



# 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/89551714887>

Call 1 (253) 205-0468  
6:00 P.M.

### AGENDA

September 20, 2023

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

### PLEDGE OF ALLEGIANCE

**1. Agenda Changes**

**2. Consent Agenda**

A. Approve Minutes from the August 16, 2023 Regular Meeting TAB 2A

B. Financial Reports TAB 2B

#### Vouchers

1. Approve General Fire expenditure warrants dated August 15, 2023, August 29, 2023 and September 6, 2023 totaling **\$175,011.77**
2. Approve EMS expenditure warrants dated August 15, 2023, August 29, 2023 and September 6, 2023 totaling **\$26,611.33**
3. Approve payroll expenditure warrants dated August 17, 2023 and September 1, 2023 totaling **\$759,391.43**
4. Approve transfer from EMS cash to EMS investment August 16, 2023 for **\$800,000**
5. Approve transfer from General Fire cash to General Fire investment August 16, 2023 for **\$1,500,000**

**3. Correspondence –** included in Drop Box TAB 3

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

**5. Presentations –**  
Port Townsend Police Department

**6. Announcements and Acknowledgements**

- B. Fire Prevention Week, October 9-14, 2023;  
EJFR Coordinating - *Fire Rescue Fest* on Oct 14, 2023, Location:  
City Hall/Memorial Field; Badge Ceremony

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** TAB 8A  
A. Budget Committee - Schedule Oct Budget Workshop  
B. Facilities Committee  
C. Data Group
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. Quilcene ALS Contract – (action needed) TAB 11B  
C. Harrison House – (update)  
D. Deputy Chief – Contract Review (informational) TAB 11D
12. **New Business**  
A. Policy/SOG Updates – (None)  
B. 2023 Budget Reallocation TAB 12B  
C. Marine ILA between PLFR/NKFR – Boat Purchase (action needed) TAB 12C  
D. Resolution 23-09 Surplus District Owned Equipment TAB 12D
13. **Upcoming Topics/Events**  
  - FF 2
  - Administrative Reorganization
  - Implementation of Sharepoint
  - CARES 2023 Budget Amendment
  - Marine Program Enhancement
  - Annual Work Plan Development
  - Board for Volunteer Updated Policy, SOGs and Audit
  - Promotional Ceremony, 10/13/23
  - Fire Rescue Fest, 10/14/23
  - Drug Free Workplace SOG update
  - Surplus of Equipment – Marine Vessel, Ambulance

**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 July 19, 2023**

**CALL TO ORDER**

Chairman David Seabrook called the meeting to order at 6:00 PM at St 1-1 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

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

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

Seabrook announced the passing of former Fire Commissioner George Randels and held a moment of silence in his honor.

**1. AGENDA CHANGES**

**2. CONSENT AGENDA**

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

- Approve General Fire expenditure warrants dated July 17, 2023, July 25, 2023 and August 1, 2023 totaling **\$172,875.59**
- Approve EMS expenditure warrants dated July 17, 2023, July 25, 2023 and August 1, 2023 totaling **\$73,822.81**
- Approve payroll expenditure warrants dated July 19, 2023 and August 3, 2023 totaling **\$735,736.32**
- Approve 2nd Quarter Volunteer Stipend warrants dated July 20, 2023 and July 21, 2023 totaling **\$6,594.41**

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

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

**4. PUBLIC COMMENT** – Black highlighted a letter received from an out of state family member of a Cares client. She was very thankful for the program and it has helped out her family member tremendously.

**5. PRESENTATIONS** – Andy Stockton from the Red Cross gave a short presentation to the Board. He noted that there are currently 5 people currently active in the Red Cross in Jefferson County. He added that there are ways the fire district can work in unison with them. There is a program called Sound the Alarm which provides and installs smoke alarms. As well as the Disaster Action Team which helps people who have been displaced by fire with immediate assistance. EJFR volunteers can become meaningful volunteers with the Red Cross with minimal training. Mr. Stockton is hopeful we can work together more moving forward. Black concurred and noted that it could be possible to cross train our volunteers with these programs.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** –

August 16, 2023

**Fire Prevention Week** –Fire Prevention Week is October 9-14. We will be having a badging ceremony that will include more than half of our people after missing several years due to COVID.

## **7. STAFF REPORTS**

### **Chief Black**

Black stated that high fire danger was the message for July. Several Pub Ed events took place as well as meetings with County and City officials.

### **AC Brummel**

Monthly report included in the meeting packets.

- Station re-numbering is now live.
- Brummel gave an abbreviated after action report on the Beaver Valley fire. DNR took over after 2 hours and we will be eligible for some reimbursement for our apparatus that remained on scene.
- The L&I FIIRE grant was awarded for nearly \$15,000.

### **AC Tracer**

Monthly report included in meeting packets.

- Station 5 crew quarters are coming along. Exterior painting has been completed.

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

Monthly report included in meeting packets

- Attended several pub-ed events including the Jefferson County Fair, several farmer's markets and a preschool tour. The All County Picnic is coming up next weekend.

### **Finance**

Monthly report included in the meeting packets.

- Budget season has begun.
- Harrison House is on the market, there have been 5 showings and no offers received yet.

### **MSO**

Monthly report included in the meeting packets.

- Care Connect Grant awarded to Jefferson Healthcare. We are involved in providing CPR training to all high school sophomores in the County as part of the grant.

### **BCs**

Monthly Reports included in packet.

## **8. COMMITTEE/WORKGROUP REPORTS**

### ***A. Budget Committee***

- 2024 Budget meetings are ongoing.

### ***B. Facilities Committee***

- No report.

### ***C. Data Group***

-No report.

## **9. LOCAL 2032 REPORT – No Report.**

## **10. PUBLIC COMMENT - Agenda items only**

Jim Nurenberg noted that the Marrowstone Island Foundation has received a \$95,000 grant for the solar project and will be looking to raise the other \$40,000 needed. He thanked everyone for the get well card he received.

Andy Stockton stated he was impressed with the organization.

## **11. OLD BUSINESS**

### ***A. Strategic Plan – Implementation Tool (updates)***

Updated report not available at meeting time.

### ***B. Quilcene ALS Contract***

The joint group met and we are awaiting a proposal from Quilcene. Tillman will be attending their next meeting to answer any questions.

### ***C. Harrison House***

See Finance report.

### ***D. Deputy Chief***

Seabrook called for an executive session to review the performance of a public employee pursuant to RCW 42.30.110(l)(g) he noted that there were two separate issues for discussion in executive session and both fall under the same category. The executive session will conclude at 7:40pm Black, Brummel, Cray and Stewart remained in session with the Board.

Seabrook called the meeting back to order at 7:40pm and stated no decisions had been made and no action had been taken.

## **10. NEW BUSINESS**

### ***A. Policy/SOG Updates***

***SOG 300A Use of District Properties*** – Black noted that priorities for district partners had been updated.

***Policy 4011 – Firefighter Training*** – Brummel stated this policy is the framework for training standards. **MOTION:** Masci moved to approve Policy 4011 as presented. Clemens seconded the motion which was passed unanimously.

***SOG 4011A – Fire Training Requirements*** – relating to policy 4011.

***Policy 5010 – EMS Training*** – Brummel stated this policy is the framework for EMS training standards. **MOTION:** Masci moved to approve Policy 5010 as presented. Clemens seconded the motion which was passed unanimously.

### ***B. FF/PM Eligibility List***

The list was formed following the second assessment in the last 2-3 months. We currently have no vacancies.

### ***C. Excused Absence for Commissioner Craig***

Seabrook stated Commissioner Craig is currently deployed and was unable to connect to the meeting. **MOTION:** Seabrook moved to excuse Commissioner Craig's absence. Masci seconded the motion which carried unanimously.

## **11. UPCOMING TOPICS/EVENTS –**

Notable items:

- All County Picnic this coming weekend.

## **GOOD OF THE ORDER –**

Stinson thanked everyone for their hard work at the County Fair.

Black reported the Terrestar ambulance is out of service and that former Medic 17 is in its place.

Clemens commended the CARES team for the great job they are doing.

## **ADJOURNMENT**

Seabrook adjourned the meeting 7:54 pm.

## **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

August 16, 2023

# 2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:43:14 Date: 09/08/2023

Page: 1

## 001 Fire Fund #656001010

Revenues	Amt Budgeted	August	YTD	Remaining	
300 Revenue	6,701,400.00	72,938.02	4,314,918.02	2,386,481.98	64.4%
330	0.00	15,450.04	69,117.52	(69,117.52)	0.0%
390	0.00	0.00	18,312.19	(18,312.19)	0.0%
Fund Revenues:	6,701,400.00	88,388.06	4,402,347.73	2,299,052.27	65.7%
Expenditures	Amt Budgeted	August	YTD	Remaining	
210 Administrative	1,623,450.31	91,420.91	976,307.11	647,143.20	60.1%
211 Legislative	228,712.52	12,502.52	219,762.75	8,949.77	96.1%
220 Suppression	4,087,604.92	360,774.83	2,889,797.15	1,197,807.77	70.7%
230 Prevention	40,850.00	126.53	5,429.81	35,420.19	13.3%
245 Training	165,270.00	38.91	21,899.73	143,370.27	13.3%
250 Facilities	363,172.00	13,650.74	166,413.49	196,758.51	45.8%
260 Vehicles & Equipment	248,295.00	42,336.92	176,066.71	72,228.29	70.9%
520 Fire Control	6,757,354.75	520,851.36	4,455,676.75	2,301,678.00	65.9%
590 Debt, Capital & Transfers	406,222.50	6,250.21	80,055.69	326,166.81	19.7%
Fund Expenditures:	7,163,577.25	527,101.57	4,535,732.44	2,627,844.81	63.3%
Fund Excess/(Deficit):	(462,177.25)	(438,713.51)	(133,384.71)		

## 2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 08

Time: 11:43:14 Date: 09/08/2023

Page: 2

Fund	Revenue	August	Received		Expenditures	August	Spent	
001 Fire Fund #656001010	6,701,400.00	88,388.06	4,402,347.73	65.7%	7,163,577.25	527,101.57	4,535,732.44	63.3%
	6,701,400.00	88,388.06	4,402,347.73	65.7%	7,163,577.25	527,101.57	4,535,732.44	63.3%



# 2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:47:51 Date: 09/08/2023

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,174,060.72	1,539,748.84	634,311.88	70.8%
522 20 10 019-0 Overtime (40%)	298,800.00	398,726.83	(99,926.83)	133.4%
220 Suppression	2,472,860.72	1,938,475.67	534,385.05	78.4%
520 Fire Control	2,472,860.72	1,938,475.67	534,385.05	78.4%
Fund Expenditures:	2,472,860.72	1,938,475.67	534,385.05	78.4%
Fund Excess/(Deficit):	(2,472,860.72)	(1,938,475.67)		

## 2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Time: 11:47:51 Date: 09/08/2023

Source Codes 000 To: 999

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Fire Fund #656001010	0.00	0.00	0.0%	2,472,860.72	1,938,475.67	78%
	0.00	0.00	0.0%	2,472,860.72	1,938,475.67	78.4%

# 2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:43:55 Date: 09/08/2023

Page: 1

## 101 EMS Fund #657001100

Revenues	Amt Budgeted	August	YTD	Remaining	
300 Revenue	4,906,125.00	183,097.78	3,653,172.14	1,252,952.86	74.5%
330	0.00	0.00	136,658.18	(136,658.18)	0.0%
390	0.00	0.00	1,356.34	(1,356.34)	0.0%
Fund Revenues:	4,906,125.00	183,097.78	3,791,186.66	1,114,938.34	77.3%
Expenditures	Amt Budgeted	August	YTD	Remaining	
272 EMS Operations	6,379,882.00	419,383.16	4,125,245.76	2,254,636.24	64.7%
274 EMS Training	47,760.00	544.00	18,525.94	29,234.06	38.8%
276 EMS Maintenance	145,800.00	26,708.14	77,034.96	68,765.04	52.8%
520 Fire Control	6,573,442.00	446,635.30	4,220,806.66	2,352,635.34	64.2%
590 Debt, Capital & Transfers	175,710.00	0.00	0.00	175,710.00	0.0%
Fund Expenditures:	6,749,152.00	446,635.30	4,220,806.66	2,528,345.34	62.5%
Fund Excess/(Deficit):	(1,843,027.00)	(263,537.52)	(429,620.00)		

## 2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 08

Time: 11:43:55 Date: 09/08/2023

Page: 2

Fund	Revenue	August	Received		Expenditures	August	Spent	
101 EMS Fund #657001100	4,906,125.00	183,097.78	3,791,186.66	77.3%	6,749,152.00	446,635.30	4,220,806.66	62.5%
	4,906,125.00	183,097.78	3,791,186.66	77.3%	6,749,152.00	446,635.30	4,220,806.66	62.5%

# 2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:48:21 Date: 09/08/2023

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	3,683,783.00	2,438,729.26	1,245,053.74	66.2%
522 72 10 019-1 Overtime (60%)	651,200.00	645,978.34	5,221.66	99.2%
272 EMS Operations	4,334,983.00	3,084,707.60	1,250,275.40	71.2%
520 Fire Control	4,334,983.00	3,084,707.60	1,250,275.40	71.2%
Fund Expenditures:	4,334,983.00	3,084,707.60	1,250,275.40	71.2%
Fund Excess/(Deficit):	(4,334,983.00)	(3,084,707.60)		

# 2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Time: 11:48:21 Date: 09/08/2023

Source Codes 000 To: 999

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
101 EMS Fund #657001100	0.00	0.00	0.0%	4,334,983.00	3,084,707.60	71%
	0.00	0.00	0.0%	4,334,983.00	3,084,707.60	71.2%

# TREASURER'S REPORT

## Fund Totals

Jefferson Co FPD No. 1

Time: 10:45:29 Date: 09/08/2023

08/01/2023 To: 08/31/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	3,446,635.71	88,388.06	527,101.57	3,007,922.20	47,249.54	2,548.43	177.36	3,057,897.53*
003 FIRE BLDG & APPARAT FUND 656001042	327,052.24	1,431.85		328,484.09	0.00	0.00	0.00	328,484.09
004 EMS APPARATUS FUND 657001110	501,813.23	2,224.23		504,037.46	0.00	0.00	0.00	504,037.46
101 EMS Fund #657001100	2,985,749.98	183,097.78	446,635.30	2,722,212.46	7,267.80	432.93	-1,064.48	2,728,848.71
	<u>7,261,251.16</u>	<u>275,141.92</u>	<u>973,736.87</u>	<b><u>6,562,656.21</u></b>	<u>54,517.34</u>	<u>2,981.36</u>	<u>-887.12</u>	<b><u>6,619,267.79</u></b>

# TREASURER'S REPORT

## Account Totals

Jefferson Co FPD No. 1

Time: 10:45:29 Date: 09/08/2023

08/01/2023 To: 08/31/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	County Checking	7,220,985.18	275,141.92	973,736.87	6,522,390.23	-1,064.48	57,676.06	6,579,001.81
10	1st Security Payroll	40,265.98	719,755.54	719,755.54	40,265.98	0.00	0.00	40,265.98
Total Cash:		7,261,251.16	994,897.46	1,693,492.41	6,562,656.21	-1,064.48	57,676.06	<b>6,619,267.79</b>
		7,261,251.16	994,897.46	1,693,492.41	6,562,656.21	-1,064.48	57,676.06	<b>6,619,267.79</b>



To the Para medics..  
August 29th

Rec  
9/7/23

Holbrook  
Johnson  
Wright

Thank  
You...  
for all your  
Kindness  
and  
Compassion,  
during a challenging  
morning!

M. P. P.



## Re: District 2 & 1

Chief <chief@qfr2.org>

Tue 9/5/2023 1:16 PM

To: mkelbon <mkelbon@qfr2.org>

Cc: Bret Black <bblack@ejfr.org>; Tanya Cray <tcray@ejfr.org>; David Seabrook <dseabrook@ejfr.org>; Deborah Stinson <dstinson@ejfr.org>; Bob Rewitzer <districtsecretary@qfr2.org>

That is a great idea yes please count us in

Tim McKern  
Fire Chief QFR  
Chief@QFR2.org  
(360) 463-2767

On Sep 5, 2023 at 1:14 PM, <[mkelbon](#)> wrote:

Thanks Chief, and I completely agree on the sentiments.

Thank you also for the October 14th invite. Regretfully I will be in Tennessee then, but would otherwise attend. We will pass the invite on to the rest of the team.

Have a great week.

Marcia

Sent via the Samsung Galaxy S23+ 5G, an AT&T 5G smartphone

----- Original message -----

From: Bret Black <bblack@ejfr.org>

Date: 9/5/23 11:30 AM (GMT-08:00)

To: Marcia Kelbon <mkelbon@qfr2.org>, Tanya Cray <tcray@ejfr.org>, David Seabrook <dseabrook@ejfr.org>, Deborah Stinson <dstinson@ejfr.org>

Cc: Bob Rewitzer <districtsecretary@qfr2.org>, Tim McKern <chief@qfr2.org>  
Subject: District 2 & 1

Commissioner Kelbon,

Below, I am forwarding your comments regarding the Penny Creek Fire to our Chair and Vice Chair.

The Fire Districts of Jefferson County need each other ....now more than ever. We support each other on a regular basis, where the community does not really know the difference between us. I think the Beaver Valley Fire and Penny Creek Fire serve as great examples where together the four fire districts came together in an hour of need... then we truly became more than the sum of our parts.

I hope District 2 Fire Commissioners and Firefighters feel welcome to join us on October 14, as we celebrate National Fire Prevention Week and the history of the Jefferson County Fire Service. If District 2 would like to attend or have a booth, please let us know.

Thank you

**Bret Black - Fire Chief**

Cell 360-381-0292

[bblack@ejfr.org](mailto:bblack@ejfr.org)



On an unrelated note, I see Chief Black is cc'd on this string. I know Chief McKern already expressed our appreciation for EJFR's mutual aid response on the Penny Creek brush fire two weeks ago. That fire was exceedingly close to my home and those of several neighbors; with only about one mile of dry timber and brush separating the fire from us. It added a personal perspective to the appreciation for what our responders do that I have always felt. I really appreciate EJFR's help in dealing with that fire.

Best,

Marcia

Chief Tracer,

On 09-05-23 LE and EJFR personnel were dispatched to a call in the [REDACTED] for a person in crisis. After making contact with the patient it was advised that he should seek further medical assistance but the patient was reluctant. I observed the personnel from EJFR talking with the patient in attempt to get them further help. I wanted to recognize Charlie Johnson for his outstanding work on this call. He was kind and compassionate while speaking with the patient and I believe that due to his great work the patient was willing to be transported for further care. Please let him know that he is a great asset to your agency.

Sincerely,  
Deputy Peterson



**Deputy Brian Peterson**  
**Jefferson County Sheriff's Office**  
**79 Elkins Road**  
**Port Hadlock, WA. 98339**

## FW: Many thanks

Emily Stewart <estewart@ejfr.org>

Mon 8/28/2023 5:38 PM

To: Daniel Severin <dseverin@ejfr.org>; Mike Kithcart <mkithcart@ejfr.org>

Cc: Bret Black <bblack@ejfr.org>; Tanya Cray <tcray@ejfr.org>

Thanks Mike and Dan!

---

**From:** [REDACTED]

**Sent:** Monday, August 28, 2023 12 41 PM

**To:** info <info@ejfr.org>

**Subject:** Many thanks

Yesterday two emts, Dan and Mike responded to [REDACTED] to assist me with a fall due to low blood pressure. Throughout my time with them, they were both professional, kind and caring. Please pass along my thanks.

[REDACTED]

[Sent from Yahoo Mail for iPhone](#)

Rec 9/15/23

To Whom it May Concern:

I am writing to you today to express my admiration and commemoration of your firefighter, Allan Marriott on the anniversary of his death in 2001. I'm terribly sorry for your agency's loss, as well as his family losing him much too soon. Though time has passed, he and his sacrifice are not forgotten.

As a concerned citizen, I am very grateful for all that Fire/EMS/Rescue personnel do to keep our country safe. My thoughts and prayers are with the men and women of your department and all Fire/Rescue/EMS agencies and personnel every day as you perform your dangerous work on behalf of the public.

Very Respectfully,

ZT Scherer

## FW: Thank you for Monday

Emily Stewart <estewart@ejfr.org>

Wed 9/20/2023 12:31 PM

To: Bret Black <bblack@ejfr.org>; Tanya Cray <tcray@ejfr.org>

Happy correspondence.

---

**From:** Picus, Jake <jpicus@jeffersonhealthcare.org>

**Sent:** Wednesday, September 20, 2023 12:18 PM

**To:** Emily Stewart <estewart@ejfr.org>

**Subject:** Thank you for Monday

Afternoon Emily,

Thank you for an outstanding booth at Monday's Skills Fair. I hope you had as much fun as our teams did. I've heard nothing but positive feedback about the event and everyone really liked the Fire Extinguisher training that you offered. I hope you all had a fun time too. I really appreciate you coming out.

If you have any questions or there's anything I can help you with, please don't hesitate to reach out.

Have a wonderful week,

Jake

**Jake Picus**

Education Program Manager

*Jefferson Healthcare*

*x2009*

*He/Him/His*





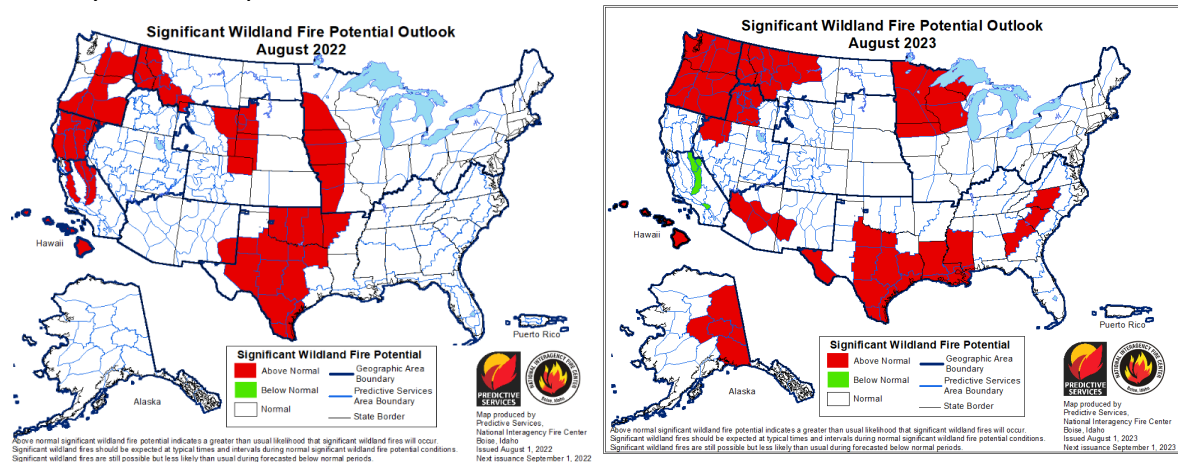


# EAST JEFFERSON FIRE RESCUE

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

## August 2023 Monthly Report

Threshold wildland events and public safety messaging were notable in August as Jefferson County entered a period of increased wildfire threat.



There were approximately 6-wildfire events during August, but the Beaver Valley Fire was the most significant with air support, strike team and evacuations issued in the efforts to contain the fire. EJFR also supported wild firefighting efforts in neighboring jurisdictions, protecting critical infrastructure around Lordes Lake. EJFR career and volunteer personnel worked tirelessly and were pivotal in our wild firefighting efforts. Burn restrictions remain HIGH with a ban on all outside burning and fireworks.



The Fire Chief delivered numerous presentations and interviews summarizing the recent wildfire events and best safety practices.

*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

Budget preparation efforts were finalized and the budget committee had their first meeting, (summary attached). The Fire Chief and Deputy Fire Chief attended a debrief from WSRB as EJFR attempts to reconcile some inaccurate data and grading criteria. Amendments are being developed. Staff is preparing for the sale of the Harrison property as directed by the BOC.

Staff prepared for several major events such as the Fair, All County Picnic and THING. These events were impacted by high heat and smoke prevalent throughout the region. Collaboration with County and City officials continues as EJFR attends CWPP, BOCC, R.E.A.L. Team, BHC and BHAC meetings. Regular meetings with the County Department of Emergency Management and Jeffcom were also attended. Staff attended a planning meeting for the round-about construction for Highway 19 and Kearney in Port Townsend.

The Community Risk Reduction Committee (CRR) met to plan several upcoming events such as the All County Picnic, Fire/Rescue Fest, County Fair, etc.

Staff has developed a final draft agreement District 2 regarding the ALS contract.

ALARMS	
Fires	15
Rescue/EMS	524
Service Call	96
Good Intent	59
False Alarm	32
Hazardous Conditions	5
Total	<b>731</b>
Transports	
911	269
Hospital Requested	3
Total	<b>271</b>
CARES Contacts	
August	161

Station Statistics	Avg. Response Time by Station	% of Call Volume
St 1 (1-6)	8:39	28%
St 2 (1-5)	10:17	18%
St 3 (1-4)	10:24	0%
St 4 (1-3)	*	0%
St 5 (1-2)	*	0%
St 6 (1-1)	10:07	19%
St 7 (3-1)	18:47	12%
St 8 (3-3)	11:18	6%
St 9 (3-2)	6:56	0%
*UnStaffed Stations		
YTD Calls	3937	-6.2%

## August 2023 EJFR CARES Data

### Contact Type

- 22-new referral contact
- 139-follow up contact
- 17-referrals that were unable to contact

### Services Provided

- 75-home visits
- 53-phone contacts
- 2-transportation arrangements
- 47-worked with family or caregivers
- 32-collateral contacts
- 0-health insurance sign up
- 27-case management
- 0- hospital diversion

### Primary reason for referral

- 39- General assistance
- 22-Failure to thrive
- 43-unmet medical needs
- 16-Behavioral Health
- 16- substance use
- 29-falls
- 13-frequent 911 utilization
- 0-homeless

### Jurisdiction of residence

- 96-Port Townsend
- 41-Port Hadlock
- 21-Port Ludlow
- 6-Chimacum
- 6-Quilcene
- 4-Brinnon
- 4-Nordland

### Demographics

- 162- over the age of 65
- 27- Veteran
- 1-homeless and sheltered

### Risk Factors

- 1- Homeless
- 3- Overdose in the last 30 days

---

*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*

- 51- reported behavioral health issues
- 22- reported substance use disorders
- 52- reported being hospitalized in the last 12 months
- 64- reported falling
- 27- unsafe living conditions
- 72-home health needs
- 4-Suicide ideation or attempt last 30 days
- 6-Risk of DV
- 55-cognitive decline

#### Referrals Made

- 12- mental health services
- 9-SUD services
- 12-medical equipment/mobility devices
- 20-medical office visit
- 1-detox
- 4-food bank
- 10-housing services
- 2-victim services
- 135-senior support
- 14-veteran or military assistance
- 1-insurance services
- 7-transportation
- 18-home health

#### Connection made from referrals

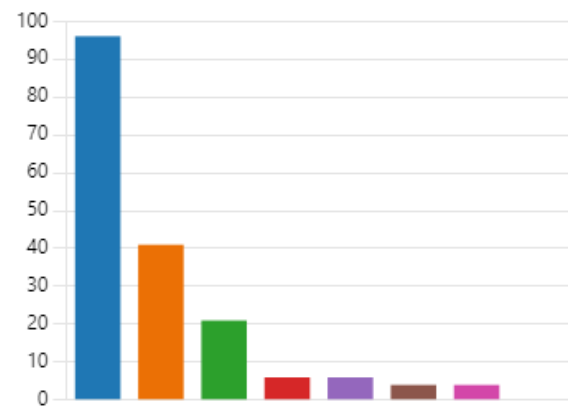
- 11- mental health services
- 8-SUD services
- 10-medical equipment/mobility devices
- 19-medical office visit
- 0-detox
- 3-food bank
- 11-housing services
- 2-victim services
- 134-senior support
- 14-veteran or military assistance
- 1-insurance services
- 7-transportation
- 20-home health

## Jurisdiction of residence

### 2. JURISDICTION OF RESIDENCE

[More Details](#)

PORT TOWNSEND	96
PORT HADLOCK	41
PORT LUDLOW	21
CHIMACUM	6
QUILCENE	6
BRINNON	4
NORDLAND	4
Other	0



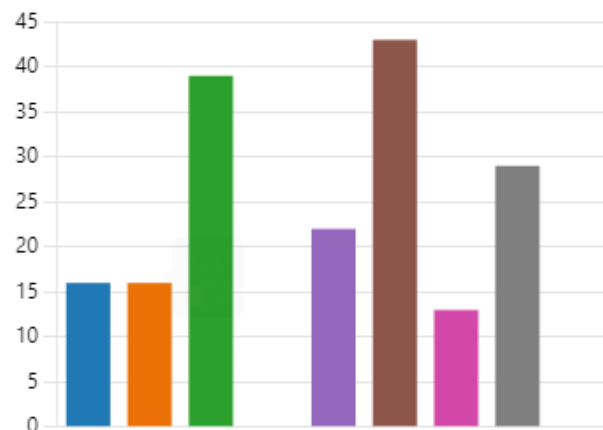
### Contact Type

INITIAL CONTACT	22
FOLLOW UP CONTACT	139
UNABLE TO CONTACT	17



### Primary reason for referral

MH	16
SUD	16
GENERAL ASSISTANCE	39
HOMELESS	0
FAILURE TO THRIVE	22
MEDICAL	43
FREQUENT FIRE CONTACT	13
FALLS	29
Other	0

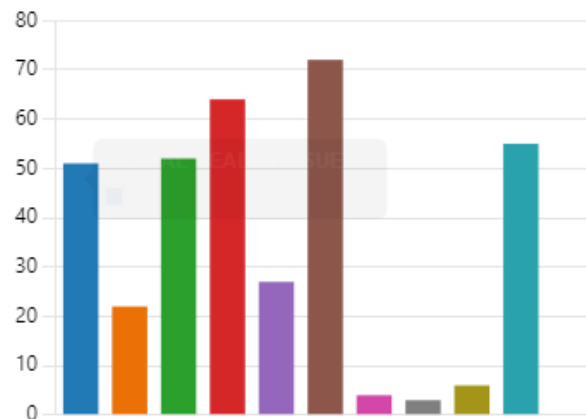
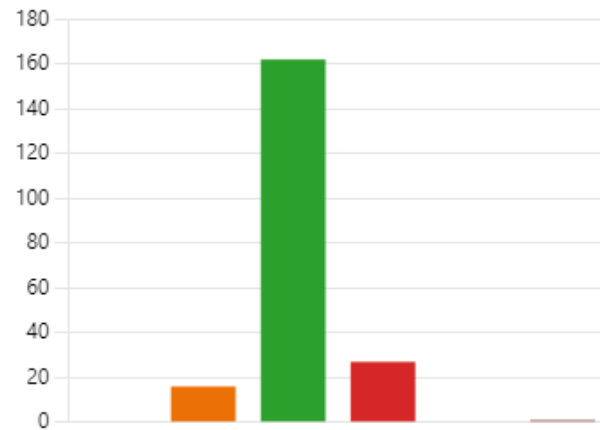


*Serving the Communities of*

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

## Demographics and Risk Factors

● YOUTH (UNDER 18)	0
● ADULT (18-64)	16
● SENIOR (OVER 65)	162
● VETERAN	27
● HOMELESS AND UNSHELTERED	0
● HOMELESS AND SHELTERED	1
● MENTAL HEALTH ISSUES	51
● SUD ISSUES	22
● HOSPITALIZATION IN LAST 12 ...	52
● FALLS	64
● UNSAFE LIVING CONDITIONS	27
● HOME HEALTH NEEDS	72
● SUICIDE IDEATION OR ATTEMPT...	4
● OD LAST 30 DAYS	3
● RISK OF DV	6
● COGNITIVE DECLINE	55
● Other	0

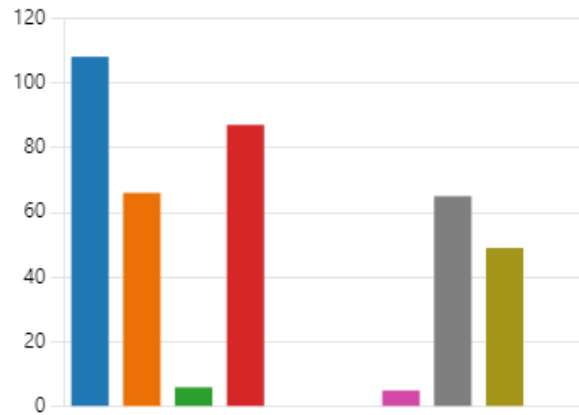


*Serving the Communities of*

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

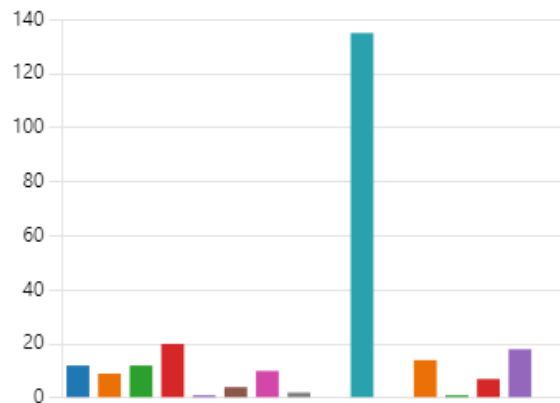
## Services provided

HOME VISIT	108
PHONE CONTACT	66
PROVIDED TRANSPORTATION	6
WORKED WITH FAMILY OR CAR...	87
INSURANCE SIGN UP	0
RELIEVED CREW	0
HOSPITAL DIVERSION	5
CASE MANAGEMENT	65
COLLATERAL INFORMATION	49
Other	0



## Referrals Made

MH SERVICES	12
SUD SERVICES	9
MEDICAL EQUIPMENT/MOBILIT...	12
MEDICAL OFFICE VISIT	20
DETOX	1
FOOD BANKS	4
HOUSING SERVICES	10
VICTIM SERVICES	2
YOUTH SUPPORT	0
SENIOR SUPPORT	135
EMPLOYMENT SUPPORT	0
VETERAN OR MILITARY ASSISTA...	14
INSURANCE SERVICES	1
TRANSPORTATION	7
HOME HEALTH	18
Other	0

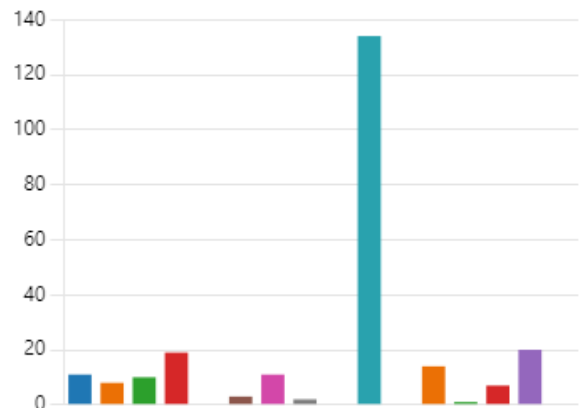


*Serving the Communities of*

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

Connections made from referrals

MH SERVICES	11
SUD SERVICES	8
MEDICAL EQUIPMENT/MOBILIT...	10
MEDICAL OFFICE VISIT	19
DETOX	0
FOOD BANKS	3
HOUSING SERVICES	11
VICTIM SERVICES	2
YOUTH SUPPORT	0
SENIOR SUPPORT	134
EMPLOYMENT SUPPORT	0
VETERAN OR MILITARY ASSISTA...	14
INSURANCE SERVICES	1
TRANSPORTATION	7
HOME HEALTH	20
Other	0





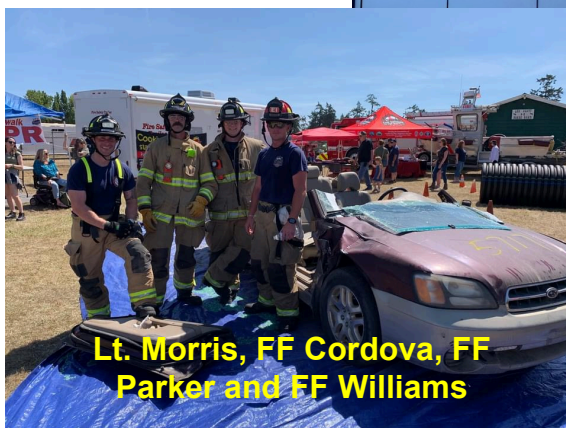
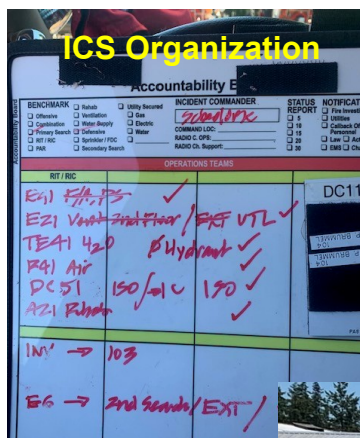
## September 2023 Operations and Training Report

Submitted by: DC Pete Brummel

<b>Overview</b>	<ul style="list-style-type: none"><li>• Budget Proposals for Training Division: Ongoing</li><li>• LNI FIIRE Grant 90-day Procurement Window</li><li>• Small Tools Surplus to Kitsap Fire Consortium</li><li>• Marine Operations Program "Coxwain Training"</li><li>• WA Fusion Center Intelligence Briefing Visit</li><li>• Vector Solutions "Check-It" Electronic Inventory 8/15</li><li>• Administrative Meetings</li><li>• JeffCo Fair &amp; THING Festival</li></ul>
<b>Operations &amp; Training</b>	<ul style="list-style-type: none"><li>• <b>Training Division Budget Proposals:</b> The 2024 Training Division budget proposals have been vetted in the first round of the Budget Committee. Ongoing through budget approval process in November.</li><li>• <b>LNI FIIRE Program Grant Award:</b> EJFR was noticed that we have 90 days to complete purchasing for our grant-funded decontamination equipment. ONGOING</li><li>• <b>Equipment Surplus to Kitsap Fire Training Consortium:</b> Board action required. Chain saws and old rescue tool. Items will assist with IFSAC FFII testing in the near future.</li><li>• <b>Marine Operations Coxwain Training</b> in progress. Personnel are working on refresher training to maintain proficiencies with our marine vessel operations.</li><li>• <b>WA State Fusion Liaison Center Visit:</b> I was invited to participate in an in-person statewide intelligence briefing with FBI, DEA and other Federal and State agencies in Seattle. Great networking opportunity.</li><li>• <b>Vector Solutions "Check-It" Inventory Program:</b> We met with the vendor and reviewed a webinar of the benefits of an cloud-based platform that is an add-on to our current contract. The group will collaborate with refining our excel inventories in preparation for a transfer to iPads and iPhone for apparatus and asset inventories in 2024.</li><li>• <b>Administrative Meetings:</b> Much of August was focused on administrative meetings with personnel development. An opportunity to vet labor/management processes as part of Agency growth and leadership development.</li><li>• <b>JeffCo Fair &amp; THING Events:</b> <u>BIG thanks to Lt. Morris and crews</u> that assisted with the vehicle exctrication demonstration. A huge hit! THING Festival was busy on Friday and tapered of by the end of the festival weekend.</li></ul>

## Meetings & Commitments:

- 8/1 & 8/2: Apparatus Placard Installation (16hrs)
- 8/8: Monthly LNI FIIRE Meeting/ WSRB Review Meeting (6hrs)
- 8/9: THING Planning Meeting/Grad School Online Lecture (8hrs)
- 8/10: Meet with KC Training Consortium Chief (2hrs)
- 8/10: Pick Up Safety Trailer in Brinnon deliver to Fair (2hrs)
- 8/12: JeffCo Fair Extrication Demonstration (8hrs)
- 8/13: Build Section 2 Probationary Tests/Return Safety Trailer to Brinnon (4hrs)
- 8/14: 494 Service at NKFR Shop/Boe Section 2 Test (2hr)
- 8/15: Wells Section 2 Test(2hr)
- 8/16: Boston FBI Webinar "Responding to Swatting and Bomb Threats" Webinar (2hrs)
- 8/17: Jeske Section 2 Test (2hr)
- 8/23: CCFD #3 at EJFR Drill Tower for FF Skills Training (3hr)
- 8/27: THING ICP (12 hrs)
- 8/29: Budget Committee Meeting (3hrs)
- 8/30: JeffCom User Group Meeting (2hrs) Vector Solutions Webinar (1 hr)



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

Reporting Period: **September 2023**

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

<b>Facility &amp; Apparatus Overview</b>	<p style="text-align: center;"><b><i>STATIONS</i></b></p> <p><b>Station 1 (16)Port Townsend</b> I met with Airflow heating to confirm the specifics related to the quoted proposal for a new mini split HVAC system for the MSO office. A new quote was provided. The installation of the new unit will begin the week of 09.11.2023. This purchase is within the approved 2023 budget.</p> <p>A digital thermometer has been added to the IT room known as the “Jail” in an effort to monitor the temperature within this space. The wifi access to the thermometer data has been provided to the City’s IT who expressed the concern of the room being too hot and potentially damaging the IT equipment.</p> <p><b>Station 2 (15) Jacob Miller Rd.</b> I met with Air Flow Heating regarding the quoted and proposed work to install two heat / cooling units. A new plan to cool the facility has been developed. New quotes for the needed parts and work have been provided. These quotes have been added to the 2024 budget request.</p> <p>A thermostat issue caused the radiant floor heating within the crew space to remain at or above 75 degrees. Ben’s Heating was called to fix the issue.</p> <p>A garage door operator found not to have worked. Advantage Garage Door was called and came to the station. It is believed the circuit the operator is plugged into was over loaded not allowing enough electricity to operate the door when requested. Pete’s Electric will be removing a drop cord from the circuit in question in an effort to limit the amount of electricity being drawn from the circuit.</p> <p><b>Station 5 (12) Marrowstone Island:</b> Larry Richard advised the handrails have been installed! Larry will be adding gravel around the base of the front ramp and finishing any loose ends within the interior of the crew quarters.</p> <p>New crew beds have been delivered!</p> <p>West Hill Electronics and Pete’s Electric Finished installing the radio paging system, lights and speakers. Pete’s Electric is waiting on parts to finish installation of the emergency stove shut off.</p> <p>IT is waiting on the PUD for installation of the fiber line to finish installing routers, WiFi and Phone.</p>
--	--

## Assistant Chief's - Monthly Board Report

	<p><b>Station 6 (11) Chimacum</b> Thermostats within the west wing (bedrooms and weight room) were not working. Air Flow Heating was called to resolve the issue.</p> <p>The Plymovent exhaust removal hose and boot for Engine 11 was found not to be operational. Plymovent was contacted to fix the issue.</p> <p><b>Station 7 (31) Oak Bay</b> Crews reported the septic alarm continuing to go off. Station 7 has a special septic utilizing a grinder pump system. Correct Equipment has been contacted to come trouble shoot the alarm.</p> <p><b>Station 8 (33) South Point</b> At the time of construction Plymovent was installed to remove exhaust gases from the apparatus bay. Port Ludlow utilizing an International chassis is the only ambulance within the fleet with an exhaust discharge on the left side. Moving the old M17 ambulance now Aid 8 to Station 33 the Plymovent system is being moved from the left side of the apparatus bay to the right side, to accommodate the Ford Braun ambulances.</p> <p><b>General:</b> I performed a site visit of all staffed stations with Jeff Donaldson from Energy Systems regarding all generators. Jeff is a certified Generac service tech. Jeff provided a quote for service of all generators, which has been added to the 2024 budget request.</p> <p style="text-align: center;"><b><i>APPARATUS</i></b></p> <p>-EJ371 the M17 Ambulance has been up fitted allowing for 911 response. EJ371 has been placed into service at Sta. 8 as Medic / Aid 8.</p> <p>-Working with Braun Ambulance to locate power seats for our two older 4x4 ambulances.</p> <p>-Working with North Kitsap and the Fire Districts insurance for needed repairs of a BC truck.</p>
	<p style="text-align: center;"><b><i>INSPECTIONS</i></b></p> <p>-Completed Inspections: 08.01.23 – 09.01.23 911 Crews – 7 Prevention Division – 6 Total – 13 Re-Inspections - 3 Follow-up Inspections – 16 Inspections completed year to date total: 184</p>

## Assistant Chief's - Monthly Board Report

	<p style="text-align: center;"><b><i>PLAN REVIEW AND OTHER RELATED MEETINGS</i></b></p> <p>City – 7<sup>th</sup> Haven Fire alarm Test Final. 7<sup>th</sup> Haven Emergency Radio Coverage Testing. -PRE23-006 Bay Side Housing Plan Review. -PRE23-004 Olympic Housing Trust Plan Review. -0FPP23-003 Belmont Hotel Hood &amp; Duct Final with the Building Official. -LUP22-49 Mediation Center Plan Review. -BLD23-209 Middle School addition of Solar Panels. - On going conversations with City planning related to roadway widths, and turn around access for fire apparatus.</p> <p>County – Caswell Brown conditional use permit hearing. Caswell Brown meeting with the Building official to discuss proposed building plans.</p> <p style="text-align: center;"><b><i>SPECIAL EVENT – REVIEW</i></b></p> <p>THING – Pre Event Planning Meeting. Pre Event Inspections. Event Duty Chief Coverage – Friday. Wooden Boat – Review BLD23-226. Pre Event Walk Through and Inspection with City Building Official. Film Fest – Plan Review BLD23-218. Down Town Trick or Treat &amp; Parade – Planning.</p> <p style="text-align: center;"><b><i>BURN LEVEL &amp; RESTRICTIONS</i></b></p> <p>Current Fire Risk: <b>High (Yellow) Level 3</b> <b>FIRE RESTICTIONS TO INCLUDE:</b></p> <ul style="list-style-type: none"><li>• Land Clearing / Yard Debris Fires – CLOSED - Unincorporated areas of Jefferson County.</li><li>• Wood Fires – Recreational.</li><li>• Wood, Charcoal Cooking Fires (BBQ).</li><li>• Tiki Torches.</li><li>• Liquid Fuel Candles or Lanterns.</li><li>• Gas or Propane fired Weed Burners.</li><li>• Discharge of Fireworks of Any Type.</li><li>• Discharge of Fire Arms (Open Lands) - Undeveloped Lands of Jefferson County.</li></ul> <p style="text-align: center;"><b><i>FIRE INVESTIGATION</i></b></p> <p>-Brush Fire – 50 Mockingbird Ln. 2023-3654 on 08.17.23 -House Fire 315 School House Rd – 02023-4395 on 8.16.23 -PRR – Residential House Fire - 2023-3386 on 08.07.23</p>
<b>Training</b>	<p>-Washington State Fire Marshal's Association – 15 hours -Base Station monthly.</p>

## Assistant Chief's - Monthly Board Report

<b>Public Relations, Marketing Meetings &amp; Other Events</b>	<ul style="list-style-type: none"><li>-Fire Extinguisher training Port of Port Townsend.</li><li>-PDA fire panel and fire alarms meeting with the PDA.</li><li>-Fire Hydrant ingress egress issues Point Hudson, Port of Port Townsend.</li><li>-Beaver Valley Road Wildfire PIA.</li><li>-Property Evaluation Fire Wise 53 Park Place Kala Point.</li><li>-Flow MSP Planning and Pre Fire plan Demo.</li><li>-CWP Materials Review &amp; Comments.</li><li>-Continued Atmospheric and field condition, weather observations and conversations.</li><li>-2024 Pre budget submittals to Chief Black.</li><li>-2024 Budget review meetings.</li><li>-Burn Restrictions &amp; Public comment and response related to the gun range and shooting within the fire district during high fire restrictions and county burn ban.</li><li>-Conversations with MSO related to obtaining data and preparing reports within ESO for completed inspections with addresses.</li><li>-Spoke with Pharma Link and Medic Dan Wagner related to expired PLFR narc accounting return process.</li><li>-Working with City Code Enforcement and Chief Black on tall grass complaints and fire reduction efforts within the City.</li><li>-Citizen complaints related to power lines in trees.</li></ul>
<b>Other</b>	1 Holiday 5 Vacation days

Date Prepared: 9/8/23

Subject: PIO/PES/Human Resource Report

Prepared By: Emily Stewart

<b>Meetings &amp; Training:</b>	<ul style="list-style-type: none"> <li>• 8/1 HR Mtg</li> <li>• 8/3 CRR Mtg</li> <li>• 8/8 CRR Mtg</li> <li>• 8/9 Volunteer Planning Mtg</li> <li>• 8/15 HR Interviews</li> <li>• 8/16 Board Mtg</li> <li>• 8/17 Commissioners &amp; Secretaries Mtg</li> <li>• 8/18 HR Mtg</li> </ul>
<b>Presentations / Tours/Other</b>	<ul style="list-style-type: none"> <li>• 8/1 Ride Along</li> <li>• 8/3 Fire Extinguisher Training (Port of PT)</li> <li>• 8/7 Ride Along</li> <li>• 8/11 – 8/13 JC Fair</li> <li>• 8/15 Ride Along</li> <li>• 8/16 Ride Along</li> <li>• 8/19 Uptown Parade (Anderson)</li> <li>• Deployment to Oregon Fire Finance Section 8/19 – 8-30 &amp; 9/2 – 9/7 virtual support 9/7 - ?</li> <li>• 8/20 All County Picnic (M. Stewart, Chief)</li> <li>• 8/21 Ride Along</li> <li>• 8/28 Ride Along</li> </ul>
<b>Media Engagement:</b>	<ul style="list-style-type: none"> <li>• Facebook – <b>Post Reach: 3,975 – 3,025 Followers</b></li> <li>• Twitter – <b>846 Followers</b></li> <li>• Instagram – <b>Post Reach: 73 Followers 574</b></li> <li>• 8/1 Beaver Valley Fire PR</li> </ul>
<b>Human Resources:</b>	<ul style="list-style-type: none"> <li>• Deputy Chief Contract Revisions</li> </ul> <p>Upcoming:</p> <ul style="list-style-type: none"> <li>• SOG Updates: Drug-free workplace, Data/stats definitions and guideline</li> <li>• Annual Report</li> <li>• 2023 Mega Badge pinning</li> <li>• 2023 Fire Prevention Week Festivities</li> </ul>

**Date:** 8/1/23-8/31/23

**Subject:** Finance Report

**Prepared By:** Terri Ysseldyke-All

<b>Overview</b>	<ul style="list-style-type: none"> <li>• Treasurer's Report reconciled</li> <li>• 5 record requests</li> <li>• Ambulance Transport audit</li> <li>• Payroll audit</li> <li>• Billing</li> <li>• Budget</li> <li>• GEMT Audit</li> <li>• Fair</li> </ul>
<b>Meetings and Other Events</b>	<ul style="list-style-type: none"> <li>• 8/3/2023 District 2 ILA Meeting</li> <li>• 8/9/2023 CARES Ride-along</li> <li>• 8/16/2023 Board of Commissioners Meeting</li> <li>• 8/23/2023 Budget Meeting</li> <li>• 8/24/2023 Met with Real Estate Agent</li> <li>• 8/25/2023 Budget Meeting</li> <li>• 8/29/2023 Budget Committee Meeting</li> <li>• 8/31/2023 Vector Solutions Meeting</li> <li>• <b>Budget Meeting Highlights:</b> The Budget Committee met for the first time on August 29 for a first look at the 2024 Budget. <ul style="list-style-type: none"> <li>- The committee agreed that a pump class should be held this year.</li> <li>- Personnel – It was agreed to recommend and include a Captain position and a facility maintenance person position for 2024.</li> <li>- The Local Program (vehicle financing) was considered with three scenarios. Scenario “3” that included the purchase of 1 ambulance, 2 engines and 2 brush trucks for approximately \$309,750 for 10 years was considered the best option and would allow us to catch up to a reasonable vehicle replacement schedule.</li> <li>- Training classes were reviewed and approved to include in the budget.</li> <li>- The next budget committee meeting will be September 6 at station 6 at 13:00.</li> </ul> </li> </ul>



Other

Fire Cares Funding							
Grant	BHAC 1/10 of 1%	BHC	OCH	AWC	Total	Received	Notes
Jan 1- June 30 2023	0	0	0	\$200,200.00	\$200,200.00	\$144,639.17	Outstanding : June Payment and 10% withheld for 6 months
July 1 - Dec 31 2023	\$50,000.00	\$46,000.00	\$43,333.33	\$130,000.00	\$269,333.33	\$43,333.33	Billed BHC for July
Jan 1 - June 30 2024	\$50,000.00		\$86,666.66	\$130,000.00	\$266,666.66		

- Fire Revenue Received 64.6% - Expenses Expended 63% as of 8/21/2023
- EMS Revenue Received 75% - Expenses Expended 63% as of 8/21/2023

## **August 2023 Board Report**

**Date:** August 31, 2023

**Subject:** *MSO Report*

**Prepared By:** *Tammy Ridgway*

<b>MSO Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Monthly meeting with JGH for quality control</li><li>• Weekly meetings with Dr. Carlbom</li><li>• Met with McKesson rep regarding medical supply savings</li><li>• Future of paramedic training meeting</li><li>• Meeting with recent graduate looking into becoming a paramedic</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• EMS connect and other required trainings</li><li>• Volunteer EMS drill covering documentation/report writing</li><li>• EMS Drill with A shift and Dr. Carlbom</li></ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"><li>• Supplies/Medications/Controlled substance audits</li><li>• QA/QI</li><li>• Budget</li><li>• Lifenet updates with recent apparatus number changes</li></ul>
<b>Planning, ongoing projects and correspondence</b>	<ul style="list-style-type: none"><li>• Leave at home Narcan program</li><li>• Code stat reports</li><li>• CPR Port Ludlow Community Church</li><li>• Citizen CPR at Station 6</li><li>• Sidewalk CPR at the fair both Friday and Saturday with the help of Lt Bergen, Sarah Chapman, Dahti Blanchard and Robert Wittenberg</li><li>• PM Welander completed his task book and precepting time. He has been assigned to B shift and is doing well.</li></ul>

**Date:** 9/6/2023

**Subject:** *Battalion Chief 11 Report*

**Prepared By:** *Jason MacDonald*

<b>BC 11 Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift meetings</li><li>• Once per tour visit to all stations for crew contact and assistance</li><li>• Kauzlarich Acting Battalion Chief 7 shifts</li></ul>
<b>BC 11 911 Responses</b>	<ul style="list-style-type: none"><li>• "A" Shift responses 191</li><li>• BC11 responded to 21 incidents in the last month</li><li>• 3 MVC's</li><li>• 4 Structure Fires</li><li>• 1 CPR response</li><li>• 3 Brush/Grass fires</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• Shift level training 248.5 hours completed by the Shift</li><li>• EMS connect</li><li>• Delivery of section 3 tests with both PFF successful completion</li></ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"><li>• Shift based training oversight and compliance</li><li>• Staffing and Callbacks</li><li>• Assist with LT Kauz Re-numbering, badging, and accountability for unit # change</li><li>• Wildland hose and appliances damaged on the Beaver Valley fire, was order, received, inventoried and placed into service (Lt Sanders)</li></ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"><li>• Cross staffing and crewforce (Lt. Kauzlarich)</li><li>• Updates to SOGS 4000A, 4000C, 4000D, 4001K and 4005A</li><li>• Started to purchase equipment to upgrade house alarm systems at Sta. 7 and 8 to be the same as the rest of the stations. Vendor finish house tone install for Station 5 still waiting for the electrician to install the oven cutout switch. (Kauz)</li><li>• Response Plans and Station Assignments (Kauz)</li><li>• Build response stats for publication in ESO</li></ul>

Program Budgets Update	Program Budget	BARS	Amount	Spent	Remaining
	CrewForce (Kauz)	522 20 41 0200	\$26,000.00	\$0.00	<b>\$26,000.00</b>
	Radios (Kauz)	522 20 42 0102	\$24,000.00	\$23,588.89	<b>\$411.11</b>
	SCBA (B. Grimm)	522 20 31 0300	\$52,953.55	\$2,891.14	<b>\$50,062.41</b>
	Wildland (Sanders)	522 20 35 0050	\$22,000.00	\$3,492.23	<b>\$18,507.77</b>
	Small Tools (Morris)	522 20 35 0100	\$4,000.00	\$3,957.06	<b>\$2.94</b>
	Wellness (Walker)	522 20 41 0600	\$4,500.00	\$365.49	<b>\$4,134.51</b>

**Date:** September 12th, 2023

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

**Prepared By:** *Justin Clouse*

<b>BC Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift Meetings</li><li>• At least once per tour visit to each station for crew contact and assistance</li><li>• Weekly administrative staff meetings</li><li>• Fire Rescue Fest Meetings</li><li>• HMA/HMO test preparation</li><li>• Facility committee meeting</li><li>• Training adversary committee meeting</li></ul>
<b>BC 911 Responses</b>	<ul style="list-style-type: none"><li>• Responded to 11 incidents in August (was on vacation 2 rotations).</li><li>• Established or assumed command of 6 of those incidents including 1 wildland fire</li><li>• Worked a Medic OT Shift.</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• Daily Shift level training</li><li>• EMS Connect</li><li>• Probationary Manual with 2 New Hire</li><li>• Acting Lieutenant Task Book with 2 Sr. FF's</li></ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"><li>• Shift based training oversight and compliance</li><li>• Staffing and callback</li><li>• Run Shift Training reports</li><li>• ESO report review</li><li>• Probationary Firefighter Task Book- revision and updating</li><li>• Annual Driver road tests</li><li>• Ladder truck training for probationary employees</li><li>• Multiple IFSAC tests between Kitsap and Clallam</li><li>• Review Budget requests</li></ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"><li>• Training Committee</li><li>• IFSAC Testing Technical Advisory Committee</li><li>• IFSAC testing- Multiple upcoming IFSAC tests</li><li>• Revising the probationary employee task book</li></ul>

<b>ESO</b>	<ul style="list-style-type: none"><li>• Nothing new to report.</li></ul>
<b>Marine Program</b>	<ul style="list-style-type: none"><li>• Nothing new to report</li></ul>
<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"><li>• Nothing new to report.</li></ul>
<b>Technical Rescue</b>	<ul style="list-style-type: none"><li>• Bi-annual technical rescue training has been scheduled for the second weekend in September.</li></ul>
<b>Wellness Program</b>	<ul style="list-style-type: none"><li>• Had repairs done to several pieces of exercise equipment, invoices have not been received yet.</li></ul>

**Date:** 9/10/2023

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

**Prepared By:** *Justin Fletcher*

<b>BC 13 Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift meetings</li><li>• Commissioners Meeting</li><li>• Budget Committee Meeting</li></ul>
<b>BC 13 911 Responses</b>	<ul style="list-style-type: none"><li>• Responded to 17 incidents in August<ul style="list-style-type: none"><li>○ 50'x50' wildland fire across from the Village Store (See attached picture)</li><li>○ Mutual aid to Brinnon for a house fire</li></ul></li><li>• "Thing" event support and standby</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• Shift level training (C Shift completed 289 hours of training)</li><li>• Probationary Training for both Le and Wells</li></ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"><li>• Staffing and Callback</li><li>• Guided/Reviewed all line personnel on budget requests</li><li>• Preparation for Jefferson County Fair</li><li>• Probationary Section 3 Exams for PFF Wells and PFF Le</li><li>• EMT class final performance evaluation for all six interns at Kitsap Training Academy</li></ul>
<b>Volunteer Program</b>	<ul style="list-style-type: none"><li>• All six Intern EMT's successfully passed EMT class and are scheduling their NREMT exam. A few have successfully completed the exam and are awaiting their state certification.</li></ul>





## **Budget/Finance Committee –8/29/23**

**Attending:** *Black, Tillman, Stinson, Ysseldyke-All, Fletcher, Apker, Cray, Anderson, Tracer, Brummel*

**Budget Overview:** Current Status – Fire: received 64.6% of our revenue and spent 63% of expenditures, EMS: received 75% of our revenue and spent 63% of expenditures. Currently we are on track to stay within the 2023 budget.

**Account Restructure:** A resolution will go before the Board to rename the building/apparatus funds to Fire Capital and EMS Capital. The resolution will also ask to create a new Reserve fund.

**2024 Roll-Over Budget:** At the start of the meeting after every known expense to date that translates from year to year was considered there was \$2,249,557 to allocate to budget requests/reserves.

**Vehicle Purchases (Local Program):** The Local Program (vehicle financing) was considered with three scenarios. The Committee will bring scenario “3” to the Board as their recommendation. Scenario “3” includes the purchase of 1 ambulance, 2 engines and 2 brush trucks for approximately \$309,750 for 10 years. This was considered the best option and would allow us to catch up to a reasonable vehicle replacement schedule.

**Pump Academy Training for 2023:** Training Proposal: Conduct a pump academy in 2023. The impact, if not approved, will financially impact the Agency by not allowing 6 probationary firefighters to become IFSAC certified driver/operators of our fire apparatus. The initial purpose of hiring competent and qualified personnel is to lessen the overtime impact to our workforce. Without D/O certification, we are not utilizing our new personnel to the best capacity. The committee decided to bring this request before the Board for their approval.

**NKFR Payments:** EJFR is in the process of renegotiating the vehicle maintenance contract with North Kitsap.

**Budget Proposals:** Personnel additions (a Captain for training and a facility maintenance person) for 2024 were discussed and will go forward for Board approval. The training schedule was looked at and will be included in the 2024 budget.

**Next Meeting:** September 6, Station 6 at 13:00

## **Budget/Finance Committee –9/15/23**

**Attending:** *Black, Tillman, Stinson, Ysseldyke-All, Fletcher, Apker, Cray, Anderson, Tracer, Brummel*

**Budget Overview:** Current Status – Fire: received 65.8% of our revenue and spent 66.8% of expenditures, EMS: received 79.5% of our revenue and spent 66% of expenditures. Currently we are on track to stay within the 2023 budget.

### **Budget Proposals:**

- Chief Brummel to follow-up with Chambers concerning bunker gear request.
- Ask Kinney to divide the nozzle request into multiple purchases.
- Add a training dummy each year in the annual budget roll-up
- Brummel & Tracer to go over Schumann's request before presenting to the budget committee
- Ask B Grimm about his OT (possibly cut hours)
- Does Emily's request for new uniforms include pants?
- Station 2's roof should be patched and a new roof considered in the coming years
- Included an alarm for station 6
- Cut live fire by 1/3
- Cut the porta tank
- Looking to cut training OT in EMS, Terri to do a query
- Black to follow-up with the Wellness program amount for \$9,000
- Black to talk to Tammy about new LifePack purchase

**Next Meeting:** September 27, Station 6 at 09:00

# East Jefferson Fire Rescue: Implementation Tool

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

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"> <li>Benchmark funding levels with comparable agencies.</li> <li>Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys.</li> <li>Start Community Service Specialist (CSS) work with existing personnel.</li> <li>Review and refine our community messaging and positions.</li> <li>Keep website and social media updated and look for opportunities to expand our social media presence.</li> </ul>	<ul style="list-style-type: none"> <li>FC and Staff</li> </ul>	<ul style="list-style-type: none"> <li>Update comparable analysis and maintain data</li> <li>Establish response standards, charter and policy statement</li> <li>AFG FP&amp;S grant for CRS</li> <li>Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc.</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> <li>In progress</li> <li>Completed 5/2023</li> <li>Submitted 3/2024</li> <li>In progress</li> </ul>
1.4	Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.	<ul style="list-style-type: none"> <li>Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities.</li> <li>Adapt our charter and Interlocal Agreements to meet the needs of the community and partners.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>Update City &amp; County ILAs</li> <li>Clarify and refine EJFR's roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>In progress, Fall/Winter 2023. City ILA expires 12/23</li> <li>In progress and ongoing</li> </ul>
Initiative 2. Strengthen our core emergency response services.					
2.1	Adopt deployment performance goals as District.	<ul style="list-style-type: none"> <li>Establish performance goals as required RCW Title 52.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>FC/Admin</li> </ul>	<ul style="list-style-type: none"> <li>Adopted minimum staffing January 2023</li> <li>Establish other performance goals per Title 52</li> </ul>	<ul style="list-style-type: none"> <li>Completed 1/2023</li> <li>Completed 5/2023</li> </ul>

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"><li>▪ Establish realistic standards and monthly reporting.</li><li>▪ Use training and technology to facilitate compliance.</li></ul>	<ul style="list-style-type: none"><li>▪ FC &amp; Staff</li></ul>	<ul style="list-style-type: none"><li>▪ <b>Increase capability and capacity for staff to generate reports.</b></li></ul>	<ul style="list-style-type: none"><li>▪ <b>In progress</b></li></ul>

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"> <li>Establish minimum staffing as required RCW Title 52 to include ALS/BLS.</li> <li>Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization. <ul style="list-style-type: none"> <li>Evaluate the advantages of a peak demand model and/or alternate shift schedule.</li> </ul> </li> </ul>	FC & Staff	<ul style="list-style-type: none"> <li>Adopt policy in compliance with Title 52</li> <li>Update Response Plans and Run Cards</li> </ul>	<ul style="list-style-type: none"> <li>Completed 5/2023</li> <li>Start in 2024</li> </ul>
2.4	Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> <li>Maintain our Washington State Rating Board score in Fall 2022.</li> <li>Enhance related data capture.</li> <li>Identify substandard metrics, such as number of engines, volunteers, etc.</li> </ul>	Brummel	<ul style="list-style-type: none"> <li>Complete amended WSRB Rating</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>

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

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"> <li>Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation.</li> <li>Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP).</li> <li>Improve our wildfire competencies among the workforce.</li> </ul>	FC	<ul style="list-style-type: none"> <li>Develop content and format for community messaging</li> <li>Messaging at Famer's Markets and other public outreach</li> <li>Collaborate with County/City partners and establish CWPP</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> <li>In progress</li> </ul>
3.4	Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> <li>Continue to apply community risk reduction principles in every call, every interaction with members of the public.</li> <li>Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase.</li> </ul>	FC	<ul style="list-style-type: none"> <li>Pursue grant funding for CRS position</li> <li>Prepare Levy Initiative</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> <li>Completed 2/2023</li> </ul>
3.5	Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> <li>Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others.</li> </ul>	FC	<ul style="list-style-type: none"> <li>Pursue grants for continued CARES funding</li> <li>Cultivating input from various stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Completed 2/2023</li> <li>In progress</li> </ul>
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"> <li>Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates.</li> <li>Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant.</li> </ul>	Details to be added	Details to be added	
4.2	Establish the culture and resources necessary to support the mental and physical health and wellness of our team	<ul style="list-style-type: none"> <li>Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines.</li> <li>Establish benchmark awareness training for all members.</li> <li>Continue to make incremental improvements in our fitness facilities.</li> <li>Broaden workforce participation in fitness/wellness practices.</li> </ul>	<ul style="list-style-type: none"> <li>BC MacDonald</li> <li>Brummel</li> </ul>	<ul style="list-style-type: none"> <li>Broaden annual medical evals</li> </ul>	<ul style="list-style-type: none"> <li>Proposed in budget 2024</li> </ul>



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

## EMERGENCY MEDICAL SERVICES INTERLOCAL AGREEMENT

This Agreement is entered into between Jefferson County Fire Protection District No. 1, a municipal corporation, hereafter referred to as East Jefferson Fire Rescue (EJFR), and Jefferson County Fire Protection District No. 2, a municipal corporation, hereafter referred to as Quilcene Fire Rescue (QFR). This Interlocal Agreement is made pursuant to RCW Chapter 39.34.

### RECITALS

1. EJFR maintains and operates Advanced Life Support ("ALS") service and ALS-equipped vehicles in accordance with Chapter 18.71 and 18.73 RCW and Chapter 246-976 WAC. Such vehicles are staffed by licensed paramedics and ALS personnel as required by such statutory provisions and in accordance with Chapter 18.71 and 18.73 RCW and Chapter 246-976 WAC.

2. QFR has a need for ALS services and EJFR has the ability to provide the needed services within the terms of this contract.

### AGREEMENT

To carry out the purposes of this agreement and in consideration of the benefits to be received by each party, it is agreed as follows:

1. **Term.** This agreement shall be effective on **October 1, 2023** and shall continue year to year until either party shall give to the other party 90 days written notice of termination at any point during the term.

2. **Services.** During the term of this agreement, EJFR shall furnish ALS services including ambulance transport to all persons within the geographical boundaries of the QFR District as stipulated herein. Such ALS services shall be rendered to QFR as available, but EJFR assumes no liability for failure to provide such services by reason of circumstances beyond its control. In the event of simultaneous emergency medical calls whether within or outside the QFR District whereby the facilities and personnel of EJFR are taxed beyond its ability to render ALS services, the officers and agents of EJFR shall have discretion as to which call shall be answered first and shall be the sole judge as to the most expeditious manner of handling and responding to such calls. In providing the service it is the intent of the parties that the following minimum levels of equipment and personnel will be provided by EJFR:

2.1. **Equipment:** One (1) ALS equipped fire department apparatus.

**2.2. Personnel:** One (1) paramedic, which may be a Firefighter/paramedic (“FF/PM”) and One (1) firefighter/emergency medical technician (“FF/EMT”).

**3. Performance of Services.** EJFR agrees that during the term of this agreement, all ALS services supplied by EJFR and the vehicles and personnel used to supply such services will meet the statutory and regulatory requirements set forth in Chapter 18.71 and 18.73 RCW and Chapter 246-976 WAC.

**4. Service Limitation.** EJFR makes no guarantee or assurance of providing responses within any specific period of time or of the number and types of equipment and number of personnel that will respond at any particular emergency. The duty of EJFR to provide services under the provisions of this agreement is a duty owed to the public generally and by entering into this agreement, EJFR does not incur a special duty to persons within the QFR District.

**5. Conditions of Performance.** In the event for any reason EJFR becomes unable to perform the services required under this agreement for a specific incident, the Battalion Chief shall immediately notify QFR. Example: EJFR has a working structure fire and all resources are committed to the EJFR District.

**6. Compensation for Services.** QFR agrees to pay EJFR for the services provided under this agreement on the following basis:

**6.1 Annual Fee:** QFR agrees to pay an ALS access fee in the sum of \$15,000 per calendar year to EJFR. Such fee shall be paid in quarterly installments per “Exhibit A”. This fee is meant to offset EJFR’s ongoing expenses related to operations, equipment maintenance, resource management, dispatch run cards and training.

**6.1.1 Service Fee:** QFR shall be also be billed on a quarterly basis per “Exhibit A” and pay EJFR for the following response scenarios;

**6.1.2 ALS Transport by EJFR:** All transports in an EJFR ambulance shall be billed by EJFR using EJFR’s emergency medical services (“EMS”) billing procedures.

**6.1.3 ALS Transport in QFR Ambulance:** In the event an EJFR Paramedic decides to transport in a QFR ambulance, EJFR shall be reimbursed \$450.00.

**6.1.4 Transport Payments in EJFR Vehicles:** For all transports in an EJFR ambulance, EJFR shall bill for the transport and shall retain all payments received. EJFR reserves the right to use third parties to pursue collection of unpaid transport invoices.

**6.1.5 Transport Payments in QFR Vehicles:** For all transports in a QFR vehicle with or without EJFR paramedic attending QFR shall be entitled to bill for the transport and retain all payments received QFR reserves the right to use third parties to pursue collection of unpaid transport invoices.

**6.1.7 Determination of which vehicle is used for Transport:** The parties agree that the determination on which vehicle is used for transport will be done collaboratively, but the EJFR FF/PM shall have final decision making authority. Considerations for the transport unit decision should include (prioritized):

- a. The best interest of the patient
- b. Crew safety
- c. Destination and crew reunification logistics

**7. Annual Compensation Review:** Each year beginning in 2025 the agreement shall be reviewed and an annual increase of 2-4% shall be applied. Specifically, the annual fee and transport fee shall be adjusted annually at the first of the year based upon 100% of the Seattle-Tacoma-Bellevue CPI-U from December to December of the previous year, subject to a minimum adjustment of 2% and a maximum adjustment of 4%.

**8. Review of Agreement upon Collective Bargaining Agreement (“CBA”) Updates:** A review shall be done when any updates to the current CBA are implemented.

**9. Review and Evaluation of Services:** EJFR shall provide regularly scheduled sessions with QFRs’ personnel to review and evaluate the services provided under this Agreement. The review sessions shall be available for attendance by the legislative body, Chief, Medical Services Officer and the Medical Program Director or supervising physician.

**9.1 Call Volume:** In the event of a significant increase or decrease in ALS call volume or transports for QFR of more than twenty-five percent (25%) from historic norms, EJFR and QFR will review the terms of this agreement.

**10. Release and Indemnification.** To the maximum extent permitted by law, each party agrees to defend, indemnify and hold harmless the other party, and all of their officials, employees, principals, and agents from all claims, demands, suits, actions, and liability of any kind whatsoever which arise out of, or are connected with, or are incident to any errors, omissions or negligent acts of the indemnifying party, its employees and agents in performing the indemnifying party’s obligations under this Agreement;

provided however, if any such claims, demands, suits, actions or liability are caused by or result from the concurrent negligence of the parties or their respective agents or employees, this defense and indemnity obligation applies only to the extent of the negligence of the indemnifying party or its employees or agents.

**11. Insurance.** EJFR agrees to provide full insurance coverage for the operations and services it provides under this Agreement. QFR shall be a named insured on all insurance policies obtained by EJFR pursuant to this Agreement.

**12. Patient Care Reports.** The parties agree to complete and share patient care reports (PCR) for all responses pursuant to this Agreement as needed for patient care and medical billing.

**13. Notices.** All notices, requests, demands and other communications required by this Agreement shall be in writing and, except as expressly provided elsewhere in this Agreement, shall be deemed to have been given at the time of delivery if personally delivered or at the time of mailing if mailed by first class, postage pre-paid and addressed to the party at its address as stated in this Agreement or at such address as any party may designate at any time in writing.

**14. Modification.** This instrument constitutes the entire agreement between the parties and supersedes all prior agreements. No modification or amendment shall be valid unless evidenced in writing, properly agreed to and signed by all parties.

**15. Benefits.** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons.

**16. Non-Exclusive Agreement.** The parties to this agreement shall not be precluded from entering into similar agreements with other municipal corporations.

**17. Governing Law.** This agreement shall be governed and controlled as to its validity, enforcement, interpretation and construction in accordance with the laws of the State of Washington.

**18. Attorney Fees.** The prevailing party shall be entitled to reimbursement for all costs, expenses and reasonable attorney's fees incurred in connection with the realization or enforcement of any term, condition, provision or remedy contained in this agreement or other related documents, with or without litigation, including without limitation the costs, expenses and fees incurred on appeal, in any arbitration or in any mediation.

**Jefferson County Fire Protection District No. 1**

By: \_\_\_\_\_  
Dave Seabrook, Board Chair

Dated: \_\_\_\_\_

**Jefferson County Fire Protection District No. 2**

By: \_\_\_\_\_  
Art Frank, Board Chair

Dated: \_\_\_\_\_

# **EMERGENCY MEDICAL SERVICES INTERLOCAL AGREEMENT**

## **EXHIBIT A**

### **BILLING TIMELINE**

**ACCESS FEE: \$3750.00 billed quarterly for an annual total of \$15,000.00**

**Quarter 1 – (January – March):** Bill will be sent in April to include prior quarter's transport fees, if any.

**Quarter 2 – (April – June):** Bill will be sent in July to include prior quarter's transport fees, if any.

**Quarter 3 – (July – Sept):** Bill will be sent in October to include prior quarter's transport fees, if any.

**Quarter 4 – (October – Dec):** Bill will be sent in January to include prior quarter's transport fees, if any.



# Deputy Fire Chief Employment Agreement

## SECTION 1 AGREEMENT

The sections contained herein constitute an agreement between East Jefferson Fire Rescue, hereinafter referred to as the “Employer” or “District” and Pete Brummel, hereinafter referred to as the “Deputy Fire Chief” or “Employee”, to establish the duties, terms, and conditions of employment of Deputy Fire Chief by the District. This Agreement shall be deemed made and entered into by the parties this 16<sup>th</sup> day of August, 2023.

## SECTION 2 TERM

This Agreement shall begin on August 16, 2023 and shall be in effect for three (3) years (until August 15, 2026), unless terminated at an earlier date pursuant to Section 12 or 13 below.

## SECTION 3 DUTIES

- 3.1 The Employer hereby agrees to employ the Deputy Fire Chief to perform the duties and functions as specified within the most current version of the Deputy Fire Chief Job Description (incorporated herein by this reference) and to perform such other legally and ethically permissible duties and functions as directed by the Employer. The Employer retains the right to modify the job description from time to time in its discretion during the term of this Agreement.
- 3.2 The Deputy Fire Chief shall report directly to the Fire Chief.
- 3.3 The Deputy Fire Chief acknowledges he is obligated to comply with, and shall be subject to, all of the Employer’s policies, rules, regulations, operational guidelines, and standard operating procedures as they currently exist and as they may be modified in the future in the Employer’s discretion.
- 3.4 The Deputy Fire Chief shall conduct himself in a lawful, professional, ethical and otherwise appropriate manner that reflects well upon himself and the Employer at all times and shall comply with all applicable law and authority.
- 3.5 The parties acknowledge the Deputy Fire Chief’s position is a confidential and non-Union represented position.

## SECTION 4 DEPARTMENT PROVIDED EQUIPMENT

- 4.1 The Deputy Fire Chief shall be furnished with one (1) command type vehicle for which the Employer shall provide all necessary insurance, fuel, and maintain a regular service cycle. This vehicle shall be available for use by the Deputy Fire Chief 24/7 for emergency response and Employer business.
- 4.2 The Deputy Fire Chief shall be provided with a District cell phone and laptop to be used solely for the Employer’s business purposes.





# Deputy Fire Chief Employment Agreement

## SECTION 5 WORK HOURS AND COMPENSATION

- 5.1 The Deputy Fire Chief shall be an “exempt” employee under federal and Washington State law. The Deputy Fire Chief shall work a full-time non-scheduled workweek as necessary to accomplish the mission and objectives of the District. As an exempt employee, the Deputy Fire Chief shall not receive overtime compensation, regardless of the number of hours he may work in any given workweek. The Deputy Fire Chief understands his job duties may require him to work more than 40 hours per workweek from time to time.
- 5.2 While the Deputy Fire Chief shall not have specific assigned working hours, he understands and acknowledges that the District has regular business hours during which he is generally expected to be at work. The Deputy Fire Chief shall attend the meetings of the Board of Commissioners and other District functions (such as meetings, drills, incidents, etc.). The Deputy Fire Chief further understands his job duties will require him to perform work in the evenings and on weekends from time to time. The Deputy Fire Chief also acknowledges he may be required to travel on business (both within and outside of Washington State) periodically. Finally, the Deputy Fire Chief may be responsible for a place in the duty chief rotation.
- 5.3 The Deputy Fire Chief agrees to be available to the Board of Commissioners, Fire Chief, and to District personnel at all times unless otherwise arranged in advance with the Fire Chief (this does not include times when the Deputy Fire Chief is unavailable due to illness, injury, District authorized business, or previously approved vacation/other leave).
- 5.4 The Deputy Fire Chief may be eligible for additional compensation for specific event coverage, emergency deployment and other duties reimbursed by outside agencies, according to District policy.
- 5.5 The Deputy Fire Chief may accrue a time bank while working weekends and/or holidays according to District policy.
- 5.6 For all services rendered by the Deputy Fire Chief under this Agreement, the Employer shall provide the following compensation effective August 16, 2023:
- A gross salary of \$14,583.33 per month, \$175,000 annually (subject to the customary and usual withholdings and applicable employment taxes).
- 5.7 Effective January 1, 2024 and annually thereafter during the term of this Agreement, the Deputy Fire Chief’s salary shall be adjusted in accordance with the percentage increase in the Consumer Price Index for CPI-U Seattle-Tacoma-Bellevue area for the period of the previous June to June timeframe (minimum 2% increase, maximum 4% increase.)

## SECTION 6 BENEFITS

- 6.1 The Employer shall pay 100% of the specified medical insurance (to include vision) program premiums for the Deputy Fire Chief and his dependents. The Employer shall have the right to the select the medical insurance plan, as well as every other insurance/benefit plan set forth in this



## Deputy Fire Chief Employment Agreement

Section 6, offered to the Deputy Fire Chief. The Employer shall also have the right to change and modify any or all of the insurance/benefit plans in this Section 6 (and the terms and conditions of those plans) from time to time as the Employer determines appropriate in its discretion.)

- 6.2 The Employer shall pay 100% of the cost of dental insurance premiums for the Deputy Fire Chief and his dependents.
- 6.3 The Employer shall pay 100% of the cost of a \$75,000 term life and AD&D insurance coverage plan for the Deputy Fire Chief. The Deputy Fire Chief shall have the ability to increase the amount of coverage, in accordance with the provider options, at his own expense.
- 6.4 The Employer shall provide and pay 100% of the cost for a long term disability insurance plan for the Deputy Fire Chief.
- 6.5 The Employer shall provide a Health Reimbursement Arrangement/Voluntary Employee's Beneficiary Association (HRA/VEBA) Plan for the Deputy Fire Chief with an Employer contribution as specified in District policy (which policy the District may change from time to time in its discretion.)
- 6.6 The Employer will match 50% of the Deputy Chief's contribution to an approved Deferred Compensation Program up to the maximum set forth in the most current version of the IAFF Local 2032's Collective Bargaining Agreement with the District.

### SECTION 7 TIME OFF

- 7.1 Annual vacation leave for the Deputy Fire Chief shall accrue at the rate of 20 hours/monthly or 30 8- hour days annually. The Deputy Chief may utilize annual vacation in accordance with District Policy – and not to exceed the total hours of vacation earned (bank of hours) for the year. The maximum amount of annual leave that can be carried over into the next calendar year is equal to the total hours earned for the current year. If the Deputy Chief cannot use his annual vacation leave by the end of the calendar year, he may request to have the value of said vacation paid out on the last pay period of the year according to District policy. Upon termination of employment, the Deputy Fire Chief shall be paid 100% of his accrued vacation leave balance at his current rate of pay.
- 7.2 The Deputy Fire Chief shall accrue sick leave at the rate of one day (8 hours) per month and will accrue no more than 130 days total sick leave. The Deputy Fire Chief may use sick leave when absent from work due to:
  - a. Employee's own health condition (illness, injury, physical or mental disability).
  - b. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others.
  - c. Use of a prescription drug that impairs job performance or safety.
  - d. A family medical emergency situation.
  - e. Medical doctor or dental appointments.
  - f. Any other situation required by applicable law.
- 7.3 The District may require a statement from the Employee's qualified healthcare professional for



## Deputy Fire Chief Employment Agreement

absences in excess of three (3) consecutive business days. The Employer may also request a second opinion from a separate qualified healthcare provider of its choosing (at Employer's expense) if the Employer has an objective concern that the Employee may have a physical or mental condition which impairs his ability to safely and effectively perform his job duties (with or without a reasonable accommodation).

- 7.4 Sick leave shall be earned before used. Upon termination of employment, the Deputy Fire Chief shall be paid 50% of the accumulated sick leave balance according to District Policy.
- 7.5 In the event of a death occurring in the Deputy Fire Chief's immediate family, he shall be granted up to three scheduled work days off as bereavement leave. The immediate family shall be defined to include:
- Spouse and children
  - Step-children
  - Mother, father, or sibling
  - Mother, father, or sibling of spouse
  - Bereavement leave may be approved for other family members not identified above at the sole discretion of the Fire Chief.

### SECTION 8 HOLIDAYS

- 8.1 Holidays shall be observed according to District Policy, which the District may change from time to time in its discretion. Provided, however, the Deputy Fire Chief understands that the District's needs may require him to work on a holiday from time to time and, in that event, he shall not receive additional compensation.
- 8.2 In accordance with Washington State law, the Employee may take two (2) unpaid religious holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

### SECTION 9 PERFORMANCE EVALUATIONS AND MERIT SALARY INCREASES

- 9.1 The Employer shall endeavor to review and evaluate the performance of the Deputy Fire Chief at least once annually or on such other schedule as the District determines appropriate in its discretion. During this evaluation process, the Deputy Fire Chief shall also provide a self-evaluation regarding his work performance during the previous year.
- 9.2 The Deputy Fire Chief may be eligible for a merit salary adjustment of up to four (4) percent based on the following considerations:
- Completion of an annual performance evaluation (see Section 9.1 above), where the Deputy Fire Chief is performing at or above the "Exceeds Expectations" overall category.
  - The District's financial condition (which the Fire Chief shall determine at their discretion).
  - EJFR Board approval.
  - The market value of the position among comparable agencies.

If the Deputy Fire Chief receives a merit increase under this Section 9.2, it shall be in addition to



# Deputy Fire Chief Employment Agreement

cost of living adjustment provided under Section 5.6 of this Agreement.

## **SECTION 10 UNIFORMS**

The Employer shall provide the Deputy Fire Chief NFPA compliant uniforms and personal protective clothing/equipment necessary to perform his job duties. Uniforms shall be replaced utilizing a quartermaster type replacement program.

## **SECTION 11 PROFESSIONAL DEVELOPMENT**

Subject to the availability of funds, the District may pay for and allow time for the Deputy Fire Chief to participate in appropriate job-related conferences, workshops, continuing education classes, and the like. The Fire Chief must approve the Deputy Fire Chief's attendance at such events in advance. The Fire Chief may grant or deny such approval as he/she determines appropriate in his/her discretion.

## **SECTION 12 EMPLOYEE TERMINATION**

12.1 The employment of the Deputy Fire Chief and this Agreement may be terminated for "cause" following a majority vote by the Board of Fire Commissioners. For purposes of this Agreement, "cause" includes, but is not limited to, the following reasons:

- Incompetence or dereliction of duty.
- Dishonesty, fraud, insubordination, discourteous treatment of the public or a fellow employee or any other willful failure on part of the Deputy Fire Chief to maintain proper conduct.
- Inability to safely and effectively perform job duties, with or without a reasonable accommodation, due to a physical or mental disability.
- Immoral or unethical conduct (including self-dealing).
- Conviction of a crime.
- Using narcotics or alcohol while working; being under the influence of narcotics or alcohol while working; or using narcotics or alcohol in any manner which impairs the Deputy Fire Chief's performance of his job duties and responsibilities under this Agreement.
- Violating District Policy.
- Engaging in conduct which harms the District or which reflects negatively upon the District or himself.

## **SECTION 13 SEVERANCE PAY**

13.1 The Employer may terminate Employee's employment and this Agreement at any time without cause and without advance notice, provided that the Employer shall pay the Employee, in a single lump sum payment, liquidated damages equivalent to the value of six (6) months aggregate salary and benefits - if the Employee executes a full release of all claims against the District (and all related persons/entities) in a form satisfactory to the District in its discretion. Termination by the Employer, as used in this Section 13.1, means the Deputy Fire Chief's discharge or dismissal by



## Deputy Fire Chief Employment Agreement

the Board of Fire Commissioners. Said sum shall be paid to the Deputy Fire Chief within thirty (30) days of the next Board of Fire Commissioners' meeting after the termination. The foregoing severance payment shall be in addition to the payment of accrued and unused vacation and sick leave (if any) pursuant to the terms of this Agreement. The Deputy Fire Chief shall not be entitled to any severance payment under this Section 13.1 or this Agreement unless and until he executes the full release of all claims described above and returns the same to the Chairperson of the District's Board of Commissioners.

- 13.2 In the event the Employer terminates the Deputy Fire Chief for cause pursuant to Section 12 above in this Agreement, the Deputy Fire Chief shall not receive a severance payment – nor any other benefit or payment (except for those already accrued prior to the date of termination).

### **SECTION 14 EXCLUSIVE TERMS/ASSIGNMENT**

- 14.1 The Deputy Fire Chief acknowledges his services to the District under this Agreement are unique and personal. As such, the Deputy Fire Chief may not assign any of his rights or obligations under this Agreement.

### **SECTION 15 DISPUTE RESOLUTION**

- 15.1 In consideration for the mutual promises contained herein, the parties agree that any claim or dispute arising out of or relating to this Agreement, or the Deputy Fire Chief's employment with the District, shall be resolved exclusively by final and binding arbitration in Jefferson County, Washington before a mutually agreed single arbitrator. If the parties are unable to agree upon an arbitrator within 14 calendar days of either party's written arbitration demand to the other party, the party seeking arbitration may file the dispute with the Tacoma office of Washington Arbitration and Mediation Services ("WAMS") and must provide notice of the filing to the other party. In that event, WAMS will select the arbitrator and conduct the arbitration.
- 15.2 Questions of arbitrability or the scope of the parties' agreement to arbitrate shall be resolved by the arbitrator.
- 15.3 The parties shall equally split the fees charged by the arbitrator (including any deposits and filing fees) to initiate and conduct the arbitration. Each party shall pay its own attorney's fees and costs.
- 15.4 The arbitrator's decision shall be in writing, setting forth findings of fact and conclusions of law. The arbitrator shall render their decision within 30 days of the conclusion of the arbitration proceedings, unless the parties agree otherwise in writing.
- 15.5 The arbitration shall be conducted according to the most current version of WAMS' published arbitration rules. If WAMS' arbitration rules are inconsistent with this Agreement, this Agreement shall control. The arbitrator shall have no power to alter, amend, or change the terms of this Agreement.
- 15.6 The arbitrator shall apply any applicable statute of limitation based upon the nature of the claims asserted by the parties.



## Deputy Fire Chief Employment Agreement

- 15.7 Governing Law. This Agreement shall be governed by, and the arbitrator shall apply, the laws of the State of Washington without regard to conflict of laws principles.
- 15.8 The parties agree to abide by all decisions and awards rendered in such arbitration proceedings. Such decision and award rendered by the arbitrator shall be final, binding, not subject to appeal, and may be entered in any court having jurisdiction thereof as a basis of judgment and for the issuance of execution for its collection.

### SECTION 16 ENTIRE AGREEMENT

This Agreement constitutes the full and complete agreement and understanding of the parties concerning the matters set forth herein. There are no other agreements, either verbal or in writing, between these parties, concerning the matters contained herein. All amendments, additions, or changes to this Agreement shall be in writing and signed by the parties hereto. To the extent any prior Employer rules, regulations, procedures, resolutions, or other agreements are in conflict with the terms hereof, this agreement shall control and take precedence.

### SECTION 17 SEVERABILITY

Any provision of this Agreement which proves to be illegal, invalid, void or unenforceable, will in no way invalidate any other provision of this Agreement. Any provision found to be illegal, invalid, void or unenforceable may be modified by the arbitrator to reflect, as closely as possible, the original intent of the parties expressed in this Agreement.

### SECTION 18 OUTSIDE EMPLOYMENT

The Deputy Fire Chief shall devote his best efforts to his employment with the District. He shall not engage in outside employment while employed by the District without the express written consent of the Fire Chief. The Fire Chief may grant or withhold this consent in his/her discretion.

### SECTION 19 COOPERATION OF THE PARTIES

The parties shall strive at all times to cooperate with one another in good faith, and deal with each other in a reasonable and fair manner in the spirit of harmony so that the terms and spirit of this Agreement may be given full force and effect.

### SECTION 20 WAIVER

The waiver or failure of either party to insist in any one or more instances upon performance of any term of this Agreement shall not be construed as a waiver of future performance of any such term, but the obligations of either party with respect to such term shall continue in full force and effect. No course of dealing shall be implied or arise from any waiver or series of waivers of right or remedy hereunder.



## Deputy Fire Chief Employment Agreement

### SECTION 21 REPRESENTATIONS

The Deputy Fire Chief represents and warrants that he: (a) had a reasonable time to consider this Agreement before signing it; (b) had a full and fair opportunity to have this Agreement reviewed by his attorney to the extent he deemed necessary before signing it; (c) fully understands the consequences of this Agreement; (d) carefully read this Agreement and requested any change in language necessary or desirable to effectuate their intent and expectations so that the rule of construction of contracts construing ambiguities against the drafting party shall be inapplicable; and (e) voluntarily signed this Agreement after full reflection and analysis to obtain the benefits herein.

IN WITNESS WHEREOF, the parties hereto shall be deemed to have executed and entered into this Agreement as of the date first written in above.

**EMPLOYEE:**

**EMPLOYER:**

\_\_\_\_\_  
Pete Brummel, Deputy Fire Chief

\_\_\_\_\_  
Bret Black, Fire Chief

Date of Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**Date:** 9/20/2023

**Subject:** Driver/Operator Pump Class

**Prepared By:** Terri Ysseldyke-All

<b>Background:</b>	<p>The IFSAC Driver/Operator Pump Class is a 40-hour, IFSAC certified class for new apparatus driver/operators. This class is mandated by our Agency standards as well as supporting our Strategic Plan initiatives 2.4 "Stengthen our core emergency response services". Enrolling our personnel in this certified training reduces the risk and liability on fire incidents by providing competent and trained personnel.</p> <p>The budget committee met in August and considered conducting a pump academy in 2023. The projected costs for each class is: 40-hours of classroom and hands-on training, plus another 8 hours of IFSAC testing. The class size is limited to 12 personnel, with 6 EJFR personnel included in the class roster. The remaining 6 positions can be posted to external fire agencies for a course fee TBD. 6 EJFR personnel x 48 hours x \$80/hr = \$23,040, plus (2) instructors x 40 hours x \$80/hr = \$6,400 = TOTAL: \$29,440</p> <p>The impact, if not approved, will financially impact the Agency by not allowing 6 probationary firefighters to become IFSAC certified driver/operators of our fire apparatus. The initial purpose of hiring competent and qualified personnel is to lessen the overtime impact to our workforce. Without D/O certification, we are not utilizing our new personnel to the best capacity.</p>
<b>Fiscal Impact:</b>	\$29,440
<b>Recommendations:</b>	It is the recommendation of the Budget Committee to conduct a pump class in fiscal year 2023.
<b>Proposed Motion:</b>	The Board authorizes the expenditure \$29,440 for a pump academy to be held in 2023.



**Date:** September 20, 2023

**Subject:** Marine 31 – Purchase from NKFR

<b>Background:</b>	<p>2002 Lifetimer 29' aluminum boat with a diesel powered jet drive engine</p> <p>In 2016, NKFR was awarded a grant for a new boat. They approached PLFR with an opportunity to use their old boat with the stipulation that PLFR would respond if available to marine calls on the Hood Canal side of their District. An ILA was put in place and PLFR took possession of the boat which needed significant improvements, while NKFR retained ownership. All improvements, maintenance and repairs were paid for by PLFR or the PLFR Foundation. And much of the maintenance was done by our people in house.</p> <p>A verbal agreement was made between the two former Fire Chiefs at the time. NKFR would surplus the boat to PLFR once the grant period ended. This never occurred and the intent was not relayed to the NKFR Board. The ILA continues as is today.</p> <p>Following the merger, this ILA now needs attention. NKFR is not going to gift public funds and has had an appraisal done on the Boat, which is valued at \$65,000. The total cost of new equipment, repairs and maintenance put into the vessel by PLFR/EJFR is: \$55,284.17. This does not include basic costs such as insurance, fuel, minor repairs, marina fees etc.</p>
<b>Fiscal Impact:</b>	Boat Value: \$65,000; PLFR/EJFR Costs of Improvements: \$55,284.17
<b>Recommendations:</b>	Purchase the boat from NKFR for \$10,000.00 which is the difference between the appraised value and the total cost of improvements to the vessel.
<b>Proposed Motion:</b>	Authorize the Fire Chief to offer NKFR \$10,000.00 for the purchase of the 2002 Lifetimer Boat.

**Prepared By:** Tanya Cray

## Marine 31 Expenses 2016-2023

Date	Vendor	Reason for Exp	Cost
03/01/17	Strohman Enterprise	Garmin Chart Plotter, radar and transducer	\$ 6,899.97
05/24/17	Strohman Enterprise	Garmin Chart Plotter Software	\$ 224.99
11/21/17	Haven Boat Works	Bottom paint, Zincs	\$ 2,945.75
12/07/17	First National Bank	Boat Hoist & Work	\$ 458.74
01/08/18	First National Bank	Marine Decal Supplies	\$ 130.47
01/24/18	Dalton Art Studios	Mar31 Graphics & Installation	\$ 3,128.30
06/13/18	First National Bank	Boat horn, Antenna	\$ 235.51
09/26/18	Day Wireless	Firecom Wireless Basestation and Headsets	\$ 4,403.60
10/12/18	First National Bank	Tow Rope	\$ 699.80
12/19/19	Hamilton Jet	Stator rebuild for jet drive	\$ 1,283.93
12/31/19	Armstrong Consolidated	Marine 31 Paint/Jet Drive Stator removal and installation, Cutlass Bearing removal and installation	\$ 8,649.80
12/12/19	W.S Darley & Co	Honda Marine fire pump	\$ 8,782.86
01/24/20	W.S Darley & Co	Balance due on fire pump	\$ 341.45
03/06/20	First National Bank	Marine fire pump battery	\$ 81.74
06/10/20	First National Bank	Fire pump cover	\$ 63.68
07/08/20	First National Bank	Replacement LED lighting for Cockpit	\$ 207.58
12/31/20	David Fletcher	Marine firepump platform semi-perminant mount	\$ 905.78
12/31/20	Haven Boat Works	New Alternator, fix pump problems, assemble jet input for pump	\$ 2,642.67
09/09/21	Haven Boat Works	Seized impeller - remove, replace	\$ 2,730.96
09/22/21	Haven Boat Works	Install new t-strut and test, re-seal filler cap extension; parts labor, travel	\$ 693.06
01/10/22	Haven Boat Works	Marine 31 service and repair, troubleshoot and repair engine overheat, troubleshoot and repair moisture in transmission, bottom paint, zincs, annual service, valve adjustment	\$ 7,151.43
01/10/22	Haven Boat Works	Materials for repairs above	\$ 1,048.76
01/31/22	Haven Boat Works	Materials and Labor for repairs above	\$ 1,573.34
			\$ 55,284.17

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1  
RESOLUTION NO. 23-09**

**DECLARING THE NEED FOR SURPLUS OF DISTRICT OWNED EQUIPMENT**

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

**WHEREAS**, the Board of Commissioners acknowledges the District owns the equipment listed on the attached Exhibit A, and

**WHEREAS**, the Board of Commissioners acknowledges there is no longer a need for the equipment and it is surplus to the needs of the District, and

**WHEREAS**, the equipment is past its useful life, and

**WHEREAS**, the Fair Market Value has been determined to be \$0 as is, and

**WHEREAS**, the Kitsap County Fire Training Consortium has a need for such equipment for training purposes.

**NOW, THEREFORE, BE IT RESOLVED** by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners that the District owned equipment on listed on “Exhibit A” be declared surplus, and transferred to the Kitsap County Fire Training Consortium.

Approved this 20th day of September, 2023.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

ATTEST:

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

# Resolution 23-09 Surplus Equipment

## EXHIBIT A

- 2 Electric Smoke Ejectors
- 2 Gas Powered Positive Pressure Fans
- 2 Centauer Extrication Tool Power Units
- 1 Hurst Extrication Combi-Tool
- 1 Centauer Spreader Tool
- 1 Amkus Spreader
- 1 Amkus Cutter
- 1 Amkus Power Unit
- 1 Stihl 036 Chain Saw #01
- 1 Stihl 036 Chain Saw #02
- 1 Stihl Av Super Wood Boss Chain Saw
- 1 Stihl 029 Chain Saw