



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM AUGUST 19, 2020**

CALL TO ORDER

Vice Chairman David Johnson called the meeting to order at 7:00 PM. Virtual “GoToMeeting” held on-line: call in number (669) 224-3412, Access code or ID 701-020-989.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: David Johnson, David Seabrook, Geoffrey Masci and George Randels

Absent:

Admin Staff: Interim Chief Smith, AC Tracer, AC Brummel and District Secretary Ysseldyke-All

1. AGENDA CHANGES – Vice Chairman Johnson added to new business: E. Resignation Letter and F. Temporary Compensation for Assistant Chiefs. Vice Chairman Johnson also added an executive session *in accordance with RCW 42.30.110(1)(g)*. Commissioner Seabrook added to new business G. Elect New Board Chairman and Vice Chairman.

2. CONSENT AGENDA

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

- Minutes from the August 3, 2020 Special Meeting and July 15, 2020 Regular Meeting
- General Fire warrants dated July 16, 2020, July 23, 2020 and August 7, 2020, totaling **\$133,238.27**
- EMS expenditure warrants dated July 16, 2020, July 23, 2020 and August 7, 2020, totaling **\$74,769.85**
- Payroll expenditure warrants dated July 17, 2020 and August 4, 2020, totaling **\$461,523.41**
- 2nd Quarter Volunteer Stipend warrants dated July 21, 2020 totaling **\$6,592.81**

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

3. LIST OF CORRESPONDENCE – in Board packet

4. PUBLIC COMMENT – Three Marrowstone Island residents, Mr. Carlson, Mr. Anderson and Mr. Ayers spoke about their concerns for response times to Marrowstone Island. They asked for a comprehensive plan to address the longer response times. They also wanted to know how the Board was going to instill confidence and establish public trust. Mr. Bowen also spoke and asked about the decision to forgo the purchase of the modular unit that was to be placed at Station 1-2.

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – The correspondence for this month had a thank you letter for Paramedic Sam Neville’s expert medical care. The Board expressed their appreciation.

7. STAFF REPORTS

Interim Chief Smith

Chief’s report is included in the meeting packets.

- The work that has been done so far on Station 1-2 and what actions are being performed to date were discussed. This included project cost to date, possible funding, alleyway issues and actions moving forward with the project.

August 19, 2020

MOTION: Commissioner Masci made a motion to task Chief Smith and Assistant Chief Tracer to develop a plan to solve the Marrowstone project issues in a timely manner. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

AC Brummel

Monthly report included in the meeting packets.

- Looking into alternatives for volunteer and resident training that includes mini Saturday training in virtual or small groups.
- In the process of reviewing a fee schedule for the use of the fire tower for live fire training.
- Single role and entry level firefighter list has been completed. Chief Brummel thanked the evaluators for their time.
- Received a \$33,000 AFG grant for tools.
- Assistant Chief Brummel thanked Public works for the use of their building in Quilcene.

AC Tracer

Monthly report included in the meeting packets.

- There is a problem at Station 1-6 with the heating and cooling system.
- Narcotic boxes have arrived and are being instituted.
- EJFR now uses Archive Social to record the website and other social media.

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

EJFR attorney sent a letter to the Auditor's office stating why we could not use their Commissioner District lines. The lawyer for the County and EJFR attorney are working out the details. Assistant Chief Tracer and Finance Manager Ysseldyke-All will follow up to see how the process has progressed.

B. Chief Search Committee - Update

Vice Chairman Johnson stated that 20 external chief applications had been received. Seven of the twenty progressed to the written exercise phase. The written exercise is due August 20 and will be examined by the search committee August 20 – August 27. The search committee will make their recommendation to the Board at the September Board meeting. The entire Board will decide how to proceed.

C. Station 1-2 - (update)

See Interim Chief Smith's report.

10. NEW BUSINESS

A. Marrowstone Station 1-2

Interim Chief Smith, Assistant Chief Tracer and volunteer Project Manager Nuerenberg are working on the Marrowstone station project.

B. Tuttle Judgement/Settlement

MOTION: Commissioner Masci made a motion to accept a two month delay in the settlement payment from the Tuttle judgement. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

C. Entry Level Firefighter and Single Role Eligibility List Certification

MOTION: Vice Chairman Johnson made a motion to approve the entry level firefighter and single role eligibility list and to fill the firefighter position being vacated in October. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

D. Staffing

Chief Smith discussed the need to fill the open firefighter position and the challenges to only having Medic One paramedics.

E. Resignation Letter

Chairman Stapf Jr's resignation letter from the Board of Commissioners was read aloud.

MOTION: Vice Chairman Johnson made a motion to accept Chairman Stapf Jr's resignation letter from the Board of Commissioners. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

Executive Session

Vice Chairman Johnson announced the Board will go into executive session for 10 minutes at 8:38 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.* Interim Chief Smith and District Secretary Ysseldyke-All attended. Vice Chairman Johnson reconvened the board meeting at 8:48.

Informational only, no action taken.

F. Temporary Compensation for Assistant Chiefs

MOTION: Commissioner Seabrook made a motion to give Chiefs Tracer and Brummel \$1,500 a month out of rank pay retro-active to July 1, 2020 in appreciation for their added work and time until a new Chief is hired. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

G. Elect Board Chairman and Vice Chairman

MOTION: Commissioner Seabrook made a motion to nominate Vice Chair Johnson as Board Chair. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

MOTION: Chairman Johnson made a motion to nominate Commissioner Seabrook as Board Vice Chair. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote. Advertising for a new commissioner was discussed.

11. UPCOMING EVENTS

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

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. *Cancelled possible virtual alternative*

GOOD OF THE ORDER – Commissioner Seabrook thanked the public commenters for adapting to and continuing to attend the virtual meetings.

ADJOURNMENT

MOTION: Commissioner Masci made a motion to adjourn the meeting at 8:51 PM. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1

Not Present
Rich Stapf, Jr., Chairman

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David Johnson, Vice Chairman

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David Seabrook, Commissioner

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Geoffrey Masci, Commissioner

ATTEST:

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George Randels, Commissioner

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Teresa Ysseldyke-All, District Secretary