



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM JULY 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 (224) 501-3412, Access code or ID 823-060-693.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: Steve Craig

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

1. AGENDA CHANGES – Chairman Seabrook added G. excuse Commissioner Craig from the July 2022 meeting and add an Executive Session to new business.

2. CONSENT AGENDA

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

- Minutes from the June 15, 2022 Regular Meeting.
- General Fire expenditure warrants dated June 21, 2022 and June 24, 2022, totaling **\$187,351.15**
- EMS expenditure warrants dated June 21, 2022 and June 24, 2022, totaling **\$112,585.**
- Payroll expenditure warrants dated June 16, 2022 and July 1, 2022, totaling **\$492,699.02**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – Rich Stapf from Port Townsend would like to speak against resolution 22-07. He is in favor of a consolidation/contract for service between the two fire districts and not a merger. Wicus McGuffey from Port Ludlow spoke in support of resolution 22-07. He said it was a catalyst for the future of fire in Jefferson County and that citizens in both districts will benefit. Wes Lueders from Port Ludlow spoke in support of resolution 22-07 and would like to echo the points that McGuffey made. He also said the service and delivery of service has greatly improved and that there is a long history of trying to get to the point of merger and this would be a missed opportunity if the resolution did not go forward. Tanya Cray from Port Ludlow said she was in full support of resolution 22-07 and the talk of a merger was ever present. The right people are in place to make the merger happen to benefit the citizens. Also, financially it makes sense. Bud Ayres from Marrowstone Island was happy to support resolution 22-07 and would welcome Port Ludlow and their additional staffing. He is in favor of the merger between EJFR and PLFR. Curtis Beery from Port Ludlow is in favor of resolution 22-07 and said it was an exciting time and the merger would be hugely beneficial. Brennan Whiting from Port Ludlow is in full support of resolution 22-07. Rich Stapf from Port Townsend wrote a letter to the Commissioners addressing his concerns. Chairman Seabrook responded that the merger and its timing have been studied and reviewed extensively and disagrees that a contract instead of a merger is the path forward. Some of Mr. Stapf’s other merger concerns were addressed in the scoping document.

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5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – Chairman Seabrook would like to acknowledge staff and line personnel for their hard work.

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

AC Brummel

Monthly report included in the meeting packets.

AC Tracer

Monthly report included in the meeting packets.

HR/PES/PIO

Monthly report included in the meeting packets.

- August 16 the department will be fully staffed with the hire of a firefighter/paramedic.
- A part-time admin assistant will start August 1.

Finance

Monthly report included in the meeting packets.

- We need to create a more permanent finance committee.

MSO

Monthly report included in the meeting packets.

- MSO Ridgway described the Isolation System for Treatment and Agile Response for High-Risk Infections (ISTARI) patient care system.

BCs

Monthly reports included in the meeting packets.

8. LOCAL 2032 REPORT – Lt. Martin said the union is dealing with the standards of cover, strategic plan and potential merger. Lt. White has been talking to the Union about messaging. Completed an MOU for acting BC. Two members have completed the acting BC curriculum. Cordova and Sheehan have completed their probationary year. For public comment 2032 agrees with 3811 that the merger if we work together will be the best for the community. There has been time and effort in data collection that points to the progression toward a merger. We are only better together. The merger scoping document is a team effort looking toward the future.

9. FIREFIGHTER’S ASSOCIATION REPORT – The Association is putting on a babysitter’s first aid/CPR class.

10. OLD BUSINESS

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

There has been exciting progress at station 12 as the building site has been excavated. There is a meeting with the general contractor to sign his contract. Chief Black met with PUD and Chief Tracer to talk about extending the water line. Mr. Ayers commented that there is another fund raiser to meet the rising cost of the building, tax and transport of the station structure. Mr. Ayres would like to see the existing garage enlarged to better fit the apparatus. Mr. Nuerenberg said that the building was finalized with the dealer and was ready for production and final payment. The building will arrive a few weeks later than anticipated. Chief Black commented on the collaborative and supportive partnership with MIF. He also thanked Commissioner Tillman for fielding emails.

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

Chairman Seabrook said the standards of cover were originally spearheaded by Dave Johnson

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before himself. The standards of cover are being translated into a strategic plan. There was a SOC/SP committee meeting with observers from Port Ludlow to better understand how the plan is built. There was progress on the SOC and strong work on the strategic plan. Goals for funding, health for personnel and services to happen when funds are available were discussed. The next meeting is August 22. The final SOC/SP to be completed by the September or October Board meeting.

C. PLFR ILA –Commissioner Clemmons commented that at the ILA meeting everyone had a positive attitude and contributed in a positive manner. Commissioner Rossart is now the PLFR Board Chair and Commissioner Clemmons is the vice-chair. Chairman Rossart commented that of the twenty years that she has lived in the area this is the most promising time for EJFR and PLFR to merge. The level and depth of service is better especially when multiple calls come in at once. She appreciates the staff’s help in moving the merge forward.

11. NEW BUSINESS

A. Amendment to Fire Chief’s Job Description

The recommended amendments to the Fire Chief’s roles, responsibilities and job description is as follows: section 3.3 Responsible for maintaining and improving positive management/employee labor relationships. The Fire Chief has the authority to negotiate on the District’s behalf with the bargaining unit and unrepresented staff for contractual, MOUs and/or CBA amendments. The Fire Chief may unilaterally approve and enter into said contracts for amounts not to exceed \$50,000 per contract. The Board shall approve agreements above this amount.

MOTION: Commissioner Masci made a motion to amend the Fire Chief’s job description as proposed in the recommendation. Commissioner Tillman seconded the motion. Motion carried by unanimous vote.

B. Resolution 22-06: Declaring the Need for Surplus of District Owned Equipment

MSO Ridgway commented that the bariatric gurney does not fit in the rigs with the new power cots. The stair chair will be donated to Brinnon Fire.

MOTION: Commissioner Masci made a motion to approve Resolution 22-06: Declaring the Need for Surplus of District Owned Equipment. **Commissioner Tillman** seconded the motion. Motion carried by unanimous vote.

C. Behavioral Health

Dr. Carlbom made a protocol/policy behavioral health presentation at a prior meeting that is included in the Board packet. The presented behavioral health policy is not meant to replace any current policies. The Commission can only adopt policy. There is no change to the existing policy other than better knowledge. It does not change what we currently do or what medications we use. We are restraining patients based on their safety and the safety of the crew. This has not changed. There is just more contact information and options for assistance. Our legal counsel has looked at this protocol/policy as well as the State and it will be enacted countywide.

MOTION: Commissioner Tillman made a motion to approve policy subject matter behavioral health protocol presented at this meeting. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

D. PLFR ILA Renewal

The ILA renewal does not have a lot of changes. The new term of the contract goes through May of 2023. The current ILA ends September 2022.

MOTION: Commissioner Masci made a motion to approve the ILA renewal as presented through May 2023. **Chairman Seabrook** seconded the motion. Motion carried by unanimous vote.

E. PLFR Merger

Chief Black introduced the scoping document for the merger of PLFR and EJFR as a living document and available to anyone upon request. This document is a road map of the relationship

with post-merger, i.e. how to merge software etc. to be added. Last Tuesday PLFR voted to send a petition to EJFR. If EJFR passes the resolution it will go back to PLFR for a special meeting to ratify. Commissioner Masci had some concerns about the speed at which the merger is moving and the financial outlook. Chairman Seabrook said that the last year was a functional consolidation and it is working well. The Chief is pulled into two different commissions which is not sustainable. The consolidation went well so the merger is not urgent but the right thing to do sooner than later. Commissioner Stinson acknowledged Commissioner Masci's concerns and said consolidation by contract has worked immensely well other than it is not sustainable due to conditions already stated by Commissioner Seabrook. We have been learning from each other. Everyone is working well together. We looked at different options for the merger process and did not see anything that would justify slowing the merger process. Commissioner Tillman commented she is a new member but has some history with consolidations and mergers. Having one Chief for a consolidation is overwhelming and not sustainable. We have had a year of seeing how things work with most folks feeling positive and want to see if the voters support the merger. Commissioner Tillman was confident to go forward.

F. Resolution 22-07: Approving the Petition of Port Ludlow Fire & Rescue to Merge into East Jefferson Fire Rescue and Designating East Jefferson Fire Rescue as the SEPA Lead Agency

Commissioner Masci voiced his concern about the timing of the merger and if the levy should be reconciled before the merger. He thought the merger was inevitable and desirable but questioned how to get to the point of merger. He thought the process would take three years instead of one. Chairman Seabrook reassured that there was a structure to the merger process and that Commissioner Masci unintentionally got less information about the process. Chairman Seabrook also made clear that the strategic plan and standards of cover are only for EJFR. If a merger occurs an addendum can be made. The question as to levy first or merger has been studied and the most effective path is being followed.

MOTION: Commissioner Stinson made a motion to approve Resolution 22-07: Approving the Petition of Port Ludlow Fire & Rescue to Merge into East Jefferson Fire Rescue and Designating East Jefferson Fire Rescue as the SEPA Lead Agency. **Commissioner Tillman** seconded the motion.

Commissioner Tillman noted Commissioner Masci's concerns and stated that there was no perfect time for a merger and that enough stars had aligned to get her vote to go forward. Commissioner Stinson also appreciated Commissioner Masci's concerns and after a year study was ready to see things move forward.

Motion carried with three commissioners voting yes and one no.

G. Excuse Commissioner Craig from the July 20, 2022 Board Meeting

MOTION: Commissioner Masci made a motion to excuse Commissioner Craig from the July 20, 2022 Board meeting. **Chairman Seabrook** seconded the motion. Motion carried by unanimous vote.

Executive Session

Chairman Seabrook announced the Board will go into executive session for 15 minutes at 8:58 p.m. for an ***Executive Session in accordance with 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 9:13.

MOTION: Chairman Seabrook made a motion to direct the Chief to 1) communicate with the complainant as to the finding of the Committee, within the guidelines from legal counsel. And to review our volunteer pension reporting process to bring EJFR into compliance with the BVFF, and

to better communicate with our volunteers on this topic. **Commissioner Masci** seconded the motion. Motion carried by unanimous vote.

12. UPCOMING EVENTS –

WFCA Annual Conference –

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

GOOD OF THE ORDER –

- Bud Ayres (Marrowsstone Island resident) would like to see an online burn permit submission process similar to Kitsap County.
- Chief Black thanked the staff for all the work they have been doing in a short amount of time and all the work they will be doing.

ADJOURNMENT

MOTION: Commissioner Masci made a motion to adjourn the meeting at 9:19 PM. **Chairman Seabrook** seconded the motion. Motion carried by unanimous vote.

Jefferson County Fire District 1

David Seabrook, Chairman

Deborah Stinson, Vice Chairman

Geoffrey Masci, Commissioner

Not Present 7/20/2022
Steve Craig, Commissioner
ATTEST:

Deborah Tillman, Commissioner

Teresa Ysseldyke-All, District Secretary