



# ***2014***

# ***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.



## 2014 Annual Report

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## 2014 Annual Report



*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: 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 County Int'l Airport, WA*

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

### 2014 at a Glance

Service Area: 68 square miles\*

Population Served: 30,273\*\*

Operating Cost: \$6,538,208

Fire Insurance Rating: 5

Total Alarms: 4,042

Avg. Response Time: 6:44

Administrative Employees: 3.1

Response Employees: 31

Volunteer/Resident Volunteers: 25

Tender Operator Volunteers: 2

\* Jefferson County Central Services GIS

\*\*2015 Washington State Fire Service Directory



## 2014 Annual Report

### 2014 Major Developments

**Washington Cares Cardiac Survival Report Issued:** According to a recently published report by Washington CARES (Cardiac Arrest Registry to Enhance Survival), Jefferson County EMS agencies posted an unusually high percentage of cardiac arrest survival rates. Compared to a national average of approximately 10%, Jefferson County residents had a survival rate of roughly 46% --- among the highest in the United States.

**EJFR Partners with Local Science Student:** Local fourth-grade student Nathaniel Ashford partnered with East Jefferson Fire Rescue to join more than 500 presenters at the 57th Washington State Science and Engineering Fair, where he earned a first place in Energy and Transportation for his work on incorporating a drone quadcopter into post-disaster search and rescue efforts.

**Fire Boat *Guardian* Delivered:** EJFR's new fire boat was delivered in late June and christened on July 2. The 33' Argus-class boat was acquired with funds from a 2011 Department of Homeland Security Port Security grant and was built by Lee Shore Boats of Port Angeles.



The new boat is powered by twin Yamaha 250 HP engines and is capable of speeds over 40 knots.

**EJFR and NAVMAG Honored on 9/11:** Chimacum schools honored first responders and America's military on 9/11 in a ceremony at the school. EJFR and Navy personnel from Naval Magazine Indian Island attended the ceremony.

**All County Picnic:** EJFR was represented at the second annual All-County Picnic at H.J. Carroll Park. The picnic honors first responders and also educates members of the public on emergency response and emergency preparedness topics.

**Chief Pomeroy Designated 'Fire Code Official':** In January, EJFR Fire Chief Gordon Pomeroy was designated Fire Marshal in an inter-local agreement between the Jefferson County Board of Commissioners and the County Department of Community Development.



**Brian Tracer Hired as Assistant Chief:** Assistant Chief of Support Services Brian Tracer was hired in January, replacing retiring Assistant Chief Bob Low. A/C Tracer joins the department from his role as a Deputy with the Jefferson County Sheriff's Office.



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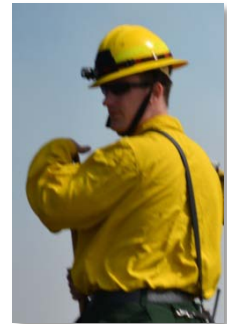
**EJFR Sprints to First Place in Rhody Bed Race:** EJFR continued domination in the 2014 Rhody Bed Race. Firefighters have now won the race three years in a row.



**EJFR Receives TICs from Seattle Fire:** EJFR received a gift of two hand-held thermal imaging cameras (TICs) from Seattle Fire on July 8. The TICs use infrared technology to locate heat sources in a nondestructive and environmentally friendly way. The cameras usually cost \$6,000 each.



**EJFR Firefighters Deployed to Central WA Fires:** As part of a statewide mobilization, East Jefferson Fire Rescue deployed a strike team of firefighters Curtis Sanders and Gavin Rogers and a Type V wildland engine to assist in fighting the forest fires in central Washington at the Carlton Complex.



**15 Fire Extinguisher Training Classes Taught to County Employees:** Public Information Officer Bill Beezley conducted 15 fire extinguisher training classes to well over 100 Jefferson County employees in a broad training effort.



**New Reader Board Sign at Station 11:** Fire commissioners approved a proposal for an electronic reader board at Station 11 in Chimacum. The reader board provides the Department with a customizable communication platform seen by thousands of drivers each day.





### 2014 Major Incidents

- An EJFR volunteer firefighter suffered a major medical event while responding to a commercial structure fire in Port Hadlock on Jan. 19. He made a full recovery.
- A house on Holcomb St. burned in early Feb., sending three occupants to hospitals with smoke inhalation injuries.
- Two people suffered serious injuries and one 12-year old girl suffered critical injuries in a one-car accident on Umatilla Rd.
- A 49-year old Port Hadlock woman was flown to Harborview with serious leg injuries after a one-car accident on S.R. 20.
- A young couple was left homeless after fire burned their house on W. Egg & I Rd. to the ground. There were no injuries.
- A small fire was caught in early stages and extinguished on board a dry-docked boat in Boat Haven in late April.
- Firefighters rescued a 75-lb dog after he went over a bluff along a public walking trail on Indian Island.
- A brush fire grew to 75' x 25' before being put out by firefighters along Rhody Dr. in Port Hadlock in July.
- Two firefighters and a Type V wildland engine were deployed to central Washington to assist in the fires there in July.
- A local man pulling crab pots fell overboard and was in the chilly waters of Port Townsend Bay for approximately 15 minutes before being rescued by firefighters.
- An 8-year old boy and 15-year old girl on inner tubes were pulled offshore of Ft. Worden before being rescued by Marine 16 in Aug.
- A high-speed collision with a telephone pole sent a 44-year old Port Townsend woman to Harborview Medical Center with abdominal and chest injuries on Sept. 7.
- A man was flown to Harborview with multi-system trauma after being run over by two vehicles on Rhody Dr. on Oct. 10.
- Fire seriously damaged the second story of an uptown Port Townsend residence on Quincy St. on 11/12. No one was injured in the blaze.
- An outbuilding on Gene St. caught fire, seriously damaging valuable musical equipment inside on 11/23.
- Firefighters assisted in the recovery of a body offshore of North Beach on Dec. 15.



## 2014 Annual Report

### 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.



### 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 on a new three-year contract were nearing completion as of year-end 2014.



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### Union Personnel (As of 12/31/14)

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
4/20/2009	Dean, Zach	Firefighter EMT
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
11/30/2008	White, Caton	Firefighter EMT
3/1/2004	Woods, Jeff	Firefighter Paramedic
7/1/2009	Yeleca, Peter	Firefighter Paramedic

### Administrative Personnel

Hire Date	Name	Position
02/01/2010	Beezley, Bill	PIO/PES (Part Time)
03/14/2006	Harbison, Lonibeth	District Secretary
02/01/2005	Krysinski, Ted	Deputy Chief Training Operations
03/09/2010	Sanders, Kindra	Office Clerk (Part Time)
08/26/2014	Stewart, Emily	Administrative Assistant
01/20/2014	Tracer, Brian	Assistant Chief Fire Prevention
5/16/2008	Pomeroy, Gordon	Fire Chief
9/08/2014	Ysseldyke-All, Terri	District Secretary



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Non Union Personnel		
Hire Date	Name	Position
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
7/1/2009	Fairbanks, Jeffrey	Resident Volunteer
07/08/2013	Geelan, Matt	Resident Volunteer
7/24/2008	Hunt, William	Volunteer
7/17/2012	Jenkins, Marisa	Volunteer
7/12/2012	Kier, Wayne	Volunteer
6/21/2011	Killam, Nehemiah	Volunteer
7/1/2009	Mahan, Matthew	Volunteer
1/1/2000	McNerthney, Pat	Volunteer
08/19/2014	Morris, Alex	Resident Volunteer
7/17/2012	Pulido, Scott	Resident Volunteer
4/18/1996	Rodrigues, Colleen	Company Officer, Volunteer
3/9/1999	Schumann, Leslie	Volunteer
1/22/2002	Short, Sandy	Volunteer
1/9/1996	Thomas, Brian	Volunteer
7/1/1993	Tillman, Ryan	Volunteer
08/19/2014	Walker, Scott	Resident Volunteer
08/19/2014	Weaver, Stevie	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 2014 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.

#### 2014 Fire and EMS Budget Overview

Expenses (Budgeted)	\$6,192,859	Expenses (Actual)	\$6,538,209
Supplemental + 400,000	\$6,592,859		
Revenue (Budgeted)	\$6,236,188	Revenues (Actual)	\$6,492,057*
Beginning Fund Balance	\$2,836,921	Ending Fund Balance	\$3,063,046

*Figures exclude the District's general obligation bonds restricted to Capital Projects issued in 12/2010 and refinanced in 4/2013.*

#### Additional Funds

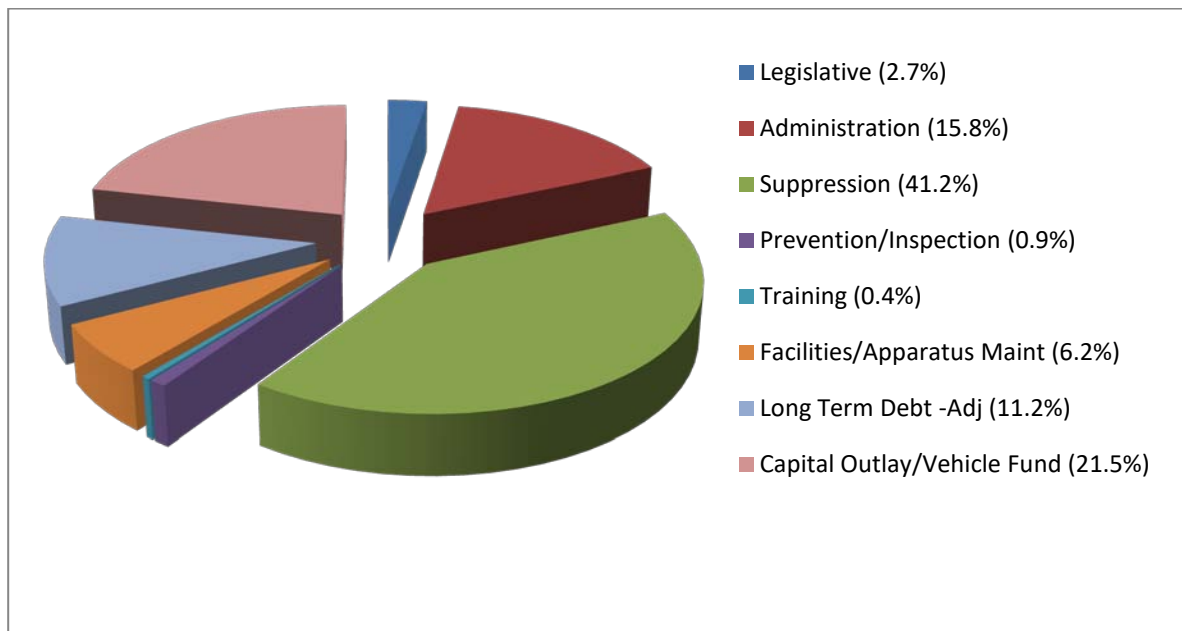
\*The District also has a Fire Apparatus/Equipment Replacement Fund. Currently \$130,000 is budgeted to be transferred to this account annually. In 2013 an additional \$76,500 was deposited from proceeds of sale of surplus Fire Engines. The 2014 end of year balance is \$499,356. Goal is to increase the 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 2014 end of year balance is \$129,103. 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 5 years and the life expectancy of the boxes is 3 rotations or 15 years.



## 2014 Annual Report

### 2014 Fire Expense Summary



LEG	Legislative (2.7%)	\$ 104,411
ADMIN	Administration (15.8%)	\$ 617,626
SUPP	Suppression (41.2%)	\$ 1,616,892
PREV	Prevention/Inspection (0.9%)	\$ 35,942
TRAIN	Training (0.4%)	\$ 17,265
FAC	Facilities/Apparatus Maintenance (6.2%)	\$ 243,244
LTD	Long Term Debt -Adjusted (11.2%)	\$ 440,722
CAP	Capital Outlay/Vehicle Fund (21.5%)	\$ 844,471

The **Legislative Division** expenses (2.7%) 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 (15.8%) include personnel costs for the Chief, Deputy Chief, Assistant Chief, Administrative Assistant, part-time Office Assistant, office supplies, administration related small tools and minor equipment, training, professional legal services, accounting/payroll software, IT services, state audit fees, hose testing, telephones (land line and mobile), postage, advertising, rentals and lease, commercial and auto insurance, dues, subscriptions, memberships, miscellaneous repairs, and miscellaneous.



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The **Suppression Division** expenses (41.2%) 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, 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 (0.9%) 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 Marshall duties have 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 (0.4 %) 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 (6.2%) 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.

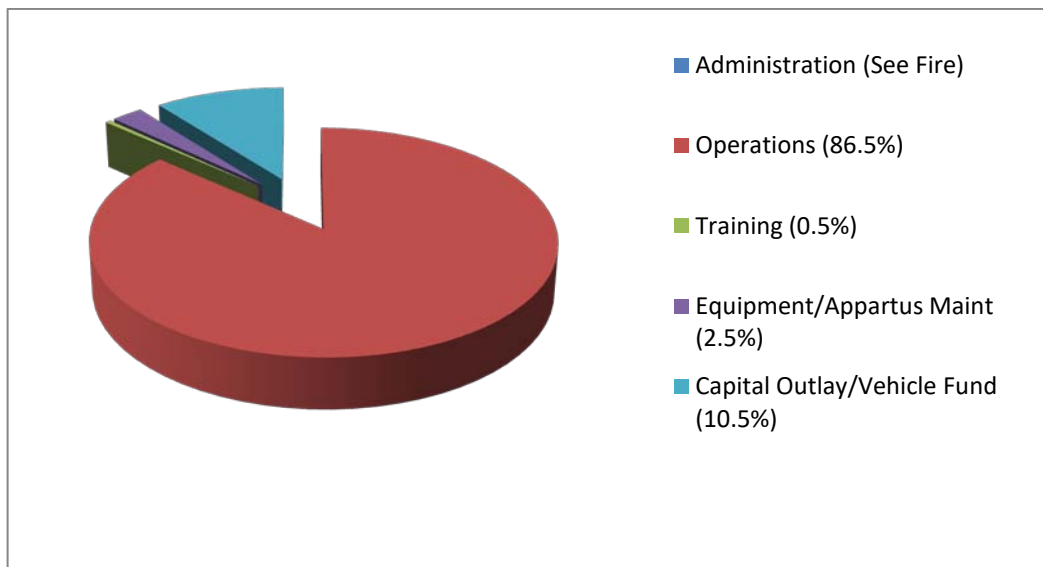
The **Long Term Debt** expenses (11.2%) include payment to the 2010 Long Term General Obligation (LTGO) Bond. Due to the drop in interest rates the 2010 LTGO Bond was refinanced in 2013 with the Fire District realizing an additional \$462,000 at no increase in costs. Also in 2013 the City of Port Townsend and East Jefferson Fire Rescue entered into an agreement for the lease/purchase of a 3<sup>rd</sup> 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 (21.5%) include expenses for Training Tower construction and additional expenses for interior work for fire training scenarios, sharing a new fueling station with Jefferson Transit, purchase of the Guardian fireboat with 98% paid for by a grant, transfer of \$30,000 to new equipment replacement fund, and transfer of \$100,000 to Fire Vehicle Replacement fund.



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### 2014 EMS Expense Summary



ADMIN	Administration (See Fire)	\$ -
OPR	Operations (86.5%)	\$ 2,270,358
TRAIN	Training (0.5%)	\$ 11,902
EQ/APP	Equipment/Apparatus Maintenance (2.5%)	\$ 66,742
CAP	Capital Outlay/Vehicle Fund (10.5%)	\$ 274,414

The **Operations Division** expenses (86.5%) include 60% of wages and benefits of all career personnel, overtime, volunteer stipends, and volunteer resident program, 100% of paramedic student stipend, Supplies, including drugs, 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 (0.5%) include training supplies, conference travel expenses, paramedic student training expenses, on-line EMS training as required to maintain certification.

The **Equipment/Apparatus Division** expenses (2.5%) include contracted equipment repair and maintenance, 40% vehicle repair and maintenance contract, and 100% of other EMS vehicle repair expenses.

The **Capital Outlay** expenses (10.5%) include purchases of a new Medic Unit, a used Medic Unit and transfer of \$100,000 to the EMS Vehicle Replacement Fund.



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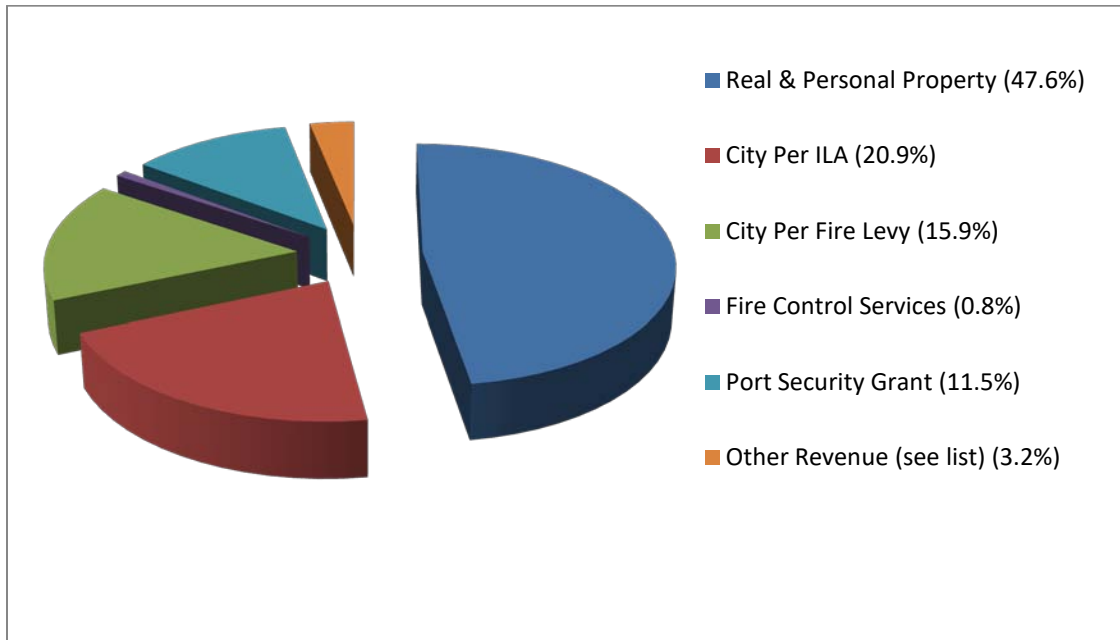
### **REVENUES**

Detailed revenue sources for 2014 are listed as part of the graphs included in this report. The decline in property values and reassessments are reflected in the 2014 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 is at the same rate as District residents are paying.



## 2014 Annual Report

### 2014 Fire Revenue Summary

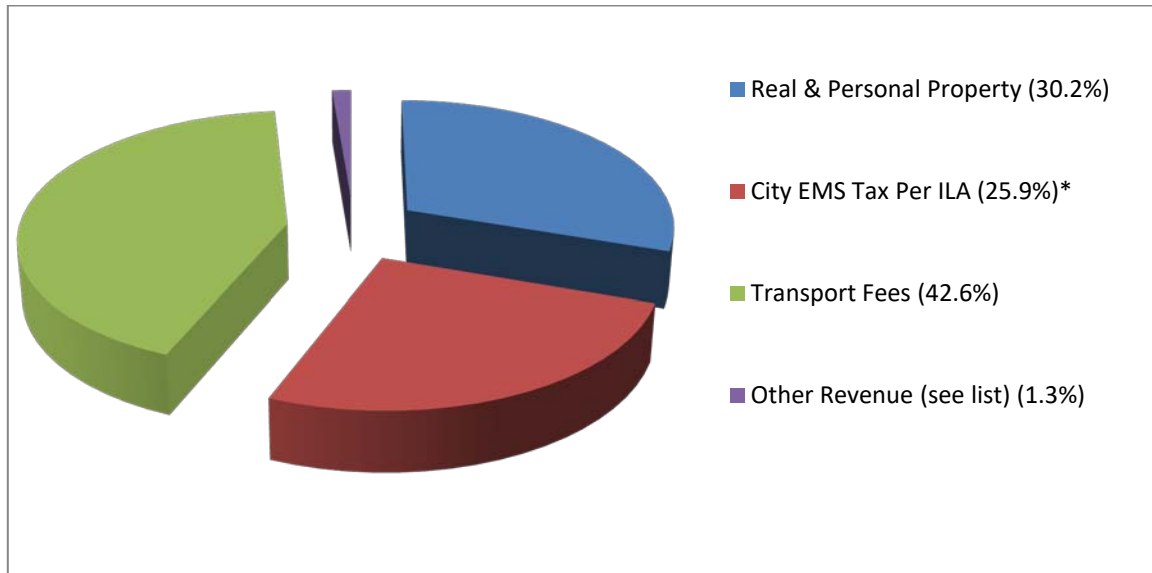


Taxes	Real & Personal Property (47.6%)	\$ 1,938,396
City	City Per ILA (20.9%)	\$ 852,233
City	City Per Fire Levy (15.9%)	\$ 647,295
Serv	Fire Control Services (0.8%)	\$ 33,029
Grant	Port Security Grant (11.5%)	\$ 470,199
Misc	Other Revenue (see list) (3.2%)	\$ 130,078
	Timber & Private Harvest Taxes	\$ 2,383
	Excise & Other Taxes	\$ 2,450
	City - 3rd Engine Lease	\$ 11,320
	Training Classes (PS)	\$ -
	Investment Interest	\$ 1,000
	Private Contributions	\$ 400
	Facilities Short/Long Term Rental	\$ 6,550
	Land Clearing Permits	\$ 2,700
	Other Miscellaneous Revenue	\$ 3,159
	Sale Surplus Equipment	\$ 2,102
	Prior Year Refunds	\$ 145
	Comp for Loss of Capital Asset	\$ 64,445
	Inter Gov Fire Emergency Service	\$ 33,424



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### 2014 EMS Revenue Summary



Taxes	Real & Personal Property (30.2%)	\$ 731,869
City	City EMS Tax Per ILA (25.9%)*	\$ 627,630
Amb	Transport Fees (42.6%)	\$ 1,030,414
Misc	Other Revenue (see list) (1.3%)	\$ 31,373
	<b>Other List</b>	
	Timber & Private Harvest Taxes	\$ 2,698
	DOH- Participation Grant	\$ 1,473
	EMS Contract PTPC	\$ 9,272
	Investment Interest	\$ 1,274
	Miscellaneous	\$ 5,756
	Private Contributions	\$ 2,900
	Sale of Surplus Equipment	\$ 8,000

\* Includes 2013 shortfall

### AUDITS

In December 2014 the Washington State Auditor's Office completed an audit consisting of *Accountability for Public Resources and Legal Compliance* and *Financial Statements* for years 2012 and 2013. Final audit results released in December 2014 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 2014 and 2015 during the fall/winter of 2016. You may access audit information at <http://portal.sao.wa.gov/ReportSearch>



## 2014 Annual Report

### Community Services Division

#### Fire Prevention, Planning & Investigation

Assistant Chief Brian Tracer leads our fire inspection and pre-incident planning programs.

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, Department



personnel contact owners in advance to schedule initial inspections at a convenient time. In 2012, the Department began using an iPad application to electronically complete the inspection and immediately email the final report to the building occupant, saving time and money.

The Department also approaches 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](http://www.ejfr.org), as well as an official EJFR Facebook page and the EJFR Emergency blog.

	2013	2014
<b>Presentations</b>	27	35
<b>Press Releases</b>	49	41
<b>Meetings/Events</b>	40	41

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.



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He is also responsible for the maintenance of district facilities, grounds maintenance, environmental compliance efforts, alarm systems, fire protection systems, self-contained 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)
- 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 also 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 of performance and education is the 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, IFSAAC (International Fire Service Accreditation Congress) evaluators and various safety topic instructors (asbestos, hearing conservation, personal information).

A 2014 highlight of both training and operations was the enhanced inter-agency cooperation between EJFR, local law enforcement and the Washington State Ferries system. Numerous 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 Annual Report

### 2015 Goals and Objectives

#### Capital Funds

In accordance with the stipulations of our 2010 bond issuance, the District has spent in excess of 80% of the proceeds within a five-year window. The remainder of the bond proceeds have been allocated to several smaller projects, including renovation work on Station 1-2 on Marrowstone Island and apparatus shelter at Station 1-5 on Critter Lane.

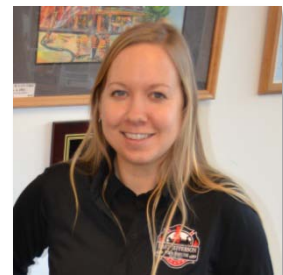


Bond money had initially been reserved for the building of a new administrative office on the grounds of Station 1-5. However, after further evaluation of the land there and after exploring all options, the decision was made to instead enter into a long term lease for a new administrative office at 24 Seton Rd., just across the parking lot. At 3,000 square feet, the new facility has more than twice the space of our old office.

#### Management and Administrative Staff



During 2014, the administrative staff underwent significant changes with the retirements of District Secretary Lonibeth Harbison and Finance Clerk Cherie Yarberry. Harbison was replaced by Terri Ysseldyke-All (left) and Yarberry was replaced by Emily Stewart (right), who now has the title of Administrative Assistant.



#### Operations

In 2014, EJFR conducted operational evaluations of response to determine the most efficient use of personnel and locations of specific apparatus. The internal study showed the staffing of a paramedic fire engine located at station 1-5 provided a mostly constant fire suppression force to the EJFR community. 2015 will allow us to continue to evaluate our responses and utilization of resources to serve best our community.

One of our goals for 2015 is to conduct a multi-casualty /multi-agency drill allowing us to best serve our community in the event of an incident that has multiple medical patients.

An additional goal for EJFR operations is the use of technology to enhance the delivery of services to the community. These technologies include mobile access to the internet allowing



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fire crews to quickly and efficiently access address specific information allowing fire crews to make correct and timely decisions in the management of fires.

### Training

Effective operations require efficiency and proficiency. Each of these qualifiers has the suffix “ency,” quality or state, (Merriam-Webster 2015). The key to quality and or state is training and EJFR training is a constant path for the agency. One goal for 2015 is to have more meaningful volunteer training. We are accomplishing this goal through what we refer to as All Agency Company Drill. As opposed to the historical method of volunteers drilling every Monday evening, and having the lead instructor possibly unable to lead the education component of the drill due to having to be called away at the time of drill for calls. We have instituted a call back option in which the instructors are called back to be the primary instructors and the entire shift crew participates in the drill day activities.



Addressing current adult education methodologies, we are also utilizing several mediums for the education delivery which includes pre-class homework via the internet, classroom education that is both a review of the homework and practical applications of the presented skills required for the training session. The training day culminates with a multi-company drill utilizing our drill tower and training grounds encompassing the topics of the day, agency operational updates, National Incident Management System and ongoing

communications practice. We are addressing efficiency and proficiency through managed evaluations both within the drill day and after the drill through participant online surveys. Improvement is a full circle evaluation of the training objectives from the students to the instructor to the class and training program.

Another topic EJFR is addressing in 2015 is the certification of live fire instructors. According to NFPA 1403 Standard on Live Fire Evolutions, qualified instructors shall deliver live fire training to the firefighters involved in combat fire conditions. We have adopted IFSAC certifications for our firefighters and officers. The certification of live fire instructors is another step in the path of efficiency and proficiency as a public service agency.

EJFR utilizes as many available opportunities as we can to accomplish training. Through the utilization of acquired structures to address building construction and access, to supplied automobiles allowing companies to master vehicle extrication skills, and walk on tours and training on navy vessels including the *USS Nimitz* and *USS Seawolf*. Our extensive training gives our responding personnel the ability to best solve problems presented to them.



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### Five Year Strategic Plan

#### 2015-2019 Strategic Plan

In early 2015, Department personnel began work on the 2015-2019 Strategic Plan. This is the second consecutive strategic plan, coming on the heels of the original one created in 2010. We're pleased to report that the majority of goals outlined in our original plan were accomplished.

This plan will constitute a blueprint for the future of our organization, providing us with long-term goals and objectives and providing values criteria from which we can base important organizational decisions.

Our goal is to have the new strategic plan published by mid-summer, 2015.



### Departmental Needs in 2015

In late 2014, the District, along with three other Jefferson County fire districts, submitted an Assistance to Firefighters Grant (AFG) request for nearly \$1 million for new Self-Contained Breathing Apparatus (SCBA) gear. The grant proceeds would be used to purchase new equipment with interoperability between districts while on scene of a fire. We won't know the outcome of this application until summer of 2015.

Further evaluation of our radio communication equipment will be conducted in 2015, in an effort to ensure interoperability and usage in all environments.



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2014 EJFR Organizational Chart

