



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM DECEMBER 16, 2020**

CALL TO ORDER

Chairman David Johnson called the meeting to order at 7:00 PM. Virtual “GoToMeeting” held on-line: call in number (312) 757-3121, Access code or ID 401-947-525.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent:

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

1. AGENDA CHANGES – None

2. CONSENT AGENDA

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

- Minutes from the November 18, 2020 Special Meeting and November 18, 2020 Regular Meeting
- General Fire expenditure warrants dated November 23, 2020 and December 1, 2020, totaling **\$28,744.75**
- EMS expenditure warrants dated November 23, 2020 and December 1, 2020, totaling **\$10,465.00**
- Payroll expenditure warrants dated November 19, 2020 and December 3, 2020, totaling **\$398,619.91**
- Transfer from EMS cash to EMS investment **\$978,000.00**
- Transfer from General Fire cash to General Fire investment **\$1,400,000.00**
- Transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$187,216.25** to US Bank (interest & principal payment)
- Transfer to General Fund from EMS Fund for payment of **\$84,250.02** for 2017 LTGO Fund (interest & principal payment)
- Transfer to 2017 LTGO Fund from General Fund for payment of **\$84,250.02** to Kitsap Bank (interest & principal payment)

Commissioner Stinson 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 Black

Monthly report included in the meeting packets.

- The office and stations are still closed to the public. When people enter any of our facilities they are required to take their temperature and sign in and out.
- Hydrostatic sprayers are being used for decontamination for COVID 19. These sprayers also work well for blood borne pathogens. Commissioner Johnson asked about the time required for the decontamination process. The process takes 30 minutes.
- COVID training requirements are ongoing for personnel.
- In an effort to reconnect with the Volunteer base and bring in new volunteers there is a plan for some limited hands on small group training to add to the virtual training. Commissioner Randels asked about COVID vaccinations for Volunteers. The criteria for who receives the vaccinations are created by Jefferson Healthcare and Public Health. A list of all career and volunteer staff were presented to the hospital for consideration. It was stressed that even though you are vaccinated, masks and social distancing are still required.
- Thanks to HR Manager Stewart for helping to extend the Union contract through 2021. The 48/96 work schedule efficacy study is postponed a year due to COVID affecting the data.
- The MSO job description should be ready for the January Board meeting.
- Paramedic Steele will be retiring in December.
- The Toys for Tots predetermined collection times at EJFR stations were a success. Thank you to the District Elves for decorating the stations for the holidays.
- The EJFR website was updated with safety tips for the holidays.

AC Brummel

Monthly report included in the meeting packets.

- The volunteer program is ramping up with fire academy and EMT classes starting up early in 2021.
- Westsound Training Group planning for 2021 is in progress with curriculum development and updates for WSRB compliance.
- Lieutenant promotional testing will occur in January.

AC Tracer

Monthly report included in the meeting packets.

- EJFR land use attorney for the Station 1-2 project is asking the County to change some items in their letter about the road vacation.
- The new tender does not fit in the garage at station 1-2. A tender that fits will be stationed there or the garage will be modified.
- A waterline for fire hydrants to benefit the north end of Marrowstone Island is being explored in conjunction with the waterline for Station 1-2.
- Commissioner Seabrook asked about the gutters at station 1-5. Chief Tracer explained that the gutters were 25-years old and the downspouts had rotted away. Currently looking at bids for replacing the gutters and crimping on the metal roof.
- There was a question about fixing the heating system at the admin office. The lease has the tenant paying for the heating system.

PES/PIO

Monthly report included in the meeting packets.

- Emily Stewart said the new volunteer virtual induction went well. She also noted that two of the new volunteers were from Marrowstone Island.

8. FIREFIGHTER'S ASSOCIATION REPORT – Nothing new to report

9. OLD BUSINESS

A. Station 1-2 - (update)

Chief Black is meeting with the people involved in approving the site plan and septic system at station 1-2. There should be a cost and Gantt chart for the project next month. Meeting with more of the stake holders tomorrow. Chief Tracer has been hard at work with attention to detail for the

station 1-2 project. Continuing to work on doing a better job of communicating updates on the station 1-2 project to keep people in the loop.

Mr. Carlson and Mr. Ayers reported that 52 people attended a MIF meeting where Mr. Nuerenberg gave a report on the Station 1-2 project. The gentlemen also reiterated that they are willing to go to the County to help speed things up if necessary.

10. NEW BUSINESS

A. Resolution 20-13 Cancelling Warrants not Presented within One Year of Issue

MOTION: Chairman Johnson made a motion to approve Resolution 20-13 Cancelling Warrants not Presented within One Year of Issue. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

B. Ambulance Revenue Update

Finance Manger Ysseldyke-All shared a graphic of annual ambulance billing collection statistics. She also discussed a three year comparison summary of collections. The comparison of collections showed that the number of charges was down, the financial charity/assist was up but revenues stayed neutral.

11. UPCOMING EVENTS - none

GOOD OF THE ORDER –

ADJOURNMENT

MOTION: Chairman Johnson made a motion to adjourn the meeting at 7:39 PM. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1

David Johnson, Chairman

David Seabrook, Vice Chairman

Geoffrey Masci, Commissioner

George Randels, Commissioner
ATTEST:

Deborah Stinson, Commissioner

Teresa Ysseldyke-All, District Secretary