



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM November 18, 2025**

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 3:00 PM at St 6 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 87867559242.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Geoff Masci, Ed Davis, Dave Seabrook and Steve Craig.

Admin Staff: Chief Black, Deputy Chief Brummel, HR Manager Stewart, MSO Ridgway, CRM Wittenberg, Captain Bergen, Admin. Asst. Murray, Finance Manager Roy Lirio and District Secretary Cray.

1. AGENDA CHANGES – None.

2. CONSENT AGENDA

- Approve Minutes from September 16, 2025, Regular Board Meeting.

Vouchers

- Approve General Fire expenditure warrants dated September 12, 2025, September 24, 2025, October 1, 2025, and October 2, 2025, totaling **\$526,127.38**.
- Approve EMS expenditure warrants dated September 12, 2025, September 24, 2025, and October 1, 2025, totaling **\$14,079.68**.
- Approve payroll expenditure warrants dated September 18, 2025, October 2, 2025, totaling **\$850,985.56**.

Stinson noted that there were some edits and concerns made about a portion of the minutes since the packet was sent out to the Board. Cray spoke to the corrections that clarified the executive session timeline. Cray also noted that the wording of the executive session reason was in question. Commissioner Seabrook noted he believed the language must match the RCW word for word and Cray had written it to match the actions of what occurred. It was left as written, and Cray stated she would reach out to legal for further clarification.

MOTION: Masci moved to approve the consent agenda as amended. Seabrook seconded the motion which carried unanimously.

3. LIST OF CORRESPONDENCE – Included in Board packet.

4. PUBLIC COMMENT – Wayne Kier thanked those in attendance for all they do for the Fire Industry. He especially thanked the CARES team for stopping in to help with his wife who had was hurt. They were able to convince her to allow them to install grab bars and handles. Their service was amazing, and he noted that Jeff Woods could sell anything.

5. PRESENTATIONS –None.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – The Board reviewed the Firewise certification letter for LMC FW01 which was spearheaded by Gary Rygmyr. Chief Black noted that Mr. Rygmyr has also offered his time to teach other neighborhoods to do the same.

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7. STAFF REPORTS – Black discussed the Enterprise Resource Management Project and that it flows into our Strategic Plan. Black noted the WSRB policy group is making progress which is encouraging. He was recently made aware of a fire flow issue in Cape George. There are four hydrants that do not get flow from the 4inch main.

Stinson thanked DC Brummel for including the minutes from the BC meeting.

Finance Director Lirio noted that we should see a \$1.7-1.8 million favorable fund balance, though this does not affect our budget deficit for next year. It will shore up our fund balance.

Complete staff reports are included in the board packet.

8. COMMITTEE/WORKGROUP REPORTS

A. Budget Committee – No report, did not meet.

B. Data Group - No report, did not meet.

C. Community Risk Reduction Group – No report.

D. Apparatus Committee – The water tender that had a catastrophic failure has been sold. We are still able to rotate some apparatus to meet the WSRB requirements.

E. Facilities Committee – did not meet.

9. JeffCom Report – Black is now the alternate representative for the Chiefs. Craig is now the primary the Commissioners. Director Stewart is doing a great job and never lacks in communication.

10. LOCAL 2032 REPORT – None.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. SP Implementation Tool – included in packet.

13. Admin Merit Increase – This is a housekeeping issue. At the last regular meeting, the Board went into executive session to discuss admin merit increases. It was later determined after speaking with legal that this discussion should have been held in open session. The Board showed the information that was discussed and reconfirmed their motion. **MOTION:** Seabrook moved to reconfirm the approval of up to a 4% merit increase for administrative staff. Masci seconded the motion which passed unanimously.

13. NEW BUSINESS

A. Budget Resolutions –

Resolution 25-12 Approve Budget Expenditures

Resolution 25-13 Property Tax Increase for General and EMS Levies

Resolution 25-14 General/EMS Tax Levies and Related Budgets

Levy Certification

MOTION: Masci moved to approve resolutions 25-12 through 25-14 as presented. Craig seconded the motion which carried unanimously.

B. TNKase – STEMI KIT – Black reported that upcoming law changes on 11/27/25 triggered this topic. The Pharmacy Manager at St. Michaels Medical Center notified the Fire Districts that they would no longer be supplying this important clot buster drug. Without the pharmacy supplying and

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then billing transported patients, the cost of each dose is and estimated \$15k-\$20k, making it impossible for Fire Districts to purchase and use with no way of collecting reimbursement. Black and others met with the manager and discussed the need and why it is so important. They ultimately decided to allow the continued use, with some new tracking procedures being developed.

C. SharePoint/Teams Usage in 2026 – Cray noted that we are going to move our Board meetings to Microsoft Teams and our file sharing for board packets will use SharePoint beginning in January 2026. These platforms are already in place and being used by the district daily. We will have another refresher at the December meeting.

D. Ballot Resolutions –

Resolution 25-15 Single Year Levy Lid Lift – General

Explanatory Statement for Proposition 1 – General Levy Lid Lift

Resolution 25-16 Single year Levy Lid Lift – EMS

Explanatory Statement for Proposition 2 – EMS Levy Lid Lift

MOTION: Masci moved to approve Resolution 25-15 Single Year Levy Lid Lift – General with attached explanatory statement. Davis seconded the motion which passed unanimously.

MOTION: Masci moved to approve Resolution 25-16 Single Year Levy Lid Lift – EMS with attached explanatory statement. Davis seconded the motion which passed unanimously.

Executive Session – The Board went into executive session Pursuant to RCW 42.30.110(l)(g) to review the performance of a public employee at 4:06pm for 15 minutes to return at 4:21pm. The executive session ended at 4:21pm with no decisions made and no action taken.

14. UPCOMING TOPICS/EVENTS – included in board packet.

GOOD OF THE ORDER – Black noted a short presentation on Board of Commissioner duties and roles would be presented at the January 2026 meeting. This will be helpful not only to current Board members, but our newest Commissioner as well.

The Oath of Office will be given to Commissioner Seabrook at the December meeting and Cray would give Jeannie Price the Oath at her home when she is able, following her surgery recovery.

Discussion was held surrounding the Jefferson County Budget deficit and what that means for current positions at the county. CRM Wittenberg is currently the only investigator in the County.


We are sending someone to classes to become an investigator. Black will reach out the Commissioner Eisenhower to discuss current issues at the Fire Marshall's office.


Stinson attended the WFCA Conference and Region 9 meeting. She noted that she learned a lot and there was a great presentation on the final day focused on Mental Health.


ADJOURNMENT

Stinson adjourned the meeting at 4:44pm.


Jefferson County Fire District 1




Deborah Stinson, Chair


Geoffrey Masci, Commissioner


Ed Davis, Commissioner



Dave Seabrook, Vice Chair


Steve Craig, Commissioner

Absent _____
Gene Carmody, Commissioner

ATTEST:


Tanya Cray, District Secretary