



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM FEBRUARY 16, 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 (872) 240-3412, Access code or ID 251-556-917.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: Chief Black

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

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 January 19, 2022 Regular Meeting.
- General Fire expenditure warrants dated January 21, 2022 and February, 2022, totaling **\$183,775.18**
- EMS expenditure warrants dated January 21, 2022 and February, 2022, totaling **\$49,499.92**
- Payroll expenditure warrants dated January 20, 2022 and February 4, 2022, totaling **\$468,115.15**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – Dr. Carlbom gave an EMS Behavioral Health Response Power Point Presentation. Working on patient care procedures that give patients great care, provides safety for patient/care teams and align for the right resources to the patient. Also, working on education, training and a model to follow.

6. ACKNOWLEDGEMENTS –

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

AC Brummel

Monthly report included in the meeting packets.

- David Johnson’s memorial service will be March 12, 2022 at the Maritime Center starting at 1pm.
- Moving forward with the CAD upgrade. Reviewing response plans and testing before going live.
- The communications equipment AFG grant award list should be out by May.

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- Turning in paperwork for a grant through the Labor & Industries FIIRE program, Requesting bunker gear extractors and dryers.
- Ladder 16 has been UL certified and is going through some final maintenance items.
- There will be a confined space technician class March 7-11, 2022.
- EJFR collaborated with the new Kitsap Training Consortium and will be sending three Resident FF's to their regional fire academy in Bremerton (March 15- June 15, 2022).
- Crewforce will not go operational until the CAD upgrade has been vetted.

AC Tracer

Monthly report included in the meeting packets.

- Met with Zenovic & Associates at station 12 to go over the site plans and related issues. One issue discussed related to the needed water line, its location, distance and possible permitting needed to install it. I have reached out to the PUD requesting assistance with this project and if a possible partnership between EJFR and the PUD in an effort to loop the main water line to better serve Marrowstone Island. The second issue is related to storm water and total surface of the parking lots and roofs on the property.
- Working with the County to update their fireworks ordinance to make relevant to all the areas in the County. DCD and County will still issue permits and the Sheriff can cite for violations.

HR/PES/PIO

Monthly report included in the meeting packets.

- There is an upcoming Single-Role Assessment Center on 2/18, postponed from 2/9 due to COVID.
- The 150th event media launch started this week.

Finance

Monthly report included in the meeting packets.

- Discussed beginning year balance. The beginning balance was higher than anticipated due to purchases not completed in 2021. The purchases were not made due to availability of product, parts or illness.

MSO

Monthly report included in the meeting packets.

- Commissioner Stinson thanked MSO Ridgway for helping to get the department through the recent COVID outbreak.

BCs

Monthly reports included in the meeting packets.

- BC Fletcher discussed responding to 22 incidents over the past 30 days and the staffing challenges due to COVID.

8. LOCAL 2032 REPORT – Working on contract negotiations.

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)

All information has been given to City Gate. Stake holder meetings and surveys are under way.

C. PLFR ILA – Commissioner Rossart commented that their new Board Chair is Commissioner Pontius. PLFR just hired a new Firefighter. Commissioner Rossart praised the MSO for providing excellent service. March 8th will be the next meeting to review the EJFR/PLFR management ILA.

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D. Stryker Contract – (update)

The contract for the EMS equipment was officially signed. The equipment has been ordered. The new power cots should help with injury reduction.

E. Commissioner Appointment – There are three people interested in the vacant EJFR Commissioner District 2 seat. The candidates were introduced. Christie Apker, David Self and Deborah Tillman all spoke about their backgrounds and reason’s for their interest in the position.

Executive Session

Chairman Seabrook announced the Board will go into executive session for 15 minutes at 8:24 p.m. for an *Executive Session in accordance with RCW 42.30.110(1)(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;*

District Secretary Ysseldyke-All attended the meeting. Chairman Seabrook reconvened the board meeting at 8:39.

Informational only, no action taken.

MOTION: Commissioner Masci made a motion to appoint Deborah Tillman to the vacant EJFR Commissioner District 2 seat. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

11. NEW BUSINESS

A. County Fireworks Ordinance

See Chief Tracer’s report.

B. Office Assistant – Joint FTE with PLFR (informational)

EJFR and PLFR are looking for a candidate to fill a shared front office position. The job description is being drafted. Commissioner Craig will help with vetting a candidate.

C. Security at Unmanned Fire Stations

Security plan options for the unmanned stations will be presented at the March Board meeting.

12. UPCOMING EVENTS –

WFCA Annual Conference –

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

WFC – Annual Conference, May 23-25, 2022

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

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

GOOD OF THE ORDER –

- The North Olympic Development Council is working on a climate change adaptation plan. They are seeking funding for a fire protection plan.
- Dr. Carlbom noted that heat stress emergencies are usually the least planned for scenario and can be fatal.
- Lt. Martin welcomed Deborah Tillman as the new EJFR Commissioner for District 2.
- Jefferson Healthcare wants another look at hospital transports which has implications for strategic planning.

ADJOURNMENT

MOTION: Commissioner Masci made a motion to adjourn the meeting at 8:53 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

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