** JEFFERSON COUNTY**

**FIRE PROTECTION DISTRICT NO. 1**

**(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES FROM SEPTEMBER 18, 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 LIAISON & ADMINISTRATIVE STAFF

**District 1 Commissioners:** Rich Stapf, Jr. and David Seabrook

**City Council Liaison:** Deborah Stinson

**Absent:** David Johnson, AC Krysinski

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

**1. AGENDA CHANGES –**

**2. CONSENT AGENDA**

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

* Minutes from the August 21, 2019 Meeting
* General Fire warrants dated August 16, 2019, August 23, 2019, September 4, 2019 and September 9, 2019 totaling **$138,698.19**
* EMS expenditure warrants dated August 16, 2019, August 23, 2019, September 4, 2019 and September 9, 2019 totaling **$30,572.42**
* Payroll expenditure warrants dated August 19, 2019 and September 3, 2019 totaling **$429,003.73**
* Transfer from General Fire Fund to LTGO Bond 2010 Fund **$4,380.79**
* Transfer from General Fire Fund to LTGO Bond 2013 Fund **$30,165.98**

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

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

**4. PUBLIC COMMENT –** Thank you to EJFR from Marrowstone Island Representatives for working on improvements at Station 1-2.

**5. PRESENTATIONS –**

**6. ACKNOWLEDGEMENTS** –

**7. STAFF REPORTS**

**Chief Walkowski**

Chief’s report is included in the meeting packets.

* The WSRB rating for Station 1-4 will change from a 9A to a 9 on October 1, 2019. In order to be returned to a FPC 5 (within 1,000’ of a fire hydrant) or a FPC 6 (in excess of 1,000’ of a fire hydrant with a tender credit), there will need to be a minimum of six firefighters assigned to Station 1-4. Assignment to an unmanned station is dictated by where a firefighter lives. Four of the six currently reside within the Station 1-4 vicinity.
* The second Bluecard IC lab is complete. The last lab will be conducted on October 15-17.
* The ladder truck (1989 vintage) is out of service for structural damage. Repairs and maintenance in excess of $20,000 have been spent on this apparatus in 2019 not including the current damage repair estimate. We are currently looking for a surplus ladder truck to replace the existing truck. Eastside possibly has a truck available with an agreeable price point.
* Starting the 2020 budget process.
* Post annexation deliverables include an educational launch for Commissioner Districts. There will be five Commissioners. The vote in November will determine if the Commissioners will be at large or from Districts four and five (if the ballot measure for Commissioner Districts passes.)
* The driveway at Station 1-5 will be finished September 26.
* The Station 1-2 roof replacement project has been awarded to All Weather Roofing. The modular home for fire Station 1-2 bid was accepted by Shoreline with a delivery date of March/April or later 2020. An interlocal agreement will need to be drafted.
* Two new fleet vehicles are ready for pickup this month.
* ESO will be the new information platform starting January 1, 2020. Training for this system will be October 14, 2019 at Station 1-5. Agreements with hospitals need to be written that will allow the patient’s status after hospital treatment to be retrieved from ESO.
* A meeting with the County Assessor will be held September19th to find out what property tax revenues can be expected for 2020.
* The refinancing of the 2010 and 2013 bonds were finalized in September realizing an 11.1% savings to reinvest in other areas.
* The All-County picnic was well attended and information about firewise as well as other District programs was distributed.
* The “Thing” event at Fort Worden was a success. The promoters reimbursed EJFR for providing fire and EMS at the event.

**AC Brummel**

Monthly report included in the meeting packets.

* A 13-week fire academy has started. There are 22 students with 25 different instructors throughout the training process. Six instructors are present on any one day.
* In August, EJFR conducted live fire training at Bangor. EJFR worked alongside Engine 91 and Bangor crew.
* Two airbag kits have been purchased.

**AC Tracer**

Monthly report included in the meeting packets.

* EJFR has an aging fleet. Tender 11 is rotting out. We are currently looking for four newer tenders.
* The Guardian is back in the water after a month of maintenance and repairs.
* The burn ban will be lifted October 1, 2019.

**AC Krysinski**

Monthly report included in the meeting packets.

* Currently working on the conversion of the admin conference room into an ECC to function as an area command.
* Working on developing performance measures to be approved by the Board.
* EJFR received the 2018 for 2019 AFG micro grant for the purchase of five new thermos-imaging cameras and three gas detectors. The grant is a 5% match.

**PES/PIO**

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

* No report for this period.

**8. FIREFIGHTER’S ASSOCIATION REPORT**

**9. OLD BUSINESS**

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

There are seven volunteer/resident applicants for October testing, more applicants are anticipated as the recruitment period is currently open.

**10. NEW BUSINESS**

**A. Budget Workshop Dates**

It was decided, pending Commissioner Johnson’s availability, to have the budget workshop on October 18, 2019 at 1:00 at 24 Seton Road.

**B. Board Appointment Process**

The same process will be used to solicit for Commissioners as was used for Commissioner Seabrook. The actual format will be dictated by the November election where it will be decided whether the Commissioners will be at large or represent an individual district. Interviews will probably occur in the January timeframe.

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

The pros and cons of a 48/96 work schedule were discussed. The 48/96 work schedule will be an opener for the collective bargaining agreement.

**D. Excuse Commissioner Johnson from the September 18, 2019 Board Meeting**

**MOTION: Chairman Staph, Jr.** made a motion to excuse Commissioner Johnson from the September 18, 2019 board meeting. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

**Executive Session**

Chairman Stapf Jr. announced the Board will go into executive session for 20 minutes at 8:09 p.m. for an **Executive Session** *in accordance with RCW 42.30.110(g): To evaluate the qualifications of an applicant for public employment or to review the performance of public safety personnel.* Chief Walkowski, District Secretary Ysseldyke-All, HR Manager Stewart and City Liaison Stinson were in attendance. Chairman Stapf Jr. reconvened the board meeting at 8:29.

*No action was taken.*

**11. UPCOMING EVENTS**

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

***Systems Design – Ambulance Billing & Documentation Workshop -*** Tukwila Community Center, October 30

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

**GOOD OF THE ORDER –**

**ADJOURNMENT**

**MOTION: Chairman Stapf, Jr.** made a motion to adjourn the meeting at 8:30 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 9/18/2019 Rich Stapf, Jr., Chairman David Johnson, Vice Chairman

 **ATTEST:**

David Seabrook, Commissioner Teresa Ysseldyke-All, District Secretary