



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

November 15, 2023

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

- A. Approve Minutes from the October 18, 2023 Regular Meeting and October 24, 2023 Special Board Workshop TAB 2A

- B. Financial Reports TAB 2B

Vouchers

1. Approve General Fire expenditure warrants dated October 12, 2023, October 24, 2023 and October 25, 2023 totaling **\$285,521.81**
2. Approve EMS expenditure warrants dated October 12, 2023, October 24, 2023 and October 25, 2023 totaling **\$58,817.13**
3. Approve payroll expenditure warrants dated October 19, 2023 totaling **\$393,430.22**
4. Approve 3rd Quarter Volunteer Stipend warrants dated October 24, 2023 totaling **\$6,594.22**
5. Approve transfer from General Fire Fund to Fire Capital Fund October 10, 2023 totaling **\$439,400.35**

3. Correspondence – included in Drop Box

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

5. Presentations –

6. Announcements and Acknowledgements

- A. LD Richert – St 5
- B. BC Clouse and LT Morris – IFSAC Driver/Operator Pump Class TAB 6B
- C. Recognition - KCFTA – Live Fire Training TAB 6C

7. Staff Reports TAB 7

Chief Black

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

PIO/HR Activities

**Finance
District Secretary
MSO
Battalion Chiefs**

8. Committee/Workgroup Reports

- A. Budget Committee - see New Business B.
- B. Facilities Committee - *Did not meet*
- C. Data Group - *Did not meet*

9. JeffCom Report

TAB 9

10. Local 2032 Report

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

12. Old Business

- A. Strategic Plan – Implementation Tool (Informational)
- B. Marine ILA between PLFR/NKFR – Boat Purchase (update)
- C. Fire Chief Contract - update

TAB 12A

13. New Business

- A. Policy/SOG Updates
- B. 2024 Budget Resolutions
- C. Vacancies
- D. 2032 Request
- E. District 3 Audit Complete
- F. Erosion at Station 7

TAB 13A

TAB 13B

TAB 13C

TAB 13D

TAB 13F

Executive Session: Pursuant to *RCW 42.30.110(l)(g)* to review the performance of an employee.

14. Upcoming Topics/Events

- December 2023 – Elections for Board Chair and Vice Chair (2 year terms)
- EJFR Christmas Party 12/9/23 Please RSVP
- Fire Rescue Fest 10/12/24
- FF 2
- Administrative Reorganization
- Implementation of Sharepoint
- Marine Program Enhancement
- Annual Work Plan Development
- Board for Volunteer Updated Policy, SOGs and Audit
- 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 OCTOBER 18, 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, Steve Craig and Ed Davis.

Admin Staff: Chief Black, AC Brummel, BC Clouse, District Secretary Cray and Finance Manager Ysseldyke-All.

1. AGENDA CHANGES

2. CONSENT AGENDA

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

- Approve General Fire expenditure warrants dated September 12, 2023, September 21, 2023, September 26, 2023 and October 6, 2023 totaling **\$334,595.32**
- Approve EMS expenditure warrants dated September 12, 2023, September 21, 2023, September 26, 2023 and October 6, 2023 totaling **\$380,624.70**
- Approve payroll expenditure warrants dated September 19, 2023 and October 4, 2023 totaling **\$730,136.46**

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

3. LIST OF CORRESPONDENCE – in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – Cray gave a short overview of the newly rebranded Friends of EJFR Foundation, formerly known as the Port Ludlow Fire & Rescue Foundation. The group now has a board of five members and the focus of the organization is too support the mission of EJFR. This includes providing funds to the CARES program.
Black reviewed the OCH Report that was included in the packet. He noted that the all programs they support are different and allow for participants to set their own destiny, no cookie cutter grants. They also offer a straight forward reporting process that is easy to use.

6. ACKNOWLEDGEMENTS/ANNOUNCMENTS – none.

7. STAFF REPORTS

Chief Black

Black reported the fire threat level is low and burning is allowed. He recently met with the CWPP team. They toured the District, had a workshop and will host follow up meetings this winter. A final product is hopeful by February.

October 18, 2023

Black noted that he is now on the Board for ECCHO, which supplies durable medical supplies and provides rides to doctor's appointments.

AC Brummel

Monthly report included in the meeting packets.

- Thanked Lt. Lueders for his work while on light duty. He purchased equipment with the L&I grant and put a lot of work in on the Vector Checkit program.
- Lt. Kauzlarich is working with JeffCom on the Crewforce application and mapping.
- Brummel attended the PNW FF Conference for the last few days. It was hosted by the Fire Nuggets program at the Clearwater Casino.
- The State has gone through 2 NFIRS personnel and currently has no one in place right now. He noted it is very important for us to obtain grant funding with the information that comes from that office.

AC Tracer

Monthly report included in meeting packets.

- Station 5 waiting on the electrical shut-off for appliances for final occupancy.

HR/PES/PIO

Monthly report included in meeting packets

- Many kudos were given to Emily for her work on the badging ceremony and Fire Fest.

Finance

Monthly report included in the meeting packets.

- The first 6 months of the grant funding for CARES has been received, including the 10% that was withheld.

District Secretary

Monthly report included in the meeting packets.

MSO

Monthly report included in the meeting packets.

BCs

Monthly Reports included in packet.

8. COMMITTEE/WORKGROUP REPORTS

A. Budget Committee

- See Finance Report

B. Facilities Committee

- Harrison House has been sold. The final amount deposited into the Fire Capital fund was \$439,400.35.

C. Data Group

-No report.

9. JeffCom Report

Director Stewart continues to manage the day to day operations and innovate at the same time. They are still shorthanded. He has been asked to make call processing time a statistic on his monthly report.

10. LOCAL 2032 REPORT – Lt. Alex Morris has been elected to the VP position.

11. PUBLIC COMMENT - Agenda items only

No comments received.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Black highlighted Initiative 4 – Health and Wellness. He is happy to see this being addressed in the 2024 budget.

B. Marine ILA between PLFR/NKFR – Boat Purchase Update

Black reported that NKFR Board approved the proposed \$10,000.00 purchase price of the boat. They will have the documents ready at their next board meeting.

13. NEW BUSINESS

A. Policy/SOG Updates

Administrative Benefits Policy 6008– Black noted that currently all benefits are included within the individual employee contracts. We received a recommendation from our legal counsel to create a policy that covers only the benefits, to allow for changes to be made to the policy and not have to change each employee contract. **MOTION:** Masci moved to approve the Administrative Benefits Policy 6008 as presented. Clemens seconded the motion. It was noted that the Juneteenth holiday is now included for administrative employees. Motion passed unanimously.

Donation Policy 6011 and Associated SOG's - Cray presented the policy which outlines how donations are received and states donations may be restricted or unrestricted. As a municipality donations may qualify for federal income tax deductions. Also, as a 501(c) (3) organization, Friends of EJFR is listed in the policy as an option for people to donate to as they support the mission of EJFR. There is a question to legal regarding the addition of the Firefighters Association to the policy as well. **MOTION:** Masci moved to approve Policy 6011 as presented and to add the Firefighters Association per legal consultation. Stinson seconded the motion. Motion carried unanimously. Black thanked Cray for getting the process in line. Motion passed unanimously.

Technical Rescue SOG – Brummel stated that we have qualified personnel and equipment for technical rescue focused on urban/industrial environments. We currently have 16 rope technicians and 12 confined space certified. The goal for 2024 is to add 6 people to each.

B. 2024 New FTE's – Direct Fire Chief to M&C (Fire Capt. & Facilities Maintenance Tech.

With the budget not yet set, but currently proposing two new FTE's, Black requested the ability to meet and confer with the union on these positions. The goal is to have the positions filled as of January 1, 2024. He requested authorization knowing that it is tentative based on budget approval. Consensus of the board was to allow the Chief to begin to meet and confer with the union.

C. Annual Report 2022

The Board reviewed the 2022 Annual Report. Black noted the heavy lifting was done by Stewart and MacDonald, much thanks to them. The board was impressed with the work and gave many positive comments.

CALL FOR EXECUTIVE SESSION

Seabrook called for an Executive Session pursuant to RCW 42.30.110(l)(g) to review the performance of an employee. At 7:20 the board convened an executive session for 30 minutes, until 7:50pm.

At 7:50 the session was extended until 8:20pm.

At 8:20 the session was extended until 8:30pm.

CALL BACK TO ORDER

At 8:30 Seabrook called the meeting back to order stating no decisions had been made and no action was taken.

MOTION: Craig moved to create a committee of 2-3 commissioners to open negotiations with the Fire Chief for potential contract modification. Tillman seconded the motion. The committee will consist of Seabrook and Stinson with the potential to add one more if necessary. Motion passed unanimously.

14. UPCOMING TOPICS/EVENTS –

Notable items:

- WFCA conference coming up at the Tulalip Casino Resort.
- Jefferson County Fire Commissioners and Secretaries Association meeting tomorrow evening.
- The Fire Chiefs have heard a lot of confusion on the burning regulations. They will be presenting a workshop to the Commissioners in the near future.
- Black noted that he would not be in attendance at next month's board meeting/public hearing. DC Brummel will be pinch hitting.

GOOD OF THE ORDER –

None.

ADJOURNMENT

Seabrook adjourned the meeting 8:35 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

October 18, 2023



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

**BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES FROM OCTOBER 24, 2022**

CALL TO ORDER

Chairman Seabrook called the meeting to order at 2:00 PM. In Person & Virtual via “ZOOM”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: David Seabrook, Deborah Stinson, Glenn Clemens, Ed Davis, Deborah Tillman and Steve Craig.

Absent: Geoffrey Masci and Gene Carmody

Admin Staff: Chief Black, Finance Manager Ysseldyke-All, BC Fletcher and District Secretary Cray

AGENDA ADDITIONS:

Black asked to move the resolutions ahead of the budget review.

NEW BUSINESS

A. Fund Re-Naming/Addition of Reserve Fund: Cray presented Resolution 23-10 Establishing a Reserve Fund. **MOTION:** Stinson moved to approve Resolution 23-10 Establishing a Reserve Fund as presented. Craig seconded the motion which carried unanimously. Cray presented Resolution 23-11 Renaming the Building/Apparatus Fund and the EMS Apparatus Fund. **MOTION:** Craig moved to approve Resolution 23-11 as presented. Stinson seconded the motion which passed unanimously.

B. 2024 Budget Workshop: The Board reviewed the proposed 2024 revenues and expenditures. Black explained the budget process that was utilized. The committee met several times to review program proposals and had several rounds of cuts to those requests to end up where we are now. Cray explained the funding timeline for the LOCAL lease program, for the purchase of much needed apparatus. It was noted that training has been reinvigorated after a few years of lacking the funds to do very much training.

The board discussed raising the wages for the Administrative Assistants to keep up with market standards as well as the Ready Rebound Program, which focuses on return to work and injury prevention. Both items were added to the budget.

The potential class action lawsuit regarding Nomex fabric may require a large purchase in 2024, the board opted to wait and see what happens with that and will do a budget amendment if necessary, it was not added to the budget.

Black noted that there are still three months in 2024 that we have not yet received funding for the CARES program. We may need to pay cover those costs.

C. Public Comment – None

GOOD OF THE ORDER – None.

ADJOURNMENT

Commissioner Seabrook adjourned the meeting at 3:17pm.

October 24, 2023

Jefferson County Fire District 1

David Seabrook, Chairman

Deborah Stinson, Vice Chairman

Not Present

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Not Present

Gene Carmody, Commissioner

Ed Davis, Commissioner

Deborah Tillman, Commissioner

Glenn Clemens, Commissioner

ATTEST:

Tanya Cray, District Secretary

October 24, 2023



EAST JEFFERSON FIRE RESCUE

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

November 3, 2023

Battalion Chief Clouse,

I would like to congratulate you for your efforts with coordinating and delivering the recent IFSAC Driver/Operator Pump Academy class. Your exceptional knowledge of the curriculum as well as your fortitude to deliver the first-ever IFSAC certification for Driver/Operator in the region is a testament to setting the benchmark for credentialed driver/operators with East Jefferson Fire Rescue. Speaking with adjunct evaluators today, your effort has recognized East Jefferson Fire Rescue as the premier fire agency in the region for quality curriculum delivery, accountability and subject-matter expertise.

Respectfully,

Pete Brummel
Deputy Fire Chief

Cc: Bret Black, Fire Chief
Dave Seabrook, EJFR Board Commissioner
Emily Stewart, HR

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Paradise Bay Shine Bridgehaven Mats Mats Swansonville Port Ludlow Beaver Valley South Point*



EAST JEFFERSON FIRE RESCUE

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

November 3, 2023

Lieutenant Morris,

I would like to congratulate you for your efforts with coordinating and delivering the recent IFSAC Driver/Operator Pump Academy class. Your exceptional knowledge of the curriculum as well as your fortitude to deliver the first-ever IFSAC certification for Driver/Operator in the region is a testament to setting the benchmark for credentialed driver/operators with East Jefferson Fire Rescue. Speaking with adjunct evaluators today, your effort has recognized East Jefferson Fire Rescue as the premier fire agency in the region for quality curriculum delivery, accountability and subject-matter expertise. Thank you for investing in the organization and the professional development of our personnel.

Respectfully,

Pete Brummel
Deputy Fire Chief

Cc: Bret Black, Fire Chief
Dave Seabrook, EJFR Board Commissioner
Emily Stewart, HR

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Personnel Recognition and Thank You

Pete Brummel <pbrummel@ejfr.org>

Mon 10/30/2023 9:38 AM

To:EJFR Admin <Admin@ejfr.org>;EJFR Battalion Chiefs <EJFRBattalionChiefs@ejfr.org>

A HUGE thanks to all personnel involved with logistical support for the recent Kitsap Fire Training Academy Live Fire training on 10/25 and 10/26. There is an enormous amount of background support such as pre-staging pallets, prepping smoke machines, assisting with air support as well as other immediate needs that arise.

- Acting BC Steve Grimm
- ACO Ben Carver
- FF Sarah Chapman
- Intern FF Kyle Bazinet

- BC Justin Fletcher
- Lt. Wicus McGuffey
- FF Gage Richter
- PFF Elijah Le

- FF Bobby Grimm

The efforts were recognized by the KCFTA overhead staff that were in attendance as well!

This will be added to the November BOC meeting agenda.

Great job!

Pete

Pete Brummel

Deputy Fire Chief

East Jefferson Fire Rescue

24 Seton Road

Port Townsend, WA 98368

360-390-8360



EAST JEFFERSON FIRE RESCUE

Bret Black Fire Chief ~ bblack@ejfr.org
24 Seton Rd • Port Townsend WA 98368
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Fire Chief's Monthly Report - October 2023

General Activities

October 31, 2023 was the last shift for Firefighter Paramedic Rolf Schuman. As the first paramedic in Jefferson County, his legacy and impact to our community is unequivocal.

As predictive the wildfire threat to the District diminished by the end of October. Several weather systems produced sustained precipitation, reducing our local threat level to LOW. Staff is receiving steady requests for burn permits and guidance.

Throughout October, EJFR delivered a significant amount of public education and outreach to the community including: Jefferson County Story Hour, Recyclery Safety Event, fire extinguisher training, trunk or treat, etc. On Halloween EJFR had three simultaneous and significant public education events throughout the District.

Projects

- The Harrison House has been sold and escrow has closed.
- Budget Committee reviewed the final draft, Special BOC meeting was on October 24.
- NKFR BOC approved EJFR's proposed purchase of Marine 7. The transaction is in process.
- Work continues on the CWPP.
- The Community Risk Reduction Committee (CRR) met to plan several upcoming events such as the Fire/Rescue Fest and Badge Ceremony.
- FC, HR Manager Stewart and a small group of volunteers are developing procedures for volunteer sign-ups for Station 5.
- FC was invited as a guest to OCH Board Meeting, CARES acknowledgement.
- District 2 ALS contract approved and signed.
- FC met with Blue Sky neighborhood group to review disaster and wildfire preparation practices.
- FC attended ECHHO Board meeting and added to the ECHHO Board.
- All staff helped prepare for the Badge Ceremony, chili cook-off and Fire Rescue Fest.
- FC held a Training Officer workshop for interested members of EJFR.

Meetings/Committees

JeffCo DEM IMT Workshop	BOCC	PT City Manager	PT
Police Chief	R.E.A.L. Team Policy Group	BHC	
JeffCo EMS Council	BHAC (10 th of 1%)	JeffCo Fire Chiefs	
Meet and Confer with 2032	JH, MPD, MSO monthly CQI	WA Audit District 3 on-going	
Dr. Carlbon check-in	Jeffcom (FC is Board Member)		

Miscellaneous

CARES support and supervision has been transferred to the MSO. We are meeting every two weeks, reviewing documentation procedures, policy and SOG's. We now have a new EJFR member that has completed the CARES task book. Charlie Johnson has worked alongside Jeff and Leeann for the past month and can now cover for Jeff when he takes much deserved time off.

Staff attended the WFCA Conference in Tulalip.

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ALARMS	
Fires	3
Rescue/EMS	315
Service Call	83
Good Intent	29
False Alarm	26
Special Incident	1
Other	1
Total	458
Transports	
911	199
Hospital Requested	0
Total	199
CARES Contacts	
October Contacts	187

Station Statistics	Avg. Response Time by Station	% of Call Volume	Total # of Calls
St 1	6:05	21.2%	97
St 2	8:05	27.1%	124
St 6	7:51	33.2%	152
St 7	7:17	13.3%	61
St 8	4:51	0.7%	3
St 3	*		
St 4	*		
St 5	*		
St 9	*		
Mutual Aid Given		4.59%	21
*UnStaffed/Volunteer Stations			
**YTD Calls 4865 (11%)			
**YTD compares 2023 Merged with 2022 as Separate Agencies with different reporting measures.			
4:00 minute Response Time Standard for Port Townsend 8:00 minute Response Time Standard Districtwide First due response times are only counted for call within primary response area			

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

From: Fire Chief Bret Black



Date: October 30, 2023

Subject: 2023 Quarterly Report

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

Activity Log

July 1, 2023 begins a new funding cycle for CARES. FIRE CARES has built inter-agency partnerships, while broadening outreach and intervention efforts. EJFR has temporarily reassigned a second paramedic for most of the quarter, doubling this workload capacity, alleviating some of the client backlog.

Case Review

CARES has facilitated some peripheral services including mobile notary services. The team has also assisted with introductions and tours of local care facilities. CARES is assisting some local unhoused individuals with services and shelter options. Additionally, **The Friends of EJFR Foundation** has retooled and now financially supports the disposable goods needed by CARES clients. Previously the CARES Team were funding these needs out of their own pockets. They spend approximately \$500 per month.

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Participant Metrics

July 1, 2023 through September 30, 2023, there were 54 new individuals referred for CARES services and 337 follow up contacts. 48 individuals were not contacted due to varying reasons from unable to locate, to not responding to attempts to contact.

Services Provided

- 256-home visits
- 176-phone contacts
- 10-transportation arrangements
- 174-worked with family or caregivers
- 118-collateral contacts
- 1-health insurance sign up
- 122-case management
- 6- hospital diversion

Primary reason for referral

- 89- General assistance
- 37-Failure to thrive
- 121-unmet medical needs
- 53-Behavioral Health
- 41- substance use
- 58-falls
- 32-frequent 911 utilization
- 5-homeless

Demographics

- 391- over the age of 65
- 64- Veteran
- 1-homeless and sheltered

Risk Factors

- 2- Homeless
- 10- Overdose in the last 30 days
- 146- reported behavioral health issues
- 69- reported substance use disorders
- 114- reported being hospitalized in the last 12 months
- 141- reported falling
- 64- unsafe living conditions
- 171-home health needs
- 5-Suicide ideation or attempt last 30 days
- 7-Risk of DV
- 120-cognitive decline
- 1- other

Referrals Made

- 33- mental health services
- 27-SUD services

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- 28-medical equipment/mobility devices
- 55-medical office visit
- 2-detox
- 5-food bank
- 17-housing services
- 4-victim services
- 301-senior support
- 1- employment support
- 22-veteran or military assistance
- 3-insurance services
- 10-transportation
- 36-home health

Connection made from referrals

- 31- mental health services
- 25-SUD services
- 25-medical equipment/mobility devices
- 53-medical office visit
- 1-detox
- 5-food bank
- 17-housing services
- 4-victim services
- 299-senior support
- 1-employment support
- 22-veteran or military assistance
- 4-insurance services
- 10-transportation
- 38-home health

Long Term Outcomes

The CARES program continues to conduct ongoing assessments and evaluations to track the progress and long-term outcomes of individuals receiving services. Each month the Fire Commissioners hear numerous letters and accolades for the CARES program at the regular BOC meeting.

Geographic Area

The CARES program in East Jefferson County is a community-based initiative that focuses on providing comprehensive support and services to residents in need. The program is funded through a combination of grants, including state and local grants. The EJFR CARES team consists of a full time paramedic and social worker/mental health professional and a part time substance use disorder professional. The following represents all referrals and contact status including the referrals that resulted in failing to contact the individual.

- 223-Port Townsend
- 94-Port Hadlock
- 73-Port Ludlow
- 21-Chimacum
- 12-Quilcene
- 5-Brinnon
- 11-Nordland

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The primary goal of the CARES program is to offer assistance, resources, and education to individuals and families facing various challenges, such as low-income households, seniors, individuals with disabilities, or those experiencing temporary crises. The specific services provided by the program can vary, but they commonly include:

1. Social Services Referrals: Connecting individuals and families to other local resources and support services, such as housing assistance programs, healthcare services, mental health counseling, substance use disorder assessments and counseling, and employment opportunities.
2. Community Outreach: Engaging in outreach activities to identify vulnerable populations and ensure they are aware of the available services.
3. Senior Assistance: Offering specific services tailored to the needs of the elderly, such as home safety checks, medical equipment loan programs, and transportation assistance.

The program's ultimate aim is to strengthen the community's resilience and improve the overall well-being of its residents by addressing social, economic, and health-related disparities. By offering targeted assistance and education, the East Jefferson County CARES program strives to create a safer, healthier, and more connected community.

By implementing these approaches, the EJFR CARES program fosters greater access to available programs and services for vulnerable individuals, ensuring that they receive the support they need to improve their overall well-being and quality of life.

Despite these challenges, the EJFR CARES program has made significant strides in providing valuable support to vulnerable individuals, while optimizing 911 resources. Addressing these challenges will require continuous evaluation, adaptability, and community involvement to ensure the program continues to have a positive and lasting impact on the well-being of the community it serves.

November 2023 Operations and Training

Report Submitted by: DC Pete Brummel

Overview	<ul style="list-style-type: none">• Final Budget Requests for Training Division & Fire Operations• LNI FIIRE Grant Procurement: Phase I Complete• PNW Fire Conference 2023• Vector Solutions Inventory and "Check-It"• Live Fire Training• Promotional Assessment Center Development• Professional Development Report• Administrative Meetings Report
Operations & Training	<ul style="list-style-type: none">• Training Division & Fire Operations: Finalized budget proposals for various training classes, equipment and apparatus• LNI FIIRE Program Grant Award: All grant-funded equipment has been purchased (Phase I), next stage is building decon kits and inventory stock at all fire stations (Phase II). Completion December 2023.• PNW Fire Conference: 7 members of EJFR attended a 3-day leadership and fireground training summit that included topics on strategy, tactical objectives, fire behavior, wellness and other fire topics. Brummel has been involved since Fall of 2022 with the regional planning committee. Over 350 attended the first-ever conference of its kind. Great success!• Vector Solutions "Check-It" Inventory: Lt. Lueders and Lt. Chambers have initiated PPE as the first inventory under the new program. This will eliminate paper trails and promote a concise, updated inventory. Next phase is to meet with remaining program managers and delivery in-service training on the program. Final phase will be all fire and EMS apparatus.• Live Fire Training: DC Brummel and FF Dalrymple attended 3-day NFPA 1403 "Live Fire" certification class in Bremerton, NKFR A Shift and Kitsap Fire Academy utilized the EJFR training facility for their respective training needs. EJFR has the premier live fire training facility in the region.• Promotional Exam Preparation: Working with HR, L2032 and Fire Chief to build a promotional assessment center for the rank of Fire Captain. (Pending BOC Budget Approval)• Professional Development: Lt. Morris and FF Kinney completed IFSAC Fire Officer I, FFs Le, Wells, Boe, Jeske, Wright, Welander and G.Williams, Support Vols. Michaelson, Goode, Thomas, competed IFSAC Driver/Operator Academy, Lts. Kauzlarich, Bergen, Dean, FFs Chapman, Kaldahl attended the PNW Fire Conference. DC Brummel enrolled in last class before Masters degree Capstone series begins, currently with a 4.00 GPA.

Meetings & Commitments:

10/2: NKFR Live Fire A Shift (9hrs)

10/3: Personnel Issue Debrief (1hr)

10/4: Meet with Port Angeles Fire DC (2hrs)

10/6: Budget Review Meeting (2hr)

10/6: Seattle Exec Leaders Presentation (Seattle)(4hrs)

10/9-10/11 ISFSI NFPA 1403 "Fixed Facility Live Fire Instructor" (24hrs)

10/12: Grad School CMJ 6303 Virtual Lecture (2hrs)

10/12: Legal Briefing with MGPS, LLC (1 hr)

10/13: Mobilize Safety Trailer to PT, Badge Ceremony (8hrs)

10/14: Fire Festival (10hrs)

10/24: Budget Committee Meeting (3hrs)

10/25-10/26: Kitsap Fire Academy Live Fire (16hrs)

10/30: Hood Canal Bridge Site Visit (1 hr)

Additional meetings, station visits, Jeffcom visits, ad hoc Administrative meetings with Fire Chief, HR, Finance, Battalion Chiefs, etc., throughout the month.



Kitsap Fire Academy at
EJFR Training Facility



Burn Box in Action



Special Rapid Intervention FF
Rescue Prop Demonstration



IFSA Driver/Operator Pump
Academy Class

Assistant Chief's - Monthly Board Report

Reporting Period: **November 2023**

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

Facility & Apparatus Overview	<p style="text-align: center;"><i>STATIONS</i></p> <p>Sta. 1 (16) Up Town Port Townsend I met with a representative Lars Wollum with TK Elevator Corp to discuss the current status of the stations elevator. Currently the manufacturer “Otis” is no longer going to manufacture or support the 211-model elevator which is the model elevator currently at Sta. 1. Lars provided an estimate overview and projected cost of \$200,000 to retro fit the elevator and to bring it up to current code standards.</p> <p>I also spoke with serve tech who maintains our elevator monthly. His recommendation based on the minimal use of the elevator and available parts if needed to wait until such times as repair parts become hard to locate. His estimate is 3-5 years.</p> <p>There will need to be more conversation with the Chief and facilities committee on steps moving forward.</p> <p>Station 5 (12) Marrowstone Island: All of the requirements for Occupancy have been completed. On October 31, 2023 Jefferson County Community Development – Building Official issued the Certificate of Occupancy.</p> <p>Other items completed in the last few weeks:</p> <ul style="list-style-type: none">• Exterior antennas for the in-house VHF / UHF fire radio communications have been installed by Westhills Electronics.• PUD installed the fiber.• IT worked with North Olympic Peninsula Data Centers to establish the needed IP address for internet.• IT worked diligently with Emily to order and install the needed equipment and firewalls to connect and establish Wi-Fi in both the apparatus bay and the crew quarters.• Pete’s Electric received the needed parts to establish the emergency stove shut off which was then tied into the in-house paging system.• Westhills Electronics installed the in-house paging system and has tied the emergency stove shut off, room speakers and lighting into the paging system.• LD Richert Construction finished the front guardrails and the minor repair of the countertop at the kitchen sink.• With the assistance of Acting Battalion Chief S. Grimm two recliners housed at Sta. 3 were relocated to the crew quarters.• A workstation - desk and shelving has been established in the office area.
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	<ul style="list-style-type: none"> Sandy has obtained and transported to the station cleaning supplies and other needed items. Two beds had been delivered prior. <p>Sta. 6 (11) Chimacum The parts needed to repair the apparatus bay propane heater have arrived. Air Flow heating will be in to replace the fan motor and bearings fixing the broken heater. A temporary portable heater was rented from Olympic Equipment Rentals during the cold weather to provide needed heat while the station heater is not operational.</p> <p>Sta. 7 (31) Port Ludlow Westhills Electronics continues to work on the old nonfunctional in-house paging and alert system. The system is now operational.</p> <p>Sta. 8 (33) Shine Air Exchange / Plymovent was in house to move the exhaust system used by the ambulance. The system was on the driver's side and was moved to the passenger side of the apparatus bay. The moving of the Plymovent exhaust system to the passenger side now aligns with all of the EJFR ambulance fleet. Sta. 8 was the only station that had the system on the driver's side to accommodate an ambulance that is no longer operating out of this station.</p>
	<p style="text-align: center;"><i>INSPECTIONS</i></p> <p>Completed Inspections: 10.01.23 – 11.01.23 911 Crews – 0 Prevention Division – 19 Total – 19 Re-Inspections - 0 Follow-up Inspections – 2 Inspections completed year to date total: 204</p> <p style="text-align: center;"><i>PLAN REVIEW</i></p> <p>City –</p> <ul style="list-style-type: none"> FPP23-007 Captain Jack's Beach House BLD23-239 Commercial Solar Review Discovery Road Project Information Town Point secondary Egress Route Discussion Jefferson Healthcare South Campus Project Roadway width Fire alarm coverage input during abatement

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County –

- Resolution 23-21 burn ban and restrictions review
- Mason Street Development - Early Planning Strategies (Habitat for Humanity).
- 10/23 agenda request for Title 15 amendments

Citizen Inquiry

- Dove House installation of wood stoves with in a manufactured home.

SPECIAL EVENTS

County

- SEP 12-23 Turkey Trot
- SEP 11-23 Run the Peninsula

City –

- Fire Rescue Fest
- Taylor Street Tent for PT Main street Annual Holidays Event
- Downtown Trick or Treat and Costume Parade-PT

FIRE INVESTIGATION

23-4852 Swansonville Rd Truck Fire – Follow-up

23-4622 1510 Sims Way Car Fire – Follow-up

BURN RESTRICTIONS

As of October 18th, the Chief's agreed to reduce the burn level to Low.

Fire Weather Season LOW (Green)	1	<ul style="list-style-type: none"> • Land Clearing / Yard Debris – Unincorporated areas of Jefferson County. • Wood Fires (Recreational). • Wood or Solid Fueled Cooking Fire – To Include: Charcoal Barbeque Grills, Smokers, and or Pellet Fed Appliances. • Gas or Propane Fueled Appliances. • Tiki Torches. • Liquid Fuel Candles or Lanterns. • Discharge of Fireworks. • Discharge of Fire Arms (Open Lands). 	<ul style="list-style-type: none"> • Urban Growth Areas (UGA) - Land Clearing / Yard Debris – Is closed Year Round.
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BURN PERMIT

-10 Burn Permits were requested, inspected and issued. Three permits were originally denied and re-inspected prior to issuance.

Assistant Chief's - Monthly Board Report

Training	-Wa State Fire Marshal's Association – Fire Prevention Institute - 30 hrs of continued education.
Public Relations, Marketing Meetings & Other Events	<ul style="list-style-type: none">-Fire Extinguisher training City of Port Townsend.-Fire Extinguisher Training for Jefferson County Court House-Safety Committee Prep-IMT County Monthly Meeting-Weekly City Development Review-CWPP Materials Review & Comments.- Atmospheric and field conditions, weather observations and conversations with the Chiefs and the Fire Marshal.-I met with County Building Official, City Building Official, Planning and Engineering on Emergency on Access for hard to reach properties and road standards and consistency between the City and the County-Jeffcom Board Meeting-Burn Restrictions review with Fire Chiefs-Pub Ed event Salish School
Other	2 Sick Days - Family

Certificate of Occupancy

Jefferson County, Washington

Phil Cecere, Building Official

**JEFFERSON CO FIRE DIST #1
DBA EAST JEFFERSON FIRE RESCUE 24 SETON RD
PORT TOWNSEND, WA 98368-9799**

PERMIT #: BLD2022-00082

**PROJECT DESCRIPTION: NEW MANUFACTURED FIRE STATION,
EMERGENCY SERVICES FIRE & EMS
SEP2021-000009**

**SITE 6633 FLAGLER RD
ADDRESS: NORDLAND WA 98358**

**OCCUPANCY CLASS: R3, B
FIRE CLASS: VB
AUTOMATIC SPRINKLER?: YES
CODE CYCLE: None**

FINAL INSPECTION: October 31, 2023

The above stated project has received the final inspection and has been issued a certificate of occupancy pursuant to the code Of Jefferson County Washington.

Post in a conspicuous place

Date Prepared: 11/6/23

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

Meetings & Training:	<ul style="list-style-type: none"> • 10/3 HR Mtg • 10/3 Streamline Presentation • 10/4 Bike Rodeo Mtg • 10/5 CRR Mtg • 10/6 Lunch Mtg: Fire & Rescue Fest • 10/9 Agenda review Mtg • 10/9 Sta 5 Coverage planning Mtg • 10/11 Fire & Rescue Fest Mtg • 10/19 CRR Mtg • 10/23 M&C • 10/24 Special Budget Mtg
Presentations / Tours/Other	<ul style="list-style-type: none"> • 10/2 JC Library Story Hour & FF Visit (20 kids) • 10/5 Chimacum Creek Primary School Visit (160 kids) • 10/6 EJ Bento School Visit – CPR w/ T&T (25 kids) • 10/6 Sta 1 Ride Along – Anderson • 10/8 Chimacum Farmers Market – Fire Prevention Week • 10/9 Sta 6 Ride Along – Bentzen • 10/12 Salish Coast School Visit (65 kids) • 10/13 Badge Ceremony & Chili Cookoff • 10/14 Fire & Rescue Fest • 10/18 Bike Rodeo @ Recyclery (15 kids) • 10/21 Sta 7 Ride Along – Reichheld • 10/30 Chimacum PTA Trunk or Treat • 10/31 Port Ludlow Trunk or Treat • 10/31 Downtown PT Halloween • 10/31 Kala Point Cert Fire Extinguisher Training
Media Engagement:	<ul style="list-style-type: none"> • Facebook – Post Reach: 4,291 – 3,062 Followers • Twitter – 846 Followers • Instagram – Post Reach: 171 Followers 576

Human Resources:	<p>Upcoming:</p> <ul style="list-style-type: none">• SOG Updates: Drug-free workplace, Data/stats definitions and guideline• Anti-discrimination updates for website• Update of Safety Committee process/paperwork• Fall Volunteer onboarding <p>*Congratulations to FF/PM Rolf Schumann on his retirement after 33 years!</p>
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Promoted LT's at the badge ceremony: Alex Morris, Gavin Rogers, Curtis Sanders, Zack Dean & Deputy Chief Brummel



Fire and Rescue Fest: Upper – Waterball, Lower – CPR demonstration

Date: 10/1/23-10/31/23

Subject: *Finance Report*

Prepared By: *Terri Ysseldyke-All*

Overview	<ul style="list-style-type: none"> • Treasurer's Report reconciled • 8 record requests • Ambulance Transport audit • Payroll audit • Billing • Budget • GEMT Audit • GEMT Reporting
Meetings and Other Events	<ul style="list-style-type: none"> • 10/6/2023 Budget Committee Meeting • 10/12/2023 Noridian Billing Webinar • 10/18/2023 MRSC Rosters Electronic Bidding Webinar • 10/18/2023 Board of Commissioners Meeting • 10/24/2023 Board of Commissioners Special Meeting (Budget Workshop) • 10/25/2023 Snure Seminars Laws Update • 10/26 & 27/2023 WFCB Annual Conference • Budget Meeting Highlights: The Budget Committee met October 6. <ul style="list-style-type: none"> - October 6 was the last Budget Committee meeting before the Budget workshop. - The Special Meeting budget workshop was October 24. - The Ready Rebound program was discussed and will be included in the 2024 budget. - Nomex uniform replacement will not initially be added to the 2024 budget as to date no better replacement has been identified. - Admin Assistant wages were discussed. - Created a Reserve Fund, renamed our current Fire Building & Apparatus fund Fire to Fire Capital and renamed the EMS Apparatus Fund to EMS Capital. - Both Fire and EMS Budgets are balanced.

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	\$175,258.33	Paid : 10% withheld for 6 months (closed out)
July 1 - Dec 31 2023	\$50,000.00	\$46,000.00	\$43,333.33	\$130,000.00	\$269,333.33	\$82,533.60	Billed BHC for Sept and AWC for July-Sept salaries
Jan 1 - June 30 2024	\$50,000.00		\$86,666.66	\$130,000.00	\$266,666.66		

- Fire Revenue Received 76.3% - Expenses Expended 82.4% as of 10/31/2023
- EMS Revenue Received 87.5% - Expenses Expended 81.1% as of 10/31/2023

Date Prepared: 11/7/23**Subject:** District Secretary Report**Prepared By:** Tanya Cray

Meetings & Events:	<ul style="list-style-type: none">• Several Budget Review Meetings with Terri• 10/6 Budget Committee• 10/9 BOC Agenda Review Meeting• 10/14 Fire Fest (Representing Friends of EJFR)• 10/18 BOC Meeting• 10/19 Post BOC Meeting Follow Up• 10/19 Jefferson Co. Fire Commissioners and Admin. Prof. Meeting• 10/23 Meet and Confer• 10/24 2024 Budget Workshop• 10/25-10/27 WFCA Conference, Tulalip
Notable Projects	<ul style="list-style-type: none">• 2020-2023 Audit for PLFR - ongoing• PL Voice Submission• Collecting and compiling comparables for HR as needed• Board Meeting packet preparation• GEMT Audit• Friends of EJFR – Re-branding
Highlights	<p>I have received word that the 2020-2023 Final Audit for PLFR is near completion. Our Exit Conference is scheduled for November 13th. The auditor did not have any findings and there will be no management letters. There will be some recommendations only because they are required to give them. Due to the merger, PLFR no longer exists, so the recommendations will not require any action.</p>

October 2023 Board Report

Date: October 31, 2023

Subject: *MSO Report*

Prepared By: *Tammy Ridgway*

MSO Administrative Meetings	<ul style="list-style-type: none">• Monthly meeting with JGH for quality control• Weekly meetings with Dr. Carlbom• EMS Council• Meeting with Stryker rep• Base Station• Meetings with new interns to complete EMT paperwork for the state• CARES supervision planning meeting with Chief Black/Union• Pre-Hospital Behavioral Health Summit
Responses	<ul style="list-style-type: none">• 12 responses including 3 CPR's
Continuing Education/ Training	<ul style="list-style-type: none">• EMS connect and other required trainings• Base station• Volunteered to teach sick/not sick at the Jefferson County EMS training• IV Tech class has started and we have 9 students attending
Administrative duties	<ul style="list-style-type: none">• Supplies/Medications/Controlled substance audits• QA/QI• Budget
Planning, ongoing projects and correspondence	<ul style="list-style-type: none">• Leave at home Narcan program• Code stat reports• CPR at the Farm School with 27 students.• CPR class for new parents with 9 in attendance• CPR/First Aid class for the Port of Port Townsend with 20 people in attendance• Updating/standardizing EMS kits on all engines• Updating controlled substance policy• Participated in Trunk or Treat at the school• We purchased new laryngoscope sets with the Kala Point donation

Date: 11/5/2023

Subject: *Battalion Chief 11 Report*

Prepared By: *Jason MacDonald*

BC 11 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Once per tour visit to all stations for crew contact and assistance• Paramedic Meeting• MSO Ridgway regarding updated Controlled Substance SOP/SOG• HR Manger Stewart regarding Statistics and Times for Annual Report
BC 11 911 Responses	<ul style="list-style-type: none">• "A" Shift responses 128• BC11 responded to 11 incidents in the last month• 3 MVC's• 2 Water Rescues
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training 319.5 hours completed by the Shift• EMS connect• Base station• Delivery of section 5 tests with both PFF successful completion• Ongoing Shift level training and scheduling
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and Callbacks• ESO Insights Dashboards• Times and Statistics for Annual Report
Planning and ongoing projects	<ul style="list-style-type: none">• Cross staffing and crewforce (Lt. Kauzlarich/MacD)• Updates to SOGS 4000A, 4000C, 4000D, 4001K and 4005A• Response Plans and Station Assignments (Kauz/MacD)• Build response stats for publication in ESO• MPD Request for ESO dashboards

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

Date: October 6th, 2023

Subject: *BC-12 Report*

Prepared By: *Justin Clouse*

BC Administrative Meetings	<ul style="list-style-type: none">• Daily Shift Meetings• At least once per tour visit to each station for crew contact and assistance• Weekly administrative staff meetings• Fire Rescue Fest Meetings• Facility committee meeting• Training adversary committee meeting• BC/Chief Meeting• Officers Meeting
BC 911 Responses	<ul style="list-style-type: none">• Responded to 12 incidents in September (was on vacation 1 rotation).• Established or assumed command of 6 of those incidents.• Worked a Medic OT Shift.
Continuing Education/ Training	<ul style="list-style-type: none">• Daily Shift level training• EMS Connect• Probationary Manual with 2 New Hire• Acting Lieutenant Task Book with 2 Sr. FF's• Apparatus design class
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and callback• Run Shift Training reports• ESO report review• Probationary Firefighter Task Book- revision and updating• Annual Driver road tests• Ladder truck training for probationary employees• Prepare for & Register Multiple IFSAC tests between Kitsap and Clallam• Prepare to teach Pump Class

Planning and ongoing projects	<ul style="list-style-type: none">• Training Committee• IFSAC Testing Technical Advisory Committee• IFSAC testing- Multiple upcoming IFSAC tests• Fire Rescue Fest Planning
ESO	<ul style="list-style-type: none">• Nothing new to report.
Marine Program	<ul style="list-style-type: none">• Crews have been getting on the water for marine training, working toward getting more folks qualified as operators and deck hands.
Personal Protective Equipment	<ul style="list-style-type: none">• LT Chambers ordered 15 gallons of turnout gear soap. The remaining gear he ordered from this years turnout budget is slowly coming in.
Technical Rescue	<ul style="list-style-type: none">• Bi-annual technical rescue training was a success and well attended. E-7 was outfitted with ropes and hardware (the same as the other EJFR engines). E-8 is the only other staffed engine in need of a compliment of rope rescue equipment.
Wellness Program	<ul style="list-style-type: none">• Planning is in the works for what the wellness exams will consist of, as EJFR and PLFR had very different programs. The two former program leads are working together with a small group to come up with a new plan.

Date: 11/6/2023

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

BC 13 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Several Budget Committee Meetings• Station 5 coverage meeting• Training Officers Meeting• JC IMT Meeting
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 19 incidents in October<ul style="list-style-type: none">○ 10/1 search for victim involved in one vehicle rollover at Hood Canal Bridge○ 10/2 rescue of a dog that had fallen off the cliff at Old Fort Townsend○ 10/15 Motorcycle vs Truck at Hwy 104 and Paradise Bay Road○ 10/16 Three vehicle fire at Gary's Automotive
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 205 hours of training)
Administrative Duties	<ul style="list-style-type: none">• Staffing and Callback• Probationary Section 5 Exams for PFF Wells and PFF Le
Volunteer Program	<ul style="list-style-type: none">• Preparation for onboarding of new volunteers and testing in November<ul style="list-style-type: none">○ Contact all applicants and confirm their commitment○ Schedule testing○ Review of all applications• Finalized Volunteer SOP/SOG's for Snure review

JEFFCOM

911 COMMUNICATIONS

DIRECTOR'S REPORT

October 26, 2023

❖ Projects:

- **State Audit:** Lisa will report separately.
- **Capital planning:** Part of the 2024 budget is the first step of a long-term refresh of the simulcast radio system. Other capital needs will be triaged through a strategic plan. Rich observed Pencom's testing and installation of their similar IP-based radio consoles early in October, and the two vendors available to us continue work on quotes based on state-contract equipment pricing.
- **Pre-planning for 2025-26 radio upgrades** continues with discussions with vendors about the Tait simulcast hardware that would allow us (1) to replace the single point of failure of voters located at Jeffcom with voters located inside the radios at multiple tower sites; (2) to augment the existing hub-and-spoke microwave system with other IP-based routes to the tower sites and (3) to monitor each tower's radios remotely and to be alerted of trouble at any site.
- **Policies and procedures:** Revising the dispatch SOPs and the personnel manual are now the primary projects. Dispatch SOPs are in progress by the training coordinator. The personnel manual also needs heavy revision. Emergency-medical dispatch procedures are regional so are on the table for Jefferson and Clallam MPDs and PSAPs to revise.
- **Strategic plan:** Expect initial proposal to the board by the end of the year, but your concepts to consider in that draft would be appreciated at any time.
- **Non-union staff contracts:** Beginning to negotiate and align language among them so we do not have substantially different benefit arrangements. Expect draft contracts for consideration by this board in November.

❖ Budgetary Items:

- **Recruiting:** Our newest employee started training September 27. Four more started in-house background process and psych in September – none complete to date. Staff will continue to interview in anticipation of making final offers to



Our mission is to provide excellence in public safety dispatch services to the citizens of Jefferson County Washington. Our highest values are on the safety of our citizens and responders, superior teamwork and personal integrity. Through organization, accountability and responsibility we will maintain our enhanced quality of life in Jefferson County

up to two more candidates to start training immediately and up to three more early in 2024 or as soon as a training shift opens.

- **Staffing** has dropped to six full-time, non-trainee communications staff from seven in September due to one employee on Paid Family Medical Leave approved by WA Employment Security Department October 10 through January 6. Full-time staff switched to a four-on/two-off schedule early this month to cover. Three part-time employees and two JCSO deputies continue to work shifts along with the non-regular scheduling of day-shift employees to fill gaps.
- **CBA:** Implementation of remaining contract provisions continues without major issues. Updated job posting based on the new contract have resulted in many new applicants, typically more than one per day, including a couple of promising lateral applicants.

❖ **Health, Safety and Quality of Life:**

- September communications-staff overtime totaled 222.25 hours among the seven full-time, non-trainee employees on staff that month
- Staff continue working on a new logo for the agency designed in-house.

❖ **External Relationships:**

- **User Group meetings:** September meeting:
 - ◆ Representation from PTPD, JCSO, EJFR, QFR
 - ◆ Discussed some minor radio communications issues on Law and Fire
 - ◆ Discussed some tension between Jeffcom and PTPD staff on the air lately, which has resulted in significant improvement in recent weeks
 - ◆ Discussed continued efforts to use mobile devices for status changes on Fire
 - ◆ Reaffirmed air-medical rotation system
- **Washington APCO-NENA conference**
 - ◆ Met the state E911 staff, directors from Kitsap and Island Counties and many of our current and potential contractors.
 - ◆ Was briefed on initiatives including phase-in of PSERS retirement system, statewide rollout of I3 standard for E911 data and possible statewide implementation of RapidDeploy system for additional mobile-phone data and PSAP interoperability.
 - ◆ Attended sessions on dispatcher well-being, radio-system maintenance, radio-system governance, CAD-to-CAD interoperability, etc.

❖ **CFS and 911-call Data: January 1 through October 23, 2023**• **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	4712	4764/999
QFR	458	389
BFD	432	495
DBVFR	116	98
Total	5718	6745

• **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	12105	10856
PTPD	7049	6157
Total	19154	17013

• **911 Call Pick-up Time (including isolated errors such as the 120+ sec entry)**

Pick-up Time	Call count YTD	Cum. % YTD
0-10 sec	16346	99.01
11-15 sec	107	99.65
16-20 sec	24	99.80
21-40 sec	24	99.95
41-60 sec	5	99.97
61-120 sec	3	99.99
120+ sec	1	100.0
Total	16510	

• **911 Call Averages**

Metric	YTD Average
Ring time	3.49 sec
Hold time	0.86 sec
Talk time	87.29 sec

• **Non-911 Calls**

Metric	YTD
Number of calls	14821
0-10 sec pick-up time	98.18%
Average ring time	3.93 sec
Average hold time	5.34 sec
Average talk time	103.11 sec

East Jefferson Fire Rescue: Implementation Tool

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

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.3	Build community support for revenue opportunities and provide robust ongoing public communications.	<ul style="list-style-type: none"> Benchmark funding levels with comparable agencies. Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys. Start Community Service Specialist (CSS) work with existing personnel. Review and refine our community messaging and positions. Keep website and social media updated and look for opportunities to expand our social media presence. 	<ul style="list-style-type: none"> FC and Staff 	<ul style="list-style-type: none"> Update comparable analysis and maintain data Establish response standards, charter and policy statement AFG FP&S grant for CRS Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc. 	<ul style="list-style-type: none"> In progress In progress Completed 5/2023 Submitted 3/2024 In progress
1.4	Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.	<ul style="list-style-type: none"> Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities. Adapt our charter and Interlocal Agreements to meet the needs of the community and partners. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Update City & County ILAs Clarify and refine EJFR's roles and responsibilities 	<ul style="list-style-type: none"> In progress, Fall/Winter 2023. City ILA expires 12/23 In progress and ongoing
Initiative 2. Strengthen our core emergency response services.					
2.1	Adopt deployment performance goals as District.	<ul style="list-style-type: none"> Establish performance goals as required RCW Title 52. Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service. 	<ul style="list-style-type: none"> FC/Admin 	<ul style="list-style-type: none"> Adopted minimum staffing January 2023 Establish other performance goals per Title 52 	<ul style="list-style-type: none"> Completed 1/2023 Completed 5/2023
2.2	Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"> Establish realistic standards and monthly reporting. Use training and technology to facilitate compliance. 	<ul style="list-style-type: none"> FC & Staff 	<ul style="list-style-type: none"> Increase capability and capacity for staff to generate reports. 	<ul style="list-style-type: none"> In progress

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.3 Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> Establish minimum staffing as required RCW Title 52 to include ALS/BLS. Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization. <ul style="list-style-type: none"> Evaluate the advantages of a peak demand model and/or alternate shift schedule. 	FC & Staff	<ul style="list-style-type: none"> Adopt policy in compliance with Title 52 Update Response Plans and Run Cards 	<ul style="list-style-type: none"> Completed 5/2023 Start in 2024
2.4 Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> Maintain our Washington State Rating Board score in Fall 2022. Enhance related data capture. Identify substandard metrics, such as number of engines, volunteers, etc. Establish Training Officer position to enhance proficiencies and support professional development. 	Brummel	<ul style="list-style-type: none"> Complete amended WSRB Rating Negotiating with 2032 	<ul style="list-style-type: none"> In progress In progress
2.5 Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> Community outreach and health promotion. Participate in local and regional committees to advance funding for alternative EMS services. Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc. Maintain a strong culture of continuous improvement. 	MSO	<ul style="list-style-type: none"> Re-ignite the CPR program Recruitment of new CPR instructors is underway Update Patient Care Procedures (PCP) and response procedures. 	<ul style="list-style-type: none"> Initiated and growing To be developed in 2024 To be developed in 2024

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.6	Address immediate and long-term facility needs.	<ul style="list-style-type: none"> Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> Future uses/development of the undeveloped Jefferson County Airport parcels. Disposition of Harrison Street residence. Sold 11/2023 District Training, Fleet Maintenance, EOC and Dispatch facilities. Stations 12, 13 and 14 improvements or relocation. Station 15 improvements. Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources. 	FC	<ul style="list-style-type: none"> Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal 	<ul style="list-style-type: none"> In Progress
Initiative 3. Provide additional services to increase community health and well-being.					
3.1	Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups. 	DFC Brummel	<ul style="list-style-type: none"> Proposed for 2024 Budget 	<ul style="list-style-type: none">
3.2	Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> Prioritize crew visits to low frequency/high risk facilities. Initiate reengagement with the community for life/safety inspections. 	<ul style="list-style-type: none"> AC Tracer Tracer 	<ul style="list-style-type: none"> Resetting interagency roles Inspections were restarted in January 2023. 	<ul style="list-style-type: none"> In progress
3.3	Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation. Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). Improve our wildfire competencies among the workforce. 	FC	<ul style="list-style-type: none"> Develop content and format for community messaging Messaging at Famer's Markets and other public outreach Collaborate with County/City partners and establish CWPP 	<ul style="list-style-type: none"> In progress In progress

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.4	Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> Continue to apply community risk reduction principles in every call, every interaction with members of the public. Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase. 	FC	<ul style="list-style-type: none"> Pursue grant funding for CRS position Prepare Levy Initiative 	<ul style="list-style-type: none"> In progress Completed 2/2023
3.5	Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others. 	FC	<ul style="list-style-type: none"> Pursue grants for continued CARES funding Cultivating input from various stakeholders 	<ul style="list-style-type: none"> Completed 2/2023 In progress
Initiative 4. Enhance our workforce resilience and development.					
4.1	Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates. Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant. 	DFC Brummel	<ul style="list-style-type: none"> Seek funding and grants 	<ul style="list-style-type: none"> In progress
4.2	Establish the culture and resources necessary to support the mental and physical health and wellness of our team	<ul style="list-style-type: none"> Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines. Establish benchmark awareness training for all members. Continue to make incremental improvements in our fitness facilities. Broaden workforce participation in fitness/wellness practices. 	<ul style="list-style-type: none"> BC MacDonald Brummel 	<ul style="list-style-type: none"> Broaden annual medical evals 	<ul style="list-style-type: none"> Proposed in budget 2024
4.3	Formalize and strengthen professional development and career track processes	<ul style="list-style-type: none"> Begin planning for medium-term efforts. 	DFC Brummel & Training Officer	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
4.4	Ensure recruitment efforts align with the needs of the organization	<ul style="list-style-type: none"> Identify current and future retention and recruitment needs of the organization. Establish staffing and recruitment plans. 	E1	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 4005e

Live Fire Training

SECTION 1.0 PURPOSE

The purpose of this Standard Operating Guideline is to provide the outline for conducting “live fire” training sessions that meet NFPA Standard 1403 (Standard on Live Fire Training Evolutions). It shall be used in conjunction with all other Standard Operating Guidelines whenever conducting “live fire” training with fixed facility, acquired structures or fire training props.

SECTION 2.0 SCOPE

This Standard Operating Guideline shall apply to all members of East Jefferson Fire Rescue.

SECTION 3.0 DEFINITIONS

Fixed Facility: Non-Gas Fired Live Fire Training Structures (Ex: EJFR Burn Box Prop) or Gas-Fired Live Fire Training Structures (Ex: Navy Region NW Naval Base Kitsap)

Acquired Structure: Building or Structure acquired by EJFR (AHJ) from a property owner for the purpose of conducting a live fire training evolution.

Acquired Prop: A training prop that is commercially fabricated or constructed for the sole purpose of conducting a live fire training evolution or demonstration which includes specific training objectives in the burn plan.

SECTION 4.0 LIVE FIRE TRAINING

- 4.1** East Jefferson Fire Rescue shall provide training and education for all members commensurate with those duties and functions that members are expected to perform. Such training and education shall be provided to members before they perform emergency activities. Fire service leaders and training instructors shall be provided with training and education which is more comprehensive than that provided to the general membership of the fire department.
- 4.2** East Jefferson Fire Rescue shall assure that training and education is conducted on frequent basis where each member is able to perform the member's assigned duties and functions satisfactorily and in a safe manner so as not to endanger members or the public. All members shall be provided with training at least annually and in compliance with WAC 296-305-05002
- 4.3** Prior to being permitted to participate in live fire training evolutions including fixed facilities, acquired structures or acquired props, personnel shall meet the minimum (FF I) requirements in safety, protective breathing apparatus, fire hose, nozzles and fire streams, ladders, and rescue as defined by NFPA 1001 (current edition).

SECTION 5.0 EJFR BURN BOX PROP (NON-GAS FIRED LIVE FIRE TRAINING STRUCTURE)

All of the items listed within Section 5.0 and subsections, EJFR BURN BOX PROP (Non-Gas Fired Live Fire Training Structure), are based on the NFPA 1403 Standard for Live Fire Training Evolutions (current version).

5.1 INSPECTIONS

The inspection process shall include both the burn box prop and the adjacent approach conex box. Since the approach box is subjected to byproducts of heat and combustion from the burn box, the structural integrity and condition shall be noted.

Before & After Evolution Use Inspection: Strict safety practices shall be applied to all live fire training evolutions within the EJFR Burn Box Prop. In preparation for live fire training, an inspection of the burn box prop & approach box shall be made 10 days prior to the scheduled training evolution to determine to proper functioning of doors, windows, ventilation baffles, and thermal heat sensors. The post-burn evolution inspection shall take place no sooner than 5-days after the final burn evolution, after the box has been ventilated and cooled for safe entry conditions.

1-Year Annual and 5-Year Inspection: The burn box prop (stand-alone) shall be inspected annually by EJFR. The annual inspection shall include documentation (written and photographic) of significant structural damage, including, but not limited to, cracks and spalling of heat tiles, warped or damaged structural metals, floors, windows, ventilation infrastructure. 5-year inspection shall be performed by the manufacturer's representative and validated by a licensed structural engineer or competent professional as determined by the Fire Chief. The 5-year inspection cycle begins from time of purchase January 2021. The manufacturer is WRG in Newburg, OR.

5.2 NFPA 1403 BURN PLANS, LIABILITY AND TRAINING CADRE REQUIREMENTS

- a. Live fire training evolutions are based on a NFPA 1403 Live Fire Training Burn Plan, approved by the Fire Chief or designee. The approved training plan must include specific objectives that are incorporated into the live fire training evolutions and related to NFPA 1001/WAC 296-305-05002.
- b. The live fire burn plan must be submitted to the EJFR Training Division no later than 7 day prior to the scheduled training evolution.
- c. When applicable, EJFR External Participant liability waivers must be signed and collected on or before the day of training.
- d. Live Fire Training Instructor Cadre members must meet the following qualifications:
 - a. NFPA 1001 (FFI) with minimum of 2 years of experience in structural firefighting
 - b. NFPA 1041 Instructor I
 - c. Desired Qualifications: should have **current** ISFSI NFPA 1403 Live Fire Fixed Facility Instructor Class certification and/or ISFSI NFPA 1403 Live Fire Acquired Structure Instructor Class certification and FEMA Incident Safety Officer.
- e. Student to Instructor Ratio shall not exceed 5:1 for each company or team
- f. Water supply for all live fire training evolutions shall not exceed to maximum calculated NFA fire flow formula of the EJFR training facility at 35 Critter Lane.

5.3 REQUIREMENTS FOR LIVE FIRE TRAINING EVOLUTIONS

- a. The Live Fire Training Burn Plan shall be disseminated to ALL participants (instructor cadre, students, participants/observers)
- b. The Training Burn Plan briefing shall occur prior to training by the Instructor-in-Charge (IC II)
- c. A safety walk-through of the entire burn prop and drill tower for ALL participants. Minimum PPE helmet and gloves. Flashlight and N95 mask is optional. The designated Safety Officer for the training shall coordinate and deliver the safety walk-through.
- d. A PPE inspection for all participants shall be completed by the Safety Officer.
- e. Medical Screening shall include baseline vital signs taken before training evolutions begin, pulse checks throughout the training evolutions and post-training vital signs. Medical screening shall follow the NFPA 1584 Standard on the Rehabilitation Process for Members during Emergency Operations and Training Exercises.
- f. A training debrief shall occur following the final evolution of the day and after all personnel have attended decontamination and rehabilitation.
- g. The burn box shall be completely extinguished and opened up for natural ventilation. Full PPE and SCBA shall be worn during clean-up while inside the ventilated burn box.

5.4 LIVE FIRE ENVIRONMENT

- a. Fuel Loading: the fuel loading plan shall be confirmed with the IC II and Safety Officer prior to each ignition sequence or continuation of evolutions.
- b. ONLY clean pallets shall be used with a fuel load limit of 3 pallets. Clean straw is allowed and shall be inserted into the pallets before fuel loading.
- c. All combustible materials other than clean pallets is prohibited in the fuel loading, ignition or free-burning stages of the burn evolutions.
- d. Clean plywood is allowed to be placed above the fire for the purpose of extending the flame rollover. Plywood square shall not exceed 16 square feet. OSB is not allowed.
- e. Ignition source shall be restricted to a 5-gallon LPG propane fuel source with appropriate ignition attachment. Flammable liquids, fuses or any other fuel source are prohibited.
- f. Free burning temperatures shall not exceed 750 degrees F. within the burn box.
- g. Close monitoring of fire conditions and temperatures is the responsibility of the Safety Officer.

SECTION 6.0 ACQUIRED STRUCTURES

Acquired Structures can provide a unique opportunity for EJFR training purposes. However, due to logistics, cost, environmental concerns, regulatory agencies and timing, EJFR will assess each opportunity on a case-by-case basis.

SECTION 7.0 ACQUIRED PROPS

Will follow all of the live fire training burn plans for the fixed facility.

EFFECTIVE DATE: 11/15/23

REPLACES: NEW

FIRE CHIEF:

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1
RESOLUTION 23-12**

**REQUEST FOR APPROPRIATE TAX LEVIES AND DEPOSITS WITH
RELATED BUDGETS**

BE IT RESOLVED by the Board of Commissioners of Jefferson County Fire Protection District No. 1 as follows:

1. That the County Assessor has notified the Commissioners of Jefferson County Fire Protection District No. 1 the preliminary assessed valuation of real properties lying within the boundaries of said Fire District for the calendar year of 2023 is \$7,795,923,997 Regular Levy & \$7,805,193,184 EMS Levy.

2. That the attached hereto Exhibit "A" (by this reference made a part of this resolution) be and hereby is adopted as the budget of Jefferson County Fire Protection District No. 1 for the calendar year of 2024.

3. That the Honorable Board of County Commissioners of Jefferson County, Washington, be and are hereby requested to make the appropriate tax levies and refunds for the year of 2024 for Jefferson County Fire Protection District No. 1 to total \$14,123,000.

4. That the County Treasurer of Jefferson County, Washington, be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levies specified in Section 3 above in the amounts and funds specified below:

- A. 1, 3, & 4. \$ 10,216,000 into the Current Expense Fund of said District.
- A. 2 & 5. \$ 3,907,000 into the Current EMS Expense Fund of said District.
- B. \$ _____ into the Reserve Fund of said District.
- C. \$ _____ Registered Warrant Fund.
- D. \$ _____ to be used for the sole purpose of paying the interest and principal of said District's General Obligation Bond(s) heretofore authorized now outstanding. This levy to be without limitation as to rate or amount, and sufficient to pay the principal of and interest on said bonds as the same shall become due.
- E. \$ _____ into the OTHER Fund of said District.

5. That one copy of this Resolution together with Exhibit "A" be delivered to each of the following: Board of County Commissioners and Auditor of Jefferson County, WA.

6. Pursuant to RCW 84.52.125, as amended by chapter 196 of the Laws of 2017 it is the intent of the fire district/regional fire authority, acting by and through its board of commissioners, to protect the district's/regional fire authority's tax levy from prorationing under RCW 84.52.010(2), by imposing up to a total of twenty-five cents (\$0.25) per thousand dollars of assessed valuation of the tax levies authorized under RCW 52.16.140 and RCW 52.16.160 [RCW 52.26.140 for RFA's], or either of them, outside of the five dollars and ninety cents per thousand dollars of valuation limitation established under RCW 84.52.043(2), if those taxes would otherwise be prorated under RCW 84.52.010(2)(e).

Further, pursuant to RCW 84.55.092, it is the intent of the fire district commissioners to protect the fire district's future levy capacity. Therefore, in any year in which the district reduces the regular tax levy below the amount of levy to which the district is entitled by law, consistent with existing voter authorizations and the limitations of the state constitution and statutes, it is the district's intent to fully preserve future levy capacity as the aforesaid statute allows. The county assessor is therefore requested to set the regular property tax levy at the amount which would be allowed under RCW 84.55, as if the regular property tax for the district for taxes due in prior years (beginning with 1986) had been set for the full or maximum amount authorized under the law.

**Adopted at a meeting of the Board of Commissioners of Jefferson County Fire Protection District
No. 1 this 15 day of November, 2023.**

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

SIGNED:

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:

By:_____
Tanya Cray, District Secretary



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Tanya Cray,
(Name)

District Secretary _____, for Jefferson County FPD No. 1, do hereby certify to
(Title) (District Name)

the Jefferson County legislative authority that the Commissioners
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2024 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on November 15, 2023
(Date of Public Hearing)

(section below revised by the Jefferson County Assessor)

DISTRICT LEVY MAX AMT TO LEVY* + REFUND LEVY = BUDGETED PROP TAX

Regular:

General	10,145,637	70,363	<u>10,216,000</u>
EMS Fund	3,907,000		3,907,000

Excess:

*Includes 1% calc., estimated new construction, and estimated added state assessed utilities

Signature: _____

Date: _____

Date: 11/15/23

Subject: Recommendation to fill one vacancy prior to formal retirement.

Background:	<p>Effective January 1, 2024 EJFR will have two firefighter vacancies. The first vacancy occurred by the sudden and unplanned retirement of FFPM Rolf Schuman, effective October 31, 2023. The second will occur when the anticipated Training Captain assignment becomes effective January 1, 2024. The current CBA is explicate requiring the Fire Chief to fill these vacancies within 90 days when an active eligibility list is available (article 9). We have one remaining FFPM candidate on the FFPM eligibility list and six to ten on the FF/EMT list. We also have well qualified candidates on the current Lieutenants list.</p> <p>Summary of Vacancies/Promotions:</p> <ol style="list-style-type: none">1. Retirement of PM Schumann 10/31/23 leaves FFPM vacancy2. Promotion of Fire Captain 1/1/2024 creates a new FTE and Lieutenant vacancy. Only Lieutenants will be eligible to test for Fire Captain. <p>The Fire Chief is interviewing the remaining eligible candidates from the current lists; Board action is not required for these two vacancies and subsequent promotion.</p> <p>An additional vacancy is expected in the spring of 2024. Earlier this year Lieutenant Alex Kosuiga provided one year advanced notice of retirement effective 3/31/24 in compliance with the current CBA, Appendix C. This will leave a Lieutenant vacancy as of his date of requested retirement. The premise of this option in the CBA is to allow EJFR to anticipate and fill vacancies with advance notice.</p> <p>Due to the timeline for hiring, orientation requirements, and the workload of training a new employee, filling the three vacancies simultaneously creates certain efficiencies. The Fire Chief is requesting support from the Board allowing the hiring of a third FTE concurrently with the afore mentioned two FTE's from the current eligibility lists of well-qualified candidates.</p> <p>If the Fire Chief were to fill just two vacancies and wait for the third, training and orientation for the third employee would be an added workload and burden to EJFR's staff and new Training Captain. Any delay in filling vacancies may also result in EJFR losing viable candidates from these lists. If we delay the first two hires until there is third vacancy on 3/31/2024 from Kosuiga's retirement, we risk reducing our candidate pool.</p> <p>Our Firefighter eligibility list expires March 22nd of 2024. We still have several excellent candidates available.</p> <p>Board action is required allowing the Fire Chief to hire one additional FTE in advance of a pending vacancy.</p>
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Fiscal Impact:	<p>The cost to promote one LT and hire one Firefighter before the vacancy is: $\\$5,306.78 \times 3 \text{ months} = \\$15,920.35 + \\$619.12 \times 3 \text{ months} = \\$1,857.37$</p> <p>\$17,777.72</p> <p>PM Schumann's retirement is a salary savings to the District of \$19,985.48.</p>
Recommendations:	<p>Direct the Fire Chief to fill one additional position on 1/1/2024 in anticipation of the vacancy created by the retirement of Lt. Kosuiga. The vacancy and subsequent promotion will be filled from the current EJFR eligibility lists.</p>
Proposed Motion:	<p>Authorize the Fire Chief to hire one additional firefighter & promote one Lieutenant from the current eligibility lists as of 1/1/2024 before the planned vacancy exists.</p>

Prepared By: *Emily Stewart*

From: Caton White <catonfogarty@gmail.com>

Sent: Saturday, November 4, 2023 3:14 PM

To: Bret Black <bblack@ejfr.org>

Cc: Emily Stewart <evagts13@gmail.com>; Rick Martin <rmartin2032@outlook.com>; Alex Morris <ajmoose74@msn.com>

Subject: Archuleta and Richter step adjustment.

Chief,

As we discussed at labor management we are proposing a step adjustment for two of our members. FF Archuleta and FF Richter came in a little over a year prior to our process for excepting laterals. Since then they have both been excellent employees and significant assets to our organization. In May 2023 we hired FF Jeske who not only came from the same organization (NRNW), but the same engine company, qualifications and years of experience. He is currently being compensated at a step higher than the other two who have been with our organization longer. We see this as a one time issue that should never come up again. Not only is their parody in qualifications unique but now that we accept laterals, future hires will be placed on the step system appropriately. We also want to state this is non-president setting for the employer and merely an opportunity to correct a disparity that has presented itself.

We propose as of December 1st 2023, FF Archuleta and FF Richter be brought up an additional step (to wage step 4). This will create step equality across the three employees with the only variance being their hiring date.

We very much appreciate your consideration and look forward to your response,

In solidarity,

Caton White
Vice President
Local 2032

cwhite@local2032.com

360.643.9017

From: Brian Tracer <btracer@ejfr.org>
Sent: Tuesday, November 14, 2023 9:54 AM
To: Bret Black <bblack@ejfr.org>
Subject: RE: BOC Packet

Chief,

My apologies, I requested a sick day for tomorrow as I have personal appointments scheduled for later in the day that I've wait some time for. Just in case I can't make the meeting a brief description of the situation at Sta. 7 situation is noted below.

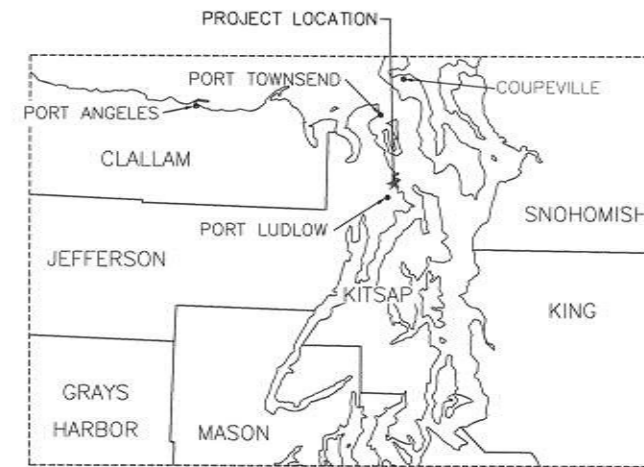
Station 7 – Oak Bay Rd - Significant potential to our infrastructure

On Thursday November 9, 2023 I was informed by staff of an usual amount of water seeping through and bubbling up out of the ground at the north end of the parking lot. The noted water flowed over the curtain drain at the edge of the driveway, and continued onto and down the driveway. I asked Shold and Land Mark Excavating to look at the issue. Both noted in their professional opinions the drainage creek to the west of the parking lot is the cause of the water intrusion. After several conversations with our neighbor the Port Ludlow Maintance Company and the Port Ludlow Drainage District, it was found the drainage creek to the west of the parking lot had filled with silt and debris causing the creek to over flow its banks. The Drainage District will be cutting back some of the brush which has grown up into and around the creek and will work to clean the creek out to ensure its normal flow downhill away from the fire district property and the driveway. I will also be working with the engineer firm Zenovic & Associates who designed the parking lot, driveway and curtain drain 10+ years ago to ensure the creek has not caused any damage to include potential options moving forward to prevent this occurrence in the future. This may include the need for a new geotec report.

B



VICINITY MAP
Scale: NTS



COUNTY MAP
Scale: NTS

PROJECT INFORMATION

APPLICANT: PORT LUDLOW FIRE AND RESCUE
7650 OAK BAY ROAD
PORT LUDLOW, WA 98365

OWNER: PORT LUDLOW FIRE AND RESCUE
7650 OAK BAY ROAD
PORT LUDLOW, WA 98365

PROPOSED PROJECT: DRIVEWAY AND DRAINAGE IMPROVEMENTS

ZONING: RR-5 - RURAL RESIDENTIAL

PARCEL NO.'S: 978-900-043, 978-900-107, 978-900-108, 821-092-002

DATE OF PREPARATION: JULY 2015

HORIZONTAL & VERTICAL DATUM

ASSUMED BY SURVEYOR

BENCHMARK

SURVEY SPIKE EAST OF
PROPANE TANK, POINT C101 AS
CALLED OUT ON SHEET C200;
ELEV. = 1,004.89

DRAWING INDEX

G001 COVER SHEET WITH GENERAL NOTES
C100 DEMOLITION PLAN
C200 STORMWATER PLAN
C201 DETAILS & NOTES

CALL BEFORE YOU DIG
1-800-424-5555
FOR UNDERGROUND UTILITY
LOCATION SERVICE

COVER SHEET & NOTES

TITLE: DRIVEWAY AND DRAINAGE IMPROVEMENTS @ 7650 OAK BAY ROAD
JEFFERSON COUNTY PARCEL NO. 978-900-043

CLIENT:
PORT LUDLOW FIRE AND RESCUE
7650 OAK BAY ROAD
PORT LUDLOW, WASHINGTON 98365

SCALE:
NOT TO SCALE

FILE:
13305-PHASE_1

JOB NO:
13305

DATE: July 13, 2015

SET: BID



SHEET

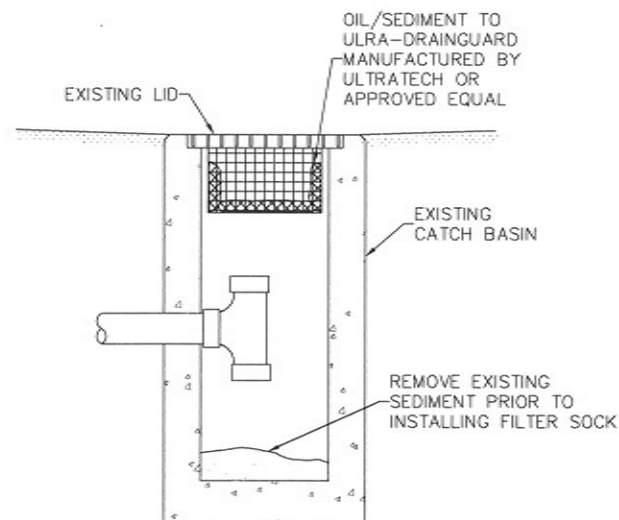
G001

ZENOVIĆ &
ASSOCIATES
INCORPORATED
301 E. 8TH STREET, SUITE 1
PORT ANGELES, WA 98362
PHONE: (360) 417-0501
FAX: (360) 417-0514
EMAIL: ZENOVIĆ@ZENOVIC.NET

REVISIONS:
DATE MARK NOTE

LEGEND:

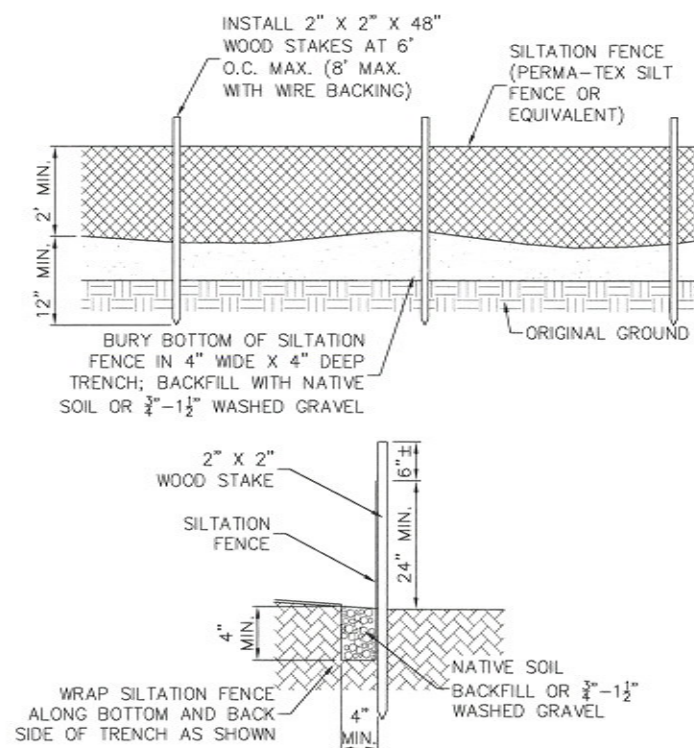
- PROPERTY BOUNDARY
- EXISTING EDGE OF ASPHALT
- EXISTING CURB LINE
- EXISTING EDGE OF CONCRETE
- EXISTING EDGE OF GRAVEL
- EXISTING UNDERGROUND TELEPHONE
- EXISTING UNDERGROUND POWER
- EXISTING UNDERGROUND PROPANE
- EXISTING EDGE OF ROCKERY
- EXISTING EDGE OF LOG RETAINING WALL
- EXISTING FLOWLINE
- EXISTING ASPHALT TO REMAIN (OVERLAY)
- EXISTING CONCRETE
- EXISTING GRAVEL
- EXISTING TELEPHONE RISER
- EXISTING UTILITY POLE
- EXISTING POLE GUY
- EXISTING LIGHT
- EXISTING CATCH BASIN
- PROPOSED CATCH BASIN



A INLET PROTECTION
Scale: NTS

EROSION CONTROL NOTES:

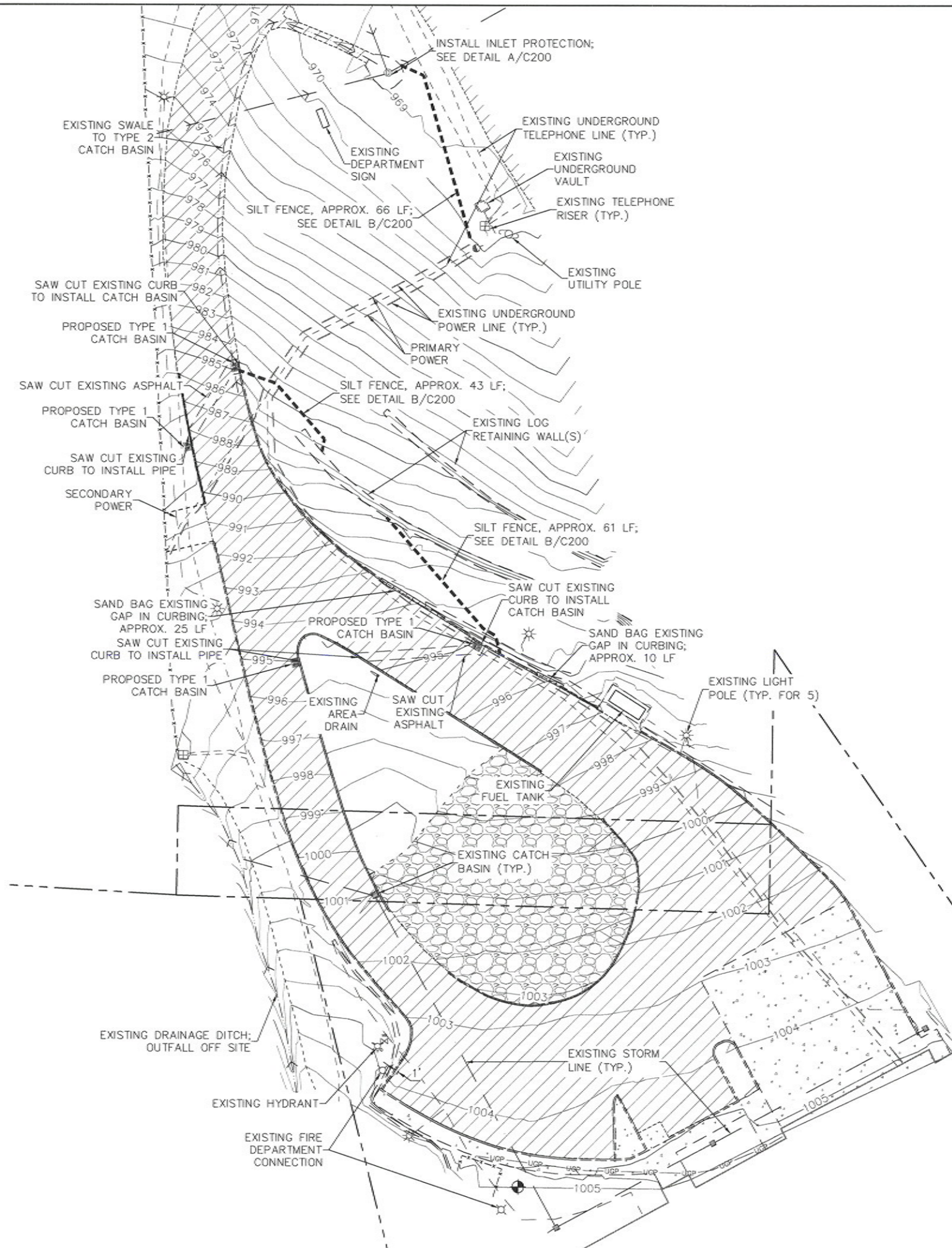
1. ALL EROSION CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE REQUIREMENTS OF THE STORMWATER MANAGEMENT MANUAL FOR WESTERN WASHINGTON (DOE, 2012).
2. ALL DISTURBED AREAS, EXCEPT THOSE ON WHICH ACTIVE CONSTRUCTION IS TAKING PLACE, SHALL BE EITHER SEEDED AND MULCHED OR PROTECTED WITH APPROPRIATE PLASTIC SHEETING WITHIN 2 DAYS OF DISTURBANCE BETWEEN OCTOBER 1 AND APRIL 30 AND WITHIN 7 DAYS BETWEEN MAY 1 AND SEPTEMBER 30.
3. ALL EROSION CONTROL MEASURES SHALL BE INSPECTED MONTHLY AND AFTER MAJOR STORM EVENTS. ANY DEFICIENCIES SHALL BE REPAIRED IMMEDIATELY.
4. ANY MUD THAT IS CARRIED OFFSITE BY VEHICLE WHEELS AND DEPOSITED ON PUBLIC ROADWAYS SHALL BE CLEANED UP IMMEDIATELY.
5. ADJACENT PROPERTIES SHALL BE PROTECTED FROM SEDIMENT DEPOSITION BY APPROPRIATE USE OF VEGETATIVE BUFFER STRIPS, SEDIMENT BARRIERS OR FILTERS, DIKES OR MULCHING, OR BY A COMBINATION OF THESE MEASURES.
6. VACUUM SLURRY AND CUTTINGS DURING SAWCUTTING OPERATIONS. DISPOSE OF COLLECTED SLURRY AND CUTTINGS IN A MANNER THAT DOES NOT VIOLATE GROUND WATER OR SURFACE WATER QUALITY STANDARDS.



B SILTATION FENCE DETAIL
Scale: NTS

DEMOLITION PLAN

Scale: 1" = 20'



DEMOLITION PLAN

TITLE: DRIVEWAY AND DRAINAGE IMPROVEMENTS @ 7650 OAK BAY ROAD
EXTENSION COUNTY PARCEL No. 078-900-043

SCALE:

1" = 20'

FILE: 13305-PHASE_1

JOB NO: 13305

DATE: July 13, 2015

SET: BID

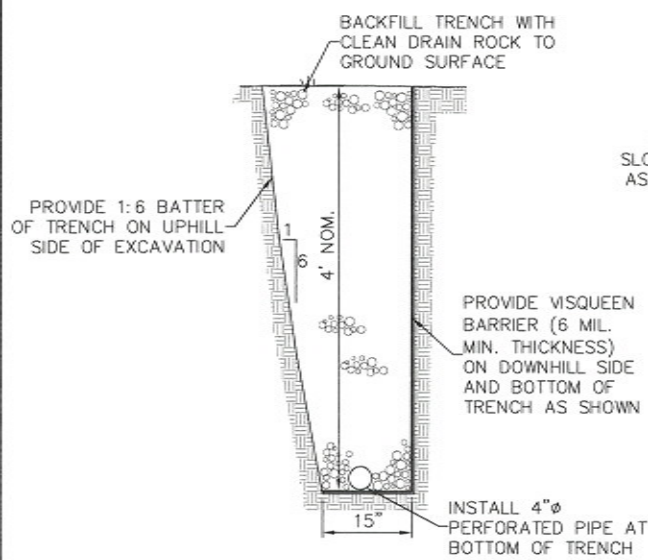


SHEET

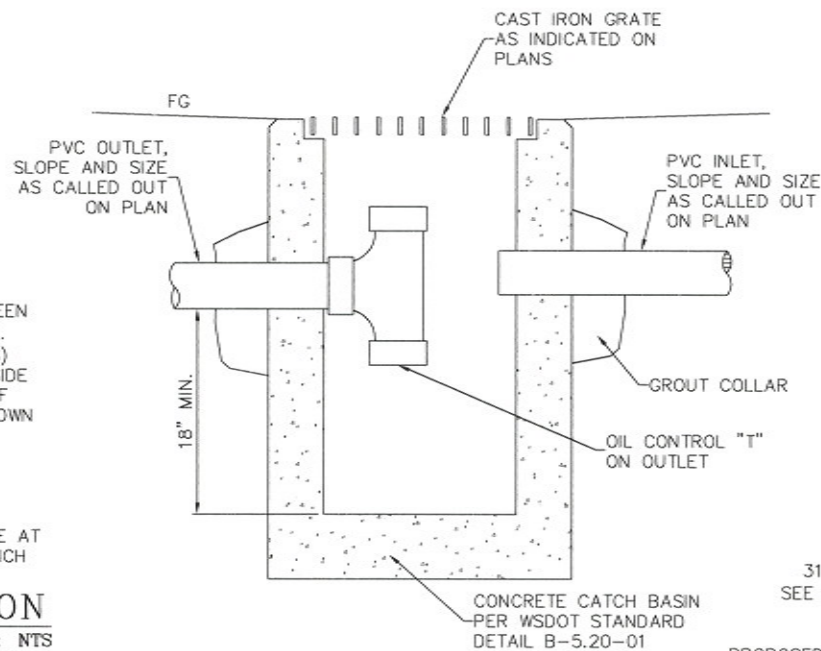
C100

ZENOVIĆ & ASSOCIATES
INCORPORATED
301 E. 8TH STREET, SUITE 1
PORT ANGELES, WA 98362
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REVISIONS:	DATE	MARK	NOTE



A CURTAIN DRAIN SECTION
C200 Scale: NTS



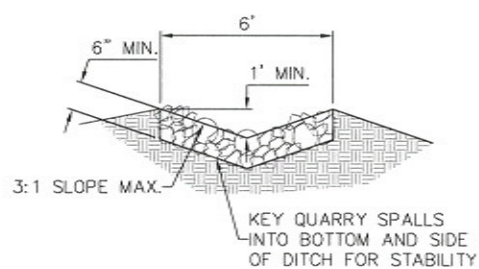
B CATCH BASIN DETAIL
C200 Scale: NTS

DRAINAGE NOTES:

1. ALL CONSTRUCTION SHALL CONFORM WITH THESE PLANS AND THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION STANDARD PLANS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION.
2. CONTRACTOR SHALL NOTIFY UTILITY LOCATOR SERVICE AND ARRANGE FOR FIELD LOCATION AND MARKING OF ALL UNDERGROUND UTILITIES IN AFFECTED AREAS PRIOR TO CONSTRUCTION.
3. ALL STORM DRAIN PIPING SHALL BE PVC. PVC PIPING IN TRAFFIC AREAS TO BE SDR35 PIPE CONFORMING WITH ASTM SPECIFICATION D3034.
4. THIS DRAINAGE SYSTEM MUST BE INSPECTED AND CERTIFIED. CONTACT ZENOVIC & ASSOCIATES, INC. AT LEAST 48 HOURS PRIOR TO TIME OF INSPECTIONS.

LEGEND:

-----	PROPERTY BOUNDARY
-----	EXISTING EDGE OF ASPHALT
-----	EXISTING CURB LINE
-----	EXISTING EDGE OF CONCRETE
-----	EXISTING EDGE OF GRAVEL
-----	EXISTING UNDERGROUND TELEPHONE
-----	EXISTING UNDERGROUND POWER
-----	EXISTING UNDERGROUND PROPANE
-----	EXISTING EDGE OF ROCKERY
-----	EXISTING EDGE OF LOG RETAINING WALL
-----	EXISTING FLOWLINE
-----	ASPHALT PAVING
-----	EXISTING CONCRETE
-----	EXISTING GRAVEL
-----	EXISTING TELEPHONE RISER
-----	EXISTING UTILITY POLE
-----	EXISTING POLE GUY
-----	EXISTING LIGHT
-----	EXISTING CATCH BASIN
-----	PROPOSED CATCH BASIN



C DITCH SECTION
C200 Scale: NTS

PROPOSED CURB INLET CATCH BASIN;
RIM ELEV. = 995.00
I.E. IN = 992.60
I.E. OUT = 992.50
SEE DETAIL A/C201

CONNECT EXISTING AREA DRAIN TO
TYPE 1 CATCH BASIN;
27 LF ± 4" PVC, SEE DETAIL B/C201

EXISTING DITCH
232 LF ± CURTAIN DRAIN,
SEE DETAIL A/C200

31 LF ± 6" PVC;
SEE DETAIL B/C201
PROPOSED TYPE 1 CATCH
BASIN WITH SOLID LID;
RIM ELEV. = 989.0
I.E. IN = 985.0
I.E. OUT = 984.90
SEE DETAIL B/C200

60 LF ± 6" PVC,
MIN. 2% SLOPE
SEE DETAIL B/C201

PROPOSED CURB INLET CATCH BASIN;
RIM ELEV. = 995.00
I.E. IN = 991.30
I.E. OUT = 991.20
SEE DETAIL A/C201

PROPOSED CURB INLET CATCH BASIN;
RIM ELEV. = 985.00
I.E. IN (BOTH) = 982.50
I.E. OUT = 982.40
SEE DETAIL A/C201

DAYLIGHT 6" PVC TO
QUARRY SPALL LINED DITCH;
MIN. 2% SLOPE

QUARRY SPALL LINED
DITCH TO EXISTING CATCH
BASIN, MIN. 6" DEEP;
SEE DETAIL C/C200

EXISTING CATCH
BASIN (TYP. FOR 3)

EXISTING STORM
LINE (TYP.)

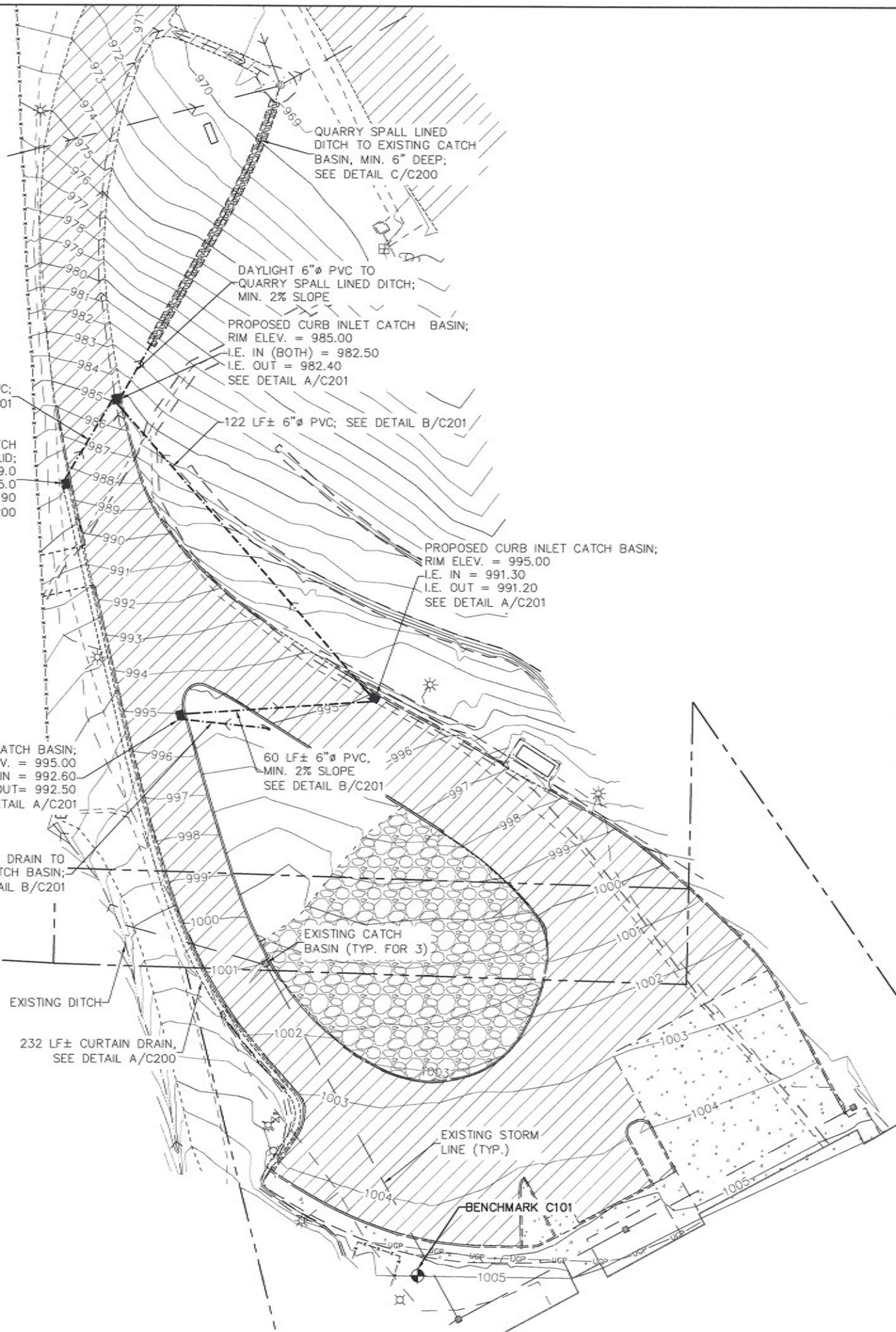
BENCHMARK C101

STORMWATER PLAN

Scale: 1" = 20'



**THE CONTRACTOR SHALL MAINTAIN AT
LEAST A 10' MIN. WIDTH ACCESS
THROUGH THE SITE AT ALL TIMES.**



STORMWATER PLAN

TITLE: DRIVEWAY AND DRAINAGE IMPROVEMENTS @ 7650 OAK BAY ROAD
JEFFERSON COUNTY PARCEL NO. 978-900-043
CLIENT:
PORT LUDLOW FIRE AND RESCUE
7650 OAK BAY ROAD
PORT LUDLOW, WASHINGTON 98365

SCALE:
1" = 20'

FILE:
13305-PHASE_1

JOB NO:
13305

DATE: July 13, 2015

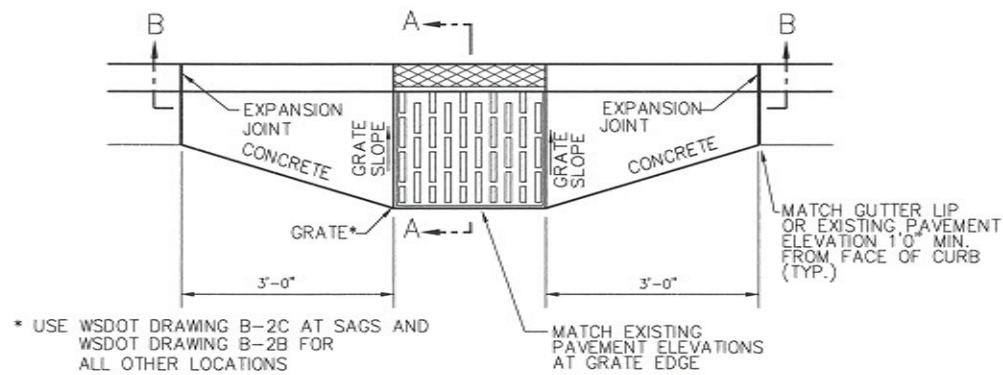
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SHEET
C200

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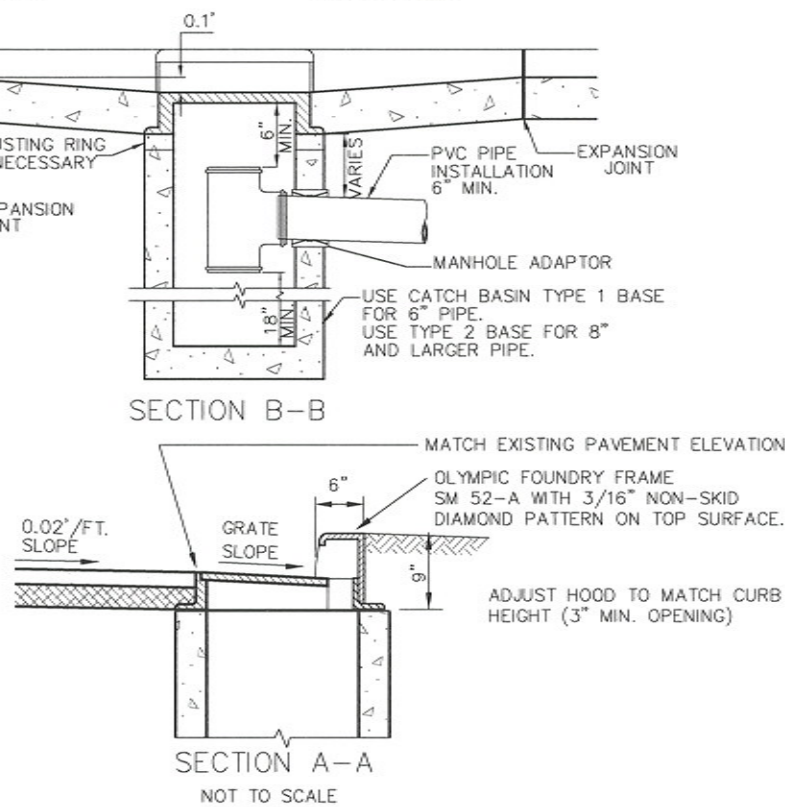


NOTES:

1. OIL SEPARATOR "T" REQUIRED AT OUTLET UNLESS OTHERWISE APPROVED BY COUNTY

2. CONCRETE CLASS 3000

3. CATCH BASIN BASE TO BE SET LEVEL. GRATE FRAME TO BE SHIMMED TO MATCH LONGITUDINAL SLOPE.



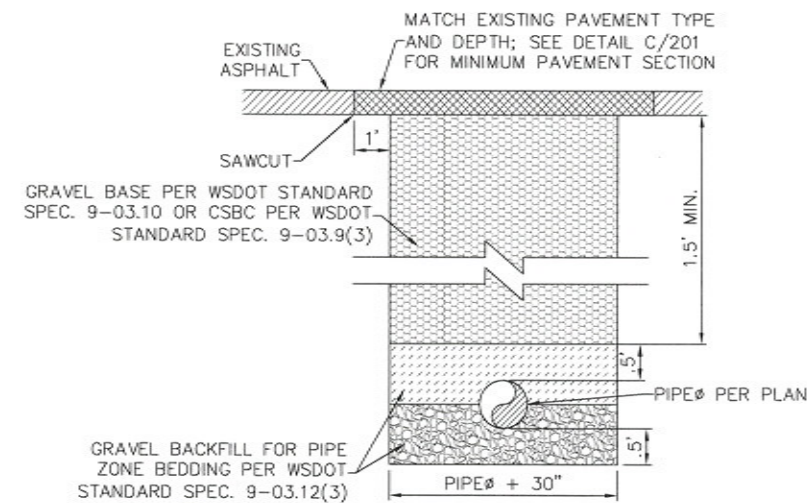
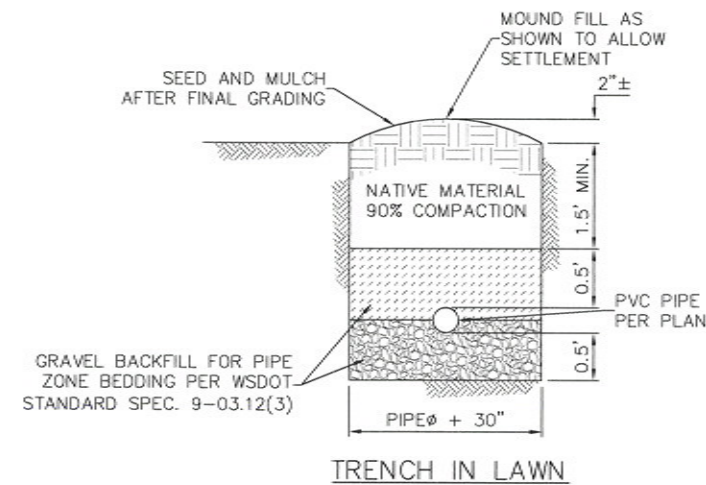
ALL WORK AND MATERIAL TO BE IN ACCORDANCE WITH THE CURRENT WASHINGTON STATE DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION"

A CURB INLET CATCH BASIN
C201 Scale: NTS

TRENCH NOTES:

1. ACP PATCH SHALL BE ROLLED AND NOT VIBRATED.
2. PLACE GRAVEL BASE/CSBC IN 8" HIGH LOOSE LIFTS AND COMPACT TO 95% OF MAXIMUM DRY DENSITY PER ASTM D-1557
3. WHERE CONCRETE PAVEMENT JOINT IS LESS THAN 4'-0" FROM SAWCUT, THE PAVEMENT SHALL BE REMOVED TO THAT JOINT.
4. TEMPORARY PATCHING WITH ASPHALT OR PLACEMENT OF STEEL PLATES IS REQUIRED WHEN TRAFFIC WILL CROSS TRENCH FOR MORE THAN 24 HOURS WITHOUT PERMANENT RESTORATION. STEEL PLATES SHALL HAVE COLD PATCH WEDGES ON TRAFFIC EDGES.
5. CALL FOR INSPECTION BY ENGINEER 24 HOURS PRIOR TO PLACING PIPE ZONE BACKFILL.

ALL WORK AND MATERIAL TO BE IN ACCORDANCE WITH THE CURRENT WASHINGTON STATE DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION"



B TRENCH DETAILS
C201 Scale: NTS

DETAILS & NOTES

TITLE: DRIVEWAY AND DRAINAGE IMPROVEMENTS @ 7650 OAK BAY ROAD
ESTERSON COUNTY PARCEL NO. 979-900-043

CLIENT:

PORT LUDLOW FIRE AND RESCUE
7650 OAK BAY ROAD
PORT LUDLOW, WASHINGTON 98365

SCALE:

NOT TO SCALE

FILE:

13305-PHASE_1

JOB NO:

13305

DATE:

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SET:

BID



SHEET

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