



# EAST JEFFERSON FIRE RESCUE

## JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

### In Person

ST 6 - 9193 Rhody Dr. Chimacum, WA

### VIRTUAL MEETING

<https://us06web.zoom.us/j/87867559242>

**3:00pm**

### AGENDA

February 20, 2024

**CALL TO ORDER (3:00 P.M.)**

### PLEDGE OF ALLEGIANCE

**1. Agenda Changes**

**2. Consent Agenda**

**A.** Approve Minutes from the January 17, 2024 Regular Board meeting. **TAB 2A**

**B.** Financial Reports **TAB 2B**

### Vouchers

1. Approve General Fire expenditure warrants dated January 9, 2024, January 16, 2024, January 22, 2024, January 31, 2024 and February 6, 2024 totaling, **\$559,766.12**
2. Approve EMS expenditure warrants dated January 9, 2024, January 16, 2024, January 22, 2024, January 31, 2024 and February 6, 2024, totaling **\$62,650.87**
3. Approve payroll expenditure warrants dated January 18, 2024 and February 2, 2024 totaling, **\$727,393.54**
4. Approve transfer from EMS cash to EMS investment February 5, 2024 for **\$600,000**
5. Approve transfer from EMS Capital cash to EMS Capital investment February 5, 2024 for **\$2,000**
6. Approve transfer from Fire Capital cash to Fire Capital investment February 5, 2024 for **\$440,000**
7. Approve transfer from General Fire cash to General Fire investment February 5, 2024 for **\$300,000**

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

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

**5. Presentations –**

**6. Announcements and Acknowledgements**

**7. Staff Reports -** **TAB 7**

**\*\* Reminder only Executive Staff required to attend meeting – any questions on staff reports please defer to Chief Black or Tanya**

**Chief Black**  
**Executive Chiefs: Brummel, Operations & Training**  
**Tracer, Support Services**  
**PIO/HR Activities**  
**Finance**  
**District Secretary**  
**MSO**  
**Battalion Chiefs**

- 8. Committee/Workgroup Reports**
  - A. Budget Committee - *Did not meet*
  - B. Facilities Committee - *Did not meet*
  - C. Data Group - *Did not meet*
  - D. CRR Group TAB 8D
  
- 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*) TAB 12A
  - B. Resolution 24-05 Surplus of Marine 14 “Volunteer” (*Action needed*) TAB 12B
  
- 13. New Business**
  - A. Policy/SOG Updates – (*Action needed, See attached list*) TAB 13A
  - B. Apparatus Maintenance and Repair ILA with NKFR (*Informational*) TAB 13B
  - C. Job Description Review (*Informational*) TAB 13C
  - D. Finance Manager Contract Extension (*Informational*) TAB 13D
  - E. PM School (*Informational*)
  - E. CWPP Update (*Informational*)
  
- 14. Upcoming Topics/Events**
  - Fire Rescue Fest 10/12/24
  - AFG and SAFER Grants
  - 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 is excluded from public viewing\*\***

<b>Policies</b>		
<b>#</b>	<b>Subject</b>	<b>Action Needed/Description</b>
2001	Nondiscrimination/Harassment	<b>Needs BOC approval</b> - Full Policy re-write provided by Snure
2009	Nepotism	<b>Needs BOC Approval</b> - New Policy
4000	Emergency incident Communication	<b>Needs BOC approval</b> - Reflects Specifics of Operations - Updated Standards and Requirements
4001	Incident Response	
4002	Community Risk Reduction	
4005	Fire Suppression	
4008	SCBA Prog. Resp. Fit Test	
<b>SOG's</b>		
<b>#</b>	<b>Subject</b>	
1000f	Call for Service Response Guidelines	<b>Informational for BOC</b> - Updated with new Station/Apparatus Identifiers per 1/17/24 BOC Motion
1000g	Cadet Program	<b>Informational - Chief to rescind</b> - not needed currently but may be used for future reference
2001a	Nondiscrimination/Harassment	<b>Informational for BOC</b> - provided by Snure
2009a	Nepotism	<b>Informational for BOC</b> - New SOG
4000a	Radio Communications	<b>Informational for BOC</b> - Reflects Specifics of Operations - Updated Standards and Requirements
4000d	Mayday	
4000i	POV Response	
4000z	Continuity of Shift Operations	
4001a	Accountability System	
4001d	Confined Space Rescue	
4001h	Hazardous Materials	
4001m	Critical Infrastructure Hazards	
4005a	Incident Action Planning	
4005f	Rapid Intervention Team	
5001a	Management of Controlled Substances	



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM JANUARY 17, 2024**

**CALL TO ORDER**

Board Chair Deborah Stinson called the meeting to order at 6:00 PM virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

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

**Admin Staff:** Chief Black, DC Brummel, AC Tracer, HR Manager Stewart, Administrative Assistant Murray and District Secretary Cray.

**1. AGENDA CHANGES**

**2. OATH OF OFFICE**

Cray administered the Oath of Office to Commissioner Masci.

**3. CONSENT AGENDA**

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

- Approve Minutes from the December 20, 2023 Regular Board meeting
- Approve General Fire expenditure warrants dated December 13, 2023, December 28, 2023 and December 29, 2023 totaling **\$252,251.23**
- Approve EMS expenditure warrants dated December 13, 2023, December 28, 2023 and December 29, 2023 totaling **\$37,548.23**
- Approve payroll expenditure warrants dated December 19, 2023, December 20, 2023 and January 4, 2024 totaling **\$993,688.78**
- 4<sup>th</sup> Quarter Volunteer Stipend warrants dated December 21, 2023, totaling **\$6,592.25**

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

**4. LIST OF CORRESPONDENCE** – Provided in Board packet.

**5. PUBLIC COMMENT** – None.

**6. PRESENTATIONS** – Carl Miller from OESD gave a summary of our contracted services for IT Support. He also gave a summary of 2023 activities and anticipated actions for 2024.

**7. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – MSO Ridgway announced that 9 personnel had received their IV technician certifications. They each used personal time to study and attend class. She applauded them for their commitment and noted that this was the first time in 15 years that EJFR had an IV class for EMT’s. Having IV tech’s can help keep paramedics in service to respond. The class was taught by MSO Ridgway and Capt. Bergen.

**8. STAFF REPORTS**

**Chief Black**

January 17, 2024

Black recognized Local 2032 for their flexibility and involvement in the Training Captain assessment. Station 5 was used for the assessment and though it was cozy, it allowed for a tactical and interview panel at the same time.

### **AC Brummel**

Monthly report included in the meeting packets.

Brummel reported that Captain Bergen is currently getting 3 new career firefighters and 4 firefighters-in-training ready to go to shift. He will then transition into more administrative duties.

### **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. Stinson commented on the budget report that was included showing the \$1.3 million reduction of our budgeted vs actual deficit for 2023.

### **District Secretary**

Monthly report included in the meeting packets.

### **MSO**

Monthly report included in the meeting packets. MSO Ridgway gave a brief rundown of a witnessed cardiac arrest that occurred during a city council meeting. Bystander CPR was initiated and the onsite AED was used prior to EMS arrival. We transported the patient to St. Michaels. This was a great reminder of why our CPR program is needed.

### **BCs**

Monthly Reports included in packet. BC Clouse noted that this was a memorable rotation with many burst pipes and car accidents due to the cold weather.

## **9. 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.

**10. JeffCom Report** – Included in board packet.

**11. LOCAL 2032 REPORT** – President White noted how important it is to keep the CARES program funded. The firefighters are seeing how valuable it is to recognize the gaps in service that CARES is able to fill, adding that it is imperative to find funding.

**12. PUBLIC COMMENT - Agenda items only**

No comments received.

## **13. OLD BUSINESS**

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

Included in meeting packets. Black noted this document is not complete when items are checked

January 17, 2024

off, it is a living document that will continue to guide our department.

## 14. NEW BUSINESS

### A. *Policy/SOG Updates*

1. **CARES SOG** – Cray noted the addition of the Risk Reduction Liability form that was added to the SOG. Black added that this SOG will be reviewed to sharpen and match our actual processes.

2. **Updating Station/Unit Identifiers in Policies/SOG's** – Black explained that we need to address the new station identifiers and unit id's within our policies. It would be extremely cumbersome to change each policy/SOG individually for this reason. **MOTION:** Masci moved to approve staff to make de minimis updates to all policies and SOG's as warranted. Craig seconded. Stinson suggested that all updated policies should be tracked and a notation put on each of this motion. Motion passed unanimously.

### B. *Resolution 24-01 Meeting Date Change*

**MOTION:** Masci moved to approve resolution 24-01 as presented. Davis seconded. Staff noted that if meetings were held on the second Tuesday each month, it would be difficult to get reports prepared in time. Masci amended his motion to approve Resolution 24-01 with the date changed to the 3<sup>rd</sup> Tuesday at 3:00pm. Davis amended his second to reflect the same. Motion carried unanimously.

C. **Resolution 24-02 Surplus of Equipment – TIC's and PID** – **MOTION:** Masci moved to approve Resolution 24-02 as presented. Craig seconded the motion which passed unanimously.

### D. *Resolution 24-03 Surplus of District Owned Vehicle – 2016 Terrastar*

**MOTION:** Masci moved to surplus the 2016 Terrastar per Resolution 24-03. Seabrook seconded the motion which passed unanimously.

### E. *Resolution 24-04 Surplus District Owned Vehicle – 1999 Suburban*

**MOTION:** Masci moved to surplus the 1999 Suburban per Resolution 24-04, Seabrook seconded. Tracer commented that this vehicle was donated by Pat Bondurant and staff was directed to write a letter of thanks to show our appreciation. Motion passed unanimously.

F. **ALS Deployment Model** – Due to the increase in call volume and now having a larger district, we are looking to be more effective in how we deploy our medic units. This topic warrants more discussion and will be tabled until our February meeting.

### G. *Surplus of Marine 14 "Volunteer"*

**MOTION:** Masci moved to surplus the Volunteer at below market value as it will be remaining in the County as a regional resource. Craig seconded the motion. Staff will prepare the correct documentation to surplus and transfer to Jefferson County Fire District 4 for the February board meeting. Motion passed unanimously.

## 15. UPCOMING TOPICS/EVENTS –

### GOOD OF THE ORDER –

Masci reported an incident of stolen equipment from a Fire Engine in Pierce County. Black and Tracer will attend the first meeting with the City to determine an ILA fee schedule next week.

January 17, 2024

1/23 is the WFCA/WFC Legislative Day in Olympia, Black and Brummel will attend.

**ADJOURNMENT**

Stinson adjourned the meeting 8:00 pm.

**Jefferson County Fire District 1**

\_\_\_\_\_  
Deborah Stinson, Chair

\_\_\_\_\_  
Dave Seabrook, Vice Chair

\_\_\_\_\_  
Geoffrey Masci, Commissioner

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

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

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

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

**ATTEST:**

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

# TREASURER'S REPORT

## Fund Totals

Jefferson Co FPD No. 1

Time: 15:15:08 Date: 02/05/2024

01/01/2024 To: 01/31/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	2,949,239.44	85,169.22	812,402.16	2,222,006.50	1,723.48	2,565.00	0.00	2,226,294.98
003 FIRE CAPITAL FUND 656001042	773,663.90	1,488.91		775,152.81	0.00	0.00	0.00	775,152.81
004 EMS CAPITAL FUND 657001110	513,015.48	2,312.42		515,327.90	0.00	0.00	0.00	515,327.90
101 EMS Fund #657001100	2,339,282.62	157,592.12	424,828.36	2,072,046.38	3,245.00	417.31	0.00	2,075,708.69
	<u>6,575,201.44</u>	<u>246,562.67</u>	<u>1,237,230.52</u>	<u>5,584,533.59</u>	<u>4,968.48</u>	<u>2,982.31</u>	<u>0.00</u>	<u>5,592,484.38</u>

# TREASURER'S REPORT

## Account Totals

Jefferson Co FPD No. 1

Time: 15:15:08 Date: 02/05/2024

01/01/2024 To: 01/31/2024

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 County Checking	6,534,935.46	246,562.67	1,263,738.36	5,517,759.77	0.00	7,950.79	5,525,710.56
10 1st Security Payroll	40,265.98	732,070.75	705,562.91	66,773.82	0.00	0.00	66,773.82
<b>Total Cash:</b>	<b>6,575,201.44</b>	<b>978,633.42</b>	<b>1,969,301.27</b>	<b>5,584,533.59</b>	<b>0.00</b>	<b>7,950.79</b>	<b>5,592,484.38</b>
	6,575,201.44	978,633.42	1,969,301.27	5,584,533.59	0.00	7,950.79	5,592,484.38

## 2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:21:06 Date: 02/05/2024

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	January	YTD	Remaining	
300 Revenue	10,721,100.00	85,169.22	85,169.22	10,635,930.78	0.8%
330	373,160.00	0.00	0.00	373,160.00	0.0%
<b>Fund Revenues:</b>	<b>11,094,260.00</b>	<b>85,169.22</b>	<b>85,169.22</b>	<b>11,009,090.78</b>	<b>0.8%</b>
Expenditures	Amt Budgeted	January	YTD	Remaining	
000	265,035.00	0.00	0.00	265,035.00	0.0%
210 Administrative	1,854,474.00	158,590.58	158,590.58	1,695,883.42	8.6%
211 Legislative	258,228.00	39,105.21	39,105.21	219,122.79	15.1%
220 Suppression	6,350,846.00	569,131.08	569,131.08	5,781,714.92	9.0%
230 Prevention	15,600.00	2,120.47	2,120.47	13,479.53	13.6%
241 Training Equipment	0.00	36.21	36.21	(36.21)	0.0%
245 Training	93,014.00	2,783.45	2,783.45	90,230.55	3.0%
250 Facilities	420,857.00	33,921.31	33,921.31	386,935.69	8.1%
260 Vehicles & Equipment	418,450.00	4,035.44	4,035.44	414,414.56	1.0%
<b>520 Fire Control</b>	<b>9,676,504.00</b>	<b>809,723.75</b>	<b>809,723.75</b>	<b>8,866,780.25</b>	<b>8.4%</b>
590 Debt, Capital & Transfers	1,098,179.00	2,678.41	2,678.41	1,095,500.59	0.2%
<b>Fund Expenditures:</b>	<b>10,774,683.00</b>	<b>812,402.16</b>	<b>812,402.16</b>	<b>9,962,280.84</b>	<b>7.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>319,577.00</b>	<b>(727,232.94)</b>	<b>(727,232.94)</b>		

## 2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 01

Time: 15:21:06 Date: 02/05/2024

Page: 2

Fund	Revenue	January	Received		Expenditures	January	Spent	
001 Fire Fund #656001010	11,094,260.00	85,169.22	85,169.22	0.8%	10,774,683.00	812,402.16	812,402.16	7.5%
	11,094,260.00	85,169.22	85,169.22	0.8%	10,774,683.00	812,402.16	812,402.16	7.5%

## 2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:24:18 Date: 02/05/2024

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

Expenditures	Amt Budgeted	January	YTD	Remaining	
520 Fire Control					
522 20 10 000-0 FF/EMT (40%)	2,711,765.00	197,482.14	197,482.14	2,514,282.86	7.3%
522 20 10 019-0 Overtime (40%)	712,316.00	29,051.79	29,051.79	683,264.21	4.1%
220 Suppression	3,424,081.00	226,533.93	226,533.93	3,197,547.07	6.6%
520 Fire Control	3,424,081.00	226,533.93	226,533.93	3,197,547.07	6.6%
<b>Fund Expenditures:</b>	<b>3,424,081.00</b>	<b>226,533.93</b>	<b>226,533.93</b>	<b>3,197,547.07</b>	<b>6.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>(3,424,081.00)</b>	<b>(226,533.93)</b>	<b>(226,533.93)</b>		

## 2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:24:18 Date: 02/05/2024

Source Codes 000 To: 999

Page: 2

101 EMS Fund #657001100

Expenditures	Amt Budgeted	January	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	296,223.05	296,223.05	3,771,424.95	7.3%
522 72 10 019-1 Overtime (60%)	1,125,941.00	43,577.72	43,577.72	1,082,363.28	3.9%
272 EMS Operations	5,193,589.00	339,800.77	339,800.77	4,853,788.23	6.5%
520 Fire Control	5,193,589.00	339,800.77	339,800.77	4,853,788.23	6.5%
<b>Fund Expenditures:</b>	<b>5,193,589.00</b>	<b>339,800.77</b>	<b>339,800.77</b>	<b>4,853,788.23</b>	<b>6.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>(5,193,589.00)</b>	<b>(339,800.77)</b>	<b>(339,800.77)</b>		

## 2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

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

Time: 15:24:18 Date: 02/05/2024

Page: 3

Fund	Revenue	January	Received		Expenditures	January	Spent	
001 Fire Fund #656001010	0.00	0.00	0.00	0.0%	3,424,081.00	226,533.93	226,533.93	6.6%
101 EMS Fund #657001100	0.00	0.00	0.00	0.0%	5,193,589.00	339,800.77	339,800.77	6.5%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>8,617,670.00</u>	<u>566,334.70</u>	<u>566,334.70</u>	<u>6.6%</u>

## 2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:20:17 Date: 02/05/2024

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	January	YTD	Remaining	
300 Revenue	6,334,175.00	157,592.12	157,592.12	6,176,582.88	2.5%
330	559,740.00	0.00	0.00	559,740.00	0.0%
<b>Fund Revenues:</b>	<b>6,893,915.00</b>	<b>157,592.12</b>	<b>157,592.12</b>	<b>6,736,322.88</b>	<b>2.3%</b>
Expenditures	Amt Budgeted	January	YTD	Remaining	
272 EMS Operations	6,556,277.00	423,945.36	423,945.36	6,132,331.64	6.5%
274 EMS Training	91,400.00	883.00	883.00	90,517.00	1.0%
<b>520 Fire Control</b>	<b>6,647,677.00</b>	<b>424,828.36</b>	<b>424,828.36</b>	<b>6,222,848.64</b>	<b>6.4%</b>
590 Debt, Capital & Transfers	215,000.00	0.00	0.00	215,000.00	0.0%
<b>Fund Expenditures:</b>	<b>6,862,677.00</b>	<b>424,828.36</b>	<b>424,828.36</b>	<b>6,437,848.64</b>	<b>6.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>31,238.00</b>	<b>(267,236.24)</b>	<b>(267,236.24)</b>		

## 2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 01

Time: 15:20:17 Date: 02/05/2024

Page: 2

Fund	Revenue	January	Received		Expenditures	January	Spent	
101 EMS Fund #657001100	6,893,915.00	157,592.12	157,592.12	2.3%	6,862,677.00	424,828.36	424,828.36	6.2%
	6,893,915.00	157,592.12	157,592.12	2.3%	6,862,677.00	424,828.36	424,828.36	6.2%

## 2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:24:51 Date: 02/05/2024

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100

Expenditures	Amt Budgeted	January	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	296,223.05	296,223.05	3,771,424.95	7.3%
522 72 10 019-1 Overtime (60%)	1,125,941.00	43,577.72	43,577.72	1,082,363.28	3.9%
272 EMS Operations	5,193,589.00	339,800.77	339,800.77	4,853,788.23	6.5%
520 Fire Control	5,193,589.00	339,800.77	339,800.77	4,853,788.23	6.5%
<b>Fund Expenditures:</b>	<b>5,193,589.00</b>	<b>339,800.77</b>	<b>339,800.77</b>	<b>4,853,788.23</b>	<b>6.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>(5,193,589.00)</b>	<b>(339,800.77)</b>	<b>(339,800.77)</b>		

## 2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

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

Time: 15:24:51 Date: 02/05/2024

Page: 2

Fund	Revenue	January	Received		Expenditures	January	Spent	
101 EMS Fund #657001100	0.00	0.00	0.00	0.0%	5,193,589.00	339,800.77	339,800.77	6.5%
	0.00	0.00	0.00	0.0%	5,193,589.00	339,800.77	339,800.77	6.5%

Rec 2/2/2024

February 1, 2024

Brian Tracer, Assistant Fire Chief  
East Jefferson Fire Rescue  
Port Townsend, WA 98368

Dear Brian,

I have some suggestions to encourage new members and recruits to your organization.

Police, fire, and public servants need to be more friendly and involved with all kids and people. Be out in public, shaking hands and giving hugs. Let people know that you are happy to be of service and a local.

Be out in public, out of your trucks and on foot and in uniform, talking to those you meet and asking about their everyday concerns. Citizens rarely see you in person unless they experience an emergency.

Build a "CAN DO" team of volunteers, mostly younger people, to maintain roadside areas that might start on fire because of discarded flammables: volunteering to make a better county. They could dress for service and possibly see a future for themselves being a part of your organization.

Thanks for all you do for our community,

Bernie Arthur  
411 Monroe Street  
Port Townsend, WA  
98368



# The East Jefferson Fire Rescue Community Assistance Referral Education Services (CARES) team connects clients to appropriate services as follow-up to emergency response

## Program description

The East Jefferson Fire Rescue Community Assistance Referral Education Services (CARES) team works to reduce the impact of low acuity/non-emergency incidents to the 9-1-1 system and identifies solutions for clients by connecting them to appropriate services. The CARES team refers community members to the most appropriate local services including:

- [Believe in Recovery](#)
- [Jefferson Healthcare](#)
- Local R.E.A.L. team
- [Jefferson County Public Health](#)
- Local community-based organizations

Read more in our [Connecting Community Members to Care](#) report.

## Populations of emphasis

- Elders over 65
- Veterans
- Unhoused individuals/families
- People with unmet behavioral health needs, including substance use disorder

## How it works

- Referrals received from 9-1-1 providers and other local partners.
- EMS assesses individual needs (emergent or not) and refers appropriate cases to CARES.
- Cases prioritized by referral urgency.
- CARES responds to referrals (in-person and/or phone), completes assessment, and develops tailored care plans to meet individual needs.
- Limited flexible funding is available to meet immediate needs such as food, clothing, prescriptions, etc.
- CARES team provides follow-up as needed to ensure connections to appropriate resources is made.

## Data

- 217 new contacts
- 85% of elder contacts ended with successful connections to senior services
- 89% of veteran contacts ended with successful connections to veteran and military services

Source: *EJFR Fire CARES, Jan 17-April 30, 2023*

### Tips for success

- Stay flexible and nimble to best meet the community needs. The program will evolve.
- Mix and match approaches to find what works for your community. Look at other programs for lessons learned and ideas.

### Funding

Braided funding of multiple sources.

- Association of WA Cities (Port Townsend holds grant)
- Jefferson County 1/10th
- Jefferson Behavioral Health Consortium
- EJFR supports partial operational costs

### Contact

Email East Jefferson Fire & Rescue, Fire Chief Bret Black

### Connecting Community Members to Care Report

OCH is honored to share the success of the the East Jefferson Fire Rescue Community Assistance Referral Education Services (CARES) team. We are inspired by their continuing commitment to timely, compassionate care that meets individual client needs. Read more about this and other successes in our new [Connecting Community Members to Care](#) report.



14 views 0 comments



# EAST JEFFERSON FIRE RESCUE

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

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## Fire Chief's Monthly Report – January 2024

### General Activities

Three new firefighters have begun their training and will be assigned to their shifts in February. FC and DFC spent time in Olympia for the WFC legislative day. Numerous initiatives were reviewed and legislators were engaged by EJFR. Jeffcom has initiated the strategic planning process. Initial interviews with Fire Chiefs were conducted. Solar and power resilience project for Station 5 (Marrowstone Island) is continuing, contract for installation is under development. EJFR provided a salary survey to PT for the Fire Prevention Services fee schedule project. FC and staff met with Kala Point HOA regarding annual fund raising event and upcoming safety fair. FC and staff developed an extensive rebuttal to WSRB correspondence. The final rebuttal was submitted to WSRB with supporting documentation (see attached summary).

### Projects

- EMS Council bylaws rewrite
- Job Descriptions for Finance Director and Executive Assistant/District Secretary are in development.
- CRR Committee meeting, planning for upcoming events.
- Work continues on the CWPP with consultant and Jefferson County, final draft is in development.
- Facilities and Apparatus workgroups are in development and will be tasked in February.
- MSO is now supporting FIRE CARES with coordination and supervision. They meet weekly.
- Met with JH mid- management regarding FIRE CARES services and future opportunities.
- FC and staff met with PT DCD for continued development of Fire Prevention Services.
- Fleet services contract with NKF&R was finalized.

### Meetings/Committees

JeffCo DEM IMT Meeting	BOCC	PT City Manager
PT Police Chief	BHC	JeffCo EMS Council
BHAC (10 <sup>th</sup> of 1%)	ECHHO	JH, MPD, MSO monthly CQI
Dr. Carlborn check-ins	Jeffcom (FC is Board Member)	Mental Health Response meeting

### Miscellaneous

FC is consulting with ECHHO to review funding processes in hopes of securing additional funding sources. ECHHO donations and revenue streams are sub-optimal. Beginning in late January, FC, DFC and staff have spent a significant amount of time meeting with the City, County and other partners pertaining to philosophical differences in the development of the CWPP. Total staff hours spent on the CWPP during the last 14 months in approximately 200 hours, plus another 50 hours in the past few weeks.

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*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*

Robert,  
please see below for comments

1. I received the information from Phil Cecere and have include him as Jefferson County Fire Marshal in the rating. [Thank you!](#)
2. For the MSO, CARES Firefighter and new Training Officer (Training Captain), how is their dispatch to fires annotated in the district's dispatch run cards? [Pete, A little help here.](#) They are added to working fires –second alarms. They can also add themselves to incidents as needed. They all carry FF gear and are FF credentialed.
3. In your email below you indicated that starting January 1, 2024, EJFR will employ 59 career firefighters. Has the daily minimum firefighter staffing increased? If so, please provide me the minimum staffing for each fire station.

**Minimum Staffing SOP/SOG:**

- 4 FF at Station 1
- 2 FF at Station 2
- 2 FF at Station 6
- 2 FF at Station 7
- 2 FF at Station 8

1 [Battalion Chief](#)

13 Daily Minimum ...but we are seeing days like today where we have **17** FF members on duty, plus the MSO, CARES and Training Officer.

4. Last year the district was applying for a SAFER grant to increase staffing. What is the status of this? [We were denied but are preparing a similar application for 2024.](#)
5. Chief Officer item – it is our understanding that there is one Battalion Chief on duty 24/7 and three executive chiefs working days for 40 hours in a week. For the time (nights, weekends, holidays, etc.) when an executive chief is not on duty, who is providing coverage for the second chief officer? [By contract, the three Executive Chiefs are issued emergency vehicles so we can be available 24/7 and we all live here. We also use Chief McKern from District 2 for major events, who lives in our District. The off duty chiefs are required to respond for afterhours emergencies as needed per our contracts. We ensure at least one of us is available at all times.](#)
6. In prior emails we talked about public education activities the district was providing and you were going to send additional details on these activities. I haven't received anything for this item. Please do send me a list of education events that have happen from 2019 through 2023 and I will be happy to review them. [Attached is updated tracking from for 2023. From 2019 – 2022 most of our public engagement shut down due to COVID. 2023 was a strong start for our program. We have a new CRR committee that is building up the program. This Saturday, in collaboration with the Red Cross, we are doing our first large scale smoke detector install event for a community identified in our CRA. Using the 2023 data and our new efforts, I hope to get some additional points in this area.](#)

I believe this is all the items we have been discussing. If I have missed anything, please let me know.

[Can you please let me know where our score is after these elements have been tabulated?](#)

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*Serving the Communities of*

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

Thanks,

Robert Ferrell, PE  
Vice President Public Protection  
WSRB  
509-228-8062  
[robert.ferrell@wsrb.com](mailto:robert.ferrell@wsrb.com)

**From:** Bret Black <[bblack@ejfr.org](mailto:bblack@ejfr.org)>  
**Sent:** Wednesday, December 6, 2023 12:46 PM  
**To:** Robert Ferrell <[robert.ferrell@wsrb.com](mailto:robert.ferrell@wsrb.com)>  
**Cc:** Pete Brummel <[pbrummel@ejfr.org](mailto:pbrummel@ejfr.org)>  
**Subject:** [EXT] Job Duties

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Robert,

Happy Wednesday. Attached I have included the job descriptions for our MSO, CARES Firefighter and new Training Officer (Training Captain). All three are assigned to 40 hour schedules, have their own command vehicles and respond to all fires and major emergencies while on duty.

I am hoping they represent additional points for our daily staffing. Starting January 1, 2024, EJFR will employ 59 career firefighters.

In addition, I am remembering that WSRB needs to see two chief officers per day for our new merged agency. We have a daily Battalion Chief that runs the daily operations districtwide. Then we have three, 40-hour executive chiefs that serve as the back-up Incident Commander for multiple or major events. We also have a Fire Chief that lives in our boundaries (from an adjacent district) cover EJFR for major events. Do you need anything else to support this?

If you have any questions please let me know.

Bret Black - Fire Chief  
Cell 360-381-0292  
[bblack@ejfr.org](mailto:bblack@ejfr.org)

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*Serving the Communities of*

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ALARMS	
Fires	7
Rescue/EMS	325
Service Call	80
Good Intent	49
False Alarm	24
Hazardous Condition	5
Special Incident	1
<b>Total</b>	<b>491</b>
Transports	
911	209
Hospital Requested	0
<b>Total</b>	<b>209</b>
CARES Contacts	
January Contacts	160

Station Statistics	Avg. Response Time by Station	% of Call Volume	Total # of Calls
St 1	6:27	26.1%	128
St 2	9:15	26.9%	132
St 6	8:44	24.2%	119
St 7	8:33	15.1%	74
St 8	11:53	1.4%	7
St 3	*		
St 4	*		
St 5	*		
St 9	*		
Mutual Aid Given		4.48%	22
*UnStaffed/Volunteer Stations			
**YTD Calls 491 +5.3%			

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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## February 2024 Operations & Training

Report Submitted by: DC Pete Brummel

<b>Overview</b>	Administrative Tasks Training Objectives Operations Meetings and Photos
<b>Administrative</b>	<ol style="list-style-type: none"><li><b>1. Section 4000 Policy and Standard Operating Guideline (SOG) Revisions.</b> Created a Policy template and revised 5 Policies. Created a SOG template, revised 8 SOG, created 2 new SOG All focus on Operations and Training.</li><li><b>2. Worked with HR to begin the migration of documents to Share Point.</b> Produced tutorial on awareness of Share Point migration.</li><li><b>3. Washington Fire Chiefs Legislative Day in Olympia, WA.</b> Lobbied with other Jefferson County Fire Chiefs to our elected officials in Olympia; Senator Kevin VanDeWege, Rep. Mike Chapman and Rep. Steve Tharinger. There are several ballot issues that could potentially impact our fire district.</li><li><b>4. FEMA Assistance to Firefighter Grants application period.</b> FEMA AFG has opened for applications and will close on March 8. There is \$324M allocated for awards and FEMA projects 2,000 awards nationwide. 95% of the priority is focused on State Fire Training Academies, however EJFR is pursuing high priority equipment through a \$75,000 micro-grant.</li><li><b>5. Training Division Retreat on Feb 12.</b> Capt Bergen and DC Brummel are planning a one-day retreat to focus on the transfer of the Training Division responsibilities to Capt. Bergen.</li></ol>

<p><b>Training</b></p>	<p><b>Jefferson Healthcare Destructive Training 1/6</b>  Crews participated in coordinated destructive training at the #2 building at JGH campus. Thanks to Abbott Construction and JGH for allowing this exceptional and unique training opportunity. Crews practiced forcible entry of doors and windows, rooftop ventilation techniques and new firefighter rescue equipment (FAST Board)</p> <p><b>National Fire Academy Health and Program Training Manager 1/28-1/29</b> Port Angeles, WA  DC Brummel attended a 2-day NFA class on building a Health and Program Safety Manager program for EJFR.</p>
<p><b>Operations</b></p>	<p><b>DC Brummel revised Section 4000 Policy and SOG's</b></p> <p><i>EJFR Policy Applied to Fire Suppression (Section 4000)</i></p> <p>4000 Incident Communications  4001 Incident Response  4002 Community Risk Reduction (formerly Incident Prevention) 4005 Fire Suppression  4008 Respiratory Fit Testing (formerly SCBA Program)</p> <p><i>Standard Operating Guidelines Applied to Fire Suppression (Section 4000)</i></p> <p>4000a Radio Communications  4000d Mayday  4000i POV Response  4000z Continuity of Shift Operations (NEW)  4001a Accountability System  4001d Confined Space Rescue  4001h Hazardous Materials Response  4001m Critical Infrastructure Hazards (formerly Electrical Hazards)  4005a Incident Action Planning (formerly Incident Response)  4005f Rapid Intervention Team</p> <p><b>Purchasing Budgeted Structural Collapse Equipment</b>  DC Brummel has completed the purchase of \$13,000 of allocated funding for structural collapse equipment for Ladder and Rescue 7. Equipment includes power rescue saws, concrete and steel breaching and breaking tools, bits, blades,  The operational goal is to increase the rescue capability of Ladder 1 and Rescue 7 with similar equipment for specialized rescue.</p>

## Meetings

- 1/2 EMS Base Station (2hr)
- 1/3 JeffCo Incident Management Team (2hr)
- 1/4 JGH Training site Walkthrough (2hr)
- 1/6 JGH Destructive Training (10hr)
- 1/8 JCFC Meeting Station 7 (2hr)
- 1/9 Kitsap Fire Training Live Fire Cadre (8hr)
- 1/10 Kitsap Fire Training Live Fire Cadre (8hr)
- 1/12 Seattle Fire UW/Executive Leaders Virtual Session (6hr)
- 1/17 JeffCom User Group Meeting (2hr)
- 1/17 EJFR BOC Meeting (3hr)
- 1/22 PFF Section Test
- 1/22 Meeting with Jeffcom Director (2hr)
- 1/23 WFC Legislative Day (8hr)
- 1/24 FAST Board Training Delivery at Stations (4hr) 1/27 NFA Class Port Angeles, WA (10hr)
- 1/28 NFA Class Port Angeles, WA (10hr)



JGH Destructive Training January 6, 2024

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

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Reporting Period: **February 2024**

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

<p><b>Facility &amp; Apparatus Overview</b></p>	<p style="text-align: center;"><b><i>STATIONS</i></b></p> <p><b>Sta. 1 Port Townsend</b> The 25+ year old propane fired 100 gallon, hot water tank that supplies the station with hot water could not be re-ignited. No hot water. This event occurred during the period of extreme cold. Brothers Plumbing was the only plumbing service that did not put us on a wait list, they rearranged their schedules and responded to the station within a couple of hours.</p> <p>Brothers after attempting to trouble shot to include conversations with the hot water tank manufacture's tech support determined the main control board of the hot water tank failed. Replacement parts could not be found.</p> <p>Brothers Plumbing provided a quote for the replacement of the hot water tank. The removal of the old tank, ordering of the new tank, delivery of the new tank and installation which took 9 days.</p> <p>With no hot water available and health code requirements for the station to have hot water, the station was closed for about 12 hours. The four member crew was split up and housed at other stations during this time. Conversation with the City building official allowed for the station to reopen if hot water (showers) could be temporarily established. "Royal Restrooms" out of Seattle provided a two stall portable hot water shower unit allowing the station to remain open.</p> <p>Brothers Plumbing - New hot water tank and installation <b>Cost \$ 29,438.45</b> Royal Restroom – two stall hot water shower <b>Cost \$2,525</b></p> <p>Also, when the shower unit arrived at the back parking lot of the station it needed power. Two exterior GFI protected outlets were found not to be working. Pete's Electric replaced the outlets and reestablish power. <b>Cost \$277.50</b></p> <p>During the quarterly service of the 25+ year old back-up generator a "Can Bus Error" was noted on the main control module. The tech could not get the system to rest and found the main CPL unit needed to be replaced. West Coast Energy Systems installed a new CPL, reprogramed the unit fixing the issue. Service <b>Cost \$1,273.20</b> Tech Support trouble <b>Cost \$1,167</b> CPL replacement <b>Cost \$1,399</b></p>
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## Assistant Chief's - Monthly Board Report

### **Sta. 7 Port Ludlow**

-The duty crew reported the exhaust fans for the bathrooms and upstairs making a lot of noise. They found the shafts and bearings of the electric motors within the exhaust ducting worn creating shaft movement, creating the loud noise. Air Flow heating ordered new fan motors and installed.

Air Flow Heating - Exhaust Fans **Cost \$ 3,850.60**

-After the 25+ year old backup generators quarterly service, the coolant was found empty and the oil level low. Wes Coast Energy Systems was asked to fix the issue.

**Cost \$ TBD**

### **Sta. 3 Cape George**

The fan motor within the original 50+ year old heat pump in the apparatus bay failed. With no heat pump no heat in the apparatus bay to protect the fire truck currently housed within. With the extreme cold, Pete's electric installed an individual 50 amp circuit allowing a rented electric heater from Olympic equipment rentals to be used in the apparatus bay while Air Flow heating ordered the needed parts for the heat pump.

Pete's Eclectic **Cost \$514.76**

Olympic Equipment Rental Cost **\$87.28**

Air Flow heating Cost **\$2462.59**

On about January 24, 2024 (Between 01.23.24 @ 1100hrs and 01.24.24 @ 0900 hrs) Our partner program CERT who utilizes the station for their meetings reported to the BC, what appeared to be the burnt remains of an American flag on the ground at the base of the flag pole. It appeared a flag was set on fire and hoisted up the flagpole. The nylon rope used on the flag pole was destroyed. Burnt tree branches were observed. (Side note. There has not been an EJFR flag on the flagpole in over a year. This was not our flag) This incident was documented and reported to the Sheriff's Office.

### **Sta. 6 Chimacum**

During the extreme freeze, it was reported cold air blowing into the common areas within the station. The BC found the HVAC system to the room to be frozen over. The system was shut off at the breaker and allowed to thaw. A few hours later the system was reenergized and found to be working. The tech from Air Flow heating found one thermostat set to cool causing moisture to settle on the coils within the HVAC thus freeze build up during the extreme cold.

**Cost \$TBD**

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

	<p><b>Sta. 8 South Point</b>                  The duty crews reported the dishwasher not working correctly and making lots of bad noise. A new dishwasher was ordered to replace the 20+ year old dishwasher.  <b>Cost \$1,172.81</b></p>
	<p style="text-align: center;"><b><i>INSPECTIONS</i></b></p> <p>-Completed Inspections: 01.01.24 – 02.01.24                  911 Crews – A 0, B 2, C 0 = 2                  Prevention Division – 6                  Total – 8                  Re-Inspections - 0                  Follow-up Inspections – 6                  Inspections completed year to date total: 8</p> <p style="text-align: center;"><b><i>SPECIAL EVENTS</i></b></p> <p>City – Strange Brew. Review and Inspection</p> <p style="text-align: center;"><b><i>BURN PERMIT</i></b></p> <p>-2 Burn Permits were request, inspected and issued.</p> <p style="text-align: center;"><b><i>FIRE INVESTIGATIONS</i></b></p> <p>01.14.24 – 14<sup>th</sup> St. Car Fire – Engine Fire                  01.22.24 – 600 W Sims Way The Cup - Unknown                  01.23.24 – 1500 Van Ness PT High School – Electrical                  02.03.24 – Cub Rd – RV Fire – Engine Fire</p>
<b>Training</b>	<p>-EMS Base Station                  On-Line EMS Connect,                  NFA Community Risk Assessment</p>
<b>Public Relations, Marketing Meetings &amp; Other Events</b>	<p>- Fire Extinguisher Training – PT Mill                  - City ILA discussions Fire Code Official Fire Marshal                  - WSRB work shop                  - Weekly City Development Review                  - CWPP Materials Comments Meeting.                  - Chief's Association meeting – Virtual                  - Ambulance &amp; Rescue pre build Meeting with Braun NW</p>
<b>Other</b>	<p>1 Vacation Day used</p>



**Sta. 3 Flag Pole**



**Flag Pole – Burt Nylon Rope, Heat burn scar on pine tree.**



**Flag Pole – Burn nylon rope, burn char remains.**

Date Prepared: 2/2/24

Subject: PIO/PES/Human Resource Report

Prepared By: Emily Stewart

<p><b>Meetings &amp; Training:</b></p>	<ul style="list-style-type: none"> <li>• 1/5 COVID grant closure mtg – we received our last reimbursement 2/1/24 (over \$300,000 total)</li> <li>• 1/8 Safety Committee Mtg</li> <li>• 1/9 Mtg w/ Emily at PT library – CRR collaboration</li> <li>• 1/10 Ready Rebound Webinar</li> <li>• 1/23 Healthforce Mtg</li> <li>• 1/24 SHRM DEI Training</li> <li>• 1/29 SHRM DEI Training</li> <li>• 1/30 SHRM Relationship Management Training</li> </ul>
<p><b>Presentations / Tours/Other</b></p>	<ul style="list-style-type: none"> <li>• 1/20 PL Smoke Alarm installs</li> <li>• 1/30 Fire Extinguisher Training @ Paper Mill (Tracer, Erin, Fleischman, Gonella)</li> </ul>
<p><b>Media Engagement:</b></p>	<ul style="list-style-type: none"> <li>• Facebook – <b>Post Reach: 9,329 – 3,110 Followers</b></li> <li>• Twitter – <b>852 Followers</b></li> <li>• Instagram – <b>Followers 595</b></li> </ul>
<p><b>Human Resources:</b></p>	<ul style="list-style-type: none"> <li>• 1/2 New employee &amp; FIT orientation</li> <li>• 1/9 New Volunteer orientation</li> <li>• 1/16 PM student written test</li> <li>• 1/17 New Volunteer make up orientation</li> <li>• 1/22 PM student assessment center</li> <li>• Policy/SOG de minimus updates – 1000f, 1000j, 1003b, 1002c – noted at the end of the documents &amp; in the table of contents.</li> </ul> <p>Upcoming:</p> <ul style="list-style-type: none"> <li>• SOG Updates: Drug-free workplace, Data/stats definitions and guideline</li> <li>• Anti-discrimination updates for website – in progress</li> <li>• Update of Safety Committee process/paperwork</li> <li>• PM entry-level/lateral recruitment</li> </ul>

Date: 1/1/24-1/31/24

Subject: Finance Report

Prepared By: Terri Ysseldyke-All

<b>Overview</b>	<ul style="list-style-type: none"> <li>Treasurer’s Report reconciled</li> <li>9 record requests</li> <li>Payroll audit</li> <li>Billing</li> <li>Fire CARES Grant Invoicing</li> <li>1099 reporting</li> <li>W2 reporting</li> <li>Quarterly reporting</li> <li>AFG Grant reporting</li> </ul>																																
<b>Meetings and Other Events</b>	<ul style="list-style-type: none"> <li>1/8/2024 Chiefs Association Meeting</li> <li>1/10/2024 Medicare Survey Data Collection Webinar</li> </ul>																																
<b>Other</b>	<p><b>Fire Cares Funding</b></p> <table border="1"> <thead> <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> </thead> <tbody> <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>\$174667.09</td> <td>Billed 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> </tbody> </table> <p><b>2023 Financial Summary</b></p> <p>Expenses Budgeted - \$13,912,729  Expenses Budgeted with Supplemental - \$14,762,729  Expenses Actual - \$14,512,452</p> <p>Revenue Budgeted - \$11,607,525  Revenue Actual - \$13,507,780</p> <p>2023 Beginning Balance - \$7,102,531  2023 Ending Balance - \$6,575,201</p>	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	\$174667.09	Billed 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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Date Prepared: 2/6/24

Subject: District Secretary Report

Prepared By: Tanya Cray

<b>Meetings &amp; Events:</b>	<ul style="list-style-type: none"><li>• 1/5 Zoom re: Ready Rebound</li><li>• 1/8 4<sup>th</sup> Qtr Safety Committee Meeting</li><li>• 1/9 Ready Rebound Prep Meeting</li><li>• 1/18 EJFR/City of PT ILA Meeting</li><li>• 1/23 NKFR Apparatus Maintenance Billing Meeting</li><li>• 1/29 Meeting with Kala Point</li></ul>
<b>Notable Projects</b>	<ul style="list-style-type: none"><li>• NKFR Maintenance Contract Review</li><li>• PL Voice Submission</li><li>• Board Meeting packet preparation</li><li>• Ready Rebound Set Up</li><li>• Local Loan Application</li><li>• Policy/SOG Review</li><li>• Review Unspent 2023 Budget Items</li><li>• St 7 Archive Project Kickoff</li><li>• New Job Descriptions Review</li></ul>
<b>Highlights</b>	<ul style="list-style-type: none"><li>• Groundhog did not see his shadow...early Spring 😊</li></ul>

**Date:** January 2024  
**Subject:** MSO Report  
**Prepared By:** Tammy Ridgway

<p>MSO Administrative Meetings</p>	<ul style="list-style-type: none"> <li>• Monthly meeting with JGH for quality control</li> <li>• Weekly meetings with Dr. Carlbom</li> <li>• EMS Council</li> <li>• Base Station</li> <li>• Meeting with Jefferson Health Care in regard to upcoming and future partnerships with CPR and other high school student trainings</li> <li>• Started a weekly CARES team meeting</li> <li>• Safety Meeting</li> <li>• Northwest Region EMS Council</li> <li>• County EMS training group meeting</li> <li>• Met with the JHC pharmacy director regarding medication acquisition and STEMI</li> <li>• Behavior health summit</li> <li>• CPR planning for PTHS A&amp;P class in April</li> <li>• Meeting with Kala Point member regarding donations</li> <li>• Met with BC MacDonald and Chief to finalize controlled substance SOG</li> <li>• CARES team meeting with the other stakeholder groups in the county</li> </ul>
<p><b>Responses</b></p>	<ul style="list-style-type: none"> <li>• 7 call responses including 3 CPRs</li> <li>• We had six CPR calls this month. Five with ROSC</li> </ul>
<p><b>Continuing Education/ Training</b></p>	<ul style="list-style-type: none"> <li>• EMS connect and other required training</li> <li>• Base station</li> </ul>
<p><b>Administrative duties</b></p>	<ul style="list-style-type: none"> <li>• Supplies/Medications/Controlled substance audits</li> <li>• QA/QI</li> <li>• Paramedic candidate testing completed</li> </ul>

<b>Public engagement, planning and ongoing projects</b>	<ul style="list-style-type: none"><li>• Healthcare, community and social services class at Chimacum High School</li><li>• CPR/AED/FA for Centrum with 20 people in attendance</li><li>• AED/First aid at Blue Heron with 18 people in attendance</li><li>• Leave at home Narcan program</li><li>• Code stat reports</li><li>• Final draft of controlled substance policy and SOG submitted for review</li><li>• EMS recertification submissions for expiring staff</li><li>• We started EMT class and EJFR 2 volunteers attending</li></ul>
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# EAST JEFFERSON FIRE RESCUE

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

From: Tammy Ridgway Medical Service Officer

Date: February 9, 2024

Subject: January Monthly Report

## Monthly Report for January 2024

Fire CARES maintains its commitment to assessing, evaluating, and referring services to our community's vulnerable citizens. In January, we received 28 new referrals and had approximately 160 interactions with clients. As part of our continuous commitment to strengthen and broaden our collaborative ties with other outreach teams, we recently initiated the first of our quarterly meetings. This gathering included various peer groups, such as Fire CARES, APS, REEL Team, and the Sheriff Navigator. It marks a significant stride in promoting effective communication and coordination among these vital teams.

In addition to successfully resolving several cases this month with positive outcomes, another achievement was our active involvement in developing a resource card for all the outreach teams. This card will be distributed to teams working with clients both inside and outside the hospital. It's a valuable tool to facilitate access to essential resources and enhance collaboration among the teams.

In January, our most significant challenge was locating emergency shelters and securing more permanent housing for our clients. We have been in contact with many adults are currently residing in uninhabitable conditions. Addressing this critical need is essential to ensuring their well-being and stability.

When it comes to challenges that the AWC might be able to provide advice on, we consistently work towards measuring our impact and evaluating whether our efforts are effectively reducing 911 calls. Understanding the quantitative results of our actions is essential for assessing our success and making informed decisions.

### Case #1

CARES Team was referred to an elderly couple with dementia by EMS, Jefferson Healthcare, and DBH. The couple is unhoused and are living at a hotel in Port Townsend. The individuals have limited mobility and are unable to walk or drive, so food is limited. The CARES Team met with the individuals and started the process with Home and Community Services. The CARES Team also contacted the family for assistance with financial and information. The CARES Team assisted the individuals in filling out paperwork and providing information to DSHS. Due to the nature of the situation, the hotel staff has been supportive and accommodating. The CARES Team has been working with Jefferson Healthcare and the PCP to find assisted living facilities.

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*Serving the Communities of*

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

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

**Date:** 2/8/2023

**Subject:** Battalion Chief 11 Report

**Prepared By:** Jason MacDonald

<p><b>BC 11 Administrative Meetings</b></p>	<ul style="list-style-type: none"> <li>• Daily Shift meetings</li> <li>• Once per tour visit to all stations for crew contact and assistance</li> <li>• Paramedic Meeting</li> <li>• MSO Ridgway regarding updated Controlled Substance SOP/SOG</li> <li>• Capt Bergen regarding probationary FF placement</li> <li>• Lt Carver expectations for shift</li> <li>• Lt Morris Regarding expectations for PFF McGuffey</li> <li>• Lt Martin and Lt Dean planning and scheduling for C shift through January</li> </ul>
<p><b>BC 11 911 Responses</b></p>	<ul style="list-style-type: none"> <li>• "A" Shift Responses 169</li> <li>• "C" Shift Responses 161</li> <li>• BC11 responded to 33 incidents in the last month</li> <li>• 1 Vehicle Fire</li> <li>• 1 Chimney Fire</li> <li>• 3 Commercial Fires (The Cup Restaurant, Beaver Valley Storage, 129 Taylor St)</li> <li>• 4 MVCs</li> <li>• 1 Hazardous Materials (Overturned Fuel Tanker, Milo Curry Rd)</li> <li>• 5 Water Leaks</li> </ul>
<p><b>Continuing Education/ Training</b></p>	<ul style="list-style-type: none"> <li>• A-Shift training 317.75 hours completed</li> <li>• C-Shift training 607.5 hours completed</li> <li>• EMS connect</li> <li>• Base station</li> <li>• Shift Based Tactics training A and C shift and Milo Curry PIA</li> <li>• FAST board training A and C Shift</li> <li>• Delivery of section 8 tests with 4 PFF's successful completion for A and C shift</li> <li>• Ongoing Shift level training and scheduling</li> </ul>
<p><b>Administrative duties</b></p>	<ul style="list-style-type: none"> <li>• Shift based training oversight and compliance</li> <li>• Staffing and Callbacks</li> <li>• ESO Insights Dashboards</li> <li>• Times and Statistics for Annual Report</li> <li>• SOG 5001A</li> </ul>

<p><b>Planning and ongoing projects</b></p>	<ul style="list-style-type: none"> <li>• Cross staffing and crewforce (Lt. Kauzlarich/MacD)</li> <li>• Updates to SOGS 4000A, 4000C, 4000D, 4001K and 4005A</li> <li>• Response Plans and Station Assignments (Kauz/MacD)</li> <li>• Build response stats for publication in ESO</li> <li>• MPD Request for ESO dashboards</li> <li>• PFF testing for sections 9 and 1</li> </ul>																																			
<p><b>Program Budgets Update (End of Dec)</b></p>	<table border="1"> <thead> <tr> <th>Program Budget</th> <th>BARS</th> <th>Amount</th> <th>Spent</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>CrewForce (Kauz)</td> <td>522 20 41 0200</td> <td>\$4,000.00</td> <td>\$0.00</td> <td><b>\$4,000.00</b></td> </tr> <tr> <td>Radios (Kauz)</td> <td>522 20 42 0102</td> <td>\$25,000.00</td> <td>\$0.00</td> <td><b>\$25,000.00</b></td> </tr> <tr> <td>SCBA (B. Grimm)</td> <td>522 20 31 0300</td> <td>\$25,070.00</td> <td>\$0.00</td> <td><b>\$25,070.00</b></td> </tr> <tr> <td>Wildland (Sanders)</td> <td>522 20 35 0050</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Small Tools (Morris)</td> <td>522 20 35 0100</td> <td>\$8,000.00</td> <td>\$0.00</td> <td><b>\$8,000.00</b></td> </tr> <tr> <td>Wellness (Walker)</td> <td>522 20 41 0600</td> <td>\$71,000.00</td> <td>\$0.00</td> <td><b>\$71,000.00</b></td> </tr> </tbody> </table>	Program Budget	BARS	Amount	Spent	Remaining	CrewForce (Kauz)	522 20 41 0200	\$4,000.00	\$0.00	<b>\$4,000.00</b>	Radios (Kauz)	522 20 42 0102	\$25,000.00	\$0.00	<b>\$25,000.00</b>	SCBA (B. Grimm)	522 20 31 0300	\$25,070.00	\$0.00	<b>\$25,070.00</b>	Wildland (Sanders)	522 20 35 0050				Small Tools (Morris)	522 20 35 0100	\$8,000.00	\$0.00	<b>\$8,000.00</b>	Wellness (Walker)	522 20 41 0600	\$71,000.00	\$0.00	<b>\$71,000.00</b>
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**Date:** February 4th, 2024

**Subject:** BC-12 Report

**Prepared By:** Justin Clouse

<p><b>BC Administrative Meetings</b></p>	<ul style="list-style-type: none"> <li>• Daily Shift Meetings</li> <li>• At least once per tour visit to each station for crew contact and assistance</li> <li>• Weekly administrative staff meetings</li> <li>• Community Risk Reduction Meeting</li> <li>• Training adversary committee meeting</li> <li>• IFSAC Testing meeting</li> </ul>
<p><b>BC 911 Responses</b></p>	<ul style="list-style-type: none"> <li>• Responded to 16 incidents in January.</li> <li>• Established or assumed command of 9 of those incidents.</li> <li>• Worked 2 overtime Shifts to cover BC Fletcher.</li> </ul>
<p><b>Continuing Education/ Training</b></p>	<ul style="list-style-type: none"> <li>• Daily Shift level training</li> <li>• EMS Connect</li> <li>• Onboarding of new Firefighter</li> <li>• Probationary Manual with 2 New Hires</li> <li>• Acting Lieutenant Task Book with 2 Sr. FF's</li> <li>• Base Station</li> </ul>
<p><b>Administrative duties</b></p>	<ul style="list-style-type: none"> <li>• Shift based training oversight and compliance</li> <li>• Staffing and callback</li> <li>• Run Shift Training reports</li> <li>• ESO report review</li> <li>• EVIP tender and ladder rodeo</li> <li>• Prepare for teaching an IFSAC Evaluator Class</li> <li>• Evaluate Paramedic School testing process</li> </ul>
<p><b>Planning and ongoing projects</b></p>	<ul style="list-style-type: none"> <li>• Training Committee</li> <li>• IFSAC Testing Technical Advisory Committee</li> <li>• IFSAC testing- Multiple upcoming IFSAC tests</li> <li>• Fire Rescue Fest Planning and Review</li> </ul>

<p><b>ESO</b></p>	<ul style="list-style-type: none"> <li>• Nothing new to report.</li> </ul>
<p><b>Marine Program</b></p>	<ul style="list-style-type: none"> <li>• Nothing new to report</li> </ul>
<p><b>Personal Protective Equipment</b></p>	<ul style="list-style-type: none"> <li>• 15 members, including the 3 new employees were fitted for new turnout gear and it was ordered.</li> </ul>
<p><b>Technical Rescue</b></p>	<ul style="list-style-type: none"> <li>• Nothing new to report.</li> </ul>
<p><b>Wellness Program</b></p>	<ul style="list-style-type: none"> <li>• Had a meeting with HealthForce regarding the upcoming wellness screenings for all of the employees. It was confirmed that they can do the hearing testing for the volunteers as well as the career staff, rather than using 2 separate companies.</li> <li>• Some new workout equipment was purchased to update the gym at Station 1. They had multiple pieces of unsafe/outdated equipment.</li> </ul>

# CRR Meeting

02FEB234

Attendees: Bret Black, Emily Stewart, Erin Murray, Ed Davis, Deb Stinson, Robert Wittenberg, Dahti Blanchard, Brian Tracer

- Red Cross Smoke Detector Program – Erin
  - First install was a success, 13 houses, 30 smoke alarms installed
  - Lessons learned: booties for covering shoes, drop cloths, tall ladder, scope out location ahead of time
  - Multiple requests in this week
- Sharepoint tracking spreadsheet – Emily shared the spreadsheet with all members of the committee for tracking of all public education events – this is documentation for WSRB and budget justification.
- Fire & Rescue Fest –
  - Road closure possibly interfere with location
  - Coloring contest/Art – Get word to art school soon so they can plan, display options?
  - Dinner for last art contest winner
  - Emily spoke with the PT library and they are excited to participate with some kids activities or a booth, etc.
- Next meeting Emily will try to have some drafts for marketing materials (late February)
- Suggested training courses for committee members
  - [Introduction to Strategic Community Risk Reduction](#)
  - [Introduction to Community Risk Assessment](#)



## DIRECTOR'S REPORT

January 25, 2024

### ❖ Projects:

- **State Audit:** Lisa will report separately.
- **Radio consoles:** Quoting process continues for the radio-console replacement with vendor meetings this week to push them along. This is 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 APCO radio-tech certification in December.
- **Mednet system:** The system is completely operational with standalone repeaters at Teal Lake, Green Mountain and Maynard. Rich repaired the Green Mountain machine, had APCO change our license to allow use at Maynard and moved the former Port Townsend machine to Maynard. Tested on shared DEM/Jeffcom radios for emergency backup. Suggested fire districts check radio programming, test and familiarize staff prior to a countywide drill.
- **2025-26 radio upgrades:** Discussions continue with vendors about rebuilding the simulcast systems with IP-based hardware that provides redundant control, resiliency and real-time monitoring.
- **Policies and procedures:**
  - ◆ Update of dispatch SOP manual is in progress by the training coordinator pending resolution of some specific procedures (area command) and call types (both law and fire, but notably traffic collisions and mass-casualty incidents).
  - ◆ The personnel manual is being revised to catch up with current terminology, law, CBA and practices – expect a draft to the board in coming months.
  - ◆ Emergency-medical dispatch procedures are on the list after regional EMS protocol revision.
  - ◆ Legal review suggests Finance Manager remain hourly non-exempt and confidential – expect draft of an updated job description including Clerk of the Administrative Board duties to the board in coming months.



- ◆ Authorization to the director regarding non-procurement financial limits such as administrative-employee merit increases will require, based on documentation from EJFR, additional consideration of the right place for such a policy statement.
- **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 beginning next week.

#### ❖ **Budgetary Items:**

- **Recruiting:** Lateral employee hired November 20 was released from training to take his own shift January 2. Employee hired September 27 is progressing through training. Newest hire started on January 7. One more is in background with additional offer letters pending and interviews of additional applicants to be scheduled soon. The next hire is expected to start as soon as a training shift opens.
- **Current staffing** is seven full-time, non-trainee communications staff. Night shift is on standard shifts with weekends, while day shift remains on the 4-on/2-off rotating schedule. Three part-time employees and two JCSO deputies continue to assist along with full-time employees working scheduled overtime. These efforts plus our most recent resignee (who flew back to work a couple of lengthy weeks) got us through the month of December when we had only five full-time communications staff trained.

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

- December communications-staff overtime totaled 349.5 hours among the five full-time, non-trainee employees on staff that month. Two part-time employees combined for an additional 87 hours of overtime.
- Psychologist accustomed to working with public-safety telecommunicators continued site visits to connect with communications staff. Working on adding offsite consultations for staff who wish to speak privately.
- Remaining provisions of the CBA approved mid-2023 took effect on January 1, including new vacation-accrual rates, improved healthcare insurance coverage (though the Teamsters organization saw fit to make this effective for employees a month later – resolution to this issue to be determined) and the first cost-of-living increase for union employees based on the consumer price index.

#### ❖ **External Relationships:**

- **User Group meeting January 17**
  - ◆ Attended by PTPD, JCSO, EJFR, BFD, QFR
  - ◆ Tweaks to minor radio-communication practices were discussed.

- ◆ Discussed Jeffcom/fire efforts to streamline Life Flight medivac launch procedure.
- ◆ Noted upcoming CAD upgrade (testing in February and live in March) and benefits for dispatching, self-dispatching and response-plan maintenance for fire.
- ◆ Defined admin and emergency non-911 phone options for reaching Jeffcom staff.
- ◆ Several law and fire call types need definition by agencies so they can be written into Jeffcom SOPs and trained.
- ◆ Appreciated efforts by power users on fire side to utilize CrewForce app.
- **Non-user agency issues**
  - ◆ Calls from the public attempting to reach public-works agencies who are not Jeffcom users have created noticeable drain on resources during busy times, particular during recent severe weather.
  - ◆ Starting conversations with those agencies about how we can streamline their process for callouts initiated by the public while keeping in mind that calls from law and fire agencies for those public-works callouts are part of our core business.

❖ **CFS and 911-call Data: January 1 through December 31, 2023**• **Fire/EMS calls by agency**

Agency	CFS count 2023	CFS count 2022
EJFR	5764	5919/1224
QFR	568	485
BFD	535	588
DBVFR	140	123
<b>Total</b>	<b>7007</b>	<b>8339</b>

• **Law Enforcement calls by agency**

Agency	CFS count 2023	CFS count 2022
JCSO	14672	12847
PTPD	8480	7382
<b>Total</b>	<b>23152</b>	<b>20229</b>

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

Pick-up Time	Call count 2023	Cum. % 2023	Standard
0-10 sec	19698	99.04	n/a
11-15 sec	125	99.67	90%
16-20 sec	30	99.82	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
<b>Total</b>	<b>19889</b>		

• **911 Call Averages**

Metric	2023 Average
Ring time	3.44 sec
Hold time	0.86 sec
Talk time	89.15 sec

• **Non-911 Calls**

Metric	2023
Number of outgoing calls	10526
Number of incoming calls	17861
0-10 sec pick-up time	98.34%
Average ring time	3.84 sec
Average hold time	5.12 sec
Average talk time	102.96 sec

❖ **CFS and 911-call Data: January 1 through January 22, 2024**

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	364	331
QFR	50	17
BFD	35	20
DBVFR	12	3
<b>Total</b>	<b>461</b>	<b>371</b>

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	779	756
PTPD	492	437
<b>Total</b>	<b>1271</b>	<b>1193</b>

- **911 Call Pick-up Time (including test calls)**

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	1103	98.92	n/a
11-15 sec	8	99.64	90%
16-20 sec	1	99.73	95%
21-40 sec	3	100.0	n/a
41-60 sec	0	100.0	n/a
61-120 sec	0	100.0	n/a
120+ sec	0	100.0	n/a
<b>Total</b>	<b>1115</b>		

- **911 Call Averages**

Metric	YTD Average
Ring time	3.43 sec
Hold time	1.49 sec
Talk time	105.63 sec

- **Non-911 Calls**

Metric	YTD
Number of outgoing calls	583
Number of incoming calls	1143
0-10 sec pick-up time	98.81%
Average ring time	3.60 sec
Average hold time	5.10 sec
Average talk time	96.70 sec

# East Jefferson Fire Rescue: Implementation Tool

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<b>Initiative 1. Ensure our service levels and community expectations align with our fiscal resources.</b>				
1.1 Refine and update our fiscal processes to ensure our fiscal resilience.	<ul style="list-style-type: none"> <li>Establish an internal budget committee.</li> <li>Update financial-related policies and procedures.</li> <li>Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices.</li> </ul>	FC/Finance Manager	<ul style="list-style-type: none"> <li>Internal Budget Committee Established summer/2022</li> <li>Credit Card and Procurement Policy/SOG update March 2023</li> <li>Establish external budget advisory committee</li> <li>Establish financial forecast template</li> <li>Program workbooks establish March 2023</li> </ul>	<ul style="list-style-type: none"> <li>Adopt related SOGs for permanence.</li> <li>Updated 3/2023</li> <li>Implemented 3/2023</li> <li>2024 workbooks posted on sharepoint</li> </ul>
1.2 Seize opportunities to make more efficient use of existing resources.	<ul style="list-style-type: none"> <li>Use software to optimize our resource inventory, including operations and maintenance, as well as repairs.</li> <li>Integrate software for resource management. <b>CHECK-IT</b> to be implemented for inventory and repair tracking</li> <li>Maintain a strong culture of resource stewardship.</li> </ul>	<ul style="list-style-type: none"> <li>Emily</li> <li>Lead -Wes Lueders Plus Pete/Tanya/Terri</li> <li>Tanya/Terri</li> </ul>	<ul style="list-style-type: none"> <li>Sharepoint <del>Spring/Summer</del> Fall 2023</li> <li><b>Check-it has been procured U.I. is being loaded with current inventory.</b></li> <li><b>Update capital replacement procedures and restore appropriate funding</b></li> </ul>	<ul style="list-style-type: none"> <li>Migration to Sharepoint began 12/23</li> <li>Initiated 12/23</li> <li>Adopted balanced 2024 budget.</li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.3 Build community support for revenue opportunities and provide robust ongoing public communications.	<ul style="list-style-type: none"> <li>Benchmark funding levels with comparable agencies.</li> <li>Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys.</li> <li>Start Community Service Specialist (CSS) work with existing personnel.</li> <li>Review and refine our community messaging and positions.</li> <li>Keep website and social media updated and look for opportunities to expand our social media presence.</li> </ul>	<ul style="list-style-type: none"> <li>FC and Staff</li> </ul>	<ul style="list-style-type: none"> <li>Update comparable analysis and maintain data</li> <li>Establish response standards, charter and policy statement</li> <li>AFG FP&amp;S grant for CRS</li> <li>Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc.</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> <li>In progress</li> <li>Completed 5/2023</li> <li>Denied 12/23</li> <li>Updating DEM &amp; Jeffcom procedures 12/23</li> </ul>
1.4 Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.	<ul style="list-style-type: none"> <li>Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities.</li> <li>Adapt our charter and Interlocal Agreements to meet the needs of the community and partners.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>Update City &amp; County ILAs</li> <li>Clarify and refine EJFR's roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>In progress, Fall/Winter 2023. City ILA expires 12/23</li> <li>City ILA extended to July 24</li> <li>January 2024, working to replace interim agreement with permanent successor.</li> </ul>
<b>Initiative 2. Strengthen our core emergency response services.</b>				
2.1 Adopt deployment performance goals as District.	<ul style="list-style-type: none"> <li>Establish performance goals as required RCW Title 52.</li> <li>Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service.</li> </ul>	<ul style="list-style-type: none"> <li>FC/Admin</li> </ul>	<ul style="list-style-type: none"> <li>Adopted minimum staffing January 2023</li> <li>Establish other performance goals per Title 52</li> </ul>	<ul style="list-style-type: none"> <li>Completed 1/2023</li> <li>Completed 5/2023</li> </ul>
2.2 Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"> <li>Establish realistic standards and monthly reporting.</li> <li>Use training and technology to facilitate compliance.</li> </ul>	<ul style="list-style-type: none"> <li>FC &amp; Staff</li> </ul>	<ul style="list-style-type: none"> <li>Increase capability and capacity for staff to generate reports.</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>

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

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"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li><b>Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal</b></li> </ul>	<ul style="list-style-type: none"> <li><b>In Progress</b></li> </ul>
<p><b>Initiative 3. Provide additional services to increase community health and well-being.</b></p>				
3.1	Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> <li>DFC Brummel</li> </ul>	<ul style="list-style-type: none"> <li>Proposed for 2024 Budget</li> </ul>	<ul style="list-style-type: none"> <li>Paramedic training options to be expanded in 2024</li> </ul>
3.2	Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> <li>AC Tracer</li> <li>Tracer</li> </ul>	<ul style="list-style-type: none"> <li>Resetting interagency roles</li> <li>Inspections were restarted in January 2023.</li> <li><b>Implementing interim fire prevention service contract with the City.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>In progress</b></li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.3 Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> <li>Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation.</li> <li>Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP).</li> <li>Improve our wildfire competencies among the workforce.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>Develop content and format for community messaging</li> <li>Messaging at Famer's Markets and other public outreach</li> <li><b>Collaborate with County/City partners and establish CWPP</b></li> </ul>	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li>Final draft in review 1/2024</li> </ul>
3.4 Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> <li>Continue to apply community risk reduction principles in every call, every interaction with members of the public.</li> <li>Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li><b>Pursue grant funding for CRS position</b></li> <li><b>Prepare Levy Initiative</b></li> <li><b>Working with EJFR Prevention to retool towards CRR initiatives</b></li> </ul>	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li>Completed 2/2023</li> <li>CRR committee established 12/24</li> </ul>
3.5 Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> <li>Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li><b>Pursue grants for continued CARES funding</b></li> <li><b>Cultivating input from various stakeholders</b></li> <li><b>We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact.</b></li> </ul>	<ul style="list-style-type: none"> <li>Completed 2/2023</li> <li><b>In progress</b></li> </ul>
<b>Initiative 4. Enhance our workforce resilience and development.</b>				
4.1 Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> <li>Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates.</li> <li>Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant.</li> </ul>	<ul style="list-style-type: none"> <li>DFC Brummel</li> </ul>	<ul style="list-style-type: none"> <li>Seek funding and grants</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>

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"> <li>BC MacDonald</li> <li>Brummel</li> </ul>	<ul style="list-style-type: none"> <li>Broaden annual medical evals and injury recovery</li> </ul>	<ul style="list-style-type: none"> <li>Ready Rebound approved in budget 2024</li> </ul>
4.3	Formalize and strengthen professional development and career track processes	DFC Brummel & Training Officer		<ul style="list-style-type: none"> <li>Training Captain implemented 1/2024</li> </ul>
4.4	Ensure recruitment efforts align with the needs of the organization	E1		

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1  
RESOLUTION NO. 2024-05**

**RESOLUTION DECLARING SURPLUS AND AUTHORIZING TRANSFER**

**WHEREAS**, Jefferson County Fire District No. 1 owns a **2001 Lee Shore Aluminum Boat HULL ID NRG21SFDJ101 and 2016 EZ Loader Trailer VIN 1ZEAAMPKXGA000380.**

**WHEREAS**, the District no longer desires to own or maintain the vessel and trailer and has determined them to be surplus to the needs of the District,

**WHEREAS**, the fair market value of the vessel and trailer are \$60,000.00,

**WHEREAS**, Jefferson County Fire Protection District No. 4 has a need for the vessel and trailer and will continue to operate and maintain the vessel and trailer as a regional emergency response resource in Jefferson County under the terms of the attached Bill of Sale, which provides a benefit to the district taxpayers.

**NOW THEREFORE, BE IT IS RESOLVED** by the Board of Commissioners of Jefferson County Fire District No. 1 as follows:

1. The vessel and trailer are declared to be surplus to the needs of the District, and
2. The Chief is directed to transfer the vessel and trailer to Jefferson County Fire Protection District No. 4 in accordance with the terms of the attached Bill of Sale.

**Adoption:** ADOPTED at the regular meeting of Jefferson County Fire Protection District No. 1 Board of Commissioners on the 20th day of February,

\_\_\_\_\_  
Deborah Stinson, Board Chair

\_\_\_\_\_  
Dave Seabrook, Commissioner

\_\_\_\_\_  
Geoffrey Masci, Commissioner

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

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

\_\_\_\_\_  
Gene Carmody, Commissioner  
ATTEST:

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

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

## **BILL OF SALE AND HOLD HARMLESS AGREEMENT**

In consideration of Buyer's agreement to retain, maintain and use the Vessel and Trailer for regional emergency response needs and for additional good and valuable consideration received (specifically including but not limited to Buyer's waiver of claims against the Seller and the absence of a warranty) the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, Jefferson County Fire Protection District No. 1, a Washington municipal corporation, ("Seller") does hereby sell, assign, convey, transfer and deliver to: Jefferson County Fire Protection District No. 4 Buyer" One **2001 Lee Shore Aluminum Boat HULL ID NRG21SFDJ101 and 2016 EZ Loader Trailer VIN 1ZEAAMPKXGA000380** together with all attached equipment the "Vessel and Trailer" which have been found to be surplus to the Seller's needs.

The Seller hereby warrants to Buyer that immediately prior to the delivery of this Bill of Sale, the Seller was the owner of the full legal title to the described Vessel and Trailer and that the Seller had the lawful right to sell the same and that good and clear title to the Vessel and Trailer are hereby vested in Buyer free and clear of all liens, claims, encumbrances, and rights of others. The Seller makes no representations regarding the condition of the Vessel and Trailer or the existence of known or hidden defects. The Seller makes no warranty with respect to the Vessel and Trailer and Buyer warrants that it has inspected the described Vessel and Trailer, is aware of any defects in such Vessel and Trailer and has determined that the Vessel and Trailer are in a reasonable safe condition for Buyer's use.

**Buyer accepts the Vessel and Trailer "as is," and the Seller makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. The Seller disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Repair or replacement of defective parts shall be the sole obligation of Buyer. In no event shall the Seller be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever out of the Buyer's possession, control or use of the Vessel and Trailer, even if the Seller had been previously advised of the possibility of that damage. The Seller's maximum liability shall in no event exceed the price of the surplus Vessel and Trailer specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of the Seller that is not expressed in this agreement.**

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the Seller has determined that the Vessel and Trailer is surplus to the Seller's needs.
- 2) That the Buyer has been given ample opportunity to inspect the Vessel and Trailer and has in fact inspected the Vessel and Trailer referred to in this Agreement, is aware of any defects including the deficient braking system and accepts the Vessel and Trailer "as is."

- 3) That the Buyer has independently found the Vessel and Trailer to meet or exceed Buyer's requirements and standards.
- 4) That the Buyer agrees to retain and maintain the Vessel and Trailer and make the Vessel and Trailer available as a regional emergency response resource. Buyer further agrees, that in the event Buyer decides to transfer or otherwise dispose of the Vessel and Trailer, Buyer shall provide Seller with the option of having the Vessel and Trailer transferred back to Buyer at no cost to Buyer.

IN CONSIDERATION OF RECEIVING THE VESSEL AND TRAILER BUYER AGREES TO INDEMNIFY AND HOLD THE SELLER HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE VESSEL AND TRAILER AND THE USE THE VESSEL AND TRAILER.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

**Jefferson County Fire Protection District  
No. 4**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_



## EAST JEFFERSON FIRE RESCUE

### POLICY

Title of Policy: Nondiscrimination/Harassment

Policy Number: 2001

Date of Implementation:

Replaces: Policy 102, SOG A00-03

Signature of Approval:

Date:

### SECTION 1.0 POLICY

**Workplace Discrimination and Harassment Prohibited.** It is the policy of the District to provide a work environment for all of its employees, which is harmonious and free from Discrimination on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The department strictly prohibits all forms of Discrimination including Harassment and Sexual Harassment. Employees who report Discrimination, or who participate in related investigations are entitled to protection from any form of Retaliation. Any employee responsible for violations of this policy or any form of retaliatory conduct may be subject to disciplinary action, up to and including termination.

**Prohibition of Discrimination and Harassment in External Facing Programs and Services.** East Jefferson Fire Rescue complies with state and federal laws against discrimination and provides its programs and services without discriminating against employees or members of the public based on race, creed, color, national origin, citizenship or immigration status, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and other protected statuses under the law.

**Retaliation Prohibited.** East Jefferson Fire Rescue will not retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance related to potential violations of state and federal laws against discrimination.

**Public Notices.** East Jefferson Fire Rescue shall make available to the public the Notice of Nondiscrimination in the form attached as Exhibit A to this Policy.

### SECTION 2.0 DEFINITIONS

**Supervisor.** A Supervisor is defined as any person with immediate or successively higher authority over the complainant who has employment authority over the complainant. Employment authority includes the ability to hire, discipline, discharge, promote, or alter wages of the complainant. It may also include someone in a position to give orders to or exert control over the complainant's day-to-day working activities.

**Management.** The immediate or first level Supervisor and other managers in the direct line of authority who are not involved in the alleged Harassment or Discrimination.

**External Facing Programs and Services.** Any formal or informal activity of the District that involves direct contact and interaction with the public.

**Retaliation.** Acts of reprisal such as: open hostility, exclusion, ostracism, or discriminatory treatment of the complainant, participant(s), or other(s) involved; creation of, or the existence of a hostile work environment; negative remarks based on race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability about the complainant or others involved; assignment of the complainant, participant or others to demeaning duties not otherwise performed; tokenism or patronizing behavior; or subtle Harassment.

**Tangible Employment Action.** A significant change in the employment status, such as hiring, firing, failing to promote, reassignment with significantly different responsibilities or a decision causing a significant change in benefits.

**Discrimination.** Adverse treatment of a person or group of people based on their status as a member of the legally protected classifications of race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The term Discrimination includes Harassment and Sexual Harassment.

**Harassment.** Harassment is a form of Discrimination that includes verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of such individual's protected status with regards to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability that:

- a. Has the purpose or effect of creating an Intimidation, Hostile, or Offensive Work Environment.
- b. Has the purpose or effect of unreasonably interfering with an individual's work performance.
- c. Otherwise adversely affects an individual's employment opportunities.
- d. Unreasonably interferes with an individual's participation in an External Facing Program or Activity.

**Sexual Harassment.** Sexual Harassment is a form of Discrimination that the Equal Employment Opportunities Commission (EEOC) defines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an Intimidating, Hostile, or Offensive Working Environment.
- d. Such conduct is made either explicitly or implicitly a term or condition of, or unreasonably interferes with, an individual's participation in an External Facing Program or Activity.

**Unwelcome.** As a basic rule, "unwelcomeness" is measured by objective evidence, rather than subjective, uncommunicated feelings. It can be explicitly communicated by the complainant or exhibited through non-verbal communication, such as walking away from improper behavior, shrugging of shoulders, tensing up, etc.

**Intimidating, Hostile, or Offensive Working Environment.** A workplace which contains:

- a. Severe, pervasive, or repeated unwelcome jokes, sexually-oriented jokes, innuendoes, obscenities, pictures or any action with sexual connotation, discriminating connotation oriented towards an individual's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability which has the cumulative effect of making an employee feel uncomfortable in the workplace, or
- b. Aggressive behavior in the workplace that is directed toward an employee based on the employee's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or

military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

### **SECTION 3.0 PROHIBITED DISCRIMINATION**

The following conduct may be defined as Discrimination and is strictly prohibited by this policy. Employees engaging in these types of conduct may be in violation of federal and state law as well as department policy whether the conduct is directed toward other District personnel or toward members of the public. Employees found to have engaged in the following may be subject to disciplinary action, up to and including termination.

**Disparate treatment.** This form of Discrimination involves situations where a Supervisor requires that an employee's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability be considered as a condition for employment benefits such as promotion or a pay increase. Disparate treatment is established when the employee who does not belong to the preferred class is made to suffer some negative Tangible Employment Action regarding compensation, terms, conditions or privileges of employment. Disparate treatment may be present when the facts establish that:

- a. The employee was subjected to differential treatment from other employees in similarly situated or identical job classifications.
- b. The differential treatment was because of the employee's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.
- c. The differential treatment affected a tangible aspect of compensation, terms, conditions or privileges of employment.
- d. The discriminator was in a Supervisory or Management position.
- e. Examples of disparate treatment may include, but are not limited to, the following:
- f. Supervisor denies promotion to an employee based on the employee's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.
- g. Supervisor demotes an employee based on the employee's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

**Hostile Work Environment.** This form of Discrimination involves conduct by co-workers or Supervisors which unreasonably interferes with an employee's work performance or creates an Intimidating, Hostile, or Offensive Working Environment. This form of Discrimination need not have any tangible economic consequence to the employee. If the actions of co-workers or Supervisors sufficiently or pervasively create a working environment severe enough to alter the condition of the employee's employment, Discrimination may have occurred. A Hostile Environment may be present when the facts establish that:

1. Employee was subjected to conduct based on employee's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and:
  - a. The conduct was Unwelcome.
  - b. The conduct was sufficiently severe or pervasive so as to alter the condition of the employee's employment and create an Intimidating, Hostile, or Offensive Working Environment.

Examples of a hostile work environment, when such is based on the employee's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any

sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, include, but are not limited to, the following:

- a. Suggestive or insulting comments, sounds, or innuendos.
- b. Materials, posters, photographs or drawings.
- c. Pervasive humor or jokes about traits specific to the employee's race, color, creed, religion, sex, sexual orientation, national origin, age, marital status, or sensory, mental or physical disability; and
- d. Repeated offensive comments or gestures.
- e. Sexual innuendo.
- f. Repeated lewd comments or gestures.
- g. Constant pressure to date or have an affair.
- h. Unwelcome or unnecessary touching, pinching or brushing of the body.

**Disparate Impact Discrimination.** Whereas disparate treatment is the use of overt, intentional classifications that favor one group over another, disparate impact refers to Discrimination that occurs during the use of facially neutral practices (not necessarily adopted for discriminatory reasons) that have the effect of disfavoring one group. For instance, requiring that applicants be six feet tall where there is no established bona fide occupational qualification has disparate impact on women and members of ethnic groups that are not characterized by a great average height.

**Sexual Harassment.** The following conduct is defined as Sexual Harassment and is strictly prohibited by this policy. Employees engaging in these types of conduct may be in violation of federal and state law as well as department policy. Employees found to have engaged in the following may be subject to disciplinary action, up to and including termination. Sexual Harassment may be established when the facts establish that:

- a. An employee or member of the public was subjected to unwelcome conduct based on the individual's sex or sexual orientation.
- b. The conduct affected a tangible aspect of compensation, terms, conditions or privileges of employment or affected a member of the public within the scope of an External Facing Program or Service.

**Quid Pro Quo Harassment.** This form of Sexual Harassment involves situations where a Supervisor demands sexual favors in exchange for employment benefits such as a promotion or a pay increase or, conversely, disciplines or penalizes an employee who refuses to submit to sexual demands. Harassment is established when the employee who refuses to submit to sexual demands is made to suffer some negative Tangible Employment Action such as compensation, terms, conditions or privileges of employment. Examples of quid pro quo Harassment include, but are not limited to, the following:

- a. Supervisor promises promotion if employee agrees to a sexual relationship.
- b. Supervisor demotes employee who refuses to have a sexual relationship.
- c. Employee A is coerced into submitting to unwelcome sexual advances with his Supervisor in return for a promotion. Employee B may be able to prove a violation of this policy by showing that granting sexual favors was a prerequisite to obtaining that promotion and that employee B was denied the promotion because of this prerequisite.

#### **SECTION 4.0 WHAT MAY NOT BE DISCRIMINATION, HARASSMENT or SEXUAL HARASSMENT**

Although the definition of Discrimination, Harassment and Sexual Harassment, is quite broad, there are several things which are not considered to be claims for Discrimination, Harassment or Sexual Harassment:

**Welcome Conduct.** Whenever actions are welcomed, there is no claim for Discrimination, Harassment or Sexual Harassment. However, what is welcome to one co-worker or member of the public may not be welcome to another exposed to the same conduct. Also, what begins as welcome conduct may become unwelcome later.

**Hypersensitive Individuals.** The validity of a claim for Discrimination, Harassment or Sexual Harassment is going to be measured from the perspective of a reasonable person/victim, not subjectively based on what a hypersensitive individual may believe.

**Personality Conflicts.** The mere fact that two individuals, do not get along because of personality differences does not equal Discrimination, Harassment or Sexual Harassment. If the difference in the race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability of the two individuals is coincidental, rather than causing the Discrimination, Harassment or Sexual Harassment, there is no Discrimination, Harassment or Sexual Harassment.

## **SECTION 5.0 REPORTING DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT IN THE WORKPLACE**

The conditions and circumstances of each instance of discriminatory conduct, including Harassment and Sexual Harassment will be unique. If an employee is uncertain if he or she has been experiencing Discrimination, Harassment or Sexual Harassment the Fire Chief or designee is available for assistance.

**Reporting Responsibilities.** All employees are required to report concerns of Discrimination, Harassment or Sexual Harassment in the following situations:

- a. Any employee who believes that he/she has been the subject of Discrimination, Harassment or Sexual Harassment is required to report the incident(s) or working conditions immediately in accordance with the Reporting Procedures set forth below.
- b. Employees who are not personally victims of Discrimination, Harassment or Sexual Harassment, but who observe actions, which they have interpreted to be Discrimination, Harassment or Sexual Harassment or offensive conduct in violation of this policy, are required to immediately report such matters to Management.
- c. Supervisors and members of Management are required to report observations, which they have interpreted to be Discrimination, Harassment or Sexual Harassment or offensive conduct in violation of this policy.

**Prohibition on Retaliation for Reporting.** All employees are to refrain from retaliating against the complainant, witness(es) or others for coming forward with the complaint.

**Prohibition on Malicious False Reporting.** No employee shall willfully and with malice bring forth or threaten to bring forth a false accusation of Discrimination, Harassment or Sexual Harassment contemplated solely to damage, harm, "get even with", or otherwise intimidate a co-worker, Supervisor or manager. Malicious false accusations will result in the accuser receiving disciplinary action, up to and including termination.

## **Exhibit A – Public Nondiscrimination Notice**

### **East Jefferson Fire Rescue Prohibits Discrimination in its Programs and Services**

East Jefferson Fire Rescue complies with state and federal laws against discrimination and provides its programs and services without discriminating against employees or members of the public based on race, creed, color, national origin, citizenship or immigration status, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and other protected statuses under the law.

East Jefferson Fire Rescue will not retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance related to potential violations of state and federal laws against discrimination.

If you believe that East Jefferson Fire Rescue or its personnel engaged in any type of discriminatory conduct in providing its programs or services you can file a complaint in person or by mail or email with the Fire Chief at [Chief@ejfr.org](mailto:Chief@ejfr.org) / 24 Seton Rd, Port Townsend WA 98368, within 180 days of the date the conduct occurred. All complaints will be investigated consistent with District Policy 2001.

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL) <https://www.dhs.gov/file-civil-rights-complaint>

For additional information you may contact the CRCL by Phone: 202-401-1474 Toll-Free: 1-866-644-8360.

### **Reasonable Accommodations**

East Jefferson Fire Rescue is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from East Jefferson programs, activities, and services.

Individuals may request reasonable accommodations from East Jefferson Fire Rescue that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

To request reasonable accommodations, contact the Fire Chief at 360.385.2626.

The District will assist persons with disabilities and limited English proficiency. If you need such assistance please contact the Fire Chief at 360.385.2626. Assistance may include interpreters, reformatting written materials, providing audio resources, etc.



# EAST JEFFERSON FIRE RESCUE

## POLICY

Title of Policy: Nepotism

Policy Number: 2009

Date of Implementation:

Replaces: NEW

Signature of Approval:

Date:

### SECTION 1.0 SCOPE

The standards addressed herein, and in the following guidelines apply to all members of East Jefferson Fire Rescue (EJFR).

### SECTION 2.0 POLICY

**2.1** It is the Policy of the Board of Commissioners of the District that District personnel shall not be discriminated against because of marital or relationship status. The Board also recognizes that the unique nature of the District precludes a strict anti-nepotism policy and needs to be flexible to allow for married couples, individuals in relationships and relatives to remain personnel of the District. The Board further recognizes that it is a business necessity that District personnel who have direct supervisory relationships with a spouse, partner or relative must not allow personal issues to affect their workplace activities. To reduce such conflicts, the Board adopts the following Policy to apply to all personnel.

**2.2** Whenever possible personnel that are married, in relationships or otherwise related shall not be placed in direct supervisor/subordinate positions.

- Direct supervision is defined to include a supervisory relationship where the supervisor is directly responsible for supervising the subordinate.
- Indirect supervision is where the supervisor is more than one supervision level above the subordinate in the chain of command.

Both appointments shall be approved by the Fire Chief or Board of Commissioners.

**2.3** No individual should have decision-making authority or significant influence over the hiring, performance evaluation, work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment of a related party.

**2.3** All personnel are obligated to report workplace relationships to the Fire Chief or a supervisor that is not part of the relationship.

### SECTION 3.0 RELATED SOG'S

- See following SOG's beginning with 2009a



## **EAST JEFFERSON FIRE RESCUE**

### **POLICY**

Title of Policy: Emergency Incident Communication

Policy Number: 4000

Date of Implementation:

Replaces: Created from Policy 307, 104 & SOG 307, 315

**Signature of Approval:**

**Date: 2/20/24**

#### **SECTION 1.0 PURPOSE**

The purpose of this policy and related SOG's is to standardize emergency incident communications.

#### **SECTION 2.0 SCOPE**

- 2.1** East Jefferson Fire Rescue (EJFR) shall use VHF and UHF radios to conduct emergency response and official business communications as authorized and licensed by the F.C.C.
- 2.2** EJFR shall follow guidelines and rules as established by the F.C.C.
- 2.3** EJFR shall use NIMS-compliant terminology and protocols mutually agreed upon by the Jefferson County Fire Chiefs Association and JEFFCOM.

#### **SECTION 3.0 RELATED SOG'S**

- See following SOG's beginning with 4000a

	<b>EAST JEFFERSON FIRE RESCUE</b>	
	<b>POLICY</b>	
	Title of Policy: Incident Response	
	Policy Number: 4001	
	Date of Implementation:	
	Replaces:	
<b>Signature of Approval:</b>	<b>Date: 2/20/24</b>	

**SECTION 1.0 PURPOSE**

This policy establishes direction for emergency and non-emergency incident responses for East Jefferson Fire Rescue including, but not limited to, responses within District boundaries, mutual and automatic aid, and State & National deployment missions.

**SECTION 2.0 SCOPE**

This policy affects all personnel involved with emergency and non-emergency response for the District.

**SECTION 3.0 DEFINITION**

Incident response shall reflect professional standards and legal requirements of NFPA 1660 Standard for Emergency, Continuity, and Crisis Management: Preparedness, Response and Recovery, 2024 Ed. and WAC 296-305 Safety Standards for Firefighters.

**SECTION 4.0 RELATED SOG'S**

- See following SOG's beginning with 4001a



## EAST JEFFERSON FIRE RESCUE

### POLICY

Title of Policy: Community Risk Reduction

Policy Number: 4002

Date of Implementation:

Replaces: Incident Prevention

Signature of Approval:

Date: 2/20/24

#### SECTION 1.0 PURPOSE

This policy establishes direction for recognizing, promoting, implementing and supporting fire and life-safety incident prevention through community risk reduction.

#### SECTION 2.0 SCOPE

All EJFR personnel are involved with promoting and advocating Community Risk Reduction to the community.

#### SECTION 3.0 DEFINITION

Community Risk Reduction is the identification and prioritization of fire and life safety risks, threats, hazards and the established strategies, goals and objectives to reduce and mitigate their impact to the community.

#### SECTION 4.0 RELATED SOG'S

- See following SOG's beginning with 4002a



## EAST JEFFERSON FIRE RESCUE

### POLICY

Title of Policy: Fire Suppression

Policy Number: 4005

Date of Implementation:

Replaces: Policy 312

Signature of Approval:

Date: 2/20/24

#### SECTION 1.0 PURPOSE

East Jefferson Fire Rescue will provide effective fire control and suppression thereby reducing the loss of life, property and safeguarding the environment.

#### SECTION 2.0 SCOPE

This policy affects all EJFR personnel involved with fire suppression and related fire ground activities.

#### SECTION 3.0 DEFINITIONS

This policy and related SOG's shall conform to WAC 296-305 Safety Standards for Firefighters, related subsections and appendices.

#### SECTION 4.0 RELATED SOG'S

- See following SOG's beginning with 4005a

	<b>EAST JEFFERSON FIRE RESCUE</b>	
	<b>POLICY</b>	
	Title of Policy: Respiratory Fit Testing	
	Policy Number: 4008	
	Date of Implementation:	
Replaces: SCBA Program		
<b>Signature of Approval:</b>		<b>Date:</b> 2/20/24

**SECTION 1.0 PURPOSE:**

East Jefferson Fire Rescue shall provide proper respiratory protection to reduce workplace exposure and perform mandatory respiratory fit testing for all personnel. Fit testing confirms the fit of any respirator that forms a tight seal on the user’s face before it is used in the workplace.

**SECTION 2.0 SCOPE**

This policy affects all personnel involved with delivery of emergency medical care, fire suppression, and related duties who are subjected to potential exposure of infectious respiratory diseases, toxic and/or carcinogenic environments. Affected personnel are subject to wearing one or more of the respiratory protection listed below. This policy and the related guidelines are intended to comply with the requirements of 29 CFR 1910.134, WAC 269-305-04001 Respiratory Equipment Protection, WAC 296-62 Part E, Part I-1 Respiratory Protection and WAC 296-842-15005 Respirators.

**SECTION 3.0 DEFINITIONS**

- Quantitative Fit Test: This test uses an instrument to numerically measure the effectiveness of the respirator.
- SCBA: Self Contained Breathing Apparatus: Compressed air delivery through a positive pressure system to a mask worn by user in IDLH environments.
- SABA: Supplied Air Respirator: Compressed air is supplied to user via regulated contained system to a mask worn by user in confined space IDLH environments.
- N95 Respirators: a respiratory protection device designed to achieve a very close fit and provide efficient filtration of airborne particles.

**SECTION 4.0 PROCEDURES**

- 4.1 Personnel shall be fit tested annually as required by WAC 296-305-04001 Respiratory Equipment Protection by identified and trained fit testing specialists within the District.
- 4.2 The District shall maintain a written respiratory protection program that includes all applicable elements of WAC 296-842-11010.

**SECTION 5.0 RELATED SOG’S**

- See following SOG’s beginning with 4008a



# EAST JEFFERSON FIRE RESCUE

## Standard Operating Guidelines (SOG)

Number: 1000f

Call for Service Response Guidelines

### PURPOSE

The purpose of this guideline is to establish response guidelines for EJFR members who not within the fire station and who are summoned for a Call for Service (CFS Incident).

### SCOPE

These guidelines apply to East Jefferson Fire Rescue (EJFR) volunteer members responding from locations other than fire stations or assigned shift details to CFS Incidents. This guideline also addresses callback response for career employees.

### SECTION 1.0 NOTIFICATION

- 1.1 EJFR shall utilize appropriate and timely notification systems by which requests for assistance to a CFS Incident shall notify: duty staff, volunteers and off-duty staff.
  - a. Notification systems shall include:
  - b. VHF proprietary radio voice pager, **primary notification system** (JeffCom Fire Primary)
  - c. VHF proprietary two-way radio communication system (JeffCom Fire Primary)
  - d. Digital data pager
  - e. Smart Phone Notification Application (Active911)
  - f. Internet DATA notification (Jefferson DEM NIXEL)
  - g. ARES (Amateur Radio Emergency Service)
  - h. Direct phone tree call list
- 1.2 EJFR members, when notified of a Call for Service (CFS toned alarm) by the agency notification system(s), shall respond to the request for assistance consistent with protocol, directive, guideline, and or labor agreements.

### SECTION 2.0 RESPONSE

- 2.1 The goal of volunteer and off-duty response is to:
  - a. Support the primary incident requesting service
  - b. Staff district stations with appropriate crews and apparatus
  - c. Respond to the next CFS incident within EJFR
  - d. Respond to Mutual Aid incidents or incidents directed by an EJFR Duty Chief
- 2.2 EJFR members shall advise of their response via portable two-way radio as per radio communication guidelines.
- 2.3 EJFR members who subscribe to smart phone notification shall identify their availability and response or unavailability within the phone application appropriately and timely.
- 2.4 EJFR members responding in POVs shall comply with all driving regulations and policies, adhere to all posted speed limits, and drive appropriate for weather conditions.

- 2.5** When responding from locations other than fire stations or assigned shift details, EJFR members shall respond accordingly:
- a. To the fire station where your Structural, Wildland, or Technical Rescue PPE is housed
  - b. If your PPE is carried in a jump bag, then to the fire stations in the following order, Station 2, Station 6, then Station 1.
  - c. To the fire station where your assigned specialty apparatus is housed, i.e. Air 4, Tender 6, Truck 1, Marine 1, and or Gator 1 as an example.
  - d. If passing the incident on the way to a fire station and your services will positively affect the situation, stop at the scene until relieved to respond to the destination fire station. First due radio report, guidelines are expected as a first arriving EJFR member in any POV.
    1. The positive impact may include; first on-scene of a motor vehicle accident, first on-scene at a house fire for on-scene situation update, drowning incident acting as shore spotter, etc.
  - e. Respond directly to the scene as directed by the Duty Chief, Officer in Charge, or the Incident Commander via VHF radio direction or messaging system advisement.
- 2.6** When responding from a fire station or assigned detail, agency communication protocol and guidelines shall be utilized for communications.

**SECTION 3.0 STAFFING**

- 3.1** All considerations shall be applied to provide apparatus with appropriate crews to allow for the maximum utilization of apparatus and crew resources. Seat staffing shall be a guideline to accomplish best crew utilization. Variations shall only be directed by the lack of complete crews or Incident Command direction.
- a. Crew size minimums for response to incidents. This minimum staffing shall only apply to call back staffing and not for staffed apparatus per accepted and standardized daily response guidelines.
    1. Ambulance - 1 EMT minimum, preferred 2 EMT's
    2. Fire Engine- 1 Driver Operator minimum, preferred 1 DO and 1 Firefighter
    3. Tender- 1 Driver Operator minimum, preferred 1 DO and 1 Support Personnel
    4. Truck - 1 Driver Operator minimum, preferred 1 DO and 2 Firefighters
- 3.2** To support the initial incident and call back guidelines, notification of apparatus staffing levels shall be communicated to the Duty Chief, Officer in Charge, the Incident Commander via JeffCom allowing the Command Officer or JeffCom to best utilize the resource.
- 3.3** Staffing shall be maintained until relieved by either Incident Command, the staging officer under direction if the IC or a Company Officer. In situations where relief is warranted before expected time commitments, contact shall be made with the Incident Commander to allow for staffing adjustments before crew assignment departure.
- 3.4** Upon release, all apparatus utilized or staffed shall be made full-ready to respond to the next call for service. If the apparatus is not available for response, the unit shall be identified to JeffCom as Out of Service with appropriate agency notification guidelines.
- 3.5** Crew time reports shall be submitted to an Officer for time card accounting of the incident.

EFFECTIVE DATE:	REPLACES:
FIRE CHIEF:	*De minimus changes made per motion 1/17/24



## **EAST JEFFERSON FIRE RESCUE**

### Standard Operating Guidelines (SOG)

Number: 1000g

Cadet Program

#### **SECTION 1.0 PURPOSE**

The purpose of this SOG shall be to establish and detail the Fire District's Cadet Program. It shall pertain to all members of the department who are aged 16-18, and shall detail the application, hiring, training, and career development of these individuals.

#### **SECTION 2.0 ADVISORS**

The Fire Chief shall appoint at minimum one career firefighter to act as Cadet Program Advisor(s) (CPA). This advisor(s) shall be responsible for all aspects of the program and shall meet with the Operations Division Chief at least quarterly to discuss the program's growth and needs. The advisor(s) shall be responsible for the training and career development of all the cadets who participate in this program.

#### **SECTION 3.0 ELIGIBILITY**

Any minor, aged 16 to 18, who is a resident of East Jefferson Fire Rescue and either currently enrolled in a high school, a homeschooling program, have a valid GED or High School diploma, is eligible to participate. Once the person turns 18, he or she will be considered for Volunteer or Volunteer Resident Firefighter status. Cadets must possess a valid driver's license.

#### **SECTION 4.0 INFORMATION, APPLICATION & RELEASES**

The purpose of this Cadet Program is to familiarize young people with emergency services; to present emergency services as a career path; to train interested individuals in life-saving procedures, and to promote the growth and development of the fire department by encouraging young people to dedicate time and energy to their community. The Application for Membership is located on the East Jefferson Fire Rescue website, and participation releases shall be found in the Appendix of this SOG.

#### **SECTION 5.0 DRILLS & TRAINING**

Cadets will begin their training with an agency orientation academy designed to address all pre-participation safety instruction and training required of all EJFR members. EJFR cadet education and training shall be associated with emergency services that are provided by EJFR. Training and education shall be commensurate to the tasks associated to Cadets with advancement concurrent to skills and task level completion. At no time shall training and education exceed the abilities of the cadet or cause the cadet intentional harm or injury. Typically, only after a cadet has completed all of the training specified within the safety orientation task book, may the cadet begin responding to the scene of a call for service in fire department apparatus. This will be at the discretion of the Fire Chief, who will consult with the Operations Division Chief and the Cadet Program Advisor(s) when making the decision to allow cadets to

ride on apparatus. The screening is to ensure that the cadet does not exceed skills commensurate to the scope of cadet.

## **SECTION 6.0 EXPECTATIONS**

### **6.1 Attendance and Equipment**

All cadets will be issued a notification pager or electronic access alerting code, uniform, and complete set of protective clothing, including boots, pants, coat, helmet, gloves, and hood. Cadets will not be issued their own SCBA facepiece, as they will not be allowed to enter an environment where the atmosphere that is determined or suspected to be Immediately Dangerous to Life and Health (IDLH). Protective clothing shall be worn as directed by a company officer or advisor whenever the cadet is involved in a training evolution or participating in an official agency response. Protective equipment shall also be donned or applied as directed by the company officer or by policy and guidelines whenever the cadet is associated with environments associated to water or vehicular traffic i.e. life jackets and traffic vests. Cadets will be expected to participate in scheduled Fire Department volunteer drills. Any cadet who misses more than two consecutive scheduled volunteer drills will be subject to participation review.

### **6.2 School**

All cadets are expected to be enrolled in high school, be in full-time homeschooling, have graduated High School, and or completed their GED. Cadets must maintain grade levels equal to a passing average of 80% or B grades). Grades will be monitored quarterly. All cadets will adhere to the rules, regulations, SOGs, and policies of East Jefferson Fire Rescue, or the school program the cadet is attending. Any disciplinary action taken by the school may result in dismissal from the cadet program. If a cadet is absent from school during a day when school is in session, that cadet is prohibited from participating in fire department activities that day.

### **6.3 Responding to alarms**

Cadets are not to leave school during any academic tests. They are not to leave sports practices or games. Cadets upon receiving notification of a request for service and who are available to respond shall report to an assigned fire station only. When responding to an assigned fire station, cadets who may be operating a personally owned vehicle (POV) must drive following all of the rules of the road; they shall not operate more than the speed limit on any road or street, and must stop at all traffic control devices. Cadets shall not respond to the assigned fire station after 21:00 on nights when school is scheduled the next day. If the cadet is requested to respond to an incident scene, all applicable driving rules apply as stated above. Parking of the cadets POV shall not inhibit access or traffic flow at the incident. Accountability rules apply in all established ICS incidents. When riding on fire apparatus, cadets are to be seated and restrained at all times. Only one cadet per vehicle will be allowed. At no time will a cadet be allowed to advance into a burning building. After attending at an alarm, each cadet will have the company officer sign and complete an "Emergency Cadet Response" form for validation of attendance at the call for service. Documentation shall be presented to the school of attendance upon returning to the normal school day.

### **6.4 Probationary Period**

Cadets will be considered probationary employees, subject to disciplinary action as any other probationary firefighter. Disciplinary action shall be of a positive, constructive sort; under no circumstances will corporal punishment be administered or tolerated. Disciplinary action will be taken to correct undesirable behavior; when such action proves unfruitful, or if the undesirable behavior is particularly egregious, dismissal may be warranted. There will be no initiation rituals or

hazing permitted or tolerated. A member who has served as a cadet and then turns eighteen (18) years of age will have their probation reviewed. When the former cadet achieves FF1 and/or EMT-B certification, the member's probation will be commuted, providing the member's cadet time plus probationary time is a minimum of one (1) year. This action will be at the discretion of the Fire Chief. Under no circumstances shall a member serve a probationary period of less than one (1) year.

#### 6.5 Attendance at the fire station, including sleep-in

Cadets are to report to the assigned station on scheduled drills, shifts and for requested calls for service as previously stated. At any other time a cadet is present in the station, an adult member must also be present; two adults is preferable. Sleep-in's will not be allowed on nights when school is scheduled the following day. Cadets must leave the fire station by 21:00 on nights when school is scheduled the following day. Cadets who choose to sleep-in must have completed all orientation training, and be pre-approved for sleep-ins by the Cadet Program Advisor. The Cadet shall schedule their sleep-in with the Lead Shift Officer to assure sleeping room assignments and availability. Additionally, two adults must be present in the station for the duration of the cadet's sleep-in.

#### 6.6 General Conduct

Cadets are learning about the basic tenets of the fire service. These doctrines include privileges of the public trust and certain behaviors are expected, some are tolerated, and some will be prohibited. This list is not all-inclusive, but should provide a guideline for all activity:

- a. Uniforms will be provided following the uniform guidelines established for volunteers.
- b. While in uniform, cadets **shall not** perform any public display of affection, use alcohol or tobacco products, or engage in the use of offensive or vulgar language.
- c. Cadets are to be neat, clean, and well-groomed at all times.
- d. Hair style must be worn so that hair does not interfere with the proper wearing of the uniform; nor come below the eyebrows; nor protrude below or out from the firefighting protective hood. Extremes of style or unusual artificial colors are prohibited.
- e. Cadets will be expected to do their part to keep the station, premises, tools, and equipment neat, clean and in good order.
- f. Cadets shall accord obedience, respect, and courtesy to all superior officers and those performing the duties of a higher rank; cadets shall be respectful and courteous in their dealings with the public.
- g. Cadets shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall not commit any act, either on or off-duty, to bring reproach or discredit to the department or its members.
- h. Cadets shall refrain from conducting themselves in a manner, or be a party to any act, which would tend to impair the good order and discipline of the department.
- i. Cadets shall not, while on- or off-duty, use the badge, uniform, or prestige of the fire department for personal advantage or gain; cadets shall not receive or accept a reward, fee, or gift from any person for service incident to the performance of duty.
- j. Cadets shall not, at any time, have in their possession, or partake of any intoxicating liquor, alcohol, drug, or compound; nor allow any such compound to be brought into the fire station; nor any tobacco products.
- k. Cadets shall not loan, sell, give away, or appropriate for their own use any public property, nor shall they pilfer or be guilty of theft at fire scenes or elsewhere.
- l. Cadets must not discuss medical or fire alarms with the general public; all discussions of alarms and response must remain at the fire station. No malicious gossip, report or activity

that would tend to disrupt department morale or bring discredit to the department will be tolerated.

- m. Any cadet who receives any motor vehicle violation when responding to or returning from an alarm will be dismissed without a hearing.

#### 6.7 Permissible activities

Cadets will be allowed to participate in department activities as follows:

- a. Attend department meetings. Participate in department discussions as their knowledge and experience allows.
- b. Respond to the station for alarms.
- c. Cadets who have completed their fire ground support training may engage in the following fire ground activities:
  - 1. Provide water supply support for fires, including making hydrant connections, assisting with tender and water shuttle operations.
  - 2. Assist with firefighter rehab sectors.
  - 3. Assist at the Incident Command Post (ICP).
  - 4. Operate exterior hand-lines (not > than 1 ¾ inches) provided those lines are not in any area that may become hazardous.
  - 5. Assist with the set up of generators and lights.
  - 6. Obtain equipment for firefighters and EMS personnel.
  - 7. Assist with salvage and overhaul, provided that those operations do not endanger the cadet.
- d. Cadets who have not completed the necessary fire ground support training shall report to and stand by at the station to assist in returning department equipment to a full ready condition.
- e. Cadets shall carry their pagers while at school only when permission is granted by the teacher of the class attended. The pagers are to be set to the silent alert position and cadets may not listen to, nor share dispatch information with the class or with any groups of students.

#### SECTION 7.0 SPECIFIC PROHIBITIONS

To ensure the safety of the cadets, firefighters, and the general public, cadets will be specifically prohibited from certain activities, places, and conduct.

- a. Cadets, when requested, are to report to the assigned station. The cadet shall only respond to the emergency scene when directed by the Incident Commander for scene support.
- b. **Cadets are prohibited from operating colored, white, or clear flashing, rotating or oscillating lights on their vehicles.**
- c. Cadets can utilize two-way radio communications when assigned to a crew or company on the emergency scene or base radio at the staffed station when summoned.
- d. Cadets when assigned to an ambulance company, shall limit their exposure to blood borne pathogens.
- e. Cadets are prohibited from entering burning structures, or performing ventilation on burning structures.
- f. Cadets are prohibited from substituting for fully-trained firefighters, or non-exempt (FSLA) employees.
- g. Cadets are not to respond on equipment bound for mutual-aid calls.
- h.8. Cadets are not allowed to drive fire district apparatus of any classification.

- i. Cadets are not allowed to climb ladders to a height greater than seven (7) feet except in supervised training exercises; cadets are not to operate fire district aerial devices.
- j. Cadets are prohibited from operating dielectric tools on energized electrical equipment.
- k. Cadets are prohibited from operating hydraulic tools and equipment.
- l. Cadets are not to operate hand-lines greater than 1 <sup>3/4</sup>" in diameter.
- m. Cadets are prohibited from operating fire pumps at working fire incidents (Engineer).

**SECTION 8.0 RECORD KEEPING**

All recordkeeping will be in compliance will Washington State Department of Labor and Industries, State Fire Marshal’s Office, and any other regulatory agency which may have jurisdiction over this program.

Appendix

Emergency Cadet Response form

Grade Compliance Form

Releases for the East Jefferson Fire Rescues’ Cadet Program form

EFFECTIVE DATE:	REPLACES:	NEW
FIRE CHIEF:		

**Cadet Program  
Emergency Cadet Response Form**

Date: \_\_\_\_\_

Cadet's Name: \_\_\_\_\_

Incident Number 20\_\_ / \_\_\_\_\_

Call Dispatch Time \_\_\_\_\_

Call Release Time \_\_\_\_\_

East Jefferson Fire Rescue utilized Cadet \_\_\_\_\_ as a responder to an emergency incident on the above listed date and times. His or her service was beneficial in the services provided for life safety, property conservation and or environmental protection.

The Cadet will make up any and all missed assignments as part of the agreement to participate in our fire department cadet program.

If you have any questions, please contact Cadet Program Advisor, 360 385 2626 or [Advisor@ejfr.org](mailto:Advisor@ejfr.org)

Company Officer in charge of Cadet \_\_\_\_\_

**Cadet Program  
Grade Compliance Form**

Date: \_\_\_\_\_

Cadet's Name: \_\_\_\_\_

Has this cadet maintained a "B" GPA for the \_\_\_\_\_ semester?

Yes. \_\_\_ No. \_\_\_ Explain extenuating circumstances: \_\_\_\_\_  
\_\_\_\_\_

Has this cadet had any disciplinary contact with the school?

Yes. \_\_\_ Explain extenuating circumstances: \_\_\_\_\_ No. \_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any reasons why the school would not support this cadet's continued participation in the East Jefferson Fire Rescue Cadet Program? No. \_\_\_

Yes. \_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

---

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Fax form to \_\_\_\_\_ # \_\_\_\_\_

Return to East Jefferson Fire Rescue at 360 344 4604

**Cadet Program  
Consent, Waiver, and Release Form**

I \_\_\_\_\_ have voluntarily applied to join East Jefferson Fire Rescue's Cadet Program. As part of this application, I agree and understand that the use of any and all equipment, tools, apparatus, or participation in any department activities shall be at my own risk.

Based on my understanding and acceptance of the risks involved in participating in the Cadet Program and in consideration of accepting my application to participate in activities of the Cadet Program, I waive and release any claims that I may have as a result of my participation in any of the program activities. Jefferson County Fire Protection District # 1 DBA East Jefferson Fire Rescue, any of its Trustees, officers, members, employees, shall not be liable to me or to my property arising out of my participation in the Cadet Program. I understand that as a participant in the Cadet Program I may encounter firefighter and emergency medical training at the fire department, as well as at the scene of a fire or emergency call. I further understand that as a participant in the cadet program, I may be allowed to ride along with trained firefighters and paramedics in emergency vehicles and that participating in such activities may be dangerous at times. I/We, as parent(s) of the undersigned, agree and acknowledge that there are risks associated with firefighting activities and being in and around a fire station. In spite of these risks, I/we authorize my/our child to be involved in the Cadet Program, and accept the fact that there may be risks involved. I/We further hereby indemnify and hold harmless Jefferson County Fire Protection District # 1 DBA East Jefferson Fire Rescue, its Trustees, officers, members, employees, and agents from and against any and all injuries, claims, liabilities, cause of action, damages, and adverse actions arising as a result of my child's actions or omissions, or the actions or omissions of a third party, and whether arising on behalf of my child or on the behalf of any third party, except to the extent that such injuries, claims, liabilities, cause of action, damages or adverse actions are the direct result of any authorized actions or omissions of any officer, employee, member, or other agent of the Jefferson County Fire Protection District # 1 DBA East Jefferson Fire Rescue undertaken in ordinary course of employment or business of Jefferson County Fire Protection District # 1 DBA East Jefferson Fire Rescue.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

I/We, the undersigned parent(s)/guardian(s) of \_\_\_\_\_, have read and understand the above waiver and release. I/We have also read and understand the Cadet Program Guidelines and Structure and give my/our consent to our son's/daughter's participation in Jefferson County Fire Protection District # 1 DBA East Jefferson Fire Rescue's Cadet Program. I/We agree to be bound by the terms of the above stated Waiver and Release for our child and ourselves.

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



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 2001a

Nondiscrimination/Harassment

#### **SECTION 1.0 PURPOSE**

This guideline shall outline how East Jefferson Fire Rescue (EJFR) will handle cases of discrimination and/or harassment.

#### **SECTION 2.0 SCOPE**

This guideline applies to all EJFR member conduct on and off duty.

#### **SECTION 3.0 INTERNAL REPORTING PROCEDURES**

**3.1** The reporting procedure provides guidance through the District's organizational structure in the terms of its line of authority. However, any supervisor or manager may receive a complaint from another member of EJFR outside of the chain of command and initiate actions described in Section 3 of this SOG. If at any time the employee has reason to believe that following this procedure in the sequence outlined below would be futile or would result in retaliation, the employee may bypass the sequence outlined and choose the reporting step which would most appropriately address the employee's concerns.

**3.2** Reporting Individuals Responsibility. Clearly inform the "harasser" that his or her behavior is inappropriate, offensive, unwelcome, and should immediately cease.

**3.3** Bring the matter to the attention of the first level department supervisor or manager in the employee's direct line of authority who is not involved in the alleged discrimination, harassment or sexual harassment. Include the following information whenever possible:

Name(s) of the alleged offender(s)

A description of the event(s) of Discrimination, Harassment or Sexual Harassment

Date(s), time(s), and location(s) of the occurrence(s)

Name(s) of witnesses to the occurrence(s)

Remedy desired

**3.4** It shall be the responsibility of any employee reporting allegations of Discrimination, Harassment or Sexual Harassment, any employee accused of Discrimination, Harassment or Sexual Harassment, or any witnesses to alleged Discrimination, Harassment or Sexual Harassment to fully cooperate with Management in its investigation of complaints and maintain confidentiality of the matter.

**3.5** Supervisor Responsibilities. All reports of alleged Discrimination, Harassment or Sexual Harassment in violation of this policy received by a Supervisor shall be promptly referred to the Fire Chief to initiate an investigation or to recommend an appropriate course of action. If the complaint is directed at the Fire Chief the Board of Directors Chair shall be notified.

## SECTION 4.0 EXTERNAL REPORTING PROCEDURES

- 4.1** All members are required to report instances of Discrimination, Harassment and Sexual Harassment in External Facing Programs and Services using the same process and under the same requirements established for reporting workplace Discrimination, Harassment and Sexual Harassment.
- 4.2** Members of the public are encouraged to report Discrimination, Harassment and Sexual Harassment in External Facing Programs and Services pursuant to the process set forth in **Exhibit A**. Complaints shall be filed within 180 days of the occurrence of the alleged conduct.
- 4.3** Upon receipt a complaint, the District shall provide written confirmation of receipt of the complaint to the complainant within ten (10) business days. All complaints will be investigated consistent with the investigation procedure contained in this policy.
- 4.4** The District shall track all complaints received.

## SECTION 5.0 INVESTIGATION PROCEDURES

Upon notification the Fire Chief shall initiate an investigation and notice the Board of Commissioners. The Fire Chief shall initiate an investigation using a member of the executive leadership, fire commissioner, external investigator or any combination of these options. The investigation will include interviews with the involved parties, and where necessary, personnel who may have observed the alleged Discrimination or who may be similarly situated with the complaining employee (such personnel may be able to testify to their experiences with the accused). In the event the initial notification is made to the Board of Commissioners the Board or its designated representative shall conduct the investigation. If a member of the Board of Commissioners is accused of alleged Discrimination, the member shall be disqualified to conduct the investigation and from participating in the deliberations of the board when it is considering or approving corrective action.

## SECTION 6.0 CONFIDENTIALITY

Any report of Discrimination, Harassment or Sexual Harassment and its investigation is confidential, **except as subject to state and federal laws relating to public information and disclosure**. Dissemination of confidential information shall be limited to persons with a “need to know” to participate in the investigation or to implement any action resulting from the investigation. If discipline is anticipated, it may be necessary to disclose the name of the complaining employee and evidence of Discrimination, Harassment or Sexual Harassment to the employee accused of Harassment or Discrimination.

Records pertaining to the investigation shall be maintained in a file separate from the complainant’s personnel file. Documents of disciplinary actions resulting from Discrimination, Harassment or Sexual Harassment claims will be maintained in accordance with the Maintaining Discipline Policy.

EFFECTIVE DATE:	REPLACES:	Taken from Policy 102
FIRE CHIEF:		



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 2009a

Nepotism

#### SECTION 1.0 PURPOSE

The purpose of this SOG is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this district that are related or engaged in personal relationships. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

#### SECTION 2.0 DEFINITIONS

**Nepotism** - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

**Relative** - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling, grandparent or any of these established by a personal relationship i.e. father in law.

**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

#### SECTION 3.0 GUIDELINES

**3.1** The District will not prohibit all personal relationships between employees. However, in order to avoid nepotism, the following reasonable restrictions should apply:

- a. Unless waived in writing by the Chief or Board of Commissioners, Employees are prohibited from directly supervising, or being directly supervised by any other employee who is a relative or with whom they are involved in a personal relationship.

**3.2** If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.

**3.3** When personnel and circumstances permit, the District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.

**3.4** In situations where an employee occupies a position in the line of supervision that supervises another employee that is a relative or with whom they are involved in a personal relationship, such employee shall recuse themselves from and not be directly involved in any disciplinary or promotional decisions involving the other employee.

**3.5** This policy shall not prohibit employees from supervising other employees that are relatives or with whom they are involved in a personal relationship during an emergency response.

- a. Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal relationship.
- b. Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.

**SECTION 4.0 SUPERVISOR'S RESPONSIBILITY**

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

EFFECTIVE DATE:	REPLACES:	NEW
FIRE CHIEF:		



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 4000a

Radio Communication

#### SECTION 1.0 PURPOSE

The purpose of the SOG is to identify communication protocol requirements, radio capabilities and communication models that are used during routine transmission, PSAP dispatch, incident response, and incident management.

#### SECTION 2.0 SCOPE

- 2.1 It shall be the responsibility of the Fire Chief or his designee to maintain all required licenses and permits to operate radios owned by the Fire Service Agency.
- 2.2 The Agency Communications Officer shall be responsible for ensuring that all radio equipment used meets current system requirements and is inventoried as to make, model, and to whom it is issued.
- 2.3 All personnel are responsible to use radio equipment in an appropriate manner during the conduct of official agency business communications.
- 2.4 All personnel are responsible for care and handling of all radio equipment they use, and to immediately notify the Communications Officer of any needed repairs or replacement.

#### SECTION 3.0 DEFINITIONS

- Agency Communications Officer – Personnel assigned by the Fire Chief to manage radio equipment and systems.
- F.C.C. – Federal communications commission
- “Clear Text”: the use of plain English in radio communications.
- “JeffCom”: Jefferson County 911 Communications or “JeffCom”

#### SECTION 4.0 FREQUENCY USE

- 4.1 Frequency Use – Fire Districts shall use the following frequencies in the following manner:
  - a. **Main Fire Frequency** – Alarm dispatch, response traffic, and official business communications.
  - b. **Tactical Frequencies** – On-scene communications shall utilize Red Net on mutual aid responses or their divisional tactical channel. Non-emergency traffic should be on tactical channels or primary simplex.
  - c. **Red Net** – On scene communications, State wide mutual aid (refer to Washington State Red Net Fire Frequency Guidelines and Application Procedures.) Airlift Northwest LZ channel
  - d. **Other Agency Frequencies** – Communications with those agencies as agreed:

- |                                |                                   |
|--------------------------------|-----------------------------------|
| 1. FIRE PRIMARY                | 10. DNR COMMON                    |
| 2. TACTICAL CHANNEL 2 (EJFR)   | 11. DNR AIR (OPEN TO AGENCY)      |
| 3. TACTICAL CHANNEL 3 (EJFR)   | 12. DNR DISCO (OPEN TO AGENCY)    |
| 4. TACTICAL CHANNEL 4 (EJFR)   | 13. JSAR (OPEN TO AGENCY)         |
| 5. TACTICAL CHANNEL 5 (DIST 2) | 14. ALERT PAGERS (OPEN TO AGENCY) |
| 6. REDNET (LZ Command)         | 15. CAR TO CAR (OPEN TO AGENCY)   |
| 7. LERN                        | 16. FIRE PRIMARY                  |
| 8. MARINE 16                   |                                   |
| 9. MARINE 22A                  |                                   |

Assigned radio numbers shall be used when communicating. At no time shall names be used.

**SECTION 5: RADIO TERMINOLOGY**

- 5.1 Response Traffic** – The following response traffic shall be used to inform Dispatch of Unit Status:
- a. Received – Unit acknowledge transmission
  - b. En Route – Unit is responding to the alarm location
  - b. On Scene – Unit has arrived at the alarm location or is in the area (Use Initial Report Format)
  - d. Out of Service – Unit is no longer at the alarm location, but is NOT an available resource due to staffing levels, mechanical breakdown

- 5.2 Responding Apparatus Resources** – When apparatus radio en route, they shall identify the number of personnel:

**“Engine X en route with three” “Aid X en route, driver only”**

- 5.3 Conditions of Response** – The following terms will be used to identify the response priority of the units:
- a. **Code** – High Priority – Using visual warning lights and audible warning devices when necessary.
  - b. **Non-Code** – Low Priority – Proceeding to the alarm location in a Non-emergency condition, no visual or audible warning signs.
  - c. **Stand Down** – No Priority – Incoming units can discontinue response and put themselves available.

- 5.4 Incident Commander** - The Incident Commander shall have the following communications ability:
- a. Simultaneously receive all frequencies that are being used by personnel in hazard areas.
  - b. Receive and transmit on the Main Fire Frequency and any other frequencies actively being used.
  - c. Once command has been established, the Incident Commander is the only person on the fire ground who should communicate directly with the Dispatcher.

EFFECTIVE DATE:	REPLACES: A04-18 OPS 307
FIRE CHIEF:	



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 4000d

Initiating a Mayday

#### SECTION 1.0 PURPOSE

To describe the procedures for recognizing and initiating a call for immediate help at an emergency scene or training event. The trigger point for this procedure will occur when a firefighter becomes trapped, incapacitated, disoriented or related event that may jeopardize the life safety of a firefighter or crew.

#### SECTION 2.0 SCOPE

The Standard Operating Guideline applies to all personnel operating in a hazardous environment.

#### SECTION 3.0 DEFINITIONS

**3.1 Mayday Situation:** Any situation where a firefighter or firefighters working as crew are unable to safely exit a hazard zone, IDLH environment, or a situation that cannot be immediately resolved.

#### SECTION 4.0 TERMINOLOGY

**4.1 “Mayday, Mayday, Mayday”:** specific words used in triplicate by the individual(s) calling for or recognizing a mayday situation.

#### SECTION 5.0 PROCEDURE

**5.1** A mayday situation may be called by any personnel operating within the Incident Command System (ICS) at an emergency incident or under an Incident Action Plan (IAP) approved by the Fire Chief or designee, for a formal training event.

**5.2** A mayday shall be transmitted by radio on the Fire Primary channel or channel that has been designated by the Incident Commander used for fire ground operations.

**5.3** The personnel transmitting the mayday shall attempt to transmit the mayday message in a clear and concise manner using the LUNAR acronym.

**5.4** The personnel transmitting the mayday shall attempt to transmit the following information to the Incident Commander in this order:

- a. “Mayday, Mayday, Mayday” over the Fire Primary channel or designated operational channel.
- b. L: Location
- c. U: Unit Designator
- d. N: Name of firefighter
- e. A: Air supply (SCBA)
- f. R: Reason for initiating Mayday

“Mayday, Mayday, Mayday”, this is firefighter Jones, E6, I am trapped in debris on floor 2 hallway. I have 2000 psi remaining, possible leg injury”

- 5.5 The Incident Command shall recognize the mayday transmission and immediately respond to the mayday transmission with confirmation of LUNAR.
- 5.6 The Incident Command shall mitigate the mayday incident on the original dedicated fire ground channel used at the beginning of the emergency incident unless conditions warrant a change that will improve communications.

FIRE CHIEF:	REPLACES:	OPS 318
EFFECTIVE DATE:		Policy 310



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 4001i

Private Vehicle Response

#### **SECTION 1.0 GUIDELINE**

- 1.1** Career and Volunteer employees who respond to emergency incident dispatches or station coverage callback in their Privately Owned Vehicles (POV) shall follow all road safety rules as required by the laws of the State of Washington.
- 1.2** Career and volunteer personnel who drive POV shall respond to their assigned station where apparatus and/or PPE are stored. Personnel are prohibited from arriving at an emergency incident without proper PPE, according to their level of training.
- 1.3** Personnel responding in POVs shall never exceed the posted speed limit.
- 1.4** All personnel shall annually submit proof of valid Washington state driver's license and auto liability insurance with appropriate liability limits to protect themselves and the District.

EFFECTIVE DATE: 2/27/18

REPLACES: Policy 513

FIRE CHIEF:



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 4000z

Continuity of Shift Operations

#### **SECTION 1.0 PURPOSE**

The management of resources is critical for the effective delivery of service to the District. Shift supervisors and designees shall maintain a continuity of shift operations at all times.

#### **SECTION 2.0 SCOPE**

Continuity of shift operations applies to all personnel assigned to shift staffing (A, B, C shifts). It is the responsibility of the shift supervisor (Battalion Chief/Acting Battalion Chief) and station supervisor (Company Officer/Acting Company Officer or designee) to maintain capability in a ready-response state.

The shift supervisor shall recognize the need to maintain continuity of operations in the District and make necessary adjustments to provide the necessary response coverage. This may be done through a series of actions such as reducing or balancing the initial response plan based on the incident complexity, requesting additional resources through established mutual aid agreements, callback of off-duty and/or qualified volunteer personnel.

#### **SECTION 3.0 DEFINITIONS**

In-Service: Unit(s) are available for incident response. In-service status shall be confirmed at Jeffcom.

Available: Unit(s) are available in a mobile status in or out of quarters.

Out-of-Service: Unit(s) are not available for incident response due to staffing or mechanical issues.

#### **SECTION 4.0 PROCEDURES**

1. Personnel shall confirm that unit(s) are in-service at the beginning of shift, at the termination of an emergency incident call for service (CFS), and when sufficient staffing allows.
2. In-service status must be confirmed through Crew Force or JeffCom.
3. When a single resource responds, it shall be the responsibility for the Company Officer or designee to place additional units from that station out-of-service through Crew Force or radio. (Ex: E6 en route, place M6 out-of-service)

FIRE CHIEF:

REPLACES:

EFFECTIVE DATE:



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 4001a

Emergency Incident Accountability

#### **SECTION 1.0 PURPOSE**

East Jefferson Fire Rescue shall utilize the National Incident Management System-Incident Command System (NIMS-ICS) and Passport Accountability System, to organize, identify and account for individuals and members assigned to tactical objectives as teams, divisions, groups, and/or individual assignments at emergency incidents.

#### **SECTION 2.0 SCOPE**

- 2.1** The Incident Commander or Officer-In-Charge shall account for all personnel assigned at the emergency incident.
- 2.2** Personnel and apparatus assigned at the emergency incident shall display accurate and visible accountability, including, but not limited to apparatus placards, helmet shields, accountability passports and personnel nametags.
- 2.3** Personnel assigned at emergency incidents shall maintain ~~be in~~ contact with each other by voice, visual, or direct (touch) contact. Radio communications shall be used to transmit information and maintain accountability at emergency incidents where line of sight or close verbal communication is limited.
- 2.4** No EJFR personnel shall be allowed to function at any emergency incident without establishing contact with the Incident Command or Officer-In-Charge at the emergency incident and receiving an assignment within the incident command structure.

#### **SECTION 3 DEFINITIONS**

- Accountability Passport: Small Velcro card designed to maintain personnel accountability tag(s)
- Accountability Status Board: Full-sized status board designed to maintain multiple accountability passports, tags and related accountability items. Status boards are used by Incident Command, Division Leaders, Group Supervisors, and other areas within the ICS.
- Passport Accountability System: a personnel accountability and management system that utilizes accountability nametags, accountability passports and status boards to track the assignments, locations of crews, division and group leaders and Incident Command.
- Personnel Accountability Tags: Individual tags with Velcro backing that identifies an individual by last name. Radio designator and employee ID may be included.
- Span of Control: A modular capability to manage one or more resources from 3-7 with an optimal resource management of 5.

## SECTION 4.0 PROCEDURES

- 4.1** The Passport Accountability System shall be implemented at emergency incidents that are escalating or maintaining complexity, require external resources such as automatic and mutual aid or operating beyond the optimal span of control for the incident command.
- 4.2** The Passport Accountability System may be suspended at the discretion of the Incident Command or Officer-In-Charge at low-risk emergency incidents or when the span of control is reduced to a manageable level for incident mitigation.
- 4.3** EJFR personnel entering into the emergency incident accountability system assigned shall provide the incident commander:
- One accountability passport that contains a minimum of one personnel nametag for EACH member of the unit.
  - Accountability passports and/or personnel nametags shall be required for transfer of assignment to divisions, groups, teams, rehabilitation, staging or release from the incident or until the incident is terminated.
  - Passport accountability shall be maintained on incident status boards at the IC, Division Supervisor and Staging Area Manager-level within the incident command structure.
- 4.4** A PAR shall be used at emergency incidents when:
- There is a strategic shift in operations,
  - A threshold event where life safety of responder(s) has been influenced or compromised
  - Incident command must gain accountability for personnel.
  - Assigned personnel as members of a team or company exit the IDLH atmosphere for the purpose of “recycle” or assignment to incident rehabilitation.
- 4.5** The Incident Commander initiates an incident roll call of all personnel or companies assigned to the incident or IDLH environment and confirms accountability on the IC status board.
- 4.6** Company leaders will notify Incident Command with confirmation of their respective crew members. Ex: “Engine 6, PAR of 3”

EFFECTIVE DATE: 2/27/18

REPLACES: NEW

FIRE CHIEF:



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 4001d

Confined Space Rescue

#### SECTION 1.0 PURPOSE

East Jefferson Fire Rescue will respond to confined space rescue incidents within the District or as part of a Regional Special Operations Response Team, with the goal of life safety of personnel, those entrapped in confined spaces, environmental protection and incident stabilization.

#### SECTION 2.0 SCOPE

Affected personnel shall be trained to the confined space awareness-level with some personnel trained to the confined space technician-level. Awareness-level competency is limited to the recognition of confined space hazards within in the District. Personnel trained to the technician-level competency have the ability to effectively enter confined spaces and related IDLH environments with appropriate incident response support. EJFR shall maintain a list of permitted-confined spaces within the District. This list shall be updated annually.

#### SECTION 3.0 DEFINITIONS

**Confined Space:** a space that has limited or restricted means for entry or exit and is not designed for continuous occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork or pipelines. These spaces may be located in fixed facilities, underground infrastructure and/or transportation vehicles.

**Confined Space Permit Program:** a permit required confined space program is an employer's overall program for controlling and protecting employees from permit space hazards and for regulating entries into such spaces. Anytime trained employee enter a confined space, a permit must be issued by the employer for rescue teams to review and remain on standby.

#### SECTION 4.0 PROCEDURES

**4.1** Confined space rescue incident responses shall incorporate the risk-based response method of **APIE:**

- A: Analyze
- P: Plan
- I: Implement
- E: Evaluate

**4.2** Determine appropriate levels of trained personnel needed to affect a rescue. Entry personnel must be trained to the Confined Space Technician-level if there is entrapment beyond line-of-sight.

**4.3** Initiate ICS, notify appropriate agencies and establish control zones (hot, warm & cold).

**4.4** Develop Incident Action Plan and Perform Pre-Entry Briefing.

- 4.5 Perform rescue operations based on risk/benefit analysis and capabilities of trained personnel to the Confined Space Rescue Technician/NFPA 1006/1670 Standard.
- 4.6 Convene a post-rescue After Action Report (AAR) per EJFR SOG 4010a Post Incident Analysis.

EFFECTIVE DATE: 2/27/18	REPLACES:	SOG OPS 321 Policy 318 SOG A06-04
FIRE CHIEF:		



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 4001h

Hazardous Materials

#### SECTION 1.0 PURPOSE

East Jefferson Fire Rescue will respond to emergent hazardous materials incidents within the District with the goal of life safety of personnel and the public, environmental protection and incident stabilization.

#### SECTION 2.0 SCOPE

Affected personnel shall be trained to the Hazardous Materials Awareness & Operations level. Response measures shall be limited to defensive procedures such as identification of product, minimizing exposure, reducing product release and safeguarding the public. East Jefferson Fire Rescue does not provide Technician or Specialist-level mitigation as part of our emergency response.

#### SECTION 3.0 DEFINITIONS

Hazardous Material Incident:

An emergency incident where the spill, release or dispersion of known toxic industrial chemical and/or toxic industrial materials, where containment or confinement of a known product has been compromised, and there imminent or potential threat or harm to persons and the environment.

Operations-Level Responder:

Personnel trained to the level of awareness and defensive operations such as recognizing and identifying hazardous materials, performing incident scene isolation, using atmospheric detection equipment, DOT emergency response guides, and other protective actions.

Technician-Level Responder:

Personnel trained to the technician/specialist-level and performing offensive entries into unknown atmospheres/environment to recon, mitigate releases, using advanced equipment, technologies to accomplish tasks beyond the Operations-level responder.

#### SECTION 4.0 PROCEDURES

**4.1** Hazardous materials incident responses shall incorporate the risk-based method of **A.P.I.E.:**

- A: Analyze
- P: Plan
- I: Implement
- E: Evaluate

**4.2** Incident Command:

ICS shall be initiated by the first arriving unit. Depending on the location and complexity of the incident, Unified Command may be established with State Patrol, industry representatives and/or multiple response agencies. Washington State Patrol is the designated "Authority Having

Jurisdiction” (AHJ) for all WA State roadways (SR19, 20, 101, 104, 116) in Jefferson County. WSP does NOT perform hazardous material mitigation. They are only the AHJ for the incident management.

#### 4.3 Mitigation:

EJFR will perform awareness and operations-level mitigation in a defensive strategy, unless there is an imminent risk to life-safety rescue.

Personnel shall don all structural firefighting PPE including SCBA.

Defensive actions shall be limited to, exposure control, containment, diversion, and/or dispersion based on product characteristics (solid, liquid, vapors). EJFR may provide limited incident safety standby as needed during recovery of product by approved industry clean-up contractors.

EJFR shall not provide clean-up measures nor take possession of any product for disposal from the scene as part of mitigation.

EFFECTIVE DATE: 2/27/18

REPLACES:

SOG OPS 320

Policy 317

SOG A06-03

FIRE CHIEF:



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 4001m

Critical Infrastructure Utility Hazards

#### **SECTION 1.0 PURPOSE**

East Jefferson Fire Rescue shall respond to utility hazards with the intent of performing incident stabilization by isolating and denying entry and egress to the general public and first responders. EJFR personnel shall collaborate with industry subject matter experts to determine the severity of the hazard.

#### **SECTION 2.0 SCOPE**

EJFR personnel shall remain in a defensive position for all utility hazards including, but limited to, electrical, water & sewer, high pressure pipeline, stored gas, communication/radio/cellular tower, solar and any other hazard that contains stored energy that is used for critical infrastructure. East Jefferson Fire Rescue shall identify critical infrastructure utilities and associated hazards as part of EJFR incident preplanning. All members shall be trained to identify potential electrical hazards, and the means to avoid contact with electrical energized equipment or utility service.

#### **SECTION 3.0 PROCEDURES**

- 3.1 The Incident Commander shall identify potential utility hazards, establish control zones and request the appropriate utility or industry personnel to perform deenergization, isolation, pressure reduction, or other means of reducing the threat or potential stored energy.
- 3.2 Personnel shall not engage in any activity in the established hot zone when there is potential for catastrophic release of stored energy or similar IDLH characteristic prior to arrival of utility or industry representatives.
- 3.3 Personnel/Crews may be assigned to isolate and deny entry for the general public by temporarily closing roadways, pathways, waterways, alternating and/or diverting traffic. This assignment shall not impede the long-term operational mission of EJFR.
- 3.4 LCES shall be in place at all times and exercised by all personnel assigned by the IC.
- 3.5 EJFR may be assigned to encourage the general public to shelter-in-place as recommended by Jefferson County Department of Emergency Management.

#### **SECTION 4.0 REFERENCES**

Underground electrical vault fire SOG  
Photoelectric electrical safety SOG  
Hybrid electrical vehicle safety SOG  
Lock Out / Tag Out SOG  
WAC 296-305-06008

EFFECTIVE DATE: 2/27/18

REPLACES: Policy 302

FIRE CHIEF:



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 4005a

Incident Action Planning

#### SECTION 1.0 PURPOSE

Developing a National Incident Management System (NIMS)-compliant incident action plan (IAP) is a requirement for establishing strategic goals, incident priorities, and tactical objectives for the safe and successful mitigation to an emergency incident and/or contingency plans for a scheduled event that impacts the normal operations of the District.

#### SECTION 2.0 SCOPE

All emergency incidents (emergency and non-emergency) shall be managed by personnel trained in NIMS-ICS. The complexity of the emergency incident shall determine the overall span of control. Incident action planning and the application of ICS shall be applied to all calls for service (CFS). IAP may be limited to mitigation by a single resource or integrated into advanced, complex incident management.

#### SECTION 3.0 DEFINITIONS

**Fire Incidents:** Emergency and non-emergency incident CFS that include, but not limited to, working fires (structural, wildland, vehicle, etc.), fire alarm activations, critical infrastructure, smoke, vapor, spills or any other fire suppression needs, including hazardous materials incidents.

**EMS:** Emergency and non-emergency incident CFS that include, but not limited to, BLS or ALS intervention.

**Motor Vehicle Collisions:** Emergency and non-emergency incident CFS that include, but not limited to, motor vehicles of all sizes and types.

**Special Operations Rescue:** Emergency and non-emergency incident CFS that include, but not limited to, high angle/low angle technical rescue, confined space, trench, structural collapse.

**Incident Action Plan:** a verbal and/or combined written document that provides clear direction of strategic and tactical objectives, resource needs and support overhead to accomplish identified objectives.

**Planned Event:** Any large-scale event that is scheduled through public or private sector stakeholders and impacts the normal operations of the District (Rhody Weekend, Jefferson County Fair, demonstrations, etc.)

#### SECTION 4.0 PROCEDURES

Personnel shall develop an IAP through a problem-solving process that includes:

- Identifying hazards, problems and risk/benefit analysis
- Determining incident priorities, strategy and objectives
- Communication of plan, assignment of resources and tactical objectives
- Measurable outcome of incident mitigation
- Standard communication that includes an initial radio report, follow-up report, conditions/actions/needs (CAN) and command transfer, if applicable to the type and complexity of the incident.

#### **4.1 Fire Incidents:**

1. Initial Radio Report (IRR):
  - a) Building/Area Description
  - b) Problem Description
  - c) Initial IAP
  - d) Strategy
  - e) Resource Determination
  - f) Establish Command
  
2. Follow-Up Report
  - a) Conduct 360 and confirm results
  - b) Stories from Charlie side
  - c) Basement Type
  - d) Accountability Location
  
3. Command Transfer (Incoming IC)
  - a) Confirm unit assignment summary
  - b) Confirm strategy
  - c) Assume Command
  - d) Resource determination
  
4. CAN Report provides to IC:
  - a) Conditions
  - b) Actions
  - c) Needs

#### **Expanding the Incident:**

The IC shall divide the incident into a manageable span of control through divisions, groups and other components of the ICS. Advanced ICS shall be implemented when the complexity of the incident exceeds the capability of existing resources, and/or when the incident affects the threshold of a defined operational period. Examples are wildland interface, and/or other natural and man-made threshold events.

#### **4.2 EMS Incidents:**

A mental IAP shall be used on EMS incidents to provide early recognition, meaningful intervention and safe transport to a medical facility.

#### **Expanding the Incident:**

The IC shall divide the incident into a manageable span of control through divisions, groups and other components of the ICS. Advanced ICS shall be implemented when the complexity of the incident exceeds the capability of existing resources and/or when the incident affects the threshold of a defined operational period. Examples are mass-casualty incidents.

#### **4.3 Motor Vehicle Collisions (MVC):**

A verbal IAP shall be used on most traffic collision CFS.

1. Initial Radio Report (IRR):
  - a) Vehicle/Area Description

- b) Problem Description: Fire/No-Fire, damage, vehicles on wheels
  - c) Initial IAP: Patient Count
  - d) Strategy
  - e) Resource Determination
  - f) Establish Command
2. Follow-Up Report
    - a) Conduct 360 and confirm results
    - b) Accountability Location
  3. Command Transfer (Incoming IC)
    - a) Confirm unit assignment summary
    - b) Confirm strategy
    - c) Assume Command
    - d) Resource determination
  4. CAN Report provides to IC:
    - a) Conditions
    - b) Actions
    - c) Needs

#### **4.4 Special Operations Rescue**

A verbal IAP shall be used on most special operations rescue CFS.

1. Initial Radio Report (IRR):
  - a) Problem Description: entrapped, collapsed, height, depth, of patient
  - b) Initial IAP: Patient Count
  - c) Strategy
  - d) Resource Determination
  - e) Establish Command
2. Follow-Up Report
  - a) Patient condition, access/egress
  - b) Accountability Location
3. Command Transfer (Incoming IC)
  - a) Confirm unit assignment summary
  - b) Confirm strategy
  - c) Assume Command
  - d) Resource determination
4. CAN Report provides to IC:
  - a) Conditions
  - b) Actions
  - c) Needs

EFFECTIVE DATE:

REPLACES:

FIRE CHIEF:



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 4005f

Rapid Intervention Team

#### SECTION 1.0 PURPOSE

To fulfill the tactical objective of having a dedicated team or group of firefighters assigned for the sole purpose of immediate firefighter rescue at an emergency incident.

#### SECTION 2.0 SCOPE

The Rapid Intervention Team (RIT) shall include a minimum of (2) firefighters, led by a group or team leader, for initiating intervention of rescuing downed, trapped or missing firefighters on the fire ground at high risk incidents. The team shall be assigned at all high-risk fire ground incidents and dedicated to assessing the structure and/or incident complexity, obtaining the needed equipment, and information to deploy to any occurrence where a fire ground “Mayday” is called by interior firefighting crews. The RIT shall remain assigned for the duration of the incident.

#### SECTION 3.0 DEFINITIONS

**Rapid Intervention Team (RIT):** A designated and dedicated team equipped for immediate rescue of firefighter(s) that are trapped, disoriented or otherwise compromise their personal safety in the IDLH environment.

#### SECTION 4.0 PROCEDURES

1. RIT shall be assigned at all high-risk fire ground incidents within the EJFR response area.
2. RIT shall be assigned by the Incident Command and announced on the primary tactical channel.
3. The assigned crew shall become “RIT”: Ex: “E2, you are assigned RIT” and RIT shall be the designator throughout the incident duration.
4. The location of RIT shall be advantageous to affect rapid deployment on the fire ground.
5. Once assigned, the RIT shall perform a 360 degree assessment of the structure, ancillary hazards, access/egress points and other factors that will improve rapid access.
6. RIT shall gather necessary equipment from apparatus that are dedicated to the incident duration. Equipment shall include, but not limited to, RIT pack, FAST Board, TIC, ground ladder(s), lighting, hand tools, forcible entry tools, and/or tools necessary to breach, break for immediate access.
7. RIT shall remain in contact with the Incident Command via the assigned tactical channel.

EFFECTIVE DATE: 2/20/24

REPLACES:

FIRE CHIEF



# EAST JEFFERSON FIRE RESCUE

## Standard Operating Guidelines (SOG)

Number: 5001a

Management of Controlled Substances

### SECTION 1.0 PURPOSE

- 1.1 To establish standard operating procedures for the accountability of controlled substances.
- 1.2 To ensure compliance with State and Federal mandates regarding acquisition, dispensing and disposing of controlled substances.

### SECTION 2.0 SCOPE

This guideline applies to all EMS and the Medical Program Director.

### SECTION 3.0 REFERENCE

- 3.1 DEA – Office of Diversion Control
- 3.2 Federal Controlled Substance Act of 1970
- 3.3 Board of Pharmacy: DEA guidelines for Emergency Vehicles
- 3.4 CFR 1300-1307
- 3.5 Washington State Department of Health
- 3.6 Jefferson County EMS Protocols
- 3.7 Jefferson County EMS Controlled Substance Policy

### SECTION 4.0 DEFINITIONS

- 4.1 **County MPD** – shall mean the Medical Program Director appointed by the EMS Council and approved by the Washington State DOH to oversee the ALS and BLS Emergency Medical Services throughout Jefferson County (WAC 246-976-010).
- 4.3 **MSA/O** – shall mean the program supervisor.
- 4.4 **Designee** – shall mean the person(s) designated by the MSA/O after consult and agreement with the MPD and Fire Chief.
- 4.5 **DEA** – shall mean Drug Enforcement Agency
- 4.6 **Controlled Substances** – shall mean those medications designated by the Washington State Pharmacy Board as controlled substances and approved for use by the Medical Program Director

- 4.7 Controlled Substance Pouch (CSP)** – shall mean a soft-shell storage packet containing a carpu-ject holder, Morphine Sulfate, Fentanyl, Ketamine, Valium, Versed and any other approved controlled substances by the Jefferson County EMS Medical Program Director.
- 4.8 Lock box** – shall mean a mounted electronic safe with the ability to track individuals who access. Each career member shall have an individual access code, known **only to career EMS personnel**.
- 4.9 HQ** - shall mean the main supply safe mounted in the LT’s office at station 2 and the EMS supply room at station 7.

## **SECTION 5.0 RESPONSIBILITY**

All EMS personnel are responsible to abide by the provisions of these procedures and guidelines.

## **SECTION 6.0 GUIDELINES**

- 6.1** These general rules for controlled substances shall be followed at all times.
- 6.1.1** Access to controlled substances from the HQ safe shall only be made with a paramedic and an EMT partner.
  - 6.1.2** Access to vehicle mounted electronic safe for the purpose of retrieving the controlled substance pouch (CSP) for administration shall be made by a paramedic. Any other access to the vehicle mounted electronic safe for restock, audits, expire med removal or any reason other than on scene access shall be made with a paramedic and an EMT partner.
  - 6.1.3** Documentation regarding controlled substance usage should be put in lock box with the log med use function, which will require two individuals’ pin numbers and documented in the flow chart and narrative in ESO.
  - 6.1.4** All schedule II-V drugs shall be stored separately from all other medications.
  - 6.1.5** All controlled substances shall be kept secure, under “lock and key”.
  - 6.1.6** The access PIN to the locked medication boxes/drawers shall be known only by the individual career EMS personnel, if any concern that the PIN has become compromised it is to be changed immediately. Medical Services Administrator/Officer or designee shall assign the PIN.
  - 6.1.7** All controlled drugs shall have an initial inventory and a biennial inventory.
  - 6.1.8** Schedule II drugs must be tracked separately from schedule III-V drugs.

- 6.2** Acquisition and documentation of controlled substances shall be performed in the following manner.
- 6.2.1** A review of the controlled substances on hand in the HQ safe will be made anytime the safe is accessed.
  - 6.2.2** Upon determination of the need for additional controlled substances, the district MPD, MSA/O or designee shall place an order for medications needed.
  - 6.2.3** Schedule II drugs must be ordered utilizing a DEA Form-222.
  - 6.2.4** Schedule III-V drugs may be ordered utilizing an invoice.
  - 6.2.5** The order is then placed with the vendors utilized by East Jefferson Fire Rescue.
  - 6.2.6** Upon receiving the controlled substance order, it shall be unpacked by two individuals, one of which must be a paramedic, checked against the packing slip for accuracy and then the packing slip is signed by both individuals.
  - 6.2.7** All forms and records utilized for the acquisition of controlled substances are to be electronically stored by the MSA/O or designee.
  - 6.2.8** Any discrepancy in count, apparent tampered with medications or damaged medications shall be reported to the MSA/O or designee immediately. Notification shall be made to the on duty Battalion Chief and Fire Chief if the issue is not resolved immediately (see section 6.5).
  - 6.2.9** The controlled substances will then be placed in the HQ located at Stations 2 and 7.
  - 6.2.10** In all cases the addition of the controlled substances must be recorded via the electronic lock box and witnessed by two individuals.
- 6.3** Storage of all controlled substances shall be as follows:
- 6.3.1** The main supply of the controlled substances shall be kept in the HQ safe located in the Lieutenants office at station 2 and the EMS room at station 7.
  - 6.3.2** A working supply of controlled substances shall be kept in a lock box located in the ALS-transport capable ambulances & non-transport units staffed solely by responding paramedics.
  - 6.3.3** The following numbers of each controlled substance will be kept in the lock box of each ALS- transport capable ambulance:
    - (3) Diazepam
    - (3) Fentanyl
    - (3) Ketamine
    - (3) Midazolam
    - (3) Morphine
  - 6.3.4** Each non-transport ALS unit may carry one of each of the above controlled substances.

- 6.4** The above listed controlled substances are to be kept in the Controlled Substance Pouch (CSP) within the lock box.
- 6.4.1** The purpose of the CSP is for quick access to controlled substances that the paramedic may deem necessary to bring to the patient at the time of response. This CSP may be grabbed in its entirety and brought to the patient when it is deemed possible or probable that these medications may be needed on scene.
  - 6.4.2** The CSP would be accessed from the lock box, attached to the Paramedic's person for response only and placed back into the lock box upon completion of the call.
  - 6.4.3** The locked medication drawers/boxes shall be kept secured at all times with the exception of accessing controlled substances for administration or daily checks which will be done with two personnel.
  - 6.4.4** Tracking of Schedule II-V controlled substances shall be done electronically utilizing the lock box electronic software.
- 6.5** Audits of the controlled substances in ALS capable ambulances shall occur at a minimum of once per 48 hour shift, when there is a change in paramedics and anytime the electronic safe has been accessed. Audits shall be performed in the following manner:
- 6.5.1** An audit of all controlled substances will be performed in the morning hours of shift. The audit will be performed by two personnel, a paramedic and another EMS personnel. They shall confirm the tag number of the CSP using their individual lock box access pin codes.
  - 6.5.2** An audit in a non-transport ALS capable unit the lock box audit shall be done, by a paramedic and another EMS personnel, once every 5 days or anytime the box is accessed. If this unit is going to be OOS longer than 5 days the CSP is removed and stowed in the HQ.
  - 6.5.3** For all ALS ambulances and non-transport ALS capable units, the CSP will be stowed in the HQ from any unit that goes out of county without EJFR personnel.
  - 6.5.4** Any discrepancy to the controlled substance numbers shall be immediately reported to MSA/O or designee and the on duty Battalion Chief.
  - 6.5.5** If the discrepancy can be resolved and accounted for, the appropriate data will be entered into the lock box. A written explanation of the discrepancy and resolution shall be emailed to the MSA/O.
  - 6.5.6** Any ampules, vials or preloads found to have broken seals, be opened, damaged or broken shall be immediately reported to the MSA/MSO, County MPD.
  - 6.5.7** Determination as to further testing of the medication in question shall be made by the MSA/O or Medical Program Director.
  - 6.5.8** Reporting to DEA will be done in accordance to Jefferson County EMS Controlled Substance Policy.
  - 6.5.9** In the event of an unaccounted discrepancy, the Battalion Chief and the Medical Officer must be immediately notified.
  - 6.5.10** The off-going paramedic will remain on premise until an Unusual Incident Report are completed and provided to the Battalion Chief and the Medical Officer. A copy of the report will be provided to the EMS office the next business day.

**6.5.11** Theft, loss, diversion or tampering of controlled substance needs to be reported to the DEA within one business day. This may be done by fax or e-mail. Once the DEA has been notified, DEA Form-106 "Report of Theft or Loss" needs to be completed. Local law enforcement will be immediately notified for the initial investigation, scene processing/documentation and possible evidence collection. If local law enforcement does not take into evidence the tampered or broken vial of controlled medication with their report, the DEA allows 30 days to send the Form DEA-106, the medication that appears to be tampered to the DEA office via secured mail. This report is sent to the:

Seattle DEA office: DEA Office of Diversions Control  
400 S 2nd Avenue West Seattle, WA. 98119

**6.6** Administration of controlled substances and recording of such shall occur in the following manner:

**6.6.1** Administration of any controlled substances shall be in accordance with Jefferson County Policies/Protocols or by special permission of MPD or emergency room physician.

**6.6.2** The Paramedic dispensing the medication shall document all required information on the lock box electronic software. This shall be witnessed by a second EMS personnel.

**6.6.3** Unused controlled substances (waste) not administered shall be disposed of with the paramedic's partner witnessing the disposal of the medication.

**6.6.4** The Paramedic and a partner shall then retag the CSP and perform an after-dispensing audit of the medications and record the new tag number on the lock box electronic software. The number for the patient must be referenced onto the lock box electronic form.

**6.7** Any controlled substances needing to be disposed of due to expiration date shall be disposed in the following manner.

**6.7.1** The controlled substance needing to be disposed of will be removed from the vehicles lock box.

**6.7.2** The controlled substances removed from the vehicle locked medication drawers/boxes must be documented as such on the lock box electronic software.

**6.7.3** The controlled substance needing to be disposed of will then be placed in the ~~lock box~~ HQ safe for expired controlled substances at Station 2 or 7, electronic documentation will be created.

**6.7.4** An audit shall be completed after access to the expired HQ.

**6.7.5** An email will then be sent to the MSA/O and/or designee to alert that individual that there are expired medications needing to be returned.

**6.7.6** The MSA/O or designee will then return the controlled substances to the appropriate vendor as defined in the Jefferson County EMS Controlled Substance Disposal Policy.

**6.8** The inventories as required shall be performed in the following manner.

- 6.8.1** An initial inventory shall be performed utilizing the Schedule II-V Electronic controlled substance Form upon first start-up of the agency dispensing controlled substances.
- 6.8.2** A biennial inventory shall be performed utilizing the Schedule II Electronic Controlled Substance Form and the Schedule III-V Electronic Controlled Substance Inventory Form.
- 6.8.3** The inventories shall be performed by the MSA/MSO or designee and one other member.

**SECTION 7.0 FORMS (VIA NARCBOS)**

- 7.1** Schedule II Controlled Substance Daily Audit Electronic Record
- 7.2** Schedule III-V Controlled Substance Daily Audit Electronic Record
- 7.3** Schedule II Controlled Substance Inventory Electronic Record
- 7.4** Schedule III-V Controlled Substance Inventory Electronic Record
- 7.5** Controlled Substance Dispensing Electronic Record

**SECTION 8.0 DISCIPLINARY ACTION**

Violation of the District’s guidelines for the management of Controlled Substances will be subject to appropriate disciplinary action in accordance with the District’s disciplinary policy and the applicable guidelines.

EFFECTIVE DATE:	REPLACES:
FIRE CHIEF:	



## PROFESSIONAL SERVICE INTERLOCAL AGREEMENT FOR APPARATUS MAINTENANCE AND REPAIR

This Interlocal Agreement is entered into between **North Kitsap Fire & Rescue**, hereafter referred to as "**NKF&R**" and **East Jefferson Fire Rescue**, hereafter referred to as "**EJFR**".

### 1. PURPOSE

The purpose of this Agreement is to provide the necessary maintenance and repair of emergency vehicles owned and operated by EJFR. Certified Vehicle Repair Technicians employed by NKF&R will perform these services.

### 2. DEFINITIONS

**Routine Maintenance and Repair:** Includes the work listed on the **Annual Vehicle Service and Maintenance Form SOG 710.1F**, attached to this agreement as Appendix A.

**Periodic Preventative Maintenance:** Maintenance provided either on location or at the NKF&R

Maintenance Facility to include work listed on the **Preventative Maintenance and Service Checklist**

**SOG 710.2F**, attached to this agreement as Appendix B.

**Non-Routine Repairs:** Repairs not listed on SOG 710.1F and repair hours beyond two (2) hours. This may include valve repair, pump rebuild, minor body damage, engine repair, or replacement. See Non-Routine Repairs SOG 710.14, attached to this agreement as Appendix C.

**Emergency Repairs:** Urgent and immediate repairs should be coordinated through the NKF&R Battalion Chief or utilizing the afterhours fleet contact list, Appendix E.

**Outsourced Repairs or Maintenance:** Repairs that are deemed by the Fleet Services Supervisor as repairs beyond the capacity of the NKF&R maintenance facility, manufacture warranty, and/or time considerations for priority repairs. Examples may include heavy truck

automatic transmission repairs or heavy truck major engine repairs. NKF&R will make every effort to avoid outsourcing work.

**Flat Rate Annual Fee:** An annual fee for apparatus maintenance and repair services provided by NKF&R Fleet Maintenance Division personnel. Outsourced repairs shall be billed directly to EJFR by the vendor and shall not be included in the Flat Rate Base Fee.

**Hourly Rate:** A composite fee for reimbursement of wages of NKF&R Maintenance Division personnel for those services provided outside of "Routine Maintenance and Repair."

### **3. NKF&R MAINTENANCE RESPONSIBILITIES**

NKF&R shall be responsible for routine maintenance and repair of the vehicles covered under the terms of this agreement. "Routine Maintenance and Repair" means the items of work identified on SOG 710.1F as recommended by the manufacturer and/or industry best practice

Significant modifications/fabrications to apparatus or equipment shall be performed only as shop capacity and scheduling permits. Modifications and/or fabrications to apparatus or equipment not necessary to perform routine maintenance and repair shall be billed separately and not included in the Flat Rate Annual Fee.

NKF&R shall provide Garage Keeper's Insurance for vehicles while in its shop.

EJFR vehicles shall receive an annual service and inspection and one (1) periodic service and inspection. In the event a significant expense is greater than (\$2,000) for any single repair order, the Fleet Services Supervisor shall notify the EJFR designee of the specifics of the needed repair for direction and courtesy.

NKF&R shall coordinate one (1) annual pump test through a third-party certified to conduct pump testing. The charges for the third-party pump testing shall be billed directly from the service provider to EJFR for payment. EJFR reserves the option of self-conducting annual pump testing.

The Fleet Services Supervisor will provide maintenance and repair reports to EJFR monthly, or as requested by EJFR Fire Chief or their designee.

#### **The following reports will be provided monthly:**

- Work orders to include all work done by NKF&R and outsourced work
- Summary of parts and labor
- Excel spreadsheet to assist EJFR in the preparation of vouchers and accounting

Outsourced work charges shall be paid by NKF&R and then billed to EJFR.

#### **4. EJFR RESPONSIBILITIES**

EJFR shall assign a designee responsible to monitor the maintenance and repair of District-owned apparatus and equipment. Repair orders shall be initiated using the NKF&R Dossier Reporting System.

EJFR shall implement a procedure where employees monitor vehicle mileage/hours to ensure vehicles do not exceed the recommended service intervals for routine vehicle maintenance. When a vehicle is near or exceeds the posted mileage/hours noted on the windshield maintenance sticker, (located on the driver's side windshield) EJFR employees shall notify NKF&R Fleet Services of the need for maintenance using the NKF&R Dossier Reporting System. EJFR and NKF&R agree to implement and support software or apps that expedite vehicle mileage reporting and/or repair needs.

Every effort must be made to schedule with the NKF&R Fleet Services Facility for routine maintenance. If transportation is necessary, NKF&R Fleet Services will make every effort to provide such transportation. If NKF&R is unable to provide transportation, it is the responsibility of EJFR to provide a driver or towing service at its expense.

**Apparatus Purchasing:** When EJFR considers the purchase of a new or refurbished fire apparatus, NKF&R agrees to provide input into the design and features of the vehicle, providing technical expertise and insight into the final product. When the purchase of new or used fire apparatus is to be explored, a representative from NKF&R's Maintenance Shop shall have an opportunity to inspect the apparatus with EJFR. A worklist will be created during the inspection and presented to EJFR for review. Any non-routine repairs will be highlighted and shall be repaired before adding the apparatus to EJFR's fleet.

**Current Fleet:** A list of current EJFR Fleet is attached to this agreement as Appendix D. If changes are made to the EJFR Fleet, NKF&R shall be notified and provided an updated list for records and maintenance purposes.

#### **5. CHARGES**

##### **Flat-Rate Annual Fee**

The flat-rate annual fee for this agreement shall be as follows:

**FY 2024 - \$170,000**

**FY 2025 - \$175,000**

**FY 2026 - \$180,000**

The flat-rate annual fee covers the labor cost for apparatus maintenance and repair services provided by NKF&R Fleet Maintenance Division personnel.

NKF&R shall bill other charges for services provided in addition to "Routine Maintenance & Repair" to EJFR within one (1) week of completion including hourly charges should they occur. Payment of all charges due to NKF&R shall be made within thirty (30) days of receipt.

**Hourly Rate:** The hourly rate for Non-Routine Repairs per this agreement is **\$150.00** per hour.

**Routine Preventative Maintenance and Repair:** Shall be provided during normal business hours. Service outside of normal business hours will be limited to emergency repairs.

**Travel:** If a vehicle must be taken to NKF&R for repair and/or maintenance, it is the responsibility of EJFR to provide a driver or towing at its own expense.

***The hours estimate(s) listed below are for illustration purposes and are intended to facilitate budget estimation. See current history reporting for actual time.***

**Ambulance/Aid Car:** estimated three (3) hours for periodic maintenance and four (4) hours for annual service. Plus, parts and fluids as needed.

**Tender:** estimated four (4) hours for periodic maintenance and eight (8) hours for annual service. Plus, parts and fluids as needed.

**Staff Vehicles:** estimated two (2) hours periodic maintenance and four (4) hours for annual service. Plus, parts and fluids as needed.

**Pumpers:** estimated four (4) hours for periodic maintenance and eight (8) hours for annual service. Plus, parts and fluids as needed.

**Ladder Truck:** estimated six (6) hours for periodic maintenance and 12 hours for annual service. Plus, parts and fluids as needed.

**Brush Engine:** estimated three (3) hours for periodic maintenance and six (6) hours for annual service. Plus, parts and fluids as needed.

**Vessels:** (Fire Pump in Marine 1) estimated six (6) hours for periodic maintenance and eight (8) hours for annual service. Plus, parts and fluids as needed.

Local sales and use tax shall be added to all fees for labor, parts, and materials. The local rate shall be based on the Kitsap County (1800) rate plus the State tax rate. Current sales and use tax rates may be obtained on the Department of Revenue Website at [www.dor.gov](http://www.dor.gov).

## 6. BILLING

NKF&R shall bill EJFR the Flat Rate Annual Fee in quarterly installments as stated in **Section 5, CHARGES** of this Agreement.

NKF&R shall invoice EJFR monthly for parts and services used/performed by the NKF&R Maintenance Facility. Payments shall be made to NKF&R by EJFR within thirty (30) days following receipt of invoice.

NKF&R shall invoice EJFR for other charges for services provided in addition to "Routine Maintenance & Repair" to EJFR monthly following completion of work, to include hourly labor charges should they occur as per **Non-Routine Repairs SOG 710.14**, attached to this agreement as Appendix C.

## 7. SCHEDULES

**Annual Service:** Annual service will be completed on a schedule to be provided to EJFR's designee or by miles. It shall be performed at the discretion of the Fleet Services Supervisor based on need and priority concerns for apparatus in-service status.

## 8. TERMS OF AGREEMENT

This agreement shall be effective beginning January 1, 2024, through December 31, 2026.

Termination of this agreement shall be in writing with one (1) year notice and can be made by either party. An alternate timeline for contract termination can be implemented if mutually agreed upon by both parties. If notice of contract termination is provided, both parties agree to establish an interagency workgroup tasked with establishment of a transition plan and/or successor agreement. Deliberate non-compliance of vehicle safety recommendations made by NKF&R Fleet Services Division shall cause NKF&R to terminate the maintenance and service agreement immediately.

## Signature Page

North Kitsap Fire & Rescue (NKF&R)

\_\_\_\_\_

Fire Chief

\_\_\_\_\_

Date

East Jefferson Fire & Rescue (EJFR)

\_\_\_\_\_

Fire Chief

\_\_\_\_\_

Date



**APPENDIX A**



# Annual Vehicle Service and Inspection

Form 710.1

**DATE:** \_\_\_\_\_ **APPARATUS NO.:** \_\_\_\_\_

**MILEAGE:** \_\_\_\_\_ **MECHANIC:** \_\_\_\_\_ **W/O NO:** \_\_\_\_\_

**STATUS:** X = OK    A = Adjustments Made    R = Needs Repair    O = Does Not Apply

IN CAB:			
	Status	Repaired By:	Comments:
Horns			
• Electric			
• Air			
Dash Instruments for Operation			
Turn Signals & Dash Lights			
Mirrors			
Seats, Loose Pedestal, Ease of Adjustment			
Seat Belts			
Glass:			
• Cracks & Breaks,			
• Window Controls for Ease of Operation			
Dome & Map Lights			
Step, Well & Courtesy Lights			
Heater & Defroster Controls & Fans			
Windshield Wipers & Washers			
Spotlights			
Steering Wheel Lash			
Sun Visors			
Siren & Siren Brake			

**EXTERIOR CAB:**

## Lighting:

- Headlights, High & Low Beams
- Turn Signals
- Four Way Flashers
- Clearance & Marker Lights
- Reflectors Cracked or Broken
- Emergency Lights Front, Rear & Sides
- Back-up Lights & Alarm
- License Plate
- Compartment Lights
- Pump Panel Lights
- Check all GFCI plugs
- Scene Lights

## Body:

- Hand Holds
- Foot Holds & Folding Steps
- Door Handles, Cab & Compartment
- Hold-Open Devices
- Hood Latches
- Fuel Filter Caps
- Compartment Condition, e.g., Rust, etc.
- Loose Metal & Metal Damage
- Loose or Missing Rivets, Bolts & Screws
- Grease Ladder Rack and Hose Bed Covers
- Shore Power Plug Condition
- Maintenance Charger Output

**ENGINE COMPARTMENT:**

All Fluid Levels (Not Being Changed)

Oil or Hydraulic Leaks from Rocker Cover, Main Seal, Hoses &amp; Lines

Vacuum & Air Lines			
Wiring Loose, Broken or Frayed			
Clean Engine Breathers as Needed			
Check Air Cleaner, All Hoses, Tubes & Intake Screens			
Drive Belts			
• Alternator			
• Air Compressor			
• Power Steering Pump			
• Air Conditioner Compressor			
• Water Pump			
• Hydraulic Pump			
Engine Oil Pressure			
Engine Governor Setting (no load)			
Engine Idle Speed			
Engine Compartment Insulation			
Take oil sample when changing oil			
Engine Smooth Running, No Unusual Noises			
Block Heater Operation and Wiring			
Inspect DEF			
<b>COOLING SYSTEM:</b>			
Radiator Hoses & Clamp Tightness			
Coolant Level, Radiator & Overflow Tank			
Anti-Freeze Quality			
Water Pump Leaks & Bearings			
Drive Pulley Condition			
Thermostat Operation			
Fan Clutch Operation			
• Hub Looseness or Wobble			
• Check Hoses for Tightness, Condition & Leaks			

• Check Temperature Sensing Devices for Leaks			
• Noises			
Fan Shroud			
• Attaching Bolts			
• Cracks, Dents, Other Damage			
• Check Plugs & Block Drains for Leaks			
• Radiator Cap for Proper Pressure or Damage			
Change Coolant at Recommended Intervals			
<b>EXHAUST SYSTEM:</b>			
Exhaust Manifold for Leaks			
Turbo Charger for Oil & Exhaust Leaks			
Head Pipes for Damage, Leaks & Restrictions			
Muffler, Resonator, Catalytic Converter			
Tail Pipes for Damage, Leaks & Restrictions			
All Clamps & Body Mounts for Tightness & Damage			
<b>TRANSMISSION:</b>			
Listen for Unusual Noise			
Check for Ease & Completion of Shifting			
Check Mounting for Proper Alignment & Security			
Check for Loose or Missing Case & Bell Housing Bolts			
AUTOMATIC TRANSMISSIONS ONLY			
• Check Cooling Lines for Condition & Leaks			
• Check Adjustment or Controls			
• Replace Filter Cartridge			
• Check Readout of PROM (ATEC only)			
PTO Mounting Bolts			
PTO Shaft			
<b>STEERING AXLE:</b>			
Check King Pins for Movement			

Wheel Bearing Adjustment & Repack If Needed			
Front Hub Oil Level			
Tie Rod Ends			
Drag Link			
Turn Stops			
Loose or Leaking Steering Box			
Shock Absorbers			
Spring Alignment, U-bolts & Leaf Clamps			
Front Wheel Seals			
Spring Hangers & Pins			
4-Wheel Drive Hubs Operation			
4-Wheel Drive Front Differential Fluid Level			
4-Wheel Drive Axle Seals			
4-Wheel Drive U-Joints & Dust boots			
4-Wheel Drive Pinion Seal			
<b>DRIVE AXLE:</b>			
Axle Seals			
Axle Bolts			
Axle Gaskets			
Pinion Seal			
Pinion Yoke Nut for Tightness			
Differential & Axle Housing for Cracks			
Spring Alignment, U-Bolts & Leaf Clamps			
Spring Hangers & Pins			
Torsion Bars & Bushings			
Drive Shaft Yokes & Flanges			
Carrier Bearings			
Check for Proper Balance & Alignment			
Universal Joints Condition & Wear			
Companion Flanges for Loose/Missing Bolts			

**BRAKES, AIR:**

Check & Service Air Dryer			
Check Low Air Warning Light & Buzzer			
Check Compressor Build-Up Time			
PPI Valve Pop Out PSI			
Check Compressor Governor			
• Cuts in PSI			
• Cuts out PSI			
Drain All Tanks of Water & Oil			
Check Air Loss Applied & Unapplied			
Check All Air Chambers for Mounting & Leakage			
Check Condition & Security of All Air Lines			
Check All Valves & Relays for Mountings & Leakage			
Check All Slack Adjusters			
Check "S" Cam Bushings			
Check Drums & Linings for cracks			
Check Compressor Oil			
Check Compressor Air Filter			
Annual Brake Stopping Distance Test			

**TIRES and WHEELS:**

Check Tires for Wear Pattern & Cord Breaks			
Check Valve Stem (Bent, Cracked, Lock Rings)			
Check for Cracked or Bent Wheels & Lock Rings			
Check for Loose or Missing Lug Nuts & Studs			
Check for Proper Tire Pressure			
Annual Weight Verification			
Check for loose or worn wheel bearings			
Tire Dates:			
Right Tires			

Left Tires			
<b>PUMP:</b>			
Drain & Refill Transfer Oil Case			
Check Level of Primer Pump Reserve			
Check Pump Master Drain Valve			
Check Drain Valves			
Check Oil Pressure & High Water Temp Alarm			
Check Tank to Pump Valve			
Check Suction Valve			
Check Suction Valve Screens			
Check Discharge Valves			
Check Pump Packing for Proper Adjustment			
Check Transfer Valve Operation			
Test Relief Valve Operation			
Check for Unusual Noises			
Vacuum Test for Leaks			

**COMMENTS:**

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**APPENDIX B**



# Preventive Maintenance & Service Checklist

Form 710.2

DATE: \_\_\_\_\_ APPARATUS NO.: \_\_\_\_\_

MILEAGE: \_\_\_\_\_ MECHANIC: \_\_\_\_\_ W/O NO: \_\_\_\_\_

STATUS: X = OK    A = Adjustments Made    R = Needs Repair    O = Does Not Apply

IN CAB:			
	Status	Repaired By:	Comments:
Horns			
• Electric			
• Air			
Dash Instruments for Operation			
Turn Signals & Dash Lights			
Mirrors			
Seats, Loose Pedestal, Ease of Adjustment			
Seat Belts			
Glass:			
• Cracks & Breaks,			
• Window Controls for Ease of Operation			
Dome & Map Lights			
Step, Well & Courtesy Lights			
Heater & Defroster Controls & Fans			
Windshield Wipers & Washers			
Spotlights			
Steering Wheel Lash			
Sun Visors			
Siren & Siren Brake			

**EXTERIOR CAB:**

Lighting:			
• Headlights, High & Low Beams			
• Turn Signals			
• Four Way Flashers			
• Clearance & Marker Lights			
• Reflectors Cracked or Broken			
• Emergency Lights Front, Rear & Sides			
• Back-up Lights & Alarm			
• License Plate			
• Compartment Lights			
• Pump Panel Lights			
• Check all GFCI plugs			
• Scene Lights			
Body:			
• Hand Holds			
• Foot Holds & Folding Steps			
• Door Handles, Cab & Compartment			
• Hold-Open Devices			
• Hood Latches			
• Fuel Filter Caps			
• Compartment Condition, e.g., Rust, etc.			
• Loose Metal & Metal Damage			
• Loose or Missing Rivets, Bolts & Screws			
• Grease Ladder Rack and Hose Bed Covers			
• Shore Power Plug Condition			
• Maintenance Charger Output			
<b>ENGINE COMPARTMENT:</b>			
All Fluid Levels (Not Being Changed)			
Oil or Hydraulic Leaks from Rocker Cover, Main Seal, Hoses & Lines			

Vacuum & Air Lines			
Wiring Loose, Broken or Frayed			
Clean Engine Breathers as Needed			
Check Air Cleaner, All Hoses, Tubes & Intake Screens			
Drive Belts			
• Alternator			
• Air Compressor			
• Power Steering Pump			
• Air Conditioner Compressor			
• Water Pump			
• Hydraulic Pump			
Engine Oil Pressure			
Engine Governor Setting (no load)			
Engine Idle Speed			
Engine Compartment Insulation			
Engine Smooth Running, No Unusual Noises			
Block Heater Operation and Wiring			
<b>COOLING SYSTEM:</b>			
Radiator Hoses & Clamp Tightness			
Coolant Level, Radiator & Overflow Tank			
Anti-Freeze Quality			
Water Pump Leaks & Bearings			
Drive Pulley Condition			
Thermostat Operation			
Fan Clutch Operation			
• Hub Looseness or Wobble			
• Check Hoses for Tightness, Condition & Leaks			
• Check Temperature Sensing Devices for Leaks			
• Noises			
Fan Shroud			

• Attaching Bolts			
• Cracks, Dents, Other Damage			
• Check Plugs & Block Drains for Leaks			
• Radiator Cap for Proper Pressure or Damage			
<b>EXHAUST SYSTEM:</b>			
Exhaust Manifold for Leaks			
Turbo Charger for Oil & Exhaust Leaks			
Head Pipes for Damage, Leaks & Restrictions			
Muffler, Resonator, Catalytic Converter			
Tail Pipes for Damage, Leaks & Restrictions			
All Clamps & Body Mounts for Tightness & Damage			
<b>TRANSMISSION:</b>			
Listen for Unusual Noise			
Check for Ease & Completion of Shifting			
Check Mounting for Proper Alignment & Security			
Check for Loose or Missing Case & Bell Housing Bolts			
AUTOMATIC TRANSMISSIONS ONLY			
• Check Cooling Lines for Condition & Leaks			
• Check Adjustment or Controls			
• Replace Filter Cartridge			
• Check Readout of PROM (ATEC only)			
PTO Mounting Bolts			
PTO Shaft			
<b>STEERING AXLE:</b>			
Check King Pins for Movement			
Wheel Bearing Adjustment & Repack If Needed			
Front Hub Oil Level			
Tie Rod Ends			

Drag Link			
Turn Stops			
Loose or Leaking Steering Box			
Shock Absorbers			
Spring Alignment, U-bolts & Leaf Clamps			
Front Wheel Seals			
Spring Hangers & Pins			
4-Wheel Drive Hubs Operation			
4-Wheel Drive Front Differential Fluid Level			
4-Wheel Drive Axle Seals			
4-Wheel Drive U-Joints & Dust boots			
4-Wheel Drive Pinion Seal			
<b>DRIVE AXLE:</b>			
Axle Seals			
Axle Bolts			
Axle Gaskets			
Pinion Seal			
Pinion Yoke Nut for Tightness			
Differential & Axle Housing for Cracks			
Spring Alignment, U-Bolts & Leaf Clamps			
Spring Hangers & Pins			
Torsion Bars & Bushings			
Drive Shaft Yokes & Flanges			
Carrier Bearings			
Check for Proper Balance & Alignment			
Universal Joints Condition & Wear			
Companion Flanges for Loose/Missing Bolts			
<b>BRAKES, AIR:</b>			

Check Low Air Warning Light & Buzzer			
Check Compressor Build-Up Time			
PPI Valve Pop Out PSI			
Check Compressor Governor			
<ul style="list-style-type: none"> <li>Cuts in PSI</li> </ul>			
<ul style="list-style-type: none"> <li>Cuts out PSI</li> </ul>			
Drain All Tanks of Water & Oil			
Check Air Loss Applied & Unapplied			
Check All Air Chambers for Mounting & Leakage			
Check Condition & Security of All Air Lines			
Check All Valves & Relays for Mountings & Leakage			
Check All Slack Adjusters			
Check "S" Cam Bushings			
Check Drums & Linings for cracks			
Check Compressor Oil			
Check Compressor Air Filter			
<b>PUMP:</b>			
Check Level of Primer Pump Reserve			
Check Pump Packing for Proper Adjustment			
Check for Unusual Noises			

**COMMENTS:**

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**APPENDIX C**



**Non-Routine Repairs**  
Form 710.14

**DATE** \_\_\_\_\_

**APPARATUS NO.** \_\_\_\_\_ **MILEAGE** \_\_\_\_\_

**MECHANIC** \_\_\_\_\_

**W/O NO** \_\_\_\_\_

Electrical repairs that exceed 2 hour on factory or previously installed components.
Electrical work for the purpose of up-fitting.
Component installation for the purpose of up-fitting.
Transportation of a unit needing repairs that are out sourced.
HVAC repairs that exceed 2 hrs.
Fabricating and Welding
Brake shoes, drums, slack adjusters, cans, S-cams, seals, bearings, valves repairs
Cooling system repairs that exceed 2 hours, Radiators, coolers, water pumps, thermostats
Pumps, valves, actuators, primmer valves, primmer pumps, foam systems & CAFS repairs
Drive train repairs.

**APPENDIX D****EJFR FLEET LIST**

<b>LICENSE PLATE</b>	<b>DESCRIPTION</b>
C9379C	2004 E-One Aerial Ladder Truck
81837C	1988 Sutphen Pumper E 13
59600C	2000 Pierce Saber Engine E 152
54070C	2000 Ford Pumper E 12
A2231C	2012 Crimson Engine Pumper E 11
A2232C	2012 Crimson Engine Pumper E 16
A4877C	2013 Spartan Engine Pumper E 15
67765C	FRHT Fire pump - Straight truck (PL)
67764C	FRHT Fire pump - Straight truck (PL)
95090C	SPART Firetrk Fire Truck (PL)
A3276C	1993 International 2500G Tender
24707C	1992 White/E-One 2500g Tender T 11
C1575D	1993 Simon Fire Tank
C1728C	1997 Brush Truck Ford F350
96396C	2008 Ford Brush Truck B11
96395C	2005 Ford Brush Truck B15
D5371C	North Star Ambulance on a 2022 Ford F350 Chassis
C0595C	2017 Ford F-450 4x4 Ambulance
C0596C	2017 Ford F-450 4x4 Ambulance
B7225C	2017 Ford E-450 Ambulance M11
B7224C	2017 Ford E-450 Ambulance A16
A6760C	2014 Ford E-450 Ambulance M16
D1805C	2022 Ford E-450 Ambulance
99239C	2010 Ford E-450 Ambulance A15

A5422C	2000 Ford E-450 Ambulance Reserve
91119C	Ford Econoline Cutaway (PL) Ambulance
C5736C	REVG 603-1 Ambulance Truck (PL) Ambulance
B3146C	INTL TERRASTAR Straight Truck (PL) Ambulance
A5428C	1997 Freightliner Air Support Air 11
24710C	1993 Dodge 2500 Truck Utility 15
D2786C	2022 Chevrolet Silverado 1500 LTD 4x4 Crew Cab

LICENSE PLATE	DESCRIPTION
D0372C	2022 Chevrolet Silverado 1500 LTD 4x4 Crew Cab
D0373C	2022 Chevrolet Silverado 1500 LTD 4x4 Crew Cab
97613C	1999 Chevy Suburban Utility 11
88602C	2001 Ford Excursion Utility 16
82166C	2004 Ford F-250 Truck 102
97611C	2007 Jeep Laredo PIO / 105
C6495C	2019 Ram 25000 Pickup truck (Tracer)
C6494C	2019 Ram 25000 Pickup truck (Brummel)
C1224D	2021 Chev Silverado 1500 Pickup Truck
C1261D	2021 Chev Silverado 1500 Pickup Truck
97612C	2007 Ford Expedition 103
91112C	Ford F700 Straight Truck (PL) -Brush
91117C	Ford Expedition Sport Utility (PL)
85255C	Chev Tahoe Sport Utility (PL)
72034C	2004 Ford F-250 Investigation
C9127C	20196 Chevy 3500 HD Rescue 7

## **APPENDIX E**

### **NKF&R MECHANIC CALLOUT LIST**

- Primary
  - Aaron Sutherland
  - (360) 340-6069
  
- Secondary
  - Kevin Matthes
  - (360) 774-6049
  
- Tertiary
  - Shawn Hampton
  - (360) 550-3085

**Note: If NKF&R mechanics cannot be reached by phone, Battalion 81 can be called at (360) 340-2626 to aid in addressing the need for a mechanic.**



# EAST JEFFERSON FIRE RESCUE

## JOB DESCRIPTION

Number: 000X

Executive Assistant/District Secretary

### SECTION 1.0 PURPOSE

To establish a job description for the position of Executive Assistant/District Secretary.

### SECTION 2.0 SCOPE

The East Jefferson Fire Rescue Executive Assistant/District Secretary shall support the executive chiefs of the District and collaborate with other members of the executive team, while performing essential administrative functions. Responsibilities include serving as the confidential assistant to the Fire Chief and/or designees with responsibilities that include analysis, research, reports and data collection pertaining to the formation of policy, negotiations and administration of collective bargaining agreements, personnel matters and HIPAA protected information.

*To that end, the employee, within the regular course of his/her job duties, shall assist the Fire Chief (and his/her designees) in a confidential capacity within their policy responsibilities – to include the formation of labor relations policy, negotiation of collective bargaining agreements, administration of collective bargaining agreements, and personnel matters. As part of these duties, the employee shall have authorized access to confidential information relating to all of the foregoing topics.*

As a member of the executive leadership team this position shall contribute professional and technical knowledge to the discussion and development of complex issues, identifying needs and opportunities for improving administrative services, business workflow, public engagement, finances, offering recommendations for change. The person occupying this position is also the Secretary to the Board of Commissioners (District Secretary) and therefore a public official per RCW 52.14.090. Duties shall be performed in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners.

This position shall work closely with other office administrators, and will be cross-trained on alternate duties.

### SECTION 3.0 TYPICAL DUTIES

#### 3.1 Secretary to the Board of Commissioners

- a. **Board Meetings:** As District Secretary to the Board of Commissioners, attendance at all meetings of the Board is expected along with recording of the minutes of each meeting. In cooperation with the Board of Commissioners and the Fire Chief, the Executive Assistant/District Secretary shall be designated as the District's records officer preparing and maintaining official District records and proceedings. The Executive Assistant/District Secretary shall prepare and distribute an agenda for each meeting of the Board of Commissioners. The Executive Assistant shall receive and process incoming District correspondence and prepare and process outgoing District correspondence as directed by the Board of Commissioners and Fire Chief.
- b. **Priority of Services:** The Executive Assistant/District Secretary's primary requirement is to complete all services and functions required by statute and by the Board of Commissioners;

provided that the Board of Commissioners' requirements shall include only those requirements established by Board action and not the request of an individual Commissioner acting without Board approval. The Executive Assistant/District Secretary's secondary requirement is to complete all services and functions directed by the Fire Chief, provided the Chief is acting under the policies established by the Board of Commissioners. In the event that a dispute or uncertainty shall arise relating to the primary responsibilities of the Executive Assistant in regards to any specific job function or issue, the primary responsibility shall be to the Board of Commissioners until otherwise determined by the Board of Commissioners. If normal working time is available, the Executive Assistant/District Secretary shall provide job related services as may be requested by an individual Commissioner of the District.

- 3.2 Executive Assistant to the Fire Chief.** As Executive Assistant to the Fire Chief, the Executive Assistant shall perform advanced professional and supervisory work overseeing the business and administrative financial operations of the District and assisting the Chief in long-range business and strategic financial planning. Such duties may include assisting the Chief in preparation of annual reports, budgets and presentations to the Board of Commissioners, assisting with preparation of various correspondences, providing periodic updates, special projects, systemic information, and assisting with development of policies and SOGs.
- 3.3 Public Records Officer.** The Executive Assistant/District Secretary shall be designated as the District's records retention officer and shall perform the following duties:
- a. Provide for the retention, protection and preservation of District records.
  - b. Receive and process all requests for inspection of District records and for the copying of District records pursuant to RCW 42.56.580.
  - c. Maintain copies of all receipts for State audits.
- 3.4 Volunteer Relief and Pension Board.** The Executive Assistant/District Secretary shall serve as a member and the Executive Assistant-Treasurer of the District Volunteer Firefighter's Relief and Pension Board and perform the following duties in collaboration with the District's CFO:
- a. Prepare and maintain a record of the proceedings of the Board and of the receipts and disbursements. (RCW 41.24.070)
  - b. Prepare, audit and sign Board vouchers. (RCW 41.24.080).
  - c. Complete Annual Roster, monitor and provide State offices with all changes.
  - d. Oversee all injury claims to include mailing notification, approval by Local Board, completing invoices to State Board for provider services, and mailing State payment to service providers.
  - e. Assist local members with retirement process to include state required forms and approval by Local Board.
  - f. Ensure processing of stipend and incentive payments for volunteers.
- 3.5 Claims Agent.** The Executive Assistant/District Secretary shall serve as the Claims Agent of the District.
- 3.6 Audit Assistance.** In the absence of the Auditing Officer the District Secretary may audit and sign for any financial related transactions.

## **SECTION 4.0 QUALIFICATIONS**

- 4.1** Graduation from high school or GED equivalent is required.
- 4.2** Possession of an Associate's Degree in a related field is required; Bachelor's Degree is highly desired.

- 4.3 Possess well-developed interpersonal skills to establish and maintain productive working relationships with coworkers and the public.
- 4.4 Shall maintain effective and courteous working relationships with all personnel, partner agencies, professional consultants, and the general public.
- 4.5 Proficient in the use of the English language, to include grammar, spelling and punctuation.
- 4.6 Applies strong oral and written communication, time management and organizational skills sufficient to understand technical instructions and to work independently, drafting correspondence and other documents as directed.
- 4.7 Demonstrates a high degree of emotional intelligence and can adapt to various communication styles.
- 4.8 Considerable knowledge of computers and skill in their use including spreadsheets, word processing, etc. Capable of using assigned computerized equipment in completing required reports and other activities.
- 4.9 Knowledge of accounting principles with desired experience working with Budgeting, Accounting and Reporting Systems (BARS).
- 4.10 Considerable knowledge of payroll principles including required federal and state reporting.
- 4.11 Knowledge of applicable ethics laws and rules.
- 4.12 Must be able to attend regular and special meetings and conferences as directed by the Board of Commissioners, often on nights and/or weekends.
- 4.13 Must possess and maintain a valid Washington State driver's license.
- 4.14 Must be 18 years of age.
- 4.15 Must have proof of eligibility for employment in the United States.
- 4.16 Must pass a criminal background check.
- 4.17 Must be in sufficient good health and physical condition to fully perform the requirements of this position with or without reasonable accommodations.
- 4.18 Must have a minimum of five years' experience in a similar position, or possess an equivalent combination of education and experience as determined by the Board of Commissioners.
- 4.19 Support other divisions/departments of the District as needed, i.e. fire prevention, recruitment, finance, etc.

## **SECTION 5.0 ADDITIONAL DUTIES**

### **5.1 Communication**

- a. Answer phones and assist public
- b. Receive all subpoenas, copy related reports and notify personnel.
- c. Edit correspondence, policies, procedures and other outgoing mail.

**5.2 Supplementary/Ancillary Duties**

- a. Assist Finance in related duties, analysis, inventory tracking and reports.
- b. Support other administrative staff as needed, i.e. Human Resources, Public Education, etc.
- c. Contract review and development.

**5.3** For Special Meetings complete Public Meeting Notices to be sent to Commissioners, press, and post on web site.

**WORKING CONDITIONS**

The work is primarily performed in a professional office setting. While performing the functions of this job, the employee is frequently required to sit at a desk, work on a computer and answer telephones. The employee must be able to stand, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required of this job include close vision and the ability to adjust focus. The position is subject to exposure to high stress situations or environments, including contact with the public. The noise level in the work environment is generally quiet; however, the office space is subject to public interaction, 911 dispatch traffic and alert tones.

The statements contain herein reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

EFFECTIVE DATE: TBD	REPLACES: N/A
FIRE CHIEF:	



# EAST JEFFERSON FIRE RESCUE

## JOB DESCRIPTION

Number: 000X

Finance Director

### SECTION 1.0 PURPOSE

Establish a job description for the position of Finance Director

### SECTION 2.0 SCOPE

The East Jefferson Fire Rescue Finance Director shall manage and oversee essential fiscal functions of the District and collaborate with other members of the executive team, while performing the duties as the Chief Financial Officer (CFO) of the District. Primary duties are fiscal in nature to include financial management, auditing, reporting, forecasting, investing, accounting, budgeting as well as ensuring the fiscal health of the District.

*To that end, the employee, within the regular course of his/her job duties, shall assist the Fire Chief (and his/her designees) in a confidential capacity within their policy responsibilities – to include the formation of labor relations policy, negotiation of collective bargaining agreements, administration of collective bargaining agreements, and personnel matters. As part of these duties, the employee shall have authorized access to confidential information relating to all of the foregoing topics.*

As a member of the executive leadership team, this position shall contribute professional and technical knowledge to the discussion and development of complex issues, identifying needs and opportunities for improving administrative fiscal services, business workflow, finances and offer recommendations for change. Duties are performed in a manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners and therefore a public official.

This position shall work closely with other office administrators and will be cross-trained on alternate duties.

### SECTION 3.0 TYPICAL DUTIES

**3.1 Finance Director** The Finance Director shall perform advanced professional and supervisory work overseeing the District's financial operations and long-range business and strategic financial planning. As directed by the Fire Chief, duties include preparation of annual budgets and presentations to the Board of Commissioners, assisting with various correspondences, providing periodic budget updates, payroll - accounting information and assisting with development of fiscal policies and SOGs.

- a. Primary Duties:** The Finance Director shall attend all meetings of the Board. In cooperation with the Board of Commissioners and the Fire Chief of the District, the Finance Director shall prepare, certify and file the annual District budget and tax levy in accordance with the applicable statutory provisions and regulations. By direct action or delegation, the Finance Director shall prepare and assign the processing of District vouchers, audit and sign for any financial related transactions. The Finance Director shall review the monthly report received from the Office of the County Treasurer and prepare a monthly District financial statement for submission to the Board of Commissioners. The Finance Director shall perform fiduciary duties acting as the Chief

Financial Officer of the District, developing financial forecasts and investment/bond recommendations to the BOC.

- b. Priority of Services:** The District Finance Director's primary requirement is to complete all services and functions required by statute and by the Board of Commissioners; provided that the Board of Commissioners' requirements shall include only those requirements established by Board action and not the request of an individual Commissioner acting without Board approval. The District Finance Director's secondary requirement is to complete all services and functions directed by the Fire Chief of the District, provided the Chief is acting under the policies established by the Board of Commissioners. If normal working time is available, the Finance Director shall provide such job related services as may be requested by an individual Commissioner of the District.

**3.2 Auditing Officer** The District Finance Director shall be the District's auditing officer and shall perform the duties and functions required or authorized by chapter 42.24 RCW, which shall include the following:

- a. Audit all contractual claims presented against the District for materials furnished and services supplied to the District. Prepare proper voucher forms for each claim and present such claims to the Board of Commissioners for review and approval. The claims presented to the Board of Commissioners shall be authenticated and certified by the auditing officer. (42.24.080 RCW)
- b. Audit all claims for reimbursement of expenditures submitted by District officers and employees. (42.24.090 RCW)
- c. Prepare, audit and sign Board vouchers. (RCW 41.24.080).
- d. Maintain copies of all receipts for State audits.
- e. Audit payroll.
- f. Audit insurance payments and annual salary scale
- g. Audit EMS weekly spreadsheet tracking number of calls, levels of service, hospital requests, destination, times and charges.
- h. Complete Annual Report to the State Auditor.
- i. Audit L&I Claims.

**3.3 Investment Officer.** The Finance Director, along with the Chairman of the Board of Commissioners, shall serve as District investment officer pursuant to Resolution No. 003-06 approved Feb. 16, 2006.

**3.4 Volunteer Relief and Pension Board.** The Finance Director shall serve as the Finance Director-Treasurer of the District Volunteer Firefighter's Relief and Pension Board and perform the following duties in collaboration with the District's Executive Assistant:

- a. Prepare and maintain a record of the proceedings of the Board and of the receipts and disbursements. (RCW 41.24.070)
- b. Prepare, audit and sign Board vouchers. (RCW 41.24.080).
- c. Complete Annual Roster, monitor and provide State offices with all changes.
- d. Oversee all injury claims to include mailing notification, approval by Local Board, completing invoices to State Board for provider services, and mailing State payment to service providers.
- e. Assist local members with retirement process to include state required forms and approval by Local Board.
- f. Ensure processing of stipend and incentive payments for volunteers.

## **SECTION 4.0 QUALIFICATIONS**

**4.1** Graduation from high school or GED equivalent is required.

- 4.2** Possession of an Associate's Degree in finance, accounting or related field is required; Bachelor's Degree or Certified Public Accountant certificate is highly desired.
- 4.3** Possess well-developed interpersonal skills to establish and maintain productive working relationships with coworkers and the public.
- 4.4** Shall maintain effective and courteous working relationships with all personnel, partner agencies, professional consultants, and the general public.
- 4.5** Proficient in the use of the English language, to include grammar, spelling and punctuation.
- 4.6** Applies strong oral and written communication, time management and organizational skills sufficient to understand technical instructions and to work independently, drafting correspondence and other documents as directed.
- 4.7** Demonstrates a high degree of emotional intelligence and can adapt to various communication styles.
- 4.8** Considerable knowledge of computers and skill in their use including spreadsheets, word processing, etc. Capable of using assigned computerized equipment in completing required reports and other activities.
- 4.9** Considerable knowledge of the concepts and details involved in the use of financial/accounting software and user-interface with Budgeting, Accounting and Reporting Systems (BARS) experience.
- 4.10** Considerable knowledge of payroll principles including required federal and state reporting.
- 4.11** Knowledge of applicable ethics laws and rules.
- 4.12** Must be able to attend regular and special meetings and conferences as directed by the Board of Commissioners, often on nights and/or weekends.
- 4.13** Must possess and maintain a valid Washington State driver's license.
- 4.14** Must be 18 years of age.
- 4.15** Must have proof of eligibility for employment in the United States.
- 4.16** Must pass a criminal background and credit check.
- 4.17** Must have no felony convictions and no convictions involving moral turpitude.
- 4.18** Must be legally eligible to work in the United States and provide proof of same as required by law.
- 4.19** Must be in sufficient good health and physical condition to fully perform the requirements of this position with or without reasonable accommodations.
- 4.20** Must have a minimum of five years' experience in a similar position, or possess an equivalent combination of education and experience as determined by the Board of Commissioners.
- 4.21** Support other divisions/departments of the District as needed, i.e. fire prevention, recruitment, community engagement, etc.

## **SECTION 5.0 ADDITIONAL DUTIES**

### **5.1 Communication**

- a. Answer phones and assist the public
- b. Utilize the District's email and other systems. Familiarity with related software, Microsoft Suite products (Word, Excel, & Outlook), and industry specific records management system(s.)
- c. Edit correspondence, policies, procedures and other documents.

### **5.2 Finance**

- a. Prepare specialized billing for services to other government or private agencies/businesses.
- b. Receipt all revenues and complete deposit records.
- c. Post all receipts to monthly reports and accounting system.
- d. If needed make necessary recommendations and prepare resolutions for supplemental budgets.
- e. Ensure electronic funds transfers for payment of Federal Income Tax, Social Security and Medicare taxes are completed.
- f. Approve Warrant Register and complete corresponding Cash Transfer requests.
- g. Manage service billing (EMS billing) updating specialized financial reports for analysis.
- h. Complete invoicing, monitor and record payments.
- i. Prepare and submit other various billings and performance reports.
- j. Ensure quarterly reports including; 941 Employer's Quarterly Federal Tax Return form, Labor & Industries report, Employment Security Department report, Paid family Medical Leave and WA Cares are completed.
- k. Complete Financial Section of Annual Report to the Board.
- l. Manage and develop budget workbooks.
- m. Review and process all Form W-2s, 1099's and other related documents.
- n. Complete required reporting associated with Long Term debt.
- o. Execute and monitor Ground Emergency Medical Transportation (GEMT) program.
- p. Manage Medicare and other healthcare insurance provider enrollment and update criteria along with Systems Design.
- q. Manage commercial insurance for claims, renewal and asset coverage.
- r. Manage interlocal agreements and contracts, producing analysis as needed.
- s. Manage grants, revenue, expenditures for CARES, Mobile Integrated Healthcare, etc.
- t. Monitor labor agreements for any changes affecting payroll.
- u.
- v. Develop informative financial materials and present to the Board and other groups as needed.

### **5.3 Supplementary Duties**

- a. Monitor/Asset inventory tracking/reporting.
- b. Support other administrative staff as needed, i.e. Human Resources, Public Education, etc.
- c. Contract review and development.

## **WORKING CONDITIONS**

The work is primarily performed in a professional office setting. While performing the functions of this job, the employee is frequently required to sit at a desk, work on a computer and answer telephones. The employee must be able to stand, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required of this job include close vision and the ability to adjust focus. The position is subject to exposure to high stress situations or environments, including contact with the public. The noise level in the work environment is generally quiet; however, the office space is subject to public interaction, 911 dispatch traffic and alert tones.

The statements contain herein reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

EFFECTIVE DATE:	REPLACES: Replaces JD0009 Finance Manager/District Secretary
FIRE CHIEF:	



# EAST JEFFERSON FIRE RESCUE

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

January 26, 2024

Terri Ysseldyke-All  
743 Bywater Way N  
Port Ludlow WA 98365

RE: Contract Extension

Terri:

Thank you for notifying the District of your plans to retire as of September 30, 2024. Your current Employment Agreement will end July 30<sup>th</sup>, 2024. Based on your planned retirement date, EJFR would like to extend your Employment Agreement to September 30, 2024 with the amendments set forth below. The remainder of the terms of your Employment Agreement will remain the same.

The current language of all of Section 2 shall be replaced with the following:

“This Employment Agreement will automatically expire without further action on September 30, 2024 - unless terminated at an earlier date pursuant to the terms of Section 11 of this Agreement”.

If the foregoing amendment to your Employment Agreement is acceptable, please sign in the space indicated below.

\_\_\_\_\_  
Terri Ysseldyke-All

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
*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*