



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM SEPTEMBER 21, 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 720-936-229.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent:

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

1. AGENDA CHANGES – District Secretary Ysseldyke-All added special meeting minutes from September 7, 2022 to the consent agenda.

2. CONSENT AGENDA

MOTION: Commissioner Masci made a motion to approve the Consent Agenda, including additional special meeting minutes and all financial information as follows:

- Minutes from the August 17, 2022 Regular Meeting and September 7, 2022 Special Meeting.
- General Fire expenditure warrants dated August 23, 2022, August 26, 2022, September 7, 2022 and September 9, 2022, totaling **\$102,369.04**
- EMS expenditure warrants dated August 23, 2022, August 26, 2022, September 7, 2022 and September 9, 2022, totaling **\$18,543.24**
- Payroll expenditure warrants dated August 18, 2022 and September 1, 2022, totaling **\$496,977.39**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – Jim Nuerenberg from Marrowstone Island stated that the station 12 modular has arrived on site. Jenny from Kala Point spoke about the recent fire at her house and was thankful for EJFR’s prompt response and service.

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – Chief Black Congratulated EJFR personnel who have completed their probationary phase.

- White/Sanders/Martin – LT 9/1/22
- MacDonald/Fletcher/Clouse – BC 9/1/22
- Holbrook – FF/EMT 9/1/22
- Higgins – PM – 9/13/22

7. STAFF REPORTS

Chief Black

Monthly report included in the meeting packets.

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- Thanks to Brian and Jenny for hosting the community meeting at Kala Point to help people understand how to be better prepared for fire. Commissioner Craig would be happy to attend future meetings.

AC Brummel

Monthly report included in the meeting packets.

- EJFR crews are participating in weekly virtual tactical training through the Kitsap Fire Training Consortium. This training is led by Mike Mock with North Kitsap. The crews login to 1 hour sessions that focus on incident size-ups and fire ground communications.

AC Tracer

Monthly report included in the meeting packets.

HR/PES/PIO

Monthly report included in the meeting packets.

- August was a busy public outreach month with the County fair and All County picnic.
- EJFR is fully staffed as of 8/16/2022.
- Chief Black thanked Emily for coordinating the fair event and making it a success.

Finance

Monthly report included in the meeting packets.

MSO

Monthly report included in the meeting packets.

- PM student Adin Welander passed his final and will be starting class on Monday.

BCs

Monthly reports included in the meeting packets.

8. LOCAL 2032 REPORT – Lt Rick Martin said paramedic student, Adin was doing well and the Union is excited to be at full staffing with the hire of paramedic Tracy Jonassen. The union is working on community outreach on social media to promote the potential merger and looming levy.

9. FIREFIGHTER’S ASSOCIATION REPORT – Nothing to report.

10. OLD BUSINESS

A. Station 1-2 - (update)

The station 12 modular unit is on site. Bud Ayres and Jim Nuerenberg of Marrowstone Island spoke about the anticipated arrival and final delivery of the new station. A list of things to be completed is being compiled. Chief Black thanked both of the men for their hard work and diligence in moving the project forward.

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

Chief Black has been conducting meetings with staff and crews to finalize the vision, mission and goals/values for EJFR. The final version of the SOC and SP is waiting in Chief Black’s email for final review.

C. PLFR ILA/Possible Merger (Liaison Report) – Commissioner Clemmons commented that everyone is working hard on the PLFR/EJFR merger. Clemmons said he has only heard positive responses regarding the merger. He commented that Chief Black is doing a great job.

11. NEW BUSINESS

A. Budget Preparation

The budget committee is made up of two Commissioners, two Career staff, two Volunteers, the Finance Manager and the Chief. The first meeting was held Tuesday September 20. Commissioner Stinson was happy to see the budget process expanded. Commissioner Tillman said the budget

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review was helpful. All the budget requests were well thought out. This year there will be two budgets, one for just EJFR and one combined with PLFR.

B. Hose Purchase

BC Fletcher spoke about the state of the hose used by EJFR. Some of the hose being used is from 1974 and 1980. Lt Bergen is asking for an additional \$15,000 to buy critically needed hose. AC Brummel will also research grants for additional hose.

MOTION: Commissioner Masci made a motion to approve the extra \$15,000 to purchase hose in 2022. **Commissioner Stinson** seconded the motion. Motion carried by unanimous vote.

Executive Session

The executive session was moved to the beginning of the meeting (after acknowledgments) to accommodate legal counsel’s schedule.

Chairman Seabrook announced the Board will go into executive session for twenty minutes at 7:08 p.m. for an **Executive Session in accordance with RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.** Chief Black, HR Stewart, Attorney Brian Snure and District Secretary Ysseldyke-All attended the meeting. Chairman Seabrook reconvened the board meeting at 7:28. *Informational only, no action taken.*

12. UPCOMING EVENTS –

WFOA Annual Conference –

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

GOOD OF THE ORDER –

- In Person/virtual hybrid Board meeting next month at station 1-1.
- 150th Celebration is imminent, spread the word. In front of City Hall in Port Townsend, Saturday, October 8, 2022 from 9 to 5.

ADJOURNMENT

MOTION: Commissioner Masci made a motion to adjourn the meeting at 8:37 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



Steve Craig, Commissioner

ATTEST:



Deborah Tillman, Commissioner



Teresa Ysseldyke-All, District Secretary