



EAST JEFFERSON FIRE RESCUE

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

No In-Person Meeting - Virtual Only

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

January 17, 2024

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

PLEDGE OF ALLEGIANCE

1. **Agenda Changes**
2. **Oath of Office – Commissioner Masci**
3. **Consent Agenda**
 - A. Approve Minutes from the December 20, 2023 Regular Board meeting. TAB 3A
 - B. Financial Reports TAB 3B
- Vouchers**
 1. Approve General Fire expenditure warrants dated December 13, 2023, December 28, 2023 and December 29, 2023 totaling **\$252,251.23**
 2. Approve EMS expenditure warrants dated December 13, 2023, December 28, 2023 and December 29, 2023 totaling **\$37,548.23**
 3. Approve payroll expenditure warrants dated December 19, 2023, December 20, 2023 and January 4, 2024 totaling **\$993,688.78**
 4. 4th Quarter Volunteer Stipend warrants dated December 21, 2023, totaling **\$6,592.25**
4. **Correspondence –** included in Drop Box TAB 4A
 - A. Thank you letter
5. **Public Comment –** *(for items not on agenda, 3 minutes per person)*
6. **Presentations –**
 - A. OESD 2023-24 Summary TAB 6A
7. **Announcements and Acknowledgements**
 - A. IV Tech Acknowledgments TAB 7A
8. **Staff Reports -** TAB 8

Chief Black

**Executive Chiefs: Brummel, Operations & Training
Tracer, Support Services**

**PIO/HR Activities
Finance
District Secretary
MSO
Battalion Chiefs**

9. Committee/Workgroup Reports

- A. Budget Committee - *Did not meet*
- B. Facilities Committee - *Did not meet*
- C. Data Group - *Did not meet*
- D. CRR Group - *Did not meet*

10. JeffCom Report

TAB 10

11. Local 2032 Report

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

13. Old Business

- A. Strategic Plan – Implementation Tool (*Informational*)

TAB 13A

14. New Business

- A. Policy/SOG Updates

- 1. Cares SOG

TAB 14A

- 2. Updating Station/Unit Identifiers in Policies/SOG's (informational)

- B. Resolution 24-01 Meeting Date/Time Change

TAB 14B

- C. Resolution 24-02 Surplus of Equipment – TIC's and PID

TAB 14C

- D. Resolution 24-03 Surplus District Owned Vehicle

TAB 14D

- E. ALS Deployment Model – (*informational*)

- F. Surplus of Marine 14 "Volunteer" (informational)

15. Upcoming Topics/Events

- Fire Rescue Fest 10/12/24
- Professional Development SOG (FF2, FO, etc.)
- Administrative Reorganization
- Implementation of Sharepoint
- Marine Program Enhancement
- Annual Work Plan Development
- Drug Free Workplace SOG update

**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 DECEMBER 20, 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 Tracer, HR Manager Stewart and District Secretary Cray.

1. AGENDA CHANGES

2. CONSENT AGENDA

Commissioner Stinson proposed an addition to the November 15, 2023 Public Hearing Minutes. She would like to add “2024 breaks the trend with a budget that includes adding to capital funds and a potential reserve fund.”

MOTION: Commissioner Craig made a motion to approve the November 15, 2023 Public Hearing Minutes as amended. **Masci** seconded the motion which passed unanimously.

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

- Approve General Fire expenditure warrants dated November 7, 2023, November 21, 2023, November 28, 2023, November 30, 2023 and December 8, 2023 totaling **\$224,675.23**
- Approve EMS expenditure warrants dated November 7, 2023, November 21, 2023, November 28, 2023 and November 30, 2023 totaling **\$70,143.89**
- Approve payroll expenditure warrants dated November 2, 2023, November 17, 2023 and December 4, 2023 totaling **\$1,085,598.46**
- Approve transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$28,111.25** interest and **\$300,000.00** principal to US Bank December 1, 2023
- Approve transfer from EMS cash to EMS investment November 2, 2023 **\$500,000** and November 15, 2023 **\$2,000,000**
- Approve transfer from General Fire cash to General Fire investment November 15, 2023 **\$2,500,000**
- Approve Minutes from the November 15, 2023 Regular Meeting.

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

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – City of Port Townsend DCD, Emma Bolin gave a short presentation on her role as the Director of Planning. She highlighted the need to have a safe place to live and a high quality of life. This in part, is supported by our EMS providers. She has been working closely with Chief Black and Chief Tracer to come up with the 1st Amendment to the Annexation Agreement between the City of PT and EJFR. While the annexation is complete, there is a portion of the

December 20, 2023

agreement that is important to continue. Building inspections, code enforcement as well as plan review etc. are still needed. The amendment to the agreement ensures the Fire District is compensated for the time and effort put in. There is a fee schedule currently in place that will work for a 6 month period until a new fee schedule can be worked out by a committee. Both Chief Black and Chief Tracer stated how refreshing it has been to work with DCD Bolin. The Board thanked her for her time.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Kathryn Chapman, the sister of FF Chapman has joined the District as an Administrative Volunteer.

FF Williams and Welander have both completed probation.

The CARES Team received the Future Is Bright Award from the Olympic Community of Health. Retired FF/PM Rolf Schumann was the focus of a PT Leader article noting his 33 years of service and dedication to emergency services in Jefferson County

7. STAFF REPORTS

The Board discussed the growing number of staff reports being turned in. Black added that reports are sent out to the Board a week in advance of the meeting and suggested that if there are any questions, they could be submitted to the report writer ahead of time. This could reduce the number of staff to be required to attend the meeting. There would be a cost savings to this change.

Stinson suggested for months when we don't have an outside presenter, we could have an employee provide a report on their area of focus.

Chief Black

Black noted he met with the MPD and MSO to discuss alternatives to the Medic 1 Program for training paramedics. Our paramedic roster is shrinking and we are only able to send one person to Medic 1 per year, we need to come up with alternative options. He noted there are a couple of programs that have been looked into but more research is necessary. Tacoma Community College and a program in Boston are possibilities. We currently have three people signed up to be part of the paramedic assessment center in January. Full Chiefs report in packet.

AC Brummel

Monthly report included in the meeting packets.

Clemens asked if it would be more beneficial to the District if we hired an outside party to write our grants as it takes a lot of time for the Chief's to put grant applications together. Black agreed, but we need to see if we can afford it.

AC Tracer

Monthly report included in meeting packets.

HR/PES/PIO

Monthly report included in meeting packets

Finance

Monthly report included in the meeting packets.

District Secretary

Monthly report included in the meeting packets.

MSO

Monthly report included in the meeting packets.

BCs

Monthly Reports included in packet. BC MacDonald gave a brief summary of a fire at Jefferson

Healthcare.

8. COMMITTEE/WORKGROUP REPORTS

A. *Budget Committee* - No report, did not meet.

B. *Facilities Committee* - No report, did not meet.

C. *Data Group* - No report, did not meet.

D. *Community Risk Reduction Group* – Minutes included in meeting packet.

9. JeffCom Report – A significant drop in call volume was noticed and is believed to be the result of several factors: the pandemic, the end of Medic 17, merging with PLFR eliminating mutual aid calls, and the impact of CARES.

10. LOCAL 2032 REPORT – No report.

11. PUBLIC COMMENT - Agenda items only

No comments received.

12. OLD BUSINESS

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

Included in meeting packets.

B. *Fire Chief Contract*

Moved to follow executive session after New Business.

C. *Erosion at Station 7*

Tracer gave a brief review of the drainage issue at Station 7. The Port Ludlow Drainage District has been very responsive and had their engineer look at the problem. We are also having our engineer, Zenovic and Associates come to review and provide a summary of findings soon. No damage to District property has been discovered.

13. NEW BUSINESS

A. *Policy/SOG Updates*

District BVFF Policy/SOG – MOTION: Masci moved to approve Policy 1000 Volunteer Participation as presented. Davis seconded the motion which passed unanimously.

B. 2024 WFCA Healthcare Application

Cray noted this is informational only.

C. EJFR/City of PT MOU Extension of Exhibit A – January 1st the City will begin to collect fees for the Fire District duties (plan review, inspections, etc.) per the current fee schedule. A committee will be created to review the fee schedule and come up with any revisions. That new fee schedule will begin effective July 1st.

D. 2024 Meeting Change Request

Seabrook requested to move our monthly meeting time and discuss alternate days or times. He noted his conflict is due to an opportunity to be on a steering committee for the Port. Staff was asked for any input and provided a suggestion of holding meetings during business hours similar to

what the Jefferson County BOCC does. After a lengthy discussion on availability of the meeting room and Commissioners, it was decided that the January meeting would remain as scheduled and a resolution would be brought before the Board to change the remaining meetings in 2024 to 3:00pm on the second Wednesday of each month.

E. 2024 Board Chair/Vice Chair Elections

MOTION: Masci nominated Deborah Stinson for Board Chair. Tillman seconded the nomination which passed unanimously.

MOTION: Masci nominated Dave Seabrook for Vic- Chair. Tillman seconded the nomination which passed unanimously.

F. Drone Funding – Black reported that JCSO is replacing a drone that was shot down. They requested from the Fire District's to purchase the DSLR Camera for the drone. Black noted that the use of the drone has had a significant effect on our operations. The drone was used for wildland fires, fire investigations and search and rescue. There is no way we could afford to have our own drone. He added that this is not something we have budgeted for and the other Fire District's may be pitching in. Stinson stated we would need to see where this lands on our priority list as we did not fund many other requests for the 2024 budget. As of now this is only informational, no action is necessary.

G. Surplus of Equipment Marine Vessel/Ambulance (informational)

Black sent letters to our partner agencies regarding the "Volunteer" to see if there was any interest. He asked for all interested parties to submit a letter stating their need, a proposed training plan, proposed maintenance plan and ability to tow the vessel. So far one letter has been received from Brinnon Fire.

Black also stated he is working on a proposal to surplus the Terrastar Ambulance. He will bring a formal proposal to surplus these apparatus in January.

H. Fire Captain MOU, JD, and Eligibility List Informational

Black thanked Local 2032 for the great collaboration on this new position. The Captain rank will fall between the Battalion Chief and Lieutenant. The Captain will be assigned as the Training Captain. Lieutenant Bergen will be promoted to this assignment effective January 1st.

I. Resolution 23-13 Supplemental Budget Amendment

MOTION: Masci moved to approve Resolution 23-13 Supplemental Budget Amendment as presented. Stinson seconded the motion which passed unanimously.

CALL FOR EXECUTIVE SESSION

Seabrook called for an Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. Following a 10 minute recess at 8:00pm the board convened an executive session for 15 minutes, until 8:15pm.

CALL BACK TO ORDER

At 8:15 Seabrook called the meeting back to order stating no decisions had been made and no action was taken.

MOTION: Craig moved to approve the Fire Chief's contract with amendments. Clemens seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS –

Notable items:

GOOD OF THE ORDER –

Black thanked Tillman for her time on the Board. She had knowledge of details and needs as well as the history of the fire service in the County. He appreciates all her time and energy.

Seabrook noted that Tillman was given an award at the banquet and as he stated then, her appointment to the Board was an easy decision and she was a marvelous addition. Tillman noted that she will be staying active with the Friends of EJFR foundation and you may see her in the spring at the PT Farmers Market getting the word out.

Clemens congratulated all the FF's who recently passed probation and the newly promoted Training Captain.

Carmody noted how nice the banquet was and it was great to see Pat Bondurant, he had an enjoyable evening.

Craig thanked Seabrook for his leadership over his time as Chair.

ADJOURNMENT

Seabrook adjourned the meeting 8:24 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

December 20, 2023

TREASURER'S REPORT

Fund Totals

Jefferson Co FPD No. 1

Time: 11:30:47 Date: 01/09/2024

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

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	3,546,393.04	120,023.91	717,177.51	2,949,239.44	118,674.58	148,388.89	0.00	3,216,302.91
003 FIRE BLDG & APPARAT FUND 656001042	772,179.58	1,484.32		773,663.90	0.00	0.00	0.00	773,663.90
004 EMS APPARATUS FUND 657001110	510,710.23	2,305.25		513,015.48	0.00	0.00	0.00	513,015.48
101 EMS Fund #657001100	2,735,316.51	180,840.89	576,874.78	2,339,282.62	24,803.58	674.59	0.00	2,364,760.79
	7,564,599.36	304,654.37	1,294,052.29	6,575,201.44	143,478.16	149,063.48	0.00	6,867,743.08

TREASURER'S REPORT

Account Totals

Jefferson Co FPD No. 1

Time: 11:30:47 Date: 01/09/2024

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

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	County Checking	7,524,333.38	304,654.37	1,294,151.56	6,534,836.19	0.00	292,541.64	6,827,377.83
10	1st Security Payroll	40,265.98	875,938.98	875,839.71	40,365.25	0.00	0.00	40,365.25
Total Cash:		7,564,599.36	1,180,593.35	2,169,991.27	6,575,201.44	0.00	292,541.64	6,867,743.08
		7,564,599.36	1,180,593.35	2,169,991.27	6,575,201.44	0.00	292,541.64	6,867,743.08

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:40:46 Date: 01/09/2024

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	December	YTD	Remaining	
300 Revenue	6,701,400.00	107,659.66	7,668,554.93	(967,154.93)	114.4%
330	0.00	12,364.25	81,481.77	(81,481.77)	0.0%
390	0.00	0.00	26,896.73	(26,896.73)	0.0%
Fund Revenues:	6,701,400.00	120,023.91	7,776,933.43	(1,075,533.43)	116.0%
Expenditures	Amt Budgeted	December	YTD	Remaining	
000	0.00	1,288.26	1,288.26	(1,288.26)	0.0%
210 Administrative	1,623,450.31	134,359.76	1,525,391.78	98,058.53	94.0%
211 Legislative	228,712.52	20,043.94	288,693.66	(59,981.14)	126.2%
220 Suppression	4,087,604.92	488,808.45	4,607,268.33	(519,663.41)	112.7%
230 Prevention	40,850.00	374.25	15,090.29	25,759.71	36.9%
241 Training Equipment	0.00	0.00	14.00	(14.00)	0.0%
245 Training	165,270.00	27,677.80	68,641.95	96,628.05	41.5%
250 Facilities	363,172.00	23,733.49	277,571.95	85,600.05	76.4%
260 Vehicles & Equipment	248,295.00	18,159.09	231,166.09	17,128.91	93.1%
520 Fire Control	6,757,354.75	714,445.04	7,015,126.31	(257,771.56)	103.8%
590 Debt, Capital & Transfers	406,222.50	2,732.47	953,929.30	(547,706.80)	234.8%
Fund Expenditures:	7,163,577.25	717,177.51	7,969,055.61	(805,478.36)	111.2%
Fund Excess/(Deficit):	(462,177.25)	(597,153.60)	(192,122.18)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Time: 11:40:46 Date: 01/09/2024

Page: 2

Fund	Revenue	December	Received		Expenditures	December	Spent	
001 Fire Fund #656001010	6,701,400.00	120,023.91	7,776,933.43	116.0%	7,163,577.25	717,177.51	7,969,055.61	111.2%
	6,701,400.00	120,023.91	7,776,933.43	116.0%	7,163,577.25	717,177.51	7,969,055.61	111.2%

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:43:06 Date: 01/09/2024

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

Expenditures	Amt Budgeted	December	YTD	Remaining	
520 Fire Control					
522 20 10 000-0 FF/EMT (40%)	2,174,060.72	193,311.31	2,210,601.12	(36,540.40)	101.7%
522 20 10 019-0 Overtime (40%)	298,800.00	33,786.65	551,566.89	(252,766.89)	184.6%
220 Suppression	2,472,860.72	227,097.96	2,762,168.01	(289,307.29)	111.7%
520 Fire Control	2,472,860.72	227,097.96	2,762,168.01	(289,307.29)	111.7%
Fund Expenditures:	2,472,860.72	227,097.96	2,762,168.01	(289,307.29)	111.7%
Fund Excess/(Deficit):	(2,472,860.72)	(227,097.96)	(2,762,168.01)		

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:43:06 Date: 01/09/2024

Source Codes 000 To: 999

Page: 2

101 EMS Fund #657001100

Expenditures	Amt Budgeted	December	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	3,683,783.00	289,310.37	3,444,351.55	239,431.45	93.5%
522 72 10 019-1 Overtime (60%)	651,200.00	50,679.91	875,238.29	(224,038.29)	134.4%
272 EMS Operations	4,334,983.00	339,990.28	4,319,589.84	15,393.16	99.6%
520 Fire Control	4,334,983.00	339,990.28	4,319,589.84	15,393.16	99.6%
Fund Expenditures:	4,334,983.00	339,990.28	4,319,589.84	15,393.16	99.6%
Fund Excess/(Deficit):	(4,334,983.00)	(339,990.28)	(4,319,589.84)		

2023 BUDGET POSITION TOTALS

Fund	Revenue	December	Received		Expenditures	December	Spent	
001 Fire Fund #656001010	0.00	0.00	0.00	0.0%	2,472,860.72	227,097.96	2,762,168.01	111.7%
101 EMS Fund #657001100	0.00	0.00	0.00	0.0%	4,334,983.00	339,990.28	4,319,589.84	99.6%
	0.00	0.00	0.00	0.0%	6,807,843.72	567,088.24	7,081,757.85	104.0%

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:40:11 Date: 01/09/2024

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	December	YTD	Remaining	
300 Revenue	4,906,125.00	180,840.89	5,590,543.17	(684,418.17)	114.0%
330	0.00	0.00	138,947.43	(138,947.43)	0.0%
390	0.00	0.00	1,356.34	(1,356.34)	0.0%
Fund Revenues:	4,906,125.00	180,840.89	5,730,846.94	(824,721.94)	116.8%
Expenditures	Amt Budgeted	December	YTD	Remaining	
272 EMS Operations	6,379,882.00	563,384.26	6,232,003.87	147,878.13	97.7%
274 EMS Training	47,760.00	568.57	21,973.01	25,786.99	46.0%
276 EMS Maintenance	145,800.00	12,921.95	99,798.65	46,001.35	68.4%
520 Fire Control	6,573,442.00	576,874.78	6,353,775.53	219,666.47	96.7%
590 Debt, Capital & Transfers	175,710.00	0.00	189,621.25	(13,911.25)	107.9%
Fund Expenditures:	6,749,152.00	576,874.78	6,543,396.78	205,755.22	97.0%
Fund Excess/(Deficit):	(1,843,027.00)	(396,033.89)	(812,549.84)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Time: 11:40:11 Date: 01/09/2024

Page: 2

Fund		Revenue	December	Received		Expenditures	December	Spent	
101	EMS Fund #657001100	4,906,125.00	180,840.89	5,730,846.94	116.8%	6,749,152.00	576,874.78	6,543,396.78	97.0%
		4,906,125.00	180,840.89	5,730,846.94	116.8%	6,749,152.00	576,874.78	6,543,396.78	97.0%

2023 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:43:43 Date: 01/09/2024

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100

Expenditures	Amt Budgeted	December	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	3,683,783.00	289,310.37	3,444,351.55	239,431.45	93.5%
522 72 10 019-1 Overtime (60%)	651,200.00	50,679.91	875,238.29	(224,038.29)	134.4%
272 EMS Operations	4,334,983.00	339,990.28	4,319,589.84	15,393.16	99.6%
520 Fire Control	4,334,983.00	339,990.28	4,319,589.84	15,393.16	99.6%
Fund Expenditures:	4,334,983.00	339,990.28	4,319,589.84	15,393.16	99.6%
Fund Excess/(Deficit):	(4,334,983.00)	(339,990.28)	(4,319,589.84)		

2023 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Time: 11:43:43 Date: 01/09/2024

Source Codes 000 To: 999

Page: 2

Fund		Revenue	December	Received		Expenditures	December	Spent	
101	EMS Fund #657001100	0.00	0.00	0.00	0.0%	4,334,983.00	339,990.28	4,319,589.84	99.6%
		0.00	0.00	0.00	0.0%	4,334,983.00	339,990.28	4,319,589.84	99.6%

FW: Thank you

Emily Stewart <estewart@ejfr.org>

Tue 1/2/2024 1:26 PM

To: Benjamin Carver <bcarver@ejfr.org>; Charlie Johnson <CJohnson@ejfr.org>; Daniel Severin <dseverin@ejfr.org>

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

Big thanks to this crew!

Emily Stewart**East Jefferson Fire Rescue****Business & Human Resource Manager****360.385.2626**

From: [REDACTED] >**Sent:** Sunday, December 31, 2023 1:15 PM**To:** info <info@ejfr.org>**Subject:** Thank you

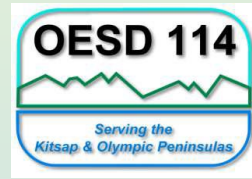
To whom it may concern,

My name is [REDACTED] and I wanted to extend my thanks and gratitude to the ambulance crew that responded to my father who experienced a heart attack on December 29th 2023. I believe that day was A shift. I would like to thank the Paramedic and the EMT that was caring for my dad during his transport from Jefferson General Hospital to St Michael's Medical Center. My parents were impressed with the level and professionalism and skill. I booked a last minute flight from Juneau, AK to Seattle when I heard the news. I am very grateful that he was in such great hands. He is now home and recovering.

Thank you again,

[REDACTED]

Volunteer FF/EMT1



Olympic Educational Service District 114

Information Technology Services Summary and Progress Report

for

East Jefferson Fire Rescue



Services Provided on Contract

- Local Area Network support including wireless.
- Desktop/workstation support.
- On-premises server support .
- Wide area network.
- Firewall support.
- Contracted for 1.5 days per week.

In 2023

- IT activities supporting PLFR/EJFR merger.
- Upgraded Office productivity software.
- Replaced critical on-premises hardware (file servers, firewalls).
- Set up CARES team.
- Began use of redundant network circuits at three locations (JPUD and Wave/Astound cable).
- New Station 5 (formerly 12) on Marrowstone Island.
- Fuel monitoring system upgrade.
- File server hardware/software upgrades.

Plans for 2024

- Continue installation of secure VPN for remote users.
- Explore additional failover features for Internet access during emergencies.
 - Label on-site equipment with power-on instructions for emergencies.
 - Provide second entry point for VPN for remote users.
 - Explore Internet failover services including satellite-based.
 - Modify network monitor tool to provide real-time alerts (i.e., text or E-mail) during outages.
- Further development of SharePoint.
- Utilize cybersecurity training provided by OESD.

Questions?

IV Technicians

Tammy Ridgway <tridgway@ejfr.org>

Mon 1/15/2024 7:42 AM

To:EJFR FF's <EJFRFFs@ejfr.org>;EJFR Battalion Chiefs <EJFRBattalionChiefs@ejfr.org>;EJFR Paramedics <EJFRParamedics@ejfr.org>;EJFR LT's <EJFRLTs@ejfr.org>;EJFR FITs <EJFRFITs@ejfr.org>

Cc:EJFR Admin <Admin@ejfr.org>

We now officially have 9 new Washington State IV Tech's at EJFR.

Chad Holbrook, Dan Severin, Alex Morris, Aaron Parker, Andy Dalrymple, JB Fairbanks, Pat Williams, Matt Kaldahl and Jess Cordova.

Congratulations to each of you and thank you to the paramedics who precepted them!

Tammy Ridgway MSO
East Jefferson Fire Rescue
360-381-0411
tridgway@ejfr.org





EAST JEFFERSON FIRE RESCUE

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

Fire Chief's Monthly Report – December 2023

General Activities

December experienced several year-end reporting processes, development of new positions, promotions, and realignment of two administrative positions, Tanya Cray and Brian Tracer. 5 well qualified individuals were interviewed by the Fire Chief for new fire fighters, Lieutenants and Fire Captain. The Fire Captain (Training Officer) agreement with 2032 has been signed and approved by PERC. EJFR's first dedicated Training Officer is Captain Trevor Bergen. He has hitting ground at a sprint, preparing for the three new employees and training at the JH complex. Several contract-for-services agreements were furthered. EJFR and MIF are preparing the agreement for the solar and power resilience project for Station 5 (Marrowstone Island). EJFR and NKF&R finalized a final draft for the fleet services agreement, with only a few procedural elements to be amended. This agreement will likely be finalized and signed in January. The City of PT and EJFR continue to work collaboratively to ensure continued access to vital fire marshal services provided by EJFR.

Projects

- Meet & Confer with 2032 to finalize Fire Captain job description and job duties.
- CARES reimbursement request was submitted to BHAC for 2023 expenses.
- Wildfire presentation to a Breakfast Social Club at the Road House.
- CRR Committee meeting, planning for upcoming events.
- Work continues on the CWPP with consultant and Jefferson County, final draft is in development.
- FC and DFC met with DEM and EOC Directors to update disaster procedures.
- FC attended the annual banquet for JC Commissioners and Administrative Professionals Group.
- FC and DFC met with True-North Emergency Equipment.
- FC met several times with MSO to review FIRE CARES oversight.
- FC completed two annual employee appraisals of admin staff members.
- Met with JH mid- management regarding FIRE CARES services and future opportunities.

Meetings/Committees

JeffCo DEM IMT Meeting	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	Dr. Carlborn check-ins
Jeffcom (FC is Board Member)	Mental Health Response meeting	

Miscellaneous

Charlie Johnson has returned to full duty and left the FIRE CARES program. His contributions to the program will be missed. Several media releases were developed with support from EJFR staff member Emily Stewart and EJFR volunteer Keppie Keplinger. FC has been elected as the vice chair for the 2024 JC EMS Trauma Council. Administrative staff met for the annual admin holiday party.

Serving the Communities of

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

ALARMS	
Fires	7
Rescue/EMS	297
Service Call	71
Good Intent	24
False Alarm	19
Hazardous Condition	4
Special Incident	1
Total	423
Transports	
911	184
Hospital Requested	1
Total	185
CARES Contacts	
December Contacts	133

Station Statistics	Avg. Response Time by Station	% of Call Volume	Total # of Calls
St 1	5:33	23.4%	99
St 2	8:07	25.8%	109
St 6	7:56	28.8%	122
St 7	7:15	17.0%	72
St 8	10:00	2.6%	11
St 3	*		
St 4	*		
St 5	*		
St 9	*		
Mutual Aid Given		2.60%	11
*UnStaffed/Volunteer Stations			
**YTD Calls 5786 (8%)			
**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			

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January 2024 Operations & Training Report

Submitted by: DC Pete Brummel

Overview	<ul style="list-style-type: none">2024 Goals and Objectives for Operations DivisionTraining Division Transition Timeline																																							
Operations	<div>Administrative:</div> <table><tr><th>Goal</th><th>Objective</th><th>Date</th></tr><tr><td>Move Operations documents to SharePoint</td><td>Create accessibility for SOG's and Plans</td><td>January 2024</td></tr><tr><td>Support Training Division</td><td>Provide guidance and input to Training Captain, give annual review</td><td>2024</td></tr></table> <div>Fire Suppression:</div> <table><tr><th>Goal</th><th>Objective</th><th>Date</th></tr><tr><td>Create Fireground Incident SOG</td><td>Standardize our tactical responses and ICS</td><td>1st Quarter 2024</td></tr><tr><td>Create RIC/Mayday SOG</td><td>Build resiliency for RIC operations</td><td>February 2024</td></tr><tr><td>Move to Crew Force with iPad Responses</td><td>Reduce radio and JeffCom communication traffic, improve call times</td><td>June 2024</td></tr><tr><td>Create Apparatus Group</td><td>Provide input for equipment on Engine specs.</td><td>1st half 2024</td></tr></table> <div>Special Operations:</div> <table><tr><th>Goal</th><th>Objective</th><th>Date</th></tr><tr><td>Replace R7</td><td>Provide apparatus platform with standardized storage and deployment capability</td><td>2024</td></tr><tr><td>Build SCR Gear Cache</td><td>Build resiliency with North and South gear cache for L1 and R7</td><td>1st half 2024</td></tr><tr><td>Standardize Ops-Level PPE and rope/CS gear</td><td>Provide uniformity and standardization for all kits and cache</td><td>March 2024</td></tr><tr><td>Define Marine Operations Capabilities</td><td>Assign leads Refine our operational deployment to land-based with marine access</td><td>1st half 2024</td></tr></table>	Goal	Objective	Date	Move Operations documents to SharePoint	Create accessibility for SOG's and Plans	January 2024	Support Training Division	Provide guidance and input to Training Captain, give annual review	2024	Goal	Objective	Date	Create Fireground Incident SOG	Standardize our tactical responses and ICS	1 st Quarter 2024	Create RIC/Mayday SOG	Build resiliency for RIC operations	February 2024	Move to Crew Force with iPad Responses	Reduce radio and JeffCom communication traffic, improve call times	June 2024	Create Apparatus Group	Provide input for equipment on Engine specs.	1 st half 2024	Goal	Objective	Date	Replace R7	Provide apparatus platform with standardized storage and deployment capability	2024	Build SCR Gear Cache	Build resiliency with North and South gear cache for L1 and R7	1 st half 2024	Standardize Ops-Level PPE and rope/CS gear	Provide uniformity and standardization for all kits and cache	March 2024	Define Marine Operations Capabilities	Assign leads Refine our operational deployment to land-based with marine access	1 st half 2024
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Training Division Transition & Timeline:

Congratulations to Capt. Trevor Bergen for his promotion to Captain of the EJFR Training Division.

Captain Bergen is providing training oversight for the 3 probationary firefighters for the month of January, prior to their respective shift assignments in February. DC Brummel and Capt. Bergen will begin the administrative transition in early February (building training plans, integrating into Vector Solutions Training Platform, and establishing networking opportunities, etc. Operations and Training will maintain a long-term collaboration to support the training needs of the District

The Training Division will provide monthly reports beginning in February of 2024.

Meetings & Commitments:

12/1: SFDELA Group Advisory Meeting (Executive Chief Mentor) Virtual (2hrs)

12/6: Jefferson County IMT Meeting (2 hrs)

12/6: Vector Solutions "Check-It" Webinar (1hrs)

12/7: Lunch with Apparatus Vendor True North (1hr)

12/7: Probationary FF Testing (2 exam packets)

12/8: Meet and Confer with #2032 (2hrs)

12/11: Olympic Health Consortium Workshop & Lunch, Poulsbo, WA (4hrs)

12/13: Captain Promotional Assessment Center at Station 5 (8 hr)

12/14: Ready Rebound Kick-Off Webinar (1hr)

12/14: AFG Turndown Webinar (1hr)

12/14: CMJ 6304 Live Lecture (Graduate School Class) (2hrs)

12/17-12/21: In CA for Family Leave

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

Assistant Chief's - Monthly Board Report

Reporting Period: **January 2024**

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

Facility & Apparatus Overview	<p style="text-align: center;"><i>STATIONS</i></p> <p>Sta. 3 Cape George During the annual maintenance and filter replacement within the stations two furnaces, it was found the blower motor within the furnace in the apparatus bay was not operational. Currently there is no heat in the apparatus Bay. This heating system is a 1970's vintage. Air Flow believes they will be able to find the necessary parts to fix the system this time. Moving forward a new furnace should be budgeted for in the next few years. Cost \$2,462.59</p> <p>As a backup Pete's Electric will be installing a 50 amp outlet within the apparatus bay allowing for a large rented space heater during those periods of extreme cold to be used as needed. Cost \$TBD</p> <p>Some rotten trim and fascia around the windows of the station was noted. Greg Bryant Handy Man Services will be replacing the old rotten boards with new as weather permits. Cost \$ TBD</p> <p>Sta. 5 Marrowstone Island: This project continues to move forward! The station is operational meaning staff have the basic needs to work in and respond from the station. (computer, phone, Wifi, Living Quarters, Etc.) The remaining smaller items such as a cell boosters within the crew quarters, window coverings, misc. furnishings, etc. are still being planned for.</p> <p>I met with MIF rep Doug Moore and Joe from Fredrickson Electric to discuss additional heating and cooling possibilities within the crew quarters and the garage to include the proposed solar project.</p> <p>Sta. 7 Port Ludlow Roof mounted Exhaust Fan Repair. New shaft bearings and belts are needed. Air Flow Heating has ordered the needed parts and will be installing all very soon. Cost \$ 2422.48</p> <p>Apparatus Bay Garage Doors – Recently, the middle bay door would not close properly or all the way allowing for cold air and rodents (Squirrel) Advantage Garage door found a few issues causing the door not to close properly. The biggest issue was the coupler located within the middle of the spring pack above the garage door. The coupler was held in place with duct</p>
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Assistant Chief's - Monthly Board Report

	<p>tape. In addition, the cables used to pull the door open were found worn. Advantage replaced those items noted allowing the door to operate. Cost \$3,911.23</p> <p>During the repairs it was found that none of the three bay doors have a timer on them. Meaning once the door is opened, it will not close until the door is manually told to close. Two issues. Response time as the apparatus exits the bay, has to stop to ensure the bay door closes. The second issue if the door does not close it creates a security issue especially afterhours when the crews leave for a call and no one is at the station.</p> <p>Also, during the repair the doors were weighed to ensure the proper spring and spring tension is applied to support the operator (motor). I am told, the springs currently in place on all three doors are not correct for the size and weight of the door. The spring works in two ways. The spring helps to distribute the weight of the door. The spring supports the operator during opening and closing. Also in the event the operator fails the doors can be manually raised and or lowered by staff.</p> <p>Meaning if a spring breaks the operator has to take the full weight of the door. The operator if functioning will support the door. If the operator stops working or fails the door will not open and if the door is in the open position could fall rapidly causing extreme damage to the door and or harming staff if under or near the door.</p> <p>Currently the doors are operational. I'll be working with Advantage to come up with a plan on spring replacement.</p>
	<p style="text-align: center;"><i>INSPECTIONS</i></p> <p>-Completed Inspections: 12.01.23 – 01.01.24 911 Crews – A 3, B 4, C 0 = 6 Prevention Division – 1 Total – Re-Inspections - 1 Follow-up Inspections – 8 Inspections completed year to date total: 239</p> <p style="text-align: center;"><i>SPECIAL EVENTS</i></p> <p>City – First Night Celebration</p> <p style="text-align: center;"><i>BURN PERMIT</i></p> <p>-4 Burn Permits were request, inspected and issued.</p>
Training	- EMS Base Station
Public Relations, Marketing	<p>-Fire Extinguisher Training – PT Mill -Ambulance Replacement Discussion -Safety Committee 4th Q Review -Weekly City Development Review -CWPP Materials Comments.</p>

Assistant Chief's - Monthly Board Report

Meetings & Other Events	- Chief's Association meeting – Port Ludlow - DUTY CHIEF Coverage Day Time 12.13.23
Other	9 Vacation Days Christmas New Years

Date Prepared: 1/5/23

Subject: PIO/PES/Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	<ul style="list-style-type: none"> • 12/1 HR Mtg • 12/6 CRR Committee • 12/6 HR Mtg • 12/6 Commissioner & Secretaries Mtg • 12/8 M&C • 12/8 New Admin Vol. Mtg • 12/19 HR Mtg • 12/19 Vol Mtg • 12/20 New employee Mtg • 12/21 Sharepoint training
Presentations / Tours/Other	<ul style="list-style-type: none"> • 12/1 Sta 6 Pizza party w/ coloring contest winner • 12/6 Fire Extinguisher Training @ the Shipwrights Coop • 12/8 Sta 1 Kindergarten class visit • 12/12 Maritime HS Fire Safety Training
Media Engagement:	<ul style="list-style-type: none"> • Facebook – Post Reach: 3,173 – 3,080 Followers • Twitter – 849 Followers • Instagram – Post Reach: 208 Followers 593
Human Resources:	<p>December was a busy month for employee, Firefighter in Training and new volunteer onboarding. EJFR hired two entry-level firefighters and one lateral firefighter – they started as on January 1st. EJFR also started four “Firefighters in Training” on January 1st – changes to the Volunteer and Intern program were approved at the December Board meeting. Six new Volunteers will start with orientation on January 9th.</p> <p>In addition to the hiring, EJFR promoted two new Lieutenants and one Fire Captain.</p> <p>See following pages for details on hiring and promotions.</p> <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 • PM Student testing and entry-level/lateral recruitment • New Volunteers begin January 9th: Elijah Avery, Brandon Backus Jackson, Elliot Nokes, Dominick Montone, Robert Nathan & Mike Force



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NEW HIRES/PROMOTIONS

EJFR is continuing to move rapidly as we close out 2023. Starting January 1st of 2024, we will welcome three new firefighters, two promoted Lieutenants and our first ever Fire Captain. The Captain will be assigned to the Training Division.

New Hires

Naaman McGuffey – Hired as an entry-level Firefighter from our very own intern program

Ryan Floberg – Hired as an entry-level Firefighter, with a degree in Fire Science from Bates Technical College

Andrew Heydon – Hired as a lateral Firefighter from our neighbors on Indian Island

Lieutenant Promotions

Andy Dalrymple – With EJFR since 2018

Ben Carver – With EJFR since 2010

Captain Promotion

Trevor Bergen – With EJFR since 2008

EJFR is extremely lucky to have many excellent candidates to select from for hiring and promotions. Each decision was difficult, and is a testament to the talent and dedication within this District.

Congratulations to all of the above – we look forward to next year, and to the new contributions you will bring to our District.

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New Faces of EJFR



BRICE BARTON

“My name is Brice Barton and I’ve been a Jefferson County resident on Marrowstone Island for 10 years. I’m a Wyotech alumni, certified in Diesel Mechanics. It’s a privilege to be a part of EJFR. I’m excited to help this community, as well as learn fire and rescue strategies and traditions from my mentors and peers.”



BLAKE BENTZEN

“Hello! My name is Blake Bentzen. I am an avid sailor, mountain biker, and hiker who loves to explore what the pacific northwest has to offer. I was born in Seattle but have lived in Poulsbo for most of my life. I am very excited to learn more about the East Jefferson community and to learn as much as possible from everyone I meet at EJFR.”



CALE DOWER

“My name is Cale Dower. I was born and raised in Bremerton, and currently live there. In my off time, I enjoy hiking with my dog, traveling, watching sports, and golfing. I am grateful and excited for this opportunity with EJFR and look forward to serving my community and building a career in the fire service.”



VINCE REICHHELD

“Hello, my name is Vince. I relocated from Vermont in 2020 and since then I have worked in forestry and farming while volunteering with Jefferson Search and Rescue. In my free time you’ll find me exploring the Olympics with friends, freediving and cooking food. I am excited and grateful for the opportunity to serve this community.”

Firefighters in Training (FIT)



RYAN FLOBERG

"Hello, my name is Ryan Floberg. I have lived in Washington State all my life, and have aspired to work in the Fire Service for a couple years now.

I graduated from Bates Technical College in 2023, and am now excited to be a part of EJFR!"



ANDREW HEYDON

You may recognize Heydon from mutual aid with Indian Island

"My name is Andrew Heydon, but I go by Heydon. I started working in Clallam County in EMS for Olympic Ambulance in 2005 after I left active duty Army. I retired from the Army on the 31st of December!

I volunteered for CCFD#3 until I was hired at Navy Region NW in 2012. I have always enjoyed the peninsula and working in Jefferson County. I am married and have 3 children. I live in very rural Graham. To me, the travel is worth it to work with a stellar organization, that is EJFR, that I have come to respect over the last 11 years."



NAAMAN MCGUFFEY

"Hello, my name is Naaman McGuffey. I was born and raised in Port Angeles, Washington and will always consider the Olympic Peninsula my home. I started in the fire service as a resident with Port Ludlow Fire and Rescue in September of 2022 before merging with East Jefferson and joining the Intern Program. Outside of work, I am a college student working towards my Bachelor's in Applied Management, an avid long distance runner, and lover of the outdoors. I am very happy to continue working with the wonderful people of East Jefferson Fire and Rescue and serving the community."

Career Firefighter EMT's

Date: 12/1/23-12/31/23

Subject: Finance Report

Prepared By: Terri Ysseldyke-All

Overview	<ul style="list-style-type: none">Treasurer’s Report reconciled6 record requestsPayroll auditBillingGeneral Fire Budget SupplementSubmitted GEMT ReportFire CARES Grant InvoicingThe 2023 combined General Fire and EMS deficit was projected to be \$2,305,204 and the revenue was higher than projected for 2023 which reduced to deficit to \$1,004,672. See following deficit spreadsheet.																																
Meetings and Other Events	<ul style="list-style-type: none">12/1/2023 GEMT Meeting12/5/2023 Springbrook webinar Year End Checklist & Beg Balances12/6/2023 Springbrook webinar Create and Submit W2s12/7/2023 Springbrook webinar 1099 Processing12/13/2023 Medicare Survey Data Collection Webinar																																
Other	<div>Fire Cares Funding</div> <table><tr><th>Grant</th><th>BHAC 1/10 of 1%</th><th>BHC</th><th>OCH</th><th>AWC</th><th>Total</th><th>Received</th><th>Notes</th></tr><tr><td>Jan 1- June 30 2023</td><td>0</td><td>0</td><td>0</td><td>\$200,200.00</td><td>\$200,200.00</td><td>\$175,258.33</td><td>(closed out)</td></tr><tr><td>July 1 - Dec 31 2023</td><td>\$50,000.00</td><td>\$46,000.00</td><td>\$43,333.33</td><td>\$130,000.00</td><td>\$269,333.33</td><td>\$132,608.12</td><td>Billed BHAC for \$48,859.02 and AWC for \$52,846.42</td></tr><tr><td>Jan 1 - June 30 2024</td><td>\$50,000.00</td><td></td><td>\$86,666.66</td><td>\$130,000.00</td><td>\$266,666.66</td><td></td><td></td></tr></table> <div>CARES Unit 2023 Expenses were \$385,603.67 CARES Unit 2024 Projected Expenses are \$385,525.96</div>	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	(closed out)	July 1 - Dec 31 2023	\$50,000.00	\$46,000.00	\$43,333.33	\$130,000.00	\$269,333.33	\$132,608.12	Billed BHAC for \$48,859.02 and AWC for \$52,846.42	Jan 1 - June 30 2024	\$50,000.00		\$86,666.66	\$130,000.00	\$266,666.66		
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Projected Deficit History EJFR

Fund	Deficit	2015 ACTUALS	2016 ACTUALS	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
	Approved Expected Deficit									
FIRE	Deficit	167,868	233,094	-1,527	-14,255	-524,381	-121,769	-393,755	-1,129,772	-462,177
FIRE	Actual Deficit	365,606	421,631	246,079	61,953	-356,129	-11,945	461,847	-583,818	-192,122

Fund	Deficit	2015 ACTUALS	2016 ACTUALS	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
	Approved Expected Deficit									
EMS	Deficit	-335,756	-197,252	171	25,758	-430,400	-365,667	-500,504	-948,793	-1,843,027
EMS	Actual Deficit	-138,924	78,484	148,306	-23,154	712,339	-106,270	494,843	-410,065	-812,550

Fund	Deficit	2015 ACTUALS	2016 ACTUALS	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS
FIRE & EMS	Approved Combined Funds Deficit	-167,888	35,842	-1,356	11,503	-954,781	-487,436	-894,259	-2,078,565	-2,305,204
FIRE & EMS	Actual Combined Funds Deficit	226,682	500,115	394,385	38,799	356,210	-118,214	956,690	-993,883	-1,004,672

Date Prepared: 01/04/24**Subject:** *District Secretary Report***Prepared By:** *Tanya Cray*

Meetings & Events:	<ul style="list-style-type: none">• 12/1 GEMT Closeout Meeting• 12/4 Safety Committee 2023 Wrap Up Meeting• 12/6 JC Commissioners and Admin. Professionals Banquet – 7 Cedars• 12/8 Meet & Confer• 12/9 EJFR Banquet• 12/11 Agenda Review Meeting• 12/13 NKFR Maintenance Contract Review Meeting• 12/14 Ready Rebound Meeting• 12/18 Ready Rebound Meeting• 12/20 BOC meeting
Notable Projects	<ul style="list-style-type: none">• NKFR Maintenance Contract Review• PL Voice Submission• Board Meeting packet preparation• Ready Rebound Set Up
Highlights	<ul style="list-style-type: none">• Supplemental Budget Amendment turned in to the County.

Date: December, 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 • Base Station • CARES Meeting x 3 • Safety Meeting • North West Region EMS Council • EMT Class instructor meeting • County EMS training group meeting • Meeting with Chief Black x 2
CPR	<ul style="list-style-type: none"> • Two CPR calls in December both patients flown out with ROSC
Continuing Education/ Training	<ul style="list-style-type: none"> • EMS connect and other required trainings • Base station
Administrative duties	<ul style="list-style-type: none"> • Supplies/Medications/Controlled substance audits • QA/QI
Planning, ongoing projects and correspondence	<ul style="list-style-type: none"> • Leave at home Narcan program • Code stat reports • Girl Scout fire house tour and first aid talk • Life Packs and AED all had yearly service done over 3 days • Final draft of controlled substance policy and SOG submitted for review • Final paperwork for IV class submitted to the state. • New hire Washington State EMT certifications • EMS recertification submissions for expiring staff

Date: 1/6/2023

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
BC 11 911 Responses	<ul style="list-style-type: none">• "A" Shift responses 164• BC11 responded to 10 incidents in the last month• 1 Vehicle Fire• 2 MVC's• 1 Water Rescue
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training 293.5 hours completed by the Shift• EMS connect• Base station• Delivery of section 7 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• Update Calendar 2024• Vacation Picks and Audits• Tactics Exercise for Captain Assessment Center• 8 Inspections Completed (5 additional contacted and owner turned FD away)• SOG 5001A
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 (End of Dec)	Program Budget	BARS	Amount	Spent	Remaining
	CrewForce (Kauz)	522 20 41 0200	\$2,600.00	\$0.00	\$2,600.00
	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: January 5th, 2024

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• Community Risk Reduction Meeting• Training adversary committee meeting• IFSAC Testing meeting
BC 911 Responses	<ul style="list-style-type: none">• Responded to 25 incidents in December.• Established or assumed command of 11 of those incidents.• Worked 5 overtime Shifts to cover BC Fletcher.
Continuing Education/ Training	<ul style="list-style-type: none">• Daily Shift level training• EMS Connect• Probationary Manual with 2 New Hires• Final probationary test and evaluation with FF Welander• Final Acting Lieutenant Evaluation with FF Kinney• Acting Lieutenant Task Book with 2 Sr. FF's
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and callback• Run Shift Training reports• ESO report review• EVIP tender and ladder rodeo• Prepare for teaching an IFSAC Evaluator 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 and Review

ESO	<ul style="list-style-type: none">• Nothing new to report.
Marine Program	<ul style="list-style-type: none">• Nothing new to report
Personal Protective Equipment	<ul style="list-style-type: none">• The turnout gear has returned from having the reflective issue fixed, is inventoried and being distributed.
Technical Rescue	<ul style="list-style-type: none">• Had our 4th Quarter technical rescue drill at Port Ludlow.
Wellness Program	<ul style="list-style-type: none">• Nothing new to report



DIRECTOR'S REPORT

December 21, 2023

❖ Projects:

- **State Audit:** Lisa will report separately.
- **Radio consoles:** Quoting process continues for the radio-console replacement, the first step of a long-term refresh of the simulcast radio system.
- **Simulcast system:** Annual checks were completed by Day Wireless with few issues found. Rich has been expanding his radio experience and obtained an advanced FCC license in November.
- **Mednet system:** Teal Lake is operational. Green Mountain is down for repeater repair. Port Townsend was taken offline without the proposed relocation to Maynard being licensed or completed. FCC licensing for Maynard is complete, and intention is to have all three sites operational in coming months, followed by training and drills with fire districts to ensure familiarity with this backup system.
- **2025-26 radio upgrades:** Discussion and demonstrations continue with vendors about rebuilding the simulcast systems with IP-based hardware that provides redundant control, resiliency and real-time monitoring.
- **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 on the list after regional EMS protocol revision.
- **Strategic plan:** Will begin collecting input via staff and stakeholder interviews in the following broad areas about current status, projected growth and change due to outside factors, and desired change and improvement to be driven by Jeffcom via meetings early in 2024.

❖ Budgetary Items:

- **Recruiting:** Employee hired September 27 is progressing through training. Lateral employee hired November 20 is expected to be released from training December 25. Next training is scheduled to start January 7. Three more have been given provisional offer letters to begin the hiring process, and we expect to start them as soon as training shifts open.



- **Current staffing** is five full-time, non-trainee communications staff. Four part-time employees and two JCSO deputies continue to assist along with full-time employees working scheduled overtime. January's schedule should improve significantly with the return of one full-time employee from Paid Family Medical Leave and the release of another from training – night shift will be on standard shifts with weekends, while day shift remains on the 4-on/2-off rotating schedule.

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

- November communications-staff overtime totaled 407 hours among the six full-time, non-trainee employees on staff that month.
- Psychologist accustomed to working with public-safety telecommunicators began site visits in December to connect with communications staff. Later iterations of this will include offsite consultations for staff who wish to speak privately.
- New logo designed and voted on by staff was officially adopted. Long-awaited orders of uniform clothing will begin early in 2024.

❖ **External Relationships:**

- **User Group meeting:**
 - ◆ Not scheduled this month

❖ **CFS and 911-call Data: January 1 through December 18, 2023**• **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	5589	5673/1180
QFR	546	471
BFD	514	577
DBVFR	137	118
Total	6786	8019

• **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	14125	12514
PTPD	8199	7166
Total	22324	19680

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	19105	99.03	n/a
11-15 sec	122	99.66	90%
16-20 sec	30	99.81	95%
21-40 sec	27	99.95	n/a
41-60 sec	5	99.97	n/a
61-120 sec	3	99.99	n/a
120+ sec	1	100.0	n/a
Total	19293		

• **911 Call Averages**

Metric	YTD Average
Ring time	3.44 sec
Hold time	0.83 sec
Talk time	88.71 sec

• **Non-911 Calls**

Metric	YTD
Number of outgoing calls	10247
Number of incoming calls	17514
0-10 sec pick-up time	98.32%
Average ring time	3.86 sec
Average hold time	5.16 sec
Average talk time	111.81 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.Updated 3/2023Implemented 3/20232024 workbooks posted on sharepoint
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">Migration to Sharepoint began 12/23Initiated 12/23Adopted balanced 2024 budget.

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 Denied 12/23 Updating DEM & Jeffcom procedures 12/23
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 City ILA extended to July 24
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"> Paramedic training options to be expanded in 2024
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. Implementing interim fire prevention service contract with the City. 	<ul style="list-style-type: none"> In progress

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.3	Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation. Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). Improve our wildfire competencies among the workforce. 	FC	<ul style="list-style-type: none"> Develop content and format for community messaging Messaging at Famer's Markets and other public outreach Collaborate with County/City partners and establish CWPP 	<ul style="list-style-type: none"> In progress Final draft in review 1/2024
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 Working with EJFR Prevention to retool towards CRR initiatives 	<ul style="list-style-type: none"> In progress Completed 2/2023 CRR committee established 12/24
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 We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact. 	<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

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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. 	<ul style="list-style-type: none"> BC MacDonald 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
		<ul style="list-style-type: none"> Broaden workforce participation in fitness/wellness practices. 	<ul style="list-style-type: none"> Brummel 	<ul style="list-style-type: none"> Broaden annual medical evals and injury recovery 	<ul style="list-style-type: none"> Ready Rebound approved 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. 	<ul style="list-style-type: none"> DFC Brummel & Training Officer 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Training Captain implemented 1/2024
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. 	<ul style="list-style-type: none"> E1 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
		<ul style="list-style-type: none"> Establish staffing and recruitment plans. 			



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 5002d

FIRE CARES

SECTION 1.0 PURPOSE

Establish various processes, procedures, and guidelines for EJFR's FIRE CARES.

SECTION 2.0 SCOPE

FIRE CARES is focused on two primary objectives: referrals to appropriate resources/programs; reduce repeated low acuity 911 Fire/EMS calls, keeping Fire/EMS emergency resources available for higher acuity emergencies. The overarching intervention efforts for FIRE CARES will focus on the individuals referred by Fire/EMS crews. The typical CARES client often has overlapping needs to include mental/behavioral health, medical issues, substance abuse, housing/fiscal challenges, lifestyle management, durable medical device access, basic care connection and follow-up for the preceding list of needs. FIRE CARES referrals and interventions enhances access to existing local and regional partners.

The desired outcome for engagement is to improve access to various services by identifying treatment gaps where Fire/EMS may encounter and be uniquely suited to support as a contributing partner of the larger care resource network, while promoting new approaches.

SECTION 3.0 PROCEDURES

3.1 Primary Duties FIRE CARES is intended to engage and refer individuals, as presented to Fire/EMS, who are faced with challenging needs or environments and who may have limited or unrealized access to various resources, intervening on matters pertaining specifically to personal and environmental health and safety.

General Duties are as follows:

- Engage individuals who are repeat utilizers of the 911 system with complex challenges or limited means of access to services.
- Provide information, non-clinical consultation, and referral for individuals referred by Fire/EMS and partner agencies.
- Meet with and interview contacts, families, and other care providers to assess needs and eligibility for services.
- Perform initial needs assessment and as needed provide follow up with identified individuals to coordinate care.
- Improve communication between the fire district and care providers, consulting with other professionals as needed.
- Provide assistance with subjects experiencing crisis or near-crisis and their family/household partners.

- Perform home/lifestyle risk evaluations focused on risk reduction activities for elderly and vulnerable adults, making recommendations and/or referrals based on these evaluations.
- Provide basic medical assessments within the scope of the firefighter's EMS certification and mission of EJFR.
- Advocate for the needs of individuals; liaise between individuals in need of assistance, caregivers, and service providers while facilitating access to resources and care providers.
- Assess scene safety in the field, allowing FIRE CARES to safely contact identified individuals.

3.2 Ancillary Duties FIRE CARES will also serve the varying needs of EJFR, such as:

- Partner agency referrals such as LE (addressed and prioritized as workload permits).
- Provide supplemental emergency medical and fire suppression duties as directed. As geographically practical, respond to threshold events such as working fires, CPR and other threshold events or as directed by the Battalion Chief. When responding to a 911 incident FIRE CARES shall notify JeffCom, assigning themselves to the incident.
- Post fire-scene referrals as needed.

3.3 Partnerships FIRE CARES will cultivate contacts and establish strong relationships maintaining positive, effective, collaborative working relationships with fire and law enforcement personnel, healthcare providers, social service agencies, homeless shelters, community services, and faith-based groups to assist individuals impacted by chronic medical conditions, mobility issues, housing and environmental concerns, and other circumstances negatively impacting personal and environmental health and safety. FIRE CARES will improve and maintain communication between the fire district and various care providers.

3.4 Transport FIRE CARES may transport individuals that are not deemed patients to facilitate recommendations, referrals and appointments deemed necessary by the FIRE CARES personnel. FIRE CARES shall **not** transport individuals considered patients or those in need of urgent medical treatment or care to the emergency department, urgent care, personal physician or similar. FIRE CARES shall **not** transport individuals: experiencing a behavioral health crisis, individuals being detained by law enforcement or who require an involuntary hold, individuals who are intoxicated and present risk of harm to themselves or others, or anyone considered to be a patient in the pre-hospital setting.

3.5 Follow - Up FIRE CARES follow up and care coordination are non-clinical in nature and entails actively working to address client needs in partnership with other individuals, case managers, agencies, service providers and groups. Care coordination involves notifying or activating existing client systems of support. Both follow up and care coordination are typically short-term interventions purposed with stabilization to baseline functioning. When identified goals have been achieved or if a client actively declines to engage services, follow up and/or care coordination services may be concluded. FIRE CARES engagement is at the discretion of FIRE CARES personnel and reviewed by the MSO or fire chief as needed.

SECTION 4.0 REFERRAL PROCESS

4.1 Boundaries FIRE CARES shall serve the geographic boundaries of the fire districts within Eastern Jefferson County.

4.2 Referral Criteria FIRE CARES referrals are primarily initiated by FIRE/EMS agencies within Eastern Jefferson County for individuals requiring FIRE CARES type assistance, usually related to high frequency/repeated 911 Fire/EMS utilization. Referrals from agency partners, such as law enforcement or other fire districts, may be requested for individuals residing within the previously mentioned geographic

area. Prior to supporting any referral request, FIRE CARES personnel shall ensure the situation has stabilized and is appropriately safe for their engagement.

FIRE CARES will make attempts to locate and engage identified clients through three (3) assertive efforts including, but not limited to, in-person contact in the field either on scene, at the home or location of residence, by phone, and through referent or collateral contacts as determined appropriate and necessary.

4.3 Referral Priority There are three criteria prioritizing the FIRE CARES referral.

Non-urgent requests are those related to issues that do not immediately affect the health or safety of the subject in question. The time standard for responding to non-urgent requests is 3 business days from receipt by the CARES Team during regular business hours.

Urgent requests are those related to issues that do not immediately affect the health or safety of the subject in question but may develop quickly into a health or safety related condition. Urgent requests will normally receive a response within 1 business day from receipt by the CARES Team during regular business hours.

Immediate Response requests are those related to individuals in immediate crisis. When staffed the CARES unit will respond to an immediate response request when the subject has been evaluated by on-scene Law Enforcement (LE), Designated Crisis Responders (DCR's) or EMS professionals and those professionals believe that the presence of the FIRE CARES team may reduce the need for EMS transport, physical or chemical restraint, or may increase the likelihood of a safe interaction for the subject and the law enforcement or EMS professionals. Immediate response requests will be treated as 911 calls and will take precedence over other work but may only be made during the regular service hours of the FIRE CARES unit. Immediate response requests should be made via direct telephone call to the FIRE CARES unit. When responding to an Immediate Response request, the FIRE CARES unit will ascertain whether the units on scene are requesting a priority response and notify JeffCom of their assignment and priority.

When staffed, FIRE CARES will respond in a supportive role to crisis related incidents of suicidality as available and appropriate. LE and/or Designated Crisis Responders (DCR's) shall be the primary, lead responder. When not staffed, FIRE CARES will respond no later than 1 business day upon receipt of request/referral during regular business hours. Anyone claiming the threat of harm to themselves or someone else shall be transported to the hospital for medical evaluation by ambulance or LE.

SECTION 5.0 RECORD KEEPING Record keeping and reporting shall comply with existing EJFR policy and SOG's. The contracted co-responder partner shall comply with relevant EJFR policies and SOGs as stipulated within the business agreement. FIRE CARES personnel shall collect and develop data for related reports in support of the FIRE CARES program, grant development and grant reporting compliance. Information released or shared shall comply with EJFR procedures, ensuring release of information consent forms are completed.

SECTION 6.0 TRAINING The District will support all related and applicable specialized training for assigned FIRE CARES personnel. Training for backfill FIRE CARES personnel shall be provided to ensure consistent workflow and referral processes.

6.1 FIRE CARES SPECIALIST The District's member(s) of FIRE CARES shall maintain their certifications and training as stipulated in their job description and District training policy and SOGs. The Fire Cares Specialist shall comply with all Northwest Region and E. Jefferson County patient care EMS protocols.

6.2 CO-RESPONDER PARTNER The co-responder of FIRE CARES shall maintain their certifications and training as stipulated in the agreement with EJFR, their job description and follow the training policies of both EJFR and the agency. The partner agency shall be responsible for maintaining documentation of trainings and certifications.

SECTION 7.0 NOTIFICATIONS FIRE CARES personnel shall immediately notify law enforcement and/or WA State Department of Social and Health Services (DSHS), Adult Protective Services (APS) as appropriate when there is reasonable cause to believe that abandonment, abuse, financial exploitation, and/or neglect of a vulnerable adult has occurred. FIRE CARES personnel shall immediately notify law enforcement and/or the WA State Department of Children, Youth and Families, Child Protective Services (CPS) as appropriate when there is reasonable cause to believe that abuse or neglect of a child has occurred.

RELATED FORMS: CARES Program Risk Reduction Consent and Release Form

EFFECTIVE DATE: 1/17/24

REPLACES: 3/6/23 Version

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

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

CARES PROGRAM RISK REDUCTION CONSENT AND RELEASE FORM

The East Jefferson Fire Rescue CARES program provides injury and illness prevention services to the citizens it serves. In order for the Fire Department to assist you with the inspection of your home for fall hazards and for the installation of risk reduction devices “RRDs” we request that you sign this consent and release form.

I understand that I will receive a home assessment by East Jefferson Fire Rescue personnel, which is designed to reduce the hazards in my home that commonly lead to falls or limit mobility. Any questions I have about the program may be directed to my local Fire Department representative. When available, RRDs may be provided and installed at no cost to me.

I, hereby give my consent for _____ (Fire Department Representative) to inspect my home and, if appropriate, to install RRDs in my home. I understand that the inspection of my home and the installation of the RRDs is the exercise of a duty owed to the public at large and that neither East Jefferson Fire Rescue nor its personnel are making any representation that the inspection will identify or address all potential fall hazards nor that any RRDs will prevent any future falls or injuries.

In consideration for receiving the inspection and any installed RRDs, I agree to indemnify, defend, release and hold harmless East Jefferson Fire Rescue and its elected officials, officers, employees, agents and volunteers from all damage, injury, loss, liability or expense of any kind, to persons, or property, resulting from the failure of these items to perform as indicated by the manufacturer, or resulting from the installation of the RRDs.

Signature

Date

Serving the Communities of

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

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-01**

**A RESOLUTION TO ESTABLISH THE DATE AND PLACE FOR THE
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF
COMMISSIONERS**

WHEREAS, the Revised Code of Washington Section 52.14.090, establishes that the board of commissioners shall hold regular monthly meetings; and

WHEREAS, the meeting schedule must be established by resolution approved by the board of commissioners; and

WHEREAS, it is in the best interest of the residents of Jefferson County that these board meetings provide optimum opportunity for attendance by all commissioners and the public; and

NOW, THEREFORE, BE IT RESOLVED by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners, the regular monthly meeting of the Board be held on the second Wednesday of each month at Jefferson County Fire Protection District No. 1 Station 6, 9193 Rhody Drive, Chimacum, Washington. This change is to be implemented beginning with the February 2024 meeting.

Approved this 17th day of January, 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 BOARD OF
COMMISSIONERS

Deborah Stinson, Board Chair

David Seabrook, Commissioner

Steve Craig, Commissioner

Geoffrey Masci, Commissioner

Ed Davis, Commissioner

Glenn Clemens, Commissioner
ATTEST:

Gene Carmody, Commissioner

Tanya Cray, District Secretary

24-01 Meeting Date/Place

January 17, 2024

Date: *January 17, 2024*

Subject: **Surplus Thermal Imaging Cameras and Photoionization Detectors (PID)**

Prepared By: **Deputy Chief Brummel**

Background:	The District acquired various thermal imaging cameras (TIC) and photoionization detectors (PID) over the past 20 years. Thermal imaging cameras are used by firefighters to identify heat sources (fire, victims, etc.) in structure fires, hazardous materials incidents and other incidents where heat signatures are present. Photoionization detectors are a type of detector used to identify combustible atmospheres, limited oxygen presence, and carbon monoxide atmospheres. Vast improvements in technology for both areas has increased and the type of equipment that is recommended for surplus is no longer sustainable, serviceable and has reached far beyond its respective service life.
Fiscal Impact:	There is no fiscal impact since all of the items have no market value, no ability for refurbishment and none of the models are manufactured anymore.
Recommendations:	Surplus to disposal due to end of service life.
Proposed Motion:	Motion to surplus thermal imaging cameras and photoionization detectors (Exhibit A) to disposal due to end of service life.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-02**

**DECLARING PROPERTY SURPLUS TO THE NEEDS OF THE DISTRICT AND
AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY**

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

WHEREAS, the District owns the equipment listed on the attached Exhibit A “Thermal Imaging Cameras, Combustible Gas Photoionization Detectors (PID) related chargers and batteries”, and

WHEREAS, the Board of Commissioners has determined the District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District, and

WHEREAS, the equipment is past its’ useful service life and/or has failed service testing and is not repairable, and

WHEREAS, the equipment has no value and will be disposed of through industry standards and properly accounted for.

NOW, THEREFORE, BE IT RESOLVED by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners that the following equipment listed on Exhibit A is surplus to the needs of the District and hereby authorizes the Fire Chief to dispose of the Equipment and ensure it is consistent with the terms of the established valuation as shown in Exhibit A.

Approved this 17th day of January, 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF
COMMISSIONERS

David Seabrook, Chairman

Deborah Stinson, Commissioner

Geoff Masci, Commissioner

Steve Craig, Commissioner

Glenn Clemens, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

Exhibit A:

Jefferson County Fire Protection District #1 Surplus Equipment List

Thermal Imaging Cameras (TIC)

- (1) MSA 5000 Evolution TIC and docking station
- (1) MSA 4000 Evolution TIC and docking station
- (2) Bullard T3 MAX TIC and docking station
- (1) ISG Infrasys TIC and docking station

Combustible Gas Detectors (PID)

- (5) BW GasAlert 5 PID, ancillary equipment: hoses, batteries, carrying case

Per the manufacturer, BW Technologies is no longer servicing, supporting or manufacturing these models due to outdated technologies, beyond service life and age of detectors. There is no resale or return value.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-03**

DECLARING THE NEED FOR SURPLUS OF DISTRICT OWNED VEHICLE

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

WHEREAS, the Board of Commissioners has determined that this vehicle is surplus to the needs of the District, and

WHEREAS, the District has determined the fair market value of the vehicle to be \$35,000.

WHEREAS, the District may sell, transfer, exchange, lease or otherwise dispose of the property to the state or any municipality or any political subdivision thereof, or the federal government, on such terms and conditions as may be mutually agreed upon by the parties or to any private party by any commercially reasonable means, and

NOW, THEREFORE, BE IT RESOLVED by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners that the following District owned vehicle be declared surplus to the needs of the district,

2016 International Terrastar Ambulance VIN# 1HTJSSKK9GH464296

Approved this 17th day of January, 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF
COMMISSIONERS

Deborah Stinson, Board Chair

David Seabrook, Commissioner

Glenn Clemens, Commissioner

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

ATTEST:

Gene Carmody, Commissioner

Tanya Cray, District Secretary

24-03 Surplus Vehicle

January 17, 2024

Date: *January 17, 2024*

Subject: *Surplus 2016 Terrastar Ambulance*

Prepared By: *Brian Tracer*

Background:	<p>Port Ludlow Fire Rescue purchased the International Terrastar ambulance in 2016. The ambulance currently has approximately 112,699 miles. Over the last couple of years, this ambulance has been out of service more than it has been in service. Plagued with engine and computer recalls, causing staff time to transport the ambulance to / from Tacoma for the needed repairs. The on board computer still has issue causing more mechanic diagnosis and and repair time</p> <p>In 2023 this ambulance stopped working on two occasions while dealing with EMS patients. Subsequently towed to the International mechanic in Tacoma. The ambulance has become a mechanical and financial burden on the agency and is no longer reliable. Currently this ambulance is out of service and not being used.</p>
Fiscal Impact:	2023: Tow and Repair Bills totaling \$16,004.03
Recommendations:	<p>It is Staff's recommendation to surplus this ambulance.</p> <p>Note: A new ambulance has been budgeted for moving into 2024</p>
Proposed Motion:	Move to approve Resolution 24-03 Surplus District Owned Vehicle.

JOB DETAIL

Jefferson Co FPD No. 1

Time: 13:47:53 Date: 01/09/2024

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Description: 2016 INTERNATIONAL TERRASTAR AMBULANCE (PL)

Expenditures

08/15/2023	101.522 76 48 020-1 Vehicles R/M NKFR	EJ 146 LABOR	2575	NORTH KITSAP FIRE & RES	1,036.46
<i>Total 522 76 48 020-1</i>					<u>1,036.46</u>
01/10/2023	101.522 76 48 030-1 Vehicle Repair Other	TOW PL AMBULANCE TO TACOMA	113	KITSAP TOWING	1,705.82
02/23/2023	101.522 76 48 030-1 Vehicle Repair Other	TOW AMBULANCE TO TACOMA	606	KITSAP TOWING	1,356.34
03/15/2023	101.522 76 48 030-1 Vehicle Repair Other	EJ-146 REPAIR, EXHAUST BRAKE, DRIVELINE	839	ACCOUNTS RECEIVABLE RV	7,727.98
03/15/2023	101.522 76 48 030-1 Vehicle Repair Other	EJ146 REPAIR, DRIVELINE, BATTERIES, CONTROL LINE	839	ACCOUNTS RECEIVABLE RV	3,704.09
08/15/2023	101.522 76 48 030-1 Vehicle Repair Other	CIRCULATION PUMP, GLASS KIT, MIRROR, SYSTEM SAVER REG KIT	2575	NORTH KITSAP FIRE & RES	473.34
<i>Total 522 76 48 030-1</i>					<u>14,967.57</u>
Expenditures Forward					0.00
Period Expenditures					<u>16,004.03</u>
Total Expenditures					16,004.03