



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM MARCH 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) 240-3212, Access code or ID 833-614-781.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: AC Tracer

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

1. AGENDA CHANGES – Chief Black added Stacie Huibregtse from Jeff.com to 5. Presentations and Independent Analysis for Merger/Consolidation Options (PLFR and EJFR) to new business 11. E.

2. CONSENT AGENDA

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

- Minutes from the February 16, 2022 Regular Meeting.
- General Fire expenditure warrants dated February 16, 2022, February 17, 2022 and March 7, 2022, totaling **\$146,792.29**
- EMS expenditure warrants dated February 16, 2022, February 17, 2022 and March 7, 2022, totaling **\$68,519.55**
- Payroll expenditure warrants dated February 17, 2022 and March 3, 2022, totaling **\$454,187.50**
- Transfer from EMS cash to EMS investment **\$1,00,000.00**
- Transfer from General Fire cash to General Fire investment **\$900,000.00**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS –

1. Stacie Huibregtse (JeffCom) – The upgrade/conversion process for the new CAD was explained. March 22 at 7a.m. the upgrade conversion will begin. Active CAD will no longer be supported with the upgrade. Crewforce will be used instead of CAD.

2. Sam Mazza gave a City Gate PowerPoint presentation on the timeline for the Standards of Cover (SOC) and Strategic Plan (SP). The process takes about 8 months. The research and analysis is done and feeds into the strategic plan. The SOC will be in draft form before the strategic plan will be presented to groups.

6. ACKNOWLEDGEMENTS – Chairman Seabrook welcomed Commissioner Tillman to her first Board Meeting.

March 16, 2022

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

- Chief Black had an update on the County fireworks ordinance amendment. The ordinance was ratified and what was a countywide ban will now be up to the individual fire districts for consumer fireworks. The ban level terminology went from extreme to high. Chief Black thanked Chief Tracer for his work on this ordinance.

AC Brummel

Monthly report included in the meeting packets.

- Chief Brummel said that feeding data to City Gate and working on the JeffCom upgrade have been his top priorities.
- We received preliminary notice that we will receive a grant from L&I. It is a 2 to 1 match. EJFR's portion of the grant would be \$3,270.25 out of the \$9,000+ expended. The grant purchase is an extractor for station 1-1. The awards should be announced on March 18. Next quarter there will be another award opportunity. Commissioner Tillman asked if the extractor was able to drain into the septic system at station 1-1. There should not be a problem.
- The ladder truck is at North Kitsap for an oil change and cable tightening. Commissioner Stinson commented that it was nice to see the ladder truck at Dave Johnson's memorial.

AC Tracer

Monthly report included in the meeting packets.

HR/PES/PIO

Monthly report included in the meeting packets.

- EJFR hired a single role EMT and paramedic. In two weeks the single role group will be fully staffed.
- We added an EMT and a paramedic to the dual role group as well.

Finance

Monthly report included in the meeting packets.

- The State 3 year audit will wrap on March 30 with the exit meeting. Commissioners other than the finance committee please let Terri know if you would like to attend the meeting so a posting can be made for a special meeting.

MSO

Monthly report included in the meeting packets.

- The new Stryker EMS equipment should start arriving between April 30 and May 30.
- Chief Black commented that MSO Ridgway will be attending an infection control workshop that will credential her for the infection control officer.
- A discussion ensued about conducting a hybrid commissioner's meeting instead of completely virtual.

BCs

Monthly reports included in the meeting packets.

- BC Clouse stated that an evaluator class took place on Friday. The class tests the knowledge of IFSAC protocols. BC Clouse was asked to join the tech advisor group.

8. LOCAL 2032 REPORT – Lt. Martin said that he attended the ILA meeting with PLFR. He felt there was good feedback. CBA negotiations are on-going.

9. FIREFIGHTER'S ASSOCIATION REPORT – Nothing to report

10. OLD BUSINESS

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

The site plan was completed and the information was submitted for a building permit. Currently looking for a general contractor on the small works roster. Jim Nuerenberg helped create the scope of work. Bud Ayres thanked Dr. Carlbom and Chief Black for meeting with citizens of Marrowstone Island. The first week of August is still the delivery date for the modular unit for station 12. Jim Nuerenberg said that the construction of the unit is still on schedule with a possible increase in the price. He is working with Chief Black to make the station 12 project a success. The person of the year for 2021 was Marrowstone resident and EJFR volunteer, John Gonnella. Congratulations to Pat McNerthney for completing the annual stair climb.

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

See 5. Presentations

C. *PLFR ILA* – Commissioner Rossart commented the recent ILA meeting was productive and that PLFR is looking forward to continuing and building on the relationship. The admin staff from both districts were added to the ILA group. The shared admin position with EJFR was approved by the PLFR Board. The ILA meetings will occur more regularly.

11. NEW BUSINESS

A. *Resolution 02-22 Sole Source/Special Market Condition Purchase*

It was discussed how the approved budget purchase of needed admin vehicles were impossible to find on State bid.

MOTION: Commissioner Masci made a motion to approve Resolution 02-22 Sole Source/Special Market Condition Purchase. **Commissioner Craig** seconded the motion. Motion carried by unanimous vote.

B. *Office Assistant – Joint FTE with PLFR*

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.

MOTION: Commissioner Stinson made a motion to approve the shared office assistant position with PLFR and to begin recruitment. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

C. *Security at Unmanned Fire Stations and Station 14 upgrades*

Security plan options were presented and discussed. Station 14 upgrades will be addressed after the strategic plan is in place.

D. *SCBA Compressor and Fill Station for Station 15*

We lack the ability to service the current SCBA compressor and fill station. It was recommended to use L&N Curtis for the purchase of the approved budgeted compressor. Other vendors were looked at but deemed as not reliable.

MOTION: Commissioner Stinson made a motion to purchase the SCBA compressor from L&N Curtis. **Commissioner Craig** seconded the motion. Motion carried by unanimous vote.

E. *Independent Analysis for Merger/Consolidation Options (PLFR and EJFR)*

MOTION: Commissioner Masci made a motion to authorize the Fire Chief to enter into a contract with a qualified consultant for an analysis for merger/consolidation options for PLFR and EJFR not to exceed \$10,000. **Commissioner Tillman** seconded the motion. Motion carried by unanimous vote.

12. UPCOMING EVENTS –

WFOA Annual Conference –

WFOA 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 –

- Chairman Seabrook thanked everyone that attended Dave Johnson’s memorial service. Chief Black and Lt. White representing EJFR gave eloquent speeches about Dave Johnson and they were followed by amazing grace played on a bagpipe.
- Commissioner Stinson thanked BC MacDonald for his response to a car fire. He was efficient and compassionate.
- Commissioner Stinson has been approached about a subject that was raised several years ago concerning hospitals with religious affiliations. Some citizens were concerned that they would be transported to a hospital that might affect end of life, LGBTQ and women’s rights choices. Commissioner Stinson explained that the main concern for EJFR is to get the patient the best most expedient care which might not include the patient’s preference for hospital.
- BC Clouse mentioned the memorial service at the Elks Club on Saturday at 1:00 for formal Port Townsend Assistant Chief Loren Krieger.

ADJOURNMENT

MOTION: Commissioner Masci made a motion to adjourn the meeting at 9:26 PM.
Commissioner Craig 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:



Deborah Tillman, Commissioner



Teresa Ysseldyke-All, District Secretary