



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM JULY 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 (312) 757-3121, Access code or ID 835325093.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

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

**Absent:**

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

**1. AGENDA CHANGES – None**

**2. CONSENT AGENDA**

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

- Minutes from the June 16, 2021 Regular Meeting.
- General Fire expenditure warrants dated June 22, 2021, July 7, 2021 and July 8, 2021 totaling **\$209,961.49**
- EMS expenditure warrants dated June 22, 2021, July 7, 2021 and July 8, 2021 totaling **\$126,342.10**
- Payroll expenditure warrants dated June 17, 2021 and July 1, 2021, totaling **\$413,901.79**
- Second Quarter Volunteer Stipend warrants dated July 12, 2021 totaling **\$6,596.86**

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

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

**4. PUBLIC COMMENT – None.**

**5. PRESENTATIONS – *The Marrowstone pilot project:*** Chief Black thanked the Volunteers that participated in the June Marrowstone pilot project. He also thanked the Career personnel that helped get the Volunteers ready for the project.

***The 150<sup>th</sup> year anniversary committee*** met several times and the following are a few ideas. The proposed date for the celebration is October 8, 2022. The celebration would be near the museum, City Hall and Memorial field. Some of the ideas include: a muster and demos that would involve the public, people past and present would be recognized and competitions in schools that get an award presentation at the celebration. Chief Black thanked the committee for their great ideas.

**6. ACKNOWLEDGEMENTS –** A memorial for Dick Shuff will be held at 2PM on 7/25/2021 at the Port Townsend Elks Lodge. Commissioner Johnson has fond memories of Dick Shuff. He was known to be an approachable guy, great leader and family person.

Promotions/New Employees will begin 7/16/2021:

Matt Sheehan (Firefighter/EMT), Jesse Cordova (Firefighter/EMT) and Gabe Howland (EMT assigned to M17)

July 21, 2021

## **7. STAFF REPORTS**

### **Chief Black**

Monthly report included in the meeting packets.

As the meeting was slated to go long, Chief asked if there were any questions about the individual reports in the Board packet otherwise the meeting would continue.

Commissioner Stinson asked about the Jeffcom CAD delay. Chief Black replied that there was a meeting the next day to discuss this issue.

### **AC Brummel**

Monthly report included in the meeting packets.

### **AC Tracer**

Monthly report included in the meeting packets.

### **HR/PES/PIO**

Monthly report included in the meeting packets.

### **Finance**

Monthly report included in the meeting packets.

### **MSO**

Monthly report included in the meeting packets.

**8. FIREFIGHTER'S ASSOCIATION REPORT** – The annual awards banquet will be held at the Elks club December 4, 2021. Puppets Please will be held December 13. The Association has received several donations in honor of Dick Shuff and also a donation from Beckett Point.

## **9. OLD BUSINESS**

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

The septic permit for station 1-2 is in hand. We are waiting for MIF to procure a structure and draft an agreement for EJFR to accept the structure. There should be significant updates at the next Board meeting. The septic process should begin the end of August or early September. There is an infrastructure meeting next month. Thank you to Jim Nuerenberg for his efficient and helpful project management.

**B. Standards of Cover/Strategic Plan – (update)** – The standards of cover and strategic plan group interviewed three vendors and unanimously chose Citygate/Berk. Commissioner Masci thought Citygate was comprehensive and their product would be very useful. Commissioner Seabrook commented that it was a tough choice with all the vendors having good presentations.

**MOTION: Chairman Johnson** made a motion to award services provided by CITYGATE for the development of EJFR Standards of Cover and Strategic Plan. Commissioner Stinson seconded the motion. Motion carried by unanimous vote.

## **10. NEW BUSINESS**

### ***A. Per Diem ILA***

EJFR has an ILA with Port Ludlow for per diem personnel. Recent retirements and departures have exacerbated attempts to meet minimum staffing demands in both EJFR and PLFR. Due to vacancies within both agencies, the availability of per diem workers is limited. The career members of EJFR have stepped up to the plate to fill extra shifts at an exceptional level, but the continued demand is straining the workforce.

**MOTION: Commissioner Masci** made a motion to authorize the Fire Chief to enter into per diem ILA's with other similar agencies for Firefighters, Firefighter-Paramedics, Paramedics and EMTs as needed. Commissioner Randels seconded the motion. Motion carried by unanimous vote.

***B. Port Ludlow Fire and Rescue ILA***

At the March 21, 2021 EJFR Board meeting, a letter presented to Chairman Johnson from Port Ludlow Fire and Rescue, District 3 (PLFR) was read, requesting EJFR to enter into formal discussions for a management services agreement. At the end of the discussion it was decided to create an exploratory group consisting of representation from Port Ludlow and EJFR. A motion to create an ad-hoc committee passed with the group consisting of the Fire Chief, two Commissioners (Deborah Stinson and David Seabrook) and EJFR Union 2032 representatives (Primary- Rick Martin and Alternate- Caton White). After months of meetings and legal counsel scrutiny an ILA was drafted. There was a discussion of the fee for service in the ILA with comments from committee members as to why and how the amount was decided on. There will be quarterly meetings to improve the ILA. It was agreed that the ILA was not a long term solution and was fair to both communities and organizations.

**MOTION: Chairman Johnson** made a motion to approve the PLFR/EJFR ILA effective September 1, 2021, until September 1, 2022, as stipulated within the agreement, with the option to extend by mutual agreement. Commissioner Seabrook seconded the motion. Motion carried by unanimous vote.

***C. Lateral Paramedic/Firefighter Paramedic MOU***

In order to fill current and anticipated vacancies, EJFR would like to conduct an open (lateral) recruitment for Firefighter Paramedic. The current CBA with IAFF Local 2032 requires all new employees to start at the "1st Year" salary in Appendix A, wage table (review attachment). The Fire Chief and IAFF Local 2032 have agreed to modify this process ensuring EJFR's salary is enticing to potential qualified candidates.

**MOTION: Chairman Johnson** made a motion to have Chief negotiate with IAFF Local 2032 to add a MOU to the current CBA to allow for lateral paramedic/firefighter recruitment with commensurate pay. Commissioner Masci seconded the motion. Motion carried by unanimous vote.

***Executive Session***

Chairman Johnson announced the Board will go into executive session for 20 minutes at 8:20 p.m. for an Executive Session in accordance with RCW 42.30.140(4)(b): That portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress." Chief Black, HR Stewart and District Secretary Ysseldyke-All attended. Chairman Johnson reconvened the board meeting at 8:40.

*Informational only, no action taken.*

***D. EJFR Battalion Chief Proposal***

EJFR's numerous administrative programs are managed at the Fire Officer 1 (Lieutenant) level, reporting directly to the Fire Officer 4 (Assistant Chief or Fire Chief). Due to the administrative workload the Fire Officer 1 (Lieutenant) personnel are not able to focus on their normal, daily priorities, such as operational readiness, professional development, training, inspections, etc. At the other end of the spectrum, the Level 4 Fire Officers are preoccupied from their primary administrative and leadership duties with the daily operational management of the emergency crews, projects and frequent emergencies. Battalion Chiefs assigned to each shift will alleviate rank compression. This will allow EJFR crews to focus on their primary duties, training, professional development and emergency services. EJFR leadership will be able to implement initiatives established in the pending Strategic Plan and continual improved service delivery to the community.

**MOTION: Commissioner Masci** made a motion to authorize the Fire Chief to negotiate salaries for Battalion Chiefs with IAFF Local 2032 (as discussed in executive session) and promote three Battalion Chiefs, effective September 1st. 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 8:44 PM. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

**Jefferson County Fire District 1**

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David Johnson, Chairman

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David Seabrook, Vice Chairman

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Geoffrey Masci, Commissioner

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George Randels, Commissioner

**ATTEST:**

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Deborah Stinson, Commissioner

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Teresa Ysseldyke-All, District Secretary