



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM JUNE 16, 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 388358045.

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 Randels made a motion to approve the Consent Agenda and all financial information as follows:

- Minutes from the May 19, 2021 Regular Meeting.
- General Fire expenditure warrants dated May 14, 2021, May 25, 2021, June 4, 2021 and June 7, 2021 totaling **\$178,232.04**
- EMS expenditure warrants dated May 14, 2021, May 25, 2021, June 4, 2021 and June 7, 2021 totaling **\$138,482.21**
- Payroll expenditure warrants dated May 19, 2021 and June 3, 2021, totaling **\$411,244.14**
- Transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$31,402.50** to US Bank (interest payment)
- Transfer from EMS cash to EMS investment **\$1,400,000.00**
- Transfer from General Fire cash to General Fire investment **\$1,900,000.00**

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

3. LIST OF CORRESPONDENCE – in Board packet

4. PUBLIC COMMENT – Gina McMather from Cape George voiced her concern about a possible fire hazard with the proposed homeless encampment near her neighborhood. Chief Black told Ms. McMather that the District will help if asked to answer any regulation questions. The Department of Community Development (DCD) has authority over the encampment. Chief Black also stated that EJFR is usually asked to collaborate with plan review but the DCD has expertise in their own department. EJFR does not have code enforcement authority. The Commissioners said that Ms. McMather stated her concerns well and thanked her for observations. Mary Kraft also agreed with what Ms. McMather stated.

Bud Ayers from Marrowstone Island asked if EJFR was going to get any of the COVID money allotted to the County. The answer was probably not. Mr. Nuerenberg and Mr. Ayers commented that they appreciated the presence of AID 12 over the weekend.

5. PRESENTATIONS – New Volunteers Shane Guevara, Ben Preston and Tyler Lloyd were welcomed and thanked for their willingness to volunteer. Chief Black gave background information about the apprenticeship-style Resident Program. The program has been successful in fully preparing volunteer firefighters for career positions

June 16, 2021

6. ACKNOWLEDGEMENTS –Chief Black acknowledged the Sheriff’s department for their immediate life-saving actions to help the survivability of a recent 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 approved Friday, June 11, 2021. Jim Nuernberg said that a possible housing unit to be placed at station 12 was visited by himself and Bud Ayers to determine the floor plan, assess the quality and to get a cost estimate. A possible delivery date for that housing unit is in the October/November timeframe. The delivery will be coordinated with EJFR. Chief Tracer is meeting with the general contractor next week.
- The annual report will be published online next week.
- The standards for cover and strategic plan group should have a recommendation for a vendor by the July Board meeting.
- Chief Black and Chief Brummel went to Yakima to see first-hand what is being done to the ladder truck. The repairs are nearly complete and will take an additional six weeks. The cost will be \$25,000. A new truck costs 1.2 million so the repair is not a bad deal.
- HR is busy. The Battalion Chief testing will take about ten days and then two more weeks to process the testing information.
- EJFR has been performing a duty Chief role for PLFR since May 4. It seems to be working well.
- On June 6 JeffCom experienced a CAD crash. Once Tyler New World is in place for both PenCom and JeffCom, PenCom would be a backup.
- The Marrowstone EMS pilot program is going well. Four days have been executed and four more to go for the month of June. The Volunteers that staff AID 12 receive a point stipend for their time. The pilot program may net a Volunteer 1 point for their allotted time plus 1 point for a rig check and 1 point per call. These points are paid out quarterly and could be worth \$7 to \$15 dollars depending on how many points are turned in overall. The stipend is to help with some out of pocket expenses such as gas to get to and from a training, duty or a call.

AC Brummel

Monthly report included in the meeting packets.

- Thanks to Volunteer Support Services Mike Harte and Bob Coulter along with other career personnel for delivering EVIP 3.0 (Emergency Driver Training) to a large group of EJFR volunteers. An ambulance driver qualification day is scheduled for July 10, 2021.
- Several EJFR volunteers completed the NWCG Instructor-led “Wildland Field Day”. This was a multi-agency training day with PLFR, Quilcene, Brinnon, US Forest Service and DNR. Personnel gained basic knowledge for becoming certified as NWCG FFII.
- Lt. Kauzlarich met with PUD to discuss GIS capabilities and integration into the Tyler New World CAD program.
- Thank you to the property owner of a donated home on Hastings Avenue. The home hosted many training opportunities. The live fire burn training will not be conducted due to many risks with this particular property.
- Confirmed dates for the WSTG IFSAC-certified FF I fire academy are August 30-December 15. Lt. Bergen has been the designated as the Instructor to the Academy. EJFR will have 5-6 resident volunteers that will attend the 12-week fire academy.
- The Jefferson County Sheriff’s Office used the training tower for forcible entry and breaching training.

AC Tracer

Monthly report included in the meeting packets.

- Gave a demonstration for the PT HS Forensic Science Burn Lab.
- Making sure all the new Volunteers have their PPE.
- The burn ban will be from July 1 to September 30. A below average annual rainfall causes some concern. The community should check out the firewise information found online.

HR/PES/PIO

Monthly report included in the meeting packets.

- The 3rd meeting of the 150th year committee occurred. There was brainstorming and planning for the event. A budget and ideas will be brought before the Chief and Board for approval.
- On 5/17 & 5/21 presented investigative photography to the PT HS Forensic Science Burn Lab.
- MSO Ridgway conducted training to the Volunteers for the Marrowstone pilot.
- The recent EVIP training has added to the volunteer cadre of drivers.
- EJFR will be on-boarding six new residents in early July.

Finance

Monthly report included in the meeting packets.

- A two year comparison of revenue and expenditures was presented. The comparison showed that the 2020 “COVID Year” had no significant bearing in either expenditures or revenue from other years.

MSO

Monthly report included in the meeting packets.

- Preparing paramedic students for success for the upcoming school year.
- Commissioner Stinson asked for a definition of HDE. MSO Ridgway explained that the Health Data Exchange (HDE) was a process where information is uploaded to the hospital Epic system from EJFR and the patient’s status we can retrieve from the Epic hospital system.

8. FIREFIGHTER’S ASSOCIATION REPORT – The plan is to go back to meetings and fundraisers in September.

9. OLD BUSINESS

A. Station 1-2 - (update)

See Chief Black’s report.

B. Standards of Cover/Strategic Plan – (update) – The standards of cover and strategic plan group interviewed one vendor and the other two will be interviewed before the July Board meeting.

10. NEW BUSINESS

A. Excuse Commissioner Masci from the May 19, 2021 and June 16, 2021 Board Meetings

MOTION: Chairman Johnson made a motion to excuse Commissioner Masci from the May 19 and June 16, 2021 Board meetings. Commissioner Seabrook seconded the motion. Motion carried by unanimous vote.

B. Long Term PLFR ILA Contract Update

A discussion was held about the impending longer term ILA with Port Ludlow Fire & Rescue. The 1.5 page draft document is now 7 pages long. The document is still undergoing review.

C. Duty Chief Compensation

MOTION: Commissioner Seabrook made a motion to approve each of the Assistant Chiefs to receive a stipend of \$1500 per month for the additional workload and responsibilities as related to

PLFR Duty Chief functions retroactive to May 4, 2021 to continue until the Battalion Chiefs are promoted and relieve the Assistant Chiefs of Duty Chief responsibilities. Commissioner Stinson seconded the motion. Motion carried by unanimous vote.

D. Policy 2002 Discussion

The Policy was brought before the Board for their review and thought. A discussion was held about the vague context for minimum staffing in Policy 2002. The strategic plan will help solidify the policy.

11. UPCOMING EVENTS –

WFCA Annual Conference –

October 21-23 – Tulalip, Washington

GOOD OF THE ORDER – Chief Tracer mentioned that one of our own, Dick Shuff passed away.

ADJOURNMENT

MOTION: Chairman Johnson made a motion to adjourn the meeting at 8:50 PM. **Commissioner Stinson** 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