



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM AUGUST 18, 2021**

CALL TO ORDER

Chairman David Johnson called the meeting to order at 7:00 PM. Virtual “GoToMeeting” held on-line: call in number 1 (408) 650-3123, Access code or ID 687-701-093.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: Chief Tracer

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

1. AGENDA CHANGES – Chief Black asked to add a welcome to Chad Holbrook under item #6.

2. CONSENT AGENDA

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

- Minutes from the July 21, 2021 Regular Meeting.
- General Fire expenditure warrants dated July 22, 2021, July 30, 2021 and August 9, 2021 totaling **\$123,979.20**
- EMS expenditure warrants dated July 22, 2021, July 30, 2021 and August 9, 2021 totaling **\$63,224.97**
- Payroll expenditure warrants dated July 19, 2021 and August 4, 2021, totaling **\$438,474.09**

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

3. LIST OF CORRESPONDENCE – in Board packet

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – None.

6. ACKNOWLEDGEMENTS –

Welcome new Battalion Chiefs Clouse, MacDonald and Fletcher. The Battalion Chiefs will be meeting with the City, Port, JeffCom and others to build trust in the community.

Welcome new Lieutenants Martin, Sanders and White.

Welcome new employees, Paramedics Emily Higgins and Andrew Johnson.

Welcome new FF/EMT Chad Holbrook.

Welcome new Volunteers Alex Lemoncelli, Tyler Johnson-Cryder and Parker Hayne.

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- Legal counsel is helping with a path to the October 18 deadline of vaccinations for all healthcare workers. Mask requirements are back.

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- HB1310 refines how and when law enforcement can intervene and apply physical force. After meetings with our law partners, we are confident that EJFR's personnel are safe and appropriately supported by law.
- The ladder truck should be back in September for pump and ladder testing. It should be ready in October for training.
- There was a meet and greet with PLFR employees. Rotating to PLFR 3 times a week.
- JEFFCOM CAD upgrade appears realigned. JEFFCOM is continuing its upgrade due January, 2022. No estimate for fiscal impact to EJFR provided.
- Fire Chief's will develop training to JEFFCOM BOARD for related mandates such as NFPA, WAC and WSRB to be considered for implementation. Currently there is minimal awareness of the relevant fire/EMS communications mandates.

AC Brummel

Monthly report included in the meeting packets.

- Working on an informal "BC Academy" that consist of ride-a-longs for BC's from Seattle Fire, South Kitsap Fire and Eastside Fire & Rescue, presenting to local and county stakeholders describing their role as command officers within the new hierarchy of EJFR as well as meeting with EJFR administrative personnel throughout a two week period.
- Received a micro grant for \$38,472.70 for tools. EJFR's portion of matching funds is \$3,497.52. Still waiting to hear if we get a radio grant worth \$380,000.

AC Tracer

Monthly report included in the meeting packets.

HR/PES/PIO

Monthly report included in the meeting packets.

- The Protection Island Fire sent large amounts of smoke throughout the District alarming many people. Terri and Emily fielded a large number of calls from concerned citizens all afternoon. The media called and were referred to the Fish and Wildlife/DNR PIO assigned to this incident. Hits on all EJFR media escalated during this fire reinforcing the importance of communication.
- There are five new Resident Volunteers since the last meeting.
- HR has been busy with the hiring process and onboarding of new Battalion Chiefs, Lieutenants, Firefighter/EMTs, and single role Paramedics and EMTs. Chief Black thanked Emily and the career staff that helped with the HR process.

Finance

Monthly report included in the meeting packets.

- The new County financial software is still presenting some problems with timely reconciliation.
- In the September meeting we need to decide on an alternate date for the Board meeting as well as a budget workshop date.
- Budget requests for 2022 are due to Terri by September 9. The forms have been emailed out to personnel.

MSO

Monthly report included in the meeting packets.

- Chief Black commented that MSO Ridgway was doing a great job.

8. FIREFIGHTER'S ASSOCIATION REPORT – Thanks to Volunteer Speser for getting the 501 c3 back in place for the Association.

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9. OLD BUSINESS

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

There was a meet and greet with the contractor about the rough configuration of the project. Currently working on timelines. Some tanks for the septic were delivered. Earthmoving should begin next month. Bud Ayres from Marrowstone Island gave an update on the grant agreement for the purchase of a modular unit and shared the process of procuring the modular unit.

B. *Standards of Cover/Strategic Plan – (update)* There was an initial virtual meeting to allocate the procurement of the information needed for Citygate/Berk to start their process.

C. *PLFR ILA* – PLFR Duty Chief operations are going well. We are routinely sharing 911 resources and assisting with special projects.

D. *Lateral Firefighter Paramedic Recruitment* – Late September

E. *Battalion Chief Meet and Confer* – Battalion Chief wages were agreed upon and ratified.

10. NEW BUSINESS

A. *Development of RFQ – Marketing and Community Messaging*

EJFR's growth will continue into 2022 with impending transformation, commemorations and improved services. Initiatives such as our community risk analysis, strategic plan, 150th anniversary commemoration, facilities enhancements, hazard mitigation and several others are important achievements. These value-added services require deliberate and calculated community messaging. There was a discussion on EJFR's current capacity for public relations, social media and community messaging and how it is very limited due to administrative workload. Commissioner Masci would like to see an event plan as well as social media that has a message of how EJFR will last another 150 years.

MOTION: Commissioner Seabrook made a motion to authorize staff to develop scope of work and RFQ for Marketing and Community Messaging Services. Commissioner Stinson seconded the motion. Motion carried by unanimous vote.

B. *Blue Card Training Kit*

Blue Card Incident Command offers a complete Blue Card IC Training Kit for certified instructors to deliver the entire Incident Command curriculum. This includes 10 Surface Pros. Chief Brummel is the only certified instructor in Jefferson County and one of three instructors in the region. All other Jefferson County Fire Districts have subscribed to Blue Card Incident Command as their future command communication model and are in need of an instructor to deliver the certified Blue Card Incident Command class. EJFR would purchase the IC Training Kit and each Fire District would allocate a financial contribution of sliding scale to help offset the initial cost. Total cost is \$17,000. PLFR will contribute \$6,500, Quilcene and Brinnon will contribute \$2,000 each.

MOTION: Chairman Johnson made a motion to authorize the purchase of an IC Blue Card Training Kit. Commissioner Masci seconded the motion. Motion carried by unanimous vote.

C. *SCBA Purchase*

The new Battalion Chief vehicle needs a new MSA G1 Self Contained Breathing Apparatus. This was a budgeted item and there has since been a cost increase that exceeds the \$5,000 expenditure limit for the Fire Chief per BOC policy. 2021 budget line item was \$4,000 and the MSA vendor has stated there has been a price increase to \$6,380 including tax.

MOTION: Commissioner Masci made a motion to authorize the purchase of a new MSA G1 Self Contained Breathing Apparatus (SCBA) for the new Battalion Chief vehicle. Commissioner Seabrook 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 8:15 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

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