



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM JANUARY 20, 2021**

CALL TO ORDER

Chairman David Johnson called the meeting to order at 7:00 PM. Virtual “GoToMeeting” held on-line: call in number (872) 240-3311, Access code or ID 218-890-989.

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 and District Secretary Ysseldyke-All

1. AGENDA CHANGES – Chief Black asked to add Policy 5001 Management of Medications to New Business.

2. CONSENT AGENDA

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

- Minutes from the December 16, 2020 Regular Meeting
- General Fire expenditure warrants dated December 8, 2020, December 23, 2020, December 31, 2020, January 8, 2021 and January 12, 2021, totaling **\$287,238.18**
- EMS expenditure warrants dated December 8, 2020, December 23, 2020, December 31, 2020, January 8, 2021 and January 12, 2021, totaling **\$120,490.29**
- Payroll expenditure warrants dated December 17, 2020 and January 4, 2021, totaling **\$590,561.83**
- 4th Quarter Volunteer Stipend warrants dated December 21, 2020, totaling **\$6,593.23**

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

3. LIST OF CORRESPONDENCE – in Board packet

4. PUBLIC COMMENT – None

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – Acknowledgements were moved to the beginning of the meeting. Chief Smith was acknowledged as invaluable as a guiding presence for EJFR during the search/hiring process of a new Chief. Chief Smith was not able to be virtually present as he has had health issues but is recovering nicely. FF/PM Steve Steele was commended for over 20 years as a paramedic and his role as an exceptional mentor. An email from Steve was read that noted his cherished time with EJFR career members and volunteers.

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- The office and stations are still closed to the public.
- Updated SOG for modified duty due to off-duty injuries.
- PPE extractors have been purchased for cleaning/decontamination.
- Facilities and vehicles are being assessed for optimum efficiency and safety compliance.

January 20, 2021

- The first and second round of the COVID vaccine have been administered to the EJFR personnel that elected to do so.
- The COVID 19 Sick Leave MOU will be signed. 96 hours may be banked to go toward COVID sick leave and the hours will go away at the end of the year. The MOU is to help preserve the health and wellness of employees.
- Staff is preparing a proposal for retention of a contractor to develop the establishment of Standards of Cover and a Strategic Plan for EJFR.
- A study to upgrade internet connectivity via fiber to most EJFR facilities is underway.
- A former Paramedic has declared bankruptcy and will not be able to fully fulfill his obligation to pay a judgement to EJFR. \$5,500 still remains and will be deemed uncollectible. Commissioner Randels asked if this was a frequent insurable event. He was told it was infrequent.

MOTION: Commissioner Seabrook made a motion to waive the outstanding balance of the judgement. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

- The Medical Services Officer (MSO) job description is finalized and the promotional process is under development. A discussion ensued about certifications, specific duties as assigned and working with the MPD.

MOTION: Commissioner Seabrook made a motion to approve the Medical Services Officer (MSO) job description. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

- Recruitment and vacancies for single role paramedic and dual role firefighter/paramedics were discussed. The current avenue for hiring/training paramedics is a limitation that is impeding filling vacancies. Chief Black would like to do an analysis of the job descriptions and bring them back to the Board. Chairman Johnson asked the Union to please share their ideas with Chief Black.
- An agreement with Grays Harbor to be a precept for paramedic interns from their school was considered and will be signed.
- The practice of having two EMTs on Medic 17 and pulling a PM from the dual role for an ALS call deserves attention.

AC Brummel

Monthly report included in the meeting packets.

- Working on an AFG grant for new pagers and radios with Port Ludlow. Submitting a joint grant allows the individual Districts to also submit for a micro grant. A micro grant for tools will also be applied for.
- Lieutenant promotional testing will occur on Tuesday and Wednesday next week.

AC Tracer

Monthly report included in the meeting packets.

- The septic designer will submit the plans to County this week. The County has 28 days to review. Warm dry weather is needed to start the septic process once approved. Commissioner Randels asked when the road got vacated and did the vacation have to go before a judge. The road was vacated about two weeks ago and yes a judge had to rule on the vacation.
- Commissioner Seabrook asked about a modular unit for station 1-2. Chief Tracer deferred to Jim Nuereberg who has been looking into a structure for station 1-2. The Marrowstone Island Foundation (MIF) would like to buy and donate a unit and have it placed on Station 1-2 property to help improve the service to Marrowstone Island. Both EJFR and MIF want to make sure everything is legal in acquiring, setup and donation of a modular unit.
- Commissioner Randels was an advocate for identifying a modular unit, checking that it meets station 1-2 needs and giving Board approval where ever necessary to keep the project on a good timeline.

- Mr. Carlson from Marrowstone Island reiterated the concern that the donation of the modular unit be lawful and aid in improved services to Marrowstone residents.
- Chief Black spoke to the members of MIF and said that all rules would be followed and the modular unit would be used by the firefighter resident program. Chief Black also commented on Jim Nuereberg's extensive work toward the project and stated that he has been a great resource.

PES/PIO

Monthly report included in the meeting packets.

- The accounting software company currently used by EJFR was bought by a new company called Springbook. This company wants to charge three times as much for no added benefit for our organization other than an extra layer of security for being hosted in the cloud. A bump in software cost or a look at other options will be determined in the future.

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

9. OLD BUSINESS

A. Station 1-2 - (update)

See Chief Tracer's report.

10. NEW BUSINESS

A. Policy 5001 Management of Medications

MOTION: Commissioner Randels made a motion to approve Policy 5001 Management of Medications. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

11. UPCOMING EVENTS –

SNURE SEMINARS-2021 WINTER WEBINAR SERIES –

February 26, 2021 - Fire District and RFA Bid Laws, Procurement and Public Works

March 12, 2021 - Fire Service Employment

ZOOM WEBINAR – REGISTER ONLINE AT *Snurelaw.com*

GOOD OF THE ORDER – Commissioner Stinson asked about the ladder truck. Chief Black said the truck should be back in service in sixty days after pump and ladder testing.

ADJOURNMENT

MOTION: Chairman Johnson made a motion to adjourn the meeting at 8:04 PM. **Commissioner Masci** 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

January 20, 2021