



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM OCTOBER 21, 2020**

**CALL TO ORDER**

Chairman David Johnson called the meeting to order at 7:00 PM. Virtual “GoToMeeting” held on-line: call in number (786) 535-3211, Access code or ID 442-053-141.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

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

**Absent:**

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

**1. AGENDA CHANGES – None**

**2. CONSENT AGENDA**

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

- Minutes from the September 16, 2020 Regular Meeting and October 13, 2020 Special Meeting
- General Fire expenditure warrants dated September 9, 2020, September 21, 2020, October 6, 2020 and October 8, 2020, totaling **\$213,352.27**
- EMS expenditure warrants dated September 9, 2020, September 21, 2020, October 6, 2020 and October 8, 2020, totaling **\$119,675.88**
- Payroll expenditure warrants dated September 17, 2020 and October 2, 2020, totaling **\$421,136.60**
- Transfer from EMS cash to EMS investment \$550,000.00
- Transfer from General Fire cash to General Fire investment \$250,000.00

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

**3. LIST OF CORRESPONDENCE – in Board packet**

**4. PUBLIC COMMENT – None**

**5. PRESENTATIONS –** Art Frank, Commissioner with Quilcene Fire Rescue and Jeffcom Board representative for the Jefferson County Fire Commissioners and Secretaries spoke about the challenges at Jeffcom and the increase in the fee schedule. Some of the challenges include, infrastructure, technology upgrades, staffing and the loss of IT personnel. Commissioner Frank offered to report on Jeffcom at future Board meetings. Commissioner Stinson helped clarify the Jeffcom budget challenges as she had been a member of the Jeffcom Board in the past.

**6. ACKNOWLEDGEMENTS –** Chairman Johnson welcomed Commissioner Stinson to her first regular meeting.

**7. STAFF REPORTS**

**Interim Chief Smith**

Deferred to AC Tracer for a report on the Marrowstone Island project.

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## **AC Brummel**

Monthly report included in the meeting packets.

- Moving forward with the ILA for the burn box at the fire training facility.
- Ladder truck training is being conducted.

## **AC Tracer**

Monthly report included in the meeting packets.

- AC Tracer discussed an email from Counsel about the road vacation to accommodate the septic system for Station 1-2. Commissioner Randels asked questions about EJFR's relationship with the City and County in relation to plan review and code enforcement.

## **PES/PIO**

Monthly report included in the meeting packets.

- Emily Stewart Talked about fire prevention week. Bags with fire safety materials were dropped off at schools for distribution to students. Also, a large ad about fire safety was included in the local newspaper.

**8. FIREFIGHTER'S ASSOCIATION REPORT** – Tammy Ridgway reported that no meetings have been conducted since COVID. A study of how to conduct an awards banquet and Christmas carol during COVID times are underway.

## **9. OLD BUSINESS**

### ***A. Commissioner Districts - Update***

The County and EJFR lawyers returned an agreed upon lawful recommendation on proposed commissioner district lines. Questions arose about which District appointed Commissioners should represent and how to address this with the County as the originally drawn lines shifted. Other questions came up about waiting until the new census information was utilized for the most correct Commissioner District lines. Answers to the questions proposed as well as a formal legal opinion from counsel will be available at the next board meeting for discussion.

### ***B. Chief Search Committee – Update***

Chairman Johnson said the search committee is continuing with due diligence and will meet Friday October 23<sup>rd</sup> to discuss feedback from reference checks and form a recommendation to present to the Board.

Chairman Johnson asked to hold a Virtual Special Meeting Monday October 26 at 9am to discuss the Chief search. All the Commissioners confirmed their availability.

### ***C. Station 1-2 - (update)***

AC Tracer confirmed that he had the Board's approval to move ahead with vacating the road at station 1-2 so a septic system can go forward. Commissioner Randels asked what a normal timeline was to vacate a road and could we be seen as a priority? AC Tracer will look into these questions. It was agreed that the road vacating needs to be fast tracked. Members of the Marrowstone community are willing to approach the County for fast tracking if asked.

## **10. NEW BUSINESS**

### ***A. JeffCom Budget***

See presentations above

### ***B. Budget Workshop***

Now that there are five Commissioners Finance Manager Ysseldyke-All asked for direction on conducting a budget workshop. Should we call a special meeting and have all Commissioners look at the budget or should there be a committee? Chairman Johnson made a motion to appoint a permanent finance committee to consist of two commissioners, finance manager, union member and

the chief. A discussion was had that eliminated the union member as they already give their budget requests before the committee meets. Chairman Johnson then restated his motion as follows: **MOTION: Chairman Johnson** made a motion to appoint a permanent finance committee to consist of two commissioners, finance manager and the chief. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

The finance committee is assigned to work on the 2021 budget. The members of this committee will be Commissioners Seabrook and Stinson, Finance Manager Ysseldyke-All and Interim Chief Smith for the 2021 Budget workshop.

#### **Executive Session**

No executive session was held.

### **11. UPCOMING EVENTS**

**Snure Seminars- Webinar:** 32nd Annual Pre-Conference Laws Update Webinar, October 21, 2020, 6:00 - 9:00 pm

#### **WFCA 72nd Annual Conference - Webinars**

**October 19th, 9:00 am – 10:30 am** How to Implement a Peer Support Program

**October 23rd, 9:00 am – 12:00 pm** Hot Button Legal Issues in 2020 and Beyond

**October 26th, 9:00 am – 12:00 pm** PTSD, Its Impact on Firefighters & Resilient Ways of Coping

**GOOD OF THE ORDER** – Commissioner Masci thanked everyone for working well together to solve problems. Kudos to everyone.

Also, Chairman Johnson mentioned the webinars under upcoming events and reminded all the Commissioners that training in Public Records Act, Open Public Meetings Act and record retention must occur no later than ninety days after the commissioner has taken the oath of office and training must be completed at least once every four years thereafter.

#### **ADJOURNMENT**

**MOTION: Chairman Johnson** made a motion to adjourn the meeting at 8:22 PM. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

### **Jefferson County Fire District 1**

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David Johnson, Chairman

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David Seabrook, Vice Chairman

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Geoffrey Masci, Commissioner

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George Randels, Commissioner  
**ATTEST:**

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Deborah Stinson, Commissioner

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Teresa Ysseldyke-All, District Secretary  
October 21, 2020