



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM APRIL 20 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 (312) 757-3121, Access code or ID 956-427-933.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent:

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

1. AGENDA CHANGES – None

2. CONSENT AGENDA

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

- Minutes from the March 16, 2022 Regular Meeting.
- General Fire expenditure warrants dated March 21, 2022, March 24, 2022 and April 9, 2022, totaling **\$360,181.74**
- EMS expenditure warrants dated March 21, 2022, March 24, 2022 and April 9, 2022, totaling **\$96,475.23**
- Payroll expenditure warrants dated March 17, 2022 and April 4, 2022, totaling **\$474,199.49**

Commissioner Craig 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 Brummel thanked Kala Point representative Scott Rovanpera for their generous donation.
- HR Stewart welcomed Scott Campbell (single role paramedic), Tyler Johnson-Cryder (single role EMT) and Kindra Sanders (promoted to full time admin Assistant).

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

AC Brummel

Monthly report included in the meeting packets.

- The new Tyler CAD upgrade was implemented in March. Crewforce (new information dashboard) software should be installed on all first-out response apparatus iPads by late May.

April 20, 2022

AC Tracer

Monthly report included in the meeting packets.

HR/PES/PIO

Monthly report included in the meeting packets.

- Presentations this month included a fire extinguisher training at the Port of Port Townsend and a Port Townsend Playschool visit.

Finance

Monthly report included in the meeting packets.

- The County finished drawing their precinct lines. The precinct information along with the new census information was used to help draw our new Commissioner Districts. Public hearing, review and formal adoption of the Commissioner Districts should happen in May.

MSO

Monthly report included in the meeting packets.

- Completed PMT Candidate training testing process.
- The power cots are being installed. Each installation takes about 2 hours.

BCs

Monthly reports included in the meeting packets.

- Received the permit for installing the hydrant at the training tower.

8. LOCAL 2032 REPORT – Lt. Martin said that they are staying busy working on the CBA and onboarding new people.

9. FIREFIGHTER’S ASSOCIATION REPORT – Nothing to report

10. OLD BUSINESS

A. Station 1-2 - (update)

Chief Tracer said the building permit was secured and a person interested in the building contractor position has been identified. A new blip is the well on the property. It will need to be decommissioned. Putting the building together onsite is in the scope of work for the building contractor.

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

There was a meeting to look at the first draft of the SOC for accuracy and presentation of data. A small group is submitting comments at this time. The SOC should be done by the end of June and the Strategic plan done by the end of July.

C. PLFR ILA – Commissioner Stinson spoke about the ILA meeting. Some interesting data from the County Assessor was presented. The parties need to agree on an end state, how to get to that state and a timeline. The current ILA sunsets in September. Do we extend this ILA and what changes need to be made to continue the ILA? The next meeting is on May 9th. Commissioner. Rossart commented that the PLFR Board approved the money to explore the financial dynamics of a merger. PLFR would like to move forward and they are looking at the ILA and the handbook of mergers written by Counsel Snure.

D. Unmanned Station Security – (update)

Chief Tracer has been and will continue to look at cheaper alternatives than what was presented at the last Board meeting.

11. NEW BUSINESS

A. JeffCom Update

There is a draft ILA amendment.

B. Admin Office Hours

This was an opportunity for Commissioners to comment on the office hours at Admin. Please get back to Chief Black about any suggestions.

C. 2022 Hose, Ground Ladder & Nozzle/Appliance Testing Agreements

Lt. Martin said that he was available for any questions about the three year contract for services. Several vendors were vetted and National Hose Testing Specialties was chosen. There was a discussion about hose and ladder testing in the past and what is needed today.

MOTION: Commissioner Masci made a motion to have Chief Black sign a three year contract with National Hose Testing Specialties. **Commissioner Tillman** seconded the motion. Motion carried by unanimous vote.

Executive Session

Chairman Seabrook announced the Board will go into executive session for 1 hour at 7:52 p.m. for an *Executive Session in accordance with RCW 42.30.140(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.*"

AC Brummel, AC Tracer, HR Stewart, Dave Luxenberg and District Secretary Ysseldyke-All attended the meeting. Chairman Seabrook reconvened the board meeting at 8:52.

Informational only, no action taken.

12. UPCOMING EVENTS –

WFOA Annual Conference –

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

WFOA – Annual Conference, May 23-25, 2022

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

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

GOOD OF THE ORDER –

- HR Stewart said there would be a Volunteer appreciation gathering at the Palindrome Saturday, April 23 from 5pm to 7pm.

ADJOURNMENT

MOTION: Commissioner Seabrook made a motion to adjourn the meeting at 8:55 PM. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1

David Seabrook

David Seabrook, Chairman

Not present
5/18/2022

Deborah Stinson, Vice Chairman

Geoff Masci

Geoffrey Masci, Commissioner

Steve Craig

Steve Craig, Commissioner

ATTEST:

Deborah Tillman

Deborah Tillman, Commissioner

Teresa Ysseldyke-All

Teresa Ysseldyke-All, District Secretary

April 20, 2022