



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM MARCH 17, 2021**

**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 296-827-7773.

**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 Stewart and District Secretary Ysseldyke-All

**1. AGENDA CHANGES – None**

**2. CONSENT AGENDA**

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

- Minutes from the February 17, 2021 Regular Meeting
- General Fire expenditure warrants dated February 17, 2021, February 26, 2021, March 9, 2021 and March 10, 2021 totaling **\$86,928.44**
- EMS expenditure warrants dated February 17, 2021, February 26, 2021 and March 10, 2021 totaling **\$20,954.11**
- Payroll expenditure warrants dated February 18, 2021 and March 4, 2021, totaling **\$391,816.43**

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

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

**4. PUBLIC COMMENT –** Bud Ayres from Marrowstone Island commented that the further we wait to secure a building the more expensive it will be. The permits need to get signed off.

**5. PRESENTATIONS –** Jim Nuerenberg presented a PowerPoint that depicted three choices for the procurement of a building for station 1-2. The MIF Board voted on option 1 to buy a manufactured building and donate it to the fire department. The cost of procuring a building is going up. A smaller building with shared living spaces are still affordable at this time. As soon as permits are in place a timeline for production and the cost will be known. Chief Black thanked Mr. Nuerenberg for all his time and work on this project.

Commissioner Seabrook asked about the legalities of accepting a donated building. Legal counsel Snure has been consulted and the donation is legal. A manufactured home is personal property and not real property.

Commissioner Seabrook asked about money spent so far but no money was expended since applying for the permits as nothing can go forward until the permits are obtained.

The grant agreement is being ironed out by MIF representatives and Chief Black. He currently sees

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no show stoppers as in spirit there is a mutual understanding.

**MOTION: Commissioner Seabrook** made a motion to approve the concept to move ahead with MIF's alternative #1 to buy a manufactured building and donate it to EJFR. **Commissioner Randels** seconded the motion. Motion carried by a four to one vote with Commissioner Masci abstaining as he entered the meeting late and did not hear the whole conversation.

## 6. ACKNOWLEDGEMENTS – None

## 7. STAFF REPORTS

### Chief Black

Monthly report included in the meeting packets.

- Station 1-2 permits are getting some response. The septic permit was rejected but new drawings have been submitted to fix the problems. There was also a forestry and permeable problem that got resolved. Dozens of hours are spent each month on this project working with MIF to push the project forward.
- The annual report is being finalized.
- A PowerPoint on work force analysis was presented. There is usually a 1.1 to 1.2 ratio for staffing but because of the "K" day we need 1.4 or 34 dual role employees to cover the shifts. The single role have a ratio of 1.2 and need 7 employees. The dual role have been filling in the vacancies for single role.

Succession planning- currently have two vacancies and five more eligible to retire in the next three to five years.

The productivity is high but compressed. Districts of EJFR's size usually have Lieutenant, Captain, Battalion Chief, Assistant Chief and Chief. There is a struggle at the Admin level to get work done. Battalion Chiefs would free up 25% of the Assistant Chiefs' and Chief's time.

The disadvantages of not having a succession plan in place for promotions or retirements is extended reaction time to fill vacancies and burn out.

Chairman Johnson asked about different opportunities to fill paramedic positions. Chief Black and the Union are working on a solution.

- Three contractors have been identified to help with a strategic plan and standards for cover. They will be presented at the next Board meeting.
- Training discussions with JPREP for Cascadia Rising exercise in June 2022.
- There are three candidates for MSO testing.
- An upgrade to internet connectivity via fiber to most EJFR facilities is underway.
- Paramedic candidate for M17 broke his leg and interview/testing is postponed.
- Medic One paramedic student testing will be April 15 for a class date of fall 2021.
- There was a request from the Sheriff to help outfit a drone that would help with rescues and fires. It would be accessible 24/7. More information to come.

### AC Brummel

Monthly report included in the meeting packets.

- Volunteer coordinator (Lt. Rogers) with assistance from HR Emily Stewart and PM Sarah Duce delivered the first "COVID-19 compliant" in-service training to the Volunteer cadre on February 27.
- Three EJFR Volunteers will be graduating April 10 from the Clallam FF1 Academy.
- Working with Lt. Kauzlarich on identifying data input and parameters for the Tyler New World CAD upgrade with JeffCom and PenCom. A big thanks to Lt. Kauzlarich for entering and compiling data.
- EJFR provided the Sheriff's department EMS standby for three high-profile missions in our

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response area.

- EJFR has acquired a residential house on Hastings Ave. from a generous citizen for the purposes of non-destructive training and ultimately a live-fire training burn in June.
- Live Fire Credential NFPA 1403 Class Completion: EJFR has 9 NFPR 1403 credential instructors for “Live Fire: Fixed Facility”.
- The West Coast Truck Conference, a national ladder truck training conference is being held in Bremerton, WA March 15 – 18. EJFR will be hosting the “Search & Rescue and Forcible Entry” delivery at the Training Tower at Station 1-5. The Sheriff’s drone will record the event.
- Clallam is scheduled to use the training tower at station 1-5 next month.
- Working with Lt. Grimm to revise the Blue Card operational deployment guidelines.

### **AC Tracer**

Monthly report included in the meeting packets.

- A new certified gear extractor has been purchased, delivered and installed at Station 1-6. The extractor replaces the commercial washer used to clean dirty bunker gear.
- The ladder truck is still under-going repairs and will be back in 6 to 8 weeks.
- The tender purchased from Bainbridge Island will be in service next week.
- The 2012 Spartan engine went in for a head gasket problem and came out with a new rebuilt engine. The cost \$19,136.
- Working on issues with getting fiber to the stations.
- Lt. Rogers and Chief Tracer continue to work with Volunteers assigned to station 1-3. The office has been repainted in preparation for a computer and work station. The emergency phone box that was on the side of the station has been moved to the front of the station. A new EJFR sign has been installed. The Volunteers are doing a great job maintaining the station and its apparatus.

### **PES/PIO**

Monthly report included in the meeting packets.

- Five new Volunteer candidates will be interviewed on Monday.
- The MSO assessment will take place on March 24.

## **8. FIREFIGHTER’S ASSOCIATION REPORT – Nothing new to report**

### **9. OLD BUSINESS**

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

See No. 5 Presentations and Chief Black’s report.

### **10. NEW BUSINESS**

#### **A. HGAC Buy**

Current Purchasing Policy 6006, lists Designated Purchases Cooperatives. Staff recommended the addition of the Houston-Galveston Area Council (HGAC) to the list of Purchasing Cooperatives. Currently, HGAC would facilitate the replacement of an ambulance, M17 (as budgeted). HGAC would expedite the procurement process eliminating the need for preparing detailed specifications while satisfying all other requirements for competitive bids and proposals. HGAC is used throughout the country and WA for inter-local contract cooperative purchasing. Other regional agencies which have recently utilized HGAC: Bainbridge Island, Central Kitsap Fire, Gig Harbor, Everett and many others. HGAC also gives us access to volume purchasing pricing and discounts. HGAC Buy has a \$600 membership.

**MOTION: Chairman Johnson** made a motion to add HGAC Buy to Policy 6006 as one of the designated purchases cooperatives. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

#### **B. Port Ludlow Fire Rescue**

A letter was sent to Chairman Johnson from Port Ludlow Fire & Rescue with the support of all five of their Board members asking EJFR to enter into joint discussions that would benefit both Districts. PLFR requested the first area to be addressed is the formation of an ILA management agreement. Commissioner Stinson commented that it was an interesting opportunity but EJFR has its own challenges. She would like to help a sister agency but it must benefit EJFR, too. Commissioner Randels would like to see the proposals. He recalls the ILA with the City of Port Townsend was not smooth or easy and it took a while. He also said that it was a big decision that had potential and that he was happy to study it. Commissioner Seabrook agreed with the other Commissioners that the opportunity had potential especially when applied to standards of cover. Chief Black commented that EJFR's plate is full but this could be an opportunity to address compression and Battalion Chief positions. At the end of the discussion it was decided to create an exploratory group consisting of representation from Port Ludlow and EJFR.

**MOTION: Chairman Johnson** made a motion to form a group consisting of Chief (Bret Black), two Commissioners (Deborah Stinson and David Seabrook), an EJFR Union 2032 representative (Primary- Rick Martin and Alternate- Caton White) with Chief Dan Smith as a facilitator to explore an ILA with Port Ludlow Fire & Rescue. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

District Secretary Ysseldyke-All was tasked with creating a letter for the Port Ludlow Fire & Rescue Board to inform them of the EJFR Board member's actions after reading their letter.

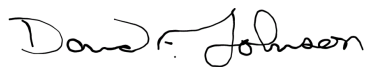
**11. UPCOMING EVENTS –  
WFCA Annual Conference –  
October 21-23 – Tulalip, Washington**

**GOOD OF THE ORDER – PDC Filing Deadline – 4/15/2021**

**ADJOURNMENT**

**MOTION: Chairman Johnson** made a motion to adjourn the meeting at 9:02 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

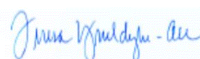


George Randels, Commissioner

**ATTEST:**



Deborah Stinson, Commissioner



Teresa Ysseldyke-All, District Secretary