



2013

Annual Report

Mission Statement

The mission of East Jefferson Fire Rescue is to make our community safer by protecting lives and property and caring for the needs of the people we serve. We will efficiently and effectively mitigate fire, health and other life safety hazards with a prompt, professional and positive customer experience.



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East Jefferson Fire Rescue in Washington state is the product of the 2005 merger between Jefferson County Fire Districts 1 and 6 and the Port Townsend Fire Department.

Three staffed fire stations serve the District:

Station 1-1: 9193 Rhody Dr., Chimacum, WA

Station 1-5: 'Henry Miller' 35 Critter Lane, Port Townsend, WA

Station 1-6: 701 Harrison St., Port Townsend, WA

The District is supplemented by three volunteer stations:

Station 1-2: 6693 Flagler Rd., Marrowstone Island, WA

Station 1-3: 50 Airport Rd., Jefferson Cnty Municipal Airport, WA

Station 1-4: 3850 Cape George Rd., Port Townsend, WA

2013 at a Glance

Service Area: 72 square miles
Population Served: 23,000*
Operating Cost: \$5,755,410
Fire Insurance Rating: 5
Total Alarms: 3,616 (+3.8%)
Avg. Response Time: 6:56

Administrative Employees: 3.1
Response Employees: 31
Volunteer/Resident Volunteers: 24
Tender Operator Volunteers: 4

**The District's boundaries do not follow any census tracts. As a result, we have no definitive population data but believe the population number quoted to be as accurate as possible.*



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2013 Major Developments

Station 1-1 Construction Completed: EJFR hosted two community events the weekend of Oct.



26, following the completion of the new Station 1-1. An Open House drew more than 300 interested community members, who toured the Station and enjoyed ice cream. Also, a luncheon was held for people who had been involved in the construction and history of the original station. The new

Station came in on budget and public feedback on the building was very positive.

Lee Shore Awarded Bid for New Fire Boat: After an open, competitive bidding process involving four active bidders, EJFR selected Lee Shore Boats of Port Angeles, WA to build a new fire boat. Lee Shore had unusually strong references and demonstrated ability to meet specifications. Delivery of the boat is anticipated to be mid-May, 2014. The boat is being acquired through funds received via a Department of Homeland Security Port Security Grant.



Jefferson County Fire District 1 Insurance Rating Improves: After three years of effort by Fire Department leadership, the Washington Surveying & Rating Bureau (WSRB) raised the fire rating for the District from Protection Class 6 to Protection Class 5 on Mar. 1.

Third and final New Fire Engine Arrived: Following the arrival of two new H&W-built engines in the fall of 2012, EJFR received a third, identical engine in July. The engines are Spartan



Metro Star chassis on a short wheelbase---excellent for use in rural winding roads and challenging terrain. They have maximum water flow capacity of 1,500 GPM and have 750 gallon internal tanks.

Chief Z Passes Away: East Jefferson Fire Rescue Volunteer Battalion Chief Mike Zehren passed away on Mar. 3 after a long battle with illness. Zehren, affectionately known as 'Chief Z,' first started with Jefferson County Fire District 1 in 1982 and filled many important roles in the Department in his 30-year career.



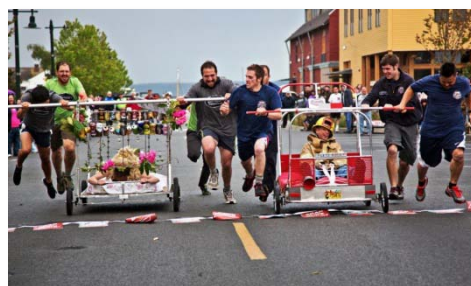


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Scott Firefighter Stair Climb: Five EJFR firefighters were among hundreds who raced up Washington's tallest building on Mar. 10, raising over \$2,000 for leukemia and lymphoma research.



EJFR Sprints to First Place in Rhody Bed Race: After several years of 'oh-so-close-but-not-quite,' EJFR bed race runners finally won it all in the 2013 Rhody Bed Race. Runners Lt. Steve Grimm, Nehemiah Killam, JB Fairbanks and Kyle Louthan took on not one, not two, but three competitor beds in a hotly contested event.



Me'l Christensen Departs EJFR: After two years as a volunteer and eight more as a career firefighter/EMT with East Jefferson Fire Rescue, Me'l Christensen exchanged her uniform for medical clinic scrubs.



Two years after beginning the Jefferson Healthcare Rural Outreach Nursing Education (RONE) program, Me'l graduated with a Registered Nursing degree---and a job as an RN with a Jefferson Healthcare Primary Care Clinic.

AC Low Announces Retirement: After 20 years, four fire districts and a variety of roles, East Jefferson Fire Rescue Assistant Chief Bob Low announced his retirement in mid-Oct in preparation for a move back to Friday Harbor.

AC Low played an important role in the construction of Station 1-1 and led EJFR's Fire Prevention and Inspection program.





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Award for Mike Kithcart: Liberty Mutual Insurance presented EJFR firefighter/EMT Mike Kithcart with a Firemark Award at the Dec. Board of Fire Commissioners meeting. Kithcart was nominated for the Community Service & Public Education Award by a family friend, who noted Mike's firefighting and community efforts while raising a family of five children, assisting an ill wife and battling cancer. Twenty years ago, Liberty Mutual began a local award program to recognize firefighters throughout the country who best represent their communities through courageous acts and who best demonstrate the firefighter's selfless spirit.



Burned Children Foundation Tour: Fourteen kids from the Seattle-based Burned Children Recovery Foundation visited Port Townsend on Dec. 30, hosted by firefighters from East Jefferson Fire Rescue.



The fourteen kids---all burn victims---started their visit with lunch at Nifty Fifties. With EJFR personnel as hosts, they then toured the lower bunkers and lighthouse at Ft. Worden State Park. The group then caravanned to newly completed EJFR Fire Station 1-1 in Chimacum for a station tour.

June Badge Pinning Ceremony Welcomes Six: EJFR pinned six new members of the EJFR family in a June ceremony.

New members are (from L to R): Peter Allen, Marisa Jenkins, Scott Pulido, Juanitta Lange and Clarissa Nydegger.





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2013 Major Incidents

- A 40' motor home was destroyed by fire in the 5000 block of Cape George Rd. on Feb. 26. The vehicle was unoccupied and there were no injuries.
- *The Volunteer* assisted in a water rescue on Mar. 3, in windy conditions after the owner of a 30' sailboat radioed in that his vessel was in distress. The incident occurred approximately one mile off of Point Wilson.
- Operation 'Rescue Jake' ended in the successful rescue of a black Labrador which had fallen halfway down a 200-foot bluff at Ft. Worden State Park.
- For the second time within a 12-month span, fire broke out in the outdoor bulk cardboard storage area at the Port Townsend Paper Corporation. One mill employee suffered minor smoke inhalation injuries.
- A 70' dry-docked commercial fishing vessel at Boat Haven caught fire in mid-March when sparks from welding ignited combustible material in the hold. There were no injuries.
- A father and son from the Key Peninsula area were rescued unharmed from the northern bluffs of Fort Worden late Tuesday night, June 25. The boy had fallen about 100' and the father became stuck while trying to rescue him.
- EJFR personnel rescued a family of five in July after strong currents and high wind pushed their kayaks far offshore of Point Wilson.
- A pickup truck caught fire and created quite a display while burning at the Jefferson County International Airport on July 3. There were no injuries.
- Firefighters rescued another dog--this time a Jack Russell Terrier, after it became trapped underground in a storm drain at Blue Heron Middle School.
- The 50' wooden power boat *Treasure Hunter* caught fire while dry-docked at Boat Haven in late Sept. The resulting fire destroyed the boat and damaged three others before being extinguished. There were no injuries.
- A mobile home in the Port Hadlock-Irondale area suffered heavy damage after a morning fire Nov. 21. There were no injuries.
- A Winnebago recreational vehicle caught fire and burned at Sea Breeze Mobile Home and RV Park the evening of Nov. 25. The owner was not home at the time of the fire.
- A 58-year old woman was taken to Jefferson Healthcare for evaluation after her Port Hadlock house caught fire the morning of Dec. 1. There were no other injuries.
- The Sims Way business 'Tobacco Accessories & More' went up in smoke during a mid-day fire on Dec. 2. No one was hurt in the fire.
- A transient's efforts to keep warm caused a fire that destroyed an abandoned house in the 6000 block of S.R. 20 on Dec. 9. The transient was uninjured.
- The driver of a high performance BMW escaped without injury after crashing the car early Christmas morning near Beckett Point. The car caught fire and was destroyed.



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Board of Commissioners



Rich Stapf
Commissioner 1 (Chair)
Term 2015



Zane Wyll
Commissioner 2
Term 2019



Dave Johnson
Commissioner 3
Term 2017

City Council Members



David King



Catharine Robinson



Deborah Stinson

Responsibilities

East Jefferson Fire Rescue was created by a contractual consolidation of the City of Port Townsend Fire department and Fire District No. 1 under an interlocal agreement in 2006. The agreement provides for management by a joint oversight board consisting of the elected Board of Commissioners from District 1 plus three members of the Port Townsend City Council.

The Board of Commissioners, in collaboration with the City oversight board members, approves the scope and direction of services to be provided to the citizens and ensures that the needs of the citizens are met, in so far as possible, with available resources. In addition to establishing policies, approving operational procedures and supervising the Fire Chief, the Board determines types and levels of funding, approves budgets and tax levies as well as authorizing contracts and expenses incurred by the District.



Mr. Ed Edwards served as Fire Commissioner in the 3rd position from January 1 through approximately Dec. 1. The Board and members of East Jefferson Fire Rescue thank him for his selfless service to the District.



Administrative Division

The Administrative Division, under the direction of the Fire Chief, is responsible for human resource services, financial accounting, budgeting, and reporting services; treasury and investment management and risk management. The division also manages debt issuance and legal services, technical services, maintenance and management of District records and provides administrative support to the Board of Commissioners.

Human Resources

The Human Resources function encompasses several programs and services designed to support the District and its employees and volunteers in the achievement of its mission and objectives. Human Resources oversees areas pertaining to the people, employee benefit administration, volunteer pension and relief fund, personnel recruitment, salary administration, health and wellness, personnel policy maintenance and other areas essential to the management of the District's human resources.

2011 was the final year of a three-year contract between EJFR and IAFF Local 2032. Negotiations for a new three-year contract are on-going.

In recognition of the increasing fiscal pressures being placed on the Department, Local 2032 agreed in 2011 to begin paying a portion of their L & I premium.



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Union Personnel (As of 12/31/13)

Hire Date	Name	Position
9/1/1998	Aman, David	Firefighter EMT
10/1/2008	Bergen, Trevor	Firefighter Paramedic
10/1/2010	Carver, Ben	Firefighter EMT
12/1/2004	Chambers, Reece	Firefighter EMT
4/1/2003	Clouse, Justin	Lieutenant Paramedic
9/1/2008	Fletcher, Justin	Firefighter EMT
2/12/2007	Grimm, Steve	Lieutenant
8/1/1999	Kauzlarich, Chris	Lieutenant
5/1/2000	Kilgore, Curtis	Lieutenant Paramedic
11/1/2004	Kithcart, Mike	Firefighter EMT
4/1/2003	MacDonald, Jason	Lieutenant Paramedic
3/1/2011	Macrae, Stuart	Firefighter EMT
5/1/1984	Manus, Randy	Lieutenant
10/1/2010	Martin, Richard	Firefighter EMT
2/1/2003	Minker, Aaron	Firefighter Paramedic
1/1/2005	Neville, Sam	Firefighter Paramedic
6/1/2007	Nicholson, Patrick	Firefighter Paramedic
3/1/2011	Porter, Ethan	Firefighter EMT
7/1/2008	Randall, Debbie	Firefighter Paramedic
8/16/2010	Ridgway, Tammy	Firefighter Paramedic
10/1/2008	Rogers, Gavin	Firefighter EMT
9/1/2008	Sanders, Curtis	Firefighter EMT
1/1/1990	Schumann, Rolf	Firefighter Paramedic
10/1/1998	Steele, Steve	Firefighter Paramedic
9/1/2008	Tesch, Carl	Firefighter EMT
8/16/2010	Tuttle, Greger	Firefighter Paramedic
3/1/2004	Woods, Jeff	Firefighter Paramedic
7/1/2009	Yeleca, Peter	Firefighter Paramedic

Administrative Personnel

Hire Date	Name	Position
2/1/2010	Beezley, Bill	PIO/PES (Part Time)
3/14/2006	Harbison, Lonibeth	District Secretary
2/1/2005	Krysinski, Ted	Deputy Chief Training Operations
3/9/2010	Sanders, Kindra	Office Clerk (Part Time)
7/18/2011	Low, Robert	Assistant Chief Fire Prevention
5/16/2008	Pomeroy, Gordon	Fire Chief
2/22/2006	Yarberry, Cherie	Finance Clerk



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Non Union Personnel		
Hire Date	Name	Position
7/17/2012	Allen, Peter	Resident Volunteer
7/12/2012	Banks, Mark	Volunteer
02/01/2007	Bartholomew, Randy	Volunteer
7/21/2009	Coffeen, Michael	Volunteer
10/8/1979	Coulter, Bob	Company Officer, Volunteer
11/1/2011	Craig, Crystal	Volunteer
02/20/2007	Day, Julie	Volunteer
4/20/2009	Dean, Zach	Resident Volunteer
7/1/2009	Fairbanks, Jeffrey	Resident Volunteer
7/24/2008	Hunt, William	Volunteer
7/17/2012	Jenkins, Marisa	Volunteer
7/12/2012	Kaldahl, David	Volunteer
7/12/2012	Kier, Wayne	Volunteer
6/21/2011	Killam, Nehemiah	Volunteer
7/17/2012	Lange, Juanitta	Resident Volunteer
4/20/2009	Ligtenberg, Christa	Volunteer
7/1/2009	Mahan, Matthew	Volunteer
1/1/2000	McNerthney, Pat	Volunteer
6/21/2011	Middleton, Jacob	Volunteer
10/12/1982	Plattner, Max	Volunteer
7/17/2012	Pulido, Scott	Resident Volunteer
6/21/2011	Riggs, Chris	Resident Volunteer
4/18/1996	Rodrigues, Colleen	Company Officer, Volunteer
3/9/1999	Schumann, Leslie	Volunteer
1/22/2002	Short, Sandy	Volunteer
6/16/1999	Smith, Al	Company Officer, Volunteer
1/9/1996	Thomas, Brian	Volunteer
7/1/1993	Tillman, Ryan	Volunteer
7/1/2009	Weathersby, Larry	Volunteer
11/30/2008	White, Caton	Resident Volunteer
4/14/1992	Willestoft, Patricia	Company Officer, Volunteer



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Financial Services

Financial Services encompasses all financial accounting such as budget preparation and presentation, accounts payable, accounts receivable, payroll, annual reporting to State Auditor, monthly financial reports, treasury and investment management, risk management, internal auditing for compliance with state law, and assisting with strategic forecasting. This area also includes grant management, compliance and reporting and management of debt issuance and legal services.

The following tables provide an overview of the District's 2013 budgets. The fund balance (or "operational reserve") includes the resources to meet expenses during the first months of the fiscal year until property taxes collected are available May 1. The Fund also provides a "rainy day" reserve.

The decrease in property assessments over the past 24 months has affected the District EMS tax collections.

2013 Fire and EMS Budget Overview			
Expenses (Budgeted)	\$6,363,864	Expenses (Actual)	\$5,726,213
Revenue (Budgeted)	\$6,289,322	Revenues (Actual)	\$5,999,474*
Beginning Fund Balance	\$2,562,692	Ending Fund Balance	\$2,837,230
<i>Figures exclude the District's general obligation bonds restricted to Capital Projects issued in 12/2010 and refinanced in 4/2013.</i>			

Additional Funds

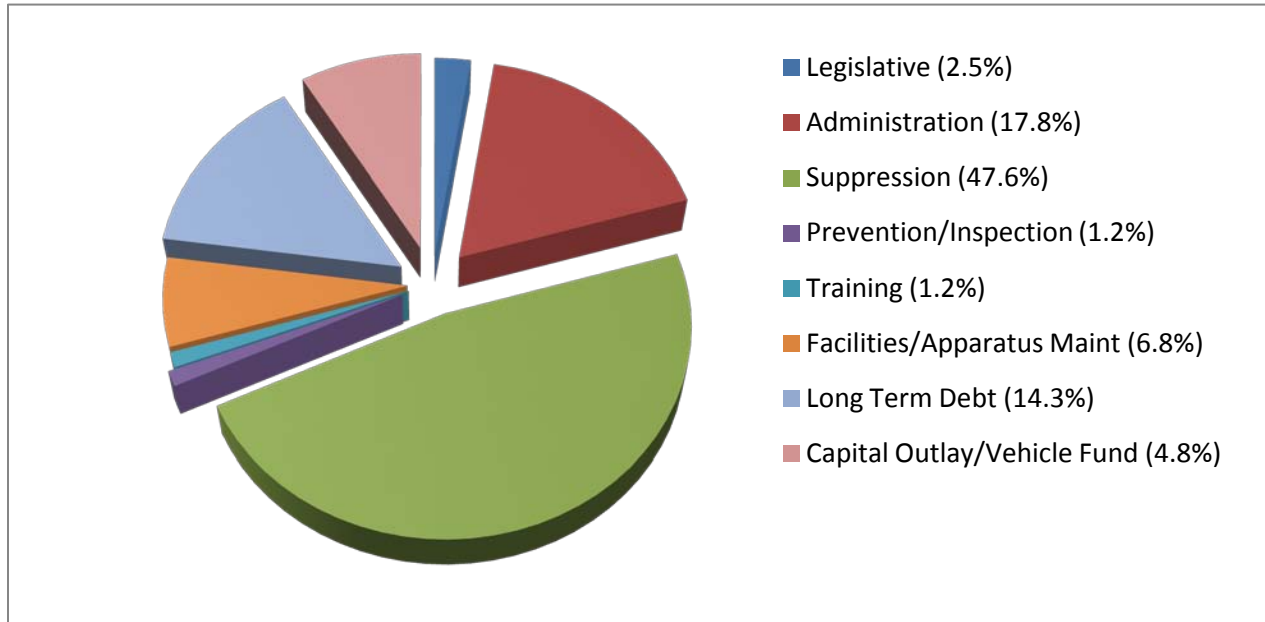
*The District also has a Fire Apparatus/Equipment Replacement Fund. Currently \$130,000 is budgeted to be transferred to this account annually. In 2013 an additional \$76,500 was deposited from proceeds of sale of surplus Fire Engines. The 2013 end of year balance is \$470,436. The goal is to increase the annual transfer of funds to assist in cost of new apparatus/equipment (new ladder trucks cost in excess of \$1 million and replacement of Self Contained Breathing Apparatus equipment will be in excess of \$450,000).

The District also has an EMS Apparatus Replacement Fund. Currently \$100,000 is budgeted to be transferred to this account annually. The 2013 end of year balance is \$203,475. Goal is to increase the annual transfer of funds to assist in cost of remounting and purchasing new ambulances. Ideally, ambulances should be replaced every five years and the life expectancy of the boxes is three rotations or 15 years.



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2013 Fire Expense Summary



LEG	Legislative (2.5%)	\$ 81,988
ADMIN	Administration (17.8%)	\$ 578,534
SUPP	Suppression (47.6%)	\$ 1,540,538
PREV	Prevention/Inspection (1.2%)	\$ 37,952
TRAIN	Training (1.2%)	\$ 36,918
FAC	Facilities/Apparatus Maint (6.8%)	\$ 221,888
LTD	Long Term Debt (14.3%)	\$ 460,934
CAP	Capital Outlay/Vehicle Fund (4.8%)	\$ 277,149

The **Legislative Division** expenses (2.5%) include personnel, benefits, and training and travel costs for the Commissioners and District Secretary. Also included are District paid expenses for the annual Volunteer Appreciation/Awards banquet and any District election costs.

The **Administration Division** expenses (17.8%) include personnel costs for the Chief, Deputy Chief, Assistant Chief, Finance Clerk, part-time Office Assistant, office supplies, administration related small tools and minor equipment, training, professional services, accounting/payroll software, IT services, state audit fees, telephones (land line and mobile), postage, advertising, rentals and lease, commercial and auto insurance, dues, subscriptions, memberships, miscellaneous repairs, and miscellaneous.

The **Suppression Division** expenses (47.6%) includes 40% of wages and benefits for all career personnel, overtime costs, volunteer stipends, volunteer resident program and 911 dispatch fees, 100% of expenses for the State Board for Volunteer Firefighters, protective clothing,



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uniforms and uniform allowance, disability insurance, operating supplies, Self Contained Breathing Apparatus supplies/repairs, fuel, small tools and minor equipment, marine program equipment, technical rescue equipment (replacements), and radio repairs/purchases.

The **Prevention/Investigation Division** expenses (1.2%) include wages and benefits for the part-time Public Education Specialists/Public Information Officer, and public education materials. In 2012 the Investigation Division was reincarnated so we would no longer need the professional services from outside contracted Fire Code Official. During this first 2 years there have been major changes affecting the entire County. Fire Investigation and Arson Investigation teams have been formed and through agreements with both the City of Port Townsend and Jefferson County. Fire Marshal duties have been assigned to East Jefferson Fire Rescue. Olympic Region Clean Air Agency has turned over issuing land clearing permits to East Jefferson Fire Rescue who is then allowed to collect associated fees.

The **Training Division** expenses (1.2 %) include training equipment, volunteer recruit school, volunteer resident recruit school, professional services for instructors, travel, meals, and conference registration costs.

The **Facilities/Apparatus Division** expenses (6.8%) include building and cleaning supplies, minor building repair and maintenance supplies, rental expenses, building maintenance contracts, all utilities, 60% vehicle repair and maintenance contract, and 100% of other miscellaneous fire vehicle repair expenses.

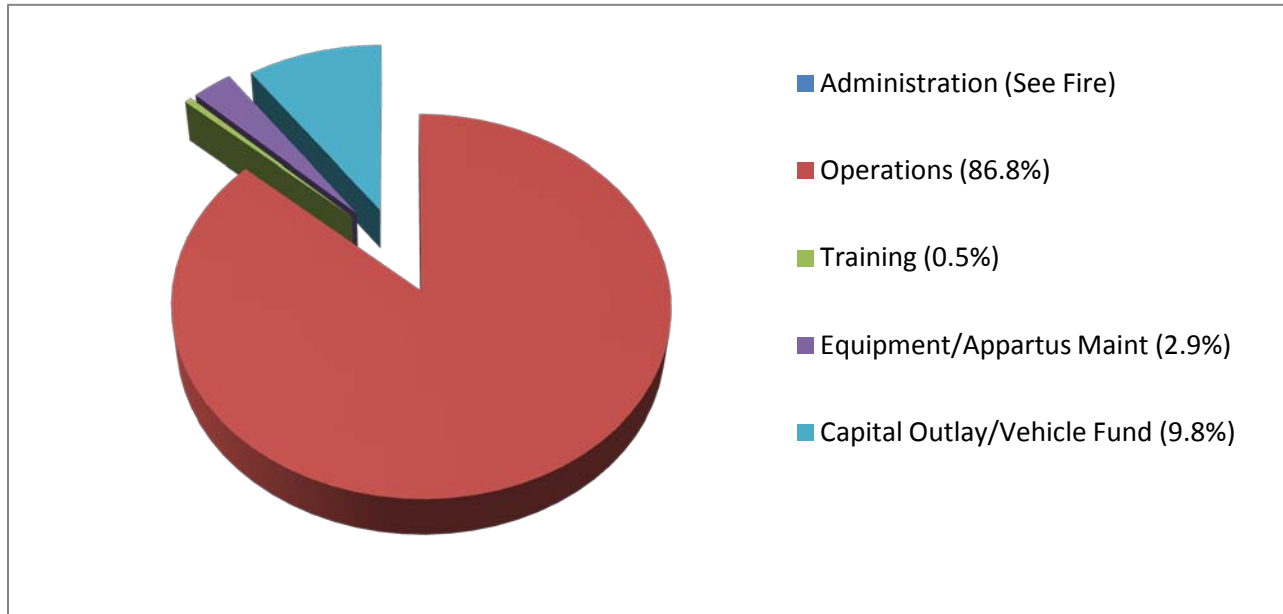
The **Long Term Debt** expenses (14.3%) include payment to the 2010 Long Term General Obligation (LTGO) Bond. Due to the drop in interest rates the 2010 LTGO Bond was refinanced in 2013 with the Fire District realizing an additional \$462,000 at no increase in costs. Also in 2013 the City of Port Townsend and East Jefferson Fire Rescue entered into an agreement for the lease/purchase of a 3rd new fire engine. The lease agreement is for 4 years and the City has agreed to cover the lease costs to fulfill their 2011 financial obligation to the District.

The **Capital Outlay** expenses (8.6%) include expenses for the purchase of a new phone system that ties all the Stations together, finishing the purchase of storage containers for a Training Tower and additional expenses for interior work for fire training scenarios, HVAC enhancements at Station 1-6, a new septic system at Station 1-5 (the old septic system was not large enough to handle the needs and will be allowed to rest with the final step of tying the old system into the new system), conversion of used vehicle from Dept. of Natural Resources to a water tender, transfer of \$30,000 to new equipment replacement fund, and transfer of \$100,000 to Fire Vehicle Replacement fund.



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2013 EMS Expense Summary



ADMIN	Administration (Included in Fire)	\$ -
OPR	Operations (86.8%)	\$ 2,161,128
TRAIN	Training (0.5%)	\$ 12,985
EQ/APP	Equipment/Appartus Maint (2.9%)	\$ 73,122
CAP	Capital Outlay/Vehicle Fund (9.8%)	\$ 243,077

The **Operations Division** expenses (86.8%) include 60% of wages and benefits of all career personnel, overtime, volunteer stipends, and volunteer resident program, 100% of paramedic student stipend, supplies, including medications, operating expense, small tools and minor equipment, professional services for ambulance billing, wellness program, reimbursement of ambulance billing errors, 60% 911 dispatch fees, transport fees for payment to Jefferson County Emergency Medical Services and Trauma Care Council for Medical Provider Doctor, County Training Coordinator, and Secretary/Treasurer.

The **Training Division** expenses (.5%) include training supplies, conference travel expenses, paramedic student training expenses, on-line EMS training as required to maintain certification.



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The **Equipment/Apparatus Division** expenses (2.9%) include contracted equipment repair and maintenance, 40% vehicle repair and maintenance contract, and 100% of other EMS vehicle repair expenses.

The **Capital Outlay** expenses (9.8%) include purchase of 6 new LifePak 15 defibrillators to replace our LifePak 12s, 4 AED defibrillators and transfer of \$100,000 to the EMS Vehicle Replacement Fund.

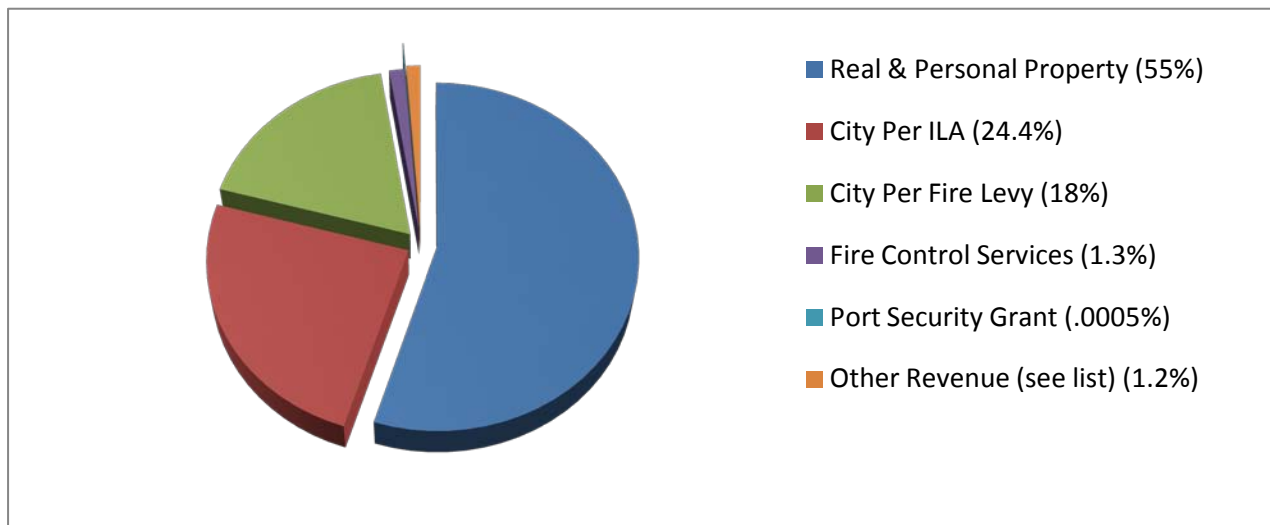


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REVENUES

Detailed revenue sources for 2013 are listed as part of the graphs included in this report. The decline in property values and reassessments are reflected in the 2013 revenues. Discussions with the City of Port Townsend for future annexation are continuing. With passage of the \$0.43/\$1,000 City tax increase dedicated to Fire the City's payment for Fire services will be at the same rate as District residents are paying.

2013 Fire Revenue Summary

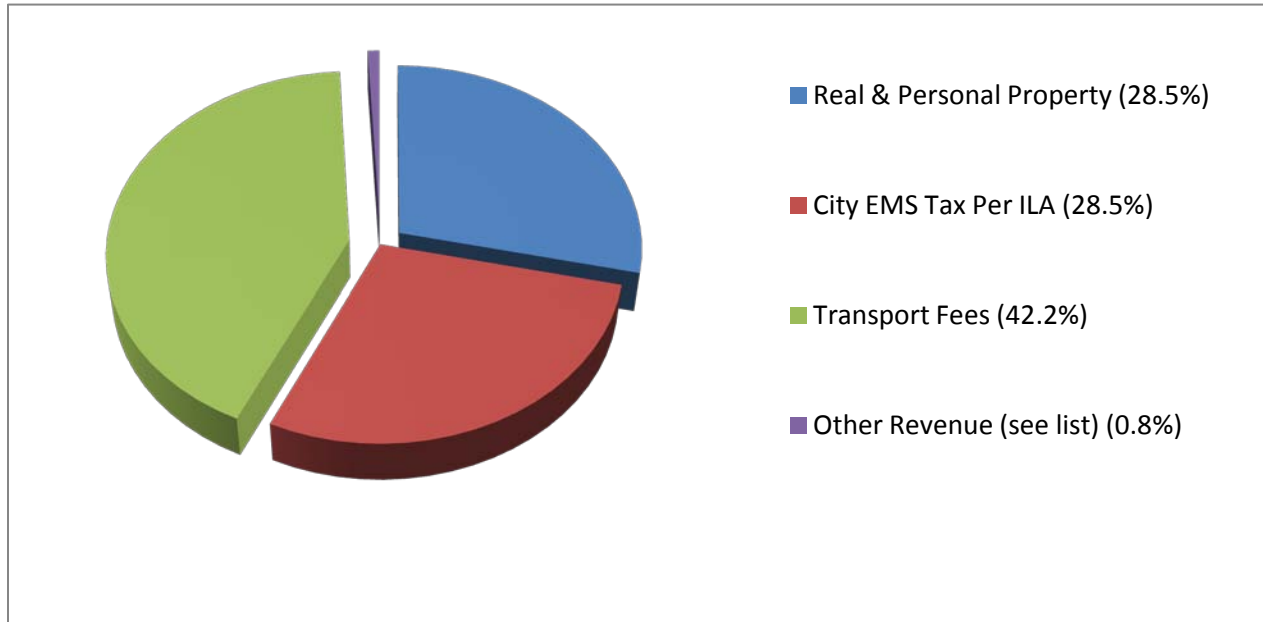


Taxes	Real & Personal Property (55%)	\$ 1,894,780
City	City Per ILA (24.4%)	\$ 844,097
City	City Per Fire Levy (18%)	\$ 627,580
Serv	Fire Control Services (1.3%)	\$ 44,545
Grant	Port Security Grant (.0005%)	\$ 1,712
Misc	Other Revenue (see list) (1.2%)	\$ 41,131
	Timber & Private Harvest Taxes	\$ 2,982
	Excise & Other Taxes	\$ 2,316
	Training Classes (PS)	\$ 2,265
	Investment Interest	\$ 1,572
	Private Contributions	\$ 2,005
	Facilities Short/Long Term Rental	\$ 2,775
	City Engine Lease (2011 Shortfall)	\$ 11,320
	Land Clearing Permits	\$ 1,900
	Other Miscellaneous Revenue	\$ 11,224
	Sale Surplus Equipment	\$ 780
	Prior Year Refunds	\$ 1,992



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2013 EMS Revenue Summary



Taxes	Real & Personal Property (28.5%)	\$ 724,417
City	City EMS Tax Per ILA (28.5%)	\$ 722,498
Ambulance	Transport Fees (42.2%)	\$ 1,073,964
Misc	Other Revenue (see list) (0.8%)	\$ 21,467
	Timber & Private Harvest Taxes	\$ 2,442
	DOH- Participation Grant	\$ 1,208
	EMS Contract PTPC	\$ 9,272
	Investment Interest	\$ 2,292
	Miscellaneous	\$ 3,415
	Prior Year Refunds	\$ 2,738
	Private Contributions	\$ 100



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AUDITS

In December 2012 the Washington State Auditor's Office completed an audit consisting of *Accountability for Public Resources and Legal Compliance* and *Financial Statements* for years 2010 and 2011. Final audit results released in March 2013 were, "*We are pleased to report no findings or management letter items.*"

The District is currently on a two year audit cycle with the Washington State Auditor's Office who will be completing financial and accountability audits for 2012 and 2013 during the fall/winter of 2014. You may access audit information at [http://portal.sao.wa.gov/ReportSearch.](http://portal.sao.wa.gov/ReportSearch)



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Community Services Division

Fire Prevention and Planning

Assistant Chief Robert Low led our fire inspection and pre-incident planning programs. He announced his retirement in late 2013, with an effective date of Jan. 31, 2014. Brian Tracer joined the Department in early 2014, replacing Chief Low in this role.

Many Jefferson County business owners are unfamiliar with the process of conducting existing occupancy inspections, so EJFR inspectors made an extra effort to communicate the need for and process of inspections.



To make this a productive and efficient program our personnel contact owners in advance to schedule initial inspections at a convenient time. In 2012, we began using an iPad application to electronically complete the inspection and immediately email the final report to the building occupant, saving time and money.

We also approach each visit as an opportunity to educate about fire safety. We continue our pre-incident planning as we gather the necessary data on inspections and draw plans for distribution.

East Jefferson Fire Rescue continues to provide Certificate of Occupancy as well as fire investigations.

Public Information / Public Education

The Public Information Officer / Public Education Specialist is a 30-hour per week position currently filled by Bill Beezley.

The PIO's responsibilities include responding to a variety of larger incidents, both within the boundaries of Fire District 1 and the City of Port Townsend and occasionally in neighboring fire districts. He takes incident photographs and writes press releases for local and regional media.

The PIO also periodically acts as spokesperson for the fire department on a variety of topics. He writes grant requests and the Department's Annual Report.





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The Public Information Officer maintains the department website, www.ejfr.org, as well as an official EJFR Facebook page and the EJFR Emergency blog.

	2012	2013
Presentations	26	27
Press Releases	54	49
Meetings/Events	44	40

Public Education duties involve attending meetings on behalf of EJFR and giving fire and life safety presentations to schools and special interest groups in the community.

The Public Education Specialist also staffs the EJFR booth at a variety of community fairs, including The Jefferson County Fair and various Health and Wellness and Emergency Preparedness fairs throughout the District.

The PIO is the only dedicated child car seat safety technician actively conducting inspections in east Jefferson County. He conducts an average of three inspections monthly and delivers a regular car safety seat presentation to expectant parents in Jefferson Healthcare's Family Birthing program.

Support Services Division

The Fleet Services portion of Support Services is responsible for the preventive maintenance and repair work on District emergency apparatus, light trucks, automobiles, motorized portable equipment and marine vessel communications equipment. The Division also performs minor apparatus structural changes.

Fleet Services coordinates and authorizes repairs outsourced to vendors and maintains accurate records of all preventative maintenance and repairs performed. Fleet Services also coordinates and/or performs all annual required testing of fire apparatus water discharge pumps and ground ladders.

The Assistant Chief of Facilities and Support Services provides centralized purchasing, negotiates pricing and purchasing contracts and bids, maintains a central inventory of office supplies as well as fire equipment and manages surplus property.



He is also responsible for the maintenance of district facilities, grounds maintenance, environmental compliance efforts, alarm systems, fire protection systems, self-contained



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breathing apparatus (including cascade systems), supervision for design and construction of new facilities, and performs and supervises minor remodeling work.

Emergency Operations Division

The operations division is headed by Deputy Chief Ted Krynski and is responsible for emergent and non-emergent responses within EJFR, out of area mutual aid and state mobilization requests.

These situations range from house fires to commercial occupancy fires, events that require patient extrication and disentanglement, hazardous material spill mitigation to emergency medical calls.

The Operations Division is tasked with maintaining a state of readiness for these types of events. The state of readiness starts with the Public Education section and Fire Prevention Division. From here the role of operations is to manage response guidelines that address calls for service. These guidelines drive a computer aided dispatch system that utilizes unit based response (closest appropriate unit dispatched to the event, i.e. closest fire truck to the incident address). The Operations Division additionally supervises shift supervisors (Lieutenants) who manage the shift firefighters.



Programs directly under the supervision of the Operations division include:

- CAD/ Record management systems
- Staffing /equipment utilization
- Firefighter daily scheduling
- Wildland and interface fire suppression
- Marine fire suppression and surface water rescue operations
- Technical rescue
- Firefighter on scene safety RIT (Rapid Intervention Team) and Rehab (fire scene rest and wellness)
- Communications, daily operational and emergency backup
- Community Emergency Response Team (CERT) interaction
- Resident Firefighter program

The Deputy Chief also acts in a liaison capacity with Jefferson County Department of Emergency Management for fire operations. He is also the EJFR inter-agency coordinator for the Jefferson County All-Hazards Incident Management Team.



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Training Division

The training division is headed by D/C Krynski and is responsible for the training and education of the department. Training and education are considered two parallel tasks of the division. Training is an organized process that is aimed at improving the skills of the staff to attain a



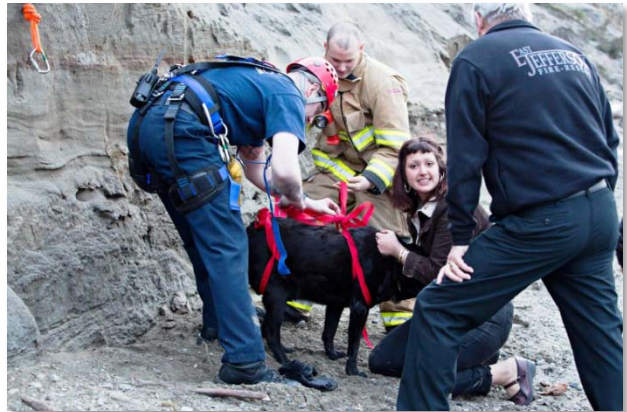
higher level performance and Education is imparting of knowledge related to fire fighting principles, emergency medical care and overall public safety management.

The training and education provided to EJFR members follows federal, state and local guidelines as specified in chapter 296-305-05503 WAC: safety standards for firefighters, summary of training requirements, NFPA 1001 standard for fire fighter professional, NFPA

1021 standard for fire officer professional, NFPA 1041 standard for fire service instructor professional and Chapter 246-976 WAC Emergency medical services and trauma care systems.

Additionally EJFR members receive training in technical rescue services including high and low angle rope rescue, heavy machinery and vehicle extrication, trench collapse, confined space, wild land firefighter operations, marine firefighting and surface water rescue, Incident Command Management and human resource management and development.

The Training Division has developed education specialists in the following fields; EVAP (Emergency Vehicle Accident Prevention), technical rescue rope, vehicle extrication, heavy machinery extrication, forced entry, firefighter rapid on-scene intervention, truck operations, marine surface water rescue, Fire pump hydraulics, TIC (thermal image camera), Senior EMT instructor, live fire instructor, IFSAC (International Fire Service Accreditation Congress) evaluators and various safety topic instructors (asbestos, hearing conservation, personal information).



A 2013 highlight of both training and operations was the enhanced inter-agency cooperation between EJFR, local law enforcement and the Washington State Ferries system. Numerous



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cross-agency training events took place during the year, including fire pre-planning on board WSF ferries serving the Port Townsend – Coupeville route. Several fire/law enforcement joint training exercises also took place during the year.

2014 Goals and Objectives

Capital Improvements

Funds remaining from our 2010 Bond will be committed to construction of new administrative offices. There is a possibility that some general fund dollars will be necessary for that project, due to a greater than anticipated additional soft costs associated with construction of the new fire station in Chimacum. We also need a garage facility to store expensive equipment out of the elements. Lastly, we're exploring options to refurbish or replace aging Station 1-2 on Marrowstone Island. We are currently working with members of the Marrowstone community on possible solutions.

Station 1-1 (Chimacum)

Our new Chimacum fire station has been completed and was occupied in October 2013 as scheduled. The facilities will be an outstanding addition to the community for many, many years.

The opening of the Station, located at 9193 Rhody Drive, Chimacum, was commemorated with a very successful Open House conducted for more than 300 members of the public in October.

The final tally for construction and primary outfitting of the new station was \$1.81 million, reflecting additional soft costs including: demolition of the old fire station, sales taxes on the whole project, plan changes and other professional services which contributed to the overall cost of the project.



Coincidentally, we were also able to place in service our third and newest fire engine on the same day the station was commissioned.



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Our agreement with the City of Port Townsend calls for them to pay for their 2011 funding shortfall by paying for the new engine.

Administrative Building

The construction of a new administrative facility is our highest capital improvement goal in 2014.

District administration currently operates out of rented offices at 40 Seton Road.

Capital improvement bond money has been allocated to finance the construction of an administrative facility. Options for construction of this facility include: 35 Critter Lane, adjacent to Station 15, acquisition of an existing business building in the area, or renovating the Uptown fire station to include a second story office space over the bay area.

Training Tower Construction

Deputy Chief Ted Krynski identified a need for a multi-use training tower and has obtained a number of Conex intermodal boxes with which to build the tower.

The tower was constructed on the grounds of Station 1-5, where our training facility is located.

D/C Krynski anticipates construction of the tower to be completed in late 2014.

Future training goals associated with the tower include inter-agency training for public safety, which includes cooperative law enforcement and fire training on public safety incidents.



Apparatus

In early 2014, we replaced our 1988 Ford water tender with a 1993 International 6x6 water tender. Before being placed in service, the newer, all-wheel drive tender was completely refurbished for a total cost of \$73,268.

Management and Administrative Staff

With the recent addition of Assistant Chief Brian Tracer and the extension given to Fire Chief Pomeroy, the Department has enhanced stability in the management ranks. Management focus in 2014 will be on the replacement of the District Secretary, who has announced plans to retire in January, 2015.



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Operations

2014 goals for Operations include evaluation and optimization of current run cards to both reduce response times and ensure appropriate levels of response to a variety of incidents. In addition, the department will be evaluating various staffing models, by station. The staffing models will be measured and evaluated through agency systems with a goal of obtaining 95% engine staffing during incident response. This will enable a “tool box” to be available to respond to the scene faster, more consistently.

An additional focus for the year will be the development of mutual aid agreements for all county response to all hazard incidents within Clallam, Kitsap, and Island counties.

Enhanced agency support in unified command (ICS) at all hazard incidents will also be addressed during 2014.

Training

Each year, the Training Division offers a variety of courses to internal staff and members of the regional fire service. Training opportunities will be posted on the Department website as they are confirmed.

Areas of focus in 2014 include:

- Training coordination for Jefferson County Fire Investigation Task Force (JCFITF)
- National Fire Academy (NFA) Courtroom Preparation and Testimony for First Responder
Fire scene evidence collection and witness interviews course
- Live fire training with Jefferson County Fire Agencies partnering with Navy region NW on Naval Magazine Indian Island
- Jefferson County fire agencies Technical Rescue training (rope rescue, extrication, confined space rescue)

Five Year Strategic Plan

The most recently published Strategic Plan was in 2010 and was a five-year overview. We’ve accomplished many of the goals articulated in that Strategic Plan.

The first half of 2014 will focus on updating that Plan, which will involve the management team, members of the Board of Commissioners and the rank and file employees.



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Departmental Needs in 2014

We're pleased to report that, with the exception of the acquisition of environmentally 'greener' command vehicles, we met all of the needs that were spelled out in last year's annual report.

In 2014 we will continue to add additional radios to improve our abilities to communicate on the fire ground and between individual apparatus.

One area of focus will be providing input and suggestions via the JEFFCOM Board of Directors for improvements to the dispatching center and quality improvements necessary for safety of our personnel. We'll also provide input into the collection of necessary data through the record management system provided through JEFFCOM.

We plan to add at least two ambulances and a newly refurbished water tender to the fleet in 2014, consistent with our long-term plan to regularly rotate out and replace aging vehicles.

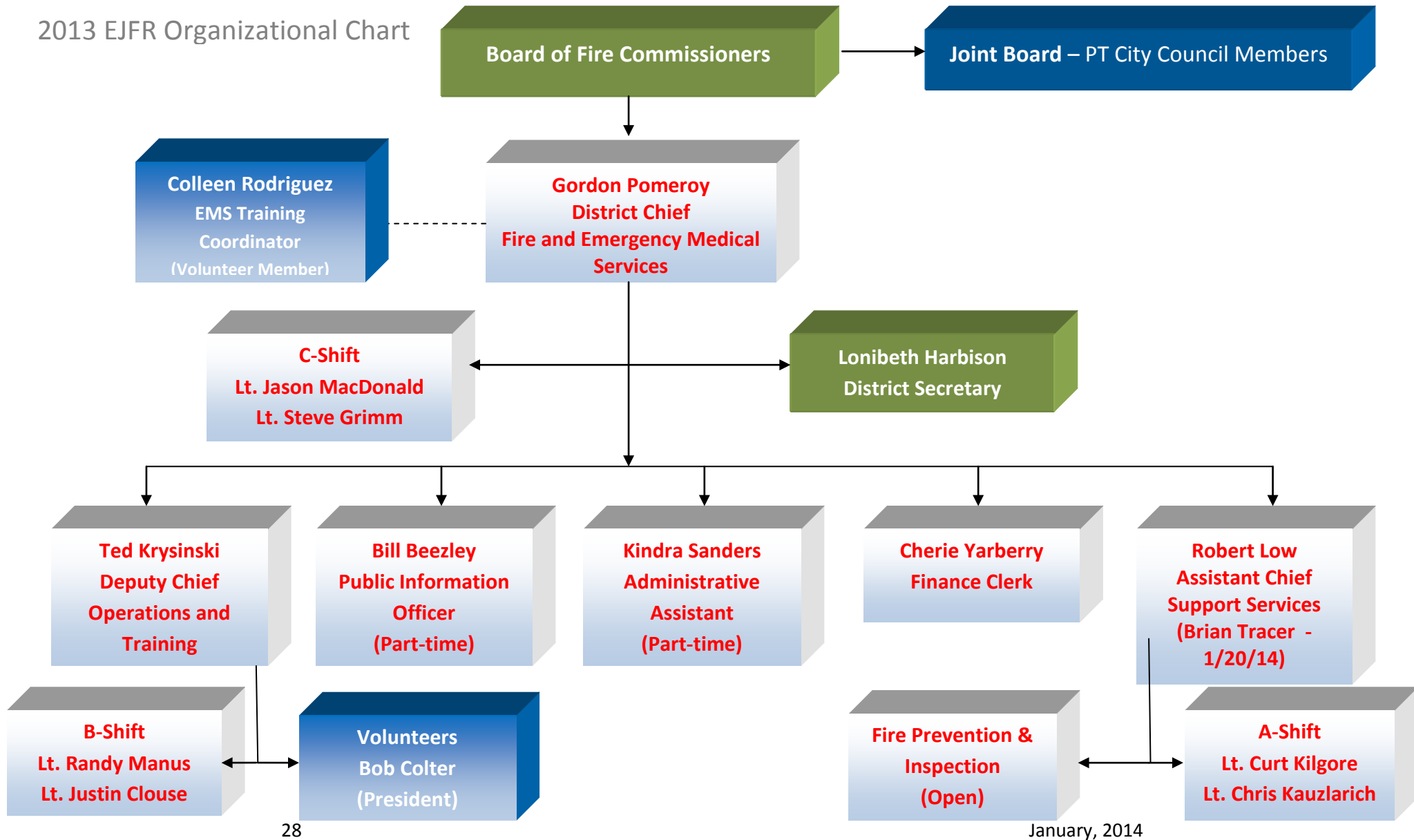
Also in 2014, we will evaluate the need to purchase and or update the Self Contained Breathing Apparatus (SCBA) which our firefighters wear in many circumstances.

We hope to commission a study to assess any deficiencies at our uptown fire station and to determine whether or not there are any significant issues to address by 2015 or beyond.



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2013 EJFR Organizational Chart





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2013 EJFR Apparatus Replacement Schedule

APPARATUS	License #	NOTES	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Engines																											
Engine 2000 Pierce Saber	59600C	Will become back-up in 2013											X														
Engine 2001 Ford (E-12)	54070C	Will become back-up in 2014												X													
Engine 1988 Sutphen	81837C																										
2012 Spartan Engine (EJ-231)	A2231C	Will become back-up in 2023																							X		
2012 Spartan Engine (EJ-232)	A2232C	Will become back-up in 2023																							X		
2013 Spartan Engine (E-11)	EJ-877	Will become back-up in 2024																								X	
Ambulances																											
2008 Remount, Box 1996	87799C	Replace approx. 2016 - Box and chassis																				X					
1999 Ford/Med Tech ALS	51193C	Next due to replace										X															
2008 Ford F350 Remount, Box 1994	86596C	Replace approx. 2016 - Box and chassis																			X						
2002 Ford	EJ-098	Purchased and in service in 2010																						X			
1995 Ford/Med Tech BLS	36253C	Next due to replace						X																			
2003 Ford F-350 ALS new box 2002	82167C	Replace end of 2013													X												
2010 Ford E450 (EJ-238 - M11)	99238C	Re-box 2015																					X				
2010 Ford E450 (EJ-239)	99239C	Re-box 2015																					X				
Tenders																											
Tender 1993 International T-11	EJ-276	refurbished and added to fleet in 2014																									
Tender 1992 White/E-One (T-12)	24707C	Working w/DNR for grant for new rig			X																						

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