



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM MAY 19, 2021**

CALL TO ORDER

Chairman David Johnson called the meeting to order at 7:00 PM. Virtual “GoToMeeting” held on-line: call in number (571) 317-3112, Access code or ID 769-392-621.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: Geoffrey Masci

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 April 21, 2021 Regular Meeting, May 5, 2021 Special Meeting and May 7, 2021 Special Meeting
- General Fire expenditure warrants dated April 21, 2021, May 7, 2021 and May 10, 2021 totaling **\$129,288.12**
- EMS expenditure warrants dated April 21, 2021, May 7, 2021 and May 10, 2021 totaling **\$57,631.31**
- Payroll expenditure warrants dated April 20, 2021 and May 5, 2021, totaling **\$404,812.85**
- 1st Quarter Volunteer Stipend warrants dated April 22, 2021 totaling **\$6,595.14**

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

3. LIST OF CORRESPONDENCE – in Board packet

4. PUBLIC COMMENT – None

5. PRESENTATIONS –

1. Tammy Ridgway was introduced as the Medical Services Officer (MSO) as of May 1, 2021. She started as a Volunteer and was hired in August of 2010. She attended the Michael K. Copass, MD Paramedic training program (Medic One) at Harborview Medical Center.
2. Resident Volunteer Daniel Severin and EMT/FF Jeffrey Fairbanks (JB) were congratulated for their achievement in becoming Paramedic School Candidates for the 2021-2022 school year.
3. The new Port Townsend Police Chief Tom Olson was introduced and welcomed to the community.
4. A Power Point describing the pilot program for Aid 1-2 on Marrowstone Island was presented. The program is for weekends only for 8 to 10 hours for the month of June. The Aid car will be staffed with Volunteer EMTs.

6. ACKNOWLEDGEMENTS – A flight nurse phoned in to say how impressed he was with the EJFR crew that aided in a helicopter patient pickup. The crew picked up the nurse at the airport and transported him to Jefferson Healthcare to pick up a patient as the ceiling was too low at the

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hospital for the helicopter to land. The EJFR crew drove to several LZs to connect the nurse and patient with the helicopter as the weather kept changing. The nurse said the EJFR staff worked with professionalism and they performed exceptional aid to himself and the patient.

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- The administration building is still open virtually or by appointment. 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.
- The annual report is 99% finished.
- The standards for cover and strategic plan group had their first meeting. Three contractors are working on deliverables to present to the group. The goal is to have a recommendation by the June Board meeting.
- A 150th year anniversary committee has met two times.
- A draft in response to the PLFR ILA for long term management is ongoing. The duty Chief ILA was signed today.
- Thanks to Emily for contending with the busy HR role.

AC Brummel

Monthly report included in the meeting packets.

- June 5 there will be an intro to wildland firefighting to obtain a red card.
- Volunteer Mike Harte will be conducting an EVIP driver training on May 22nd.
- Thanks to Lt. Kauzlarich for attending training on the Tyler New World CAD upgrade.
- A donated home on Hastings Ave. will host a rapid intervention live burn fire training on June 19th. Thanks to Lt. Bergen for taking the lead on this.
- Thanks to Lt. Clouse for teaching the driver operator pump class.
- Received a Blue Card instructor certification.
- There will be a fall fire academy with Lt. Bergen taking the lead. EJFR currently has five volunteers to send to the academy.
- Bainbridge Island Fire used the training tower at station 1-5.
- Blue card was defined. It is a fire ground communication model to teach common terminology. There are continuing education hours required every three years.

AC Tracer

Monthly report included in the meeting packets.

- Thanks to the crews for continuing to better themselves. Thanks to the boots on the ground.
- The septic designer for STA 1-2 checked on the progress of approval from the County and found it was in review.
- Attending WSRB meeting with Chief Brummel in preparation for the review next year.
- A remount of an apparatus has returned from Braun.
- The search for an MSO and Battalion Chief vehicle has been difficult. Fifteen vendors as well as our purchasing coops were approached. There is a shortage of computer chips and resin that goes into the manufacturing of a vehicle. This shortage also affected the Medic 17 bus which will not be available until this time next year. Two trucks were ultimately found and they will be picked up tomorrow.
- There is a citywide search for a small encampment space. Mental Health officials are making a plan to help the encampment inhabitants.
- Teaching fire inspection class. One of the case studies is on the Aldridge's fire uptown.
- Congratulations to Lt. Rogers and FF Sanders for achieving their wild land engine boss certification.
- We are 5" below average for rain from last year.

- Community outreach for wild land interface is on-going.
- The Commissioners and Chief Black discussed different venues for wild land interface training opportunities. Chief Black would like to include the engine bosses in the community awareness training.

HR/PES/PIO

Monthly report included in the meeting packets.

- Many HR issues are occurring at once.
- The single role assessment center had four EMTs and one paramedic test. Thanks to Paramedic Weaver for running the assessment.
- Three more volunteers have joined and have gone through orientation.
- A notice of pending dispersed funds of \$15,000 in COVID money was received.
- For National EMS week EJFR raffled off three or four community donated gift cards per day all week to our career and volunteer EMTs.
- Volunteer coordinator Lt. Rogers was introduced and he thanked Chiefs, Emily, Volunteers and Career staff for supporting a robust program.

Finance

Monthly finance report included in the meeting packets.

- The property taxes are coming in on schedule and at a normal rate.
- Working on the annual report to the State, due May 30.

8. FIREFIGHTER’S ASSOCIATION REPORT – Nothing to report

9. OLD BUSINESS

A. Station 1-2 - (update)

Waiting on the station 1-2 septic permit to be approved.

B. Standards of Cover/Strategic Plan – (update) – Send bullets for deliverables for the standards of cover to Chief Black. There are three vendors for the standards of cover and strategic plan group to interview.

10. NEW BUSINESS

A. Renewal of Commercial/Auto Insurance

MOTION: Commissioner Stinson made a motion to approve renewal of commercial/auto insurance from June 1, 2021 to May 31, 2022 as proposed. Commissioner Seabrook seconded the motion. Motion carried by unanimous vote.

B. Policy 5000 Paramedic Program Training Standards

There was a discussion about paramedic vacancies and how the vacancies can be filled in a timely manner. A revision was proposed that involved section 2.0 in policy 5000 with the verbiage “shall be a Medic One” and if not a Medic One graduate the MPD and MSO will address training. Also, the lack of mobility from single role to dual role for paramedics was discussed. Medical Program Director (MPD) Dr. Carlbom gave a synopsis of the Medic One program.

MOTION: Commissioner Seabrook made a motion to approve the revision of policy 5000 Paramedic Program Standards. Commissioner Stinson seconded the motion. Motion carried by unanimous vote.

11. UPCOMING EVENTS –

WFCA Annual Conference –

October 21-23 – Tulalip, Washington

GOOD OF THE ORDER –

ADJOURNMENT

MOTION: Chairman Johnson made a motion to adjourn the meeting at 8:49 PM. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1

David Johnson, Chairman

David Seabrook, Vice Chairman

Not Present
Geoffrey Masci, Commissioner

George Randels, Commissioner
ATTEST:

Deborah Stinson, Commissioner

Teresa Ysseldyke-All, District Secretary