



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM APRIL 21, 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) 240-3212, Access code or ID 179-217-381.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: AC Tracer

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

1. AGENDA CHANGES – Items A. and B. under New Business were transposed.

2. CONSENT AGENDA

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

- Minutes from the March 17, 2021 Regular Meeting
- General Fire expenditure warrants dated March 24, 2021, April 1, 2021 and April 8, 2021 totaling **\$227,670.84**
- EMS expenditure warrants dated March 24, 2021, April 1, 2021 and April 8, 2021 totaling **\$149,265.41**
- Payroll expenditure warrants dated March 18, 2021 and April 2, 2021, totaling **\$399,156.59**
- Transfer from EMS cash to EMS investment **\$800,000.00**
- Transfer from General Fire cash to General Fire investment **\$700,000.00**

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

3. LIST OF CORRESPONDENCE – in Board packet

4. PUBLIC COMMENT – None

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – Chief Black acknowledged Lt. MacDonald and FF/PM Weaver for their efforts above and beyond to create first class comprehensive MSO and Paramedic promotional exams. He also thanked Kala Point for their monetary donation each year. This year it will go toward suction units. Engine 91 Indian Island was also praised for the positive impact on EJFR’s responses through mutual aid. For National Administrative Professionals Day, Terri, Emily and Kindra were thanked by the Chief, Union and Board Chair for the exemplary work they do.

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- The administration building is still open virtually or by appointment. There is usually someone in the building at least 40 hours a week. The County is still in phase 3 of reopening.
- Station 1-2’s septic permit revisions were dropped off to environmental health on Tuesday April 20th.

April 21, 2021

- A 150th year anniversary committee has been formed for the EJFR celebration in 2022. The members of the committee are Lt. Clouse, Volunteer Krysinski, HR Manager Stewart, Volunteer Coulter and Commissioner Stinson.
- Fiber connectivity for the stations is continuing.
- A paramedic student and MSO exam has been conducted and Single Role EMT and Single Role paramedic exams for an eligibility list will occur the end of April.
- Hood Canal Bridge will not be closed every weekend in May.

AC Brummel

Monthly report included in the meeting packets.

- The Volunteer Resident program is growing in strength and participation. An EMS Council sponsored EMS training was held last Saturday morning which coincided with a Super Saturday event in the afternoon with “fire ground rehabilitation” taught by Volunteer McNerthney.
- Thanks to Bob Coulter for providing tender 13 and 11 services at two of EJFR’s recent live fire training burns.
- Working with Lt. Kauzlarich on the Tyler New World CAD upgrade with JeffCom and PenCom.

AC Tracer

Monthly report included in the meeting packets.

- Quotes for vehicle exhaust systems for two stations are \$35,000 to \$40,000 per station.
- A remount of a new box on an ambulance chassis is in the process.
- Working on the new M17 ambulance build.
- Fire inspections in the community are starting back up after the COVID stand down.

HR/PES/PIO

Monthly report included in the meeting packets.

- Acknowledgements were given during National Tele-communicators week to JeffCom 911 for their hard work.
- For National Volunteer Appreciation week EJFR sent Volunteers thank you notes.
- A special thank you to Volunteer Twiford for helping conduct two fire extinguisher trainings.
- Four new Volunteers are being interviewed next week.

Finance

Monthly finance report included in the meeting packets.

- Terri Ysseldyke-All commented that after the first quarter in 2021 the budget is on schedule for the year.

8. FIREFIGHTER’S ASSOCIATION REPORT – Colleen Rodrigues said a donation was accepted on behalf of A shift and a thank you has been sent.

9. OLD BUSINESS

A. Station 1-2 - (update)

The rework for the station 1-2 septic permit has been submitted. EJFR is in charge of infrastructure for this project.

B. EJFR – In response to questions surrounding station 1-2 there will be a virtual Marrowstone Town Hall, May 6th at 6pm. The Commissioners received a letter from Mr. Anderson, a Marrowstone Island resident and Chairman Johnson will attend the virtual meeting to help address some of his concerns.

10. NEW BUSINESS

A. Future Eligibility List Approval Discussion

The historical process for hiring or promotions at EJFR included testing and presenting the ranking or eligibility list to the Commissioners for approval. Then the Chief has an option of rule of threes to choose from the list. It has become apparent that this process is creating a delay that inhibits the Chief from making timely selections to fill vacancies. It is preferred that the HR Manager certifies the results, the Chief makes a selection and report back to the Commissioners at the next meeting. The antiquated process was discussed and there was general agreement to modify the process as the Commissioners are mainly concerned with policy.

MOTION: Chairman Johnson made a motion to not require the Commissioners to approve an eligibility list and leave the power to certify the lists with the Chief. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

B. MSO Eligibility List

Dr. Carlbom, EJFR Medical Program Director, was involved in the Medical Services Officer (MSO) selection process along with other MSO's from different agencies, physicians specializing in emergency medicine and the Chief. Dr. Carlbom is impressed with EJFR's quality improvement program. One of the homework assignments for MSO was to identify what equipment EJFR does not currently have that would be beneficial to the organization. Some of the responses from this question could be implemented. Three names are on the MSO list, Sam Neville, Tammy Ridgway and Rolf Schumann. The Chief will select one of these candidates.

Chairman Johnson commented that it was comforting to know that Dr. Carlbom was working with EJFR personnel and thanked him for his oversight.

C. PM School Eligibility List

The paramedic candidate testing process creates an eligibility list. The paramedic eligibility list identifies the best qualified candidate from either the career or volunteer membership. The selected candidate will be assigned to attend the University of Washington School of Medicine Paramedic program for approximately one year. While at school he/she will be supported by EJFR with class related tools, uniforms, sleeping quarters and either regular pay or a stipend. The testing process includes EMT written exam, and EMT practical skills exam, medical topic presentation, interview panel to include Medical Program Director and Fire Chief. A second candidate may be added if space is available. Three names are on the paramedic trainee eligibility list, Volunteer Daniel Severin, EMT/FF Jeffrey Fairbanks and EMT Matt Sheehan. The Chief will select one of these candidates.

D. Command/Support Vehicle Purchase

The MSO and Battalion Chief positions are in the 2021 budget but the purchase of command and support vehicles for them is not. Nine out of eleven EJFR support vehicles are fifteen years or older with over 100,000 miles on them. These vehicles also lack emergency lights and adequate storage for required gear. A discussion ensued about safety and which type of vehicle would work for the mission. This also sparked a discussion about the age of the whole fleet. The vehicles would be bought using the procurement procedures detailed in Policy 6006. The Chief was using the \$40,000 allocated in the budget for his vehicle to be used as well as an additional \$100,000 not budgeted to acquire the two new vehicles. It was noted that the Chief was driving one of the fifteen year old vehicles and that he would need a new vehicle soon, too.

MOTION: Commissioner Seabrook made a motion to approve Chief's recommendation to purchase two command vehicles using procurement procedures detailed in policy 6006.

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

E. WUI Related Grants

One of EJFR's core objectives is to ensure resilience of our community in the event of a disaster. The impact of climate change and building homes in the wildland-urban interface makes improving

public educational material on methods for preparing your home and property for wildland fire prudent. Volunteer Speser would like to put together a fire disaster prep video in the local area with local players. A discussion was had about information that was already available and time commitments.

MOTION: Chairman Johnson made a motion to approve solicitation of small grants, up to \$10,000 for a video series, with the funders and application packets at the discretion of the Chief, and proceeding with production, post production, and dissemination as funding is obtained. The implementation plan and videos shall be supervised and approved by the Chief or designee.

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

F. Commissioner Elections

There was a reminder that the filing period to run for Commissioner is May 17- 21, 2021. There are two seats up for election this year to start in 2022. Commissioner Masci would like to see a big map of all the Districts at the admin office. On the Commissioners page of the EJFR website there is a link called “searchable map” which directs you to the Jefferson County website. Type your address in the prompt to identify what Commissioner District you live in.

G. JCSO Drone Program Fund Request

There was a discussion about the many uses for a drone in the fire service. There is a cadre of licensed drone pilots available 24/7 for its use. Privacy concerns were addressed. It is a small investment for a huge return and contributes to the safety of the public and fire personnel.

MOTION: Chairman Johnson made a motion to approve \$4,000 to the Jefferson County Sheriff’s Office for the support and use of their drone. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

H. Standards of Cover/Strategic Plan

Two strategic planning and standards of cover vendors virtually attended the April board meeting. A definition of standards of cover and strategic plan as it applies to the fire district were read. Questions were asked of the two vendors. It was agreed that a third vendor would be solicited and that a special workshop meeting should be called before the next board meeting to understand what is needed and the process.

11. UPCOMING EVENTS –

WFCA Annual Conference –

October 21-23 – Tulalip, Washington

GOOD OF THE ORDER – Airlift renewal \$48 – send Emily a check or tell her to deduct the cost from payroll.

ADJOURNMENT

MOTION: Chairman Johnson made a motion to adjourn the meeting at 9:17 PM. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1

David Johnson, Chairman

David Seabrook, Vice Chairman

April 21, 2021

Geoffrey Masci, Commissioner

George Randels, Commissioner
ATTEST:

Deborah Stinson, Commissioner

Teresa Ysseldyke-All, District Secretary