



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM December 16, 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, Gene Carmody 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, Volunteer Coordinator Harte and District Secretary Cray.

1. AGENDA CHANGES – Stinson noted additions to the agenda since it was sent out to the board. New correspondence added, updates to the Finance report and Policy 1001 was added to New Business.

2. CONSENT AGENDA

- Approve Minutes from November 12, 2025, Special Board Meeting and November 18, 2025, Regular Board Meeting.

Vouchers

- Approve General Fire expenditure warrants dated November 13, 2025, and November 26, 2025, totaling **\$187,713.23**
- Approve EMS expenditure warrants dated November 13, 2025, and November 26, 2025, totaling **\$53,792.17**
- Approve payroll expenditure warrants dated November 19, 2025, and, December 4, 2025, totaling **\$845,330.30**

MOTION: Masci moved to approve the consent agenda. Craig seconded the motion which carried unanimously.

3. LIST OF CORRESPONDENCE – Included in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS –None.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Included in packet.

7. STAFF REPORTS – Black reported he attended many meetings over the last month and thanked Brummel for stepping for some of those. TNKase procedures are being updated and Black acknowledged the support from Chief Manly and Chief Grider for their work on that issue.

There was a training with the Jefferson Transit with DEM Director Bence that helped to solidify the role the transit will have in evacuations.

Brummel noted that the change from NFIRS to NERIS is launching on 1/1/26, though we will start using NERIS on 12/18/25 to have some time to adjust. Black commended Brummel for his efforts on this, there was a high level of detail needed which included reaching out to WSRB to let them

know the data may be a little “dirty” for a while. This will likely be a national issue until any bugs get worked out and all departments are on board.

Finance Director noted that our 3rd party billing service Systems Design final report of 2025 is included in his report and they are doing a great job for us. The 2024 audit is complete with no findings. This marks 20 years of audits with no findings. Stinson added that she attended the exit conference at which the Auditor was very complimentary of our staff, she was very proud. This is a reflection of our entire department. Admin. Asst. Sanders was praised for her hard work on the credit cards and ambulance billing which were both a focus of the audit.

CRR Manager Wittenberg reported fire & life safety inspections began within the city. He noted a businesses like Aldrich’s take about an hour while small office takes about 5 minutes. There is no fee for these in the city as they are focused on education and compliance.

There was a 2-day strategy and tactics class that was well attended and highly praised. We are holding a recruitment for FIT’s. EJFR is becoming desirable for many just entering the fire service due to our FIT program.

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 – New ambulance expected February 16, 2026.

E. Facilities Committee – did not meet.

9. JeffCom Report – The state may begin pushing for more fees. The next issue to work on it when to jump to a cloud-based CAD/phone system. They are currently staffed with 10 employees, 9 full time and one supervisor.

10. LOCAL 2032 REPORT – President White called out 2 phenomenal trainings, the S&T class and a training held at the hospital. Our crews really want to train, and he praised the Training Captain and the MSO.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. SP Implementation Tool – Black noted several items that had been completed and new items that are in line with our goals. New software, Darkhorse will be added in January and will take about 10-12 weeks to crunch our data. By late spring we should be using it fluently.

B. 2026 Migration to Teams and SharePoint Refresher – Stewart noted that we are under utilizing the tools we have with our Microsoft bundle. We will replace Dropbox with SharePoint and will use Teams in place of Zoom.

13. NEW BUSINESS

A. Policies and SOGs –

SOG 6006b Travel Expenses

SOG 6010a Credit Card Usage

Lirio noted the 2 SOG's were changed due the cancellation of our Banner Bank account. We previously used a practice that allowed employees on deployment to check out a credit card for travel expenses. That practice has been eliminated and all credit cards are assigned to individuals. The SOG's were updated to remove any references of checking out cards.

Policy 1001 Commissioners Governing Rules

Proposed change to the policy is to move the election of board chair and vice chair from the last meeting of the year of the current election, to the first order of business at its first regularly scheduled meeting of the year following a year when the election expires.

Stinson noted that current policy would exclude the incoming commissioner from voting on the chair/vice chair of the board they will be serving and allowing two out-going commissioners to vote on a chair/vice chair of a board they will no longer be part of. **MOTION:** Masci moved to approve updated policy 1001. Craig seconded the motion which passed unanimously. Further discussion included the option of rotating the chair/vice chair positions, consecutive terms, and the availability or desire to hold the chair position. It was noted the chair has no more authority than any other commissioner though they do have more responsibility. Staff weighed in with their thoughts which included, needing the chair to be easily accessible, the vice chair position is a learning role for future chair position, or stair stepping the vote for each position as our union does. The election will occur next month, and more discussion may occur then.

B. Resolution 25-17 Surplus Property – The board reviewed the proposed list of items to surplus.

MOTION: Masci moved to approve Resolution 25-17 Surplus Property as presented. Seabrook seconded the motion which passed unanimously.

C. Designate Funds Received from GEMT FY2024 Settlement – Lirio informed the board that our initial interim fee was a pre-merger amount that was less than the actual cost to provide the service resulting in an interim settlement of \$453,473.64. This was unanticipated and not included in our budget. He added that an audit will still be done, and money could be added or requested to be paid back. He is proposing a conservative approach for how to allocate these funds. There are some items that were postponed during the budget process such as AED's and base station radios, that can now be purchased at a cost of \$25,535. In addition, he would like to transfer \$150,000 into the FIRE Capital fund for apparatus and \$100,000 into a FIRE Capital fund for facilities. The remaining funds would remain in the general fund as part of our fund balance. **MOTION:** Masci moved to authorize the designation of a portion (\$275,535) of the GEMT FY2024 Interim Settlement amount to add to the Fire Capital account and fund the AED and Base Station radio equipment as outlined in the decision packet. Seabrook seconded the motion which passed unanimously.

D. Salish REAL Team MOU – Black reviewed the draft MOU between the R.E.A.L. Team and the district. He noted this is more of a strategic alignment as we don't have a business agreement with them for sharing information. There are also no grievance procedures or termination clause included in the document. This is informational only; no vote is needed tonight. If there are thoughts, please forward them to the chief.

E. JC Fire Commissioners & Admin Association 2026 Hosting In-Person Meeting – Cray informed the board that we are tapped to host the 2026 in-person meeting for the association. We

can choose to host in June or August. The board discussed and opted to host in June. The venue will be decided later.

F. Oath of Office for Commissioner Seabrook – Cray administered the Oath of Office to Dave Seabrook.

RECESS – The board took a short recess from 4:42pm to 4:53pm.

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 4:53pm for 15 minutes to return at 5:09pm. The executive session covered two separate discussions under this same topic.

The executive session ended at 5:09pm with no decisions made and no action taken.

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

GOOD OF THE ORDER – Seabrook announced that he had donated 96lbs of food to the food bank on behalf of the JC Commissioners and Admin Association. He also noted that at last months meeting he had questioned the wording used to call for executive session, acknowledging that District Secretary was correct.

Masci received an EOB for his transport and was pleased to see that reimbursements had gone up. Cray thanked Carmody and Davis for their contribution to the fire service.

Both Carmody and Davis thanked the rest of the Board and staff.

Stinson thanked the Benevolent Fund for their contributions to our fire family, they are greatly appreciated.

ADJOURNMENT

Stinson adjourned the meeting at 5:29pm.

Jefferson County Fire District 1

Deborah Stinson

Deborah Stinson, Chair

Geoff Masci

Geoffrey Masci, Commissioner

Ed Davis, Commissioner

Dave Seabrook

Dave Seabrook, Vice Chair

Steve Craig

Steve Craig, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray

Tanya Cray, District Secretary