

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

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

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

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

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

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

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

### **Reasonable Accommodations**

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

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

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

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

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

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

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

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;

- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of [Recipient's] program or impose undue financial or administrative burdens on EJFR.

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

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

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

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

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

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

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