



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM JANUARY 19, 2022**

CALL TO ORDER

Chairman David Seabrook 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 979-289-885.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: David Seabrook, Steve Craig, Geoffrey Masci and Deborah Stinson

Absent:

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

1. AGENDA CHANGES – None

2. CONSENT AGENDA

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

- Minutes from the December 15, 2021 Regular Meeting.
- General Fire expenditure warrants dated December 23, 2021, December 24, 2021, December 30, 2021 and January 10, 2022, totaling **\$339,068.80**
- EMS expenditure warrants dated December 23, 2021, December 24, 2021, December 30, 2021 and January 10, 2022, totaling **\$127,777.82**
- Payroll expenditure warrants dated December 17, 2021 and January 4, 2022, totaling **\$632,321.56**
- 4th Quarter Volunteer Stipend warrants dated December 20, 2021, totaling **\$6,610.26**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – None.

6. ACKNOWLEDGEMENTS –

Chief Black welcomed Debbie Tillman and Dr. Carlbom to the meeting.

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- Keeping the employees and public safe with COVID updates.
- The interagency agreement with Port Ludlow transitioned to tier two, January 1, 2022.
- The BCs continue to shadow the House Supervisors at Jefferson Healthcare providing feedback to the Fire Chief.
- Ladder 16 was delivered to station 16. It is waiting for a weld on the aerial ladder.
- SOC/SP meeting with Citygate to firm up what community groups should be approached.

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- HR – Meet and confer with 2032 continues. There is a positive effort to rebuild the CBA to make it more relevant.
- A radio replacement AFG grant will be submitted in January.
- Medic 17 will be participating in 911 training and response procedures.
- Chief Tracer is moving the fire safety inspections from paper to ESO.

AC Brummel

Monthly report included in the meeting packets.

- The volunteer program is now under the oversight of BC Fletcher.
- Pandemic preparedness and resiliency continues.
- System testing for the Tyler CAD upgrade continues at Jeffcom. Testing for the new CrewForce App cannot be tested until the CAD goes live.
- The AFG communications grant will be submitted next week. The estimated match from EJFR will be \$43,000 to \$45,000 dollars if the grant is awarded.
- Through the Labor & Industries FIIRE program EJFR can apply for grants up to \$15,000 for equipment to enhance safety. Chairman Seabrook asked about L & I recommendations for minimizing carcinogenic contaminants.
- EJFR has teamed up with fire representatives from Kitsap and Clallam counties to represent our region for the WA State Homeland Security Training and Exercise Workgroup. This is a potential opportunity to obtain federal training and exercise funds for regional interoperability.
- The ladder truck has returned and we are in the process of preparing for upcoming deployment (target date of March 1).
- EJFR has collaborated with the new Kitsap Training Consortium and will be sending our 3 Resident FF's to this regional fire academy in Bremerton (March 15-June 15, 2022). Resident FF's will graduate with FFI, FFII and Hazardous Materials Awareness and Operations credentials.
- The IFSAC evaluator class got postponed today and will occur in late February or March.
- A question was asked about interoperability with homeland security accessibility and availability. Kitsap County is more robust than Clallam. We might have to rely on the Navy.

AC Tracer

Monthly report included in the meeting packets.

- Ladder 16 will get welded next week. Many businesses are plagued with illness which has postponed the tender re-plumb.
- The meeting with the site prep company for station 12 got rescheduled due to illness.
- Setting up records management for inspections in ESO. When everything is loaded into ESO there will be two, two hour blocks of training for how to conduct inspections using ESO. Chief Black commended Chief Tracer for doing the tedious work to get the inspections recorded in ESO. Once the reports are available Commissioner Stinson asked if they would be easy to share with the City and County. The reports should be searchable and available to send as an Excel or PDF format.

HR/PES/PIO

Monthly report included in the meeting packets.

- EJFR has a new EAP program as of January 1, 2022. It has a robust portal that offers multiple services such as minor legal support.
- There is currently two openings for Single Role, 1 PM and 1 EMT. An offer has been extended for the PM position and if all paperwork comes back favorably a start date of February 1st is anticipated.
- EJFR has plans to switch to a new enhanced background check company.
- A new MOU was signed for supplemental benefits as of January 1, 2022. This allows for accrual leave buyback when using PFML.

January 19, 2022

Finance

Monthly report included in the meeting packets.

- Continuing to work with a State Auditor and her assistant on a three year audit. The audit should wrap up in mid-February.
- Commissioner districts are in the process of being redrawn using the County's precinct lines, new census data and all the RCWs and WACs that apply.

MSO

Monthly report included in the meeting packets.

- Busy with staying ahead of all the COVID updates.
- Questions were answered about the Nasal NARCAN project. Lori Fleming spoke about the mental health information that is included with each kit. The Sheriff has handed out one kit, so far. Dr. Carlbom said that not many communities have this program so there is not a lot of data at this time. There is talk about a NARCAN vending machine. The South County is very interested.

BCs

Monthly reports included in the meeting packets.

BC Clouse discussed the recent 150th committee meeting. The event will be October 8, 2022 during Fire Prevention Week. The permit has been filed. The event will be in front of City Hall. A patch and fire marker design for the event is in its final stages. Chief Boggs's daughter created the original patch and she is working on the design for the new patch. After the design is finalized a "Save the Date" flyer and messaging will go out to the public. Michelle, the PIO for the event, will create some talking points for EJFR to disseminate. Commissioner Stinson hopes that other people will want to volunteer to help make this a successful event. Emily Stewart thanked BC Clouse and Commissioner Stinson for their work on this project.

8. LOCAL 2032 REPORT – The Union has witnessed a fast and furious past couple of months and the last 72 hours have put a strain on the duty crews. Everyone is trying to be safe in relation to COVID. It is a group effort to keep everything running smoothly. The Union feels good about the direction EJFR is going in. The Chief as well as the Commissioners are impressed with how EJFR is acting and reacting to the rapid changes.

9. FIREFIGHTER'S ASSOCIATION REPORT – Nothing to report

10. OLD BUSINESS

A. Station 1-2 - (update)

See Chief Tracer's report.

B. Standards of Cover/Strategic Plan – (update)

See Chief Black's report.

C. PLFR ILA – Chief Black reported that PLFR elected a new Board Chair and that Commissioner's Rossart and Pontius will be the representatives to attend the EJFR meetings.

11. NEW BUSINESS

A. Resolution 22-01 Sole Source Stryker

The Stryker contract purchasing authority was not adequate for purchasing without a competitive bidding process and a sole source resolution is needed.

MOTION: Commissioner Masci made a motion to approve Resolution 22-01 Sole Source for Stryker. **Commissioner Craig** seconded the motion. Motion carried by unanimous vote.

B. Commissioner Appointment

EJFR has 90 days to fill the Commissioner vacancy. Many Commissioners have been approached with interested parties. It was decided to advertise in the paper and social media with interested

parties remitting paperwork to the District Secretary by February 11th. The applications can be reviewed at the February Board meeting and interviews setup after that.

Executive Session

Chairman Seabrook announced the Board will go into executive session for 30 minutes at 8:22 p.m. for an ***Executive Session*** in accordance with RCW 42.30.110 (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 and RCW 42.30.110(1) (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;*

Chief Black, HR Stewart and District Secretary Ysseldyke-All attended. Chairman Seabrook reconvened the board meeting at 8:52.

Informational only, no action taken.

12. UPCOMING EVENTS –

WFCFA Annual Conference –

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

WFC – Annual Conference, May 23-25, 2022

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

WFCFA Annual Conference – The Davenport Grand, Spokane, October 27, 2022

GOOD OF THE ORDER – Jim Nuereberg stated that the Station 12 modular building would be ready the end of July 2022 and that delivery would be the first of August.

ADJOURNMENT

MOTION: Commissioner Masci made a motion to adjourn the meeting at 8:55 PM.

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

Jefferson County Fire District 1

David Seabrook, Chairman

Deborah Stinson, Vice Chairman

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

ATTEST:

Vacant Seat

Commissioner

Teresa Ysseldyke-All, District Secretary