairman Johnson** made a motion to authorize the Fire Chief to submit a bid of no greater than $50,000.00 based on a purchase price of fair market value. $5,000.00 would be allocated from 2019 Fire Building and Apparatus Fund. The remaining amount would be allocated in the 2020 budget utilizing the same Fund. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**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: Vice Chairman Johnson** made a motion to adjourn the meeting at 8:56 PM. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**City Council Liaison**

Deborah Stinson, City Council Liaison

**Jefferson County Fire District 1**

 Not present 8/21/2019 Rich Stapf, Jr., Chairman David Johnson, Vice Chairman

 **ATTEST:**

David Seabrook, Commissioner Teresa Ysseldyke-All, District Secretary