



**JEFFERSON COUNTY
FIRE PROTECTION DISTRICT NO. 1
(EAST JEFFERSON FIRE RESCUE)**

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM APRIL 15, 2020**

CALL TO ORDER

Chairman Rich Stapf, Jr. called the meeting to order at 7:00 PM. Virtual “GoToMeeting” held on-line: call in number (571) 317-3112, Access code or ID 159-009-197.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Rich Stapf, Jr., David Johnson, David Seabrook, Geoffrey Masci and George Randels

Absent:

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

1. AGENDA CHANGES – No changes

2. CONSENT AGENDA

MOTION: Commissioner Masci made a motion to approve the Consent Agenda and all financial information as follows:

- Minutes from the March 18, 2020, Regular Meeting
- General Fire warrants dated March 11, 2020, March 16, 2020, March 23, 2020 and March 31, 2020, totaling **\$278,332.61**
- EMS expenditure warrants dated March 11, 2020, March 16, 2020, March 23, 2020 and March 31, 2020, totaling **\$133,153.52**
- Payroll expenditure warrants dated March 19, 2020 and April 2, 2020, totaling **\$410,820.77**
- Transfer from EMS cash to EMS investment \$650,000.00
- Transfer from General Fire cash to General Fire investment \$600,000.00

Commissioner Randels seconded the motion. Motion carried by unanimous vote.

3. LIST OF CORRESPONDENCE – in Board packet

4. PUBLIC COMMENT – Me’L Christensen (former employee/concerned citizen) voiced her concern about losing the Fire Chief (leadership) during a pandemic.

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – None

7. STAFF REPORTS

Chief Walkowski

Chief’s report is included in the meeting packets.

- The Chief asked if there were any questions about his report. (no questions)
- The Chief gave a brief summary on the EJFR COVID-19 response. There had been no new cases in the last five days. The number of tests administered has gone down.
- Commissioner Masci asked about the burn rate for PPE. Boot coverings and gown surplus is good at this time. A UV box for sanitizing face masks is coming from Kirkland Fire. We are using a half mask respirator with an N95/P100 cartridge. There will be another request to the

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Federal government in the coming weeks for supplies.

- Commissioner Seabrook thanked Chief Walkowski for helping DEM with operations during COVID-19.
- Commissioner Randels stated that he was impressed with the results and planning for COVID-19.
- Chief Walkowski stated that there is a unique dynamic in relation to COVID-19. The team stood up without notice and implemented overnight without complaint. Chief also went into detail about what each Assistant Chief and staff members were doing toward the district's response to COVID-19.
- Chairman Stapf asked about the call volume. Chief responded that the call volumes are down due to people staying at home.
- Chief also spoke about the tracking and trending of COVID-19 in our area. He said that the hospital, department of health and the district were all trending the same.

AC Brummel

Monthly report included in the meeting packets.

AC Tracer

Monthly report included in the meeting packets.

PES/PIO

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

8. FIREFIGHTER'S ASSOCIATION REPORT - None

9. OLD BUSINESS

A. Commissioner Districts - Update

We are re-evaluating the Commissioner Districts with the County. The consultant is currently redrawing the districts to be legal and in alignment with the County as much as possible. Commissioner Randels asked if the redrawing of the Districts could be postponed until the new census information was available.

10. NEW BUSINESS

A. Consider and identify a process for moving forward in response to the notice of intention to resign from the Fire Chief

There was a transition proposal that was considered for discussion in executive session. A long discussion on following the open public meeting act, and legal counsel's advice on what can and cannot be discussed in executive session ensued. As the proposal was from Chairman Stapf, he recused himself from further discussion at 8:10 and Vice Chairman Johnson took over the meeting.

MOTION: Commissioner Seabrook made a motion to dismiss the proposal without prejudice at this time for an open public meeting process. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

The four Board Commissioners continued the discussion that ended with creating a committee to come up with a process where proposals would be examined to be in compliance with all rules and dispel any misconceptions that might arise.

MOTION: Commissioner Masci made a motion to form a small task group to create a transition plan for the Chief position. The committee will have one Union member, one Volunteer, Commissioners Johnson and Seabrook, and Admin representatives. **Commissioner Randels** seconded the motion with the amendment "to form and prepare a transition plan that includes permission to act and implement that plan. Motion carried by unanimous vote.

Executive Session – There was no executive session.

Chairman Stapf came back to the meeting at 8:29 and asked the Public if they had any further comment. Me'L Christensen replied that she was pleased with how the process went. Other listeners had no comment.

11. UPCOMING EVENTS

Managing Your Risk Exposure to Avoid the Witness Stand – Chelan, WA – Saturday, June 6, 2020 *Cancelled*

WFCA Self-funded Health Care Program Update – Offered in Chelan on June 6th

Snure Seminars: 32nd Annual Pre-Conference Laws Update, October 21, 2020, Spokane (Davenport Grand Hotel), 6:30 - 9:30 pm *Cancelled*

WFCA 72nd Annual Conference - Spokane Davenport Grand Hotel (333 W Spokane Falls Blvd, Spokane 99201); October 22-24, Detailed information regarding classes and registration will be available in August

GOOD OF THE ORDER –

ADJOURNMENT

MOTION: Chairman Stapf, Jr. made a motion to adjourn the meeting at 8:33 PM.

Commissioner Masci seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1

Rich Stapf, Jr., Chairman

David Johnson, Vice Chairman

David Seabrook, Commissioner

Geoffrey Masci, Commissioner

ATTEST:

George Randels, Commissioner

Teresa Ysseldyke-All, District Secretary