



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM OCTOBER 27, 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 (571) 317-3122, Access code or ID 583-341-389.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent:

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

1. AGENDA CHANGES – Commissioner Seabrook added A. to new business, annual performance appraisal for the Chief. Chief Black added B. to new business, EMS Equipment.

2. CONSENT AGENDA

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

- Minutes from the September 15, 2021 Regular Meeting.
- General Fire expenditure warrants dated September 10, 2021, September 24, 2021, September 30, 2021, October 8, 2021 and October 18, 2021, totaling **\$346,348.05**
- EMS expenditure warrants dated September 10, 2021, September 24, 2021, September 30, 2021, October 8, 2021 and October 18, 2021, totaling **\$154,239.78**
- Payroll expenditure warrants dated September 16, 2021, October 4, 2021 and October 19, 2021, totaling **\$667,127.75**
- 3rd Quarter Volunteer Stipend warrants dated October 25, 2021 totaling **\$6,591.42**

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

3. LIST OF CORRESPONDENCE – in Board packet. Chief Black pointed out the letter from WSRB. He requested that the WSRB inspection happen September 7, 2022.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – None.

6. ACKNOWLEDGEMENTS –

- Welcome new single role EMTs Michael Whitley and Christopher Wright.
- Thank you to Shold Excavating for installing the Station 1-2 septic system on short notice.

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- The Chief sent out a “Fire Chief Update” email for October to all employees.
- Ladder truck pump and ladder testing will occur November 4th.

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- JeffCom updates will occur the end of the first quarter of 2022. It is not known if active CAD will stay functional.
- Attended the WFCM conference last week and participated in many informational seminars.

AC Brummel

Monthly report included in the meeting packets.

- The Volunteer program continues to have a direct impact on the delivery of service. Considering dividing up the workload into 3 mission-specific areas that will enhance delivery of training, communication and response.
- Thanks to the new IT group at JeffCom we can now manage run cards at the Admin office.
- Attended a virtual meeting with Clallam 3 to discuss the Tyler upgrade and lessons learned to make EJFR's transition easier.
- EJFR is participating in a program with L&I called FIIRE. The FIIRE Pilot Program is a two year safety initiative for employers of professional firefighters to reduce incidence of firefighter occupational injuries and illnesses through proactive risk management and implementation of best practices. Enrollment in the program includes a 10% savings on EJFR's industrial insurance.
- A well-coordinated fire ground operation at Hiller Road kept a fire from extending into the residence. This is a direct result of dedicated training on behalf of crews as well as a standardized fire ground communication model (Blue Card). Thanks to Volunteer EMT Dahti Blanchard for attempting CPR on the family's cat.
- BIFD held their live fire "fire behavior labs" for their internal fire academy recruits last Saturday at the Station 1-5 training tower.
- Conducting a Blue Card class October 26-28.
- Shift-level training was delivered last week to all crews on the use of our grant-funded PAPR's for use on long-transport with COVID-19 positive and other respiratory patients. Thank you FF Bobby Grimm for the PowerPoint development.

AC Tracer

Monthly report included in the meeting packets.

- Looking forward to the CityGate needs assessment.
- Over the last month or so, the crews have begun to inspect local business. As of today, 16 inspections have made it to my desk for review.

HR/PES/PIO

Monthly report included in the meeting packets.

- October 3-9 was fire prevention week. EJFR had a big ad in the PT Leader.
- Fire extinguisher training with the Adelma Beach neighborhood.
- EJ Farm & Education School visit.
- Sent a conditional offer to a FF/Paramedic with a start date of December 1.
- There are nine names on the FF/EMT hiring list.

Finance

Monthly report included in the meeting packets.

- 2022 Budget preparation.
- In the midst of a State audit spanning three years.

MSO

Monthly report included in the meeting packets.

- Commissioner Stinson asked what SEI stood for. MSO Ridgway said a Senior EMT Instructor. MSO Ridgway is the only SEI at EJFR.

BCs

Monthly reports included in the meeting packets.

- BC MacDonald thanked Chief Brummel for being safety Chief on the Hiller fire.

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8. FIREFIGHTER'S ASSOCIATION REPORT – Working with the Elks for an awards banquet on December 4th.

9. OLD BUSINESS

A. Station 1-2 - (update)

The initial contractor for the septic system was having a hard time finding volunteer time for the project and Shold stepped in and was able to complete it in a timely manner. Chief Tracer is looking for contractors to work with site designers. Also, waiting on a building permit. There is a ground breaking ceremony November 4th.

Public Comment:

Bud Ayres said that he was pleased that the project was moving along. He knows of some island residents that would be willing to do some dirt work.

Jim Nuereberg said that the septic system was a big start. There is no firm date for the modular unit that will go on the site. Building delivery must be coordinated with general contractor.

B. Standards of Cover/Strategic Plan – (update) The information gathering for CityGate is not going as quickly as we would like. There is about 20% of the information left to supply to CityGate.

C. PLFR ILA – PLFR's Commissioner Davis said it was about time for a quarterly review between the Boards for the ILA and that things seem to be working out well. Chief Black will schedule a meeting within the week. Commissioner Rossart shared information from the WFCM conference about mental health.

10. NEW BUSINESS

A. Annual Performance Appraisal for Chief

Commissioner Seabrook brought up the idea of a performance rating for Chief Black as his first year anniversary is this December. This would be a 360 Evaluation with the private and public sector or internal and external input. Chairman Johnson asked for volunteers to work on the evaluation project. HR Stewart, Commissioner Seabrook and Commissioner Masci volunteered.

B. EMS Equipment

Chief Black spoke about a program from Stryker that allows level payments for 8 to 10 years with a technology refresh and maintenance included for 8 power cots, 8 LifePaks, 10 AEDs and 8 stair chairs that would outfit all the ambulances. The program comes with options to lease or own. The lease option runs \$170,710 a year. One power cot costs around \$50,000 and the maintenance contracts cost around \$22,000 annually. The EMS equipment is old and ready to be replaced. MSO Ridgway talked about the aging equipment. Chief Black will bring more in depth information to the next meeting.

Executive Session

Chairman Johnson announced the Board will go into executive session for 15 minutes at 8:11 p.m. for an Executive Session in accordance with RCW 42.30.110 (1) (g): To evaluate the qualifications of an applicant for public employment or to review the performance of public safety personnel. Chief Black, HR Stewart and District Secretary Ysseldyke-All, Chief Brummel, Lt. Martin and Lt. White attended. Chairman Johnson reconvened the board meeting at 8:26.

Informational only, no action taken.

11. UPCOMING EVENTS –

GOOD OF THE ORDER –

ADJOURNMENT

MOTION: Commissioner Masci made a motion to adjourn the meeting at 8:28 PM.
Commissioner Stinson 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