



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

April 19, 2023

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

A. Approve Minutes from the March 15, 2023 Regular Meeting TAB 2A

B. Financial Reports TAB 2B

Vouchers

1. Approve General Fire expenditure warrants dated March 15, 2023, March 27, 2023, March 28, 2023 and April 3, 2023 totaling **\$242,538.45**
2. Approve EMS expenditure warrants dated March 15, 2023, March 27, 2023, March 28, 2023 and April 3, 2023 totaling **\$183,660.18**
3. Approve payroll expenditure warrants dated March 17, 2023 and April 4, 2023 totaling **\$730,580.32**

3. Correspondence – included in Drop Box TAB 3

4. Public Comment –

5. Presentations –

6. Announcements and Acknowledgements

Resolution 23-05 Proclaiming April 9-15, 2023 National Public Safety TAB 6
Telecommunicators Week
EJFR Volunteer Banquet April 22
Discussion Panel for “You’re on Your Own” (YOYO) April 27th PL Beach Club
FFPM Charlie Johnson is 2023 JCPH Public Safety Hero, presentation at BOCC Mtg, April 20, 2:30PM.

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. Strategic Plan – Implementation Tool (Informational) | TAB 9A |
| B. Station 1-2 (Informational) | |
| C. Quilcene ALS Contract – Meeting on April 21 (Informational) | |
| D. Ambulance Billing Fees Resolution 23-03 – (Potential Action) | TAB 9F |

10. New Business

- | | |
|--|---------|
| A. Policy/SOG Updates (Informational) | TAB 10A |
| B. FF/EMT Eligibility List & Offer of Employment (Informational) | TAB 10B |
| C. Lieutenants Exam May 3 & 4 (Informational) | TAB 10C |
| D. Election Costs – (Action Required) | TAB 10D |

Executive Session *in accordance with RCW 42.30.110(1)(g): To review the performance of public employee..*

11. Upcoming Topics/Events

- FF 2
- Administrative Reorganization
- Implementation of Sharepoint
- CARES 2023 Budget Amendment
- Marine Program Enhancement
- OESD Contract
- Annual Work Plan Development
- Fire Stats Class – May 15-17th, 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 MARCH 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, Deborah Tillman, Geoff Masci, Glenn Clemens, Gene Carmody and Ed Davis.

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

1. AGENDA CHANGES – None,

2. CONSENT AGENDA

MOTION: Commissioner Masci made a motion to approve the Consent Agenda including Minutes from the January 18, 2023 Regular Meeting and Minutes from the March 7, 2023 Special Board 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 Davis seconded the motion. Motion carried by unanimous vote.

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – None

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – None.

7. STAFF REPORTS

Chief Black

The second day of Firefighter testing wrapped up today and there is one Paramedic who has accepted a job offer and is in the on-boarding process. Black stated that the CARES Team has more work than there are hours in the day. The program is doing great work. The report in the packet is the same report that goes to the Association of Washington Cities (AWC), the City and the County. County Commissioner Eisenhower did a ride-along with the team and was quite impressed.

AC Brummel

Monthly report included in the meeting packets.

- Notable Grants
 - o AFG Grant was submitted last week and the SAFER grant is nearly ready for submission. The SAFER has no matching funds required and would be a total of

March 15, 2023

\$2.8million over 3 years for 6 Firefighters. When the 3 years is up, we will then pick up the wages and benefits

- CPSE Credential – Brummel has been approved. Black added that this is quite an accomplishment.
- Probationary Firefighter Report – Brummel noted that Chapman and Sviridovich will be taking their final exams this month and Williams is in his 3rd section skills test. He wished them all good luck.

HR/PES/PIO

Stewart noted that one Paramedic is still in the on-boarding process and the Firefighter testing process wrapped up today. She will see how the scores come out then forward a list to Chief for his interviews. Out of 43 applications, 20 completed the full testing. There will be Volunteer testing and on-boarding March 22nd and 29th. She added that an announcement for a promotional exam for Lieutenant went out and thanked everyone who helped with logistics and interviews for all the recent hiring events. There is an upcoming Bike Safety event coming up and she is looking for donations. Black and the Board thanked Stewart for all her hard work.

Finance

Monthly report included in the meeting packets.

- Currently working on the State Auditor annual report.

MSO

Monthly report included in the meeting packets.

BCs

BC Macdonald noted that the PT Paper Mill had their water suppression system burn up in December, but failed to notify the department until January. We were able to come up with an alternative system until it was repaired on February 14th. Full report included in packet.

8. LOCAL 2032 REPORT – Union Vice President Caton White expressed the Union support for the current hiring processes. Many people are working OT to keep from being “mandatorily hired”. This speaks to the need for more people, especially paramedics. Tillman recognized PM White and FF Morris for the leadership training they recently attended in Washington D.C. where they were able to meet President Biden. White added how important it is to sit with legislators and have conversations – this is where change starts.

9. OLD BUSINESS

A. Station 1-2 - (update)

Tracer reported that gutters and flashing have been installed. Electrical work started yesterday and hope to have it wrapped up within the next few weeks. Bud Ayers noted that he has been dogging the manufacturer for reimbursement. He added that the Garden Club wants to do the landscaping and create a water garden. They are looking for additional funding from the state. Jim Nurenberg thanked AC Tracer and Chief Black for their efforts.

B. Fire Chief Job Description (update)

The committee will meet next Thursday and asked Black for any suggestions or specifics he would like to see included. He added that reviewing examples of other chief job descriptions would be helpful.

10. NEW BUSINESS

Black noted that item A. Policy Updates will remain on the agenda for the foreseeable future to address issues that arise or upon recommendations from the State Auditor. Item B. Strategic Plan will also continue to be listed moving forward.

A. Policy Update

Two policies and 3 SOG's were included. It was noted that Commissioners approve policies and the SOG's are informational for the BOC and developed by staff.

Policy 6006 – Purchasing was updated to match current practices. Discussion regarding the Houston Galveston Area Council (HGAC). Relates SOG's were presented.

Policy 6010 – Credit Card Use was singled out as its own policy and updated with new limits and authorized users.

Stinson suggested that in the future is updated policies or SOG's are to be reviewed, a preamble noting what new changes have been made would be helpful.

MOTION: Masci moved to approve the Policy 6006 and Policy 6010 as presented by staff.

Tillman seconded, motion carried unanimously.

SOG's:

District Assigned Vehicles – Brummel noted that the current PTPD policy was used as a template. Those taking district vehicles home must live within 50 miles of the District and may only use the vehicle for district business.

Smoke Detector Program - Stewart explained that the previous program required the recipient of a smoke detector to provide financial information. This was removed, as well a digital waiver is being produced so it may be signed and added directly to the call in our CFS system.

FIRE CARES - Input was received from the MPD, MSO, BC's and the CARES Team. The current iteration is a resting place for now, additional changes may occur in the future.

B. Strategic Plan

Implementation Tool: Black explained that it is a playbook that will begin to get filled out. The first item is to establish performance goals. They will need to be adopted and reviewed annually. No decisions need to be made today, please review and provide feedback. We will eventually adopt performance goals per section 2.1. **MOTION:** Seabrook moved to direct staff to establish a Policy Statement and Service Delivery Objectives as recommended in the EJFR Strategic Plan and legislated by Title 52.33.030 RCW, to be presented for consideration and potential action at the next regular board meeting. Stinson seconded, motion carried unanimously.

Masci suggested that we not use acronyms and recommended that we pass a resolution to use full names instead of acronyms. Clemens noted that a glossary could help with this issue.

The Consultant used for the Strategic Plan gave guidance on our facilities which included: locations, improvements, etc. Black would like to establish a Facilities workgroup to develop a plan/strategy on our facilities and report back to the Board. Masci and Davis expressed interest in being included. Commissioner Craig had previously stated his willingness to be part of the workgroup as well. The workgroup should also include two members of IAFF 2032 and admin staff to set priorities and establish a facilities plan. **MOTION:** Stinson moved to direct the Fire Chief to begin working on said facility plan process. Masci seconded, motion carried unanimously.

C. Commissioner Districts – Resolution 2023-02

Cray explained that the resolution simply solidifies the information presented at the Special Board meeting held on March 7th, outlining and explaining the newly formed commissioner districts now that PLFR has merged with EJFR. A minimum of one week was required before the Board was able

to vote on the newly adjusted District boundaries to accept any public comments. No comments were received. **MOTION:** Stinson moved to approve Resolution 23-02 Adjusting the Boundaries of East Jefferson Fire Rescue to Address the Merger of Port Ludlow Fire & Rescue into East Jefferson Fire Rescue. Masci seconded, motion carried unanimously.

D. Ambulance Billing Fees Resolution 23-03

The Board discussed the new rates presented in the Resolution. Cray explained the current rates are the lowest in the county and the new rates match what Port Ludlow was previously billing patients. Also, the ALS 2 and Specialty Care Transport rates were bumped up to match what Medicare will pay, so we don't leave money on the table. Masci suggested the rates be raised by \$250 per service than the proposed rates. It was noted that even with the new rates, Systems Design predicts that only \$32,000 in revenue would be earned. The Board opted to table the discussion until next month's meeting in order to review and think on it a little more.

E. Surplus Equipment Resolution 23-04

The Board reviewed a list of equipment consisting of nozzles and hose that were well past their useful life and failed service testing. **MOTION:** Stinson moved to approve Resolution 23-04 Declaring the equipment listed as surplus to the needs of the District and authorizing disposal. Clemens seconded, motion carried unanimously.

F. Quilcene ALS Contract

Black explained that there is a holdover contract from Port Ludlow, regarding the ALS Contract they had with Quilcene Fire. Black stated that he and Chief McKern had a verbal agreement to extend the contract as is until the newly merged Board had time to review and/or re-negotiate it between East Jefferson Fire Rescue and Quilcene Fire. Black noted the Board has 3 options: they can keep it as is, come up with a new contract or cancel it all together. It was noted that the rate of \$30,000 per year has not changed since it was put into effect in 2010. Tillman stated that she was on the Board in Quilcene when this contract was put in place and she hopes it will remain in place until it is resolved. Black suggested scheduling a meeting with Chief McKern to discuss. Tillman, Davis and Clemens all expressed interest in being part of that discussion.

G. Eligibility List

Black stated that we now have a valid eligibility list with one Paramedic. He hopes to have a bigger list that will include Firefighters next month.

11. UPCOMING TOPICS/EVENTS –

Black noted the new item on the Agenda for upcoming topics and events. This will remain moving forward.

Notable items: There are two Lt. vacancies and the exam will be in early May for two qualified candidates. A Firefighter 2 gap class will be available for those who don't yet have it. This will help us in the future for WSRB ratings and Federal Grants. There will be some OT, but it will be cost effective. There is also a Fire Stats Class coming up for 4 of our staff.

12. PUBLIC COMMENT

Bud Ayers asked about the upcoming EOC Drill. Black explained that EJFR are role players and the DEM runs the exercise. It is a closed workshop and the topic will be Tsunami Evacuations. Cray stated that Commissioners are required to submit their F1's by 4/17/23. Clemens added that several of our Firefighters attended the Climb for a Cure Stair climb to help raise money for the Leukemia and Lymphoma Society. Clemens moved to excuse Commissioner Craig from the meeting. Tillman seconded, motion carried unanimously.

GOOD OF THE ORDER –

ADJOURNMENT

Seabrook stating no further business adjourned the meeting at 8:03pm.

Jefferson County Fire District 1

David Seabrook, Chairman

Deborah Stinson, Vice Chairman

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Deborah Tillman, Commissioner

Glenn Clemens, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

March 15, 2023

TREASURER'S REPORT

Fund Totals

Jefferson Co FPD No. 1

Time: 15:44:32 Date: 04/06/2023

03/01/2023 To: 03/31/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	2,560,023.93	451,064.25	631,411.92	2,379,676.26	212,454.44	28,317.59	0.00	2,620,448.29*
003 FIRE BLDG & APPARAT FUND 656001042	320,460.35	1,244.24		321,704.59	0.00	0.00	0.00	321,704.59
004 EMS APPARATUS FUND 657001110	491,564.49	1,935.77		493,500.26	0.00	0.00	0.00	493,500.26
101 EMS Fund #657001100	2,612,263.24	486,466.75	616,172.95	2,482,557.04	193,399.62	469.22	0.00	2,676,425.88
	<u>5,984,312.01</u>	<u>940,711.01</u>	<u>1,247,584.87</u>	<u>5,677,438.15</u>	<u>405,854.06</u>	<u>28,786.81</u>	<u>0.00</u>	<u>6,112,079.02</u>

TREASURER'S REPORT

Account Totals

Jefferson Co FPD No. 1

Time: 15:44:32 Date: 04/06/2023

03/01/2023 To: 03/31/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	County Checking	5,944,046.03	940,711.01	1,247,584.87	5,637,172.17	0.00	434,640.87	6,071,813.04
10	1st Security Payroll	40,265.98	623,302.48	623,302.48	40,265.98	0.00	0.00	40,265.98
Total Cash:		5,984,312.01	1,564,013.49	1,870,887.35	5,677,438.15	0.00	434,640.87	6,112,079.02
		5,984,312.01	1,564,013.49	1,870,887.35	5,677,438.15	0.00	434,640.87	6,112,079.02

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:54:04 Date: 04/06/2023

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	March	YTD	Remaining	
300 Revenue	6,701,400.00	437,710.79	910,773.22	5,790,626.78	13.6%
390	0.00	13,353.46	18,312.19	(18,312.19)	0.0%
Fund Revenues:	6,701,400.00	451,064.25	929,085.41	5,772,314.59	13.9%
Expenditures	Amt Budgeted	March	YTD	Remaining	
210 Administrative	1,623,450.31	141,548.70	413,223.64	1,210,226.67	25.5%
211 Legislative	228,712.52	20,579.08	57,647.00	171,065.52	25.2%
220 Suppression	4,087,604.92	408,718.70	1,072,938.95	3,014,665.97	26.2%
230 Prevention	40,850.00	2,136.18	2,344.66	38,505.34	5.7%
245 Training	165,270.00	8,859.12	13,357.20	151,912.80	8.1%
250 Facilities	363,172.00	22,854.46	67,557.17	295,614.83	18.6%
260 Vehicles & Equipment	248,295.00	26,056.93	61,033.07	187,261.93	24.6%
520 Fire Control	6,757,354.75	630,753.17	1,688,101.69	5,069,253.06	25.0%
590 Debt, Capital & Transfers	406,222.50	658.75	2,614.37	403,608.13	0.6%
Fund Expenditures:	7,163,577.25	631,411.92	1,690,716.06	5,472,861.19	23.6%
Fund Excess/(Deficit):	(462,177.25)	(180,347.67)	(761,630.65)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 03

Time: 15:54:04 Date: 04/06/2023

Page: 2

Fund	Revenue	March	Received		Expenditures	March	Spent	
001 Fire Fund #656001010	6,701,400.00	451,064.25	929,085.41	13.9%	7,163,577.25	631,411.92	1,690,716.06	23.6%
	6,701,400.00	451,064.25	929,085.41	13.9%	7,163,577.25	631,411.92	1,690,716.06	23.6%

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:59:09 Date: 04/06/2023

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

Expenditures	Amt Budgeted	March	YTD	Remaining	
520 Fire Control					
522 20 10 000-0 FF/EMT (40%)	2,174,060.72	175,413.69	520,004.59	1,654,056.13	23.9%
522 20 10 019-0 Overtime (40%)	298,800.00	59,727.17	123,030.81	175,769.19	41.2%
220 Suppression	2,472,860.72	235,140.86	643,035.40	1,829,825.32	26.0%
520 Fire Control	2,472,860.72	235,140.86	643,035.40	1,829,825.32	26.0%
Fund Expenditures:	2,472,860.72	235,140.86	643,035.40	1,829,825.32	26.0%
Fund Excess/(Deficit):	(2,472,860.72)	(235,140.86)	(643,035.40)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 03
Source Codes 000 To: 999

Time: 15:59:09 Date: 04/06/2023

Page: 2

Fund	Revenue	March	Received		Expenditures	March	Spent	
001 Fire Fund #656001010	0.00	0.00	0.00	0.0%	2,472,860.72	235,140.86	643,035.40	26.0%
	0.00	0.00	0.00	0.0%	2,472,860.72	235,140.86	643,035.40	26.0%

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:55:49 Date: 04/06/2023

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	March	YTD	Remaining	
300 Revenue	4,906,125.00	485,110.41	1,036,357.01	3,869,767.99	21.1%
390	0.00	1,356.34	1,356.34	(1,356.34)	0.0%
Fund Revenues:	4,906,125.00	486,466.75	1,037,713.35	3,868,411.65	21.2%
Expenditures	Amt Budgeted	March	YTD	Remaining	
272 EMS Operations	6,379,882.00	590,044.79	1,660,999.93	4,718,882.07	26.0%
274 EMS Training	47,760.00	618.69	6,951.66	40,808.34	14.6%
276 EMS Maintenance	145,800.00	25,509.47	39,037.18	106,762.82	26.8%
520 Fire Control	6,573,442.00	616,172.95	1,706,988.77	4,866,453.23	26.0%
590 Debt, Capital & Transfers	175,710.00	0.00	0.00	175,710.00	0.0%
Fund Expenditures:	6,749,152.00	616,172.95	1,706,988.77	5,042,163.23	25.3%
Fund Excess/(Deficit):	(1,843,027.00)	(129,706.20)	(669,275.42)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 03

Time: 15:55:49 Date: 04/06/2023

Page: 2

Fund	Revenue	March	Received		Expenditures	March	Spent	
101 EMS Fund #657001100	4,906,125.00	486,466.75	1,037,713.35	21.2%	6,749,152.00	616,172.95	1,706,988.77	25.3%
	4,906,125.00	486,466.75	1,037,713.35	21.2%	6,749,152.00	616,172.95	1,706,988.77	25.3%

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 16:00:25 Date: 04/06/2023

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100

Expenditures	Amt Budgeted	March	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	3,683,783.00	282,181.30	848,695.71	2,835,087.29	23.0%
522 72 10 019-1 Overtime (60%)	651,200.00	94,045.63	214,616.17	436,583.83	33.0%
272 EMS Operations	4,334,983.00	376,226.93	1,063,311.88	3,271,671.12	24.5%
520 Fire Control	4,334,983.00	376,226.93	1,063,311.88	3,271,671.12	24.5%
Fund Expenditures:	4,334,983.00	376,226.93	1,063,311.88	3,271,671.12	24.5%
Fund Excess/(Deficit):	(4,334,983.00)	(376,226.93)	(1,063,311.88)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 03
Source Codes 000 To: 999

Time: 16:00:25 Date: 04/06/2023

Page: 2

Fund	Revenue	March	Received		Expenditures	March	Spent	
101 EMS Fund #657001100	0.00	0.00	0.00	0.0%	4,334,983.00	376,226.93	1,063,311.88	24.5%
	0.00	0.00	0.00	0.0%	4,334,983.00	376,226.93	1,063,311.88	24.5%

Brian,

3-9-23

Rec
3/13/23

We appreciate you
making the time to
help us make STC
a safer home for all
of us.

We look forward to
working together more

Stephen,

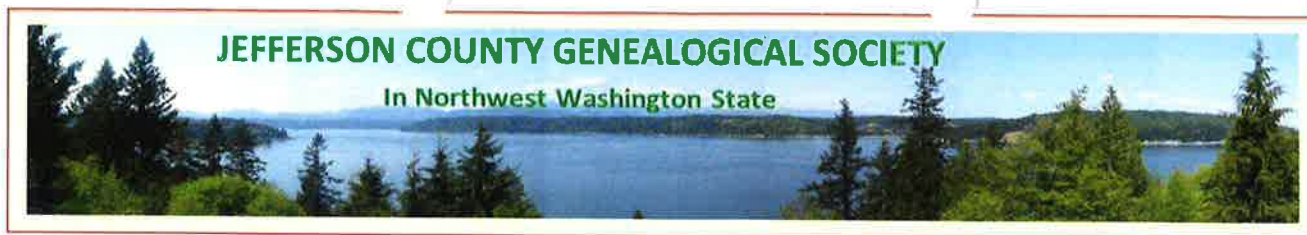
MJ, Kathy + Jean

Tammy,
Thank you and Trevor so much for doing a
CPR refresher class for our Bridgehaven
neighborhood. I've seen several of the neighbors
who attended since then and said they really
enjoyed the review. Those in attendance for the
first time loved the training!

Several of them have already signed up for
the two air evac memberships, so that's good also!

We appreciate all that you do for our community!

Deb Reithmeyer
Bridgehaven's Emergency Management Coordinator



February 6, 2023

Jefferson County Genealogical Society
P.O. Box 627
Port Townsend, Washington 98368

Chief Bret Black
East Jefferson Fire Rescue
24 Seton Road
Port Townsend, Washington 98368

Dear Chief Black:

In response to my request, East Jefferson Fire Rescue trainers provided an Automated External Defibrillator class to the volunteers who staff the Jefferson County Genealogical Society on January 31 and February 3, 2023.

The JC Historical Society, with whom we share the Research Center on Airport Cutoff Road, installed AED at the end of 2022 to be available in the event of cardiac arrest in the facility. While two staff at the RC are CPR certified, our JCGS volunteers were not trained to use it. Based on discussion with our Board and volunteers, it became evident that some of them were not prepared to use it and had some misconceptions about public AEDs. My goals for requesting the informal training were to increase a sense of comfort and familiarity with the equipment and its use to enable them to take quick action in the event of an incident.

Tammy Ridgeway, MSO, was my contact person. She was very welcoming and supportive as the dates were negotiated. Tammy and LT Trevor Bergen presented the two one-hour sessions. They used their own equipment and illustrated how our AED could be used.

Tammy and Trevor are excellent trainers. They were proficient and knowledgeable in their field, citing the latest research and their experience with Medic One. They inspired confidence in our volunteers and answered every question put to them expertly, compassionately, and with a touch of humor.

While we hope never to need it, we are very grateful to East Jefferson Fire Rescue for providing this service to us and our community. Thank you on behalf of JCGS, our Board, our volunteers, and our members.

Sincerely,

Ann M. McCreery, ARNP, PHD
President, Board of Directors
Jefferson County Genealogical Society

cc. JCGS Board

T. Ridgeway

T. Bergen

E. DiPietro, JCHS

From: Douglas Moore <dmoore@colmares.com>

Sent: Monday, March 13, 2023 9:06 AM

To: Bret Black <bblack@ejfr.org>; Bud Ayres (aeayres10@gmail.com) <aeayres10@gmail.com>; Jim Nuerenberg (jpnberg@gmail.com) <jpnberg@gmail.com>

Subject: RE: Solar plus Storage for Resilient Communities Grant Application

Hi Brett,

I'm back from India. Let me know if this email meets your needs.

MIF would like to ensure that Fire Station 12 remains functional when power and water are disrupted and to serve as an emergency resource if the island becomes isolated due to a Cascadia Subduction Event earthquake and tsunami (food, water, and medical supply storage and charging facilities for residents' tools and devices).

Jefferson PUD reviewed electrical outages on Marrowstone Island and found we were without power for 3,429 hours in the past six years, so outages are common. In addition, in the event of a Cascadia Subduction Event earthquake and tsunami, the island could be without electricity and public water for weeks. A backup electrical system to provide power for lights, refrigeration, well water, radios, septic pump, the Glendon system, battery charging and heating seems key to the station remaining functional during power outages or if the island becomes isolated.

The State of Washington is accepting applications through March 23rd for "Solar plus Storage for Resilient Community Grants". They are encouraging applicants to use federal grant monies for solar and battery installation to meet matching fund requirements; so this is an opportunity to have a solar plus battery storage installation done at no cost to the local community. I attended zoom workshop on in January about the grant and when I described our situation they indicated that this project was exactly what they had in mind for these grants. However, since MIF does not own the building where the system would be installed the state wants a letter from the building owner that they would welcome such an installation. This is why we are asking you for a letter of approval.

BTW, the state is offering grant money both for designing installations and for system installation. We are in the process of applying for system installation. It suggests that there will be further grant opportunities in this program for communities that might face isolation (e.g., Coyle, Brinnon)

MIF has been working with Dave Campbell at Cascadia Solar (a subsidiary of Fredrickson Electric) to design a system for Station 12. We are on the third system design currently which would be a 55 panel approximately 21kW system with four Tesla Wall batteries (I am expecting the installation details later today). This should easily meet all electrical needs for at least 8 months of the year and possibly 10 months. Electric resistive heating depletes batteries quickly and is the limiting factor in having 12 month coverage. That is why we earlier were applying for American Rescue Plan Act funding for heat pumps and a back up generator.

Let me know if you need any additional information.

As a gesture of appreciation for the fire services we have, I have attached a picture of Indian fire suppression measures at a crowded temple.

Best,

Doug Moore

E-mail: dmoore@colmares.com

Phone: 215.570.0552

6253 Flagler Road, Nordland WA 98358

From: Deborah Tillman <dtillman@ejfr.org>

Sent: Friday, April 7, 2023 3:28 PM

To: Bret Black <bblack@ejfr.org>; David Seabrook <dseabrook@ejfr.org>

Subject: April 19 Board mtg

I will not be available for this month's regular Board meeting. That evening I will be on a flight returning from a family vacation to Washington DC. Niece now lives there, my sister and her husband up from Orlando to join us for a portion of our visit.

I'm seeking an excused absence, unable to attend even via Zoom.

- Deborah Tillman, Fire Commissioner



EAST JEFFERSON FIRE RESCUE

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

April 10, 2023

Kala Point Residents,

On behalf of the firefighters and staff at East Jefferson Fire Rescue, I would like to thank you for your recent donation of \$4650 from the 2023 Kala Point Fundraiser for East Jefferson Fire Rescue. Donations such as yours provide valuable support to daily 911 operations and training.

In the past ten years our 911 responses have risen approximately 50%, without adding additional 911 units. In 2022, we responded to more than 6200 calls. In 2023 we are seeing additional demand with an 11% increase year to date compared to 2022.

Responding to the needs of our community, East Jefferson Fire Rescue endeavors to provide industry leading 911 medical services. Recently EJFR has increased our staffing levels to 13 firefighter/medical personnel per day. We are also in the process of hiring five additional firefighters as recently approved by our Fire Board. As we focus our financial resources on increasing our service levels, we use donations to acquire much needed replacement equipment in the service to our community.

Thank you, again, for your generous donation. We appreciate it!

Sincerely,

Bret Black
Fire Chief

Cc: EJFR Board of Commissioners

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MTR Standard Laryngoscope Full Kit with Free Padded Bag

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SKU: MTR-16011-ST

Style Full Kit with Free Padded Bag

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\$ 210.34

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Standard Laryngoscope Blades & Handles. Stainless steel construction with satin non-glare finish that provides rugged durability. The handles and blades are crafted from stainless steel that combines lightweight design and long lasting quality. Bright white light outperforms the competition.

****Blade and handle pictured to show size, full set of blades only when ordering kit****

Kit Includes:

All Mac Blades

Contact us!





**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 23-05**

**A RESOLUTION PROCLAIMING THE WEEK OF APRIL 9-15, 2023
AS
NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK**

WHEREAS, the Emergency Service Dispatchers of JeffCom 911 are the first and most critical contact that our citizens have with emergency services; and

WHEREAS, these Dispatchers are the vital link to those calling for help and to firefighters and emergency medical personnel. They monitor the activities of emergency service personnel by radio and telephone and provide them with life-saving information to ensure their safety; and

WHEREAS, these Dispatchers have contributed significantly to the suppression of fire and the treatment of patients in life-threatening situations;

WHEREAS, each Dispatcher, the unseen individual providing a calm voice when emergencies arise, has exhibited compassion, care, empathy, integrity and professionalism, keeping our citizens safe.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Jefferson County Fire Protection District No. 1 proclaims the week of April 9-15, 2023 as National Public Safety Telecommunicators Week in honor and recognition of the Dispatchers of JeffCom 911 for their diligence and professionalism in helping to keep our citizens, employees and visitors safe.

ADOPTED by the Board of Commissioners of Jefferson County Fire Protection District #1 at a regular open public meeting of the Board on 19th day of April 2023.

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

SIGNED BY:

David Seabrook, Commissioner

Deborah Stinson, Commissioner

Geoff Masci, Commissioner

Steve Craig, Commissioner

Deborah Tillman, Commissioner

Glenn Clemens, Commissioner

Gene Carmody, Commissioner

Ed Davis, Commissioner

ATTEST:

Tanya Cray, District Secretary



EAST JEFFERSON FIRE RESCUE

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

MARCH 2023 Monthly Report

During the month of March staff continues their focus on the post-merger evolution of the organization. As directed at the January 2023 BOC meeting, staff initiated a recruitment for five safety personnel with a preference towards firefighter-paramedics. EJFR received unprecedented response to our recruitment with over 40 applicants. The testing process produced an eligibility list of 17 qualified firefighter-EMT candidates and one firefighter-paramedic. Conditional job offers have been extended with a tentative start date of May 16, 2023. These positions will provide much needed relief positions, reducing the overtime burden on our personnel. Two Medic 17 personnel have left the organization and another is on leave, resulting in three single role personnel to cover six positions. Support from dual role personnel has been ongoing in order to fill the vacancies (overtime). Due to the pending status of the IFT contract with Jefferson Healthcare, recruitment for these vacancies is currently not warranted. Negotiations and the development of a transition plan are ongoing with Jefferson Healthcare.

Staff participated in a tsunami evacuation table top exercise as part of DEM's rotating interagency drills. Staff is also collaborating with County and City officials to coordinate our contingency planning for the planned summer 2023 bridge closure. DEM has established unified command and obtained a state incident number for the planning group. The collaborative efforts will include Clallam County and support from state planning and mobilization assets. EJFR is part of the working group that is now meeting every two weeks. EJFR has provided a cost estimate for 911 surge staffing, landing craft and air assets, totaling over \$500,000 for the four weekends.

The Budget Committee reconvened with several agenda items including: review of beginning balances, 2023 deficit update, overtime summary, District debt, restricted reserve account discussion, District financial summary, prioritize 2023 budget request list, GEMT support from PCG, future financial forecasting. The Budget Committee is preparing recommendations for the BOC. The Facilities Workgroup has been established and is preparing its first meeting and agenda.

Jefferson County Commissioner Eisenhour and County Manager McCauley asked Fire Chief Black to join a small evaluation group for the bid selection process as the County considers a vendor to develop a Community Wildfire Protection Plan (CWPP) for Jefferson County. As a result the contract was awarded to SWCA Environmental Consultants plus the County has opted for an evacuation modeling user interface with an affiliated subcontractor, Ladris Technologies. Combined the CWPP and Evacuation U.I. will dramatically improve the effectiveness of our emergency response to wildfires, improving the safety and resilience of our community. The Evacuation U.I. is being utilized to generate data for the summer bridge closure.

The spring Company Officer's Meeting was held at Station 11 and virtually. EJFR conducts two company officer meetings per year; one in the spring and another in the fall. Battalion Chief Meetings are quarterly. This was the first company officer's meeting since the merger. The minutes are in the packet.

Staff submitted applications for several grants which will enhance staffing levels, response times, risk reduction efforts and volunteer recruitment and retention. These efforts are cited in the four initiatives of the Strategic Plan. Notification of awards should occur by the end of June 2023. CARES grant support from Association of Washington Cities (AWC) and hosted by the City of Port Townsend has reached its halfway point. Beginning in July CARES funding will transition to BHC and BHAC. CARES workload continues to exceed capacity illustrating the importance of sustaining and expanding the program. March's CARES report is in the packet.

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Staff collaborated with 2032 (meet and confer) in preparation for the new employee recruitment and lieutenant promotional processes. Several local media messages were disseminated for wildfire safety and disaster preparation. The Fire Chief participated in a panel discussion on the importance of affordable housing for local emergency service employees hosted by the Housing Support Network on KPTZ. Staff attended the monthly EMS Counsel meeting and Jeffcom BOC meetings. The Jeffcom Director applications were reviewed with the final selection process wrapping up in April. Staff assisted PTPD with recruitment and interview efforts.

Staff is working to build our internal statistical capacity, improving our ability to develop detailed monthly analysis for turn-out times, response times, etc. Four admin members spent last week in Austin, TX at the ESO conference and another group will attend a fire statistics workshop in Olympia in May.

MARCH 2023 RESPONSE SUMMARY

March 2023 Statistics

ALARMS		Station Statistics	Avg. Response Time by Station	% of Call Volume
Fires	14	St 1 (1-6)	7:38	28%
Rescue/EMS	373	St 2 (1-5)	8:32	28%
HAZMAT	4	St 3 (1-4)	*	*
Service Call/Canceled	119	St 4 (1-3)	8:08	0%
False Alarm	26	St 5 (1-2)	*	*
Total	536	St 6 (1-1)	10:37	25%
Transports		St 7 (3-1)	10:21	25%
911	218	St 8 (3-3)	11:06	9%
Inter Facility	64	St 9 (3-2)	*	*
Total	282	*Unable to obtain by meeting time. Working to get reports on these Stations.		
CARES Contacts		YTD Calls	1003	11% Increase
March	108			

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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: March 31, 2023

Subject: March Monthly Report

FIRE CARES is deployed in compliance with RCW 35.21.930 Community Assistance and Referral Education Services.

CARES Committee – The CARES Committee is finalizing training manual for additional CARES personnel.

Activity Log highlights (as of time of report submission).

- FIRE CARES is working at capacity, ending the week with cases pending for the following week.
- FIRE CARES received a referral for a Nordland resident in need of a wheelchair ramp. A chronic illness recently escalated impacting the resident's mobility and quality of life. FIRE CARES contacted the local Boing Bluebills who consulted with the resident and is working on the wheelchair ramp project along with a local catholic charities group.
- A wife/caregiver of an ill, Dementia/Amyotrophic Lateral Sclerosis (ALS) husband was referred to CARES as she was struggling to meet her husband's needs in the home. Starting in January, she called 911 17 times. Initially she was calling EMS crews every day for lift assist. FIRE CARES worked with the reluctant wife in receiving care assistance and local resource referrals. FIRE CARES assisted in providing a tour of a memory care facility, support group for care givers and other resources. CARES visited the client seven times, with numerus phone calls. The client has now been adequately referred to support services, dropping them from the CARES continued case management workload; they have not called 911 since. The client is enrolled in hospice with routine home visits and better access to medication and support.
- CARES team was referred to an individual that self-reported end stage liver cancer. Individual arrived in Port Townsend to live with his friends in what he called his 'final days'. Individual had several medications with him and did not know what he was supposed to be taking. CARES coordinated care and established a medication regimen based on discharge documents. Individual did not have one of his medications that is used to detox his liver. The medication had a price tag of \$1600 and CARES was able to find the prescription at Port Ludlow pharmacy free of charge. CARES assisted the individual in his healthcare needs by establishing primary care, paratransit services, social work services, and set up a zoom meeting with Seattle Multidisciplinary Cancer Team. CARES collaborated with several agencies, including Jefferson Healthcare, Fred Hutch Cancer Center, Healthcare Navigator, Para Transit, Believe in Recovery, and Olycap.

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March Client Summary

108 Individual contacts - 23-new referral contact/85-follow up contacts

Demographics

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

Risk Factors

- 3- Homeless
- 6- Overdose in the last 30 days
- 21- reported behavioral health issues
- 20- reported substance use disorders
- 25- reported being hospitalized in the last 12 months
- 24- reported falling
- 13- unsafe living conditions
- 74-home health needs
- 3-Suicide ideation or attempt last 30 days
- 2-Risk of DV

Referrals Made

- 13- mental health services
- 15-SUD services
- 16-medical equipment/mobility devices
- 17-medical office visit
- 2-detox
- 1-food bank
- 3-housing services
- 0-victim services
- 77-senior support
- 24-veteran or military assistance
- 1-insurance services
- 4-transportation
- 25-home health

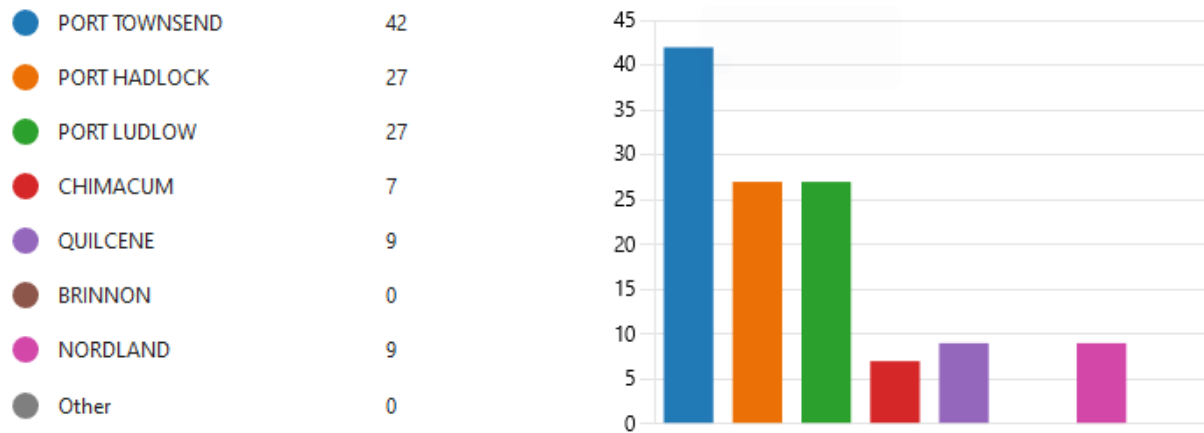
Connection made from referrals

- 11- mental health services
- 16-SUD services
- 14-medical equipment/mobility devices
- 14-medical office visit
- 1-detox
- 1-food bank
- 3-housing services
- 0-victim services
- 75-senior support
- 22-veteran or military assistance
- 1-insurance services
- 7-transportation
- 27-home health

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Jurisdiction of residence

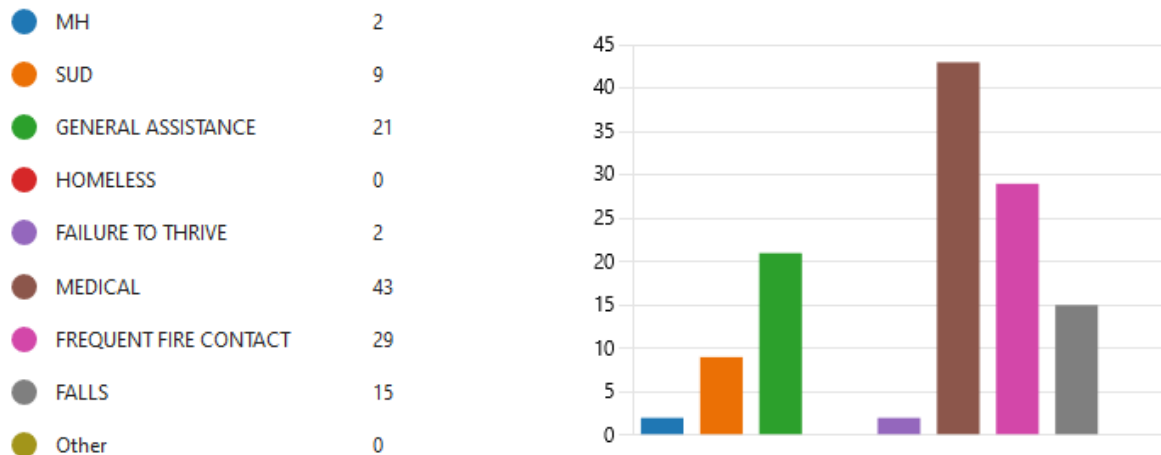


Contact Type

INITIAL CONTACT	23
FOLLOW UP CONTACT	85
UNABLE TO CONTACT	13



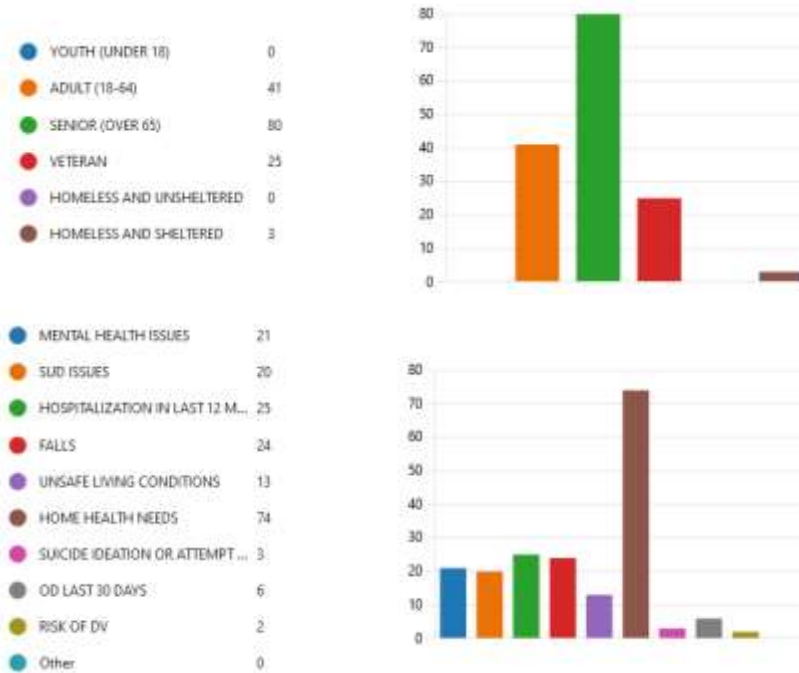
Primary reason for referral



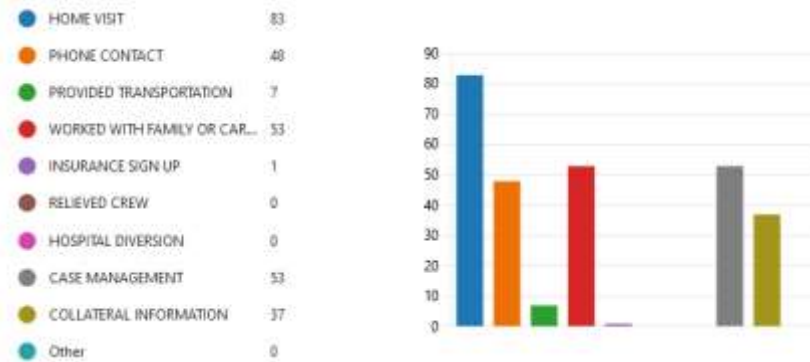
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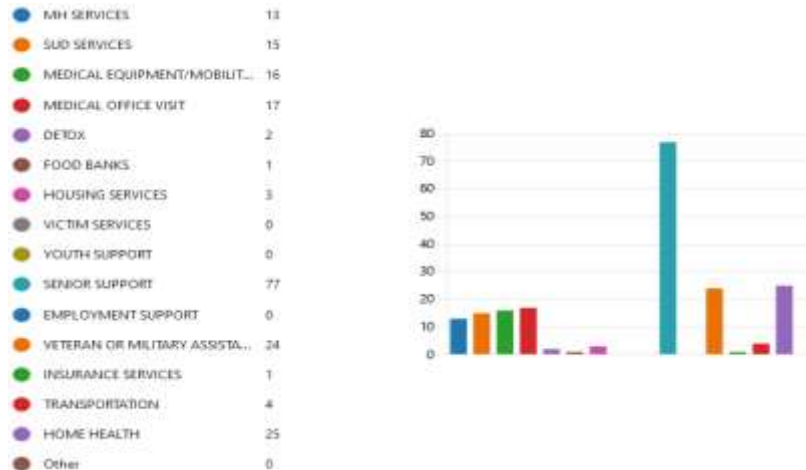
Demographics and Risk Factors



Services provided



Referrals Made



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03/29/2023 Officers Meeting

1. Grants- Brummel- AFG was submitted and they are starting the review. SAFER- We submitted for 6 FTE's and also for a recruitment and retention for volunteers. Black- we are leaving points on the table by not having all our folks FFII, annual wellness checks, etc.
2. 2nd Quarter training schedule- Brummel is working on that this week, hopes to have that done by Friday. He is also working on a 3 year plan.
3. Probationary Books- Clouse- The main tweaks of the book have been made. We are now updating the supporting info and reviewing the tests. The first section is for the month they are on days and will include a skills assessment. The goal is to start documentation day one and have a clear understanding of where each probie is when they come to shift.
4. NFIRS Codes- Fletcher- Trying to make sure we are all on the same page as far as codes being used, EHR's looking the same. We would like to spool up the class with Ridgway/White again.
5. PLFR Dossier/Communication of need for service- Fletcher- Please let us know when things get written up. We talk with Robert and Aaron fairly often and give input on what the priority is.
6. Passport and Accountability- White- Since we started blue card we have not really been good at passporting. Fletcher- We should still be passporting into both the hard card on the rig and the soft card which goes with the officer. Black- Crewsense is our daily accountability, not our incident accountability. Brummel- We will be renumbering stations, units, etc. which will be a good time to re-emphasize accountability.
7. Double Flakes on preconnects- Bergen- Implemented adding the second flake speeds up the process of deploying the preconnect. Bergen will make a sheet on how to load and how to deploy, Brummel will send a training notice out. Brummel will work on an "idea implementation" document.
8. Smooth Bores- Bergen- We have had some demo nozzles that have been lead by Kinney, he has done a great job being un-biased. We have a mid-grade hose, that would make for a pretty smooth transition, only needing to replace nozzles. Nozzles will need to be replaced one way or the other. Do your tests, get the evals back to Kinney. A few folks are anti-smoothbore. Topic will be tabled.
9. Smoke Detectors- Fletcher- Emily sent out the SOG yesterday. The difficult part is, if the release gets printed, then we have to retain a hard copy. Please try not to print the form, do it electronically and upload it to your NIFRS.

10. Fuel tank @ 15's- Fletcher- There is fuel in the tank at 15. Tracer is still working on the SOG. It is for emergency supply, we will be rotating the fuel out of it quarterly. There will also be weekly checks on it.
11. Ludlow Fueling/Restocking- Fletcher- Just a common reminder, you can always stop at 15 on your way back through and stop and get fuel at Transit. Narc checks can be done at 15 or 11 on your way through for 33.
12. Automatic Vehicle Locator- Brummel- is way down the road, probably 2024. We hope it will be sooner, but a lot still has to happen first.
13. Station response zones- Brummel- We need to come up with response plans before we can make changes to zones. Black- wants this added to the BC meeting with input from the MSO.
14. Standby for tones- Black- It adds time to us getting toned. The national standard is 60 seconds, which we are trying to be compliant with that.
15. Pass Down Communications- Fletcher- We are pushing for the LT's to do a written pass down like we as the BC's do. Black- wants to add this to the BC's meeting.
16. Budget- Fletcher- The budget worksheets are out. It is your responsibility to update the tracking sheet with your purchases.
17. BOC Reports- Black- We have a large spectrum of who does what and what they report. We will be going through what is expected for board reports.
18. New policies- MacDonald- Have finally been getting traction on updating the SOP's and Policies.
19. JeffCom upgrade- Black- They are still recruiting for the JeffCom director position. They are still short staffed and working through a lot of issues.
20. Hiring Update- Black- Interviewed most of the 17 in the past couple days, the final interviews are Friday.
21. Lieutenant Testing- Black- Thank you for everyone that have applied. Friday is the last day for applications.
22. Dispatcher appreciation week- Black- Is the 2nd week in April, we would like to show them some love. Kick any ideas forward to him.
23. Landing Zones Names- Fletcher- Former Ludlow has 2 LZ's, South Point and the Resort- words matter.
24. Traffic Vests- Grimm- Can we go back to traffic vests on the rigs/vrs being assigned? Black- Each apparatus will have vests assigned to it. Clouse to direct Chambers to order them.
25. CrewForce Utilization- Grimm- Are we going to use the enroute/available tabs on CrewForce? We had discussed it and then it kind of fell off. As for now we will stay as we are.
26. Credit Cards- Black- Read the SOP and SOG as to what it is used for and what is appropriate.

27. Blue Card- Fletcher- We are not paying for Blue Card this year, so the online CE is not active for anyone on line.
28. Burn Box- White- There is a lot of frustration that we do not get to use the box, but others do. Black- the training budget got cut big time, next year that will not be the case and each shift will be burning each year.
29. Bridge- Black- We submitted a letter to WSDOT as a plea to help us with the burden created by the bridge being closed. Any ideas of how we operate during the closure should be forwarded to Chief.
30. District 2 Contract- Black- I have been tasked with negotiating the ALS contract and would like input. Any ideas or input should be forwarded to Chief.
31. DOH Audit- Ridgway- Word on the street is we may be getting audited by DOH soon. The MSO will have a list of required items for each vehicle with a license. We need to insure that equipment is on the rigs.
32. Poulsbo Ladder- Brummel- Poulsbo is in the research phases of ordering a ladder truck. They will be coming up to look at our truck along with some others.

April 2023 Operations and Training Report

Submitted by: AC Pete Brummel

Overview	Review of March and Preview of April <ul style="list-style-type: none">• AFG & SAFER Grant Progress• NFIRS ESO Update• PLFR WSRB Evaluation Project• Apparatus and Station Renumbering• Probationary Firefighter Report• Training Advisory Committee (TAC)• Tsunami Tabletop Exercise
Operations & Training	<ul style="list-style-type: none">• Assistance to Firefighters Grant (AFG) Submittal: Federal Emergency Management Agency (FEMA) completed the electronic scoring criteria and has moved onto panel review. This is positive news that we have moved into the panel review phase.• Staffing for Adequate Emergency Response (SAFER) Grant Submittal: AC Brummel completed a separate grant request for (6) career firefighter positions (\$2,348,490). Chief Black submitted a separate grant request for volunteer firefighters and volunteer coordinator positions (\$1,063,741).• Washington Survey & Ratings Bureau (WSRB) Update: AC Brummel met with WSRB rep at Station 31 for the former PLFR ratings review. After several hours of Q&A, WSRB was provided with appropriate information from 2018-2022. This data will be combined with 2022 EJFR ratings review into one complete rating for our new organization. Historically, PLFR's 2018 rating was a 4, EJFR's 2017 rating was a 5.• Station & Apparatus Renumbering (Update 4/6): The EJFR Station and Apparatus renumbering project has full support and approval from all stakeholders (JCFA, District 4 & 5, Clallam County Fire Chiefs, PenCom and JeffCom. The project timeline will be 2 months for implementation. April & May will prepare our crews with training on tactical simulations with the new numbers and JeffCom will be introduced to the training in May, with a go-live date for June 1, 2023.• Probationary Firefighter Report: Congratulations to firefighters Sarah Chapman and Alex Sviridovitch Probationary for completing a successful probationary year. Probationary firefighter Gavin Williams continues to move forward on Section 4 taskbook with great success.• Training Advisory Committee (TAC) has been tasked with revising the Probationary Firefighter Taskbook, originally created in 2019. The revision will align with updated references and objectives in time for our 5 new firefighter hires in May.• Tsunami Evacuation Tabletop Exercise: EJFR Chiefs along with local, county and regional stakeholder participated in a tabletop exercise at Station 11. This was the first exercise hosted by Dept. of Emergency Management post COVID-19.

Meetings & Commitments:

3/1: County Incident Management Team(2 hr)

3/1: CARES Committee Meeting (1hr)

3/2: Meet & Confer with L2032 (1hr)

3/4: Seattle FD Executive Leaders Cohort Session (10hrs)

3/10: Meeting with Village Voice for news article (1hr)

3/14: Seattle FD ELA Committee Meeting (Virtual)(1hr)

3/15: JeffCom User Group meeting (1 hr)

3/16: FEMA Grant submission review (1 hr)

3/16: Seattle FD Executive Coaching Session (Virtual)(2hrs)

3/28: WSRB meeting (Virtual) (1hrs)

3/29: Company Officer Meeting at Station 11 (2hrs)

Assistant Chief's - Monthly Board Report

Reporting Period: **April 2023**

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

Facility & Apparatus Overview	<p style="text-align: center;"><i>STATIONS</i></p> <p>Station 16 Port Townsend – - Air Flow heating provided yearly maintenance to the HVAC system finding two dual capacitors need replaced. Cost \$ 654.60</p> <p>Station 15 Jacob Miller - Nothing to note.</p> <p>Station 14 Cape George – -Nothing to note.</p> <p>Station 13 Air Port – -Nothing to note.</p> <p>Head Quarters– -Nothing to note.</p> <p>Harrison House – Smallwood -Nothing to note.</p> <p>Station 12 Marrowstone Island – -All weather roofing received and installed the flashing on the crew quarters Cost \$ 490</p> <p>-Modern Fire Protection is working with their design team for official drawings and needed paper work preparing for permits with the county and installation dates forthcoming. Cost \$ TBD</p> <p>I met with the general Contractor LD Richert. He has agreed to overseeing or building the front ramp and back steps and will be finishing the interior work. Cost \$ TBD</p> <p>Station 11 Chimacum – - Airflow installed the new parts within the apparatus bay heaters. The systems is operational. Cost: \$ TBD</p>
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Assistant Chief's - Monthly Board Report

	<p>Station 31 Port Ludlow -We have received three bids for replacement of the aged and not functioning heat pump. Working with the lowest bid to comply with the small works roster before purchasing. Cost \$ 15,693 estimated</p> <p>Station 32 Paradise Bay -Nothing to note.</p> <p>Station 33 South Point. -The Septic Stem was found to be over flowing. The pump was found defective and was replaced. The tank was pumped and while inspecting the system three risers were in need of replacement. Cost \$ TBD</p> <p style="text-align: center;"><i>APPARATUS</i></p> <p>-Nothing to note.</p> <p style="text-align: center;"><i>Marine 16 "Guardian" & Marine 14 "Volunteer"</i></p> <p>-Guardian Jet controls of the "bucket" (forward / reverse) was found stuck. I was able to free the stuck cable while at dock.</p> <p>-Volunteer. Nothing to note.</p> <p>-Marine 31 Requesting quotes for bottom paint.</p>
	<p style="text-align: center;"><i>INSPECTIONS</i></p> <p>-Our light duty staff performed 100 inspections between Nov 2021 to Feb 2023 -Fort Worden House 277 -Up Town Theater -Banana Leaf & Re-Inspection -OlyCap apartments 7th @ Hendricks – Fire Alarm final with the City.</p> <p style="text-align: center;"><i>Plan Review Meetings (CAM) and Other Related Issues.</i></p> <p><i>County</i> -PRE2022-00006 Division of 142 acres Rocky Brook area -Pre2023-00003 Olympic Discovery Trail -SEPA Old Coyle Rd -PRE2023-02 Fort Flagler Road relocation -Explosive storage container discussion with the Fire Marshal.</p> <p><i>City</i> -LUP22-028 Preservation Alliance -LUP20-057 Burglar Critical Areas Permit (Road / Driveway access) -SDP23-008 19th St at McNeil St (Road & Driveway access for ADU) -SPD23-10 Holcomb St. New construction ADU</p>

Assistant Chief's - Monthly Board Report

	<p>-Hydrant placement relative new street construction on Redwood at T St</p> <p style="text-align: center;">COMPLAINTS</p> <p><i>Nothing to note.</i></p> <p style="text-align: center;">SPECIEL EVENT - REVIEW</p> <p><i>County – Nothing to note.</i></p> <p><i>City – Nothing to note.</i></p> <p style="text-align: center;">BURN PERMIT</p> <p>-03.21.23.01, 605 Elkins Rd -03.30.23.2, 225 Brothers Rd. -03.31.23.01, 40 Bayshore Dr</p> <p style="text-align: center;">FIRE INVESTIGATION</p> <p>-Nothing to note</p>
Training	-Nothing to note.
Public Relations & Marketing	-Fire Extinguisher training Cascade Community Connection
Meetings & Other Events	<ul style="list-style-type: none"> - Hood Cannel Bridge closure meeting -Met with City building official on new RMS system (Smart Gov. and Blue Beam) - Edit Policy 3000C Fueling - Edit Policy & SOG 4007a Burning Guidelines. Sent to Snure for review, - Edit Policy & SOG 3002 B Vehicle Operation (Reporting) - Apparatus review presentation for our board of commissioners -Knox keys – Sheriff's Office.
Other	Bereavement – CA - 11 days

Date Prepared: 4/7/23

Subject: PIO/PES/Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	<ul style="list-style-type: none"> • 3/1 CARES Mtg • 3/2 M & C • 3/7 SHRM Webinar Becoming the Company People Keep • 3/14 Virtual Vol. Pension & Disability Webinar (WFCA Series) • 3/16 JC Secretaries Mtg • 3/17 WA SHRM Conf. • 3/23 Chief JD Mtg • 3/29 Chief JD Mtg
Presentations / Tours/Other	<ul style="list-style-type: none"> • 3/21 Fire Extinguisher Training (Tracer, Everitt, Flanaganmata, Matachacon) • 3/27 Fire Extinguisher Training w/ Public Works (M. Stewart, Anderson, Wittenberg)
Media Engagement:	<ul style="list-style-type: none"> • Facebook – Post Reach: 2,158 Post Engagement: 894 - 2,730 followers • Twitter – 838 Followers • Instagram – 517 Followers
Human Resources:	<ul style="list-style-type: none"> • 3/22 Volunteer Testing (14 candidates) • 3/27, 3/28 & 3/31 FF Chief's Interviews • 3/27 Intern Interviews (six candidates) • 3/29 Vol. HR Mtg w/ one candidate <p>We are currently in the on-boarding process of several new members, both career and volunteer. Anticipated start dates in May.</p> <p>Six candidates have been accepted into our Intern Firefighter Program.</p> <p>Five candidates have been accepted into our Volunteer Program, three more plan to finish the testing process in April.</p> <p>Four FF/EMT candidates have been extended conditional offers of employment. Pending successful background checks and physicals their anticipated start date is May 16th.</p> <p><i>Please RSVP for our Volunteer Appreciation BBQ by April 17th!</i> <i>BBQ will be held at Eaglemount Cidery on April 22nd 6pm – 8pm</i></p>

Over the past couple of years, EJFR Asst. Chief Tracer and DEM Deputy Dir. Keppie Keplinger have been working together to help some of the local assisted living facilities and residents become better prepared for disasters.

In 2022, DEM rec'd a call from a resident at Claridge Court Senior Apartments asking for help in providing information to the building's residents about disaster preparedness. The facility had been through a number of managers in the past few years and many of the residents were either not informed about what to do when fire alarms go off, or simply ignored the frequent sound of those alarms.

Out of concern, a couple of the residents asked for someone from the fire department and Dept. of Emergency Management to speak to a group of their residents. It wasn't long after the meeting that one person in particular encouraged a person from each floor to help pass out information and work with the residents on their assigned floor.

DEM shared information about the local Neighborhood Preparedness (NPREP) program with the floor leaders who adopted it for the building. By implementing this program, the residents at Claridge Court can help one another in the event of a disaster and/or during a time when the building must be evacuated.

The primary leader of this program at Claridge Court has created a list of all residents and indicated those individuals who will need additional help vacating the building. The list is kept current and is located in a room on the main floor where access to utilities controls are located.

DEM receives calls from the leader every couple of months either seeking answers to questions that have been asked by residents or asking for additional handouts for new residents.

More recently East Jefferson Fire Rescue and DEM responded to San Juan Commons with concerns very similar to those of Claridge Court residents—seeking guidance and information about preparedness. Management at that location has not been responsive to residents' requests for information and/or training.

EJFR and DEM met with a group of four residents who are working with all residents to provide them with preparedness information and schedule drills. They four residents are actively working with residents on all three floors of San Juan Commons to get important information to them and eventually schedule regular meetings.

Date: 3/1/23-3/31/23**Subject:** *Finance Report***Prepared By:** *Terri Ysseldyke-All*

Overview	<ul style="list-style-type: none">• Treasurer's Report reconciled• 10 record requests• Ambulance Transport audit• Payroll audit• Billing• District Annual Report Data Mining• BVFF Audit	<div>March IFTs 2023 – 63 2022 – 63 2021 – 53 2020 – 39 2019 – 53 2018 – 55</div>
Meetings and Other Events	<ul style="list-style-type: none">• 3/8/2023 Special Board Meeting• 3/13/2023 Chiefs Association Meeting• 3/15/2023 Board Meeting• 3/15/2023 Meeting with PCG for Medicare Reporting Survey• 3/16/2023 Secretaries Meeting• Leadership Team Meetings every Thursday• 3/20/2023 PCG Meeting• 3/24/2023 Budget Meeting	
Other	<ul style="list-style-type: none">• Springbrook Annual Reporting webinars 3/5-3/10• WFCA Webinar – How to prevent fraud and improve your audits 3/21	

March 2023 Board Report

Date: March 31, 2023

Subject: *MSO Report*

Prepared By: *Tammy Ridgway*

MSO Administrative Meetings	<ul style="list-style-type: none">• Monthly meeting with JGH for quality control• Weekly leadership meeting• Weekly meetings with Dr. Carlbom• EMS Council• CARES Team meeting x2• New Hire Testing Process Meeting• Meet with a potential new volunteer• North West Region EMS Council meeting
MSO 911 Responses	<ul style="list-style-type: none">• 7 Call responses
Continuing Education/ Training	<ul style="list-style-type: none">• EMS connect and other required trainings• Volunteer Drill focused on everything about vital signs• Code Stat Training• Base station• Mega Code with B shift
Administrative duties	<ul style="list-style-type: none">• Supplies/Medications/Controlled substance audits• QA/QI• FF/EMT practical x 2 days• Two CPR classes for Jefferson County Library employees (25 people total), CPR for Bridgehaven community for 14 people, CPR for EJLL for 14 people, CPR for two new volunteers. All CPR classes are taught by myself and LT Bergen.
Planning, ongoing projects and correspondence	<ul style="list-style-type: none">• Leave at home Narcan program, we are giving out about 3 kits a month. The state just approved another 75 kits for Jefferson County EMS on the grant.• Code stat reports• EMS Council will be sponsoring two EJFR paramedics to go to a train the trainer for a difficult airway class.• Planning IV class• Planning evaluator class

March 2023 Board Report

EMS	Manager - Black	Ridgway/Wagner		
BARS	Request	Budgeted	Spent	Remaining
522 72 31 0101	EMS Supplies	\$ 82,000.00	\$ 11,073.98	\$ 70,926.02
522 72 31 0151	EMS Supplies - Drugs	\$ 13,000.00	\$ 805.10	\$ 12,194.90
522 72 31.0201	Operating Expense - PLFR Life Pak Contract	\$ 3,300.00		\$ 3,300.00
522 72 35 0101	Small Tools/Minor Equipment	\$ 9,000.00	\$ 807.74	\$ 8,192.26
522 72 35 0251	DOH Small Tools/Minor Eq	\$ 1,200.00		\$ 1,200.00
522 74 45 0101	Training Supplies	\$ 3,000.00	\$ 80.19	\$ 2,919.81
522 74 45 0201	Training Conferences	\$ 1,000.00		\$ 1,000.00
522 74 45 0501	Training Reg (Inc EMS On-line)	\$ 32,000.00	\$ 2,391.40	\$ 29,608.60
522 74 45 0250	Vol EMT Training	\$ 11,000.00	\$ 31.07	\$ 10,968.93
522 74 45 0301	Travel	\$ 500.00		\$ 500.00

Date: 3/28/2023**Subject:** *Battalion Chief 11 Report***Prepared By:** *Jason MacDonald*

BC 11 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Once per tour visit to all stations for crew contact and assistance• BC Meeting• Company Officer Meeting
BC 11 911 Responses	<ul style="list-style-type: none">• "A" Shift responses 170• BC11 responded to 15 incidents in the last month• 2 MVC's• 3 Chimney Fires• 2 Vehicle Fires
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training 254.75 hours completed by the Shift• EMS connect• Base station• Continue Cross training employees• MCO Training• MCO Night Ops
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and Callbacks• SOG review• SOG 2000m draft updates completed and Submitted to 101 and 104 for review.• Sviridovich final Probation assessment successfully completed• SCBA Compressor Operational at Station 15 Training assigned (R. Grimm) Thank you Bobby!!
Planning and ongoing projects	<ul style="list-style-type: none">• LT Task book with FF/PM Pulido• LT Task Book with FF Secondez• Refresher (RT130) For all shifts is in the works for April (TBD LT Sanders).• DNR Grant Phase #1 opening in March Lt Sanders looking into needs• Cross staffing and crewforce (Lt. Kauzlarich)• Updates to SOGS 4000A, 4000C, 4000D, 4001K and 4005A• Flow Testing SCBAs 60% completed (R.Grimm)• Started to purchase equipment to upgrade house alarm systems at Sta.31 and 33 to be the same as the rest of the stations. Working on vendor to bid and install house alarm for Sta. 12. (Kauz)

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

Date: April 9th, 2023

Subject: *BC-12 Report*

Prepared By: *Justin Clouse*

BC Administrative Meetings	<ul style="list-style-type: none">• Daily Shift Meetings• At least once per tour visit to each station for crew contact and assistance• Weekly administrative staff meetings• Probationary Employee 1st quarter performance evaluation.• Chief Officers Operations Meeting• 2nd quarter Officers Meeting
BC 911 Responses	<ul style="list-style-type: none">• Responded to 20 incidents in March• Established or assumed command of 15 of those incidents
Continuing Education/ Training	<ul style="list-style-type: none">• Daily Shift level training• EMS Connect• Base Station• Probationary Manual with a New Hire• Acting Lieutenant Task Book with a Sr. FF
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and callback• Run Shift Training reports• ESO report review• Probationary Firefighter Task Book- revision and updating• Probationary Employee Testing• Apparatus orientation training for EJFR & PLFR• Ladder truck training for probationary employees• New Employee hiring testing process
Planning and ongoing projects	<ul style="list-style-type: none">• Training Committee• Training ground sight plan• IFSAC Testing Technical Advisory Committee• IFSAC testing- Multiple upcoming IFSAC tests• Revising the probationary employee task book

ESO	<ul style="list-style-type: none"> • LT White and MSO Ridgway have been conducting ESO refresher training for all shifts to ensure calls are being filled out and coded the same way between the shifts. This will make for more accurate data when reports are pulled.
Marine Program	<ul style="list-style-type: none"> • LT Gregory and PM Schumann have been working to consolidate the two training programs (EJFR & PLFR0. Marine 31 has had an assessment of equipment in comparison to the equipment carried on Marine 16. • Quarterly Marine training will be assigned in Vector Solutions based on each person's Marine qualifications. • No expenditures.
Personal Protective Equipment	<ul style="list-style-type: none"> • LT Chambers and LT Lueders have met regarding combining PPE programs. • There are 12 sets of turnouts in the process of being ordered to keep assigned gear in date compliance. • No expenditures.
Technical Rescue	<ul style="list-style-type: none"> • LT White is working to outfit E-31 & E-33 with a compliment of rope bags and hardware consistent with the EJFR Engines. All of the rope rescue equipment in PLFR was kept on the rescue before. • LT White purchased Webbing, prussiks and carabiners. • Quarterly training at the shift level will continue to be assigned through Vector Solutions. • Purchases: 03/01/2023, Tech Rescue Equipment, \$1,230.89 – LT White
Wellness Program	<ul style="list-style-type: none"> • LT Gregory and FF Walker have met to come up with a plan of merging the two departments Wellness programs together. • The treadmill at Station 11 was repaired and serviced as it would randomly stop. • No expenditures- The repair bill for the treadmill has not been received at this time.

Date: 4/6/2023

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

BC 13 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Meeting with and contacting Volunteer Applicants• Budget Committee Meeting• Quarterly Officers Meeting
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 18 incidents in March including several MVA's and a mutual aid fire in District 5 that EJFR provided fire suppression and water supply
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 367.5 hours)• Base Station• Snure Webinar for Volunteer Programs• EMS Volunteer Training• Shift Night MCO's focusing on Mayday/FF Rescue
Administrative Duties	<ul style="list-style-type: none">• Staffing and Callback• Movement of apparatus for servicing• Administered end of probation exam for FF Chapman with successful completion
Volunteer Program	<ul style="list-style-type: none">• Review and editing of Policy 1000 and SOG's 1000a, 1000c, 1000d and 1000i post Snure Webinar• Volunteer Testing occurred on for written and physical agility examinations and interviews for most.<ul style="list-style-type: none">○ 16 total applicants 6 of which were interns awaiting final results for retakes, scheduling conflicts, background checks and doctors physicals but approx. 14 people will begin onboarding in May• Approx. 15 hours spent contacting volunteer applicants regarding interest, scheduling testing, scheduling ride alongs and answering overall questions in person and over the phone.• Volunteer Appreciation BBQ scheduled for April 22nd• Intern Program (Lt. Bergen)<ul style="list-style-type: none">○ Fire Academy commenced March 13th

	<ul style="list-style-type: none"> ○ Lt. Bergen attended monthly evaluations at the academy and was told that after getting over some first week issues our two Interns are performing well. Scores are both over 90%. ○ Intern interviews on 3/27 ○ After review of the budget all members that tested were chosen to bring aboard and continue with backgrounds, CPAT and doctors physicals 				
Ongoing Programs/Projects	<ul style="list-style-type: none"> • Annual Maintenance completed on Genesis Extrication tools, no additional cost is expected throughout the year (Dean) 				
	Program	BARS	Budgeted	Spent	Remaining
	Hose/Ladder/Nozzle Testing	522 10 41 0700	\$17,200.00	\$16,921.48	\$278.52
	Genesis Maint (Dean)	522 20 35 0100	\$3,000.00	\$2,632.31	\$367.69

East Jefferson Fire Rescue: Implementation Tool

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 1. Ensure our service levels and community expectations align with our fiscal resources.				
1.1 Refine and update our fiscal processes to ensure our fiscal resilience.	<ul style="list-style-type: none"> Establish an internal budget committee. Update financial-related policies and procedures. Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices. 	FC/Finance Manager	<ul style="list-style-type: none"> Internal Budget Committee Established summer/2022 Credit Card and Procurement Policy/SOG update March 2023 Establish external budget advisory committee Establish financial forecast template Program workbooks establish March 2023 	<ul style="list-style-type: none"> Adopt related SOGs for permanence. Completed 3/2024 Completed 3/2024 Adopt related SOGs for permanence.
1.2 Seize opportunities to make more efficient use of existing resources.	<ul style="list-style-type: none"> Use software to optimize our resource inventory, including operations and maintenance, as well as repairs. Integrate software for resource management. Maintain a strong culture of resource stewardship. 	Tanya/Terri	<ul style="list-style-type: none"> Sharepoint Spring/Summer 2023 Update capital replacement procedures and restore appropriate funding 	<ul style="list-style-type: none"> In progress
1.3 Build community support for revenue opportunities and provide robust ongoing public communications.	<ul style="list-style-type: none"> Benchmark funding levels with comparable agencies. Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys. Start Community Service Specialist (CSS) work with existing personnel. Review and refine our community messaging and positions. Keep website and social media updated and look for opportunities to expand our social media presence. 	FC	<ul style="list-style-type: none"> Update comparable analysis and maintain data Establish response standards, charter and policy statement AFG FP&S grant for CRS 	<ul style="list-style-type: none"> In progress In progress Submitted 3/2024

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"> Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities. Adapt our charter and Interlocal Agreements to meet the needs of the community and partners. 	FC	<ul style="list-style-type: none"> Update City & County ILAs Clarify and refine EJFR's roles and responsibilities 	<ul style="list-style-type: none"> In progress, City ILA expires 12/2023 In progress
Initiative 2. Strengthen our core emergency response services.					
2.1	Adopt deployment performance goals as District.	<ul style="list-style-type: none"> Establish performance goals as required RCW Title 52. Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service. 	FC/Admin	<ul style="list-style-type: none"> Adopted minimum staffing January 2023 Establish other performance goals per Title 52 	<ul style="list-style-type: none"> Completed 1/2023 In progress
2.2	Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"> Establish realistic standards and monthly reporting. Use training and technology to facilitate compliance. 	FC & Staff	<ul style="list-style-type: none"> Increase capability and capacity for staff to generate reports. 	<ul style="list-style-type: none"> In progress
2.3	Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> Establish minimum staffing as required RCW Title 52 to include ALS/BLS. 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"> Evaluate the advantages of a peak demand model and/or alternate shift schedule. 	FC & Staff	<ul style="list-style-type: none"> Adopt policy in compliance with Title 52 	<ul style="list-style-type: none"> In progress
2.4	Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> Maintain our Washington State Rating Board score in Fall 2022. Enhance related data capture. Identify substandard metrics, such as number of engines, volunteers, etc. 	Brummel	<ul style="list-style-type: none"> Complete amended WSRB Rating 	<ul style="list-style-type: none"> In progress

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"> Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> Community outreach and health promotion. Participate in local and regional committees to advance funding for alternative EMS services. Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc. Maintain a strong culture of continuous improvement. 	MSO	Re-ignite the CPR program	In progress
2.6 Address immediate and long-term facility needs.	<ul style="list-style-type: none"> 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"> Future uses/development of the undeveloped Jefferson County Airport parcels. Disposition of Harrison Street residence. District Training, Fleet Maintenance, EOC and Dispatch facilities. Stations 12, 13 and 14 improvements or relocation. Station 15 improvements. 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. 	FC	Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal	
Initiative 3. Provide additional services to increase community health and well-being.				
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"> Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups. 	Details to be added	Details to be added	
3.2 Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> Prioritize crew visits to low frequency/high risk facilities. Initiate reengagement with the community for life/safety inspections. 			

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.3	Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> 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. Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). Improve our wildfire competencies among the workforce. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Develop content and format for community messaging Collaborate with County/City partners and establish CWPP 	<ul style="list-style-type: none"> In progress
3.4	Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> Continue to apply community risk reduction principles in every call, every interaction with members of the public. Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Pursue grant funding for CRS position Prepare Levy Initiative 	<ul style="list-style-type: none"> In progress Completed 2/2023
3.5	Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Pursue grants for continued CARES funding 	<ul style="list-style-type: none"> In progress
Initiative 4. Enhance our workforce resilience and development.					
4.1	Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates. Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant. 	<ul style="list-style-type: none"> Details to be added 	<ul style="list-style-type: none"> Details to be added 	<ul style="list-style-type: none">
4.2	Establish the culture and resources necessary to support the mental and physical health and wellness of our team	<ul style="list-style-type: none"> Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines. Establish benchmark awareness training for all members. Continue to make incremental improvements in our fitness facilities. Broaden workforce participation in fitness/wellness practices. 	<ul style="list-style-type: none"> BC MacDonald 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

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">▪ Begin planning for medium-term efforts.	<ul style="list-style-type: none">▪ AC Brummel	<ul style="list-style-type: none">▪	<ul style="list-style-type: none">▪
4.4	Ensure recruitment efforts align with the needs of the organization	<ul style="list-style-type: none">▪ Identify current and future retention and recruitment needs of the organization.▪ Establish staffing and recruitment plans.	<ul style="list-style-type: none">▪ E1	<ul style="list-style-type: none">▪	<ul style="list-style-type: none">▪

Date: April 19, 2023

Subject: Ambulance Billing Fees - Review

Prepared By: Tanya Cray/Terri Ysseldyke-All

Background	<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>The Proposed rates align with what Port Ludlow Fire & 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. The proposed fees reflect that change as well.</p> <p>Per our Policy 6005 Ambulance Billing (attached), no person shall be denied and ambulance ride because they cannot pay.</p> <table><tr><td></td><td><u>Previous Rates</u></td><td><u>Proposed Rates</u></td></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>		<u>Previous Rates</u>	<u>Proposed Rates</u>	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
	<u>Previous Rates</u>	<u>Proposed Rates</u>																							
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																							
Fiscal Impact	Using the proposed new rates and the 2022 transport/mileage totals, the fiscal impact would have been an estimated \$32,000 in revenue earned, per Systems Design calculations.																								
Recommendations	Raise our EMS Billing rates to the proposed amounts.																								
Proposed Motion	Move to accept Resolution 23-03 to Establish Billing Rates for Emergency Medical Service Transport Fees and Non-Transport Service Charge.																								



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Ambulance Billing

Policy Number: 6005

Date of Implementation: 12/20/17

Replaces: Policy 705

Signature of Approval:

Date: 12/12/17

SECTION 1.0 PURPOSE

This policy shall define the manner with which ambulance billing services shall be conducted at East Jefferson Fire Rescue.

SECTION 2.0 SCOPE

The following billing procedures shall be followed in order for there to be continuity of services and compliance with State and Federal Law.

SECTION 3.0 POLICY

It shall be the policy of the District:

- 3.1** That there is a system in place to accurately track and audit the ambulance billing procedure to ensure that each ambulance transport and non-transport (Deceased on Scene) who received Advanced Life Support is billed appropriately.
- 3.2** To use collection services for accounts payable and not received.
- 3.3** To provide procedures for relief from debts in cases where there is inadequate resources to pay for emergency medical transport.
- 3.4** To accept as "Write Off" and not send to the Credit Agency all uncollected billings resulting from the transport of a patient who subsequently dies as a result of their injury or illness.
- 3.5** To accept as "Write Off" and not send to the Credit Agency any uncollected billing less than \$200.
- 3.6** To allow the billing agency to "Adjust Off" any credit balance of \$5.00 or less.
- 3.7** That no person will be denied medical care because of his or her inability to pay.

SECTION 3.0 RELATED SOG'S

- See following SOG's beginning with 6006a



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 6005a

Ambulance Billing Procedures

SECTION 1.0 PROCEDURE

- 1.1** Various personnel, including emergency medical responders and office staff, will be responsible for completing their assigned portion of the billing procedure. The Fire Chief has overall responsibility for ensuring that the billing procedure is completed.
- 1.2** For “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, an Advanced Life Support Service Charge (equivalent to the BLS rate in effect) will be billed to any/all primary or secondary insurance carrier(s) the deceased patient may have, when such information is known or readily available to the District. Any payments received from the deceased person’s insurance carrier (s) 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. The patient’s family will not be contacted for billing or other insurance information.
- 1.3** After each transport is completed, and the patient has arrived at the receiving facility, the emergency medical responder responsible for the patient’s care during transport will obtain the patient’s demographic information from the patient as well as the demographic document from that facility.
- 1.4** If physically and mentally capable, the patient will be required to sign a release allowing the District to bill their insurance directly for the transport. If the patient is unable to sign the release, the emergency medical responder shall document upon the Medical Incident Report that reason, and the District shall bill the patient’s insurance provider as a courtesy to the patient.
- 1.5** The demographics document will be sent with the patient’s Medical Incident Report to the billing agency for billing.
- 1.6** Upon the billing agency’s receipt of the Medical Incident Report and supporting documents, accounts will be set up, and charges entered within five (5) days. After this entry is completed, all charges with sufficient information will be billed directly to the patient’s insurance provider; those accounts without sufficient billing information are billed directly to the patient along with a form requesting insurance information.
- 1.7** Items billed directly to an insurance provider shall be reviewed monthly, with rebilling and any additional information added to the account file. After all appropriate insurance payments have been received; a private statement will be generated and mailed to the patient if there is a legally collectable balance.

- 1.8** Patient inquiries shall be via a nationwide toll free telephone line to the billing agency. All the billing agency employees shall be cross trained on all accounts, enabling all employees answering the telephone to answer questions without transferring the call to another person.
- 1.9** Payments are typically mailed to the billing agency's Post Office box; and are always made payable to East Jefferson Fire Rescue.
- 1.10** Payments received at the District Office will be forward to the billing agency for accounting and deposit.
- 1.11** Payments sent directly to the billing agency are deposited in a bank account established by the Jefferson County Treasurer's office, with copies of the deposit slip mailed or faxed to the District. The billing agency shall have "deposit only" access to this account.
- 1.12** The Billing agency shall initiate any refunds to patients or insurance providers by the use of a "Refund Request Form" along with the supporting documentation.
- 1.13** Refunds shall be processed through the established District voucher process for accounts payable.
- 1.14** In the event that a patient has a private balance owing, the patient will continue to receive monthly statements until the account is paid in full or determined to be uncollectible. If the billing agency has received no payment and no contact from the patient after the second statement is mailed, they will attempt to make contact by telephone to encourage the patient to set up a payment plan. The billing agency will explain that there are no finance charges and that even a small monthly payment will demonstrate the patient's cooperation in getting the account paid.
- 1.15** For any account contact that results in returned mail, disconnected phone service, or no response, the billing agency will make a final call to the receiving hospital to determine if they have any updated information. Typically those accounts have already been turned over to collections or written off by the hospital. If the patient received debt forgiveness from the hospital, an application for financial assistance is mailed to the patient. In the rare situation that the hospital has new billing information, the billing agency will follow up with this new information. If no further information is available from the hospital, these accounts will be deemed as uncollectible.
- 1.16** For those guarantors owing \$200 or more who have not responded to the mailing of the third (3rd) statement, a collection notice is sent with the fourth (4th) and final statement. This notice includes a date by which the patient must respond to avoid collections. If no responses are forthcoming, the account will be turned over to the Credit Agency for collection and adjustment off the accounts receivable ledger. If a correct address is unavailable, the account is sent directly to the Credit Agency without the collection notice. A list of accounts deemed uncollectible is available in the monthly reports sent to the District by the billing agency.
- 1.17** Once per month, after the final charges for the preceding period have been entered, a month end process is performed. This process will generate the monthly private statements, ages the account receivables and produces the monthly reports, which are sent to the District by the billing agency. These reports will reflect in detail the monthly activity on the District's accounts.

SECTION 2.0 APPLICATION FOR FINANCIAL ASSISTANCE

It shall be the policy of the District that no person will be denied medical care because of the inability to pay for such services. The District shall provide service at no charge or reduced charge. To be eligible to receive the service at no charge or a reduced charge the patient must contact the billing agency and request Financial Assistance from the District. An application for Financial Assistance shall be completed by the patient and returned to the billing agency. The billing agency shall notify the District of the request. If approved by the District, the billing agency shall resubmit an adjusted bill to the patient based on established federal poverty guidelines as approved by District Resolution.

It shall be recognized that these are guidelines only; the billing agency works closely with patients and the District staff to resolve billing issues and there will be situations that require flexibility.

EFFECTIVE DATE: 12/12/17

REPLACES: Policy 705
SOG A04-02

FIRE CHIEF:

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 April 19, 2023;

	<u>Rates effective April 19, 2023</u>
<i>Specialty Care Transports</i>	<u>\$1,200.00</u>
<i>Advanced Life Support II</i>	<u>\$1,000.00</u>
<i>Advanced Life Support I</i>	<u>\$800.00</u>
<i>Advanced Life Support I NE</i>	<u>\$800.00</u>
<i>Basic Life Support</i>	<u>\$700.00</u>
<i>Basic Life Support Non Emergent</i>	<u>\$600.00</u>
<i>Mileage Charge</i>	<u>\$18/mile</u>

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 19 day of April 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:

Tanya Cray, District Secretary

Date: April 19, 2023

Subject: Policy/SOG Updates

Prepared By: Bret Black

Background	<p>Please review the summary edits to policy and guideline as follows:</p> <ul style="list-style-type: none">• 2000i OT and Callback (informational) Section 6.1 limits the duration of work hours to 72 hours and now has a minimum rest period of 12 hours off-duty before returning to work.• 3000c (informational) New SOG that establishes a diesel fuel cell at Station 15 along with procedures for rotating the contents.• 2000g (informational) updated section 5.4 to mirror CBA, requiring employees to submit documentation of illness/injury for prolonged sick leave.• XXXX DRAFT (informational) EJFR's RCW Title 52 Policy Statement. Establishes organizational structure and standards for response times, services and staffing.• JD0000 DRAFT (informational) Fire Chief's job description, changes to required certification, experience and education.• 4007a DRAFT (informational) Updates our burn permit procedures and criteria.
Fiscal Impact	None anticipated
Recommendations	Review changes and/or additions, providing input to staff.
Proposed Motion	No motion necessary – informational only.



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 2000I

OT & Call Backs

SECTION 1.0 PURPOSE

To provide a procedure for overtime call back of employees for daily fire department staffing as required by the minimum staffing requirements as determined by East Jefferson Fire Rescue.

SECTION 2.0 SCOPE

This policy will apply to calling back employees for vacancies due to sick, vacation, compensatory time, training, bereavement, FMLA, union, or any other leave that may cause a vacancy per the East Jefferson Fire Rescue staffing guidelines and policy 2002. This shall also apply to any scheduled occurrences for up staffing, and event coverage. This does not apply to overtime call back initiated due to high call volume; hold over time for late or early incidents, or an immediate staffing need as determined by the Duty Chief or their designee.

SECTION 3.0 PROCEDURES – CALL BACK ORDER

3.1 Accumulation of hours: Employees shall be organized by their job title and sorted in order of overtime hours for the current calendar year. All training, holdover hours, and scheduled shifts shall be included in the total overtime hours worked. If two (2) or more members have the same title and the same accrued hours the most senior member shall be notified first.

3.2 Order for call back by position: Per the current collective bargaining agreement Article 14 (Section 1.C) members on Kelly day have the first right to accept or refuse overtime, as long as the overtime member meets the minimum requirement for the position that is open. i.e. a paramedic on Kelly day may work an open FF shift. Lieutenant Paramedics are incorporated into the Lieutenant call back list and mandatory hire list in accordance with their accrued hours.

Firefighter	Paramedic	Lieutenant	Battalion Chief
Employee on Kelly Day	Paramedic or LT/P on K-Day	Lieutenant on K-Day	Battalion Chief on K-Day
Firefighter	Paramedic	Lieutenant	Battalion Chief
Paramedic	Lieutenant Paramedic	Qualified Acting LT	Qualified Acting BC
Lieutenant	MSO	Battalion Chief	Mandatory Hire BC
MSO	Battalion Chief Paramedic	Mandatory Hire Lieutenant	
Battalion Chief	Mandatory Hire Paramedic		
Mandatory Hire Firefighter			

3.3 Acting Officers: Those employees with completed acting books as approved by the Assistant Chief of Operations shall be eligible to act in a Lieutenant or Battalion Chief Role provided moving them

into the acting role does not create an officer or an acting officer vacancy per the minimum staffing policy. Section 3.3 cannot result in mandatory filling of vacancies.

SECTION 4.0 PROCEDURES CALL BACK

- 4.1 Responsibility for Staffing Shifts:** The CrewSense software shall be the primary means for calling back employees for scheduled overtime. All personnel shall provide their preferred method of contact to the District for the purposes of callbacks.
- 4.2** Except in extreme circumstances and immediate staffing shortages, callbacks shall not occur between 2200 hours and 0700 hours.
- 4.4** If no employee accepts the overtime, the initiating Battalion Chief, shall then start a new call back for the next list as noted above (section 3.2). This shall be repeated until the position is filled or until all members have been notified.
- 4.6** If the "open slot" still is not filled, a 2nd round "all call" may be initiated with no wait time.
- 4.7 Wait Times for Response:** The following wait times shall be used to allow the call back to circulate to the employees based on the length of time until the start of the open shift.

Shift within the next 12 Hours	No wait time
Shift within the next 24 hours	10 minute wait time
Shift within 25-72 hours	1/2 hour wait time
Shift greater than 72 hours away	2 hour wait time

SECTION 5.0 MANDATORY STAFFING

- 5.1** If a position level requires a mandatory assignment per policy 2002 and section 3.2 of this SOG, the following procedure shall be used.
- 5.2** An employee may not vacate their assignment prior to being relieved.
- 5.3** The employee off going from shift with the lowest accumulated annual overtime hours in the required staffing position shall be mandatorily held over until alternative relief can arrive.
- 5.4** When possible mandatory staffing notifications will be given as much notice to the effected employees as possible.
- 5.5** Except under extreme circumstances as directed by the Fire Chief, an employee cannot work in excess of 72 hours as a result of mandatory staffing. Extreme circumstances may only allow for the Fire Chief to extend to an additional 24 hours.
- 5.6** Except under extreme circumstances as directed by the Fire Chief, an employee may not be recalled or held over as a result of mandatory staffing more than once per month.

SECTION 6.0 VOLUNTARY OVERTIME LIMITS

- 6.1** An employee shall have a minimum off-duty rest period of 12 hours after working 72 consecutive hours. The Fire Chief may waive this provision for extreme circumstances.

EFFECTIVE DATE: 12/21/22

REPLACES: Previous version

FIRE CHIEF:

[illegible]

*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: 3000c

Re-Fueling and Emergency Fuel Supply

SECTION 1.0 PURPOSE

In order to ensure that all Emergency Apparatus and Equipment have an adequate available fuel supply East Jefferson Fire Rescue shall follow the following guidelines

SECTION 2.0 GUIDELINES

- 2.1** Primary North District refueling supply is located at the Jefferson Transit Fuel Station. All chiefs, career employees, resident volunteers and volunteers are to be issued a PIN number.
- 2.2** Primary South District refueling supply is located at Fire Station 31. 1100 gallons of diesel fuel. All chiefs, career employees, resident volunteers and volunteers are to be issued a PIN number.
- 2.3** Alternative Refueling for gas fueled apparatus is located at the Port Ludlow Village Store. Personal will contact the cashier, obtain a receipt after fueling is completed. Submit receipt to administration.
- 2.4** Mobile apparatus fuel tank levels shall be maintained as close to a full inventory as possible. No fuel tank level shall be left under $\frac{3}{4}$ of a full tank level.
- 2.5** Equipment and fuel containers shall be refilled after use.

SECTION 3.0 EMERGENCY FUEL

- 3.1** In the event fuel is not available at the Jefferson Transit Fuel Station or Fire Station 31, emergency diesel fuel can also be obtained at fire station 15. 250 gallons of diesel fuel.
- 3.2** In the event of a long emergency event, and apparatus is unable to obtain fuel from primary supplier, fuel may be obtained by calling:

Petro card - 24/7 afterhours 1-800-950-3835
- 3.3** EJFR also is in possession of a fuel "hand pump". In the event of an emergency Diesel Fuel could be pumped from the fuel supply tanks at furnace fuel tanks at station 1-5.

SECTION 4.0 PURPOSE STATION 15 250 GALLON EMERGENCY FUEL TANK

- 4.1** In order to assure emergency fuel contained within the 250 gallon emergency diesel tank is ready and available.

SECTION 5.1 GUIDELINE

- 5.1 Diesel fuel contained within the emergency diesel tank shall be utilized quarterly in an effort to rotate the diesel fuel within to prevent stagnation.
- 5.2 A numeric padlock shall be in place on the lid of the emergency diesel tank to prevent unauthorized use or theft of the contents within.

SECTION 6.0 RECORDS MANAGEMENT

- 6.1 A record shall be maintained to provide a method of accounting for gallons used, by which apparatus (EJ) and which employee.
- 6.2 Weekly inspection of the tank, components, pad lock, spill bucket, fire extinguisher to ensure all items are present and operable.
- 6.3 The record of use and weekly inspection shall be the responsibility of the Sta. 15 Lt.

SECTION 7.0 MAINTENANCE

- 7.2 Ordering of fuel shall be by way of the house LT to the BC to the appropriate AC or purchasing employee.
- 7.3 Diesel fuel stabilizer shall be added to the tank when refilled.
- 7.4 Water Filter shall be changed yearly.
- 7.5 Metal spill response bucket and contents shall be inspected quarterly and replaced as needed.
- 7.6 The fire extinguisher shall be inspected and certified each year.

SECTION 8.0 REGULATIONS

- 8.1 Any applicable Federal, State or County code with regard to the tank, its use and storage of fuel shall be followed. Such as: NFPA, IBC, IFC, OSHA.

SECTION 9.0 FORMS:

- 9.1 Fuel Tracking Form
- 9.2 Monthly Station Inspection Form

EFFECTIVE DATE: 4/19/23

REPLACES: SOG A0-08

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 2000g

Time Off

SECTION 1.0 PURPOSE

This document shall provide procedure for represented members to use their accrued leave and time off in accordance with the intent of the district and the current negotiated labor management agreement where accrued leave and time off are a part of the agreement.

Public safety and District operations shall take precedence over granted leave and in the event of a major incident, either man made or natural, leave may be cancelled in accordance with the employee's most current labor management agreement.

SECTION 2.0 SCOPE

To allow members to take their accrued leave and time off, a total of four (4) personnel per day will be allowed off at any one time, including Kelly Days, vacation, holiday, or comp time. The maximum number of personnel off per classification is: one (1) Battalion, two (2) Lieutenants, two (2) paramedics, (Lieutenant/Paramedics count as both a lieutenant and a paramedic), or up to four (4) Firefighters as long as the maximum number of operational personnel off does not exceed four (4). The maximum of four (4) persons off shall not apply to members assigned to day shift.

SECTION 3.0 VACATION DAYS

- 3.1** Vacation days will be scheduled in accordance with any current negotiated labor management agreement.
- 3.2** The Shift Battalion Chief shall be responsible for the proper circulation of the vacation schedule based on seniority as defined in the current labor management agreement.
- 3.3** Once completed the vacation selection will be reviewed and approved by the Shift Battalion Chief.
- 3.4** Once the vacation selection is approved it will be posted on the department calendar.
- 3.5** Once the scheduled vacation dates have been established, members may select one or more remaining vacation days or partial days off on a first come first serve basis provided the member has the unscheduled vacation time accrued and pursuant to section 2.0. Partial days will only be allowed in increments of 12 hours.
- 3.6** Requests for vacation shall be made electronically through Crewsense and submitted for approval to the on duty Battalion Chief. If leave requests are not processed within four (4) hours, the staffing program manager shall be notified of the pending request.
- 3.7** If one or more members request the same day off, the earliest date of the leave request shall be granted first pursuant to section 2.0.

- 3.8** Employees may not approve or schedule their own time off requests, except as necessary by the staffing program manager to input Kelly days and vacation picks done in accordance with the current union contract.
- 3.9** Vacation days will be granted with a minimum notice of 72 hours in advance of the requested time.
- 3.10** Approved requests shall automatically be placed into the schedule and confirmed by the on duty Battalion Chief.
- 3.11** Once vacation dates have been approved they may not be cancelled, rescheduled or substituted for compensatory time unless approved by the Chief or their designee.

SECTION 4.0 KELLY DAYS

- 4.1** Kelly days will be automatically generated on a calendar as agreed to in the current labor management agreement.
- 4.2** If an employee on Kelly leave is called back to work, their Kelly Day will remain on the schedule as leave and will still be included in the four (4) personnel off per day.

SECTION 5.0 SICK LEAVE

- 5.1** Employees shall be granted the use of accumulated sick leave in accordance the current labor management agreement.
- 5.2** Requests for sick leave shall be submitted through Crewsense and sent to the on duty Battalion Chief for approval. If the requested sick leave is less than 24 hours away from the employee's requested shift, this electronic request shall be followed up by a phone call to the on duty Battalion Chief at (360) 381-0491.
- 5.3** Approved Sick Leave requests will not be included in the four (4) personnel off per day.
- 5.4** In the interest of an individual employee and shift team safety the Fire Chief may also require an employee to obtain a written certification of the employee's condition and ability to perform the full-scope responsibilities of the employee from the employee's health care provider after seventy-two consecutive hours of utilized sick leave (24 Hour shift employees) or Forty hours (Day Shift Employees). Time spent obtaining Employer physician verification will be done at the cost of the Employer. Periodic check in's may be required.

SECTION 6.0 FAMILY MEDICAL LEAVE

- 6.1** Sick, vacation, comp and holiday leave are designated as a supplemental benefit by The District as defined by the Washington State Employment Security Department (ESD).
- 6.2** An employee requesting to use PFML must submit a PFML request to ESD directly. The employee shall also notify, by email, the Human Resource Officer of the pending request to ESD for PFML benefits. The Human resource Officer will then notify the on duty Battalion Chief the dates of the request to allow for scheduling of the PFML. The Battalion Chief will contact the employee to discuss which leave as noted in Section 6.1 will be used.
- 6.2** Employees may use such available leave to remain on paid status even if the employee also seek PFML benefits in the same week. The employee cannot utilize benefits in a way that exceeds 100% of their regular salary or wages.

- 6.3 Leave buy back:** The employee may opt to “buy back” their leave used for PFML with their ESD payment. The employee shall turn over payment to the District within twenty-one (21) business days of receiving PFML benefits. The District then shall calculate the number of accrued leave hours the employee may buy back based on the employee’s regular hourly rate.

SECTION 7.0 COMPENSATORY TIME

- 7.1** Compensatory time shall be defined as time off at the rate of one and one-half (1 1/2) times the number of hours worked. Employees of the district may request compensatory time off in accordance with the current labor management agreement.
- 7.2** Requests for compensatory time off will have every effort made to not result in any additional costs to or interfere with the operation of the District and must be voluntary.
- 7.3** Requests for compensatory time off shall be submitted via Crewsense in the same manner as section 3.6 of this SOG.
- 7.4** Compensatory time off may be allowed as partial days off in increments of two hours.
- 7.5** If a compensatory time off request would reduce staffing below the district established minimums (see Policy 2002) and is beyond the four personnel off per day (section 2.0), the request shall be placed in a pending status and a call back initiated. If callback staffing meets the minimums as established in policy, the time off request shall be approved. If staffing to District minimums cannot be accomplished, the time off request shall be denied.
- 7.6** Mandatory staffing will not occur for compensatory time off requests submitted above the four (4) personnel off as defined in section 2.0.

SECTION 8.0 UNPAID HOLIDAY LEAVE

- 8.1** Effective June 2014 Washington State Law requires all fire districts and regional fire authorities to provide all employees with two unpaid holidays per year. The law does not differentiate between full or part time employees. Unpaid days off do not have to be granted if it will cause an undue hardship on the District as described later on herein. These unpaid holidays will be granted for reasons of “faith or conscience”. The District will be flexible in interpretation of this broadly worded terminology. All unpaid holiday requests will be granted in accordance with the intent of this guideline in the case of any other leave requests.
- 8.2** **WAC 82-56-020 Definition of undue hardship** - For purposes of chapter 168, laws of 2014, “undue hardship” means an action requiring significant difficulty or expense to the employer. Visit <http://apps.leg.wa.gov/wac/default.aspx?cite=82-56-020> for the most up-to-date factors that you must consider when determining “undue hardship.”
- 8.3** **WAC 82-56-030** In determining whether the employee’s absence would result in an undue hardship to the employing entity, the employer must make a case by case determination based on the specific objective facts and circumstances, not assumed information, present at the time of each request.

The existence of a collective bargaining agreement or bona fide seniority system does not in and of itself relieve the employing entity from determining whether there would be an undue hardship if the request was granted.

When an employee is represented by a union, in determining whether the employee's absence would result in an undue hardship, the request must be reconciled, when feasible, with the provisions of the applicable collective bargaining agreement.

If the employee is covered under a collective bargaining agreement, the employing agency must determine whether the request can be granted without violating that agreement.

SECTION 9.0 SHIFT TRADES

- 9.1** Employees shall be granted a shift trade in accordance with the current labor management agreement.
- 9.2** Employees of the district may trade shifts with other employees in like classifications. This includes "Kelly" Days. Example: Lieutenant for Lieutenant, Paramedic for Paramedic, Firefighter EMT for Firefighter EMT.
- 9.3** Requests for shift trades shall not result in any cost to or interfere with the operation of the District and must be voluntary.
- 9.4** Shift trades shall be completed via Crewsense and submitted for approval to the on duty Battalion Chief.

EFFECTIVE DATE: updated 12/21/2022

REPLACES:

Policy 215

Policy 219

SOG A07-02

SOG A04-17

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: EJFR Policy Statement

Policy Number: None

Date of Implementation:

Replaces: N/A

Signature of Approval:

Date:

SECTION 1.0 POLICY STATEMENT

Jefferson County Fire Protection District #1 dba East Jefferson Fire Rescue (EJFR) has existed as a Fire District within the state since 1948. The Fire District was organized under the tenants of Title 52 of the RCW's, with the legal formation of the Fire District mandated by Commissioner Resolution #22-15.

EJFR provides service to 123 square miles on the Olympic Peninsula in Washington State. This includes the incorporated City of Port Townsend, Fire Service established in 1872 and annexed to District #1 in 2019, unincorporated Fire District #6, established in 1975 and merged into District #1 in 2005 and unincorporated Fire District #3 established in the mid 1960's and merged into District #1 in 2023.

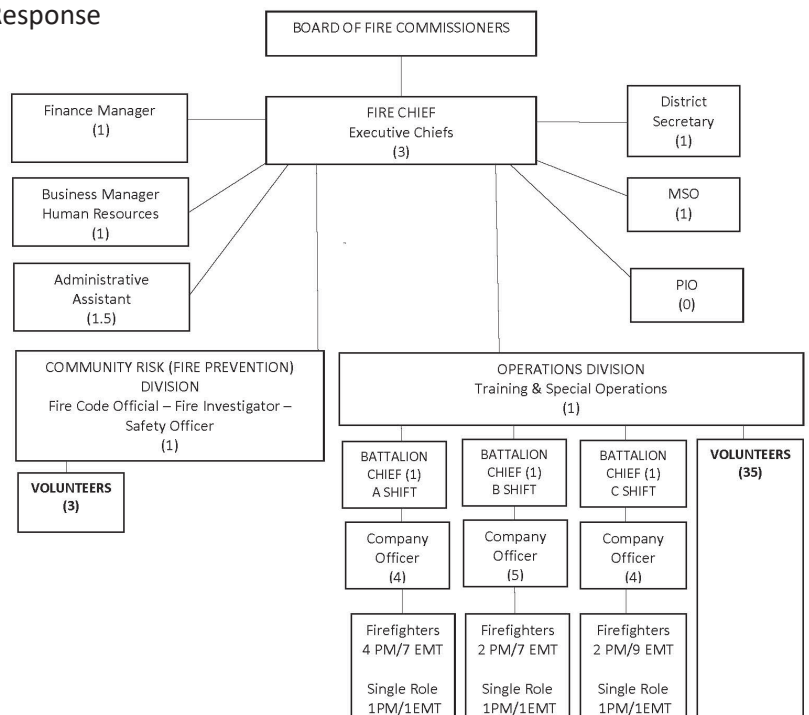
SECTION 2.0 SERVICES PROVIDED

The Services provided by EJFR include:

- Fire Suppression
- First Response Basic Life Support & Advanced Life Support Emergency Medical Services
- Public Education
- Fire Prevention
- Hazardous materials "Operations Level" Response

SECTION 3.0 ORGANIZATIONAL STRUCTURE

EJFR operated under a chain-of-command which has been established by the five member Board of Fire Commissioners, who were elected to represent the public they serve. The organizational chart looks like this:



In 2023 EJFR employed 67 career members and 35 volunteers. The total number by their assigned areas of responsibility are as follows:

- Chief Officers: 6
- Admin staff: 5
- Career Firefighter: 52
- Career EMS: 4
- Volunteers: 35

The functions performed by EJFR include the following:

- Emergency response to fires and medical aid emergencies by career and volunteer fire department staff
- Emergency response to all motor vehicle accidents within the fire district
- Mutual aid emergency responses when requested by neighboring jurisdictions
- Public Education for local residents
- Fire inspections of local businesses coordinated with the Jefferson County Department of Community Development and City of Port Townsend Department of Community Development.
- Coordination with local Emergency management personnel from Jefferson County
- Hazardous Materials "Operations" level emergency response, coordinated with the Washington State Patrol as the designated Incident Commander
- Assist the Jefferson County Fire Investigation Team with the investigation of fires within the fire district

SECTION 4.0 RESPONSE STANDARDS

EJFR went through an extensive Standards of Cover analysis process in 2022. Data was analyzed from 2018 – 2021 and the following standards shall be the response time goals of EJFR:

Response Component	Response Zone	Best Practice		
		Time	Percent Reliability	Reference
Call Processing / Dispatch	All	1:30	90%	Citygate
Crew Turnout	All	2:00	90%	Citygate
First-Unit Travel	Port Townsend	4:00	90%	Citygate NFPA
	District-Wide	8:00	90%	Citygate
First-Unit Call to Arrival	Port Townsend	7:30	90%	Citygate
	District-Wide	11:30	90%	Citygate
ERF Call to Arrival	Port Townsend	11:30	90%	Citygate
	District-Wide	19:30	90%	Citygate



EAST JEFFERSON FIRE RESCUE

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

Summary

A new Fire Chief Job description has been drafted by a small committee.

Goals:

- Align our Fire Chief job description with the job
- Plan for the future; we would like to attract high quality applicants in the future; we would also like to create a path for succession planning and internal candidate success

Process:

- Review of current description
- Review of other Fire Chief job descriptions
- Internal input
- Input from Chief Black
- Review of first draft (we're here)
- Input from subject matter experts
- Lawyer review

Please review this draft. We will be sharing this draft with fire service and non-fire service executives for further input.

Depending on continued input we will either bring a second draft to the May meeting or a proposed final draft.

Summary by Emily Stewart

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

JOB DESCRIPTION

Number: 0000

Fire Chief

SECTION 1.0 PURPOSE

This position represents the chief executive and operational officer of the Fire District. The Fire Chief is expected to act with a high degree of independence in assigned areas of responsibility. Incumbents are expected to continually develop problem solving methods and procedures.

Except where a deviation in policy is involved, most work is not reviewed directly by the Board of Commissioners. When work is reviewed, the review is directed toward final outcomes and results. In general, overall responsibilities include reviewing the operation of the District to determine efficiency; providing direction, planning for the future; developing and implementing policy and guidelines.

SECTION 2.0 SUPERVISION

- 2.1** Supervision received: The Fire Chief reports directly to the Board of Commissioners. The Fire Chief is an at-will appointment, classified as exempt and confidential. Direction received consists of the assignment of the responsibility to attain objectives according to policy & guidelines.
- 2.2** Supervision exercised: The Fire Chief shall exercise independent judgment in the interest of the District to hire, assign, recall, promote, discipline, suspend, and direct all safety and non-safety subordinate personnel in all aspects of District business and to initiate and/or adjust grievances concerning personnel within the District. The Fire Chief is expected to provide supervision as required and delegate as situations necessitate. The Fire Chief shall be available for greater alarms and peak events, participating in the Duty Chief rotation as needed. During vacation, leave, etc. the Fire Chief shall appoint a designee to act in their capacity.

SECTION 3.0 DUTIES & RESPONSIBILITIES

This list may expand and contract as directed by the Board of Fire Commissioners. The Fire Chief is responsible for the completion of duties - duties may be delegated as needed.

- 3.1** Makes recommendations for the establishment and maintenance of superior emergency service delivery
- 3.2** Responsible for the Planning and coordination of the activities of personnel performing fire suppression, fire prevention, community risk reduction and emergency preparedness
- 3.3** Responsible for the assignment and supervision of subordinate officers in the care and maintenance of equipment, stations, and other materials
- 3.4** Responsible for the supervision of subordinate officers in the development and operation of fire training, prevention, and emergency preparedness programs
- 3.5** Initiates and advises on the development of ordinances and regulations

- 3.6** Reviews reports on District activities and prepares reports for the Board of Commissioners
- 3.7** Prepares long-range plans for the development of the District
- 3.8** Meets with community groups and officials to explain and improve the programs of the District.
- 3.9** Attends conferences and meetings related to the Fire District's mission
- 3.10** Ensures performance evaluations are completed
- 3.11** Ensure standards of performance have been met according to Policy and Guidelines.
- 3.12** Responsible for staff development and ensuring a high degree of communication amongst staff
- 3.13** Shall work to carry out the prescribed duties in a manner that secures and retains the respect of subordinates and exceeds the requirements of the District.
- 3.14** Oversees all District operations, establishes staffing levels, workloads, staff assignments, public messaging; reviews progress, directs changes in priorities, and schedules as needed
- 3.15** Responsible for maintaining and improving positive management/employee labor relationships. The Fire Chief shall negotiate on the District's behalf with the bargaining unit and unrepresented staff for contractual, MOUs and/or CBA amendments. The Fire Chief may unilaterally approve and enter into said contracts for amounts not exceed \$50,000 per contract. The Board shall approve agreements above this amount.
- 3.16** Manages contracts and agreements, negotiating with other partner agencies, entities and organizations for relevant agreements (County, City, Port, etc.)
- 3.17** Shall provide oversight of programs and resources specific to volunteer recruitment and retention
- 3.18** Oversees planning and goals of the community's fire protection, emergency medical, and rescue service needs, ensuring alignment with the District's Standards of Cover and Strategic Plan when applicable
- 3.19** Oversees the policies, standard operating guidelines, procedures and standards of the District, ensuring employee understanding and compliance
- 3.20** Enhances and creates relationships with an array of partner agencies on local, regional, statewide, and national levels, particularly with local elected leadership and executive management of regional partner agencies
- 3.21** Oversees the supervision of the systems, software and records that provide for the proper evaluation, control and documentation of District operations
- 3.22** Participate in District audit preparation, ensuring successful outcomes
- 3.23** Ensures effective and efficient internal management of the organization, incorporating an esprit de corps, improved morale, and professional decorum

- 3.24** Participates and coordinates in conjunction with the District Business and Financial Administrators the preparation of the annual budget. Monitors District revenues and expenditures, advising the Board of variations as necessary
- 3.25** Will establish and maintain a high “standard” for all personnel. Must have a strong and positive presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with all personnel
- 3.26** Attends meetings, seminars, schools, and/or training sessions in support of professional development and continuing education. The incumbent is required to attend periodic evening meetings and to travel within and out of the District to attend meetings
- 3.27** Determine appropriate action and response to incidents and direct operations accordingly; assure efficient and effective deployment of personnel, equipment and resources; request additional services and resources as needed
- 3.28** The Fire Chief by way of separate interlocal agreements between the Jefferson County Department of Community Development and/or the City of Port Townsend shall work with the Directors to provide consultation as defined in the ILA’s for fire prevention services for both governing bodies as stipulated by said agreements. The Fire Chief may delegate the responsibility to a specific employee within EJFR.
- 3.29** Strive to maintain positive effective relationships with local media and news outlets, serving as the point of contact for information and media releases, delegated as needed

SECTION 4.0 REQUIRED QUALIFICATIONS

- 4.1** Must have no felony convictions and no convictions involving moral turpitude.
- 4.2** Must be a U.S. citizen or possess a valid work permit.
- 4.3** Graduation from high school or GED equivalent is required.
- 4.4** Meet membership standards and requirements for minimum health standards required by the Washington State Law Enforcement Officer and Fire Fighter Retirement Program (LEOFF).
- 4.5** Must have or be able to obtain a Washington State Driver's License.
- 4.6** Must reside within the District to respond to emergency incidents. Residency outside of the District may be considered by the Board of Fire Commissioners.
- 4.7** Successfully complete the Emergency Vehicle Incident Prevention Program, maintaining the required refresher training.
- 4.8** Familiarity with agency software, Microsoft Suite products (Word, Excel, & Outlook), and industry specific records management system(s).
- 4.9** Designation as a Chief Fire Officer (CFO) from the Center for Public Safety Excellence or equivalent as determined by the Board of Commissioners.
- 4.10** Possession of a valid CPR and First Aid certification

4.11 Ten (10) years of progressive full-time career fire service experience in a fire district/department, with at least eight (8) years increasingly responsible professional and administrative experience in all major functions of the fire service, including at least three (3) years in an administrative or supervisory capacity at a Chief Officer level. Currently employed as a career member with at least 5 years' experience as a NFPA Fire Officer III (1021) or higher. Must have some experience in a combination fire district/department.

4.12 Possession of a Bachelor's Degree in Fire Science, Fire Administration or a related field.

The Board of Fire Commissioners may consider any combination of relevant education, skills, and experience that demonstrates the ability to perform the essential duties and responsibilities of this position.

SECTION 5.0 DESIRED QUALIFICATIONS

5.1 Currently working as a NFPA Fire Officer IV (1021) with a combination fire district.

5.2 Masters' Degree or equivalent; Executive Fire Officer (EFO) Certification from the National Fire Academy; Fire Instructor III, Fire Investigator II, and Prevention Officer Certification or designation as a Chief Training Officer (CTO) or Fire Marshal (FM) from the Center for Public Safety Excellence.

5.3 Familiarity with Washington Administrative Code, Revised Code of Washington, Washington State Labor Law, National Fire Protection Standards, County and City/County ordinances pertaining to fire service operations, Emergency Medical Services, and administration.


5.4 Ability to establish and maintain effective working relationships with all stakeholders, outside agencies, and the community; communicating effectively with individuals and groups regarding complex or sensitive issues or regulations.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

EFFECTIVE DATE: 7/20/22

REPLACES: 2020 Version

BOARD CHAIR:

	EAST JEFFERSON FIRE RESCUE	
	POLICY	
	Title of Policy: Land Clearing and Burning	
	Policy Number: 4007	
	Date of Implementation: 6/26/19	
	Replaces: Policy 904, 4007 (2018)	
Signature of Approval:		Date:

PURPOSE

To establish outdoor burning guidelines for East Jefferson Fire Rescue in accordance with the Washington State Department of Ecology and Olympic Regional Clean Air Authority (ORCAA). R.C.W. 70-94 of the Washington State Clean Air Act gives ORCAA the authority to cooperate in implementing limited outdoor burning policy. WAC 173-425 identifies the permitting and enforcement activities necessary to implement the limited outdoor burning policy. The International Fire Code 2018 (IFC) is referenced for consistency of definitions and burning requirements. It is the policy of East Jefferson Fire Rescue, in accordance with the ORCAA, to minimize air contaminant emissions in a safe manner that is consistent with state law.

DEFINITIONS

"Agricultural Burning" means outdoor burning regulated under chapter [173-430](#) WAC, including, but not limited to, any incidental agricultural burning or agricultural burning for pest or disease control.

"Ceremonial or Indian Ceremonial Fires" Means fires necessary for Native American ceremonies (i.e., conducted by and for Native Americans) if part of a religious ritual. WAC 175-425..

"Construction/demolition debris" means all material resulting from the construction, renovation, or demolition of buildings, roads, and other man-made structures. WAC 173-425

BONFIRE (*IFC Chapter 2 Definitions Bonfire*). An outdoor fire utilized for ceremonial purposes.

"Construction/Demolition Debris" means all material resulting from the construction, renovation, or demolition of buildings, roads, and other man-made structures.

"Daylight Hours" means the hours between official sunrise and official sunset. ORCAA Regulations.

"Fire Beak" means a natural or constructed barrier used to stop or check fires that may occur, or to provide a control line from which to work. A strip of land, which has been cleared of all flammable material such as wood, leaves and grass that is likely to be ignited and capable of burning.

"Firefighting Instruction Fires" means fires for instruction in methods of firefighting, including, but not limited to, training to fight structural fires, aircraft crash rescue fires, and forest fires.

"Firewood" means bare untreated wood used as fuel in a solid fuel burning device, Indian ceremonial fire, or recreational fire.

"Garbage" means refuse, animal or vegetable matter as from a kitchen, restaurant or store. ORCAA Regulations.

"Hauled Material". No outdoor fire may contain material (other than firewood) that has been hauled from an area where outdoor burning of the material is prohibited under WAC [173-425-040](#). Any outdoor burning of material hauled from areas where outdoor burning of the material is allowed requires an appropriate permit under WAC [173-425-060](#)(2), and any use of property for this purpose on an on-going basis, must be limited to the types of burning listed in WAC [173-351-200](#) (5)(b) (criteria for municipal solid waste landfills) and approved in accordance with other laws, including chapter [173-304](#) WAC (Minimum functional standards for solid waste handling) and chapter [173-400](#) WAC (General regulations for air pollution sources). (RCW [70.94.745](#)(6))

"Land Clearing Burning" means outdoor burning of trees, stumps, shrubbery, or other natural vegetation from land clearing projects (i.e., projects that clear the land surface so it can be developed, used for a different purpose, or left unused). (RCW [70.94.750](#)(2))

Land clearing burning requires a permit. Reference SOG FPV 904 Land Clearing and Burning Guidelines

"Natural Vegetation" means unprocessed plant material from herbs, shrubbery, and trees, including grass, weeds, leaves, clippings, pruning, brush, branches, roots, stumps, and trunk wood.

"Nonurban areas" means unincorporated areas within a county that are not designated as an urban growth area. (RCW [70.94.745](#)(8))

"Nuisance" means an emission of smoke or any other air contaminant that unreasonably interferes with the use and enjoyment of the property upon which it is deposited. (RCW [70.94.030](#)(2))

"Outdoor burning" means the combustion of material of any type in an open fire or in an outdoor container without providing for the control of combustion or the control of emissions from the combustion. For the purposes of this rule, "outdoor burning" means all types of outdoor burning except agricultural burning and silvicultural burning. (RCW [70.94.743](#)(2))

"Owner" means person, agent, lessor, lessee, possessor, manager, supervisor, operator, or other responsible party of real property or other assets which includes equipment or control apparatus. ORCAA Regulations.

OPEN BURNING (*IFC Section 105 Permits, 105.6.32 Open Burning*) An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to. Exception: Recreational Fires.

"Permit" means a written warrant or license granted by the Board, Control Officer, or duly authorized Representative or Agent. ORCAA Regulations.

"Permitting agency" means the agency responsible for issuing permits (including adopting a general permit) for, and/or enforcing all requirements of this chapter that apply to, a particular type of burning in a given area (unless another agency agrees to be responsible for certain enforcement activities in accordance with WAC [173-425-060](#) (1)(a) and (6)).

"Pollutants emitted by outdoor burning" means carbon monoxide, carbon dioxide, particulate matter, sulfur dioxide, nitrogen oxides, lead, and various volatile organic compounds and toxic substances.

PORTABLE OUTDOOR FIREPLACES (*IFC Definitions Portable Outdoor Fire Places*). A portable, outdoor, solid-fuel-burning fireplace that may be constructed of steel, concrete, clay, or other noncombustible material. A portable outdoor fireplace may be open in design, or may be equipped with a small hearth opening and a short chimney or chimney opening in the top. Outdoor or portable fire places shall be used in accordance with the manufactures instructions and in accordance with SOG FPV 904 Land Clearing and Burning Guidelines.

"Reasonable alternative" means a method for disposing of organic refuse (such as natural vegetation) that is available, reasonably economical, and less harmful to the environment than burning.

"Recreational fire" means cooking fires, campfires, and bonfires using charcoal or firewood that occur in designated areas or on private property for cooking, pleasure, or ceremonial purposes. Fires used for debris disposal purposes are not considered recreational fires.

RECREATIONAL FIRE (*IFC Chapter 2 Definitions Recreational Fire*) An outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fire place, portable outdoor fire place, barbeque grill or barbeque pit and has a total fuel area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purpose. Examples: cooking fires, campfires, beach fires and bonfires. Recreational fires do not require a permit. Reference SOG FPV 904 Land Clearing and Burning Guideline.

"Residential" means a two or single-family unit. *ORCAA Regulations*.

"Residential burning" means the outdoor burning of leaves, clippings, pruning's and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his or her designee. (RCW [70.94.750\(1\)](#))

Only one residential burning pile which has a total fuel area of 3 feet or less in diameter and 2 feet or less in height, is allowed at any one time and does not require a permit. Any residential fire larger than 3x3x2 requires a permit, is subject to inspection and associated fee. (No residential burning within the established UGA's) Reference SOG FPV904 Land Clearing and Burning Guidelines

RUBBISH (*IFC Definitions Rubbish – Trash*). Combustible and noncombustible waste material, including residue from burning of coal, wood, or other combustible material, paper, rags, cartons, tin cans, metals, mineral matter, glass crockery, dust and discarded refrigerators, and heating, cooking or incinerator type appliances.

"Silvicultural burning" means outdoor burning relating to the following activities for the protection of life or property and/or the public health, safety, and welfare:

- (a) Abating a forest fire hazard;
- (b) Prevention of a forest fire hazard;
- (c) Instruction of public officials in methods of forest firefighting;
- (d) Any silvicultural operation to improve the forest lands of the state; and
- (e) Silvicultural burning used to improve or maintain fire dependent ecosystems for rare plants or animals within state, federal, and private natural area preserves, natural resource conservation areas, parks, and other wildlife areas. (RCW [70.94.660\(1\)](#))

"Unlawful outdoor burning": It is unlawful for any person to cause or allow outdoor burning that causes an emission of smoke or any other air contaminant that is detrimental to the health, safety, or welfare of any person, that causes damage to property or business, or that causes a nuisance. (RCW [70.94.040](#), [70.94.650\(1\)](#), and [70.94.780](#))

- (a) Any person affected by outdoor burning may file a complaint with the permitting agency or other designated enforcing agency.
- (b) Any agency responding to an outdoor burning complaint should attempt to determine if the burning on any particular property is unlawful. This may include, but is not limited to, considering whether the

burning has caused an emission of smoke or any other air contaminant in sufficient quantity to be unlawful.

(c) Any person responsible for such unlawful outdoor burning must immediately extinguish the fire.

"Urban growth area" means land, generally including and associated with an incorporated city, designated by a county for urban growth under RCW [36.70A.030](#).

CONDITIONS FOR OUTDOOR BURNING

No land clearing burning of any type from July 1st thru September 30th in accordance with Jefferson County Resolution #42-05. If an unusual fire danger index is present before or after the established dates, the no land clearing burning can be established prior to July 1 and extend past Sept 30. Open burning shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous. If at any time DNR declares an unusual fire danger index during this time, no burning will be allowed to include recreational fires, beach fires, bonfires or the use of portable outdoor fire places. This may also include the use of banquets, charcoal, wood pellets or any other material commonly used for cooking which when ignited produces heat and flame, fire.

Recreational Fires ONLY within the city limits of Port Townsend and the UGAs of Irondale/Port Hadlock subject to above conditions for outdoor burning.. Recreational fires shall be allowed year-round, except during times of an emergency fire burn ban. A recreational fire does not require a permit.

REFERENCE

SOG FPV 904 Land Clearing and Burning Guidelines for specific guidelines and permit process.

R.C.W. 70-94 WASHINGTON CLEAN AIR ACT

WAC 173-425 OUTDOOR BURNING

International Fire Code 2018 (IFC)



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: SOG 4007a

Land Clearing & Burning Guidelines

SECTION 1.0 PURPOSE

This SOG shall describe outdoor burning guidelines and the permit process for East Jefferson Fire Rescue in accordance with the Washington State Department of Ecology, Olympic Regional Clean Air Authority (ORCAA). R.C.W. 70-94 of the Washington State Clean Air Act gives ORCAA the authority to cooperate in implementing the limited outdoor burning policy. WAC 173-425 identifies the permitting and enforcement activities necessary to implement the limited outdoor burning policy. The International Fire Code 2018 (IFC) is referenced for consistency of definitions and burning requirements. It is the policy of East Jefferson Fire Rescue, in accordance with the ORCAA, to minimize air contaminant emissions in a safe manner that is consistent with state law.

Per County Ordinance there is no land clearing between July 1st thru September 30th in accordance with Jefferson County Resolution #42-05. If an unusual fire danger index is present before or after the established dates, no land clearing burning can be established prior to July 1 and extend past Sept 30. If at any time the fire chief's, fire marshal and or DNR declares an unusual or HIGH fire danger index during this time, then no burning of any type will be allowed to include recreational fires, beach fires, bonfires or the use of portable outdoor fire places. This may also include the use of briquettes, charcoal, wood pellets or any other material commonly used for cooking which when ignited produces heat and flame, fire.

SECTION 2.0 CONDITIONS FOR RECREATIONAL FIRES AND RESIDENTIAL BURNING – PERMIT NOT REQUIRED

- a. ONLY recreational fires are allowed within the city limits of Port Townsend and the UGAs of Irondale/Port Hadlock.
- b. Only one (1) **Recreational Fire** no more than three (3) feet in diameter and two (2) feet or less in height is allowed at any time. Only dry seasoned wood may be burned.
- c. Only one (1) **Residential fire** no more than three (3) feet in diameter and two (2) feet or less in height is allowed at any time. Only natural vegetation may be burned. No processed wood or debris of any kind may be burned. **A residential fire larger than 3x3x2, will require a permit, inspection and required fee.**
- d. **Recreational and Residential Fires** shall not be conducted within twenty five (25) feet of any structure, combustible material or standing timber. Conditions that could cause the spread of a fire shall be eliminated prior to ignition. Fires in approved containers not less than **fifteen (15) feet** from any structure.
- e. **No Burning** is allowed when wind speeds exceed 5 MPH or on foggy days.
- f. **Nuisance** If any fire creates a nuisance from smoke or from flying ash the fire must be extinguished. East Jefferson Fire Rescue or any other fire suppression agency is authorized to extinguish or order any fire to be extinguished if found to be a nuisance or a hazard

g. **Bonfires** shall not be conducted within fifty (50) feet of any structure, combustible material, or standing timber. Conditions that could cause the spread of fire shall be eliminated prior to ignition.

h. **Portable outdoor fireplaces** shall be used in accordance with the manufacturer's instructions and shall not be operated within fifteen (15) feet of any structure, combustible material or standing timber. Conditions that could cause the spread of fire must be eliminated prior to ignition.

i. **Beach fires** are allowed with permission of the landowner. All established conditions and guidelines shall be followed with regard to residential burning. Only seasoned dry firewood shall be utilized for beach fires. Beach wood or driftwood is not allowed to be burned.

j. **Ceremonial Fires** Only one (1) Ceremonial fire no more than three (3) feet in diameter and two (2) feet or less in height is allowed at any time. Only dry seasoned wood may be burned. **An ceremonial fire larger than 3x3x2, will require a permit, and an inspection. No Fee.**

k. **Attendance** by a reasonable person during open burning, recreational fires, bonfires, beach fires or the use of portable outdoor fireplaces shall be continuously attended until the fire is extinguished and cold to the touch.

l. **Fire suppression.** A shovel and connected water hose shall be on site and immediately available or a minimum of one (1) portable fire extinguisher with a 4-A rating or greater.

m. Metal burn barrels are against the law and not permitted.

SECTION 3.0 CONDITIONS FOR LARGE RESIDENTIAL AND LAND CLEARING BURNING GUIDELINES – PERMIT REQUIRED:

a. **Residential burning permit** is required for outdoor burning of leaves, clippings, pruning's and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his or her designee. Only one pile shall be burned at anytime. **Residential Fires over 3X3X2 feet but no larger than 10x10 feet are required to obtain a permit**, and are subject to inspection and fee.

b. **Land Clearing permit** is required for outdoor burning of trees, stumps, shrubbery, or other natural vegetation from land clearing projects (i.e., projects that clear the land surface so it can be developed, used for a different purpose, or left unused). 10x10, 15x15 up to 25x25.

c. **Distance** Land clearing burning is not permitted within 75-100 feet of standing timber as approved by the inspector, 100 feet from any structure, 150 feet from any wood shacked roof and shall be a minimum of 500 feet from any forest slash.

d. **Land Clearing piles 10x10, up to 15x15 feet require:**

- A tractor with loader or excavator on site.
- On site water acceptable to the inspecting officer
- Charged garden hose that will reach around the fire, or A truck/trailer/hydrant with a minimum 300 gallons of water with a hose that will reach around the fire.

e. Land Clearing piles over 15x15 feet up to 25x25 feet:

- An excavator on site.
- Water truck/trailer/hydrant with a minimum 300 gallons with a hose that will reach around the fire.
- At least one fan, rated and operable at 6,000 cfm, shall be on site to facilitate clean burning.

f. **Attendance:** A minimum of one (1) reasonable person able to extinguish a fire shall remain in attendance while the fire is burning at all times (fire watch). The fire shall not be left unattended until it is extinguished and cold to touch. The equipment operator may be this person.

g. **Suppression.** at a minimum, two (2) shovels that can be used to extinguish flying brands. A minimum of one portable fire extinguisher

h. **Hours of operation** - burning is allowed from 8 AM to 4 PM. **Do not add any fuel to fire after 3 PM. Alternatives to Outdoor Burning are strongly encouraged.**

SECTION 4.0 OBTAINING PERMITS:

- Burn permits can be obtained at: <https://www.ejfr.org/information/burn-ban-guide/>
- Email the application to: Info@ejfr.org
Once the Application is received an inspector will call you to schedule a time to meet with you reference your application. All inspections must be scheduled three (3) business days in advance.
- Questions can be answered at East Jefferson Fire Rescue Administration at:
360-385-2626
- Permits will be issued for 30 days at a cost of \$100.00 with site specific regulations.
- A new permit will be required for burning beyond the first thirty (30) day limit.
- A burn application may occasionally be extended do to adverse environmental conditions.
- **East Jefferson Fire Rescue must be notified at the start of every burn**

Please call 360-381-0491 with your permit number and owner's name and size of burn pile.

EFFECTIVE DATE: 6/20/19

REPLACES: FPV 904, SOG 4007a (2018)

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

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

Burn Permit Application Daylight Hours Only

☐ Burn Permit Application - **\$100.00**

☐ Is your property in a location where burning is allowed: YES / NO

☐ Payment Received: Cash / CK#

BRN# _____

Applicant Name/Address/Phone	Property Owner Name/Address/Phone
Phone:	Phone:

You must have property owner's permission to burn if not your property

Burn Site Address:

Parcel Number:

Parcel number can be obtained through the Jefferson County Assessor's Office – Call 360-385-9105

Permit Validation Dates

thru

- ☐ Pile size not to exceed 25' X 25' shall have a 25' fire break, an excavator and a water truck/trailer/hydrant with a minimum 300 gallons of water, and a hose that will reach around the fire.
- ☐ Pile size 10' x 10' up to 15' X 15' shall have a 15' fire break, a tractor with loader or excavator and a charged garden hose or water truck/trailer/hydrant with a minimum of 300 gallons of water, and a hose that will reach around the fire.
- ☐ Residential Burning larger than 3'x3'x2' up to 10'x10' shall have a 10 foot fire break, a shovel and charged hose immediately available that will reach around the fire.
- ☐ Special Conditions: _____

CALL 360-381-0491 ON DAY OF BURN THIS PERMIT IS ONLY VALID BETWEEN THE DATES NOTED ABOVE.

☐ **APPLICANT STATEMENT: I have read the SOG's and agree to abide by all guidelines.**

Applicant Signature

Date

Inspector:

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: SOG 4007a

Land Clearing & Burning Guidelines

SECTION 1.0 PURPOSE

This SOG shall describe outdoor burning guidelines and the permit process for East Jefferson Fire Rescue in accordance with the Washington State Department of Ecology, Olympic Regional Clean Air Authority (ORCAA). R.C.W. 70-94 of the Washington State Clean Air Act gives ORCAA the authority to cooperate in implementing the limited outdoor burning policy. WAC 173-425 identifies the permitting and enforcement activities necessary to implement the limited outdoor burning policy. The International Fire Code 2018 (IFC) is referenced for consistency of definitions and burning requirements. It is the policy of East Jefferson Fire Rescue, in accordance with the ORCAA, to minimize air contaminant emissions in a safe manner that is consistent with state law.

Per County Ordinance there is no land clearing between July 1st thru September 30th in accordance with Jefferson County Resolution #42-05. If an unusual fire danger index is present before or after the established dates, no land clearing burning can be established prior to July 1 and extend past Sept 30. If at any time the fire chief's, fire marshal and or DNR declares an unusual or HIGH fire danger index during this time, then no burning of any type will be allowed to include recreational fires, beach fires, bonfires or the use of portable outdoor fire places. This may also include the use of briquettes, charcoal, wood pellets or any other material commonly used for cooking which when ignited produces heat and flame, fire.

SECTION 2.0 CONDITIONS FOR RECREATIONAL FIRES AND RESIDENTIAL BURNING – PERMIT NOT REQUIRED

- a. ONLY recreational fires are allowed within the city limits of Port Townsend and the UGAs of Irondale/Port Hadlock.
- b. Only one (1) **Recreational Fire** no more than three (3) feet in diameter and two (2) feet or less in height is allowed at any time. Only dry seasoned wood may be burned.
- c. Only one (1) **Residential fire** no more than three (3) feet in diameter and two (2) feet or less in height is allowed at any time. Only natural vegetation may be burned. No processed wood or debris of any kind may be burned. **A residential fire larger than 3x3x2, will require a permit, inspection and required fee.**
- d. **Recreational and Residential Fires** shall not be conducted within twenty five (25) feet of any structure, combustible material or standing timber. Conditions that could cause the spread of a fire shall be eliminated prior to ignition. Fires in approved containers not less than **fifteen (15) feet** from any structure.
- e. **No Burning** is allowed when wind speeds exceed 5 MPH or on foggy days.
- f. **Nuisance** If any fire creates a nuisance from smoke or from flying ash the fire must be extinguished. East Jefferson Fire Rescue or any other fire suppression agency is authorized to extinguish or order any fire to be extinguished if found to be a nuisance or a hazard

g. **Bonfires** shall not be conducted within fifty (50) feet of any structure, combustible material, or standing timber. Conditions that could cause the spread of fire shall be eliminated prior to ignition.

h. **Portable outdoor fireplaces** shall be used in accordance with the manufacturer's instructions and shall not be operated within fifteen (15) feet of any structure, combustible material or standing timber. Conditions that could cause the spread of fire must be eliminated prior to ignition.

i. **Beach fires** are allowed with permission of the landowner. All established conditions and guidelines shall be followed with regard to residential burning. Only seasoned dry firewood shall be utilized for beach fires. Beach wood or driftwood is not allowed to be burned.

j. **Ceremonial Fires** Only one (1) Ceremonial fire no more than three (3) feet in diameter and two (2) feet or less in height is allowed at any time. Only dry seasoned wood may be burned. **An ceremonial fire larger than 3x3x2, will require a permit, and an inspection. No Fee.**

k. **Attendance** by a reasonable person during open burning, recreational fires, bonfires, beach fires or the use of portable outdoor fireplaces shall be continuously attended until the fire is extinguished and cold to the touch.

l. **Fire suppression.** A shovel and connected water hose shall be on site and immediately available or a minimum of one (1) portable fire extinguisher with a 4-A rating or greater.

m. Metal burn barrels are against the law and not permitted.

SECTION 3.0 CONDITIONS FOR LARGE RESIDENTIAL AND LAND CLEARING BURNING GUIDELINES – PERMIT REQUIRED:

a. **Residential burning permit** is required for outdoor burning of leaves, clippings, pruning's and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his or her designee. Only one pile shall be burned at anytime. **Residential Fires over 3X3X2 feet but no larger than 10x10 feet are required to obtain a permit**, and are subject to inspection and fee.

b. **Land Clearing permit** is required for outdoor burning of trees, stumps, shrubbery, or other natural vegetation from land clearing projects (i.e., projects that clear the land surface so it can be developed, used for a different purpose, or left unused). 10x10, 15x15 up to 25x25.

c. **Distance** Land clearing burning is not permitted within 75-100 feet of standing timber as approved by the inspector, 100 feet from any structure, 150 feet from any wood shacked roof and shall be a minimum of 500 feet from any forest slash.

d. **Land Clearing piles 10x10, up to 15x15 feet require:**

- A tractor with loader or excavator on site.
- On site water acceptable to the inspecting officer
- Charged garden hose that will reach around the fire, or A truck/trailer/hydrant with a minimum 300 gallons of water with a hose that will reach around the fire.

e. Land Clearing piles over 15x15 feet up to 25x25 feet:

- An excavator on site.
- Water truck/trailer/hydrant with a minimum 300 gallons with a hose that will reach around the fire.
- At least one fan, rated and operable at 6,000 cfm, shall be on site to facilitate clean burning.

f. **Attendance:** A minimum of one (1) reasonable person able to extinguish a fire shall remain in attendance while the fire is burning at all times (fire watch). The fire shall not be left unattended until it is extinguished and cold to touch. The equipment operator may be this person.

g. **Suppression.** at a minimum, two (2) shovels that can be used to extinguish flying brands. A minimum of one portable fire extinguisher

h. **Hours of operation** - burning is allowed from 8 AM to 4 PM. **Do not add any fuel to fire after 3 PM. Alternatives to Outdoor Burning are strongly encouraged.**

SECTION 4.0 OBTAINING PERMITS:

- Burn permits can be obtained at: <https://www.ejfr.org/information/burn-ban-guide/>
- Email the application to: Info@ejfr.org
Once the Application is received an inspector will call you to schedule a time to meet with you reference your application. All inspections must be scheduled three (3) business days in advance.
- Questions can be answered at East Jefferson Fire Rescue Administration at:
360-385-2626
- Permits will be issued for 30 days at a cost of \$100.00 with site specific regulations.
- A new permit will be required for burning beyond the first thirty (30) day limit.
- A burn application may occasionally be extended do to adverse environmental conditions.
- **East Jefferson Fire Rescue must be notified at the start of every burn**

Please call 360-381-0491 with your permit number and owner's name and size of burn pile.

EFFECTIVE DATE: 6/20/19

REPLACES: FPV 904, SOG 4007a (2018)

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

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

Burn Permit Application Daylight Hours Only

☐ Burn Permit Application - **\$100.00**

☐ Is your property in a location where burning is allowed: YES / NO

☐ Payment Received: Cash / CK#

BRN# _____

Applicant Name/Address/Phone	Property Owner Name/Address/Phone
Phone:	Phone:

You must have property owner's permission to burn if not your property

Burn Site Address:

Parcel Number:

Parcel number can be obtained through the Jefferson County Assessor's Office – Call 360-385-9105

Permit Validation Dates

thru

- ☐ Pile size not to exceed 25' X 25' shall have a 25' fire break, an excavator and a water truck/trailer/hydrant with a minimum 300 gallons of water, and a hose that will reach around the fire.
- ☐ Pile size 10' x 10' up to 15' X 15' shall have a 15' fire break, a tractor with loader or excavator and a charged garden hose or water truck/trailer/hydrant with a minimum of 300 gallons of water, and a hose that will reach around the fire.
- ☐ Residential Burning larger than 3'x3'x2' up to 10'x10' shall have a 10 foot fire break, a shovel and charged hose immediately available that will reach around the fire.
- ☐ Special Conditions: _____

CALL 360-381-0491 ON DAY OF BURN THIS PERMIT IS ONLY VALID BETWEEN THE DATES NOTED ABOVE.

☐ **APPLICANT STATEMENT: I have read the SOG's and agree to abide by all guidelines.**

Applicant Signature

Date

Inspector:

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

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

2023 FIREFIGHTER/EMT ELIGIBILITY LIST

FIREFIGHTER/EMT

- | | |
|-----------------------|------------------------------------|
| 1. Brandon Jeske | 10. Ryan Floberg |
| 2. Aiden Wells | 11. Kodi Santiago |
| 3. Josh Boe | 12. Matthew Aston |
| 4. Bryan Adkins | 13. Mark Miller |
| 5. Christopher Wright | 14. Tyler Johnson-Cryder |
| 6. Elijah Le | 15. Daniel Hilmission |
| 7. Andrew Heydon | 16. Naaman McGuffey (tied score) |
| 8. Dean Belcher | 16. Benjamin Reynolds (tied score) |
| 9. Michael Foreman | |

Approved By: _____ Date: March 23, 2023

Bret Black, Fire Chief

Eligibility Period: March 23, 2023 – March 22, 2024

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

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

INTERNAL EXAM ANNOUNCEMENT

POSITION: Lieutenant

FINAL FILING DATE: March 31, 2023 (End of Business Day)

ASSESSMENT CENTER DATE: May 3, 2023 (tactical) May 4, 2023 (interview)

APPLICATION:

East Jefferson Fire Rescue will be creating an eligibility list and filling two Lieutenant positions, commencing May 16, 2023. All interested members shall submit a letter of intent to the Chief of the Department via email to humanresources@ejfr.org, before **4 pm** on March 31, 2023. An eligible member is any Acting Lieutenant or employee with an open Lieutenant Task Book.

SUMMARY:

This is a compensated represented position, which requires firefighting abilities as detailed in NFPA 1001, Standard for Fire Fighter Professional, supervision abilities as detailed in NFPA 1021 Standard for Fire Officer Professional, and minimum certification as a Washington State Emergency Medical Technician (EMT).

QUALIFICATIONS:

- Possess and maintain a valid Washington State Driver's License and must be insurable
- Certification as IFSAC Firefighter 1/Hazmat Operations
- Certification as a Washington State EMT-B or EMT-P
- Certification as IFSAC Fire Officer 1, IFSAC Fire Instructor 1, IFSAC Firefighter 2 at time of appointment

SELECTION PROCEDURES:

Qualified applicants will be invited to participate in an assessment program which may include one or more of the following:

- Practical tactical evaluation
- Panel interview
- Fire Chief interview

EQUAL OPPORTUNITY EMPLOYER:

East Jefferson Fire Rescue is an equal opportunity employer. East Jefferson Fire Rescue promotes employment opportunity without regard to race, color, national origin, ancestry, religious creed, age, marital status, disability, medical condition, sexual orientation, pregnancy or pregnancy related condition.

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*

Date: 4/19/2023

Subject: Election Cost Over run

Prepared By: Terri Ysseldyke-All & Tanya Cray

Background:	<p>The 2022 General Election invoice from the County Auditor was received March 7, 2023 and was \$2,049.19 (<i>Ballots sent to Port Ludlow Residents only</i>). The February 14, 2023 Special Election invoice from the County Auditor for running two levy propositions was \$94,370.10 (<i>Ballots sent to all of EJFR Merged District</i>).</p> <p>The election costs fluctuate year to year and sometimes within the same year according to how many propositions are on the ballot and the time of year. The County Auditor follows legal requirements for elections that have changed over the years thus increasing the cost for elections. For example they are now required to print, distribute and publish a local voters' pamphlet, universal registration, same day registration, postage paid and a number of other things.</p> <p>For the February Special Election, any propositions had to be turned in to the Auditor by December 16th, which was after our 2023 Budget was completed.</p> <p>Also, EJFR will be participating in one more election in 2023 for District 4 Commissioner. The invoice for this election may or may not be received in 2023.</p> <p>County election cost summary worksheets were requested by Admin staff and they are attached to this packet along with the invoices referenced above.</p>
Fiscal Impact:	Election Cost Budget line for 2023 is \$45,000. The most recent invoice will put the budget line over by \$51,419.29 to date.
Recommendations:	Authorize the Chief to approve the payment of the election cost invoice.
Proposed Motion:	Move to allow Chief Black to approve the payment of the election cost invoice that will exceed the 2023 budgeted line by over \$50,000.

Invoice



Jefferson County Elections

PO Box 563
Port Townsend WA 98368
Phone: (360) 385-9117
Fax: (360) 385-9228
E-mail: qgrewell@co.jefferson.wa.us

Invoice Date: March 7, 2023

Make check payable to:
Jefferson County Auditor

Bill To:

Attn: Accounts Payable
East Jefferson Fire District No. 1
24 Seton Rd
Port Townsend WA 98368

Remit Payment To:

Jefferson County Auditor
Attn: Elections
PO Box 563
Port Townsend WA 98368



Please remit top portion with payment—thank you!

Total Due: \$ 2,049.19

Per RCW 29A.04.410, each district is responsible for its proportionate share of election costs. This is your district's portion of the shared costs for the 2022 election cycle.

*Rec
3/19/23*

Payment due upon receipt.

DESCRIPTION	AMOUNT
Shared costs for the 2022 election cycle	\$ 2,049.19

Total due: \$ 2,049.19

This is your district's portion of election costs for the current election.

A breakdown of costs is available upon request.

Thank you.



Jefferson County Elections

PO Box 563
Port Townsend WA 98368
Phone: (360) 385-9117
Fax: (360) 385-9228
E-mail: qgrewell@co.jefferson.wa.us

Invoice

Invoice Date: April 5, 2023

Make check payable to:
Jefferson County Auditor

Rec 4/7/2023

Bill To:

Attn: Accounts Payable
East Jefferson Fire District No. 1
24 Seton Rd
Port Townsend WA 98368

Remit Payment To:

Jefferson County Auditor
Attn: Elections
PO Box 563
Port Townsend WA 98368



Please remit top portion with payment—thank you!

Total Due: \$ 94,370.10

Per RCW 29A.04.410, each district is responsible for its proportionate share of election costs. This is your district's share of the direct costs for this election.

Indirect costs will be billed at the end of the year.

Payment due upon receipt.

DESCRIPTION	AMOUNT
Election Costs for February 14, 2023 Special Election	\$ 94,370.10

Total due:

\$ 94,370.10

This is your district's portion of election costs for the current election.

A breakdown of costs is available upon request.

Thank you.

Election Cost Summary

Cost Summary for:	February 14, 2023 Special							
County Name:	Jefferson							
Election Costs by Category								
	Indirect costs from Federal schedule. Skip if using 15% overhead factor.							N/A
	Salaries and Wages							\$ 12,228.14
	Personnel benefits							\$ 4,726.98
	Supplies							\$ 27,275.60
	Other services and charges							\$ 41,874.55
	Election Costs Subtotal by Category							86,105.27
	Less: Revenues collected to offset election costs							\$ -
	Less: Direct Costs							\$ 4,089.96
	Less: Minimum fees \$50 @ 2							\$ 100.00
	TOTAL COSTS TO BE ALLOCATED							\$ 81,915.31
	Autofills to Election Cost Allocation Schedule cell D8.							
	Add overhead (15% of election costs subtotal) do not use when applying Federal schedule							12915.7905
	Autofills to Election Cost Allocation Schedule cell							
	This amount will autofill the Election Cost Allocation worksheet Cells B5 and L12 .							
Total Cost of Election								\$ 99,021.06

Election Cost Allocation

Election Cost Allocation	February 14, 2023 Special Election									
County	Jefferson									
Total cost of election	\$ 99,021.06									
Direct costs	\$ 4,089.96	Exhibit 6								
*TOTAL COSTS TO BE ALLOCATED				\$ 81,915.31						
County: Jefferson										
COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	TOTAL COST
1	2	3	4	5	6	7	8	9	10	11
TOTALS	24,509			28,185	1.000000	\$ 81,915.31	\$ 100.00	\$ 4,089.96	\$ 12,915.79	\$ 99,021.06
Jurisdiction Name	Total Voters Active - Exhibit 8	Number of Offices and Issues	Office Factor	Registration Factor	Cost Factor	Cost Allocation	Minimum Fee	Direct Costs	Indirect Cost Factor 15% if not using Federal Cost Schedule	
Jefferson County Fire Protection District No.1 (EJFR)	23,371	2	1.15	26,877	0.953568	\$ 78,111.82	\$ 50.00	\$ 3,899.13	12309.1432	\$ 94,370.10
Jefferson County Fire Protection District No. 4 (Brinnon)	1,138	2	1.15	1,309	0.046432	\$ 3,803.49	\$ 50.00	\$ 190.83	606.6468546	\$ 4,650.96
				-	-	\$ -			0	\$ -
				-	-	\$ -			0	\$ -
Disclaimer: This spreadsheet is provided by OSOS. \$.01 +/- due to calculation of 6 decimal place factor										