



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/89732664840>

Call 1 (253) 205-0468

6:00 P.M.

AGENDA

May 17, 2023

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

A. Approve Minutes from the April 19, 2023 Regular Meeting TAB 2A

B. Financial Reports TAB 2B

Vouchers

1. Approve General Fire expenditure warrants dated April 10, 2023, April 18, 2023, April 26, 2023, April 28, 2023 and May 2, 2023 totaling **\$422,380.77**
2. Approve EMS expenditure warrants dated April 10, 2023, April 18, 2023, April 26, 2023, April 28, 2023 and May 2, 2023 totaling **\$118,810.78**
3. Approve payroll expenditure warrants dated April 19, 2023 and May 4, 2023 totaling **\$736,934.34**
4. Approve 1st Quarter Volunteer Stipend warrants dated April 25, 2023 totaling **\$6,595.54**
5. Approve transfer from EMS cash to EMS investment April 26, 2023 for **\$1,000,000**
6. Approve transfer from General Fire cash to General Fire investment April 26, 2023 for **\$2,000,000**

3. Correspondence – included in Drop Box TAB 3

4. Public Comment –

5. Presentations –

6. Announcements and Acknowledgements

Fire Prevention Week, October 9-14, 2023; EJFR Coordinating an event to Commemorate on Oct 14, 2023 Location: City Hall/Memorial Field

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. Election Costs – (Action Required) TAB 9D
10. **New Business**
 A. Policy/SOG Updates (Potential Action) TAB 10A
 B. LT. Eligibility List (Informational) TAB 10B
 C. Insurance Renewal - Commercial/Auto (Informational) TAB 10C
 D. Harrison House (Informational) TAB 10D
 E. COVID Sick Leave – Rescind MOU (Action Required) TAB 10E
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
 - 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 APRIL 19, 2023**

CALL TO ORDER

Chairman David Seabrook called the meeting to order at 6:00 PM at St 1-1 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 633-609-1782.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

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

1. AGENDA CHANGES – Add new business item E. Excuse Commissioner Tillman from the meeting.

2. CONSENT AGENDA

MOTION: Commissioner Masci made a motion to approve the Consent Agenda including:

- Minutes from the March 15, 2023 Regular Meeting.
- General Fire expenditure warrants dated March 15, 2023, March 27, 2023, March 28, 2023 and April 3, 2023 totaling \$242,538.45.
- EMS expenditure warrants dated March 15, 2023, March 27, 2023, March 28, 2023 and April 3, 2023 totaling \$183,660.18.
- Payroll expenditure warrants dated March 17, 2023, January 19, 2023 and April 4, 2023 totaling \$730,580.32.

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – Bud Ayers suggested the Board put together a five year plan to become greener. Seabrook agreed that a committee could be formed to see how to make this happen. Craig cautioned the Board to be aware of doing something to just be green. He recalled the building of a station that required many specialists to maintain and became a money pit. He added that he supports the idea but it should be within reason. The Board noted that it would be worthy of a longer term look as long as it is cost effective.

Sam Neville congratulated AC Brummel for his Certification as a Chief Training Officer from CPSE. Black added the designation is quite difficult to obtain and it also includes continuing professional efforts that AC Brummel will complete.

Black noted that Administrative Professional’s Day is coming up and he will be taking the Administrative Team to lunch to thank them for all they do.

5. PRESENTATIONS – None

6. ACKNOWLEDGEMENTS – Black reported that April 9-15, 2023 was National Public Safety Telecommunicators Week. He added that lunch gifts were presented to JeffCom 911 employees to offer our thanks. Masci moved to approve Resolution 23-05 Proclaiming April 9-15, 2023 as National Public Safety Telecommunicators Week. Carmody seconded the motion which passed unanimously.

April 19, 2023

The EJFR Volunteer Banquet is this coming Saturday, from 6:00pm-8:00pm at The Eaglemount Winery.

Chief Black noted that he has been invited to speak at the “You’re on Your Own” Panel at the Port Ludlow Beach Club on April 27th.

FF/PM Charlie Johnson was chosen to be the 2023 JCPH Public Safety Hero and the presentation will be on April 20th at 2:30pm during the BOCC Meeting.

7. STAFF REPORTS

Chief Black

Black reported there was an unprecedented response to our job openings. The one Paramedic job offer that went out was unable to be accepted. We will have five Firefighters hired soon.

Black was asked by County Commissioner Eisenhour to sit in on a group to help select a vendor to develop a Community Wildfire Protection Plan (CWPP). The County has also procured an evacuation user interface which will use algorithms to evaluate traffic and roads during an evacuation. They are using the tool to generate some data for the summer bridge closure. The Association of Washington Cities has reached out to collect any budget or data for use in determining what we do if we received another grant for the CARES program. We replied quickly with a budget for 2024.

AC Brummel

Monthly report included in the meeting packets.

- We are in the waiting phase for all grants. Hoping to hear back by June.
- WSRB visited Port Ludlow a couple of weeks ago. There are a few follow up questions that he will respond to tomorrow. The final report is expected in early June.
- Preparing for Station and Apparatus renumbering that will happen in June.
- Probationary Firefighters Chapman and Sviridovich have successfully passed probation and FF Williams is working through his probation nicely.

AC Tracer

The final items at St 12 are being worked on. Brother’s Plumbing will be out to tie in water lines. The goal is to have the Station up and running prior to the Hood Canal Bridge closures.

HR/PES/PIO

Stewart reported that interviewing, testing and on-boarding of new volunteers/interns has been taking up a lot of her time recently. All are in the process of background checks and physicals. There are 12-14 new volunteers to get started this summer.

Finance

Monthly report included in the meeting packets.

- Currently working on obtaining insurance quotes for our upcoming renewal in June.
- Annual reports are due at the end of May.
- BVFF Audit almost complete.

MSO

Monthly report included in the meeting packets.

BCs

BC Macdonald report stands unless there are any questions. Commissioner Craig asked about the need for new wildland apparatus as he is aware of their age. New rigs are definitely needed.

8. LOCAL 2032 REPORT – No Report.

9. OLD BUSINESS

April 19, 2023

A. Strategic Plan – Implementation Tool (update)

Action items will be edited as they are completed or work has been done. Updated since last month: Financial Policies, Program Budgets, beginning to work on a CWPP and Re-Ignition the CPR Program.

B. Station 1-2 - (update)

Covered in AC Tracers report. Bud Ayers noted the Marrowstone Island Foundation is soliciting gently used items to furnish the station. Once the sprinklers have been tested and pass, they will begin to place items.

C. Quilcene ALS Contract

A meeting is scheduled for this coming Friday to review the contract, commissioners from both districts will be attending.

D. Ambulance Billing Fee Resolution 23-03

Staff did not receive any public feedback or questions on the proposed new rates following April's Board meeting. Masci moved to approve Resolution 23-03 To Review Established Billing Rates For Emergency Medical Services Transport Fees and Non-Transport Service Charge as presented. Davis seconded, motion carried unanimously.

10. NEW BUSINESS

A. Policy/SOG Updates

Black presented the updates to the SOG's listed in the decision packet. Updates included: SOG **2000i** – added the requirement of a minimum 12 hour break following a 72 hour shift.

3000c – establish a diesel fuel cell at Station 15 to include rotation procedures.

2000g – updated to align with CBA, requires employees to submit documentation of illness/injury for prolonged sick leave.

4007a – updates our burn permit procedures and criteria.

JD0000 – updates Fire Chief job description to include changes to required certifications, experience and education.

XXXX – Draft Policy Statement includes mandated information. Stinson asked that the Public be placed above Board of Commissioners in the organizational chart.

B. FF/EMT Eligibility List & Offer of Employment

Five candidates have accepted offers as of this afternoon.

C. Lieutenants Exam

The final filing date was March 31, 2023. We have 8 people testing for the new Lieutenant promotional list and a few who are completing task books so they may be an Acting Lieutenant in the future. The test will be May 3 & 4.

D. Election Costs

The Board reviewed the recent invoices from the County Elections for the November 2022 General Election and the February 2023 Special Election. They were quite shocked at the \$94,370.10 bill for the Special Election. Black wanted prior authorization to pay because it exceeded the limit of \$50,000 above the budgeted line amount. The board requested further details of items included in the invoice prior to authorizing the payment.

E. Excuse Commissioner Tillman

Seabrook moved to excuse Commissioner Tillman from the meeting. Masci seconded the motion which carried unanimously.

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.

GOOD OF THE ORDER –

Seabrook allowed Bud Ayres to speak regarding his thoughts on our volunteer testing process. Ayres stated his dissatisfaction with drug testing and the require GED test that all volunteer applicants are required to take. He feels it puts obstacles in the way for people who want to volunteer and the process is cumbersome.

12. Executive Session

Seabrook called for a 15 minute executive session at 7:47pm for the purpose of reviewing the performance of a public employee per RCW 42.30.11(1)(g).

GOOD OF THE ORDER –

Clemens congratulated our firefighters who recently completed their probation. Stinson thanked our volunteers who attended the connectivity fair in Port Townsend.

ADJOURNMENT

Masci moved to adjourn the meeting 8:05pm.

Jefferson County Fire District 1

David Seabrook, Chairman

Deborah Stinson, Vice Chairman

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

ABSENT

Deborah Tillman, Commissioner

Glenn Clemens, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

April 19, 2023

TREASURER'S REPORT

Fund Totals

Jefferson Co FPD No. 1

Time: 08:34:50 Date: 05/05/2023

04/01/2023 To: 04/30/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	2,379,676.26	2,191,045.77	707,421.93	3,863,300.10	209,134.12	18,391.70	0.00	4,090,825.92*
003 FIRE BLDG & APPARAT FUND 656001042	321,704.59	1,252.79		322,957.38	0.00	0.00	0.00	322,957.38
004 EMS APPARATUS FUND 657001110	493,500.26	1,948.99		495,449.25	0.00	0.00	0.00	495,449.25
101 EMS Fund #657001100	2,482,557.04	1,128,322.68	533,727.92	3,077,151.80	41,528.02	3,871.36	0.00	3,122,551.18
	<u>5,677,438.15</u>	<u>3,322,570.23</u>	<u>1,241,149.85</u>	<u>7,758,858.53</u>	<u>250,662.14</u>	<u>22,263.06</u>	<u>0.00</u>	<u>8,031,783.73</u>

TREASURER'S REPORT

Account Totals

Jefferson Co FPD No. 1

Time: 08:34:50 Date: 05/05/2023

04/01/2023 To: 04/30/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	County Checking	5,637,172.17	3,322,570.23	1,241,149.85	7,718,592.55	0.00	272,925.20	7,991,517.75
10	1st Security Payroll	40,265.98	618,755.76	618,755.76	40,265.98	0.00	0.00	40,265.98
Total Cash:		5,677,438.15	3,941,325.99	1,859,905.61	7,758,858.53	0.00	272,925.20	8,031,783.73
		5,677,438.15	3,941,325.99	1,859,905.61	7,758,858.53	0.00	272,925.20	8,031,783.73

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:46:03 Date: 05/05/2023

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	April	YTD	Remaining	
300 Revenue	6,701,400.00	2,191,045.77	3,101,818.99	3,599,581.01	46.3%
390	0.00	0.00	18,312.19	(18,312.19)	0.0%
Fund Revenues:	6,701,400.00	2,191,045.77	3,120,131.18	3,581,268.82	46.6%
Expenditures	Amt Budgeted	April	YTD	Remaining	
210 Administrative	1,623,450.31	99,607.35	511,313.60	1,112,136.71	31.5%
211 Legislative	228,712.52	107,593.59	165,240.59	63,471.93	72.2%
220 Suppression	4,087,604.92	389,534.05	1,462,473.00	2,625,131.92	35.8%
230 Prevention	40,850.00	315.24	2,659.90	38,190.10	6.5%
245 Training	165,270.00	5,755.00	19,112.20	146,157.80	11.6%
250 Facilities	363,172.00	33,849.45	96,906.62	266,265.38	26.7%
260 Vehicles & Equipment	248,295.00	59,123.95	120,157.02	128,137.98	48.4%
520 Fire Control	6,757,354.75	695,778.63	2,377,862.93	4,379,491.82	35.2%
590 Debt, Capital & Transfers	406,222.50	11,643.30	20,275.06	385,947.44	5.0%
Fund Expenditures:	7,163,577.25	707,421.93	2,398,137.99	4,765,439.26	33.5%
Fund Excess/(Deficit):	(462,177.25)	1,483,623.84	721,993.19		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 04

Time: 11:46:03 Date: 05/05/2023

Page: 2

Fund	Revenue	April	Received		Expenditures	April	Spent	
001 Fire Fund #656001010	6,701,400.00	2,191,045.77	3,120,131.18	46.6%	7,163,577.25	707,421.93	2,398,137.99	33.5%
	6,701,400.00	2,191,045.77	3,120,131.18	46.6%	7,163,577.25	707,421.93	2,398,137.99	33.5%

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:42:40 Date: 05/05/2023

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

Expenditures	Amt Budgeted	April	YTD	Remaining	
520 Fire Control					
522 20 10 000-0 FF/EMT (40%)	2,174,060.72	177,412.61	697,417.20	1,476,643.52	32.1%
522 20 10 019-0 Overtime (40%)	298,800.00	50,580.80	173,611.61	125,188.39	58.1%
220 Suppression	2,472,860.72	227,993.41	871,028.81	1,601,831.91	35.2%
520 Fire Control	2,472,860.72	227,993.41	871,028.81	1,601,831.91	35.2%
Fund Expenditures:	2,472,860.72	227,993.41	871,028.81	1,601,831.91	35.2%
Fund Excess/(Deficit):	(2,472,860.72)	(227,993.41)	(871,028.81)		

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:47:23 Date: 05/05/2023

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	April	YTD	Remaining	
300 Revenue	4,906,125.00	1,128,322.68	2,164,679.69	2,741,445.31	44.1%
390	0.00	0.00	1,356.34	(1,356.34)	0.0%
Fund Revenues:	4,906,125.00	1,128,322.68	2,166,036.03	2,740,088.97	44.1%
Expenditures	Amt Budgeted	April	YTD	Remaining	
272 EMS Operations	6,379,882.00	519,002.45	2,180,002.38	4,199,879.62	34.2%
274 EMS Training	47,760.00	4,655.00	11,606.66	36,153.34	24.3%
276 EMS Maintenance	145,800.00	10,070.47	49,107.65	96,692.35	33.7%
520 Fire Control	6,573,442.00	533,727.92	2,240,716.69	4,332,725.31	34.1%
590 Debt, Capital & Transfers	175,710.00	0.00	0.00	175,710.00	0.0%
Fund Expenditures:	6,749,152.00	533,727.92	2,240,716.69	4,508,435.31	33.2%
Fund Excess/(Deficit):	(1,843,027.00)	594,594.76	(74,680.66)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 04

Time: 11:47:23 Date: 05/05/2023

Page: 2

Fund	Revenue	April	Received		Expenditures	April	Spent	
101 EMS Fund #657001100	4,906,125.00	1,128,322.68	2,166,036.03	44.1%	6,749,152.00	533,727.92	2,240,716.69	33.2%
	4,906,125.00	1,128,322.68	2,166,036.03	44.1%	6,749,152.00	533,727.92	2,240,716.69	33.2%

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:43:32 Date: 05/05/2023

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100

Expenditures	Amt Budgeted	April	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	3,683,783.00	284,672.27	1,133,367.98	2,550,415.02	30.8%
522 72 10 004-1 Paramedic Student	0.00	0.00	0.00	0.00	0.0%
522 72 10 019-1 Overtime (60%)	651,200.00	87,852.90	302,469.07	348,730.93	46.4%
272 EMS Operations	4,334,983.00	372,525.17	1,435,837.05	2,899,145.95	33.1%
520 Fire Control	4,334,983.00	372,525.17	1,435,837.05	2,899,145.95	33.1%
Fund Expenditures:	4,334,983.00	372,525.17	1,435,837.05	2,899,145.95	33.1%
Fund Excess/(Deficit):	(4,334,983.00)	(372,525.17)	(1,435,837.05)		



Rec
5/14/2023



Emergency Preparedness Committee
Ludlow Maintenance Committee
121 Marina View Drive
Port Ludlow, Washington 98365

May 1, 2023

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

Dear Chief Black,

On behalf of the Ludlow Maintenance Commission's Emergency Preparedness Committee, I would like to thank you for participating in our program "You're On Your Own" at the Beach Club on April 27th. Your thoughtful and informative presentation was an important part of making the attendees understand that they should prepare to be self-sufficient for as long as a month in the event of major weather or another emergency event. I heard several people mention that your explanation of how the EJFR prepares for an emergency and then prioritizes dispatches was very informative and useful.

I hope that together, we motivated those attending to start the process of preparation which will ensure their safety and that of others.

Thank you,

A handwritten signature in blue ink, appearing to read "Allan J. Kiesler".

Allan J. Kiesler
Chair, Emergency Management Committee
Ludlow Maintenance Commission

Cc: Gene Carmody
Glenn Clemens



EAST JEFFERSON FIRE RESCUE

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

APRIL 2023 Monthly Report

The Battalion Chief's meeting reviewed personnel training, integration and cross-shift consistency. Staff continues to align post-merger processes, contracts and agreements, which include insurance services, ESO accounts and service agreements with partner agencies. Chiefs from EJFR and NKFR met to review mutual aid, fleet service and vessel agreements. The Battalion Chiefs continue integration of personnel with rotation of station assignments to fully integrate the workforce. The Budget Committee and Facilities Workgroup are scheduling their meetings for May. They will both be preparing recommendations for June's BOC meeting. Staff met with OESD to review progress of Sharepoint. Implementation will be summer of 2023.

Collaboration with County and City officials continues as we prepare our contingency plans for the planned summer 2023 bridge closure. DEM has established unified command and obtained a state incident number for the planning group. An Incident Action Plan has been developed and include collaborative efforts from Clallam County with support from state planning and mobilization assets. EJFR is part of the working group that is now meeting weekly. EJFR is up-staffing for the overnight closures in anticipation of protracted transport times.

Washington State Rating Bureau (WSRB) site visit completed with follow up data submitted as requested. The County's Community Wildfire Protection Plan (CWPP) contract was awarded to SWCA Environmental. Staff continues to assist in the initial planning in preparation for stakeholder meetings. Jefferson County is also undergoing their own strategic planning process; Fire Chief Black provided input via interview and survey responses. Staff participated in Dr. Carlbohm's Pre-hospital Behavioral Health Summit, which includes various countywide partner agencies. Staff attended the Chimacum H.S. post incident review for threshold event. Chief Black presented to the LMC Emergency Management Committee as requested, joining a panel discussion to review post disaster self-resilience.

EJFR supported Jeffcom for National Dispatcher Appreciation Week. Administrative staff was celebrated for National Administrative Professionals Day. EJFR celebrated our terrific volunteers at the annual volunteer banquet. MSO Ridgeway and Chief Black met to strategize the CPR program. The CPR program will have three primary elements: agency partner classes upon request, regular drop in classes at the fire station, side walk CPR at the Farmers Markets.

Staff Attended several grant workshops for FIRE CARES funding. FIRE CARES and FC Black presented an overview of the program to a public employee retiree group, with resounding support. Upon request, Chief Black presented an EJFR overview to the Library District BOC.

Commissioners Tillman, Davis, Clemens, Tanya, Terri and Chief Black met with District 2 representatives to review the ALS contract. Staff collaborated with 2032 (meet and confer) in preparation for Single Role Employee transition. Negotiations and the development of a transition plan are ongoing with Jefferson Healthcare for IFT services. Staff attended the monthly EMS Counsel meeting and Jeffcom BOC meetings. Jeffcom Director applicants were interviewed and the final selection has been made, pending pre-employment screening. Fire Chief Black assisted PTPD with the selection of a Deputy Police Chief. City Manager, John Mauro and Chief Black met for a monthly check in. EJFR administrative staff was invited to participate in a de-escalation training hosted by the City, six members participated. Terri and Chief Black met with the City Finance Director to improve interagency relations and collaboration. Chief Black met with Chief Manly (District 4) to review additional CARES capacity. Chief Black met with County DCD, Brent Butler to review interagency collaboration and workflow.

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*

Staff continues to expand capacity for detailed monthly analysis for turn-out times, response times, etc.

April 2023 RESPONSE SUMMARY

ALARMS	
Fires	3
Rescue/EMS	316
Other	1
Service Call	56
Good Intent	21
False Alarm	19
Hazardous Conditions	9
Total	425
Transports	
911	170
Inter Facility	59
Total	229
CARES Contacts	
April	78

Station Statistics	Avg. Response Time by Station	% of Call Volume
St 1 (1-6)	7:09	28%
St 2 (1-5)	11:45	29%
St 3 (1-4)	*	*
St 4 (1-3)	*	*
St 5 (1-2)	*	*
St 6 (1-1)	6:07	26%
St 7 (3-1)	10:02	11%
St 8 (3-3)	9:31	5%
St 9 (3-2)	*	*
*UnStaffed Stations		
YTD Calls	2002	-2.3%

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

Custom ▾

Apr 1, 2023 - Apr 30, 2023 ▾

26%

FIRE
Percentage of Total Incidents

74%

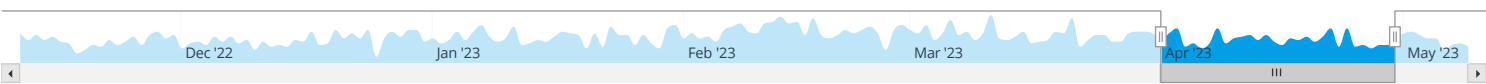
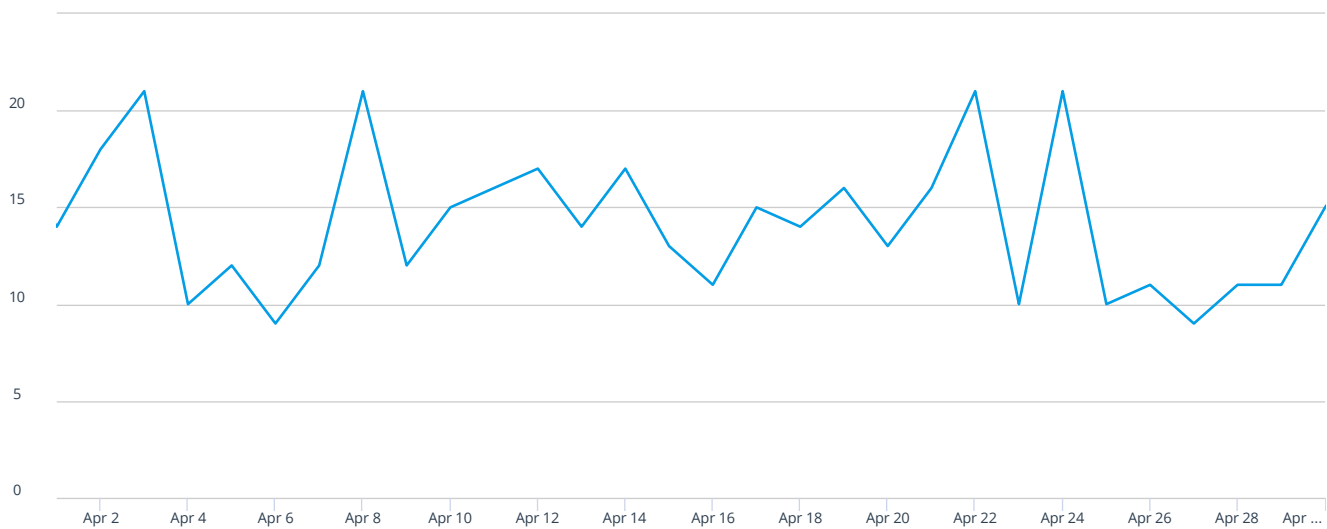
EMS
Percentage of Total Incidents

425

INCIDENTS
In Selected Time Slice

30

DAYS
In Selected Time Slice



Counts

% Rows

% Columns

% All

Week Ending	4/2/23	4/9/23	4/16/23	4/23/23	4/30/23	5/7/23	5/14/23	5/21/23	5/28/23	6/4/23	6/11/23	6/18/23	6/25/23	Total
Station 1-1	7	31	32	23	19									112
Station 1-5	8	28	28	29	32									125
Station 1-6	10	24	26	34	23									117
Station 2-1			2	1										3
Station 3-1	3	8	13	11	12									47
Station 3-3	4	5	2	7	2									20
Station 5-1		1												1
Total	32	97	103	105	88									425



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: April 28, 2023

Subject: April 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 – CARES unit continues to build inter-agency partnerships and refine the referral process. They participated in several public venues and presentations in addition to regular duties.

<https://youtu.be/i7CYaJKosAU>

April Client Summary

Contact Type

- 18-new referral contact
- 60-follow up contact
- 9-referrals that were unable to contact

Services Provided

- 66-home visits
- 23-phone contacts
- 1-transportation arrangements
- 42-worked with family or caregivers
- 23-collateral contacts
- 1-health insurance sign up
- 36-case management
- 1- hospital diversion

Primary reason for referral

- 20- General assistance
- 6-Failure to thrive
- 16-unmet medical needs
- 8-Behavioral Health

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- 6- substance use
- 17-falls
- 14-frequent 911 utilization

Jurisdiction of residence

- 29-Port Townsend
- 19-Port Hadlock
- 19-Port Ludlow
- 2-Chimacum
- 6-Quilcene
- 0-Brinnon
- 12-Nordland

Demographics

- 65- over the age of 65
- 24- Veteran

Risk Factors

- 1- Homeless
- 3- Overdose in the last 30 days
- 19- reported behavioral health issues
- 10- reported substance use disorders
- 21- reported being hospitalized in the last 12 months
- 26- reported falling
- 11- unsafe living conditions
- 35-home health needs
- 4-Suicide ideation or attempt last 30 days
- 0-Risk of DV

Referrals Made

- 7- mental health services
- 6-SUD services
- 17-medical equipment/mobility devices
- 2-medical office visit
- 1-detox
- 0-food bank
- 1-housing services
- 0-victim services
- 57-senior support
- 11-veteran or military assistance
- 2-insurance services
- 1-transportation
- 13-home health

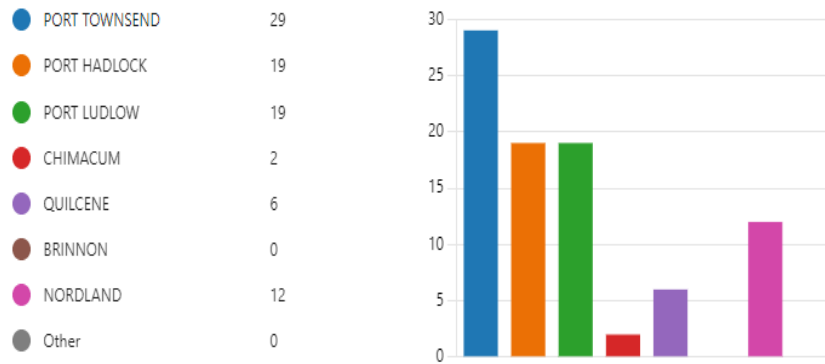
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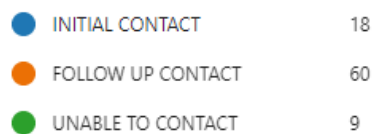
Connection made from referrals

- 8- mental health services
- 6-SUD services
- 13-medical equipment/mobility devices
- 3-medical office visit
- 0-detox
- 0-food bank
- 1-housing services
- 0-victim services
- 49-senior support
- 11-veteran or military assistance
- 2-insurance services
- 1-transportation
- 14-home health

Jurisdiction of residence



Contact Type

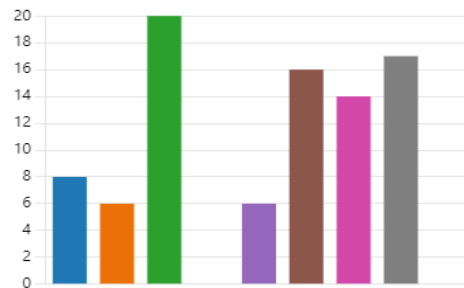


Primary reason for referral

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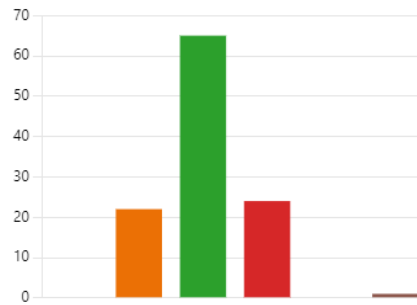
Port Hadlock Paradise Bay Port Townsend Shine Chimacum Bridgehaven Irondale Mats Mats
Kala Point Swansonville Port Ludlow Cape George Beaver Valley Marrowstone Island South Point

MH	8
SUD	6
GENERAL ASSISTANCE	20
HOMELESS	0
FAILURE TO THRIVE	6
MEDICAL	16
FREQUENT FIRE CONTACT	14
FALLS	17
Other	0

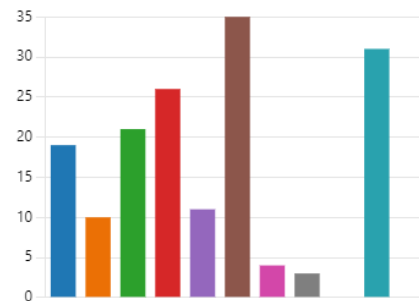


Demographics and Risk Factors

YOUTH (UNDER 18)	0
ADULT (18-64)	22
SENIOR (OVER 65)	65
VETERAN	24
HOMELESS AND UNSHELTERED	0
HOMELESS AND SHELTERED	1



MENTAL HEALTH ISSUES	19
SUD ISSUES	10
HOSPITALIZATION IN LAST 12 ...	21
FALLS	26
UNSAFE LIVING CONDITIONS	11
HOME HEALTH NEEDS	35
SUICIDE IDEATION OR ATTEMPT...	4
OD LAST 30 DAYS	3
RISK OF DV	0
COGNITIVE DECLINE	31
Other	0

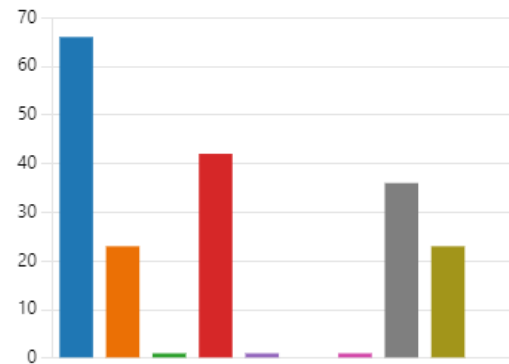


Services provided

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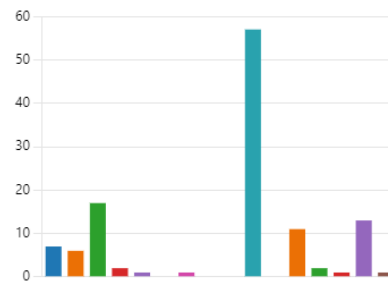
Port Hadlock Paradise Bay Port Townsend Shine Chimacum Bridgehaven Irondale Mats Mats
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HOME VISIT	66
PHONE CONTACT	23
PROVIDED TRANSPORTATION	1
WORKED WITH FAMILY OR CAR...	42
INSURANCE SIGN UP	1
RELIEVED CREW	0
HOSPITAL DIVERSION	1
CASE MANAGEMENT	36
COLLATERAL INFORMATION	23
Other	0



Referrals Made

MH SERVICES	7
SUD SERVICES	6
MEDICAL EQUIPMENT/MOBILIT...	17
MEDICAL OFFICE VISIT	2
DETOX	1
FOOD BANKS	0
HOUSING SERVICES	1
VICTIM SERVICES	0
YOUTH SUPPORT	0
SENIOR SUPPORT	57
EMPLOYMENT SUPPORT	0
VETERAN OR MILITARY ASSISTA...	11
INSURANCE SERVICES	2
TRANSPORTATION	1
HOME HEALTH	13
Other	1

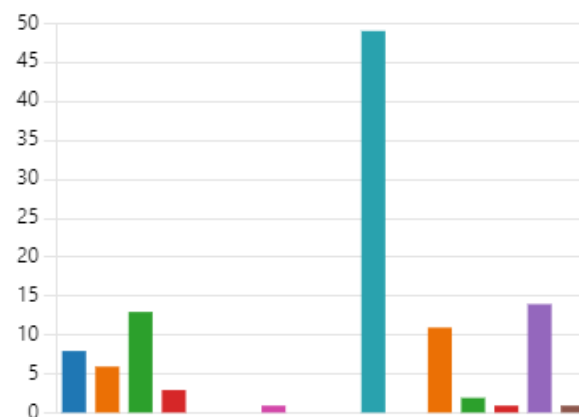


Connections made from referrals

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MH SERVICES	8
SUD SERVICES	6
MEDICAL EQUIPMENT/MOBILIT...	13
MEDICAL OFFICE VISIT	3
DETOX	0
FOOD BANKS	0
HOUSING SERVICES	1
VICTIM SERVICES	0
YOUTH SUPPORT	0
SENIOR SUPPORT	49
EMPLOYMENT SUPPORT	0
VETERAN OR MILITARY ASSISTA...	11
INSURANCE SERVICES	2
TRANSPORTATION	1
HOME HEALTH	14
Other	1



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May 2023 Operations and Training Report

Submitted by: AC Pete Brummel

Overview	Review of April and Preview of May <ul style="list-style-type: none">• EMS Licensing• WSRB Completion• Apparatus Placards and Renumbering Project• Probationary Firefighter Training• Seattle Fire UW Executive Leaders Program Graduation & Graduate School• DNR Summit Meeting• Washington Fire Chiefs Conference
Operations & Training	<ul style="list-style-type: none">• The WA Department of Health Amended EMS Application has been approved by the State, regional and local EMS councils. The Port Ludlow EMS license has been canceled all EMS licences are under East Jefferson Fire Rescue.• The Wasington State Ratings Bureau evaluation for both EJFR and PLFR cominbed has been completed and we are waiting for a rating survey result due in June.• Along with the station renumbering comes the apparatus renumbering placards for ALL agency apparatus. Placards will be posted on all four sides of the vehilce and will be a black background with contrasting white numbers. FF Jesse Cordova is doing a great job with the project.• Lt. Trevor Bergen will begin a several week day-shift assignment as the temporary probaitonary firefighter training coordinator. Lt. Bergen will oversee EMS, fire and administraitve training so the new personnel will be ready for assignment to full-time shifts by early June.• I will be graduating from the Seattle Fire/University of Washington Foster School of Business Executive Leaders Program on 5/13. A culmination of a 9 month leadership curriculum.• Graduate School Degree progress: I have reached the halfway point towards completion of my Masters degree in Emergency Services Delivery and Homeland Security.• I attended an Olympic Region Department of Natural Resources Summit meeting in Forks, WA. Presentations centered around surplus engine programs, training progams and air asset requests for the "West Side".• I will be attending the Washington Fire Chiefs Annual Conference at the end of May in Wenatchee.

Meetings & Commitments:

4/10 FIIRE Program L&I Quarterly Meeting (2 hr)

4/16: Meet & Confer with L2032 (1hr)

4/17: JeffCom User Group Meeting (1hr)

4/18: Employee Disciplinary Hearing (1hr)

4/19: Battalion Chief Quarterly Meeting (2hr)

4/21: BC 81 North Kitsap Meeting (1 hr)

4/24: Promotional Process Review Meeting (2 hr)

4/26: DNR Summit Meeting Forks, Wa (8 hrs)

April: Various station-level meetings, discussions and project meeting with agency personnel.

Assistant Chief's - Monthly Board Report

Reporting Period: **May 2023**

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

Facility & Apparatus Overview	<p style="text-align: center;"><i>STATIONS</i></p> <p>Station 12 Marrowstone Island – -Modern Day Fire Protection has provided the required plans for installation of the sprinkler system within the modular crew quarters. I was able to obtain the needed permit from DCD which is an addition to the building permit. Hopefully the system will be installed in the next couple of weeks.</p> <p>-As for the punch list of items left to be completed. LD Construction has completed the small remaining fixit items within the interior of the modular. Some caulk and touch up paint of the trim work remains to be completed. LD has designed and is working on installation of the cement exterior ramp and wood steps at the back door. With the completion of these items, the last remaining item will be the installation of an automatic stove disconnect.</p> <p>Station 33 South Point. -Home Comfort of Sequim came to Sta. 33 to fix the HVAC system that has been turned off for the last couple months. A new fan motor was installed and minor maintenance was completed. The system is up and running.</p> <p style="text-align: center;"><i>APPARATUS</i></p> <p>Two fire engines and one aid car went to North Kitsap for routine maintenance.</p>
	<p style="text-align: center;"><i>INSPECTIONS</i></p> <p>-Review of eight suppression system and fire alarm confidence reports. -Follow up on 17 previously inspected business. -1 inspection with required follow-up</p> <p style="text-align: center;"><i>Plan Review Meetings (CAM) and Other Related Issues.</i></p> <p>One team meeting with the County regarding driveway standards and how to apply them to new construction. Pre 2022-0045</p> <p>I met with the representatives from the PDA, State Parks and the Building Department to discuss parking issues and solutions to clear the fire lanes around Makers Square. A combination of ecology blocks and signage will be implemented.</p>

Assistant Chief's - Monthly Board Report

	<p style="text-align: center;"><i>COMPLAINTS</i></p> <p>I followed up on two complaints. One complaint of illegal burning reported to me by ORCAA and the other related to a potential fire hazard around a housing complex.</p> <p style="text-align: center;"><i>SPECIAL EVENT - REVIEW</i></p> <p>I participated in a team planning meeting to discuss Rhody week and all of the events including the Rhody run.</p> <p style="text-align: center;"><i>BURN PERMIT</i></p> <p>Two burn permits were issued, Two more were inspected but not issued do to lot size limitations.</p> <p style="text-align: center;"><i>FIRE INVESTIGATION</i></p> <p>-I met with the Discovery Bay Chief to discuss the final conclusions related to the residential structure fire on Eagle Mount from March 1st.</p> <p style="text-align: center;"><i>OTHER ITEMS</i></p> <p>-I finished the review of WAC, RCW, ORCAA Agreement related to our burn policy and guidelines. The proposed draft was presented to the Chief for review and final edits before final approval by the district attorney.</p> <p>-Fire investigation certification research related to certification, needed courses and associated costs.</p>
Training	<ul style="list-style-type: none">-EMS On line monthly training.-Command Presence “Transformational Trainer”-CJTC Security Awareness Training
Public Relations & Marketing	<ul style="list-style-type: none">-Nothing to note.
Meetings & Other Events	<ul style="list-style-type: none">-I assisted the state with instruction of basic marine crew member course in Kennewick.-Puget Sound Harbor Safety meeting.-Met with the City Building Official regarding the new WUI codes, Energy codes, and upcoming events.
Other	<p>One day of vacation – I was asked to be a mentor for a local high school senior and his senior project related to water safety and education.</p>

Date Prepared: 5/5/23

Subject: *PIO/PES/Human Resource Report*Prepared By: *Emily Stewart*

Meetings & Training:	<ul style="list-style-type: none"> • 4/1 Volunteer Interviews • 4/6 Chief Job Description Mtg • 4/7 Snure Seminar – Medical records • 4/12 Volunteer test • 4/18 HR Mtg • 4/20 Safety Mtg • 4/24 HR Mtg • 4/25 FF/PM recruitment planning Mtg • 4/25 IT set up Mtg @ Sta 11 • 4/26 M&C • 4/26 COVID Grant Update Mtg • 4/28 De-escalation Training • 4/28 Fire Prevention Week Planning Mtg
Presentations / Tours/Other	<ul style="list-style-type: none"> • 4/4 JC Library Bike Event • 4/9 – 4/15 National Telecommunicators Week • 4/16 Connectivity Fair (Blanchard, Everitt) • 4/16 – 4/22 Volunteer Appreciation Week • 4/22 Volunteer Appreciation BBQ – thanks to all that attended!
Media Engagement:	<ul style="list-style-type: none"> • Facebook – Post Reach: 7,642 Post Engagement: 2,497 - 2,763 followers • Twitter – 836 Followers • Instagram – 134 Likes 524 Followers • 4/12 Chimacum School Evacuation Press releases • 4/14 Chief Brummel Chief Training Officer Designation
Human Resources:	<p>We are currently in the on-boarding process of several new members, both career and volunteer. Anticipated start date for the five Firefighter EMT's is May 16th.</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>We will be testing for Firefighter Paramedics on June 16th. Currently we are advertising in several places:</p> <ul style="list-style-type: none"> • Governmentjobs.com • WFCB website

	<ul style="list-style-type: none"> • WFC website • EJFR website • Firecareers.com • The Daily Dispatch email publication (Western Region) • Indeed.com • Zip Recruiter • Social Media (Facebook/Twitter) • Tacoma Community College job board • Central WA University job board • Women in Fire • National Minority Update
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Current Shift Assignments: 57 responders; 55 Firefighters, two Single-role

*The new hires in purple have not been assigned a shift yet – SR-EMT Wright will promote to FF/EMT as of May 16th and may also be reassigned to another shift.

May 23	A SHIFT	B SHIFT	C SHIFT
BC	1-MacDonald	4-Clouse	7-Fletcher
LT	3-Kosiuga	1-Lueders	1-Kilgore
LT	6-Rogers	5-Gregory	5-W. McGuffey
LT	7-Kauzlarich	6-Grimm	6-Bergen
LT	8-Sanders	7-Chambers	8-Martin
LT		8-White	
PM	4-Whiting	5-Yelaca	2-Spellman
PM	3-Minker	7-Wagner	5-Schumann
PM	5-C. Johnson		
PM	6- Pulido		
FF	1-Secondez	2-Kithcart	1-Holbrook
FF	2-Walker	2-Kinney	2-Dean
FF	2-Morris	3-Carver	3-Parker
FF	4-Cordova	3-G. Williams	3-Sheehan
FF	5-B.Grimm	4-Severin	4-Dalrymple
FF	7-Sviridovich	6-Fairbanks	4-Kaldahl
FF	8-Archuleta	8-P. Williams	6-Richter
FF	New hire	New hire	7-Beery
FF	New hire	New hire	8-Chapman
SR-PM			Higgins
SR-EMT		Wright	Johnson-Cryder
Res	Cribbs		N.McGuffey
Res			
MSO	FF/PM Ridgway		
Cares	FF/PM Woods		
	FF/PM Student Welander		

Date: 4/1/23-4/30/23

Subject: Finance Report

Prepared By: Terri Ysseldyke-All

Overview	<ul style="list-style-type: none"> • Treasurer's Report reconciled • 7 record requests • Ambulance Transport audit • Payroll audit • Billing • District Annual Report Data Mining • BVFF Audit • Quarterly Reports • Insurance Comparison <div data-bbox="1052 447 1320 737"> April IFTs 2023 – 59 2022 – 61 2021 – 47 2020 – 33 2019 – 46 2018 – 57 </div>
Meetings and Other Events	<ul style="list-style-type: none"> • 4/19/2023 PGC Medicare Reporting Survey Meeting • 4/19/2023 Systems Design Webinar Day 1 • 4/19/2023 Board Meeting • 4/20/2023 Systems Design Webinar Day 2 • 4/21/2023 Quilcene Transport Meeting • Leadership Team Meetings every Thursday • 4/24/2023 City Finance Meeting on FIRE CARES • 4/26/2023 AWC Meeting on future FIRE CARES grants • 4/28/2023 De Escalation Training
Other	<ul style="list-style-type: none"> • The last Fire and EMS levy money was received from the annexation of Port Townsend • Recent GEMT notices include a yearly PLFR revenue amount of \$162,789.82 and an annual reconciliation of EJFR revenue of \$75,841.25

April 2023 Board Report

Date: April 30, 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 meetings with Dr. Carlbom• CPR meeting with Chief• Paramedic testing meeting
MSO 911 Responses	<ul style="list-style-type: none">•
Continuing Education/ Training	<ul style="list-style-type: none">• EMS connect and other required trainings• Volunteer drill was trauma taught by PM Charlie Johnson• Base station• ESO training in Austin for 4 days
Administrative duties	<ul style="list-style-type: none">• Supplies/Medications/Controlled substance audits• QA/QI• Volunteer interviews
Planning, ongoing projects and correspondence	<ul style="list-style-type: none">• Leave at home Narcan program• Code stat reports• EMS Council will be sponsoring two EJFR paramedics to go to a train the trainer for a difficult airway class which will be PM Pulido and PM Johnson• Planning evaluator class <p>This is a short report for April with being gone in Austin and out the last two weeks for medical reason.</p>

Date: 5/1/2023

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 with 101, 102, 103
BC 11 911 Responses	<ul style="list-style-type: none">• "A" Shift responses 168• BC11 responded to 11 incidents in the last month• 3 MVC's• 2 CPR responses• 1 Chimney Fires• 1 Industrial Accident
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training 246 hours completed by the Shift• EMS connect• Base station• Continue Cross training employees• ESO Training Austin Texas• RT 130 by LT Sanders
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and Callbacks• SOG review 4000a, 4000c, 4000d, 4001k, 4005A• SOG 2000m draft updates completed and Submitted to 101 and 104 for review.• Performance Statistics from ESO to 101
Planning and ongoing projects	<ul style="list-style-type: none">• Cross staffing and crewforce (Lt. Kauzlarich)• Updates to SOGS 4000A, 4000C, 4000D, 4001K and 4005A• 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)• Station 33 shed completed ready for paint (Kosiuga)• Station 33 dishwasher replaced (Kosiuga)• Station 33 HVAC repaired (Kosiuga)

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	\$356.00	\$21,644.00
	Wellness (Walker)	522 20 41 0600	\$4,500.00	\$365.49	\$4,134.51

Date: May 5th, 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• County Disaster Drill• Chief Officers Operations Meeting• Fire Prevention event planning meeting
BC 911 Responses	<ul style="list-style-type: none">• Responded to 10 incidents in April (was on Vacation 1 rotation).• Established or assumed command of 6 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• IFSAC Test registration and development
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">• Several of our employees attended ESO training in Texas and are working to implement areas of the software that we have not been using or taking full advantage of. More training to come for the crews.
Marine Program	<ul style="list-style-type: none">• Nothing new to report.
Personal Protective Equipment	<ul style="list-style-type: none">• LT Chambers has ordered 11 sets of turnouts from L.N. Curtis for a total of \$76,369. This includes turnout coat & pants, suspenders, boots, gloves, hoods and some spare gloves and hoods. He is waiting to order helmets until after the LT promotions are made, to ensure he gets the correct colored helmets and helmet shields.
Technical Rescue	<ul style="list-style-type: none">• Nothing new to report.
Wellness Program	<ul style="list-style-type: none">• Nothing new to report.

Date: 5/5/2023

Subject: Battalion Chief 13 Report

Prepared By: Justin Fletcher

BC 13 Administrative Meetings	<ul style="list-style-type: none">Daily Shift meetingsMeeting with and contacting Volunteer ApplicantsChiefs Meeting															
BC 13 911 Responses	<ul style="list-style-type: none">Responded to 5 incidents in April, none of any significance															
Continuing Education/ Training	<ul style="list-style-type: none">Shift level training (C Shift completed 162 hours plus approx. 4 hours per person of annual drivers training)Overview for Poulsbo Fire Ladder Committee of Ladder 16 for their potential purchase of a LadderPreparation for Lieutenants Exam															
Administrative Duties	<ul style="list-style-type: none">Staffing and CallbackMovement of apparatus for servicingBegan collecting information for Citizen Complaint #32 then forwarded information to Chief BlackPreparation for JCSO training at Station 15 Drill Tower															
Volunteer Program	<ul style="list-style-type: none">Review and editing of Policy 1000 and SOG’s 1000a, 1000c, 1000d, 1000i and Intern ManualAwaiting Volunteer Background and Physicals to come back in before onboardingVolunteer Appreciation BBQIntern Program (Lt. Bergen)<ul style="list-style-type: none">Lt. Bergen attended monthly evaluations at the academy on 4/25<ul style="list-style-type: none">They both had positive reviews and one Intern is currently ranked #2 academically in the class.															
Ongoing Programs/Projects	<div>No changes to budget items</div> <table><tr><th>Program</th><th>BARS</th><th>Budgeted</th><th>Spent</th><th>Remaining</th></tr><tr><td>Hose/Ladder/Nozzle Testing</td><td>522 10 41 0700</td><td>\$17,200.00</td><td>\$16,921.48</td><td>\$278.52</td></tr><tr><td>Genesis Maint (Dean)</td><td>522 20 35 0100</td><td>\$3,000.00</td><td>\$2,632.31</td><td>\$367.69</td></tr></table>	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
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/2022Credit Card and Procurement Policy/SOG update March 2023Establish external budget advisory committeeEstablish financial forecast templateProgram workbooks establish March 2023	<ul style="list-style-type: none">Adopt related SOGs for permanence.Completed 3/2024Completed 3/2024Adopt 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 2023Update capital replacement procedures and restore appropriate funding	<ul style="list-style-type: none">In progress

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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. 	<ul style="list-style-type: none"> FC and Staff 	<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 Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc. 	<ul style="list-style-type: none"> In progress In progress Submitted 3/2024 In progress
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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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.	<ul style="list-style-type: none">▪ 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

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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	<ul style="list-style-type: none"> Re-ignite the CPR program 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	FC	<ul style="list-style-type: none"> Develop content and format for community messaging Messaging at Famer's Markets and other public outreach Collaborate with County/City partners and establish CWPP 	<ul style="list-style-type: none"> In progress 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. 	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. 	FC	<ul style="list-style-type: none"> Pursue grants for continued CARES funding Cultivating input from various stakeholders 	<ul style="list-style-type: none"> In progress 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. 	Details to be added	Details to be added	
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. 	BC MacDonald		

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: 5/17/2023

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>The Board reviewed submitted invoices and cost summaries for the elections at the April meeting and requested further detailed breakdown of the costs.</p> <p>The elections office provided a detailed breakdown of costs and they were sent to the Board for review.</p> <p>All documents are attached to this packet for reference.</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 send payment for election cost invoice that will exceed the 2023 budgeted line by over \$50,000.

Jefferson County WA

Election Cost Worksheet for:

February 14, 2023 Special Election

Prepared by: Quinn Grewell, Election Coordinator

2023 February Special

Exhibit 1

Employee W & B for 2023 February Special Election

Employee	Wages/hr	Benefits/hr	hrs worked	\$ Wages	\$ Benefits	total
Brenda H	\$49.61	\$16.43	12.5	\$620.13	\$205.38	\$825.51
Sandi	\$30.32	\$12.57	97.25	\$2,948.62	\$1,222.43	\$4,171.05
Jessie G	\$34.93	\$13.49	7.75	\$270.71	\$104.55	\$375.26
Quinn	\$31.78	\$12.86	200.25	\$6,363.95	\$2,575.22	\$8,939.17
Tessa R.	\$23.68	\$11.24	3.19	\$75.54	\$35.86	\$111.40
Jordyn Johnson	\$20.92	\$10.69	28.25	\$590.99	\$301.99	\$892.98
Clerk hire - Betty G	\$17.00	\$3.53	32.33	\$549.61	\$114.12	\$663.73
Clerk hire - Dale M.	\$17.00	\$3.53	26.5	\$450.50	\$93.55	\$544.05
Clerk hire - Mary F.	\$15.74	\$3.28	11.97	\$188.41	\$39.26	\$227.67
Clerk hire - Aisha M.	\$15.74	\$3.28	0	\$0.00	\$0.00	\$0.00
Clerk hire - Mary T.	\$15.74	\$3.28	0	\$0.00	\$0.00	\$0.00
Clerk hire - Mary C.	\$15.74	\$3.28	0	\$0.00	\$0.00	\$0.00
Security (bill as time & half)	\$48.48	\$9.89	3.5 time & half	\$169.68	\$34.62	\$204.30
Total W&B for election				\$12,228.14	\$4,726.98	\$16,955.12



Exhibit 2 Notice of Election

226 Adams Street
Port Townsend, WA 98368
360-385-2900

Invoice

Invoice # 111735
Invoice Date: 2/1/23
Terms: Net 30
Rep: JH

Bill to: Bill to ID: 11186

Quinn Grewell
Jefferson County Auditor
P.O. Box 563
Port Townsend, WA 98368

Sold to: Account ID: 11186

Quinn Grewell
JeffCo Auditor
P.O. Box 563
Port Townsend, WA 98368

Ad Insertions included in this Invoice

Advertising

Date	Ad ID	Ad Information	PO #	Price	Disc	Applied	Total
1/25/23	202830	COUNTY - 2016-17 21.75"	Notice of	\$174.00			\$174.00
PO: Notice of 2/14/23 Special Election LEGALS: Notice							

INVOICE PAYMENT AUTHORIZATION

Signature _____ Date 2/9

Vendor # _____ Address # _____

Invoice/PO # 111735

Amount \$ 174.00

Account # EL51440

Project/Grant/WO 440006

* ELDER *

* 2023 Feb 5 Notice of Election

COPY

Items: 1

Please make check payable to Port Townsend Leader
Thank you for advertising with the PT Leader!
RECURRING BILLING CUSTOMERS WILL BE CHARGE
ON THE 20TH OF EACH MONTH.
Avoid the 1.5% finance charge by
submitting your payment by the 20th of each month

Total Charges	\$174.00
Discount	
Payments Applied	
Total Balance Due by 3/1/2023	\$174.00

Exhibit 3

Travel

Employee mileage for 2023 February Specail Election

Employee	Mileage	rate	Mileage \$
Brenda H	0.00	\$0.655	\$0.00
Jessie G	19.40	\$0.655	\$12.71
Quinn	544.80	\$0.655	\$356.84
Sandi	0.00	\$0.655	\$0.00
Tessa R.	27.00	\$0.655	\$17.69
Jordyn	87.80	\$0.655	\$57.51
Scarlett	0.00	\$0.655	\$0.00
Dale	0.00	\$0.655	\$0.00
Aisha	0.00	\$0.655	\$0.00
Betty G	3.00	\$0.655	\$1.97
Barb F	0.00	\$0.655	\$0.00
Judy	0.00	\$0.655	\$0.00
Total mileage for election			\$446.71

Employee lodging for 2023 February Specail Election

Employee	Nightly rate	tax	total
	0.00	\$0.000	\$0.00
Total lodging for election			\$0.00

Total Travel cost for Election: \$446.71



Solutions For Your Business, Locally or Globally.

631 Tyler Street, Port Townsend, WA 98368
360.385.1256 800.339.1256 FAX 360.385.4874
www.printery.com

Media & Copy

625 Tyler Street, Port Townsend, WA 98368
360.385.1022

Invoice

No: 221539 (7)

Date: 1/31/23

Account ID: 1047

Quinn Grewell
Jeff. Co. Auditor
P O Box 563
Courthouse
Port Townsend WA 98368

COPY

INVOICE PAYMENT AUTHORIZATION

Signature _____ Date _____
Vendor # _____ Address # _____
Invoice/PO # _____
Amount \$ 21060.84
Account # EL51440
Project/Grant/WO 490200

ELDIR

* 23' Feb's Ballots *

Outsourcing

INVOICE PAYMENT AUTHORIZATION

Signature _____ Date _____
Vendor # _____ Address # _____
Invoice/PO # _____
Amount \$ 7194.12
Account # EL51440
Project/Grant/WO 410000

ELDIR

*

INVOICE PAYMENT AUTHORIZATION

Signature _____ Date 3/3/23
Vendor # _____ Address # _____
Invoice/PO # _____
Amount \$ 3041.25
Account # EL51440
Project/Grant/WO 420100

ELDIR

* 23' Feb's Postage *

Postage

INVOICE PAYMENT AUTHORIZATION

Signature _____ Date _____
Vendor # _____ Address # _____
Invoice/PO # _____
Amount \$ 4089.96
Account # EL51440
Project/Grant/WO 490200

ELDIR

* 23' Feb's LVP *

LVP

Sec. Sleeves

INVOICE PAYMENT AUTHORIZATION

Signature _____ Date _____
Vendor # _____ Address # _____
Invoice/PO # _____
Amount \$ 1475.85
Account # EL51440
Project/Grant/WO 490200

ELDIR

* 23' Feb's Sec Sleeves *

SUBTOTAL	\$ 34,041.04
TAX	\$ 2,820.98
SHIPPING	\$ 0.00

TOTAL	\$ 36,862.02
AMOUNT DUE	\$ 36,862.02

February 14, 2023 Special Election

74
671

POSTAGE LOG				
Date	#	Description	\$ Amount \$	Exhibit
1/13	1 package	* ACP 10 Ballots	9.00	—
1/13	125	* UOCAVA Ballots	—	—
1-18	2	* FTFV @ 1 oz. (2 oz. if Partisan insert)	1.68	—
		* Letters to candidates	—	—
		* Challenge Ltrs (tally on Exhibit A)	123.69	Exhibit A
		* Oaths & Cert to Winners	—	—
2-24	2	* Elec packets to Dists w/Ballot Meas.	3.80	—
		* Daily Ballots (tally on Exhibit B) .84	141.12	Exhibit B
Total 1st Class metered mail			279.29	5C
* need to deduct 1st class from end of year PB meter acct for elections				
		Postage Due - from statements		
		* Forward notices & Undeliverable	268.80	5D
		* BRM (Returned Ballots)	5319.58	5E
Total postage to bill this election			5847.47	5F
Put copy of this in "end of year" election billing file				

Direct cost to local jurisdictions

Local Voters Pamphlet Price Breakdown

Exhibit 6

Invoice Date	District	Price	tax @ .091	total price	Quantity Ordered	Price per piece w/tax	Notes
1/31/2023	Jefferson County Fire Protection District No. 1 (EJFR)	3573.897	325.22	3899.13	23375	0.167	2023 Feb S Elect. Invoice (Printery) 221539 (1)
1/31/2023	Jefferson County Fire Protection District No. 4 (Brinnon)	174.91	15.917	190.827	1144	0.167	2023 Feb S Elect. Invoice (Printery) 221539 (1)
				Total	4089.96		

~~24519~~

Election Date: February 14, 2023 Special Election

Exhibit 7

		Check current \$ per piece		
Type	# of pieces	Cost per piece	Total	
Bulk: Carrier	24064	0.497496	\$11,971.74	Total number of ballots packed and mailed by the printery (Invoice 221542001)
Bulk: Return	24064	0.450841	\$10,849.03	
Bulk: Security Sleeves	13360	0.110468	\$1,475.85	As per Printery note number of sec sleeves printed (Invoice 221539)
1st Class: Carrier	180	0.412398	74.23164	2022 November Gteneral (Invoice 21288001)
1st Class: Return	180	0.488978	88.01604	
Counter: Return	30	0.488978	\$14.67	1st Class Return Envelope/ and recycled Sec. Sleeve Only (Invoice 221288001)
UOCAVA: Carrier	125	0.315299	\$39.41	2022 August Primary Invoice 221027
UOCAVA: Return	125	0.306553	\$38.32	2022 August Primary Invoice 221027
			\$27,275.60	

Exhibit 8

Registered Voter totals as of 2/24/23

County	PrecinctName	Active	Inactive
Jefferson	PORT TOWNSEND I - 1101	773	52
Jefferson	PORT TOWNSEND II - 1102	773	44
Jefferson	PORT TOWNSEND III - 1103	737	43
Jefferson	PORT TOWNSEND IV - 1104	820	41
Jefferson	PORT TOWNSEND V - 1105	783	43
Jefferson	PORT TOWNSEND VI - 1106	768	53
Jefferson	PORT TOWNSEND VII - 1107	792	61
Jefferson	PORT TOWNSEND VIII - 1108	680	66
Jefferson	PORT TOWNSEND IX - 1109	747	60
Jefferson	PORT TOWNSEND X - 1110	743	54
Jefferson	PORT TOWNSEND XI - 1111	744	60
Jefferson	NORTH JACOB - 1201	776	42
Jefferson	CAPE GEORGE I - 2202	764	29
Jefferson	CAPE GEORGE II - 2203	721	37
Jefferson	FOUR CORNERS I - 2204	714	40
Jefferson	FOUR CORNERS II - 2205	657	48
Jefferson	GLEN COVE - 2301	744	67
Jefferson	KALA POINT - 2302	786	34
Jefferson	IRONDALE I - 2303	773	61
Jefferson	IRONDALE II - 2304	778	56
Jefferson	PORT HADLOCK - 2305	700	59
Jefferson	NORLAND - 2401	916	53
Jefferson	CHIMACUM - 2501	696	35
Jefferson	OAK BAY I - 2502	808	53
Jefferson	DISCOVERY BAY - 3206	39	1
Jefferson	CENTER - 3503	321	15
Jefferson	OAK BAY II - 3504	763	44
Jefferson	PORT LUDLOW I - 3601	789	59
Jefferson	PORT LUDLOW II - 3602	795	53
Jefferson	PORT LUDLOW III - 3603	805	36
Jefferson	PORT LUDLOW IV - 3604	861	55
Jefferson	PORT LUDLOW V - 3605	752	64
Jefferson	COYLE - 3702	43	5
Jefferson	BRINNON I - 3801	566	49
Jefferson	BRINNON II - 3802	572	52
		24499	1624
		24509	

Jefferson County Fire Protection Dist. No. 1 (EJFR)

Jefferson County Fire Protection dist. No. 4 (Brinnon)

(All in EJFR) - 10ACP

24,509.00	Total:	23,371.00	Total:	1,138.00
566.00				
572.00				
	EJFR		Brinnon	

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 Autofills to Election Cost Allocation Schedule cell D8.						\$ 81,915.31
	Add overhead (15% of election costs subtotal) do not use when applying Federal schedule				Autofills to Election Cost Allocation Schedule cell			12915.7905
Total Cost of Election		This amount will autofill the Election Cost Allocation worksheet Cells B5 and L12 .						\$ 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										



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.

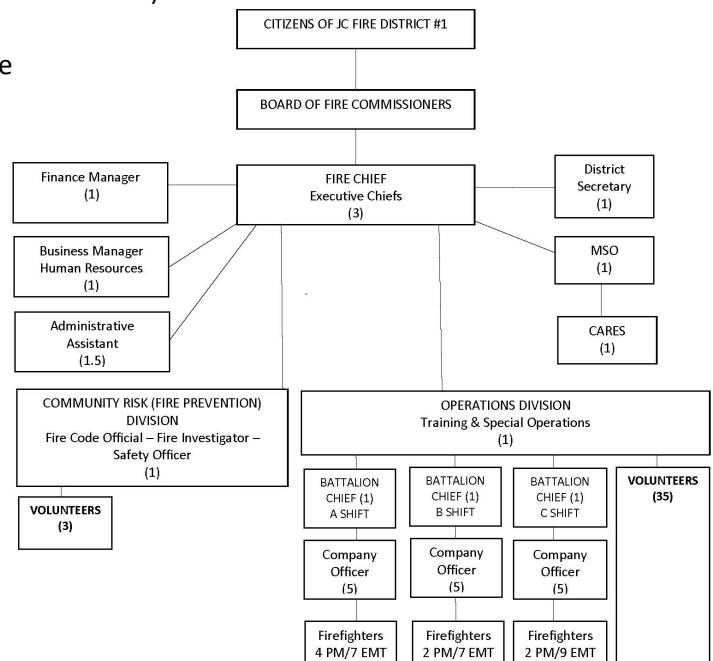
SECTION 2.0 SERVICES PROVIDED

The Services provided by EJFR include:

- Fire Suppression
- First Response Basic Life Support & Advanced Life Support Emergency Medical Services
- Community Risk Reduction (Public Education/ Fire Prevention)
- Wildland Firefighting & mobilization support
- Hazardous materials "Operations Level" Response
- Marine Rescue and Firefighting
- Technical rescue

SECTION 3.0 ORGANIZATIONAL STRUCTURE

EJFR operates 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 District 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

90% fractal percentile means the highest value in the lowest 90% of the data. If the data set is 1000, once they are listed in order of lowest to highest times, the highest 10% is removed and then the highest number left at 900 would be within a 90% fractal percentile. Prior to this computation any outliers should be inspected and removed in accordance with your policy to ensure accuracy.



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.

Depending on continued input we plan to bring a proposed final draft to the next meeting.

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. The foregoing includes, without limitation, ensuring the efficient and effective delivery of emergency, fire, medical, and rescue services using a combination of career and volunteer personnel.

The Fire Chief shall operate in accordance with the District Vision, Mission and Values.

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 emergency medical services, fire suppression, fire prevention, community risk reduction and emergency preparedness. May respond to emergency and other incidents as necessary to assist in operations, including staffing of incident command positions following appropriate protocol.

- 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 emergency medical services, 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. Provides advice and counsel to the Board of Commissioners.
- 3.7** Prepares and executes long-range plans for the development of the District as directed by the Board of Commissioners
- 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. Updates the District's policies and procedures as necessary to reflect current best practices (and applicable law) in the fire service.
- 3.12** Responsible for staff development and ensuring a high degree of communication amongst staff. Responsible for all personnel in the District, to include hiring, disciplinary actions, and other personnel matters.
- 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.). 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.
- 3.17** 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. Manages the analysis for the District of needs for future equipment, facilities, funding, and staffing requirements based on growth and service levels.

- 3.19** Oversees the policies, standard operating guidelines, procedures and standards of the District, ensuring employee understanding and compliance. Ensures compliance with all of the foregoing, as well as all applicable law.
- 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, striving for successful outcomes
- 3.23** Ensures effective and efficient internal management of the organization, incorporating an esprit de corps, improved morale, and professional decorum. Maintains a professional demeanor at all times without demonstrating behavior extremes.
- 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 legally eligible to work in the United States and provide proof of same as required by law
- 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
- 5.5** Possess excellent writing and oral communication skills

SECTION 6.0 WORKING ENVIRONMENT AND WORKING HOURS

The incumbent is primarily engaged in routine functions in an office environment. Provided, however, incident response work may be performed in emergency, dangerous, and stressful situations typically

found in the fire service. While equipped with and expected to use proper personal protective equipment, the incumbent may be exposed to hazards associated with fighting fire and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

This is an exempt position, without specified working hours. That said, the incumbent is generally expected to work/be available during the District's regular business hours. In addition, this position will involve routinely working outside of regular business hours and on the weekends – as well as some travel, both within and outside of Washington State.

SECTION 7.0 PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by this position to successfully perform the essential functions of the job (either with, or without, a reasonable accommodation).

While performing the duties of this job, the incumbent is frequently required to walk, stand, use hands to finger and manipulate, handle/operate objects/tools/controls and to reach with hands and arms. The position is required to sit, climb, balance, stoop, see, kneel, hear, speak, and smell. The incumbent must be able to concentrate at a high level for extended periods of time.

The position must frequently lift/move up to 10 pounds and occasionally/move heavier weight. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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

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

LIEUTENANT ELIGIBILITY LIST

1. Andy Dalrymple
2. Alex Morris
3. Zack Dean
4. Jacob Kinney
5. Curtis Beery
6. Ben Carver
7. Scott Pulido

Approved By: _____

Date: May 5, 2023

Bret Black, Fire Chief

Eligibility Period: May 5, 2023 – May 4, 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

Terri Ysseldyke-All

From: Cindy Ramsey <cindyr@fournierinsurance.com>
Sent: Friday, May 12, 2023 10:31 AM
To: Terri Ysseldyke-All
Subject: 6/1/2023 - 6/1/2024 ESIP Renewal Proposal
Attachments: Proposal Eff. 06012023.pdf; 2023-2024 Renewal Premium Comparison Worksheet.xlsx

Terri: Attached are the renewal proposal documents for the 6/1/2023-6/1/2024 ESIP program. The Property limits have been increased per the ESIP's replacement cost guidelines. The overall program rates have increased due to the industry trending and overall loss ratio on your account. Combining the two fire districts have reduced the overall premium by \$2,992 and Port Ludlow now has higher Umbrella limits.

I have added in your Fleet # on the vehicle premium breakdown. I hope that helps. Please review the attached and let us know if any changes are required. I will send you the signature documents to sign, upon your approval. Thank you Terri.



Cindy Ramsey, AAI, CISC, CRIS, CCIP
Commercial Account Executive
CA Lic: OI16051

253.830.5836 | cindyr@fournierinsurance.com
www.fournierinsurance.com

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Date: 5/11/2023

Insurance Proposal For:

Jefferson County Fire Protection District #1
dba East Jefferson Fire Rescue
24 Seaton Rd
Port Townsend, WA 98368

Presented By: Fournier & Associates, Inc. dba Fournier Insurance : 5712 Orchard St W University Place, WA 98467 Phone: (253) 473-3010 Fax: (253) 473-5363	Emergency Services Insurance Program Offered by McNeil & Company, Inc. P.O. Box 5670 67 Main Street Cortland, NY 13045 Phone: (800) 822-3747 Fax: (607) 756-5051 Website: www.esip.com
Carrier: Arch Insurance Company A.M. Best Rating: A+ Superior	

This proposal is valid for 90 days.

DISCLAIMER

GENERAL CONDITIONS:

This proposal is based on information provided to McNeil & Company by your Agent. An application signed and dated by an official of the entity and the agent/broker must be received prior to binding coverage.

The quotation in this proposal does not necessarily match the coverages or limits requested in any bid specifications and/or application.

Each individual policy contains the actual terms, conditions and exclusions. This proposal highlights certain features and benefits of the program.

Final premium is subject to adjustment based on any changes to limits and coverages received subsequent to the release of this proposal.

OUR PROMISE

We developed your Insurance Proposal based on information provided by your ESIP insurance agent. We depend on your agent's knowledge of your organization and on interviews with your organization's personnel, to design the best policy and coverages for you. If you have any questions or concerns about the adequacy or appropriateness of the proposed coverage, please discuss them with your ESIP agent. Many of the policy features can be customized to meet your special needs.

In this proposal we outline the various coverages being offered. However this document can not take the place of an actual policy. Only an actual policy contains all of the terms, conditions, and exclusions that affect your coverage. Please review your policies carefully with your agent to be certain that you clearly understand your insurance program.

We believe that the Emergency Services Insurance Program (ESIP) provides emergency service organizations such as yours with the best insurance products available. We promise that you will find our coverage and service to be beyond your expectations!

For more information about ESIP's products and services, visit us on the Internet at www.esip.com.

NAMED INSURED

Named Insured will read on the policy as:

First Named Insured:

Jefferson County Fire Protection District #1

Other Named Insured:

dba East Jefferson Fire Rescue

Jefferson County Fire District #1 Firefighters Association

Other Named Insureds should include all legal entities under which you operate or own property, including any Fire Company, Volunteer Association, Auxiliary, or Cadet Program. If the named insureds shown above are not correct please advise your ESIP agent.

PROPERTY COVERAGE

Limits of Insurance

Building & Personal Property Blanket Limit \$14,911,458

Basic Coverage Information

Coinsurance	Agreed Amount
Building Deductible	\$2,500 Single Occurrence Deductible
Business Personal Property Deductible	\$2,500 Single Occurrence Deductible
Cause of Loss Form:	Special

PROPERTY COVERAGE

Limits of Insurance

Premises 1: 6633 Flagler Road, Nordland, WA 98358

1 - 1 Fire Station

Building: \$392,459 Business Personal Property: \$0

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: N/A

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

1 - 2 Office, Meeting Space, Sleeping Quarters

Building: \$262,500 Business Personal Property: \$105,000

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: Guaranteed Replacement Cost

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Premises 2: 6675 Flagler Road, Nordland, WA 98358

2 - 1 Storage

Building: \$278,257 Business Personal Property: \$0

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: N/A

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

PROPERTY COVERAGE

Limits of Insurance

Premises 3: 3850 Cape George Road, Port Townsend, WA 98368

3 - 1 Fire Station

Building: \$1,202,282 Business Personal Property: \$39,285

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: Guaranteed Replacement Cost

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Premises 4: 50 Airport Road, Port Townsend, WA 98368

4 - 1 Fire Station

Building: \$447,113 Business Personal Property: \$0

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: N/A

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Premises 5: 35 Critter Lane, Port Townsend, WA 98368

5 - 1 Fire Station

Building: \$1,608,115 Business Personal Property: \$111,551

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: Guaranteed Replacement Cost

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$1,719,666 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,719,666 Per Occurrence and Annual Aggregate \$1,000 Deductible

PROPERTY COVERAGE

Limits of Insurance

Premises 6: 701 Harrison Street, Port Townsend, WA 98368

6 - 1 Fire Station

Building: \$3,102,658 Business Personal Property: \$110,809

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: Guaranteed Replacement Cost

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$3,213,467 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$3,213,467 Per Occurrence and Annual Aggregate \$1,000 Deductible

Premises 7: 9193 Rhody Drive, Chimacum, WA 98325

7 - 1 New Station

Building: \$3,484,249 Business Personal Property: \$134,009

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: Guaranteed Replacement Cost

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$3,618,258 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$3,618,258 Per Occurrence and Annual Aggregate \$1,000 Deductible

Premises 8: 24 Seton Road, Port Townsend, WA 98368

8 - 1 Office

Building: \$0 Business Personal Property: \$87,105

Building Valuation: No Coverage

Business Personal Property Valuation: Guaranteed Replacement Cost

Ordinance or Law Provision: N/A

Flood: \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

PROPERTY COVERAGE

Limits of Insurance

Premises 9: 735 Harrison St, Port Townsend, WA 98368

9 - 1 Single Fam Rental Dwelling

Building: \$243,101 Business Personal Property: \$0

Building Valuation: Replacement Cost

Business Personal Property Valuation: N/A

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Premises 10: 7650 Oak Bay Road, Port Ludlow, WA 98365

10 - 1 Fire Station

Building: \$1,965,514 Business Personal Property: \$218,293

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: Guaranteed Replacement Cost

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

10 - 2 Diesel Fuel Cell

Building: \$17,104 Business Personal Property: \$0

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: N/A

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

PROPERTY COVERAGE

Limits of Insurance

Premises 11: 121 W Alder Street, Port Ludlow, WA 98365

11 - 1 Fire Station

Building: \$413,269 Business Personal Property: \$21,863

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: Guaranteed Replacement Cost

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Premises 12: 101 South Point Rd, Port Ludlow, WA 98365

12 - 1 Fire Station

Building: \$789,854 Business Personal Property: \$120,169

Building Valuation: Guaranteed Replacement Cost

Business Personal Property Valuation: Guaranteed Replacement Cost

Ordinance or Law Provision: Up to 100% of Direct Damage Amount

Flood: \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Earthquake \$1,000,000 Per Occurrence and Annual Aggregate \$1,000 Deductible

Coverage Extensions Included

Building Ordinance or Law

Contingent Loss to the Undamaged Portion of the Building
Demolition Cost Coverage
Increased Cost of Construction

Business Income/Extra Expense

Actual Loss Sustained; Up to 24 Months
Applies at:
 Newly Acquired and Constructed Locations
 Non-Owned Fundraising Locations for up to 30 days; No Waiting Period
 Locations of Sirens, Antennas, Towers and Similar Structures
Includes Increased Time Due to Enforcement of an Ordinance or Law
Includes Civil Authority with No Mileage Restriction

Computers and Communications Equipment \$250,000
Broadened Causes of Loss

Software, Data and Valuable Papers Included with No Sub-limit
Broadened Causes of Loss

Equipment Breakdown Coverage Included with No Sub-limit
Heating and Cooling Systems
Telephone Systems
Communication Equipment
Back-Up Generators
Miscellaneous Electrical Equipment
Hazardous Substance Contamination (\$250,000)

Newly Acquired Property \$2,500,000
Up to 180 Days
Material, Equipment and Supplies (\$25,000)

PROPERTY COVERAGE

Coverage Extensions Included

Outdoor Property	\$300,000
Fences	
Monuments and Memorials	
Paved Surfaces such as Parking Lots and Sidewalks	
Trees, Shrubs, Plants and Lawns (\$25,000 Each)	
Property In Transit	\$50,000
Broadened Causes of Loss	
Property Off Premises	\$100,000
Broadened Causes of Loss	
Uncollected Funds	Included With No Sub-Limit
Broadened Causes of Loss	
Pollutant Clean-Up	\$150,000
Debris Removal	\$100,000
Spoilage	\$250,000
Money & Securities	\$50,000
Premises Expanded	1,000 Feet
Outdoor Signs	Included With No Sub-Limit
Fire Extinguishing Equipment	Cost to Recharge; No Sub-Limit
Property of Others	Included With No Sub-Limit
Broadened Causes of Loss (Primary Coverage)	
Sewer and Drain Back Up	Included With No Sub-Limit
Antiquities, Trophies & Awards	Included With No Sub-Limit
Crime Reward	\$25,000

PROPERTY COVERAGE

Coverage Extensions Included

Additional Covered Property	Building & Personal Property Limit
Not to Exceed \$500,000	
Excavations, Grading, Backfilling or Filling	
Foundations of Buildings, Structures, Machinery or Boilers	
Bulkheads, Pilings, Piers, Wharves or Docks	
Retaining Walls that are not part of a Building	
Underground Pipes, Flues or Drains	
Fungus, Wet Rot, Dry Rot or Bacteria	\$50,000
Lock and Key Replacement	\$25,000
Unintentional Omission of Property	\$500,000
Waived Deductible	Up to \$1,000
Waiver applies to not more than 3 claims in any line in any one policy term	
Applies if previous 2 policy periods with us were loss free	
Glass Deductible	Waived if Only Damage
Tenant Glass	\$10,000
Snow Removal Expense	\$1,000 per Policy Period
Inventory or Appraisal	\$50,000
Non-Owned Detached Trailers	\$10,000
Utility Services (Direct Damage)	\$50,000
False Pretense	Included with No Sub-limit
Garages and Storage Sheds	\$10,000
Contents in Garage or Storage Shed \$1,000	
Unscheduled Buildings or Structures Used by the Public	\$100,000

PROPERTY COVERAGE



Coverage Extensions Included

Contents in Unscheduled Buildings or Structures Used by the Public \$10,000

Preservation of Property

90 Days

GENERAL LIABILITY

Limits of Insurance

General Aggregate	\$10,000,000
Products/Completed Operations Aggregate	\$10,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Damage to Premises Rented to You *	\$1,000,000
* Damage by Fire, Lightning or Explosion	
Medical Expense	\$5,000

Schedule of all Premises you Own, Rent or Occupy

- Location 1: 6633 Flagler Road, Nordland, WA 98358**
- Location 2: 6675 Flagler Road, Nordland, WA 98358**
- Location 3: 3850 Cape George Road, Port Townsend, WA 98368**
- Location 4: 50 Airport Road, Port Townsend, WA 98368**
- Location 5: 35 Critter Lane, Port Townsend, WA 98368**
- Location 6: 701 Harrison Street, Port Townsend, WA 98368**
- Location 7: 9193 Rhody Drive, Chimacum, WA 98325**
- Location 8: 24 Seton Road , Port Townsend, WA 98368**
- Location 9: 735 Harrison St, Port Townsend, WA 98368**
- Location 10: 7650 Oak Bay Road, Port Ludlow, WA 98365**
- Location 11: 121 W Alder Street, Port Ludlow, WA 98365**
- Location 12: 101 South Point Rd, Port Ludlow, WA 98365**
- Location 13: Parcel #001331015, Port Townsend, WA 98368**
- Location 14: Parcel #001331007, Port Townsend, WA 98368**
- Location 15: 600 9th Ave. #201, Seattle, WA 98104**

GENERAL LIABILITY

Schedule of all Premises you Own, Rent or Occupy

Location 16: Sec 32, Twp 28N, Rge 1E Tax 9 , Port Ludlow, WA 98365

Location 17: Olympus Beach 109 (Tax 124), Sec 9, Twp , Port Orchard, WA 98366

Coverages Included

Non-Owned Aircraft & Watercraft

Owned Watercraft less than 35 feet

Owned Unmanned Aircraft (Drones)

Contractual Liability

Fund Raising Activities

Host Liquor Liability

Temporary Liquor Liability for Events Lasting 10 Days or Less

Members as Insureds

Includes Physicians acting within the scope of their duties for Insured

Fire and Rescue Service Liability

Emergency Services E&O

Medical Malpractice Liability

Dispatcher's Liability

Medical Director's E&O

Good Samaritan Liability

Emergency Services Liability - Occurrence

Directors and Officers Liability

Spousal Liability

Estates, Heirs & Legal Representatives Liability

Employee Benefits Liability

Employment Related Practices Liability

Unintentional Release of Individually Identifiable Health Information

Outside Directorships

\$100,000 Non-Monetary Relief

\$100,000 Defense of Suits Involving Fair Labor Standards Act

GENERAL LIABILITY

Coverages Included

\$100,000 Fines and Penalties Related to Release of Individually Identifiable Health Information

Pollution Liability

On-Premises

Includes Above Ground Fuel Storage Tanks

Off-Premises

\$1,000,000 Sub-Limit for Corrective Action Costs

Injury to Volunteers

Fellow Member Liability

Bodily Injury and Property Damage

Stop-Gap Employer's Liability

\$1,000,000 Each Accident Limit

\$1,000,000 Each Employee Limit - Disease

\$1,000,000 Policy Limit - Disease

Property Damage to Rented Premises (other than fire) \$50,000

Enhanced Property Damage

Use of Reasonable Force to Protect Persons or Property

Bail Bonds - \$5,000

Your Expenses - \$1,000 per day

Blanket Additional Insured

Persons or Organizations - As Required by Contract

Managers, Landlords or Lessors of Premises

Lessors of Leased Equipment

Waiver of Subrogation

Newly Acquired/Formed Organizations - 180 Days

GENERAL LIABILITY

Coverages Included

Duties in the Event of an Occurrence, Offense, Claim or Suit

Limits Persons Required to Give Notice

Liberalization

Bodily Injury Includes Mental Anguish

Coverages Included

Network Security & Data Breach Liability

Network Security & Data Breach Liability Each Event Limit	\$1,000,000
Network Security & Data Breach Liability Aggregate Limit	\$10,000,000
Network Security & Data Breach Liability Retroactive Date	06/01/2014

Provides liability coverage for third party claims or suits involving:

Disclosure, loss or theft of personally identifiable or confidential corporate information in your care, custody or control which is obtained or released from your computer system

Failure to disclose or warn of the actual or potential disclosure or misappropriation of personally identifiable or confidential corporate information

Violation of any federal, state or local privacy statute addressing disclosure or misappropriation of personally identifiable or confidential corporate information

Transmission of malware from your computer system

A denial of service attack which blocks access to your website or computer system

Coverage applies to personally identifiable information of your members.

Coverage applies to events first discovered and reported during the policy period or any extended reporting period.

Privacy Event Mitigation Expense

Privacy Event Mitigation Expense Each Event Limit	\$50,000
Privacy Event Mitigation Expense Aggregate Limit	\$50,000
Privacy Event Mitigation Expense Retroactive Date	06/01/2014

Provides coverage for reasonable and necessary fees and expenses for:

Computer forensic analysis of your computer system to determine the cause and extent of the privacy event

Review of the privacy event by an approved crisis management or legal firm to advise you of the appropriate response

Travel by your directors, executive officers or employees which is done to mitigate the damage of a privacy event

Costs associated with notifying affected parties of the privacy event

Expenses for services, such as credit monitoring, provided to individuals for the purpose of mitigating the effect of a privacy event on them

Coverage applies to events first discovered and reported during the policy period or any extended reporting period.

CRIME

Type of Coverage	Limit of Insurance (no deductible applies)
Employee Theft - Blanket Includes All Employees, Volunteers, Board Members and Treasurers	\$100,000
Employee Theft Excess Applies to the following positions:	
Chief (1)	\$200,000
Secretary (1)	\$200,000
Computer and Funds Transfer Fraud	\$25,000
Coverage Extensions	
Credit Card Forgery \$250 Deductible	\$10,000

Limits of Insurance

Combined Single Limit Liability (Symbols: 1, 19)	\$1,000,000
Medical Payments (Symbols: 7)	\$5,000
Underinsured Motorists (Symbols: 2, 19)	\$1,000,000

Deductibles (Single Occurrence)

Comprehensive Deductible (Symbols: 7)	\$2,000
Collision Deductible (Symbols: 7)	\$2,000
Emergency Apparatus Deductible	\$1,000

BUSINESS AUTO

Vehicle Schedule

<u>No.</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>	<u>ACV</u>	<u>Agreed Value</u>	
1	1986	Trail	Trailer	72084000141	N/A	N/A	
2	1996	Haulin	Trailer	4K2UF0717TM033268	N/A	N/A	
3	1998	Wells	Cargo Trailer	1WC200D10W4033350	X		
4	1955	Ford	Antique Pumper	F80K5H27226		\$14,000	
5	2000	Pierce	Pumper	4P1CT02U7YA000742	X		+
6	2005	Ford	F250	1FTSX21505EB73117	X		+
7	1992	White	Pumper	4V2BCBRG1NN653648		\$318,000	
8	1993	Dodge	Pickup	3B7KM23CXPM158142	X		+
9	2000	Ford	Pumper	3FDXF75R4YMA04344	X	\$200,000	+
10	1988	Stuphen	Pumper 837	1S9ALBBD7J1003610	X		+
11	2005	Ford	Expedition	1FMPU16565LA38152	X		+
12	2004	Ford F250	Staff Vehicle	1FTNX21LX4EC48898	X		+
14	2001	Ford	Excursion SUV	1FMNU41S01EC66510		\$6,000	
15	2006	Wells	Utility Trailer	1W4200G2564058891	X		
16	1941	Chevrolet	Antique Engine	12345		\$20,000	
17	2005	Ford	F4D Brush Truck	1FDXX47P75EB93631		\$128,520	
18	2008	Ford F450	Brush Truck	1FDXX47R28EB30863		\$75,000	
19	2011	Trax	Utility Trailer	1E9HU1829BC376393	X		
20	2010	Ford E450	ALS Ambulance	1FDXE4FP2ADA27962		\$191,400	
21	2007	Jeep	Cherokee SUV	1J8HR48PX7C687328	X		+
22	2007	Ford	Expedition SUV	1FMFU16547LA71343	X		+
23	1999	Chevrolet	Suburban	3GNFK16R1XG151216	X		+
24	2012	Spartan	Engine Pumper 231	4S7CT2B92CC075358		\$422,352	
25	2012	Spartan	Pumper	4S7CT2B94CC075359		\$422,352	
26	1993	International	Tender	1HTSJPCR6PH509274		\$188,000	
27	2013	Spartan	Pumper 877	4S7CT2B92DC076348	N/A	N/A	
27	2013	Spartan 877	Pumper	4S7CT2B92DC076348		\$422,352	#
28	2014	Ford	ALS Ambulance	1FDXE4FS7EDA12027		\$167,589	
29	2000	Ford	Ambulance	1FDXE45F0YHB84031	X		+
30	1997	Freightliner	F60 Air Truck	1FV3GFBC3VH685403		\$130,000	
31	2016	EZ Loader	Trailer	1ZEAHT9Z6GA001011	N/A	N/A	
32	2016	EZ Loader	Trailer	1ZEAAMPKXGA000380	X		

KEY: (X) Invalid Vin; # No Liability Coverage; * Automatic Increase; ^ Towing; + Rental Reimbursement; > GRC; ~ Loan or Lease Gap Coverage;

BUSINESS AUTO

Vehicle Schedule

33	2017	North Star	Ambulance	1FDXE4FS2HDC17324		\$163,569	
No.	Year	Make	Model	VIN	ACV	Agreed Value	
34	2017	North Star	Ambulance	1FDXE4FS4HDC17325		\$162,039	
35	2017	Ford	Ambulance	1FDUF4HT2HEE35439		\$206,158	
36	2017	Ford	Ambulance	1FDUF4HT0HEE35438		\$206,158	
37	1997	Ford	F350 Brush Truck	1FDKF38F1VEC25437		\$50,000	
38	2019	Dodge	Ram 2500	3C6UR5HJ8KG629707	X		+
39	2019	Dodge	Ram 2500	3C6UR5HJXKG629708	X		+
40	2004	E-One	Aerial Ladder Truck	4ENGABA8231007140		\$95,000	
41	1993	Simon	Tender	1D91B13F2P3008756		\$20,000	
42	2022	Ford	E450 Ambulance	1FDXE4FN3NDC07312		\$229,900	
43	2021	Chevrolet	Silverado	3GCPYBEK5MG284157		\$46,324	
44	2021	Chevrolet	Silverado	3GCPYBEK7MG257879		\$46,324	
45	2022	Chevrolet	Silverado 1500 LTD	1GCPYBEKXNZ138449	X		+
46	2022	Chevrolet	Silverado 1500 LTD	3GCPYBEK8NG184264	X		+
47	2022	Chevrolet	Silverado 1500 LTD	3GCPYBEK9NG179266	X		+
48	2022	North Star Ford	F350 Ambulance	1FDRF3HT3NDA13519		\$244,888	
49	2004	Pierce	Pumper/Tender	1FVHBGCV34HM22949		\$250,000	
50	2004	Pierce	Pumper/Tender	1FVHBGCVX4HM22950		\$250,000	
51	2008	Chevrolet	Tahoe	1GNFK13068J227034		\$35,000	
52	1994	Ford	F700	1FDWK74C0RVA08774		\$100,000	
53	2009	Ford	Ambulance	1FDXE45P29DA85793		\$150,000	
54	2009	Darley	Pumper	4S7CT2D939C071793		\$425,000	
55	2016	Horton	Navistar Ambulance	1HTJSSKK9GH464296		\$251,327	
56	2016	Ford	Expedition	1FMJU1JT8GEF53639	X		+
57	2019	International	Durastar Ambulance	1HTMNMMM6KH255895		\$256,000	
58	2019	Chevrolet	Silverado 3500	1GC4KXCX4KF259774		\$92,000	

KEY: (X) Invalid Vin; # No Liability Coverage; * Automatic Increase; ^ Towing; + Rental Reimbursement; > GRC; ~ Loan or Lease Gap Coverage;

Included Coverages

Scheduled Vehicles

Non - Owned Vehicles (Primary Liability Including Member's Autos)

Hired / Borrowed Vehicles

Members as Insureds

Towing and Labor for Vehicles Carrying Physical Damage

No Sub-Limit Within 250 Miles

\$2,500 Beyond 250 Miles

\$0 Glass Deductible for Vehicles Carrying Physical Damage

Fellow Member Liability

Injury To Volunteers

Rental Reimbursement for ACV Vehicles

\$50 Per Day For 30 Days

Damage to Non-Owned Buildings You Occupy

Garage Liability

Damage to Customer's Autos \$50,000

Pollution Liability

For Pollutants Used in Emergency Operations

Waived Deductible

Up to \$1,000

Waiver applies to not more than 3 claims across all lines in any one policy term

Applies if previous 2 policy periods with us were loss free

Accidental Discharge of an Airbag for Vehicles Carrying Physical Damage

Enhanced Property Damage

Use of Reasonable Force to Protect Persons or Property

Bail Bonds - \$5,000

Your Expenses - \$1,000 per day

Blanket Additional Insured

Persons or Organizations - As Required by Contract

Included Coverages

Waiver of Subrogation

Duties in the Event of an Accident, Claim, Suit or Loss

Limits Persons Required to Give Notice

Bodily Injury Includes Mental Anguish

Waiver of Immunity

Applicable to Property Damage Claims of up to \$250,000

Physical Damage Coverage Information

For Agreed Value Vehicles We Pay the Lesser of:

1. Agreed Value

Constructive Total Loss if Repair Cost Equals 75% of Agreed Value

2. Actual Replacement Cost

Including the Cost to Update to Current Standards

3. Repair Cost

Including Up to 50% Extra to Update Damaged Parts to Current Standards

Including the Cost to Recertify

For Actual Cash Value Vehicles We Pay:

1. Actual Cash Value

Including the RCV for Special Paint, Decals and Equipment

Including the Cost to Update to Current Standards

For Guaranteed Replacement Cost Vehicles We Will Increase the Agreed Value to Whatever Amount is Necessary to Equal the Lesser of:

1. Cost of a New Apparatus

Including the Cost to Update to Current Standards

2. Actual Amount Spent for Repair or Replacement

Coverage Extensions

Member's Autos

Non-Emergency:

Lesser of Member's Deductible, Cost to Repair or ACV

Emergency:

Lesser of Cost to Repair, or ACV, Plus Towing

Rental Reimbursement*

Up to \$15,000 in 90 Day Period

Rental Reimbursement - Member's Auto*

Up to \$40 Per Day for 30 Days

\$1,000,000 Substitute Vehicles*

For Up to 6 Months

Adjusted Based on Owner's Policy Provisions if Other Than ACV

\$1,000,000 Newly Acquired Vehicles*

For Up to 60 Days

Adjusted Like Vehicles Scheduled with Agreed Value

\$500,000 Hired Vehicles*

Adjusted Based on Owner's Policy Provisions if Other Than ACV

\$25,000 Vehicle Debris Removal*

Commandeered and Impounded Vehicles

Primary Coverage

Actual Cash Value or Legal Liability - Whichever is Greater

Adjusted Based on Owner's Policy Provisions if Other Than ACV

Loss of Use and Income

Includes Member's Autos

Property on Loan*

From Federal Excess Property Program or Firefighter Property Program

Actual Cash Value or Cost to Repair or Replace - Whichever is Less

***Coverage Applies if Vehicles are Shown in the Vehicle Schedule with Agreed Value with the Exception of PPT's**

PORTABLE EQUIPMENT

Limits of Insurance

Valuation	Guaranteed Replacement Cost
Deductible (Single Occurrence)	\$500

Coverage Extensions

Commandeered and Impounded Property

Primary Coverage

Actual Cash Value or Legal Liability - Whichever is Greater

Adjusted Based on Owner's Policy Provisions if Other Than ACV

Loss of Use and Income

Includes Member's ATV's, Watercraft, Golf Carts and Snowmobiles

Member's Personal Property

Cost to Repair or Replace

\$0 Deductible

Includes ATV's, Watercraft, Golf Carts and Snowmobiles

Patient's Property	\$50,000
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Computers in Transit	\$25,000
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Cost to Recertify	\$10,000
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Permanently Installed Property Off Premises	\$200,000
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Equipment Breakdown Coverage	Included
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Drones	\$25,000
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Additional Living Expenses - Members	Up to \$1,000
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Deductible Reimbursement - Members	Up to \$1,000
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Damage to Member's Primary Residence

Responding to, while at or returning from an emergency

Waived Deductible	Up to \$1,000
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Waiver applies to not more than 3 claims across all lines in any one policy term

Applies if previous 2 policy periods with us were loss free

UMBRELLA LIABILITY

Limits of Insurance

Aggregate*	\$16,000,000
Each Occurrence	\$8,000,000
Personal & Advertising Injury	\$8,000,000
Self Insured Retention	None

* Auto Liability claims are not subject to the aggregate limit

UMBRELLA LIABILITY

Excess Over

Automobile Liability

- Fellow Member Liability
- Garage Liability

General Liability

- Non-Owned Aircraft & Watercraft
- Owned Watercraft up to 35 feet
- Owned Unmanned Aircraft (Drones)
- Contractual Liability
- Host Liquor Liability
- Fellow Member Liability
- Temporary Liquor Liability

Network Security and Data Breach Liability

Emergency Services Liability

- Directors and Officers Liability
- Spousal Liability
- Estates, Heirs & Legal Representatives Liability
- Employee Benefits Liability
- Employment Related Practices Liability
- Unintentional Release of Individually Identifiable Health Information
- Outside Directorships

Pollution Liability

Fire and Rescue Service Liability

- Emergency Services E&O
- Medical Malpractice Liability
- Dispatcher's Liability
- Medical Director's E&O
- Good Samaritan Liability

Stop-Gap Employers Liability

SAFETY AND TRAINING

McNeil & Co.'s commitment to our client doesn't end with our comprehensive, industry-tailored policies. More than any other insurance company, we want to help you mitigate risk, increase safety, and control losses. We are proud to offer a variety of valuable Risk Management Services with every policy we write.

ESIP RISK MANAGEMENT SERVICES

- Designated Account Safety Specialist
- Wheelchair Van Safety & Security Checklist
- Motor Vehicle Record (MVR) Reviews *(Available for Business Auto policies)
- Sample Policies & Policy Reviews
- Hazardous Materials & Incident Command Pocket Guides
- Specialized Safety Forms, Checklists, and Self-Inspection Sheets
- Driver Training & Evaluation Info, including EVOC, accident investigation guides, etc.
- Risk Management Surveys & Recommendations, to help identify potential areas of loss
- Employment Practices Hotline
- Alcohol Server Training
- Sample Liability Waivers
- Safety Posters

Don't Forget About



E-Learning is our internet-based training and tracking management platform with instant, 24/7 access to a wide range of courses. This platform enables your members to access vital information and training anywhere with an internet connection, including via most mobile devices. Our management tools empower your organization's leaders to create customized training programs, track user activity, and easily maintain detailed records. We also offer document dropbox for uploading your own policies and training materials. Training specialists are available to help set up E-Learning for your organization, lead system walkthroughs and tutorials, and provide technical support. Best of all, these services come at no additional cost to you!

**For more information on our Risk Management Services or E-Learning,
visit esip.com or call 1-800-822-3747 ext. 176.**

PREMIUM SUMMARY

Policy Premium

	Premium	Includes TRIA of	Fees
Commercial Package	\$92,282	\$354	
Commercial Inland Marine	\$15,525	\$379	
Commercial Umbrella	\$10,300	\$51	
Total:	\$118,107	\$784*	

*If TRIA is rejected, \$152.00 will be retained for the fire following an act of terrorism.

Binding Requirements

- *Completed, signed ESIP renewal application
- *Signed statement of Values
- *Auto election form only required if amending limits
- *Signed Terrorism Disclosure Coverage notice if rejecting coverage
- *Signed Stop Gap election form

Additional Coverage Lines Available

NetSafe Cyber Liability

Jefferson County Fire Protection District #1
June 1, 2023 Renewal Premium Comparison

Line of Business	6.01.2023-2024 Annual Premium
Package Policy	
Property	\$ 46,841
Automobile	\$ 25,791
Crime	\$ 192
General Liability	\$ 19,104
Package Terrorism	\$ 354
<i>Annual Package Premium:</i>	<u><u>\$ 92,282</u></u>
Equipment Policy	
Emergency Apparatus	\$ 9,391
Portable Equipment Coverage	\$ 5,224
Other	\$ 531
Terrorism Risk Insurance Act	\$ 379
<i>Annual Equipment Premium:</i>	<u><u>\$ 15,525</u></u>
Umbrella Policy	
Excess Liability	\$ 10,249
Terrorism Risk Insurance Act	\$ 51
<i>Annual Umbrella Premium:</i>	<u><u>\$ 10,300</u></u>
Total Annual Premium:	<u><u>\$ 118,107</u></u>

Line of Business	6.01.2022-2023 Annual Premium	
Package Policy	Fire #1	Fire #3
Property	\$ 30,498	
Automobile	\$ 20,225	
Crime	\$ 192	
General Liability	\$ 17,846	
Package Terrorism	No Coverage	
<i>Annual Package Premium:</i>	<u>\$ 68,761</u>	<u>\$ 21,230</u>
Equipment Policy		
Emergency Apparatus	\$ 5,551	
Portable Equipment Coverage	\$ 3,571	
Other	\$ 422	
Terrorism Risk Insurance Act	No Coverage	
<i>Annual Equipment Premium:</i>	<u>\$ 9,544</u>	<u>\$ 6,079</u>
Umbrella Policy		
Excess Liability	\$ 8,985	
Terrorism Risk Insurance Act	No Coverage	
<i>Annual Umbrella Premium:</i>	<u>\$ 8,985</u>	<u>\$ 6,500</u>
Total Annual Premium:		<u>\$ 121,099</u>

Location	Coverage	2023-2024 Premium	2022-2023 Premium
1-1 6633 Flagler Road, Nordland, WA 98358 Fire Station	Building	\$ 847	\$ 516
1-2 6633 Flagler Road, Nordland, WA 98358 Office, Meeting Space	Building	\$ 567	
	Contents	\$ 227	
2-1 6675 Flagler Road, Nordland, WA 98358 Storage	Building	\$ 601	\$ 535
3-1 3850 Cape George Road, Port Townsend, WA 98368 Fire Station	Building	\$ 2,596	\$ 1,723
	Contents	\$ 85	\$ 75
4-1 50 Airport Road, Port Townsend, WA 98368 Fire Station	Building	\$ 965	\$ 568
5-1 35 Critter Lane, Port Townsend, WA 98368 Fire Station	Building	\$ 3,472	\$ 3,093
	Contents	\$ 241	\$ 215
6-1 701 Harrison Street, Port Townsend, WA 98368 Fire Station	Building	\$ 6,699	\$ 5,968
	Contents	\$ 239	\$ 213
7-1 9193 Rhody Drive, Chimacum, WA 98325 New Station	Building	\$ 7,523	\$ 6,702
	Contents	\$ 289	\$ 257
8-1 24 Seton Road , Port Townsend, WA 98368 Office	Building	\$ -	\$ -
	Contents	\$ 188	\$ 167
9-1 735 Harrison, Port Townsend, WA 98368 Single Fam Rental Dwelling	Dwelling	\$ 682	\$ 655
10-1 7650 Oak Bay Road, Port Ludlow, WA 983658 Fire Station	Building	\$ 4,244	
	Contents	\$ 472	
10-2 7650 Oak Bay Road, Port Ludlow, WA 983658 Diesel Fuel Cell	Dwelling	\$ 37	
11-1 121 W Alder Street, Port Ludlow, WA 983658 Fire Station	Building	\$ 892	
	Contents	\$ 47	
12-1 101 South Point Road, Port Ludlow, WA 983658 Fire Station	Building	\$ 1,706	
	Contents	\$ 259	
	Flood	\$ 150	\$ 150
	Ordinance or Law	\$ 816	\$ 513
	Excess Flood	\$ 557	\$ 515
	Terrorism Incl		Incl
	Coverage Extensions	\$ 10,888	\$ 7,144
	Excess Earthquake	\$ 1,402	\$ 1,339
	Earthquake	\$ 150	\$ 150
		<u>\$ 46,841</u>	<u>\$ 30,498</u>

Jefferson County FPD #1 Statement of Values (6.01.2021-2022)

Guaranteed Replacement Cost Blanket Locations:

Loc #	Address	City	ST	Zip	Description	2023-2024 Limits			2022-2023 Limits		
						Building Limit	Contents Limit	Blanket Limit	Building Limit	Contents Limit	Blanket Limit
1	6633 Flagler Road	Nordland	WA	98358	Fire Station	\$ 392,459	\$ -		\$ 255,256	\$ -	
	6633 Flagler Road	Nordland	WA	98358	Office, Mtg Space, etc	\$ 262,500	\$ 105,000				
2	6675 Flagler Road	Nordland	WA	98358	Storage	\$ 278,257	\$ -		\$ 265,007	\$ -	
3	3850 Cape George Road	Port Townsend	WA	98368	Fire Station	\$ 1,202,282	\$ 39,285		\$ 853,183	\$ 37,414	
4	50 Airport Road	Port Townsend	WA	98368	Fire Station	\$ 447,113	\$ -		\$ 281,420	\$ -	
5	35 Critter Lane	Port Townsend	WA	98368	Fire Station	\$ 1,608,115	\$ 111,551		\$ 1,531,538	\$ 106,239	
6	701 Harrison Street	Port Townsend	WA	98368	Fire Station	\$ 3,102,658	\$ 110,809		\$ 2,954,912	\$ 105,532	
7	9193 Rhody Drive	Chimacum	WA	98325	New Station	\$ 3,484,249	\$ 134,009		\$ 3,318,332	\$ 127,628	
8	24 Seton Road	Port Townsend	WA	98368	Office	\$ -	\$ 87,105		\$ -	\$ 82,957	
9	735 Harrison Street	Port Townsend	WA	98368		\$ 243,101					
10	7650 Oak Bay Road	Port Ludlow	WA	98365	Fire Station	\$ 1,965,514	\$ 218,293		\$ 1,871,818	\$ 207,898	
					Diesel Fuel Cell	\$ 17,104			\$ 16,290		
11	121 W Alder Street	Port Ludlow	WA	98365	Fire Station	\$ 413,269	\$ 21,863		\$ 299,689	\$ 20,822	
12	101 South Point Rd	Port Ludlow	WA	98365	Fire Station	\$ 789,854	\$ 120,169		\$ 742,273	\$ 114,447	
Blanket Totals						\$ 14,206,475	\$ 948,084	\$ 15,154,559	\$ 12,389,718	\$ 802,937	\$ 13,192,655

Replacement Cost/Agreed Amount Locations (requires repair or replacement to take place within 18mos of Date of Loss)

9	735 Harrison	Port Townsend	WA	98368	Single Family Dwelling (Lessors Risk Only)	\$ 243,101	\$ -		\$ 231,525	\$ -	
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Unit #	Unit Description	Coverage	2023-2024 Premium	2022-2023 Premium
	1941 CHEVROLET ANTIQUE ENGINE 12345	Package Agreed Value	\$ 150 \$ 65	\$ 153 \$ 60
EJ579	1994 SIMON TENDER 1D91B13F2P3008756	Package Agreed Value	\$ 289 \$ 37	\$ 321 \$ 35
EJ607	2011 TRAX UTILITY TRAILER 1E9HU1829BC376393	Package Agreed Value	\$ 85 \$ -	\$ 94 \$ -
EJ728	1997 FORD F350 BRUSH TRUCK 1FDKF38F1VEC25437	Package Agreed Value	\$ 289 \$ 78	\$ 321 \$ 73
EJ371	2022 NORTH STAR FORD F350 AMBULANCE 1FDRF3HT3NDA13519	Package Agreed Value	\$ 470 \$ 585	
EJ595	2017 FORD AMBULANCE 1FDUF4HT0HEE35438	Package Agreed Value	\$ 470 \$ 514	\$ 470 \$ 457
EJ596	2017 FORD AMBULANCE 1FDUF4HT2HEE35439	Package Agreed Value	\$ 470 \$ 514	\$ 470 \$ 457
EJ422	2000 FORD AMBULANCE 1FDXE45F0YHB84031	Package Agreed Value	\$ 621 \$ -	\$ 617 \$ -
EJ239	2010 FORD E450 ALS AMBULANCE 1FDXE4FP2ADA27962	Package Agreed Value	\$ 470 \$ 486	\$ 457 \$ 445
EJ224	2017 NORTH STAR AMBULANCE 1FDXE4FS2HDC17324	Package Agreed Value	\$ 470 \$ 435	\$ 457 \$ 399
EJ225	2017 NORTH STAR AMBULANCE 1FDXE4FS4HDC17325	Package Agreed Value	\$ 470 \$ 433	\$ 457 \$ 405
EJ760	2014 FORD ALS AMBULANCE 1FDXE4FS7EDA12027	Package Agreed Amount	\$ 470 \$ 433	\$ 457 \$ 405
EJ395	2005 FORD F4D BRUSH TRUCK 1FDXX47P75EB93631	Package Agreed Value	\$ 289 \$ 150	\$ 321 \$ 138
EJ396	2008 FORD F450 BRUSH TRUCK 1FDXX47R28EB30863	Package Agreed Value	\$ 289 \$ 101	\$ 321 \$ 94
EJ612	2007 FORD EXPEDITION SUV 1FMFU16547LA71343	Package Agreed Value	\$ 429 \$ -	\$ 437 \$ -
EJ602	2001 FORD EXCURSION SUV 1FMNU41S01EC66510	Package Agreed Value	\$ 289 \$ 18	\$ 321 \$ 18
EJ168	2005 FORD EXPEDITION 1FMPU16565LA38152	Package	\$ 450	\$ 458

Unit #	Unit Description	Coverage	2023-2024	2022-2023
			Premium	Premium
		Agreed Value	\$ -	\$ -
EJ166	2004 FORD F250 STAFF VEHICLE 1FTNX21LX4EC48898	Package	\$ 450	\$ 459
		Agreed Value	\$ -	\$ -
EJ034	2005 FORD F250 1FTSX21505EB73117	Package	\$ 440	\$ 480
		Agreed Value	\$ -	\$ -
EJ428	1997 FREIGHTLINER F60 AIR TRUCK 1FV3GFBC3VH685403	Package	\$ 289	\$ 321
		Agreed Value	\$ 152	\$ 140
EJ276	1993 INTERNATIONAL TENDER 1HTSJPCR6PH509274	Package	\$ 289	\$ 321
		Agreed Value	\$ 199	\$ 182
EJ611	2007 JEEP CHEROKEE SUV 1J8HR48PX7C687328	Package	\$ 429	\$ 437
		Agreed Value	\$ -	\$ -
EJ837	1988 STUPHEN PUMPER 1S9ALBBD7J1003610	Package	\$ 398	\$ 434
		Agreed Value	\$ -	\$ -
EJ740	2006 WELLS UTILITY TRAILER 1W4200G2564058891	Package	\$ 93	\$ 102
		Agreed Value	\$ -	\$ -
EJ441	1998 WELLS CARGO TRAILER 1WC200D10W4033350	Package	\$ 85	\$ 94
		Agreed Value		\$ -
EJ141	2016 EZ LOADER TRAILER 1ZEAAMPKXGA000380	Package	\$ 114	\$ 129
		Agreed Value	\$ -	\$ -
EJ555	2016 EZ LOADER TRAILER 1ZEAHT9Z6GA001011	Package	\$ 75	\$ 84
		Agreed Value	\$ -	\$ -
EJ710	1993 DODGE PICKUP 3B7KM23CXPM158142	Package	\$ 440	\$ 450
		Agreed Value	\$ -	\$ -
EJ495	2019 DODGE RAM PICKUP 3C6UR5HJ8KG629707	Package	\$ 521	\$ 541
		Agreed Value	\$ -	\$ -
EJ494	2019 DODGE RAM PICKUP 3C6UR5HJXKG629708	Package	\$ 521	\$ 541
		Agreed Value	\$ -	\$ -
EJ070	2000 FORD PUMPER 3FDXF75R4YMA04344	Package	\$ 715	\$ 785
		Agreed Value	\$ 207	\$ 190
EJ613	1999 CHEVROLET SUBURBAN 3GNFK16R1XG151216	Package	\$ 352	\$ 385
		Agreed Value	\$ -	\$ -
EJ379	2004 E-ONE AERIAL LADDER TRUCK 4ENGABA8231007140	Package	\$ 289	\$ 321
		Agreed Value	\$ 120	\$ 110

Unit #	Unit Description	Coverage	2023-2024 Premium	2022-2023 Premium
EJ267	1996 HAULIN TRAILER 4K2UF0717TM033268	Package Agreed Value	\$ 75 \$ -	\$ 84 \$ -
EJ600	2000 PIERCE PUMPER 4P1CT02U7YA000742	Package Agreed Value	\$ 866 \$ -	\$ 951 \$ -
EJ231	2012 SPARTAN ENGINE PUMPER 4S7CT2B92CC075358	Package Agreed Value	\$ 289 \$ 354	\$ 321 \$ 324
EJ877	2013 SPARTAN PUMPER 4S7CT2B92DC076348	Package Agreed Value	\$ 289 \$ 354	\$ 321 \$ 324
EJ232	2012 SPARTAN PUMPER 4S7CT2B94CC075359	Package Agreed Value	\$ 289 \$ 354	\$ 321 \$ 324
EJ707	1992 WHITE PUMPER 4V2BCBRG1NN653648	Package Agreed Value	\$ 289 \$ 287	\$ 321 \$ 263
EJ615	1986 TRAIL TRAILER 72084000141	Package Agreed Value	\$ 75 \$ -	\$ 84 \$ -
EJ039	1955 FORD ANTIQUE PUMPER F80K5H27226	Package Agreed Value	\$ 150 \$ 48	\$ 153 \$ 45
EJ805	2022 FORD E450 AMBULANCE 1FDXE4FN3NDC07312	Package Agreed Value	\$ 470 \$ 557	\$ 457 \$ 510
EJ786	2022 CHEVROLET SILVERADO 1500 LTD 1GCPYBEKXNZ138449	Package Agreed Value	\$ 539 \$ -	\$ 560 \$ -
EJ261	2021 CHEVROLET SILVERADO 3GCPYBEK5MG284157	Package Agreed Value	\$ 289 \$ 73	\$ 321 \$ 68
EJ224D	2021 CHEVROLET SILVERADO 3GCPYBEK7MG257879	Package Agreed Value	\$ 289 \$ 73	\$ 321 \$ 68
EJ372	2022 CHEVROLET SILVERADO 1500 LTD 3GCPYBEK8NG184264	Package Agreed Value	\$ 539 \$ -	\$ 560 \$ -
EJ373	2022 CHEVROLET SILVERADO 1500 LTD 1GCPUBEK9NG179266	Package Agreed Value	\$ 515 \$ -	\$ 534 \$ -
<u>Port Ludlow</u>				
EJ112	1994 FORD F700 1FDWK74C0RVA08774	Package Agreed Value	\$ 289 \$ 124	
EJ119	2009 FORD AMBULANCE 1FDXE45P29DA85793	Package Agreed Value	\$ 470 \$ 411	

Unit #	Unit Description	Coverage	2023-2024 Premium	2022-2023 Premium
EJ765	2004 PIERCE PUMPER/TENDER 1FVHBGV34HM22949	Package	\$ 289	
		Agreed Value	\$ 244	
EJ764	2004 PIERCE PUMPER/TENDER 1FVBGCVX4HM22950	Package	\$ 289	
		Agreed Value	\$ 244	
EJ127	2019 CHEVROLET SILVERADO 3500 1GC4KXC4KF259774	Package	\$ 289	
		Agreed Value	\$ 117	
EJ255	2008 CHEVROLET TAHOE 1GNFK13068J227034	Package	\$ 289	
		Agreed Value	\$ 58	
EJ146	2016 HORTON NAVISTAR AMBULANCE 1HTJSSKK9GH464296	Package	\$ 470	
		Agreed Value	\$ 596	
EJ736	2019 INTERNATIONAL DURASTAR AMBULANCE 1HTMNMMM6KH255895	Package	\$ 470	
		Agreed Value	\$ 604	
EJ090	2009 DARLEY PUMPER 4SCT2D939C071793	Package	\$ 289	
		Agreed Value	\$ 356	
EJ117	2016 FORD EXPEDITION 1FMJU1JT8GEF53639	Package	\$ 479	
		Agreed Value	\$ -	
		Hired/Non-Owned Auto	\$ 3,161	\$ 1,303
		Injury to Volunteers	\$ 879	\$ 661
		Fellow Members Liability	\$ 879	\$ 661
		Full Glass	\$ 211	\$ 200
		Towing and Labor	\$ 105	\$ 100
			\$ 35,172	
		TOTAL AUTO:	\$ 25,791	
		TOTAL APPARATUS:	\$ 9,381	

Date: May 8, 2023

Subject: Harrison House

Prepared By: Terri Ysseldyke-All & Tanya Cray

Background:	<p>We have been notified by the property manager that the current tenant in the Harrison House will be vacating effective June 30, 2023.</p> <p>They are able to search for a new tenant at the cost of 50% of the first month's rent plus their 10% management fee. They are recommending \$1350 – \$1400 per month rent. May be hard to find a 6 month renter, so a year-long lease may be necessary</p> <p>While the property is vacant the management company still collects their 10% fee.</p> <p>Current Rent: \$ 1095.00 Prop. Mgmt fee: <u>\$ 109.50</u> Monthly revenue: \$ 985.50</p>
Fiscal Impact:	unknown
Recommendations:	Discussion for the Facility Committee
Proposed Motion:	N/A – Informational Only



EAST JEFFERSON FIRE RESCUE

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

MEMORANDUM OF UNDERSTANDING Between East Jefferson Fire Rescue and IAFF Local #2032 **COVID19 Pandemic Sick Leave** Effective Date: 1/1/23

East Jefferson Fire Rescue values the health and welfare of the workforce, promoting initiatives which preserve the resiliency of our employees, particularly during the unprecedented COVID-19 pandemic. This Memorandum of Understanding (MOU) between the Board of East Jefferson Fire Rescue (Employer) and the International Association of Firefighters Local #2032 (Union) mutually agree to create and fund a COVID19 Pandemic Sick Leave Bank.

The Employer and the Union agree to the following:

1. Establishing a specialized sick leave bank that personnel can use only for COVID19 related illnesses from possible or confirmed exposures to COVID19 and/or secondary reactions to the COVID19 vaccine.
2. Personnel will be given up to 96-hours of COVID19 sick leave in a separate sick leave bank.
3. Personnel with obvious [signs and/or symptoms](#) of COVID19 shall not report for duty and obtain a COVID19 test to ensure proper treatment.
4. Personnel utilizing COVID19 Pandemic Sick Leave shall follow the [return to work criteria](#) for Health Care Providers (HCP's) as defined by the CDC.
5. The COVID19 sick leave bank cannot be used in lieu of standard sick leave.
6. The COVID19 sick leave bank will be replenished upon use up to 96-hours maximum.
7. The COVID19 sick leave bank will sunset 1 year from the date of MOU and has no cash or service credit value.
8. Employees that utilize the COVID19 Pandemic Sick Leave for the previously mentioned circumstances will need to comply with existing EJFR sick leave practices, specifically requiring a physician's note for extended leave. The H.R. Director and Duty Chief shall be informed via email of employees utilizing COVID19 Pandemic Sick Leave.

Rick Martin

Rick Martin, Union President

12/23/2022

Date

Bret Black

Bret Black, Fire Chief

12/22/2022

Date

Serving the Communities of

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



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MEMORANDUM OF UNDERSTANDING - EXTENSION
Between East Jefferson Fire Rescue and IAFF Local #2032
COVID19 Pandemic Sick Leave
Effective Date: 5/11/23

Due to the conclusion of the COVID-19 Pandemic, East Jefferson Fire Rescue and IAFF Local #2032 agree to terminate the **COVID19 Pandemic Sick Leave MOU** effective May 12, 2023.

Rick Martin, Union President

Date

Bret Black, Fire Chief

Date

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