



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM JUNE 22, 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 968-271-565.

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 – Chief Walkowski added: E. Water tender purchase to New Business.

2. CONSENT AGENDA

MOTION: Commissioner Masci made a motion to approve the Consent Agenda with a correction to old business – A. Commissioner Districts and all financial information as follows:

- Minutes from the May 20, 2020, Regular Meeting
- General Fire warrants dated May 18, 2020, May 22, 2020 and June 8, 2020, totaling **\$39,419.47**
- EMS expenditure warrants dated May 22, 2020 and May 7, 2020, totaling **\$43,581.57**
- Payroll expenditure warrants dated May 19, 2020 and June 4, 2020, totaling **\$413,636.04**
- Transfer from EMS cash to EMS investment **\$220,000.00**
- Transfer from General Fire cash to General Fire investment **\$1,100,000.00**
- Transfer from General Fire cash to EMS cash for a reimbursement correction **\$1,118.48**
- June 8, 2020 transfer to Fire Apparatus/Equipment Fund from General Fire Fund totaling **\$40,000.00**
- Transfer to 2019 LTGO from General Fire Fund for payment of **\$32,216.25** to US Bank (interest payment)
- Transfer to General Fund from EMS Fund for payment of **\$85,166.66** to Kitsap Bank (interest & principal payment)
- Transfer to 2017 LTGO Fund from General Fund for payment of **\$85,166.66** to Kitsap Bank (interest & principal payment)

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

3. LIST OF CORRESPONDENCE – in Board packet

4. PUBLIC COMMENT – None

5. PRESENTATIONS – Chairman Stapf, Jr. expressed the District’s appreciation to Chief Walkowski for his leadership the past two and a half years and for setting us up for the future. He thanked Chief Walkowski for his hard work for EJFR as well as the Citizens. Commissioner Stapf, Jr. also thanked Chief Walkowski’s wife, Sarah. Chief Walkowski was virtually presented a plaque made from Jefferson County indigenous maple wood. Chief Walkowski thanked everyone and said that it was an honor to serve.

June 22, 2020

6. ACKNOWLEDGEMENTS – None

7. STAFF REPORTS

Chief Walkowski

Chief's report is included in the meeting packets.

- Phase 3 will be evaluated at the end of June.
- Promotional testing will occur in July.
- To keep with the Governors mandate, the officers' reports will not be addressed.

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

The consultant used to draw the Commissioner districts finished his final work product and it has been submitted to the County. Chairman Stapf, Jr. asked who the County should reach out to in the absence of Chief Walkowski. Finance Manager Ysseldyke-All will field any questions coming from the County.

B. Chief Search Committee - Update

Commissioner Johnson stated that two internal candidates are working on an exercise that is due July 1st. Chairman Stapf, Jr. wanted to discuss the Chief search plan in relation to when an interim chief would be named. He asked that Chief Smith come in immediately instead of waiting until phase 2 for more continuity. Chairman Stapf, Jr. stated that he did not think that his suggestion was a conflict of interest. Commissioner Johnson said that the committee would approach Chief Smith to come in earlier than anticipated. He also said that phase 1 would continue regardless. Chief Smith needs to discuss his interim position with EJFR with his Board of Commissioners. An ILA or personal agreement was discussed. Further discussion was held until North Kitsap's Board had a chance to comment.

C. Station 1-2 - (update)

New septic designs for station 1-2 are ready to submit after an exchange agreement with the Neighbors to the North for an easement on their property to house the system. The easement would be for the life of the property or the septic system. The exchange would entail a water tap for the neighbor's property for a cost of \$10,000. That is a \$2,500 fee plus a Marrowstone Island fee of \$7,500. While installing the station 1-2 system also complete a drain field for the neighbors system. We have someone that will volunteer labor and machine cost. The drain field would cost \$30,000. Chairman Stapf, Jr. asked for funds to go forward with this project not to exceed \$50,000.

MOTION: Commissioner Johnson made a motion to approve Chairman Stapf, Jr. to prepare an agreement with the neighbor to the North of Station 1-2 for septic system easement not to exceed \$50,000. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

10. NEW BUSINESS

A. Interim Chief Appointment

The position of interim chief was discussed with the consensus that bringing Chief Smith on in phase 1 of the hiring process instead of phase 2 would help with leadership continuity. Many EJFR personnel had worked with Chief Smith previously and had nothing but good experiences to report.

Chief Smith's appointment would depend on permission from his Board of Commissioners at North Kitsap which meet July 13th.

MOTION: Commissioner Randels made a motion to approve Commissioners Johnson and Seabrook along with Human Resource Manager Stewart to meet with Chief Smith, make an assessment and move forward with an agreement on behalf of the Board. **Chairman Stapf, Jr.** seconded the motion. Motion carried by unanimous vote.

B. Paramedic School Eligibility List

The cost related to sending a candidate to paramedic school and their obligation to the District afterward was discussed.

MOTION: Chairman Stapf, Jr. made a motion to approve the 2020 Paramedic Trainee Eligibility List and to authorize the eligible trainee candidate to attend the Michael K. Copass Paramedic Training Program Class #47. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

C. Duty Officer/Battalion Chief Mentoring Program

Starting in July task books will be available for the duty officer/battalion chief mentoring program. The book would take six to eight months to complete.

D. IAFF Local 2032 Collective Bargaining Agreement Extension Request

IAFF Local 2032 asked the board to consider a one-year extension of the current contract. A rewrite of the contract would include only the MOUs created since the last contract was ratified along with some language cleanup.

MOTION: Chairman Stapf, Jr. made a motion to agree to a one-year contract extension discussion. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

E. Water Tender Purchase

The reasons that the District requires another water tender was discussed.

MOTION: Commissioner Seabrook made a motion to authorize the Fire Chief to purchase one (1) H&W water tender from the Bainbridge Island Fire Department for an amount not to exceed \$25,000.00. **Commissioner Johnson** seconded the motion. Motion carried by unanimous vote.

Executive Session

No executive session was held.

Chairman Stapf, Jr. asked if there was any public comment. There was no public comment.

11. UPCOMING EVENTS

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

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 8:40 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

June 22, 2020