



# EAST JEFFERSON FIRE RESCUE

## JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

### In Person

ST 1-1 9193 Rhody Dr. Chimacum, WA

### VIRTUAL MEETING

<https://us06web.zoom.us/j/6336091782>

Call 1 (253) 205-0468

Meeting ID 633 609 1782

6:00 P.M.

### AGENDA

March 15, 2023

### CALL TO ORDER (6:00 P.M.)

### PLEDGE OF ALLEGIANCE

#### 1. Agenda Changes

#### 2. Consent Agenda

- A. Approve Minutes from the February, 15, 2023 Regular Meeting TAB 2A  
Approve Minutes from the March 7, 2023 Special Meeting
- B. Financial Reports TAB 2B

#### Vouchers

- 1. Approve General Fire expenditure warrants dated February 6, 2023, February 7, 2023, February 23, 2023, February 24, 2023 and March 7, 2023 totaling **\$224,721.77**
  - 2. Approve EMS expenditure warrants dated February 6, 2023, February 7, 2023, February 23, 2023, February 24, 2023 and March 7, 2023 totaling **\$51,876.89**
  - 3. Approve payroll expenditure warrants dated February 16, 2023 and March 2, 2023 totaling **\$723,014.45**
  - 4. Approve transfers from EMS cash to EMS investment February 9, 2023 **\$1,300,000**, and March 7, 2023 **\$600,000**
  - 5. Approve transfers from General Fire cash to General Fire investment February 9, 2023 **\$1,400,000**, and March 7, 2023 **\$700,000**
  - 6. Approve transfer from EMS Apparatus Fund cash to EMS Apparatus Fund investment February 9, 2023 **\$470,400**
  - 7. Approve transfer from Fire Apparatus/Building Fund cash to Fire Apparatus/Building Fund investment February 9, 2023 **\$176,500**
- 3. Correspondence – included in Drop Box TAB 3
  - 4. Public Comment –
  - 5. Presentations –
  - 6. Announcements and Acknowledgements –

7. **Staff Reports** TAB 7  
     **Chief Black**  
     **Assistant Chiefs:** Brummel, Operations & Training  
                                     Tracer, Support Services  
     **PIO/HR Activities**  
     **Finance**  
     **MSO**  
     **Battalion Chiefs**
8. **Local 2032 Report**
9. **Old Business**  
     A. Station 1-2 (update)  
     B. Fire Chief Job Description Update
10. **New Business**
- A. Policy Updates – (Action Required) TAB 10A  
  - Purchasing
  - Credit Cards
  - Smoke Detector SOG
  - District Assigned Vehicles SOG
  - Fire CARES SOG
- B. Strategic Plan – (Potential Action) TAB 10B  
  - Implementation Tool
  - Response Standards
  - Facilities Work Group
- C. Commissioner Districts Resolution 23-02 – (Potential Action) TAB 10C  
     D. Ambulance Billing Fees Resolution 23-03 – (Potential Action) TAB 10D  
     E. Surplus Equipment Resolution 23-04– (Potential Action) TAB 10E  
     F. Quilcene ALS Contract – (Potential Action) TAB 10F  
     G. Eligibility List – (Informational) TAB 10G
11. **Upcoming Topics/Events**
- Lieutenants Exam
  - FF 2
  - Budget Committee analysis and recommendations
  - Administrative Reorganization
  - Implementation of Sharepoint
  - CARES 2023 Budget Amendment
  - Marine Program Enhancement
  - OESD Contract
  - Annual Work Plan Development
  - Region 9 Workshop – March 25, 2023, CKFR (Zoom and In-person)
  - Fire Stats Class – May 15-17<sup>th</sup>, West Pierce Fire Rescue
  - Board for Volunteer Updated Policy, SOGs and audit
  - Fire Prevention Week, October 9-14, 2023
  - Promotional Ceremony

**Good of the Order –**

**Adjournment**

**\*\*Any attached documentation is subject to change without notice, as additions/deletions may be required. Confidential information will be excluded from public viewing\*\***



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM FEBRUARY 15, 2023**

**CALL TO ORDER**

Chairman David Seabrook called the meeting to order at 7:00 PM at St 1-1 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 633-609-1782.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

**District 1 Commissioners:** David Seabrook, Deborah Stinson, Steve Craig, Deborah Tillman, Geoff Masci, Glenn Clemens, Gene Carmody and Ed Davis.

**Admin Staff:** Chief Black, AC Brummel, BC MacDonald, District Secretary Cray, HR/Business Manager Stewart and Finance Manager Ysseldyke-All.

**1. AGENDA CHANGES** – Black noted there would be an acknowledgement given during that section of the meeting.

**2. CONSENT AGENDA**

**MOTION: Commissioner Stinson** made a motion to approve the Consent Agenda, including a small change to the draft minutes. In the Chief’s report section the number of Full time firefighters each day should read 13 not 19 as shown. Cray will correct and send out once they are approved.

- Minutes from the January 18, 2023 Regular Meeting
- General Fire expenditure warrants dated January 10, 2023 and January 24, 2023, totaling **\$325,597.27**
- EMS expenditure warrants dated January 10, 2023 and January 24, 2023 totaling **\$304,525.26**
- Payroll expenditure warrants dated January 10, 2023, January 19, 2023 February 2, 2023 and February 3, 2023 totaling **\$718,297.46**

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

**3. LIST OF CORRESPONDENCE** – in Board packet.

**4. PUBLIC COMMENT** – None

**5. PRESENTATIONS** – None

**6. ACKNOWLEDGEMENTS** – Black asked Volunteer Bob Coulter to create a plaque for the 150<sup>th</sup> Fire Marker in order to mount it at Station 13. Black expressed his gratitude to Coulter for the plaque as well as his extensive history with the organization. He has been pivotal in all he has done.

**7. STAFF REPORTS**

**Chief Black**

The memorial for Captain Chad Cate was supported by many people from EJFR. There were approximately 35 members on duty between Jefferson and Clallam counties. Those not on duty, attended the memorial in Sequim. Black thanked everyone involved.

Clemens asked about maintenance costs for A33. Black noted that the 2016 International Terrastar cost an estimated \$103,000 for all of 2022 and into 2023. He added that we have a vehicle

February 15, 2023

replacement SOG that hasn't been followed since he has been here. The finance committee needs to look at this. The ballpark cost to replace an ambulance is \$200,000-\$300,000.

### **AC Brummel**

Monthly report included in the meeting packets.

- Notable Grants
  - o AFG Grant was submitted for approximately \$210,000 for equipment (nozzles, connections, tools etc.) There is a 10% department match required.
- NFIRS Reporting – critical errors were caught and Brummel notified ESO which affects many Fire Departments across the state. Brummel was notified that it was resolved yesterday. Black thanked Brummel for his hard work on creating a tutorial that he shared with the State Fire Marshall and ESO.
- Station/Apparatus Renaming – see New Business

### **HR/PES/PIO**

Recruitment underway for 6 FF/PM's and 2-3 FF/EMT's. Written test was held earlier in the day and testing will continue for PM's next week and FF's in March. There were 33 applicants testing today.

### **Finance**

Monthly report included in the meeting packets.

- Reconciling with the County Treasurer took a little longer than usual with the addition of Port Ludlow but went smooth.

### **MSO**

Monthly report included in the meeting packets.

### **BCs**

Monthly reports included in the meeting packets. Seabrook asked if the BC's were integrating the former Port Ludlow people in with the rest of the crews. BC MacDonald stated they were splitting crews and partnering them for response area reviews and familiarization.

**8. LOCAL 2032 REPORT** – Union Vice President Caton White stated that the impacts of the election passing are hard to quantify. He noted the unique situation of having the public be the employer. The employer spoke loudly that they understand and appreciate the time and work that goes into providing the service. He added that we (EJFR) has to continue to provide the services the public deserves and expects.

Seabrook added that it has been a privilege and honor to serve the community; the resulting elections numbers are valuable.

## **9. OLD BUSINESS**

### ***A. Station 1-2 - (update)***

The septic permit has been signed off, much thanks to the County and the Marrowstone Island Committee.

### ***B. Fire Chief Job Description (update)***

The meetings did not happen as planned due to Commissioner Clemens travelling out of the country. The meetings will begin prior to the next meeting.

## **10. NEW BUSINESS**

### ***A. Fire CARES Update***

The CARES team gave an in-depth presentation of how the program is working and the services they provide. FF/PM Jeff Woods and his Co-Responder Leeann Peterson, who has an extensive background in Mental Health and Substance Abuse described a typical day and showed the Board the kinds of items they travel with to handle all kinds of situations. They are able to link people with the services they require and provide varying levels of help as needed. They have developed relationships with law enforcement, behavioral health and many others to better provide resources and contacts to those in need. Tillman asked how much funding has been secured for the program. Black noted that it is secure through 2023, with the collective funding from the Association of Washington Cities and the Behavioral Health Consortium. They have a verbal commitment for \$50,000 for 2023 and 2024. Black added that he may come to the Board for guidance on how to proceed. A grant has recently come available and must be applied for by 3/21/23. Tillman stated that the service has so much support and regardless of whether a grant is earned, we should find a way to continue the program. This service allows people to live independently as long as possible. Carmody added his support of the program and how inspiring it is.

### ***B. Marrowstone Island Foundation Request***

Doug Moore, from the Marrowstone Island Foundation (MIF) gave a presentation to the Board discussing the vulnerabilities of Island life and the need to be as self-sustainable as possible. They are looking to apply for grants that will support this effort. There is a grant for solar power from the Washington State Department of Commerce that would provide a solar system with a battery back-up. The program would also save \$170 per month in electrical bills. There is also American Recovery Plan Act money that would cover the cost of a generator, well water storage and heat pumps. He requested approval to spend grant money on Fire District property and a letter of support from the Fire District. Masci stated that he sees no downside to the request. The efforts and energy put in by the MIF is overwhelming. It was noted that there are some issues to be worked out, we will have some obligation as this all affects Fire District Property. **MOTION:** Stinson move to approve a letter of support contingent on the Fire Chief working with Foundation on the process. Seabrook seconded, motion carried by unanimous vote.

### ***C. Staffing Presentation***

BC MacDonald gave a presentation on the current staffing practices and how much money is spent in overtime (OT) to backfill for Kelly time and accrued leave. He showed that we do not have the staffing to provide enough backfill to allow our people to use their leave. He provided both an hours and a dollars scenario to show that by hiring more people, we could have enough staffing to allow our people to use their leave. These new positions would be funded by the current OT budget, thus not adding expenses, but using money already budgeted. He advised that this will not eliminate OT completely, there will still be OT for PM backfill as well as sick leave and injuries.

MacDonald noted that he is hoping the testing process that began today will result in an eligibility list to draw from. We currently have two vacancies and he is hoping for direction from the Board to hire "x" number from the eligibility list. Carmody questioned whether or not a special meeting be held to discuss this further, Brummel replied that we need to move on this as candidates may get job offers quickly. **MOTION:** Tillman moved to authorize the Fire Chief to consider hiring up to 5 Paramedics, Clemens seconded the motion. Lt. Rogers added that while on wildland deployments he has heard from other Departments that they were astounded at the amount of OT we have. Stinson stated that the money we would use for the new employees is already in the budget, which was quite conservative to begin with. This is a better use of that money. Black noted that in the

current testing process there are only 5 paramedics total and it would still be beneficial to hire Firefighter EMT's. Tillman modified her motion to authorize the Fire Chief to hire up to 5 FTE's with the preference for Paramedics in order to reduce OT. Stinson seconded the amended motion. Motion carried by unanimous vote.

#### **D. *ERF Enhancement/SAFER***

Brummel informed the Board that our Standards of Cover (SOC) and Strategic plan both recommend having a larger workforce. There is currently a SAFER grant for staffing available as well as a Recruitment and Retention of Volunteers, we could apply for and be granted both. The SAFER grant has a total of \$360 million in funding available with a grant period of 36 months. If awarded we would be noticed in late summer or fall. He added that he would be able to use a lot of data already collected for the recent AFG grant he submitted. We meet the criteria for the staffing grant with no matching funds required. He noted the only downside being: if we layoff any of the hires within that 36 month period, we are on the hook to reimburse all funding. There is no requirement to keep them employed beyond the grant period. Once awarded we would have 180 days to hire.

Brummel presented 4 options with varying FTE's and costs. Craig noted his interest in Option 2 (6 FF's at a cost of \$676,390.00 bringing ERF to 15). **MOTION:** Davis moved to approve Option 3 (9 FF's at a cost of \$1,014,585.00 bringing ERF to 16). Stinson seconded the motion. Discussion on infrastructure capabilities to house more FF's. Brummel noted that he would like to submit the grant on 3/15/23. Masci stated his agreement with Craig for option 2, and concern for not getting in a hole. PM Caton White noted that in the last 13 years, call volume has increased by 50%, another unit has not been put in service since that time. Hiring 6 people will not establish another unit. Seabrook called all in favor of Option 3: Davis, Clemens, Masci and Carmody; aye. All opposed: Stinson, Seabrook, Craig and Tillman; aye. Motion failed due to a tie vote.

**MOTION:** Masci moved to approve Option 2 and direct the Fire Chief to pursue the Volunteer Recruitment and Retention Grant along with the SAFER Staffing Grant. Seabrook seconded, motion carried by unanimous vote.

#### **E. Commissioner Educational Opportunities**

Seabrook asked the Board to be mindful of spending. The Budget was severely cut to only the necessities. We are not rebranding stations and apparatus and it will likely be at least a year before we change our fiscal practices. Be mindful of how much conferences and travel cost in comparison to what is budgeted. Please check with staff prior to self-registering for any conferences moving forward to avoid overspending.

#### **F. WAC 51-55 International Wildland Urban Interface Code**

Black noted that this is informational only. There are additional requirements for building materials and much more. We are working on messaging the public.

#### **G. Station/Apparatus Re-Numbering Project**

Brummel informed the Board that beginning in April our stations and apparatus will be using single digit identifiers. For example: Station 1-1 will just be Station 1, with Medic 1 and Engine 1. There is no cost to do this and it will streamline our communication.

## **H. Credit Card Limit**

Stewart reported that with the addition of expenses due to the merger, the limit on the credit card will need to be raised to accommodate. She asked to have the limit raised up to \$75,000. MOTION: Stinson moved to authorize the credit card limit be raised up to \$75,000. Craig seconded, motion carried by unanimous vote.

## **12. UPCOMING EVENTS –**

2023 Legislature Day – February 17, 2023 at 8:00 am

Region 9 Spring Workshop – March 25, 2023 CKFR

## **GOOD OF THE ORDER –**

- Seabrook expressed his appreciation to the community for their support on the ballot propositions.
- Carmody noted that once the election is certified we can get the detailed report showing precincts and their statistics.
- Bud Ayers thanked all the participants in the campaign. It was difficult and there were some negative criticisms. He also asked when we might have an on-line application for land clearing permits. Seabrook noted that he would look into it.

## **ADJOURNMENT**

Seabrook stating no further business adjourned the meeting at 8:58pm.

## **Jefferson County Fire District 1**

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David Seabrook, Chairman

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Deborah Stinson, Vice Chairman

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Geoffrey Masci, Commissioner

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Steve Craig, Commissioner

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Deborah Tillman, Commissioner

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Glenn Clemens, Commissioner

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Ed Davis, Commissioner

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Gene Carmody, Commissioner

## **ATTEST:**

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Tanya Cray, District Secretary

February 15, 2023



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

**BOARD OF COMMISSIONERS  
SPECIAL MEETING MINUTES FROM MARCH 7, 2023**

**CALL TO ORDER**

Chairman David Seabrook called the meeting to order at 1:00 PM at St 3-1 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 633-609-1782.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

**District 1 Commissioners:** David Seabrook, Deborah Stinson, Deborah Tillman, Geoff Masci, Glenn Clemens, Gene Carmody and Ed Davis.

**Admin Staff:** Fire Chief Bret Black, HR/Business Manager Stewart. Finance Manager Ysseldyke-All and District Secretary Cray,

**A. Commissioner District Update Due to Merger**

Black advised the Board that the re-districting was completed by the same company we have worked with on two previous Commissioner District projects, Sammamish Data Systems. The addition of Port Ludlow to the polygon adjusted the previous Districts and followed as closely as possible to voting precinct boundaries. As well, they try to match the demographic and populations of each District as best they can. He noted that Jefferson County has had a review of this option and have no issues with it.

The Board also reviewed a document provided by legal to show how the Commissioner number gets whittled down from the current 8 member Board to a 5 member Board. It is basically a road map with many hypotheticals involved depending on what specific Commissioners opt to do.

**B. Public Comment**

No public comment.

**ADJOURNMENT**

Seabrook stating no further business adjourned the meeting at 1:16p.m.

**Jefferson County Fire District 1**

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David Seabrook, Chairman

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Deborah Stinson, Vice Chairman

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Geoffrey Masci, Commissioner

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Absent  
Steve Craig, Commissioner

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Deborah Tillman, Commissioner

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Glenn Clemens, Commissioner

March 7, 2023

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Ed Davis, Commissioner

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Gene Carmody, Commissioner

**ATTEST:**

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Tanya Cray, District Secretary

March 7, 2023

# TREASURER'S REPORT

## Fund Totals

Jefferson Co FPD No. 1

02/01/2023 To: 02/28/2023

Time: 14:08:27 Date: 03/07/2023  
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	2,581,552.60	449,444.56	470,973.23	2,560,023.93	78,177.75	278,248.89	0.00	2,916,450.57
003 FIRE BLDG & APPARAT FUND 656001042	319,556.58	903.77		320,460.35	0.00	0.00	0.00	320,460.35
004 EMS APPARATUS FUND 65700110	490,355.85	1,208.64		491,564.49	0.00	0.00	0.00	491,564.49
101 EMS Fund #657001100	2,716,972.33	338,835.50	443,544.59	2,612,263.24	37,027.54	409,345.46	0.00	3,058,636.24
	6,108,437.36	790,392.47	914,517.82	<b>5,984,312.01</b>	115,205.29	687,594.35	0.00	<b>6,787,111.65</b>

TREASURER'S REPORT  
Account Totals

Jefferson Co FPD No. 1

02/01/2023 To: 02/28/2023 Time: 14:08:27 Date: 03/07/2023  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 County Checking	6,068,171.38	790,392.47	914,517.82	5,944,046.03	0.00	189,956.19	6,134,002.22
10 1st Security Payroll	40,265.98	612,843.45	612,843.45	40,265.98	0.00	612,843.45	653,109.43
Total Cash:	6,108,437.36	1,403,235.92	1,527,361.27	5,984,312.01	0.00	802,799.64	6,787,111.65
	6,108,437.36	1,403,235.92	1,527,361.27	5,984,312.01	0.00	802,799.64	6,787,111.65

## 2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:23:10 Date: 03/07/2023

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	February	YTD	Remaining	
300 Revenue	6,701,400.00	449,444.56	478,021.16	6,223,378.84	7.1%
<b>Fund Revenues:</b>	<b>6,701,400.00</b>	<b>449,444.56</b>	<b>478,021.16</b>	<b>6,223,378.84</b>	<b>7.1%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
210 Administrative	1,623,450.31	144,115.47	271,729.65	1,351,720.66	16.7%
211 Legislative	228,712.52	11,919.44	37,067.92	191,644.60	16.2%
220 Suppression	4,087,604.92	267,843.93	664,220.25	3,423,384.67	16.2%
230 Prevention	40,850.00	201.20	208.48	40,641.52	0.5%
245 Training	165,270.00	4,498.08	4,498.08	160,771.92	2.7%
250 Facilities	363,172.00	30,912.50	44,702.71	318,469.29	12.3%
260 Vehicles & Equipment	248,295.00	9,526.99	34,976.14	213,318.86	14.1%
520 Fire Control	6,757,354.75	469,017.61	1,057,403.23	5,699,951.52	15.6%
590 Debt, Capital & Transfers	406,222.50	1,955.62	1,955.62	404,266.88	0.5%
<b>Fund Expenditures:</b>	<b>7,163,577.25</b>	<b>470,973.23</b>	<b>1,059,358.85</b>	<b>6,104,218.40</b>	<b>14.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>(462,177.25)</b>	<b>(21,528.67)</b>	<b>(581,337.69)</b>		

## 2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 02

Time: 14:23:10 Date: 03/07/2023

Page: 2

Fund	Revenue	February	Received		Expenditures	February	Spent	
001 Fire Fund #656001010	6,701,400.00	449,444.56	478,021.16	7.1%	7,163,577.25	470,973.23	1,059,358.85	14.8%
	6,701,400.00	449,444.56	478,021.16	7.1%	7,163,577.25	470,973.23	1,059,358.85	14.8%

## 2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:24:38 Date: 03/07/2023

Page: 1

### 101 EMS Fund #657001100

Revenues	Amt Budgeted	February	YTD	Remaining	
300 Revenue	4,906,125.00	338,835.50	551,246.60	4,354,878.40	11.2%
<b>Fund Revenues:</b>	<b>4,906,125.00</b>	<b>338,835.50</b>	<b>551,246.60</b>	<b>4,354,878.40</b>	<b>11.2%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
272 EMS Operations	6,379,882.00	431,374.43	1,070,955.14	5,308,926.86	16.8%
274 EMS Training	47,760.00	3,367.57	6,332.97	41,427.03	13.3%
276 EMS Maintenance	145,800.00	8,802.59	13,527.71	132,272.29	9.3%
520 Fire Control	6,573,442.00	443,544.59	1,090,815.82	5,482,626.18	16.6%
590 Debt, Capital & Transfers	175,710.00	0.00	0.00	175,710.00	0.0%
<b>Fund Expenditures:</b>	<b>6,749,152.00</b>	<b>443,544.59</b>	<b>1,090,815.82</b>	<b>5,658,336.18</b>	<b>16.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>(1,843,027.00)</b>	<b>(104,709.09)</b>	<b>(539,569.22)</b>		

## 2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 02

Time: 14:24:38 Date: 03/07/2023

Page: 2

Fund	Revenue	February	Received		Expenditures	February	Spent	
101 EMS Fund #657001100	4,906,125.00	338,835.50	551,246.60	11.2%	6,749,152.00	443,544.59	1,090,815.82	16.2%
	4,906,125.00	338,835.50	551,246.60	11.2%	6,749,152.00	443,544.59	1,090,815.82	16.2%

## 2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:17:55 Date: 03/07/2023

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

Expenditures	Amt Budgeted	February	YTD	Remaining	
520 Fire Control					
522 20 10 000-0 FF/EMT (40%)	2,174,060.72	180,642.75	344,590.90	1,829,469.82	15.9%
522 20 10 019-0 Overtime (40%)	298,800.00	43,508.78	63,303.64	235,496.36	21.2%
220 Suppression	2,472,860.72	224,151.53	407,894.54	2,064,966.18	16.5%
520 Fire Control	2,472,860.72	224,151.53	407,894.54	2,064,966.18	16.5%
<b>Fund Expenditures:</b>	<b>2,472,860.72</b>	<b>224,151.53</b>	<b>407,894.54</b>	<b>2,064,966.18</b>	<b>16.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>(2,472,860.72)</b>	<b>(224,151.53)</b>	<b>(407,894.54)</b>		

## 2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 02  
Source Codes 000 To: 999

Time: 14:17:55 Date: 03/07/2023

Page: 2

Fund	Revenue	February	Received		Expenditures	February	Spent	
001 Fire Fund #656001010	0.00	0.00	0.00	0.0%	2,472,860.72	224,151.53	407,894.54	16.5%
	0.00	0.00	0.00	0.0%	2,472,860.72	224,151.53	407,894.54	16.5%

## 2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:19:43 Date: 03/07/2023

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100

Expenditures	Amt Budgeted	February	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	3,683,783.00	296,000.12	566,514.41	3,117,268.59	15.4%
522 72 10 019-1 Overtime (60%)	651,200.00	78,606.26	120,570.54	530,629.46	18.5%
272 EMS Operations	4,334,983.00	374,606.38	687,084.95	3,647,898.05	15.8%
520 Fire Control	4,334,983.00	374,606.38	687,084.95	3,647,898.05	15.8%
<b>Fund Expenditures:</b>	<b>4,334,983.00</b>	<b>374,606.38</b>	<b>687,084.95</b>	<b>3,647,898.05</b>	<b>15.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>(4,334,983.00)</b>	<b>(374,606.38)</b>	<b>(687,084.95)</b>		

## 2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 02  
Source Codes 000 To: 999

Time: 14:19:43 Date: 03/07/2023

Page: 2

Fund	Revenue	February	Received		Expenditures	February	Spent	
101 EMS Fund #657001100	0.00	0.00	0.00	0.0%	4,334,983.00	374,606.38	687,084.95	15.8%
	0.00	0.00	0.00	0.0%	4,334,983.00	374,606.38	687,084.95	15.8%

Emily, Terry, Chief Black, and all the members of ESR especially those of you who attended my retirement luncheon.

Thank you all.

Even though I haven't participated much the last few years during Covid, I will miss being a part of ESR and the fire service. Thank you for the generous support, patience, good times and wonderful memories that you have given me over these

30 years. ~~There just aren't~~  
~~the sufficient words~~ " "

There are no sufficient words.

Warmest wishes

Patricia

Rec 2/17/23

You're always there  
when I need you.



Thank you

Patricia Willestoft



Port Townsend South • 10 hr ago • 🌐



4 guys from the fire department answered my SOS via my Jitterbug phone yesterday afternoon and with great skill got me up from the floor (with a double knee replacement and a wonky vertebra it's a bit tricky these days) in ship shape and Bristol fashion, relatively speaking. Then into my chair, onto my feet and safely to the couch so I could potato out. The point being that they were quite prompt, very effective and I felt safe. Plus they were very nice and even put away my groceries and didn't let the cats out. I think this is very good value for my tax money and I am decidedly not rich.



👍 Like

💬 4 Comments

➦ Share



Gardiner



This is the best story I have read in days!!! Thank you for sharing.

7h Like Reply Share



Author • Port Townsend South



If any of them are reading this, you dudes are awesome. I'm a former RN and we are pretty choosy about medical-related stuff and you guys were topnotch.

7h Like Reply Share



Uptown South



You are okay now, [redacted]?

3h Like Reply Share



Author • Port Townsend South





[redacted] Seem to be, thanks, [redacted]. Just have to be more careful these days, which is a drag but that's how it goes.

1h Like Reply Share

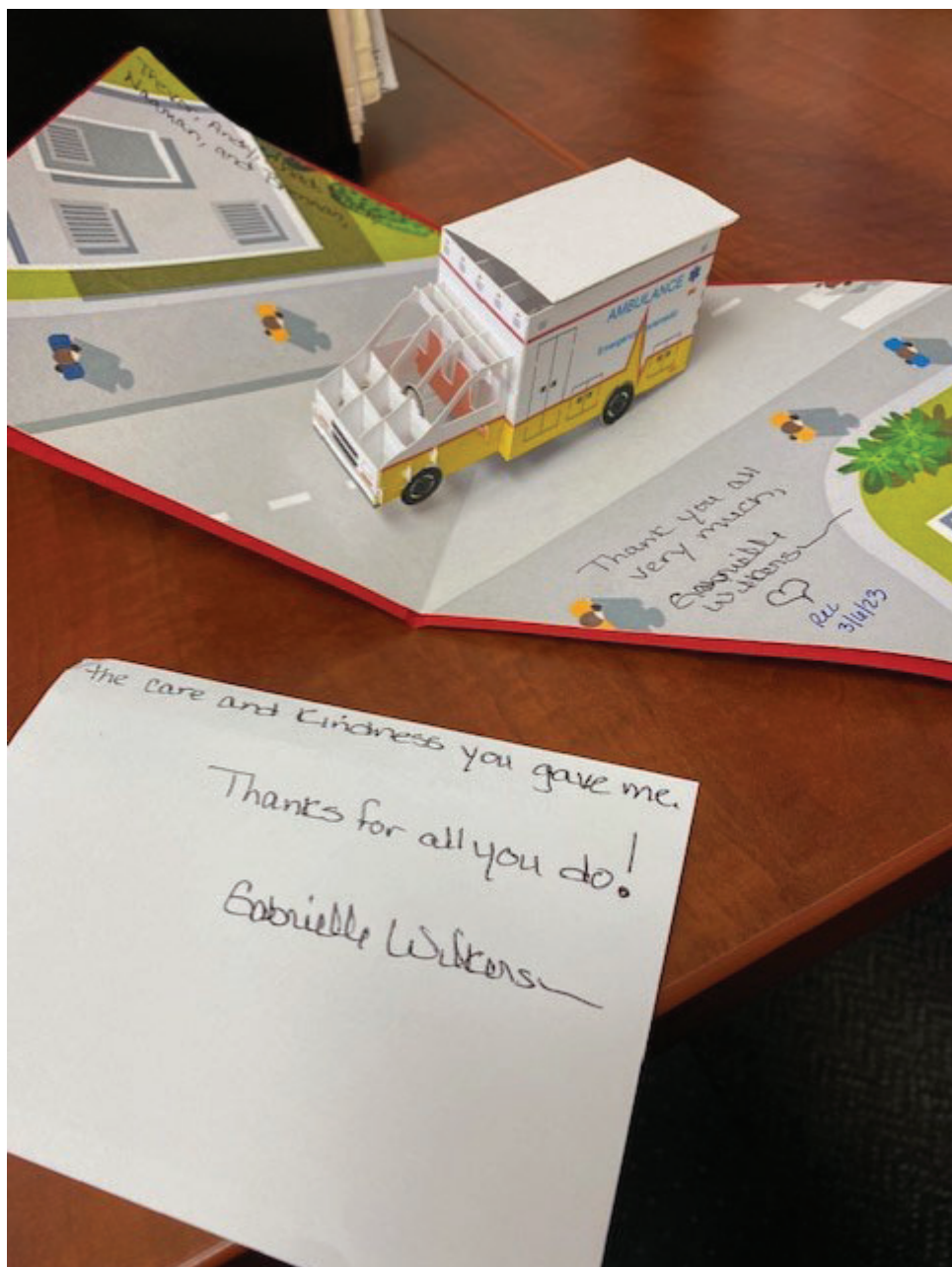




 Trevor, Andy, Chad, Zach,  
 Naaman and Brennan,

On February 10<sup>th</sup> you all responded to a 911 call to my house because I was having difficulty breathing. I want to thank you for literally saving my life. You all transported me to the ER, where I spent the next 3 days in the ICU with a Saddle Pulmonary Embolism. I appreciate

→





Overview

2023 RESPONSE SUMMARY

February 2023 Statistics for East Jefferson Fire Rescue	
Alarms	
Fires	7
Rescue/Emergency Medical	421
HAZMAT	4
Service Call/Cancelled en Route	104
False Alarm	12
<b>Total Alarms</b>	<b>548</b>
Ambulance Transports	
911 Transports	187
Inter-Facility Transports	45
<b>Total Transports</b>	<b>232</b>
<b>FIRE CARES Contacts</b>	<b>70</b>

EJFR participated in several interagency planning groups. Staff is also creating internal cadres for Training, Budget, CARES, etc.

**1. Operations and Training**

BCs continue to work on merger/integration of workforce. Cross training on equipment continues.

**2. Prevention**

Two firefighters have been assigned to modified duty and will be assigned to Fire Prevention. Inspections are ongoing with ESO inspection software.



	<p><b>3. Office &amp; Administrative</b> Several modified duty personnel are supporting the various administrative project, which is really appreciated. WSRB planning for PLFR, which will be merged with EJFR score.</p> <p><b>4. Risk Management</b> 4<sup>th</sup> Q Safety meeting, reviewed the sharps log process and accident reporting documentation.</p> <p><b>5. Planning and On-going Projects</b> Participated in JEFFCO IMT meeting in preparation for Tsunami Exercise. Station 12 punch list is being addressed with MIF.</p> <p><b>6. Information Management</b> Strategy meeting with OESD and reviewed some communication and performance gaps.</p> <p><b>7. Human Resources</b> There were no applicants for Medic One. Annual evals for executive staff continues. Two FFPM applicants were offered conditional employment, one accepted.</p> <p><b>8. Budget/Finance</b> Staff is re-engaging budget committee, prioritizing funding needs. Staff is working on SAFER application.</p>
<b>Public Relations &amp; Marketing</b>	<ul style="list-style-type: none"><li>• Interviews with local media re: Levy, CARES, etc.</li><li>• KPTZ interview <a href="https://kptz.org/2023/02/13/ejfr-chief-jeff-black/">https://kptz.org/2023/02/13/ejfr-chief-jeff-black/</a></li><li>• PL Village VOICE FIRE CARES</li></ul>
<b>Meetings &amp; Other Activities</b>	<ul style="list-style-type: none"><li>• PTPD presentation re: CARES</li><li>• Presented at ICG regarding EJFR activity summary, CARES, etc.</li><li>• Met with Apple Martine, Public Health Official</li><li>• Met with Port and EJFR Commissioner re: site development</li><li>• Met with local media</li><li>• Met new PDA CEO and reviewed site inspection program</li><li>• Ongoing meetings with Believe In Recovery</li><li>• Met with DEM's EOC Manager</li><li>• Met with PT Planning Group</li><li>• Base Station</li><li>• Several IMT meetings</li><li>• Met with Superintendent of Chimacum School District for training exercise planning</li><li>• Ludlow Village Counsel</li><li>• Meet and Confer with 2032</li><li>• CARES related meetings and workshops</li></ul>



- |   |
|---|
| <ul style="list-style-type: none"><li>• Met with various community groups</li><li>• Met with PT CM</li><li>• Met with PTPD chief</li><li>• Met with several JeffCo BOC Commissioners re: bridge closure, etc.</li><li>• BHC Meetings</li><li>• BHAC Meetings</li><li>• EMS Council</li><li>• JeffCom Board Meetings – actively recruiting for new Director. Met with Rich Dupass.</li><li>• JH inter-agency relations meeting</li><li>• Attended volunteer EMT skills at station 11 after hours</li></ul> |
|---|



# EAST JEFFERSON FIRE RESCUE

Fire Chief Bret Black    bblack@ejfr.org  
24 Seton Rd • Port Townsend WA 98368  
360.385.2626 • ejfr.org

To: Jacob Ewing - Special Projects Coordinator, Association of Washington Cities

From: Fire Chief Bret Black

Date: February 28, 2023

Subject: February Monthly Report

CARES Committee – The CARES Committee developed related SOGs and documentation in support of the CARES program. Partner agency referral processes were also developed. Pending projects for the committee include developing the CARES ride along procedures and training manual for substitute FIRE CARES personnel.

Activity Log (as of time of report submission).

- FIRE CARES continues to refine the referral processes and daily workflow.
- FIRE CARES assisted with procuring \$1600 prescription using a grant which resulted in zero cost to the CARES client.
- Continued relationship building and collaboration with individual primary care providers, Jefferson Healthcare, Olympic Area Agency on Aging, Home Health and Hospice, Warming Shelter, Sheriff Navigator, Family Navigator, Victoria Place, Recovery Café, Public Health, Emergency Management, Believe In Recovery, Adult Protection Services, and Discovery Behavioral Health's R.E.A.L. team.
- CARES has updated the Release of Information (ROI) procedure and related documentation for clients, facilitating the referral and confidentiality processes.
- Developed and refined the monthly data metrics.

70 Individual contacts - 25-new referral contact/45-follow up contact.

## Demographics

- 60- over the age of 65
- 14- Veteran

## Risk Factors

- 4- Homeless
- 1- Overdose in the last 30 days
- 9- reported behavioral health issues
- 5- reported substance use disorders
- 17- reported being hospitalized in the last 12 months

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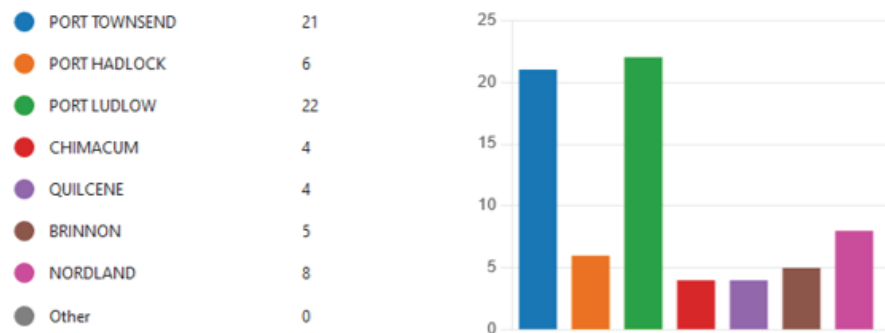
Port Hadlock    Paradise Bay    Port Townsend    Shine    Chimacum    Bridgehaven    Irondale    Mats Mats  
Kala Point    Swansonville    Port Ludlow    Cape George    Beaver Valley    Marrowstone Island    South Point

- 23- reported falling
- 16- unsafe living conditions
- 41-home health needs

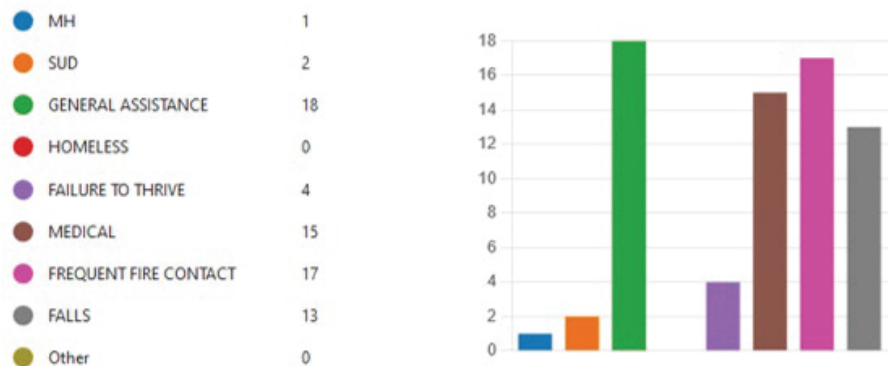
#### Connection made from referrals

- 4- mental health services
- 2-SUD services
- 9-medical equipment/mobility devices
- 3-medical office visit
- 1-detox
- 4-housing services
- 2-victim services
- 46-senior support
- 13-veteran or military assistance
- 2-transportation
- 21-home health

**Jurisdiction of residence**

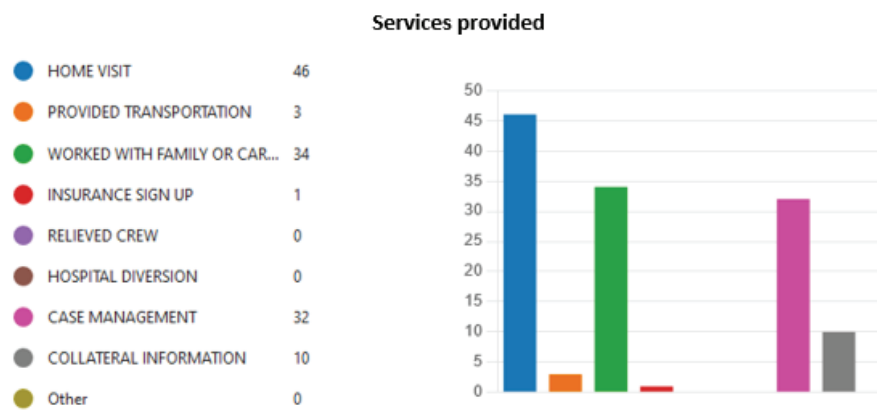


**Primary reason for referral**



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Kala Point   Swansonville   Port Ludlow   Cape George   Beaver Valley   Marrowstone Island   South Point



Logistics – None pending

Training – FIRE CARES is developing training program to plan for FF CARES practitioner to take time off.

Challenges – Referral refinement process continues.

Expenses – Invoices for expenditures are attached.

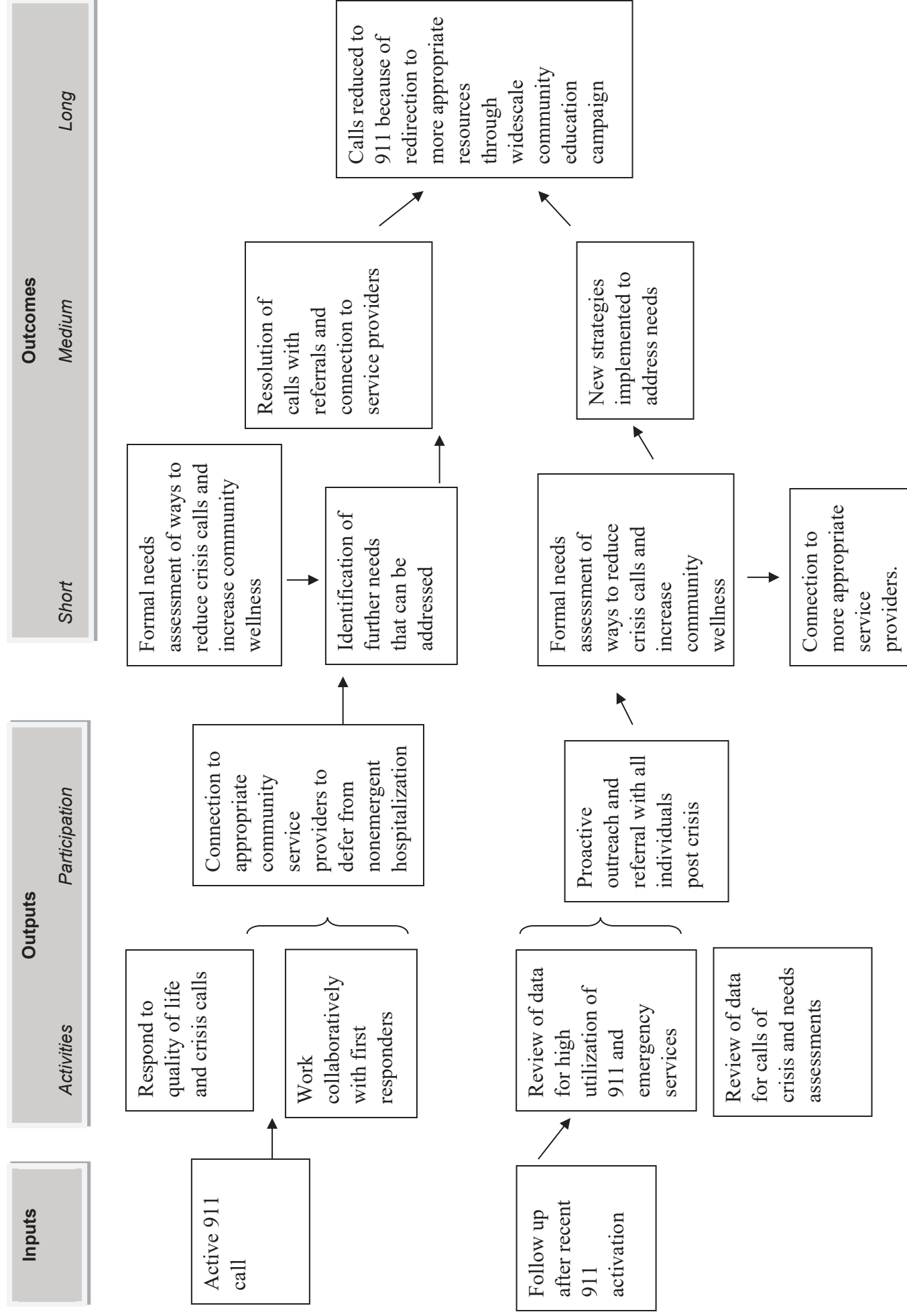
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*Kala Point   Swansonville   Port Ludlow   Cape George   Beaver Valley   Marrowstone Island   South Point*

Program: CARES Program Logic Model



## March 2023 Operations and Training Report

Submitted by: AC Pete Brummel

<b>Overview</b>	<b>Review of February and Preview of March</b> <ul style="list-style-type: none"><li>• AFG &amp; SAFER Grant Progress</li><li>• NFIRS ESO Update</li><li>• PLFR WSRB Evaluation Project</li><li>• Apparatus and Station Renumbering</li><li>• CPSE Chief Training Officer Recommendation for Approval</li><li>• Crew Force Cross-Staffing and Automatic Vehicle Locator (AVL)</li><li>• Probationary Firefighter Report</li></ul>
<b>Operations &amp; Training</b>	<ul style="list-style-type: none"><li>• <b>AFG Grant Submittal:</b> Application was submitted 2/9/23 for upgrading, replacing, adding new nozzles, appliances (hose connections, adaptors, reducers, etc.) and new tools (axes, halligan bars, flashlights, water extinguishers, etc.) for the entire fleet of fire apparatus. Revised total is \$208,274.66 with an applicant match of \$17,369. <b>SAFER Grant Progress:</b> Application is currently in progress with a significant portion of narrative requirements in addition to call volume data, etc. Due date at FEMA is Friday March 17, 2023. EJFR will submit no later than March 15, 2023.</li><li>• <b>NFIRS Reporting (ESO) Update:</b> The NFIRS data migration issue with ESO has been resolved statewide. EJFR is in compliance with all 2022 NFIRS data with the State Fire Marshal Office. We have written confirmation from ESO and NFIRS office.</li><li>• <b>WSRB (PLFR) Update:</b> WSRB has confirmed April 5, 2023 for a site visit. Committee members are finalizing data and that will be forwarded to WSRB prior to 4/5 visit. WSRB will compile EJFR and pre-merger PLFR data and produce a final WSRB rating by June 2023.</li><li>• <b>Station &amp; Apparatus Renumbering:</b> The EJFR Station and Apparatus renumbering project has full support and approval from all stakeholders (JCFA, District 4 &amp; 5, Clallam County Fire Chiefs, PenCom and JeffCom. The project timeline will be 2 months for implementation (March EJFR training, April JeffCom training) with a goal of May for "go-live"</li><li>• <b>CPSE Chief Training Officer Credential Approved for Recommendation:</b> I completed my final panel interview with Center for Professional Safety &amp; Excellence (CPSE) with a full recommendation for credentialing at the national Board of Directors meeting in April.</li><li>• <b>Crew Force Cross-Staffing and Automatic Vehicle Locator (AVL):</b> We are currently building our cross-staffing models in the "test" environment, establishing GIS for boundary lines and map updates from PenCom. Cross-staffing is defined as all units at a staffed station in response-ready position. Once a staffed unit is dispatched from quarters, the remaining units at that station are automatically placed out-of-service via CAD. AVL is the GPS locator for the unit.</li></ul>

- **Probationary Firefighter Report:**

Probationary Firefighters **Sarah Chapman** and **Alex Sviridovich** will be taking their final respective written exams and skills evaluations in March. Good luck to both!

Probationary Firefighter **Gavin Williams** has completed his 3rd section skills test and evaluations. Making great progress!

**Meetings & Commitments:**

2/1: Virtual Executive Coaching Session (Univ. of Wash.) (2 hr)

2/2: ESO PLFR Historical Data Transfer meeting (1hr)

2/2: Leadership Team meeting (30 min)

2/3: Apparatus Placard/Lettering meeting (30min)

2/7: Mandatory L&I FIIRE Program Meeting (Virtual) (2hrs)

2/7: Hiring Process meeting with HR(1hr)

2/7: CARES meeting (1hr)

2/8: KSORT Ops meeting (1 hr)

2/13: CPSE CTO Panel meeting (1 hr)

2/21: SAFER Planning and Hiring Webinar (2hrs)

2/22: Probationary Taskbook/Process meeting (1hrs)

2/27: Training Advisory Committee meeting (Virtual) (2hrs)

23%

**FIRE**  
Percentage of Total Incidents

77%

**EMS**  
Percentage of Total Incidents

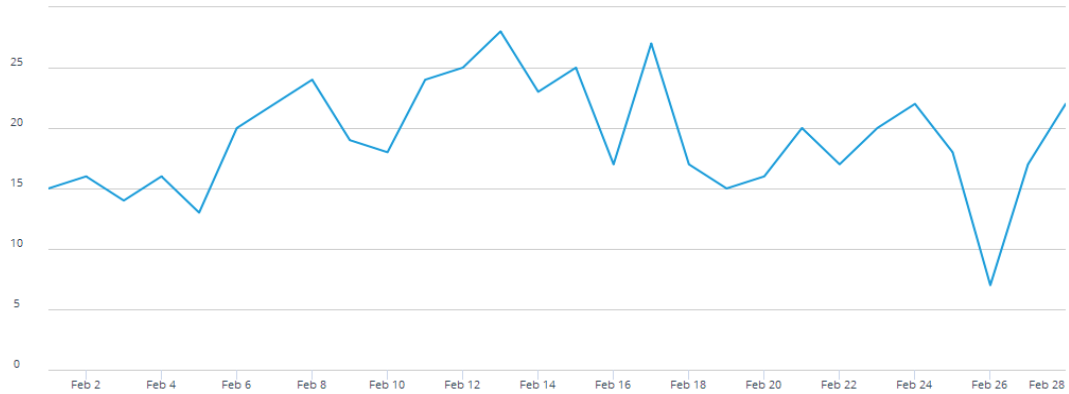
537

## INCIDENTS

In Selected Time Slice

28

**DAYS**  
In Selected Time Slice



Counts

[illegible]

## **Assistant Chief's - Monthly Board Report**

Reporting Period: **March 2023**

Submitted by: **Assistant Fire Chief Brian Tracer**

<b>Facility &amp; Apparatus Overview</b>	<p style="text-align: center;"><b><i>STATIONS</i></b></p> <p><b>Station 16 Port Townsend –</b> - Parts ordered and installed for the plymovent exhaust extractor for the ladder truck. Air Exchange also performed the yearly service on the entire exhaust system. Cost \$TBD</p> <p><b>Station 15 Jacob Miller</b> - Air Exchange performed the yearly service on the plymovent exhaust extractor system. Cost \$ TBD</p> <p>-Goodman Septic to clean septic filters. Cost \$ TBD</p> <p><b>Station 14 Cape George –</b> -Nothing to note.</p> <p><b>Station 13 Air Port –</b> -Nothing to note.</p> <p><b>Head Quarters–</b> -Nothing to note.</p> <p><b>Harrison House – Smallwood</b> -Nothing to note.</p> <p><b>Station 12 Marrowstone Island –</b> -Gutters- Giraffe gutters have installed gutters on the modular. Cost \$ TBD</p> <p>-All weather roofing will add the missing flashing on both ends of the modular. They will also look over the installation of the roof and ensure all is good. Cost \$ TBD</p> <p>-Modern Fire Protection working on planning and permits for the required sprinkler system within the modular. Cost \$ TBD</p>
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## Assistant Chief's - Monthly Board Report

	<p><b>Station 11 Chimacum –</b> - Airflow still waiting on blower fan parts for the one propane heater in the apparatus bay. 8-11 more days before parts are to be shipped from the factory. Cost \$ 2338.71 Airflow</p> <p>- Air Exchange performed the yearly service on the plymovent exhaust extractor system. Cost \$TBD</p> <p><b>Station 31 Port Ludlow</b> -Fuel to the diesel tank needed. Working out merger issues related to all staff having access, card lock programing and frequency of fuel delivery vs. auto fuel delivery. Cost \$TBD</p> <p><b>Station 32 Paradise Bay</b> -Nothing to note.</p> <p><b>Station 33 South Point.</b> -The heat pump was turned off after metal grinding sounds were heard coming from the unit. Home Comfort Alliance was contacted to trouble shoot and fix the issue. Cost \$TBD</p> <p>- Air Exchange performed the yearly service on the plymovent exhaust extractor system.</p> <p style="text-align: center;"><b><i>APPARATUS</i></b></p> <p>-Invoice reports form North Kitsap are attached.</p> <p>-With the addition of two international chassis ambulances our mechanics do not have the computer program needed to run computer diagnostic scans and or checks to troubleshoot issues when the check engine light comes on. Currently the apparatus has to be taken or towed to Tacoma to an International dealership. North will be purchasing the needed program to help troubleshoot issues prior to transporting or towing to the International dealership. Cost \$6,099</p> <p>-Tender 12 - Tender 12 (1993 International/Randco) was being driven to get drive time hours for new volunteers. They stopped at Station 15 and discovered the truck was leaking hydraulic fluid. Upon further investigation, they found a hydraulic hose was rubbing on the driveline and had worn through causing the leak. The valve on the hydraulic tank was closed to stop the leak. NKFR was advised and requested to fix. Upon further investigation, NKFR discovered the large industrial zip ties that were holding the hose up had melted. It was also noticed the PTO hydraulic</p>
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## Assistant Chief's - Monthly Board Report

	<p>pump that operates the fire pump was discolored from getting hot. Further investigation discovered the truck was in pump gear while being driven to Sta. 15. The indicator light to show the pump was engaged, had burned out and the truck was driven with the pump engaged. A new hydraulic pump was ordered, as it was burned up. When NKFR went to install the new hydraulic pump, it was discovered the hydraulic system was contaminated with meatal debris from the pump coming apart internally caused by overheating. The entire hydraulic system will need to be replaced (pump, motor that operates the fire pump, hydraulic cooler and hoses). The truck was taken to Randco to get an estimate on replacing the hydraulic system. It is still at Ranco. They are working on a quote. Cost\$ TBD</p> <p style="text-align: center;"><b><i>Marine 16 “Guardian” &amp; Marine 14 “Volunteer”</i></b></p> <p><b>-Guardian</b> Maintenance completed. Guardian is back in the water. Cost \$ TBD</p> <p><b>-Volunteer.</b> Nothing to note.</p> <p><b>-Marine 31</b> Reported as needing bottom paint. A quote for new bottom paint is being obtained. Cost \$ TBD</p>
	<p style="text-align: center;"><b><i>INSPECTIONS</i></b></p> <p>-Our light duty staff is currently performing inspections. -1951 Water St. Community Connections</p> <p style="text-align: center;"><b><i>Plan Review Meetings (CAM) and Other Related Issues.</i></b></p> <p><b><i>County</i></b> -MLA22-00100 Road naming criteria and review -PRJR2023-00001, SDP2022-00020, and ZON2022-00037</p> <p><b><i>City</i></b> -PRE22-013 Jefferson Health Care Expansion – Continuing -Street improvement project -LUP23-014 -LUP20-057 Burgler Critical Areas Permit -LUP23-002 1033 U Street B&amp;B -LUP20-057 - Responses to Public Comment -CAM22-079 Green Hancock &amp; 1st</p>

**Assistant Chief's - Monthly Board Report**

	<p style="text-align: center;"><b><i>COMPLAINTS</i></b></p> <p>-3000 San Juan Ave. Resident complained about the individual smoke detectors in her apartment being out of manufacture recommended operational date, fire extinguishers not being inspected and windows in hallways being locked. The complainant was informed a life safety inspection was completed last July /Aug and a re- inspection was completed to ensure follow up on the deficiencies noted at the time of the inspection. All fire extinguishers are current. I also spoke with the manager who is aware of the individual smoke detectors in the apartments being outside the manufactures recommended date. He will be working in the next month to change all.</p> <p style="text-align: center;"><b><i>SPEICEL EVENT - REVIEW</i></b></p> <p><b><i>County</i></b> -Nothing to note.</p> <p><b><i>City</i></b> -Thing 2023</p> <p style="text-align: center;"><b><i>BURN PERMIT</i></b></p> <p>-03.03.23.1 – Seattle Dr. Port Ludlow -02.23.23.1 – 1211 South Point Rd.</p> <p style="text-align: center;"><b><i>FIRE INVESTIGATION</i></b></p> <p>-170 Eaglemount Rd.</p>
<b>Training</b>	-Nothing to note.
<b>Public Relations &amp; Marketing</b>	-Nothing to note.
<b>Meetings &amp; Other Events</b>	<p>-A new program purchased and installed which ties into the City's new Smart gov rms system for information, comments and FM review of city pre plans.</p> <p>-Burn Ban discussions with Chief Svetich.</p> <p>-ESO conversations related the merging of contracts and yearly billing including merging and historical records for PLFR.</p> <p>-Online burn permit conversations.</p> <p>- SB 5755 banning drones for use by any government in Washington State</p> <p>-Met with City Building Official to catch up on all things occurring within the City.</p> <p>-State UWI code has been published now law suit by the BIAW against the UWI and the new energy codes. More to come.</p> <p>-Homeowner requests for Insurance questions on nearest hydrant, nearest fire station.</p> <p>-Crew leads for wildland starting to spool up required training in prep for the 2023 season.</p> <p>-DNR Phase 3 wildland grants open. Crew leads are working on the application.</p>

**Assistant Chief's - Monthly Board Report**

	-Driveway standards proposed by the County. - Transport Chief's truck to FCI north bend for unfitting.
<b>Other</b>	Vacation 10 days

Date Prepared: 3/3/23

Subject: PIO/PES/Human Resource Report

Prepared By: Emily Stewart

<b>Meetings &amp; Training:</b>	<ul style="list-style-type: none"> <li>• 2/1 4<sup>th</sup> Qtr 2022 Safety Mtg</li> <li>• 2/2 ESO Merge Mtg</li> <li>• 2/7 CARES Mtg</li> <li>• 2/14 Sta 11 IT tour</li> <li>• 2/15 BOC Meeting</li> <li>• 2/16 Secretaries &amp; Commissioners Mtg</li> <li>• 2/21 FF Candidate test review</li> <li>• 2/28 HR Mtg</li> <li>• 2/28 Mock Executive Interview</li> </ul>
<b>Presentations / Tours/Other</b>	<ul style="list-style-type: none"> <li>• 2/9 PL Preschool Visit</li> <li>• 2/18 Sta 15 Ride Along</li> <li>• 2/20 Sta 15 Ride Along</li> <li>• 2/22 Sta 15 Ride Along</li> <li>• 2/28 Sta 16 Ride Along</li> </ul>
<b>Media Engagement:</b>	<ul style="list-style-type: none"> <li>• Facebook – <b>Post Reach: 4,891 Post Engagement: 1,655 - 2,680 followers</b></li> <li>• Twitter – <b>828 Followers</b></li> <li>• Instagram – <b>Likes: 92 – 506 Followers</b></li> <li>• 2/17 Hwy 104 MVC (Keppie)</li> <li>• 2/27 Volunteer Test Announcement</li> </ul>
<b>Human Resources:</b>	<ul style="list-style-type: none"> <li>• 2/15 FF/EMT &amp; FF/PM Test</li> <li>• 2/23 FF/PM Practical testing &amp; Interviews</li> <li>• 2/24 FF/PM Chiefs Interviews</li> <li>• <b><i>A job offer was extended and accepted by one FF/PM applicant</i></b></li> <li>• FF/EMT testing/interviews for 21 applicants are scheduled for 3/14 &amp; 3/15</li> <li>• Currently we have five approved positions and/or vacancies with one offer accepted</li> <li>• Preparations for a LT promotional exam announcement</li> <li>• Preparations for Volunteer Testing/On-boarding (March 22<sup>nd</sup> &amp; 29<sup>th</sup>)</li> </ul>

**Date:** 2/1/23-2/28/23**Subject:** *Finance Report***Prepared By:** *Terri Ysseldyke-All*

<b>Overview</b>	<ul style="list-style-type: none"><li>• Treasurer’s Report reconciled</li><li>• 9 record requests</li><li>• Ambulance Transport audit</li><li>• Payroll audit</li><li>• Billing</li><li>• Credit Card Policy Review</li><li>• District Annual Report Data Mining</li></ul>	<div><b>February IFTs</b>  2023 – 45 2022 – 54 2021 – 45 2020 – 53 2019 – 59 2018 – 56</div>
<b>Meetings and Other Events</b>	<ul style="list-style-type: none"><li>• 2/15/2023 Board Meeting</li><li>• 2/16/2023 Secretaries &amp; Commissioners Meeting</li><li>• Leadership Team Meetings every Thursday</li><li>• Several meetings with Tanya Cray to coordinate PLFR integration</li><li>• 2/22/2023 Webinar – EMS in Critical Condition – Analysis of National Survey on EMS Economics &amp; Operations</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• </li></ul>	

## February 2023 Board Report

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**Date:** February 28, 2023

**Subject:** *MSO Report*

**Prepared By:** *Tammy Ridgway*

<b>MSO Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Monthly meeting with JGH for quality control</li><li>• Weekly leadership meeting</li><li>• Weekly meetings with Dr. Carlbom</li><li>• EMS Council</li><li>• CARES Team weekly meeting</li><li>• New Hire Testing Process Meeting</li><li>• Future of CPR meeting with Chief Black and Lt Bergen</li><li>• Meet with a potential new volunteer</li></ul>
<b>MSO 911 Responses</b>	<ul style="list-style-type: none"><li>• 7 Call responses</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• EMS connect and other required trainings</li><li>• Volunteer Drill CPR</li><li>• Code Stat Training</li><li>• Base station</li><li>• Volunteered time for teaching CPR at the county EMS training</li><li>• ESO refresher training with A shift</li></ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"><li>• Supplies/Medications/Controlled substance audits</li><li>• QA/QI</li><li>• Two CPR classes</li><li>• Paramedic practical exam and interview process</li></ul>
<b>Planning, ongoing projects and correspondence</b>	<ul style="list-style-type: none"><li>• Leave at home Narcan program</li><li>• Code stat reports</li><li>• Developing a workable CPR program</li></ul>

Date: 3/1/2023

Subject: Battalion Chief 11 Report

Prepared By: Jason MacDonald

<b>BC 11 Administrative Meetings</b>	<ul style="list-style-type: none"> <li>• Daily Shift meetings</li> <li>• Once per tour visit to all stations for crew contact and assistance</li> <li>• Meeting with 101 regarding staffing</li> <li>• Staffing presentation to BOC</li> </ul>
<b>BC 11 911 Responses</b>	<ul style="list-style-type: none"> <li>• "A" Shift responses 186</li> <li>• BC11 responded to 16 incidents in the last month</li> <li>• 5 MVC's</li> <li>• 1 CPR, 1 Assault</li> </ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"> <li>• Shift level training 261 hours completed by the Shift</li> <li>• CPR Code Drills</li> <li>• EMS Major Trauma Drill</li> <li>• Rescue 42 Review</li> <li>• Ladder Truck Spotting with setup</li> <li>• EMS connect</li> <li>• Base station</li> <li>• Continue Cross training employees</li> <li>• Preplanning</li> </ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"> <li>• Shift based training oversight and compliance</li> <li>• Staffing and Callbacks</li> <li>• Update Preplan PT Paper Corp Facility for water supply issue</li> <li>• Staffing presentation to BOC</li> <li>• Inspections 3 scheduled days 2 completed due to high call volumes</li> </ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"> <li>• LT Task book with FF/PM Pulido</li> <li>• LT Task Book issued to FF Secondez</li> <li>• Refresher (RT130) For all shifts is in the works for March (TBD LT Sanders).</li> <li>• DNR Grant Phase #1 opening in March Lt Sanders looking into needs</li> <li>• Plan for MCO training in March</li> <li>• Sviridovich final Probationary assessment March 20<sup>th</sup></li> <li>• Cross staffing and crewforce (Lt. Kauzlarich)</li> <li>• SCBA Compressor install Station 15 Early March (R. Grimm)</li> </ul>

Program Budgets Update	Program Budget	BARS	Amount	Spent	Remaining
	CrewForce (Kauz)	522 20 41 0200	\$26,000.00	\$0.00	<b>\$26,000.00</b>
	Radios (Kauz)	522 20 42 0102	\$24,000.00	\$0.00	<b>\$24,000.00</b>
	SCBA (B. Grimm)	522 20 31 0300	\$52,953.55	\$2,891.14	<b>\$50,062.41</b>
	Wildland (Sanders)	522 20 35 0050	\$22,000.00	\$0.00	<b>\$22,000.00</b>
	Wellness (Walker)	522 20 41 0600	\$4,500.00	\$365.49	<b>\$4,134.51</b>

**Date:** March 6th, 2023

**Subject:** *BC-12 Report*

**Prepared By:** *Justin Clouse*

<b>BC Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift Meetings</li><li>• At least once per tour visit to PLFR for crew contact and assistance</li><li>• Weekly administrative staff meetings</li><li>• Probationary Employee Performance Meetings</li><li>• Chief Officers Operations Meeting</li></ul>
<b>BC 911 Responses</b>	<ul style="list-style-type: none"><li>• Responded to 6 incidents in August (on vacation several shifts)</li><li>• Established or assumed command of 4 of those incidents</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• Daily Shift level training</li><li>• EMS Connect</li><li>• Blue Card</li><li>• Probationary Manual with a New Hire</li><li>• Acting Lieutenant Task Book with a Sr. FF</li></ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"><li>• Shift based training oversight and compliance</li><li>• Staffing and callback</li><li>• Run Shift Training reports</li><li>• ESO report review</li><li>• Probationary Firefighter Task Book</li><li>• Probationary Employee Testing</li><li>• Apparatus orientation training for EJFR &amp; PLFR</li><li>• Ladder truck training for probationary employees</li></ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"><li>• Training Committee</li><li>• Training ground sight plan</li><li>• IFSAC Testing Technical Advisory Committee</li><li>• IFSAC testing- Multiple upcoming IFSAC tests</li></ul>

**Date:** 3/5/2023

**Subject:** *Battalion Chief 13 Report*

**Prepared By:** *Justin Fletcher*

<b>BC 13 Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift meetings</li><li>• Meeting with and contacting Volunteer Applicants</li></ul>
<b>BC 13 911 Responses</b>	<ul style="list-style-type: none"><li>• Responded to 17 incidents in February, several significant MVA's.</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• Shift level training (C Shift completed 277 hours)</li><li>• Cross training on "new" apparatus for all members</li><li>• Preparation for FF Chapman end of probation exams</li></ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"><li>• Staffing and Callback</li><li>• Movement of apparatus for servicing</li></ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"><li>• Completed additional paperwork and finalized hose/ladder/nozzle testing</li></ul>
<b>Volunteer Program</b>	<ul style="list-style-type: none"><li>• Review and editing of Policy 1000 and SOG's 1000a, 1000c, 1000d and 1000i</li><li>• Scheduled Volunteer Testing on 3/22 and 3/29</li><li>• Hours spent contacting volunteer applicants</li><li>• Enrolled two interns into FFI/II Hazmat Awareness/Ops Academy to begin on 3/13</li></ul>



# EAST JEFFERSON FIRE RESCUE

## POLICY

Title of Policy: Purchasing

Policy Number: 6006

Date of Implementation: 3/17/21

Replaces: Policy 706, SOG A04-03, 12/17 version

Signature of Approval:

Date:

### SECTION 1.0 PURPOSE

It is the purpose of this policy to provide direction to the process of purchasing of goods and services by the District in order to maintain an accountable procurement process. It is also the intention of the board to allow for the flexible application of this policy & following guidelines for more efficient and cost effective purchases where their strict application would not be in the District's best interest.

### SECTION 2.0 DEFINITIONS

**Budget:** The formally adopted budget of the District

**Emergency:** Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).

**Designated Purchasing Cooperatives:** The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.

- **KCDA:** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.
- **State Purchasing Cooperative:** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.
- **Department of Information Services:** The Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software and information services through the Department of Information Services complies with the statutory bidding and procurement requirements.
- **Houston Galveston Area Council (H-GAC):** H-GAC's Cooperative Purchasing Program, known as HGACBuy, was established pursuant to Texas Interlocal Cooperation Act [Texas Local Government Code, Title 7, Chapter 791]. The Act allows local governments and certain non-profits to contract or agree under the terms of the Act to make purchases or provide purchasing services and other administrative functions appropriately established by another government entity. The Interlocal Contract (ILC) is the required legal

document that establishes a link between the End User (local governments and certain non-profits) and HGACBuy, and gives the End User access to HGACBuy contracts.

HGACBuy contracts are established based on the requirements of [Texas Local Government Code, Chapter 252]. Products and services are contracted after having been subjected to either a competitive bid (IFB) or competitive proposal (RFP) process. Contracts are blanket type, usually for a term of two or three years. Use of HGACBuy for purchases by any End Users is strictly at the discretion of that entity. End Users issue their purchase orders to and pay directly the HGACBuy Contractor.

**Bid Exemptions:** RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.

**Lowest Responsible Bidder:** The lowest bidder on a competitively bid purchase of equipment, material or supplies or a public work as determined by the statutory criteria established under RCW 43.19.1911.

**Public Work:** Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

**Cooperative Purchase:** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

**General Expenditures:** Minor expenditures for the ongoing operations of the Department. Typical general expenditures would include office supplies, vehicle maintenance supplies, cleaning and household supplies.

**Program Expenditures:** Expenditures for the ongoing operations of specific programs. Typical program expenditures are radios and radio parts, EMS supplies, vehicle parts, training supplies and props, protective clothing and uniforms. Purchases that exceed these limits shall be approved by the fire chief or designee. Expenditure limitations:

- Administration (Fire Chief, Assistant Chiefs, Battalion Chiefs, Business Manager, Finance Manager, District Secretary and MSO) shall be \$5,000.
- Non-assigned Travel Cards (used for State Mobilization, and Department of Natural Resource deployments) shall be \$5,000
- Officers (Lieutenants, Administrative Clerks, other line personnel) shall be \$1,000

Purchases that exceed these limits shall be approved by the fire chief or designee. Expenditures not approved via the budget in excess of these limits require approval of the Board of Commissioners.

**Administrative Expenditures:** Expenditures for the ongoing administration of Fire and EMS services offered by the Department. Typical Administrative expenditures include professional services, EMS billing contracts, other service contracts and insurance premiums.

**Payroll expenditures:** Expenditures for the salary and benefits of administrative and career employees, Commissioners, and volunteer stipends.

**Vehicle Purchasing:** Shall be in accordance with procurement process stipulated in RCW 52.14.110 and 54.14.120.

### SECTION 3.0 POLICY

The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. Expenditures within specified budgetary limits shall not require any further Board

approval beyond the approval of the budget. Purchases of goods or services outside of budgetary limits shall require approval by the Board.

Purchases made using a Bid Exemption shall require formal action of the Board in the form of a Resolution approving use of the Bid Exemption.

The Fire Chief, or in the Fire Chief's absence an Assistant Fire Chief, shall approve all budgeted purchases of goods or services in excess of \$10,000.00. The Fire Chief shall notify and inform the Board of all purchases or contracts with a value in excess of \$50,000.00.

The Finance Manager, or Finance Manager's designee shall approve all budgeted purchases of \$10,000 or less.

In the event of an emergency the Fire Chief, or in the Fire Chief's absence an Assistant Fire Chief, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board. In the absence of the Fire Chief and Assistant Fire Chiefs, the Finance Manager may make an emergency purchase within budgetary limits but in excess of the \$10,000 limit.

#### **SECTION 4.0 RELATED SOG'S**

- See following SOG's beginning with 6006a



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 6006a

Purchasing Procedures

#### **SECTION 1.0 PURPOSE**

It is the purpose of this policy to provide guidelines for the purchase of goods and services by the District in order to maintain an accountable procurement process.

#### **SECTION 2.0 PURCHASING PROCEDURES**

**2.1** Purchases under \$10,000: No statutory process requirements. Staff shall use commercially reasonable means to make such purchases.

**2.2** Purchases from \$10,000 to \$50,000: Purchases must be made from one of the District's Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable.

If purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$50,000.

**2.5** Purchases over \$50,000: Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.

#### **SECTION 3.0 PURCHASE ORDERS/APPROVALS**

**3.1** Purchase Orders: All purchases exceeding program expenditure limits, except for those involving existing contracts or open purchase orders, shall be made with a purchase order or written approval. Open purchase orders will be used on an annual basis. Purchase orders and approval processes are intended to encumber funds. Warrants or department credit cards shall be used for the actual payment. Employees may produce purchase orders per established instructions.

The Department will maintain a number of open signature accounts with vendors. Designated employees will be allowed to purchase items within their spending limitations by signing receipts for purchase and submitting a Small Purchase Tracking form.

**3.2** Credit Card and Account Card Purchasing: See SOG 6010a

**3.3** Fuel Cards: Fuel cards may be issued when individuals leave the district in a department vehicle. The cards may be checked out from the Admin office.

#### **SECTION 4.0 PUBLIC WORKS**

**4.1** Insofar as practicable, purchases and any public works by the District shall be based on competitive bids. A formal sealed bid procedure shall be used as standard procedure for purchases and contracts for purchases executed by the Board of Commissioners. Unless otherwise authorized by the Board of Commissioners purchases in excess of \$10,000 - \$50,000 must follow one of the following procedures: (1) Public Bidding, (2) Purchase from the State of Washington Vendor list, (3) Purchase through established contract, (4) Purchase through intergovernmental contract to take advantage of competitive pricing from another jurisdiction.

Open Competitive Bidding For purchases requiring competitive bidding, the District shall purchase

supplies, materials, and equipment from the lowest responsive bidder, provided that the District reserves the right to reject any and all bids and call for new bids. The District also reserves the right to waive procedural irregularities. The following factors, in addition to price, may be taken into account by the Board of Commissioners in determining the lowest responsive bidder:

- a. Any preference provided by law to Washington products and vendors
- b. The best value, considering the quality of the supplies, materials and equipment to be purchased
- c. The conformity of the supplies, material and equipment to the District specifications
- d. The purpose for which the supplies, materials and equipment are required
- e. Time of delivery of the supplies, materials and equipment
- f. The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- g. Such other information as may have a bearing on the decision to purchase the supplies, materials and equipment.

#### **4.2 Public Works**

- a. Notice of the call for bids shall be given by publishing the notice in a newspaper of general circulation within the district at least thirteen days before the last date upon which bids will be received. If no bid is received on the first call, the Commissioners may re-advertise and make a second call, or may enter into a contract without a further call.
- b. A public work involving three or more specialty contractors requires that the district retain the services of a general contractor as defined in RCW 18.27.010.
- c. A low bidder who claims error and fails to enter into a contract with a fire protection district for a public works project is prohibited from bidding on the same project if a second or subsequent call for bids is made for the project.

**4.3** Public Works projects under \$20,000: No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such Public Works. Public Works contracts will require prevailing wages when required.

**4.4** Public Works projects from \$20,000 - \$300,000: The District shall establish and use a Small Works Roster established with MRSC Rosters.

**4.5** Public Works projects over \$300,000: Formal Sealed bidding shall be used except in case of an emergency.

#### **4.6 Competitive Bidding Exemptions**

Formal sealed bidding shall not be required for:

- a. The purchase of any materials, supplies, or equipment if the cost will not exceed the sum of \$10,000. However, whenever the estimated cost does not exceed \$50,000, the Commissioners may by resolution use the process provided in RCW 39.04.190 to award contracts
- b. Contracting for work to be done involving the construction or improvement of a fire station or other buildings where the estimated cost will not exceed the sum of \$300,000 which includes the costs of labor, material, and equipment;
- c. Contracts using the small works roster process under RCW 39.04.155
- d. Any contract for purchases or public work pursuant to RCW 39.04.280 if an exemption contained within that section applies to the purchase or public work.
- e. Purchases that are clearly and legitimately limited to a single source of supply
- f. Purchases involving special facilities or market conditions
- g. Purchases in the event of an emergency
- h. Purchases of insurance or bonds
- i. Public works in the event of an emergency

#### **4.7 Sole Source Declaration**

Updated 3/15/23

SOG #6006a Purchasing Procedures

Page 2 of 4

In order to conform with the declaration of a sole source provider, Sole Source Request and Sole Source Justification Forms will be completed and presented to the Board of Commissioners for consideration. The Sole Source Justification Form includes the following categories:

- a. Compatibility to existing District standard or to existing equipment, inventory, systems, data, programs, or service
- b. Licensed or patented product with only one dealer
- c. Authorized Service Provider, Repair, and/or Warranty Services
- d. Unique Design
- e. Used Item
- f. Delivery Date
- g. Project or Research Continuity
- h. Requirement by Funding Source
- i. Legal Monopoly
- j. Other

#### **SECTION 4.0 SERVICES – ARCHITECT AND ENGINEER**

The District shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

#### **SECTION 5.0 SERVICES – TELECOMMUNICATIONS AND DATA PROCESSING**

If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

#### **SECTION 6.0 SERVICES – OTHER**

No statutory procedures required. District staff shall use commercially reasonable means to identify and contract with service providers.

#### **APPENDIX**

- **SAMPLE sole source justification form**
- **SAMPLE sole source request form**

EFFECTIVE DATE: 12/20/17	REPLACES:	Policy 129 Policy 706 SOG A04-03
FIRE CHIEF:		



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 6006b

Travel Expenses

#### SECTION 1.0 PURPOSE

- 1.1 To establish guidelines and procedure to ensure reimbursement of travel expenses for approved travel.
- 1.2 To establish standard expense limitations.
- 1.3 To define what an approved travel expense shall be.

#### SECTION 2.0 PROCEDURES

- 2.1 Employees requesting travel reimbursement or advancement for conference, training, seminar or other Department related events, shall first request approval for attendance through the Training and Operations Division.
- 2.2 Employees requesting travel advancement for approved travel shall submit a travel expense voucher form to the District Secretary a minimum of 30 days prior to the travel.
- 2.3 Lodging, air travel car rental and other miscellaneous approved expenses may be paid by a Department credit card if approved by the Fire Chief.
- 2.4 Whenever possible the District shall be invoiced for the cost of lodging, registration, tuition and travel.
- 2.5 Employees requesting reimbursement for approved travel shall complete a Department Travel Expense Voucher form. The completed Department Travel Expense Voucher shall be submitted to the District Secretary to be included in the monthly voucher approvals by the Board of Commissioners. Employees shall keep copies of their receipts and forms for their own records.
- 2.6 Travel expense vouchers will be approved by the Fire Chief or his designee

#### SECTION 3.0 DEFINITIONS

Approved Expenditure shall be defined as: Registration, tuition, learning materials, lodging, meals and transportation. Purchase of alcohol during travel on Department business will not be approved for reimbursement. Expenditure limits shall be in compliance with this guideline.

#### SECTION 4.0 EXPENDITURE RATES

- 4.1 Payments for expenditures shall be made as follows:
  - a. **Lodging:** Maximum allowable will be consistent with the most current Per Diem Rate schedule as established by the Washington State Auditor's Office, Office of Financial Management Accounting Division or approved by the Fire Chief or the Board of Commissioners. Lodging expenses shall be for the nightly room rate, applicable taxes and fees only. Under no circumstances shall the credit card be used for incidental purchases (movies, mini-bar, etc.). The employee shall use his/her personal credit card for such

- purchases.
- b. **Meals:** Maximum allowable for each meal will be consistent with the most current Per Diem Rate schedule as established by the Washington State Auditor's Office, Office of Financial Management Accounting Division.
  - c. **Gratuity:** A gratuity for a server or meal delivery person (up to 20% of the cost of the meal including tax) is considered an approved public expense as a reasonable and necessary cost for such service.
  - d. **Mileage:** The current rate as established by the Washington Office of Financial Management.
  - e. **Other:** Other expenses shall be pre-approved. Examples of other expenses would be ferry fees, car rentals, tuition, registration fees, and required learning materials.

#### SECTION 5.0 CREDIT CARD CHECK OUT

- a. See SOG 6010a

EFFECTIVE DATE: 12/20/17 – **Updated 3/23**

REPLACES:

Policy 707  
SOG A99-02

FIRE CHIEF:



## **EAST JEFFERSON FIRE RESCUE**

### **POLICY**

Title of Policy: Credit Card Use

Policy Number: 6010

Date of Implementation:

Replaces: NEW

Signature of Approval:

Date: 3/15/23

### **SECTION 1.0 PURPOSE**

The purpose of this policy is to provide guidance for the use of District credit cards.

### **SECTION 2.0 POLICY**

It is the practice of the District to issue a credit cards for various District related business activities including travel, business meeting meals, various supply purchases including, but not limited to, office supplies, personal protective gear, station and vehicle maintenance/ supplies, EMS gear/supplies, public outreach equipment/supplies, and meeting provisions. District cards are also used for services to support District business as needed.

### **SECTION 3.0 AUTHORIZED USE**

Credit cards are issued to the Fire Chief, Assistant Fire Chiefs, Battalion Chiefs, MSO, District Secretary, Finance Manager, Business Manager and Lieutenants. Other District employees may be issued a card as determined necessary by the Fire Chief.

### **SECTION 4.0 RELATED SOG'S**

- See following SOG 6010a



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 6010a

Credit Card Uses

#### **SECTION 1.0 PURPOSE**

- 1.1** To establish guidelines and procedures to ensure the correct use of credit cards.
- 1.2** To establish credit card accountability.
- 1.3** To establish credit card safeguards.
- 1.4** To establish standard expense limitations.

#### **SECTION 2.0 PROCEDURES**

Credit cards are issued to Admin staff, Battalion Chiefs and Lieutenants for supply purchases and District business. Other employees leaving the area for department authorized training or wildland deployment, may check out a credit card for certain approved purchases. It is the cardholder's responsibility to obtain itemized transaction receipts from the vendor each time the credit card is used. Original receipts must be turned in to Admin staff.

- 2.1** Cards are to be kept/maintained in a secure location by the cardholder at all times.
- 2.2** Any person checking out a credit card must contact Admin staff or the Battalion Chief to obtain the card. Credit card numbers given out over the phone or electronically sent are discouraged.
- 2.3** A lost or stolen/compromised card shall be immediately reported to the Battalion Chief and Admin staff by the cardholder so that the card can be cancelled. If a criminal element is suspected, the employee shall then notify the law enforcement agency having jurisdiction where the compromise, loss, damage or destruction occurred and request a report be completed (criminal or informational report). The employee shall request a copy of the report be sent to the District when it is completed, or obtain the Case Number, Law Enforcement Agency name/address/phone number. The employee shall then complete a District incident report making note of the status of the Law Enforcement Agencies information/case number.

The Fire Chief will then determine and must authorize the re-issuance of a new card. The Fire Chief shall base his/her decision on the conditions, facts and/or circumstances surrounding the original credit card's compromise, loss, damage or destruction.

- 2.4** Cards that are "checked out" are for pre-approved travel or deployment related purchases only, such as fuel, vehicle/apparatus repair, tolls or ferry crossing. Under no circumstance is the card to be used for personal or non-EJFR expense, even if the employee intends to reimburse EJFR for the personal or non-approved expense.
- 2.5** Cardholders must comply with all EJFR purchasing and travel policies/guidelines (see SOG 6006a & 6006b.)
- 2.6** Charges made on an EJFR credit card shall be supported by adequate records which clearly establish that they were (1) ordinary and necessary; (2) reasonable in amount; and (3) incurred for a valid

purpose. Receipts shall contain a detailed/itemized accounting of expenses. Meal receipts are required to be detailed and include a listing of items ordered and individuals. Alcohol is not an allowable purchase.

**2.7** The Admin Staff or Battalion Chief will complete the credit card check out process by documenting the following on the Credit Card Check-Out/Check-In form which shall include the following information:

- a. Member Name
- b. Card Name
- c. Purpose/Reason
- d. Date Issued
- e. Issued By (Name)
- f. Received By (Name)
- g. Date
- h. Supporting Documents and Receipts

**2.8** District personnel issued a credit card or “checked out” credit card are solely responsible for its safeguarding and security. The credit cards shall be reconciled every month before the bill is paid. The reconciliation shall be completed by the Business Manager or his/her designee. The reconciliation shall include a comparison/review of each of the charges and their purpose, ensuring proper documentation was completed and the charges match the credit card statement. Upon a successful reconciliation, the credit card statements/supporting documents shall be compiled and reviewed by two Fire Commissioners and the Chief prior to the regularly scheduled board meeting. The fire commissioners will report to the board any findings of the review prior to the approval of the consent agenda.

### **SECTION 3.0 CREDIT CARD LIMITS**

**3.1** Purchases made with District credit cards shall comply with purchase limits established in Policy 6006. Credit limits shall be as follows:

- Administration (Fire Chief, Assistant Chiefs, Battalion Chiefs, Business Manager, Finance Manager, District Secretary and MSO) shall be \$20,000.
- Non-assigned Travel Cards (used for wildland deployment and District approved travel) shall be \$5,000.
- Officers (Lieutenants, Administrative Clerks, other line personnel) shall be \$5,000.
- The limits may be temporarily raised for larger purchases as approved by the Fire Chief.
- Cash withdrawal limits shall be \$0.
- Account owner will have access to the entirety of credit available per credit card regulations.

**3.2** Follow Purchasing Policy 6006

EFFECTIVE DATE: 3/15/23

REPLACES: New

FIRE CHIEF:



## EAST JEFFERSON **FIRE RESCUE**

### Standard Operating Guidelines (SOG)

Number: 3002f

District Assigned Vehicles

#### SECTION 1.0 PURPOSE

To validate the assignment of a District-owned vehicle to EJFR personnel for the purpose of continuity of operations, response readiness and providing efficient delivery and execution of Agency business 24 hours a day, seven days a week.

#### SECTION 2.0 APPLICATION

The assignment of a District-owned vehicle to EJFR personnel includes, but not limited to, EJFR Executive Chiefs, Battalion Chiefs, Medical Services Officer and specified personnel assigned to other duties within their respective job descriptions.

#### SECTION 3.0 LIMITATIONS

Personnel may operate their respective District-owned vehicle from their residence to District boundaries and within a 50-mile distance limitation.

EFFECTIVE DATE: 3/6/23

REPLACES: NEW

FIRE CHIEF: *Bret Black*



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 4002c

Smoke Detector Program

#### **SECTION 1.0 PURPOSE**

It shall be the practice of East Jefferson Fire Rescue (EJFR) to provide and install smoke detectors and replacement smoke detector batteries to households unable to purchase and/or install those items.

#### **SECTION 2.0 PROCEDURE**

- 2.1** As a service to the community, EJFR encourages personnel to inspect for the presence of smoke detectors and to install and/or maintain them when necessary.
- 2.2** During or after emergency response or other visits to occupied residences, personnel should conduct an inspection for properly installed and functioning smoke detection equipment. The permission of the occupant should be obtained first.

#### **SECTION 3.0 GUIDELINES**

- 3.1** Document in your incident narrative that one or more properly functioning smoke detectors are located in an appropriate location to protect sleeping areas. (The smoke detector should be tested by operation of the test mechanism or with canned smoke.)
- 3.2** If needed, one or more smoke detectors provided by the Fire District or homeowner/renter may be installed in the residence and tested in the presence of the occupants. All detectors and batteries installed by Fire District personnel require completion of the smoke detector program liability waiver.
- 3.3** Do not re-wire or otherwise modify wiring on hardwired smoke detectors or the wiring in the structure.

#### **SECTION 4.0 SMOKE DETECTOR PROGRAM WAIVER**

EJFR employees/volunteers that provide and/or install smoke detectors and batteries shall document using the electronic Smoke Detector Program Waiver. Once completed, upload the form into ESO as an attachment to the corresponding call.

EFFECTIVE DATE:

REPLACES:

Policy 805

SOG A03-02

FIRE CHIEF:



# EAST JEFFERSON FIRE RESCUE

24 Seton Rd • Port Townsend WA 98368  
360.385.2626 • ejfr.org

## SMOKE DETECTOR PROGRAM WAIVER

Smoke Detector/Battery Installation Program

Owner/Occupant \_\_\_\_\_  
NAME

Address \_\_\_\_\_

In an effort to reduce the loss of life by fire in the home, EJFR is providing you with a new smoke detector(s) and or smoke detector battery(s) free of charge. The Fire District will install and test the smoke detector in accordance with recognized standards.

I understand that no warranties accompany any smoke detector, the battery or their installation.

I agree to indemnify and hold harmless Jefferson County Fire Protection District No. 1, and it's officers, agents and employees from all damages or claims of any kind, to persons or property resulting from failure of a smoke detector or smoke detector batteries to perform as indicated by the manufacturer, or resulting from the installation of the smoke detector or smoke detector batteries.

Further, by signing this document, I also certify that the appliance was in working condition when installed or serviced.

Rental Y ☐ N ☐ Owner Occupied Y ☐ N ☐

Signature of Owner/Occupant \_\_\_\_\_ DATE \_\_\_\_\_

Service performed: Battery Install ☐ Smoke Detector Install ☐

Detector or batteries provided by: Home Owner/Renter ☐ Fire District ☐

Signature of East Jefferson Fire Rescue Representative \_\_\_\_\_ DATE \_\_\_\_\_

*Serving the Communities of*

Port Townsend Port Hadlock Chimacum Irondale Kala Point Cape George Marrowstone Island  
Paradise Bay Shine Bridgehaven Mats Mats Swansonville Port Ludlow Beaver Valley South Point



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 5002d

FIRE CARES

#### **SECTION 1.0 PURPOSE**

Establish various processes, procedures, and guidelines for EJFR's FIRE CARES.

#### **SECTION 2.0 SCOPE**

FIRE CARES is focused on two primary objectives: referrals to appropriate resources/programs; reduce repeated low acuity 911 Fire/EMS calls, keeping Fire/EMS emergency resources available for higher acuity emergencies. The overarching intervention efforts for FIRE CARES will focus on the individuals referred by Fire/EMS crews. The typical CARES client has often has overlapping needs to include mental/behavioral health, medical issues, substance abuse, housing/fiscal challenges, lifestyle management, durable medical device access, basic care connection and follow-up for the preceding list of needs. FIRE CARES referrals and interventions enhances access to existing local and regional partners.

The desired outcome for engagement is to improve access to various services by identifying treatment gaps where Fire/EMS may encounter and be uniquely suited to support as a contributing partner of the larger care resource network, while promoting new approaches.

#### **SECTION 3.0 PROCEDURES**

**3.1 Primary Duties** FIRE CARES is intended to engage and refer individuals, as presented to Fire/EMS, who are faced with challenging needs or environments and who may have limited or unrealized access to various resources, intervening on matters pertaining specifically to personal and environmental health and safety.

General Duties are as follows:

- Engage individuals who are repeat utilizers of the 911 system with complex challenges or limited means of access to services.
- Provide information, non-clinical consultation, and referral for individuals referred by Fire/EMS and partner agencies.
- Meet with and interview contacts, families, and other care providers to assess needs and eligibility for services.
- Perform initial needs assessment and as needed provide follow up with identified individuals to coordinate care.
- Improve communication between the fire district and care providers, consulting with other professionals as needed.
- Provide assistance with subjects experiencing crisis or near-crisis and their family/household partners.

- Perform home/lifestyle risk evaluations focused on risk reduction activities for elderly and vulnerable adults, making recommendations and/or referrals based on these evaluations.
- Provide basic medical assessments within the scope of the firefighter's EMS certification and mission of EJFR.
- Advocate for the needs of individuals; liaise between individuals in need of assistance, caregivers, and service providers while facilitating access to resources and care providers.
- Assess scene safety in the field, allowing FIRE CARES to safely contact identified individuals.

**3.2 Ancillary Duties** FIRE CARES will also serve the varying needs of EJFR, such as:

- Partner agency referrals such as LE (addressed and prioritized as workload permits).
- Provide supplemental emergency medical and fire suppression duties as directed. As geographically practical, respond to threshold events such as working fires, CPR and other threshold events or as directed by the Battalion Chief. When responding to a 911 incident FIRE CARES shall notify JeffCom, assigning themselves to the incident.
- Post fire-scene referrals as needed.

**3.3 Partnerships** FIRE CARES will cultivate contacts and establish strong relationships maintaining positive, effective, collaborative working relationships with fire and law enforcement personnel, healthcare providers, social service agencies, homeless shelters, community services, and faith-based groups to assist individuals impacted by chronic medical conditions, mobility issues, housing and environmental concerns, and other circumstances negatively impacting personal and environmental health and safety. FIRE CARES will improve and maintain communication between the fire district and various care providers.

**3.4 Transport** FIRE CARES may transport individuals that are not deemed patients to facilitate recommendations, referrals and appointments deemed necessary by the FIRE CARES personnel. FIRE CARES shall **not** transport individuals considered patients or those in need of urgent medical treatment or care to the emergency department, urgent care, personal physician or similar. FIRE CARES shall **not** transport individuals: experiencing a behavioral health crisis, individuals being detained by law enforcement or who require an involuntary hold, individuals who are intoxicated and present risk of harm to themselves or others, or anyone considered to be a patient in the pre-hospital setting.

**3.5 Follow - Up** FIRE CARES follow up and care coordination are non-clinical in nature and entails actively working to address client needs in partnership with other individuals, case managers, agencies, service providers and groups. Care coordination involves notifying or activating existing client systems of support. Both follow up and care coordination are typically short-term interventions purposed with stabilization to baseline functioning. When identified goals have been achieved or if a client actively declines to engage services, follow up and/or care coordination services may be concluded. FIRE CARES engagement is at the discretion of FIRE CARES personnel and reviewed by the MSO or fire chief as needed.

## **SECTION 4.0 REFERRAL PROCESS**

**4.1 Boundaries** FIRE CARES shall serve the geographic boundaries of the fire districts within Eastern Jefferson County.

**4.2 Referral Criteria** FIRE CARES referrals are primarily initiated by FIRE/EMS agencies within Eastern Jefferson County for individuals requiring FIRE CARES type assistance, usually related to high frequency/repeated 911 Fire/EMS utilization. Referrals from agency partners, such as law enforcement or other fire districts, may be requested for individuals residing within the previously mentioned geographic

area. Prior to supporting any referral request, FIRE CARES personnel shall ensure the situation has stabilized and is appropriately safe for their engagement.

FIRE CARES will make attempts to locate and engage identified clients through three (3) assertive efforts including, but not limited to, in-person contact in the field either on scene, at the home or location of residence, by phone, and through referent or collateral contacts as determined appropriate and necessary.

**4.3 Referral Priority** There are three criteria prioritizing the FIRE CARES referral.

**Non-urgent requests** are those related to issues that do not immediately affect the health or safety of the subject in question. The time standard for responding to non-urgent requests is 3 business days from receipt by the CARES Team during regular business hours.

**Urgent requests** are those related to issues that do not immediately affect the health or safety of the subject in question but may develop quickly into a health or safety related condition. Urgent requests will normally receive a response within 1 business day from receipt by the CARES Team during regular business hours.

**Immediate Response** requests are those related to individuals in immediate crisis. When staffed the CARES unit will respond to an immediate response request when the subject has been evaluated by on-scene Law Enforcement (LE), Designated Crisis Responders (DCR's) or EMS professionals and those professionals believe that the presence of the FIRE CARES team may reduce the need for EMS transport, physical or chemical restraint, or may increase the likelihood of a safe interaction for the subject and the law enforcement or EMS professionals. Immediate response requests will be treated as 911 calls and will take precedence over other work but may only be made during the regular service hours of the FIRE CARES unit. Immediate response requests should be made via direct telephone call to the FIRE CARES unit. When responding to an Immediate Response request, the FIRE CARES unit will ascertain whether the units on scene are requesting a priority response and notify JeffCom of their assignment and priority.

When staffed, FIRE CARES will respond in a supportive role to crisis related incidents of suicidality as available and appropriate. LE and/or Designated Crisis Responders (DCR's) shall be the primary, lead responder. When not staffed, FIRE CARES will respond no later than 1 business day upon receipt of request/referral during regular business hours. Anyone claiming the threat of harm to themselves or someone else shall be transported to the hospital for medical evaluation by ambulance or LE.

**SECTION 5.0 RECORD KEEPING** Record keeping and reporting shall comply with existing EJFR policy and SOG's. The contracted co-responder partner shall comply with relevant EJFR policies and SOGs as stipulated within the business agreement. FIRE CARES personnel shall collect and develop data for related reports in support of the FIRE CARES program, grant development and grant reporting compliance. Information released or shared shall comply with EJFR procedures, ensuring release of information consent forms are completed.

**SECTION 6.0 TRAINING** The District will support all related and applicable specialized training for assigned FIRE CARES personnel. Training for backfill FIRE CARES personnel shall be provided to ensure consistent workflow and referral processes.

**6.1 FIRE CARES SPECIALIST** The District's member(s) of FIRE CARES shall maintain their certifications and training as stipulated in their job description and District training policy and SOGs. The Fire Cares Specialist shall comply with all Northwest Region and E. Jefferson County patient care EMS protocols.

**6.2 CO-RESPONDER PARTNER** The co-responder of FIRE CARES shall maintain their certifications and training as stipulated in the agreement with EJFR, their job description and follow the training policies of both EJFR and the agency. The partner agency shall be responsible for maintaining documentation of trainings and certifications.

**SECTION 7.0 NOTIFICATIONS** FIRE CARES personnel shall immediately notify law enforcement and/or WA State Department of Social and Health Services (DSHS), Adult Protective Services (APS) as appropriate when there is reasonable cause to believe that abandonment, abuse, financial exploitation, and/or neglect of a vulnerable adult has occurred. FIRE CARES personnel shall immediately notify law enforcement and/or the WA State Department of Children, Youth and Families, Child Protective Services (CPS) as appropriate when there is reasonable cause to believe that abuse or neglect of a child has occurred.

EFFECTIVE DATE: 3/6/23

REPLACES: NEW

FIRE CHIEF: *Bret Black*

# East Jefferson Fire Rescue: Implementation Tool

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<b>Initiative 1. Ensure our service levels and community expectations align with our fiscal resources.</b>				
1.1 Refine and update our fiscal processes to ensure our fiscal resilience.	<ul style="list-style-type: none"> <li>Establish an internal budget committee.</li> <li>Update financial-related policies and procedures.</li> </ul>	FC/Finance Manager	<ul style="list-style-type: none"> <li>Internal Budget Committee Established summer/2022</li> <li>Credit Card and Procurement Policy/SOG update March 2023</li> <li>Establish external budget advisory committee</li> <li>Establish financial forecast template</li> <li>Program workbooks establish March 2023</li> </ul>	<ul style="list-style-type: none"> <li>Adopt related SOGs for permanence.</li> </ul>
1.2 Seize opportunities to make more efficient use of existing resources.	<ul style="list-style-type: none"> <li>Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices.</li> <li>Use software to optimize our resource inventory, including operations and maintenance, as well as repairs.</li> <li>Integrate software for resource management.</li> <li>Maintain a strong culture of resource stewardship.</li> </ul>		<ul style="list-style-type: none"> <li>Sharepoint Spring/Summer 2023</li> <li>Update capital replacement procedures and restore appropriate funding</li> </ul>	<ul style="list-style-type: none"> <li>Adopt related SOGs for permanence.</li> </ul>
1.3 Build community support for revenue opportunities and provide robust ongoing public communications.	<ul style="list-style-type: none"> <li>Benchmark funding levels with comparable agencies.</li> <li>Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys.</li> <li>Start Community Service Specialist (CSS) work with existing personnel.</li> <li>Review and refine our community messaging and positions.</li> <li>Keep website and social media updated and look for opportunities to expand our social media presence.</li> </ul>			

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.4	Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>Update City &amp; County ILAs</li> <li>Clarify and refine EJFR's roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Initiative 2. Strengthen our core emergency response services.</b>				
2.1	Adopt deployment performance goals as District.	<ul style="list-style-type: none"> <li>FC/Admin</li> </ul>	<ul style="list-style-type: none"> <li>Adopted minimum staffing January 2023</li> <li>Establish other performance goals per Title 52</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
2.2	Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
2.3	Increase daily staffing to improve response performance and crew safety. <ul style="list-style-type: none"> <li>Establish minimum staffing as required RCW Title 52 to include ALS/BLS.</li> <li>Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization.               <ul style="list-style-type: none"> <li>Evaluate the advantages of a peak demand model and/or alternate shift schedule.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
2.4	Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> <li>Maintain our Washington State Rating Board score in Fall 2022.</li> <li>Enhance related data capture.</li> <li>Identify substandard metrics, such as number of engines, volunteers, etc.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.5 Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> <li>Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> <li>Community outreach and health promotion.</li> <li>Participate in local and regional committees to advance funding for alternative EMS services.</li> </ul> </li> <li>Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc.</li> <li>Maintain a strong culture of continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
2.6 Address immediate and long-term facility needs.	<ul style="list-style-type: none"> <li>Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> <li>Future uses/development of the undeveloped Jefferson County Airport parcels.</li> <li>Disposition of Harrison Street residence.</li> <li>District Training, Fleet Maintenance, EOC and Dispatch facilities.</li> <li>Stations 12, 13 and 14 improvements or relocation.</li> <li>Station 15 improvements.</li> </ul> </li> <li>Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Initiative 3. Provide additional services to increase community health and well-being.</b>				
3.1 Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> <li>Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups.</li> </ul>	<ul style="list-style-type: none"> <li>Details to be added</li> </ul>	<ul style="list-style-type: none"> <li>Details to be added</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
3.2 Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> <li>Prioritize crew visits to low frequency/high risk facilities.</li> <li>Initiate reengagement with the community for life/safety inspections.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.3	<ul style="list-style-type: none"> <li>Partner with our community to prevent and respond to increasing wildland fire risks</li> <li>Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation.</li> <li>Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP).</li> <li>Improve our wildfire competencies among the workforce.</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>
3.4	<ul style="list-style-type: none"> <li>Collaborate with regional partners to establish a robust community risk reduction program</li> <li>Continue to apply community risk reduction principles in every call, every interaction with members of the public.</li> <li>Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase.</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>
3.5	<ul style="list-style-type: none"> <li>Collaborate with regional partners to establish a robust mobile integrated healthcare program</li> <li>Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others.</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>
<b>Initiative 4. Enhance our workforce resilience and development.</b>				
4.1	<ul style="list-style-type: none"> <li>Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce</li> <li>Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates.</li> <li>Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant.</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■ Details to be added</li> </ul>	<ul style="list-style-type: none"> <li>■ Details to be added</li> </ul>
4.2	<ul style="list-style-type: none"> <li>Establish the culture and resources necessary to support the mental and physical health and wellness of our team</li> <li>Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines.</li> <li>Establish benchmark awareness training for all members.</li> <li>Continue to make incremental improvements in our fitness facilities.</li> <li>Broaden workforce participation in fitness/wellness practices.</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
4.3 Formalize and strengthen professional development and career track processes	<ul style="list-style-type: none"> <li>Begin planning for medium-term efforts.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
4.4 Ensure recruitment efforts align with the needs of the organization	<ul style="list-style-type: none"> <li>Identify current and future retention and recruitment needs of the organization.</li> <li>Establish staffing and recruitment plans.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

**Date:** March 6, 2023

**Subject:** Establishing performance goals per RCW Title 52

**Prepared By:** *Emily Stewart – Strategic Plan Short Term Goals*

<b>Background:</b>	Refer to attachments and <a href="#">RCW 52.33</a>
<b>Fiscal Impact:</b>	After we establish performance goals the District may incur costs as we adjust and make improvements while working towards meeting our goals. Hypothetical cost increases may include increases in staffing, reorganization of stations/staffing, training, communication improvements, data capture software, etc. Each hypothetical would receive its own research, discussion and approval from the Board.
<b>Recommendations:</b>	Review and provide feedback to staff.
<b>Proposed Motion:</b>	Direct Staff to establish a Policy Statement and Service Delivery Objectives as recommended in the EJFR strategic plan and legislated by <b><u>Title 52.33.030 RCW</u></b> , to be presented for consideration and potential action at the next regular Board meeting.

## 2.1 *Adopt deployment performance goals as District policy.*<sup>^</sup>

### Short-term: with current resources

- Establish performance goals as required RCW Title 52.

## Appendix: Performance Measures

In 2005, legislation (Title 52 RCW) was enacted that required certain governmental entities (cities and towns, fire protection districts and regional fire protection service authorities, and port districts) set standards for addressing the reporting and accountability of substantially career fire departments (not volunteer fire departments), and specify performance measures applicable to response time objectives. These performance measures are comparable to research relating to substantially career fire department organization and deployment. The authority of these governmental entities to set levels of service is not modified or limited.

### Annual evaluations—Annual report

- (1) Every fire protection district and regional fire protection service authority shall evaluate its level of service and deployment delivery and response time objectives on an annual basis. The evaluations shall be based on data relating to level of service, deployment, and the achievement of each response time objective in each geographic area within the jurisdiction of the fire protection district and regional fire protection service authority.
- (2) Beginning in 2007, every fire protection district and regional fire protection service authority shall issue an annual written report which shall be based on the annual evaluations required by subsection (1) of this section.
  - (a) The annual report shall define the geographic areas and circumstances in which the requirements of this standard are not being met.
  - (b) The annual report shall explain the predictable consequences of any deficiencies and address the steps that are necessary to achieve compliance.

**Recommendation #11: Adopt Deployment Goals/Policies:** The District should adopt complete response performance measures to aid deployment planning and monitor performance. Differential goals should be established for urban/suburban and rural areas. The measures of time should be designed to deliver outcomes that will prevent permanent impairment or death from serious medical events where possible and keep small and expanding fires from becoming more serious. With this in mind, Citygate recommends the following response performance goals:

**11.1 Fire Station Distribution:** To treat pre-hospital medical emergencies and control small fires, the first-due unit should arrive within 8:30 minutes within the City of Port Townsend and within 11:30 minutes in the rural District areas 90 percent of the time from receipt of the 9-1-1 call at the Jefferson County Dispatch Center. This equates to a 90-second dispatch time, 2:00-minute crew turnout time, and 5:00-minute travel time (City of Port Townsend) or 8:00-minute travel time (rural response areas).

### **11.2 Fire Station Concentration – Multiple-Unit Effective Response Force (ERF) for Serious**

**Emergencies:** To confine building fires near the room or compartment of origin, keep vegetation fires under five acres in size, and treat multiple medical patients at a single incident, a multiple-unit ERF of at least 13 personnel, including at least one chief officer, should arrive within 11:30 minutes in the City of Port Townsend from the time of 9-1-1 call receipt at the Jefferson County Dispatch Center 90 percent of the time. This equates to 90-second dispatch time, 2:00-minute crew turnout time, and 8:00-minute travel time. The same ERF should arrive within 19:30 minutes in the rural, unincorporated areas of the District from the time of 9-1-1 call receipt at the Jefferson County 9-1-1 Dispatch Center 90 percent of the time. This equates to 90-second dispatch time, 2:00-minute crew turnout time, and 16:00-minute travel time.

**11.3 Hazardous Materials Incidents:** To protect the District's service area from the hazards associated with uncontrolled release of hazardous or toxic materials, the first-due unit should arrive to assess the situation, isolate and deny entry, and determine the need for a Hazardous Materials Response Team within 8:30 minutes within the City of Port Townsend and within 11:30 minutes in the rural, unincorporated areas of the District 90 percent of the time from receipt of the 9-1-1 call at the Jefferson County Dispatch Center. This equates to a 90-second dispatch time, 2:00-minute crew turnout time, and 5:00-minute travel time (City of Port Townsend) or 8:00-minute travel time (rural response areas).

**11.4 Technical Rescue Incidents:** To provide technical rescue services as needed, the first-due unit should arrive to evaluate the situation and initiate rescue actions within 8:30 minutes within the City of Port Townsend and within 11:30 minutes in the rural District response areas 90 percent of the time from the receipt of the 9-1-1 call at the Jefferson County Dispatch Center. This equates to a 90-second dispatch time, 2:00-minute crew turnout time, and 5:00-minute travel time (City of Port Townsend) or 8:00-minute travel time (rural response areas). Additional resources, as needed, should arrive within 11:30 minutes within the City of Port Townsend, and within 19:30 minutes in the rural District areas to facilitate safe rescue/extrication and delivery of the victim to the appropriate emergency medical care facility.

**Table 1—90<sup>th</sup> Percentile Response Performance Summary – 2018–2021 (from Table 25)**

Response Component	Response Zone	Best Practice			90 <sup>th</sup> Percentile Performance	Difference from Best Practice
		Time	Percent Reliability	Reference		
Call Processing / Dispatch	All	1:30	90%	Citygate	2:54	93%
Crew Turnout	All	2:00	90%	Citygate	2:32	27%
First-Unit Travel	Port Townsend	4:00	90%	Citygate NFPA	8:49	120%
	District-Wide	8:00	90%	Citygate	9:23	17%
First-Unit Call to Arrival	Port Townsend	7:30	90%	Citygate	10:41	42%
	District-Wide	11:30	90%	Citygate	11:28	0%
ERF Call to Arrival	Port Townsend	11:30	90%	Citygate	N/A	N/A
	District-Wide	19:30	90%	Citygate	23:14	19%

While call processing and crew turnout performance may be improved with appropriate training, supervision, and accountability, first-unit travel time is predominantly due to the large, 68 square-mile service area with only three of the six stations staffed with on-duty personnel. This *significantly affects* first-unit call-to-arrival performance—which is a fire agency’s true customer service measure—and which, for the District, is *42 percent greater than* the 7:30-minute best practice goal for the City of Port Townsend, but on a District-wide basis meets Citygate’s recommended 11:30-minute best practice goal for *rural* areas.

Multiple-unit response performance to more serious incidents, referred to as an Effective Response Force or ERF, was *19 percent slower* than the 19:30-minute best practice goal for *rural* density areas due to the longer travel times of the last arriving units. There were, however, only four incidents over the four-year study period where all ERF resources were needed to mitigate the emergency, and all four were in Station 11’s rural response area. It should also be noted that a high percentage of incident records had invalid or questionable CAD timestamps, making these performance calculations suspect.

Citygate’s analysis finds that a 5:00-minute urban/suburban travel time goal from Station 16 with an 8:00-minute rural travel time goal from the other five stations should cover 85 percent of the District’s public road miles including nearly all of the City of Port Townsend, which is very good rural-level coverage. Citygate thus recommends that the District adopt these differential response performance goals for the City of Port Townsend and the unincorporated rural areas of the District to drive future deployment planning and monitoring of response performance.

**Date:** March 15, 2023

**Subject:** Facility Work Group

**Prepared By:** Bret Black

<b>Background</b>	<p>Approximately two years ago EJFR began the process of developing the <a href="#">Standards of Cover</a> (SOC) and accompanying <a href="#">Strategic Plan</a> (SP). The final documents were accepted by the Commissioners in November 2022. Since acceptance, the findings, recommendations and initiatives have guided many significant decisions facing EJFR. As highlighted in Initiative 2.6, EJFR lacks a concise facilities plan. Using the action steps as a starting point EJFR will establish a working group focused on immediate and long term facility planning. The scope and deliverables are listed in 2.6 as follows:</p> <ul style="list-style-type: none"><li>• Develop an interim facilities plan describing how we would invest levy funds beginning in 2024.</li><li>• Future uses/development of the undeveloped Jefferson County Airport parcels.</li><li>• Disposition of Harrison Street residence.</li><li>• District Training, Fleet Maintenance, EOC and Dispatch facilities.</li><li>• Stations 12, 13 and 14 improvements or relocation.</li><li>• Station 15 improvements.</li><li>• Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources.</li></ul>
<b>Fiscal Impact</b>	<p>Initially the Facility Work Group would not have costs besides off-duty members at occasional meetings. Some major planning costs could be offset by disposal of properties.</p>
<b>Recommendations</b>	<p>Appoint two commissioners, two IAFF 2032 members, and admin staff to set priorities and establish facilities plan.</p>
<b>Proposed Motion</b>	<p>Once the committee is established, direct the FC to begin working on said facility plan process.</p>

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1  
DBA EAST JEFFERSON FIRE RESCUE  
RESOLUTION NO. 23-02**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF EAST JEFFERSON FIRE RESCUE, ADJUSTING THE BOUNDARIES OF EAST JEFFERSON FIRE RESCUE'S FIVE COMMISSIONER DISTRICTS TO ADDRESS THE MERGER OF PORT LUDLOW FIRE & RESCUE INTO EAST JEFFERSON FIRE RESCUE.**

**WHEREAS**, the voters approved a proposition to create five commissioner districts at the general election certified by the Jefferson County Canvassing Board on November 26, 2019; and

**WHEREAS**, the District modified its commissioner districts pursuant to chapter 29A.76 RCW on June 15, 2022; and

**WHEREAS**, Port Ludlow Fire & Rescue by the vote of the Port Ludlow residents certified November 30, 2022 merged into East Jefferson Fire Rescue expanding the district's borders; and

**WHEREAS**, the merger election requires a change in the boundaries of the commissioner districts pursuant to an election as authorized under RCW 52.14.013 and RCW 29A.92.040; and

**WHEREAS**, The East Jefferson Fire Rescue Board identified the general description of five commissioner districts that now include the previous Port Ludlow Fire & Rescue area of approximately equal population taking into consideration the current census data; and

**WHEREAS**, Jefferson County has identified minor adjustments to the proposed commissioner district boundaries that will assist with aligning the boundaries with existing precinct lines; and

**WHEREAS**, the Board of Commissioners has determined that the adjusted commissioner districts as set forth in **Exhibit A** have approximately equal population.

**WHEREAS**, a public hearing was advertised on the EJFR website, noticed to the Port Townsend Leader and Peninsula Daily News and held on March 7, 2023 for the purpose of presenting the proposed East Jefferson Fire Rescue Commissioner districts revisions and to receive related public comments; and

**WHEREAS**, after hearing and considering public comment relative to the proposed Commissioner district revisions for more than one week, pursuant to Chapter 29A.76.010(5) of the Revised Code of Washington East Jefferson Fire Rescue Board of Commissioners has determined that Commissioner district revisions set forth in **Exhibit A** are in compliance with the legal requirements.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of East Jefferson Fire Rescue as follows.

**Section 1.** The five commissioner districts set forth in **Exhibit A** are hereby affirmed and created.

**Section 2.** The Jefferson County Auditor is directed to formally modify the existing five commissioner districts consistent with **Exhibit A** for future commissioner elections.

**Section 3.** The Board hereby assigns to the Chief or designee the task of working with the County to take any additional necessary actions to implement the creation of the commissioner districts.

**Section 4.** This resolution shall take effect and be in force immediately upon its passage.

**ADOPTED** at an open public meeting of the Board of Commissioners of East Jefferson Fire Rescue on March 15, 2023.

Approved this 15th day of March, 2023.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT #1 BOARD OF COMMISSIONERS

\_\_\_\_\_  
David Seabrook, Chairman

\_\_\_\_\_  
Deborah Stinson, Commissioner

\_\_\_\_\_  
Geoff Masci, Commissioner

\_\_\_\_\_  
Steve Craig, Commissioner

\_\_\_\_\_  
Deborah Tillman, Commissioner

\_\_\_\_\_  
Ed Davis, Commissioner

\_\_\_\_\_  
Gene Carmody, Commissioner

\_\_\_\_\_  
Glenn Clemens, Commissioner

ATTEST:

\_\_\_\_\_  
Tanya Cray, District Secretary

East Jefferson Fire District - Proposed Commission Districts as Approximated Using Census 2020 Geography

- 1st
- 2nd
- 3rd
- 4th
- 5th

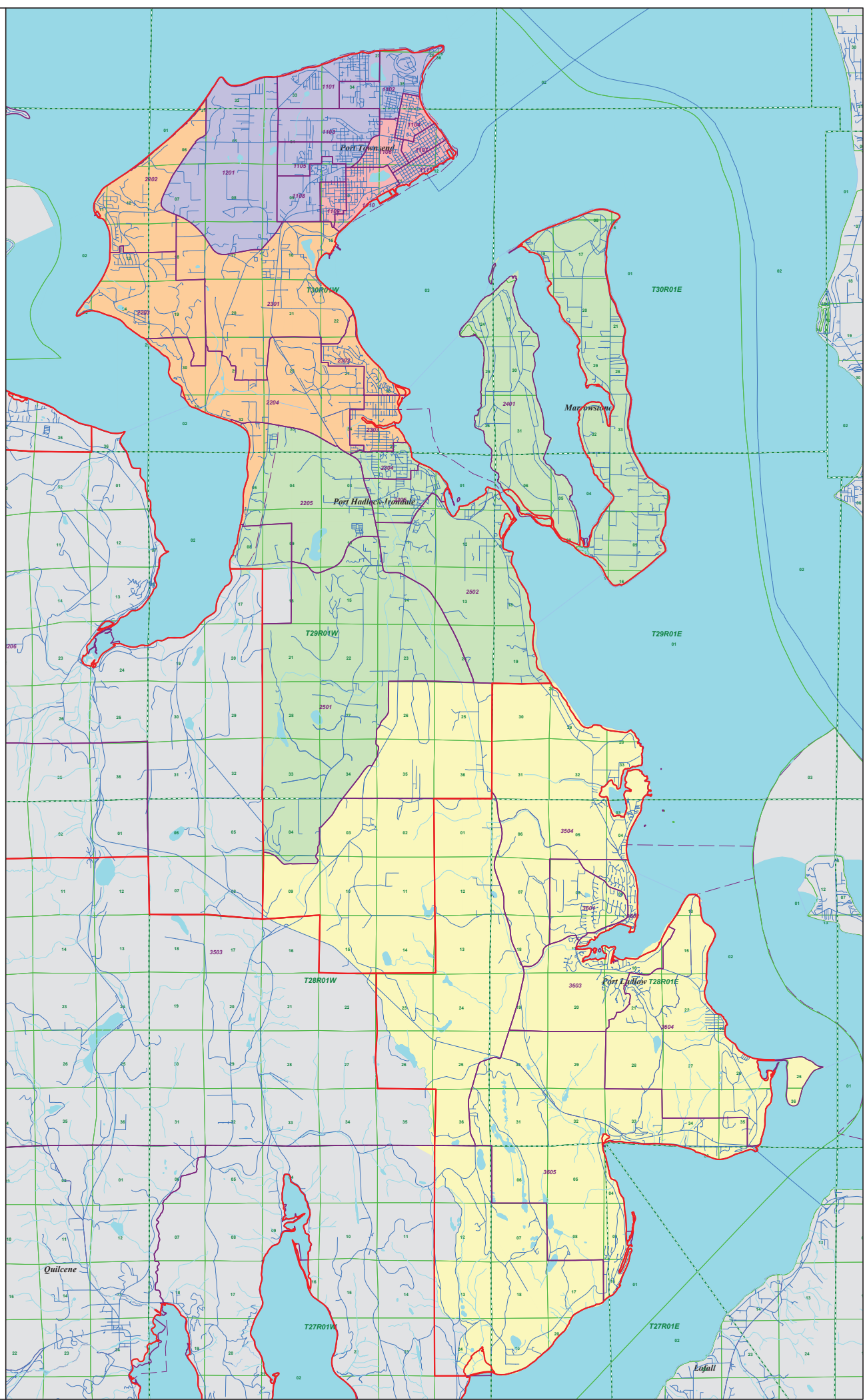
City Limits

Section Centers

Township

WA State Precinct

District Outline



***East Jefferson Fire District  
District Summary Report***

Director District Number	Ideal Population	Total Population	Deviation from Ideal	% Deviation from Ideal	White Population	Hispanic Origin (of any race)	Non White & Mixed
1st	5,545	5,672	127	2.29	5,036	205	636
2nd	5,545	5,615	70	1.26	4,895	248	720
3rd	5,545	5,450	-95	-1.71	4,746	202	704
4th	5,545	5,506	-39	-0.70	4,737	229	769
5th	5,545	5,483	-62	-1.12	4,832	219	651
Totals.....		<u>27,726</u>	<u>1</u>		<u>24,246</u>	<u>1,103</u>	<u>3,480</u>

Summary of Population by Race and Hispanic Origin

District Number	Total Population	Total Population by Race							Two or More Races		Hispanic Origin (of any race)
		Single Race									
		Total	White	Black African American	American Indian and Alaska Native	Asian	Hawaiian and Other Pacific Islander	Other Race	Total		
1st	5,672	5,276	5,036	19	41	101	7	72	396	205	
2nd	5,615	5,166	4,895	31	70	58	15	97	449	248	
3rd	5,450	5,013	4,746	26	86	70	11	74	437	202	
4th	5,506	5,040	4,737	25	59	93	13	113	466	229	
5th	5,483	5,083	4,832	36	31	111	0	73	400	219	
Totals.....	27,726	25,578	24,246	137	287	433	46	429	2,148	1,103	

## **Sammamish Data Systems Inc.**

PO Box 70382

Bellevue, WA 98007-0382

Telephone (425)867-1485

Fax (425)861-0184

E-mail: [sales@sammdata.com](mailto:sales@sammdata.com)

## **East Jefferson Fire Rescue District Option 2 Legal Description – January 5, 2023**

### **Director District 1**

Starting at the intersection of Fire District boundary line and the 2022 Precinct 3503 in  
Section 04, Township 28, range 01W.

Clockwise of the said Precinct to the 2022 Precinct 3504.

Clockwise on the said Precinct the Fire District boundary.

Clockwise on the Fire District boundary to the point of the beginning.

### **Director District 2**

Starting at the intersection of Fire District boundary line and the 2022 Precinct 3503 in  
Section 04, Township 28, range 01W.

Clockwise of the said Precinct to the 2022 Precinct 3504.

Clockwise on the said Precinct the Fire District boundary.

Counter-clockwise on the Fire District boundary to the northern most point of the 2022  
Precinct 2304 and including Marrowstone and Indian Island.

Counter-clockwise on said Precinct to E Moore St.

West on E Moore St to 4<sup>th</sup> Ave.

South on 4<sup>th</sup> Ave to Irondale Rd.

West on Irondale Rd to Rhody Dr.

Northwest on Rhody Dr to 4 Corners Rd.

Westerly on 4 Corners Rd to State Route 20.

Southerly on State Route 20 to the southern border of the 2022 Precinct 2205.

Clockwise on the southern border of said Precinct to the Fire District boundary.

Counter-clockwise on the Fire District boundary to the point of the beginning.

### **Director District 3**

Starting at the intersection of 4 Corners Rd to State Route 20.

Southerly on State Route 20 to the southern border of the 2022 Precinct 2205.

Clockwise on the southern border of said Precinct to the Fire District boundary.

Clockwise on the Fire District boundary to the northern most point of the 2022 Precinct 2202  
and the western boundary of Section 31, Township 31, Range 01W.

South on the western border of said section to Middlepoint Rd.

Southwesterly on Middlepoint Rd to Hastings Ave W.

Southwesterly on Hastings Ave W to Cape George Rd.

Meandering easterly on Cape George Rd to S Discovery Rd.

Northeast on S Discovery Rd to the northern border of Section 16, Township 30, Range 01W and the southern boundary of the 2022 city limits of Port Townsend.

Counter-clockwise on the said city limits to the Fire District boundary.

Clockwise on the Fire District boundary to the northern most point of the 2022 Precinct 2304.

Counter-clockwise on said Precinct to E Moore St.

West on E Moore St to 4<sup>th</sup> Ave.

South on 4<sup>th</sup> Ave to Irondale Rd.

West on Irondale Rd to Rhody Dr.

Northwest on Rhody Dr to 4 Corners Rd.

Westerly on 4 Corners Rd to the point of the beginning.

#### **Director District 4**

Starting at the intersection of Fire District boundary and the northern most point of the 2022 Precinct 2202 and the western boundary of Section 31, Township 31, Range 01W.

South on the western border of said section to Middlepoint Rd.

Southwesterly on Middlepoint Rd to Hastings Ave W.

Southwesterly on Hastings Ave W to Cape George Rd.

Meandering easterly on Cape George Rd to S Discovery Rd.

Northeast on S Discovery Rd to the northern border of Section 16, Township 30, Range 01W and the southern boundary of the 2022 city limits for Port Townsend.

Counter-clockwise on the said city limits to McPherson St.

North on McPherson St to 14<sup>th</sup> St.

East on 14<sup>th</sup> St to Sheridan St.

North on Sheridan St to Discovery Rd.

East and northeasterly on Discovery Rd to San Juan Ave.

North on San Juan Ave to Tremont St.

East on Tremont St to Beech St.

North on Beech St to N St.

East on N St to Cherry St.

Northerly on Cherry St to W St.

East on W St and extension to the Fire District boundary.

Counter-clockwise on the Fire District boundary to the point of the beginning.

#### **Director District 5**

Starting at the intersection of McPherson St to 14<sup>th</sup> St.

East on 14<sup>th</sup> St to Sheridan St.

North on Sheridan St to Discovery Rd.

East and northeasterly on Discovery Rd to San Juan Ave.

North on San Juan Ave to Tremont St.

East on Tremont St to Beech St.

North on Beech St to N St.

East on N St to Cherry St.

Northerly on Cherry St to W St.

East on W St and extension to the Fire District boundary.

Counter-clockwise on the Fire District boundary to the southern border of the 2022 city limits for Port Townsend.  
Clockwise on the said city limits to McPherson St.  
North on McPherson St to the point of the beginning.

**Date:** March 15, 2023

**Subject:** Ambulance Billing Fees - Review

**Prepared By:** Tanya Cray/Terri Ysseldyke-All

<b>Background</b>	<p>EJFR has not adjusted the billing rates for Ambulance transports since 2012, with the exception of adding a Non-Emergency transport fee for deceased patients in 2014. In comparison to the rest of Jefferson County, we have the lowest billing and mileage rates.</p> <p>In addition, during our levy campaign we were asked by the public why we don’t initiate some sort of a tourist or non-resident fee/tax. We discussed this with Systems Design, our 3<sup>rd</sup> Party Billing agency. It was determined that although more money is billed out, most insurance agencies and especially Medicare/Medicaid will not pay anything beyond what their set fee schedule is. There is extra time involved for our personnel to determine residency and bill for money we will likely not see.</p> <p>The Proposed rates align with what Port Ludlow Fire &amp; Rescue has billed for the last several years. Upon researching the current Medicare allowable fees it was determined that we were charging less than what Medicare will reimburse for SCT and ALS 2 transports, thus leaving money on the table. The proposed fees reflect that change as well.</p> <table><tr><th></th><th>Previous Rates</th><th>Proposed Rates</th></tr><tr><td>BLS E</td><td>\$600.00</td><td>\$ 700.00</td></tr><tr><td>BLS NE</td><td>\$500.00</td><td>\$ 600.00</td></tr><tr><td>ALS 1 NE</td><td>\$700.00</td><td>\$ 800.00</td></tr><tr><td>ALS 1</td><td>\$700.00</td><td>\$ 800.00</td></tr><tr><td>ALS 2</td><td>\$ 900.00</td><td>\$ 1000.00</td></tr><tr><td>SCT</td><td>\$ 1000.00</td><td>\$ 1200.00</td></tr><tr><td>MILEAGE</td><td>\$15 p/mile</td><td>\$18 p/mile</td></tr></table>		Previous Rates	Proposed Rates	BLS E	\$600.00	\$ 700.00	BLS NE	\$500.00	\$ 600.00	ALS 1 NE	\$700.00	\$ 800.00	ALS 1	\$700.00	\$ 800.00	ALS 2	\$ 900.00	\$ 1000.00	SCT	\$ 1000.00	\$ 1200.00	MILEAGE	\$15 p/mile	\$18 p/mile
	Previous Rates	Proposed Rates																							
BLS E	\$600.00	\$ 700.00																							
BLS NE	\$500.00	\$ 600.00																							
ALS 1 NE	\$700.00	\$ 800.00																							
ALS 1	\$700.00	\$ 800.00																							
ALS 2	\$ 900.00	\$ 1000.00																							
SCT	\$ 1000.00	\$ 1200.00																							
MILEAGE	\$15 p/mile	\$18 p/mile																							
<b>Fiscal Impact</b>	Using the proposed new rates and the 2022 transport/mileage totals, the fiscal impact would have been an estimated <b>\$32,000</b> in revenue earned, per Systems Design calculations.																								
<b>Recommendations</b>	Raise our EMS Billing rates to the proposed amounts.																								
<b>Proposed Motion</b>	Move to accept Resolution 23-03 to Establish Billing Rates for Emergency Medical Service Transport Fees and Non-Transport Service Charge.																								

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1**  
**RESOLUTION No. 23-03**

**A RESOLUTION TO REVIEW ESTABLISHED BILLING RATES FOR EMERGENCY MEDICAL SERVICES TRANSPORT FEES AND NON-TRANSPORT SERVICE CHARGE**

**WHEREAS**, Resolution 12-14, adopted August 21, 2012, established billing rates for Emergency Medical Services transports, and

**WHEREAS**, Jefferson County Fire Protection District No. 1 collects Emergency Medical Services Levy fees for the purpose of providing Paramedic Emergency Medical Care, and

**WHEREAS**, the Emergency Medical Services Levy provides funding for a portion of the Paramedic Staff to be available 24 hours a day to the residents of Jefferson County Fire Protection District No. 1; and

**WHEREAS**, in addition to Paramedic Services, Jefferson County Fire Protection District No. 1 provides fully equipped and licensed ambulance transport services to all those in need, either resident of or visitor to Jefferson County Fire Protection District No. 1; and

**WHEREAS**, the costs associated with transportation of the ill and injured is not provided for with the Emergency Medical Service Levy; and

**WHEREAS**, ambulance transport fees are allowable charges by private, state and federally funded insurance programs; and

**WHEREAS**, these medical insurance providers allow for periodic adjustment of fees, including ambulance transport services; and

**NOW, THEREFORE, BE IT RESOLVED** by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners, that the following fee schedule for services be continued effective as adopted on March 15, 2023;

	<b><u>Rates effective March 15, 2023</u></b>
<i>Specialty Care Transports</i>	<b><u>\$1,200.00</u></b>
<i>Advanced Life Support II</i>	<b><u>\$1,000.00</u></b>
<i>Advanced Life Support I</i>	<b><u>\$800.00</u></b>
<i>Advanced Life Support I NE</i>	<b><u>\$800.00</u></b>
<i>Basic Life Support</i>	<b><u>\$700.00</u></b>
<i>Basic Life Support Non Emergent</i>	<b><u>\$600.00</u></b>
<i>Mileage Charge</i>	<b><u>\$18/mile</u></b>

**AND BE IT RESOLVED** by approval of the Jefferson County Fire Protection District No. 1 Board of Commissioners, the implementation of an Advanced Life Support service charge as follows:

***Advanced Life Support Service Charge***  
**(equivalent to the BLS rate in effect)**

**\$600.00**

This service charge will be applicable for EMS non-transportations involving deceased individuals under the following terms and conditions:

1. This charge will be billed for all “Deceased on Scene” incidents where the patient, who does not survive, is not transported by the District, but has received Advanced Life Support services from the District;
2. Any/all primary or secondary insurance carrier(s) the deceased patient may have will be billed by the District, when such information is known or readily available to the District;
3. Any payments received from the deceased person’s insurance carrier(s) for such EMS services will constitute payment in full; the family of the deceased person, and/or the deceased person’s estate, will not be responsible for any unpaid balance due the District, even if no insurance proceeds are received by the District for the rendering of such services;
4. The deceased patient’s family will not be contacted for billing or other insurance information after the District EMS services have been provided; and
5. The reason for this billing policy regarding deceased persons is to acknowledge the District’s sensitivity to the grieving process experienced by a deceased person’s family members and not to press financial collection in such cases.

Approved this 15 day of March 2023.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 BOARD OF COMMISSIONERS

\_\_\_\_\_  
David Seabrook, Commissioner

\_\_\_\_\_  
Deborah Stinson, Commissioner

\_\_\_\_\_  
Deborah Tillman, Commissioner

\_\_\_\_\_  
Steve Craig, Commissioner

\_\_\_\_\_  
Geoff Masci, Commissioner

\_\_\_\_\_  
Gene Carmody, Commissioner

\_\_\_\_\_  
Ed Davis, Commissioner

\_\_\_\_\_  
Glenn Clemens, Commissioner

ATTEST:

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Tanya Cray, District Secretary

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1  
RESOLUTION NO. 23-04**

**DECLARING PROPERTY SURPLUS TO THE NEEDS OF THE DISTRICT AND  
AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY**

**WHEREAS**, the Board of Commissioners, meeting in regular session, having before it the need to consider declaring certain equipment as surplus within Jefferson County Fire Protection District No. 1, and

**WHEREAS**, the District owns the equipment listed on the attached Exhibit A “Hose and Nozzle Surplus Inventory”, and

**WHEREAS**, the Board of Commissioners has determined the District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District, and

**WHEREAS**, the equipment is past its’ useful service life and/or has failed service testing and is not repairable, and

**WHEREAS**, the equipment has no value and will be disposed of through industry standards and properly accounted for.

**NOW, THEREFORE, BE IT RESOLVED** by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners that the following equipment listed on Exhibit A is surplus to the needs of the District and hereby authorizes the Fire Chief to dispose of the Equipment and ensure it is consistent with the terms of the established valuation as shown in Exhibit A.

Approved this 15th day of March, 2023.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF  
COMMISSIONERS

\_\_\_\_\_  
David Seabrook, Chairman

\_\_\_\_\_  
Deborah Stinson, Commissioner

\_\_\_\_\_  
Geoff Masci, Commissioner

\_\_\_\_\_  
Steve Craig, Commissioner

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Deborah Tillman, Commissioner

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Ed Davis, Commissioner

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Gene Carmody, Commissioner

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Glenn Clemens, Commissioner

ATTEST:

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Tanya Cray, District Secretary

## Resolution No. 23-04

### Exhibit A: Hose and Nozzle Surplus Inventory

ID	Condition	Hose Size	Manufacturer	Date
A30	Past Service Life	1.5"	Ponn Supreme	Feb-85
A08	Past Service Life	1.5"	Unknown	Jan-82
A49	Past Service Life	1.5"	Unknown	Unknown
A07	Past Service Life	1.5"	D.J	Unknown
A52	Past Service Life	1.5"	D.J	Unknown
A33	Past Service Life	1.5"	D.J	Unknown
A80	Past Service Life	1.5"	Angus	Unknown
A20	Past Service Life	1.5"	Unknown	Unknown
A27	Past Service Life	1.5"	Unknown	Unknown
A46	Past Service Life	1.5"	Unknown	Unknown
A61	Past Service Life	1.5"	FFH	Jan-80
A11	Past Service Life	1.5"	FFH	Unknown
A39	Past Service Life	1.5"	FFH	Jan-80
A60	Past Service Life	1.5"	D.J	Unknown
A10	Past Service Life	1.5"	FFH	Unknown
A54	Past Service Life	1.5"	D.J	Unknown
A17	Past Service Life	1.5"	Unknown	Unknown
A04	Past Service Life	1.5"	FFH	Unknown
A10	Past Service Life	1.5"	D.J	Unknown
A38	Past Service Life	1.5"	D.J	Unknown
A05	Past Service Life	1.5"	FFH	Unknown
A51	Past Service Life	1.5"	FFH	Unknown
A84	Past Service Life	1.5"	D.J	Unknown
A34	Past Service Life	1.5"	Angus	Unknown
A01A	Past Service Life	1.5"	Angus	Nov-95
A01B	Past Service Life	1.5"	FFH	Unknown
A85	Past Service Life	1.5"	Angus	Unknown
A29	Past Service Life	1.5"	FFH	Unknown
A32	Past Service Life	1.5"	Unknown	Unknown
A78	Past Service Life	1.5"	FFH	Unknown
A13	Past Service Life	1.5"	FFH	Unknown
A02	Past Service Life	1.5"	FFH	Unknown
A03	Past Service Life	1.5"	FFH	Unknown
A44	FAILED	1.5"	Unknown	Unknown
A40	FAILED	1.5"	D.J	Unknown
A31	FAILED	1.5"	FFH	Jan-80
A35	FAILED	1.5"	D.J	Unknown
A62	FAILED	1.5"	N-Dura	Unknown
A67	FAILED	1.5"	Ponn Supreme	Feb-85
A45	FAILED	1.5"	FFH	Unknown
A79	FAILED	1.5"	D.J	Unknown

ID	Condition	Hose Size	Manufacturer	Date
A53	FAILED	1.5"	D.J	Unknown
A47	FAILED	1.5"	Unknown	Unknown
A63	FAILED	1.5"	Unknown	Unknown
A21	FAILED	1.5"	N-Dura	Jun-85
No ID	FAILED	1.5"	Unknown	Unknown
No ID	FAILED	1.5"	Unknown	Unknown
No ID	FAILED	1.5"	Unknown	Unknown
No ID	FAILED	1.5"	Unknown	Unknown
No ID	FAILED	1.5"	Unknown	Unknown
B20	FAILED	1.75"	Unknown	Unknown
B34	FAILED	1.75"	N-Dura	10-Apr
No ID	FAILED	1.75"	Unknown	Unknown
No ID	FAILED	1.75"	Unknown	Unknown
No ID	FAILED	1.75"	N-Dura	Unknown
C15	FAILED	2.5"	Unknown	Unknown
C58	FAILED	2.5"	Unknown	Unknown
C65	FAILED	2.5"	Unknown	Unknown
C33	FAILED	2.5"	FFH	Unknown
C98	FAILED	2.5"	Unknown	Unknown
C42	FAILED	2.5"	Unknown	Unknown
C53	FAILED	2.5"	D.J	Jun-93
C59	FAILED	2.5"	D.J	Jun-93
C79	FAILED	2.5"	Unknown	Unknown
C09	FAILED	2.5"	Unknown	Unknown
E10	FAILED	4"	Angus	Dec-95
E47	FAILED	4"	Angus	Dec-97
E53	FAILED	4"	Angus	Unknown
E16	FAILED	4"	Angus	Unknown
E40	FAILED	4"	Angus	Jan-97
E60A	FAILED	4"	Angus	Dec-95
E60B	FAILED	4"	Angus	Dec-95
E29	FAILED	4"	Angus	Oct-94
E50	FAILED	4"	Angus	Jan-97
E13	FAILED	4"	Angus	Unknown
E37	FAILED	4"	Angus	Jan-97
E19	FAILED	4"	Angus	Unknown
E48	FAILED	4"	Angus	Unknown
E22	FAILED	4"	Angus	Oct-94
E97	FAILED	4"	Angus	Jan-97
E9717P	FAILED	4"	Angus	Jan-97
E6096P	FAILED	4"	Angus	Unknown
E35P	FAILED	4"	Angus	Jan-97

ID	Condition	Size	Manufacturer	Date
E9401P	FAILED	4"	Angus	Unknown
No ID	FAILED	4"	Angus	Unknown
No ID	FAILED	4"	Angus	Unknown
06-04	FAILED	4"	Angus	2006
06-03	FAILED	4"	Angus	2006

No ID	FAILED	1.5"	Wildfire Hotline	2009
No ID	FAILED	1.5"	Wildfire Hotline	2009
No ID	FAILED	1"	Wildfire Hotline	2009
No ID	FAILED	1"	Wildfire Hotline	2009
FS23-00	FAILED	1"	Key	2023

ID	Condition	Nozzle Size	Manufacturer	Test Date
8459	FAILED	1.5"	Elkhart	Jan-23
8433	FAILED	1.5"	Elkhart	Jan-23
8461	FAILED	1.5"	Elkhart	Jan-23
8493	FAILED	1.5"	Elkhart	Jan-23
8471	FAILED	2.5"	Elkhart	Jan-23

<b>2022 Quilcene Calls</b>	
<b>Evals Performed/ Non Tx</b>	
Number of Calls:	26
Hours Out of District	26.48
<b>Transports in A21 w/ PLFR PM</b>	
Number of Calls	41
Hours Out of District	91.28
Personnel Cost for Hours	\$10,730.29
State Mobe Rate for Ambulance	\$11,285.33
<b>Current ALS Contracted Rate:</b>	<b>\$30,000.00</b>
<b>Approx Total Cost to provide Service</b>	<b>\$22,015.62</b>
<b>Net Revenue</b>	<b>\$7,984.38</b>
<b>Missed Transport Billing</b>	<b>\$53,356.60</b>

<b>2022 Discovery Bay Calls</b>	
Patients Transported	10
Non Tx	13
Total # of Calls	23
Hours Out of District	22.88
Personnel Cost for Hours	\$2,084.83
State Mobe Rate for Ambulance	\$2,192.60
<b>Approx Total Cost to provide Service</b>	<b>\$4,277.43</b>
<b>Transport Fee Revenue</b>	<b>\$9,120.50</b>
<b>Net Revenue</b>	<b>\$4,843.07</b>



# EAST JEFFERSON FIRE RESCUE

24 Seton Rd • Port Townsend WA 98368  
360.385.2626 • ejfr.org

## FIREFIGHTER PM ELIGIBILITY RANKING

### FIREFIGHTER PARAMEDIC

1. Ashley Johnson-Franklin

Approved By: \_\_\_\_\_

Date: February 27, 2023

Bret Black, Fire Chief

Eligibility Period: February 27, 2023 – February 26, 2024

*Serving the Communities of*

Port Townsend Port Hadlock Chimacum Irondale Kala Point Cape George Marrowstone Island

