



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM NOVEMBER 17, 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 (224) 501-3412, Access code or ID 901-523-517.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: Geoffrey Masci

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

1. AGENDA CHANGES – Terri Ysseldyke-All added G. to new business, 2022 Washington Fire Commissioners Healthcare Program Renewal. Chief Black added Alex Morris under Acknowledgements.

2. CONSENT AGENDA

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

- Minutes from the October 27, 2021 Budget Workshop Special Meeting.
- Minutes from the October 27, 2021 Regular Meeting.
- General Fire expenditure warrants dated October 26, 2021, November 1, 2021 and November 8, 2021, totaling **\$201,910.97**
- EMS expenditure warrants dated October 26, 2021, November 1, 2021 and November 8, 2021, totaling **\$108,851.55**
- Payroll expenditure warrants dated November 4, 2021, totaling **\$228,302.22**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – None.

6. ACKNOWLEDGEMENTS –

- Congratulations to Alex Morris for receiving the firefighter of the year award sponsored by the Peninsula Daily News.
- Thanks to Chief Brummel for representing EJFR at the memorial for Lt. Chris Smith. Condolences to NKFR: Lt. Chris Smith, 27-year veteran, 51 years old.
- Welcome Single Role EMTs Christopher Wright and Michael Whitley also, Volunteer Devon Buckham
- Thank you to Carmela Severin for administering EJFR Flu Shots.
- The last day for FF/PM Sam Neville is November 22, on the books. His last call will be on the November 17 at station 1-6.
- Congratulations to Matt Kaldahl for completion of his probationary period with East Jefferson Fire Rescue.

November 17, 2021

- Thank you to Station 1-3 Volunteer crew for the installation of the flag pole.
- Toys for Tots collection boxes will be located at Stations 1-1, 1-6 and the Admin office Nov. 22 – Dec. 16
- The Chief and Board members thanked Commissioner Randels for stepping up to serve as District 5 Commissioner. Randel's humor, accessibility, candor and insightful feedback were greatly appreciated. Commissioner Randels said that being on the Board was a pleasant and educational experience. He is available if EJFR requires his help.

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- Had a meeting with the L&I risk management liaison. The FIIRE program starts with a risk assessment.
- Interviewed three candidates to help promote and educate the public about what EJFR does for the community and the 150th Anniversary celebration.
- The ladder truck lacks one weld in the ladder. The truck should be back in District in January.
- Attended the ground breaking at Station 1-2 on Marrowstone Island. Thanks to all the Islanders that participated.
- CPR classes are beginning again. The classroom and test is online with small group gatherings for the practical.

AC Brummel

Monthly report included in the meeting packets.

- Thanks to the Volunteer cadre that staff the ambulance at the Rivals football games.
- The JeffCom Tyler upgrade will occur March 22 or 23 in 2022.
- Completed the high risk vulnerability plan for the L&I FIIRE program. The plan will be implemented in 2022. Participation in the FIIRE program opens a grant funding stream for 10 to 20 thousand dollars for PPE etc.
- The training tower was used by Clallam and Bainbridge.
- Taught a Blue Card class in Quilcene with some attendees from PLFR and EJFR.
- Applied for a FEMA grant for equipment and training.
- Applied for a joint radio FEMA grant with Port Ludlow.
- Lt Sanders will be the training coordinator for the five new hires starting in December.

AC Tracer

Monthly report included in the meeting packets.

- Spoke with the engineer who is preparing our documents for the final site plan at Station 12. We should have all documents the week of the 15th (Nov). I can then review all, look over the needed documentation for the building permit, prepare and submit to the County for review. More to come.

HR/PES/PIO

Monthly report included in the meeting packets.

- Photographed the two antique engines in front of the bell tower.
- Congratulations to FF/PM Sam Neville for his retirement.

Finance

Monthly report included in the meeting packets.

- Working with a State Auditor on a three year audit.
- Commissioner Stinson asked about the new County accounting system. Reconciliation with the County is taking longer. We receive the monthly reports later and it takes longer to work through the report than the old report.
- We received the last of the money for our 2021 wildland deployments. The money is a

reimbursement for labor and vehicles. In 2021 we will realize around \$10,000 for the General Fire budget after the labor is reimbursed.

MSO

Monthly report included in the meeting packets.

- The “Leave at home Narcan program” should be up and running in the next few weeks. This is a grant from the State for our County. We receive 50 kits that we track and send information back to the State. Chief Black stated that EJFR supports countywide initiatives to spread out skills through the County. He thanked MSO Ridgway and FF/PM Pete Yelaca for their time with this project.

BCs

Monthly reports included in the meeting packets.

8. FIREFIGHTER’S ASSOCIATION REPORT – The holiday award celebration will be at the Elks Club on December 4th. Attendees are required to be vaccinated. The theme is ugly Christmas sweaters or your favorite Christmas outfit.

9. OLD BUSINESS

A. Station 1-2 - (update)

Thank you to MIF members especially Bud and Jim for the ground breaking ceremony. Currently, we are working on general contractor duties for the Station 1-2 project. AC Tracer is working on the storm water plans. Chief Tracer noted that PUD is doing extensive work to bring more water to Marrowstone Island. The Island is continuing to get more fire hydrants.

Public Comment:

Bud Ayres said the ground breaking was a good event and that the press coverage was interesting to read. MIF is receiving more money due to more people’s awareness of the project. The new date for the building completion is July 2022.

Jim Nuereberg commented on the great ground breaking ceremony and thanked EJFR for their participation.

B. Standards of Cover/Strategic Plan – (update) Chief Black met with Sam Mazza from Citygate and when we get to the 90% mark of information to them we will start community panels. We are currently at 80%.

C. PLFR ILA – PLFR’s Commissioner Rossart said it was time for a quarterly review between the Boards for the ILA. The PLFR crews appreciate the face to face with the EJFR BCs. MSO Ridgway has been a great help with ordering supplies and mentoring three newer Paramedics since PLFR’s MSO has been absent. This is not part of the ILA and it is appreciated that MSO Ridgway shares her knowledge.

D. Battalion Chief PERC Approval (included in packet) – Accolades to Union #2032 for the common trust to get the BC positions in place. The positions now have PERC approval to be a part of the bargaining unit.

10. NEW BUSINESS

A. 2022 Budget

MOTION: Commissioner Randels made a motion to accept the 2022 General Fire and EMS Budgets as presented. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

Deferred maintenance has EJFR working closer to the financial buffer than previous years and the Board is making a decision to invest in its citizens and personnel by approving this budget. Commissioner Stinson thanked Commissioner Seabrook for aiding in the smooth process for completing the budget.

B. Resolution 21-01 Request for Appropriate Tax Levies and Deposits with Related Budgets

MOTION: Commissioner Randels made a motion to approve a block of New Business items B – E, Resolutions 21-01 thru 21-03 and levy certification. **Commissioner Seabrook** seconded the motion. Motion carried by unanimous vote.

C. Resolution 21-02 Property Tax Increase Resolution – EMS Levy

D. Resolution 21-03 Property Tax Increase Resolution – General Levy

E. Levy Certification

The levy certification was approved and will be signed by Chairman Johnson.

F. USPS Temporary Mailboxes at Station 12

There is an impact and future conflict with the placement of the USPS mailboxes at Station 1-2 that used to reside at the general store. It is fine as of today but as the arrival of the modular unit approaches more dirt work will be required and access to the mailboxes impeded. It was agreed the Postmaster should have 60 days-notice to move the boxes. Hopefully, the store will be back open and the boxes can move back to their original place.

G. 2022 Washington Fire Commissioners Healthcare Program Renewal

MOTION: Commissioner Stinson made a motion to approve the 2022 Washington Fire Commissioners Healthcare Program Renewal. **Commissioner Randels** seconded the motion. Motion carried by unanimous vote.

11. UPCOMING EVENTS –

WFCA Seminar – Clearwater Resort, Saturday, April 30, 2022

WFCA Seminar – Campbell’s Resort, June 4, 2022

GOOD OF THE ORDER –

ADJOURNMENT

MOTION: Chairman Johnson made a motion to adjourn the meeting at 8:12 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