



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM MAY 20, 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 (872) 240-3212, Access code or ID 622-514-709.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: AC Krysinski

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

1. AGENDA CHANGES – 10 H, Pandemic Financial Impact Committee and 10 I, County Vote for Moving from Phase 1 to Phase 2 for Pandemic Response were added to New Business.

2. CONSENT AGENDA

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

- Minutes from the April 15, 2020, Regular Meeting
- General Fire warrants dated April 10, 2020, April 21, 2020, April 24, 2020 and May 7, 2020, totaling **\$168,000.25**
- EMS expenditure warrants dated April 10, 2020, April 21, 2020, April 24, 2020 and May 7, 2020, totaling **\$95,790.73**
- Payroll expenditure warrants dated April 17, 2020 and May 4, 2020, totaling **\$385,073.28**
- Transfer from EMS cash to EMS investment **\$960,000.00**
- Transfer from General Fire cash to General Fire investment **\$1,600,000.00**
- Transfer from General Fire cash to EMS cash for a reimbursement correction **\$150.00**
- 1st Quarter Volunteer Stipend warrants dated April 7, 2020 totaling **\$6,594.43**

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

3. LIST OF CORRESPONDENCE – in Board packet

4. PUBLIC COMMENT – None

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – None

7. STAFF REPORTS

Chief Walkowski

Chief’s report is included in the meeting packets.

- EJFR’s tracking and trending of COVID-19 is still trending the same as the hospital, department of health and law enforcement.
- To keep with the Governors mandate, the officers’ reports will not be addressed.

AC Brummel

Monthly report included in the meeting packets.

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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

The consultant used to draw the Commissioner districts is currently waiting on the 2019 updated GIS system files before continuing with trying to align the Commissioner districts with the County. New information should be available at the June 17th meeting. Commissioner Randels inquired about the status of the suggestion that the redrawing of new Districts might be postponed until after the 2020 Census was completed, and it was reported that such a postponement would not be available.

B. Chief Search Committee - Update

Commissioner Johnson stated that the committee has agreed on a three prong approach to finding a new Chief. First, an internal posting was launched Thursday May 14. Second, at roughly the same time an external search is being conducted by placing ads in newspapers and appropriate websites with a longer close date in order to vet the internal applicants first. The third approach would be contracting with a national search company. All timelines, job description and postings are included in the Commissioners' board packets. Commissioners Masci and Randels commended the work of the search committee as comprehensive and thorough and approved of the process as outlined. Commissioner Johnson noted that the definition of "internal" for the job posting was debated and found to be inclusive of all EJFR Firefighter/EMTs, Volunteers and Commissioners.

10. NEW BUSINESS

A. Renewal of Commercial/Auto Insurance as Proposed

MOTION: Chairman Stapf, Jr. made a motion to approve renewal of commercial/auto insurance from June 1, 2020 to May 31, 2021. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

B. Chief Search Committee Composition

Commissioner Johnson asked that the previous motion to create the Chief search Committee be amended to include Chief Walkowski whose advice and insight have been invaluable.

MOTION: Commissioner Randels made a motion to include Chief Walkowski in the composition of the Chief search committee. **Commissioner Masci** seconded the motion. Motion carried with an abstention from Chairman Stapf, Jr.

C. Interim Chief

Commissioner Johnson and Chief Walkowski discussed two plans with three options A, B and C in regards to the interim Chief position. Plan A (Short Duration) – 30 to 45 days has one of the assistant Chiefs as the interim with Chief Walkowski available for consultation and an internal candidate starting mid-August. Plan B (Medium Duration) – is triggered if no candidates are viable from the internal search and the external group moves forward. This would be a 45 to 90+ day interim. Chief Smith from North Kitsap would be a choice who is willing to be interim for plan B. If the external process does not produce a viable candidate Plan C – using a national search company would be deployed. An interim Chief would already be in place to see Plan C through.

D. Fire Chief Job Description

While examining the Chief job description for the new job posting, it was apparent that some updates needed to be included.

MOTION: Commissioner Johnson made a motion to approve the Chief job description as presented. **Commissioner Masci** seconded the motion. Motion carried with an abstention from Chairman Stapf, Jr.

E. JeffCom

JeffCom Director Karl Hatton, submitted his letter of resignation on May 18, 2020. His last day will be June 15, 2020. There have been years of discussion about a regional consolidation/co-location for JeffCom and PenCom. The Jefferson County fire Chiefs are not in favor of a co-location as no plan or benefits have been presented. Karl Hatton is currently the Director of both JeffCom and PenCom. An interim Director for JeffCom will probably come from within the Sheriff's office until another candidate presents itself.

F. Resolution 20-07 Designation of Applicant's Agent

The purpose Resolution 20-07 is the designation of authorized representatives to obtain federal and/or state emergency or disaster assistance funds.

MOTION: Commissioner Masci made a motion to Approve Resolution 20-07 Designation of Applicant's Agent – Business Manager Emily Stewart and Finance Manager Terri Ysseldyke-All are designated as the representatives authorized on behalf of the Board of Commissioners to execute all contracts, certify completion of projects, request payments, and prepare all required documentation for funding requirements. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

G. Professional Services Agreement

There was a discussion about continuing to go forward, at this time, with the plans for Station 1-2 in light of the pandemic causing a possible revenue shortfall and the septic system's wet soils test failure. Commissioner Randels asked if the work being done will make this station comparable with others in the district. Chairman Stapf, Jr. replied that it does not but it gets it a lot closer. It was agreed to go forward in good faith.

MOTION: Commissioner Randels made a motion to sign the professional services agreement with Zenovic & Associates for engineering services for site development plans: 1. grading and paving 2. utility and 3. storm water. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

H. Pandemic Financial Impact Committee

There was a discussion about the formation of a pandemic impact committee. A Commissioner, admin staff, labor and possibly a volunteer will comprise the committee. This committee will look at revenue impacts, actions necessary and budget knowns/unknowns to stay ahead of the possible recession. Levels of service will be maintained as long as possible. Commissioner Masci will sit on the committee with Commissioner Seabrook as an alternate. Chairman Stapf, Jr. will put forward some observations for the committee.

I. County Vote for Moving from Phase 1 to Phase 2 for Pandemic Response

Commissioner Masci asked if EJFR was asked to participate in the discussion of reopening businesses and activities in the Jefferson County. There was no formal invitation but the Chiefs have been listening in on the meetings to keep abreast.

Chairman Stapf, Jr. asked if there was any public comment. Bruce Carlson from Marrowstone Island said he appreciated the discussion about continuing with the plans for Station 12. He offered to help in any way. Commissioner Johnson thanked Mr. Carlson for his input for a new Fire Chief.

Executive Session

Chairman Stapf Jr. announced the Board will go into executive session for 15 minutes at 8:40 p.m. for an **Executive Session** in accordance with RCW 42.30.110(1)(g): *To evaluate the qualifications of an applicant for public employment or to review the performance of public safety personnel.* At

May 20, 2020

8:55 Chairman Stapf, Jr. extended the meeting for another 10 minutes. Chief Walkowski and District Secretary Ysseldyke-All attended. Chairman Stapf Jr. reconvened the board meeting at 9:05.

Informational only, no action taken.

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 –

**Commissioner Stapf, Jr. mentioned the online Brian Snure webinars through WFCA:
Webinar 1**

Saturday, May 30th (9:00 am – Noon) - Roles, Personnel, Duties and Finances Class

Webinar 2

Saturday, June 6th (9:00 am – 1:00 pm) - Open Public Meetings and Open Public Records Act

ADJOURNMENT

MOTION: Chairman Stapf, Jr. made a motion to adjourn the meeting at 9:06 PM.
Commissioner Johnson 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