



EAST JEFFERSON FIRE RESCUE

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

In Person

ST 1-1 9193 Rhody Dr. Chimacum, WA

VIRTUAL MEETING

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

Call 1 (253) 205-0468

6:00 P.M.

AGENDA

June 21, 2023

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

A. Approve Minutes from the May 17, 2023 Regular Meeting TAB 2A

B. Financial Reports TAB 2B

Vouchers

1. Approve General Fire expenditure warrants dated May 16, 2023, May 23, 2023 and May 30, 2023 totaling **\$109,050.59**
2. Approve EMS expenditure warrants dated May 16, 2023, May 23, 2023 and May 30, 2023 totaling **\$16,889.08**
3. Approve payroll expenditure warrants dated May 16, 2023 and June 2, 2023 totaling **\$740,582.50**
4. Approve transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$28,111.25** to US Bank (interest payment)

3. Correspondence – included in Drop Box TAB 3

4. Public Comment – *(for items not on agenda, 3 minutes per person)*

5. Presentations –

LOCAL Program Presentation TAB 5

6. Announcements and Acknowledgements

1. Welcome and Meet New Members
2. Fire Prevention Week, October 9-14, 2023; EJFR Coordinating - *Fire Rescue Fest* on Oct 14, 2023, Location: City Hall/Memorial Field; Badge Ceremony and Chili Cook-Off Event

7. Staff Reports TAB 7

Chief Black
Assistant Chiefs: Brummel, Operations & Training
Tracer, Support Services

PIO/HR Activities

Finance

MSO

Battalion Chiefs

8. Committee/Workgroup Reports

A. Budget Committee

TAB 8A

B. Facilities Committee

TAB 8B

C. Data Group

TAB 8C

9. Local 2032 Report

10. Public Comment – (for items on the agenda, 3 minutes per person)

11. Old Business

A. Strategic Plan – Implementation Tool (Informational)

TAB 11A

B. Station 1-2 (Informational)

C. Quilcene ALS Contract – (Informational)

D. Harrison House (Potential Action)

E. Fire Chief Job Description (Potential Action)

TAB 11E

12. New Business

A. Policy/SOG Updates (Informational)

TAB 12A

B. Budget Reallocation (Potential Action)

TAB 12B

C. CRR Committee Expanding Workgroup

D. PLFR Website Discussion

13. Upcoming Topics/Events

- FF 2
- Administrative Reorganization
- Implementation of Sharepoint
- CARES 2023 Budget Amendment
- Marine Program Enhancement
- OESD Contract
- Annual Work Plan Development
- Board for Volunteer Updated Policy, SOGs and Audit
- Promotional Ceremony, 10/13/23
- Jefferson County Fair, 8/2023
- All County Picnic, 8/20/23
- Fire Rescue Fest, 10/14/23

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 MAY 17, 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 Fletcher, MSO Ridgway, District Secretary Cray, HR/Business Manager Stewart and Finance Manager Ysseldyke-All.

1. AGENDA CHANGES – none.

2. CONSENT AGENDA

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

- Minutes from the April 19, 2023 Regular Meeting
- 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**
- EMS expenditure warrants dated April 10, 2023, April 18, 2023, April 26, 2023, April 28, 2023 and May 2, 2023 totaling **\$118,810.78**
- Payroll expenditure warrants dated April 19, 2023 and May 4, 2023, totaling **\$736,934.34**
- Approve transfer from EMS Cash to EMS Investment April 26, 2023 for **\$1,000,000**
- Approve transfer from General Fire Cash to General Fire Investment April 26, 2023 for **\$2,000,000**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – Seabrook informed the attendees of a format change to the public comment sections. The first public comment section will be for any items of discussion not included within the agenda and the comments are encouraged to be three minutes maximum. There will be another public comment section following new business to make a comment on items that were on the agenda. Discussion followed, ultimately the new format will be at the Chair’s discretion.

Vigo Anderson, of Marrowstone Island stated his disappointment with the slow progress of ST 1-2. He questioned whether or not there was a plan for obtaining the certificate of occupancy adding that a lot of money had been put into the facility with seemingly nothing happening. Seabrook stated his apologies for how long the process has taken but it is too complicated to get into in this venue. The Chief will reach out to Mr. Anderson for a detailed discussion soon.

Bruce Carlson, also of Marrowstone Island, stated his shared concerns with Mr. Anderson. He feels there is a lack of urgency and focus. Seabrook reiterated what was said to Mr. Anderson.

5. PRESENTATIONS – None

May 17, 2023

6. ACKNOWLEDGEMENTS – Black noted that Fire Prevention Week is October 9-14 and there is a committee working to put on an event downtown. They are in the preliminary phase of organizing and obtaining permits. More information to be shared in June.

7. STAFF REPORTS

Chief Black

Black reported that Chief Brummel recently graduated from the Seattle Fire Department Leadership Academy. Black attended the ceremony with Ysseldyke-All and Stewart. Black added the Brummel was also currently working on his Master's Degree and also recently earned the CPSE Training Officer Credential. Congratulations to Chief Brummel. The hope is to have another member attend the SFD Leadership Academy in the fall.

Black reported that we are keeping our eye on the ball regarding the Hood Canal Bridge (HCB) closures. The last minute changes are impactful, we are up-staffing during the closures. We are having regular check-ins with the Dept. of Emergency Management (DEM) the County and the City. All are working together.

Staff attended a De-Escalation training with the City last week.

AC Brummel

Monthly report included in the meeting packets.

- The Department of Health (DOH) has approved the new application adding in Port Ludlow.
- Station re-numbering is still on-going.
- Bergen will be on days for 2-3 weeks to train the new hires. Planning on a having them on shift in early June.
- Attended a Department of Natural Resources (DNR) summit in Forks. There will be more air support on the west side of the mountains.

AC Tracer

Hoping to get the steps and sprinklers completed next week. The issue with the well is in the State's hands now. The site still needs to be mapped and designed. There is interest from the Marrowstone Island Garden Club to help with landscaping.

HR/PES/PIO

Stewart reported 5 firefighters, 8 residents and 6 volunteers have been added to the ranks. A bike rodeo event was held in collaboration with the PTPD and the Library. They gave out helmets to kids. The Farmer's Market tent was staffed by Chief Black and volunteers. The 2nd Annual Touch-a-Truck was a huge success with a count of around 400 kids attending. Stewart also pinch hit for Cray to help with the meeting tonight.

Finance

Monthly report included in the meeting packets.

- Annual report due in 9 days.
- Balance billing report is due at the end of June.

MSO

Monthly report included in the meeting packets. Attended the ESO conference and learned a lot.

BCs

Reports included in packet. BC Fletcher noted the Volunteer Policy and SOG are still in progress and should be ready for June.

8. LOCAL 2032 REPORT – No Report.

9. OLD BUSINESS

A. Strategic Plan – Implementation Tool (update)

Action items will be edited as they are completed or work has been done. Updated since last month: CPR program will be rolled out in June, it will include sidewalk CPR and regular drop-in classes. Costs for attendees will only be to cover the cost of the certifications. Masci questioned why we don't provide training for outside agencies, Black responded that we don't have the capacity to provide that kind of training.

B. Station 1-2 - (update)

Covered in AC Tracers report. The Marrowstone Island Foundation (MIF) has an engineer that is working on a retaining wall. The well did pass the water quality test and we are waiting on the State for the appeal on decommissioning it. The well would only be for emergency use. Black noted that without the MIF the process wouldn't be as far along as it is now. This has been a healthy public/private partnership.

C. Quilcene ALS Contract

Black reported the working group met with District 2 representatives and have an open dialogue. The respective Districts are discussing and will meet again with a draft agreement once it is complete. The goal is to have the agreement be equitable to both organizations. Tillman mentioned that District 4 has applied for an ALS license and it is not likely to affect this agreement.

10. NEW BUSINESS

A. Policy/SOG Updates

Policy Statement - a requirement per RCW that hasn't been fulfilled until now. The document has specific items required including: response time standards, organizational chart and services provided. It was noted the organizational chart could be clarified in regards to the Chiefs. Seabrook moved to approve the Policy Statement to include the amended organizational chart and Masci seconded the motion. Black thanked Stewart and Ysseldyke-All who brought it to his attention. Motion passed unanimously.

Fire Chief Job Description – the board reviewed the draft job description and Black noted that it has been reviewed by legal, though there are a few other experts who haven't completed their review. The final draft should be ready at the next board meeting.

B. Lieutenant Eligibility List

Black interviewed all 7 candidates for the 2 Lieutenant vacancies earlier in the day. All were great candidates and highly qualified. His decision will not be easy. Tillman was happy to see the growth from within the department, not all fire districts do that. We have done an excellent job at succession planning.

C. Insurance Renewal

Ysseldyke-All reviewed the quote received with the Board. She noted the majority of the increase was the addition of the former Port Ludlow buildings and apparatus. Stinson had some questions regarding the limits of occurrence, Ysseldyke-All will follow up with the insurance agent.

D. Harrison House

We received word from our property management company that the tenant currently residing in the Harrison House will be moving out at the end of June. They recommend to start a new one-year lease and they will find a tenant. Our other option would be to sell it. Discussion continued regarding other uses for the building or if we need to be in the rental business at all. Black stated the facilities committee has not met yet, but will be meeting soon and can get an assessment of what needs to be done. We are still required to pay the property management company 10% of the rental fee even if it is not occupied. The board agreed that paying the 10% fee until there has been an assessment and review by the facilities committee.

E. COVID Sick Leave – Rescind MOU

Black noted the COVID Emergency Proclamation ended on May 11, 2023. With that, our COVID Sick Leave MOU ends as well.

11. UPCOMING TOPICS/EVENTS –

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

Notable items:

- FF2 – we will have more grant eligibility if all our people are credentialed. WSRB also take this into consideration, the training requirements are lower.
- Administrative Re-Organization: realign and streamline duties.
- Sharepoint: Intranet for sharing information, will allow for our policies and procedures to be accessed via the cloud.
- CARES 2023 budget amendment coming in June/July.
- Marine Program enhancement
- OESD Contract – draft currently in Black’s inbox.
- Annual Work Plan – Fire prevention, Rhody etc.
- Fire Stats Class – 4 of our people just returned today.
- Promotional Ceremony – We haven’t had one since Black has been here, we need one.

GOOD OF THE ORDER –

Brummel reported 3 people traveled to Texas for the Tyler conference, they learned a lot.

Stinson noted the Inter-facility Transport contract ended yesterday. She thanked all who have been involved in that program. It was a critical to our community and tough for our staff to end it. She hopes everyone is able to land on their feet.

Bud Ayers wanted to clarify that his comments at the last board meeting were only discussion points. He believes they were perceived incorrectly and to question the status quo is good. He appreciates the board listening to his comments.

Black reported that EMS Week is coming up 5/21-5/27. There will be Sidewalk CPR at the EJFR booth at the Farmers Market on 5/27. A big thanks to MSO Ridgway and LT. Bergen. June is a big month for grants notifications, we are hopeful.

ADJOURNMENT

Seabrook adjourned the meeting 7:53pm.

Jefferson County Fire District 1

David Seabrook, Chairman

Deborah Stinson, Vice Chairman

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Deborah Tillman, Commissioner

Glenn Clemens, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

TREASURER'S REPORT
Fund Totals

Jefferson Co FPD No. 1

Time: 14:41:06 Date: 06/05/2023
Page: 1

05/01/2023 To: 05/31/2023

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	3,863,300.10	903,166.26	493,866.21	4,272,600.15	68,489.42	8,383.09	0.00	4,349,472.66*
003 FIRE BLDG & APPARAT FUND 656001042	322,957.38	1,361.77		324,319.15	0.00	0.00	0.00	324,319.15
004 EMS APPARATUS FUND 657001110	495,449.25	2,116.33		497,565.58	0.00	0.00	0.00	497,565.58
101 EMS Fund #657001100	3,077,151.80	753,776.59	420,631.77	3,410,296.62	35,048.95	469.22	0.00	3,445,814.79
219 LTGO BOND 2019 FUND	0.00	28,111.25		28,111.25	0.00	0.00	0.00	28,111.25
	7,758,858.53	1,688,532.20	914,497.98	8,532,892.75	103,538.37	8,852.31	0.00	8,645,283.43

TREASURER'S REPORT

Account Totals

Jefferson Co FPD No. 1

Time: 14:41:06 Date: 06/05/2023

05/01/2023 To: 05/31/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	County Checking	7,718,592.55	1,660,420.95	886,386.73	8,492,626.77	0.00	112,390.68	8,605,017.45
10	1st Security Payroll	40,265.98	702,141.05	702,141.05	40,265.98	0.00	0.00	40,265.98
Total Cash:		7,758,858.53	2,362,562.00	1,588,527.78	8,532,892.75	0.00	112,390.68	8,645,283.43
		7,758,858.53	2,362,562.00	1,588,527.78	8,532,892.75	0.00	112,390.68	8,645,283.43

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:01:18 Date: 06/05/2023

Page: 1

001 Fire Fund #656001010 Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,701,400.00	3,967,800.36	2,733,599.64	59.2%
330	0.00	37,184.89	(37,184.89)	0.0%
390	0.00	18,312.19	(18,312.19)	0.0%
Fund Revenues:	6,701,400.00	4,023,297.44	2,678,102.56	60.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
210 Administrative	1,623,450.31	610,115.98	1,013,334.33	37.6%
211 Legislative	228,712.52	181,287.37	47,425.15	79.3%
220 Suppression	4,087,604.92	1,770,648.12	2,316,956.80	43.3%
230 Prevention	40,850.00	3,218.57	37,631.43	7.9%
245 Training	165,270.00	19,701.81	145,568.19	11.9%
250 Facilities	363,172.00	116,827.04	246,344.96	32.2%
260 Vehicles & Equipment	248,295.00	131,609.42	116,685.58	53.0%
520 Fire Control	6,757,354.75	2,833,408.31	3,923,946.44	41.9%
590 Debt, Capital & Transfers	406,222.50	58,595.89	347,626.61	14.4%
Fund Expenditures:	7,163,577.25	2,892,004.20	4,271,573.05	40.4%
Fund Excess/(Deficit):	(462,177.25)	1,131,293.24		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 05

Time: 15:01:18 Date: 06/05/2023

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Fire Fund #656001010	6,701,400.00	4,023,297.44	60.0%	7,163,577.25	2,892,004.20	40%
	<u>6,701,400.00</u>	<u>4,023,297.44</u>	<u>60.0%</u>	<u>7,163,577.25</u>	<u>2,892,004.20</u>	<u>40.4%</u>

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:06:57 Date: 06/05/2023

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,174,060.72	875,054.46	1,299,006.26	40.2%
522 20 10 019-0 Overtime (40%)	298,800.00	222,386.93	76,413.07	74.4%
220 Suppression	2,472,860.72	1,097,441.39	1,375,419.33	44.4%
520 Fire Control	2,472,860.72	1,097,441.39	1,375,419.33	44.4%
Fund Expenditures:	2,472,860.72	1,097,441.39	1,375,419.33	44.4%
Fund Excess/(Deficit):	(2,472,860.72)	(1,097,441.39)		

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:06:57 Date: 06/05/2023

Source Codes 000 To: 999

Page: 2

101 EMS Fund #657001100

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	3,683,783.00	1,417,920.99	2,265,862.01	38.5%
522 72 10 019-1 Overtime (60%)	651,200.00	380,958.12	270,241.88	58.5%
272 EMS Operations	4,334,983.00	1,798,879.11	2,536,103.89	41.5%
520 Fire Control	4,334,983.00	1,798,879.11	2,536,103.89	41.5%
Fund Expenditures:	4,334,983.00	1,798,879.11	2,536,103.89	41.5%
Fund Excess/(Deficit):	(4,334,983.00)	(1,798,879.11)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 05
Source Codes 000 To: 999

Time: 15:06:57 Date: 06/05/2023

Page: 3

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Fire Fund #656001010	0.00	0.00	0.0%	2,472,860.72	1,097,441.39	44%
101 EMS Fund #657001100	0.00	0.00	0.0%	4,334,983.00	1,798,879.11	41%
	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>6,807,843.72</u>	<u>2,896,320.50</u>	<u>42.5%</u>

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:02:09 Date: 06/05/2023

Page: 1

101 EMS Fund #657001100 Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	4,906,125.00	2,806,521.97	2,099,603.03	57.2%
330	0.00	111,934.31	(111,934.31)	0.0%
390	0.00	1,356.34	(1,356.34)	0.0%
Fund Revenues:	4,906,125.00	2,919,812.62	1,986,312.38	59.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,379,882.00	2,596,436.98	3,783,445.02	40.7%
274 EMS Training	47,760.00	14,584.66	33,175.34	30.5%
276 EMS Maintenance	145,800.00	50,326.82	95,473.18	34.5%
520 Fire Control	6,573,442.00	2,661,348.46	3,912,093.54	40.5%
590 Debt, Capital & Transfers	175,710.00	0.00	175,710.00	0.0%
Fund Expenditures:	6,749,152.00	2,661,348.46	4,087,803.54	39.4%
Fund Excess/(Deficit):	(1,843,027.00)	258,464.16		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 05

Time: 15:02:09

Date: 06/05/2023

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
101 EMS Fund #657001100	4,906,125.00	2,919,812.62	59.5%	6,749,152.00	2,661,348.46	39%
	<u>4,906,125.00</u>	<u>2,919,812.62</u>	<u>59.5%</u>	<u>6,749,152.00</u>	<u>2,661,348.46</u>	<u>39.4%</u>

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:07:33 Date: 06/05/2023

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	3,683,783.00	1,417,920.99	2,265,862.01	38.5%
522 72 10 019-1 Overtime (60%)	651,200.00	380,958.12	270,241.88	58.5%
272 EMS Operations	4,334,983.00	1,798,879.11	2,536,103.89	41.5%
520 Fire Control	4,334,983.00	1,798,879.11	2,536,103.89	41.5%
Fund Expenditures:	4,334,983.00	1,798,879.11	2,536,103.89	41.5%
Fund Excess/(Deficit):	(4,334,983.00)	(1,798,879.11)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 05
Source Codes 000 To: 999

Time: 15:07:33 Date: 06/05/2023

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
101 EMS Fund #657001100	0.00	0.00	0.0%	4,334,983.00	1,798,879.11	41%
	0.00	0.00	0.0%	4,334,983.00	1,798,879.11	41.5%



Brinnon Fire Department

P.O. Box 42 • Brinnon WA 98320 • brinnonfire.com
Fire Chief Timothy R. Manly Sr.

Rec
5/19/23

May 17, 2023

East Jefferson Fire & Rescue
24 Seton Rd
Port Townsend, WA, 98368

Subject: Request for Support: Brinnon Fire Department's Advanced Life Support License

Dear East Jefferson Fire & Rescue, Chief Black, and Honorable Commissioners,

I hope this letter finds you in good health and high spirits. I am writing to seek your support for an important initiative that will significantly benefit our communities—the Brinnon Fire Department's pursuit of an Advanced Life Support (ALS) License.

As you may be aware, the Brinnon Fire Department has been diligently serving our community, ensuring the safety and well-being of our residents. However, due to the increasing demand for advanced medical care, obtaining an ALS License has become crucial for our operations. This will enable the department to enhance our emergency medical services and provide advanced life support to patients in critical situations.

I kindly request East Jefferson Fire & Rescue to extend your support to the Brinnon Fire Department's ALS License application. Your endorsement will significantly strengthen our case and increase the chances of successfully obtaining the license. Moreover, it will reaffirm the spirit of collaboration and cooperation among the neighboring fire departments.

By working together, we can ensure that our communities receive the highest level of emergency medical care when it is needed most. I sincerely hope you will consider supporting this worthy cause, as it will undoubtedly have a positive and lasting impact on the lives of our fellow residents.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Yours sincerely,

Tim Manly, Fire Chief
Brinnon Fire Department

May 26, 2023

Association of Washington Cities
Alternative Response Team Grant
c/o Mr. Jacob Ewing
1076 Franklin St. SE
Olympia, WA 98501

RE: Support for EJFR CARES

Dear Mr. Ewing and Selection Team:

On behalf of the City of Port Townsend, I write to express our appreciation for the Alternative Response Team Grant support for FIRE CARES. Your support of this co-responder pilot program built on a strong and productive relationship between the City of Port Townsend and East Jefferson Fire Rescue. Moreover, this vital program has delivered tangible outcomes to the larger community of Eastern Jefferson County of more than 27,000 residents that could be defined as a services desert compared to larger suburban or metropolitan areas.

Robust safety nets such as behavioral health, substance abuse, senior services, etc. are stretched thin here in Jefferson County. Access to these programs is challenging. As the oldest aged population in the State, the residents of Jefferson County rely on these services to remain independent as they age gracefully in place. Previously, our residents had few options but to call 911 as their health deteriorates. This has two significant negative impacts. First, it impacts our 911 capacity; parts of the Fire District have experienced a 20% increase 911 call volume in one year. Second, the firefighters in the ambulance usually have only one option: taking the patient to the emergency room. Some of our elderly residents call 911 several times a week for non-emergent needs. FIRE CARES reduces non-emergent demand to our 911 system and ensures our residents get connected to vital services earlier, increasing this duration of independent living.

In just a few short months, the FIRE CARES program has demonstrated tangible positive impacts, illustrating our strong desire to sustain this program. Since the inception, (January 1, 2023), FIRE CARES has made 235 home visits and 71 phone contacts for check-ins. Many times the initial FIRE CARES referral is for a single individual, but upon assessment, they find the spouse/caregiver is often in need of services too. 249 clients were over age 65. 74 of them were veterans. FIRE CARES has referred 28 individuals to mental health services, 25 to substance abuse resources and helped 43 individuals get medical equipment/mobility equipment at little or no cost. I am heartened to



hear from Fire Chief Bret Black that he is stopped daily by community members that hail the successes of this program, which allows him to explain the program, its partners, and the critical support provided by AWC.

We are grateful for your support for our initial pilot program. I urge you to consider this impactful program for continued financial support for the upcoming AWC award that would fund FIRE CARES into 2023-24. Thank you for your consideration and please don't hesitate to reach out with any questions you might have.

Warm regards,



John Mauro, City Manager

CC: EJFR Chief Bret Black, Port Townsend Police Chief Thomas Olson





Kiwanis Club of Port Townsend

P.O. BOX 489 PORT TOWNSEND, WA 98368

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

Chief Bret Black and the East Jefferson Fire and Rescue team,

Thank you for going above and beyond the call of duty by being a huge part of the local Kiwanis' Touch a Truck event. Having fire trucks, an ambulance, real-life firefighters, and medics at this annual event is a dream come true for so many children. You are often the unsung heroes and I hope that seeing the smiles on the faces of every child was a joyous reminder of your importance in the community.

Working together, the Fire Department, Fire Fighters Union, and the Port Townsend Kiwanis Club made this event a success. We look forward to our continued partnership as we continue the annual tradition of hosting a 'Touch a Truck' event each spring.

On behalf of our Club President, Don Olsen, our Board of Directors, and every member of our Port Townsend Kiwanis Club, thank you again for your dedication to making our community a safer place and for inspiring our youth to follow in your footsteps. I imagine many a kid left with dreams of becoming a firefighter, EMT, Police Officer, Excavator, Farmer, or even a Kiwanis Choo Choo Conductor.

With gratitude,

Jessica Hettle
Secretary, Kiwanis Club of Port Townsend



615 Sheridan Street
Port Townsend, WA 98368
www.JeffersonCountyPublicHealth.org

May 24, 2023

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

Dear Chief Black:

On behalf of *Jefferson County Public Health*, I am writing to endorse EJFR's FIRE CARES Program as it seeks additional AWC funding for sustainability into its second year of service, 2023 through 2024 serving East Jefferson County. Based on the response to this co-responder pilot program thus far, there is notable demand for expanded capacity to successfully perform its impactful work. A rural, remote, and services-sparse area, Jefferson County has critical need for access to and delivery of healthcare for our older population who often rely on our 911 system for non-emergent needs. The gaps being filled by FIRE CARES include direct in-home support, linkages to mental health and substance use services, as well as medical/mobility equipment resources, to name a few. Reducing non-emergent demand on our 911 system serves everyone.

FIRE CARES has built an exemplary team of care providers in a very short time. Having accepted an invitation for a ride-along, I have seen first-hand the response clients have to the FIRE CARES team and their considerate, reliable, and action-oriented approach to addressing their needs. They have amplified their unique service throughout our community with effective media presence, participating in community discussions about safety, and partnering with local agencies across a broad spectrum of service provisions. This effort has rooted the FIRE CARES program within our community in a meaningful and reliable way.

Jefferson County Public Health's mission is to protect and improve the wellbeing of all Jefferson County residents by promoting safe, healthy communities and environments. We do this by centering access and equity in the provision of healthcare services countywide. We are better able to fulfill our public health mission through strong collaboration with our community partners. Our organization supports this request for continued funding of the FIRE CARES program. EJFR is a trusted partner for our county's health and safety needs, and uniquely attuned to our large aging population.

Sincerely,

Apple Martine, Director

Community Health
Developmental Disabilities
360-385-9400
360-385-9401

Environmental Public Health
360-385-9444
(f)360-379-4487

Always working for a safer and healthier community

Received 6/8/23 to: Jeff Woods and Associates

Thanks for the wonderful
job you did! I used it
Sunday!!

ACTUALLY, 
THANKS FOR BEING
THE KIND OF PERSON
 THE ENTIRE COUNTRY
CAN DEPEND ON!

Sincerely

Otto

Patricia Woods

SAVE THE DATE



FIRE PREVENTION WEEK MUSTER & CELEBRATION

FAMILY FUN FOR KIDS AND ADULTS
FIREFIGHTER DEMOS
ANTIQUE & NEW APPARATUS
INTERACTIVE ACTIVITIES

MADISON ST IN PORT TOWNSEND (CITY HALL)

OCTOBER 14, 2023 10AM - 2PM

ALL ARE WELCOME

NO RSVP REQUIRED



10/14/23



FIRE PREVENTION WEEK™

THE LOCAL PROGRAM

Real Estate and Equipment
Financing for Local Governments

WHAT IS THE LOCAL PROGRAM?

- LOCAL financing is structured as a financing contract (lease) offered through the Office of the State Treasurer (OST)
- Washington Municipalities can finance equipment and/or real estate projects
- Since 1999 they have provided 879 leases to various entities
 - 257 leases have been to Fire Districts

LEASE/PURCHASE STRUCTURE

- Participants enter into a financing contract/lease with OST
- OST pools the various lease agreements across all local participants and packages them as a security called a Certificate of Participation (COP)
 - COP's are similar to municipal bonds as they have regular principal and interest payments and sold to investors – this provides them a fixed income stream throughout the life of the financing contract/lease
- The local agency retains ownership of the property throughout the term of the lease

DETAILS

- Maximum borrowing amount is decided on a case by case basis, based on the borrower's non-voted debt capacity and ability to repay
- Length of each contract/lease is based on the useful life of the asset
- Funds are available 3 times per year, February, June and October
- Able to take advantage of the State's very low tax-exempt interest rates
- No advantage for early payoff – interest owed for full term remains

BENEFITS – ECONOMIES OF SCALE

- Significantly reduced issuance costs
- State agencies pay basic fixed costs of the pooled financing program
 - Legal fees, Municipal Advisor fees, and the Credit Rating fee
- Local agencies cost is limited to the incremental cost of their participation
 - Escrow (if applicable)
 - Title Insurance & municipal advisor fees (real estate only)
 - Local agency counsel

Sample School District - School Buses

Bond Proceeds:

Par Amount	\$1,085,897
Premium	<u>80,560</u>
	\$1,166,457

Uses:

Project Fund Deposits

Project Fund	\$1,163,752
--------------	-------------

Delivery Date Expenses:

Cost of Issuance	2,158
Underwriter's Discount	<u>547</u>
	<u>2,705</u>
	\$1,166,457

Fees as % of Proceeds	0.23%
------------------------------	--------------

BENEFITS – ADMINISTRATION

- User Friendly – OST manages all technical aspects of the program, including:
 - General administration
 - Structuring
 - COP Issuance etc.
- Standardized Documents and a set repayment schedule
 - Lease payments are due on June 1 and December 1
- Once funds are available, proceeds can be sent directly to a participant's vendor or as a reimbursement to the local agency

Preliminary LOCAL Timeline*

Funds Available In	Project Type	NOI Credit Application Cut-Off Date	All-Documents Cut Off	Sale Date	Funds Available	First Payment Due
Feb-23	Real Estate	November 4, 2022	Early January	Feb-23	Feb-23	June 1, 2023
	Equipment	November 15, 2022				
Jun-23	Real Estate	March 3, 2023	Late April 2023	Jun-23	Jun-23	1-Dec-23
	Equipment	March 17, 2023				
Nov-23	Real Estate	July 6, 2023	Mid-August 2023	Oct-23	Nov-23	1-Jun-24
	Equipment	July 20, 2023				

**All dates are tentative and subject to change; dates for future sales will be established after the current sale is completed*

- OST Funds are available approximately two weeks after the sale date
- The application process takes approximately two months from the NOI/Credit application deadline to the financing documents deadline

APPLICATION PROCESS

1. Notice of Intent and Credit Form
2. Form of Reimbursement Resolution
3. Financing Documents

- The Notice of Intent is a non-binding agreement of your intent to participate in the next financing. The process is similar to a bank loan. OST will respond in 2-3 weeks.
- The Reimbursement Resolution allows the agency to purchase equipment /real estate in advance of financing. Providing flexibility to purchase outside of the financing schedule.
- Financing Documents – Authorizing Resolution, Financing Contract, Site Lease and Tax Certificate (all prepared by OST) and other documentation as requested.

The following slides show what financing would look like for the purchase of:

One Ambulance \$250,000 est.
One Engine \$950,000 est.
\$1,150,000

Two scenarios are shown: 5 year terms and 10 year terms

Also shown is a transfer of \$600,000 (split between funds)
into our Capital Funds beginning in 2024



**5 YR FINANCE \$1,150,000
TRANSFER \$600,000 INTO CAPITAL FUNDS
EACH YEAR**

	2024	2025	2026	2027	2028
Fire Capital Fund Contribute \$300,000 Annually	\$624,319	\$924,319	\$1,224,319	\$1,524,319	\$1,824,319
EMS Capital Fund Contribute \$300,000 Annually	\$797,566	\$1,097,566	\$1,397,566	\$1,697,566	\$1,997,566
Annual Payments	\$272,344	\$261,000	\$260,250	\$259,000	\$257,250
Total Capital Balance	\$1,249,541	\$1,760,885	\$2,361,635	\$2,962,885	\$3,564,635

All-in Interest Cost : 4.05% (pessimistic debt service scenario given)
Estimates only, actual rates are determined on the day of sale.

10 YR FINANCE \$1,150,000 & TRANSFER \$600,000 INTO CAPITAL FUNDS EACH YEAR

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Fire Capital Fund Contribute \$300,000 Annually	\$624,319	\$924,319	\$1,224,319	\$1,524,319	\$1,824,319	\$2,124,319	\$2,424,319	\$2,724,319	\$3,024,319	\$3,324,319
EMS Capital Fund Contribute \$300,000 Annually	\$797,566	\$1,097,566	\$1,397,566	\$1,697,566	\$1,997,566	\$2,297,566	\$2,597,566	\$2,897,566	\$3,197,566	\$3,497,566
Annual Payments	\$155,847	\$140,500	\$141,000	\$141,250	\$141,250	\$141,000	\$145,500	\$144,500	\$143,250	\$141,750
Total Capital Balance	\$1,266,038	\$1,881,385	\$2,480,885	\$3,080,635	\$3,680,635	\$4,280,885	\$4,876,385	\$5,477,385	\$6,078,635	\$6,680,135

All-in Interest Cost : 4.05% (pessimistic debt service scenario given)
Estimates only, actual rates are determined on the day of sale.



EAST JEFFERSON FIRE RESCUE

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

May 2023 Monthly Report

Over the past two months EJFR personnel attended several training conferences related to industry specific metrics and data analysis. We have established a working group to refine our statistical reports, creating more consistent practices and analysis that will provide informative response data and compliance reporting. The Budget Committee met reviewing several documents including: budget request documents & due dates, capital financing options, and the annual report submitted to the State. Budget requests will begin in July. The Budget Committee has prepared a funding recommendation for 2023's budget for BOC consideration. The Facilities Workgroup will meet on June 9 and will also prepare a recommendation for District facilities.

Collaboration with County and City officials continues due to the planned bridge closures. EJFR is staffing an additional BLS ambulance during these times. Communication from WSDOT has been variable with several last minute schedule changes. EJFR has not experienced transport delays due to the bridge closures. EJFR is eagerly waiting on the results of our Washington State Rating Bureau (WSRB) site visit which is due to be released in June. Staff is supporting Jefferson County in the development of their Community Wildfire Protection Plan (CWPP) and Strategic Plan. Jeffcom has recruited and hired a new director, Matt Stewart. His first day will be July 1.

EJFR's amazing EMS personnel were celebrated as part of National EMS week. Chief Black provided an interview on KPTZ, highlighting the event and EMS capabilities of our people. In addition, EJFR's MSO, Tammy Ridgway initiated our first Sidewalk CPR presence at the PT Farmer's Market. With help from on-duty crews and volunteers, support and interest from the community was resounding. Fire Chief Black received numerous accolades in support of EJFR's presence and education efforts. EJFR will be attempting to staff the farmer's market at least once a month. Members of EJFR also supported a job fair at Chimacum High School and Touch a Truck.

EJFR conducted a Lieutenant's Exam for two vacancies due to the merger with Port Ludlow. Zach Dean and Alex Morris were selected and promoted effective June 1. EJFR now has company officers assigned to all five staffed stations on all three shifts in alignment with NFPA 1021.

Commissioners Tillman, Davis, Clemens, Tanya, Terri and Chief Black met with District 2 representatives to review the ALS contract in April. EJFR is working on an updated draft agreement. The remaining single role employee has been transitioned to day shift, supporting CARES and public education efforts. Chief Black attended a mass casualty exercise on Indian Island in preparation for a larger drill in June. EJFR has established a Community Risk Reduction Committee which is tasked with the planning and coordination of public education events such as Fire Prevention week, EJFR's presence at the Fair, etc. Members include volunteers, staff, 2032 and BOC member. This year EJFR will once again be celebrating the fire service while educating the public during Fire Prevention Week. Please save the date of October 14, 10AM-2PM. Similar to last year, the event is now titled **Fire/Rescue Fest**. The night before EJFR will be conducting a promotional badge ceremony and chili cook-off for our people at the Legion's Hall.

Staff attended Behavioral Health Committee meetings, EMS Counsel meeting and Jeffcom BOC meetings. Jefferson County Public Health facilitated a collaborative presentation on wildfire smoke, Chief Black attended. Chief Black provided an interview to the Olympic Community of Health. Chief Black met with several stakeholders regarding Station 5 (Marrowstone Island).

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

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*

May 2023 RESPONSE SUMMARY

ALARMS	
Fires	12
Rescue/EMS	314
Service Call	59
Good Intent	34
False Alarm	19
Hazardous Conditions	4
Total	442
Transports	
911	167
Inter Facility	20
Total	187
CARES Contacts	
May	109

Station Statistics	Avg. Response Time by Station	% of Call Volume
St 1 (1-6)	7:09	28%
St 2 (1-5)	9:03	29%
St 3 (1-4)	*	*
St 4 (1-3)	*	*
St 5 (1-2)	*	*
St 6 (1-1)	7:26	26%
St 7 (3-1)	11:15	11%
St 8 (3-3)	9:22	5%
St 9 (3-2)	*	*
*UnStaffed Stations		
YTD Calls	2002	-2.3%

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*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

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: May 31, 2023

Subject: May Monthly Report

FIRE CARES is deployed in compliance with RCW 35.21.930 Community Assistance and Referral Education Services. Administrative staff has spent considerable effort developing a framework for a broader program in pursuit of CARES related grants.

Activity Log

Over the past five months FIRE CARES has worked with local agencies to assist the aging population. CARES assesses individual needs, attempts to contact family, decrease social isolation, and empower people in their right to choose. FIRE CARES continues to build inter-agency partnerships by directly advocating for clients impacted by dementia, while continuing to refine the referral process. CARES is currently advocating for 10 individuals living with dementia. CARES works with a variety of individuals throughout the county, although the population of individuals living alone with dementia seems to be an increasing referral.

Case Review

FIRE CARES was referred to an 80 y/o female that is in need of assisted live and long term care. The cares team has been the point of contact that the individual and her family can call for assistance and direction. The cares team has been in contact with DSHS, care facilities and primary care. The cares team has provided transportation to doctor's appointments to insure that all documentation and requirements are completed. Multiple phone calls and visits were made to follow up.

In a rural community of Jefferson County, a life-long resident began to slowly declining in cognition over the past three years. The community supported him by providing him free meals when he would forget his wallet and rides home when he was too tired to walk. Recently the community realized that the individual was not taking care of his daily living needs and referred him to CARES. Over the past 4 months CARES has been working in partnership with Adult Protection Services, OlyCap's Meals on Wheels, Jefferson County Sheriff Navigator, a neighboring fire district, Jefferson Healthcare, and the individual's brother. The community supported the individual to the best of their ability and the time came to have a sit down meeting with the individual and his brother. The individual was presented with two options, he could go live with his brother or potentially be admitted into a long-term memory care facility. The individual chose to live with his brother.

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May Cares Data:

Contact Type

- 23-new referral contact
- 86-follow up contact
- 14-referrals that were unable to contact

Services Provided

- 84-home visits
- 42-phone contacts
- 3-transportation arrangements
- 58-worked with family or caregivers
- 46-collateral contacts
- 0-health insurance sign up
- 67-case management

Primary reason for referral

- 26- General assistance
- 10-Failure to thrive
- 37-unmet medical needs
- 10-Behavioral Health
- 17- substance use
- 11-falls
- 8-frequent 911 utilization
- 4-homeless

Jurisdiction of residence

- 49-Port Townsend
- 18-Port Hadlock
- 29-Port Ludlow
- 4-Chimacum
- 11-Quilcene
- 5-Brinnon
- 7-Nordland

Demographics

- 96- over the age of 65
- 15- Veteran

Risk Factors

- 4- Homeless
- 8- Overdose in the last 30 days
- 31- reported behavioral health issues
- 27- reported substance use disorders
- 42- reported being hospitalized in the last 12 months
- 21- reported falling
- 22- unsafe living conditions

Serving the Communities of

*Port Hadlock Paradise Bay Port Townsend Shine Chimacum Bridgehaven Irondale Mats Mats
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- 41-home health needs
- 9-Suicide ideation or attempt last 30 days
- 2-Risk of DV
- 37-cognitive decline

Referrals Made

- 16- mental health services
- 15-SUD services
- 10-medical equipment/mobility devices
- 6-medical office visit
- 0-detox
- 2-food bank
- 8-housing services
- 7-victim services
- 80-senior support
- 2-veteran or military assistance
- 0-insurance services
- 2-transportation
- 12-home health

Connection made from referrals

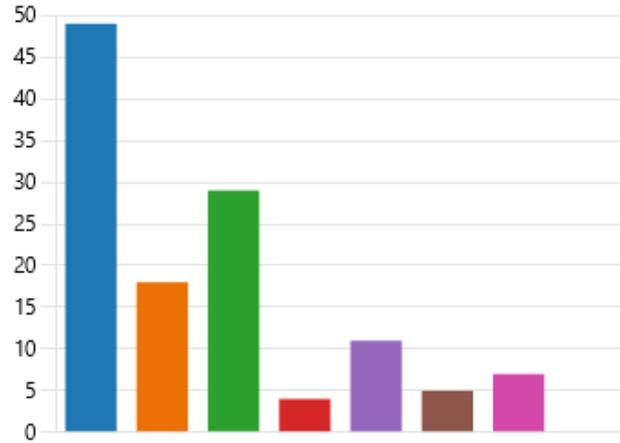
- 15- mental health services
- 15-SUD services
- 8-medical equipment/mobility devices
- 5-medical office visit
- 0-detox
- 2-food bank
- 8-housing services
- 6-victim services
- 84-senior support
- 2-veteran or military assistance
- 0-insurance services
- 2-transportation
- 13-home health

Serving the Communities of

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Jurisdiction of residence

PORT TOWNSEND	49
PORT HADLOCK	18
PORT LUDLOW	29
CHIMACUM	4
QUILCENE	11
BRINNON	5
NORDLAND	7
Other	0



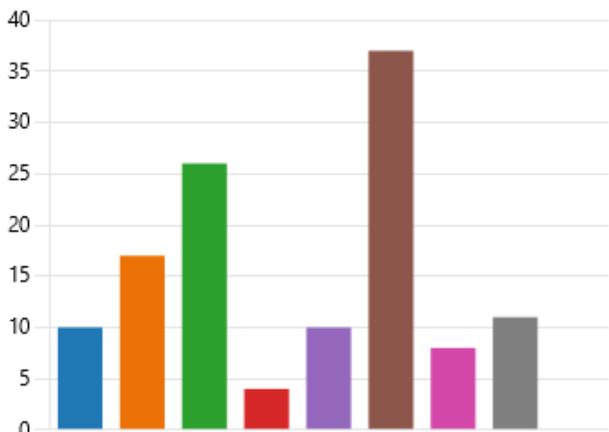
Contact Type

INITIAL CONTACT	23
FOLLOW UP CONTACT	86
UNABLE TO CONTACT	14



Primary reason for referral

MH	10
SUD	17
GENERAL ASSISTANCE	26
HOMELESS	4
FAILURE TO THRIVE	10
MEDICAL	37
FREQUENT FIRE CONTACT	8
FALLS	11
Other	0

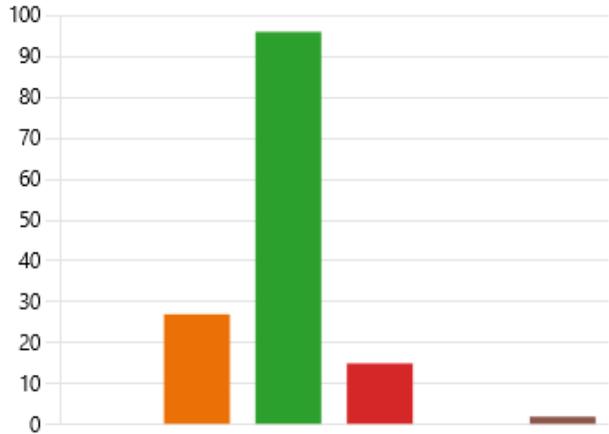


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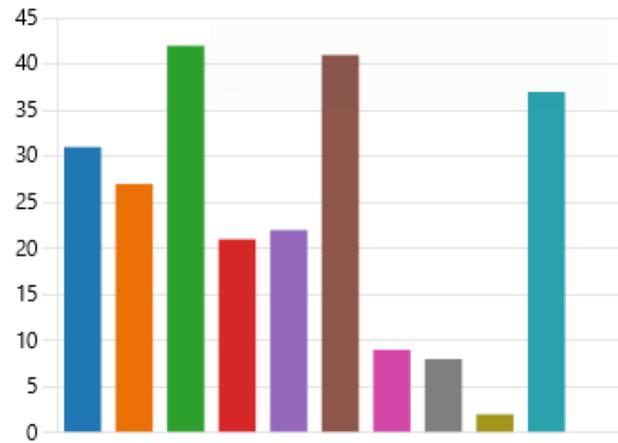
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Demographics and Risk Factors

● YOUTH (UNDER 18)	0
● ADULT (18-64)	27
● SENIOR (OVER 65)	96
● VETERAN	15
● HOMELESS AND UNSHELTERED	0
● HOMELESS AND SHELTERED	2



● MENTAL HEALTH ISSUES	31
● SUD ISSUES	27
● HOSPITALIZATION IN LAST 12 M...	42
● FALLS	21
● UNSAFE LIVING CONDITIONS	22
● HOME HEALTH NEEDS	41
● SUICIDE IDEATION OR ATTEMPT ...	9
● OD LAST 30 DAYS	8
● RISK OF DV	2
● COGNITIVE DECLINE	37
● Other	0

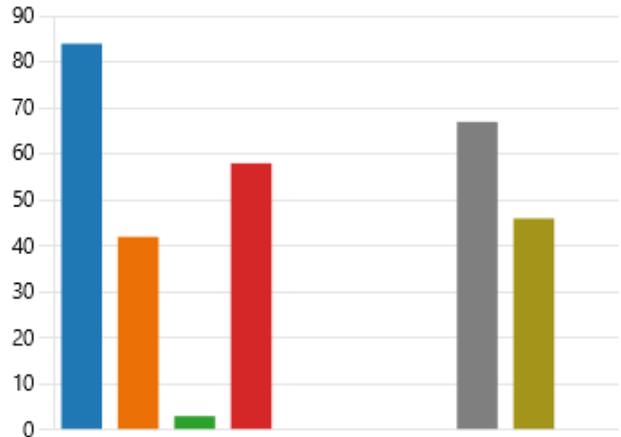


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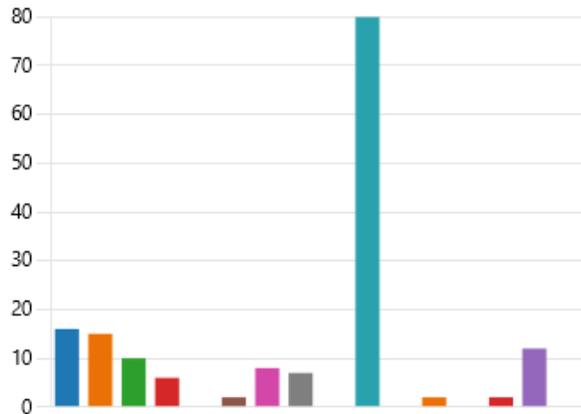
● HOME VISIT	84
● PHONE CONTACT	42
● PROVIDED TRANSPORTATION	3
● WORKED WITH FAMILY OR CAR...	58
● INSURANCE SIGN UP	0
● RELIEVED CREW	0
● HOSPITAL DIVERSION	0
● CASE MANAGEMENT	67
● COLLATERAL INFORMATION	46
● Other	0

Services provided



Referrals Made

● MH SERVICES	16
● SUD SERVICES	15
● MEDICAL EQUIPMENT/MOBILIT...	10
● MEDICAL OFFICE VISIT	6
● DETOX	0
● FOOD BANKS	2
● HOUSING SERVICES	8
● VICTIM SERVICES	7
● YOUTH SUPPORT	0
● SENIOR SUPPORT	80
● EMPLOYMENT SUPPORT	0
● VETERAN OR MILITARY ASSISTA...	2
● INSURANCE SERVICES	0
● TRANSPORTATION	2
● HOME HEALTH	12
● Other	0

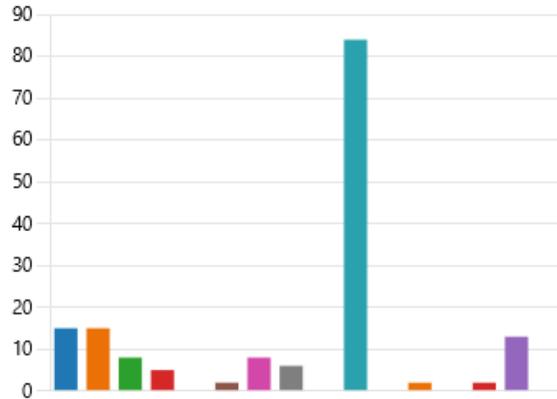


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Connections Made From Referrals

● MH SERVICES	15
● SUD SERVICES	15
● MEDICAL EQUIPMENT/MOBILIT...	8
● MEDICAL OFFICE VISIT	5
● DETOX	0
● FOOD BANKS	2
● HOUSING SERVICES	8
● VICTIM SERVICES	6
● YOUTH SUPPORT	0
● SENIOR SUPPORT	84
● EMPLOYMENT SUPPORT	0
● VETERAN OR MILITARY ASSISTA...	2
● INSURANCE SERVICES	0
● TRANSPORTATION	2
● HOME HEALTH	13
● Other	0



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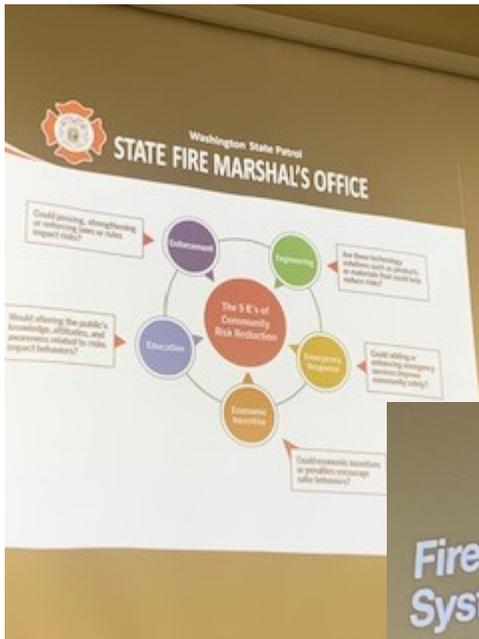
June 2023 Operations and Training Report

Submitted by: AC Pete Brummel

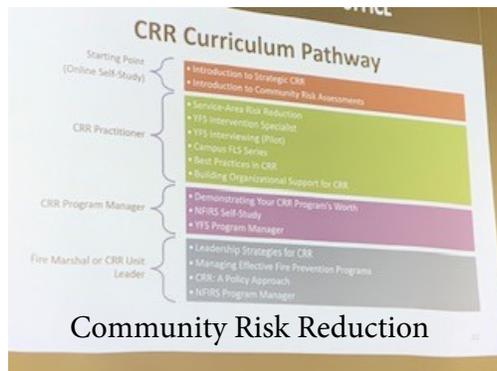
<p>Overview</p>	<ul style="list-style-type: none">• Probationary Firefighter Training & New Intern Firefighters• Apparatus Placards and Renumbering Project• L&I FIIRE 2023 Program Safety Improvement Plan• Washington Fire Chiefs Conference Report• Tyler Technologies Conference Report• EJFR Leadership Academy 23-01
<p>Operations & Training</p>	<ul style="list-style-type: none">• EJFR Probationary firefighter training continues under the guidance of Lt. Bergen. The new personnel are working on mandatory certification such as driver training, EMS skills and proficiencies as well as fireground skills. A new cadre of intern firefighters began their introduction into the Agency as well. <p>Numbering Project: The BC office continues to train their respective shift on virtual tactical training "sets & reps" using the new numbering system. The acquisition of placards for apparatus (holders, placards and numbers) is in progress. AC Brummel received holders from a regional vendor, plastic placards are being shipped from CA and the sign shop will install the graphic numbers.</p> <p>EJFR will continue participating in the Labor & Industries Fire Injury and Illness Reporting program (FIIRE). The 2023 Safety Improvement</p> <ul style="list-style-type: none">• Plan was submitted last week and is a required document for filing for grant-funded programs and projects to reduce carcinogenic and musculoskeletal injuries in the workplace. <p>I attended the WA Fire Chiefs Annual Conference in Wenatchee. Classes and seminars attended: Lithium-ion and stored energy fires and threats, 2024 NFIRS reporting changes, Community Risk Reduction, and emerging technologies in PSAP communications. The networking was a great benefit for EJFR as many agencies inquired about our strong labor relations, CARES and rapid agency growth.</p> <p>Tyler Technologies Conference, Austin, TX: Lt. Kauzlarich, Lt. Leuders and FF/PM Johnson attended the Tyler Technologies conference in May and gleaned a significant amount of insight into Crew Force and related IT upgrades for 2024 and beyond.</p> <ul style="list-style-type: none">• EJFR Leadership Academy Cohort 23-01: Planning has begun for the 2nd cohort of the EJFR Leadership Academy. The EJFRLA will occur in the fall of 2023 with content, curriculum and guest speakers being discussed this summer. Stay tuned for more!

Meetings & Commitments:

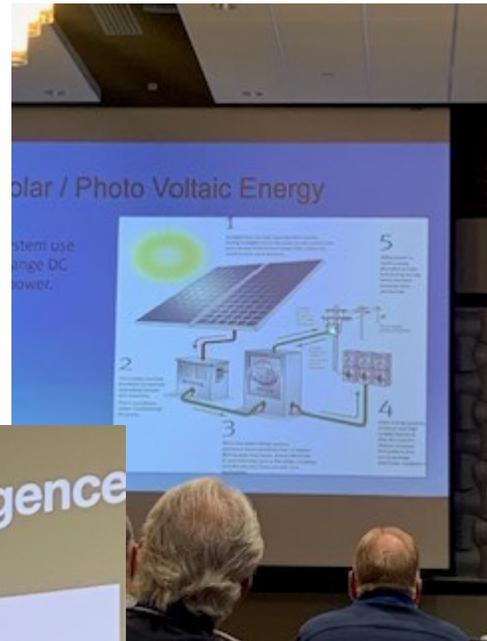
- 5/1: Hood Canal Bridge Sit-Rep (1hr)
- 5/3 & 5/4: Kitsap Fire Academy Live Fire (16 hours)
- 5/9: L&I FIIRE Monthly virtual meeting (1hr)
- 5/12 & 5/13 SFDELA cohort and graduation (16 hrs)
- 5/15: Renumbering Planning meeting (2hrs)
- 5/21-5/24: WFC Conference (96hrs)
- 5/25-5/26: Renumbering logistics (8hrs)
- May: various ad-hoc, station-level meetins with crews, BC's, vendors.



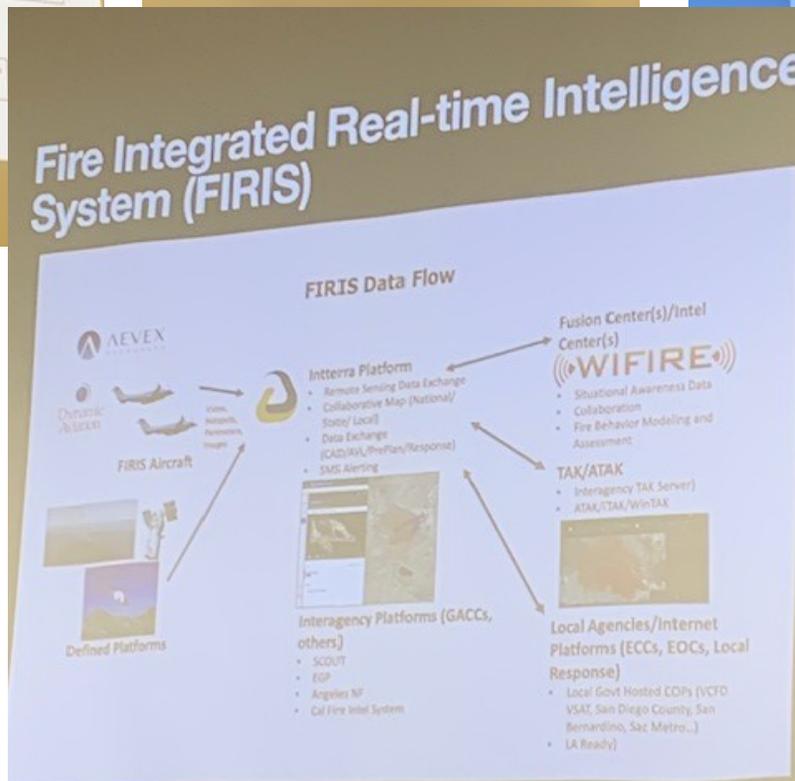
NFIRS Reporting



Community Risk Reduction



Stored Energy (UV Panels)



Washington Fire Chiefs Conference Breakout Sessions



Kitsap Fire Academy Live Fire Training



New Probationary Firefighters Classroom and Drillground





Previous Month ▾

May 1, 2023 - May 31, 2023 ▾

29%

FIRE
Percentage of Total Incidents

71%

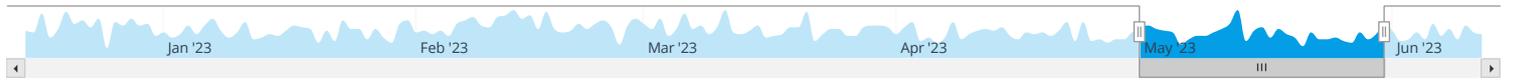
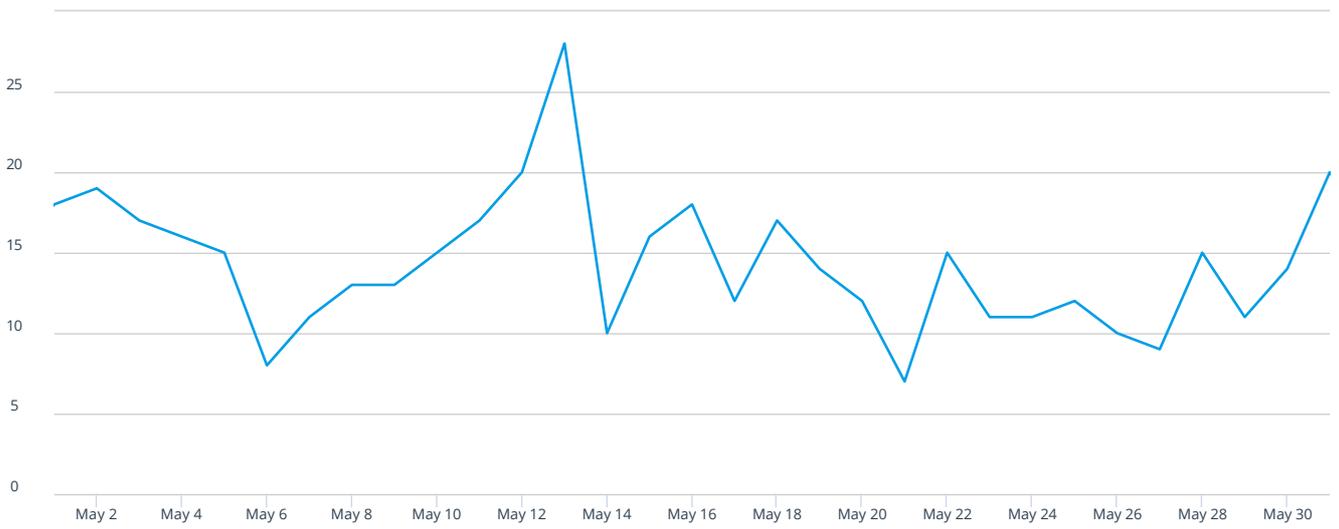
EMS
Percentage of Total Incidents

444

INCIDENTS
In Selected Time Slice

31

DAYS
In Selected Time Slice



- Counts**
- % Rows
- % Columns
- % All

Week Ending	5/7/23	5/14/23	5/21/23	5/28/23	6/4/23	6/11/23	6/18/23	6/25/23	7/2/23	7/9/23	7/16/23	7/23/23	7/30/23	Total
Station 1-1	30	31	26	33	15									135
Station 1-5	29	30	19	17	9									104
Station 1-6	29	38	37	23	12									139
Station 3-1	10	13	10	9	4									46
Station 3-3	6	4	4	1	5									20
Total	104	116	96	83	45									444

Assistant Chief's - Monthly Board Report

Reporting Period: **June 2023**

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

<p>Facility & Apparatus Overview</p>	<p style="text-align: center;"><i>STATIONS</i></p> <p>Station 12 (5) Marrowstone Island: - As of 06.09.23 A temporary Certificate of Occupancy has been issued for the new crew quarters at Sta. 12 (6) - Attached.</p> <p>Crew Quarters Remaining to do's for Occupancy:</p> <ul style="list-style-type: none">- Radio paging and emergency stove shut off to be installed in July.- Hot water tank blow off pipe to be moved out of the foundation well.- Hand rails to be added June / July. <p>IT will be working to run fiber from the south garage to the crew quarters to include a computer workstation and phones.</p> <p>Station 31 (7) Oak Bay: -The new HVAC (heat pump) and air handler has been installed. Cost \$ 17,629.47</p> <p>Station 11 (6): I sent out a request for quotes / bids for the painting of the facility. I met with one paint contractor on site to walk the grounds and talk about scope of work. Cost budgeted at \$20,000</p> <p>All Stations: Guardian Security came to all stations to check the function of all water backflow devices. Any noted deficiencies will be re-scheduled to conduct repairs. The inspection of back flow devices is required yearly.</p> <p>Tarboo Fire Extinguisher was in to service all fire extinguishers within the stations and apparatus.</p> <p>Travelers Insurance was in house to inspect the L&I required blow off devices of the hot water tanks and air compressors at Sta. 14 and Sta. 15.</p> <p style="text-align: center;"><i>APPARATUS</i></p> <p>No information received from North Kitsap for this reporting period</p>

Assistant Chief's - Monthly Board Report

INSPECTIONS

- Completed Inspections: 05.01.23 – 06.01.23
 - 911 Crews – 10
 - Prevention Division – 25
 - Total - 35
 - Follow-up Inspections – 8

-Additional - Health Department received complaint that led to a fire life safety inspection at the Chimacum Chevron. Numerous violations noted which stopped cooking on site until violations were resolved.

-Pre Fire Planning & Familiarization - Working with the owner of the Baker Building at 211 Taylor St. The crews were provided access to the entire building for a walk through and familiarization.

Plan Review Meetings and Other Related Issues.

I looked at five projects within the City limits of Port Townsend

I walked through the Caswell Brown property with the Building Official to inspect the new tiny houses. A crew from Sta. 16 (1) was also able to walk through and ask question about the complex.

I walked through one exterior cooking facility and the request for an operational permit with the City Building Department.

COMPLAINTS

-I worked with County Environmental Health and ORCAA regarding an ongoing burn complaint in the Irondale area.

-A local patron had an issue which initiated a crew conducting an inspection of a business down town.

-Expired burn permit on Seattle Dr. Crews continue to respond to complaints of smoke at the location of the burn. Follow up with the original permit holder to extinguish the fire completely.

SPECIEL EVENT – REVIEW

Seventy 48
R2AK Ruckus
San Juan Baptist movie night – Outdoor 24 foot blow up screen, 3 outdoor movie nights beginning in July.

Assistant Chief's - Monthly Board Report

	<p style="text-align: center;"><i>BURN PERMIT</i></p> <p>Three burn permits, reviewed, inspected and issued. These permits have been revoked based on current atmospheric and field conditions in alignment with DNR</p> <p>Burn Restrictions: The normal burn restrictions related to land clearing, yard debris type burning beginning July 1st was initiated early and set in place by the fire Chiefs including the Fire Marshal on Sunday June 4, 2023. This was based on the recommendations of DNR central low lands and the current atmospheric and field conditions. Public information letter attached.</p> <p style="text-align: center;"><i>FIRE INVESTIGATION</i></p> <p>-Follow up fire investigation 686 Lake Street related to the arson fire.</p>
Training	<p>-Monthly Base Station</p>
Public Relations & Marketing	<p>-Burn Restriction Resolution 21-33 – Retired Deputy Chief Don Svetich and I met with Building Official / Fire Marshal Phil Cecere and Deputy Prosecuting Attorney Philip Hunsucker on three occasions to discuss, update, and revise the County’s Burn Restriction Resolution based on issues from last year. This included a County BOCC workshop to help educate the County Commissioners on the issues from last year, current weather trends and the current burn restrictions set in place.</p> <p>-Chief Black I met with DNR Olympic manger Eric Flannigan to talk about Hood Head Island, fire patrol tax and how DNR will respond to the island for a fire. Currently the 50’ish property owners only pay a fire patrol tax, nothing to the Fire District for Fire or EMS.</p> <p>-Discussion with the County Fire Marshal on the sale and inspection of firework stands, fireworks ordinance and how it applies to the burn restriction resolution – High Fire Danger rating.</p> <p>-Spoke with reporter Matt from the Sequim Gazette about the current atmospheric and field conditions and how the Chief’s and Fire Marshal move the fire restrictions to a high or lower level.</p> <p>-A letter was sent to the PUD requesting assistance with the water line extension to include the addition of a fire hydrant between Griffiths Point Rd and Beveridge Ln. The section of the island where Sta. 12 crew quarters are located.</p>
Meetings & Other Events	<p>- DEM, Chief Fletcher and I met with the Buckhorn Wilderness Horse Association to participate in talks related to evacuation of horses, trailering, etc. during a large fire.</p> <p>-Met with both new Building Official City / County.</p> <p>-Met with the PTHS forensic science class to present and instruct information pertaining to Fire & Explosion Investigation.</p>

Assistant Chief's - Monthly Board Report

	<ul style="list-style-type: none"> - PTHS Senior Project Lizzy Storm granddaughter of retired BC Skip Storm -Newly appointed Facility Committee meeting. -Monthly Fire Chief's Meeting. -Knox Box Corporation. Worked with Knox to combine PLFR account into EJFR. -A request for assistance from the Teal Lake homeowners association on fire wise guidance of association property and related easements. -Fire extinguisher training to Kala Point Residents.
<p>Other</p>	<p>Acting Fire Chief 5 days Memorial Day Holliday 2 weekend days bank used</p>

Temporary Certificate of Occupancy

ISSUED PURSUANT TO THE CODE OF JEFFERSON COUNTY, WA

Jefferson County, Washington

Permit No.:	BLD2022-00082	Property Address:	6633 FLAGLER RD
Owner:	JEFFERSON CO FIRE DIST #1	Contractor:	RND CONSTRUCTION
Owner Address:	DBA EAST JEFFERSON FIRE RESCUE 24 SETON RD PORT TOWNSEND, WA 98368-9799		
Issued Date:	June 09, 2023	Expiration Date:	September 07, 2023
Conditions:			



PHIL CECERE, BUILDING OFFICIAL _____ Date _____

POST IN A CONSPICUOUS PLACE



EAST JEFFERSON FIRE RESCUE

24 Seton Rd • Port Townsend WA 98368

360.385.2626 • ejfr.org

Burn Restrictions Established 2023

The 2023 summer season is here! Due to above average temperatures and the lack of precipitation, an earlier than normal dry season is upon us. Because of this, the potential for wild land fires is extreme.

To date, East Jefferson County is averaging 5 degrees above the normal temperature of 65 degrees. There has been 23 days of 70 degree weather or greater. There has not been a significant rain of .25 inches or more in a 24-hour period since May 5th. East Jefferson County is also 7.6 inches below average in rainfall. Additionally, on June 2, 2023 DNR Central Low Lands moved the outdoor fire danger to Moderate (Blue).

As recommended by the Jefferson County Board of Fire Chiefs and the Jefferson County Fire Marshal, a burn restriction will be in effect for all land clearing or outdoor burning within Jefferson County, from June 4, 2023 through September 30, 2023 or until further notice. This burn restriction does not currently apply to recreational fires.

Requirements for recreational fires are defined by the international fire code and the Washington State Administrative code (173-425-050). A recreational fire is defined as outdoor burning of charcoal or firewood where the fuel is not contained in an incinerator, out-door fire place, barbecue grill or barbecue pit. Recreational fires are for pleasure, religious, ceremonial, cooking, warmth or similar purposes. **Fires used for debris or rubbish disposal are not considered recreational fires and are illegal.**

All county-wide burning is subject to immediate closure at any time based on the DNR fire rating for fire danger or air stagnation conditions as determined by the Washington State Department of Ecology, the Olympic Region Clean Air Authority and/or the Department of Natural Resources.

For more information about fire danger in Jefferson County, please contact East Jefferson Fire Rescue's web site at www.ejfr.org. or your local fire district. Additional information may be available from the Washington State Department of Natural Resources. Have a great summer. Be safe and responsible. Please remember to completely extinguish all fires.

Respectfully,



Brian W. Tracer – Assistant Fire Chief

East Jefferson Fire Rescue

Assistant Chief's - Monthly Board Report

FIRE RISK	LEVEL	ALLOWED	- RESTRICTIONS -
OTHER (Grey)	0	<ul style="list-style-type: none"> Open Burning Season Per Regulations 	Monitor Air Quality Restrictions (ORCAA)
Fire Weather Season LOW (Green)	1	<ul style="list-style-type: none"> Land Clearing / Yard Debris – Unincorporated areas of Jefferson County. Wood Fires (Recreational). Wood or Solid Fueled Cooking Fire – To Include: Charcoal Barbeque Grills, Smokers, and or Pellet Fed Appliances. Gas or Propane Fueled Appliances. Tiki Torches. Liquid Fuel Candles or Lanterns. Discharge of Fireworks. Discharge of Fire Arms (Open Lands). 	<ul style="list-style-type: none"> Urban Growth Areas (UGA) - Land Clearing / Yard Debris – Is closed Year Round.
MODERATE (Blue)	2	<ul style="list-style-type: none"> Wood Fires (Recreational). Wood or Solid Fueled Cooking Fires – To Include: Charcoal Barbeque Grills, Smokers and or Pellet Fed Appliances. Gas or Propane Fueled Appliances. Tiki Torches. Liquid Fuel Candles or Lanterns. Discharge of Fireworks. Discharge of Fire Arms (Open Lands) - Undeveloped Lands of Jefferson County . 	FIRE RESTRICTION <ul style="list-style-type: none"> Jefferson County Resolution No. 21-23 Land Clearing / Yard Debris Fires Burn Restrictions July 1 – Sept 30 Or Watch for Fire Restriction being issued prior to July 1 or extended beyond Sept 30, Based on Atmospheric and Field Conditions. Gas or Propane Fueled Weed Burners are Restricted.
HIGH (Yellow)	3	<ul style="list-style-type: none"> Gas or Propane Fueled Appliances. Wood or Solid Fueled Cooking Fire - Enclosed Flame Only. (Example: – Pellet Fed Charcoal Barbeque Grills, Smokers.) 	FIRE RESTRICTION <ul style="list-style-type: none"> Land Clearing / Yard Debris Fires – CLOSED - Unincorporated areas of Jefferson County. Wood Fires – Recreational. Wood, Charcoal Cooking Fires (BBQ). Tiki Torches. Liquid Fuel Candles or Lanterns. Gas or Propane fired Weed Burners. Discharge of Fireworks of Any Type. Discharge of Fire Arms (Open Lands) - Undeveloped Lands of Jefferson County.
VERY HIGH (Orange)	4	<ul style="list-style-type: none"> Gas or Propane Fueled Appliances ONLY. 	FIRE RESTRICTIONS <ul style="list-style-type: none"> No Outdoor Burning or Discharge
EXTREME (Red)	5	<ul style="list-style-type: none"> CLOSED. 	CLOSED <ul style="list-style-type: none"> No Outdoor Fire, Burning, or Discharge of Any kind or Type.

Date: 5/1/23-5/31/23
Subject: Finance Report
Prepared By: Terri Ysseldyke-All

<p>Overview</p>	<ul style="list-style-type: none"> • Treasurer’s Report reconciled • 10 record requests • Ambulance Transport audit • Payroll audit • Billing • District Annual Report Data Mining & Submission • Insurance Renewal 	<p>May IFTs 2023 – 20 (through May 17) 2022 – 57 2021 – 52 2020 – 44 2019 – 59 2018 – 57</p>
<p>Meetings and Other Events</p>	<ul style="list-style-type: none"> • 5/8/2023 Chiefs Association Meeting • 5/17/2023 Board Meeting • 5/18/2023 Jefferson County Admin Staff Meeting • Leadership Team Meetings Thursdays • 5/30/2023 Budget Meeting 	
<p>Other</p>	<ul style="list-style-type: none"> • The Budget Committee met May 30 for a mid-year review. Meeting highlights: Fire Revenue Received 60% - Expenses Expended 40% as of 5/31/2023 EMS Revenue Received 59.5% - Expenses Expended 39.4% as of 5/31/2023 Looked at unfunded 2023 requests and unexpected revenue received and decided to approach the Board about a reallocation of funds for tools and a live fire class. (See decision packet) Discussed a new format for budget requests. Budget requests will go out July 1 and are due by August 15. Next meeting is June 27. • Webinar on Medical Records Management in the Fire Service • Attended data analysis class at West Pierce Fire • FYI - Ground Transport Survey (See the following pages 1. Survey announcement, 2. EJFR Ambulance billing policy and SOG, 3. The last page of the survey with comments from me) 	

Office of the Insurance Commissioner: Ground Ambulance Survey Regarding Balance Billing

RCW 48.49.190 directs the Office of the Insurance Commissioner (OIC), in collaboration with the Health Care Authority (HCA), the Department of Health (DOH) and interested parties, to submit report and any recommendations to the appropriate committees of the Legislature as to how balance billing for ground ambulance services can be prevented and whether ground ambulance services should be subject to the balance billing restrictions of Chap. 48.49 RCW. The report must be submitted to the Legislature on or before October 1, 2023. OIC has contracted with University of Washington Value and Systems Lab (VSSL) to assist in completion of the project.

To this end, OIC developed a [workplan](#) for the project and established an [advisory group](#). The group has held three meetings to date. Agendas and materials presented at the meetings can be found on the [project website](#).

A critical component of the project workplan is a survey of carriers and ground ambulance providers. The ground ambulance provider survey is seeking input on organizational structure and billing practices.

The survey can be found here:

https://washingtoninsurance.sjc1.qualtrics.com/jfe/form/SV_6Vx8INX0b0SnRkO. Please complete all questions and click the "Submit" button at the end of the survey.

Responses should be submitted to OIC on or before June 1, 2023.

Your input is of great value to OIC, HCA, DOH and the advisory group and will help inform the legislative report.

STAY CONNECTED





EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Ambulance Billing

Policy Number: 6005

Date of Implementation: 12/20/17

Replaces: Policy 705

Signature of Approval:

Date: 12/12/17

SECTION 1.0 PURPOSE

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

SECTION 2.0 SCOPE

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

SECTION 3.0 POLICY

It shall be the policy of the District:

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

SECTION 3.0 RELATED SOG'S

- See following SOG's beginning with 6006a



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 6005a

Ambulance Billing Procedures

SECTION 1.0 PROCEDURE

- 1.1 Various personnel, including emergency medical responders and office staff, will be responsible for completing their assigned portion of the billing procedure. The Fire Chief has overall responsibility for ensuring that the billing procedure is completed.
- 1.2 For “Deceased on Scene” incidents where the patient, who does not survive, is not transported by the District but has received Advanced Life Support services from the District, an Advanced Life Support Service Charge (equivalent to the BLS rate in effect) will be billed to any/all primary or secondary insurance carrier(s) the deceased patient may have, when such information is known or readily available to the District. Any payments received from the deceased person’s insurance carrier (s) will constitute payment in full; the family of the deceased person, and/or the deceased person’s estate, will not be responsible for any unpaid balance due the District, even if no insurance proceeds are received. The patient’s family will not be contacted for billing or other insurance information.
- 1.3 After each transport is completed, and the patient has arrived at the receiving facility, the emergency medical responder responsible for the patient’s care during transport will obtain the patient’s demographic information from the patient as well as the demographic document from that facility.
- 1.4 If physically and mentally capable, the patient will be required to sign a release allowing the District to bill their insurance directly for the transport. If the patient is unable to sign the release, the emergency medical responder shall document upon the Medical Incident Report that reason, and the District shall bill the patient’s insurance provider as a courtesy to the patient.
- 1.5 The demographics document will be sent with the patient’s Medical Incident Report to the billing agency for billing.
- 1.6 Upon the billing agency’s receipt of the Medical Incident Report and supporting documents, accounts will be set up, and charges entered within five (5) days. After this entry is completed, all charges with sufficient information will be billed directly to the patient’s insurance provider; those accounts without sufficient billing information are billed directly to the patient along with a form requesting insurance information.
- 1.7 Items billed directly to an insurance provider shall be reviewed monthly, with rebilling and any additional information added to the account file. After all appropriate insurance payments have been received; a private statement will be generated and mailed to the patient if there is a legally collectable balance.

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

SECTION 2.0 APPLICATION FOR FINANCIAL ASSISTANCE

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

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

EFFECTIVE DATE: 12/12/17	REPLACES:	Policy 705 SOG A04-02
FIRE CHIEF:		

22. For the following services, please list average costs (defined for the purpose of this question as internal costs of labor, vehicle, and equipment per service) in 2022:

	Average Costs per Service*	Do not know service level cost
Basic Life Support (BLS), non-emergency transport (HCPCS A0428)	3,044	<input type="checkbox"/>
Basic Life Support (BLS), emergency transport (HCPCS A0429)	3,044	<input type="checkbox"/>
Advanced Life Support (ALS), non-emergency transport lvi 1 (HCPCS A0426)	3,044	<input type="checkbox"/>
Advanced Life Support (ALS), emergency transport lvi1 (HCPCS A0427)	3,044	<input type="checkbox"/>
Advanced Life Support (ALS), emergency transport lvi 2 (HCPCS A0433)	3,044	<input type="checkbox"/>
Specialty Care Transport (HCPCS A0434)	3,044	<input type="checkbox"/>
Ground mileage, per statute mile (HCPCS A0425)		<input checked="" type="checkbox"/>

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23. Considering all transports (emergency, non-emergency, interfacility), please list costs in 2022 for the following:

(If no costs under 'Other', please put 0 in the 'Annual Costs' field.)

Annual Costs

Labor

EMT/Response staff

Administration/Facilities staff

Vehicle

Owned ground ambulance

Leased ground ambulance

Other vehicles (non-ambulance)

Equipment

Capital medical equipment (Can endure repeated use; defibrillators, ventilators, monitors, power lifts, etc.)

Capital non-medical equipment (Can endure repeated use; computers, dispatch equipment, furniture, etc.)

Medical equipment, supplies, and consumables (e.g., bandages, gauze, gloves, basins, oxygen, sterile water, stethoscopes, blood pressure cuffs, IV supplies)

Medications

Other

Other (please specify):

From GEMT FY22 - Total of medical transport expense. On the previous page the average Transport cost was derived from the GEMT FY22.

24. Please provide any comments or ideas you may have to reduce or eliminate balance billing in ground ambulances services.

EMS reimbursement has been on the decline and any law that allows commercial payers to hold 911 responders to a fee schedule or that requires contracts with all payers would negatively impact our ability to provide quality care to our communities.

Part of our Ambulance billing policy is that no person will be denied medical care because of his or her inability to pay. Adding additional stipulations with the insurance companies would take time and money away from our mission.

25. Please provide any additional comments to elaborate on responses from this section.

I applaud that you are trying to help people with their medical bills but, the 911 responders are not doing their mission for profit and barely get by with what funds are available to service their communities. Our District has a super-rural designation with some isolation challenges such as the Hood Canal Bridge. We do not need another burden to distract from our mission to serve the community.

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Date Prepared: 6/12/23

Subject: PIO/PES/Human Resource Report

Prepared By: Emily Stewart

<p>Meetings & Training:</p>	<ul style="list-style-type: none"> • 5/3-4 LT Testing • 5/9 Fire Prevention Week Mtg • 5/12 Pre-employment paperwork Mtg (Wells, Le, Boe, Jeske, Wright) • 5/16 New employee/intern Orientation • 5/17 LT Chiefs Interviews • 5/17 WA Cares Mtg • 5/22 EVIP Refresher
<p>Presentations / Tours/Other</p>	<ul style="list-style-type: none"> • 5/6 PT Library/PTPD Bike Rodeo • 5/6 Wildfire Safety @ PT Farmers Market (Wittenberg, Everett, Black) • 5/12 Chimacum HS Job Fair (Morris, Sviridovich) • 5/13 Touch a Truck (Anderson, Blanchard, Short, Fleischman, Krysinski, Everett) • 5/27 Sidewalk CPR @ PT Farmers Market (Ridgway, Bergen, Higgins, M. Stewart, Blanchard, E. Stewart, Sta 16 Crews, Black)
<p>Media Engagement:</p>	<ul style="list-style-type: none"> • Facebook – Post Reach: 11,631 Post Engagement: 4,044 - 2,795 followers • Twitter – 837 Followers • Instagram – 94 Likes 538 Followers • 5/13 Brush Fires PR (MacDonald)
<p>Human Resources:</p>	<ul style="list-style-type: none"> • 5/12 Vol. interviews (Heasley, Bennett) <p>May Hires:</p> <p>FF/EMT CJ Wright (Promotion) Brandon Jeske Aiden Wells Josh Boe Elijah Le</p> <p>Volunteer Savanna Hoffmann (EMS) Dewey “Bud” Bennett (EMS/Fire) Amber Heasley (EMS) John Bethel (Support) Brady Palmer (EMS/Fire) Chris Moore (Support) Jeff Michelson (Support)</p> <p>Intern Kyle Bazinet Sam Sanchez Cole Dotson Lauren Tracy Henry Brebberman Doug Guilmet</p> <p>Lieutenant Promotions Zach Dean Alex Morris</p> <ul style="list-style-type: none"> • Recruitment for FF/PM is currently open

- 5/21-27 EMS Week: In 1974, President Ford designated the third week in May as EMS Week to honor EMS clinicians and the important work they do in our nation's communities. Thank you to all of our EMS providers!

Jun-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	2-Morris	8-White	2-Dean
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	3-Parker
FF	4-Cordova	3-Carver	3-Sheehan
FF	5-B.Grimm	3-G.Williams	4-Dalrymple
FF	7-Sviridovich	4-Severin	4-Kaldahl
FF	8-Archuleta	6-Fairbanks	6-Richter
FF	8-Wright	8-P. Williams	7-Beery
FF	2-Jeske	8-Boe	8-Chapman
FF			2-Le
FF			2-Wells
Res	Cribbs	Bazinet	N.McGuffey
Res	Sanchez	Guilmet	Brebberman
Res	Dotson		Tracy
MSO	FF/PM Ridgway		
Cares	FF/PM Woods - PM Higgins		
	FF/PM Student Welander		



May 2023 Board Report

Date: May 31, 2023

Subject: *MSO Report*

Prepared By: *Tammy Ridgway*

MSO Administrative Meetings	<ul style="list-style-type: none">• Monthly meeting with JGH for quality control• Weekly meetings with Dr. Carlbom• EMS Council
MSO 911 Responses	<ul style="list-style-type: none">•
Continuing Education/ Training	<ul style="list-style-type: none">• EMS connect and other required trainings• Base station
Administrative duties	<ul style="list-style-type: none">• Supplies/Medications/Controlled substance audits• QA/QI
Planning, ongoing projects and correspondence	<ul style="list-style-type: none">• Leave at home Narcan program• Code stat reports• Planning evaluator class• Participated with JHC in a CPR booth at career fair for both Blue Heron and Chimacum 8th grade students• Sidewalk CPR at the farmer market

Short month as I was out on medical for the first 3 weeks.

Date: 6/8/2023

Subject: *Battalion Chief 11 Report*

Prepared By: *Jason MacDonald*

<p>BC 11 Administrative Meetings</p>	<ul style="list-style-type: none"> • Daily Shift meetings • Once per tour visit to all stations for crew contact and assistance • Meet with LT Bergen Regarding Probationary FF's shift assignments
<p>BC 11 911 Responses</p>	<ul style="list-style-type: none"> • "A" Shift responses 192 • BC11 responded to 19 incidents in the last month • 4 MVC's • 2 CPR responses • 2 RV Fire • 3 Brush Fires • 1 Missing Child
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • Shift level training 326 hours completed by the Shift • EMS connect • Base station • Tactics • Fire Stats Training in University Place • RT 130 by LT Sanders • Wildland Pack Test
<p>Administrative duties</p>	<ul style="list-style-type: none"> • Shift based training oversight and compliance • Staffing and Callbacks • SOG review 4000a, 4000c, 4000d, 4001k, 4005A • Performance Statistics from ESO continuing to refine
<p>Planning and ongoing projects</p>	<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) • Wildland State Academy June 26th-30th (Sanders/Kaldahl) • Response Plans and Station Assignments (Kauz)

Program Budgets Update	Program Budget	BARS	Amount	Spent	Remaining
	CrewForce (Kauz)	522 20 41 0200	\$26,000.00	\$0.00	\$26,000.00
	Radios (Kauz)	522 20 42 0102	\$24,000.00	\$0.00	\$24,000.00
	SCBA (B. Grimm)	522 20 31 0300	\$52,953.55	\$2,891.14	\$50,062.41
	Wildland (Sanders)	522 20 35 0050	\$22,000.00	\$356.00	\$21,644.00
	Wellness (Walker)	522 20 41 0600	\$4,500.00	\$365.49	\$4,134.51

Date: June 9th, 2023

Subject: BC-12 Report

Prepared By: Justin Clouse

BC Administrative Meetings	<ul style="list-style-type: none">• Daily Shift Meetings• At least once per tour visit to each station for crew contact and assistance• Weekly administrative staff meetings• Fire Rescue Fest Meetings• HMA/HMO test preparation
BC 911 Responses	<ul style="list-style-type: none">• Responded to 12 incidents in May.• Established or assumed command of 7 of those incidents• Worked a Medic OT Shift.
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's
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• Ladder truck training for probationary employees• IFSAC Test registration and development Kitsap FFII• IFSAC FFI Kitsap training consortium
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">• Nothing new to report.
Marine Program	<ul style="list-style-type: none">• The new combined group of FTE's has been conducting training on the boats that they were not trained on before.
Personal Protective Equipment	<ul style="list-style-type: none">• 7 Members will be fitted for Turnout gear this month and new gear ordered for them.
Technical Rescue	<ul style="list-style-type: none">• Bi-annual technical rescue training is being scheduled for this summer.
Wellness Program	<ul style="list-style-type: none">• Nothing new to report.

Date: 6/10/2023

Subject: Battalion Chief 13 Report

Prepared By: Justin Fletcher

<p>BC 13 Administrative Meetings</p>	<ul style="list-style-type: none"> Daily Shift meetings Meeting with and contacting Volunteer Applicants Budget Meeting 5/30 															
<p>BC 13 911 Responses</p>	<ul style="list-style-type: none"> Responded to 10 incidents in May, none of any significance 															
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> Shift level training (C Shift completed 341 hours of training) Attended Fire Department Stats Class in University Place, 32 hours over 4 days Preparation for Lieutenants Exam 															
<p>Administrative Duties</p>	<ul style="list-style-type: none"> Staffing and Callback Proctored Lieutenants Tactics Scenario Attended PT Bike Event Assisted with new probationary member training Registered nine members for wildland training 															
<p>Volunteer Program</p>	<ul style="list-style-type: none"> FF Morris and FF Sviridovich attended Chimacum Job Fair Conducted final three volunteer interviews Volunteer Orientations for new Volunteers and Interns 															
<p>Ongoing Programs/Projects</p>	<p>No changes to budget items</p> <table border="1" data-bbox="396 1518 1484 1619"> <thead> <tr> <th>Program</th> <th>BARS</th> <th>Budgeted</th> <th>Spent</th> <th>Remaining</th> </tr> </thead> <tbody> <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> </tbody> </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												
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Genesis Maint (Dean)	522 20 35 0100	\$3,000.00	\$2,632.31	\$367.69												

Budget/Finance Committee – 5/30/23

Attending: Black, Tillman, Stinson, Ysseldyke-All, Fletcher, Apker, Cray

Budget Overview: Current Status – Received 80% of our Revenue and spent 40% of Expenditures

- M17: will save \$200k in salaries but also no revenue coming in
- Election Fees were much higher than budgeted
- SCBA's will be over by \$60k due to arriving well beyond expected delivery date

Current Budget Discussion

- Training Proposal: have one live fire training this year for 1/3 of the department (\$20K) not budgeted – will need to be submitted to the BOC for approval
- 2024 budget for the other 2/3 of department
- New EE costs will likely run over budgeted amount ie: uniforms, radios etc.

Priority Discussion

- Standardization of tools (fans/saws etc)
- Possibly buy some this year? (\$10k)
- Recommend to BOCC in unison with Live fire request – total for both \$50k
- Send list of priorities to Tanya for compilation, she will send a calendar invite with the list

LOCAL Program

- Cray reviewed the financing program from the Office of State Treasurer to the group
- Cray will provide a presentation to the BOC for next meeting

Budget Request Forms

- Due dates: July 1st – Aug 15th
- Excel spreadsheet will be sent to all program managers to help with budgeting
- Discussion on OT Backfill vs Training. If OT is needed for a program the manager should consult with admin for actual numbers
- Be very specific on what is approved and denied

SAO Report

- Submitted on time by Terri for EJFR and Tanya for PLFR (final)

Next Meeting: June 27th 2:00pm

FACILITIES COMMITTEE - 6/9/23

In attendance: Black, Tracer, Clouse, Dalrymple, Gregory, Grimm, Cray

Harrison House

- Discussed history and why it was purchased - parking issues, resident housing, possible future needs.
- Committee recommends selling and putting money in capital funds for purchase of needed apparatus/buildings
- Need to have an appraisal, check on tax implications with sale, get original cost.

Airport Parcel

- Strategic plan recommended this to be the best location for a station
- Port and County are already looking to develop this area; business park, access roads, has power and fiber at Prospect.
- Septic could be required, not sure on the sewer project coming that way
- Possible partner agencies (DEM, JeffCom, Medevac agencies)
- Could use money from Harrison House sale for architect/planning. Current estimate to build a fire station \$1500-2000 per sq ft.
- We would need a bond

St 2 (1-5)

- Strat Plan recommends using as a training/maintenance facility
- Possibly build in a new location

Cape George

- They are looking to sell the building
- We could buy it – likely better to build another storage facility

Report Card – Annual report

- Need eval criteria for annual report
- Be deliberate with needs for all 9 stations
- List of needs for budget preparations
- Review links sent in email – FEMA doc, SP and SOC
- What can we do to make it better prior to a new building

St 5 (1-2)

- Issued temporary occupancy on 6/9
- Still need handrails, paging system, furnishings

Data Group Meeting Notes 6/14/23

In attendance: Black, Brummel, Stewart, Cray, MacDonald, Ysseldyke-All, Murray, Ridgway, Sanders, Fletcher, Lueders

Goal: Consistently generate and publish agency stats to show compliance with benchmarks set.

General Issues:

- NFIRS and ESO do not match
- Provide reports on a monthly basis with same parameters
- Users need to pull the same stats using same filters etc

Reports from Various Conferences/Classes Attended

Tyler Conference, attended by Lueders, Kauzlarich and Johnson

- Tyler has a program that has inventory, pre-fire info etc., that will push data into Crewforce upon being dispatched to an address.
- They also have new program called Emergency Networking, which will have several capabilities we need: inventory, Narcs, PCR's
- Black is hesitant to use a new program, does not want to be a Beta.

ESO Conference, attended by MacDonald, Ridgway, Sanders and Cray

- Biggest takeaway – has more capabilities than we realized
- Ad-Hoc reporting is going away and being replaced with INSIGHTS which is a customizable reporting feature. Can provide detailed reports but can be difficult to use for a novice.
- ANALYTICS feature is still there and has pre-canned reports.
- Dashboards can be created to show our benchmarks and where we are on a monthly/quarterly basis.
- We aren't even close to using all the capabilities, employee credentialing not being fully utilized.
- Inventory program will roll out 4th quarter – possibility for us.
- Still have issues with NFIRS
- Only 4 Designer licenses, need to find out cost for more, they are transferable to other users within agency.

Fire Analytics Class, attended by MacDonald, Fletcher, Ysseldyke-All and Cray

- Use excel to extrapolate data needed for reporting
- Able to get data from CAD dumps to find holes in our data, remove outliers, see what is actually being calculated, etc.

Discussion

- Need to define our data sets – example: CFS and 911 calls are not the same, need to be able to weed out what we don't want to include
- Create a “playbook” so all are using correct data
- Crews need to document the same way – example: when do you push the enroute button? When you get in the vehicle and are still waiting for your partner or when you are actually leaving the bay?
- Determined that an update to our reporting SOG/Policy to include data sets and definitions is needed.
- 90th percentile vs average – both are important stats, but fire service is geared toward 90th percentile which is also in our benchmarks in the policy statement. Also what WSRB and NFPA use, though average may be more palatable for public consumption. Could use both when showing stats for ease of public digestion.
- Monthly reporting of specific stats can be time consuming as it needs to be run per station – possible options for reporting; quarterly reporting for website or using broader locations such as urban vs rural.
- Discussion on adding St 91 to ESO in order to capture their response time to St 12 – MacDonald will review option with JeffCom.
- Fletcher will provide a demo of Dashboard reporting to BOC next week.

Assigned Task Groups

- Brummel, Ysseldyke-All, Lueders and Chambers will review Inventory options
- Black, Stewart and Fletcher will work on updating SOG for reporting.

NOTE: Budget Requests will be sent out by July 1st and are due back August 15th. Be sure to put in any requests that were not funded this year. Also any costs that will run into the next year will need to be included in that budget.

East Jefferson Fire Rescue: Implementation Tool

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 1. Ensure our service levels and community expectations align with our fiscal resources.				
1.1 Refine and update our fiscal processes to ensure our fiscal resilience.	<ul style="list-style-type: none"> Establish an internal budget committee. Update financial-related policies and procedures. Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices. 	FC/Finance Manager	<ul style="list-style-type: none"> Internal Budget Committee Established summer/2022 Credit Card and Procurement Policy/SOG update March 2023 Establish external budget advisory committee Establish financial forecast template Program workbooks establish March 2023 	<ul style="list-style-type: none"> Adopt related SOGs for permanence. Completed 3/2023 Completed 3/2023 Adopt related SOGs for permanence.
1.2 Seize opportunities to make more efficient use of existing resources.	<ul style="list-style-type: none"> Use software to optimize our resource inventory, including operations and maintenance, as well as repairs. Integrate software for resource management. Maintain a strong culture of resource stewardship. 	Tanya/Terri	<ul style="list-style-type: none"> Sharepoint Spring/Summer 2023 Update capital replacement procedures and restore appropriate funding 	<ul style="list-style-type: none"> In progress

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 Completed 5/2023 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 Completed 5/2023

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. 	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ FC 	<ul style="list-style-type: none"> ▪ Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal 	<ul style="list-style-type: none"> ▪ In Progress
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. 	<ul style="list-style-type: none"> ▪ Details to be added 	<ul style="list-style-type: none"> ▪ Details to be added 	<ul style="list-style-type: none"> ▪
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. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.3 Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation. Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). Improve our wildfire competencies among the workforce. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Develop content and format for community messaging 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. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Pursue grant funding for CRS position Prepare Levy Initiative 	<ul style="list-style-type: none"> In progress Completed 2/2023
3.5 Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Pursue grants for continued CARES funding 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. 	<ul style="list-style-type: none"> Details to be added 	<ul style="list-style-type: none"> Details to be added 	<ul style="list-style-type: none">
4.2 Establish the culture and resources necessary to support the mental and physical health and wellness of our team	<ul style="list-style-type: none"> Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines. Establish benchmark awareness training for all members. Continue to make incremental improvements in our fitness facilities. Broaden workforce participation in fitness/wellness practices. 	<ul style="list-style-type: none"> BC MacDonald 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
4.3	Formalize and strengthen professional development and career track processes <ul style="list-style-type: none"> ▪ Begin planning for medium-term efforts. 	<ul style="list-style-type: none"> ▪ AC Brummel 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
4.4	Ensure recruitment efforts align with the needs of the organization <ul style="list-style-type: none"> ▪ Identify current and future retention and recruitment needs of the organization. ▪ Establish staffing and recruitment plans. 	<ul style="list-style-type: none"> ▪ E1 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

Date: 5/25/23

Subject: Chief Job Description

Prepared By: Emily Stewart

Background:	<p style="text-align: center;">Summary</p> <p>A new Fire Chief Job description has been drafted by a small committee.</p> <p>Goals:</p> <ul style="list-style-type: none"> • 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 <p>Process:</p> <ul style="list-style-type: none"> • Review of current description • Review of other Fire Chief job descriptions • Internal input • Input from Chief Black • Review of first draft • Input from subject matter experts • Lawyer review
Fiscal Impact:	None
Recommendations:	Approve the Fire Chief Job Description as presented in the final draft.
Proposed Motion:	Move to approve the Fire Chief’s job description as presented in the final draft.



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** Ensures 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. The Fire Chief 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 guidelines 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 to 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 to 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** Participates 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.
- 3.30** Establishes 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.

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 Possess excellent written and oral communication skills.
- 4.5 Meet membership standards and requirements for minimum health standards required by the Washington State Law Enforcement Officer and Fire Fighter Retirement Program (LEOFF.)
- 4.6 Must have or be able to obtain a Washington State Driver's License.
- 4.7 Must reside within the District to respond to emergency incidents. Residency outside of the District may be considered by the Board of Fire Commissioners.
- 4.8 Successfully complete the Emergency Vehicle Incident Prevention Program, maintaining the required refresher training.
- 4.9 Familiarity with agency software, Microsoft Suite products (Word, Excel, & Outlook), and industry specific records management system(s.)
- 4.10 Designation as a Chief Fire Officer (CFO) from the Center for Public Safety Excellence or equivalent as determined by the Board of Commissioners
- 4.11 Possess and maintain a valid CPR and First Aid certification.
- 4.12 Ten (10) years of progressive full-time career fire service experience in a fire district/department, with at least eight (8) years of increasing 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.
- 4.13 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.

SECTION 6.0 WORKING ENVIRONMENT AND WORKING HOURS

- 6.1** 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.
- 6.2** 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

- 7.1** 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).
- 7.2** While performing the duties of this job, the incumbent is frequently required to walk, stand, use hands and fingers to manipulate, handle and operate objects/tools/controls and to reach with hands and arms. The position is required to sit, climb, balance, stoop, kneel, see, hear, speak, and smell. The incumbent must be able to concentrate at a high level for extended periods of time.
- 7.3** 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.
- 7.4** 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

Standard Operating Guidelines (SOG)

Number: 2000m

Modified Duty Assignment

SECTION 1.0 PURPOSE

To formalize the process for requesting a modified duty assignment and guidance for the employee performance expectations as assigned.

SECTION 2.0 SCOPE

To support EJFR personnel when they are unable to perform duties as required within their job description as described in CBA Article 19. It shall be routine the practice of EJFR to make every effort to reasonably accommodate employees during recovery from an illness or injury as permitted by CBA Article 19 and the work restrictions set forth by their physician.

SECTION 3.0 GUIDELINES

- 3.1** Upon assessment from a physician that allows some form of modified duty, the employee shall submit an email request to the Human Resources Director and Fire Chief, (or designees as applicable) for a modified duty assignment. Along with the request, the employee shall provide a note from their physician stating their specific limitations for modified duty that will be provided to the employer in order to determine an appropriate assignment. The employee should cc their immediate supervisor. The employee will receive acknowledgement and decision of the request within two business days
- 3.2** Upon availability of a modified duty assignment, the employee will be switched to a 40 hour per week schedule. If the employee cannot work 40 hours per week or requests time off, they will be permitted to utilize their personal time off as allowed by policy, however, their hours need to total 40 hours per week.
- 3.3** Physical therapy, rehabilitation appointments, occupational therapy and other physician appointments will be accommodated. Those appointments should be scheduled at the beginning or end of the work day. The on-duty Battalion Chief shall be notified for each occurrence. All scheduled appointments for off-duty injuries shall be attended to off-duty. In such instances, if the appointments fall on times and dates the employee assigned to modified duty and scheduled to work, they will use their personal leave banks (sick leave, vacation, or comp time) or flex their work week schedule as approved by a Chief officer of the District.
- 3.4** Employees will be permitted to return to normal duties upon release from a physician, and successful completion of return to work actions, as specified in SOG 2000i. When the employee is ready to return to full, unrestricted duty, the employer (Human Resources) shall be provided

documentation from the physician stating the employee is “cleared for full duty, no restrictions”. The employee will change shift schedules on the first day of the next pay period.

- 3.5 Timely notification of intent to return to normal duties must be made to the immediate supervisor, Human Resources Director and Fire Chief, (or designees as applicable.)

SECTION 4.0 PROCEDURE

- 4.1 If approved for modified duty, the employee will be assigned to a chief officer, company officer or administrative staff for project management and scheduling.
- 4.2 In general personnel assigned to modified duty shall report to and work out of the EJFR administration building, unless they have been reassigned by a Chief Officer of the District.
- 4.3 Daily accountability shall be reported to and maintained by the on-duty Battalion Chief. Personnel assigned to modified duty, shall check in with the on-duty Battalion Chief each morning, in person, via phone, or text message.
- 4.4 The personnel assigned to modified duty shall notify the on-duty Battalion Chief of any changes to their schedule or appointments (as listed in section 3.4) for accurate documentation in of hours and accountability.
- 4.5 Personnel assigned to modified duty will check their email daily each morning at the beginning of their assigned work day and again at the end of the day prior to leaving. All emails requiring response or acknowledgement shall be promptly addressed.
- 4.6 Modified duty assigned personnel will typically be assigned special projects and programs. They will submit a weekly summary of activities, by email, to the three Battalion Chiefs, the admin Chiefs, and the human resource manager at the end of their work week.
- 4.7 The Fire Chief retains the right to revoke a modified duty assignment at any time.

EFFECTIVE DATE: 6/15/23	REPLACES:	2021 version
FIRE CHIEF:		

Date: 6/21/2023
Subject: Budget Reallocation
Prepared By: Terri Ysseldyke-All

<p>Background:</p>	<p>Fire Revenue Received 60% - Expenses Expended 40% as of 5/31/2023</p> <p><i>More Revenue than Forecasted as of May 31, 2023 – Fire</i></p> <ol style="list-style-type: none"> 1. Investment interest \$33,050.19 2. Grants \$37,184.89 3. Insurance Recovery \$18,312.19 <p>Est. \$88,547.27</p> <p><i>More Expense than Forecasted as of May 31.2023 – Fire</i></p> <ol style="list-style-type: none"> 1. Hose & Ladder \$1,147.85 2. Admin Travel \$3,022.47 3. Misc \$980.85 4. Subscriptions, Dues \$5,662.11 5. Election Costs \$55,986.33 6. SCBA \$60,000 7. Travel Career \$2,683.30 8. Training Admin \$1,256.72 9. Bldg/Cleaning Supplies \$1,609.78 <p>Est. \$132,349.41</p> <p>EMS Revenue Received 59.5% - Expenses Expended 39.4% as of 5/31/2023</p> <p><i>More Revenue than Forecasted as of May 31, 2023 – EMS</i></p> <ol style="list-style-type: none"> 1. Investment interest \$21,721.28 2. Private Contributions \$3,545.00 3. Grants \$111,934.31 3. Insurance Recovery \$3,062.16 4. Single role salary recovery \$200,000.00 base salary only <p>Est. \$340,262.75</p> <p><i>More Expense than Forecasted as of May 31.2023 – EMS</i></p> <ol style="list-style-type: none"> 1. Misc \$188.00 2. Single Role loss from Ambulance Billing \$105,000.00 (includes EMS/JeffCom fees) 3. Single Role loss of JGH MOU Payment \$23,993.00 <p>Est. \$129,181.00</p>
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	<p>The budget committee met in May and considered funding some items for 2023 from the list that did not originally get funded. The items considered were 5 replacement sets of irons for \$3,200, K saws for \$3,000, PPV Fans for \$19,000, battery powered hand tools (set of 3) for \$3,000 and Live Fire training for one shift \$20,000.</p>
Fiscal Impact:	\$50,000
Recommendations:	<p>Considering the additional money realized from various areas the Commissioners consider reallocating funds to include the above mentioned tools and live fire training for 2023.</p>
Proposed Motion:	<p>The Board authorizes the reallocation of \$50,000 in funds for the 2023 budget to include the additional purchase of tools and conducting a live fire training.</p>