



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

April 16, 2024

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

PLEDGE OF ALLEGIANCE

1. **Agenda Changes**

2. **Consent Agenda**

A. Approve Minutes from the March 19, 2024 Regular Board meeting and March 27, 2024 Special Meeting TAB 2A

B. Financial Reports TAB 2B

Vouchers

1. Approve General Fire expenditure warrants dated March 12, 2024, March 27, 2024 and March 28, 2024, totaling **\$246,079.13**
2. Approve EMS expenditure warrants dated March 27, 2024 and March 28, 2024, totaling **\$5,227.07**
3. Approve payroll expenditure warrants dated March 19, 2024 and April 4, 2024, totaling **\$749,031.94**

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

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

5. **Presentations** –

Presentation from JC Fire Chief's

6. **Announcements and Acknowledgements**

Erin Murray – Announcement

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 Manager
Executive Asst./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 – *Did not meet*
- E. Apparatus Committee –

9. JeffCom Report –

TAB 9

10. Local 2032 Report

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

12. Old Business

- A. Strategic Plan – Implementation Tool (*Informational*)
- B. CWPP Update (*Informational*)
- C. Finance Director Recruitment (*update*)
- D. Facilities Tech (*update*)
- E. Lease for Administration Building
- F. City of PT/EJFR First Amendment to Annexation Agreement

TAB 12A

TAB 12F

13. New Business

- A. Policy/SOG Updates –
 - 1. DP – Add Sourcewell to Purchasing Policy 6006
- B. DP Fire Hose Purchase
- C. Resolution 24-08 – Sole Source/Special Market Conditions
- D. AFG and SAFER Grant Updates
- E. Emergency Facility Repairs

TAB 13A

TAB 13B

TAB 13C

14. Upcoming Topics/Events

TAB 14

- Professional Development SOG (FF2, FO, etc.)
- Annual Report
- 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



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM MARCH 19, 2024**

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 3:00 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, Steve Craig and Ed Davis.

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

1. AGENDA CHANGES – New Business item F Facilities Tech was removed. New Business item H Commissioner Carmody Absence was added.

2. CONSENT AGENDA

Vouchers

1. Approve General Fire expenditure warrants dated February 21, 2024, March 5, 2024 and March 6, 2024 totaling, **\$220,842.27**
2. Approve EMS expenditure warrants dated February 21, 2024, March 5, 2024 and March 6, 2024, totaling **\$20,408.15**
3. Approve payroll expenditure warrants dated February 16, 2024, March 4, 2024 and March 5, 2024 totaling, **\$727,264.19**

Informational:

The transfers from cash to investment for the capital funds last month were modified by the Treasurer. Our transfers included the interest earned for the month of February. The Treasurer automatically transferred the interest (again) from cash to investment resulting in our cash amount going negative. This was corrected and the outcome is that all cash amounts for both funds are in investment.

MOTION: Masci moved to approve the consent agenda as presented. Craig seconded the motion which carried unanimously.

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS – None.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – None.

7. STAFF REPORTS

Chief Black

Black noted a chart showing the amount of OT so far this year. He acknowledged the bulk of OT is going to paramedics which is why we would like to send 3 people to medic school.

March 19, 2024

Masci suggested a regular article in the PT Leader showing EJFR issues may be beneficial. Black noted this may be a function of the Community Risk Reduction committee

AC Brummel

Brummel reported the AFG Grant has been submitted and he is now working on the SAFER Grant. Robert Wittenberg is working on the FEMA Fire Prevention & Safety Grant.

AC Tracer

Monthly report included in meeting packets. Tracer noted the facilities has had a very busy month. The erosion issue at Station 7 was a topic at the Port Ludlow Drainage District meeting. Our engineer Zenovic reviewed the area and sent a letter with their recommendations for correction. The PLDD is receptive to the recommendations and will be looking at making corrections when the weather dries up.

EJFR and the City are working diligently on the ILA for our services.

All other reports are included in the meeting packets.

8. COMMITTEE/WORKGROUP REPORTS

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

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

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

D. Community Risk Reduction Group – No report, did not meet.

9. JeffCom Report – Included in board packet. They are going to bid for new consoles and back up operations is still an issue. They are wrapping up their strategic plan.

10. LOCAL 2032 REPORT – No Report.

11. PUBLIC COMMENT - Agenda items only

No comments received.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Included in meeting packets. Black noted that Initiative 4 is getting a lot of positive momentum. Lt. Gregory is working hard to plan the upcoming Healthforce physicals and FF. Kinney did a great job with the Ready Rebound Vitality planning and scheduling. Nearly all members participated in the vitality screening.

B. CWPP Update

Black stated Jefferson County has paid money to continue this process. Currently they are reviewing the draft evacuation plan and adding comments. The plan will be open for public comment in a couple weeks. There will be a social media blast sent out when it is open for comments. The map while a little smaller is still included in the plan.

C. Finance Director/Executive Assistant Job Descriptions

The Executive Assistant job description is completed and the Finance Director's is still in draft until the Investment officer resolution is voted on later in the meeting. Both job descriptions have been reviewed and vetted by legal and the administrative team. Ysseldyke-All and Cray both feel the job

description outline the actual duties and there is built in redundancy to help with the continuity of operations.

D. Finance Director Recruitment

Just received a draft announcement today. Several staff were interviewed to get a feel for preferred skills etc. Once the recruitment is launched it will run for 4-6 weeks and the goal is to have them start in July. The current focus will be regionally and we have already received some local interest.

E. ALS Deployment Model

Brummel stated the purpose of the change in deployment model is to reduce fatigue and wear/tear on the apparatus. I will balance ALS responses within the community. All stakeholders are aware of the changes. JeffCom noted the change is small on their end, just some run card changes. Our BC's still have the discretion to augment dispatch as needed. CPR and Stemi have separate tones and will always have 2 paramedics toned. Brummel added that we would like to go live with this immediately. Any outcomes and conclusions will occur during after action assessments. Feedback will be provided after about 3 months.

13. NEW BUSINESS

A. Policy/SOG Updates

None this month.

B. SAO Audit Cycle

Ysseldyke-All stated that the Bond agency had requested annual audits. Typically, we have had 2 year audits with the most recent audit occurring 3 years apart. The Auditor was open to our opinion, and both Ysseldyke-All and Cray feel that 2 year audit cycles work best. We are due for an audit in the fall and Cray is being looped in for that.

C. Lease for Administration Building

Our current lease is up this year. We have received a new lease that includes a monthly increase and also a few items that need to be added. Ysseldyke-All will add and send back to the landlord. We did look around for other options that may offer us more room, as we are near capacity now. There is nothing available with that is the size we need or with an equitable price per square foot.

D. Resolution 24-06 Investment Officers

The Board was presented an updated resolution for the District's Investment Officers. **MOTION:** Masci moved to approve Resolution 24-06 as presented. Davis seconded the motion which carried unanimously.

E. Resolution 24-07 Surplus PPE

The Board was presented with a resolution and list of items for surplus. The items were all past their usable life and had no value to the District. **MOTION:** Masci moved to approve Resolution 24-07 Surplus PPE. Craig seconded the motion which passed unanimously.

F. Removed from Agenda

G. Apparatus Committee

The committee has met several times and visited True North to drive and view fire engines. NKFR mechanic Aaron Sutherland has joined the committee meetings as well. We have learned that our

original estimate for purchasing fire engines may be a little low. Staff presented 3 different financing scenarios as well as different options of how to finance these vehicles. Staff recommended the Local Loan program to finance the apparatus, as they had the best interest rates and would cost the District the least over 10 years. Staff also recommended to purchase the staff vehicles outright this year to save interest and keep the original financing amount to allow more money to be put spent on apparatus.

Due to the length of time for apparatus to be ordered and built, the budgeted \$380,000 for financing payments in the 2024 budget would not be spent. These funds would be used to purchase the staff vehicles and begin to purchase equipment to fully outfit the apparatus. **MOTION:** Masci moved to use the Local Loan program and approve adjusted financing scenario #3, purchasing the staff vehicles in 2024 and begin purchasing equipment. Craig seconded the motion which carried unanimously. Black thanked Cray, Fletcher and Ysseldyke-All for the hours that have been put into this project.

H. Excuse Carmody Absence

MOTION: Seabrook moved to excuse Carmody's absence. Masci seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

We held a PM testing process and had 4 phenomenal candidates. Staff noted the urgency to capitalize on this opportunity. Our PM workforce is working a large amount of overtime and staff strongly encourages the Board to allocate funds to hire them. The Board would like to have a cost benefit analysis and a special meeting next week.

Stinson thanked Friends of EJFR for the offer of paying for meals during department training.

Clemens thanked the crews for the professionalism of our people during recent CPR calls and noted that is why people vote yes when we ask for money.

ADJOURNMENT

Stinson adjourned the meeting at 5:29 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

March 19, 2024



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

**BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES FROM MARCH 27, 2024**

CALL TO ORDER

Chairman Deborah Stinson called the meeting to order at 3:00 PM at St 6 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Admin Staff: Fire Chief Bret Black, Deputy Chief Brummel, BC MacDonald, MSO Ridgway HR/Business Manager Stewart. Finance Manager Ysseldyke-All and District Secretary Cray.

A. Paramedic Hiring Discussion

Black noted BC MacDonald and Cray put together a good overview of the current overtime (OT) situation. We are fully staffed with 56 full time employees (FTE’s). However, only 10 of those employees are paramedics (PM’s). The known OT for the rest of 2024 is 9600 hours, which equates to an extra 960 hours of OT per PM if spread equally. This is a lot to ask of our people, who risk burnout. The forecasted cost of OT for our people to work the projected OT hours is an estimated \$100,000.00 more than it would cost us to hire 3 new PM’s and allow them to take some of the burden off of our current people.

A recent eligibility list of 4 good candidates has prompted us move quickly. MSO Ridgway added that this is the best set of candidates we have had. Other departments are offering hiring bonuses and it’s proven to be difficult for us to get qualified candidates so this has become a time sensitive decision. We are still pursuing sending 3 of our current firefighter EMT’s to PM school in the fall. They would not be able to work in the field for at least 18 months. Stinson noted we should strike while the iron is hot. MacDonald spoke on behalf of Local 2032 and they are in support of hiring 3 PM’s.

We are still submitting a SAFER grant for 6 firefighters. We will need more BLS units to keep our PM’s in service. **MOTION:** Clemens moved to authorize the Chief to hire 3 new PM’s with an anticipated start date of June 1st, 2024. Seabrook seconded the motion which carried unanimously.

B. Fire Prevention/Community Risk Reduction Program

Black gave a short presentation on our Community Risk Reduction Program (CRR). To date, we have installed over 100 smoke alarms in our community, we have a thriving sidewalk CPR program, and conduct numerous fire extinguisher trainings throughout the year, among other activities. Our strategic plan outlines four initiatives for our community risk assessment. This proposal focuses on Initiative 3: providing additional services to increase community health and well-being. Black stated that a CRR Manager would help to identify and prioritize target areas to reduce impacts to our community.

With the recent notice of retirement from our Assistant Chief, we have an opportunity to hire a CRR Manager who would cover many of the roles that the Assistant Chief filled and allow for our part-time Administrative Assistant to move to a full time position, without exceeding our current budget. Black added that he would like to have an internal recruitment for this position and we have a highly qualified person who is interested.

The Board discussed agreements that are currently in negotiations with the City and County for fire

March 27, 2024

district related duties and the opportunity to re-set these agreements. They also discussed the transition of many tasks so all duties previously held by the Assistant Chief are being covered.

Local 2032 Vice President, Alex Morris expressed the unions support and appreciation for both agenda items discussed. **MOTION:** Craig moved to authorize the Chief to utilize the vacant assistant chief position and convert that into a full time CRR Manager and add .5 time to the administrative assistant bringing that to a full time position. Clemens seconded the motion which carried unanimously.

ADJOURNMENT

Stinson stating no further business adjourned the meeting at 3:58p.m.

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chair

Absent
Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Glenn Clemens, Commissioner

Gene Carmody, Commissioner

Ed Davis, Commissioner

ATTEST:

Tanya Cray, District Secretary

March 27, 2024

TREASURER'S REPORT

Fund Totals

Jefferson Co FPD No. 1

03/01/2024 To: 03/31/2024

Time: 11:45:19 Date: 04/04/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	2,311,913.65	631,887.69	681,132.92	2,262,668.42	80,817.73	33,751.05	0.00	2,377,237.20
003 FIRE CAPITAL FUND 656001042	778,175.91	3,523.28		781,699.19	0.00	0.00	0.00	781,699.19
004 EMS CAPITAL FUND 657001110	517,494.24	2,326.27		519,820.51	0.00	0.00	0.00	519,820.51
101 EMS Fund #657001100	2,020,031.08	471,300.90	418,901.55	2,072,430.43	13,931.02	417.31	0.00	2,086,778.76
	5,627,614.88	1,109,038.14	1,100,034.47	5,636,618.55	94,748.75	34,168.36	0.00	5,765,535.66

TREASURER'S REPORT

Account Totals

Jefferson Co FPD No. 1

Time: 11:45:19 Date: 04/04/2024

03/01/2024 To: 03/31/2024

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 County Checking	5,560,841.06	1,109,038.14	1,100,034.47	5,569,844.73	0.00	128,917.11	5,698,761.84
10 1st Security Payroll	66,773.82	788,159.22	788,159.22	66,773.82	0.00	0.00	66,773.82
Total Cash:	5,627,614.88	1,897,197.36	1,888,193.69	5,636,618.55	0.00	128,917.11	5,765,535.66
	5,627,614.88	1,897,197.36	1,888,193.69	5,636,618.55	0.00	128,917.11	5,765,535.66

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:50:35 Date: 04/04/2024

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	March	YTD	Remaining	
300 Revenue	10,721,100.00	631,887.69	1,330,974.26	9,390,125.74	12.4%
330	373,160.00	0.00	0.00	373,160.00	0.0%
390	0.00	0.00	5,908.63	(5,908.63)	0.0%
Fund Revenues:	11,094,260.00	631,887.69	1,336,882.89	9,757,377.11	12.1%
Expenditures	Amt Budgeted	March	YTD	Remaining	
000	265,035.00	11,453.85	26,270.22	238,764.78	9.9%
210 Administrative	1,854,474.00	150,931.63	384,068.96	1,470,405.04	20.7%
211 Legislative	258,228.00	11,800.38	103,422.54	154,805.46	40.1%
220 Suppression	6,350,846.00	350,065.22	1,226,884.72	5,123,961.28	19.3%
230 Prevention	15,600.00	539.15	2,871.44	12,728.56	18.4%
241 Training Equipment	0.00	0.00	36.21	(36.21)	0.0%
245 Training	93,014.00	18,845.85	21,655.47	71,358.53	23.3%
250 Facilities	420,857.00	63,456.26	152,847.96	268,009.04	36.3%
260 Vehicles & Equipment	418,450.00	69,112.17	97,361.16	321,088.84	23.3%
520 Fire Control	9,676,504.00	676,204.51	2,015,418.68	7,661,085.32	20.8%
590 Debt, Capital & Transfers	1,098,179.00	4,928.41	8,035.23	1,090,143.77	0.7%
Fund Expenditures:	10,774,683.00	681,132.92	2,023,453.91	8,751,229.09	18.8%
Fund Excess/(Deficit):	319,577.00	(49,245.23)	(686,571.02)		

2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 03

Time: 11:50:35 Date: 04/04/2024

Page: 2

Fund	Revenue	March	Received		Expenditures	March	Spent	
001 Fire Fund #656001010	11,094,260.00	631,887.69	1,336,882.89	12.1%	10,774,683.00	681,132.92	2,023,453.91	18.8%
	<u>11,094,260.00</u>	<u>631,887.69</u>	<u>1,336,882.89</u>	<u>12.1%</u>	<u>10,774,683.00</u>	<u>681,132.92</u>	<u>2,023,453.91</u>	<u>18.8%</u>

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:54:04 Date: 04/04/2024

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,711,765.00	607,954.88	2,103,810.12	22.4%
522 20 10 019-0 Overtime (40%)	712,316.00	94,575.46	617,740.54	13.3%
220 Suppression	3,424,081.00	702,530.34	2,721,550.66	20.5%
520 Fire Control	3,424,081.00	702,530.34	2,721,550.66	20.5%
Fund Expenditures:	3,424,081.00	702,530.34	2,721,550.66	20.5%
Fund Excess/(Deficit):	(3,424,081.00)	(702,530.34)		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:54:04 Date: 04/04/2024

Source Codes 000 To: 999

Page: 2

101 EMS Fund #657001100 Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	911,931.23	3,155,716.77	22.4%
522 72 10 019-1 Overtime (60%)	1,125,941.00	141,863.10	984,077.90	12.6%
272 EMS Operations	5,193,589.00	1,053,794.33	4,139,794.67	20.3%
520 Fire Control	5,193,589.00	1,053,794.33	4,139,794.67	20.3%
Fund Expenditures:	5,193,589.00	1,053,794.33	4,139,794.67	20.3%
Fund Excess/(Deficit):	(5,193,589.00)	(1,053,794.33)		

2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 03
Source Codes 000 To: 999

Time: 11:54:04 Date: 04/04/2024

Page: 3

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Fire Fund #656001010	0.00	0.00	0.0%	3,424,081.00	702,530.34	21%
101 EMS Fund #657001100	0.00	0.00	0.0%	5,193,589.00	1,053,794.33	20%
	0.00	0.00	0.0%	8,617,670.00	1,756,324.67	20.4%

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:51:40 Date: 04/04/2024

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	March	YTD	Remaining	
300 Revenue	6,334,175.00	471,300.90	984,477.38	5,349,697.62	15.5%
330	559,740.00	0.00	5,087.10	554,652.90	0.9%
Fund Revenues:	6,893,915.00	471,300.90	989,564.48	5,904,350.52	14.4%
Expenditures	Amt Budgeted	March	YTD	Remaining	
272 EMS Operations	6,556,277.00	416,115.48	1,251,847.10	5,304,429.90	19.1%
274 EMS Training	91,400.00	2,786.07	4,569.57	86,830.43	5.0%
520 Fire Control	6,647,677.00	418,901.55	1,256,416.67	5,391,260.33	18.9%
590 Debt, Capital & Transfers	215,000.00	0.00	0.00	215,000.00	0.0%
Fund Expenditures:	6,862,677.00	418,901.55	1,256,416.67	5,606,260.33	18.3%
Fund Excess/(Deficit):	31,238.00	52,399.35	(266,852.19)		

2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 03

Time: 11:51:40 Date: 04/04/2024

Page: 2

Fund	Revenue	March	Received		Expenditures	March	Spent	
101 EMS Fund #657001100	6,893,915.00	471,300.90	989,564.48	14.4%	6,862,677.00	418,901.55	1,256,416.67	18.3%
	<u>6,893,915.00</u>	<u>471,300.90</u>	<u>989,564.48</u>	<u>14.4%</u>	<u>6,862,677.00</u>	<u>418,901.55</u>	<u>1,256,416.67</u>	<u>18.3%</u>

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:54:36 Date: 04/04/2024

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100 Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	911,931.23	3,155,716.77	22.4%
522 72 10 019-1 Overtime (60%)	1,125,941.00	141,863.10	984,077.90	12.6%
272 EMS Operations	5,193,589.00	1,053,794.33	4,139,794.67	20.3%
520 Fire Control	5,193,589.00	1,053,794.33	4,139,794.67	20.3%
Fund Expenditures:	5,193,589.00	1,053,794.33	4,139,794.67	20.3%
Fund Excess/(Deficit):	(5,193,589.00)	(1,053,794.33)		

2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 03
Source Codes 000 To: 999

Time: 11:54:36 Date: 04/04/2024

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
101 EMS Fund #657001100	0.00	0.00	0.0%	5,193,589.00	1,053,794.33	20%
	0.00	0.00	0.0%	5,193,589.00	1,053,794.33	20.3%

Fw: cookie donations

Tammy Ridgway <tridgway@ejfr.org>

Thu 3/21/2024 11:33 AM

To: Sarah Chapman <schapman@ejfr.org>; Richard Martin <rmartin@ejfr.org>; Chad Holbrook <CHolbrook@ejfr.org>; Wicus McGuffey <wmcguffey@ejfr.org>; Henry Brebberman <hbrebberman@ejfr.org>; Matt Sheehan <msheehan@ejfr.org>; Elijah Le <ele@ejfr.org>; Adin Welander <awelander@ejfr.org>
Cc: Emily Stewart <estewart@ejfr.org>; Tanya Cray <tcray@ejfr.org>; Bret Black <bblack@ejfr.org>

The girl scout troop that you all were part of giving a tour of the firehouse in December will be delivering some cookies as a thank you. I will be sure to get them to all of you!

Thank you again for your help!

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



From: Julie Russell <julierussell56@icloud.com>
Sent: Wednesday, March 20, 2024 5:56 PM
To: Tammy Ridgway <tridgway@ejfr.org>
Subject: cookie donations

Hi Tammy -

I'm the leader of the Girl Scout troop that you and some other fire fighters so kindly hosted a couple of months ago. We have some leftover Girl Scout cookies we would love to donate to you and the crew. Can we set up a very quick visit for at least some of the girls to bring you some cookies? We are thinking of during a regular meeting (Thursdays, 4:00-5:30) or a Saturday or Sunday. Do any of these work for you?

I think our younger girls are going to be asking for a tour someday. They were a little jealous when the older girls returned and told them all about their visit!

Thank you!

Julie
206 949 5436

GROUND RULES FOR COLLECTIVE BARGAINING NEGOTIATIONS

BETWEEN JEFFERSON COUNTY FIRE DISTRICT No. 1

AND

**THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS,
LOCAL NO. 2032**

1. The Parties will bargain in good faith.
2. The Parties will treat each other with respect and dignity. While each Party may strongly advocate for its respective positions, they shall each abstain from personal attacks and insults.
3. Neither Party will interrupt the other Party when speaking.
4. Either Party may request a private caucus with its bargaining team at any time during a negotiation session. The Parties shall agree on the length of the caucus in advance.
5. Ideas discussed during identified “brainstorming” sessions within the negotiations process by either Party shall not be deemed to constitute proposals or offers until formally identified as such by the Party extending the proposal/offer. To that end, each Party shall designate a Chief Negotiator. The Chief Negotiator for each Party shall be the only person authorized to extend formal proposals and counter-proposals. This also means that proposals will not take place away from the bargaining table, except by and through the Chief Negotiators.
6. Any tentative agreement (TA) reached between the Parties means that each Party’s respective bargaining team agrees to recommend the approval of the TA to its respective governing body. In the case of the Union, this means the Union’s bargaining team shall recommend the TA to the Union members. In the case of the Fire District, this means the Fire District’s bargaining team shall recommend the TA to the Fire District’s Board of Commissioners.
7. All TAs shall be reduced to writing, signed, and dated by each Party’s respective Chief Negotiator.
8. TAs may be changed or rescinded by mutual written agreement of the Parties. TAs shall be automatically rescinded in the event that either Party votes down a package that includes a particular TA.

9. The date, time, and location of next bargaining session will be mutually agreed upon at the conclusion of each bargaining session. The duration of each bargaining session will be determined in advance by mutual agreement.
10. Neither Party shall initiate contact with the media, to include social media, until after the Parties have attempted mediation and an impasse has been declared.
11. Mobile telephones shall be muted on vibrate mode during negotiations sessions.
12. Any of the foregoing ground rules may be amended by the mutual written agreement of the Parties.
13. The undersigned representatives certify that they have the authority to represent their respective Parties in the collective bargaining process.

Dated this 26th day of March, 2024

Jefferson County Fire District No. 1

IAFF Local 2032

Bret Black

Bret Black, Fire Chief
Chief Negotiator

Pete Brummel

Pete Brummel
Deputy Chief

Emily Stewart

Emily Stewart
HR Manager

Tanya Cray

Tanya Cray
Dist. Secretary/Exec. Assistant

Caton White

Caton White
Chief Negotiator

Alex Morris

Alex Morris
Lieutenant

Charlie Johnson

Charlie Johnson
FF/PM

Kevin Winn

Kevin Winn
QVFR



EAST JEFFERSON FIRE RESCUE

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

Fire Chief's Monthly Report – March 2024

General Activities

EJFR has instituted the [Vitality Program](#) from Ready Rebound with nearly 100% participation. To our knowledge we are the only Fire District in the region implementing this proactive health and wellness program. Staff has met several times with the Apparatus Design Committee. The representative from Tru-North attended two of the meetings. EJFR has finalized the major design phase for the type 1 engines and is awaiting the specs and quote from the vendor. The FC continues to meet with the City regarding fire prevention services which will evolve into a three party process with City and County officials, developing successor agreements for fire prevention services. Staff also delivered a significant number of public safety events, including: fire extinguisher training, CPR, etc.

At a special meeting, the Board provided direction on two initiatives: reorganize the Fire Prevention Bureau, initiating a Community Risk Manager recruitment; and increasing staffing, hiring additional firefighter/paramedics. Staff has spent significant time on job description development and the meet & confer process for these items and the development of the Facility Technician MOU and job description. EJFR command staff met with a planning group for Airport Day, details pending. The FC attended several public education and wildfire related meetings for upcoming presentations. Staff met with DEM to review VCOM facility use terms; a use agreement is in development.

The FC is the vice chair with the EMS Council and is part of a subcommittee tasked with updating their bylaws. FC met with Kitsap and Mason County EMS Council chairs on the topic. Staff initiated recruitment for the Finance Director position. EJFR and DNR's Community Wildfire Resilience Coordinator – Jennifer Coe, continue to collaborate on future efforts. AFG, AWC (CARES), SAFER and FP&S grants all opened; staff is working to finalize grant submissions. Four well qualified firefighter/paramedic candidates were interviewed for three positions; their conditional job offers were accepted. FC is part of the CWPP advisory group which met to review the final draft, public comment dates TBD. On a related topic the Ladrir evacuation platform was reviewed and updated.

Other Projects

- 2025-2028 Contract negotiations have begun, current topics are ground rules and CBA editing.
- Facilities Committee is on hold due to admin workload.

Meetings/Committees

JeffCo DEM IMT Meeting	BOCC	PT City Manager
PT Police Chief	BHC	JeffCo EMS Council
BHAC (10 th of 1%)	ECHHO	JH CQI meeting
Jeffcom (FC is Board Member)	Mental Health Response meeting	JC REAL Team policy group mtg.
JC Port of PT meeting	JC Manager Meeting	

Miscellaneous

Staff is planning the Fire Station 5 Opening Ceremony with MIF/MIC, April 20th.

Serving the Communities of

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

ALARMS	
Fires	10
Rescue/EMS	327
Service Call	78
Good Intent	42
False Alarm	16
Hazardous Condition	4
Special Incident	1
Total	478
Transports	
911	218
Hospital Requested	1
Total	219
CARES Contacts	
March Contacts	127

Station Statistics	Avg. Response Time by Station	% of Call Volume	Total # of Responses
St 1	0:05:30	23.8%	114
St 2	0:07:47	26.4%	126
St 6	0:08:47	29.5%	141
St 7	0:06:17	14.0%	67
St 8	0:10:58	2.7%	13
St 3	*		
St 4	*		
St 5	*		
St 9	*		
Mutual Aid Given		3.14%	15
*UnStaffed/Volunteer Stations			
**YTD Calls 1404 -6%			
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			

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



EAST JEFFERSON FIRE RESCUE

JOB DESCRIPTION

Number: 0023

Community Risk Manager

SECTION 1.0 PURPOSE

To establish a job description for the position of Community Risk Manager. This is a full-time, exempt position. The Community Risk Manager (CRM) shall exercise a high degree of independent decision making and discretion on matters of significance within their assigned areas of responsibility. The primary duties of this position are directly related to the mission, vision and values of East Jefferson Fire Rescue. The Community Risk Manager shall routinely receive, and exercise, delegated authority from the Fire Chief regarding matters of significance to the District.

SECTION 2.0 SCOPE

The Community Risk Manager shall collaborate with other members of the executive team, while performing essential Community Risk Reduction (CRR) functions. Responsibilities include development of a strategic and integrated program focused on reducing the occurrence and impact of risk to our community. The very nature of a CRR is holistic in nature and focuses on preventing injuries and improving resilience within our community using data and risk assessment processes. The CRM will work in various elements within EJFR and across all elements of the organization. The CRM shall form, implement, and affect policy in their area of expertise. This position is directly involved in the short-term and the long-term planning to support the District's operational objectives, to include making high-level recommendations regarding the operation and management of the District.

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 District services, workflow, public engagement and education, communication, District resilience, public messaging, while offering recommendations for change (to include providing consultation and advice to the District's executive team and partner agencies). The CRM shall carry out major assignments relating to the operation of the District.

In the performance of the job duties of this position, the CRM shall regularly handle confidential information relating to the District.

To perform this job successfully, the employee must be able to consistently perform each essential job duty set forth herein in a satisfactory manner. Consequently, this is a non-Union represented position pursuant to RCW 41.56.030(12).

SECTION 3.0 ESSENTIAL JOB DUTIES

3.1 Manager of Community Risk Reduction

- a. **Position Summary** Develop and implement fire, life safety, and all hazards education using community risk reduction methodology. Translate fire education goals and service objectives into meaningful education programs. Tailor the educational program to meet the community risk reduction goals and strategic plan of the District.

b. Programs may include the following:

- **WUI/Wildland Fire Preparedness** to provide public education on the increasing wildfire risk here in Jefferson County, the requirements and implementation of the new WUI code, and providing home hazards assessments to neighborhood groups and individual homeowners. While some attention will be on new construction, much of the focus will likely be related to creating defensible space for their existing homes.
- **Youth Firesetter Intervention Program** to address youth fire setting risks including screening techniques, education programs, and referral to community resources for additional support.
- **Fire Safety in Schools** to develop recurring education programs in local schools to promote fire safety for elementary students and their families.
- **Senior Fall and Fire Safety** including the current *Remembering When* and the upcoming *Steps for Safety* revision, to reduce risks to seniors. Additionally, providing improved fire safety training for seniors, including kitchen fire safety.
- **Smoke Alarm** programs, including *Sound Off with the Home Fire Safety Patrol*, to increase awareness, installation, and maintenance of smoke alarms, particularly focusing on the needs of the disabled, including deaf and hard of hearing.
- **CPR Courses** in cooperation with community partners and EMS staff to develop and hold community compression-only CPR courses.
- **Fire Extinguisher Training** to manage and promote training for local companies, as well as training for residential and community service groups.
- **Develop** other mission aligned programs as applicable.

- c. The CRM shall comply with the Code of Ethics for Municipal Officers (Ch. 42.23 RCW), all applicable laws/regulations – as well as all District policies, rules, and procedures. The CRM shall perform advanced professional and supervisory work developing the strategic operations of the District as relevant to Community Risk Reduction. 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, Standard Operating Guidelines (“SOGs”), and the like.

3.2 Perform fire/life safety inspections, plan review and fire investigations along with other duties as assigned by the Fire Chief in their discretion.

3.3 Professionally interact with others beyond giving and receiving instructions. This includes the ability to: (a) get along with co-workers and others without exhibiting behavioral extremes; (b) perform work activities requiring instructing, persuading, and/or speaking with others; (c) respond appropriately and professionally to criticism from a supervisor and others; and (d) work in stressful situations from time to time.

3.4 Serve as the District’s Information Officer responsible for developing and implementing strategic outreach and media relations to external audiences through public speaking, live and recorded interviews, and social media management.

3.5 Serve as a member of Budget Committee.

3.6 Serve as the District’s Resilience coordinator, ensuring post-disaster continuity of operations.

- 3.7** Create and foster partnerships with neighboring fire service agencies in Jefferson, Clallam, and Kitsap Counties, as well as public educators and prevention officers around Washington State, Washington Public Fire Educators (WPFE), the Washington State Fire Marshal's Office, Washington State Association of Fire Marshals (WSAFM), and other professional groups.
- 3.8** Evaluate and improve data input, analysis, and reporting for identifying common risks to target education efforts, adapting fire and life safety programs to maintain its relevance.
- 3.9** Participate in State certification programs, attend continuing education, and participate in professional organizations to develop and reinforce the skills needed to provide quality public education programs.
- 3.10** Pursue and manage grants where applicable.

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** Proficiently utilize a wide variety of computer software including, without limitation, Microsoft Word, Outlook Excel, PowerPoint etc. Capable of using assigned computerized equipment in completing required reports and other activities.
- 4.9** Preferred experience in fire/life safety inspections, fire plan review, code enforcement and fire investigations.
- 4.10** Knowledge of applicable ethics laws and rules.
- 4.11** Must be able to attend regular and special meetings and conferences as directed by the Board of Commissioners, often on nights and/or weekends.
- 4.12** Must possess and maintain a valid Washington State driver's license.
- 4.13** Must be 18 years of age.

- 4.14 Must have proof of eligibility for employment in the United States.
- 4.15 Must pass a criminal background check.
- 4.16 Must be able to fully perform all the essential job functions of this position, with or without reasonable accommodation.
- 4.17 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 Fire Chief.
- 4.18 Support other divisions/departments of the District as needed, i.e. human resources, recruitment, finance, etc.
- 4.19 Ability to: (a) think critically and concentrate for extended periods of time; (b) consistently meet established deadlines; (c) resolve conflict; and (d) be flexible and adapt to change.
- 4.20 Preferred Fire and Life Safety Educator Certification.
- 4.21 Preferred Youth Firesetter Intervention Specialist.
- 4.22 Preferred Inspector I Certification.

SECTION 5.0 ADDITIONAL DUTIES

5.1 Communication

- a. Edit correspondence, policies, procedures and other outgoing mail.

5.2 Supplementary/Ancillary Duties

- a. Support other administrative staff as needed, i.e. Human Resources, Public Education, etc.
- b. Contract review and development.
- c. Maintain District filing systems and intellectual property.
- d. Devise and maintain office systems.
- e. Answer phone and assist the public when necessary.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The working conditions and physical demands described below are representative of what the employee can anticipate – and which the employee must be able to perform (with or without a reasonable accommodation) as essential job requirements.

This is an exempt position, without specified working hours. That said, the Community Risk Manager is generally expected to work/be available during the District's regular business hours. In addition, this position will be required to work outside of regular business hours and on the weekends from time to time. This position could also be required to travel for business purposes from time to time, both within and outside of Washington State.

The work is performed in a professional office setting – although the employee will also perform job duties in other environments from time to time. 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, sit, walk, speak, use their hands to feel and handle objects, reach with their hands and arms, stoop, kneel, crawl and hear. The employee must be able to regularly lift and move up to 20 pounds and

occasionally lift and move up to 50 pounds. Specific vision abilities required of this job include close vision, distance vision, color 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 employee's work will be interrupted with other tasks and duties on a regular basis and the employee must have the ability to professionally handle and manage such interruptions.

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 employee's attendance is required for Commissioner meetings. In addition, the employee's attendance will be required at off-site meetings from time to time.

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. In addition, the District reserves the right to update and modify this job description from time to time as it determines appropriate in its discretion.

EFFECTIVE DATE: 4/1/24

REPLACES: NEW

FIRE CHIEF: *bret black*



EAST JEFFERSON FIRE RESCUE

JOB DESCRIPTION

Number: 00022

Facilities Technician

PURPOSE

To establish a job description for the position of Facilities Technician (FT).

SCOPE

The Facilities Technician (FT) will perform a variety of basic level, trade and maintenance work requiring operating specialized machines and hand, power, and automotive equipment in the daily maintenance work of owned and leased facilities. The FT will also coordinate and supervise outside vendors as needed for similar and/or more in-depth related work.

This is a full-time, non-exempt and union affiliated position, with specified work hours according to the most recent CBA. That said, the employee is generally expected to work during the District's regular business hours. In addition, this position will require work outside of regular business hours and on the weekends from time to time.

SUPERVISION RECEIVED

Work is performed with considerable independence in accordance with specific instructions and defined procedures and schedules. The assigned Facilities Program Manager shall define objectives, priorities, and deadlines; and assists employees with unusual situations, which do not have clear objectives or precedents. The FT plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. The FT evaluates work for technical soundness and conformity to practice and policy.

The FT reports to the Facility Program Manager and coordinates with the Battalion Chiefs or supervisor on duty. The FT is a standing member of the Facility Committee.

SUPERVISION EXERCISED

The FT shall oversee assigned workers, contractors, volunteers, etc.

SECTION 1.0 TYPICAL DUTIES

- 1.1** Applies quality customer service principles and concepts to assist internal and external customers in a patient, courteous and tactful manner.
- 1.2** Assist with completing structural remodels, including reading and following approved architectural plans, creating material lists, material installation, and calling for necessary inspections.
- 1.3** Performs basic level plumbing, carpentry, electrical, locksmith, appliance, and HVAC inspection, troubleshooting, maintenance and repair work.
- 1.4** Performs a variety of basic level building maintenance and repair tasks.

- 1.5 Performs basic exhaust extraction equipment preventative maintenance and repair work, coordinating with contracted technicians as needed.
- 1.6 Assists with preventative maintenance and repair work on the drill tower burn prop and smoke generating system.
- 1.7 Performs basic level fire alarm and fire protection sprinkler system preventative maintenance and repair and coordinates with contracted technicians as needed.
- 1.8 Completes electronic and written maintenance request reports.
- 1.9 Inspects, maintains, and repairs assigned equipment, instruments, and small tools for proper operating condition.
- 1.10 Assists with the development and implementation of preventative maintenance plans and special maintenance projects.
- 1.11 Ensures owned and leased facilities are in compliance with applicable codes by taking appropriate maintenance action to maintain building safety and efficiency.
- 1.12 Maintains reasonable, predictable, and regular attendance during the standard workweek.
- 1.13 Other duties as assigned.

The Facilities Technician will not be expected to perform tasks outside of their current scope of practice. However, additional training may be required to fulfill the duties of this position.

SECTION 2.0 MINIMUM QUALIFICATIONS

- 2.1 Ability to follow and actively support the District's mission, vision, and values statements.
- 2.2 Familiarity with basic Fire District policies, procedures, and structure; applicable local, state, and federal laws, codes, regulations, and ordinances. High school diploma or equivalent (GED).
- 2.3 Five (5) years of related experience in building, construction, maintenance and repair.
- 2.4 In place of the above requirement, the candidate may be considered if they possess an equivalent combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential functions listed above.
- 2.5 Valid driver's license in good standing.
- 2.6 Ability to obtain the appropriate certificates or licenses as required by law, ordinances, and department regulations in the area of work employed, for example, Class A or B CDL, welding certification or electrical license or certification.
- 2.7 Basic level of skilled trades and facilities maintenance.
- 2.8 Basic level knowledge of applicable local, state, and federal laws, codes, regulations, and ordinances for all projects.

- 2.9 Demonstrate and maintain knowledge of preventative maintenance and record keeping.
- 2.10 Ability to read, understand, and interpret building plan drawings, sketches, diagrams, and schematics.
- 2.11 Ability to communicate effectively, both orally and in writing.
- 2.12 Demonstrated problem solving and time management skills.
- 2.13 Ability to understand and follow direction given.
- 2.14 Ability to meet schedules and deadlines.

SECTION 3.0 PREFERRED QUALIFICATIONS

- 3.1 Specialty training and/or completion of a related vocational/technical program in the building trades.
- 3.2 Prior experience with boom trucks, backhoes, forklifts, and dump trucks.
- 3.3 Welding and/or metal fabrication experience.

SECTION 4.0 WORKING CONDITIONS

The working conditions and physical demands described below are representative of what the employee can anticipate – and which the employee must be able to perform (with or without a reasonable accommodation) as essential job requirements.

The employee must be able to stand, sit, walk, speak, use their hands to feel and handle objects, reach with their hands and arms, stoop, kneel, crawl, and hear. The employee must be able to regularly lift and move up to 25 pounds and occasionally lift and move up to 60 pounds. The employee may occasionally be required to lift up to 110 pounds with the assistance of another worker.

Specific vision abilities required of this job include close vision, distance vision, color vision, and the ability to adjust focus.

The FT will Frequently reach and use hands and arms and/or feet and legs to move controls on machinery or equipment. This position requires repetitive hand motion associated with hand and power tools. The FT is required to kneel, crouch, bend, stoop, climb, balance on ladders, or crawl. Work is conducted in both indoor and outdoor environments.

The position is subject to exposure to high stress situations or environments, including contact with the public. The employee's work will be interrupted with other tasks and duties on a regular basis and the employee must have the ability to professionally handle and manage such interruptions. The noise level in the work environment is generally quiet; however, work spaces are subject to public interaction, 911 dispatch traffic and alert tones.

The statements contained 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. In addition, the District reserves the right to update and modify this job description from time to time as it determines appropriate in its discretion.

EFFECTIVE DATE: 4/9/2024

REPLACES: NEW

FIRE CHIEF: *Bret Black*

April 2024 Operations Report

Submitted by: DC Pete Brummel

Overview	<p>FEMA Grant Updates ALS Response Plans "Volunteer" to Brinnon Fire Operations Division Goals Regional Planning and Training Coordination SFD ELA Oversight & Coaching</p>
Operations	<ol style="list-style-type: none">1. FEMA Staffing for Adequate Fire & Emergency Response (SAFER) grant has been submitted to FEMA for consideration. EJFR asked for \$2,231,454.88 for 6 full time personnel. There is a 3-year performance period and no cost match.2. FEMA Fire Prevention and Safety (FP&S) grant is being completed by Volunteer Robert Wittenberg. EJFR is asking for one full-time Community Risk Reduction specialist and ancillary fire and life safety programs.3. ALS Response Plans Revision Update the ALS (paramedic unit) response plan update has been placed in operations and is working according to plan. With some minor adjustments, we are balancing the ALS response workload. A big thanks to the BC office and Lt. Kauzlarich for working extra on monitoring the new deployment plan.4. Marine asset "Volunteer" title and ownership has been transferred to Brinnon Fire Department. The boat has been mobilized to Brinnon.5. Operations Division Goals and Objectives: Now that the Training Division is in good hands with Captain Bergen, the Operations Division is moving towards meeting short and long term goals and objectives. <u>Short Term Goals (April-June)</u><ol style="list-style-type: none">i. Strengthen special operations resiliency and competency in marine operations, technical rope rescue, confined space rescue and structural collapse rescue (Funded for FY2024 through internal and external training sessions)ii. Revise and create policy and SOG that reflect new deployment models, responsibilities, work groups and safety (in progress)iii. Inventory and build equipment caches to support special operations training and deployment such as Rescue 7 trailer and Ladder 1 (in progress)Move towards cross-staffing with Crew Force software. <u>Long Term Goals (June-December)</u><ol style="list-style-type: none">i. Establish criteria for mutual aid agreements with Clallam and Kitsap counties.ii. Create structural collapse response annex (update 2010) for Jefferson County Hazard Mitigation Plan.iii. Implement automatic vehicle location (AVL) with Crew Force and Jeffcom

6. Regional Planning and Training Delivery: Planning and logistics is taking place for delivery of 4 special operations classes beginning in June of 2024. This will be an extremely busy time leading up to and delivery of classes:

- a. Rescue Systems I (Operations-level structural collapse training) in Clallam County. EJFR will have 8 personnel enrolled. DC Brummel is lead instructor.
- b. NFPA 1006 Rope Rescue Technician: EJFR is hosting this class and will have 6 personnel enrolled. DC Brummel co-instructor with Tom Pendley of Desert Rescue Research. Training locations will be at Station 2 drill tower, NAVMAG Indian Island, Port Ludlow Falls and Station 7.
- c. NFPA 1006 Confined Space Rescue Technician. EJFR is hosting this class and will have 6 personnel enrolled. DC Brummel co-instructor with Tom Pendley of Desert Rescue Research. Training locations will be at Port Townsend Paper Mill, Hood Canal Bridge and Olympic Water & Sewer Towers in Port Ludlow.
- d. Basic Deckhand Marine Training by nationally accredited instructors from National Association of State Boating Laws (NASBLA). Captain Bergen is coordinating, class will be attended by EJFR, Bremerton, North Kitsap, Brinnon and Gig Harbor Fire Departments.

7. UW/Seattle Fire Leadership Academy: Chief Brummel providing insight and coaching for 2024 cohort group with members from Bellevue, Bothell, Renton, Seattle and Redmond fire departments. Graduation in May of 2024.

- 3/4 Jefferson Fire Chiefs meeting (1hr)
- 3/5 EMG 6302 Live Lecture (2hr)
- 3/5 EMS Council Meeting (2hr)
- 3/6 JeffCo IMT Meeting Virtual (2hr)
- 3/6 Submit FEMA AFG grant (+/- 40 hrs)
- 3/8 SFD/ELA Group #6 virtual meeting (2hr)
- 3/13 Ready Rebound evaluation (1hr)
- 3/14 KSORT virtual meeting (1hr)
- 3/18 Apparatus Committee (2hr)
- 3/19 Meet and Confer Facilities Tech (2hr)
- 3/19 SAFER development webinar (1hr)
- 3/19 BOC Meeting (2hr)
- 3/20 RS-1 Site Visit (2hr)
- 3/20 Jeffcom User Group (2hr)
- 3/25 Meeting with Luxenberg (1hr)
- 3/26 Meeting with NRNW Training Captain (2hr)

Various station-level and individual meetings with Executive staff, administrative staff and line personnel.

Assistant Chief's - Monthly Board Report

Reporting Period: **April 2024**

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

<p>Facility & Apparatus Overview</p>	<p style="text-align: center;"><i>STATIONS</i></p> <p>Sta.5 Marrowstone The volunteers, with the assistance from staff have completed most of the fixit type issues in all three buildings. Cleaning, painting, odds & ends pick up and cleaning continues as we prepare for the grand opening.</p> <p>Sta. 6 Chimacum On April 7, 2024, I was informed the garage door for the medic unit had tripped the breaker and stopped working. The door could still be operated manually. On April 8, 2024, both Advantage Garage Door and Pete’s Electric troubleshot the issue finding a short within the operator. Because of the is the operator will need to be replaced. COST \$6,820.93</p> <p>Sta. 7 Port Ludlow The generator at Station 7 is now 23 years old. It leaks and/or burns coolant and oil at each use and is now running hot causing the overheat alarm to sound. The on-duty crews have to inspect and top off fluids during operation and after each use.</p> <p>On April 1, 2024, a tech from Emergency Systems performed annual PM. He noted several issues: “Radiator was low and needed one gallon added. Radiator has lost cooling capacity and generator is reaching very high temps. Recommend generator replacement ASAP”</p> <p>On April 7, 2024, the generator started for its weekly run test and shut down due to high temp alarm.</p> <p>The generator is no longer reliable and is in need of significant repair. A proposal for the emergent replacement of the aged generator with a new Generac SG 70 (70kW) is attached with this report. COST \$31,332.00</p>
	<p style="text-align: center;"><i>INSPECTIONS</i></p> <p>Completed Inspections: 03.01.24 – 04.01.24 911 Crews – A 0, B 0, C 0 = 0 Prevention Division – 7 Re-Inspections - 4</p> <p>Inspections completed year to date total: 33</p>

Assistant Chief's - Monthly Board Report

	<p style="text-align: center;"><i>REVIEW</i></p> <p>LUP24-017 Evergreen Hands Solution HFH Landis 2 Project LUP24-003 Evens Vista FPP23-009 JHC fire alarm plan review</p> <p style="text-align: center;"><i>SPECIAL EVENTS</i></p> <p>SEP06-24 Run / Walk for Justin</p> <p style="text-align: center;"><i>BURN PERMIT</i></p> <p>04.01.24.1 80 Dickey Rd 04.09.24.1 3271 Teal Lake Rd. 04.25.24.1 8340 Marrowstone 03.15.24 131 Linda Dr – Inspection Not issued</p>
Training	Nothing to note
Public Relations, Marketing Meetings & Other Events	<ul style="list-style-type: none"> -Pub Ed Station 1 Tour -1Q Safety Committee Meeting -Fire Extinguisher Training -Weekly City Development Review -Apparatus Committee Review Fire Trucks -Apparatus Committee Review Rescue Truck -Burn Restriction matrix and guidelines discussions with BOCC -Incident Management Team monthly meeting – Canceled -SCBA Mask Fit Test -Fire Chief's Monthly Meeting
Other	3 days Sick Leave - Family Care

Sta. 6 Garage Door Operator Replacement

ADVANCED DOOR SERVICE

PO Box 759 Tracyton, WA 98393
 Phone: 360-698-0713 Fax: 360-698-4073
 Email: advdoor@comcast.net

QUOTE DATE: 4/8/2024

Customer: East Jefferson Fire Job: Station 6
 Brian Tracer 360-381-0359
btracer@ejfr.org

For Questions: Contact Rusty Cunningham 360-340-5907

QTY	ITEM	DESCRIPTION	EACH	TOTAL
1	Operator	Labor and material to remove the old operator after the		\$2,802.00
	Labor	electrician unwires it than install the new operator than		\$2,700.00
	Lift	we will have to reprogram it than set the timer to close		\$750.00
		than make sure everything works correctly.		
		Subtotal		\$6,252.00
		Tax		\$568.93
		TOTAL		\$6,820.93

* Price reflects discount for payment by cash or check.....add 4% for credit card payment
 * Price good for 30 Days - Terms: PAYMENT DUE ON COMPLETION

PLEASE SIGN AND FAX, MAIL, or EMAIL IF ACCEPTABLE

Accepted by _____

Date _____

Sta. 7 Generator Replacement Proposal



EAST JEFFERSON FIRE RESCUE
24 Seton Rd • Port Townsend WA 98368
360.385.2626 • ejfr.org

DATE: March 28, 2024
TO: Bret Black Fire Chief
FROM: Brian Tracer Assistant Fire Chief
SUBJECT: Proposal Sta. 7 Generator Replacement

COMPLAINT:

The generator at Station 7 is now 23 years old. It leaks and/or burns coolant and oil at each use and is now running hot causing the overheat alarm to sound. The on-duty crews have to inspect and top off fluids during operation and after each use.

RECOMENDATION:

Energy Systems after review of the electricians finding on station power needs recommends replacing the aged station generator with a new Generac SG 70 (70kW). COST \$ 31,332.00

ENERGY SYSTEMS:

Energy Systems is recommending the generator at Sta. 7 be replaced.

They also provided a quote for basic repair:

This estimate includes a new head gasket, spark plugs, wires and fluids in the hope the repair would slow the usage of oil and radiator fluid during operation, extending the life of the generator until replacement can be budgeted moving into 2025. Cost of the temporary repair is \$4606.52. The price of the temporary repair is a quarter of the cost of a new generator.

STATION AMPERAGE TEST:

Pete's Electric has load tested the Station determining the peak wattage used to be 220 amps max power and recommend the Generac SG70 (70 kW) generator.

OPTIONS:

- A. \$31,332.00 Replace the Station 7 generator with a new Generac SG70 (70 kW).
Recommended
- B. \$4606.52 Temporary fix – Replace parts and pieces in the hope of extending the life of the generator.

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*

Assistant Chief's - Monthly Board Report



Date: March 28, 2024

To: East Jefferson Fire and Rescue

Attn: Brian Tracer

Reference: Port Ludlow Generator Replacement 70KW

Energy Systems is pleased to offer the following proposal:

Scope of Supply:

Quantity 1 - Generac Industrial gaseous engine-driven generator, 4.5L in-line 4 cylinder engine, consisting of the following features and accessories:

- Stationary Emergency-Standby rated
- 70 kW rating, wired for 120/208 VAC three phase, 60 Hz
- Permanent Magnet Excitation
- MLCB, 80% rated thermal-magnetic
 - 300 Amp
- LP Vapor fuel system
- Level 2 Acoustic Enclosure, Steel
 - Industrial Grey Baked-On Powder Coat Finish
- EPA Certified
- cETLus
- Power Zone Pro Digital Control Panel for Single Generators
 - Meets NFPA 99 and 110 requirements
 - Temp Range -40 to +60 degrees C
 - Humidity 2 – 95% (Non Condensing)
 - UL6200
 - C-ETL-US
 - CE
 - IEC801 (Radiated Emissions, Susceptibility, and Surge Immunity)
 - 4.3" Resistive Color Touchscreen
 - Webserver (via Power Zone Gateway using ethernet)
 - IP65 (front)
 - Auto/Manual/Off key switch, Alarm Indication, Not in Auto Indication, audible alarm, emergency stop switch
 - Dual Core Digital Microprocessor
 - RS485, Ethernet and CANbus ports
 - All engine sensors are 4-20ma for minimal interference
 - Sensors: Oil Pressure, optional Oil Temp, Coolant Temp and Level, Fuel Level/Pressure (where applicable), Engine Speed, DC Battery Voltage, Run-time Hours, Generator Voltages, Amps, Frequency, Power, Power Factor
 - Alarm Status: Low or High AC Voltage, Low or High Battery Voltage, Low or High Frequency, Pre-low or Low Oil Pressure, Pre-high or High Oil Temp (optional), Low Water Level and Temp, Pre-high or High Engine Temp, High, Low, and Critical-low Fuel

Page 1 of 4

Assistant Chief's - Monthly Board Report

- Level/Pressure (where applicable), Overcrank, Over and Under Speed, Unit Not in Automatic
 - Programmable I/O
 - Built-in PLC for special applications
 - Engine function monitoring and control:
 - Full range standby operation; programmable auto crank, Emergency Stop, Auto-Off-Manual switch
 - Isochronous Governor
 - 0.25% digital frequency regulation with: soft-start ramping - adjustable, gain - adjustable, overshoot limit - adjustable
 - 3 Phase RMS Voltage Sensing
 - +/-0.5% digital voltage regulation with: soft-start voltage ramping - adjustable, loss of sensing protection - adjustable, negative power limit - adjustable, Hi/Lo voltage limit - adjustable, V/F slope and gain - adjustable, fault protection
 - Service reminders, trending, fault history (alarm log)
 - I2T function for full generator protection
 - Selectable low-speed exercise
 - 2-wire start controls for any 2-wire transfer switch
- 21 Light Remote Annunciator
 - Surface-Mount
 - Integral 8 Function Relay Board
- Remote Emergency Stop Switch, Surface-Mount, shipped loose
- 110 AH, 925 CCA Group 31 Battery, with rack, installed
- Block Heater, 1500 watt
- Std Heavy Duty Air Cleaner
- Battery Charger, 10 Amp, NFPA 110 compliant, installed
- 120V GFCI and 240V Outlet
- Alternator Strip Heater
- Alternator Tropical Coating
- Engine Run Relay, 10 Amp
- Fan and Belt Guards
- Flex Fuel Hose, shipped loose
- Flush Mount Annunciator Kit
- Critical Grade Silencer
- Std set of 3 Manuals
- 5-Year Comprehensive Warranty
- Battery Heating Pad
- IBC Seismic Certified
- SG0070GG264.5V18TPLYA

Pricing:

SG70 Equipment Pricing (Training & Startup Included)	\$ 31,332.00
Estimated Freight	\$ 2,000.00

Optional Adders:

- Generac Industrial Connectivity Monitoring (Installed During Startup) \$ 2000
 - Includes 5-Year Subscription

Shipping:

Estimated lead time from factory, excluding transit: weeks ARO.

Assistant Chief's - Monthly Board Report

Scope Clarifications:

- Estimated Submittal Lead time: 5-7 business days.
- No equipment will be ordered without written release to proceed – price changes issued by the manufacturer after quotation validity and prior to release will be passed along to the customer.
- Pricing includes freight to site.
- If transfer switch needs to be shipped separately, additional freight charges will apply.
- Pricing for adders purchased separately from equipment will be assessed at time of purchase.
- Installation, fueling and termination of connections not included.
- **Installation of diesel tank extended venting is not included.**
- Installation and mounting of exhaust not included.
- The Energy Systems provided start-up checklist and supporting pictures must be received by Supplier two weeks prior to technician scheduling.
- All industrial products require a formal start up by a Generac factory certified technician.
- Pricing is based on work being completed during regular business hours.
- Load bank (if included) is resistive load.
- Training to be completed same day as start up. Additional charges will apply if a separate trip is required.
- Enclosure color is Generac Industrial grey. Custom colors can be quoted separately.
- Not included unless otherwise noted: equipment offloading, installation, fuel, permits, signage, taxes, exhaust system backpressure test, exhaust emissions test, infrared scanning, NETA testing, harmonic testing, concrete pad, anchoring, fuel pipe, exhaust pipe, pipe insulation, Building communication integration, license fees.

Other Terms and Conditions:

1. Offer Validity: 30 days.
2. Payment terms: (select one payment term and delete all other text)
Customers with credit
10% deposit due at time of order, balance invoiced at shipment with NET 30.

Customers without credit
25% deposit due at time of order, 70% due prior at shipment readiness, 5% due at start-up.
3. Credit is subject to approval by Energy Systems upon receipt of business credit application.
4. Incoterms: ExWorks factory with freight allowed to the jobsite, on a truck, curbside.
5. Manufacturer lead time to be confirmed upon approved release for production letter and receipt of a West Coast Energy Systems approved purchase order.
6. Equipment cannot be held by Energy Systems or its suppliers without prior written agreement.
7. Any sale of goods or services, and any extension of credit, is governed by and subject to West Coast Energy Systems' Terms and Conditions of Sales and Service ("Terms") located at <https://energysystems.com/terms-and-conditions-of-sale-and-service/> which is incorporated by reference. The Terms are subject to change at any time and you are advised to frequently re-review the Terms. Unless pursuant to a written agreement mutually executed by both parties, the Terms

Assistant Chief's - Monthly Board Report

shall be binding upon the parties, and any other terms, communications or documents are to be disregarded and hereby expressly rejected.

Sincerely,

Kerry Nicolaus
West Coast Energy Systems
(209) 479-0413

From: Kerry Nicolaus <knicolaus@energysystems.com>
Sent: Monday, April 8, 2024 3:07 PM
To: Brian Tracer <btracer@ejfr.org>; Jeff Donaldson <JDonaldson@energysystems.com>
Cc: Michael Anderson <peteselectric@q.com>
Subject: Re: EJFR Sta. 7 Generator recommendation

If it's just the one 260 amp panel, then the 70kw unit should be fine.

Get [Outlook for iOS](#)

Kerry Nicolaus

Account Manager II

Direct Phone: (209) 479-0413

Visit us online: [LinkedIn](#) [Energy Systems](#)



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On Monday, April 1, 2024 at 02:01:37 PM MST,
Michael Anderson <peteselectric@q.com> wrote:

Chief Tracer,

On Friday, March 29th, I took a look at station 7's generator system. It appears that the generator sub panels are fed from a 260 amp breaker. With this being the case a 70 amp generator is rated for 300 amp which will be above the 260 amp rating of the main.

Thank you,
Michael Anderson
Petes Electric
(360)301-6422
Peteselectric@q.com

Date Prepared: 4/8/24

Subject: *PIO/PES/Human Resource Report*

Prepared By: *Emily Stewart*

<p>Meetings & Training:</p>	<ul style="list-style-type: none"> • 3/5 Station 5 Dedication planning • 3/6 IT Mtg • 3/11 CBA Negotiations • 3/11 Medical info Mtg • 3/12 Finance Director Recruitment Mtg • 3/15 FF/PM Testing • 3/19 M&C – Facilities Tech • 3/20 Post-BOC Mtg • 3/20 Verizon Account Review • 3/25 HR Mtg – Luxemburg • 3/25 CBA Negotiations • 3/26 Transition Mtg • 3/27 Special Mtg
<p>Presentations / Tours/Other</p>	<ul style="list-style-type: none"> • 3/2 CERT Fire Extinguisher Training • 3/2 JC Home Show • 3/2 Fire Extinguisher Training for Farmers Market • 3/13 Ready Rebound – Vitality • 3/22 Sta 1 Tour for home school group
<p>Media Engagement:</p>	<ul style="list-style-type: none"> • Facebook – Post Reach: 6,300 – 3,180 Followers • Twitter – 845 Followers • Instagram – Followers 610
<p>Human Resources:</p>	<p>At last month’s special meeting the Board of Fire Commissioners approved 4.5 new hires.</p> <ul style="list-style-type: none"> • Chief Tracer plans to retire in June leaving a vacancy, the Assistant Chief position will be replaced by a Community Risk Manager. Please see attached job announcement and job description. This is an internal recruitment only. We hope to fill this position quickly to allow for some cross over from Chief Tracer. • To support the Community Risk Reduction (CRR) office, Erin Murray will be promoted from part-time to full-time. Full-time start date 4/16/24. • Approval was granted to hire three Firefighter Paramedics from the recent eligibility list. Chief Black selected three candidates and they have all accepted. The candidates are currently in the process of background checks and physicals – their earliest anticipated start date is June 1st. <p>Other HR:</p> <ul style="list-style-type: none"> • The Facilities Technician job description and recruitment materials are currently in development.

	<ul style="list-style-type: none">• The Finance Director open recruitment is live. The first review is scheduled for April 28th. We have received two promising applications as of 4/8/24.• Policy/Guideline review• Annual report development <p>Upcoming:</p> <ul style="list-style-type: none">• SOG Updates: Drug-free workplace, Data/stats definitions and guideline• Anti-discrimination updates for website – in progress• Update of Safety Committee process/paperwork
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Date: 3/1/24-3/31/24
Subject: Finance Report
Prepared By: Terri Ysseldyke-All

Overview	<ul style="list-style-type: none"> • Treasurer’s Report reconciled • 12 record requests • Payroll audit • Billing • Fire CARES Grant Invoicing • Annual Report to State • Medicare Survey • JLARC Reporting • GEMT Audit • AWC Grant • Policy Update for Civil Rights (required to receive grants)
Meetings and Other Events	<ul style="list-style-type: none"> • 3/7/2024 City ILA Meeting • 3/19/2024 Board Meeting • 3/20/2024 Post BOC Meeting Review • 3/27/2024 Special Board Meeting • 3/28/2024 Civil Rights Evaluation Tool Webinar

Fire Cares Funding

Grant	BHAC 1/10 of 1%	BHC	OCH	AWC	Total Cost	Received	Notes
Jan 1 - June 30 2023	0	0	0	\$175,258.30	\$175,258.30	\$175,258.30	(closed out)
July 1 - Dec 31 2023	\$48,858.70	\$46,000.00	\$11,785.31	\$106,801.34	\$213,445.35	\$202,765.21	Owed 10% held back from AWC
2023 Totals					\$388,703.65	\$378,023.51	Owed 10% held back from AWC
Jan 1 - June 30 2024	\$50,000.00		\$118,214.68	\$153,198.66	\$321,413.34	\$74,881.35	The AWC grant will be invoiced in April

Other

2023 Transport Statistics

Billed by Systems Design

Level of Transport Service

Jan 1 to Dec 31, 2023

Level	Count	%
ALS	806	30%
ALS NE	23	1%
ALS2	123	5%
BLS	1489	56%
BLS NE	198	7%
SCT	36	1%
Totals	2675	100.00%

2023 Payer Statistics:

70% Medicare, 15% Medicaid, 12% Commercial, 3% Private/Self-Pay
Out of 4100 Ambulance calls in 2023, 1428 were responses that did not result in a ground ambulance transport. Examples for non-transport are patient refusal, responses when another ambulance provider/supplier handled the transport, patient was deceased, patient treated onsite with no medically necessary transport required or responses that were cancelled after the ground ambulance was already on the way.

1st Quarter Budget Review

Overall, the budget is on track for 2024. All budget lines are at 25% or below for expenditures except the legislative line which includes payment for election costs which were paid in the first quarter of 2024 that inflated the percent of expenditures to 40%. Also, the Facilities line is at 36% due to replacing the furnace at Station 8 for \$12,473 and replacement of the water heater at Station 1 for \$29,640 hitting the budget in the same quarter.

Date Prepared: 4/5/24

Subject: *District Secretary Report*

Prepared By: *Tanya Cray*

<p>Meetings & Events:</p>	<ul style="list-style-type: none"> • 3/4 Apparatus Finance Meeting • 3/5 SAO Cash Filing Webinar • 3/7 EJFE/City ILA Meeting • 3/11 Negotiations Mtg • 3/12 Apparatus Committee Mtg • 3/13 Ready Rebound • 3/18 Apparatus Committee Mtg • 3/19 Meet & Confer • 3/19 BOC Mtg • 3/20 Post BOC Mtg • 3/21 JC Secretaries Mtg • 3/22 Apparatus Committee Mtg • 3/25 Negotiations Mtg • 3/25 PM OT Review Mtg • 3/27 Special BOC Meeting
<p>Notable Projects</p>	<ul style="list-style-type: none"> • PL Voice Submission • Board Meeting packet preparation • St 7 Archive Project • FF/PM Hiring Proposal
<p>Highlights</p>	<ul style="list-style-type: none"> • BOC Approval to hire 3 new PM's, CRR Manager and change pt-time Admin to full time.

Date: April 4, 2024

Subject: MSO Report monthly report for March

Prepared By: Tammy Ridgway

<p>MSO Administrative Meetings</p>	<ul style="list-style-type: none"> • Weekly meetings with Dr. Carlbom • EMS Council • Base Station • Weekly CARES Meeting • AWC Grant Workshop • Meet with Capt Bergen several time for training discussions • JHC monthly meeting • CARES grant meeting • Commissioners meeting x 2 • Post BOC meeting • Red Cross meeting regarding potential CPR affiliation • Met with a volunteer regarding EMT future • Northwest Region EMS • Met with JHC rep, PTHS rep and Capt Bergen regarding upcoming CPR certification for high school A&P students.
<p>Calls</p>	<ul style="list-style-type: none"> • 14 responses
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • EMS connect and other required trainings • Base station • Volunteer drill was CPR for all volunteers including new members • Video laryngoscopy training
<p>Administrative duties</p>	<ul style="list-style-type: none"> • Supplies/Medications/Controlled substance audits • QA/QI • Paramedic Testing complete with four successful candidates

Planning, ongoing projects and correspondence

- Health Care Career Fair at Blue Heron School (CPR Training for all 8th grade graders approx 100 students FF Chapman also participated)
- Leave at home Narcan program
- Code stat reports
- CPR at public works for 20 employees (Capt Bergen)
- CARES planning and monthly reports
- Provided 2 separate Naloxone trainings to the concerned citizens group which including Jefferson and Clallam counties 12 in each group
- Community CPR AED with 18 people in attendance including 3 staff members and a commissioner (FF Chapman)
- Participated in Chimacum school community and social speaker series with the help of Erin Murray, FF Chapman and station 6 duty crew 24 students
- Controlled substance SOG finalized and implemented



EAST JEFFERSON FIRE RESCUE

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

From: Tammy Ridgway, Medical Service Officer

Date: April 3, 2024

Subject: March Monthly Report

Monthly Report for March 2024

Fire CARES continues to receive highly positive feedback from the clients we serve and from members of the local community. In March, we received 20 new referrals and engaged in approximately 127 client interactions, resulting in the successful closure of 10 cases.

Our collaborations and partnerships with local agencies, most recently O3A (Olympic Area Agency on Aging) and LEAD (Law Enforcement Assisted Diversion), have proven to be incredibly impactful. These partnerships have played a crucial role in enhancing our ability to serve our clients effectively and meet their diverse needs. As a result, our collaborative efforts have contributed significantly to the success and positive outcomes we have achieved in our program.

However, transportation still remains a significant challenge for us. We are still struggling to arrange transportation for our clients to various appointments and have been unsuccessful in finding alternative options.

We are continuing to seek information from the AWC regarding any available funding to make our program sustainable. Additionally, we are actively exploring various funding opportunities to support our efforts.

Case for March

CARES, in partnership with LEAD, assisted the individual in securing a hotel. CARES contacted Sequim police department. They stated that they impounded her vehicle, which she had been living in. They did not have any contact information for family. CARES called APS and spoke with a former case manager. APS stated that the individual had been detained at St. Michaels for a guardianship placement from June 2023- September 2023. Individual eloped from the hospital on the last court session. CARES called Poulsbo CARES to gather information regarding the individual. Individual had been detained due to disruptive behavior at the local Denny's. A phone number for individual's sister was obtained. The sister informed CARES about the progression of cognitive decline since 2018. CARES made a new APS report. CARES and LEAD collaborated to ensure that the individual remain housed locally until APS would be able to contact her the following Monday. APS was able to secure permanent housing at Serenity House in Port Angeles.

Serving the Communities of

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

Quarter 1 (January-March) 2024 EJFR CARES data

Contact Type

- 57-new referral contact
- 317-follow up contact
- 76- unable to contact

Services Provided

- 281-home visits
- 168-phone contacts
- 10-transportation arrangements
- 160-worked with family or caregivers
- 168-collateral contacts
- 3-health insurance sign up
- 154-case management
- 16- hospital diversion
- 1-relieved crew

Primary reason for referral

- 70- General assistance
- 42-Failure to thrive
- 123-unmet medical needs
- 65-Behavioral Health
- 30- substance use
- 71-falls
- 31-frequent 911 utilization
- 18-homeless

Jurisdiction of residence

- 220-Port Townsend
- 70-Port Hadlock
- 83-Port Ludlow
- 9-Chimacum
- 0-Quilcene
- 51-Brinnon
- 16-Nordland

Demographics

- 377- over the age of 65
- 3- under the age of 18
- 33- Veteran
- 3-homeless and sheltered

Risk Factors

- 0- Homeless
- 11- Overdose in the last 30 days
- 146- reported behavioral health issues
- 60- reported substance use disorders
- 136- reported being hospitalized in the last 12 months
- 163- reported falling
- 90- unsafe living conditions
- 154-home health needs
- 31-Suicide ideation or attempt last 30 days
- 30-Risk of DV
- 139-cognitive decline
- 1- other

Referrals Made

- 37- mental health services
- 25-SUD services
- 39-medical equipment/mobility devices
- 41-medical office visit
- 4-detox
- 9-food bank
- 84-housing services
- 6-victim services
- 297-senior support
- 0- employment support
- 9-veteran or military assistance
- 3-insurance services
- 12-transportation
- 33-home health
- 1-other

Connection made from referrals

- 29- mental health services
- 20-SUD services
- 30-medical equipment/mobility devices
- 23-medical office visit
- 2-detox
- 9-food bank
- 64-housing services
- 6-victim services
- 290-senior support
- 0-employment support
- 5-veteran or military assistance
- 3-insurance services
- 13-transportation
- 27-home health

Date: 3/28/2023

Subject: *Battalion Chief 11 Report*

Prepared By: *Jason MacDonald*

BC 11 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Once per tour visit to all stations for crew contact and assistance• Paramedic Meeting• MSO Ridgway regarding updated Controlled Substance SOP/SOG• Capt Bergen Regarding shift level training 2nd Quarter.
BC 11 911 Responses	<ul style="list-style-type: none">• "A" Shift Responses 172• BC11 responded to 23 incidents in the last month• 2 Structure Fire (Cedar Ave & W. Boat Dr)• 5 MVCs• 2 Water Rescues (Lip Lip Point & Hadlock Bay)• 1 Vehicle Fire
Continuing Education/ Training	<ul style="list-style-type: none">• A-Shift training 327.5 hours completed• EMS connect• Base station• FAST board training• Night MCOs• Delivery of section 10 tests with 2 PFF's successful completion• Section 2 for one PFF successful completion• Lucas Device Training• Ongoing Shift level training and scheduling
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and Callbacks• ESO Insights Dashboards• Times and Statistics for Annual Report• OT vs Hire analysis• Assist with Stats for Grant applications• 5 Co. Level inspections completed 5 requested another day for inspection

<p>Planning and ongoing projects</p>	<ul style="list-style-type: none"> • Cross staffing and crewforce (Lt. Kauzlarich/MacD) • Response Plans and Station Assignments (Kauz/MacD) • Build response stats for publication in ESO • MPD Request for ESO dashboards • PFF testing for Final exam 2 PFF • Wildland PPE inventory and inspections (Sanders) 																																			
<p>Program Budgets Update (End of Dec)</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>\$4,000.00</td> </tr> <tr> <td>Radios (Kauz)</td> <td>522 20 42 0102</td> <td>\$25,000.00</td> <td>\$0.00</td> <td>\$25,000.00</td> </tr> <tr> <td>SCBA (B. Grimm)</td> <td>522 20 31 0300</td> <td>\$25,070.00</td> <td>\$0.00</td> <td>\$25,070.00</td> </tr> <tr> <td>Wildland (Sanders)</td> <td>522 20 35 0050</td> <td>\$16,048.00</td> <td>\$0.00</td> <td>\$16,048.00</td> </tr> <tr> <td>Small Tools (Morris)</td> <td>522 20 35 0100</td> <td>\$8,000.00</td> <td>\$0.00</td> <td>\$8,000.00</td> </tr> <tr> <td>Wellness (Walker)</td> <td>522 20 41 0600</td> <td>\$71,000.00</td> <td>\$0.00</td> <td>\$71,000.00</td> </tr> </tbody> </table>	Program Budget	BARS	Amount	Spent	Remaining	CrewForce (Kauz)	522 20 41 0200	\$4,000.00	\$0.00	\$4,000.00	Radios (Kauz)	522 20 42 0102	\$25,000.00	\$0.00	\$25,000.00	SCBA (B. Grimm)	522 20 31 0300	\$25,070.00	\$0.00	\$25,070.00	Wildland (Sanders)	522 20 35 0050	\$16,048.00	\$0.00	\$16,048.00	Small Tools (Morris)	522 20 35 0100	\$8,000.00	\$0.00	\$8,000.00	Wellness (Walker)	522 20 41 0600	\$71,000.00	\$0.00	\$71,000.00
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Wellness (Walker)	522 20 41 0600	\$71,000.00	\$0.00	\$71,000.00																																

Date: March 5th, 2024

Subject: BC-12 Report

Prepared By: Justin Clouse

<p>BC Administrative Meetings</p>	<ul style="list-style-type: none"> • Daily Shift Meetings • At least once per tour visit to each station for crew contact and assistance • Weekly administrative staff meetings • Community Risk Reduction Meeting • Training adversary committee meeting • IFSAC Testing meeting
<p>BC 911 Responses</p>	<ul style="list-style-type: none"> • Responded to 10 incidents in January. • Established or assumed command of 7 of those incidents. • Worked 1 overtime Shift to cover BC Fletcher.
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • Daily Shift level training • EMS Connect • Onboarding of 2 new Firefighters in training • Probationary Manual with 2 New Hires • Acting Lieutenant Task Book with 2 Sr. FF's • Base Station
<p>Administrative duties</p>	<ul style="list-style-type: none"> • Shift based training oversight and compliance • Staffing and callback • Run Shift Training reports • ESO report review • EVIP tender and ladder rodeo • Taught an IFSAC Evaluator Class
<p>Planning and ongoing projects</p>	<ul style="list-style-type: none"> • Training Committee • IFSAC Testing Technical Advisory Committee • IFSAC testing- Multiple upcoming IFSAC tests • Fire Rescue Fest Planning and Review

<p>ESO</p>	<ul style="list-style-type: none"> • Nothing new to report.
<p>Marine Program</p>	<ul style="list-style-type: none"> • Lieutenant Dalrymple is officially taking over the marine program with the retirement of PM Schumann.
<p>Personal Protective Equipment</p>	<ul style="list-style-type: none"> • New turnout gear is continuing to come in. It has been inventoried and issued as soon as possible. All of the current turnout gear is now in Vector Check It.
<p>Technical Rescue</p>	<ul style="list-style-type: none"> • Nothing new to report.
<p>Wellness Program</p>	<ul style="list-style-type: none"> • Nothing new to report.

Date: 4/5/24

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

BC 13 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Several Apparatus Committee Meetings• BOC Meeting• Airport Days Meeting• Meeting with GMP Consultants regarding finance director position
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 15 incidents in March<ul style="list-style-type: none">○ Technical Rescue Response vehicle over embankment
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 461 hours of training)• Probationary Testing for Le, Wells and Heydon• Once per tour meeting/training with FF Kaldahl, FF Parker and FF Richter regarding their Acting Lieutenant Taskbook• Fire Officer 2
Administrative Duties	<ul style="list-style-type: none">• Several apparatus committee meetings regarding the engines see apparatus report• Organize and set up hose/ladder/nozzle testing• Working with Lt Dalrymple regarding the transition of marine program
Volunteer Program	<ul style="list-style-type: none">• Reviewed Board of Volunteers requirements for all volunteers• Several new volunteers have been put through EVIP and are conducting drive time on various apparatus

Program Budget	BARS	Allocated	Spent	Remaining
Extrication Tools (Dean)	522 22 35 0100	\$50,000.00	\$-	\$50,000.00
K- Saw (Dean)	522 22 35 0100	\$1,500.00	\$-	\$1,500.00
Mowers/Maintenance Kubota (Dean)	522 22 35 0100	\$17,000.00	\$-	\$17,000.00
PPV Fans (Dean)	522 22 35 0100	\$9,200.00	\$-	\$9,200.00
Desert Diamond/Warthog (Dean)	522 22 35 0100	\$4,000.00	\$-	\$4,000.00
Chain Saws (Dean)	522 22 35 0100	\$3,000.00	\$-	\$3,000.00
Pressure Washers (Dean)	522 22 35 0100	\$1,200.00	\$-	\$1,200.00
Salvage Covers (Dean)	522 22 35 0100	\$4,500.00	\$-	\$4,500.00
Battery Operated Construction Tools (Dean)	522 22 35 0100	\$3,000.00	\$520.82	\$2,479.18
Grommet Maker (Dean)	522 22 35 0100	\$300.00	\$-	\$300.00
Saw Chain Spool (Dean)	522 22 35 0100	\$2,000.00	\$-	\$2,000.00
Tool Repair (Dean)	522 60 48 0100	\$2,500.00	\$-	\$2,500.00
Small Engines Maintenance OT (Dean)	522 20 35 0100	\$4,100.00	\$-	\$4,100.00
Ladder Maint/Upkeep (Parker)	522 22 35 0100	\$2,500.00	\$-	\$2,500.00
Ladder Storage Racks (Parker)	522 20 31 0200	\$1,000.00	\$-	\$1,000.00
Hose/Ladder/Nozzle Testing (Fletcher)	522 10 41 0700	\$19,000.00	\$- 17051.33	\$1948.67
Hose/Ladder/Nozzle Testing OT (Fletcher)		\$5,000.00	\$-	\$5,000.00
Trailer Towing Equipment (Fletcher)		\$3,500.00	\$-	\$3,500.00
Station 4 Driveway Upgrades (Fletcher)	52 250 48 0100	\$400.00	\$-	\$400.00
Fuel Marine <i>partially approved (12k for Training)</i> (Dalrymple)	522 20 32 0150	\$14,000.00	\$-	\$14,000.00
Engine Maintenance Guardian (Dalrymple)	522 20 32 0150	\$2,500.00	\$-	\$2,500.00
Pump Maintenance Guardian (Dalrymple)	522 20 32 0150	\$2,000.00	\$-	\$2,000.00
Hull Maintenance Guardian (Dalrymple)	522 20 32 0150	\$7,000.00	\$-	\$7,000.00
Hull check/maintenance Marine 7 (Dalrymple)	522 20 32 0150	\$1,500.00	\$-	\$1,500.00
Upgrades for Marine 7 (Dalrymple)	522 20 32 0150	\$7,200.00	\$-	\$7,200.00
AIS Transceiver class B (Dalrymple)	522 20 32 0150	\$4,500.00	\$-	\$4,500.00

Date: April 4, 2024 Training Report

Submitted by: Captain Trevor Bergen

Overview	<ul style="list-style-type: none">• Meetings• Training• Training Notices• Hose Testing• Multi-Company Night Operations
Meetings	<ul style="list-style-type: none">• Finished the Training Road Show• Driver Operator class instructors- Lt. Morris/ BC Clouse
Training	<p>Training road show: Finished meeting with individuals on each shift and explained this year's training budget and funding. Only a couple employees that were off of shift left to complete. Left with an idea for next year's training.</p> <p>Probationary Testing- Prepped 5 Section 10 evaluations for BC's to administer. 3 Section 3 evaluations.</p> <p>Training Officer Bootcamp- Went to Fresno for a four-day Bootcamp designed for Training Officers. Saturated with information on how to make Vector Solutions more user-friendly, gather the most information out of our training, organizing our training schedule and much more! Also got a personal tour of Chief Blacks previous agencies training center in Clovis.</p> <p>Night Ops- Sun- Friday night operations focusing on Communication, Hose deployment, Fire Attack, Mayday from Firefighter, and implementing the FAST BOARD. Currently collecting survey results to compile an after action review.</p> <p>Firefighter in training- We welcomed back four FIT's from EMT class. All four had successfully passed the EMT class in Kitsap County and are working on passing a protocol test and sending their paperwork to the state.</p>

<p>Training Cont.</p>	<p>IFSAC Instructor 1- Hosted Instructor 1 class at EJFR. Brought outside students and instructors. Taught to the IFSAC Instructor one level with testing completed. Awaiting results.</p> <p>Vector Solutions- Worked on streamlining training completions and cleaning up folders. Launched the 2nd qtr training for Firefighters. Developing a credential for Volunteers.</p> <p>Advanced Airway Class-Participated in the advanced airway class taught by PM Charlie Johnson and PM Scottie Pulido. Great class and instructors.</p>
<p>Training Notices</p>	<p>24-013 Rope Rescue Technician</p> <p>24-014 Confined Space Technician</p> <p>24-015 Driver Operator</p> <p>24-016 Nozzle Forward</p> <p>24-017 Managing the MAYDAY</p> <p>24-018 USCG Boat America</p> <p>24-019 Rescue Systems 1</p>









DIRECTOR'S REPORT

March 28, 2024

❖ Projects:

- **State Audit:** Lisa will report separately.
- **Radio consoles:** Ordered with installation projected for June. Rich continues to work with the vendor and manufacturer on details in preparation for implementation. Both Rich and Mike will attend system training offsite prior to installation. This is the first step of a long-term refresh of the simulcast radio system.
- **Simulcast system:** IT staff working on plans for redundant IP connections to all sites, which is foundational to enabling the rebuild of the system with IP-based repeaters that eliminate current single points of failure. The isolated West End repeater on Mt Octopus will be our first trial of running radio traffic over the internet to a gateway device at the tower rather than over OPSCAN.
- **Communications site monitoring:** Rich submitted a grant proposal to our risk pool for funding to install camera systems at all sites. This will require at least a single IP connection to each site, likely over microwave or cellular to start.
- **Redundancy and resiliency in the Jeffcom-Pencom connection:** Pencom's firewall-replacement project is moving forward. Jeffcom IT staff have been heavily assisting with the firewall configuration. The use of the public internet as a backup connection between our centers came online late last week, and the remaining connections to the Pencom firewalls will be done in stages rather than in a major, planned outage.
- **CAD update:** The update of the live side of CAD and related applications occurred March 12 with minimal impact to Jeffcom and its agencies. Despite implementing a version that is somewhat mature (2023.2, not the latest 2024.1), this version still has bugs that Tyler has been working to resolve. This has already enabled a couple of highly desired features (self dispatching fire units without radio tones, dark mode for dispatcher eyes) and leaves us to work with agencies on additional implementation (cross-staffed fire stations, proximity-based dispatching, GPS-based status changes, etc.).
- **Policies and procedures:**



- ◆ Update of dispatch SOP manual is in progress by the training coordinator pending definition of call types by the agencies who use them (both law and fire, but notably traffic collisions and mass-casualty incidents).
- ◆ The personnel manual draft is proposed today for adoption by the board.
- ◆ Emergency-medical dispatch procedures are on the list after regional EMS protocol revision.
- ◆ Finalizing updated Finance Manager job description including Clerk of the Administrative Board duties to for consideration by the Board following completion of year-end reporting.
- **Strategic plan:** Beginning to draft a document based on input collected so far that can guide additional input from board and other user agencies. Located Jeffcom strategic plan from 2010 to ensure the new plan addresses any issues that remain from that earlier process. Will continue 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.

❖ **Budgetary Items:**

- **Recruiting:** New CO trainees hired September 27 and January 7 are progressing through training. Two more are in background and could begin as soon as we have an open training shift. Lost the lateral applicant from February interviews. Beginning this month, trainees have been on a 4/10 schedule, and we are adjusting to make good use of that timing and the overlap day between the two trainees.
- **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 with assistance from three part-time employees and two JCSO deputies to allow coverage of vacation, training and supervisor/training job duties.

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

- January communications-staff overtime dropped significantly to 241 hours among the seven full-time, non-trainee employees on staff that month. Much of the drop is thanks to dedicated part-time staff and JCSO deputies, which allowed day-shift personnel to have some weekends.
- Still working on finalizing an initial order of uniform shirts with new logo.

❖ **External Relationships:**

- **APCO-NENA**
 - ◆ Attended Spring Forum early in March in Olympia along with Marlo

- ◆ Directors focus on presence with the legislature, staffing issues, pending change to retirement plan for communications officers and changing technology
- ◆ Public-education focus on social-media use and 911 hang-up calls
- **User Group meeting March 20, 2024**
 - ◆ Attended by PTPD, JCSO, EJFR, QFR
 - ◆ Focused on discussion of call types that have not been defined or that need revision so Jeffcom can complete a long-overdue update to its SOP manual
 - ◆ Discussed Apple notifications from phones and watches that are often unfounded
 - ◆ Discussed some CAD issues including this month's update that allows self-dispatching by fire personnel, dispatching to coordinates inside a facility and future implementation of proximity-based fire toning and version 2 of the recommendation engine – most of these intended to improve the accuracy of initial dispatch to fire/EMS calls for service
- **Non-user agency issues**
 - ◆ Have begun floating the idea with other public agencies that Jeffcom could administer a countywide 311-style AI-based phone service.

❖ **CFS and Call Data: January 1 through March 25, 2024**

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	1306	1391
QFR	146	116
BFD	121	107
DBVFR	33	35
Total	1606	1649

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	2865	3220
PTPD	1879	1899
Total	4744	5119

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	3950	99.15	n/a
11-15 sec	22	99.70	90%
16-20 sec	7	99.87	95%
21-40 sec	5	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
Total	3984		

- **911 Call Averages**

Metric	YTD Average
Ring time	3.57 sec
Hold time	4.82 sec
Talk time	105.08 sec

- **Non-911 Calls**

Metric	YTD
Number of outgoing calls	1967
Number of incoming calls	4245
0-10 sec pick-up time	98.80%
Average ring time	3.68 sec
Average hold time	5.21 sec
Average talk time	100.38 sec

East Jefferson Fire Rescue: Implementation Tool

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

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.3 Build community support for revenue opportunities and provide robust ongoing public communications.	<ul style="list-style-type: none"> Benchmark funding levels with comparable agencies. Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys. Start Community Service Specialist (CSS) work with existing personnel. Review and refine our community messaging and positions. Keep website and social media updated and look for opportunities to expand our social media presence. 	<ul style="list-style-type: none"> FC and Staff 	<ul style="list-style-type: none"> Update comparable analysis and maintain data Establish response standards, charter and policy statement AFG FP&S grant for CRS Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc. 	<ul style="list-style-type: none"> In progress In progress Completed 5/2023 Denied 12/23 4/11/24 CARES, SAFER, AFG, FPS grants have been submitted, almost \$3 million. Updating DEM & Jeffcom procedures 12/23
1.4 Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.	<ul style="list-style-type: none"> Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities. Adapt our charter and Interlocal Agreements to meet the needs of the community and partners. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Update City & County ILAs Clarify and refine EJFR's roles and responsibilities 	<ul style="list-style-type: none"> In progress, Fall/Winter 2023. City ILA expires 12/23 City ILA fee structure extended to July 24, is again being extended to initiate further collaboration. 4/11/24 Fire Prevention Services ILA will now be a now be a three party effort.
Initiative 2. Strengthen our core emergency response services.				
2.1 Adopt deployment performance goals as District.	<ul style="list-style-type: none"> Establish performance goals as required RCW Title 52. Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service. 	<ul style="list-style-type: none"> FC/Admin 	<ul style="list-style-type: none"> Adopted minimum staffing January 2023 Establish other performance goals per Title 52 	<ul style="list-style-type: none"> Completed 1/2023 Completed 5/2023
2.2 Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"> Establish realistic standards and monthly reporting. Use training and technology to facilitate compliance. 	<ul style="list-style-type: none"> FC & Staff 	<ul style="list-style-type: none"> Increase capability and capacity for staff to generate reports. 	<ul style="list-style-type: none"> In progress

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.3 Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> ▪ Establish minimum staffing as required RCW Title 52 to include ALS/BLS. ▪ Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization. <ul style="list-style-type: none"> ○ Evaluate the advantages of a peak demand model and/or alternate shift schedule. 	<ul style="list-style-type: none"> ▪ FC & Staff 	<ul style="list-style-type: none"> ▪ Adopt policy in compliance with Title 52 ▪ Update Response Plans and Run Cards 	<ul style="list-style-type: none"> ▪ Completed 5/2023 ▪ ALS response proposed 2/2024 ▪ 4/1/24 New ALS response plan initiated.
2.4 Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> ▪ Maintain our Washington State Rating Board score in Fall 2022. ▪ Enhance related data capture. ▪ Identify substandard metrics, such as number of engines, volunteers, etc. ▪ Establish Training Officer position to enhance proficiencies and support professional development. 	<ul style="list-style-type: none"> ▪ Brummel 	<ul style="list-style-type: none"> ▪ Complete amended WSRB Rating ▪ DONE! 	<ul style="list-style-type: none"> ▪ In progress, still working with WSRB. ▪ January 2024, TO is developing training plan
2.5 Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> ▪ Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> ○ Community outreach and health promotion. ○ Participate in local and regional committees to advance funding for alternative EMS services. ▪ Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc. ▪ Maintain a strong culture of continuous improvement. 	<ul style="list-style-type: none"> ▪ MSO 	<ul style="list-style-type: none"> ▪ Re-ignite the CPR program ▪ Recruitment of new CPR instructors is underway ▪ Update Patient Care Procedures (PCP) and response procedures. 	<ul style="list-style-type: none"> ▪ Initiated and growing ▪ MSO is working on several new and expanded efforts for layperson CPR. 2/2024 ▪ FC developing QI/QA SOG with EMS Council

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.6 Address immediate and long-term facility needs.	<ul style="list-style-type: none"> ▪ Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> • Future uses/development of the undeveloped Jefferson County Airport parcels. • Disposition of Harrison Street residence. Sold 11/2023 • District Training, Fleet Maintenance, EOC and Dispatch facilities. • Stations 12, 13 and 14 improvements or relocation. • Station 15 improvements. ▪ Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources. 	<ul style="list-style-type: none"> ▪ FC 	<ul style="list-style-type: none"> ▪ Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal 	<ul style="list-style-type: none"> ▪ In Progress
Initiative 3. Provide additional services to increase community health and well-being.				
3.1 Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> ▪ Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups. 	<ul style="list-style-type: none"> ▪ DFC Brummel 	<ul style="list-style-type: none"> ▪ Proposed for 2024 Budget 	<ul style="list-style-type: none"> ▪ Paramedic training options to be expanded in 2024
3.2 Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> ▪ Prioritize crew visits to low frequency/high risk facilities. ▪ Initiate reengagement with the community for life/safety inspections. 	<ul style="list-style-type: none"> ▪ AC Tracer ▪ Tracer 	<ul style="list-style-type: none"> ▪ Resetting interagency roles ▪ Inspections were restarted in January 2023. ▪ Implementing interim fire prevention service contract with the City. 	<ul style="list-style-type: none"> ▪ In progress

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.3 Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation. Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). Improve our wildfire competencies among the workforce. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Develop content and format for community messaging Messaging at Famer's Markets and other public outreach Collaborate with County/City partners and establish CWPP 	<ul style="list-style-type: none"> In progress 4/1/24 CWPP in final draft.
3.4 Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> Continue to apply community risk reduction principles in every call, every interaction with members of the public. Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Pursue grant funding for CRS position Prepare Levy Initiative Working with EJFR Prevention to retool towards CRR initiatives 	<ul style="list-style-type: none"> Completed 2/2023 CRR committee established 12/24 4/11/24 EJFR Admin reorg, CRM recruitment underway. New support FTE (Erin).
3.5 Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Pursue grants for continued CARES funding Cultivating input from various stakeholders We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact. 	<ul style="list-style-type: none"> Completed 2/2023 In progress AWC CARES grant submitted 4/11/24
Initiative 4. Enhance our workforce resilience and development.				
4.1 Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates. Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant. 	<ul style="list-style-type: none"> DFC Brummel 	<ul style="list-style-type: none"> Seek funding and grants 	<ul style="list-style-type: none"> In progress

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
4.2	Establish the culture and resources necessary to support the mental and physical health and wellness of our team	<ul style="list-style-type: none"> BC MacDonald Brummel 	<ul style="list-style-type: none"> Broaden annual medical evals and injury recovery 	<ul style="list-style-type: none"> 4/11/24 Ready Rebound Vitality assessments are complete.
4.3	Formalize and strengthen professional development and career track processes	DFC Brummel & Training Officer		<ul style="list-style-type: none"> Training Captain implemented 1/2024
4.4	Ensure recruitment efforts align with the needs of the organization	E1		<ul style="list-style-type: none"> 2/2024 Establishing PM eligibility list. 4/11/24 Three new PM FTE's offered employment.



Agenda Bill AB24-XXX

Meeting Date: April 15, 2024

Agenda Item:

- Regular Business Meeting**
- Workshop/Study Session**
- Special Business Meeting**

Submitted By: Emma Bolin
Department: PCD

Date Submitted: April 11, 2024
Contact Phone: 360-390-4048

SUBJECT: Resolution 24-XXX Updating and Providing for Planning and Community Development Department Fees

CATEGORY:

- Consent
 - Staff Report
 - Contract Approval
 - Public Hearing (Legislative, unless otherwise noted)
 - 3-Year Strategic Plan: N/A**
- Resolution
 - Ordinance
 - Other: Discussion Item

Cost Allocation Fund: *Choose an item.*

BUDGET IMPACT:

Expenditure Amount: \$
Included in Budget? Yes No

SUMMARY STATEMENT:

In December 2023, the City and East Jefferson Fire Rescue (EJFR) signed a First Amendment to the Annexation Agreement to ensure fire prevention, investigation and code enforcement services continue. This agreement also established compensation for the District to perform certain duties in the approved Planning and Community Development (PCD) fees, also approved by Council in December 2023. The proposed First Amendment to the Annexation Agreement established a committee to explore an update to the fee resolution prior to end of April 2024.

The First Amendment extends certain, identified terms for an additional six months through June 2024, in order to explore a fee schedule and new agreement terms in light of the completed annexation. Concurrently, Jefferson County, the City and EJFR are reviewing a draft County Wildfire Protection Plan, for eventual City Council review and signature, that identifies countywide scale of wildfire risk and protection needs and a framework for future planning and implementation of mitigation measures in the aim to assist protecting human life and property loss reduction due to wildfire.

This collaborative process is an opportunity for our three organizations to work together in crafting fire prevention and investigation responsibilities and mutual aid. EJFR is also establishing a Community Risk Reduction program, that will likely help distill organization roles aligning and implementing our regional fire prevention strategy. This will be the focus of work over the next few months.

In the meantime, EJFR and the City met regularly to discuss fees and made some modifications in Attachment 2. The group also investigated the appropriate hourly fee and effort provided for these services, affirming the City's hourly rate. Although

Resolutions 19-084 and 21-065 authorizes the City to update fees based on Consumer Price Index as part of our annual update every January, staff recommends explicit language in Attachment 2 Fire Code and Fire Prevention Review and Inspection Fees to enforce the annual price inflator independent of any future action taken for the remainder of building fees.

As the County, City, and EJFR continue to distill duties and responsibilities over the following months, there may further additions to fees as we reinvigorate procedures and fees for annual fire safety business inspections.

ATTACHMENTS:

1. **Resolution 24-XXX**
2. **2024 Building Fees Markup**
3. **Exhibit A- August 2023 ICC Building Valuation Data**

CITY COUNCIL COMMITTEE RECOMMENDATION: N/A

RECOMMENDED ACTION:

Waive second reading and move to approve Resolution 24-XXX Updating and Providing for Planning and Community Development Department Fees

ALTERNATIVES:

- Take No Action Refer to Committee Refer to Staff Postpone Action
 Remove from Consent Agenda Waive Council Rules and approve Ordinance ____
 Other:

2024 Upcoming Events

Group	Event	Date
April		
CRR	Fire Extinguisher Training - PL Yacht Club	4/6/24
CRR	Kala Point EPC Expo - WUI Aw	4/13/24
EJFR	Port Ludlow WUI-Evacuation Presentation	4/17/24
EJFR	Snure Procurement Law Webinar	4/19/24
EJFR	Connectivity Fair - Chimacum School	4/20/24
EJFR	Marrowstone Station 5 "Grand Opening"	4/20/24
EJFR	Volunteer Appreciation BBQ	4/21/24
Local 2032	Pancake Breakfast Station 6	4/27/24
CRR	Volunteer Appreciation Week	4/21-4/27
May		
CRR	Wildfire Preparedness Day	5/4/2024
CRR	Blue Sky Wildfire Presentation	5/5/2024
CRR	Ride Your Bike to School Day - Helmet Fitting	5/8/24
EJFR	Job & Trades Fair - Chimacum HS	5/10/24
CRR	National EMS Week	5/19-5/25
June		
WFCA	Saturday Seminar - Chelan	6/1/24
CRR	National Wildland Firefighter Day	6/5/24
CRR	Cape George - Fire Safety/Firewise Presentation	6/5/24
CRR	National Night Out	8/6/24
July		
CRR	PT Library Summer Reading Program - 1st Aid Kits	7/18/24
August		
CRR	Jefferson County Fair	8/9-8/11
	Community Opportunity Fair - Bay Club	8/27/24
October		
CRR	Fire Prevention Week	10/6-10/12
EJFR	Fire Rescue Fest	10/12/24
WFCA	Annual Conference - Spokane	10/23-10/26

Date: 04/04/2024
Subject: Emergency Hose Order
Prepared By: Captain Trevor Bergen

<p>Background:</p>	<p>East Jefferson Fire Rescue lost 2600' (26 Sections) of large diameter hose during hose testing the last week of March.</p> <p>The hose that failed came from both our first out engines and tenders as well as our reserve engine. It was 20 years old and had passed last year's testing.</p> <p>We have moved hose around to make sure our first out engines have a full supply by using all of our reserve hose and taking hose off of tenders and our reserve engines.</p> <p>Currently: Tender 7 is operating with 500' of 4" supply, down 700' from its normal 1200'. Engine 5 is operating with 1100' of 4" supply, down 100' from its normal 1200'. Tender 4 is operating with 500' of 4" supply, down 100' from its normal 600'. In order to get our first out engines to their current level we stripped all the supply line (1200') off of Engine 3 leaving it with no 4" Supply.</p> <p>We have zero feet of 4" reserve.</p> <p>Two Quotes are attached:</p> <p>QUOTE 1 Includes 14 sections of Pro-Flow LDH is an immediate need and would be enough hose to replace the failed sections of 4" supply and bring our water tenders back to their normal supply load. It also includes an additional 500' for any future failures. The shipping is free.</p> <p>QUOTE 2 Includes 9 sections of Pro-Flow LDH is the minimum to take our Water Tenders back to their pre hose failure level. This quote does not include the \$300 shipping. Total would amount to \$8,246.</p>
<p>Fiscal Impact:</p>	<p>\$12,361.10/ \$8,246.42</p>
<p>Recommendations:</p>	<p>Purchase 14 sections of 4" supply hose to bring us to our normal supply load and have 500' in reserve.</p>
<p>Proposed Motion:</p>	<p>Approve the purchase of supply hose per Quote 1 from SeaWestern totaling \$12,361.10.</p>

SeaWestern, Inc
 P.O. Box 51,
 Kirkland, WA 98083



Quote

Phone: 425-821-5858
 Email: Info@seawestern.com
www.seawestern.com

Bill To: EAST JEFFERSON FIRE RESCUE 24 SETON ROAD PORT TOWNSEND, WA 98368-6527		Ship To: EAST JEFFERSON FIRE RESCUE 7650 OAK BAY ROAD PORT LUDLOW, WA 98365		Date	04/03/2024
				Customer No.	10197
				Quote No.	QUO22168
				Sales Rep	Aaron Kallio
Expires	Attention	Delivery	FOB		
05/03/2024	Trevor Bergen				

Qty	Unit	Part Number	Description	Unit Price	Extended Price
14	EA	PRO-FLOW LDH	KEY FIRE HOSE #RC40-500, 4" PRO-FLOW LDH RUBBER COVERED SUPPLY HOSE, 100' LENGTH YELLOW STENCIL "EJFR 24-00-01" thru "EJFR 24-00-09"	809.29	11,330.06

Subtotal 11,330.06
Tax Total - 9.1% 1,031.04
Total \$12,361.10

*Pricing valid for above listed quantities
 Restocking fee up to 25% will apply on any non-stock merchandise
 Returns within 30 days of receipt
 Custom orders are non-cancellable, non-returnable
 Unless otherwise noted, pricing does not include shipping.
 Orders over \$2500 paid by credit card will have a 3% processing fee applied.*

SeaWestern, Inc
 P.O. Box 51,
 Kirkland, WA 98083



Quote

Phone: 425-821-5858
 Email: Info@seawestern.com
www.seawestern.com

Bill To: EAST JEFFERSON FIRE RESCUE 24 SETON ROAD PORT TOWNSEND, WA 98368-6527		Ship To: EAST JEFFERSON FIRE RESCUE 7650 OAK BAY ROAD PORT LUDLOW, WA 98365		Date	04/03/2024
				Customer No.	10197
				Quote No.	QUO22168
				Sales Rep	Aaron Kallio
Expires	Attention	Delivery	FOB		
05/03/2024	Trevor Bergen				

Qty	Unit	Part Number	Description	Unit Price	Extended Price
9	EA	PRO-FLOW LDH	KEY FIRE HOSE #RC40-500, 4" PRO-FLOW LDH RUBBER COVERED SUPPLY HOSE, 100' LENGTH YELLOW STENCIL "EJFR 24-00-01" thru "EJFR 24-00-09"	809.29	7,283.61

Subtotal 7,283.61
 Tax Total - 9.19% 662.81
 Total \$7,946.42

*Pricing valid for above listed quantities.
 Restocking fee up to 25% will apply on any non-stock merchandise
 Returns within 30 days of receipt
 Custom orders are non-cancellable, non-returnable
 Unless otherwise noted, pricing does not include shipping.
 Orders over \$2500 paid by credit card will have a 3% processing fee applied.*

EAST JEFFERSON FIRE RESCUE
RESOLUTION NO. 24-08
AUTHORIZING SOLE SOURCE/SPECIAL MARKET CONDITION PURCHASE

WHEREAS, RCW 39.04.280 provides for the waiver of competitive bidding requirements under enumerated conditions including (1) (a) Purchases that are clearly and legitimately limited to a single source of supply and (1) (b) Purchases involving special facilities or market conditions.

WHEREAS, East Jefferson Fire Rescue “EJFR” has a need for a 2023 Ford Transit Connect Van as more particularly described in the purchase order attached as **Exhibit A** “Equipment.”

WHEREAS, EJFR normally purchases such Equipment through the state bid process managed by the Department of Enterprise Services “DES” or through a purchasing cooperative.

WHEREAS, because of global supply chain issues, high demand and the fact that this model is no longer being built, neither DES nor any purchasing cooperatives can supply the Equipment needed by the District in a timely manner;

WHEREAS, the District has conducted an exhaustive search to locate suitable Equipment that is currently available;

WHEREAS, District staff has located 2 options for the Equipment. The least expensive Option is located in Shelton. The seller has advised that there are other interested buyers and the Equipment would not be offered under a competitive bid process.

WHEREAS, based on the above, District staff has determined that any delays in securing the equipment through a formal bidding will result in no bids and such Equipment becoming unavailable;

WHEREAS, District staff has determined that the Equipment is competitively priced that purchasing the Equipment will allow the District to meet its Equipment needs in a timely manner to better serve the District taxpayers;

WHEREAS, the cost of the equipment is **\$39,733.41** plus applicable taxes and license fees which arguably requires the Board to formally waive competitive bidding requirements in order to proceed with the purchase of the Equipment;

NOW THEREFORE, BE IT RESOLVED that the East Jefferson Fire Rescue Board of Commissioners hereby declares a special market condition and ratifies the staff’s decision to secure the Equipment, waives the competitive bidding requirements based on the special market conditions enumerated above and approves the purchase of the Equipment in the amount of **\$39,733.41** plus applicable taxes and license fees..

ADOPTED by the East Jefferson Fire Rescue Board of Commissioners, at an open public meeting of such Board on the 16th day of April, 2024 the following Board Members being present and voting:

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

Deborah Stinson, Chair

Dave Seabrook, Commissioner

Geoff Masci, Commissioner

Steve Craig, Commissioner

Glenn Clemens, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

Exhibit A

VEHICLE BUYER'S ORDER

DATE _____



BRUCE TITUS SHELTON
 180 W Hulbert Road
SHELTON, WA 98584
 (360) 426-5585 • FAX (360) 426-5395

BUYER _____ RES. PHONE (____) _____ BUS. PHONE (____) _____
 ADDRESS _____ CITY _____ COUNTY _____ STATE _____ ZIP _____

STOCK NO.	YEAR	NEW	USED	COLOR	MAKE	MODEL	VIN NUMBER
Title Brands/Comments (if applicable): _____ REBUILT _____ JUNK _____ SALVAGE/REBUILT _____ DESTROYED _____ OTHER _____							

LICENSE NO. WA: _____ TAB: _____ EXP: _____
 ODOMETER READING _____
 NOTICE TO BUYER REGARDING THE AIRBAGS ON THIS VEHICLE:
 _____ an "on/off switch" has been installed on the airbag(s)
 _____ the airbag(s) have been deactivated

1. BASE PRICE OF VEHICLE	
2. DEALER ADDED OPTIONS:	
3. BASE PRICE OF VEHICLE AND OPTIONS (1 PLUS 2)	
4. ESTIMATED Vehicle Excise Tax, License, Title and Registration Fees, Bank Title Lien Release Fee \$ _____ (including \$3.00 Arbitration Fee on New Cars) (\$2.50 Dealer Administrative Fee)	
5. DOWN PAYMENT (Not receipt for cash received.) (A) CASH _____ (B) REBATE _____	
6. ESTIMATED Net Trade-In Allowance	
7. TOTAL CREDITS (5 + 6)	
8. SALES TAX [Calculated on the difference between Cash Price of Vehicle and Options (Line 3 above) and Gross Trade-in Allowance]	
9. DOCUMENTARY SERVICES FEE	
10. SERVICE CONTRACT	
11. MAINTENANCE CONTRACT	
12. SALES TAX [For Service Contract and/or Maintenance Contract]	
13. INSURANCE (Life, Disability, etc.)	
14. OTHER	
15. TOTAL CASH PRICE OF VEHICLE (3 + 4 + 8 + 9 + 10 + 11 + 12 + 13 + 14)	
16. UNPAID BALANCE OF CASH PRICE DUE ON DELIVERY (15 - 7)	
17. UNPAID BALANCE - AMOUNT FINANCED (15 - 7)	

A. USED VEHICLE TRADE-IN

YEAR	MAKE	MODEL
MILEAGE	VIN#	
BALANCE OWED TO:		
LIENHOLDER'S ADDRESS		

B. SECOND VEHICLE TRADE-IN

YEAR	MAKE	MODEL
MILEAGE	VIN#	
BALANCE OWED TO:		
LIENHOLDER'S ADDRESS		

Gross trade-in allowance for (A) \$ _____
 Less estimated balance owed on (A) \$ _____
 Gross trade-in allowance for (B) \$ _____
 Less estimated balance owed on (B) \$ _____
 *ESTIMATED NET ALLOWANCE ON TRADE-IN(S): \$ _____ (carry over to line 6)
 *Buyer acknowledges that the payoff and/or lien balance on the trade-in vehicle as described above is only an estimated figure, subject to verification and confirmation from the lienholder as to the exact dollar amount. In the event the payoff/lien balance exceeds the above-stated amount, such additional amount shall, at the option of the Dealer, be added to the total cash price of the vehicle and shall be paid to the dealer on request or added to the amount being financed.
 X _____
 SIGNATURE (DO NOT INITIAL)

FINANCING CONDITION IF A RETAIL INSTALLMENT CONTRACT OR NOTE AND SECURITY AGREEMENT IS SIGNED IN CONJUNCTION WITH THIS BUYER'S ORDER (COLLECTIVELY, THE "AGREEMENT"), THE AGREEMENT IS BINDING UPON EXECUTION, PROVIDED HOWEVER THAT THE DEALER WILL HEREAFTER ASSESS THE BUYER'S CREDITWORTHINESS AND IF THE DEALER DOES NOT HEREAFTER APPROVE FINANCING ON ACCOUNT OF THE BUYER'S CREDITWORTHINESS AND SUBSEQUENTLY NOTIFIES BUYER OF SUCH DISAPPROVAL THIS AGREEMENT IS VOID, EXCEPT AS PROVIDED IN PARAGRAPH 6 ON THE REVERSE SIDE HEREOF.

ARBITRATION PROVISION THIS ARBITRATION PROVISION GREATLY AFFECTS YOUR LEGAL RIGHTS IN ANY DISPUTE WITH US, PLEASE READ IT CAREFULLY BEFORE SIGNING.
 • YOU OR WE SHALL, SUBJECT TO THE TERMS HEREOF, HAVE ANY DISPUTE BETWEEN US DECIDED BY ARBITRATION AND NOT IN COURT OR BY A JURY TRIAL.
 • IF A DISPUTE IS ARBITRATED, YOU WILL GIVE UP YOUR RIGHT TO PARTICIPATE AS A CLASS REPRESENTATIVE OR CLASS MEMBER ON ANY CLASS CLAIM YOU MAY HAVE AGAINST US INCLUDING ANY RIGHT TO CLASS ARBITRATION OR ANY CONSOLIDATION OF INDIVIDUAL ARBITRATIONS.
 • DISCOVERY AND RIGHTS TO APPEAL IN ARBITRATION ARE GENERALLY MORE LIMITED THAN IN A LAWSUIT, AND OTHER RIGHTS THAT YOU AND WE WOULD HAVE IN COURT MAY NOT BE AVAILABLE IN ARBITRATION, THE INFORMATION THAT YOU AND WE MAY OBTAIN IN DISCOVERY FROM EACH OTHER IN ARBITRATION IS GENERALLY MORE LIMITED THAN IN A LAWSUIT.
 All disputes between the Parties and/or their designees ("Parties"), whether in contract, tort or otherwise - including the interpretation and scope of this provision, and the arbitrability of the claim or dispute, between you and us or our employees, agents, successors or assigns, that arise out of or relate to this Agreement or any resulting transactions shall, at your or our election, be resolved by neutral, binding arbitration, and not by a court action, in accordance with the laws of the State of Washington. Any claim or dispute is to be arbitrated by a single arbitrator on an individual basis and not as a class action. You expressly waive any right you may have to arbitrate a class action. If the Parties do not agree on a single arbitrator within ten (10) days following demand therefor, then the arbitrator shall be appointed by Washington Arbitration & Mediations Service. The Parties recognize, acknowledge and agree that the designated arbitrator will be an independent individual, not affiliated or related to either, and that any dispute between the Parties will not be heard and decided by a judge or jury.
 You are responsible for the cost of the arbitration filing fee up to the amount of the filing fee for Superior Court. We will pay any balance of the arbitration filing fee in excess of that amount, and are also responsible for paying any arbitration costs you would not otherwise be responsible for had you filed your claim in Superior Court. We are not required to pay any costs or fees you would otherwise be required to pay had you filed your claim in Superior Court, including but not limited to: deposition fees, expert and fact witness fees, attorney's fees (not otherwise recoverable as specifically provided for but limited by statute), reproduction costs, and costs related to electronic discovery. The arbitrator's decision and/or award shall be final and binding on all parties, and may be sued upon or enforced in any court of competent jurisdiction.
 You and we retain the right to self-help remedies, such as repossession, and the right to seek remedies in either bankruptcy court or small claims court for disputes within those courts' jurisdiction, unless such action is transferred, removed, or appealed to a different court. This clause shall survive any termination, payoff, or transfer of this Agreement. If any part of this Arbitration Provision, other than waivers of class action rights, is deemed or found to be unenforceable for any reason, the remainder shall remain enforceable.
 By setting forth his or her initials, Buyer acknowledges that this Buyer's Order contains the above arbitration provision, and agrees that he or she has read and agrees to the same: BUYER _____ CO-BUYER _____

BUYER AGREES THAT THIS AGREEMENT INCLUDES ALL OF THE TERMS AND CONDITIONS ON THE FRONT AND BACK SIDE HEREOF, THAT THIS AGREEMENT CANCELS AND SUPERSEDES ANY PRIOR AGREEMENT INCLUDING ORAL AGREEMENTS AND, AS OF THE DATE BELOW, COMPRISES, WITH ANY RETAIL INSTALLMENT CONTRACT, SERVICE CONTRACT, INSURANCE CONTRACT, AND OTHER AGREEMENTS AND ACKNOWLEDGMENTS SIGNED CONTEMPORANEOUS HEREWITH, THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS OF THE AGREEMENT RELATING TO THE SUBJECT MATTERS COVERED BY THIS AGREEMENT. BY SIGNING THIS AGREEMENT, BUYER ACKNOWLEDGES THAT BUYER HAS READ ITS TERMS AND HAS RECEIVED A TRUE COPY OF THIS AGREEMENT. IF THIS ORDER IS FOR A USED VEHICLE, THE INFORMATION ON THE WINDOW FORM OF THE VEHICLE IS ALSO A PART OF THIS ORDER AND OVERRIDES ANY CONTRARY PROVISIONS OF THIS ORDER.


X _____
 Buyer's Signature Date Dealer or Dealer's Authorized Representative
 X _____
 Co-Buyer's Signature Date Salesperson's Name

Date: April 16, 2024

Subject: Sourcewell Purchasing Cooperative

Background:	<p>Current Purchasing Policy 6006 lists designated purchasing cooperatives. Staff is recommending the addition of Sourcewell to the list of purchasing cooperatives.</p> <p>During our current search for a PIO Van to purchase, we have had difficulty finding options within our current purchasing cooperatives. We recently learned of Sourcewell during the emergency purchase of a generator for Station 7 per the recommendation of our generator maintenance company, Energy Systems.</p> <p>Sourcewell is a purchasing cooperative based in Minnesota, specifically for State and Local Governments that follows all competitive contracting laws. It is used by numerous Fire Districts in our state and region, Bainbridge Is., CKFR, Clallam #3 and NKFR among many others.</p> <p>Optional participation agreement attached. They do not require one, if we opt to have one, we will send a signed copy to them.</p>
Fiscal Impact:	None – Registration is free.
Recommendations:	Approve.
Proposed Motion:	Move to add Sourcewell as an approved purchasing cooperative to Policy 6006.

Prepared By: *Tanya Cray*

	EAST JEFFERSON FIRE RESCUE	
	POLICY	
	Title of Policy: Purchasing	
	Policy Number: 6006	
	Date of Implementation: 4/16/24	
Replaces: Policy 706, SOG A04-03, 12/17 version, 3/17/21 version, 3/15/23 version		
Signature of Approval:		Date:

SECTION 1.0 PURPOSE

It is the purpose of this policy to provide direction to the process of purchasing of goods and services by the District in order to maintain an accountable procurement process. It is also the intention of the board to allow for the flexible application of this policy & following guidelines for more efficient and cost effective purchases where their strict application would not be in the District’s best interest.

SECTION 2.0 DEFINITIONS

Budget: The formally adopted budget of the District

Emergency: Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).

Designated Purchasing Cooperatives: The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.

- **KCDA:** The King County Directors’ Association “KCDA” is a purchasing cooperative established by Washington's public school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.
- **State Purchasing Cooperative:** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.
- **Department of Information Services:** The Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software and information services through the Department of Information Services complies with the statutory bidding and procurement requirements.
- **Houston Galveston Area Council (H-GAC):** H-GAC's Cooperative Purchasing Program, known as HGACBuy, was established pursuant to Texas Interlocal Cooperation Act [Texas Local Government Code, Title 7, Chapter 791]. The Act allows local governments and certain non-profits to contract or agree under the terms of the Act to make purchases or provide purchasing services and other administrative functions appropriately established by another government entity. The Interlocal Contract (ILC) is the required legal document that

establishes a link between the End User (local governments and certain non-profits) and HGACBuy, and gives the End User access to HGACBuy contracts.

HGACBuy contracts are established based on the requirements of [Texas Local Government Code, Chapter 252]. Products and services are contracted after having been subjected to either a competitive bid (IFB) or competitive proposal (RFP) process. Contracts are blanket type, usually for a term of two or three years. Use of HGACBuy for purchases by any End Users is strictly at the discretion of that entity. End Users issue their purchase orders to and pay directly the HGACBuy Contractor.

- **Sourcewell:** Sourcewell is a local government unit, public corporation and public agency under the laws of Minnesota. It was created by state law as a service cooperative to provide programs and services to education and government. Sourcewell was established with the statutory purpose to assist public agencies in meeting specific needs which are more efficiently delivered cooperatively than by an entity individually.

Sourcewell is authorized to establish competitively awarded cooperative purchasing contract on behalf of itself and its participating agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell cooperative purchasing contracts are made available through the joint exercise of powers law Minn. Stat. § 471.59 to participating agencies.

Bid Exemptions: RCW 3

9.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.

Lowest Responsible Bidder: The lowest bidder on a competitively bid purchase of equipment, material or supplies or a public work as determined by the statutory criteria established under RCW 43.19.1911.

Public Work: Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

Cooperative Purchase: A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

General Expenditures: Minor expenditures for the ongoing operations of the Department. Typical general expenditures would include office supplies, vehicle maintenance supplies, cleaning and household supplies.

Program Expenditures: Expenditures for the ongoing operations of specific programs. Typical program expenditures are radios and radio parts, EMS supplies, vehicle parts, training supplies and props, protective clothing and uniforms. Purchases that exceed these limits shall be approved by the fire chief or designee. Expenditure limitations:

- Administration (Fire Chief, Assistant Chiefs, Battalion Chiefs, Business Manager, Finance Manager, District Secretary and MSO) shall be \$5,000.
- Non-assigned Travel Cards (used for State Mobilization, and Department of Natural Resource deployments) shall be \$5,000
- Officers (Lieutenants, Administrative Clerks, other line personnel) shall be \$1,000

Purchases that exceed these limits shall be approved by the fire chief or designee. Expenditures not approved via the budget in excess of these limits require approval of the Board of Commissioners.

Administrative Expenditures: Expenditures for the ongoing administration of Fire and EMS services offered by the Department. Typical Administrative expenditures include professional services, EMS billing contracts, other service contracts and insurance premiums.

Payroll expenditures: Expenditures for the salary and benefits of administrative and career employees, Commissioners, and volunteer stipends.

Vehicle Purchasing: Shall be in accordance with procurement process stipulated in RCW 52.14.110 and 54.14.120.

SECTION 3.0 POLICY

The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. Expenditures within specified budgetary limits shall not require any further Board approval beyond the approval of the budget. Purchases of goods or services outside of budgetary limits shall require approval by the Board.

Purchases made using a Bid Exemption shall require formal action of the Board in the form of a Resolution approving use of the Bid Exemption.

The Fire Chief, or in the Fire Chief's absence an Assistant Fire Chief, shall approve all budgeted purchases of goods or services in excess of \$10,000.00. The Fire Chief shall notify and inform the Board of all purchases or contracts with a value in excess of \$50,000.00.

The Finance Manager, or Finance Manager's designee shall approve all budgeted purchases of \$10,000 or less.

In the event of an emergency the Fire Chief, or in the Fire Chief's absence an Assistant Fire Chief, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board. In the absence of the Fire Chief and Assistant Fire Chiefs, the Finance Manager may make an emergency purchase within budgetary limits but in excess of the \$10,000 limit.

SECTION 4.0 RELATED SOG'S

- See following SOG's beginning with 6006a

Sourcewell Cooperative Purchasing Program Participation Agreement

This Participation Agreement is between Sourcewell and Participating Entity to provide access to Sourcewell's Cooperative Purchasing Program. Sourcewell's Board of Directors has approved these terms and conditions through operation of this intergovernmental Participation Agreement. Participating Entity approves this Agreement upon registration with Sourcewell.

Section 1: Authority

1.1 Sourcewell is a service cooperative established by Minn. Stat. § 123A.21 as a local unit of government pursuant to the Minn. Const. art. XII, sec. 3.

1.2 Sourcewell is authorized to provide a Cooperative Purchasing Program by Minn. Stat. § 123A.21, subd. 7(23) to Participating Entities.

1.3 Sourcewell's cooperative purchasing contracts and master agreements are offered through Minn. Stat. § 471.59 and this Participation Agreement. The Sourcewell Board of Directors has approved these participation terms, and Sourcewell is authorized to enter this interlocal or joint powers agreement with an eligible Participating Entity through this Participation Agreement.

1.4 Participation in Sourcewell's Cooperative Purchasing Program is open to eligible Participating Entities. A Participating Entity is any eligible entity registering with Sourcewell, including: any government unit, including a state, city, county, town, village, school district, political subdivision of any state, federally recognized Indian tribe, any agency of the United States, any instrumentality of a governmental unit, any other entity as defined in Minn. Stat. § 471.59 Subd. 1(b), and any entity as defined in Art. VI of the Sourcewell Bylaws.

1.5 Participating Entity and Sourcewell agree this Participation Agreement is for the purpose of allowing access to available Sourcewell Cooperative Purchasing Program contracts and master agreements with awarded suppliers.

1.6 Participating Entity represents, through an authorized signatory, it is eligible for participation as defined in this Agreement.

Section 2: General Terms

2.1 Sourcewell will make its Cooperative Purchasing Program available to Participating Entity. Sourcewell programs and master agreements are provided to Participating Entity "as is." Sourcewell makes no representation as to warranties of quality, merchantability, or fitness for a particular purpose. Participation in the Program is voluntary and non-exclusive.

2.2 To purchase from Sourcewell contracts and master agreements, Participating Entity must enter into a purchase order or other subsequent agreement in accordance with the terms and conditions of master agreements directly with a supplier. Participating Entity will be responsible

for all aspects of its purchase, including ordering its goods and services, inspecting, accepting the goods and services, and prompt payment to supplier who will have directly billed the Participating Entity.

2.3 The Parties to this Agreement will adhere to all applicable laws concerning the procurement of goods and services in its respective jurisdiction.

2.4 Access to the Cooperative Purchasing Program is effective upon the date of Participating Entity’s completed registration. The Agreement will remain in effect until canceled by either party upon thirty (30) days written notice to the other party.

2.5 Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof.

2.8 There will be no financial remunerations by or obligations upon Participating Entity for participation in Sourcewell Cooperative Purchasing Program.

2.9 Sourcewell’s Cooperative Purchasing Program master agreements will be procured in compliance with Minnesota law and the Sourcewell Cooperative Purchasing Program.

2.10 The records and documents related to this this Agreement are subject to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.


Section 3: Approval

The Sourcewell Board of Director has approved this Policy effective July 1, 2022.

Sourcewell:

DocuSigned by:
By 
Authorized Signature – Signed

By Greg Zylka
Name – Printed
Title Sourcewell Board of Directors Chair
Date 8/19/2022 | 9:40 AM CDT

DocuSigned by:
By 
Authorized Signature – Signed

By Sara Nagel
Name – Printed
Title Sourcewell Board of Directors Clerk
Date 8/19/2022 | 10:35 AM CDT

Participating Entity:

By _____
Authorized Signature – Signed

By _____
Name – Printed
Title _____
Date _____

Organization Information

Indicate an address to which correspondence may be delivered.

Organization Name* _____

Address* _____

City* _____

State Code* _____ Zip Code* _____

Country* _____

Employer Identification Number _____

Website _____

Contact person* (First, Last) _____

Job Title* _____

Email completed agreement to:
service@sourcewell-mn.gov

You may also mail the completed agreement to:

Sourcewell
 202 12th Street NE
 P.O. Box 219
 Staples, MN 56479

Job Role

- Administrator
- Department Head
- Department Purchaser
- Human Resources
- Procurement Officer
- Teacher
- Other

Department

- Administration
- Dining/Food Service
- Facilities/Operations
- Fleet/Transportation
- Human Resources
- Information Technology
- Parks, Recreation & Athletics
- Public Safety/Security
- Public Works/Utilities
- Purchasing & Finance

Email* _____

Phone* _____

Organization Type:**Government**

- County
- Federal
- Municipality
- Province/Territory
- Special District
- State
- Township
- Tribal

Education

- Local Education Agency (Public K-12 and Pre-K)
- Private Local Education Agency (Private K-12)
- Private Higher Education
- Public Higher Education

Nonprofit

Documentation demonstrating nonprofit status is required when submitting application.

- Church
- Medical Facility
- Other

Referred by

- Advertisement
- Colleague/Friend
- Conference/Trade Show _____
- Supplier
- Search Engine/Web Search
- Sourcewell Employee

**Denotes required information*