



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

June 18, 2024

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

A. Approve Minutes from the May 21, 2024 Regular Board meeting TAB 2A

B. Financial Reports TAB 2B
Vouchers

1. Approve General Fire expenditure warrants dated May 16, 2024, May 22, 2024,

May 24, 2024, May 29, 2024 and June 6, 2024 totaling **\$923,864.59**

2. Approve EMS expenditure warrants dated May 16, 2024, May 22, 2024, May 29, 2024 and June 6, 2024 totaling **\$27,356.77**

3. Approve payroll expenditure warrants dated May 17, 2024 and June 4, 2024 totaling **\$762,643.94**

4. Approve transfer to 2019 LTGO Fund from General Fire Fund for payment of **\$26,311.25** to US Bank (interest payment)

5. Approve transfer from EMS cash to EMS investment **\$1,000,000.00**

6. Approve transfer from General Fire cash to General Fire investment **\$1,000,000.00**

3. Correspondence – In packet TAB 3

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

5. Presentations – none

6. Announcements and Acknowledgements TAB 6
Introduction of new Paramedics

7. Staff Reports - TAB 7

Chief Black

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

HR Manager

Finance Manager

Exec. Asst./District Secretary
MSO
Battalion Chiefs
Training Captain
CRR Manager

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 –

TAB 8E

9. JeffCom Report –

TAB 9

10. Local 2032 Report

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

12. Old Business

- A. Strategic Plan – Implementation Tool (*Informational*)
- B. CWPP Update (*Informational*)
- C. Finance Director Recruitment (*update*)
- D. Facilities Tech (*update*)
- E. Lease for Administration Building (*update*)
- F. Olympus Beach Tracts Request (*update*)
- G. ILA with City of PT (*update*)

TAB 12A

13. New Business

- A. Policy/SOG Updates – (*Action needed, See attached list*)
- B. Resolution 24-11 Surplus District Owned Vehicle – 2001 Ambulance
- C. Resolution 24-12 Surplus District Owned Equipment – Hose/Nozzles
- D. Resolution 24-13 Surplus District Owned Equipment – Generator
- E. 2023 Annual Report

TAB 13A

TAB 13B

TAB 13C

TAB 13D

TAB 13E

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.)
- 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 May 21, 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, Dave Seabrook, Geoff Masci, Glenn Clemens, Gene Carmody and Ed Davis.

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 – None.

2. CONSENT AGENDA

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**

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 – None.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – None.

7. STAFF REPORTS

Chief Black

Black discussed current recruitments, public relations events and the open house ceremony at Station 5 on Marrowstone Island.

May 21, 2024

AC Brummel

Brummel reported that five (5) probationary firefighters successfully completed their probation. We are progressing in our marine ops program thanks to Lt. Dalrymple.

Human Resources – Stewart highlighted the Station 5 Open House and great participation from all to get it ready. Community Risk Manager Robert Wittenberg will take over the PIO/PR Reporting. The survey sent out showed that 83% of the respondents would recommend working at EJFR.

Finance Report – Ysseldyke-All noted that 1st half taxes are coming in and now include the money approved from our levy campaign.

District Secretary – Cray reported that a large amount of records have been destroyed per the State's destruction rules.

MSO – Ridgway informed the Board that 160 adults and 306 high school students had received some form of CPR in the last 60 days. She added that Aaron Wasson, had been hired as the new full time co-responder for the Fire CARES program. We have not received word on the AWC Grant yet that is supposed to begin July 1st.

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 – BC Fletcher gave the Board an update on the status of our apparatus. The SUV for the Fire chief has arrived and is awaiting radios next month. The Facilities Technician van will be purchased tomorrow should the Board pass a resolution later in the meeting. The PIO van is in transit to the dealership from Spain.

We will get the ambulance cost numbers in about a month and the committee has identified needs for a Rescue and is awaiting drawings and estimates. No work has been done on the Brush truck yet.

All chassis are gas which will help keep costs lower while having longer idle times and higher mileage.

Stinson discussed the need for the State to offer more hybrid vehicle options on the state spec list. We attempted to find one for the Fire Chief's vehicle but there were no affordable options. It is possible the demand isn't there. She offered that it may be worth partnering with neighboring agencies to lobby for more options. Seabrook offered that if affordable models become available, they are a good option.

9. JeffCom Report – Report provided in packet.

10. LOCAL 2032 REPORT – Negotiations are going well and the pancake breakfast raised over \$3,000.00.

11. PUBLIC COMMENT - Agenda items only

No comments received.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Our Community Risk Manager (CRM) and CR assistant are involved in negotiating with the City/County for Fire Prevention Services. Our ALS response plan is updated. We will soon hire our Facilities Technician.

Healthforce physicals have been done and staff will be providing a summary for budget preparation. Three new paramedics have been hired.

B. CWPP Update – Comments have now closed and we are awaiting a summary. The County is entering a contract with the group of partners to keep moving forward.

C. Finance Director Recruitment (update)

We received 7 applications, 5 were interviewed by the recruiter and 3 have been selected to be interviewed by the District. One is here tonight for a meet and greet following the meeting.

D. Facilities Tech (update)

We received 27 applications, 11 were interviewed initially, 7 had follow up interviews and 2 were given projects to complete prior to selection. Final selection has not yet occurred.

E. CARES Recruitment (update) – See MSO Report.

F. Lease for Administration Building

Landlord is sending through legal, the early out clause will not be included.

13. NEW BUSINESS

A. Policy/SOG Updates

Policy 2001 Nondiscrimination/Harassment – Stewart reported that we were noticed from the Office for Civil Rights that there is specific language that needs to be included so we would be able to apply for and receive federal grants. **MOTION:** Masci moved to approve the policy as amended. Davis seconded and the motion carried unanimously.

Policy 2020 Paid Family Medical Leave and 2 corresponding SOG's were included for review and will be reviewed at the June meeting.

SOG 4001p Special Operations Deployment was provided for the Boards information.

B. Insurance Policy Renewal

Ysseldyke-All provided a summary of the policy renewal. The term runs from June to June.

C. Resolution 24-09– Sole Source/Special Market Conditions

Battalion Chief Fletcher located a vehicle that fit the needs of the facility technician position. Due to the vehicle being used, in high demand and not available through purchasing cooperatives it was determined that it fit the sole source/special market conditions parameters.

Resolution 24-10 – Declaring Surplus Equipment –Tires

Following NFPA guidelines it was determined that we had 18 tires that needed to be surplused because they were beyond their useful life to the District, but still held value and could be sold.

MOTION: Masci moved to approve both Resolution 24-09 and 24-10. Carmody seconded the motion which passed unanimously.

E. Olympus Beach Tracts

Cray relayed that we have received a request from the Olympus Beach Tracts Water District to use a Wi-Fi extender from Station 7 in order to use an updated well monitoring system. The Board directed staff to discuss the option with IT to see if it is feasible or if a cell phone plan would be a better option.

F. Lobby State: Hybrid Vehicle Options on State Purchasing Program – see apparatus committee report.

H. Fire Engine Purchase

BC Fletcher reported the proposed engines are very close to what we currently have, not a lot of bells and whistles. This will keep training times down. Due to a new power plant that is being rolled out, we are not sure which motor we will get. If we get the older version it will save us an estimated \$80,000 for both engines. Proposed costs include the new engine. We don't know at this time which will be included. Current proposal is \$2,330,706.33 which is \$45,706.00 over budget. Fletcher reviewed a few other options for potential cost savings.

We are under a time crunch to maintain our place in line and the estimated build time is 825 days. Each day we delay signing, we could miss the opportunity to build with the older power plant. He added that standard practice is to provide a contingency budget of 5-10% of the cost for unforeseen expenses.

MOTION: Masci moved to authorize the Fire Chief to enter into a purchase agreement not to exceed \$2,430,707.00 which includes \$100,000.00 as a contingency budget. Clemens seconded the motion which passed unanimously.

Executive Session – Stinson called an executive session pursuant to RCW 42.30.140 (b) relating to collective bargaining issues and negotiations. The session will last 15 minutes until 4:54pm.

Stinson called the meeting back to order at 4:54 stating no decision were made.

14. UPCOMING TOPICS/EVENTS –

June 14th will be the Retirement ceremony for Tracer, Schuman and Kosiuga.

GOOD OF THE ORDER –

Black recognized Dr. Moore for his work on the solar project for Station 5. The relationship between the Marrowstone Island Community and EJFR is a model for public/private partnerships. Brummel gave kudos to Lt. Dalrymple for the marine program enhancements and the upcoming training putting us on an upward path. He added the great partners we have had at the Port of Port Townsend as well.

Clemens congratulated the 5 firefighters who recently passed probation.

ADJOURNMENT

Stinson adjourned the meeting at 5:01 pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chair

Geoffrey Masci, Commissioner

_____absent_____
Steve Craig, Commissioner

Glenn Clemens, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

TREASURER'S REPORT

Fund Totals

Jefferson Co FPD No. 1

05/01/2024 To: 05/31/2024

Time: 13:01:02 Date: 06/06/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Fire Fund #656001010	5,290,916.94	830,806.81	1,020,677.25	5,101,046.50	11,285.88	2,500.52	0.00	5,114,832.90
003 FIRE CAPITAL FUND 656001042	785,117.04	3,549.77		788,666.81	0.00	0.00	0.00	788,666.81
004 EMS CAPITAL FUND 657001110	522,076.59	2,343.73		524,420.32	0.00	0.00	0.00	524,420.32
101 EMS Fund #657001100	3,201,931.58	548,942.82	430,558.33	3,320,316.07	3,494.93	62.16	0.00	3,323,873.16
219 LTGO BOND 2019 FUND	0.00	26,311.25		26,311.25	0.00	0.00	0.00	26,311.25
	9,800,042.15	1,411,954.38	1,451,235.58	9,760,760.95	14,780.81	2,562.68	0.00	9,778,104.44

TREASURER'S REPORT

Account Totals

Jefferson Co FPD No. 1

Time: 13:01:02 Date: 06/06/2024

05/01/2024 To: 05/31/2024

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	County Checking	9,800,160.08	1,385,643.13	1,424,924.33	9,760,878.88	0.00	17,343.49	9,778,222.37
10	1st Security Payroll	0.00	796,064.19	796,064.19	0.00	0.00	0.00	0.00
Total Cash:		9,800,160.08	2,181,707.32	2,220,988.52	9,760,878.88	0.00	17,343.49	9,778,222.37
		9,800,160.08	2,181,707.32	2,220,988.52	9,760,878.88	0.00	17,343.49	9,778,222.37

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 13:13:33 Date: 06/06/2024

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	May	YTD	Remaining	
300 Revenue	10,721,100.00	830,806.81	5,901,070.59	4,820,029.41	55.0%
330	373,160.00	0.00	0.00	373,160.00	0.0%
390	0.00	0.00	5,908.63	(5,908.63)	0.0%
Fund Revenues:	11,094,260.00	830,806.81	5,906,979.22	5,187,280.78	53.2%
Expenditures	Amt Budgeted	May	YTD	Remaining	
000	265,035.00	11,757.85	48,686.38	216,348.62	18.4%
210 Administrative	1,854,474.00	128,930.45	673,004.47	1,181,469.53	36.3%
211 Legislative	258,228.00	16,633.98	132,939.91	125,288.09	51.5%
220 Suppression	6,350,846.00	642,461.57	2,229,183.74	4,121,662.26	35.1%
230 Prevention	15,600.00	(329.55)	3,623.36	11,976.64	23.2%
241 Training Equipment	0.00	0.00	36.21	(36.21)	0.0%
245 Training	93,014.00	7,647.99	46,292.24	46,721.76	49.8%
250 Facilities	420,857.00	21,625.52	264,144.40	156,712.60	62.8%
260 Vehicles & Equipment	418,450.00	37,855.48	192,453.85	225,996.15	46.0%
520 Fire Control	9,676,504.00	866,583.29	3,590,364.56	6,086,139.44	37.1%
590 Debt, Capital & Transfers	1,098,179.00	154,093.96	164,807.60	933,371.40	15.0%
Fund Expenditures:	10,774,683.00	1,020,677.25	3,755,172.16	7,019,510.84	34.9%
Fund Excess/(Deficit):	319,577.00	(189,870.44)	2,151,807.06		

2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 05

Time: 13:13:33

Date: 06/06/2024

Page: 2

Fund	Revenue	May	Received		Expenditures	May	Spent	
001 Fire Fund #656001010	11,094,260.00	830,806.81	5,906,979.22	53.2%	10,774,683.00	1,020,677.25	3,755,172.16	34.9%
	<u>11,094,260.00</u>	<u>830,806.81</u>	<u>5,906,979.22</u>	<u>53.2%</u>	<u>10,774,683.00</u>	<u>1,020,677.25</u>	<u>3,755,172.16</u>	<u>34.9%</u>

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 13:17:23 Date: 06/06/2024

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,711,765.00	1,118,665.98	1,593,099.02	41.3%
522 20 10 019-0 Overtime (40%)	712,316.00	186,966.98	525,349.02	26.2%
220 Suppression	3,424,081.00	1,305,632.96	2,118,448.04	38.1%
520 Fire Control	3,424,081.00	1,305,632.96	2,118,448.04	38.1%
Fund Expenditures:	3,424,081.00	1,305,632.96	2,118,448.04	38.1%
Fund Excess/(Deficit):	(3,424,081.00)	(1,305,632.96)		

2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Time: 13:17:23 Date: 06/06/2024

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	1,305,632.96	38%
	0.00	0.00	0.0%	3,424,081.00	1,305,632.96	38.1%

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 13:14:12 Date: 06/06/2024

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	May	YTD	Remaining	
300 Revenue	6,334,175.00	548,942.82	3,139,632.83	3,194,542.17	49.6%
330	559,740.00	0.00	5,087.10	554,652.90	0.9%
Fund Revenues:	6,893,915.00	548,942.82	3,144,719.93	3,749,195.07	45.6%
Expenditures	Amt Budgeted	May	YTD	Remaining	
272 EMS Operations	6,556,277.00	428,291.45	2,154,075.53	4,402,201.47	32.9%
274 EMS Training	91,400.00	2,266.88	9,610.95	81,789.05	10.5%
520 Fire Control	6,647,677.00	430,558.33	2,163,686.48	4,483,990.52	32.5%
590 Debt, Capital & Transfers	215,000.00	0.00	0.00	215,000.00	0.0%
Fund Expenditures:	6,862,677.00	430,558.33	2,163,686.48	4,698,990.52	31.5%
Fund Excess/(Deficit):	31,238.00	118,384.49	981,033.45		

2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Months: 01 To: 05

Time: 13:14:12 Date: 06/06/2024

Page: 2

Fund	Revenue	May	Received		Expenditures	May	Spent	
101 EMS Fund #657001100	6,893,915.00	548,942.82	3,144,719.93	45.6%	6,862,677.00	430,558.33	2,163,686.48	31.5%
	<u>6,893,915.00</u>	<u>548,942.82</u>	<u>3,144,719.93</u>	<u>45.6%</u>	<u>6,862,677.00</u>	<u>430,558.33</u>	<u>2,163,686.48</u>	<u>31.5%</u>

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 13:17:53 Date: 06/06/2024

Source Codes 000 To: 999

Page: 1

101 EMS Fund #657001100

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	1,677,996.96	2,389,651.04	41.3%
522 72 10 019-1 Overtime (60%)	1,125,941.00	280,450.45	845,490.55	24.9%
272 EMS Operations	5,193,589.00	1,958,447.41	3,235,141.59	37.7%
520 Fire Control	5,193,589.00	1,958,447.41	3,235,141.59	37.7%
Fund Expenditures:	5,193,589.00	1,958,447.41	3,235,141.59	37.7%
Fund Excess/(Deficit):	(5,193,589.00)	(1,958,447.41)		

2024 BUDGET POSITION TOTALS

Jefferson Co FPD No. 1

Time: 13:17:53 Date: 06/06/2024

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	1,958,447.41	38%
	0.00	0.00	0.0%	5,193,589.00	1,958,447.41	37.7%

Please be sure to say hello to Aaron, Jeff's new partner working for the CARES program! Aaron has been working with the CARES team part-time for the past year and is now the full-time social work half of our team.



Hi, my name is Aaron and I was born in raised in Kitsap County. I started working in Jefferson County in 2021 as a substance use disorder counselor for Believe in Recovery. In March of 2023, I joined the Cares Team on a weekly basis as their resident substance use expert. This past May, I started working on the Cares Team full time as a social worker. In my free time, I like to ski, kayak, hike, and enjoy model railroading. I am excited to be on the Cares Team full time and serve the people of Jefferson County!

New Faces of EJFR



CHRIS RUDNICK

Hello, my name is Chris Rudnick. I moved out here to Washington about a year ago with my Fiance' and 4 dogs. Originally from Michigan, but lived in Colorado for the last 15 years. I like to fly fish, surf, white water raft and snowboard.

We are currently living in Sequim but would love to settle down in the district's area. I am very excited to be a part of the East Jefferson family. I am especially interested in TRT and boat operations alongside practicing medicine. Looking forward to meeting everyone and getting started on my future with EJFR.



OLLIE PONTE

Hi My name is Ollie, I have lived in Washington my whole life and currently live in Lake Stevens. I'm an alumnus of EVCC and CWU where I received my AAS and BS. I recently returned to CWU for paramedic school. I have a dog named Lilo and a cat named Topsy. Outside of work I enjoy working on DIY projects around the house. I previously worked for Boeing Fire in Everett which has approximately 28,000 employees. We were all trained as FF/EMT's, hazmat techs, confined space rescue, and aircraft rescue. I was also a part-time FF/EMT in Snohomish County and was on the swift water rescue team. I previously worked for a healthcare organization in quality improvement, infection control and patient safety. I look forward too working with everyone at EJFR.



DERRICK WHITSON

Hello, my name is Derrick Whitson. I was born and raised in Indiana, where I began my career in EMS. I was a 68-W with the Army National Guard, honorably discharged in 2018. I recently moved to the Pacific Northwest from Florida, where I worked for Pinellas County EMS since 2016.

My wife is employed by Jefferson Healthcare as a diagnostic medical sonographer, and my two boys attend Salish coast Elementary and Port Townsend High school respectively. I like biking and hiking the area trails in my free time. I look forward to joining the community and raising my family in beautiful Port Townsend.



EAST JEFFERSON FIRE RESCUE

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

Fire Chief's Monthly Report – May 2024

General Activities

Administrative Staff were celebrated for National Administrative Professionals Day. The City and EJFR continue to develop and finalize an agreement for fire prevention services. At this time the County will be included in the discussions but not included in the agreement. Robert Wittenberg began May 1, 2024 as EJFR's first Community Risk Manager. DNR and EJFR collaborated for National Community Wildfire Preparedness Day at the Port Townsend Farmer's Market. FC co-presented at the Jefferson County Interagency Coordinating Group in collaboration with the City and County regarding the CWPP and interagency fire prevention services. EJFR provided input for the proposed street improvements scheduled in uptown PT.

Meet and confer efforts continue with 2032, update to be provided in executive session.

A Finance Director candidate has been selected, pending background, references, etc. FC presented a weekend wildfire safety lecture to the Blue Sky Community and the Marrowstone Island community with about 30 participants each. EJFR has been awarded \$202,000 from the Association of Washington Cities due to support from the City of Port Townsend. Two EJFR firefighters will attend Medic 1 in the Fall of 2024.

Other Projects

- Apparatus Committee has been very busy with design specs.
- The new Facility Tec begins in his new role July 1, 2024
- 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 th of 1%)	ECHHO	JH CQI meeting
Jeffcom (FC is Board Member)	Mental Health Response	
JC REAL Team policy group mtg.		

Miscellaneous

Admin staff attended a conference at Point Hudson hosted by the City; the topic was occupational burnout. FC and MSO were co-panelists for ECHHO's annual driver luncheon.

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	6
Rescue/EMS	327
Service Call	70
Good Intent	33
False Alarm	15
Hazardous Condition	1
Special Incident	1
Total	453
Transports	
911	218
Hospital Requested	0
Total	218
CARES Contacts	
May Contacts	133

Station Statistics	Avg. Response Time by Station	% of Call Volume	Total # of Responses
St 1	0:05:15	24.3%	110
St 2	0:08:21	21.9%	99
St 6	0:08:12	27.4%	124
St 7	0:10:17	14.8%	67
St 8	0:14:32	1.5%	7
St 3	*		
St 4	*		
St 5	*		
St 9	*		
Mutual Aid Given		2.43%	11
*UnStaffed/Volunteer Stations			
**YTD Calls 1823 -4%			
4:00 minute Response Time Standard for Port Townsend			
8:00 minute Response Time Standard Districtwide			
First due response times are only counted for call within primary response area			

Serving the Communities of

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

June 2024 Operations Report

DC Pete Brummel

<p>Overview</p>	<p>Strengthening Special Operations Capabilities PT Mill Fire Planning 2024 Rhody Festival Summary Regional Fire & Law Enforcement Coordination "Code Blue" LEPC Planning Group Chair UW/Seattle Fire ELA 2023-2024 Cohort Mentor Spring Leadership Seminar</p>
<p>Operations</p>	<p>Strengthening Special Operations Capabilities Thanks to the BOC for supporting our special operations capabilities. Our depth and resiliency in marine operations, rope technician, confined space and structural collapse training continues to grow with additional personnel attending upcoming training. The district will recoup partial cost for these classes by various means such as DC Brummel providing subject matter instructional expertise for the following classes:</p> <ul style="list-style-type: none">✓ NFPA 2500 Structural Collapse training hosted by Clallam 3 Fire (5 total EJFR personnel attending at no cost fee).✓ NFPA 2500 Rope Technician & Confined Space Technician classes hosted by EJFR with a reduced lead instructor rate, and \$900 per person course fee for external fire agencies. EJFR will obtain a \$7,200 cost recovery from external fees. (12 total EJFR personnel attending) <p><i>The NFPA 2500 Marine Operations Training hosted by EJFR and a \$1000 per person course fee for external fire agencies. EJFR will obtain a cost recovery of \$12,000 from external fees. (9 total EJFR personnel attending).</i></p> <p>Port Townsend Mill Pre-Fire Contingency Planning AC Tracer and DC Brummel met with PT Mill safety officials to discuss prevention and mitigation strategies for reducing stored cardboard fires on mill property. There was good dialogue and the Mill officials are making a collective effort to upgrade suppression capabilities and secure additional funding. This meeting was requested by Mill officials in wake of the Port Angeles Mill fire several weeks ago.</p> <p>2024 Rhody Festival Summary The Rhody Festival was an overall success. There were no significant or threshold event calls. EJFR provided situational awareness for the Grand Parade and the Rhody Run. There was no additional up-staffing for the weekend events. Thanks to our Volunteer personnel that provided reserve apparatus for the parade.</p>

Regional Law Enforcement and Fire Agency Coordination "Code Blue" SOG

DC Brummel has revised an outdated EJFR SOG and developed a regional consensus for the safety of fire and EMS personnel in Kitsap, Jefferson and Clallam Counties. "Code Blue" is now a term that will be used by fire and EMS providers when they face a life-threatening situation that places themselves or crew in grave danger. Communication to the dispatch center is one way and law enforcement will respond with priority among all three counties. Jefferson County Fire Chiefs approved unanimous, Kitsap and Clallam fire chiefs have approved as well. Thanks to Lt. Kauzlarich, JCSO, and Jeffcom for assistance.

DC Brummel Appointed Chair of Local Emergency Planning Committee (LEPC)

DC Brummel has been appointed Chair of the Jefferson County LEPC. There are 43 LEPC committees in WA State and is required by federal and state statutes to maintain emergency response plans for hazardous materials transportation, waste and production in Jefferson County. Federal funding is available through Hazardous Materials Emergency Preparedness Grants (HMEP) and USDOT. The first LEPC meeting will be July 9, 2024.

UW/Seattle Fire ELA 2023-2024 Cohort Mentor

DC Brummel represented EJFR at the 2023-2024 UW/SFD Executive Leaders Academy and mentored a cohort group with personnel from Seattle Fire, Bellevue Fire, Bothell Fire and Renton Fire. Their year-long project was a focus on CISD/PTSD and resources for mental health crisis intervention.

Kitsap Fire Training Consortium Spring Leadership Seminar

DC Brummel, Lt. White, Lt. Kauzlarich and FF Boe attended a 3-day leadership seminar at the Clearwater Casino. The speaker cadre presented a variety of topics from reading smoke, identifying building construction and types, photovoltaic and lithium-ion energy storage challenges. Good information and an interactive format.



SFDELA Presentations



KCFTC Spring Seminar



Rescue 7 Prototype and outfitting with EJFR equipment



Kitsap Live Fire Training EJFR FIT Brebberman

**Meetings and
Events**

- 5/1 Jefferson County IMT meeting virtual (2hr)
- 5/2 Meeting at Braun NW Chehalis (6hr)
- 5/6 Jefferson County chiefs meeting virtual (1hr)
- 5/7 Rhody Run planning meeting (1hr)
- 5/8 DNR Summit meeting in Forks, WA (8hr)
- 5/8 Grad School Capstone lecture (virtual) (2hr)
- 5/9 DNR HB1498 Virtual Air Asset meeting (1hr)
- 5/15 Braun NW meeting at Station 7 (2hr)
- 5/17 Negotiations Station 5 (3hr)
- 5/18-5/19 Rhody Weekend (20hr)
- 5/21 EJFR BOC Meeting (2hr)
- 5/22 Post BOC meeting debrief (1hr)
- 5/23 Health Force Screening (2hr)
- 5/24 JeffCom Director meeting (2hr)
- 5/28-5/30 Spring Leadership Conference (24hr)
- 5/31 SFDELA Graduation (8hr)

Assistant Chief's - Monthly Board Report

Reporting Period: **June 2024**

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

<p>Facility & Apparatus Overview</p>	<p style="text-align: center;"><i>STATIONS</i></p> <p>All things related to facilities information for the last ten years have been uploaded to sharepoint and to the share drive. All information including projects moving into 2025 including all mentioned facility information has been provided and discussed with Battalion Chief Clouse.</p> <p>Knox key box program information has been provided to Chief Brummel.</p> <p>All things related to apparatus have been uploaded to sharepoint and to the share drive. All mentioned apparatus information has been provided and discussed with Battalion Chief Fletcher.</p> <p>All things related to the Marine Program has been discussed with Lieutenant Dalrymple.</p> <p>All things related to Wildland Fire Fighting have been uploaded to sharepoint and to the share drive. All mentioned information have been discussed with Chief Brummel, Lieutenant Sanders and Admin Sanders.</p>
	<p style="text-align: center;"><i>INSPECTIONS</i></p> <p>All things related to fire prevention, inspection, plan review, etc. have been uploaded into sharepoint and to the share drive. I have discussed all with Community Reduction Manager Wittenberg.</p> <p style="text-align: center;"><i>REVIEW</i></p> <p><i>City</i></p> <ul style="list-style-type: none"> * Bishop Park Apartments - Review of pics of tenant storage area * Discovery Road Project Question about secondary emergency ingress egress to from Town Point <p>BLD24-172 Review floor plan for building modification to an apartment building</p> <ul style="list-style-type: none"> * 14th @ Landis Road V Alley access to Habitat housing discussion <p>BLD24-172 Review Requirement for Sprinklers</p> <p>BLD24-125 Up Town Theater - Repair renovation. REVIEW -</p> <p>BLD24-140 821 Water Street - Roof Replacement - Torch Down Roofing.</p> <p>BLD24-127 HWY20 Structure - Comments send to Building Official Matt Logue</p> <ul style="list-style-type: none"> * Coala Building Point Hudson - Review submittals - Mechanical - LUP-PUD* Madrona Ridge - No submittals or plans - <p>LUP24-027 Little wings Schoolhouse - New owner addition of an ADA ramp.</p> <p>LUP22-019 Clock stopped no plans or submittals to review –</p> <p>LUP22-028 Preservation Alliance 54 Lot PUD Multi Family Commercial –</p> <p>LUP23-053 Dundee Hill Townhomes -</p>

Assistant Chief's - Monthly Board Report

	<p>BLD24-55 Review provided information – LUP23-063 Review postings - LUP-CUP Evergreen Hands On - Reviewed two PDF. BLD24-162 New door way approach ada compliant -</p> <p><i>County</i> Nothing to note</p> <p style="text-align: center;"><i>INVESTIGATION</i></p> <p>05.06.24 64 Gibbs Lake Rd – Residential Barn Fire 05.08.24 311 Air Port Rd – Spruce Goose Cafe 05.11.24 609 Gains - Street Kearney St Apt 05.12.24 620 Hancock - Hancock Apt</p> <p style="text-align: center;"><i>SPECIAL EVENTS</i></p> <p>Rhody Race to Alaska Steam Punk Festival</p> <p style="text-align: center;"><i>BURN PERMIT</i></p> <p>05.11.24.1 46 Port Townsend Bay Rd 05.11.24.1 536 Schwartz Rd</p>
Training	Nothing to note
<p>Public Relations, Marketing</p> <p>Meetings & Other Events</p>	<p>-PR station Tour north end -Weekly City Development Review -Tyler fire mobile teams meeting -Fire Chief's Monthly Meeting -Facility Information with BC Clouse</p>
Other	10 days of Vacation, 1 weekend earned day, 1 holiday

Date Prepared: 6/7/24

Subject: Human Resource Report

Prepared By: Emily Stewart

<p>Meetings & Training:</p>	<ul style="list-style-type: none"> • 5/7 Vol. Mtg • 5/8 Type 3 Team 3 Team Mtg • 5/14 Occupational Burnout Training
<p>Presentations / Tours/Other/Misc.</p>	<ul style="list-style-type: none"> • 5/8 Ride bike to school day • 5/9 PL Records Purge • 5/10 Job & Trade Fair @ Chimacum HS
<p>Human Resources:</p>	<ul style="list-style-type: none"> • 5/9 Initial Facilities Tech interviews • 5/10 Finance Director applicant review • 5/15 Second Interviews for Facilities Tech • 5/17 CBA Negotiations • 5/21 Meet & Greet w/ Finance Candidate • 5/22 Finance candidate Interview • 5/24 Facilities Tech Final Interview • 5/29 Facilities Tech candidate Chad Lawson was offered and has accepted the Facilities Tech position. He plans to start July 1st. • 5/31 Finance candidate interviews – Chief Black will be interviewing our two finalists on 6/10. <p>Other HR:</p> <ul style="list-style-type: none"> • Prep for new FF/PM employee onboarding • Policy/Guideline review • Annual report development • Volunteer assistance <p>Upcoming:</p> <ul style="list-style-type: none"> • Facilities Tech/Finance Director onboarding • Volunteer testing/onboarding • SOG Updates: Drug-free workplace, Data/stats definitions and guideline • Anti-discrimination updates for website – in progress • Update of Safety Committee process/paperwork • 6/14 Retirement Celebration for Schumann, Kosuiga and Tracer 4-6pm @ Station 6

EJFR Staff and Volunteers, May 2024 (no change from last month)

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	Breberman	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		Total Commissioners	7
	Captain Bergen FF/PM					116			
	Total 56								

National EMS Week May 19 -25, 2024 - Honoring Our Past. Forging Our Future.

Half a century ago, a presidential proclamation called on the nation to support efforts to improve emergency medical care across the country. It also established the first national EMS Week, a tradition we proudly continue today. Each year for EMS week, EJFR has a little fun with trivia and drawings with prizes donated from local businesses – this year was the best yet!

I received many correct or partially correct answers, but the most correct answers came from Captain Bergen:

- In 2023, EJFR’s CARES program made a total of 1,286 contacts – what percentage of those individuals were over 65?**

992 = 77.138414%

- According to recent training what is the most common cause of cardiogenic shock?**

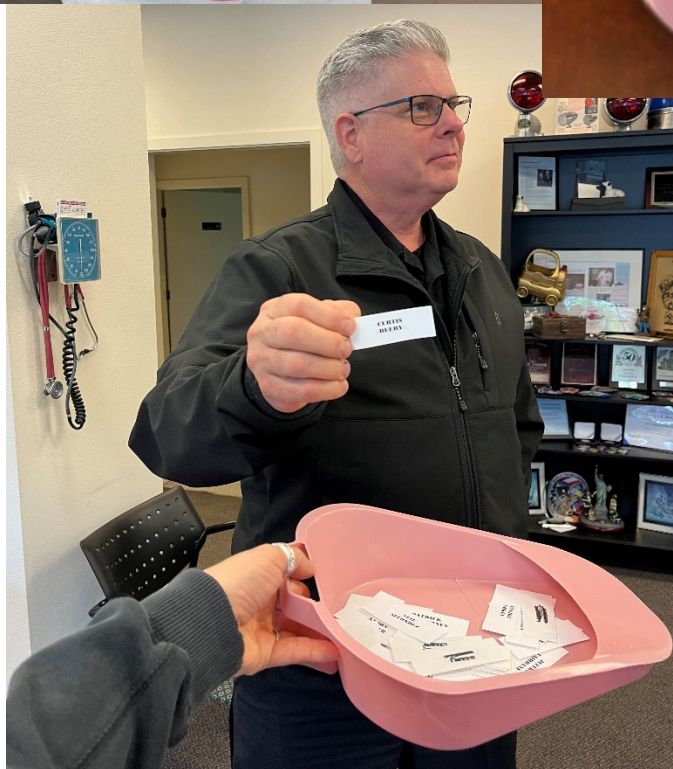
80% of cardiogenic shock is caused by MI per Gavin Williams

- Also according to recent training, approximately how many fatal and non-fatal drownings occur per year?**

Per Chad Holbrook
 Fatal 4,000
 Non Fatal 8,000

Huge thank you to our donors:

- The Food Co-op – 2 x \$50 gift cards
- The Chimacum Farm Stand - \$25 gift card & a tote bag
- The Valley Tavern – 5x gift card for one menu item
- Olympic Equipment Rentals – 3x \$25 gift certificates
- Pan d’Amore – gift card for one loaf of bread per week for a year
- Waterfront Pizza – 75x \$10 gifts cards
- Friends of EJFR – 2x YETI coffee tumblers





Date: 5/1/24-5/31/24
Subject: Finance Report
Prepared By: Terri Ysseldyke-All

Overview	<ul style="list-style-type: none"> • Treasurer’s Report reconciled • 7 record requests • Payroll audit • Billing • Fire CARES Grant Invoicing • Annual Financial Report to State • GEMT Audit • AWC Grant • Bond Interest Payment • Insurance Renewal • Records Destruction • Interviews 																																						
Meetings and Other Events	<ul style="list-style-type: none"> • 5/21/2024 Board Meeting • 5/22/2024 Post BOC Meeting Review 																																						
Other	<p style="text-align: center;">Fire CARES Grant Funding Available for June – December 2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 25%; text-align: center;">BHAC 1/10 of 1% (goes thru Dec 2024)</th> <th style="width: 25%; text-align: center;">OCH (No time limit)</th> <th style="width: 25%; text-align: center;">AWC (Ends June 30, 2024)</th> </tr> </thead> <tbody> <tr> <td>Qtr 2 June</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Starting Funds</td> <td style="text-align: right;">\$50,000.00</td> <td style="text-align: right;">\$118,214.68</td> <td style="text-align: right;">\$153,198.66</td> </tr> <tr> <td>January</td> <td style="text-align: right;">\$5,648.83</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$27,455.60</td> </tr> <tr> <td>February</td> <td style="text-align: right;">\$872.30</td> <td style="text-align: right;">\$3,100.00</td> <td style="text-align: right;">\$24,181.20</td> </tr> <tr> <td>March</td> <td style="text-align: right;">\$965.89</td> <td style="text-align: right;">\$3,100.00</td> <td style="text-align: right;">\$23,381.20</td> </tr> <tr> <td>April</td> <td style="text-align: right;">\$1,045.09</td> <td style="text-align: right;">\$5,087.23</td> <td style="text-align: right;">\$26,233.50</td> </tr> <tr> <td>May</td> <td style="text-align: right;">\$260.05</td> <td style="text-align: right;">\$3,700.00</td> <td style="text-align: right;">\$24,337.00</td> </tr> <tr> <td>Funds Available</td> <td style="text-align: right;">\$41,207.84</td> <td style="text-align: right;">\$103,227.45</td> <td style="text-align: right;">\$27,610.16</td> </tr> </tbody> </table> <p>A continuation of the AWC grant from July 2024 to June 2025 has been submitted for \$348,000. A lesser amount is expected to be awarded.</p>				BHAC 1/10 of 1% (goes thru Dec 2024)	OCH (No time limit)	AWC (Ends June 30, 2024)	Qtr 2 June				Starting Funds	\$50,000.00	\$118,214.68	\$153,198.66	January	\$5,648.83	\$0	\$27,455.60	February	\$872.30	\$3,100.00	\$24,181.20	March	\$965.89	\$3,100.00	\$23,381.20	April	\$1,045.09	\$5,087.23	\$26,233.50	May	\$260.05	\$3,700.00	\$24,337.00	Funds Available	\$41,207.84	\$103,227.45	\$27,610.16
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Date Prepared: 6/10/24

Subject: *Executive Assistant/District Secretary Report*

Prepared By: *Tanya Cray*

Meetings & Events:	<ul style="list-style-type: none">• 5/13 Agenda Prep Meeting• 5/14 Employee Burnout Class, put on by City of PT• 5/17 Negotiations Mtg• 5/21 BOC Meeting and FDS Meet & Greet• 5/22 Finance Director Interview• 5/22 Pick up Facilities Tech Van in Renton• 5/31 Finance Director Interviews• 5/31 Pick up PIO Van in Shelton
Notable Projects	<ul style="list-style-type: none">• PL Voice Submission• Board Meeting packet preparation• St 7 Archive Project• Govdeals – Posted Surplus Tires and Suburban• Final COVID Grant for Administrative Time
Highlights	<ul style="list-style-type: none">• Reviewed SAO Annual Report• Purged 78 boxes of combined PLFR and EJFR Records

Date: June 5, 2024

Subject: *MSO Report monthly report for May*

Prepared By: *Tammy Ridgway*

<p style="text-align: center;">MSO Administrative Meetings</p>	<ul style="list-style-type: none"> • Weekly meetings with Dr. Carlbom • EMS Council • CARES Meeting X 2 • JHC monthly meeting • Commissioners meeting • Salish Regional Navigator Meeting • Met with JHC rep and Capt Bergen regarding EMS Club at both school districts • Ambulance build meeting with Braun • Behavioral health summit • Transforming Our Communities with Passion • EXHO breakfast with Chief Black
<p style="text-align: center;">Calls</p>	<ul style="list-style-type: none"> • 10 Responses
<p style="text-align: center;">Continuing Education/ Training</p>	<ul style="list-style-type: none"> • EMS connect, target solutions and other required trainings • Volunteer drill bleeding control, splinting, backboarding
<p style="text-align: center;">Administrative Duties</p>	<ul style="list-style-type: none"> • Supplies/Medications/Controlled substance audits • QA/QI • CARES Interviews
<p style="text-align: center;">Planning, Ongoing Projects and Correspondence</p>	<ul style="list-style-type: none"> • Leave at home Narcan program • Code stat reports • CARES planning and monthly reports • CPR class for the Cape George Community with 20 people in attendance • Chimacum High School Career Explore Fair for all 8th grade students

Date: 6/10/2024

Subject: *Battalion Chief 11 Report*

Prepared By: *Jason MacDonald*

<p>BC 11 Administrative Meetings</p>	<ul style="list-style-type: none"> • Daily Shift meetings • Once per tour visit to all stations for crew contact and assistance • Paramedic Meeting • JeffCom Director Regarding PSAP times
<p>BC 11 911 Responses</p>	<ul style="list-style-type: none"> • "A" Shift Responses 166 • BC11 responded to 13 incidents in the last month • 3 Structure Fires (310 Airport Rd, 620 Hancock, 61 Alma St) • 3 MVC • 1 Brush Fire (92 N Rhododendron) • 1 CPR
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • A-Shift training 466 hours completed • EMS connect • Base station • Section 4 for one PFF successful completion • Ongoing Shift level training and scheduling • Annual wildland safety refresher delivery to all shifts and volunteers (LT Sanders) • FF Jeske and FF Wright successful completion of probationary requirements
<p>Administrative duties</p>	<ul style="list-style-type: none"> • Shift based training oversight and compliance • Staffing and Callbacks • ESO Insights Dashboards
<p>Planning and ongoing projects</p>	<ul style="list-style-type: none"> • Cross staffing and crewforce (Lt. Kauzlarich/MacD) • Response Plans and Station Assignments (Kauz/MacD) • Build response stats for publication in ESO • MPD Request for ESO dashboards • Wildland PPE inventory and inspections (Sanders) • On going meetings with ESO, Jeffcom IT, and Jeffcom Director Stewart regarding multi county PSAP time conversion issue

Program Budgets Update	Program Budget	BARS	Amount	Spent	Remaining
	CrewForce (Kauz)	522 20 41 0200	\$4,000.00	\$0.00	\$4,000.00
	Radios (Kauz)	522 20 42 0102	\$25,000.00	\$0.00	\$25,000.00
	SCBA (B. Grimm)	522 20 31 0300	\$25,070.00	\$10,000.00	\$15,070.00
	Wildland (Sanders)	522 20 35 0050	\$16,048.00	\$2340.09	\$13,707.91
	Small Tools (Morris)	522 20 35 0100	\$8,000.00	\$1,223.01	\$6,776.99

Date: June 8th, 2024

Subject: *BC-12 Report*

Prepared By: *Justin Clouse*

BC Administrative Meetings	<ul style="list-style-type: none">• Daily Shift Meetings• At least once per tour visit to each station for crew contact and assistance• Weekly administrative staff meetings• IFSAC Testing meeting• Meeting with 103 RE taking over facilities• Apparatus Committee Meetings• Interviews for Facilities maintenance technician
BC 911 Responses	<ul style="list-style-type: none">• Responded to 5 incidents in May, (was on vacation for 2 rotations).• Established or assumed command of 3 of those incidents.
Continuing Education/ Training	<ul style="list-style-type: none">• Daily Shift level training• EMS Connect• Probationary Manual with 2 New Hires• Acting Lieutenant Task Book with 2 Sr. FF's• Base Station
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and callback• Run Shift Training reports• ESO report review• Run multiple IFSAC test for Kitsap Academy• Design Medical supply storage room
Planning and ongoing projects	<ul style="list-style-type: none">• Training Committee• IFSAC Testing Technical Advisory Committee• IFSAC testing- Multiple upcoming IFSAC tests

ESO	<ul style="list-style-type: none">• Nothing new to report.
Personal Protective Equipment	<ul style="list-style-type: none">• Nothing new to report
Technical Rescue	<ul style="list-style-type: none">• Nothing new to report.
Wellness Program	<ul style="list-style-type: none">• Health Force has completed the 2nd and final part of the annual employee physicals.

Date: 6/10/24

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

BC 13 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Several Apparatus Committee Meetings• Volunteer pass down meeting• Interviews with three finance director candidates• Company officers meeting• BOC Meeting• Post BOC meeting review
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 10 incidents in April (no incidents of significance)
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 375 hours of training)• Probationary Testing for Le, Wells and Heydon• Lt Dean, FF Le and FF Wells all successfully completed their probationary periods• Once per tour meeting/training with FF Kaldahl, FF Parker and FF Richter regarding their Acting Lieutenant Taskbook• House Bill 1498 webinar for DNR Aviation training
Administrative Duties	<ul style="list-style-type: none">• Several apparatus updates see separate report• Lt Dalrymple scheduled and completed all annual maintenance required for marine units and is working on upgrading current equipment as well as assessing future needs
Volunteer Program	<ul style="list-style-type: none">• Meeting with Lt Dean and Lt McGuffey about program needs and transitions

Program Budget	BARS	Allocated	Spent	Remaining
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	\$1,876.64	\$623.36
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	\$6,049.56	\$950.44
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: June 6, 2024 Training Report

Submitted by: Captain Trevor Bergen

Overview	<ul style="list-style-type: none">• Meetings• Training• Kitsap Fire Academy Live Fire
Meetings	<ul style="list-style-type: none">• Volunteer Meeting• Officer Meeting• Apparatus Committee
Training	<p>Probationary Testing- Month 4 exam: successful practical and written.</p> <p>House Bill 1498- Fire District Aviation Training for Battalion Chiefs, Acting Battalion Chiefs, Executive Chiefs.</p> <p>Firefighter in Training (Fit)- Fit Evaluations from Fire Academy have been positive and nearing completion with Graduation on June 14th.</p> <p>Conducted Live Fire Training at Station 2 with the Kitsap County Fire Training Consortium's Fire Academy. The recruits were exposed to Class A (Wood) Fires in a very productive day.</p> <p>The also used the SCBA confidence course and practiced ladder deployment with search via Windows.</p> <p>The 4 Fits passed there IFSAC Firefighter 1 practical and are working on Firefighter 2 and Hazmat.</p> <p>Technical Rescue in June- Rescue Systems 1 in Clallam county and EJFR Hosting Rope Rescue Tech., confined space class in June. Several members have signed up and will be participating in the June classes.</p>

Training Continued	NASBLA Boat- 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.
Training Notices	24-022 NASBLA Boat class 24-023 Pacific Northwest Fire Conference



Date Prepared: 6/7/24

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg, Community Risk Manager

<p>Presentations, Public Education, & Events</p>	<ul style="list-style-type: none"> • 5/4 PT Farmer’s Market – Wildfire Preparedness Day, in partnership with WA DNR. • 5/8 Walk and Roll to School Day at Salish Coast Elementary, handed out 35 bicycle helmets to students. • 6/1 PT Farmer’s Market – Fire Extinguishers • 6/3 Consult with Port Hadlock Property Manager regarding egress requirements. • 6/4 Consult with Port Townsend resident regarding fire department access requirements. • 6/5 Wildfire Home Assessment in Port Ludlow with Chief Tracer. • 6/5 Fire and Life Safety Presentation at Cape George Clubhouse with Erin Murray
<p>Community Partnerships</p>	<ul style="list-style-type: none"> • 5/6 Rhody Parade Meeting • 5/7 Rhody Run Meeting • 5/29 Respond to Mountain View Elementary, power outage due to water main break. Advised city personnel regarding fire alarm panel and consulted with Food Bank for outside operations. • 6/3 Met with Discovery View Retirement Apartments re: staff training and presentation for residents. • 6/4 Attended Stronger Together Regional Convening with Olympic Community of Health (OCH) and regional partners.
<p>Government Partnerships</p>	<ul style="list-style-type: none"> • 5/3, 5/9, 5/30, & 6/6 New Development Review with City of Port Townsend • 5/7, 5/28 City/County/EJFR ILA Meeting • 5/9 Meet and greet with Port Townsend City Manager John Mauro • 5/30 Meet with Keppie Keplinger at Jeff Co DEM
<p>Public Information Officer (PIO)</p>	<ul style="list-style-type: none"> • 5/8 Press Release for Spruce Goose Fire • 5/28 Responded to KOMO-TV request for images from Nordland General Store Fire.
<p>Social Media Engagement:</p>	<ul style="list-style-type: none"> • Facebook – Post Reach: 8,100 – 3,200 Followers • Instagram – Followers 632 • Twitter – 848 Followers
<p>Professional Development</p>	<ul style="list-style-type: none"> • 5/1 – 5/8 Onboarding • 5/31 Finance Manager Panel Interviews
<p>Inspections & Investigations</p>	<ul style="list-style-type: none"> • 5/7 Vendor Presentation on Tyler Emergency Networking and Fire Prevention Mobile Platforms.

Overview

- During the March BOC meeting the board approved the following financing option moving forward with apparatus purchases

Adjusted Financing Scenario #2		
Equipment for Financing	Estimated Total Cost	Est. Delivery Date
2 Fire Engines	\$2,285,000.00	Jan-26
Brush Truck	\$175,000.00	Spring '25
Ambulance	\$275,000.00	Winter '25
Rescue	\$250,000.00	Winter '25
	\$2,985,000.00	
Purchase Outright - Using a portion of the \$380,000 budgeted in 2024 for Financing payments		
Chief SUV	\$50,000.00	Purchased
Maintenance Truck	\$70,000.00	Purchased
PIO Van	\$50,000.00	Purchased
	\$170,000.00	
Total	\$3,155,000.00	

Specific Apparatus Updates

- Fire Engines
 - Budgeted for \$1,142,500 each for a total of \$2,285,000
 - After the third attempt we received a drawing that will meet all our needs and we feel satisfied with it.
 - Overall length increases of 4"
 - Keep current wheelbase
 - Increase compartment space
 - See Picture attached
 - True North Emergency Equipment are finalizing the contract for review to sign and should be signed by the BOC meeting

- Ambulance 4x4
 - Budgeted for \$275,000
 - An ambulance build meeting took place on 4/9 and ideas were derived to better meet our needs with our current ambulances.
 - A design meeting occurred with Braun NW, and we are awaiting drawings and spec sheets back and total cost estimate.
- Medium Duty Rescue
 - Budgeted for \$250,000
 - A build meeting was held on 4/5 to identify needs for vehicle.
 - Visit and build meeting to Braun was had on 5/2, still awaiting drawings and estimates.
- Brush Truck
 - Budgeted for \$175,000
 - The vision is to build something similar to a DNR spec that increases storage space from what we currently have.
 - A meeting was held with Mallory on 6/7 and we are awaiting concept designs
- Staff Vehicle
 - Budgeted at \$50,000, purchased for \$36,525.38 and received on 5/17/24
 - A change in distribution of staff vehicles will occur after this vehicle is put into service.
 - Graphics are being created
 - Light and siren package have been received we are waiting for the radio to arrive and is estimated to arrive in late July.
 - The installer has been identified and when the remaining parts arrive, they will need two days to install.



- Facilities Maintenance Technician Vehicle
 - Budgeted for \$70,000, purchased for \$46,595.52 and received on 5/22/24
 - The van is a former Hertz rental van with only 11,000 miles
 - Awaiting lettering



- PIO/Public Education Van
 - Budgeted at \$50,000, purchased for \$39,733.41 and received on 5/28/24
 - Purchased a new 2023 Ford Transit Connect with cargo storage in the rear
 - Working with CRM Whittenberg on what the decaling will look like and then I will work on ordering.
 - The vehicle has currently been used several times already for different public education events



Surplus Apparatus and Equipment

- 2019 Horton Terrastar Ambulance
 - The apparatus has been listed with Brindlee Mountain Fire Apparatus who provided us with comparable apparatus' selling prices. They handle all marketing and receive a 10% commission at time of sale.
 - As of 6/10 it has been posted for just over a week and we have not received any inquiries
- 1999 Chevrolet Suburban
 - Vehicle was placed on GovDeals and did not meet the reserve price.
 - We contacted the highest bidder and offered the vehicle to them at their bid price, and they declined purchase.
 - Vehicle has been reposted on GovDeals with no reserve price and the auction will expire on 6/21
- Various Apparatus Tires
 - The tires taken from Tenders 7 and 8 have been listed on GovDeals.
 - The original lot listed did not meet reserve price
 - The tires are going to be regrouped and relisted for sale within the week.
- 2001 Ford Econoline Ambulance
 - This vehicle is the former interfacility transport vehicle and has since been replaced by a new ambulance. It has not been in service for over a year and was potentially going to be repurposed as a temporary facilities tech vehicle. Now that we have purchased a facility tech van there is no longer a need for this vehicle.
 - Action will need to be taken to approve the surplus of this vehicle.



DIRECTOR'S REPORT

May 30, 2024

❖ Projects:

- **Radio consoles:**

- ◆ Installation projected for June, but we are awaiting a schedule.
- ◆ IT continues to work on details in preparation for implementation. This has included reconfiguration and cleanup of dispatch-console cabling, testing equipment options and purchasing some ancillary equipment.
- ◆ Rich and Mike will attend system training the first week of June with the installation scheduled for the latter part of the month.
- ◆ The cost for the main project increased by \$780.61 due to a necessary option that had not been included in the quote, but otherwise costs for the system and the ancillary equipment have remained as projected and budgeted.

- **Policies and procedures:**

- ◆ The updated personnel manual has been distributed to staff.
- ◆ Update of dispatch SOP manual remains in progress. Additional undefined or unresolved questions about procedures continue to be investigated and written as they crop up.
- ◆ Emergency-medical dispatch criteria are on the list after regional EMS protocol revision. Working with MPD on a proposed schedule for periodic meetings to review each procedure and its ALS and BLS criteria on a regular basis.
- ◆ 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, and this seems to be working well giving Lisa time to complete several large projects (the audit, the annual report to the auditor and the annual grant application for SECO funding) well before their deadlines.

- **Goats:** Landscaping goats were cleaning up the brushy Port Townsend tower site over the past weekend.



- **Social Media:** A revised policy is presented for continued discussion today incorporating previous Board comments and legal review.
- **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.
- **Radio outage:** The Green Mountain tower site was switched to a different circuit on the PSE microwave system on Thursday, May 23, with the intent of protecting it from updates their techs were performing. Brinnon Fire was the first to note a problem with south-county reception, which further testing revealed to affect both Law and Fire channels in areas where there was overlapping coverage from Green Mountain, Coyle and other tower sites. Reception of law and fire radios by Jeffcom was not affected, but audio on those channels in the field was often unintelligible due to interference between the signals from these sites. The problem was narrowed to a timing mismatch between sites caused by the circuit change, and on May 28 after the holiday weekend PSE moved the connection back to its previous circuit, correcting the issue. Further investigation is underway, but it is unlikely any major expense to address the underlying weakness of the system will be reasonable given our medium-term plan to replace this part of the system with IP-network-connected simulcast hardware.

❖ **Budgetary Items:**

- **Recruiting:** CO trainee hired September 27 did not progress adequately, so probation was terminated on May 15. CO trainee hired January 7 is progressing well, has been moved to a split shift on evenings and is expected to take her own shift next week. One applicant is through background and in final testing and should start in early June. Two additional applicants were interviewed last week and are starting the background process. Other applicants did not progress through background due to a lack of references and responses.
- **Current staffing** is seven full-time, non-trainee communications staff, but that will increase to eight with the trainee released to a shift in June. This will bring days and nights to four COs each, meaning everyone will be on a normal 4/3/3/4 schedule except when covering for leave and training. We continue to benefit from assistance from three part-time employees, particularly one who works key shifts to provide time off to others, and two JCSO deputies.

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

- April communications-staff overtime was 324 hours among the seven full-time, non-trainee employees on staff that month.

- Working on setting up an online store for uniform shirts with new logo from which staff can order their allotment.
- Formalizing plans with Found Therapy Services, which focuses on first-responder mental health, to provide sit-alongs in the center by a provider followed by local confidential appointments offsite. Staff will also be encouraged as this relationship grows to contact Found Therapy directly using insurance for in-person or telehealth visits if they wish for additional individual care.

❖ **External Relationships:**

- **Jeffcom-Pencom ILA:** This was assumed by both agencies to have been fully executed late in 2021. Jeffcom's signatures and secondary signatures from the City of Port Angeles were never applied to the document. Legal review, City of PA signatures, need to execute, likely amendment being discussed.
- **Public Education:** With staffing on slightly firmer footing than last year, we can resume in-person public education to both children (basics of calling 911) and adults (911 versus non-emergency reports, cell hangups, text to 911 and mobile-phone health profiles). Marlo is working on a schedule of attendance at fairs, farmers markets and schools. We are very open to collaborating with agencies at their events, including the recent firefighters union breakfast and upcoming farmers markets with EJFR.
- **Fire response plans:** Pencom and its agencies are very interested in paying Tyler to deliver in-person training for dispatch, IT and fire personnel on complex response plans. Intent is to make them more adequately reflect actual inter-district agreements and command intent for initial and auto-aid dispatches and subsequent mutual-aid dispatches – and both counties want to formulate those ideas before scheduling the training so it can be effective and focused on our needs.
- **User Group meeting**
 - ◆ Attended by PTPD, EJFR, QFR and Jeffcom.
 - ◆ Update on progress of updates to Kenwood and other radios owned by the agencies. Jeffcom is awaiting programming files from the agencies that Kenwood can fix, and for other manufacturers we are jointly waiting for responses regarding the problem.
 - ◆ Discussed Code 99/Blue procedure for fire/EMS call for backup in life-threatening situations, which is in need of update and regular practice.
 - ◆ Briefly discussed the fire response plans issue and proposed solution described above.
 - ◆ Checked in on the change to procedures not to broadcast certain information-only items on Law Primary, with agreement that it is working well.
- **Non-user agency issues**
 - ◆ Demonstrations for Jefferson County of 311-style AI-based phone service.

❖ **CFS and Call Data: January 1 through May 24, 2024 (early due to holiday this week)**• **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	2164	2269
QFR	227	197
BFD	204	191
DBVFR	48	57
Total	2643	2714

• **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	4978	5530
PTPD	3293	3224
Total	8271	8754

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	6823	99.23	n/a
11-15 sec	33	99.71	90%
16-20 sec	11	99.87	95%
21-40 sec	9	100.0	n/a
41-60 sec	0	100.0	n/a
61-120 sec	0	100.0	n/a
120+ sec	0	100.0	n/a
Total	6876		

• **911 Call Averages**

Metric	YTD Average
Ring time	3.38 sec
Hold time	1.14 sec
Talk time	104.35 sec

• **Non-911 Calls**

Metric	YTD
Number of outgoing calls	3484
Number of incoming calls	7412
0-10 sec pick-up time	98.93%
Average ring time	3.56 sec
Average hold time	4.72 sec
Average talk time	103.95 sec

East Jefferson Fire Rescue: Implementation Tool

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 1. Ensure our service levels and community expectations align with our fiscal resources.				
1.1	Refine and update our fiscal processes to ensure our fiscal resilience.	FC/Finance Manager	<ul style="list-style-type: none"> Internal Budget Committee Established summer/2022 Credit Card and Procurement Policy/SOG update March 2023 Establish external budget advisory committee Establish financial forecast template Program workbooks establish March 2023 	<ul style="list-style-type: none"> Adopt related SOGs for permanence. Updated 3/2023 Implemented 3/2023 2024 workbooks posted on sharepoint
1.2	Seize opportunities to make more efficient use of existing resources.	<ul style="list-style-type: none"> Emily Lead -Wes Lueders Plus Pete/Tanya/Terri Tanya/Terri 	<ul style="list-style-type: none"> Sharepoint Spring/Summer Fall 2023 Check-it has been procured U.I. is being loaded with current inventory. Update capital replacement procedures and restore appropriate funding 	<ul style="list-style-type: none"> Migration to Sharepoint began 12/23 Initiated 12/23 Adopted balanced 2024 budget.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<p>1.3 Build community support for revenue opportunities and provide robust ongoing public communications.</p>	<ul style="list-style-type: none"> ▪ Benchmark funding levels with comparable agencies. ▪ Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys. ▪ Start Community Service Specialist (CSS) work with existing personnel. ▪ Review and refine our community messaging and positions. ▪ Keep website and social media updated and look for opportunities to expand our social media presence. 	<ul style="list-style-type: none"> ▪ FC and Staff 	<ul style="list-style-type: none"> ▪ Update comparable analysis and maintain data ▪ Establish response standards, charter and policy statement ▪ AFG FP&S grant for CRS ▪ Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc. 	<ul style="list-style-type: none"> ▪ In progress ▪ In progress ▪ Completed 5/2023 ▪ Denied 12/23 ▪ 4/11/24 CARES, SAFER, AFG, FPS grants have been submitted, almost \$3 million. ▪ Updating DEM & Jeffcom procedures 12/23 ▪ 5/2024 EJFR created two new positions, CRM and CRA. ▪ 5/2024 CARES received \$202,000 from the AWC.
<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"> ▪ Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities. ▪ Adapt our charter and Interlocal Agreements to meet the needs of the community and partners. 	<ul style="list-style-type: none"> ▪ FC 	<ul style="list-style-type: none"> ▪ Update City & County ILAs ▪ Clarify and refine EJFR's roles and responsibilities 	<ul style="list-style-type: none"> ▪ In progress, Fall/Winter 2023. City ILA expires 12/23 ▪ City ILA fee structure extended to July 24, is again being extended to initiate further collaboration. ▪ 4/11/24 Fire Prevention Services ILA will only include the City at this time.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes	
Initiative 2. Strengthen our core emergency response services.					
2.1	Adopt deployment performance goals as District.	<ul style="list-style-type: none"> Establish performance goals as required RCW Title 52. Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service. 	<ul style="list-style-type: none"> FC/Admin 	<ul style="list-style-type: none"> Adopted minimum staffing January 2023 Establish other performance goals per Title 52 	<ul style="list-style-type: none"> Completed 1/2023 Completed 5/2023 5/2024 implemented alternate ALS response plan.
2.2	Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"> Establish realistic standards and monthly reporting. Use training and technology to facilitate compliance. 	<ul style="list-style-type: none"> FC & Staff 	<ul style="list-style-type: none"> Increase capability and capacity for staff to generate reports. 	<ul style="list-style-type: none"> In progress
2.3	Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> Establish minimum staffing as required RCW Title 52 to include ALS/BLS. Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization. <ul style="list-style-type: none"> Evaluate the advantages of a peak demand model and/or alternate shift schedule. 	<ul style="list-style-type: none"> FC & Staff 	<ul style="list-style-type: none"> Adopt policy in compliance with Title 52 Update Response Plans and Run Cards 	<ul style="list-style-type: none"> Completed 5/2023 ALS response proposed 2/2024 4/1/24 New ALS response plan initiated.
2.4	Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> Maintain our Washington State Rating Board score in Fall 2022. Enhance related data capture. Identify substandard metrics, such as number of engines, volunteers, etc. Establish Training Officer position to enhance proficiencies and support professional development. 	<ul style="list-style-type: none"> Brummel 	<ul style="list-style-type: none"> Complete amended WSRB Rating DONE! 	<ul style="list-style-type: none"> In progress, still working with WSRB. January 2024, TO is developing training plan

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.5 Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> ▪ Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> ○ Community outreach and health promotion. ○ Participate in local and regional committees to advance funding for alternative EMS services. ▪ Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc. ▪ Maintain a strong culture of continuous improvement. 	<ul style="list-style-type: none"> ▪ MSO 	<ul style="list-style-type: none"> ▪ Re-ignite the CPR program ▪ Recruitment of new CPR instructors is underway ▪ Update Patient Care Procedures (PCP) and response procedures. 	<ul style="list-style-type: none"> ▪ Initiated and growing ▪ MSO is working on several new and expanded efforts for layperson CPR. 2/2024 ▪ FC developing QI/QA SOG with EMS Council
2.6 Address immediate and long-term facility needs.	<ul style="list-style-type: none"> ▪ Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> • Future uses/development of the undeveloped Jefferson County Airport parcels. • Disposition of Harrison Street residence. Sold 11/2023 • District Training, Fleet Maintenance, EOC and Dispatch facilities. • Stations 12, 13 and 14 improvements or relocation. • Station 15 improvements. ▪ Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources. 	<ul style="list-style-type: none"> ▪ FC 	<ul style="list-style-type: none"> ▪ Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal 	<ul style="list-style-type: none"> ▪ Hiring of Facility Tec underway 5/2024
Initiative 3. Provide additional services to increase community health and well-being.				
3.1 Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> ▪ Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups. 	<ul style="list-style-type: none"> ▪ DFC Brummel 	<ul style="list-style-type: none"> ▪ Proposed for 2024 Budget 	<ul style="list-style-type: none"> ▪ Two EJFR members accepted to Medic 1, fall of 2024. ▪ Three new FF/PM's hired 6/2024

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.2 Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> ▪ Prioritize crew visits to low frequency/high risk facilities. ▪ Initiate reengagement with the community for life/safety inspections. 	<ul style="list-style-type: none"> ▪ AC Tracer ▪ Tracer 	<ul style="list-style-type: none"> ▪ Resetting interagency roles ▪ Inspections were restarted in January 2023. ▪ Implementing interim fire prevention service contract with the City. 	<ul style="list-style-type: none"> ▪ CRM and CRA hired 5/2024
3.3 Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> ▪ Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation. ▪ Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). ▪ Improve our wildfire competencies among the workforce. 	<ul style="list-style-type: none"> ▪ FC 	<ul style="list-style-type: none"> ▪ Develop content and format for community messaging ▪ Messaging at Famer's Markets and other public outreach ▪ Collaborate with County/City partners and establish CWPP 	<ul style="list-style-type: none"> ▪ 4/1/24 CWPP in final draft.
3.4 Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> ▪ Continue to apply community risk reduction principles in every call, every interaction with members of the public. ▪ Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase. 	<ul style="list-style-type: none"> ▪ FC 	<ul style="list-style-type: none"> ▪ Pursue grant funding for CRS position ▪ Prepare Levy Initiative ▪ Working with EJFR Prevention to retool towards CRR initiatives 	<ul style="list-style-type: none"> ▪ Grant submitted Completed 2023 and 2024 ▪ CRR committee established 12/24 ▪ 4/11/24 EJFR Admin reorg, CRM recruitment underway. New support FTE (Erin).
3.5 Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> ▪ Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others. 	<ul style="list-style-type: none"> ▪ FC 	<ul style="list-style-type: none"> ▪ Pursue grants for continued CARES funding ▪ Cultivating input from various stakeholders ▪ We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact. 	<ul style="list-style-type: none"> ▪ Completed 2/2023 ▪ In progress ▪ AWC CARES grant submitted 4/11/24

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 4. Enhance our workforce resilience and development.				
4.1	Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates. Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant. 	<ul style="list-style-type: none"> DFC Brummel Seek funding and grants 	<ul style="list-style-type: none"> In progress
4.2	Establish the culture and resources necessary to support the mental and physical health and wellness of our team	<ul style="list-style-type: none"> Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines. Establish benchmark awareness training for all members. Continue to make incremental improvements in our fitness facilities. Broaden workforce participation in fitness/wellness practices. 	<ul style="list-style-type: none"> BC MacDonald Brummel Broaden annual medical evals and injury recovery 	<ul style="list-style-type: none"> 4/11/24 Ready Rebound Vitality assessments are complete. HealthForce medical assessments provided to all members 5/2024
4.3	Formalize and strengthen professional development and career track processes	<ul style="list-style-type: none"> Begin planning for medium-term efforts. 	<ul style="list-style-type: none"> DFC Brummel & Training Officer 	<ul style="list-style-type: none"> Training Captain implemented 1/2024
4.4	Ensure recruitment efforts align with the needs of the organization	<ul style="list-style-type: none"> Identify current and future retention and recruitment needs of the organization. Establish staffing and recruitment plans. 	<ul style="list-style-type: none"> E1 	<ul style="list-style-type: none"> 2/2024 Establishing PM eligibility list. 4/11/24 Three new PM FTE's offered employment.

Policies		
#	Subject	Action Needed/Description
2010	Paid Family Medical Leave	Needs BOC Approval - New Policy
SOG's		
#	Subject	
2000g	Time Off	Informational for BOC - Removed PFML language due to creation of PFML Policy
2000m	Modified Duty	Informational for BOC Edited to include pregnancy and breastfeeding



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.
- 7.8** 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.
- 7.9** 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.

- 7.10** 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.
- 7.11** 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.
- 7.12** 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.

SECTION 8.0 NOTICE REQUIREMENTS

- 8.1** 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.
- 8.2** 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.
- 8.3** 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.

SECTION 9.0 CONFIRMATION OF LEAVE

- 9.1** The District will process PFMLA claims in accordance with state requirements, and employees shall be required to cooperate with the District's process.
- 9.2** 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.
- 9.3** It will be the District's responsibility to advise the Employee whether medical certification will be required when the employee requests leave.
- 9.4** It will be the Employee's responsibility to provide the medical certification in a timely manner as requested by the District.

- 9.5 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.
- 9.6 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.
- 9.7 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.

SECTION 10.0 REEMPLOYMENT/JOB PROTECTION

- 10.1 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.
- 10.2 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 if applicable



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:

DRAFT



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 4000c

Code Blue Communications

SECTION 1.0 SCOPE

First responder safety is paramount while providing emergency services delivery to the public. There are rare occurrences when first responders may be threatened by extenuating circumstances at scenes of violence or similar situations. A unified and common means of notification to the dispatch center will be used to summon immediate assistance from law enforcement.

SECTION 2.0 PURPOSE

The purpose of this guideline is to provide a process of communication that is used throughout Kitsap, Jefferson, and Clallam counties by fire department responders when there is need for immediate assistance from law enforcement due to life-threatening situations while on-duty.

SECTION 3.0 DEFINITIONS

“Code Blue”: a universal term used by first responders from Kitsap, Jefferson, and Clallam County fire agencies when they are confronted with a life-threatening situation at an emergency or non-emergency scene and need immediate assistance by any law enforcement agency. This term has been vetted by fire and law enforcement agencies through written agreement and standardized protocols at Kitsap 911 (CenCom), Jefferson County 911 (JeffCom) and Clallam County 911 (PenCom).

“Life Threatening”: when fire and EMS personnel face a dire situation where their life safety is jeopardized due to an immediate threat from an individual(s). Threats may include, but not limited to, verbal threats with intent to harm, physical violence on a first responder, equipment, apparatus, use of, or threat with weapons, or any other situation where escape or retreat to a safe area is not possible.

SECTION 4.0 PROCEDURES

- 4.1** First responder shall maintain situational awareness when entering an emergency incident scene. That shall include, but not limited to, positioning themselves with secondary means of egress, looking for weapons, demeanor of patient, bystanders, and immediate surrounding environment. When first responders encounter a situation where their life or lives of their crew members are threatened by physical or potential acts of violence, they will contact the appropriate dispatch center via radio or phone and state they have a “Code Blue”.
- 4.2** The dispatch center will immediately notify appropriate internal or external jurisdictional law enforcement agencies to respond to the scene where the “Code Blue” request was initiated.
- 4.3** Personnel who initiated the “Code Blue” shall attempt remove themselves from the threat of confrontation and/or position themselves in the safest location possible to diffuse the scene.
- 4.4** The dispatch center shall not attempt to confirm or repeat the “Code Blue” request with the first responder. The dispatcher shall immediately initiate a law enforcement response.

4.5 The first responder shall keep their radios on. Emergency buttons shall not be used.

4.6 Law Enforcement will respond under the assumption that a life-threatening situation is occurring.

4.7 When law enforcement arrives at the scene, they shall perform a recon, determine location of first responder, and take proactive law enforcement actions.

SECTION 5.0 RESPONSIBILITY OF THE SHIFT SUPERVISOR (Battalion Chief/Duty Chief)

5.1 The Battalion Chief shall be notified immediately by the Communications Center when Code Blue is called. It shall be the responsibility of the Battalion Chief to:

- a. Contact the Communications Center by telephone to be properly briefed of the situation.
- b. Contact, brief, and update the Fire Chief about the situation upon receipt of said information.
- c. Respond and report to the Incident Command post established by law enforcement.
- d. Serve as the fire department liaison to the Incident Commander.

SECTION 5.0 TRAINING

Training shall take place on a quarterly basis to ensure proficiency with this procedure.

EFFECTIVE DATE:	REPLACES:	Policy 309 SOG A04-19
FIRE CHIEF:		

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-11**

DECLARING THE NEED FOR SURPLUS OF DISTRICT OWNED VEHICLE

WHEREAS, Jefferson County Fire District No. 1 owns a **2001 Ford Econoline Ambulance VIN# 1FDXE45F0YHB84031**

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

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

WHEREAS, the District has determined the estimated fair market value of the vehicle to be \$5,000.00.

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

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

2001 Ford Econoline Ambulance VIN# 1FDXE45F0YHB84031

Approved this _____ 18th _____ day of _____ June _____, 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

Deborah Stinson, Board Chair

David Seabrook, Commissioner

Absent
Glenn Clemens, Commissioner

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

ATTEST:

Gene Carmody, Commissioner

Tanya Cray, District Secretary

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-12**

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

WHEREAS, East Jefferson Fire Rescue owns the equipment listed on the attached Exhibit A “Hose and Appliance Surplus Inventory”.

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners that the District owned equipment listed in Exhibit A, be declared surplus to the needs of the District.

Approved this 18th day of June, 2024.

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

absent

Glenn Clemens, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-13**

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

WHEREAS, East Jefferson Fire Rescue owns a **2001 Generac Generator Model #1892320100, Serial #2065108**

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

WHEREAS, the equipment is past it's useful service life and/or has failed service testing and is not repairable.

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

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

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

2001 Generac Generator Model #1892320100, Serial #2065108

Approved this 18th day of June, 2024.

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

absent
Glenn Clemens, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary



2023 ANNUAL

REPORT

EAST JEFFERSON FIRE RESCUE

Protecting life and property while providing compassionate service that meets the needs of our varied community through prevention, education and emergency response.

EJFR Mission



EAST JEFFERSON

FIRE RESCUE

Today, East Jefferson Fire Rescue is comprised of the incorporated city of Port Townsend and the unincorporated Jefferson County communities of Cape George, Chimacum, Irondale, Kala Point, Marrowstone Island, Port Hadlock, Paradise Bay, Shine, Bridgehaven, Mats Mats, Swansonville, Beaver Valley, South Point and Port Ludlow, Washington.

We respond to a wide variety of emergencies ranging from medical calls to motor vehicle accidents, water rescue and commercial structure fires. The District serviced a contract with Jefferson Healthcare to transport patients from that facility to Bremerton, Seattle, Tacoma, Olympia and Everett, Washington hospitals until May 2023.



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COMMUNITY RISK REDUCTION



ABOUT US

2023 is marked by important collaborations, accomplishments and service improvements.

The fire service is an ever-evolving profession; we strive to meet new risks and expectations for the community, adapting as needed. Although East Jefferson Fire Rescue (EJFR) has challenges to address, we are positioned well to meet them due to one important component. We have an amazing workforce that is dedicated to providing exceptional service.

NOTEWORTHY

EJFR increased its workforce by 28% with the addition of PLFR.

Both Fire & EMS levies were lifted to \$1.30 & \$0.50 respectively.

With partner support, EJFR FIRE CARES launched in January 2023.

The 2nd Annual Fire & Rescue Fest was held in October 2023.

Fire Chief

BRET BLACK



360.385.2626

Chief@ejfr.org



EJFR at a Glance

Service Area
123 sq miles

Population Served
28,178

Fire Stations
9

Personnel
65

We are fortunate to serve a community that recognizes the importance of public safety. In January 2023, East Jefferson Fire Rescue launched our FIRE CARES program. This innovative co-responder program began in partnership with the City of Port Townsend, which served as the host agency for the initial grant from the Association of Washington Cities. Several other agencies signed on to fiscally support the program, including Jefferson County and the Olympic Community of Health. The impact has been obvious as we have seen residents getting access to post-911 outreach, referrals, support and wrap around services that help maintain independence and improve quality of life. EJFR's FIRE CARES serves as a model to other fire departments and is the recipient of several awards for innovation.

PLFR & EJFR

MERGED 2023

In March of 2021, commissioners of Port Ludlow Fire & Rescue (PLFR) reached out to East Jefferson Fire Rescue which resulted in the creation of a Management Interlocal Agreement. The arrangement allowed PLFR to offset some of the costs associated with meeting needs in-house. This temporary agreement improved efficiencies and maintained service levels while costs rose. The merger, approved in 2022, made these efficiencies permanent as of January 1, 2023.



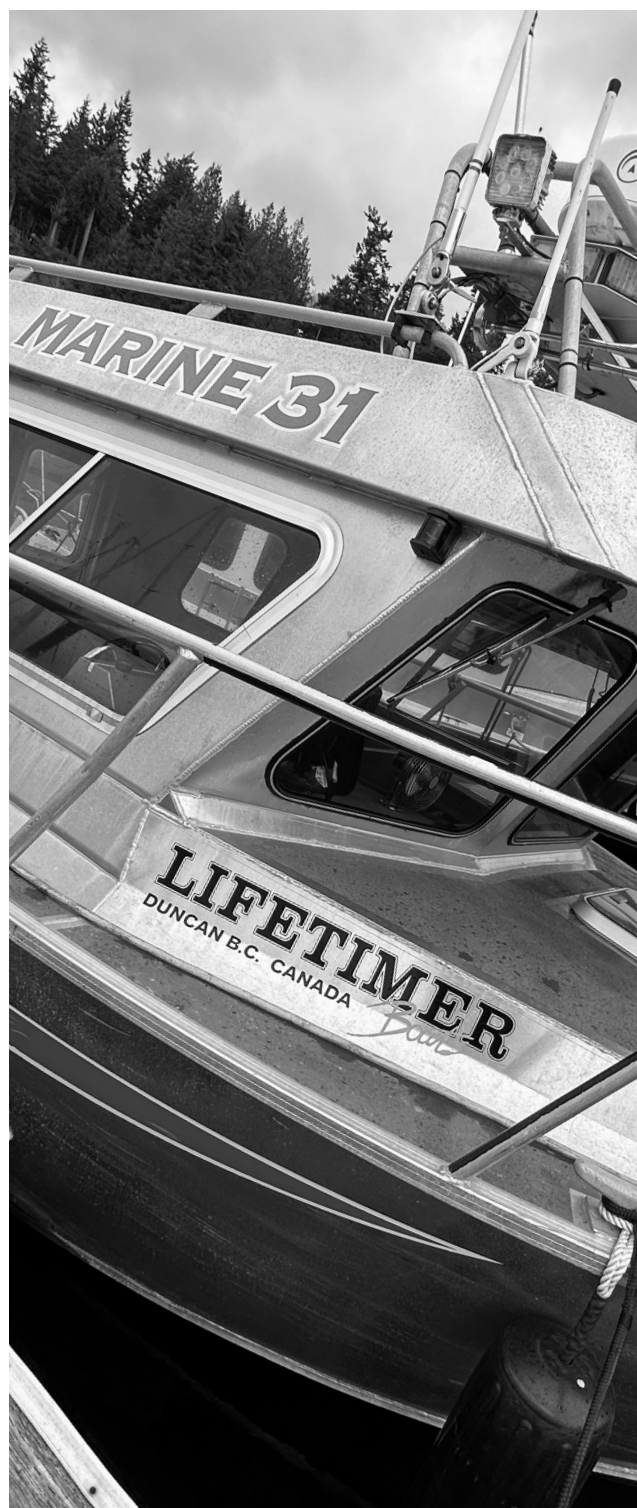
Minimum staffing increased to 13 firefighters per day with Battalion Chiefs and a Medical Service Officer covering all 123 square miles.



Recall bench strength of off-duty firefighters and volunteers for large incidents has grown for both original agencies.



The combined agency will realize a savings of approximately \$350,000 in overhead costs each year.



PORT LUDLOW
FIRE & RESCUE



PLFR was formed in 1965 and covered 5,000 citizens over 55 square miles adjacent to the hood canal bridge. This District operated with 14 career staff and less than 10 volunteers until 2023. The minimum staffing level was just two per day.

BETTER TOGETHER

911 demand has increased by almost 50% since 2011. We experience multiple, simultaneous 911 incidents more than 30% of the time. Occasionally all 911 units are committed, leaving no additional capacity.

Jefferson County Fire District 1 (EJFR) has a storied history of growth through mergers and collaboration with our neighbors. District 6 combined with District 1 in 2005 and the City of Port Townsend annexed into District 1 after many years of service through an interlocal agreement.

Prior to merging, District 1 and District 3 (PLFR) joined together to form Medic 13 and provide the first full-time advanced life support services to these communities. Looking back on the success of our former collaboration and mergers made it easier for the ten Commissioners to vote in favor of placing the proposed merge on the ballot. Once approved, all five of the PLFR Commissioners along with their 14 employees became a part of EJFR. Sadly, PLFR Commissioner Bob Pontius passed away in December of 2022. Commissioner Raelene Rosart relocated to Kitsap County and resigned in January of 2023. The other eight Commissioners will serve out their terms until they naturally attrition down to a five-member Board.



FACILITIES & FLEET

EJFR inherited three fire stations and ten vehicles including, three ambulances, two utility vehicles and five fire apparatus from PLFR.



ADDED COASTLINE

The District gained approximately 21 miles of coastline along the Hood Canal and Shine Tidelands. Marine 7 (31), a 2001, Lifetimer was also added to the fleet.



UPDATED NOMENCLATURE

Midway through 2023, EJFR renumbered our stations and apparatus. Stations now begin in the north at 1 and end at 9, apparatus follows suit.

Meet
THE COMMISSIONERS



GENE CARMODY

2019 - 2025



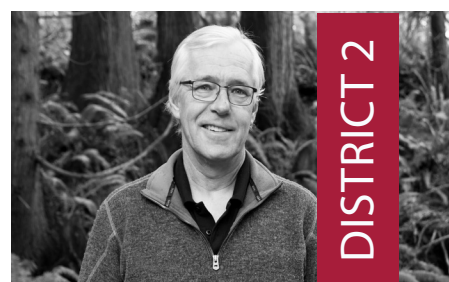
ED DAVIS

2019 - 2025



GLENN CLEMENS

2021 - 2027



DAVE SEABROOK

Board Chair 2020 - 2025



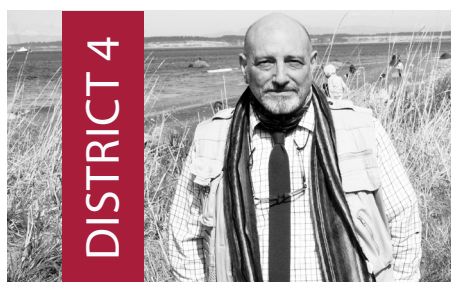
DEBORAH TILLMAN

2022 - 2023



STEVE CRAIG

2021 - 2027



GEOFF MASCI

2020 - 2023



DEBORAH STINSON

Vice Chair 2021 - 2027

VISION AND VALUES


Compassion. We embrace our diverse community as we provide services with empathy, understanding and kindness.

Integrity. We are dedicated to our role as stewards of the public's trust. Our responsibility to superior ethical standards is steadfast.

Respect. We shall provide our services with equity, imparting dignity to those in need.

Teamwork. We recognize our success and effectiveness comes from internal collaboration and external relationships. We shall empower our members to uphold and reinforce collective group performance while supporting cohesive external partnerships.

Progressive. We shall balance our traditions and practices alongside the need for change and adaptation. Innovations will be implemented using careful analysis, critical thinking and collaborative input as we strive for continuous improvement.



As a fire and emergency service industry leader, we are dedicated to the health and safety of our community while honoring our mission, values and traditions. We will support our workforce to maintain a healthy lifestyle, promoting opportunities for personal and professional growth. We shall provide leadership locally, regional and nationally. We will provide the best service possible within the fiscal opportunities available.

Calls for Service

RESPONSE PERFORMANCE

EJFR staff and volunteers see increasing call volumes as the most significant change in the community to which EJFR needs to respond.

EJFR's call volume increased 4.7% from 2021 to 2022 - this data will be analyzed for the new combined District beginning in 2024.

EJFR underwent a performance evaluation during 2022. Ultimately the Board of Commissioners adopted response standards measured by utilizing a 90th percentile.

For example, if EJFR responded to 100 calls in 2023, the calls will be analyzed in order of response time and the highest 10% will be removed - the highest response time left at 90 will be the 90th percentile.

Goals Vs Actual		
	Goal	Actual % Met
District Wide		
Dispatch	1:30	Unknown
Crew Turnout	2:00	67.15%
Travel Time	8:00	78.34%
Total Response	11:30	85.93%
City of Port Townsend (PT)		
Crew Turnout	2:00	68.57%
Travel Time	4:00	39.36%
Total Response	7:30	62.82%

5,182

A total of 5,182 calls for service were analyzed in 2023. Interfacility transports, mutual aid and outliers were removed. Times greater than three standard deviations from the mean are considered outliers.

Average Response Time

The average response time both District wide and for the City of Port Townsend fell below our 90th percentile goals at 8:05 and 6:50 respectively.

1 CALL PROCESSING

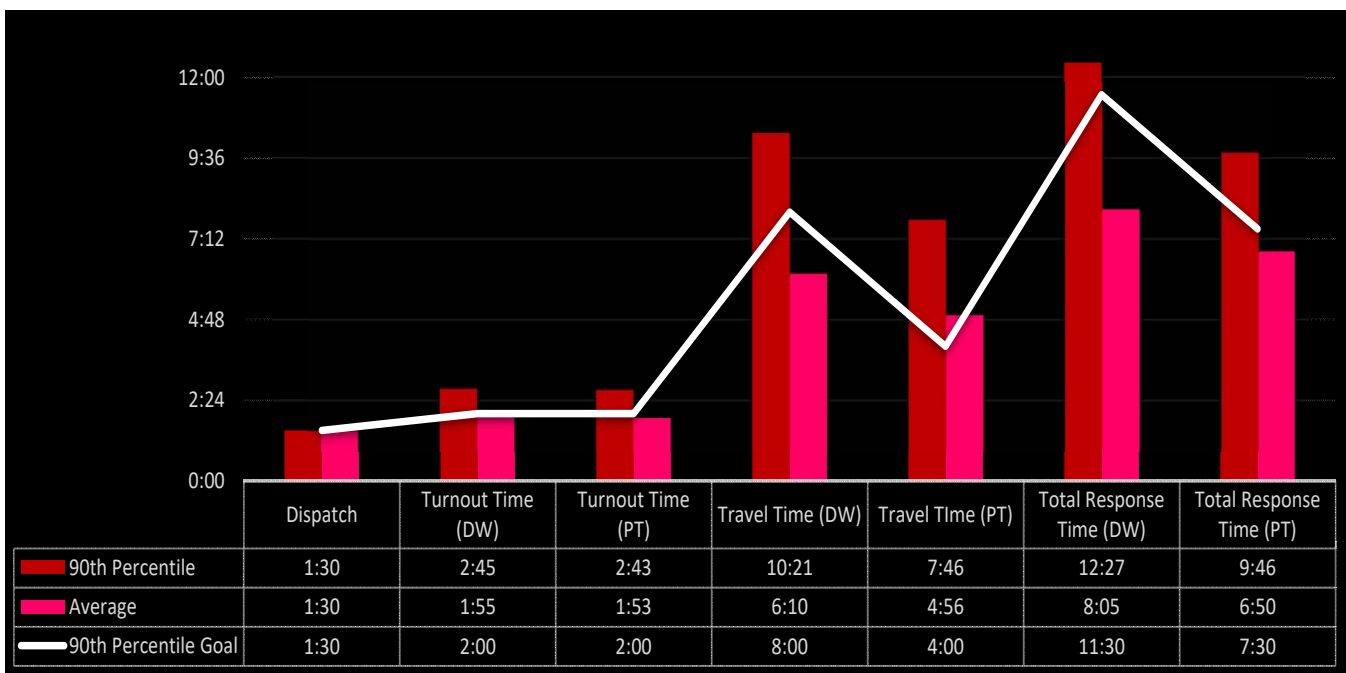
Call processing/dispatch is the time interval from the moment the dispatcher answers the 911 call until units are assigned. EJFR’s adopted standard of 1:30 is based on industry best practices. The original interface between ESO and Tyler (CAD) was not configured correctly. This resulted in call pickup and assigned unit times to be recorded with the same time stamp. This was just recently discovered and impacts all of the fire districts that connect to Jeffcom and Pencom.

2 CREW TURNOUT

EJFR’s standard is 2:00 or less. This includes walking to the engine/ambulance and donning the appropriate safety gear. 2023 90th percentile for City of PT: 2:43 and 2:45 District wide.

3 FIRST-UNIT TRAVEL

Best practice for first-unit travel time is 4:00 or less in the City of PT (urban) and 8:00 or less District wide (rural.) 2023 90th percentile for City of PT: 7:46 and 10:21 District wide.



District Goals & Challenges

RESPONSE ANALYSIS

EJFR strives to meet the 90th percentile goals set by the Board of Fire Commissioners. Several factors including station location, geography and station design add to our challenges.

Our strategic plan addresses response time reduction with the addition of personnel as well as suggested station improvements.



STATION LOCATION

The city of PT has a high concentration of EMS responses that are equidistant from Station 1 and 2 - the 7:00 drive time from both stations raises our 90th percentile significantly.



GEOGRAPHY

EJFR covers a total of 123 square miles with five staffed stations. Several geographic features and road configurations impede our response times.



STATION DESIGN

Multi-level fire stations continue to hinder our crew turnout times. EJFR plans to address this during future planning.



Response by

REGION & TYPE

EJFR serves the communities of Chimacum, Port Hadlock, Port Townsend, Irondale, Kala Point, Cape George, Marrowstone Island and Port Ludlow - 75% of all calls are EMS-related.

REGION AVG RESPONSE

AVERAGE FIRST DUE RESPONSE TIME

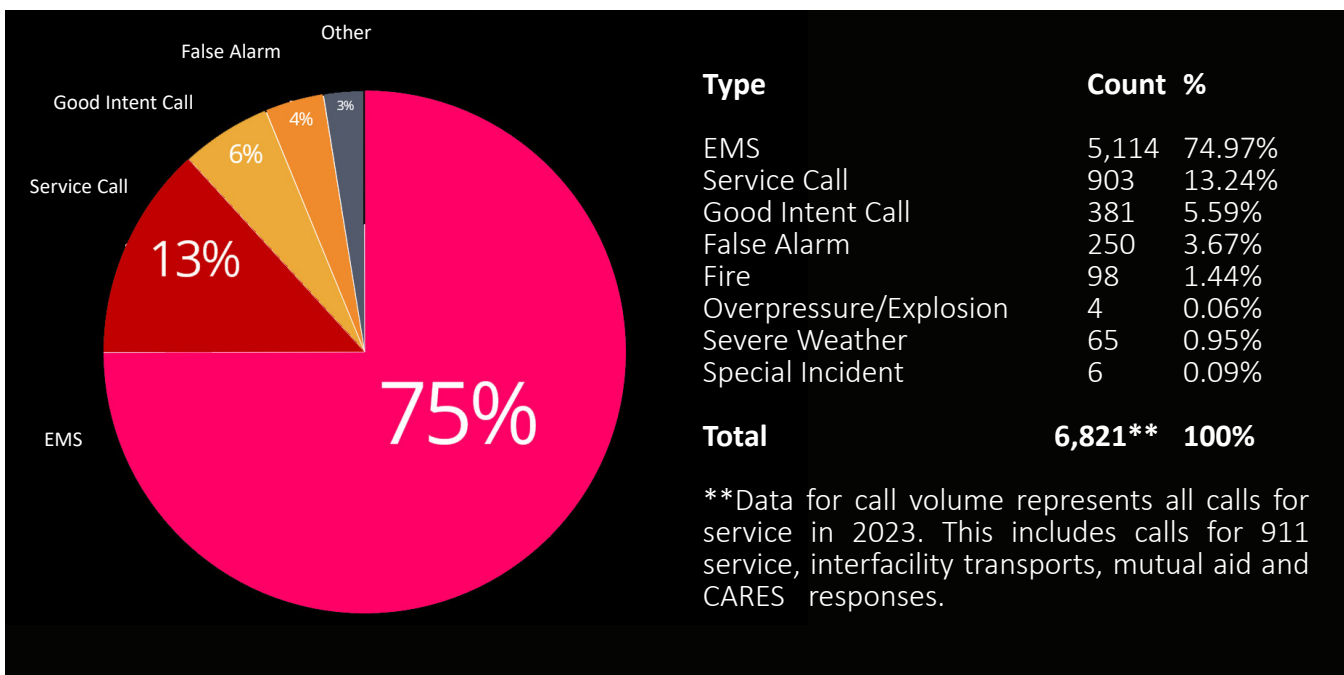
Region	Call Volume	Avg Response Time
Chimacum	237	5:45
Port Hadlock	677	6:03
Port Townsend	2,193	5:19
Irondale	104	6:39
Kala Point	162	9:39
Cape George	170	8:45
Marrowstone Island	126	13:00
Ludlow North	601	8:20
Ludlow SE	288	10:12
Ludlow SW	108	10:42

CALL VOLUME

BY STAFFED STATION

Station 1	1,992	Station 2	1,830	Station 6	1,694
Station 7	984	Station 8	559	Total	7,059

More than one station may be assigned to each call.



EJFR

FINANCES

As of January 1, 2023 EJFR & PLFR's combined beginning fund balance was \$7,102,531.

EXPENDITURES

Legislative 1.99%	\$ 288,694
Administration 10.50%	\$1,523,865
Suppression 31.76%	\$4,609,808
Prevention 0.1%	\$ 15,104
Training 0.63%	\$ 90,890
Facilities/Apparatus 3.51%	\$ 508,738
Long Term Debt 2.68%	\$ 388,596
Capital Outlay 5.2%	\$ 754,955
Operations 42.94%	\$6,232,004
Equipment Maint. 0.69%	\$ 99,799
Total	\$14,512,452

REVENUES

Property Tax 65.26%	\$9,126,291
Quilcene ILA 0.16%	\$ 22,518
Fire Control Service 0.36%	\$ 50,497
Fire CARES Grants 1.54%	\$ 215,611
Other Revenue* 17%	\$2,377,723
Transport Fees 12.26%	\$1,715,140
Capital Funds 3.41%	\$ 477,343
Total	\$13,985,123

*Other Revenue includes excise and other taxes, interest, donations, rental fees, burn permits, timber leases, deployment reimbursements, COVID reimbursement grants, insurance recovery, timber sales and other misc. income.

FINANCIAL SUMMARY Budget vs Actual

EXPENSES

Budgeted with Supplemental	\$14,762,729
Actual	\$14,512,452

REVENUES

Budgeted	\$11,607,525
Actual	\$13,985,123

Beginning Balance \$7,102,531

Ending Balance \$6,575,201

2023 Changes

MEDIC 17 & CARES

Two major service delivery changes took place in 2023 - The FIRE CARES program launched in January, while Medic 17 transport services concluded in May. Medic 17 was funded mostly by transport fees and hospital reimbursement, but augmented by EJFR's 911 budget.

Medic 17

MARCH 1, 2019 - MAY 19, 2023

REVENUES

	2023
Transport Fees	\$173,794.31
Jeff. Healthcare ILA	\$ 26,007.49
Ferry Reimbursements	\$ 2,533.50
Total	\$202,335.30

EXPENDITURES

SR Salaries/benefits	\$101,579.23
DR Salaries/benefits	\$ 91,292.38
Vehicle	\$ 4,161.68
Dispatch	\$ 10,902.00
Billing	\$ 5,451.00
Ferry	\$ 3,080.35
Total	\$216,466.64

Medic 17 proudly transported over 2,700 patients from Jefferson Healthcare to other regional facilities during the four-year program.

2023 Annual expenditures for FIRE CARES totalled \$388,703.65. This program is 100% grant-funded. Grants were received from:

- Behavioral Health Advisory Committee (BHAC)
- 1/10th of 1%
- Behavioral Health Committee (BHC)
- Olympic Community of Health (OCH)
- Alternative Response Team Grant (ARTG) from the Association of Washington Cities (AWC) through the City of Port Townsend.

GRANT FUNDS

BHAC	\$ 48,858.70
BHC	\$ 46,000.00
OHC	\$ 11,785.31
AWC	\$282,059.64
TOTAL	\$388,703.65

EXPENDITURES

EJFR Salaries	\$185,927.71
Co-responder	\$141,350.00
Supplies/Other	\$ 61,425.94
TOTAL	\$388,703.65



Planning Ahead

FACILITIES & FLEET

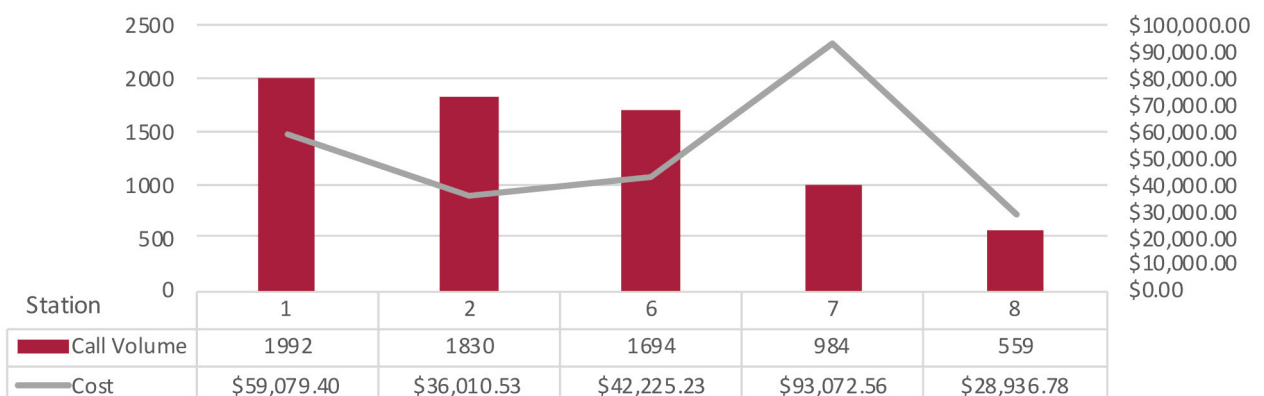
In order to begin the process of determining an apparatus replacement schedule, EJFR has created the following assessment of age, mileage and maintenance costs vs. replacement value. Similarly, we have noted the age, 2023 maintenance cost and anticipated improvements vs. call volume per station. Our

strategic plan specifically identifies the need for an administration building and station to be located on the Districts airport property.



EJFR Strategic Plan available at:
<https://bit.ly/EJFRStrategicPlan>

STAFFED FACILITY COST VS CALL VOLUME



APPARATUS SCORING METRIC

Points Possible	Age (Fire)	Age (EMS)	Miles	Maint. Cost %
1	0 - 5 Yrs	0 - 2 Yrs	0 - 25,000	0 - 20%
2	6 - 10 Yrs	3 - 5 Yrs	25,001 - 50,000	21 - 35%
3	11 - 15 Yrs	6 - 8 Yrs	50,001 - 75,000	36 - 50%
4	>15 Yrs	> 8 Yrs	75,001 - 100,000+	>50%
3-4 points (A)	5-6 points (B)	7-8 points (C)	9-10 points (D)	11-12 points (F)

ENGINES	UNIT	AGE	MILES	MAINTENANCE*	GRADE
*Not all maintenance data available					
Engine Spartan	EJ-877	11	54,753	4.14%	C
Engine Crimson	EJ-231	12	68,470	16.33%	C
Engine Crimson	EJ-232	12	90,106	11.19%	C
Engine Spartan	EJ-090	15	60,721	0.80%	C
Tender Pierce	EJ-765	21	36,637	0.55%	C
Tender Pierce	EJ-764	21	35,434	0.64%	C
Engine Ford	EJ-070	24	39,843	0.53%	C
Engine Saber	EJ-600	24	32,631	2.86%	C
Engine Sutphen	EJ-837	36	107,998	1.67%	D

AMBULANCES

North Star	EJ-371	2	29,749	2.15%	A
Ford E-450	EJ-805	2	28,220	1.59%	A
Internat'l Durrastar	EJ-736	5	85,863	2.79%	C
Ford F-450 4x4	EJ-595	7	85,810	8.68%	C
Ford F-450 4x4	EJ-596	7	90,816	3.02%	C
Ford E-450	EJ-225	7	112,982	9.05%	C
Ford E-450	EJ-224	7	114,751	9.77%	C
Internat'l Terrestar	EJ-146	8	118,494	5.82%	C
Ford E-450	EJ-760	10	163,560	16.94%	D
Ford E-450	EJ-239	14	200,505	28.77%	D
Ford Econoline	EJ-119	15	166,514	1.95%	D
Ford E-450	EJ-422	24	199,754	53.36%	F

According to a staff and volunteer survey, 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 a previous survey, however fleet ratings have deteriorated since 2022.



Lieutenants, Alex Morris, Gavin Rogers, Curtis Sanders, Zack Dean and Deputy Chief Brummel at the 10/13/23 promotional ceremony



+18

Firefighters

January 1, 2023 was marked by the first day of the merged agency. By combining all of previous Fire District #3 & Fire District #1, EJFR is now one big family.



+9

Promotions
& New Hires

Our combined workforce recognizes the value of teamwork, planning, preparation, efficiency and service to the community. Due to their efforts and the community's support, EJFR successfully passed revenue initiatives in February 2023 that will allow the District to further invest in our facilities, equipment and people as those funds arrive in 2024.

83% of respondents said they probably or definitely would recommend employment at EJFR to others. This is up from 60% in 2022. - Staff and volunteer survey

Personnel

MEET THE TEAM

According to an EJFR staff and volunteer survey, "trust and respect for peers within EJFR was rated quite high." Comments from the survey indicated a need for increased internal and external communication. Greater emphasis will be placed on communication as we grow.

Three years ago the firefighters of EJFR and Port Ludlow totaled nine per day. Today, our agency has a minimum daily staffing level of 13 firefighters. The Washington State Rating Bureau (WSRB) and EJFR's Standards of Cover/Strategic Plan recommend a minimum of 15 per day, which remains a priority. Our people are EJFR's most valued asset and represent the very best of our community. It is because of this single factor that we are better positioned than the majority of other fire service agencies in the State.

A-SHIFT	B-SHIFT	C-SHIFT	Volunteers & Admin	
BC Jason MacDonald	BC Justin Clouse	BC Justin Fletcher	John Anderson	Al Smith
			Christie Apker	Emily Stewart
LT Alex Kosuiga	LT Wes Lueders	LT Trevor Bergen	Marilyn Berry	Matt Stewart
LT Gavin Rogers	LT Rodney Gregory	LT Curt Kilgore	Dahti Blanchard	Elliot Stone
LT Chris Kauzlarich	LT Steve Grimm	LT Wicus McGuffey	Devon Buckham	Brian Thomas
LT Curtis Sanders	LT Reece Chambers	LT Rick Martin	Robert Coulter	Robert Wittenberg
LT Alex Morris	LT Caton White	LT Zack Dean	Ron Dawson	
			Cynthia Doolin	Admin
PM Brennan Whiting	PM Pete Yelaca	PM Rolf Schumann	Kim Duddy	Chief Bret Black
PM Aarron Minker	PM Dan Wagner	PM Richard Spellman	Halie Duke	DC Pete Brummel
PM Scotty Pulido	PM Adin Welander		Michael Everitt	AC Brian Tracer
PM Charlie Johnson		FF Andy Dalrymple	Mary Flanaganmata	MSO Tammy Ridgway
	FF Ben Carver	FF Chad Holbrook	Paul Fleischman	CARES Jeff Woods
FF Neil Secondez	FF Mike Kithcart	FF Aaron Parker	Colleen Funk	Terri Ysseldyke-All
FF Scott Walker	FF Gavin Williams	FF Matt Sheehan	John Gonnella	Emily Stewart
FF Jesse Cordova	FF Dan Severin	FF Matt Kaldahl	Mike Harte	Tanya Cray
FF Bobby Grimm	FF JB Fairbanks	FF Gage Richter	Savanna Hoffman	Kindra Sanders
FF Alex Sviridovich	FF Pat Williams	FF Curtis Beery	Pattie Horvath	Erin Murray
FF Michael Archuleta	FF Josh Boe	FF Sarah Chapman	Keppie Keplinger	
FF CJ Wright		FF Elijah Le	Wayne Kier	Single Role
FF Brandon Jeske	Res. Kyle Bazinet	FF Aiden Wells	Ted Krysinski	PM Scott Campbell
			Sergio Matachacon	PM Sarah Duce
Res. Sam Sanchez		Res. H. Brebberman	Pat McNerthney	PM Emily Higgins
Res. Cole Dotson		Res. Lauren Tracy	Jeff Michelson	
			Chris Moore	EMT Halie Duke
			Sandy Short	EMT Tyler Johnson-Cryder

Community Assistance Referral & Education Services

FIRE CARES

The Fire CARES unit is staffed by a full time firefighter/paramedic employed by EJFR, partnered with a prevention/intervention specialist employed by our partner, Believe in Recovery. The team also has access to substance use disorder professionals.

In conjunction with the City of Port Townsend, East Jefferson Fire Rescue applied for and received an alternative response grant. EJFR launched FIRE CARES on January 1st, 2023.



Statistics

YEAR ONE

The CARES team made a total of 1,286 contacts in 2023 – 249 new referrals and 1,037 follow-ups. Services provided include; home visits, phone contacts, transportation arrangements, family assistance, health insurance sign up, case management and hospital diversion.

954

SENIOR SUPPORT SERVICES

202

MENTAL HEALTH/SUD SERVICES

The CARES team is currently activated via law enforcement or EMS contact.

When a potential client is identified, the CARES team receives a report through EJFR’s records management system where it is reviewed and appropriate contact is initiated. Full report available at <https://bit.ly/FIRE-CARES>.



PRIMARY REASONS FOR REFERRAL

The most prevalent reason for referral to the program was unmet medical needs, followed by general assistance and falls.

CONNECTIONS MADE FROM REFERRALS

Mental Health Services	101	5.50%
Substance Use Disorder (SUD)	96	5.23%
Medical Equip./Mobility Devices	120	6.54%
Medical Office Visit	131	7.14%
Detox	5	0.27%
Food Bank	22	1.20%
Housing Services	84	4.58%
Victim Services	13	0.71%
Senior Support	954	51.99%
Employment Support	1	0.05%
Veteran or Military Assist.	90	4.90%
Insurance Services	10	0.54%
Transportation Services	41	2.23%
Home Health	166	9.05%
Youth Services	1	0.05%

COMMUNITY RISK REDUCTION



Over the course of 2023, EJFR has pivoted the Fire Prevention Bureau towards the strategy of Community Risk Reduction (CRR.) This approach identifies local risks and creates a strategic plan to reduce the occurrence and impact of emergency incidents.

Under the direction of Chief Black and Assistant Chief Tracer, a cadre of volunteers and staff deliver a variety of strategic community trainings throughout the community.

One of our identified challenges is our increasing wildfire risk. 2023 saw several significant wildfires in our community but also the birth of a local Community Wildfire Preparedness Plan.

Following DNR guidance, Jefferson County undertook this project, hiring a consultant to develop the plan. The holistic process included all the partner agencies and organizations within the County, including the City, PUD, the Port and many others. The result is a non-legislative wildfire strategic plan that will open doors to fund various mitigation initiatives cited within the CWPP.

Our business model allows us to deliver the best service in our industry and foster successful client relationships. We work as a motivated team that delivers practical solutions that fulfill project needs and fit within the reality of our budgets.



@EastJeffFirePIO



@EastJeffFirePIO



**FIRE
EXTINGUISHER
TRAINING**

EJFR educators delivered 17 Fire Extinguisher trainings to over 500 community members.

**CHILD
PASSENGER
SAFETY**

Two volunteer Child Passenger Safety technicians performed 18 car seat installs and provided parent/grandparent education during community events.

**FARMERS
MARKETS**

Sidewalk CPR, Fire Extinguishers, home fire safety, kids fire safety and more was brought to the Port Townsend & Chimacum markets this summer.

**WILDFIRE
PREPAREDNESS**

Beyond delivery of wildfire presentations, EJFR partnered with Jefferson County and other agencies to design a Community Wildfire Preparedness Plan (CWPP.)

EJFR ANNUAL

REPORT



24 Seton Rd

Port Townsend WA 98368

+360.385.2626

7650 Oak Bay Rd

Port Ludlow WA 98365

+360.437.2236

2024 Upcoming Events

Group	Event	Date
June		
WFCA	Saturday Seminar - Chelan	6/1/24
CRR	National Wildland Firefighter Day	6/5/24
CRR	Cape George - Fire Safety/Firewise Presentation	6/5/24
CRR	Fire Extinguisher Training - Cascade Connections	6/11/24
EJFR	Retirement Celebration - Tracer Schuman Kosiuga	6/14/24
BOC/Admin	JC Commissioners & Admin Prof. Mtg - Dist 5 Host	6/20/24
	Kitsap Fire Academy Graduation	6/22/24
July		
	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
August		
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
October		
CRR	Fire Prevention Week	10/6-10/12
EJFR	Fire Rescue Fest	10/12/24
WFCA	Annual Conference - Spokane	10/23-10/26