



# 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

May 21, 2024

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

### PLEDGE OF ALLEGIANCE

**1. Agenda Changes**

**2. Consent Agenda**

A. Approve Minutes from the April 16, 2024 Regular Board meeting TAB 2A

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

1. Approve General Fire expenditure warrants dated April 9, 2024, April 18, 2024, April 19, 2024, April 24, 2024 and May 3, 2024 totaling **\$415,481.76**
2. Approve EMS expenditure warrants dated April 9, 2024, April 18, 2024, April 19, 2024, April 24, 2024 and May 3, 2024 totaling **\$73,945.38**
3. Approve payroll expenditure warrants dated April 18, 2024, May 2, 2024 and May 3, 2024 totaling **\$739,741.30**
4. Approve transfer from EMS cash to EMS investment April 25, 2024 and May 6, 2024 totaling **\$2,000,000**
5. Approve transfer from General Fire cash to General Fire investment April 25, 2024 and May 6, 2024 totaling **\$4,500,000**
6. Approve Cash transfer from EMS to General Fire Fund May 7, 2024 for a coding correction totaling **\$2,200**

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

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

**5. Presentations –**

**6. Announcements and Acknowledgements**

**7. Staff Reports -** TAB 7

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

**Chief Black**

**Executive Chiefs: Brummel, Operations & Training**

## Tracer, Support Services

PIO/HR Activities  
Finance 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. CARES Recruitment (*update*)
- F. Lease for Administration Building (*update*)

TAB 12A

### 13. New Business

- A. Policy/SOG Updates - (*Action needed, See attached list*)
- B. Insurance Policy Renewal
- C. Resolution 24-09 - Sole Source/Special Market Conditions
- D. Resolution 24-10 - Surplus of District Owned Equipment
- E. Olympus Beach Tracts Request
- F. Lobby State: Hybrid Vehicle Options on State Purchasing Cooperative
- G. WSDOT Road Closures
- H. Fire Engine Purchase

TAB 13A

TAB 13B

TAB 13C

TAB 13D

TAB 13E

TAB 13G

TAB 13H

**Executive Session** The Board will be going into executive session pursuant to RCW 42.30.140(b) relating to collective bargaining issues and negotiations

### 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 excluded from public viewing\*\***



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM April 16, 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, Geoff Masci, Glenn Clemens, Steve Craig, Gene Carmody and Ed Davis. Seabrook arrived at 3:15pm.

**Admin Staff:** Chief Black, DC Brummel, AC Tracer, MSO Ridgway, HR Manager Stewart, Finance Manager Ysseldyke-All, Training Captain Bergen, Administrative Assistant Murray and District Secretary Cray.

**1. AGENDA CHANGES** – New Business item F added to excuse Commissioner Masci’s absence for the Special Meeting on March 27, 2024.

**2. CONSENT AGENDA**

**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**

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

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

**4. PUBLIC COMMENT** – None.

**5. PRESENTATIONS** – Chief Manly presented Terri Ysseldyke-All with a plaque for her 10 plus years of service as the Secretary for the Jefferson County Fire Chief’s meetings. Cray gave a brief introduction of Erin Murray who recently moved from part time to full time.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – None.

**7. STAFF REPORTS**

**Chief Black**

Black noted the month was a blur of activity. Several grants were submitted, the apparatus committee met several times, four conditional offers were sent out and all were accepted. He thanked staff and the members at large for their responsiveness.

**AC Brummel**

Brummel noted the Training Capt. Bergen is getting up to speed, allowing him more time to work

April 16, 2024



on other projects. He spent a considerable amount of time on the AFG, SAFER and CRR grants this month. The total ask of FEMA was \$2.5 million, they will start awarding the grants beginning April 30<sup>th</sup>. He noted that Lt. White helped facilitate the IAFF review of the grant narratives prior to submission which as a great resource with positive feedback.

The ALS deployment model has had no major operational issues. Responding units are able to upgrade by request to JeffCom. JeffCom Director Stewart noted they are dealing with some small issues on their end, mostly learning issues that are being worked through. JeffCom is working on making run cards more resilient which will help with all response plans, Stewart expects to see future improvement.

### **AC Tracer**

Tracer noted a lot of money was recently spent on emergency facility repairs. The generator at Station 7 went down and the Garage doors at Station 6 shorted out.

Finance Report – Ysseldyke-All noted the State Auditor contacted her about our upcoming audit. They would like to start the audit for 2021 and 2022 now and once the 2023 annual report has been filed that year would then be audited.

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.

**E. Apparatus Committee** – It will be early May before we hear back from True North on what the cost of the Engines will be. Braun NW has limited availability for chassis, so it may be more time effective to purchase chassis direct from the factory for the Rescue. There is a 500 day build time from order date. More apparatus information to be discussed in New Business item C.

**9. JeffCom Report** – It is telecommunications week and the dispatchers are being celebrated. They are getting closer to full staffing.

**10. LOCAL 2032 REPORT** – No Report.

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

No comments received.

## **12. OLD BUSINESS**

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

Initiative 4 is getting a lot of attention with Ready Rebound and the upcoming Healthforce physicals. We are making strides in CRR and CWPP.

### **B. CWPP Update**

Black stated Jefferson County has paid money to extend the project. The final meeting is set for next week to approve the final draft. The public comment period will open soon after. Black credits Mark MacCauley for bird dogging this project.

### ***C. Finance Director Recruitment***

We have 2 qualified candidates and there are at least 2 more expressing interest.

### ***D. Facilities Tech (update)***

The job description is included in the packet. Black thanked Local 2032 for their collaboration on this. Interest is being expressed, 2 applications received so far and the application period closes on April 30<sup>th</sup>.

### ***E. Lease for Administration Building***

No updates since our last meeting.

### ***F. City of PT/EJFR First Amendment to Annexation Agreement***

Black reported the City and EJFR have been negotiating in good faith to ensure Fire District services continue. Furthermore, Black will meet with both the City and County to discuss a 3-part agreement. They have extended the already extended agreement in order to develop this 3-part agreement.

## **13. NEW BUSINESS**

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

Cray explained the current purchasing policy has a need to add an additional purchasing cooperative in order to get the best pricing for an emergency purchase of a generator for Station 7. This cooperative is Sourcewell, it is based in Minnesota and is set up specifically for state and local governments and follows all competitive contracting laws. **MOTION:** Craig moved to approve the update Purchasing Policy 6006 as presented. Masci seconded the motion which passed unanimously.

### ***B. Fire Hose Purchase***

Training Capt. Bergen reported that during recent hose testing we lost 2600ft of hose due to failure. Most of this hose was 20 years old. Bergen proposed 2 options for replacing the hose. The first option requested enough sections of hose to bring us back to our normal levels on our apparatus and have some in reserve. The second option was to purchase less hose that would be just enough to bring us back to our pre hose failure level on our apparatus. **MOTION:** Masci moved to approve option one. Clemens seconded the motion. Craig noted that we are using hose this old due to these kinds of expenditures being kicked down the road to save money, he added that last thing our people should be worrying about is having enough hose. Motion passed unanimously.

### ***E. Resolution 24-08 – Sole Source/Special Market Conditions***

The apparatus committee evaluated the needs for a PIO/Public Education van. It was determined that a 2023 Ford Transit Connect Van would be the best fit. Upon researching it was discovered that Ford has stopped making this model and it was not available through any of the approved purchasing cooperatives. Staff located two options for purchasing this vehicle and the least expensive option is located in Shelton. There are other interested buyers and the seller would not be offering under a competitive bidding process. The Board was presented with a resolution expressing the need to declare this purchase to fall under special market conditions. **MOTION:** Masci moved to approve Resolution 24-08 Sole Source/Special Market Conditions. Davis seconded the motion which passed unanimously.

#### ***F. AFG and SAFER Grant Updates***

Brummel gave updates on the AFG and SAFER in his monthly report. He did add that the Association of Washington Cities (AWC) grant has also been submitted for the CARES program. This grant included an extra \$100,000 ask for training. More depth is needed on the EJFR side so that PM Woods can take time off. The total ask was \$360,000.00. The AWC representative will be riding along with the CARES team at the end of the month. Black noted that ECHO still needs volunteers who are willing to drive people to appointments.

#### ***G. Emergency Facility Repairs***

See Chief Tracer's monthly report.

#### ***H. Excuse Masci Absence***

**MOTION:** Seabrook moved to excuse Masci's absence for the March 27<sup>th</sup> special meeting. Craig seconded the motion which passed unanimously.

#### **14. UPCOMING TOPICS/EVENTS –**

Airport Days is coming in August. We have not received an invitation yet, though we have been told to expect a pre-event meeting invite.

#### **GOOD OF THE ORDER –**

There will be an Olympic Community of Health event on June 4<sup>th</sup> at the 7 Cedars Casino and it would be nice for us to show our support and have someone attend.

Four EMT's have passed the EMT class three of them have now passed the national registry.

Clemens thanked MSO Ridgway and FF Chapman for teaching the CPR class.

Seabrook noted there would be a Climate Action Committee next Tuesday at 3:00pm if anyone is interested.

Black requested the Board to review the strategic plan and have some input for upcoming negotiations during executive session at our next meeting.

#### **ADJOURNMENT**

Stinson adjourned the meeting at 4:04 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

April 16, 2024

# TREASURER'S REPORT

## Fund Totals

Jefferson Co FPD No. 1

04/01/2024 To: 04/30/2024

Time: 15:02:31 Date: 05/06/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	2,262,668.42	3,739,289.52	711,041.00	5,290,916.94	47,899.04	8,400.51	0.00	5,347,216.49
003 FIRE CAPITAL FUND 656001042	781,699.19	3,417.85		785,117.04	0.00	0.00	0.00	785,117.04
004 EMS CAPITAL FUND 657001110	519,820.51	2,256.08		522,076.59	0.00	0.00	0.00	522,076.59
101 EMS Fund #657001100	2,072,430.43	1,606,212.63	476,711.48	3,201,931.58	3,944.00	627.81	0.00	3,206,503.39
	<b>5,636,618.55</b>	<b>5,351,176.08</b>	<b>1,187,752.48</b>	<b>9,800,042.15</b>	<b>51,843.04</b>	<b>9,028.32</b>	<b>0.00</b>	<b>9,860,913.51</b>

# TREASURER'S REPORT

## Account Totals

Jefferson Co FPD No. 1

Time: 15:02:31 Date: 05/06/2024

04/01/2024 To: 04/30/2024

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 County Checking	5,569,844.73	5,351,176.08	1,187,752.48	9,733,268.33	0.00	60,871.36	9,794,139.69
10 1st Security Payroll	66,773.82	751,630.01	751,630.01	66,773.82	0.00	0.00	66,773.82
Total Cash:	5,636,618.55	6,102,806.09	1,939,382.49	9,800,042.15	0.00	60,871.36	<b>9,860,913.51</b>
	<b>5,636,618.55</b>	<b>6,102,806.09</b>	<b>1,939,382.49</b>	<b>9,800,042.15</b>	<b>0.00</b>	<b>60,871.36</b>	<b>9,860,913.51</b>

## 2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 09:46:45 Date: 05/07/2024

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	April	YTD	Remaining	
300 Revenue	10,721,100.00	3,739,289.52	5,070,263.78	5,650,836.22	47.3%
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%
<b>Fund Revenues:</b>	<b>11,094,260.00</b>	<b>3,739,289.52</b>	<b>5,076,172.41</b>	<b>6,018,087.59</b>	<b>45.8%</b>
Expenditures	Amt Budgeted	April	YTD	Remaining	
000	265,035.00	10,658.31	36,928.53	228,106.47	13.9%
210 Administrative	1,854,474.00	159,711.34	543,780.30	1,310,693.70	29.3%
211 Legislative	258,228.00	12,883.39	116,305.93	141,922.07	45.0%
220 Suppression	6,350,846.00	359,837.45	1,586,722.17	4,764,123.83	25.0%
230 Prevention	15,600.00	1,375.19	4,246.63	11,353.37	27.2%
241 Training Equipment	0.00	0.00	36.21	(36.21)	0.0%
245 Training	93,014.00	16,988.78	38,644.25	54,369.75	41.5%
250 Facilities	420,857.00	89,670.92	242,518.88	178,338.12	57.6%
260 Vehicles & Equipment	418,450.00	57,237.21	154,598.37	263,851.63	36.9%
<b>520 Fire Control</b>	<b>9,676,504.00</b>	<b>708,362.59</b>	<b>2,723,781.27</b>	<b>6,952,722.73</b>	<b>28.1%</b>
590 Debt, Capital & Transfers	1,098,179.00	2,678.41	10,713.64	1,087,465.36	1.0%
<b>Fund Expenditures:</b>	<b>10,774,683.00</b>	<b>711,041.00</b>	<b>2,734,494.91</b>	<b>8,040,188.09</b>	<b>25.4%</b>
<b>Fund Excess/(Deficit):</b>	<b>319,577.00</b>	<b>3,028,248.52</b>	<b>2,341,677.50</b>		

## 2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 04

Time: 09:46:45

Date: 05/07/2024

Page: 2

Fund	Revenue	April	Received		Expenditures	April	Spent	
001 Fire Fund #656001010	11,094,260.00	3,739,289.52	5,076,172.41	45.8%	10,774,683.00	711,041.00	2,734,494.91	25.4%
	11,094,260.00	3,739,289.52	5,076,172.41	45.8%	10,774,683.00	711,041.00	2,734,494.91	25.4%



## 2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 09:50:09 Date: 05/07/2024

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 20 10 000-0 FF/EMT (40%)	2,711,765.00	913,962.26	1,797,802.74	33.7%
522 20 10 019-0 Overtime (40%)	712,316.00	148,346.31	563,969.69	20.8%
220 Suppression	3,424,081.00	1,062,308.57	2,361,772.43	31.0%
520 Fire Control	3,424,081.00	1,062,308.57	2,361,772.43	31.0%
<b>Fund Expenditures:</b>	<b>3,424,081.00</b>	<b>1,062,308.57</b>	<b>2,361,772.43</b>	<b>31.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>(3,424,081.00)</b>	<b>(1,062,308.57)</b>		

## 2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Time: 09:50:09 Date: 05/07/2024

Source Codes 000 To: 999

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Fire Fund #656001010	0.00	0.00	0.0%	3,424,081.00	1,062,308.57	31%
	0.00	0.00	0.0%	3,424,081.00	1,062,308.57	31.0%

## 2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 09:46:05 Date: 05/07/2024

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	April	YTD	Remaining	
300 Revenue	6,334,175.00	1,606,212.63	2,590,690.01	3,743,484.99	40.9%
330	559,740.00	0.00	5,087.10	554,652.90	0.9%
<b>Fund Revenues:</b>	<b>6,893,915.00</b>	<b>1,606,212.63</b>	<b>2,595,777.11</b>	<b>4,298,137.89</b>	<b>37.7%</b>
Expenditures	Amt Budgeted	April	YTD	Remaining	
272 EMS Operations	6,556,277.00	473,936.98	1,725,784.08	4,830,492.92	26.3%
274 EMS Training	91,400.00	2,774.50	7,344.07	84,055.93	8.0%
520 Fire Control	6,647,677.00	476,711.48	1,733,128.15	4,914,548.85	26.1%
590 Debt, Capital & Transfers	215,000.00	0.00	0.00	215,000.00	0.0%
<b>Fund Expenditures:</b>	<b>6,862,677.00</b>	<b>476,711.48</b>	<b>1,733,128.15</b>	<b>5,129,548.85</b>	<b>25.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>31,238.00</b>	<b>1,129,501.15</b>	<b>862,648.96</b>		

## 2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 04

Time: 09:46:05

Date: 05/07/2024

Page: 2

Fund	Revenue	April	Received		Expenditures	April	Spent	
101 EMS Fund #657001100	6,893,915.00	1,606,212.63	2,595,777.11	37.7%	6,862,677.00	476,711.48	1,733,128.15	25.3%
	6,893,915.00	1,606,212.63	2,595,777.11	37.7%	6,862,677.00	476,711.48	1,733,128.15	25.3%

## 2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 09:51:42 Date: 05/07/2024

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	1,370,941.73	2,696,706.27	33.7%
522 72 10 019-1 Overtime (60%)	1,125,941.00	222,519.39	903,421.61	19.8%
272 EMS Operations	5,193,589.00	1,593,461.12	3,600,127.88	30.7%
520 Fire Control	5,193,589.00	1,593,461.12	3,600,127.88	30.7%
<b>Fund Expenditures:</b>	<b>5,193,589.00</b>	<b>1,593,461.12</b>	<b>3,600,127.88</b>	<b>30.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>(5,193,589.00)</b>	<b>(1,593,461.12)</b>		

## 2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Time: 09:51:42 Date: 05/07/2024

Source Codes 000 To: 999

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
101 EMS Fund #657001100	0.00	0.00	0.0%	5,193,589.00	1,593,461.12	31%
	0.00	0.00	0.0%	5,193,589.00	1,593,461.12	30.7%

**FW: Gratitude**

Emily Stewart &lt;estewart@ejfr.org&gt;

Mon 4/29/2024 10:29 AM

To: Bret Black &lt;bblack@ejfr.org&gt;; Tanya Cray &lt;tcray@ejfr.org&gt;

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**From:** Peninsula Midwives <midwife@peninsulamidwives.com>**Sent:** Saturday, April 27, 2024 4:28 PM**To:** info <info@ejfr.org>**Subject:** Gratitude

Hey First Responders!

I've been in practice here in this community for 11 years (and another 3 before that as a student midwife). I just wanted to reach out and acknowledge that in the last 2.5, you all have showed up for a 911 call from me 9 times! (It's been a wacky few years!). One particular doozy on 3/24, that deserves its own special shout out. When your teams show up, they are respectful, kind, professional, proficient and speedy. When I talk to my clients about transfer prenatally, I always mention how wonderful the care from EJFR always has been. Would love more of an opportunity to be in communication and community with you all, outside of transfer situations!

Also, just a reminder about the Smooth Transitions program that Jefferson Healthcare participates in along with the Community Midwives. (And we'd love more participation from y'all). Here is a link that talks about the program-

<https://www.qualityhealth.org/smoothtransitions/about-smooth-transitions/>

And here is a link to the surveys- <https://www.qualityhealth.org/smoothtransitions/surveys/>. It's really great to have folks providers give their input here when they participate in hospital transfers from Community Birth with a midwife. There are posters up at the hospital with reminders to fill out the survey, but if this could get mentioned on your end too, that'd be great! It'd also be great if sometimes someone from EJFR wanted to come to one of the meetings! Or we could arrange some sort of presentation!

Appreciate y'all endlessly,  
Maya Horrocks (she/her), LM, CPM  
Peninsula Midwives

Phone: 360-385-6667

Fax: 360-841-7750

[www.peninsulamidwives.com](http://www.peninsulamidwives.com)

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**From:** ejfr@mailroute.altoweb.net <ejfr@mailroute.altoweb.net>

**Sent:** Wednesday, May 15, 2024 10:16 AM

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

**Subject:** Website message from Jen Kingfisher

First  
Name: Jen

Last  
Name: Kingfisher

Email: [jen@jcfgives.org](mailto:jen@jcfgives.org)

Message: Hello,

JCF's Vintage Gratitude Giving Circle has decided to award JeffCo Fire CARES a \$1,000 grant. To process this, I need to get a contact email, phone number and address. And if JCF needs to write the check to another entity, please let me know!

Thanks!

Jen

Attendee panel closed





# EAST JEFFERSON FIRE RESCUE

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

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## Fire Chief's Monthly Report – April 2024

### General Activities

The City, County and EJFR have met several times to assess the viability of a three-party agreement for fire prevention services and successor agreements. FC attended the monthly Interagency CEO breakfast (virtually), which enhances interagency collaboration. Staff and FC interviewed the Community Risk Manager candidate; Robert Wittenberg was selected and began May 1, 2024. Due to a previously scheduled family trip, he is out of the office until May 28.

Meet and confer efforts continue with 2032 which include several priorities such as the development of the Facility Technician (FT) MOU, associated job description and the distillation of the DRAFT 2025-2028 CBA, which includes incorporating the various MOUs into the new document.

The FC met with Jefferson Healthcare to explore data sharing options. Staff initiated recruitment for the Finance Director position; three finalists have been selected. FC is part of the CWPP advisory group which met to review the final draft. Public comment opened May 1 – 15. FC is a member of the Jefferson County Sustainable Forestry Planning Group and attended a meeting to develop a strategic plan for the group. FC, staff and volunteers delivered several public education and wildfire related presentations at Kala Point, Port Ludlow and Marrowstone.

### Other Projects

- Facilities Committee will meet once the new Facility Tech begins in his new role.
- FC/MSO/CARES met with new VA services liaison to improve access to VA services.
- FC continues to develop the EMS Bylaws with subcommittee.

### Standing Meetings/Committees

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

### Miscellaneous

The open House for Marrowstone Volunteer Fire Station 5 was a huge success and well attended. EJFR provided lunch and treats for Jeffcom personnel. EJFR volunteers were honored for their service at the annual banquet.

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*Serving the Communities of*

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

ALARMS	
Fires	4
Rescue/EMS	286
Service Call	80
Good Intent	39
False Alarm	18
Hazardous Condition	2
Special Incident	0
<b>Total</b>	<b>429</b>
Transports	
911	184
Hospital Requested	0
<b>Total</b>	<b>184</b>
CARES Contacts	
April Contacts	170

Station Statistics	Avg. Response Time by Station	% of Call Volume	Total # of Responses
St 1	0:07:20	25.6%	110
St 2	0:07:56	23.1%	99
St 6	0:07:59	28.9%	124
St 7	0:05:59	15.6%	67
St 8	0:09:28	1.6%	7
St 3	*		
St 4	*		
St 5	*		
St 9	*		
Mutual Aid Given		3.26%	14
*UnStaffed/Volunteer Stations			
**YTD Calls 1823 -5%			
4:00 minute Response Time Standard for Port Townsend			
8:00 minute Response Time Standard Districtwide			
First due response times are only counted for call within primary response area			

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<p>Overview</p>	<p><b>Short Term Goals Update</b> <b>JeffCom Response Plans</b> <b>Washington Chiefs TSO Conference</b> <b>DNR Summit</b></p>
<p>Operations</p>	<p><b>Short Term Goals Update: Special Operations Resiliency and Deployment</b></p> <ul style="list-style-type: none"><li>✓ <i>Strengthen Marine Operations Deployment:</i> Both marine assets (Marine 1 &amp; Marine 7) have received their annual out of water maintenance and cleaning. Minor repairs have been made on both boats and they are prepped for response and upcoming training in July. Qualification training will occur in July through the National Association of State Boating Law Administrators (NASBLA). Training will be delivered to meet the NFPA standard as well.</li><li>✓ <i>Rope Technician and Confined Space Rescue Operations:</i> We are preparing for a busy June for delivering both Rope Technician and Confined Space Rescue Technician. All of the equipment has been serviced, updated and inspected for use in training and deployment.</li><li>✓ <i>SOG 4000i Special Operations Deployment.</i> DC Brummel has drafted an SOG defining special operations inventory and deployment priorities on Rescue 7 &amp; trailer, and Ladder 1.</li><li>✓ <i>New Rescue 7 Specifications and Build.</i> The apparatus committee recently visited Braun NW and looked a Ventura County Fire Department light-duty rescue as a prototype for EJFR Rescue 7. See photos at end of report.</li></ul> <p><b>JeffCom &amp; Crew Force Dispatch Updates: (Using iPads for responses)</b></p> <ul style="list-style-type: none"><li>✓ Lt. Kauzlarich and Capt. Bergen have completed Phase I training for personnel on the topic of how to use the iPads for communicating with JeffCom on 911 calls, availability, out of service and other statuses changes. Soon (June 1, soft go live), units will respond via iPad keystrokes and reduce radio air time.</li></ul> <p><b>Washington Fire Chiefs Officer Conference, Wenatchee, WA:</b></p> <ul style="list-style-type: none"><li>✓ Capt. Bergen and DC Brummel attended a 3-day "Officer Conference" (Fire Officer, Health &amp; Safety Officer, Training Officer) in Wenatchee. We gained very insightful information on upcoming changes to OSHA/WISHA requirements, photovoltaic (solar) and stored energy hazards, NFPA 1403 Live Fire and Health &amp; Safety/Peer Support (Collaborative with Pierce and Thurston Counties)</li></ul> <p><b>DNR Summit, Forks, WA:</b></p> <ul style="list-style-type: none"><li>✓ AC Tracer and DC Brummel attended the DNR Operations Summit and recieved updates on deployment strategies with air assets, rostering resources for mobilizations and general networking with local, regional and state stakeholders.</li></ul>

## Meetings and Events

- 4/1 "Volunteer" Title Transfer at Courthouse (2hr)
- 4/3 Recon rope class locations with Tom Pendley (6hr)
- 4/3 Meet and Confer Station 6 (2hr)
- 4/5 Rescue 7 build meeting (2hr)
- 4/8 LNI FIIRE Program Meeting (virtual) (2hr)
- 4/8 Grad School Capstone lecture (virtual) (2hr)
- 4/10 2032 Negotiations at Station 5 (3hr)
- 4/15 LN Curtis meeting re: Confined Space systems at Station 7 (2hr)
- 4/16 EJFR BOC Meeting (2hr)
- 4/17 Post BOC meeting debrief (1hr)
- 4/18 Flow/MSP Preplanning software meeting (virtual)(1hr)
- 4/22 Port Angeles Promotional Exam Assessor (8hr)
- 4/23 JeffCom User Group Meeting (2hr)
- 4/24 2032 Negotiations MOU's (3hr)
- 4/25 DNR Rostering Meeting with Chief McKern (1hr)
- 4/26 SFD-ELA Final Session Coaching (8hr)

*Educational Note: I completed all requirements for my Masters of Science in Homeland Security and Emergency Services Management!!*

Additional daily meetings with station personnel

- SCBA program
- PPE program
- Radio program
- Training Division
- Health & Wellness
- Community
- 



Rescue 7 Pre-Build and Prototype Vehicle (Ventura County, CA) at Braun NW in Chehalis, WA







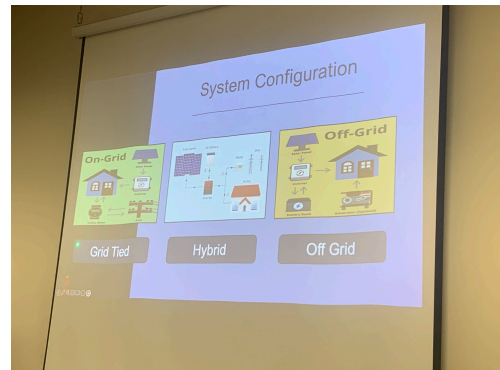
New (Old) Confined Space Air Cart Retrofit



Re-Organized Rescue Trailer



First-In MVC Rescue 4 Corners and SR 20 (102 arrival)



Photovoltaic (Solar) stored energy systems class

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

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Reporting Period: **May 2024**

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

<p><b>Facility &amp; Apparatus Overview</b></p>	<p style="text-align: center;"><b><i>STATIONS</i></b></p> <p><b>Sta. 2 Critter Lane</b> – A new Speed Queen washing machine was purchased to replace the machine that no longer spun during rinse or shut down with an error code.  <b>Cost\$</b></p>
	<p style="text-align: center;"><b><i>INSPECTIONS</i></b></p> <p>Completed Inspections: 04.01.24 – 05.01.24            911 Crews – Unknown            Prevention Division – 2            Re-Inspections - 4</p> <p>Inspections completed year to date total: 35</p> <p style="text-align: center;"><b><i>REVIEW</i></b></p> <p><b><i>City</i></b>            FPP23-0009 JHC email correspondence related to sprinkler system third party review.            Edensaw Wood Retail Store 1615 W Sims Way. Review of floor plan / lay out and Wood High Pile storage, Phone call with Buster Ferris            LUP22-049 Meditation Center on San Juan Ave - Revie of Fire apparatus access road v driveway            Review Street Re-name - Removing McPherson Ext to one name Austin Mathews Lane            2215 Sims Way - Addressing question related to two businesses in one occupancy. Conversation related to A,B or Suite A &amp; B            Follow-up Complaint Bishop Park Apartments - schedule re-inspection for 05.13.24 @1100am</p> <p><b><i>County</i></b>            Chimacum schools main campus sprinkler re-do discussion walkthrough</p>

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

	<p style="text-align: center;"><b>INVESTIGATION</b></p> <p>05.05.24 64 Gibbs Lake Rd – Undetermined – Most probable Grow lights to close to combustibles.          05.08.24 - 310 Air Port Rd – Spruce Goose – Grill Grease Fire          05.11.24 - 609 Gains St – Kearney St Apartment #8 – Smoking          05.12.24 - Hancock Street Apartment #12 – Reckless burning</p> <p style="text-align: center;"><b>SPECIAL EVENTS</b></p> <p>Rhody Event Preparation</p> <p style="text-align: center;"><b>BURN PERMIT</b></p> <p>04.04.24 131 Linda View Lane          04.13.24 6062 Hwy 20          04.19.24 81 Dickey St          05.11.24 117 Liberty St</p>
<b>Training</b>	Nothing to note
<b>Public Relations, Marketing Meetings &amp; Other Events</b>	<ul style="list-style-type: none"> <li>-PLVC EPC Presentation - FC presenting</li> <li>-Fire Extinguisher Training</li> <li>-Weekly City Development Review</li> <li>-Crew Force app teams meeting</li> <li>-Tyler fire mobile teams meeting</li> <li>-Burn Restriction matrix and guidelines discussions with BOCC</li> <li>-Med room movement discussion</li> <li>-Fire Chief's Monthly Meeting</li> <li>-CWPP final review meeting</li> <li>-City ILA meeting</li> <li>-Burn topic presentation to Board of County Commissioners</li> <li>-Interview panel for 11 Facility Tech Candidates</li> <li>-DNR meeting in Forks with D/C Brummel</li> <li>-Paper Mill Cardboard recycle fire prevention discussion with D/C Brummel</li> <li>-Ambulance pre build meeting</li> <li>-Facility break down word and excel information prep</li> <li>-Apparatus break down word and excel information prep</li> <li>-CRR manger break down word and excel information prep</li> </ul>
<b>Other</b>	Nine days of Vacation

Date Prepared: 5/8/24

Subject: PIO/PES/Human Resource Report

Prepared By: Emily Stewart

<p><b>Meetings &amp; Training:</b></p>	<ul style="list-style-type: none"> <li>• 4/3 M&amp;C Mtg</li> <li>• 4/8 Safety Committee Q1 Mtg</li> <li>• 4/10 CBA Negotiations</li> </ul>
<p><b>Presentations / Tours/Other</b></p>	<ul style="list-style-type: none"> <li>• 4/6 Station 5 prep for Open House</li> <li>• 4/6 Fire Extinguisher Training – PLYC (Murray)</li> <li>• 4/8, 4/9, 4/11 Salish Coast Ele. Bike Classes (Murray, Blanchard, Short, Michelson)</li> <li>• 4/13 Kala Point EPC Expo (Short, Murray, Black, Horvath)</li> <li>• 4/20 Sta 5 Grand Opening Ceremony</li> <li>• 4/20 Connectivity Fair</li> <li>• 4/21 Volunteer Appreciation BBQ (about 75 in attendance – thank you to all that helped out!)</li> </ul>
<p><b>Media Engagement:</b></p>	<ul style="list-style-type: none"> <li>• Facebook – <b>Post Reach: 10,493 – 3,226 Followers</b></li> <li>• X (Twitter) – <b>847 Followers</b></li> <li>• Instagram – <b>Followers 620</b></li> </ul>
<p><b>Human Resources:</b></p>	<ul style="list-style-type: none"> <li>• Internal interviews to fill the Community Risk Manager position were held on 4/12 – Volunteer Public Educator, Robert Wittenberg was hired for this role and his first day was May 1<sup>st</sup>. See attached bio.</li> <li>• Erin Murray was promoted to full-time to support the CRR Division as of 4/16. See attached bio.</li> <li>• Twenty-three candidates applied for the Facilities Tech position – initial interviews are scheduled for May 9<sup>th</sup>. We’ve chosen to interview 11 candidates with resumes closely resembling our job description and desired experience.</li> <li>• GMP received seven applications for the Finance Director position. Five were interviewed and preliminarily vetted. Chief Black and I are scheduled to review the results on 5/10/24.</li> </ul> <p>Other HR:</p> <ul style="list-style-type: none"> <li>• Healthforce was on-site for Annual Audiology and initial health screening.</li> <li>• Policy/Guideline review</li> <li>• Annual report development - ETA 6/1</li> <li>• New Volunteer Coordinator assignment</li> </ul> <p>Upcoming:</p> <ul style="list-style-type: none"> <li>• SOG Updates: Drug-free workplace, Data/stats definitions and guideline</li> <li>• Anti-discrimination updates for website – in progress</li> <li>• Update of Safety Committee process/paperwork</li> </ul>



Volunteer Appreciation Week 4/21 – 4/27

EJFR currently has 45 volunteers: They assist the department in a variety of ways including:

- Fire response
- Tender response
- Wildland firefighting
- Support services
- EMS response
- Public education
- Public information
- Fire prevention – notably EJFR launched the smoke alarm install program in 2024. Over 100 alarms have been installed and 28 homes are on the wait list.
- Admin office assistance
- Facility maintenance – notably 8-10 volunteers put over 100 hours into sprucing up Station 5 for the dedication of the crew quarters, which was held yesterday. They contributed lawn & building maintenance, scrubbed, painted and built a gym in the North building.
- In the first quarter of 2024 alone, volunteers have participated in close to 550 activities and donated nearly 1,700 hours of their time to this department. Note, this is the first quarter that we’ve captured volunteer time in Crewsense, surely there are even more hours – this does not include our 8 Firefighters in Training, 4 of which are currently attending the Fire Academy and 4 that have recently completed EMT class.

**THANK YOU TO OUR VOLUNTEERS!**

**EJFR Staff and Volunteers, April 2024**

Apr-24	A SHIFT	B SHIFT	C SHIFT	Admin		Volunteer	Position(s)	Volunteer	Position(s)
BC	1-MacDonald	4-Clouse	7-Fletcher	Chief	Black	BUCKHAM	FF/EMS	COULTER	Support
LT	6-Rogers	1-Lueders	1-Kilgore	DC	Brummel	DUKE	FF/EMS	DUDDY	Support
LT	7-Kauzlarich	5-Gregory	5-W. McGuffey	AC	Tracer	MCNERTHNEY	FF/EMS	FLANAGANMATA	Support
LT	8-Sanders	6-Grimm	8-Martin	CRM	Wittenberg	MONTONE	FF/EMS	FLEISCHMAN	Support
LT	2-Morris	7-Chambers	2-Dean	DS	Cray	NOKES	FF/EMS	FORCE	Support
LT	3-Carver	8-White	4-Dalrymple	HR	Stewart	STEWART	FF/EMS	KIER	Support
LT				FM	Ysseldyke-All	STONE	FF/EMS	KRYSINSKI	Support
PM	4-Whiting	5-Yelaca	2-Spellman	AA	Sanders	THOMAS	FF/EMS	MATACHACON	Support
PM	3-Minker	7-Wagner	6-C. Johnson	AA	Murray	Total 8		MICHELSON	Support
PM	6- Pulido	8-Welander		Total 9		BARTON	FIT	NATHAN	Support
FF	1-Secondez	2-Kithcart	1-Holbrook	Volunteer	Position(s)	BAZINET	FIT	SMITH	Support
FF	2-Walker	2-Kinney	3-Parker	BERRY	Admin	BENTZEN	FIT	Total 13	
FF	4-Cordova	3-G.Williams	3-Sheehan	CHAPMAN	Admin	BREBERMAN	FIT	Commissioner	District
FF	5-B.Grimm	4-Severin	4-Kaldahl	DAWSON	Admin	DOTSON	FIT	Carmody	1
FF	7-Sviridovich	6-Fairbanks	6-Richter	DOOLIN	Admin	DOWER	FIT	Clemens	1
FF	8-Archuleta	8-P. Williams	7-Beery	HORVATH	Admin	REICHHELD	FIT	Craig	3
FF	8-Wright	8-Boe	8-Chapman	KEPLINGER	Admin	SANCHEZ	FIT	Davis	1
FF	2-Jeske	3-Floberg	2-Le	TILLMAN	Admin	Total 8		Masci	4
FF	5-N. McGuffey		2-Wells	Total 7		ANDERSON	Support/EMS	Seabrook	2
FF			8-Heydon	AVERY	EMS	HARTE	Support/EMS	Stinson	5
Res	Sanchez	Bazinet	Brebberman	BLANCHARD	EMS	MOORE	Support/EMS	Total 7	
Res	Dotson	Reichheld	Bentzen	GONNELLA	EMS	Total 3		Total Career FF	56
Res	Barton	Dower		SHORT	EMS	BACKUS JACKSON	Support	Total Admin staff	9
MSO	FF/PM Ridgway			STEWART	EMS	BETHEL	Support	Total Volunteers	44
Cares	FF/PM Woods			Total 5		Total EJFR Members			
	Captain Bergen FF/PM					116			
	Total 56							Total Commissioners	7



EJFR Volunteer Station 5 – Dedication Ceremony



“Members of EJFR and Marrowstone Island have worked tirelessly to improve 911 services on the island bringing this vision to fruition. This public - private partnership is unique and EJFR hopes to copy it in other underserved areas of the Fire District.”

Fire Chief, Bret Black April 20, 2024 – Dedication Ceremony





# **EJFR Volunteer Station 5**





# Community Risk Division



The newly formed Community Risk Division will focus on enhancing existing fire and life safety programs such as fire extinguisher training and smoke alarm installs and expanding programming into other risks faced in the district based on incidents, data trends, public requests, and feedback from EJFR personnel. We will be implementing new public education events and programming, coordinating public information (PIO) efforts in social and traditional media, building partnerships with community and local governmental groups, as well as completing fire code inspections and fire investigations as necessary.

The Division is initially staffed by Robert Wittenberg and Erin Murray. We hope to add another member to the team in the coming months with funding through a FEMA Fire Prevention and Safety (FP&S) grant.

Robert started in the fire service in 2012 as a volunteer FF/EMT with Eastside Fire and Rescue in Issaquah, WA. Since then, he has gained experience as the PIO for the State Fire Marshal's Office and a fire code inspector at Renton Regional Fire Authority and Bainbridge Island Fire Department. He has also been a volunteer with EJFR since 2020, participating in fire extinguisher training, smoke alarm installations, farmer's market booths, Fire & Rescue Fest, and the County Fair. He and his wife live here in Port Townsend.

Erin joined EJFR in 2022 as a part-time Administrative and Communications Assistant. She spent 13 years before that working for the Navy at NAVMAG Indian Island in various departments. In 2024, she became a full time employee of EJFR to join the Community Risk Division in addition to administrative duties. She is involved in many public education events and programs within the department and looks forward to expanding the program. She lives in Port Hadlock with her husband and 13 year old son.



***ROBERT WITTENBERG & ERIN MURRAY***

# Staff and Volunteer Survey Summary

East Jefferson Fire Rescue | May 2024 |

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## Introduction

To support the strategic planning process, EJFR hired BERK, they utilized a survey to understand staff and volunteer perspectives on EJFR's services, systems, and culture. The original survey was open during March 2022 and 40 participants submitted full or partial responses. In early 2024, the survey was opened again and 60 participants responded. The survey was designed to be anonymous to gather candid feedback from staff and volunteers. As we continue to grow, it's pertinent that we check back in and see where we've improved, maintained and what still needs work.

The survey findings should be considered a point-in-time overview of the perspectives of EJFR staff and volunteers. Participants responded to the survey following a 2023 merge with Port Ludlow Fire & Rescue and successful levy lid lift.

Survey questions were in multiple choice or ranked preference formats. Respondents were asked about facilities and equipment, changes in the community, service, training and professional development, well-being and compensation, internal communication, culture and morale, and internal and external challenges.

## Key Takeaways

*Staff and volunteers would like to see older facilities and fleet updated.*

- EJFR's equipment and technology generally received neutral-to-positive ratings by staff and volunteers. However, **66% of respondents rated EJFR's facilities as substandard or needs moderate improvement. 65% rated fleet substandard or needing moderate improvement. The poor rating for facilities is similar to the previous survey, however fleet ratings have deteriorated since 2022.**
- Survey respondents ranked **updating older facilities** as the most important potential change to equipment and facilities in both 2022 and 2024.

*Staff and volunteers are concerned about their ability to manage increasing call volumes with existing resources.*

- Similarly to 2022 respondents in 2024 said **increasing call volumes** was the most significant change in the community to which EJFR needs to respond.
- Other high-level concerns are population growth and changes in community demographics.

*Staff and volunteers generally feel that EJFR is performing well in its core missions of fire suppression and emergency medical services but feel the District could do more to improve specialized services to the public and communicate with the community.*

- Just 24% of respondents felt that EJFR is doing somewhat or very well in the area of public education and communication in 2022 – in 2024 that percentage rose to 34%. 28% believe that communication and education are adequate.
- Respondents ranked “**provide more training for staff**” as the most important thing EJFR could do to improve its service to the community. “Increasing communications and EJFR visibility within the community” and “strategically enhancing services” were a close second and third initiative.
- More than 70% of EJFR feel that specialty services such as hazmat response and technical rescue could use improvement.

*Staff and volunteers were less satisfied with training opportunities than in 2022, and felt the clarity of career development paths at EJFR could be improved.*

- Only 31% of respondents were satisfied with job-related training, down from nearly 60% in 2022. Respondents were mixed about their satisfaction with professional development opportunities.
- Those that responded that they were somewhat or very dissatisfied with the clarity of career development paths at EJFR in 2022 decreased by 9%.

*Staff and volunteers generally felt EJFR supported their well-being, more staff were satisfied with compensation in 2024 than 2022.*

- Respondents leaned neutral-to-positive on EJFR’s support for physical, mental, and emotional well-being.
- 2022: 37% were somewhat or very dissatisfied with compensation, 21% were neutral, and 29% were somewhat or very satisfied.  
2024: 14% were somewhat or very dissatisfied with compensation, 35% were neutral, and 52% were somewhat or very satisfied.

*Staff and volunteers felt that communications within their shift was satisfactory, communication from senior leadership received mixed reviews.*

- In rating different types of internal communications within EJFR, respondents rated communications within their shifts most positively, and top-down communications from senior leadership least positively. This is the same result as 2022.

*Staff and volunteers generally rated EJFR positively on inclusion, trust, and respect.*

- Trust and respect for peers within EJFR was rated quite high. Less than 10% of respondents rated these items below neutral.
- **83% of respondents said they probably or definitely would recommend employment at EJFR to others.** This is up from 60% in 2022.
- Only 11% of respondents said morale on their shift was probably or definitely not high, this is down from 50% in 2022. 75% reported that they probably or definitely feel valued by EJFR.
- 47% of respondents said that if they raised ideas for innovation or improvement, they would be carefully considered and implemented if appropriate. This is still low, however this rating has improved by 23% since 2022.

*In 2022 Staff and volunteers' biggest concern was about the District's ability to provide interfacility transports while maintaining adequate service levels in core services*

- At that time, six open-ended comments identified interfacility transports as an issue causing problems with understaffing, high turnover, or morale, or that it detracts from EJFR's primary mission. Without specifically naming interfacility transports, an additional three comments mentioned "a program," "a division," or an "ancillary" mission that is causing problems.

*In 2024 concerns expressed were varied*

- Two comments addressed the need to address recruitment & retention in both the volunteer program and among employees.
- Two comments addressed needed facility improvements.
- Two comments addressed training, lack of variety and a need to modernize our practices to be more inclusive.
- One respondent would like to see additional office hours.
- One respondent does not trust all of administrative leadership.
- One respondent feels that Administrative and supervisory staff is getting too heavy, without enough employees to respond to calls.
- Internal communication could be improved.

**Date:** 4/1/24-4/30/24

**Subject:** Finance Report

**Prepared By:** Terri Ysseldyke-All

<p><b>Overview</b></p>	<ul style="list-style-type: none"> <li>• Treasurer’s Report reconciled</li> <li>• 13 record requests</li> <li>• Payroll audit</li> <li>• Volunteer Payroll</li> <li>• Billing</li> <li>• Quarterly Reports (PFML, CARES, L&amp;I, SUI and 941)</li> <li>• Fire CARES Grant Invoicing</li> <li>• Annual Financial Report to State</li> <li>• Medicare Survey – Submitted and Certified</li> <li>• GEMT Audit</li> <li>• Career Connect WA CPR Grant</li> <li>• AWC Grant</li> <li>• The Civil Rights Survey is complete and up for a 2-year review in 4/26/2025 (required to receive grants)</li> </ul>																								
<p><b>Meetings and Other Events</b></p>	<ul style="list-style-type: none"> <li>• 4/16/2024 Board Meeting</li> <li>• 4/17/2024 Post BOC Meeting Review</li> <li>• 4/19/2024 Snure Law Procurement Webinar</li> <li>• 4/21/2024 Volunteer Appreciation BBQ</li> </ul>																								
<p><b>Other</b></p>	<p style="text-align: center;"><b>Real &amp; Personal Property Tax Comparison for April</b></p> <table border="1" data-bbox="342 1346 1138 1556"> <thead> <tr> <th>Funds</th> <th>2022 EJFR only</th> <th>2023 Merge</th> <th>2024 Levy Lid Lifts</th> </tr> </thead> <tbody> <tr> <td>General</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fire</td> <td>\$1,519,376.43</td> <td>\$2,179,572.12</td> <td>\$3,734,513.89</td> </tr> <tr> <td>EMS</td> <td>\$647,057.31</td> <td>\$883,094.28</td> <td>\$1,427,553.95</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Fire CARES Grant Funding Available for May – December 2024</b></p> <table border="1" data-bbox="342 1633 1451 1780"> <thead> <tr> <th>Qtr 2 May</th> <th>BHAC 1/10 of 1% (goes thru Dec 2024)</th> <th>OCH (No time limit)</th> <th>AWC (Ends June 30, 2024)</th> </tr> </thead> <tbody> <tr> <td>Funds Available</td> <td>\$41,467.89</td> <td>\$106,927.45</td> <td>\$51,947.16</td> </tr> </tbody> </table> <p>A continuation of the AWC grant from July 2024 to June 2025 has been submitted. You are allowed to apply for the AWC grant three times. This is our last submission.</p>	Funds	2022 EJFR only	2023 Merge	2024 Levy Lid Lifts	General				Fire	\$1,519,376.43	\$2,179,572.12	\$3,734,513.89	EMS	\$647,057.31	\$883,094.28	\$1,427,553.95	Qtr 2 May	BHAC 1/10 of 1% (goes thru Dec 2024)	OCH (No time limit)	AWC (Ends June 30, 2024)	Funds Available	\$41,467.89	\$106,927.45	\$51,947.16
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Fire	\$1,519,376.43	\$2,179,572.12	\$3,734,513.89																						
EMS	\$647,057.31	\$883,094.28	\$1,427,553.95																						
Qtr 2 May	BHAC 1/10 of 1% (goes thru Dec 2024)	OCH (No time limit)	AWC (Ends June 30, 2024)																						
Funds Available	\$41,467.89	\$106,927.45	\$51,947.16																						



Date Prepared: 5/8/24

Subject: Executive Assistant/District Secretary Report

Prepared By: Tanya Cray

<b>Meetings &amp; Events:</b>	<ul style="list-style-type: none"><li>• 4/3 Govdeals Teams Meeting</li><li>• 4/3 Meet &amp; Confer</li><li>• 4/5 Apparatus Committee Meeting</li><li>• 4/8 1<sup>st</sup> Quarter Safety Meeting</li><li>• 4/8 Agenda Prep Meeting</li><li>• 4/9 Apparatus Committee Meeting</li><li>• 4/10 Negotiations Meeting</li><li>• 4/12 Govdeals Onboarding</li><li>• 4/16 BOC Meeting</li><li>• 4/17 Post BOC Follow-up</li><li>• 4/18 JC Commissioners and Admin. Professionals Meeting</li><li>• 4/19 Purchasing and Bid Law Webinar – Snure</li><li>• 4/20 4<sup>th</sup> Qtr Reporting with Terri</li><li>• 4/23 EJFR/City/County ILA Meeting</li><li>• 4/24 Negotiations Meeting</li></ul>
<b>Notable Projects</b>	<ul style="list-style-type: none"><li>• PL Voice Submission</li><li>• Board Meeting packet preparation</li><li>• St 7 Archive Project</li><li>• Govdeals</li><li>• Continuing to meet with Terri to reconcile monthly funds and complete quarterly Reporting</li></ul>
<b>Highlights</b>	<ul style="list-style-type: none"><li>• Reviewed and Certified Ground Ambulance Survey Completed by Terri</li><li>• Completed 5 Records Requests</li></ul>

**Date:** May 1, 2024

**Subject:** *MSO Report monthly report for April*

**Prepared By:** *Tammy Ridgway*

<b>MSO Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Weekly meetings with Dr. Carlbom</li><li>• EMS Council</li><li>• CARES Meeting X 2</li><li>• JHC monthly meeting</li><li>• Commissioners meeting</li><li>• Safety committee</li><li>• Met with JHC rep and Capt Bergen regarding EMS Club at both school districts</li><li>• Apparatus committee meeting</li><li>• Met with VA representative and CARES team</li><li>• LifeNet meeting with Stryker</li><li>• Met with Chief Tracer and BC Clouse regarding EMS supply storage</li><li>• Behavioral health summit</li></ul>
<b>Calls</b>	<ul style="list-style-type: none"><li>• 8 Responses</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• EMS connect, target solutions and other required trainings</li><li>• Volunteer drill CPAP/End Tidal (PM Johnson)</li><li>• Base station skills day with video laryngoscopy, IO, needle decompression</li><li>• Documentation training with NWREMS</li></ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"><li>• Supplies/Medications/Controlled substance audits</li><li>• QA/QI</li><li>• Working on new EMT certification with Washington State</li><li>• Update of CARES task book</li></ul>

**Planning, ongoing projects and correspondence**

- Leave at home Narcan program
- Code stat reports
- CARES planning and monthly reports
- Completed the first CPR/AED/First Aid certification class at PTHS in conjunction with the hospital grant (Bergen, Chapman, Pulido, Kaldahl, Le and Grimm all participated) **26** student and **2** adults with 100% participation
- CPR/AED/First Aid for High School student at Ocean **14** students and 1 adult
- Station 5 open house
- Volunteer appreciation dinner
- Participated in career connection at PTHS talking about careers in the fire service as both a paramedic and a firefighter with approx. **130** 9<sup>th</sup> grade students. FF/PM Pulido and Erin Murray also attended.



# EAST JEFFERSON FIRE RESCUE

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

From: Tammy Ridgway, Medical Service Officer

Date: May 6, 2024

Subject: April Monthly Report

## **April Monthly Report**

April proved to be a bustling month for the CARES team, marked by significant activity. We received 28 new referrals and engaged with clients 170 times. The team successfully closed 12 cases and initiated 16 new ones. Additionally, we accommodated numerous ride-along requests, including those from nursing students at the local college.

A noteworthy accomplishment was our meeting with a representative from the VA, specifically the Community Engagement and Partnership Coordinator. This connection has already yielded valuable contacts and resource information that will benefit our veteran clients.

One significant challenge we have encountered is the apparent need for a mobile mental health team comprising a mental health professional and a social worker. Many individuals either decline or are unable to travel to a facility for assistance. Having access to such a resource would alleviate many of the barriers we face in the mental health domain.

## **April Case**

The Port Townsend Police Department referred a 61-year-old woman to the CARES Team due to her frequent 911 calls about perceived criminal activities, although these activities did not amount to actual crimes. Upon initial contact, she expressed concerns about her neighbors breaking into her apartment, although no evidence supported these claims. In response, the CARES Team installed door alarms and changed the locks to address her concerns and reduce unnecessary 911 calls. Despite her continued beliefs about break-ins, the team's explanation of the alarm system and conversations about appropriate 911 usage led to a notable decrease in such calls. This collaborative and supportive approach showcases the team's effectiveness in addressing complex behavioral health issues and promoting community well-being.

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*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:** 5/10/2024

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

**Prepared By:** *Jason MacDonald*

<p><b>BC 11 Administrative Meetings</b></p>	<ul style="list-style-type: none"> <li>• Daily Shift meetings</li> <li>• Once per tour visit to all stations for crew contact and assistance</li> <li>• Paramedic Meeting</li> <li>• JeffCom Director Regarding PSAP times</li> </ul>
<p><b>BC 11 911 Responses</b></p>	<ul style="list-style-type: none"> <li>• "A" Shift Responses 161</li> <li>• BC11 responded to 9 incidents in the last month</li> <li>• 2 Brush Fires Maple Ln &amp; Phillips Rd</li> <li>• 1 MVC</li> <li>• 1 CPR</li> </ul>
<p><b>Continuing Education/ Training</b></p>	<ul style="list-style-type: none"> <li>• A-Shift training 258 hours completed</li> <li>• EMS connect</li> <li>• Base station</li> <li>• Delivery of Final Probationary Testing with 2 PFF's successful completion</li> <li>• Section 3 for one PFF successful completion</li> <li>• Ongoing Shift level training and scheduling</li> </ul>
<p><b>Administrative duties</b></p>	<ul style="list-style-type: none"> <li>• Shift based training oversight and compliance</li> <li>• Staffing and Callbacks</li> <li>• ESO Insights Dashboards</li> <li>• Assist with Stats for Grant applications</li> </ul>
<p><b>Planning and ongoing projects</b></p>	<ul style="list-style-type: none"> <li>• Cross staffing and crewforce (Lt. Kauzlarich/MacD)</li> <li>• Response Plans and Station Assignments (Kauz/MacD)</li> <li>• Build response stats for publication in ESO</li> <li>• MPD Request for ESO dashboards</li> <li>• PFF testing for Final exam 2 PFF</li> <li>• Wildland PPE inventory and inspections (Sanders)</li> </ul>

Program Budgets Update	Program Budget	BARS	Amount	Spent	Remaining
	CrewForce (Kauz)	522 20 41 0200	\$4,000.00	\$0.00	<b>\$4,000.00</b>
	Radios (Kauz)	522 20 42 0102	\$25,000.00	\$0.00	<b>\$25,000.00</b>
	SCBA (B. Grimm)	522 20 31 0300	\$25,070.00	\$10,000.00	<b>\$15,070.00</b>
	Wildland (Sanders)	522 20 35 0050	\$16,048.00	\$404.53	<b>\$15,643.47</b>
	Small Tools (Morris)	522 20 35 0100	\$8,000.00	\$1,223.01	<b>\$6,776.99</b>



**Date:** May 9th, 2024

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

**Prepared By:** *Justin Clouse*

<p><b>BC Administrative Meetings</b></p>	<ul style="list-style-type: none"> <li>• Daily Shift Meetings</li> <li>• At least once per tour visit to each station for crew contact and assistance</li> <li>• Weekly administrative staff meetings</li> <li>• IFSAC Testing meeting</li> <li>• Meeting with 103 RE taking over facilities</li> <li>• Apparatus Committee Meetings</li> <li>• Meeting with A/C Abrigo Re: Facilities maintenance</li> </ul>
<p><b>BC 911 Responses</b></p>	<ul style="list-style-type: none"> <li>• Responded to 12 incidents in January.</li> <li>• Established or assumed command of 8 of those incidents.</li> </ul>
<p><b>Continuing Education/ Training</b></p>	<ul style="list-style-type: none"> <li>• Daily Shift level training</li> <li>• EMS Connect</li> <li>• Probationary Manual with 2 New Hires</li> <li>• Acting Lieutenant Task Book with 2 Sr. FF's</li> <li>• Base Station</li> <li>• Taught Pump Class</li> </ul>
<p><b>Administrative duties</b></p>	<ul style="list-style-type: none"> <li>• Shift based training oversight and compliance</li> <li>• Staffing and callback</li> <li>• Run Shift Training reports</li> <li>• ESO report review</li> <li>• EVIP tender and ladder rodeo</li> <li>• Preparation for Pump Class</li> </ul>
<p><b>Planning and ongoing projects</b></p>	<ul style="list-style-type: none"> <li>• Training Committee</li> <li>• IFSAC Testing Technical Advisory Committee</li> <li>• IFSAC testing- Multiple upcoming IFSAC tests</li> </ul>

<b>ESO</b>	<ul style="list-style-type: none"><li>• Nothing new to report.</li></ul>
<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"><li>• Multiple sets of new turnout gear was inventoried and issued.</li></ul>
<b>Technical Rescue</b>	<ul style="list-style-type: none"><li>• Nothing new to report.</li></ul>
<b>Wellness Program</b>	<ul style="list-style-type: none"><li>• Health Force has completed the 1<sup>st</sup> part of the annual employee physicals. They also did hearing testing for all department members. The second part of the physical will be the second week of this month.</li></ul>

**Date:** 5/10/24**Subject:** *Battalion Chief 13 Report***Prepared By:** *Justin Fletcher*

<b>BC 13 Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift meetings</li><li>• Several Apparatus Committee Meeting</li><li>• Snure Purchase/Bid Law Seminar</li><li>• Volunteer Appreciation BBQ</li></ul>
<b>BC 13 911 Responses</b>	<ul style="list-style-type: none"><li>• Responded to 10 incidents in April (no incidents of significance)</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• Shift level training (C Shift completed 375 hours of training)</li><li>• Probationary Testing for Le, Wells and Heydon</li><li>• Once per tour meeting/training with FF Kaldahl, FF Parker and FF Richter regarding their Acting Lieutenant Taskbook</li></ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"><li>• Several apparatus committee meetings see apparatus report</li><li>• Working with Lt Dalrymple regarding the transition of marine program and scheduling maintenance for marine units</li></ul>
<b>Volunteer Program</b>	<ul style="list-style-type: none"><li>• Volunteer Appreciation BBQ</li></ul>

**April 2024 Board Report**

**BC13Report**

<b>Program Budget</b>	<b>BARS</b>	<b>Allocated</b>	<b>Spent</b>	<b>Remaining</b>
Extrication Tools (Dean)	522 22 35 0100	\$50,000.00	\$37,132.19	\$12,867.81
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	\$9,524.43	\$(324.43)
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	\$17,051.33	\$1,948.67
Hose/Ladder/Nozzle Testing OT (Fletcher)		\$5,000.00	\$-	\$5,000.00
Trailer Towing Equipment (Fletcher)	522 60 48 0300	\$3,500.00	\$2,238.73	\$1,261.27
Station 4 Driveway Upgrades (Fletcher)	522 50 48 0100	\$400.00	\$-	\$400.00
Fuel - Marine <i>partially approved (12,000 for trng)</i> (Dalrymple)	522 20 32 0150	\$14,000.00	\$161.76	\$13,838.24
Engine Maintenance Guardian (Dalrymple)	522 60 48 0650	\$2,500.00	\$-	\$2,500.00
Pump Maintenance Guardian (Dalrymple)	522 60 48 0650	\$2,000.00	\$-	\$2,000.00
Hull Maintenance Guardian (Dalrymple)	522 60 48 0650	\$7,000.00	\$707.93	\$6,292.07
Hull check/maintenance Marine 7 (Dalrymple)	522 60 48 0650	\$1,500.00	\$1,856.18	\$(356.18)
Upgrades for Marine 7 (Dalrymple)	522 60 48 0650	\$7,200.00	\$1,257.65	\$5,942.35
AIS Transceiver class B (Dalrymple)	522 60 48 0650	\$4,500.00	\$-	\$4,500.00

Date: May 4, 2024 Training Report

Submitted by: Captain Trevor Bergen

<b>Overview</b>	<ul style="list-style-type: none"><li>• Meetings</li><li>• Training</li><li>• Training Notices</li></ul>
<b>Meetings</b>	<ul style="list-style-type: none"><li>• Driver Operator class instructors- Lt. Morris/ BC Clouse</li><li>• DNR deployment manager and Training Requirements</li></ul>
<b>Training</b>	<p><b>Probationary Testing-</b> Final Probationary Testing for PFF Le, Wells, Jeske, Wright.</p> <p><b>Driver Operator Pumper-</b> EJFR hosted a 4 day hands on IFSAC Driver Operator Pumper class taught by BC Clouse and LT Morris. The four day class had great reviews.</p> <p><b>Launched 2<sup>nd</sup> Qtr Training-</b> The second quarter credential for crews is up and running. Consisting of the three months of expected training.</p> <p><b>High School CPR Training-</b> Co-instructed with the MSO, a High schools certificate CPR training at Port Townsend High School.</p> <p><b>Firefighter in Training (Fit)-</b> MSO Ridgway has been assisting getting the Fits that returned from EMT Class their State Certification. Several have completed that task.</p> <p>The four Fit's at fire academy have received new gear for Live fire week in May. They have received high remarks for the academy and their spirits are high.</p> <p><b>NFPA 1403-</b> Assisted recertification in NFPA 1403 fixed Facility Live Fire Instructor. We have several in the recertification process.</p>

<b>Training Continued</b>	<b>NASBLA Boat-</b> East Jefferson is hosting a regional delivery of NASBLA's B.O.A.T class in July. Worked on the logistics of hosting a class with D/C Brummel.
<b>Training Notices</b>	24-020 NWCG Red card Class 24-021 Spring Training Conference



## DIRECTOR'S REPORT

April 25, 2024

### ❖ Projects:

- **Radio consoles:** Installation projected for June. IT continues to on details in preparation for implementation, including current reconfiguration and cleanup of dispatch-console cabling. Both Rich and Mike will attend system training the first week of June.
- **Simulcast system:** IT staff tested a cellular router with dual SIM cards at all tower sites early this month and confirmed usability at Mt Octopus to replace the OPSCAN microwave link with an IP gateway for our West End tower site.
- **Communications site monitoring:** Received word that our proposal for grant funding to install camera systems at all sites was not awarded by the risk pool. We are proceeding toward a limited deployment of cameras at tower sites because of long-ago identified security concerns and to exercise the IP network as it is built out.
- **Redundancy and resiliency in the Jeffcom-Pencom connection:** Pencom's firewall-replacement project continues to progress with heavy assistance from Jeffcom IT. Notable, all network traffic is moving to their new firewalls, and the backup internet connection between the centers is now usable.
- **CAD move to cloud servers:** Tyler has informed us that our next server replacement will likely mean a migration to their cloud-based system. We and Pencom are working with them to determine what that will mean for our costs and system configuration. Pencom is investigating grant funding for part of that migration.
- **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. In the meantime, I have been working with Finance Manager to revise and streamline accounts payable procedures
  - **Goats:** Landscaping goats are scheduled to clean up the brushy Port Townsend tower site.
  - **Social Media:** Archiving service quoted at reasonable cost. Policy for our social-media presence is in initial draft form for discussion today.
  - **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. Trainees continue to work a 4/10 schedule, and we are making good use of that timing and the overlap day between the two trainees so they can do training exercises together. Three applicants are in background and could begin as soon as we have an open training shift. Two additional interviews are scheduled this week.
  - **Current staffing** is seven full-time, non-trainee communications staff. Day shift is now on standard shifts with weekends, while night shift has become the short shift working a 4-on/2-off rotating schedule with assistance from three part-time employees and two JCSO deputies to allow coverage of vacation and training.
- ❖ **Health, Safety and Quality of Life:**
- March communications-staff overtime was 264 hours among the seven full-time, non-trainee employees on staff that month.
  - Still working on finalizing an initial order of uniform shirts with new logo.
- ❖ **External Relationships:**
- **Telecommunicator Week:** Thanks to all agencies for showing up to thank communications officers last week.
  - **Statewide phone excise tax increase:** This is being discussed for potential request no earlier than the 2026 legislative session. Ample research has been done to show the loss of buying power since it was last increased and the relatively low tax compared to other states.
  - **Fire response plans:** Working with Tyler, EJFR as the primary administrator of response plans and the other districts to find the opportunities for improvement



of our response plans. Intent is to make them more adequately reflect actual district agreements and intent regarding initial and auto-aid dispatches and subsequent mutual-aid dispatches.

- **User Group meeting**
  - ◆ Attended by PTPD, JCSO, EJFR, QFR
  - ◆ Discussed continued follow-up to March's CAD upgrade. Few issues resulted for Jeffcom and its agencies, but IT was following up on a few.
  - ◆ Discussed additional call types, including Law's marine calls and Fire's traffic collisions, MCIs, rescues, multi-family structures, etc. Most of these have been resolved among the agencies and configured properly in CAD and Jeffcom SOPs.
  - ◆ A discussion started and continues about how to handle automated alarms from Apple Watches and iPhones.
  - ◆ A discussion started about dispatching multiple fire units of a certain type to a major call. CAD testing of this issue is ongoing. Coincident with and related to this are efforts to test and propose revised approaches to configuration of fire response plans to more closely mimic in CAD the agreements and practices of dispatching within a district and mutual aid.
  - ◆ System-wide (Jeffcom/Pencom) changes to Fire unit statuses were discussed and have since been implemented. Other systemwide changes such as proximity-based dispatching and related efforts to shift to cross-staffing and geofencing are in discussion and testing.
  - ◆ Implementing two-way use of CrewForce by EJFR personnel was discussed and resulted in the development of training for personnel.
- **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. We have a demo of the Aurelian system up and running and can demonstrate it to any agency upon request by programming it to handle the most common calls from the public typically received by admin staff.

❖ **CFS and Call Data: January 1 through April 22, 2024**

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	1711	1807
QFR	182	146
BFD	161	148
DBVFR	42	48
<b>Total</b>	<b>2096</b>	<b>2149</b>

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	3860	4268
PTPD	2455	2444
<b>Total</b>	<b>6315</b>	<b>6712</b>

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	5227	99.26	n/a
11-15 sec	24	99.72	90%
16-20 sec	9	99.89	95%
21-40 sec	6	100.0	n/a
41-60 sec	0	100.0	n/a
61-120 sec	0	100.0	n/a
120+ sec	0	100.0	n/a
<b>Total</b>	<b>5266</b>		

- **911 Call Averages**

Metric	YTD Average
Ring time	3.38 sec
Hold time	1.11 sec
Talk time	103.74 sec

- **Non-911 Calls**

Metric	YTD
Number of outgoing calls	2644
Number of incoming calls	5671
0-10 sec pick-up time	98.82%
Average ring time	3.55 sec
Average hold time	4.64 sec
Average talk time	104.17 sec

East Jefferson Fire Rescue: Implementation Tool

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

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<p>1.3 Build community support for revenue opportunities and provide robust ongoing public communications.</p>	<ul style="list-style-type: none"> <li>Benchmark funding levels with comparable agencies.</li> <li>Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys.</li> <li>Start Community Service Specialist (CSS) work with existing personnel.</li> <li>Review and refine our community messaging and positions.</li> <li>Keep website and social media updated and look for opportunities to expand our social media presence.</li> </ul>	<ul style="list-style-type: none"> <li>FC and Staff</li> </ul>	<ul style="list-style-type: none"> <li><b>Update comparable analysis and maintain data</b></li> <li><b>Establish response standards, charter and policy statement</b></li> <li><b>AFG FP&amp;S grant for CRS</b></li> <li><b>Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>In progress</b></li> <li><b>In progress</b></li> <li>Completed 5/2023</li> <li>Denied 12/23</li> <li>4/11/24 CARES, SAFER, AFG, FPS grants have been submitted, almost \$3 million.</li> <li>Updating DEM &amp; Jeffcom procedures 12/23</li> <li>5/2024 EJFR created two new positions, CRM and CRA.</li> </ul>
<p>1.4 Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.</p>	<ul style="list-style-type: none"> <li>Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities.</li> <li>Adapt our charter and Interlocal Agreements to meet the needs of the community and partners.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li><b>Update City &amp; County ILAs</b></li> <li><b>Clarify and refine EJFR's roles and responsibilities</b></li> </ul>	<ul style="list-style-type: none"> <li><b>In progress, Fall/Winter 2023. City ILA expires 12/23</b></li> <li>City ILA fee structure extended to July 24, is again being extended to initiate further collaboration.</li> <li>4/11/24 Fire Prevention Services ILA will now be a now be a three party effort.</li> </ul>
<p><b>Initiative 2. Strengthen our core emergency response services.</b></p>				
<p>2.1 Adopt deployment performance goals as District.</p>	<ul style="list-style-type: none"> <li>Establish performance goals as required RCW Title 52.</li> <li>Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service.</li> </ul>	<ul style="list-style-type: none"> <li>FC/Admin</li> </ul>	<ul style="list-style-type: none"> <li>Adopted minimum staffing January 2023</li> <li>Establish other performance goals per Title 52</li> </ul>	<ul style="list-style-type: none"> <li>Completed 1/2023</li> <li>Completed 5/2023</li> <li>5/2024 implemented alternate ALS response plan.</li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.2	Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"> <li>FC &amp; Staff</li> </ul>	<ul style="list-style-type: none"> <li><b>Increase capability and capacity for staff to generate reports.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>In progress</b></li> </ul>
2.3	Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> <li>FC &amp; Staff</li> </ul>	<ul style="list-style-type: none"> <li>Adopt policy in compliance with Title 52</li> <li>Update Response Plans and Run Cards</li> </ul>	<ul style="list-style-type: none"> <li><b>Completed 5/2023</b></li> <li><b>ALS response proposed 2/2024</b></li> <li><b>4/1/24 New ALS response plan initiated.</b></li> </ul>
2.4	Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> <li>Brummel</li> </ul>	<ul style="list-style-type: none"> <li><b>Complete amended WSRB Rating</b></li> <li><b>DONE!</b></li> </ul>	<ul style="list-style-type: none"> <li><b>In progress, still working with WSRB.</b></li> <li><b>January 2024, TO is developing training plan</b></li> </ul>
2.5	Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> <li>MSO</li> </ul>	<ul style="list-style-type: none"> <li><b>Re-ignite the CPR program</b></li> <li><b>Recruitment of new CPR instructors is underway</b></li> <li><b>Update Patient Care Procedures (PCP) and response procedures.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Initiated and growing</b></li> <li><b>MSO is working on several new and expanded efforts for layperson CPR. 2/2024</b></li> <li><b>FC developing QI/QA SOG with EMS Council</b></li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.6 Address immediate and long-term facility needs.	<ul style="list-style-type: none"> <li>▪ Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address:               <ul style="list-style-type: none"> <li>• Future uses/development of the undeveloped Jefferson County Airport parcels.</li> <li>• <b>Disposition of Harrison Street residence. Sold 11/2023</b></li> <li>• District Training, Fleet Maintenance, EOC and Dispatch facilities.</li> <li>• Stations 12, 13 and 14 improvements or relocation.</li> <li>• Station 15 improvements.</li> </ul> </li> <li>▪ Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FC</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Hiring of Facility Tec underway 5/2024</b></li> </ul>
<b>Initiative 3. Provide additional services to increase community health and well-being.</b>				
3.1 Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> <li>▪ Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups.</li> </ul>	<ul style="list-style-type: none"> <li>▪ DFC Brummel</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proposed for 2024 Budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Paramedic training options to be expanded in 2024</b></li> </ul>
3.2 Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> <li>▪ Prioritize crew visits to low frequency/high risk facilities.</li> <li>▪ Initiate reengagement with the community for life/safety inspections.</li> </ul>	<ul style="list-style-type: none"> <li>▪ AC Tracer</li> <li>▪ Tracer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resetting interagency roles</li> <li>▪ Inspections were restarted in January 2023.</li> <li>▪ <b>Implementing interim fire prevention service contract with the City.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>CRM and CRA hired 5/2024</b></li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.3 Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> <li>Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation.</li> <li>Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP).</li> <li>Improve our wildfire competencies among the workforce.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>Develop content and format for community messaging</li> <li>Messaging at Famer's Markets and other public outreach</li> <li><b>Collaborate with County/City partners and establish CWPP</b></li> </ul>	<ul style="list-style-type: none"> <li>4/1/24 CWPP in final draft.</li> </ul>
3.4 Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> <li>Continue to apply community risk reduction principles in every call, every interaction with members of the public.</li> <li>Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li><b>Pursue grant funding for CRS position</b></li> <li><b>Prepare Levy Initiative</b></li> <li><b>Working with EJFR Prevention to retool towards CRR initiatives</b></li> </ul>	<ul style="list-style-type: none"> <li>Grant submitted Completed 2023 and 2024</li> <li>CRR committee established 12/24</li> <li>4/11/24 EJFR Admin reorg, CRM recruitment underway. New support FTE (Erin).</li> </ul>
3.5 Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> <li>Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li><b>Pursue grants for continued CARES funding</b></li> <li><b>Cultivating input from various stakeholders</b></li> <li><b>We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact.</b></li> </ul>	<ul style="list-style-type: none"> <li>Completed 2/2023</li> <li><b>In progress</b></li> <li>AWC CARES grant submitted 4/11/24</li> </ul>
<b>Initiative 4. Enhance our workforce resilience and development.</b>				
4.1 Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> <li>Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates.</li> <li>Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant.</li> </ul>	<ul style="list-style-type: none"> <li>DFC Brummel</li> </ul>	<ul style="list-style-type: none"> <li>Seek funding and grants</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
4.2 Establish the culture and resources necessary to support the mental and physical health and wellness of our team	<ul style="list-style-type: none"> <li>Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines.</li> <li>Establish benchmark awareness training for all members.</li> <li>Continue to make incremental improvements in our fitness facilities.</li> <li>Broaden workforce participation in fitness/wellness practices.</li> </ul>	<ul style="list-style-type: none"> <li>BC MacDonald</li> <li>Brummel</li> </ul>	<ul style="list-style-type: none"> <li>Broaden annual medical evals and injury recovery</li> </ul>	<ul style="list-style-type: none"> <li>4/11/24 Ready Rebound Vitality assessments are complete.</li> </ul>
4.3 Formalize and strengthen professional development and career track processes	<ul style="list-style-type: none"> <li>Begin planning for medium-term efforts.</li> </ul>	<ul style="list-style-type: none"> <li>DFC Brummel &amp; Training Officer</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Training Captain implemented 1/2024</li> </ul>
4.4 Ensure recruitment efforts align with the needs of the organization	<ul style="list-style-type: none"> <li>Identify current and future retention and recruitment needs of the organization.</li> <li>Establish staffing and recruitment plans.</li> </ul>	<ul style="list-style-type: none"> <li>E1</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>2/2024 Establishing PM eligibility list.</li> <li>4/11/24 Three new PM FTE's offered employment.</li> </ul>



## Policies

#	Subject	Action Needed/Description
2001	Nondiscrimination/Harassment	<b>Needs BOC approval</b> - New additions to policy per the Office for Civil Rights & Civil Liberties. Changes are required as a Federal Grant Recipient.
2010	Paid Family Medical Leave	<b>Needs BOC Approval</b> - New Policy

## SOG's

#	Subject	
4001p	Special Operations Deployment	<b>Informational for BOC</b> - Updated with new Station/Apparatus Identifiers per 1/17/24 BOC Motion
2000g	Time Off	<b>Informational for BOC</b> - Removed PFML language due to creation of PFML Policy
2000m	Modified Duty	<b>Informational for BOC</b> Edited to include pregnancy and breastfeeding



## EAST JEFFERSON FIRE RESCUE

### POLICY

Title of Policy: Nondiscrimination/Harassment

Policy Number: 2001

Date of Implementation:

Replaces: Policy 102, SOG A00-03

Signature of Approval:

Date:

#### SECTION 1.0 POLICY

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

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

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

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

#### SECTION 2.0 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Reasonable Accommodation.** A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of EJFR programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to EJFR.

### **SECTION 3.0 PROHIBITED DISCRIMINATION**

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

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

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

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

1. Employee was subjected to conduct based on employee's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and:
  - a. The conduct was Unwelcome.

- b. The conduct was sufficiently severe or pervasive so as to alter the condition of the employee's employment and create an Intimidating, Hostile, or Offensive Working Environment.

Examples of a hostile work environment, when such is based on the employee's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, include, but are not limited to, the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 6.0 REFERENCES**

EJFR complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on race, color, or national origin (including language).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on disability.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on sex in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on age.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on religion in social service programs.

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

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

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

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

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

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

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

### **Reasonable Accommodations**

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

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

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

You do not need to put your request in writing, however, making a written request can be helpful documentation for ensuring that [Recipient] provides the desired accommodation. In addition, you do not need to use the specific words “reasonable accommodations” when making your request.

You may request a reasonable accommodation from EJFR at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that EJFR is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, EJFR requests at least two week’s advance notice.

Anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with EJFR staff or participate in its programs or activities.

EJFR may contact you to obtain more information about your request and to better understand your needs. In addition, EJFR may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of [Recipient's] program or impose undue financial or administrative burdens on EJFR.

In addition, in some cases, EJFR may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If EJFR determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, EJFR may deny your request. However, in the unlikely event that this occurs, EJFR will work with you to identify an alternative accommodation that allows you to effectively participate in EJFR program, activity, or service.

EJFR may not request medical documentation after receiving your request for a reasonable accommodation. EJFR's questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

You are not responsible for the cost of an auxiliary aid or service EJFR provides to you.

There are many types of reasonable accommodations. Some examples of how EJFR provides reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.

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





## EAST JEFFERSON FIRE RESCUE

### POLICY

Title of Policy: Paid Family Medical Leave

Policy Number: 2010

Date of Implementation:

Replaces: NEW

Signature of Approval:

Date:

### SECTION 1.0 PURPOSE

The purpose of this Policy is to summarize Employee rights under the Washington Paid Family Medical Leave Act (PFMLA). The Washington Family Leave Act (PFMLA), provides for paid leave through the Washington State Employment Security Department for specified family and medical reasons. PFMLA leave runs concurrently with, the leave under the Federal Family Medical Leave Act (FMLA), and also provides for additional leave for a disability due to pregnancy and for leave to care for registered domestic partners. With the adoption of paid leave under the WFMLA, the rules and regulations of the PFMLA will govern most employee family and medical leave requests. In situations where the FMLA provides greater benefits or options, the employee is entitled to the most protective benefit.

### SECTION 2.0 UNPAID LEAVE

The paid PFMLA leave benefits set forth below require a seven day waiting period. The District will grant employees eligible for PFMLA leave under this policy with seven days of unpaid leave during this waiting period. Employees shall have the option of using available sick or vacation leave for all or a portion of the seven day unpaid leave period. In addition, the Manager, at their discretion, may alter an employee's work hours in lieu of granting unpaid family leave under this section.

### SECTION 3.0 PAID BENEFITS

Financial benefits under the PFMLA are managed by the Washington State Employment Security Department and governed by Employment Security rules and regulations. This Policy is focused primarily on Employee's right to take leave from work with the District.

### SECTION 4.0 DEFINITIONS

**Employee** shall include all part time paid and full time paid employees of the District and elected or appointed commissioners that have worked 820 hours in the first four of the last five or the last four quarters of employment (for any Washington employer).

### SECTION 5.0 LEAVE AVAILABILITY

The PFMLA entitles Employees to a total of 12 weeks of family leave and 12 weeks of medical leave (14 weeks for an Employee that experiences a serious health condition with a pregnancy) during a 12-month period. Employees shall be eligible for a maximum of 16 weeks (18 weeks for an Employee that experiences a serious health condition with a pregnancy) of combined family and medical leave during a 12 month period. PFMLA shall run concurrently with FMLA.

**SECTION 6.0 AUTHORIZED USES OF LEAVE** Family Leave may be taken for the following reasons:

- 6.1** To bond with the employee's child during the first twelve months after the child's birth, or the first twelve months after the placement of a child under the age of eighteen with the employee.
- 6.2** To participate in providing care, including physical or psychological care, for a family member of the employee made necessary by a serious health condition of the family member.
- 6.3** Authorized Uses of Medical Leave: Medical Leave may be taken for the employee's own serious health condition.
- 6.4** Military Family Caregiver Leave: The FMLA entitles eligible employees to a total of 26 weeks of military family caregiver leave during a 12-month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the employee. (See 29 CFR 825)

**SECTION 7.0 ELIGIBILITY FOR LEAVE**

- 7.1** PFMLA is available to Employees beginning seven consecutive calendar days following the day the Employee takes their first 8 hour day of leave, except the seven day waiting period is not required for PFMLA taken for the birth or placement of a child.
- 7.2** PFMLA leave taken to care for a newborn or newly adopted son or daughter, as set must be completed within 12 months of the son's or daughter's birth or placement for adoption, except as provided under the PFMLA in cases in which the pregnant mother is disabled due to child birth.
- 7.3** If planned medical treatment is required, the Employee must make a reasonable effort to schedule treatment so as not to unduly disrupt District operations.
- 7.4** PFMLA leave does not run concurrently with leave taken when Employees are on leave covered by worker's compensation.
- 7.5** Sick, vacation, comp and holiday leave are designated as a supplemental benefit by The District as defined by the Washington State Employment Security Department (ESD).
- 7.6** An employee requesting to use PFML must submit a PFML request to ESD directly. The employee shall also notify, by email, the Human Resource Officer of the pending request to ESD for PFML benefits. The Human resource Officer will then notify the on duty Battalion Chief the dates of the request to allow for scheduling of the PFML. The Battalion Chief will contact the employee to discuss which leave as noted in Section 7.5 will be used.
- 7.7** Employees may use such available leave to remain on paid status even if the employee also seek PFML benefits in the same week. The employee cannot utilize benefits in a way that exceeds 100% of their regular salary or wages.
  - 1.1.** Leave buy back: The employee may opt to "buy back" their leave used for PFML with their ESD payment. The employee shall turn over payment to the District within twenty-one (21) business days of receiving PFML benefits. The District then shall calculate the number of accrued leave hours the employee may buy back based on the employee's regular hourly rate.
  - 1.2.** The District provides pregnancy leave in compliance with the Washington Law Against Discrimination, as implemented in Washington Administrative Code 162.30.020. This code provides job protections for an employee who requires time off work due to pregnancy, childbirth, and pregnancy related conditions. Pregnancy Disability leave will run concurrently with approved FMLA leave and count towards the employee's FMLA entitlement.

- 1.3. Eligible employees are entitled to use any period of time medically necessary for pregnancy related conditions including, but not limited to, related medical conditions, miscarriage, pregnancy termination, and complications of pregnancy. This leave is limited solely to the disability phase of the pregnancy and childbirth and provides no entitlement to time to care for a newborn child.
- 1.4. A physician's statement may be required to verify the time allotted to pregnancy disability during leave, in accordance with District policies regarding sick or disability leave.
- 1.5. Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to an associated medical disability, will be considered in the same manner as other requests for unpaid family or personal leave.

## **2. Notice Requirements.**

- 2.1. Unless otherwise provided herein, notices of the need for PFMLA leave shall be in writing and shall be directed to the Fire Chief or Designee. The notice must set forth the reason for the leave, the anticipated duration of the leave, and the anticipated start of the leave. When initial verbal notice is permitted, it shall be followed by written notice as soon as practicable, which generally shall be within the next business day.
- 2.2. An Employee must provide the District with at least 30 days advance notice before PFMLA leave is to begin if the need for leave is foreseeable. The need for leave is foreseeable if it is based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the Employee, or the Employee's spouse, son, daughter or parent. If 30 days' notice is not practicable, notice must be given as soon as practicable, which generally will mean the day it becomes practicable or the next business day. If the Employee fails to give timely advance notice as provided herein, PFMLA protected leave may be delayed or denied.
- 2.3. When the time for the need for PFMLA leave is not foreseeable, such as in an emergency, the Employee must provide notice of the need for PFMLA leave as soon as practicable. Initial notice may be verbal, and in the case of an Employee's serious health condition or when the employee is otherwise unavailable, may be made by a representative of the employee.

## **3. Confirmation of Leave.**

- 3.1. The District will process PFMLA claims in accordance with state requirements, and employees shall be required to cooperate with the District's process.
- 3.2. The District may require that requests for PFMLA leave be supported by certification issued by a health care provider. Such certification shall be provided to the Fire Chief or designee within 15 days of the date it is requested, unless it is not practicable to do so under the circumstances. Failure to provide certification may result in a delay or denial of PFMLA protected leave.
- 3.3. It will be the District's responsibility to advise the Employee whether medical certification will be required when the employee requests leave.
- 3.4. It will be the Employee's responsibility to provide the medical certification in a timely manner as requested by the District.
- 3.5. Under certain circumstances, the District may request a clarification of a medical certification, or at its expense, obtain an opinion from a second health care provider (of the department's choosing) or third health care provider (chosen jointly by the employee and the District) regarding a medical condition.

- 3.6. While on PFMLA leave, the District may require periodic reports regarding an Employee's status and date for return to work. The District may also require subsequent re-certification of the need for continued leave.
- 3.7. In certain situations, the Employee may need to take leave intermittently or on a reduced leave schedule. If the request is to take family leave on an intermittent or reduced leave schedule basis, the District may require that the Employee provide a medical certification by a qualified health care provider which states that such intermittent leave or reduced leave is medically necessary. If the Employee requests and is granted such leave, he or she may be required to transfer temporarily to an available alternate position with equivalent pay and benefits that more effectively accommodates intermittent periods of leave or a reduced work schedule.

#### **4. Reemployment/Job Protection.**

- 4.1. Upon completion of leave, the employee will be entitled to return to the same position as when the leave began or to a substantially similar position with equivalent job skills, status, pay and benefits.
- 4.2. Reinstatement is not required if one or more of the following conditions exists: the position was eliminated by a bona fide restructuring or reduction in force; the position was for a specified period, and the period has concluded; the employee takes another job while on leave; or the employee fails to return from the leave at the conclusion of the eligible leave period.

- See following SOG's beginning with 2010a



## **EAST JEFFERSON FIRE RESCUE**

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

Number: 2000g

Time Off

#### **SECTION 1.0 PURPOSE**

This document shall provide procedure for represented members to use their accrued leave and time off in accordance with the intent of the district and the current negotiated labor management agreement where accrued leave and time off are a part of the agreement.

Public safety and District operations shall take precedence over granted leave and in the event of a major incident, either man made or natural, leave may be cancelled in accordance with the employee's most current labor management agreement.

#### **SECTION 2.0 SCOPE**

To allow members to take their accrued leave and time off, a total of four (4) personnel per day will be allowed off at any one time, including Kelly Days, vacation, holiday, or comp time. The maximum number of personnel off per classification is: one (1) Battalion, two (2) Lieutenants, two (2) paramedics, (Lieutenant/Paramedics count as both a lieutenant and a paramedic), or up to four (4) Firefighters as long as the maximum number of operational personnel off does not exceed four (4). The maximum of four (4) persons off shall not apply to members assigned to day shift.

#### **SECTION 3.0 VACATION DAYS**

- 3.1** Vacation days will be scheduled in accordance with any current negotiated labor management agreement.
- 3.2** The Shift Battalion Chief shall be responsible for the proper circulation of the vacation schedule based on seniority as defined in the current labor management agreement.
- 3.3** Once completed the vacation selection will be reviewed and approved by the Shift Battalion Chief.
- 3.4** Once the vacation selection is approved it will be posted on the department calendar.
- 3.5** Once the scheduled vacation dates have been established, members may select one or more remaining vacation days or partial days off on a first come first serve basis provided the member has the unscheduled vacation time accrued and pursuant to section 2.0. Partial days will only be allowed in increments of 12 hours.
- 3.6** Requests for vacation shall be made electronically through Crewsense and submitted for approval to the on duty Battalion Chief. If leave requests are not processed within four (4) hours, the staffing program manager shall be notified of the pending request.
- 3.7** If one or more members request the same day off, the earliest date of the leave request shall be granted first pursuant to section 2.0.

- 3.8 Employees may not approve or schedule their own time off requests, except as necessary by the staffing program manager to input Kelly days and vacation picks done in accordance with the current union contract.
- 3.9 Vacation days will be granted with a minimum notice of 72 hours in advance of the requested time.
- 3.10 Approved requests shall automatically be placed into the schedule and confirmed by the on duty Battalion Chief.
- 3.11 Once vacation dates have been approved they may not be cancelled, rescheduled or substituted for compensatory time unless approved by the Chief or their designee.

#### **SECTION 4.0 KELLY DAYS**

- 4.1 Kelly days will be automatically generated on a calendar as agreed to in the current labor management agreement.
- 4.2 If an employee on Kelly leave is called back to work, their Kelly Day will remain on the schedule as leave and will still be included in the four (4) personnel off per day.

#### **SECTION 5.0 SICK LEAVE**

- 5.1 Employees shall be granted the use of accumulated sick leave in accordance the current labor management agreement.
- 5.2 Requests for sick leave shall be submitted through Crewsense and sent to the on duty Battalion Chief for approval. If the requested sick leave is less than 24 hours away from the employee's requested shift, this electronic request shall be followed up by a phone call to the on duty Battalion Chief at (360) 381-0491.
- 5.3 Approved Sick Leave requests will not be included in the four (4) personnel off per day.
- 5.4 In the interest of an individual employee and shift team safety the Fire Chief may also require an employee to obtain a written certification of the employee's condition and ability to perform the full-scope responsibilities of the employee from the employee's health care provider after seventy-two consecutive hours of utilized sick leave (24 Hour shift employees) or Forty hours (Day Shift Employees). Time spent obtaining Employer physician verification will be done at the cost of the Employer. Periodic check in's may be required.

#### **SECTION 6.0 COMPENSATORY TIME**

- 6.1 Compensatory time shall be defined as time off at the rate of one and one-half (1 1/2) times the number of hours worked. Employees of the district may request compensatory time off in accordance with the current labor management agreement.
- 6.2 Requests for compensatory time off will have every effort made to not result in any additional costs to or interfere with the operation of the District and must be voluntary.
- 6.3 Requests for compensatory time off shall be submitted via Crewsense in the same manner as section 3.6 of this SOG.
- 6.4 Compensatory time off may be allowed as partial days off in increments of two hours.
- 6.5 If a compensatory time off request would reduce staffing below the district established minimums (see Policy 2002) and is beyond the four personnel off per day (section 2.0), the

request shall be placed in a pending status and a call back initiated. If callback staffing meets the minimums as established in policy, the time off request shall be approved. If staffing to District minimums cannot be accomplished, the time off request shall be denied.

- 6.6 Mandatory staffing will not occur for compensatory time off requests submitted above the four (4) personnel off as defined in section 2.0.

## SECTION 8.0 UNPAID HOLIDAY LEAVE

- 8.1 Effective June 2014 Washington State Law requires all fire districts and regional fire authorities to provide all employees with two **unpaid** holidays per year. The law does not differentiate between full or part time employees. Unpaid days off do not have to be granted if it will cause an undue hardship on the District as described later on herein. These **unpaid holidays** will be granted for reasons of "faith or conscience". The District will be flexible in interpretation of this broadly worded terminology. All unpaid holiday requests will be granted in accordance with the intent of this guideline in the case of any other leave requests.

- 8.2 **WAC 82-56-020 Definition of undue hardship** - For purposes of chapter 168, laws of 2014, "undue hardship" means an action requiring significant difficulty or expense to the employer. Visit <http://apps.leg.wa.gov/wac/default.aspx?cite=82-56-020> for the most up-to-date factors that you must consider when determining "undue hardship."

- 8.3 **WAC 82-56-030** In determining whether the employee's absence would result in an undue hardship to the employing entity, the employer must make a case by case determination based on the specific objective facts and circumstances, not assumed information, present at the time of each request.

The existence of a collective bargaining agreement or bona fide seniority system does not in and of itself relieve the employing entity from determining whether there would be an undue hardship if the request was granted.

When an employee is represented by a union, in determining whether the employee's absence would result in an undue hardship, the request must be reconciled, when feasible, with the provisions of the applicable collective bargaining agreement.

If the employee is covered under a collective bargaining agreement, the employing agency must determine whether the request can be granted without violating that agreement.

## SECTION 9.0 SHIFT TRADES

- 9.1 Employees shall be granted a shift trade in accordance with the current labor management agreement.
- 9.2 Employees of the district may trade shifts with other employees in like classifications. This includes "Kelly" Days. Example: Lieutenant for Lieutenant, Paramedic for Paramedic, Firefighter EMT for Firefighter EMT.
- 9.3 Requests for shift trades shall not result in any cost to or interfere with the operation of the District and must be voluntary.
- 9.4 Shift trades shall be completed via Crewsense and submitted for approval to the on duty Battalion Chief.

EFFECTIVE DATE: updated 12/21/2022

REPLACES:

Policy 215  
Policy 219  
SOG A07-02  
SOG A04-17

FIRE CHIEF:

DRAFT





# EAST JEFFERSON FIRE RESCUE

## Standard Operating Guidelines (SOG)

Number: 2000m

Modified Duty Assignment

### SECTION 1.0 PURPOSE

To formalize the process for requesting a modified duty assignment and guidance for the employee performance expectations as assigned.

### SECTION 2.0 SCOPE

To support EJFR personnel when they are unable to perform duties as required within their job description as described in CBA Article 19. It shall be routine the practice of EJFR to make every effort to reasonably accommodate employees during recovery from an illness or injury as permitted by CBA Article 19 and the work restrictions set forth by their physician.

### SECTION 3.0 GUIDELINES

- 3.1** Upon assessment from a physician that allows some form of modified duty, the employee shall submit an email request to the Human Resources Director and Fire Chief, (or designees as applicable) for a modified duty assignment. Along with the request, the employee shall provide a note from their physician stating their specific limitations for modified duty that will be provided to the employer in order to determine an appropriate assignment. The employee should cc their immediate supervisor. The employee will receive acknowledgement and decision of the request within two business days
- 3.2** Upon availability of a modified duty assignment, the employee will be switched to a 40 hour per week schedule. If the employee cannot work 40 hours per week or requests time off, they will be permitted to utilize their personal time off as allowed by policy, however, their hours need to total 40 hours per week.
- 3.3** Physical therapy, rehabilitation appointments, occupational therapy and other physician appointments will be accommodated. Those appointments should be scheduled at the beginning or end of the work day. The on-duty Battalion Chief shall be notified for each occurrence. All scheduled appointments for off-duty injuries shall be attended to off-duty. In such instances, if the appointments fall on times and dates the employee assigned to modified duty and scheduled to work, they will use their personal leave banks (sick leave, vacation, or comp time) or flex their work week schedule as approved by a Chief officer of the District.
- 3.4** Employees will be permitted to return to normal duties upon release from a physician, and successful completion of return to work actions, as specified in SOG 2000i. When the employee is ready to return to full, unrestricted duty, the employer (Human Resources) shall be provided

documentation from the physician stating the employee is “cleared for full duty, no restrictions”. The employee will change shift schedules on the first day of the next pay period.

- 3.5** Timely notification of intent to return to normal duties must be made to the immediate supervisor, Human Resources Director and Fire Chief, (or designees as applicable.)

#### **SECTION 4.0 PROCEDURE**

- 4.1** If approved for modified duty, the employee will be assigned to a chief officer, company officer or administrative staff for project management and scheduling.
- 4.2** In general personnel assigned to modified duty shall report to and work out of the EJFR administration building, unless they have been reassigned by a Chief Officer of the District.
- 4.3** Daily accountability shall be reported to and maintained by the on-duty Battalion Chief. Personnel assigned to modified duty, shall check in with the on-duty Battalion Chief each morning, in person, via phone, or text message.
- 4.4** The personnel assigned to modified duty shall notify the on-duty Battalion Chief of any changes to their schedule or appointments (as listed in section 3.4) for accurate documentation in of hours and accountability.
- 4.5** Personnel assigned to modified duty will check their email daily each morning at the beginning of their assigned work day and again at the end of the day prior to leaving. All emails requiring response or acknowledgement shall be promptly addressed.
- 4.6** Modified duty assigned personnel will typically be assigned special projects and programs. They will submit a weekly summary of activities, by email, to the three Battalion Chiefs, the admin Chiefs, and the human resource manager at the end of their work week.
- 4.7** The Fire Chief retains the right to revoke a modified duty assignment at any time.

#### **SECTION 5.0 LIMITED DUTY DUE TO PREGNANCY**

- 5.1** A pregnant employee may continue to perform their regularly assigned job as long as they can perform the essential functions of their regularly assigned duties, is medically certified to perform the assigned job by their medical provider, and is able to provide medical and fire services in accordance with industry safety procedures and practices.
- 5.2** In those instances when a pregnant employee is no longer able to perform the essential functions of the job they are regularly assigned to perform and is not yet ready to take pregnancy leave, the employee may request a Modified Duty assignment in accordance with this guideline.

#### **SECTION 6.0 BREASTFEEDING IN THE WORKPLACE**

- 6.1** An employee who is breastfeeding a nursing child may request accommodations in the form of breaks, a designated private location to express milk, and facilities to ensure the hygienic care of breast milk is maintained during the employee’s working hours.

- 6.2** The District will permit an employee reasonable breaks to express breast milk as long as such breaks do not interfere with her ability to perform the essential functions of the job as assigned.
- 6.3** The employee may express milk in her sleeping quarters or a District restroom, both of which are convenient, safe, and private. They may use the kitchen facility to wash and clean the breast pumping equipment and to refrigerate the breast milk. The employee is responsible for bringing a container clearly labeled with their name so the breast milk is not mistaken by others.

EFFECTIVE DATE: 6/15/23

REPLACES: 2021 version

FIRE CHIEF:



## **EAST JEFFERSON FIRE RESCUE**

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

Number: 4001p

**Special Operations Deployment**

#### **SECTION 1.0 PURPOSE**

The purpose of Special Operations Deployment SOG is to identify the response capabilities of EJFR apparatus where special operations equipment, personnel and subject matter expertise are needed in emergency incidents.

#### **SECTION 2.0 SCOPE**

The scope of this SOG is to identify apparatus capabilities including, but not limited to, EJFR engines, marine assets, rescue and ladder truck. The capabilities pertain to specialized equipment that is carried on each apparatus for use in emergency responses of technical rescue, extrication, marine operations, and structural collapse incidents.

#### **SECTION 3.0 DEFINITIONS**

Special Operations Response (SOR): any emergency responses that are supported by specialized equipment and personnel trained to the operations-level and/or Technician-level discipline. SOR includes, but is not limited to, high/low angle rope rescue, confined space rescue, trench rescue, structural collapse rescue and marine SAR and suppression activities.

#### **SECTION 4.0 PROCEDURES**

##### **Special Operations Inventories: Operations-Level Equipment**

###### **Engines:**

Engines shall carry special operations equipment to meet the NFPA 1670 Operations-level responder for technical rescue. Equipment shall support the needs for low-angle rope rescue, atmospheric detection, lifting, cribbing, shoring, extrication and thermal imaging (TIC).

##### **Special Operations Inventories: Technician-Level Equipment**

###### **Rescue Truck:**

The Rescue shall carry special operations equipment to meet the NFPA 1670 Operations and Technician-level responder for technical rescue. Equipment shall support the needs for high-angle rope rescue, (life safety rope inventory, hardware, software, harnesses, anchors, stokes litter, patient

packaging, etc.) confined space entry (high-angle rope inventory, atmospheric monitoring, communications, supplied air, lighting, patient packaging, etc.)

**Rescue Trailer:**

The Rescue Trailer shall supplement the Rescue Truck and Ladder Truck with specialized equipment to support responses with extended operations periods or advanced technical expertise. Equipment shall include, but not limited to, supporting structural and/or trench rescue collapse (advanced lifting, shoring, cribbing, breaching, breaking, steel cutting and burning, shoring production shop, etc.)

**Ladder Truck:**

The Ladder Truck shall carry additional special operations equipment to meet the NFPA 1670 Operations and Technician-level responder for technical rescue. Equipment shall support the needs for high-angle rope, (life safety rope inventory, hardware, software, harnesses, anchors, stokes litter, patient packaging, etc.) confined space entry (high-angle rope inventory, atmospheric monitoring, communications, supplied air, lighting, patient packaging, etc.). Equipment shall also include, but not limited to, supporting structural and/or trench rescue collapse (advanced lifting, shoring, cribbing, breaching, breaking, steel cutting and burning, shoring production shop, etc.)

**Marine Vessels:**

Marine Vessels shall support all missions on waterways including, but not limited to, search within reasonable proximity of shorelines, fire suppression of marine vessels underway, moored or tied up at marinas within EJFR jurisdiction. EJFR marine vessels may support land-based fire operations. EJFR will support all marine operation ILA's with USCG, Dept of Defense (DOD), and other external fire agencies based on daily staffing capabilities, call volume, weather conditions and/or duration and magnitude of mission or incident. The EJFR shift supervisor or designee has the authority to decline any marine operations mission request from external organizations.

**Date:** 05/21/2024

**Subject:** *Renewal of Commercial/Auto Insurance Policy*

**Prepared By:** *Terri Ysseldyke-All*

<b>Background:</b>	<p>Our Commercial and Auto Insurance Policy covers the period from June 1 of the current year to June 1 of the following year. Fournier is our insurance company and our insurance is underwritten by Emergency Services Insurance Program (ESIP) by McNeil &amp; Co.</p> <p>The current premium for the policy term expiring on the 1st of June is \$118,107. The renewal premium is \$146,960, including Terrorism Risk Insurance Program (TRIA) which represents a net increase of approximately 24.4%. As you will see in the premium comparison on the following page, the majority of the increase is in the Auto/Apparatus premium which is where the majority of the claims are falling in the program.</p> <p>The overall ESIP program as well as others have been experiencing 25-30% increases overall. All Terrorism can be excluded with the exception of a small portion of the property as required by the State of WA. This year the Cyber Liability coverage will be issued on a separate policy.</p> <p>Other reasons for a higher premium other than inflation and claims is due to a reevaluation of marine and apparatus value by staff.</p>
<b>Fiscal Impact:</b>	An increase of \$28,853
<b>Recommendations:</b>	
<b>Proposed Motion:</b>	No motion required – informational only

Jefferson County Fire Protection District #1  
June 1, 2024 Renewal Premium Comparison

Line of Business	6.01.2024-2025 Annual Premium
<b>Package Policy</b>	
Property	\$ 47,687
Automobile	\$ 32,689
Crime	\$ 192
General Liability	\$ 18,549
Package Terrorism	\$ 365
<i>Annual Package Premium:</i>	<u><u>\$ 99,482</u></u>
<b>Cyber Policy</b>	<u><u>\$ 2,591</u></u>
<b>Equipment Policy</b>	
Emergency Apparatus	\$ 20,511
Portable Equipment Coverage	\$ 12,843
Other	\$ 544
Terrorism Risk Insurance Act	\$ 847
<i>Annual Equipment Premium:</i>	<u><u>\$ 34,745</u></u>
<b>Umbrella Policy</b>	
Excess Liability	\$ 10,092
Terrorism Risk Insurance Act	\$ 50
<i>Annual Umbrella Premium:</i>	<u><u>\$ 10,142</u></u>
<b>Total Annual Premium:</b>	<u><u>\$ 146,960</u></u>

Line of Business	6.01.2023-2024 Annual Premium
<b>Package Policy</b>	
Property	\$ 46,841
Automobile	\$ 25,791
Crime	\$ 192
General Liability	\$ 19,104
Package Terrorism	\$ 354
<i>Annual Package Premium:</i>	<u><u>\$ 92,282</u></u>
<b>Cyber Policy</b>	Included Above
<b>Equipment Policy</b>	
Emergency Apparatus	\$ 9,391
Portable Equipment Coverage	\$ 5,224
Other	\$ 531
Terrorism Risk Insurance Act	\$ 379
<i>Annual Equipment Premium:</i>	<u><u>\$ 15,525</u></u>
<b>Umbrella Policy</b>	
Excess Liability	\$ 10,249
Terrorism Risk Insurance Act	\$ 51
<i>Annual Umbrella Premium:</i>	<u><u>\$ 10,300</u></u>
<b>Total Annual Premium:</b>	<u><u>\$ 118,107</u></u>

**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 cargo van for the new Facilities Technician vehicle;

**WHEREAS**, the cost to purchase a new chassis and install a new box in order to get the desired vehicle would be an estimated \$59,000.00;

**WHEREAS**, EJFR has a need for a used E350 single rear wheel cutaway chassis that the box is able to be customized to meet the needs of EJFR and as more shown in the vehicle buyers 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**, DES nor any purchasing cooperatives have an option for the needed Equipment;

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

**WHEREAS**, District staff has located other options for the Equipment. The dealerships have limited numbers of these vehicles that haven’t already been scheduled for an up-fit;

**WHEREAS**, due to the vehicles limited availability, dealerships will not waiver much from their listed purchase price;

**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 **\$39,842.00** 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 **\$39,842.00** 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 21st day of May, 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

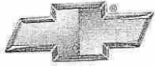
\_\_\_\_\_  
Glenn Clemens, Commissioner

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

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

ATTEST:

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



# Exhibit A

## GOOD CHEVROLET, INC.

325 S.W. 12th St. P.O. Box 935 Phone (425) 235-2000  
RENTON, WASHINGTON 98057



### VEHICLE BUYERS ORDER

Date 04/19/2024

DEAL #: 181949

BUYER EAST JEFFERSON FIRE RESCUE RES. PHONE ( ) BUS. PHONE ( )  
CITY COUNTY STATE ZIP

STOCK NO.	YEAR	NEW	USED	COLOR	MAKE	MODEL	VIN NUMBER
P57660	2022		USED	WHITE	FORD TRUCK	F-SERIES CUT	1FDWE3EK5ND026004

Title Brands/Comments (if applicable): REBUILT JUNK SALVAGE/REBUILT DESTROYED OTHER

LICENSE NO. WA98849H3 TAB: EXP:  
ODOMETER READING 11706

The owner of a vehicle may be required to spend up to \$150 for repairs if the vehicle does not meet the vehicle emission standards under chapter 70.120 RCW. Unless expressly warranted by the motor vehicle dealer, the dealer is not warranting that this vehicle will pass any emission tests required by federal or state law.

X SIGNATURE (DO NOT INITIAL)  
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

A. USED VEHICLE TRADE-IN		
YEAR	MAKE	MODEL
MILEAGE	N/A	VIN#
BALANCE OWED TO:		
LIENHOLDER'S ADDRESS:		

B. SECOND VEHICLE TRADE-IN		
YEAR	MAKE	MODEL
MILEAGE	N/A	VIN#
BALANCE OWED TO:		
LIENHOLDER'S ADDRESS:		

Gross trade-in allowance for (A)	\$	N/A
Less estimated balance owed on (A)	\$	N/A
Gross trade-in allowance for (B)	\$	N/A
Less estimated balance owed on (B)	\$	N/A
*ESTIMATED NET ALLOWANCE ON TRADE-IN(S):	\$	N/A

\*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)

1. BASE PRICE OF VEHICLE	39842.00
2. DEALER ADDED OPTIONS:	N/A
3. BASE PRICE OF VEHICLE AND OPTIONS (1 PLUS 2)	39842.00
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)	720.50
5. DOWN PAYMENT (Not receipt for cash received.) (A) CASH (B) REBATE	N/A
6. ESTIMATED Net Trade-In Allowance	N/A
7. TOTAL CREDITS (5 + 6)	N/A
8. SALES TAX [Calculated on the difference between Cash Price of Vehicle and Options (Line 3 above) and Gross Trade-in Allowance]	4223.25
9. DOCUMENTARY SERVICES FEE	200.00
10. SERVICE CONTRACT	N/A
11. MAINTENANCE CONTRACT	N/A
12. SALES TAX [For Service Contract and/or Maintenance Contract]	N/A
13. INSURANCE (Life, Disability, etc.)	N/A
14. OTHER	N/A
15. TOTAL CASH PRICE OF VEHICLE (3 + 4 + 8 + 9 + 10 + 11 + 12 + 13 + 14)	44985.75
16. UNPAID BALANCE OF CASH PRICE DUE ON DELIVERY (15 - 7)	44985.75
17. UNPAID BALANCE - AMOUNT FINANCED (15 - 7)	44985.75

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 CLAUSE THIS ARBITRATION CLAUSE GREATLY AFFECTS YOUR RIGHTS IN ANY DISPUTE WITH US. PLEASE READ THE ARBITRATION CLAUSE CAREFULLY BEFORE SIGNING THIS AGREEMENT. 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 (hereinafter referred to as the Parties), whether in contract, tort or otherwise - including the interpretation and scope of this clause, and the arbitrability of the claim or dispute, between you and us or our employees, agents, successors or assigns, which arise out of or relate to this Agreement or any resulting transactions shall, at your or our election, be resolved by neutral, binding arbitration in accordance with the laws of the State of Washington. Any claim or dispute is to be arbitrated 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 are not able to agree upon a single arbitrator within ten (10) days following demand therefore, then the arbitrator shall be appointed by Judicial Arbitration and Mediations Services (JAMS). 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.

Each Party shall pay one-half of the arbitrator's fees and costs, unless one Party is ruled the prevailing Party by the arbitrator, in which case the arbitrator, subsequent to the arbitration itself, may award the prevailing Party the arbitrator's fees and costs, and award the prevailing Party's attorneys fees and costs. In our discretion we may, but are not obligated to, advance more than one-half of the costs of administration or case management, provided however that we may recoup that advancement subject to the arbitrator's decision on fees and costs. 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. You and we retain the right to seek remedies in either bankruptcy court or small claims court for disputes within and 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 Clause, 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 agreement 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 INCLUDING ALL OF THE TERMS AND CONDITIONS ON THE FRONT AND BACK SIDE HEREOF, THAT THIS AGREEMENT CANCELS AND SUPERSEDES ANY PRIOR AGREEMENTS AND, AS OF THE DATE BELOW, COMPRISES, WITH ANY RETAIL INSTALLMENT CONTRACT, SERVICE CONTRACT, INSURANCE CONTRACT, AND OTHER AGREEMENTS AND ACKNOWLEDGES SIGNED CONTEMPORANEOUS HERewith, THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS OF THE AGREEMENT RELATING TO THE SUBJECT MATTERS COVERED BY THIS AGREEMENT. IF THIS ORDER IS FOR A USED VEHICLE, THE BUYER ACKNOWLEDGES THAT BUYER HAS READ HIS 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 04/19/2024 Dealer or Dealer's Authorized Representative  
X Co-Buyer's Signature Date 04/19/2024 Salesperson's Name

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1  
RESOLUTION NO. 24-10**

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

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

**WHEREAS**, the District owns the equipment listed on the attached Exhibit A “Toyo tires”, and

**WHEREAS**, NFPA 1911 Standard for Inspection, Maintenance, Testing and Retirement of In-Service Emergency Vehicles Chapter 8.3.6 states “tires shall be replaced at least every 7 years or more frequently” and,

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

**WHEREAS**, the equipment has a fair market value of \$200-250 per tire and will be disposed of through industry standards and properly accounted for.

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

Approved this 21st day of May, 2024.

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**

**Front Tires:** Model M320 size 385/65R22.5

**Date Code:** 1317

**Qty:** 3

**Rear Tires:** Model M506z Hyparadial size 11R22.5

**Date Code:** 1617

**Qty:** 15

**From:** Neil Lamka <obtwaterpresident@gmail.com>  
**Sent:** Wednesday, May 8, 2024 12:34 PM  
**To:** Bret Black <bblack@ejfr.org>  
**Subject:** A question regarding Olympus Beach Tracks water district

Hi Bret,  
First, if there is someone else at EJFR that I should reach out to on this, please let me know.

Now, to the question. I'm the current president of the Olympus Beach Tracks Water District (OBT). As you know, our site is adjacent to the station on Oak Bay Road. We are looking into installing an automated system for detecting low water levels in our tanks, replacing our current "red light" system. These systems require some form of network connection to communicate tank levels and any low/high water alarms. Our options include adding a cell phone plan for communications or WiFi.

I'm reaching out to ask if there is any possibility of us purchasing and installing a WiFi extender and connecting to your guest network for these communications. Our data usage is very low with only a small amount of data being sent every hour or so.

It would be great if we could leverage your infrastructure for this purpose instead of incurring monthly phone charges to handle our data needs.

The project is not planned for the near term but sometime in 2024 or early 2025 most likely.

Please let me know if this is a possibility and/or if there is someone else I should be reaching out to.

**Thanks, Neil**

## Project overview

Crews will upgrade and replace key elements of the SR 104 Hood Canal Bridge. The construction bolsters systems that guide the bridge together and keep both halves of the bridge connected.

### Timeline

May 2021 - June 2024

### Project status

Construction

### Funding

\$1.28 million

## What to expect

### **SR 104 Hood Canal Bridge will be closed 10 p.m. to 5 a.m. most weeknights between May 13 and June 10**

Instead of long-term weekend closures of the bridge, WSDOT made the decision to separate the work into phases. This means the bridge will be closed overnight 10 p.m. to 5 a.m., mostly on weeknights. The bridge will be open to traffic Memorial Day weekend.

The bridge will close at 10 p.m. on each of the following dates. It will reopen at 5 a.m. each following morning.

- Monday, May 13 through Saturday, May 18
- Monday, May 20 through Thursday, May 23
- Tuesday, May 28 through Friday, May 31
- Monday, June 3 through Saturday, June 8
- Monday, June 10

Closures require good weather and calm tides, so they may be rescheduled.

# 2024 Upcoming Events

Group	Event	Date
<b>May</b>		
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
EJFR	Rhody Week	5/15-5/19
CRR	National EMS Week	5/19-5/25
<b>June</b>		
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	Fire Extinguisher Training - Cascade Connections	6/11/24
<b>July</b>		
	Chimacum Interdependence Day	14-Jul
CRR	Fire Safety Training - JC Library	7/17/2024
CRR	PT Library Summer Reading Program - 1st Aid Kits	7/18/24
<b>August</b>		
CRR	National Night Out	8/6/24
CRR	Jefferson County Fair	8/9-8/11
EJFR	All County Picnic	8/18/24
EJFR	Community Opportunity Fair - Bay Club	8/27/24
<b>October</b>		
CRR	Fire Prevention Week	10/6-10/12
EJFR	Fire Rescue Fest	10/12/24
WFCA	Annual Conference - Spokane	10/23-10/26