



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

August 20, 2024

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

A. Approve Minutes from the July 16, 2024 Regular Board meeting

TAB 2A

VOUCHERS

1. Approve General Fire expenditure warrants dated July 10, 2024, July 23, 2024 and July 29, 2024 totaling **\$227,517.49**
2. Approve EMS expenditure warrants dated July 10, 2024, July 23, 2024 and July 29, 2024 totaling **\$73,787.28**
3. Approve payroll expenditure warrants dated July 18, 2024 and August 2, 2024 totaling **\$809,374.88**
4. Approve 2nd Quarter Volunteer Stipend warrants dated July 24, 2024 totaling **\$7,669.00**

3. Correspondence – In packet

TAB 3

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

5. Presentations –

WSRB Presentation

TAB 5

6. Announcements and Acknowledgements

7. Staff Reports -

TAB 7

Chief Black
HR Manager
Exec. Asst/Dist. Secretary
MSO
Training Captain

Deputy Chief Brummel
Finance Manager
CRR Manager
Battalion Chiefs

8. **Committee/Workgroup Reports**
 - A. Budget Committee - *Did not meet*
 - B. Facilities Committee - *Did not meet*
 - C. Data Group - *Did not meet*
 - D. Community Risk Reduction
 - E. Apparatus CommitteeTAB 8D
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. Lease for Administration Building *(update)*TAB 12A
13. **New Business**
 - A. Policy/SOG Updates –
 1. Policy 6012 Electronic Funds TransferTAB 13A
 - B. Resolution 24-16 Surplus Equipment
 - C. Resolution 24-17 Banking Signatures
 - D. Resolution 24-18 Appointment of Claims Agent
 - E. RFP for IT Services
 - F. St 5 Engineering Report
 - G. Port of Port Townsend Land Use Update
 - H. St 7 Generator Update
 - I. EJFR Resident Homeowners Insurance CancellationTAB 13B
TAB 13C
TAB 13D
TAB 13E
TAB 13F
TAB 13G
TAB 13I

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
 - 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 July 16, 2024**

CALL TO ORDER

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

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Dave Seabrook, Steve Craig, Geoff Masci, Gene Carmody and Ed Davis.

Admin Staff: Chief Black, DC Brummel, BC Fletcher, Community Risk Manager Wittenberg, HR Manager Stewart, Finance Manager Ysseldyke-All, Finance Director Lirio, Administrative Assistant Murray, Volunteer Force and District Secretary Cray.

1. AGENDA CHANGES – BVFF added to New Business G.

2. CONSENT AGENDA

- Approve Minutes from June 18, 2024 Regular Board Meeting
- Approve General Fire expenditure warrants dated June 17, 2024, June 25, 2024 and June 28, 2024 totaling **\$474,370.71**
- Approve EMS expenditure warrants dated June 17, 2024, June 25, 2024 and June 28, 2024 totaling **\$9,334.32**
- Approve payroll expenditure warrants dated June 18, 2024 and July 3, 2024 totaling **\$857,517.88**

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

3. LIST OF CORRESPONDENCE – Provided in Board packet. The Board thanked HR Manager Stewart for her work on the annual report.

4. PUBLIC COMMENT – Lisa VanHorn noted she was attending on behalf of The Marrowstone Island Foundation.

5. PRESENTATIONS – Brummel gave a short PowerPoint presentation on state mob’s and how they work. He noted that year to date we have had 13 state mob’s which is slightly above average.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – CRR Manager Wittenberg reported that he, Erin Murray and Mike Force provided fire extinguisher training to the Rose Theater on July 2nd and then next day they had a fire in the popcorn machine. One employee used the extinguisher and put the fire out while other employees evacuated the building. An employee did receive some burned fingers, but all in all it was a huge win. The theater opened the next day for business.

The CRR team and volunteers have installed 170 alarms so far this year with many more to come.

Introduction of New Employees –

July 16, 2024

Chad Lawson, Facilities Technician: Attended Chimacum Schools since the age of 6. He was formerly a member of the Carpenters Union, a facilities technician for Chimacum Schools and Jefferson Healthcare. He is getting familiar with our facilities and is happy for this new position, there is plenty to do.

Roy Lirio, Finance Director: Roy moved to the area in 2021 and previously worked for Peninsula College as well as other government and private entities. He described his first week as drinking from a fire hose. He noted that it is an exciting time for the District.

Acknowledgment of FF/EMT Patrick Williams: Brummel touted FF Williams's dedication and time as an instructor for the FF Academy. He moved his work schedule to a 40 hour week for 15 weeks and travelled to the Bremerton facility daily. Many kudos and thanks to FF Williams.

7. STAFF REPORTS

Chief Black

The CWPP is completed but reminded the BOC that it is a living document. The LMC has used it to help earn a grant to clean up some brush undergrowth on Talbot Way. He referenced the Behavioral Health report showing that CARES has the highest number of contacts out of all other agencies they track. Black and Ridgway are still looking for grant opportunities for the CARES program.

AC Brummel

The recent Special Ops training was very well attended. It took months to plan and they were able to train at various locations including the Hood Canal Bridge and Mt. Zion.

Brummel reported on the current total grant requests submitted to FEMA that were well over the amount to be awarded.

Finance

Finance Manager Ysseldyke-All informed the Board that an apartment had been secured for the Medic One students. It is a 2 bedroom, 1 bath within walking distance to the hospital. The monthly rent is \$2600 plus parking.

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 – They met on June 21st, their goal is to get the committee restarted.

E. Apparatus Committee – BC Fletcher reported that we have signed the contract for the 2 fire engines. We did not qualify for the cost savings with the older power plants. Several members of the apparatus committee will travel to the factory in South Dakota in August for a pre con meeting. The new facilities truck has been decaled and the Fire Chief car is scheduled to have the lights installed. The Terrestar will be sold on Friday and will go to Calgary by way of True North. The Suburban will be sold tomorrow along with a lot of wheels and tires.

9. JeffCom Report – Report provided in packet. New call for services fees will be coming soon. They are working on an equitable division of costs. They are currently looking into a county tax that

July 16, 2024

should be going to public safety that they are unsure of where it is going.

10. LOCAL 2032 REPORT – none.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Initiative #4 Enhancing our workforce resilience and development, has been a large focus recently with our on-site FF physicals.

B. CWPP Update – The document has been signed but it will remain an ongoing program managed by consultants.

C. Lease for Administration Building – No update.

D. ILA with City of PT – Black reported the City approved the ILA at their last Council meeting. The new ILA specifies the roles and responsibilities of each agency. It also lays out a notification work flow that matches current practice. **MOTION:** Masci moved to approve the ILA as presented. Davis seconded the motion which passed unanimously.

13. NEW BUSINESS

A. Policy/SOG Updates – None this month.

B. Resolution 24-15 Cancellation of Warrants

MOTION: Masci moved to approve Resolution 24-15 as presented. Carmody seconded the motion which passed unanimously.

C. District 1 and 2 ALS ILA - The Board reviewed the year to date summary of calls with District 2. Cray stated she and Chief Black met with Chief McKern and District Secretary Rewitzer to discuss the current status of the ILA. The crews are following the agreement as expected and everyone agreed quarterly reviews would be beneficial moving forward.

D. RFP for IT Services - Black informed the Board that our IT Services provider OESD is being audited and the State Auditor has questioned allowing them to provide services to any entities other than schools. We need to have a back-up plan if they are unable to continue providing these services. We sent out a Request for Proposals (RFP) for these services. The RFP's are due by August 2nd.

E. 2024-2025 CARES Agreement - Black noted the projected cost for the program is \$465,000. We have received some grant money and Black will approach Behavioral Health and others for funding. He hopes to add a training component for others to fill in so that PM Woods can take needed time off. We will try to find money in this year's budget to do some of this training and build some into the 2025 budget as well.

F. Fire Engine Purchase - Black reported the contract to purchase 2 fire engines has been signed. Our legal added some language for our protection. Black commended BC Fletcher for his amazing work on this project

G. BVFF Local Board – Cray stated the local BVFF Board needed to add a Commissioner to fulfill the requirement set by the State Board. Masci volunteered to join.

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 20 minutes until 4:44pm. Black, Brummel, Stewart, Lirio and Cray remained in session with the Board.

Stinson called the meeting back to order at 4:44 stating no decision were made.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

Craig asked if there were other avenues for investigating the County Tax that Jeff Com is looking into. It is possible to find opportunities elsewhere, but we should wait for the response at the next JeffCom meeting to get details on where it has been going and how much money is generated.

Black noted a memorial for Kay Goodhue, a founding member of the Marrowstone Is. EMS (MEMS) will be held at Soundview Cemetary on Saturday.

ADJOURNMENT

Stinson adjourned the meeting at 4:47pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chair

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

July 16, 2024

To the Board of Commissioners,

We are pleased to notify you regarding the beginning of our audit of Jefferson County Fire Protection District No. 1 for fiscal years 2021, 2022 and 2023. The State Auditor's Office is committed to maintaining positive relationships and open communication with the governments we audit. As a member of the governing body, we believe you should be fully informed about our audit work. Therefore, we are inviting you to attend an entrance conference we have scheduled with your staff at 14:00 on August 22, 2024 using Microsoft Teams.

At the conference, we will discuss the audit and ask if you or District staff have any areas of concern that you would like us to include in the scope of our audit. We will also discuss the timing and cost of the audit.

After we finish our audit work, we plan to contact you again to invite you to attend an exit conference, in which we will share the results of the audit. This is an opportunity for you to hear directly from us about what we found and to ask any questions you may have about the audit process or results.

Please note that if a quorum of Board members attend either of these conferences, the District will be responsible for ensuring requirements of the Open Public Meetings Act are met.

We take very seriously our responsibility of serving citizens by promoting accountability, fiscal integrity and openness in state and local government. We believe it is critical to citizens and the mission of the District that we work together as partners in accountability to prevent or constructively resolve issues.

We look forward to meeting with management and the governing body at the entrance conference and hope to see you there. If you have any questions or matters that you would like to discuss with us, feel free to contact me via email or phone.

Thank you,



Nicklas Sterling

Assistant State Auditor, [Office of the Washington State Auditor](#)

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FW: Firestation Presentation

Bret Black <bblack@ejfr.org>

Mon 8/12/2024 9:48 AM

To: Tanya Cray <tcray@ejfr.org>

Bret Black - Fire Chief

Cell 360-381-0292

bblack@ejfr.org

-----Original Message-----

From: Susanne Feller <fellersusi@icloud.com>

Sent: Friday, August 9, 2024 11:23 AM

To: Bret Black <bblack@ejfr.org>; Robert Wittenberg <rwittenberg@ejfr.org>; Jason Macdonald <jmacdonald@ejfr.org>

Subject: Firestation Presentation

Hi Bret, Robert and Jason,

I wish to thank all of you, as well as Commissioner Stinson, for coming and participating in the presentation on Monday!
It seems to have been a smashing success and created a lot of excitement!

I'm glad Barbara piped up and asked you all to stay, one last ditch effort on her part, and she and everyone else heard first hand that that would not work well for your department, ergo would not work well for our community since it would unnecessarily strain your department. Nicely said Bret!

I will keep you posted as to what the Board decides.

Susi

Steve, et. al.

I am very happy! Several months ago, Michael Stuber and I met with Bert to discuss this issue; it appears that through the efforts of this team some good results have been achieved. Kudos everyone, for cooperatively working through the issues related to reducing fire risk and spread along Lots 3-8 of Edgewood Village. As we know all too well, it is important that all areas identified as representing risk to life and property whether owned and managed by a given HOA, PLA, private entity, or County property; must be effectively managed to minimize ladder fuels and other fire danger that assist wildfires in their spread. More can and should be done by all of us and I appreciate your leadership here as I also recognize Teal Lake Village and Sheila Twohey for her efforts to reduce our ladder fuels in our Common Area Tract F along Teal Lake Road.

With these two efforts in play; EVHOA and TLVA, it is my hope they may serve as models for other Villages that may need cooperation and collaboration with Jefferson County agencies and PLA when attempting to mitigate fire danger, with the recognition that we are all, in our respective roles, responsible for managing and working to mitigate the risks.

Representing SBCA, I am prepared to make sure that our Villages understand what this agreement represents and leverage EVHOA, and the TLVA efforts to educate our Village leaders and members to our mutual advantage. Please contact me at your convenience to start this discussion.

Thank You All!

B.G.

Bob Gilbert
President
South Bay Community Association
425.246.9789
www.SBCA.club



From: Steve Doob <taichidoob@gmail.com>

Sent: Saturday, August 10, 2024 2:31 PM

To: Suzanne Milner <suzannemilner2@gmail.com>; Michael Stuber <ariando@mac.com>; Doug Seitz <dcseitz@comcast.net>; Jim & Peggy Selby <pal555@broadstripe.net>; bertl@cablespeed.com; Mark Torres <gm@sbca.club>; Diana Smeland <dsmeland@portludlowassociates.com>; Robert Wittenberg <rwittenberg@ejfr.org>; Bret Black <bblack@ejfr.org>; Bob Gilbert <gilbyan@gmail.com>; tcrosby@hevpartners.com; Marco de Sa e Silva <desam@dwt.com>; David F. Jurca <dfjurca@gmail.com>; bth@pacificlegal.org

Subject: Mowing Agreement

Hi Everyone--This is a note regarding a mowing agreement between Port Ludlow Associates (PLA) and the Edgewood Village HOA. August 9, 2024, Diana Smeland and I signed an agreement providing for PLA to mow a specific strip of their property that abuts seven Edgewood Village homes. The terms state that the mowing will only need to be done once each year and that a representative of the HOA will call PLA to say the grasses have finished growing and need to be cut to forestall fire danger. Prior to the mowing, the HOA will remove branches one inch and bigger, as they could damage the mowers.

This agreement was reached collaboratively with the help of several people, including all the board members of Edgewood Village and longtime Edgewood Village activist Bert Loomis. We incorporated the 30-foot wide recommendation of Phil Cecere, the Jefferson County Fire Marshal. In particular, we wish to thank PLA's president, Diana Smeland, for being so receptive to our concerns and for helping us craft the agreement. Thank you, Steve Doob, Acting Edgewood Village HOA President



bblack@ejfr.org



robert.ferrell@wsrb.com



Washington Surveying and Rating Bureau (WSRB) is an independent, non-profit public service organization serving Washington state since 1911.

Data and analysis helps insurance companies accurately evaluate risk and insurance companies feel confident their premiums are set using objective data.

One of the services provided by WSRB is the determination of the Protection Class of a community.



When is an evaluation performed?

WSRB assesses communities approximately every five years or when major changes impact the community, such as a merger.



How is an evaluation performed?

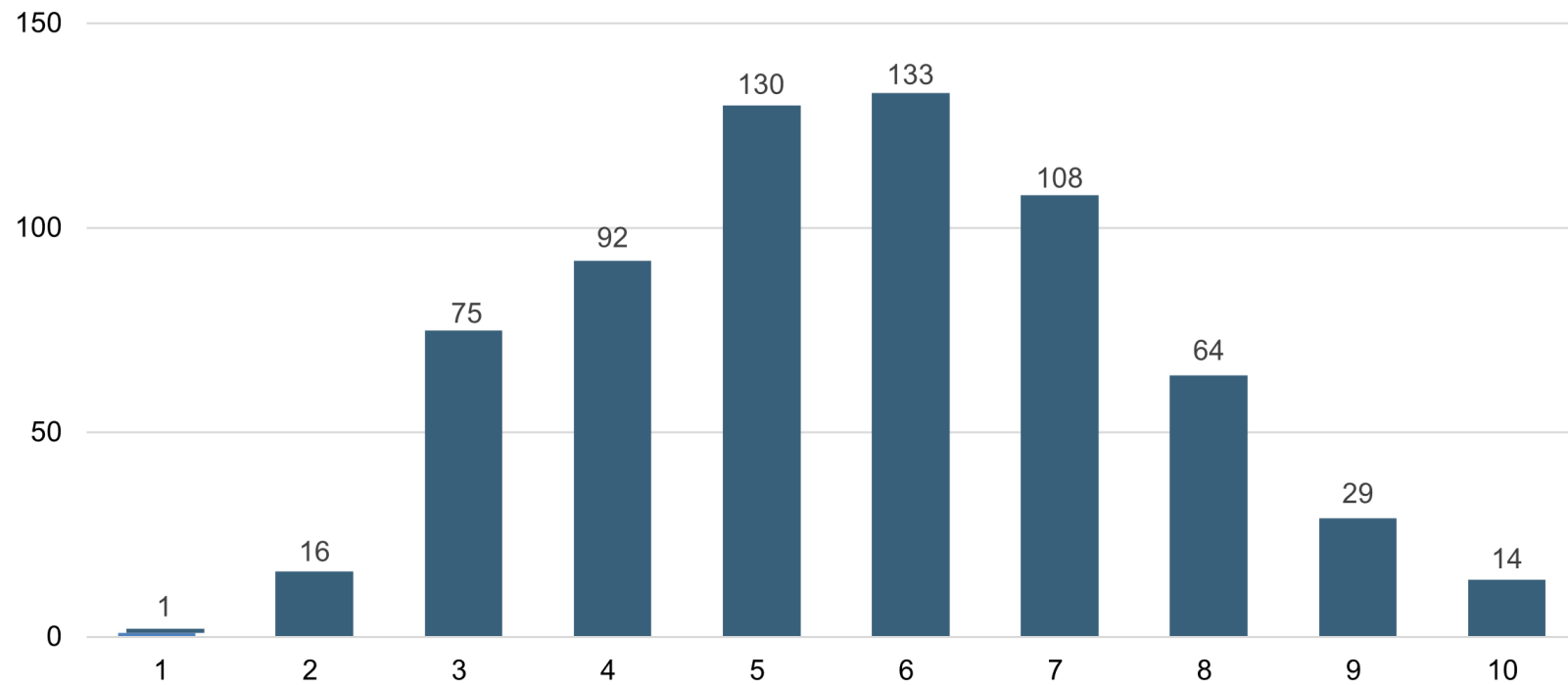
The Grading Schedule is used as a means of classifying communities with reference to their fire defenses.

The insurance classification developed under the schedule is only one of several elements used in the development of fire insurance rates.

The Protection Class produced by this schedule is the overall class of the community, not the classification of all property located in the community.



Washington State Communities by Protection Class





WSRB evaluates communities in four major areas:

Water Supply: WSRB evaluates the capacity, distribution and maintenance of water systems and fire hydrants.

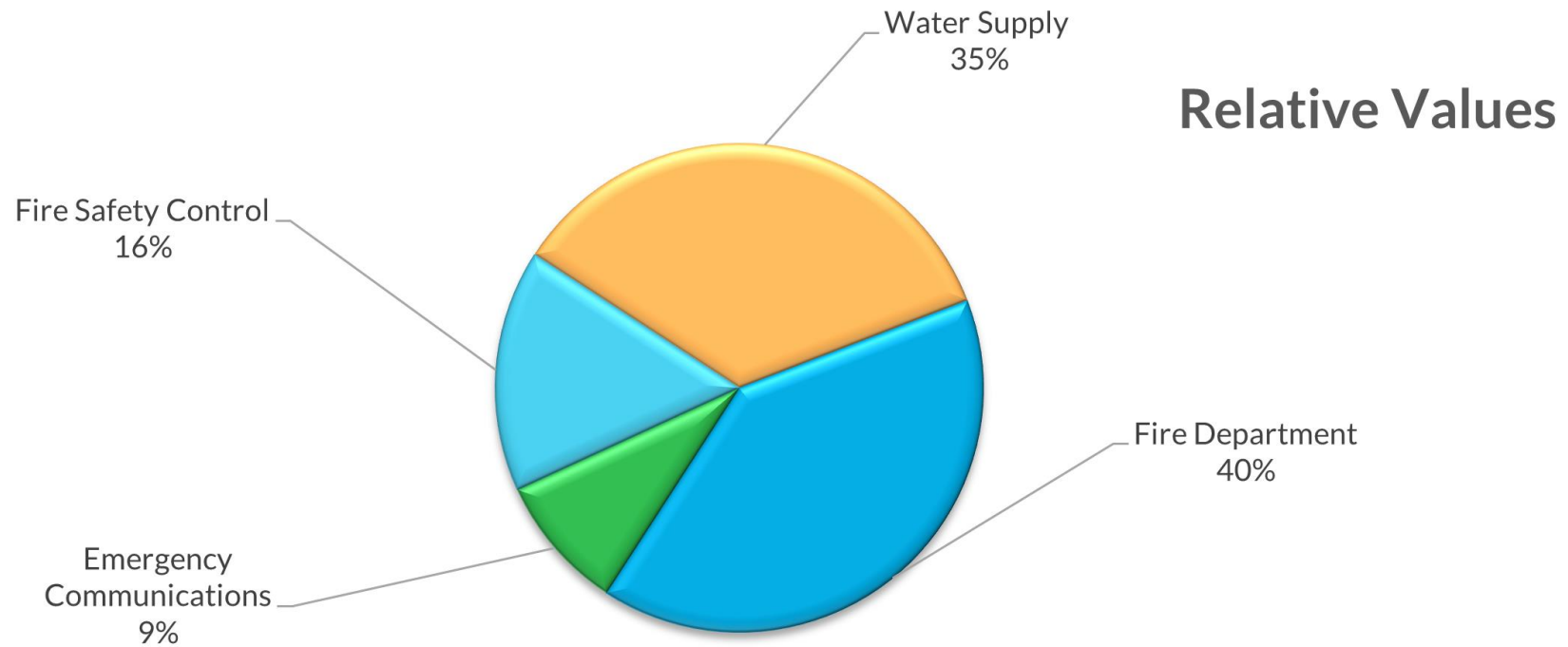


Fire Department: WSRB evaluates the fire department, including fire stations, apparatus, equipment, personnel and their training.

Emergency Communications: WSRB evaluates the emergency communication system used to dispatch the fire department.

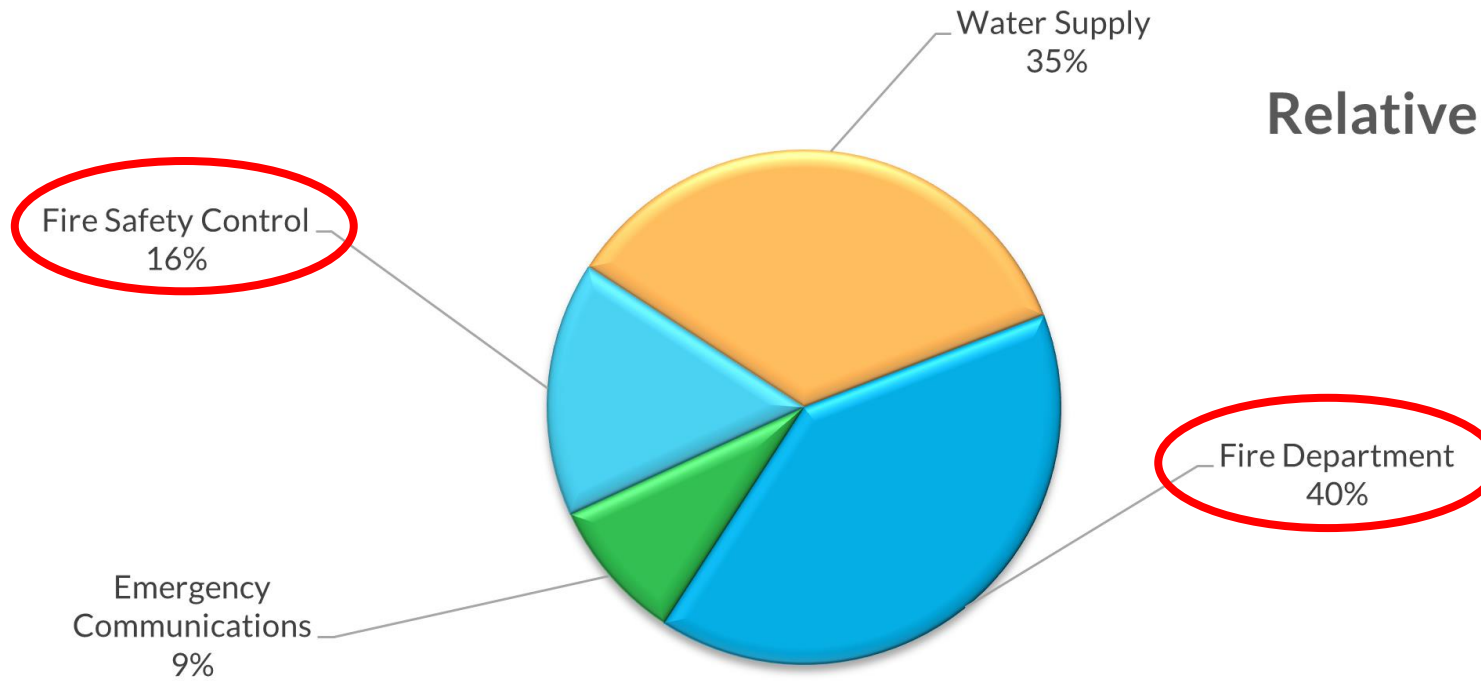


Fire Safety Control: WSRB evaluates the fire code enforcement and fire safety education activities in the community.



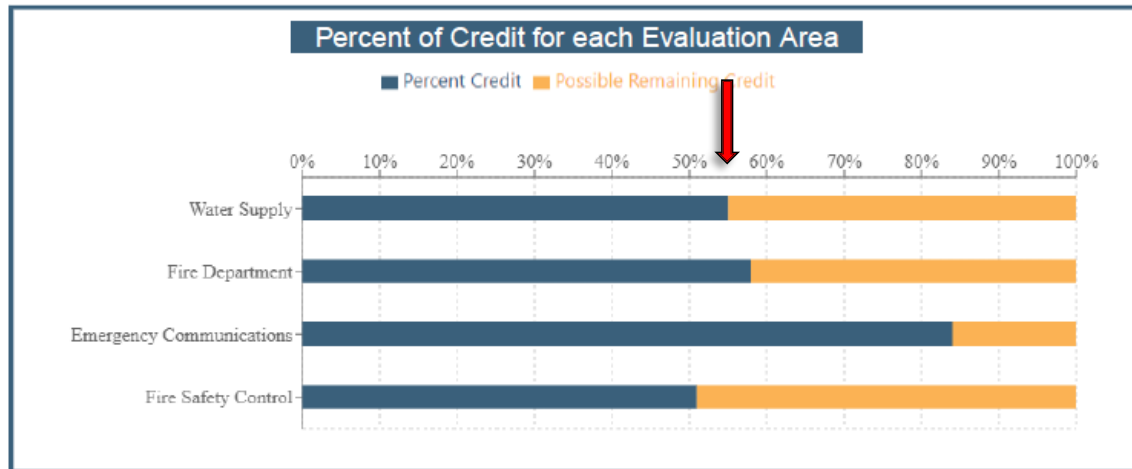


Relative Values

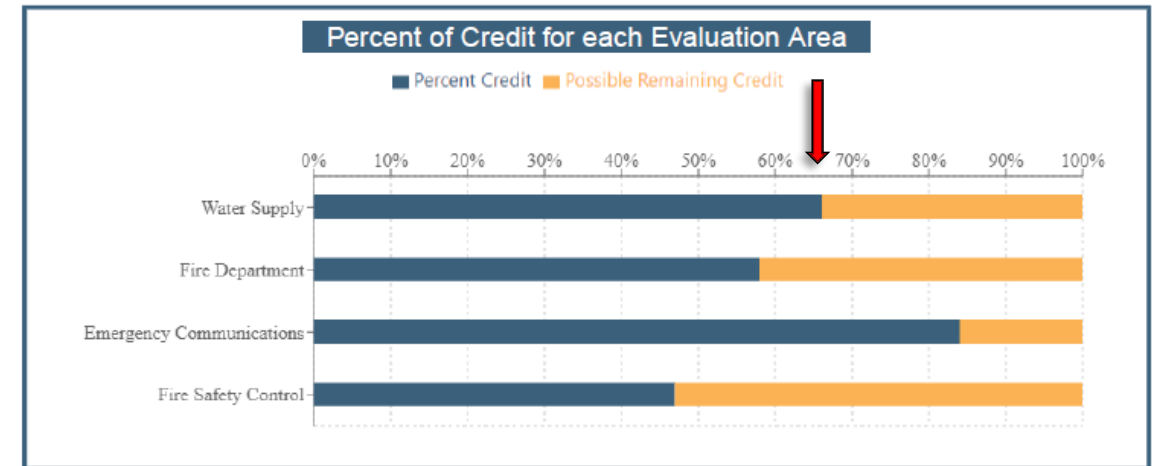


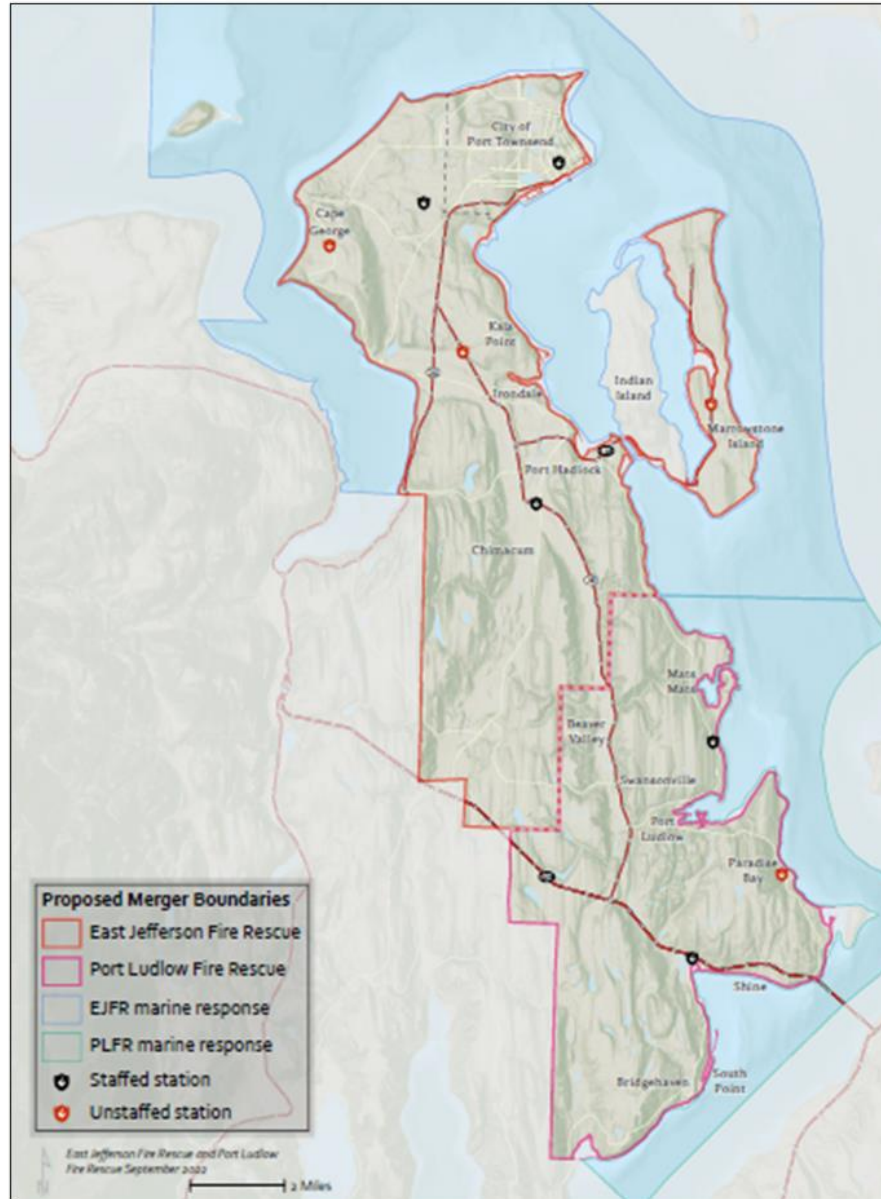


District 1 Unincorporated Community *Protection Class 5*



District 1 City of Port Townsend *Protection Class 4*





2023

Merge with Port Ludlow

Service Area: 123 square miles

Population Served: 27,000+

5 staffed fire stations

59 career firefighters

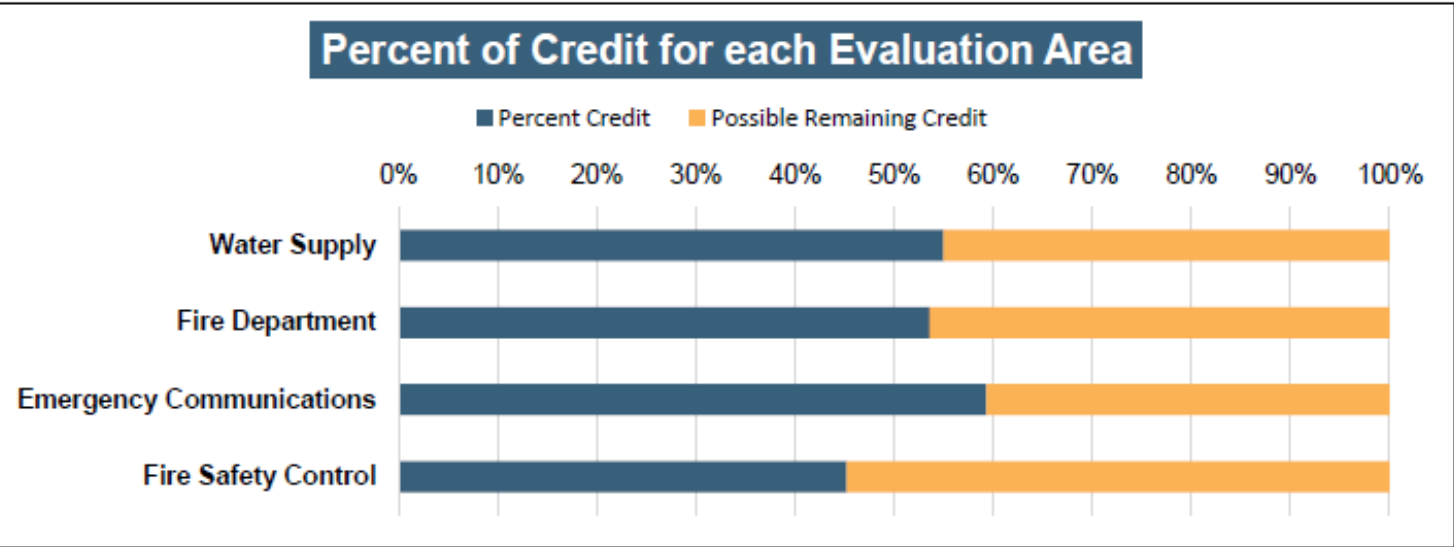
40 volunteers

13 Career Firefighters per day

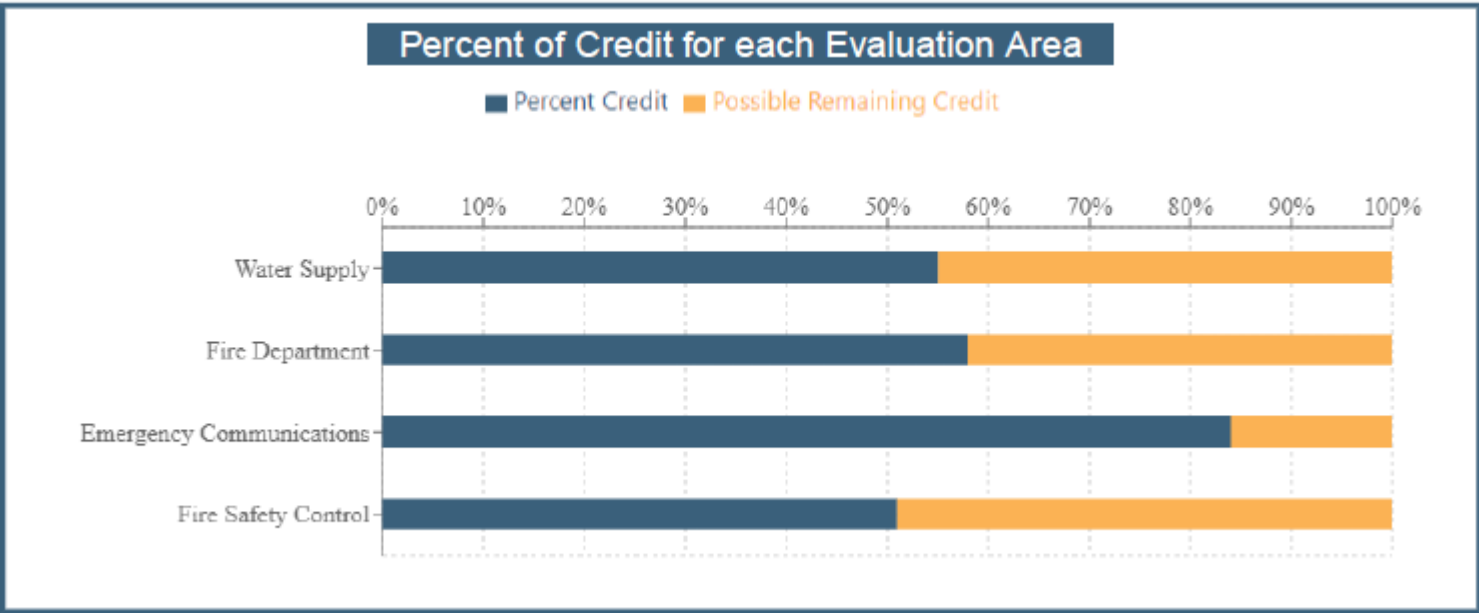
6821 calls 2023

2023 ANNUAL REPORT

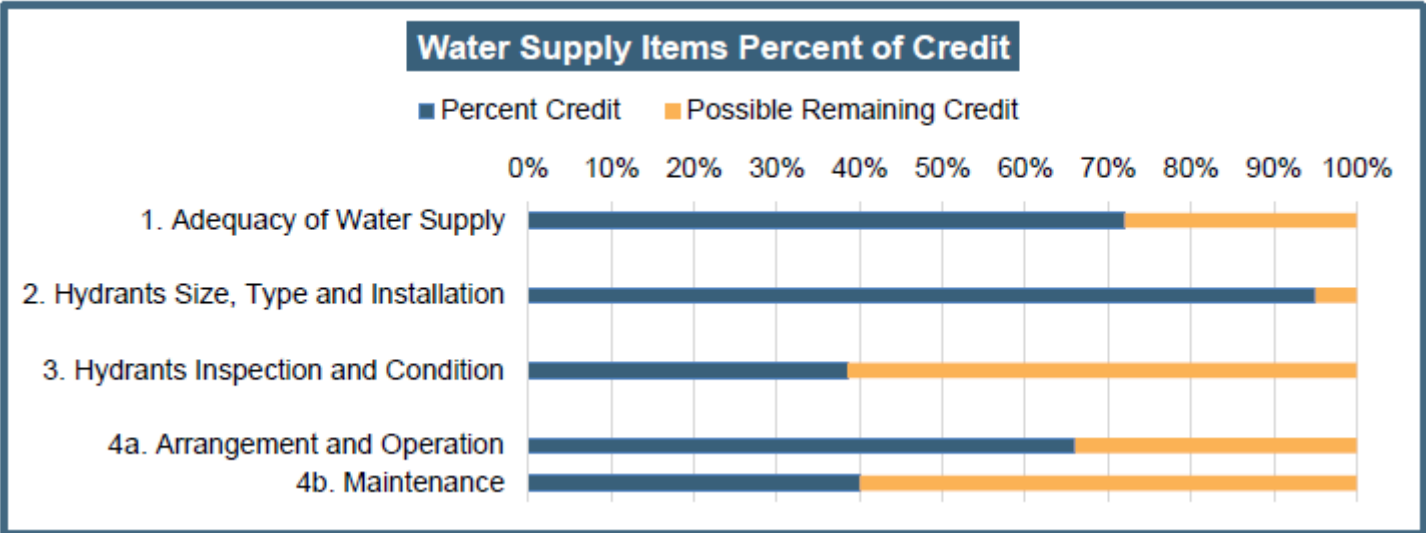
July 2023 *DRAFT*



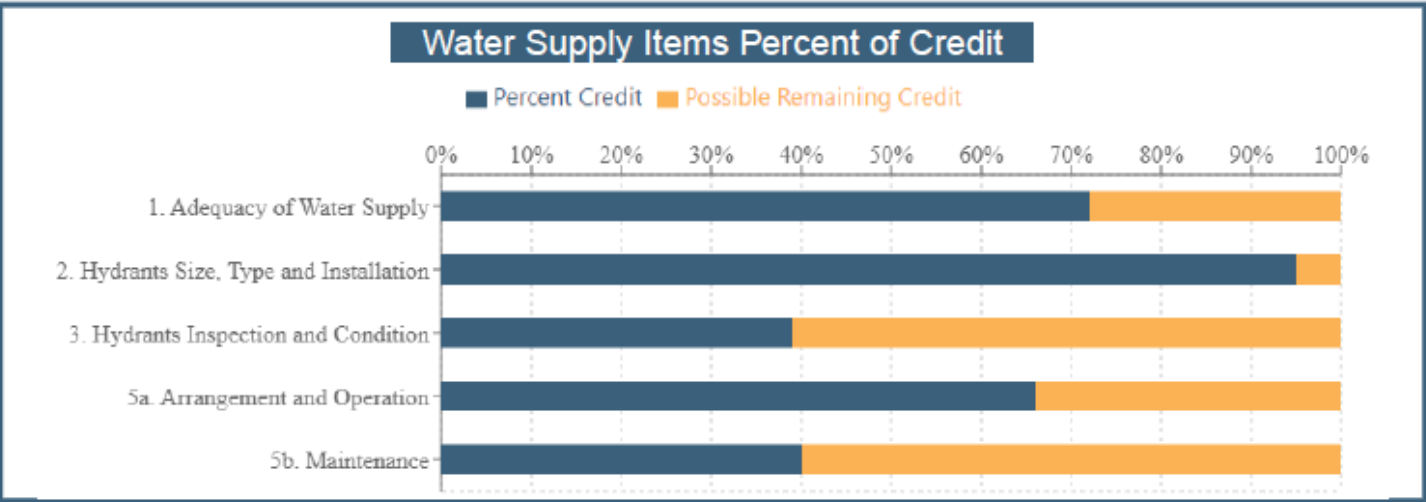
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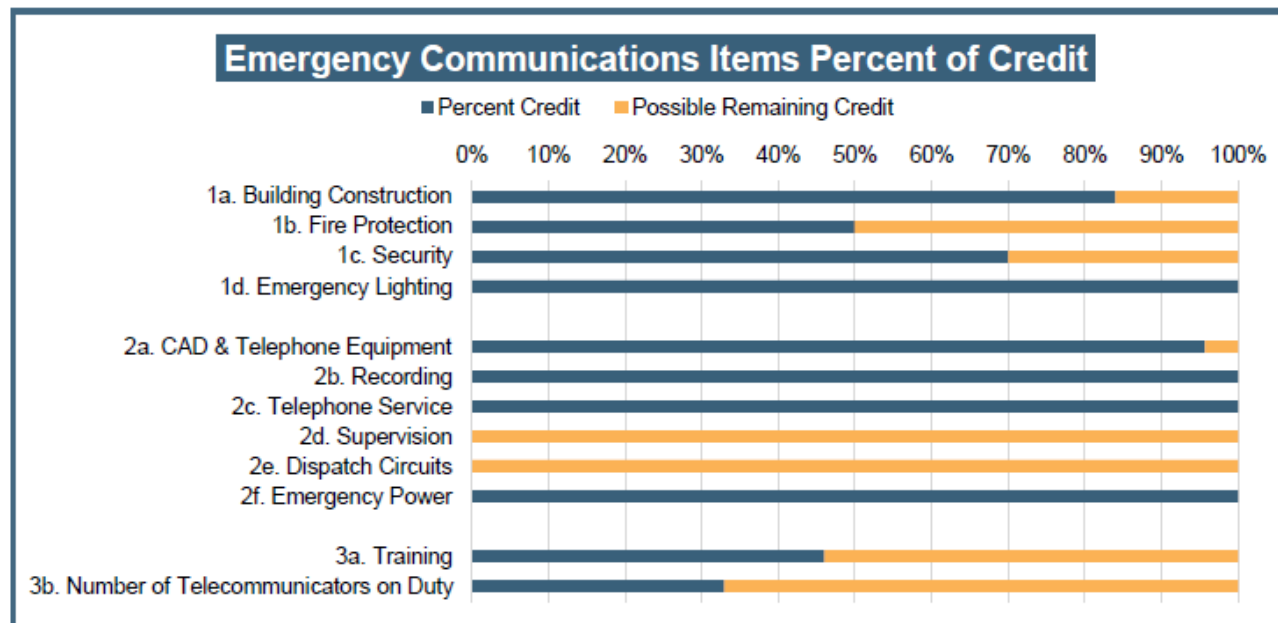
July 2023 *DRAFT*



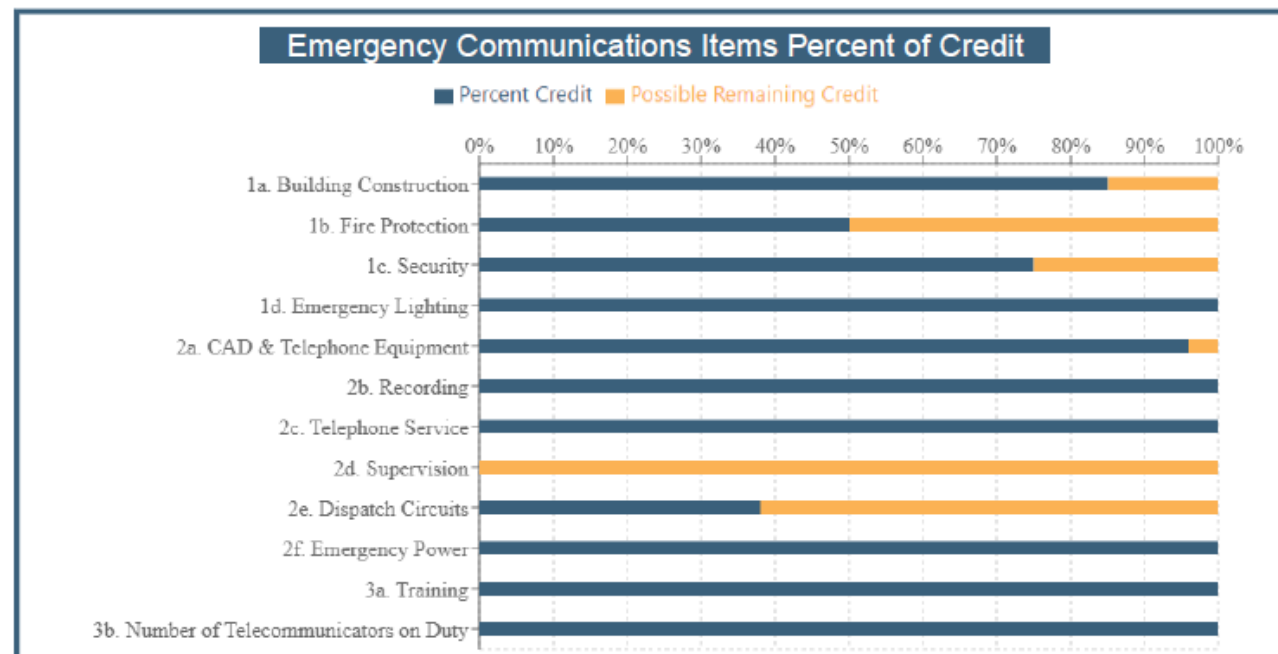
2024 FINAL



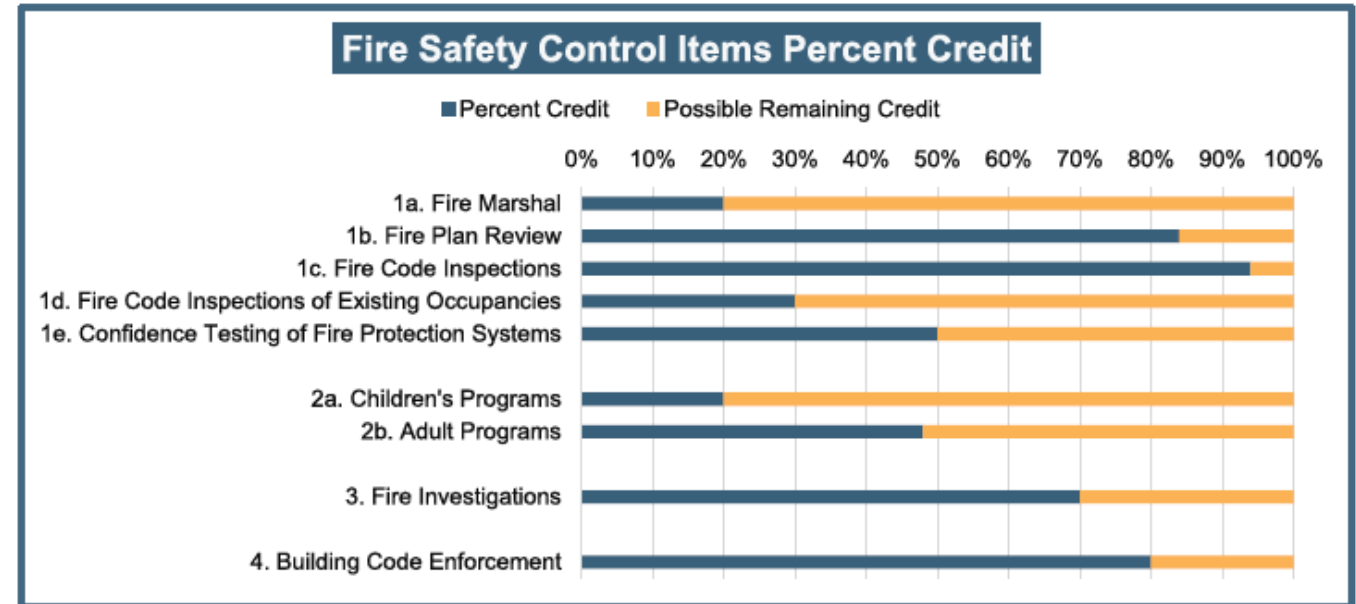
July 2023 *DRAFT*



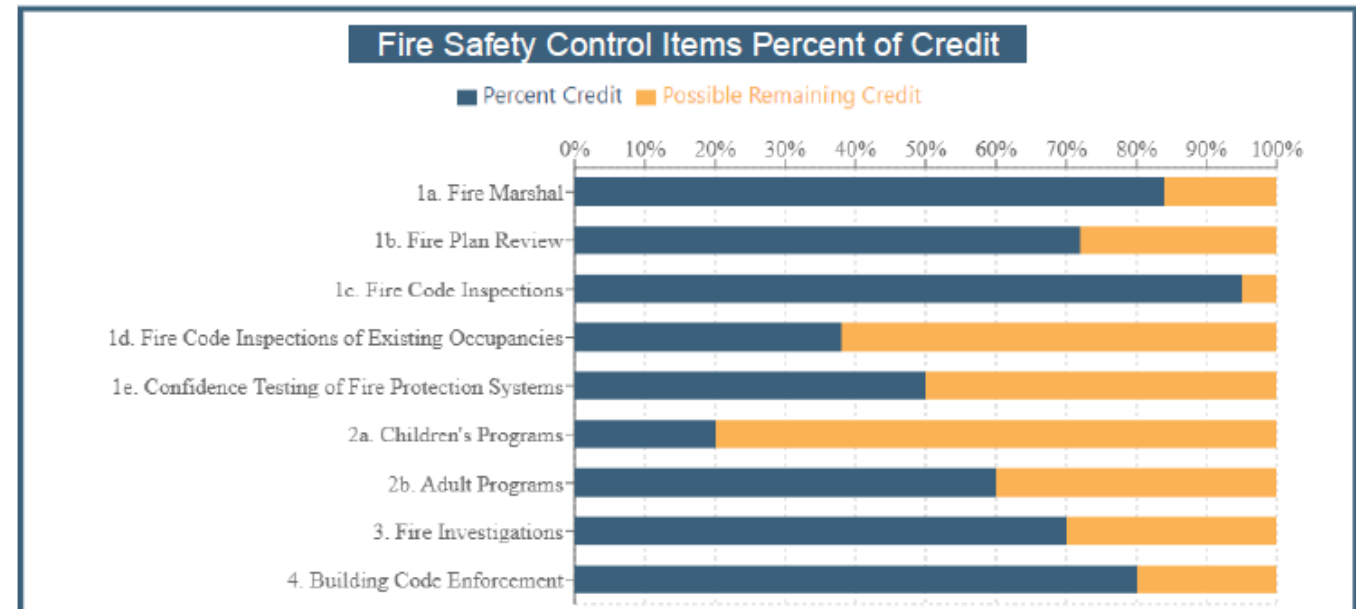
2024 FINAL



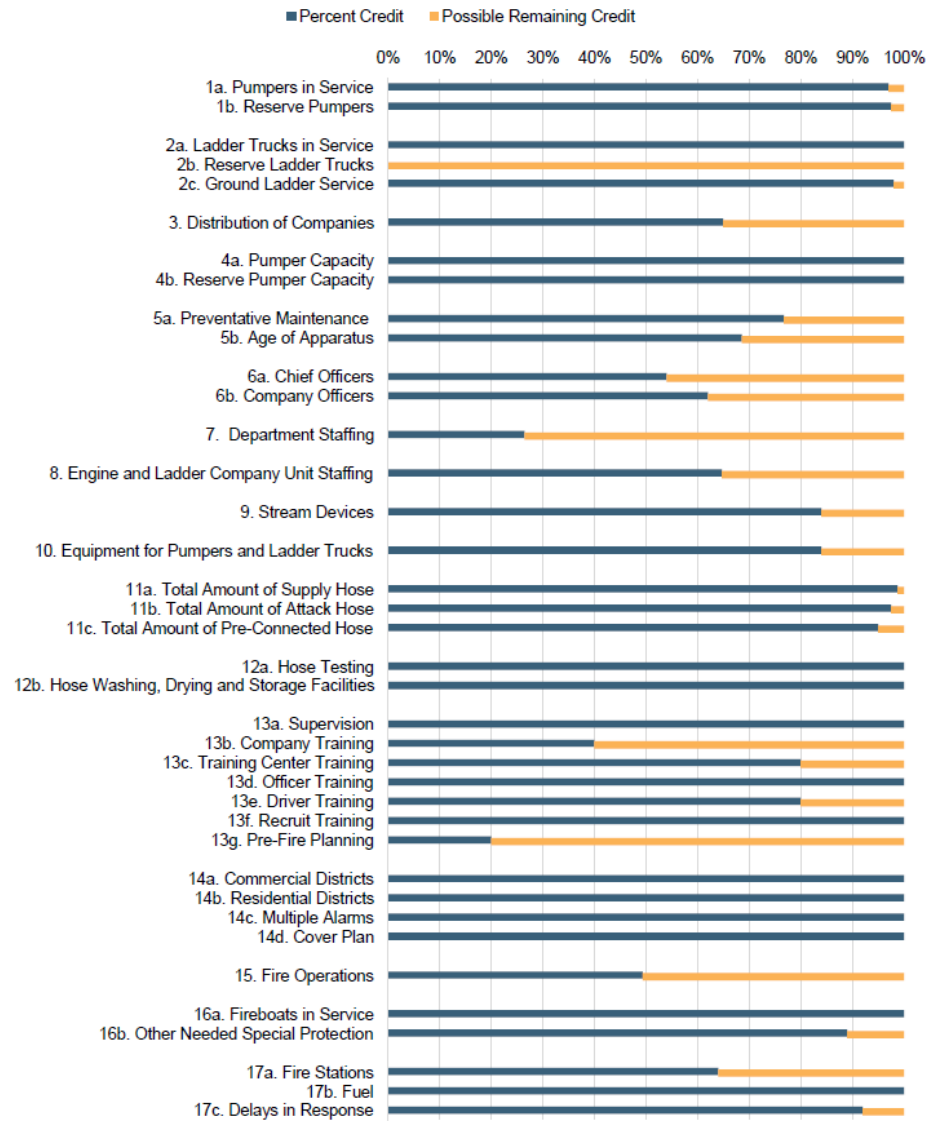
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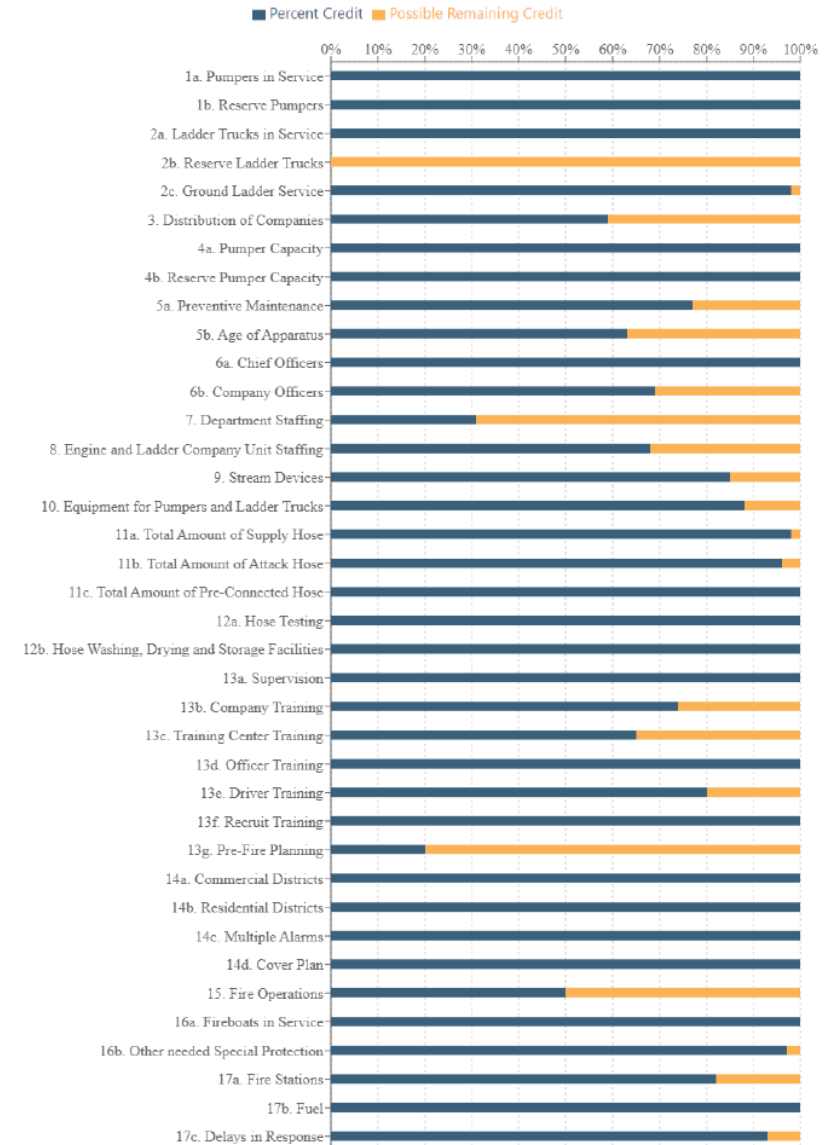
2024 FINAL



Fire Department Items Percent of Credit

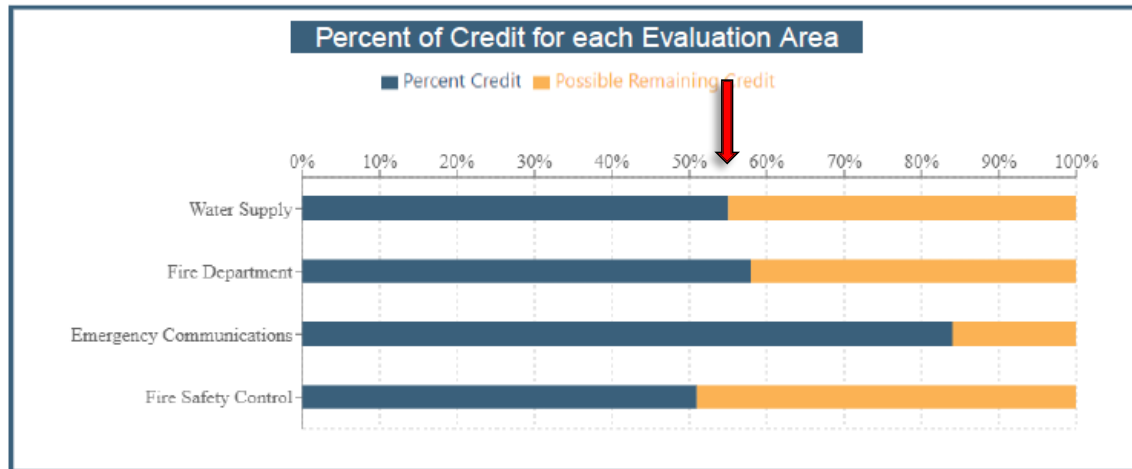


Fire Department Items Percent of Credit

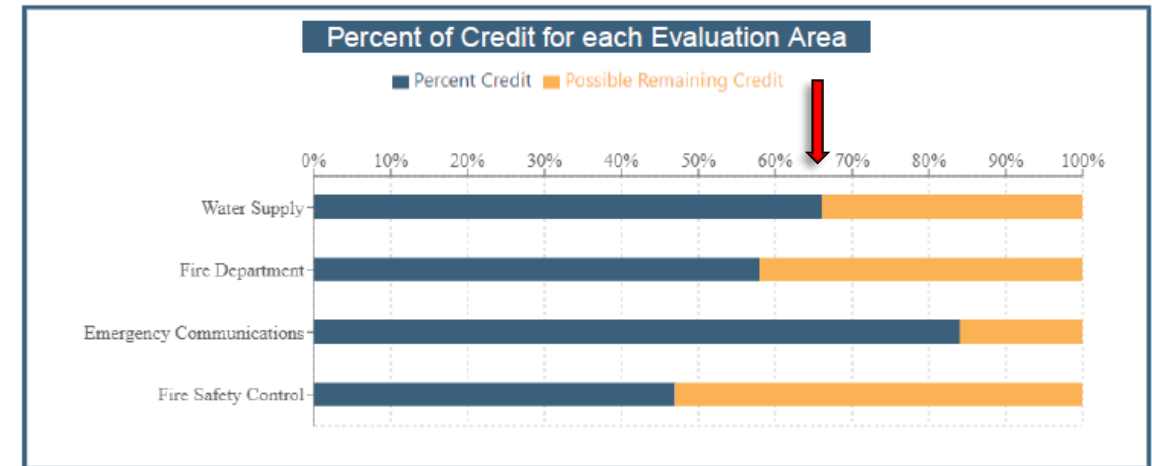




District 1 Unincorporated Community *Protection Class 5*



District 1 City of Port Townsend *Protection Class 4*





bblack@ejfr.org



robert.ferrell@wsrb.com

WSRB and Protection Classes: Answers to Your Residents' Questions

Here, we answer common questions about WSRB and how our work affects your residents. Feel free to copy this content and post it on your website or share it with residents.

What is WSRB?

WSRB, the Washington Surveying and Rating Bureau, is an independent, not-for-profit organization operating in the public interest. We produce data that insurance companies covering property in Washington state can use to better understand, assess and price fire risk.

Accurate data from an independent source helps insurance companies evaluate risk and helps insurance consumers feel confident their fire premiums are fair.

Learn more about WSRB by visiting our website: <https://www1.wsrb.com>

The criteria we use to produce data are evaluated and approved by the Washington State Office of the Insurance Commissioner (OIC). Learn more about the OIC at its website: <https://www.insurance.wa.gov/>

What is a Protection Class (PC)?

A WSRB Protection Class (PC) is a score from 1 to 10 that represents the community-provided fire protection capabilities available at a specific property. A PC of 1 indicates exemplary fire protection capabilities are available; a PC of 10 indicates the fire protection capabilities, if any, are not sufficient to receive credit for insurance. Each community in Washington state also has a PC, which is used as a starting point to determine a property's PC.

WSRB assigns a PC to each property in Washington state based on:

- The PC of the community the property is in.
- The distance to a recognized responding fire station.
- The distance to a standard fire hydrant.
- Fire-department-supplied water, if the property is not near a standard fire hydrant (known as water tender operations).

In other states, other organizations determine PCs, so you may hear names such as Public Protection Classification or ISO rating. One organization that determines PCs for several states is called ISO, which stands for Insurance Services Office. That's why you might hear a PC

referred to as an ISO rating. Some agents or insurance companies may even get PC data for Washington state through ISO; that PC data still originates from WSRB.

Get an overview of Protection Classes on our website: <https://www1.wsrb.com/fire-professionals>

Get an in-depth description in our guide: <https://www1.wsrb.com/resources/public-protection>

How do PCs get used?

Most, but not all, insurance companies covering property in Washington state use WSRB data as one input to setting fire insurance premiums. If an insurance company uses WSRB PC data, that company also uses other factors to determine fire insurance premiums; WSRB PC data isn't the only input.

Fire coverage is also just one part of a standard property insurance policy. In other words, many factors affect the total premium you, as a homeowner or commercial property owner, pay.

Insurance companies that choose to use WSRB PC data use the PC of the individual property, not the community PC, to help set premiums.

You may have insurance through a company that doesn't use WSRB PC data. If so, WSRB PC data won't affect your insurance premium. To find out whether your insurance company uses our data, contact your agent or insurance company.

How do PCs get determined?

First, WSRB evaluates the fire protection capabilities of a community based on:

- Fire department.
- Water supply.
- Emergency communications system.
- Fire safety control.

As part of the evaluation, a WSRB Fire Protection Analyst visits the community.

Next, WSRB calculates the PC for each individual property in the community based on the factors listed above (community PC, distance to recognized responding fire station, distance to standard fire hydrant and water tender operations, if applicable).

See an overview of Protection Classes on our website: <https://www1.wsrb.com/fire-professionals>

Get an in-depth description in our guide: <https://www1.wsrb.com/resources/public-protection>

Does every property in a community have the same PC?

No. The community's PC is the starting point for determining the PC of each property within that community. The distance to a recognized responding fire station, distance to a standard fire hydrant and where applicable, water tender operations, are also used to determine the property's PC.

A community's PC is the best PC any property in that community can have. For example, if a community has a PC of 5, all the properties within that community will have a PC of 5 or higher. No property within that community will have a PC of 4 or lower.

Learn more in our blog post: How WSRB Determines the Protection Class for Each Property: <https://www1.wsrb.com/blog/how-wsrb-determines-address-protection-class>

What is a recognized responding fire station?

Recognized

For a station to be recognized, it must meet minimum staffing and equipment criteria. A fire station needs to have enough firefighters and sufficient firefighting equipment to provide effective structural fire protection.

Responding

Fire stations serve specific areas. You may live near a fire station that doesn't respond to your property, most likely because it serves another fire protection district. If so, that fire station won't count as a responding station when WSRB determines the PC for your property.

What is a standard fire hydrant?

A standard fire hydrant is properly installed and supplies adequate water for firefighting purposes. Fire hydrants that don't meet minimum criteria aren't considered standard and won't be considered in the PC determination process.

What are water tender operations?

Not every property is near a standard fire hydrant. To help protect those properties, fire departments can transport water to them in a water-hauling apparatus known as a "tender." If your community has adequate water tender operations, WSRB will account for those when determining your property's PC.

Our community's PC changed. What happens next?



After WSRB finalizes the PC for your community and each property within it, there is a three-month notification period before that PC becomes effective. During that interval, WSRB notifies insurance companies that the PC will change so they can update their policy management systems.

Contact your agent or insurance company to ask about how and when the PC change could affect you, bearing in mind the three-month notification period.

Please note that not all insurance companies covering property in Washington state use WSRB PC data. If you have insurance through a company that doesn't use our data, the PC change will not affect you. To find out if your insurance company uses WSRB PC data, contact your agent or insurance company.

Why does WSRB require six personnel per company?

The Protection Class Grading Schedule has had the six firefighter per company metric for years and was in place before NFPA 1710 included the number of members companies shall have. NFPA 1710 sets the minimum at four members per company but also has provisions for five and six member companies. NFPA often set minimum standards while the WSRB Grading Schedule sets a best situation metric that communities are evaluated against, so our evaluations are done fairly and consistently for all communities.

Why do incorporated and unincorporated parts of a fire district have two different protection class ratings?

Incorporated cities have their own community Protection Class rating because cities typically have more established water systems and cities oversee code enforcement. Unincorporated areas are covered by the county for code enforcement.

I have another question about PCs. What do I do?

Please call our Customer Service team during our business hours: 7:30 a.m. to 4 p.m. Monday to Friday. The number is 206-217-0101. We're happy to answer your questions, and there's never a fee to contact us or speak with us.





Protection Classification Report for:

Jefferson County F.P.D. 1

Report Date: December 1, 2024

WSRB: Who we are and what we do

Washington Surveying and Rating Bureau (WSRB) is an independent, non-profit public service organization that has been serving Washington state since 1911.

We produce data that helps insurance companies accurately evaluate risk and insurance consumers feel confident their fire premiums are set using objective data.

One of the services WSRB provides is determining the Protection Class of communities and the Protection Class of individual properties in those communities. Insurance companies use Protection Class as one input when determining fire insurance premiums for properties.

How we determine Protection Classes for communities and individual properties

WSRB determines the Protection Class of cities and fire protection districts by evaluating their fire protection/suppression capabilities using a schedule approved by the Washington State Office of the Insurance Commissioner, called the WSRB Community Protection Class Grading Schedule. As a result of this evaluation the communities are assigned a Protection Class of 1 through 10, where 1 indicates exemplary fire protection capabilities, and 10 indicates the capabilities, if any, are insufficient for insurance rating credit. Additional criteria are then applied to determine the Protection Class for the individual properties in the community. We explain this process in more detail later.

WSRB evaluates communities in four major areas:

Water Supply: WSRB evaluates the capacity, distribution and maintenance of water systems and fire hydrants.

Fire Department: WSRB evaluates the fire department, including fire stations, apparatus, equipment, personnel and their training.

Emergency Communications: WSRB evaluates the emergency communication system used to dispatch the fire department.

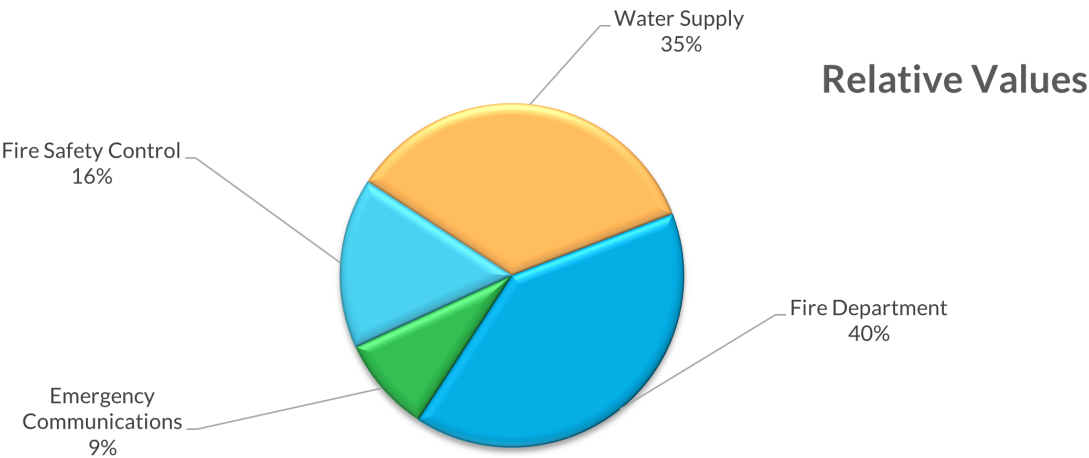
Fire Safety Control: WSRB evaluates the fire code enforcement and fire safety education activities in the community.

The Protection Class evaluation process recognizes the efforts of communities to provide fireprotection services for citizens and property owners. Insurance companies generally

offer lower premiums in communities with better protection, creating an incentive for communities to improve and maintain fire protection

The WSRB Community Protection Class Grading Schedule measures the fire protection capabilities of a community by means of a point system or, for communities without a recognized water supply, by comparison to minimum criteria. Under the point system, pertinent items are evaluated against the standards set forth in the schedule and items are scored, depending on the importance of the item and the degree of deviation from the standard.

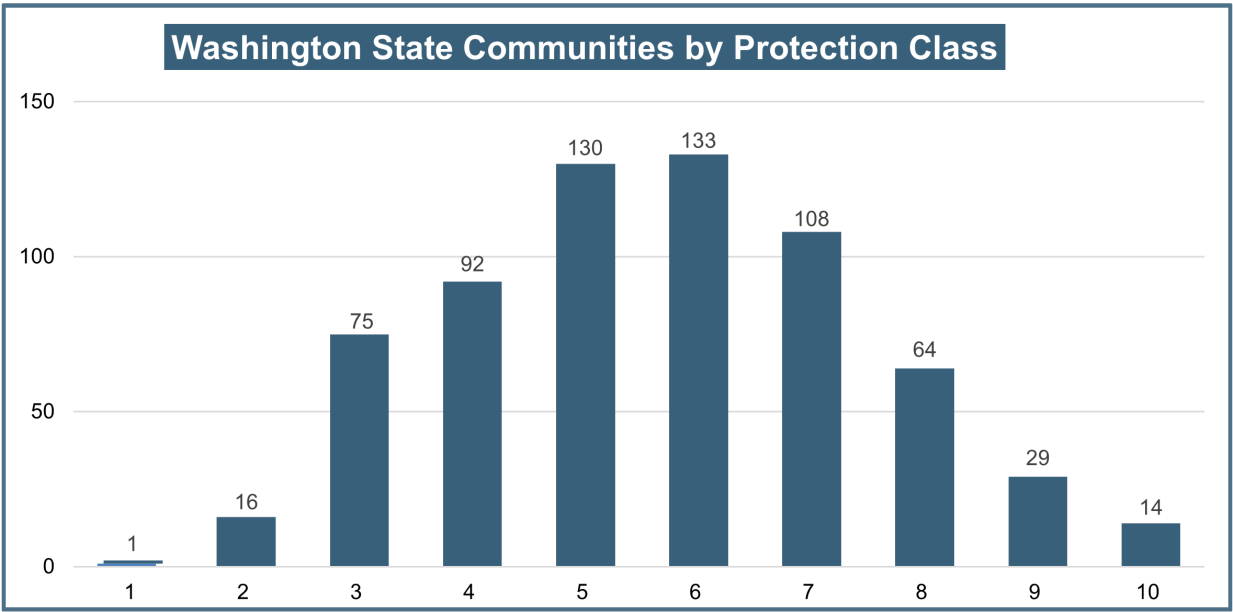
The four major areas considered under the point system, as well as the relative value allocated to each, are shown below.



These four areas are evaluated and scored independently of each other. The scores are then combined in a final calculation to determine the Protection Class for the community.

The following pages provide a summary of all the items evaluated, the percentage of credit attained for each item and the final calculation to determine the Protection Class for the community.

The chart below shows the number of communities in each Protection Class across Washington state.



The Protection Class produced by WSRB’s evaluation is the overall Protection Class for the community, not the Protection Class for all the properties located in the community. Buildings and property located within the community are eligible for the Protection Class of the community, but no better, if they meet the distance-to-fire-station and applicable fire hydrant requirements. If these requirements are not met, the building will receive a different Protection Class than the Protection Class of the community.

Questions?

For questions about how the Protection Class for the community was developed or for recommendations on how to improve the Protection Class for the community, please contact the WSRB Fire Protection Analyst that conducted the evaluation. Their contact information is located on the results letter that accompanied this report or contact WSRB at 206-217-9772 or email us at publicprotection@wsrb.com

For questions on the Protection Class for individual properties in your community, please contact WSRB Customer Service at 206-217-0101. If the fire department or community officials are receiving Protection Class inquiries from insurance professionals or citizens of the community, feel free to refer these inquiries to WSRB Customer Service

Final Calculation



Community Protection Class (PC)

	Evaluation Areas			
	Water Supply	Fire Department	Emergency Communication	Fire Safety Control
Percent of Credit	55%	58%	84%	51%
Relative Value of Area in Evaluation	35%	40%	9%	16%
Relative Class of Evaluation Area	4	5	2	5

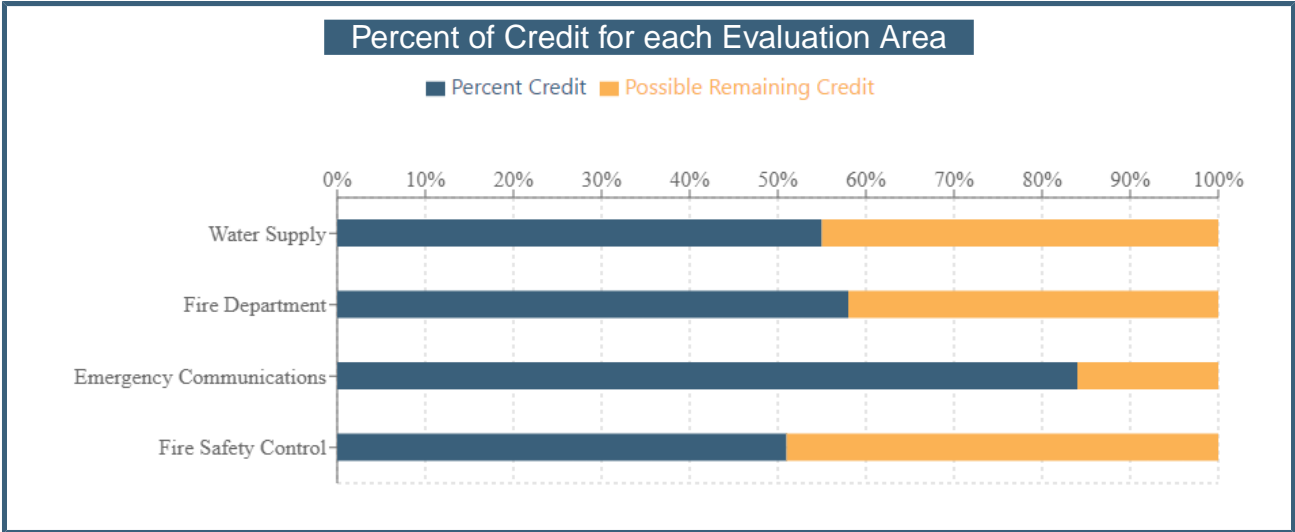
Total Credit(sum of each area credit X relative value) **5.82**

Divergence Score **0**

Community PC = (10-Total Credit)+Divergence Score **4.18 (Unrounded Score)**

Community Protection Class 5

Protection Class	Unrounded Score	Protection Class	Unrounded Score
1	0.0 to 1.00	6	5.01 to 6.00
2	1.01 to 2.00	7	6.01 to 7.00
3	2.01 to 3.00	8	7.01 to 8.00
4	3.01 to 4.00	9	8.01 to 9.00
5	4.01 to 5.00	10	9.01 to 10.00



Evaluation Area Scores:

Water Supply	55%
--------------	-----

The water supplies in the community providing fire hydrants are evaluated in this section. In communities with multiple water supplies, the water supplies are prorated by their size (number of fire hydrants). Water Supply Items 1 through 4 make up the total score for this section.

Fire Department	58%
-----------------	-----

The fire department servicing the community is evaluated in this section. The total service area of the fire department including incorporated and unincorporated area is considered. Fire Department Items 1 through 17 make up the total score for this section.

Emergency Communications	84%
--------------------------	-----

The Emergency Communication Center responsible for dispatching the fire department servicing the community is evaluated. This evaluation applies to all communities the communication center dispatches fire services to. Emergency Communication Items 1 through 3 make up the total score for this section.

Fire Safety Control	51%
---------------------	-----

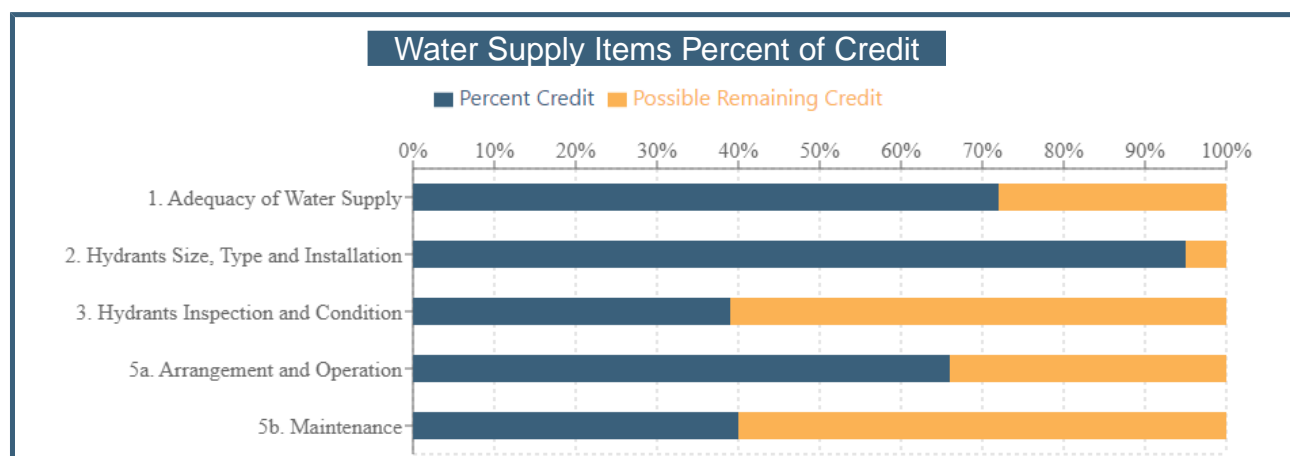
Fire Safety Control or fire prevention activities provided in the community are evaluated in this section. These activities may be provided by local, county or state authorities, all of which will be included in the evaluation. Fire Safety Control Items 1 through 4 make up the total score for this section.

Divergence Score	0
------------------	---

Excessive difference between the class of the Water Supply and the class of the Fire Department prevents the more effective feature from being utilized to its full relative value. Divergence between Water Supply and Fire Department of two classes or more shall be applied to the final score of the community.

Community Protection Class (PC)	Class: 5
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The Protection Class produced by this schedule is the overall class of the community, not the classification of all properties located in the community. Distance to fire station and fire hydrant criteria along with the other rules of the applicable Protection Class manual must be applied to the community Protection Class to determine the Protection Class of an individual property located within the community.



1. Adequacy of Water Supply

72%

This item evaluates the water system's ability to deliver the required fire flow for properties in the community. The score for this item is determined by comparing the required fire flow for a building to the available fire flow. A building's required fire flow is calculated as indicated in the WSRB Community Protection Class Schedule using type of construction, square footage, occupancy, external exposure and whether the building is equipped with an automatic sprinkler system. Available fire flow is measured using hydrant flow tests and the capacity of the water system storage, pumps, filters and mains.

2. Hydrants - Size, Type and Installation

95%

Hydrants shall conform to American Water Works Association (AWWA) Standards for dry-barrel hydrants. Standard hydrants must have a minimum of one pumper outlet and two 2.5-inch outlets and be connected to at least a 6-inch water main. Hydrants should also have a quick-connect fitting on the pumper port.

3. Hydrants - Inspection and Condition

39%

Hydrants must be inspected annually, including operating the hydrant with a flow or pressure check. Flow tests of hydrants must be conducted at least every five years. Fire hydrants shall be marked for available water flow, free of obstructions and kept in good condition.

4. Arrangement, Operation and Maintenance of Water System Components

4a. Arrangement and Operation

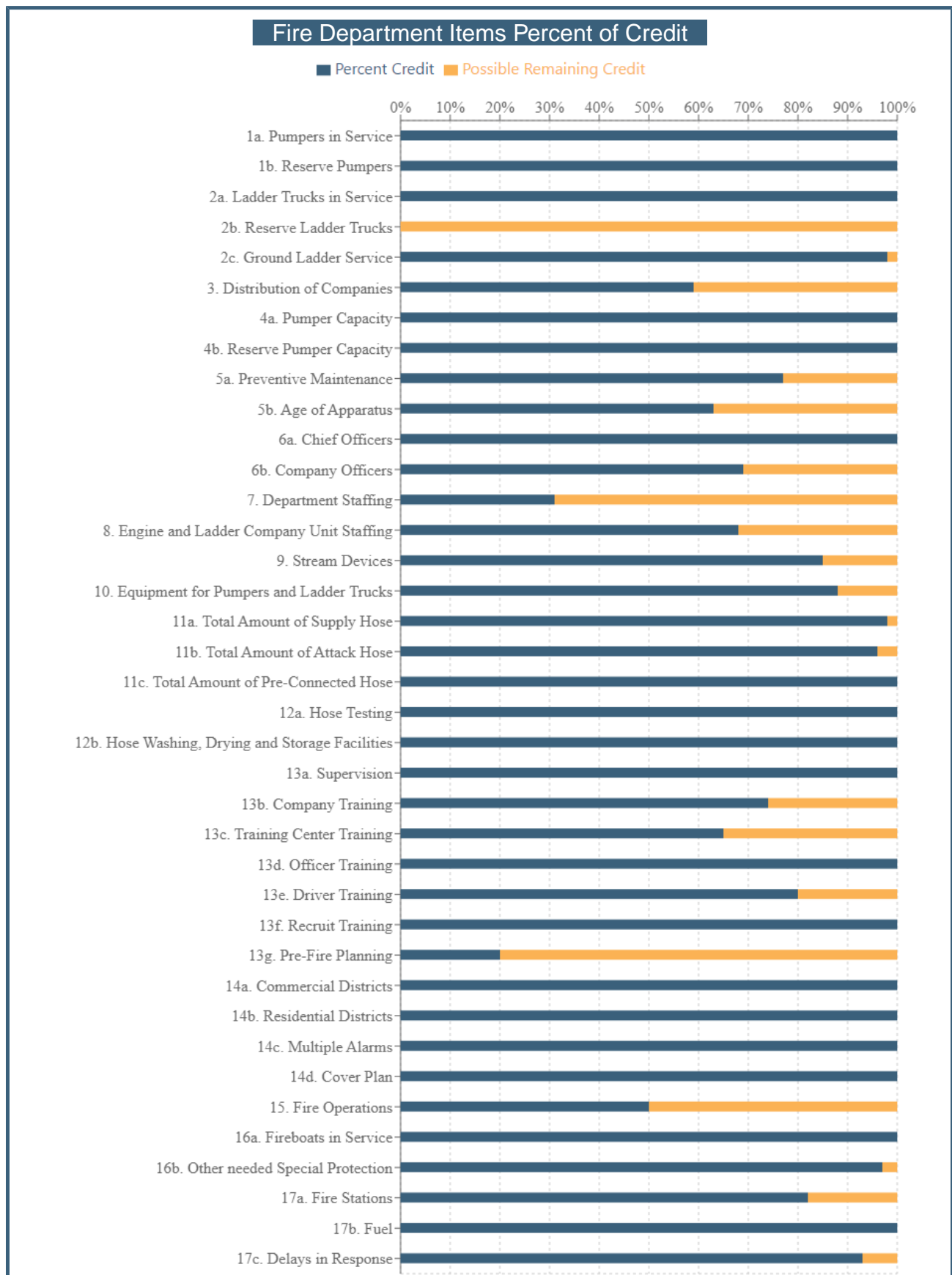
66%

Arrangement of the water system components evaluates the location and number of water sources and water storage units. Multiple water sources and water storage locations provide redundancy in order to reduce the impact of failure of one part of the system. Operation considers how the system is monitored and controlled (telemetry), how water is delivered (pumps or gravity) and if backup power is provided for pumps. The water system shall be managed by a state-certified operator.

4b. Maintenance

40%

This item evaluates the frequency of visits to and inspections of water system components other than hydrants. Regular visits and inspections allow for timely maintenance and repair of components. Water system components including wells, pumps, water tanks and reservoirs, pressure-regulating, altitude, float control and isolation valves shall be regularly inspected.



1. Pumpers

1a. Pumpers in Service

100%

The number of pumpers in service and regularly responding to incidents must be sufficient to properly protect the community. The number of pumpers required is determined by evaluating the number currently in service, the fire flow requirements for the community, response of engines outside the community and frequency of incidents. The required number of pumpers is compared to the number of pumpers in service. Pumper-ladder trucks will be credited under this item. Automatic aid will be considered in this item.

1b. Reserve Pumpers

100%

To maintain the required number of pumpers in service, one reserve pumper is required for every eight pumpers required to be in service, but no fewer than one. Reserve pumpers shall be fully equipped, tested and maintained for service.

2. Ladder Trucks/Ladder Service

2a. Ladder Trucks in Service

100%

The number of ladder trucks in service and regularly responding to incidents must be sufficient to properly protect the community. A ladder truck is required when a community has at least five buildings with a required fire flow of 4,000 gallons per minute (gpm) or greater and/or three stories (35 feet) in height. The required number of ladders is compared to the number of ladders in service. Pumper-ladder trucks will be credited under this item. Automatic aid will be considered in this item. The height and type of ladder truck will also be evaluated in this item.

2b. Reserve Ladder Trucks

0%

To maintain the required number of ladder trucks in service, one reserve ladder truck is required for every five ladder trucks required to be in service, but no fewer than one. Reserve ladders shall be fully equipped, tested and maintained for service.

2c. Ground Ladder Service

98%

Sufficient ground ladders to reach the roofs of buildings must be carried on apparatus. The number, type, height and testing of ground ladders will be evaluated in this item.

3. Distribution of Companies

59%

Engine and ladder companies must be distributed to provide effective protection to the community. Structures should be within 1.5 road miles of a first-alarm engine company and 2.5 miles of a ladder company. As an alternative to using the above road-mile analysis, the results of a performance evaluation may be used. This type of evaluation would analyze computer-aided dispatch records of fire incidents to determine the percentage of time an initial engine company arrives within 320 seconds and an initial ladder company arrives within 480 seconds. Pumper-ladders and automatic aid will be considered in this item.

4. Pumper Capacity

4a. Pumper Capacity

100%

Adequate pumper capacity must be provided on the first alarm to meet or exceed the basic fire flow of the community. All fire pumps must be tested annually to receive full credit. Automatic aid will be considered in this item.

4b. Reserve Pumper Capacity

100%

The total pumper capacity, including reserve pumpers, with one for each eight required pumpers (but no fewer than one) and including the largest out of service, must be sufficient to maintain the total pumper capacity required.

5. Maintenance and Condition of Apparatus

5a. Preventative Maintenance

77%

A suitable preventive maintenance program must be in effect. This item evaluates how often apparatus are checked, inspected and who conducts the inspection. The testing frequency of pumps, aerial ladders, foam systems, Compressed Air Foam Systems (CAFS), breathing air systems, apparatus road test and weight verification are also evaluated.

5b. Age of Apparatus

63%

The number of pumpers, ladders and support vehicles older than 15 years, older than 25 years and the number of reserve apparatus will be considered in determining condition of apparatus.

6. Number of Officers

6a. Chief Officers

100%

A chief officer in charge of the department must be on duty at all times but need not sleep at a fire station to be considered on duty, provided there are adequate means for notification and response to incidents. Departments with more than eight companies, in addition to the chief and assistant chief, must have sufficient battalion or district chiefs to provide one on duty in a fire station at all times for each eight companies required. Two active volunteer officers may be considered equivalent to one full on-duty officer, up to half the number of officers required.

6b. Company Officers

69%

There must be sufficient company officers to provide one on duty at all times with each required engine or ladder company. Two active volunteer officers may be considered equivalent to one full on-duty officer, up to half the number of officers required.

7. Department Staffing

31%

There must be six firefighters on duty for each of the required engine and ladder companies. Only personnel who participate in actual structural firefighting operations will be credited. Personnel staffing ambulances or other units serving the general public may be credited depending on the extent to which they are available for firefighting duties. Three call and/or volunteer firefighters will be considered equivalent to one on-duty firefighter. Call or volunteer firefighters may not exceed half the required staffing of required companies. If adequate records of response are not kept, credit may be limited to one on-duty for each six call or volunteer firefighters. Call or volunteer firefighters working defined shifts at fire stations may be considered equivalent to on-duty firefighters. Response of firefighters on automatic aid apparatus will also be considered in this item.

8. Engine and Ladder Company Unit Staffing

68%

Unit staffing for engine and ladder companies only considers companies with apparatus in service credited in Items 1 and 2. The amount by which the required six on-duty firefighters per company exceeds the on-duty strength (as determined in Item 7), divided by the number of in-service companies, equals the average member deficiency per company.

9. Stream Devices

85%

Turrets, nozzles, foam equipment and, where required, elevated stream devices must be provided. This item evaluates the required stream devices to the devices provided. Credit will be limited if annual testing is not conducted and maintenance records are not provided.

10. Equipment for Pumpers and Ladder Trucks

88%

This item will consider equipment for existing pumpers and ladder trucks, except for such equipment considered in Items 2c (ground ladders), 9 (stream devices) and 11 (hose). Credit for Self-Contained Breathing Apparatus (SCBA) will be limited if inspection and testing is not conducted and maintenance records are not provided.

11. Hose

11a. Total Amount of Supply Hose

98%

This Item considers whether adequate hose is carried on each pumper and whether adequate reserve hose is provided. The requirement for large-diameter hose (3.5 inches or larger) for each pumping apparatus is 800 feet on the apparatus and 400 feet in reserve for every three pumpers in service.

11b. Total Amount of Attack Hose

96%

The requirement for 2.5-inch+ hose is 600 feet on the apparatus and 300 feet in reserve for every three pumpers in service. The requirement for 1.5-inch+ hose on each pumping apparatus is 400 feet with 300 feet in reserve for every three pumpers in service.

11c. Total Amount of Pre-Connected Hose

100%

The requirement for pre-connected, 1.5-inch+ hose on each pumping apparatus is 300 feet.

12. Condition of Hose

12a. Hose Testing

100%

All hose, in service and reserve, must be maintained in good condition and tested annually in accordance with National Fire Protection Association (NFPA) Standard 1962: Standard for the Care, Use, Inspection, Service Testing and Replacement of Fire Hose, Couplings, Nozzles and Fire Hose Appliances.

12b. Hose Washing, Drying and Storage Facilities	100%
--------------------------------------------------	------

Suitable facilities and procedures must be provided for washing, drying and storing hose. This is to prevent mildew in the hose jackets and rust/corrosion in apparatus hose compartments.

13. Training

13a. Supervision	100%
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Training must be under the guidance of a qualified training officer. Maximum credit is achieved when the training officer has at least 10 years of direct incident command experience and certification as a Fire Instructor II. Personnel in charge of training sessions must be certified as fire instructors.

13b. Company Training	74%
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Firefighters are required to have a minimum of 20 hours of structural firefighting training per firefighter per month. This amount can be reduced by 25%, to 15 hours, for firefighters that are certified Firefighter I and by 50%, to 10 hours, for firefighters that are certified Firefighter II. Training should include topics outlined in NFPA 1001: Standard for Fire Fighter Professional Qualifications.

13c. Training Center Training	65%
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This item evaluates the quantity of training at a training center and the features of the training center. A minimum of six half-day (three hour) drills per year, including two drills at night and two multiple-company drills, shall be provided for all firefighters. Training centers shall be provided with a drill tower that is three stories in height, a structure to support live fire simulation, including a smoke room, training aids and props and an area of at least two acres and equipped with fire hydrants.

13d. Officer Training	100%
-----------------------	------

A minimum of two days per year (16 hours) is required for all officers. This amount can be reduced by 25%, to 12 hours, for officers that are certified Fire Officer I and by 50%, to 8 hours, for officers that are certified Fire Officer II. Officer training should include topics outlined in NFPA 1021: Standard for Fire Officer Professional Qualifications that focus on leadership, fire tactics and incident command.

13e. Driver Training	80%
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Personnel shall participate in a minimum of one day (eight hours) of driver training per year. Training should include topics outlined in NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications. Current state-approved Emergency Vehicle Incident Prevention (EVIP) certification can serve in lieu of annual training.

13f. Recruit Training	100%
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New fire department members shall receive a minimum of 240 hours of recruit training before becoming active firefighters. Training should include topics outlined in NFPA 1001: Standard for Fire Fighter Professional Qualifications.

13g. Pre-Fire Planning	20%
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An annual update is required of pre-fire plans for all commercial or similar buildings. Pre-fire information shall be readily available on responding apparatus. Pre-fire plans should be in accordance with NFPA 1620: Recommended Practice for Pre-Incident Planning.

14. Response to Alarms

14a. Commercial Districts	100%
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Adequate response to commercial fires must be established. At least one chief officer and the required number of engines and ladder trucks or ladder service companies based on the community basic fire flow are required to respond.

14b. Residential Districts	100%
----------------------------	------

Adequate response to residential fires must be established. At least one chief officer, two engine companies and adequate ladder equipment are required to respond to residential districts.

14c. Multiple Alarms	100%
----------------------	------

Engine and ladder company response to each additional alarm for the same fire should be the same as the number of engine and ladder companies required for the first alarm.

14d. Cover Plan	100%
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Response areas in the community must have a cover plan for when the first-due companies are out of service.

15. Fire Operations

50%

Consideration will be given to the ability of the department to operate effectively at fires. Effectiveness is primarily depends on staffing and training; however, others factors can also affect fire operations. Percentage for this item will be determined by taking the average of the percentages from Items 3, 7, 8 and 13 and adjusting as conditions warrant. As an alternative to using the above analysis, the results for a performance evaluation may be used. A performance evaluation would analyze computer-aided dispatch records of fire incidents to determine the percentage of time an initial full alarm assignment arrives at a fire incident within 560 seconds (690 seconds for a high-rise building).

16. Special Protection

16a. Fireboats in Service

100%

A suitably staffed, equipped and maintained fireboat will be required where at least one mile of wharf frontage necessitates firefighting operations from the water side. Such frontage must be within 1.5 miles of a fireboat.

16b. Other Needed Special Protection

97%

Conditions in the community that require special fire department protection in addition to that covered elsewhere in this schedule will be considered in this item. Conditions considered include but are not limited to: waterfront properties needing some special protection but not requiring a conventional fireboat, wildland urban interface areas, extensive bulk oil and other hazardous storage.

17. Fire Stations and Community Conditions

17a Fire Stations

82%

This item considers the suitability of fire stations, including construction, communication equipment and the presence of a secondary power source. Communication equipment should be provided at fire stations and include two-way radios, spare portable radios and means for public reporting to the dispatch center. Firefighters must have two separate means for receiving alarms from the communication center that are under the control of the communications center. At least one means must be supervised. If fire stations are not staffed with on-duty personnel, firefighters must be equipped with the means to receive dispatching calls.

17b. Fuel

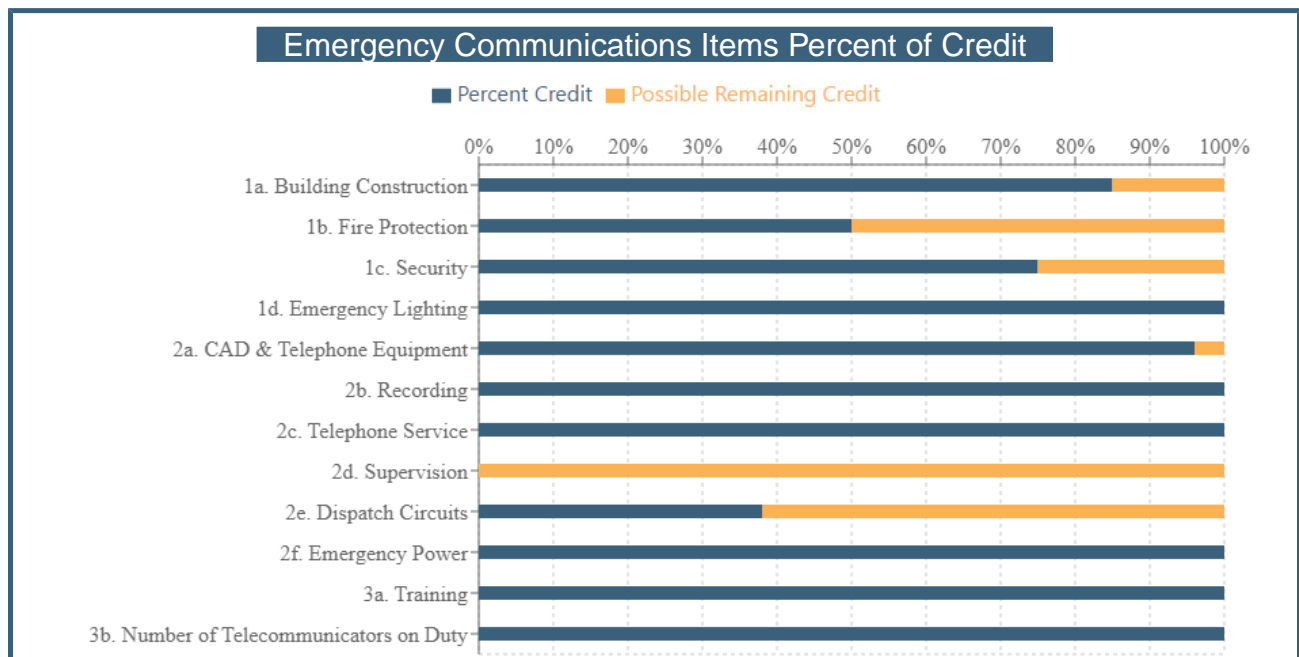
100%

Fuel must be available at all times and in sufficient quantities. Suitable arrangements must be made for delivery of fuel to apparatus at fires of long duration.

17c. Delays in Response

93%

The possibility of delays due to poor condition of roads, including snow and ice, steep grades, vehicle parking, traffic, railroad crossings and similar features are considered in this item.



1. Communication Center

1a. Building Construction 85%

This item evaluates the building where the communication center is located. Communication centers should be in fire-resistive, separate buildings without internal or external exposures.

1b. Fire Protection 50%

This item evaluates the adequacy of fire protection provided for the communication center, including portable fire extinguishers, fire alarms, automatic sprinkler systems and suppression systems in computer and dataprocessing equipment rooms.

1c. Security 75%

Communication center security is meant to protect against vandalism, terrorism and civil disturbances. Access controls, door and window security and any vulnerabilities of the area surrounding the center are considered.

1d. Emergency Lighting 100%

Communication centers must be provided with emergency lighting that will be placed in service immediately after a power loss so operations can continue uninterrupted.

2. Communications Center Equipment

2a. Computer-Aided Dispatch (CAD) and Telephone Equipment 96%

Features and capabilities of the Computer-Aided Dispatch (CAD) system and telephone equipment are evaluated. Maximum credit is achieved when the following features are provided: enhanced 911, wireless and VoIP capabilities, redundant backup system with automatic switchover to backup, ability to transmit caller information to fire departments and other communication centers, ability to select and recommend units to be dispatched, automatic vehicle locating, geographic information system (GIS) capabilities and management information system.

2b. Recording 100%

All incoming and outgoing voice transmissions shall be recorded, including the date and time. All telecommunicators should have access to immediate playback of recordings.

2c. Telephone Service 100%

The number of required telephone lines for emergency and business calls is determined by the population served by the communication center. Additional lines may be required if emergency calls other than fire are received or if central station alarms are received. One outgoing-only line must also be provided.

2d. Supervision 0%

All components of the primary dispatch circuit shall be monitored for integrity, including transmitters, repeaters and primary and secondary power. Fault conditions detected shall actuate an audible and visual trouble signal to the telecommunicators on duty.

2e. Dispatch Circuits

38%

The communication center must have separate primary and secondary circuits for dispatching. Maximum credit is obtained when dual circuits are provided, primary circuit is supervised, there is automatic switchover to a secondary circuit and all components of the system are owned by the communication center.

2f. Emergency Power

100%

The Communication Center shall be provided with an emergency power source. An uninterruptible power supply (UPS) shall be provided along with an automatically starting generator. The generator shall have a 72- hour fuel supply and be tested on a weekly basis.

3. Telecommunicators

3a. Training

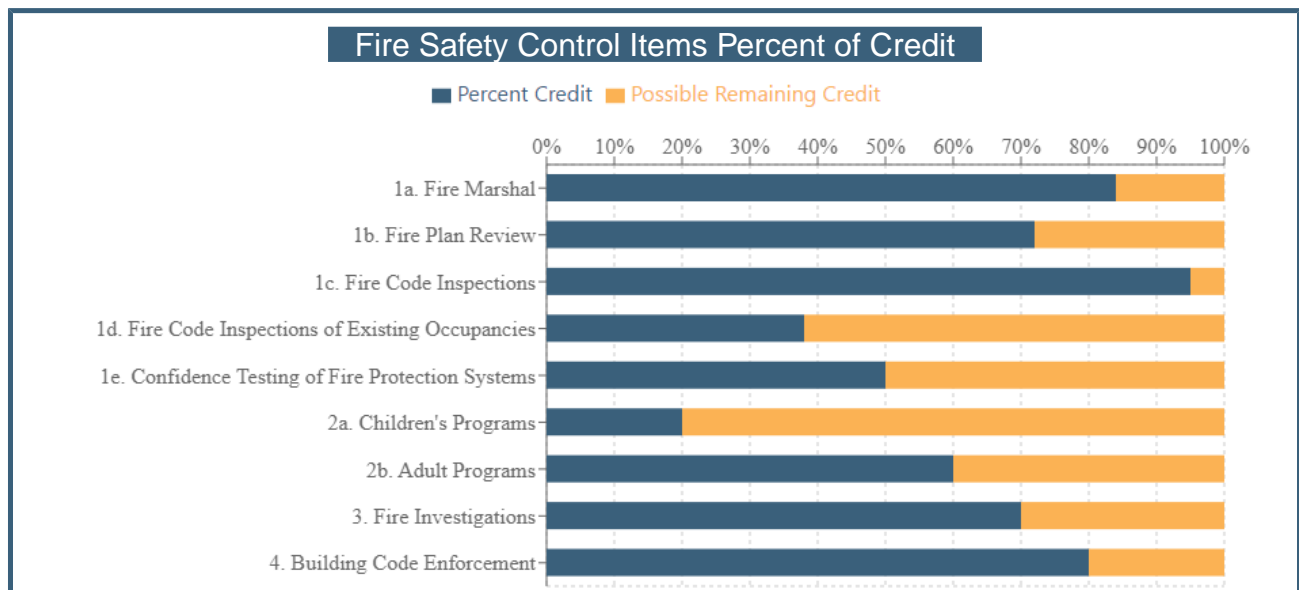
100%

A minimum of 480 hours of initial training is required for telecommunicators. General dispatch training and fire dispatch training should be a minimum of 240 hours each. Non-certified telecommunicators should receive 40 hours of continuing education per year. Certified Telecommunicator I personnel and certified Telecommunicator II personnel shall receive 30 hours and 24 hours of continuing education, respectively

3b. Number of Telecommunicators on Duty

100%

The number of required telecommunicators on duty is based on the total number of calls received per year at the communication center. If the communication center is meeting the call-answering and dispatching times set forth by NFPA 1221: Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, then full credit will be applied in this item.



1. Fire Code Enforcement

1a. Fire Marshal **84%**

The fire marshal shall oversee fire code enforcement. The fire marshal shall have 10 or more years of code enforcement experience, be certified as a fire marshal and receive at least 16 hours of fire-code-related continuing education per year.

1b. Fire Plan Review **72%**

Review of plans for fire code compliance must be done by experienced, certified personnel. The plan reviewer shall have five or more years of plan review experience, be a registered design professional and receive at least 16 hours of plan-review-related continuing education per year. The plan review department needs to have adequate staffing to ensure comprehensive plan reviews.

1c. Fire Code Inspections **95%**

New and renovated occupancies must be inspected prior to issuing a Certificate of Occupancy. Fire inspectors shall be certified with five or more years of experience in inspections and receive at least 16 hours of fireinspection-related continuing education per year. Adequate department staffing levels must be maintained to ensure comprehensive inspections.

1d. Fire Code Inspections of Existing Occupancies **38%**

Fire Code Inspections of existing occupancies shall be conducted. The frequency of inspections will be evaluated using Table 7 in the WSRB Community Protection Class Grading Schedule. Fire code inspectors should be certified with five or more years of experience and receive at least 16 hours of fire-inspection-related continuing education per year. Staffing levels must be sufficient to ensure comprehensive inspections.

1e. Confidence Testing of Fire Protection Systems **50%**

Fire protection systems must be inspected and tested in accordance with the applicable NFPA standards. A program shall be in place to ensure these inspections are done, monitor the inspections' results and ensure deficiencies found with the systems are corrected.

2. Public Fire Education

Fire safety education must be provided to the general public. Fire educators should be Certified Public Educator, have five or more years of experience, and receive at least 16 hours of public-education-related continuing education per year. All education programs and events should be documented and should include date, instructor, topics taught, length of class and number of attendees.

2a. Children's Programs **20%**

Children's programs should include age-appropriate subjects for all students, preschool to 12th grade.

Adult education should include programs for all segments of the adult population in the community.

3. Fire Investigations

70%

Fire investigations must be done to determine the cause and origin of all fires. Fire investigator shall have five or more years of experience, be a commissioned law officer, be certified as a fire investigator and receive at least 16 hours of fire-investigation-related continuing education per year. In addition, sufficient staff levels are required to ensure adequate response to fires, and all fires should be reported to National Fire Incident Reporting System (NFIRS).

4. Building Code Enforcement

Commercial Class: 3

Dwelling Class: 3

80%

Current building codes must be adopted and effectively enforced. The community is evaluated on the administration of codes, plan review and field inspection activities in relation to building code enforcement. The score for this item is based on the Building Code Classifications developed by WSRB for the community. The classifications for commercial and dwelling properties in the community are shown above.



Protection Classification Report for:

Port Townsend

Report Date: December 1, 2024

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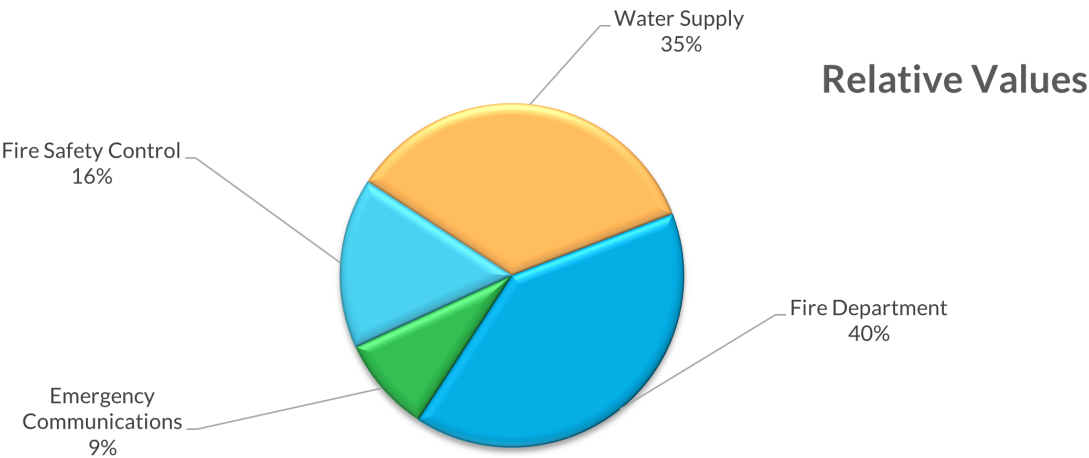
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offer lower premiums in communities with better protection, creating an incentive for communities to improve and maintain fire protection

The WSRB Community Protection Class Grading Schedule measures the fire protection capabilities of a community by means of a point system or, for communities without a recognized water supply, by comparison to minimum criteria. Under the point system, pertinent items are evaluated against the standards set forth in the schedule and items are scored, depending on the importance of the item and the degree of deviation from the standard.

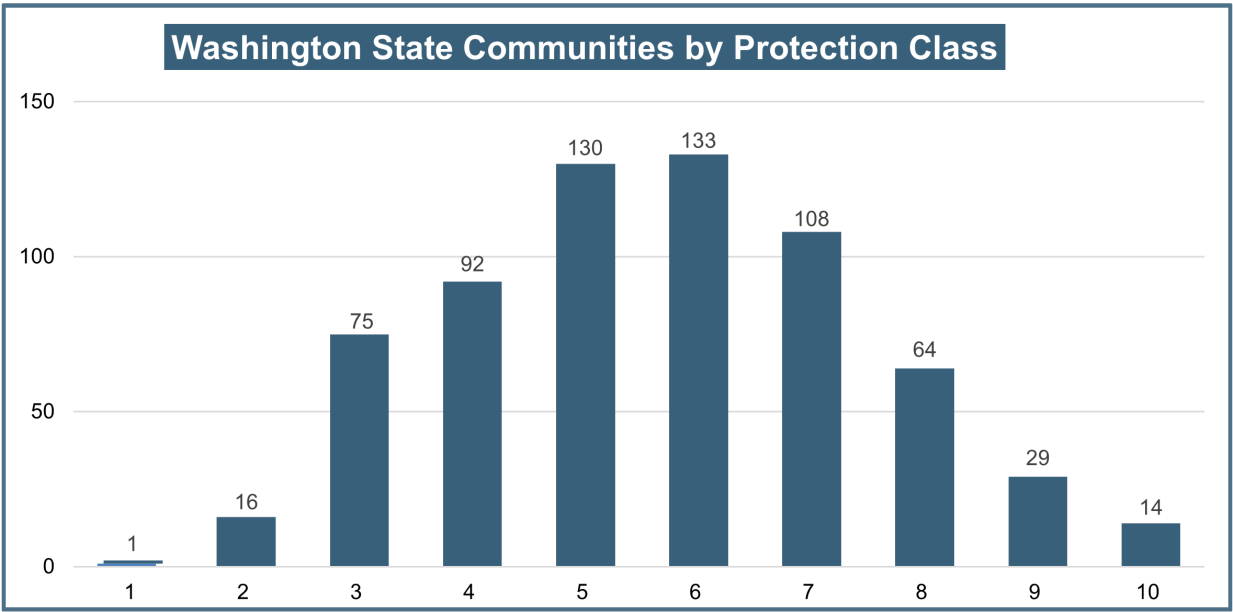
The four major areas considered under the point system, as well as the relative value allocated to each, are shown below.



These four areas are evaluated and scored independently of each other. The scores are then combined in a final calculation to determine the Protection Class for the community.

The following pages provide a summary of all the items evaluated, the percentage of credit attained for each item and the final calculation to determine the Protection Class for the community.

The chart below shows the number of communities in each Protection Class across Washington state.



The Protection Class produced by WSRB’s evaluation is the overall Protection Class for the community, not the Protection Class for all the properties located in the community. Buildings and property located within the community are eligible for the Protection Class of the community, but no better, if they meet the distance-to-fire-station and applicable fire hydrant requirements. If these requirements are not met, the building will receive a different Protection Class than the Protection Class of the community.

Questions?

For questions about how the Protection Class for the community was developed or for recommendations on how to improve the Protection Class for the community, please contact the WSRB Fire Protection Analyst that conducted the evaluation. Their contact information is located on the results letter that accompanied this report or contact WSRB at 206-217-9772 or email us at publicprotection@wsrb.com

For questions on the Protection Class for individual properties in your community, please contact WSRB Customer Service at 206-217-0101. If the fire department or community officials are receiving Protection Class inquiries from insurance professionals or citizens of the community, feel free to refer these inquiries to WSRB Customer Service

Final Calculation



Community Protection Class (PC)

	Evaluation Areas			
	Water Supply	Fire Department	Emergency Communication	Fire Safety Control
Percent of Credit	66%	58%	84%	47%
Relative Value of Area in Evaluation	35%	40%	9%	16%
Relative Class of Evaluation Area	3	5	2	6

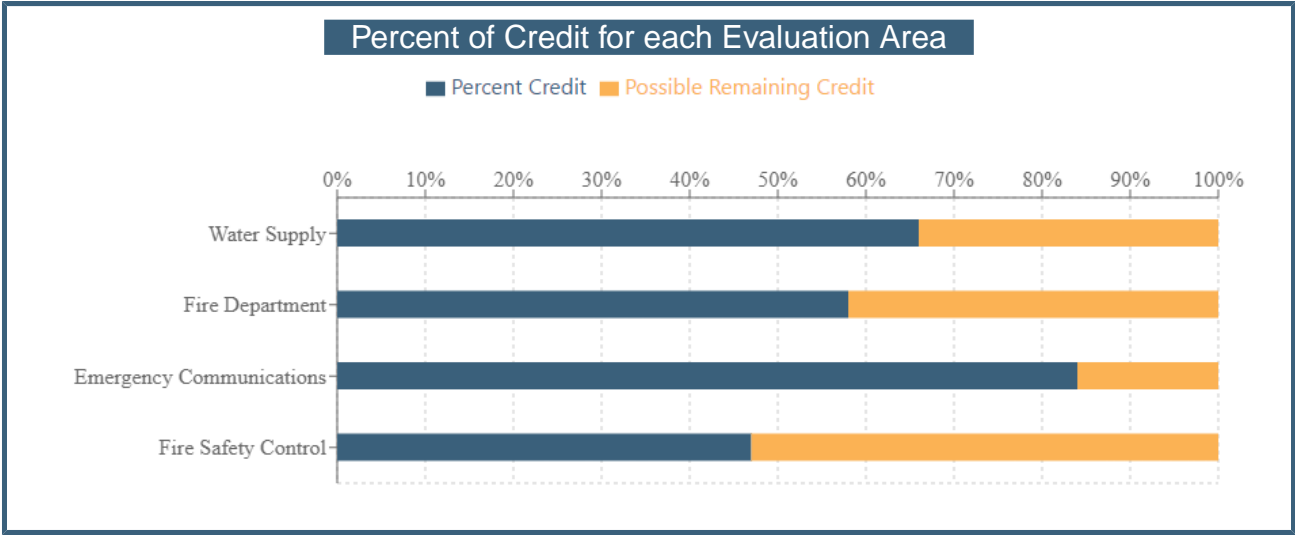
Total Credit(sum of each area credit X relative value) **6.14**

Divergence Score **0**

Community PC = (10-Total Credit)+Divergence Score **3.86 (Unrounded Score)**

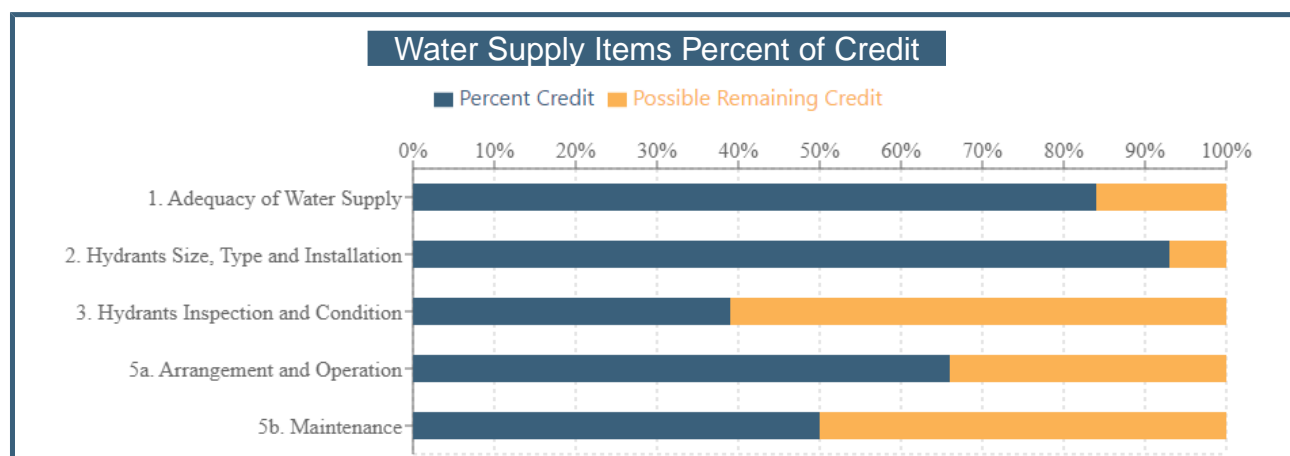
Community Protection Class **4**

Protection Class	Unrounded Score	Protection Class	Unrounded Score
1	0.0 to 1.00	6	5.01 to 6.00
2	1.01 to 2.00	7	6.01 to 7.00
3	2.01 to 3.00	8	7.01 to 8.00
4	3.01 to 4.00	9	8.01 to 9.00
5	4.01 to 5.00	10	9.01 to 10.00



Evaluation Area Scores:

Water Supply	66%
The water supplies in the community providing fire hydrants are evaluated in this section. In communities with multiple water supplies, the water supplies are prorated by their size (number of fire hydrants). Water Supply Items 1 through 4 make up the total score for this section.	
Fire Department	58%
The fire department servicing the community is evaluated in this section. The total service area of the fire department including incorporated and unincorporated area is considered. Fire Department Items 1 through 17 make up the total score for this section.	
Emergency Communications	84%
The Emergency Communication Center responsible for dispatching the fire department servicing the community is evaluated. This evaluation applies to all communities the communication center dispatches fire services to. Emergency Communication Items 1 through 3 make up the total score for this section.	
Fire Safety Control	47%
Fire Safety Control or fire prevention activities provided in the community are evaluated in this section. These activities may be provided by local, county or state authorities, all of which will be included in the evaluation. Fire Safety Control Items 1 through 4 make up the total score for this section.	
Divergence Score	0
Excessive difference between the class of the Water Supply and the class of the Fire Department prevents the more effective feature from being utilized to its full relative value. Divergence between Water Supply and Fire Department of two classes or more shall be applied to the final score of the community.	
Community Protection Class (PC)	Class: 4
The Protection Class produced by this schedule is the overall class of the community, not the classification of all properties located in the community. Distance to fire station and fire hydrant criteria along with the other rules of the applicable Protection Class manual must be applied to the community Protection Class to determine the Protection Class of an individual property located within the community.	



1. Adequacy of Water Supply

84%

This item evaluates the water system's ability to deliver the required fire flow for properties in the community. The score for this item is determined by comparing the required fire flow for a building to the available fire flow. A building's required fire flow is calculated as indicated in the WSRB Community Protection Class Schedule using type of construction, square footage, occupancy, external exposure and whether the building is equipped with an automatic sprinkler system. Available fire flow is measured using hydrant flow tests and the capacity of the water system storage, pumps, filters and mains.

2. Hydrants - Size, Type and Installation

93%

Hydrants shall conform to American Water Works Association (AWWA) Standards for dry-barrel hydrants. Standard hydrants must have a minimum of one pumper outlet and two 2.5-inch outlets and be connected to at least a 6-inch water main. Hydrants should also have a quick-connect fitting on the pumper port.

3. Hydrants - Inspection and Condition

39%

Hydrants must be inspected annually, including operating the hydrant with a flow or pressure check. Flow tests of hydrants must be conducted at least every five years. Fire hydrants shall be marked for available water flow, free of obstructions and kept in good condition.

4. Arrangement, Operation and Maintenance of Water System Components

4a. Arrangement and Operation

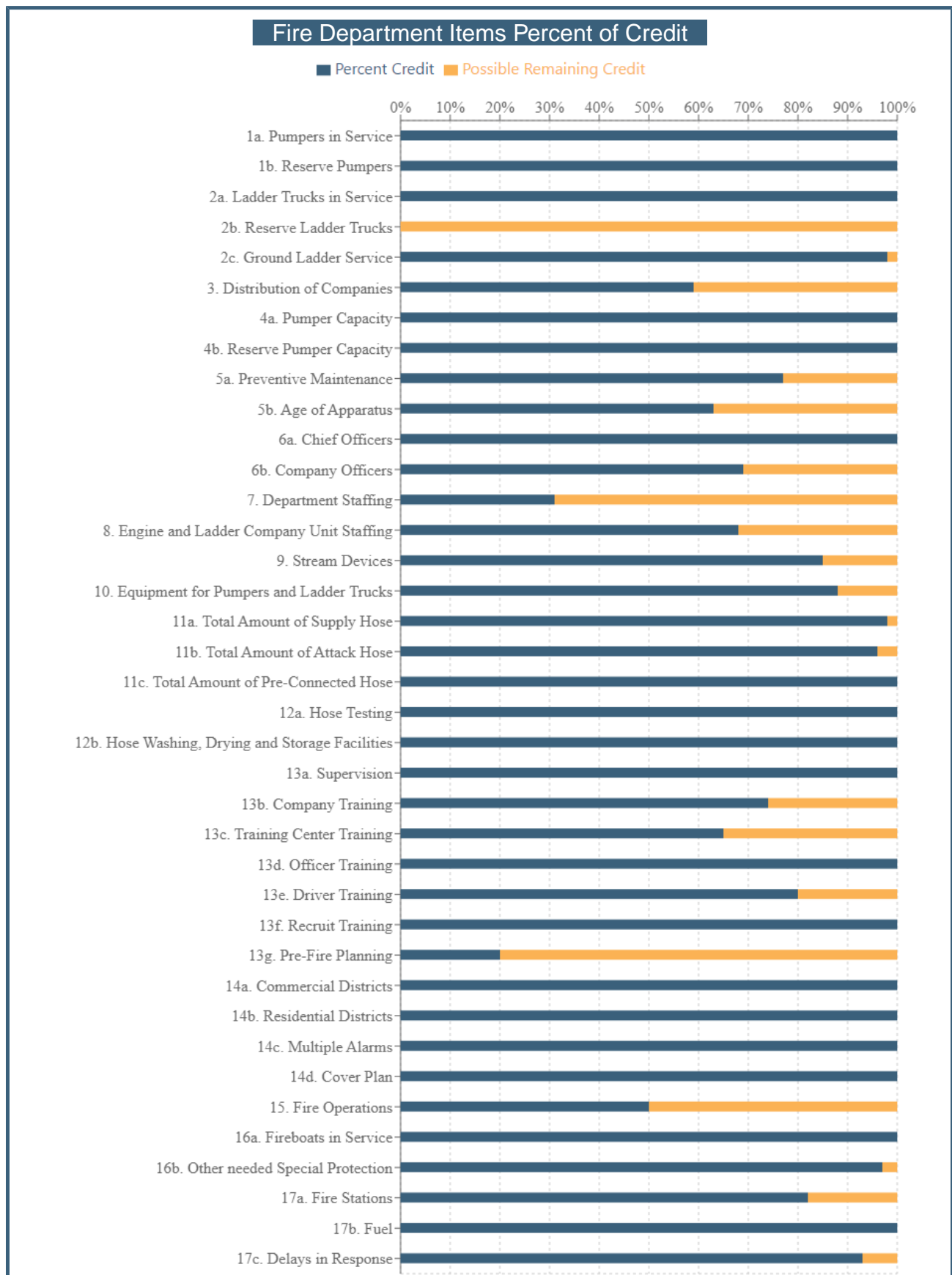
66%

Arrangement of the water system components evaluates the location and number of water sources and water storage units. Multiple water sources and water storage locations provide redundancy in order to reduce the impact of failure of one part of the system. Operation considers how the system is monitored and controlled (telemetry), how water is delivered (pumps or gravity) and if backup power is provided for pumps. The water system shall be managed by a state-certified operator.

4b. Maintenance

50%

This item evaluates the frequency of visits to and inspections of water system components other than hydrants. Regular visits and inspections allow for timely maintenance and repair of components. Water system components including wells, pumps, water tanks and reservoirs, pressure-regulating, altitude, float control and isolation valves shall be regularly inspected.



1. Pumpers

1a. Pumpers in Service

100%

The number of pumpers in service and regularly responding to incidents must be sufficient to properly protect the community. The number of pumpers required is determined by evaluating the number currently in service, the fire flow requirements for the community, response of engines outside the community and frequency of incidents. The required number of pumpers is compared to the number of pumpers in service. Pumper-ladder trucks will be credited under this item. Automatic aid will be considered in this item.

1b. Reserve Pumpers

100%

To maintain the required number of pumpers in service, one reserve pumper is required for every eight pumpers required to be in service, but no fewer than one. Reserve pumpers shall be fully equipped, tested and maintained for service.

2. Ladder Trucks/Ladder Service

2a. Ladder Trucks in Service

100%

The number of ladder trucks in service and regularly responding to incidents must be sufficient to properly protect the community. A ladder truck is required when a community has at least five buildings with a required fire flow of 4,000 gallons per minute (gpm) or greater and/or three stories (35 feet) in height. The required number of ladders is compared to the number of ladders in service. Pumper-ladder trucks will be credited under this item. Automatic aid will be considered in this item. The height and type of ladder truck will also be evaluated in this item.

2b. Reserve Ladder Trucks

0%

To maintain the required number of ladder trucks in service, one reserve ladder truck is required for every five ladder trucks required to be in service, but no fewer than one. Reserve ladders shall be fully equipped, tested and maintained for service.

2c. Ground Ladder Service

98%

Sufficient ground ladders to reach the roofs of buildings must be carried on apparatus. The number, type, height and testing of ground ladders will be evaluated in this item.

3. Distribution of Companies

59%

Engine and ladder companies must be distributed to provide effective protection to the community. Structures should be within 1.5 road miles of a first-alarm engine company and 2.5 miles of a ladder company. As an alternative to using the above road-mile analysis, the results of a performance evaluation may be used. This type of evaluation would analyze computer-aided dispatch records of fire incidents to determine the percentage of time an initial engine company arrives within 320 seconds and an initial ladder company arrives within 480 seconds. Pumper-ladders and automatic aid will be considered in this item.

4. Pumper Capacity

4a. Pumper Capacity

100%

Adequate pumper capacity must be provided on the first alarm to meet or exceed the basic fire flow of the community. All fire pumps must be tested annually to receive full credit. Automatic aid will be considered in this item.

4b. Reserve Pumper Capacity

100%

The total pumper capacity, including reserve pumpers, with one for each eight required pumpers (but no fewer than one) and including the largest out of service, must be sufficient to maintain the total pumper capacity required.

5. Maintenance and Condition of Apparatus

5a. Preventative Maintenance

77%

A suitable preventive maintenance program must be in effect. This item evaluates how often apparatus are checked, inspected and who conducts the inspection. The testing frequency of pumps, aerial ladders, foam systems, Compressed Air Foam Systems (CAFS), breathing air systems, apparatus road test and weight verification are also evaluated.

5b. Age of Apparatus

63%

The number of pumpers, ladders and support vehicles older than 15 years, older than 25 years and the number of reserve apparatus will be considered in determining condition of apparatus.

6. Number of Officers

6a. Chief Officers

100%

A chief officer in charge of the department must be on duty at all times but need not sleep at a fire station to be considered on duty, provided there are adequate means for notification and response to incidents. Departments with more than eight companies, in addition to the chief and assistant chief, must have sufficient battalion or district chiefs to provide one on duty in a fire station at all times for each eight companies required. Two active volunteer officers may be considered equivalent to one full on-duty officer, up to half the number of officers required.

6b. Company Officers

69%

There must be sufficient company officers to provide one on duty at all times with each required engine or ladder company. Two active volunteer officers may be considered equivalent to one full on-duty officer, up to half the number of officers required.

7. Department Staffing

31%

There must be six firefighters on duty for each of the required engine and ladder companies. Only personnel who participate in actual structural firefighting operations will be credited. Personnel staffing ambulances or other units serving the general public may be credited depending on the extent to which they are available for firefighting duties. Three call and/or volunteer firefighters will be considered equivalent to one on-duty firefighter. Call or volunteer firefighters may not exceed half the required staffing of required companies. If adequate records of response are not kept, credit may be limited to one on-duty for each six call or volunteer firefighters. Call or volunteer firefighters working defined shifts at fire stations may be considered equivalent to on-duty firefighters. Response of firefighters on automatic aid apparatus will also be considered in this item.

8. Engine and Ladder Company Unit Staffing

68%

Unit staffing for engine and ladder companies only considers companies with apparatus in service credited in Items 1 and 2. The amount by which the required six on-duty firefighters per company exceeds the on-duty strength (as determined in Item 7), divided by the number of in-service companies, equals the average member deficiency per company.

9. Stream Devices

85%

Turrets, nozzles, foam equipment and, where required, elevated stream devices must be provided. This item evaluates the required stream devices to the devices provided. Credit will be limited if annual testing is not conducted and maintenance records are not provided.

10. Equipment for Pumpers and Ladder Trucks

88%

This item will consider equipment for existing pumpers and ladder trucks, except for such equipment considered in Items 2c (ground ladders), 9 (stream devices) and 11 (hose). Credit for Self-Contained Breathing Apparatus (SCBA) will be limited if inspection and testing is not conducted and maintenance records are not provided.

11. Hose

11a. Total Amount of Supply Hose

98%

This Item considers whether adequate hose is carried on each pumper and whether adequate reserve hose is provided. The requirement for large-diameter hose (3.5 inches or larger) for each pumping apparatus is 800 feet on the apparatus and 400 feet in reserve for every three pumpers in service.

11b. Total Amount of Attack Hose

96%

The requirement for 2.5-inch+ hose is 600 feet on the apparatus and 300 feet in reserve for every three pumpers in service. The requirement for 1.5-inch+ hose on each pumping apparatus is 400 feet with 300 feet in reserve for every three pumpers in service.

11c. Total Amount of Pre-Connected Hose

100%

The requirement for pre-connected, 1.5-inch+ hose on each pumping apparatus is 300 feet.

12. Condition of Hose

12a. Hose Testing

100%

All hose, in service and reserve, must be maintained in good condition and tested annually in accordance with National Fire Protection Association (NFPA) Standard 1962: Standard for the Care, Use, Inspection, Service Testing and Replacement of Fire Hose, Couplings, Nozzles and Fire Hose Appliances.

12b. Hose Washing, Drying and Storage Facilities	100%
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Suitable facilities and procedures must be provided for washing, drying and storing hose. This is to prevent mildew in the hose jackets and rust/corrosion in apparatus hose compartments.

13. Training

13a. Supervision	100%
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Training must be under the guidance of a qualified training officer. Maximum credit is achieved when the training officer has at least 10 years of direct incident command experience and certification as a Fire Instructor II. Personnel in charge of training sessions must be certified as fire instructors.

13b. Company Training	74%
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Firefighters are required to have a minimum of 20 hours of structural firefighting training per firefighter per month. This amount can be reduced by 25%, to 15 hours, for firefighters that are certified Firefighter I and by 50%, to 10 hours, for firefighters that are certified Firefighter II. Training should include topics outlined in NFPA 1001: Standard for Fire Fighter Professional Qualifications.

13c. Training Center Training	65%
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This item evaluates the quantity of training at a training center and the features of the training center. A minimum of six half-day (three hour) drills per year, including two drills at night and two multiple-company drills, shall be provided for all firefighters. Training centers shall be provided with a drill tower that is three stories in height, a structure to support live fire simulation, including a smoke room, training aids and props and an area of at least two acres and equipped with fire hydrants.

13d. Officer Training	100%
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A minimum of two days per year (16 hours) is required for all officers. This amount can be reduced by 25%, to 12 hours, for officers that are certified Fire Officer I and by 50%, to 8 hours, for officers that are certified Fire Officer II. Officer training should include topics outlined in NFPA 1021: Standard for Fire Officer Professional Qualifications that focus on leadership, fire tactics and incident command.

13e. Driver Training	80%
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Personnel shall participate in a minimum of one day (eight hours) of driver training per year. Training should include topics outlined in NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications. Current state-approved Emergency Vehicle Incident Prevention (EVIP) certification can serve in lieu of annual training.

13f. Recruit Training	100%
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New fire department members shall receive a minimum of 240 hours of recruit training before becoming active firefighters. Training should include topics outlined in NFPA 1001: Standard for Fire Fighter Professional Qualifications.

13g. Pre-Fire Planning	20%
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An annual update is required of pre-fire plans for all commercial or similar buildings. Pre-fire information shall be readily available on responding apparatus. Pre-fire plans should be in accordance with NFPA 1620: Recommended Practice for Pre-Incident Planning.

14. Response to Alarms

14a. Commercial Districts	100%
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Adequate response to commercial fires must be established. At least one chief officer and the required number of engines and ladder trucks or ladder service companies based on the community basic fire flow are required to respond.

14b. Residential Districts	100%
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Adequate response to residential fires must be established. At least one chief officer, two engine companies and adequate ladder equipment are required to respond to residential districts.

14c. Multiple Alarms	100%
----------------------	------

Engine and ladder company response to each additional alarm for the same fire should be the same as the number of engine and ladder companies required for the first alarm.

14d. Cover Plan	100%
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Response areas in the community must have a cover plan for when the first-due companies are out of service.

15. Fire Operations

50%

Consideration will be given to the ability of the department to operate effectively at fires. Effectiveness is primarily depends on staffing and training; however, others factors can also affect fire operations. Percentage for this item will be determined by taking the average of the percentages from Items 3, 7, 8 and 13 and adjusting as conditions warrant. As an alternative to using the above analysis, the results for a performance evaluation may be used. A performance evaluation would analyze computer-aided dispatch records of fire incidents to determine the percentage of time an initial full alarm assignment arrives at a fire incident within 560 seconds (690 seconds for a high-rise building).

16. Special Protection

16a. Fireboats in Service

100%

A suitably staffed, equipped and maintained fireboat will be required where at least one mile of wharf frontage necessitates firefighting operations from the water side. Such frontage must be within 1.5 miles of a fireboat.

16b. Other Needed Special Protection

97%

Conditions in the community that require special fire department protection in addition to that covered elsewhere in this schedule will be considered in this item. Conditions considered include but are not limited to: waterfront properties needing some special protection but not requiring a conventional fireboat, wildland urban interface areas, extensive bulk oil and other hazardous storage.

17. Fire Stations and Community Conditions

17a Fire Stations

82%

This item considers the suitability of fire stations, including construction, communication equipment and the presence of a secondary power source. Communication equipment should be provided at fire stations and include two-way radios, spare portable radios and means for public reporting to the dispatch center. Firefighters must have two separate means for receiving alarms from the communication center that are under the control of the communications center. At least one means must be supervised. If fire stations are not staffed with on-duty personnel, firefighters must be equipped with the means to receive dispatching calls.

17b. Fuel

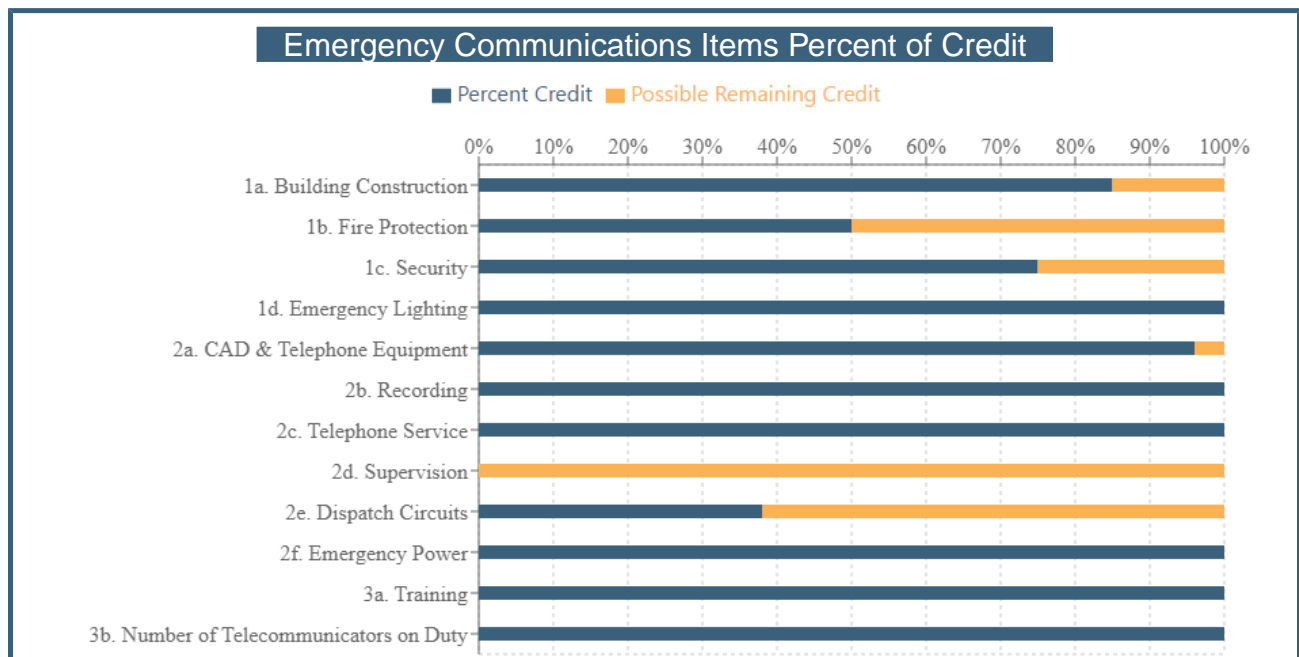
100%

Fuel must be available at all times and in sufficient quantities. Suitable arrangements must be made for delivery of fuel to apparatus at fires of long duration.

17c. Delays in Response

93%

The possibility of delays due to poor condition of roads, including snow and ice, steep grades, vehicle parking, traffic, railroad crossings and similar features are considered in this item.



1. Communication Center

1a. Building Construction 85%

This item evaluates the building where the communication center is located. Communication centers should be in fire-resistive, separate buildings without internal or external exposures.

1b. Fire Protection 50%

This item evaluates the adequacy of fire protection provided for the communication center, including portable fire extinguishers, fire alarms, automatic sprinkler systems and suppression systems in computer and dataprocessing equipment rooms.

1c. Security 75%

Communication center security is meant to protect against vandalism, terrorism and civil disturbances. Access controls, door and window security and any vulnerabilities of the area surrounding the center are considered.

1d. Emergency Lighting 100%

Communication centers must be provided with emergency lighting that will be placed in service immediately after a power loss so operations can continue uninterrupted.

2. Communications Center Equipment

2a. Computer-Aided Dispatch (CAD) and Telephone Equipment 96%

Features and capabilities of the Computer-Aided Dispatch (CAD) system and telephone equipment are evaluated. Maximum credit is achieved when the following features are provided: enhanced 911, wireless and VoIP capabilities, redundant backup system with automatic switchover to backup, ability to transmit caller information to fire departments and other communication centers, ability to select and recommend units to be dispatched, automatic vehicle locating, geographic information system (GIS) capabilities and management information system.

2b. Recording 100%

All incoming and outgoing voice transmissions shall be recorded, including the date and time. All telecommunicators should have access to immediate playback of recordings.

2c. Telephone Service 100%

The number of required telephone lines for emergency and business calls is determined by the population served by the communication center. Additional lines may be required if emergency calls other than fire are received or if central station alarms are received. One outgoing-only line must also be provided.

2d. Supervision 0%

All components of the primary dispatch circuit shall be monitored for integrity, including transmitters, repeaters and primary and secondary power. Fault conditions detected shall actuate an audible and visual trouble signal to the telecommunicators on duty.

2e. Dispatch Circuits

38%

The communication center must have separate primary and secondary circuits for dispatching. Maximum credit is obtained when dual circuits are provided, primary circuit is supervised, there is automatic switchover to a secondary circuit and all components of the system are owned by the communication center.

2f. Emergency Power

100%

The Communication Center shall be provided with an emergency power source. An uninterruptible power supply (UPS) shall be provided along with an automatically starting generator. The generator shall have a 72- hour fuel supply and be tested on a weekly basis.

3. Telecommunicators

3a. Training

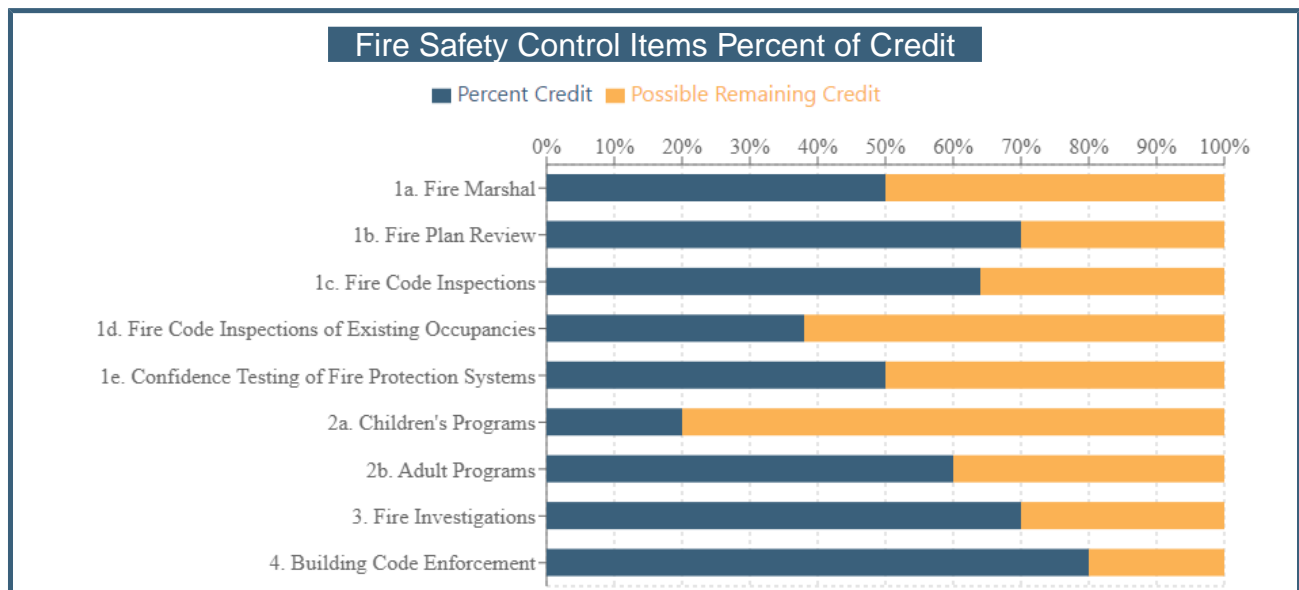
100%

A minimum of 480 hours of initial training is required for telecommunicators. General dispatch training and fire dispatch training should be a minimum of 240 hours each. Non-certified telecommunicators should receive 40 hours of continuing education per year. Certified Telecommunicator I personnel and certified Telecommunicator II personnel shall receive 30 hours and 24 hours of continuing education, respectively

3b. Number of Telecommunicators on Duty

100%

The number of required telecommunicators on duty is based on the total number of calls received per year at the communication center. If the communication center is meeting the call-answering and dispatching times set forth by NFPA 1221: Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, then full credit will be applied in this item.



1. Fire Code Enforcement

1a. Fire Marshal **50%**

The fire marshal shall oversee fire code enforcement. The fire marshal shall have 10 or more years of code enforcement experience, be certified as a fire marshal and receive at least 16 hours of fire-code-related continuing education per year.

1b. Fire Plan Review **70%**

Review of plans for fire code compliance must be done by experienced, certified personnel. The plan reviewer shall have five or more years of plan review experience, be a registered design professional and receive at least 16 hours of plan-review-related continuing education per year. The plan review department needs to have adequate staffing to ensure comprehensive plan reviews.

1c. Fire Code Inspections **64%**

New and renovated occupancies must be inspected prior to issuing a Certificate of Occupancy. Fire inspectors shall be certified with five or more years of experience in inspections and receive at least 16 hours of fireinspection-related continuing education per year. Adequate department staffing levels must be maintained to ensure comprehensive inspections.

1d. Fire Code Inspections of Existing Occupancies **38%**

Fire Code Inspections of existing occupancies shall be conducted. The frequency of inspections will be evaluated using Table 7 in the WSRB Community Protection Class Grading Schedule. Fire code inspectors should be certified with five or more years of experience and receive at least 16 hours of fire-inspection-related continuing education per year. Staffing levels must be sufficient to ensure comprehensive inspections.

1e. Confidence Testing of Fire Protection Systems **50%**

Fire protection systems must be inspected and tested in accordance with the applicable NFPA standards. A program shall be in place to ensure these inspections are done, monitor the inspections' results and ensure deficiencies found with the systems are corrected.

2. Public Fire Education

Fire safety education must be provided to the general public. Fire educators should be Certified Public Educator, have five or more years of experience, and receive at least 16 hours of public-education-related continuing education per year. All education programs and events should be documented and should include date, instructor, topics taught, length of class and number of attendees.

2a. Children's Programs **20%**

Children's programs should include age-appropriate subjects for all students, preschool to 12th grade.

Adult education should include programs for all segments of the adult population in the community.

3. Fire Investigations

70%

Fire investigations must be done to determine the cause and origin of all fires. Fire investigator shall have five or more years of experience, be a commissioned law officer, be certified as a fire investigator and receive at least 16 hours of fire-investigation-related continuing education per year. In addition, sufficient staff levels are required to ensure adequate response to fires, and all fires should be reported to National Fire Incident Reporting System (NFIRS).

4. Building Code Enforcement

Commercial Class: 3

Dwelling Class: 3

80%

Current building codes must be adopted and effectively enforced. The community is evaluated on the administration of codes, plan review and field inspection activities in relation to building code enforcement. The score for this item is based on the Building Code Classifications developed by WSRB for the community. The classifications for commercial and dwelling properties in the community are shown above.



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 – July 2024

YTD Call Summary

Call Statistics			Avg. Response			
	2024 Jan - July	2023 Jan - July	Station Statistics	Time by Station	% of Call Volume	Total # of Responses
Fires	55	61	St 1	0:05:51	3.9%	126
Overpressure/Overheat	3	3	St 2	0:07:57	3.1%	102
Rescue/EMS	2238	2372	St 6	0:07:57	4.5%	147
Service Call	526	504	St 7	0:07:08	1.7%	54
Good Intent	257	197	St 8	0:02:00	0.1%	3
False Alarm	137	125	St 3	*		
Hazardous Condition	39	40	St 4	*		
Special Incident	6	4	St 5	*		
Total	3261	3306	St 9	*		
Transports			Mutual Aid Given		0.49%	16
Transports	1476	1583	*UnStaffed/Volunteer Stations			
CARES Contacts			4:00 minute Response Time Standard for Port Townsend			
CARES Contacts	988	663	8:00 minute Response Time Standard Districtwide			
			First due response times are only counted for call within			



Fire on Shine Road EJFR responded to a report of a vegetation fire in the Shine area near Highway 104 on the evening of July 27. Several EJFR units were committed to other 911 calls in the area at the time of dispatch. The Battalion Chief immediately requested support from Poulsbo Fire Department. Several additional 911 calls described a structure fire in a mobile home. Engines from Port Ludlow, Quilcene, Chimacum and Port Townsend responded, totaling 17 on-duty firefighters assigned to the fire fight.

Poulsbo Engine 72 reported a working fire as they made the turn onto the bridge from Kitsap County and found two travel trailers fully engulfed in fire

Serving the Communities of

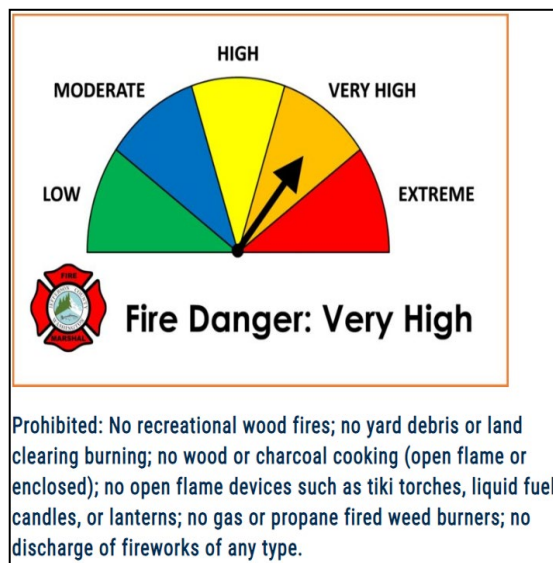
Port Townsend Port Hadlock Chimacum Irondale Kala Point Cape George Marrowstone Island
Paradise Bay Shine Bridgehaven Mats Mats Swansonville Port Ludlow Beaver Valley South Point

when they arrived. Narrow driveway access and unmaintained vegetation made firefighting tactics a challenge. An adjacent home was also threatened, but crews were able to protect and prevent damage to the home. There were no fire hydrants in the vicinity which triggered mobilization of EJFR's volunteer corps, who staffed the air/rehab unit and the district's fleet of water tenders. Several off-duty firefighters responded from home to augment the response.

The fire was contained at 8:45pm. Crews worked tirelessly to extinguish hot spots until approximately 11:00pm. The trailers were not occupied at the time. No injuries were reported.

Fire Chief General Activities The MSO and Fire Chief met with Jefferson Healthcare to discuss CARES opportunities. Further strategic meetings are planned. EA Cray and FC developed an RFP for IT services, which included site visits from several vendors. The submission period has closed, summary to be provided under Old Business. The Community Wildfire Protection Plan (CWPP) Advisory Group has developed a project tracker. Implementation is pending.

*The Wildfire Threat level was raised to **VERY HIGH**. The Fourth of July had no fireworks related incidents.*



CRM Wittenberg and FC delivered a wildfire safety presentation to the Ludlow Community at the Bay Club. FC attended a meeting with County and City officials to review options for Rhody Fest Carnival.

EJFR attended funeral service for Kaye Goodhue on Marrowstone Island. FC met with the Olympic Community of Health (OCH) in pursuit of pending grant opportunities for CARES. EJFR's new Finance Director, Roy Lirio began July 16, 2024. Training and integration with staff and EJFR finance processes has begun. FC met with Building Official to enhance interagency cooperation. Staff has attended several planning meetings for Airport Days, the All-County Picnic and other public events. CRM Wittenberg and FC gave interviews to KPTZ in preparation for wildfire season. FC

met with North Olympic Development Council (NODC) to review alternative energy sources such as micro grids for EJFR facilities.

Staff conducted a meet and greet for new employees and their families. Third quarter Battalion Chief meeting was completed. Negotiations with 2032 has begun for the CBA 2025-2027 contract.

Other Projects

- Apparatus Committee has completed design process. Preconstruction trip is scheduled for August 26-29.
- FC has finalized EMS Bylaws with subcommittee.

Standing Meetings/Committees

JeffCo DEM IMT Meeting
PT Police Chief

BOCC
BHC

PT City Manager
JeffCo EMS Council

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*

BHAC (10th of 1%)
Jeffcom (FC is Board Member)

ECHHO
Mental Health Response

JH CQI meeting
REAL Team

Miscellaneous

The vessel donated to D4 by EJFR remains deployed to a wildfire on Lake Chelan.

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*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*

**Meetings and
Events**

7/1 JeffCo Fire Chiefs (2hr)
7/3 Labor Negotiations (3hr)
7/3 LEPC Planning (2hr)
7/3 Airport Days Planning (2)
7/8 Safety Meeting (2)
7/8 Mandatory LNI Meeting (virtual)
7/8 Agenda Prep Meeting (1hr)
7/9 LEPC Meeting (2hr)
7/10 BC/DC Meeting (2hr)
7/10 Negotiations (2hr)
7/16 BOC Meeting (2hr)
7/30 JeffCom User Group Meeting (2hr)

Date Prepared: 8/8/24

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

Public Education, Events, and Presentations	Children's Events <ul style="list-style-type: none"> • 7/18 Port Townsend Library – First Aid Kits for Children, 17 kits assembled. • 8/1 and 8/5 Updating Safe Haven Signs at Stations 1, 2, 6, 7, 8, and Admin Adult Events <ul style="list-style-type: none"> • 7/10 Habitat for Humanity Homeowner Fire Safety Presentation – 8 Adults • 7/14 Chimacum Farmers Market Calling 911 – 50 Adults, 20 Children • 7/16 Smoke Alarm Installations –4 homes • 7/17 Fire Extinguisher Training Jefferson County Library - 18 employees • 7/23 Smoke Alarms Installations - 3 homes • 7/25 Wildfire Assessment Port Ludlow – 3 Adults • 8/1 Wildfire Assessment Port Ludlow with DNR, Conservation District • 8/2 Wildfire Assessment Chimacum – 20 Adults
Community Partnerships	<ul style="list-style-type: none"> • 7/11 All County Picnic Steering Committee Meeting • 7/17 Airport Day Steering Committee Meeting • 8/5 Cape George Station 3 Meeting • 8/6 Disability Awareness Starts Here (DASH) Meeting • 8/6, 8/8 All County Picnic Final Meetings
Public Information Officer (PIO)	<ul style="list-style-type: none"> • 7/24 Website Redesign Meeting • 7/26 Center Road Fire Media Release
Social Media Engagement:	Facebook <ul style="list-style-type: none"> • 3,300 Followers • Posts: 10 Instagram <ul style="list-style-type: none"> • 647 Followers • Posts: 9
Professional Development	Public Education <ul style="list-style-type: none"> • 7/16 Washington Public Fire Educators (WPFE) Quarterly Membership Meeting Fire Inspections <ul style="list-style-type: none"> • 7/24 Carbon Monoxide Detection Systems

Plan Review, Inspections, Investigations	<p>Complaints</p> <ul style="list-style-type: none">• 7/19 Dumpsters blocking hydrants at Fort Worden• 8/5 Mattress blocking emergency exit at San Juan Commons <p>Meetings</p> <ul style="list-style-type: none">• 7/11, 7/18, 7/25, 8/1 New Development Review with City of Port Townsend• 7/23 Jefferson County ILA Meeting• 7/31 Habitat for Humanity/City of PT Meeting at Landes South Development
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Date Prepared: 8/9/24

Subject: Human Resource Report

Prepared By: Emily Stewart

EJFR Staff and Volunteers, June 2024

Meetings & Training:	<ul style="list-style-type: none">• 7/1 New Employee Orientation• 7/1 CBA Negotiations• 7/2 Snure Procurement Training• 7/3 Smarsh Mtg• 7/8 Safety Committee Mtg• 7/9 Uniform Committee Mtg• 7/10 BC Mtg• 7/10 CBA Negotiations• 7/10 New employee meet & greet• 7/16 New employee orientation• 7/22 CBA Negotiations• 7/26 CRR Mtg• 7/29 Uniform Committee Mtg• 7/30 HR Mtg• 7/31 HR Mtg
Presentations / Tours/Other/Misc.	<ul style="list-style-type: none">• 7/17 NASBLA Training Photos/Social Posts• 7/18 Library First Aid Kit activity• *Shut down the District's X (Twitter) account – not enough engagement on this platform. 8/9/24 Archive is held in Archive Social.• Prepped for JC Fair• Remote Deployment to South Columbia Basin/Upper Cemetery Fire Finance Section 7/27 – 7/31
Human Resources:	<ul style="list-style-type: none">• Policy/Guideline review• Volunteer assistance• Coordination of Office/task coverage per staff vacations• New employee training• *During the internet outage on Friday, August 2nd, Tanya came through with her Starlink internet so we could submit payroll on time to be paid on Monday. <p>Suggestions from this experience:</p> <ul style="list-style-type: none">○ Revisit our internet redundancy, we have fiber connections and Astound service throughout our stations. Neither one was accessible during this outage. Is Starlink an option? Thank you to Tanya for letting the District use her home, and to NKFR who were willing to let us work out of their office in Kitsap county if we couldn't find a closer option. Cell service was also affected – tethering with Verizon and T-Mobile did not work.○ Admin that need access to First Security & Springbrook for payroll need to make sure that the First Security secure browser and Springbrook is accessible via their District laptop. <p>Upcoming:</p> <ul style="list-style-type: none">• Volunteer testing/onboarding – 16 applicants• SOG Updates: Finance/procurement, Safety Committee, Drug-free workplace, Data/stats definitions and guideline• Anti-discrimination updates for website – in progress• Update of Safety Committee process/paperwork

Jul-24	A SHIFT	B SHIFT	C SHIFT
BC	1-MacDonald	4-Clouse	7-Fletcher
LT	6-Rogers	1-Lueders	1-Kilgore
LT	7-Kauzlarich	5-Gregory	5-W. McGuffey
LT	8-Sanders	6-Grimm	8-Martin
LT	2-Morris	7-Chambers	2-Dean
LT	3-Carver	8-White	4-Dalrymple
PM	4-Whiting	5-Yelaca	2-Spellman
PM	3-Minker	7-Wagner	6-C. Johnson
PM	6- Pulido	8-Welander	7-Rudnick
PM	7- Ponte	2-Whitson	
FF	1-Secondeez	2-Kithcart	1-Holbrook
FF	2-Walker	2-Kinney	3-Parker
FF	4-Cordova	3-G. Williams	3-Sheehan
FF	5-B.Grimm	4-Severin	4-Kaldahl
FF	7-Sviridovich	6-Fairbanks	6-Richter
FF	8-Archuleta	8-P. Williams	7-Beery
FF	8-Wright	8-Boe	8-Chapman
FF	2-Jeske	3-Floberg	2-Le
FF	5-N. McGuffey		2-Wells
FF			8-Heydon
Res	Sanchez	Dower	Brebberman
Res	Dotson		Bentzen
Res	Barton		
MSO	FF/PM Ridgway		
Cares	FF/PM Woods		
	Captain Bergen FF/PM		
Total 59			

Admin	
Chief	Black
DC	Brummel
CRM	Wittenberg
DS	Cray
HR	Stewart
FM	Ysseldyke-All
AA	Sanders
AA	Murray
FT	Lawson
FD	Lirio
Total 10	
Volunteer	Position(s)
BERRY	Admin
CHAPMAN	Admin
DAWSON	Admin
DOOLIN	Admin
HORVATH	Admin
KEPLINGER	Admin
TILLMAN	Admin
Total 7	
AVERY	EMS
BLANCHARD	EMS
GONNELLA	EMS
SHORT	EMS
STEWART	EMS
REICHHELD	EMS
Total 6	

Volunteer	Position(s)
BAZINET	FF/EMS
BUCKHAM	FF/EMS
DUKE	FF/EMS
MCNERTHNEY	FF/EMS
MONTONE	FF/EMS
NOKES	FF/EMS
STEWART	FF/EMS
STONE	FF/EMS
THOMAS	FF/EMS
Total 9	
BARTON	FIT
BENTZEN	FIT
BREBBERMAN	FIT
DOTSON	FIT
DOWER	FIT
SANCHEZ	FIT
Total 6	
ANDERSON	Support/EMS
HARTE	Support/EMS
MOORE	Support/EMS
Total 3	
BACKUS JACKSON	Support
BETHEL	Support
Total EJFR Members 118	

Volunteer	Position(s)
COULTER	Support
DUDDY	Support
FLANAGANMATA	Support
FLEISCHMAN	Support
FORCE	Support
KIER	Support
KRYSINSKI	Support
MATACHACON	Support
MICHELSON	Support
NATHAN	Support
SMITH	Support
Total 13	
Commissioner	District
Carmody	1
Craig	3
Davis	1
Masci	4
Seabrook	2
Stinson	5
Total 6	
Total Career FF	59
Total Admin staff	10
Total Volunteers	43
Total Commissioners	6



Chad Lawson, Facilities Tech – Start Date 7/1/24

I was born in Ketchikan Alaska, my family moved to Jefferson County Washington in 1982. I joined the Carpenters Union in 1997. I started working as a Facilities Technician for Chimacum Schools in 2015. In Feb. 2023 I started working for Jefferson Healthcare as a Facilities Specialist. I currently live in Port Ludlow with my 11 year old son Landon and 9 year old daughter Xena. I enjoy hunting, fishing and being outdoors.

Roy Lirio, Finance Director – Start Date 7/16/24

My family and I have lived in Port Townsend since 2021. We moved from Seattle looking for a strong community to raise our daughter. I have been fortunate to have worked over 30 years in both the private and public sectors alongside many wonderful and skilled people.

My personal interests include spending time with family, playing my violin, learning about new things, camping, gardening, and discovering new places. We recently returned from an extended road trip visiting family, friends, and National Parks around the country.





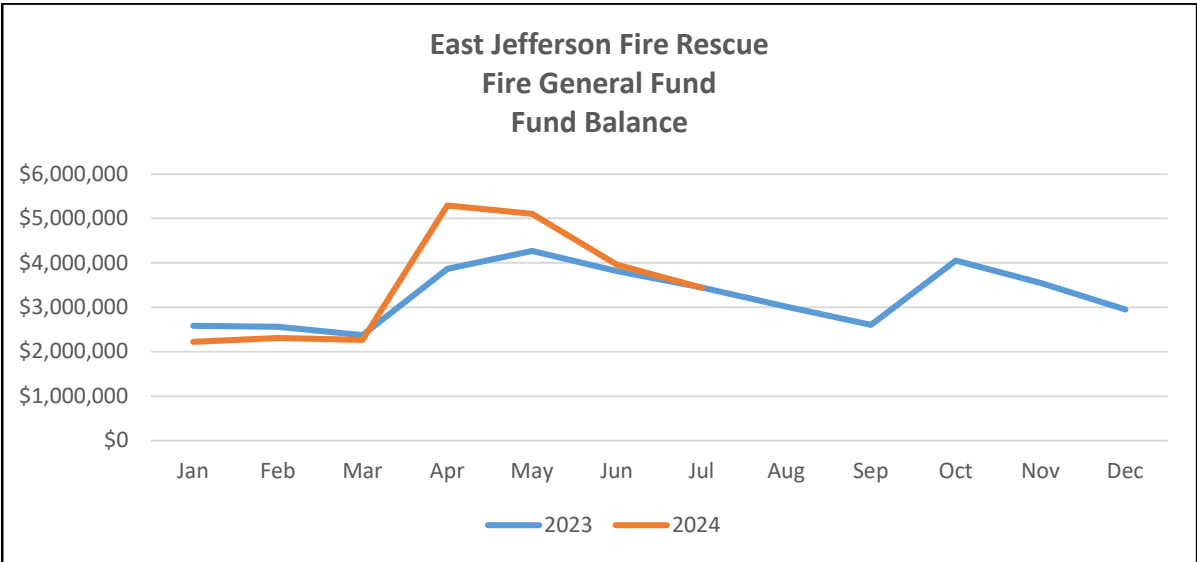
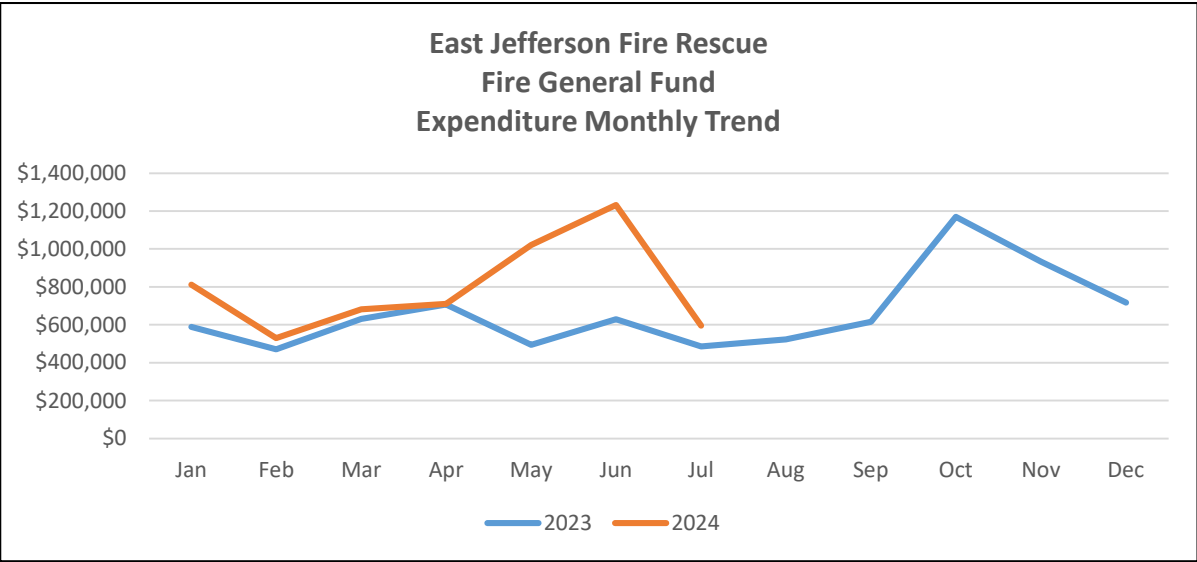
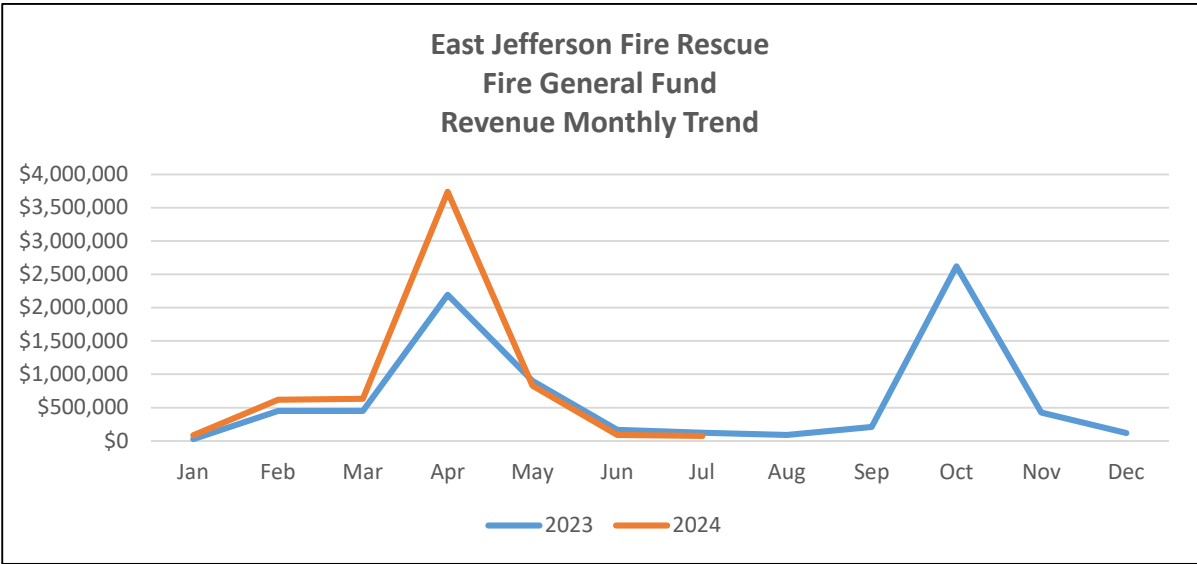
FINANCIAL REPORT FOR JULY 2024

Fund Balance July 2024 YTD

	Fire	EMS	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	\$ 2,949,357	\$ 2,339,283	\$ 773,664	\$ 513,015	\$ -	\$ 6,575,319
Change YTD	490,103	450,048	22,046	16,055		978,252
Ending Fund Bal	\$ 3,439,460	\$ 2,789,331	\$ 795,710	\$ 529,070	\$ -	\$ 7,553,571

Finance Highlights:

- Monthly financial information (work-in-progress)
- YTD Revenues and Expenditures are as expected, including the known facility maintenance issues.
- Roy's onboarding update
 - Spent time with Terri, Tanya and Emily on key processes
 - Visited and toured Station 7 and 8
 - Continue to meet others on the team and partners/peers at other agencies
- 2025 Budget development
 - Budget kickoff, instructions and timeline communicated July 1, 2024
 - Submittal of budget request forms to BC Aug 1, 2024
 - Submittal of budget request forms to Administration for compilation Aug 15, 2024
 - Budget requests presented to Budget Committee Aug - Oct
 - Board of Commissioners budget workshop TBD
 - Budget presentation (Public Hearing) and adoption Nov 19, 2024
 - Approved Budget submitted to Jefferson County Nov 30, 2024
 - Approved Budget loaded in SpringBrook Dec 2024
- Audit update
 - The Audit started in August
 - Audit period: 3 years - 1/1/2021 through 12/31/23 for EJFR
 - We expect the audit to be completed between end of September and early October
 - Port Ludlow Fire District #3 audit through 12/31/22 was completed in 2023
- Apartment Lease
 - C. Holbrook and D. Severin will occupy the apartment in Seattle to attend Medic One Paramedic Training
 - Lease term: 8/1/24 – 7/31/25 for \$2,550 monthly.
 - 900 sq. ft., 2 Bedroom, 1 bath and 2 parking space
 - EJFR responsible for utilities and rental liability insurance



2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 08:33:50 Date: 08/09/2024

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	July	YTD	Remaining	
300 Revenue	10,721,100.00	79,295.13	6,068,645.14	4,652,454.86	56.6%
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	79,295.13	6,074,553.77	5,019,706.23	54.8%
Expenditures	Amt Budgeted	July	YTD	Remaining	
000	265,035.00	9,253.58	68,597.81	196,437.19	25.9%
210 Administrative	1,854,474.00	111,974.78	1,028,042.06	826,431.94	55.4%
211 Legislative	258,228.00	12,541.39	162,996.36	95,231.64	63.1%
220 Suppression	6,350,846.00	358,583.18	3,472,943.51	2,877,902.49	54.7%
230 Prevention	15,600.00	1,720.74	5,875.94	9,724.06	37.7%
241 Training Equipment	0.00	0.00	36.21	(36.21)	0.0%
245 Training	93,014.00	12,650.00	62,019.26	30,994.74	66.7%
250 Facilities	420,857.00	18,614.68	313,603.29	107,253.71	74.5%
260 Vehicles & Equipment	418,450.00	70,170.03	280,273.03	138,176.97	67.0%
520 Fire Control	9,676,504.00	595,508.38	5,394,387.47	4,282,116.53	55.7%
590 Debt, Capital & Transfers	1,398,179.00	428.41	190,063.52	1,208,115.48	13.6%
Fund Expenditures:	11,074,683.00	595,936.79	5,584,450.99	5,490,232.01	50.4%
Fund Excess/(Deficit):	19,577.00	(516,641.66)	490,102.78		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 08:33:17 Date: 08/09/2024

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	July	YTD	Remaining	
300 Revenue	6,334,175.00	271,017.74	3,566,810.47	2,767,364.53	56.3%
330	559,740.00	0.00	5,087.10	554,652.90	0.9%
Fund Revenues:	6,893,915.00	271,017.74	3,571,897.57	3,322,017.43	51.8%
Expenditures	Amt Budgeted	July	YTD	Remaining	
272 EMS Operations	6,556,277.00	521,114.56	3,108,810.04	3,447,466.96	47.4%
274 EMS Training	91,400.00	2,574.52	12,906.47	78,493.53	14.1%
520 Fire Control	6,647,677.00	523,689.08	3,121,716.51	3,525,960.49	47.0%
590 Debt, Capital & Transfers	215,000.00	0.00	133.06	214,866.94	0.1%
Fund Expenditures:	6,862,677.00	523,689.08	3,121,849.57	3,740,827.43	45.5%
Fund Excess/(Deficit):	31,238.00	(252,671.34)	450,048.00		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 08:23:14 Date: 08/09/2024

Source Codes 000 To: 999

Page: 1

001 Fire Fund #656001010

Expenditures	Amt Budgeted	July	YTD	Remaining	
520 Fire Control					
522 20 10 000-0 FF/EMT (40%)	2,711,765.00	214,524.61	1,438,793.13	1,272,971.87	46.9%
522 20 10 019-0 Overtime (40%)	712,316.00	48,501.30	260,065.50	452,250.50	63.5%
220 Suppression	3,424,081.00	263,025.91	1,698,858.63	1,725,222.37	50.4%
520 Fire Control	3,424,081.00	263,025.91	1,698,858.63	1,725,222.37	50.4%
Fund Expenditures:	3,424,081.00	263,025.91	1,698,858.63	1,725,222.37	50.4%
Fund Excess/(Deficit):	(3,424,081.00)	(263,025.91)	(1,698,858.63)		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 08:23:14 Date: 08/09/2024

Source Codes 000 To: 999

Page: 2

101 EMS Fund #657001100

Expenditures	Amt Budgeted	July	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	327,986.44	2,166,827.76	1,900,820.24	46.7%
522 72 10 019-1 Overtime (60%)	1,125,941.00	72,752.00	390,098.28	735,842.72	65.4%
272 EMS Operations	5,193,589.00	400,738.44	2,556,926.04	2,636,662.96	50.8%
520 Fire Control	5,193,589.00	400,738.44	2,556,926.04	2,636,662.96	50.8%
Fund Expenditures:	5,193,589.00	400,738.44	2,556,926.04	2,636,662.96	50.8%
Fund Excess/(Deficit):	(5,193,589.00)	(400,738.44)	(2,556,926.04)		

Date Prepared: 8/8/24

Subject: Executive Assistant/District Secretary Report

Prepared By: Tanya Cray

Meetings & Events:	<ul style="list-style-type: none">• 7/1 Negotiations• 7/2 RFP Planning Mtg• 7/8 Safety Meeting• 7/8 Agenda Prep Mtg• 7/10 Negotiations• 7/10 New Meet & Greet @ Finn River• 7/16 BOC Meeting• 7/17 Post BOC Mtg• 7/19 Terrestar Sale – True North• 7/22 Negotiations• 7/23 Jefferson County/EJFR ILA Mtg• 7/23 Server Room Tour for RFP• 7/29 Uniform Committee Mtg• 7/30 Negotiations• 7/31 Pre- Audit Mtg
Notable Projects	<ul style="list-style-type: none">• PL Voice Submission• Board Meeting packet preparation• GovDeals – Post and Monitor Items• Completed 1 Records Request
Highlights	<ul style="list-style-type: none">• Swapped offices with Terri for a week• Suburban and Terrestar Ambulance Sold• Kindra and I audited Healthforce Invoice and Billed Insurance• Worked with several program managers on 2025 Budget process/prep

Ready Rebound Summary	<p>Year to Date Usage: 3 On/Off Duty: 0/3 # of Wait Days Saved: 160 Total OT Savings Estimate: \$62,277 Total Cases to Date: 3 Total Cases to Imaging: 1 Total Cases to Physical Therapy: 1 Total Cases to Surgery: 1</p> <p><i>ROI Calculation</i> <i>1) Days Saved = Average Wait - Days to Appointment</i> <i>2) Backfill Months Saved = Days Saved / 28</i> <i>3) Overtime Shifts Saved = Backfill months * # shifts per month</i> <i>4) Overtime Backfill Saved = Shifts Saved * Overtime Backfill</i> <i>5) Total Overtime Savings = Sum of Overtime Saved for Given Time Period ** Courtesy Cases are not included in Overtime Savings</i></p>
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MSO Administrative Meetings	<ul style="list-style-type: none">• Weekly meetings with Dr. Carlbom• CARES Meeting X 2• JHC monthly meeting• Commissioners meeting• Met with JHC and Chief Black regarding CARES• Met with Captain Bergen, Robert and Chief Black regarding CPR program• Safety committee meeting• Training meeting for the EMS council training committee• Met with Dan Severin and Chad Holbrook regarding upcoming paramedic training• Several meeting with Capt Bergen regarding budget, new paramedic and other ongoing training• BHC Meeting
Calls	<ul style="list-style-type: none">• 13 Responses including 2 CPR's
Continuing Education/ Training	<ul style="list-style-type: none">• EMS connect, target solutions and other required trainings• Narcan and bleeding control class for juniors and seniors interested in health care careers• Fire house tour and education on becoming a paramedic for the above students• Mega codes and other training with the 3 new paramedics• BLS skills training with A shift at station 1• Working with preceptors and new paramedics on EMS sign off
Administrative duties and ongoing projects	<ul style="list-style-type: none">• Supplies/Medications/Controlled substance audits• Updating PAR levels on equipment and supplies for both medic and aid cars• QA/QI• Research and proposal for the Boston Paramedic program• Leave at home Narcan program• Code stat reports• CARES planning and year-end report for AWC• Begin budget requests

Date: 8/9/2024

Subject: *Battalion Chief 11 Report*

Prepared By: *Jason MacDonald*

BC 11 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Once per tour visit to all stations for crew contact and assistance• JeffCom User Group Meeting• 102 regarding CrewSense and increased tablet usage• Capt Bergen re: Probationary testing• MSO Ridgway, PM Preceptor Whiting and PM Ponte re: July preceptor progress
BC 11 911 Responses	<ul style="list-style-type: none">• "A" Shift Responses 173• BC11 responded to 25 incidents in the last month• 2 RV fires• 2 Brush Fires• 1 MVC
Continuing Education/ Training	<ul style="list-style-type: none">• A-Shift training 286 hours completed• EMS connect• Section 6 for one PFF successful completion• Ongoing Shift level training and scheduling
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and Callbacks• ESO Insights Dashboards
Planning and ongoing projects	<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• On going meetings with ESO, Jeffcom IT, and Jeffcom Director Stewart & DC Brummel regarding tablet usage.

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: August 11th, 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• Meetings with other facility maintenance managers• Apparatus Committee Meeting• Meeting with Engineer re: Station 5 annex
BC 911 Responses	<ul style="list-style-type: none">• Responded to 6 incidents in June, (was on vacation for 2 rotations).• Established or assumed command of 4 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
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• Facility Maintenance program oversight• Budget requests
Planning and ongoing projects	<ul style="list-style-type: none">• Training Committee• IFSAC Testing Technical Advisory Committee• IFSAC testing- IFSAC HMA, HMO, FFII and Instructor I tests• Budget requests• Facility maintenance planning

ESO	<ul style="list-style-type: none">• Nothing new to report.
Personal Protective Equipment	<ul style="list-style-type: none">• New gear is continually coming in, being inventories and issued.
Technical Rescue	<ul style="list-style-type: none">• Nothing new to report.
Wellness Program	<ul style="list-style-type: none">• Nothing new to report.
Facilities Maintenance	<ul style="list-style-type: none">• Facilities maintenance truck has been partially outfitted. Chad wanted some time to work out of it to decide how to set it up and what equipment was necessary.• Station 1 elevator testing and repairs were completed.• Station 5 annex repair has been planned and engineering is in process.• Station 2 EMS supply room is planned and a permit has been applied for.• Station 7 generator replacement is planned, propane has been moved, looking for a concrete contractor to extend the pad. We will be able to use a forklift, as opposed to having to have a crane company lift it over the building.• Station 6 fire alarm problem has been identified and was fixed.• Station generators received their biannual services.

Date: 8/10/24

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

BC 13 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Visit each station and collaborate with crews at least once per quarter.• 3rd Quarter BC Meeting• Finn River meet and greet for new employees• Vector Solutions Check It administrative development meeting• Attended BOC meeting via zoom
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 12 incidents in July none of any significance
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 331 hours of training)• Probationary Testing for PFF Heydon• Webinar- Developing a Long Term Fleet Replacement Plan presented by Fire Apparatus Magazine
Administrative Duties	<ul style="list-style-type: none">• Several apparatus updates see separate report• Callbacks for all staffing needs• Probationary expectations meeting with Lt Dalrymple, FF/PM Johnson and PFF/PM Rudnick regarding Rudnick's probation• Budget prep and answering questions from members on all different shifts• Reallocation of small engines and rescue tools program from Lt Dean to FF Secondez which explains my much shorter budget report
Volunteer Program	<ul style="list-style-type: none">• More discussions with Lt Dean and Lt McGuffey regarding next steps for volunteer transition to include onboarding process of applicants. Testing to begin in August




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

July Training Captain Report

August 6th, 2024

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none">• WSRB Hours for July: 289 hours• July total training Hours: 1010 hours• 3rd Quarter Credential hours: 915 hours
Overview:	<ul style="list-style-type: none">• Meetings• NASBLA Basic Crew Member Class at Point Hudson• 3rd Quarter Credential• Member Training• Budget Preparation
Meetings:	<ul style="list-style-type: none">• Battalion Chief 3rd Quarter Meeting• Budget meeting with Marin Program Lt. Dalrymple• Budget Meeting for EMS with MSO Ridgway• Budget Meeting for Firefighter in Training (Fit) with Lt. McGuffey/ Lt. Dean/ Mso Ridgway
NASBLA BCM Class:	<ul style="list-style-type: none">• East Jefferson Fire Rescue held a National Association of State Boating Law Administrators (NASBLA) Basic Crew Member Class (BCM) at Point Hudson.• Four agencies participated on five vessels over the five day 35 hour course• 27.5 classroom hours with 19 hours practical training
Member Training	<ul style="list-style-type: none">• Three Probationary members completed Section 6 Written and Practical• One Probationary member completed Engine Module of training and was recommended to count towards staffing.

	<ul style="list-style-type: none"> • All career members have completed over 33% of 1st month of 3rd quarter credential.
<p>Budget Preparation</p>	<ul style="list-style-type: none"> • Collecting Estimates from training resources • Wrote justifications for upcoming budget meetings. • Spoke with members responsible for different programs/ projects on forecasted training next year.
	
	



EAST JEFFERSON FIRE RESCUE

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

CRR Committee Friday, July 26, 2024, 1000-1100 Minutes

- I. Call to Order: 10:07am
- II. Roll Call: Wittenberg, E. Stewart, Stinson, Davis, Blanchard, Murray
- III. Approval of Meeting Minutes: Motion – Stinson, Seconded – E. Stewart
- IV. New Business
 - a. County Fire Danger Levels: Currently at VERY HIGH, Possibility it will lower based on weather conditions
 - b. Website Updates: Need to get more information out. Group members should look and suggest changes.
 - c. Fire Extinguisher Exchange Event: September, return expired extinguishers, learn how to use them, purchase a new one or service it. Working with Henery's and Tarboo Fire Extinguishers. If it works, plan to do it at multiple locations and include other items like expired marine flares and an ammo take back.
- V. Old Business
 - a. CRR Division
 - i. Community Risk Specialist – Pending Grant Award, no word
 - b. Smoke Alarm Installations
 - i. Out of Red Cross smoke alarms, not likely to get more until September. Requested from State Fire Marshals Office, they are sending some.
 - c. Public Education Van
 - i. Exterior Design mock ups being created, Blanchard suggested car seat safety messaging.
 - d. Farmer's Markets
 - i. Poison Control contact cannot come, switching to Addressing/Fire Hydrants, 8/3 PT, moved 8/11 market date to 8/25 in Chimacum.
 - ii. Sidewalk CPR 8/31 PT – Tammy
 - e. Jefferson County Fair – August 9-11, 2024
 - i. Staffing – Send emails for volunteers, Emily to order name tags for Commissioners.
 - ii. Demos
 - 1. Vehicle Extrication – Kauz working on vehicle, demo on Saturday
 - 2. Cooking Fire – on wet tarp? Maybe not great for current weather.
 - 3. Sidewalk CPR – Tammy working on volunteers, demo on Sunday
 - 4. Obstacle Course – Gather pieces from Sta 5, store at 2 then deliver to fair
 - 5. Apparatus Tours – Volunteers coming with Tenders, request Aid Car

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

- f. All County Picnic – August 18, 2024
 - i. Earthquake Simulation – Stressing the importance of being self-sufficient in a crisis
 - 1. Fire Extinguisher Prop, working with PUD to teach about shutting off gas and utilities.
 - 2. There is a new single event at the end of the day. They will announce an earthquake, and everyone will simulate roles of their departments.
- g. Fire Rescue Fest – October 12, 2024
 - i. Layout (Clouse)
 - ii. Permit Status – Waiting on insurance form
 - iii. Opening Ceremony
 - 1. Puget Sound Pipes and Drums - C. White will email the group
 - 2. National Anthem – Christa will be singing
 - 3. Lands Acknowledgement – D. Blanchard’s Brother-in-law has agreed to do this again
 - iv. Farmer’s Market approved us walking through after opening ceremonies, asked us not to block the market or pull people away from the market. Location may play a role.
 - v. Trailers
 - 1. County Safety Trailer available – Erin to reserve with Chief Manly (Possible to work a refurbishment into budget?)
 - 2. SFMO Sprinkler Trailer – Not available, winterizing
 - vi. Demonstrations
 - 1. Clouse Hand Pump – Clouse not in attendance
 - 2. Bucket Brigade – Fun way to get public involved
 - 3. Hose Make and Break Contest – FITs vs Career, get public to assist
 - 4. Kitchen Oil Fires – Good demonstration to use
 - 5. Technical Rescue
 - vii. Public Education - Options
 - 1. Smoke Alarms
 - 2. Fire Extinguishers
 - 3. Car Seats
 - 4. Sidewalk CPR
 - 5. Community Wildfire Plan
 - viii. Promotion
 - 1. Sims Rd Banner – Emily and Robert to design and order
 - 2. Coloring Contest – Emily will design
 - 3. Artwork – Request submissions from public
- VI. Wins
 - a. Rose Theater – Fire Extinguisher Training helped in their response and lack of damage
 - b. July 4th – No fireworks related fires or injuries, maybe due to messaging, maybe people weren’t aware they were allowed this year
- VII. Good of the Order – Nothing added
- VIII. Next Meeting – Monday, August 26, 2024, 9:00am – 10:00am, Jeff Michelson suggested as new member.
- IX. Adjournment at 10:48

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*

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	Fall '26
Brush Truck	\$175,000.00	Spring '25
Ambulance	\$275,000.00	Winter '25/'26
Rescue	\$250,000.00	Winter '25/'26
	\$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	

New Apparatus Updates

- Fire Engines
 - Budgeted for \$1,142,500 each for a total of \$2,285,000
 - In May of '24 the BOC approved the final cost of purchase not to exceed \$2,430,707.00
 - After the third attempt we have received a drawing that will meet all of our needs and we feel satisfied with.
 - Overall length increase of 4"
 - Keep current wheel base
 - Increase compartment space
 - Contract has been signed with True North Emergency Equipment for \$2,107,472.00 equaling \$1,053,736.00 per engine before taxes and delivery

expenses. Price is not final and will fluctuate based off changes during build process.

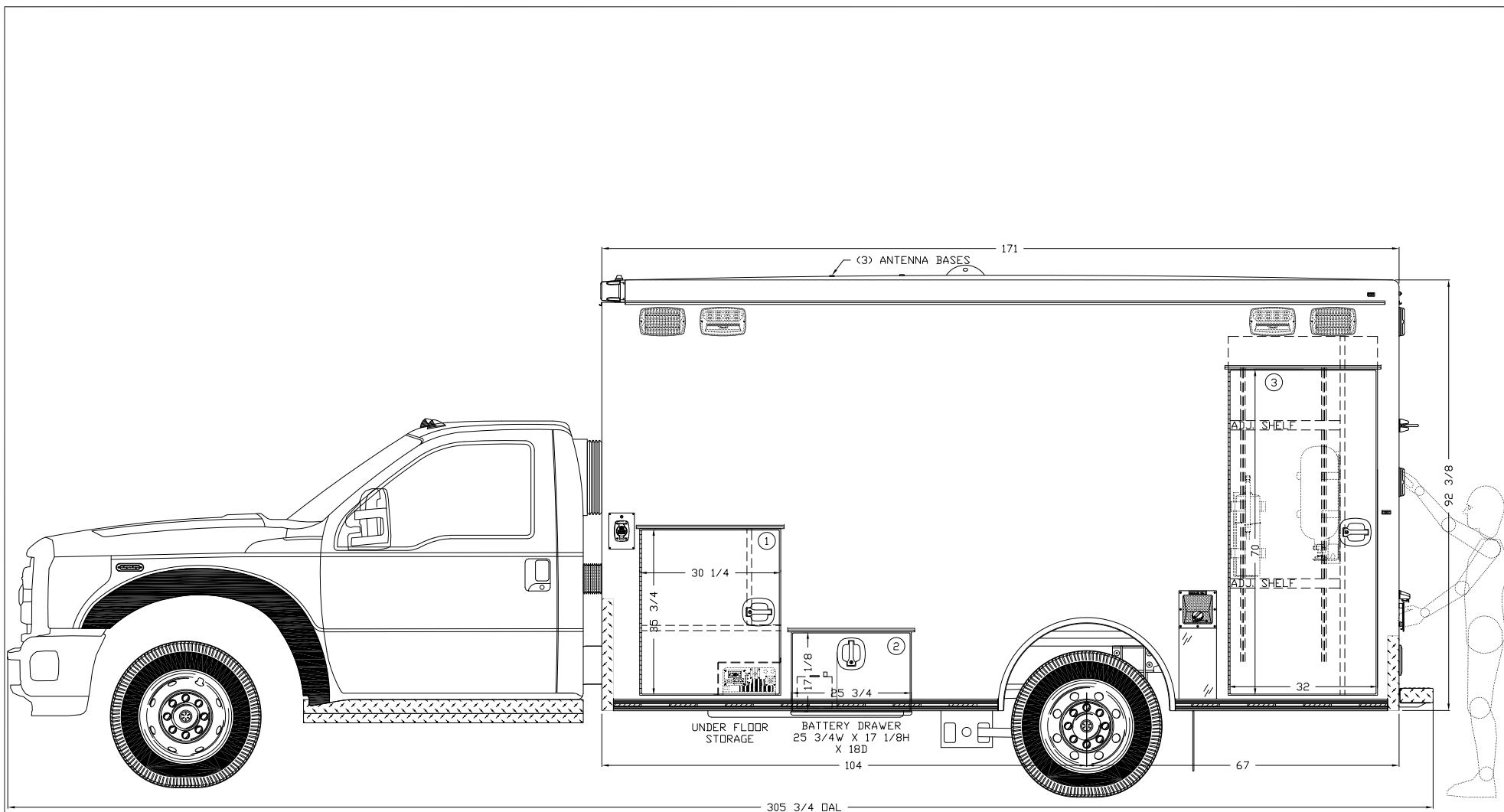
- Pre-construction meeting has been scheduled for Aug 26th-29th and the members that will be flying back to participate include Chief Black, BC Fletcher, LT Kauzlarich, LT Morris, FF Kinney and FF Richter.
- Ambulance 4x4
 - Budgeted for \$275,000
 - Drawings are attached for the new build.
 - A price has yet to be quoted.
- Medium Duty Rescue
 - Budgeted for \$250,000
 - Drawings are attached for the new build.
 - A detailed price has yet to be quoted but estimates from the manufacturer are in the \$215,000 range before taxes.
- 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.
 - Another meeting was held on 8/7 with the manufacturer Mallory and they are working on final estimates for pricing.
- Staff Vehicle
 - Budgeted at \$50,000, purchased for \$36,525.38 and received on 5/17/24
 - Chief Black's former vehicle, Chevy 1500 has now become Deputy Chief Brummel's vehicle and DC Brummel's vehicle will be the new BC14 vehicle. Additionally, Captain Bergen moved into former AC Tracer's vehicle and it has been relabeled as such.
 - Installer should be wrapping up with final installation of lights and radios on the week of 8/12
- 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
 - Lettering has been added to the vehicle as of 7/25
 - Briefed with Chad Lawson about his vehicle and he is working on purchasing items that he needs for the interior shelving and tools
- 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.

Surplus Apparatus and Equipment

- 2016 Horton Terrastar Ambulance (was reported by mistake as a 2019 in previous reports)
 - 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.
 - We have reached a verbal agreement with Hope Mission out of Calgary, Canada. They provide a service of transporting homeless members from their missions to hospitals and have been looking for a new vehicle that will help them continue with their mission.
 - Vehicle has been sold for \$35,000 to True North Emergency Equipment whose owner will be transferring the vehicle to Hope Mission and because we found the seller and it did not go through Brindlee Mountain Fire Apparatus we will not be charged the 10% commission from Brindlee Mountain.
 - Final report on this vehicle
- 1999 Chevrolet Suburban
 - After two failed attempts to sell through Gov Deals a local private party offered to purchase the vehicle for \$500.00 which was accepted.
 - Final report on this vehicle
- Various Apparatus Tires and Vehicle Parts
 - The tires taken off of Tenders 7 and 8 were regrouped and relisted on GovDeals.
 - Three lots were created and the first was sold and collected from the buyer in a timely manner.
 - The second and third lot were purchased by the same person but after several contact attempts to collect the tires there was no reasonable plan or reply and it was decided after 30 plus days that we would default the payment and look at reselling them in a different manner.
 - The second lot was since sold for \$1,000.00 locally and collected.
 - The third lot consisted of only seven tires, because we were planning to keep one as a spare for emergencies, but it has been since decided that it would be best to sell the lot as a set of eight and you will see a surplus request for one additional tire to make that true this month. After approved a local party has agreed to purchase the tires for \$1,000.00
 - Various wheels and tires were surplus by the board in June that were being stored at Station 3. The tires were mostly a mixture of winter studded tires that we no longer use, and all items have not been used for over five years. A local party agreed to purchase all of the tires and wheels for \$300.00 except for one

wheel that was given to NKFR for emergency repairs of either one of their vehicles or ours. The purchase of these tires and wheels saved us the cost of dismounting the tires and then the disposal fees.

- There were also two Chevy center consoles, a Ram center console and two Ram bumpers at Station 3 that we no longer had use for. These items were sold on GovDeals. One of the center consoles has been collected by the buyer the other items have received payment, and we are awaiting the buyers to collect their items.
- 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 going to potentially 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.
 - Decals have been removed from the vehicle and it will be listed for sale mid August.



Braun Northwest, Inc.

Department	SALES			Rev
Dwg. Name	EAST_JEFFERSON_F&R1			
Client	EAST JEFFERSON FIRE & RESCUE			
Date	7/30/2024	Drawing By	C.A.G.	

TITLE:

EXTERIOR S/S VIEW



DIRECTOR'S REPORT

July 25, 2024

❖ Projects:

- **Radio consoles:**

- ◆ System was assembled, connected to radios, recording and other interfaces and preliminary programming done in June and the second week of July.
- ◆ Jeffcom IT staff now working to complete fire toning programming and transitioning toning to the new system.
- ◆ Working with law and fire on MDC1200 codes for programming into the new system to identify each radio when it transmits normal or emergency traffic.
- ◆ Bringing the system online as the dispatcher radio interface and cross connection of Jeffcom and Pencom systems to provide APSAP functions are likely to occur in early August when the contractor returns to complete the project.
- ◆ Recording transition caused a failure in the long-term recording of phone calls on July 10, 11 and 12.

- **Network connections, redundancy and cloud-based CAD:**

- ◆ Jeffcom is transitioning to a faster, less expensive option for our NoaNet/PUD fiber connection to the internet, which will become our primary connection.
- ◆ Jeffcom and Pencom are discontinuing their direct fiber route through NoaNet/JNet.
- ◆ Both centers will continue to have a Astound (Wave) fiber connection as Jeffcom's secondary and Pencom's primary connection. Pencom's secondary connection will be through Starlink.
- ◆ Tyler has informed us that they will be discontinuing onsite CAD installations in the coming years and are encouraging all customers to transition to cloud hosting of CAD. Preliminary work is ongoing to determine costs, seek grants for some costs and plan for resiliency for PSAP and agency connections to the cloud.

- **Policies and procedures:**

- ◆ Updated dispatch SOP manual was moved into an online library in SharePoint for access by all staff and continued revisions. Intent is to avoid major



revisions in the future and instead to make incremental changes as staff, the User Group and the agencies make changes that affect SOPs.

- ◆ Finance Manager job description has been drafted including Clerk of the Administrative Board duties and will be proposed for consideration by the Board shortly. Work continues to revise and streamline finance procedures, including notable changes to accounts payable and reporting to the board in recent months.
- **Strategic plan:** Continuing discussions and research, including ongoing board conversations about funding mechanisms and research of recent strategic planning by other agencies

❖ **Budgetary Items:**

- **Recruiting:** Two Communications Officer applicants completed background and final testing and started trainee shifts July 1 and July 17. Applications, preliminary testing and occasional interviews will continue to establish a list for potential hiring once a trainee position is open.
- **Current staffing** is eight full-time, non-trainee communications staff, bringing days and nights to four COs each. This means everyone is on a normal 4/3/3/4 schedule except when covering for leave and training. We continue to benefit from assistance from part-time employees and JCSO deputies.
- **CAD maintenance credit invoices** by Tyler have been received and total \$412,779.10 covering fees paid to Tyler from April 2020 through the current maintenance agreement. They are being audited for overlap with our original invoices and with Pencom's. We are also working with Tyler to determine which portion of Jeffcom's credit (somewhat more than one third of it) is owed by Jeffcom to Pencom for our portion of those items that are billed once to them for the joint CAD so will be applied to the Pencom invoice for 2024. The remainder will be applied to the Jeffcom 2024 invoice.
- **SECO Equipment Grant** application for the July 2023 through June 2025 biennium is being drafted by IT for a quick turnaround with due date next week. This is limited to items that can be funded by SECO and excludes radio infrastructure. Likely to include some minor equipment already deployed as well as the potential move to cloud-based CAD.
- **2025 budget** draft will be brought to the Board at the August meeting for initial consideration. The ongoing discussions about potential modifications to agency fee structure cannot change the 2025 budget, as any such changes would require modification to the attachment to the primary interlocal agreement founding Jeffcom. Draft CFS totals for July through June are attached to this report.

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

- June communications-staff overtime was 191.25 hours among the eight full-time, non-trainee employees on staff that month. (For contrast, the previous

two months' overtime totaled 312.5 and 324 hours, respectively, among seven employees.)

- Still working on setting up an online store with new logo from which staff can order their allotment of uniform shirts.
- Found Therapy Services, which focuses on first-responder mental health, began sit-alongs in the center in this week.
- Beginning work on a revised Communications Officer job description to refresh the 2013 document and to align with national APCO effort to seek federal recognition that the public-safety-telecommunicator occupation has advanced far beyond the clerical work as which it remains federally classified.

❖ **External Relationships:**

- **Public Education:** With staffing on slightly firmer footing than last year, we have resumed 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), including successful participation with EJFR at two farmers markets this month.
- **Fire response plans:** Tyler instructor, Pencom, Jeffcom and agencies in both counties are working to schedule a two-day class in coming months. Prior to and in preparation for the training, I am interested in meeting with each fire chief and/or each district's potential trainees to work through some response-plan scenarios.
- **Jefferson County Fire Marshal** has expressed interest in becoming a Jeffcom customer in the future, the extent of their interest in CAD and radio connections to be determined as they determine the structure and responsibilities of the office.
- **East Jefferson Fire Rescue** has issued a request for proposals for IT support. Jeffcom has expressed its interest in providing IT and other services to its agencies, because we could provide highly skilled services to the betterment of customer agencies while increasing resilience and succession among our staff. However, we are struggling to determine how economically to meet needs of networks that are much less complex than Jeffcom's systems, as it would require adding at least one lower-level position to Jeffcom IT staff but without overstaffing and without adding expenses except those fully reimbursed by customer agencies.
- **Medivac providers** have been moved off rotation to a primary (Airlift Northwest) and secondary (Life Flight Network) arrangement at the direction of the Fire Chiefs Association. We continue to work with both providers to clean up the list of LZs shown in their web-based request systems and to address communication problems during launch requests.
- **User Group meeting is scheduled for July 30**
 - ◆ Update will be provided in the next Director's Report.

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

• Fire/EMS calls by agency

Agency	CFS count YTD	CFS count LYTD
EJFR	3153	3129
QFR	312	288
BFD	327	277
DBVFR	75	81
Total	3867	3775

• Law Enforcement calls by agency

Agency	CFS count YTD	CFS count LYTD
JCSO	7261	8169
PTPD	4822	4731
Total	12083	12900

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	10024	99.05	n/a
11-15 sec	65	99.69	90%
16-20 sec	18	99.87	95%
21-40 sec	13	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	10120		

• 911 Call Averages

Metric	YTD Average
Ring time	3.43 sec
Hold time	1.28 sec
Talk time	102.93 sec

• Non-911 Calls

Metric	YTD
Number of outgoing calls	5023
Number of incoming calls	10786
0-10 sec pick-up time	98.65%
Average ring time	3.64 sec
Average hold time	4.86 sec
Average talk time	102.27 sec

Draft 2023-24 CFS Summary for 2025 Budget

Agency	Raw Count	Excluded mutual aid	Net CFS Count	% of CFS total
JCSO	12921	834	12087	45.91%
PTPD	7983	215	7768	29.50%
EJFR	5694	226	5468	20.77%
QFR	590	174	416	1.58%
BFD	559	83	476	1.81%
DBVFR	130	18	112	0.43%
			26327	100.00%

Data Source

Reports from LERMS>DAM: "Jeffcom 2023 [law/fire] CFS counts for budget"
July 1, 2023, through June 30, 2024

Excluded Call Types

Law: BROD, CP, ERR, FU, MTA, New Call, TEST, TRAN, TRANC, TRANI, COM, COMPROB
Fire: COM, COMPROB, ERR, MTA, New Call, TEST

Excluded Mutual Aid

Law: PTPD to JCSO, JCSO to PTPD
Fire: Any district to any other district, including districts outside Jefferson County

Excerpt from Jeffcom ILA 2012


V. BUDGET, paragraph C

In conjunction with the development of the annual budget, the Board will prepare a methodology, based on the formula in Appendix A, for the distribution of JeffCom's operating costs to the parties to this agreement and to other agencies JeffCom is providing service to under contract. Said costs will be distributed proportionally among JeffCom's users as determined by each user's actual usage of JeffCom services as evidenced by the number of C.F.S.'s generated by each member agency. Each year a total count shall be made to determine the number of C.F.S.'s each participating agency generated between July 1st of the year previous to the year in which the budget is being formulated and June 30th of the year in which the budget is being formulated.

Appendix A

- The allocable proportion shall be computed as follows:

After formulating the budget for JeffCom, all outside revenue from taxes, grants, contracts for service and other sources shall be deducted from the total. The resulting balance shall be distributed proportionally among JeffCom's members as determined by each member's actual usage of JeffCom services as evidenced by the number of Calls for Service (C.F.S.) generated by each member agency generated between July 1st of the year previous to the year in which the budget is being formulated and June 30th of the year in which the budget is being formulated for calculating the allocable proportion for each member for the following calendar year.

	EAST JEFFERSON FIRE RESCUE	
	POLICY	
	Title of Policy: Electronic Fund Transfer	
	Policy Number: 6012	
	Date of Implementation:	
	Replaces: NEW	
Signature of Approval:		Date:

SECTION 1.0 POLICY/PURPOSE

East Jefferson Fire Rescue recognizes the use of electronic payment method as a safe and efficient method to process certain disbursements. East Jefferson Fire Rescue is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs) to ensure safeguarding the district's funds, that applicable oversight is in place for the use of EFTs and proper protocols are followed in accordance with RCW 39.58.750 and Washington State Auditors requirements.

All EFTs to vendors are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

SECTION 2.0 SCOPE

EJFR utilizes EFTs for the transmittal of payroll, payments to vendors associated with payroll, and monthly payments of procurement cards. EFTs are also utilized for other disbursements where practical or required. All EFT transactions will utilize the same procedures.

EJFR receives EFTs receipts directly through the Jefferson County Treasurer's Office.

SECTION 3.0 RELATED SOG'S

- See following SOG's: 6012a

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-16

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 “Confined Space Bottles, Mask and Wire Rope Hoist with 30’ of 7/8” rope”, Toyo Tire, Ferno Gurney and Ferno Stair Chair,

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 age of the escape bottles (2006) does not allow for cost-effective retrofitting to meet NIOSH standards.

WHEREAS, the need for the wire rope hoist does not meet the needs of the special operations missions due to the size and weight of the hoist.

WHEREAS, The Confined Space Escape Bottles and equipment have no value and will be disposed of through industry standards and properly accounted. The wire rope hoist has an approximate value of \$300 and will be disposed of through industry standards.

WHEREAS, The District no longer has a need Ferno Gurney and Ferno Stair Chair due to switching to another manufacturer.

WHEREAS, The TOYO Tire is past the NFPA standard of 7 years for tires.

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 20th day of August, 2024.

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

Exhibit A:
Hose and Appliance Surplus Inventory

ID	Condition	Hose Size	Length	Date	Manufacturer
No ID	FAILED	1.00"	100 ft.	Unknown	Unknown
FS18-02	FAILED	1.00"	100 ft.	2018	Niedner
FS21-003	FAILED	1.50"	100 ft.	2021	NAFH
B-05A	FAILED	1.75"	50 ft.	2000	NAFHC
11-58	FAILED	1.75"	50 ft.	2011	Niedner
19-08	FAILED	1.75"	50 ft.	Unknown	Unknown
C-03	FAILED	2.50"	50 ft.	1993	NAFH
86-01	FAILED	2.50"	50 ft.	1986	NFHC
XX-35P	FAILED	4.00"	25 ft.	Unknown	Unknown
16-14	FAILED	4.00"	25 ft.	2016	Unknown
XX-37	FAILED	4.00"	25 ft.	Unknown	Unknown
XX-07	FAILED	4.00"	30 ft.	Unknown	Snap-Tite
XX-30P	FAILED	4.00"	35 ft.	Unknown	Snap-Tite
96-07A	FAILED	4.00"	100 ft.	1996	Angus
98-12	FAILED	4.00"	100 ft.	1998	Snap-Tite
96-3	FAILED	4.00"	100 ft.	Dec-96	Angus
E-28	FAILED	4.00"	100 ft.	Oct-94	Angus
9716	FAILED	4.00"	100 ft.	Jan-97	Angus
No ID	FAILED	4.00"	100 ft.	Unknown	Unknown
88-16	FAILED	4.00"	100 ft.	Unknown	Angus
98-12	FAILED	4.00"	100 ft.	Jun-98	Imperial
96-4	FAILED	4.00"	100 ft.	Unknown	Angus
88-02	FAILED	4.00"	100 ft.	1988	Unknown
96-02	FAILED	4.00"	100 ft.	Unknown	Unknown
94-03	FAILED	4.00"	100 ft.	1994	Snap-Tite
98-03A	FAILED	4.00"	100 ft.	1998	Imperial
98-07	FAILED	4.00"	100 ft.	1997	Imperial
93-01	FAILED	4.00"	100 ft.	1993	Angus
E-55	FAILED	4.00"	100 ft.	2009	Snap-Tite
XX-19	FAILED	4.00"	100 ft.	Unknown	Unknown
96-04	FAILED	4.00"	100 ft.	Unknown	Unknown
96-08	FAILED	4.00"	100 ft.	Unknown	Key
98-11	FAILED	4.00"	100 ft.	1998	Snap-Tite
94-01	FAILED	4.00"	100 ft.	Unknown	Key

98-035	FAILED	4.00"	100 ft.	1998	Imperial
XX-1A	FAILED	4.00"	100 ft.	Unknown	Angus
94-02	FAILED	4.00"	100 ft.	Unknown	Angus
94-06	FAILED	4.00"	100 ft.	Jan-97	Angus
96-4	FAILED	4.00"	100 ft.	Unknown	Angus
10070	FAILED	2.50"	Hydrant Gate	Unknown	HASBRA

QTY 1: Wire Rope Pulling Hoist Serial # 1977003 made in 2019 with a 5400kg capacity and 30' of 7/8" Wire Rope

QTY 1: Toyo Tire V43T 6XFW 4817

QTY 1: Ferno Gurney Serial # 08N-336669

QTY 1: Ferno Stair Chair Serial # L-358248

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-17**

**DESIGNATING INDIVIDUALS TO AUTHORIZE CHECKS AND CONDUCT
BANKING TRANSACTIONS**

WHEREAS, on January 25, 2016, 1st Security became the District's Bank for the purpose of payroll expenses and accounts payable,

WHEREAS, the Board of Commissioners of Jefferson County Fire Protection District No. 1 designate and authorize those individuals in the following positions to sign checks and conduct banking transactions for County Fire Protection District No. 1,

1. Chairman of the Board of Commissioners
2. Fire Chief
3. District Secretary
4. Business Manager
5. Finance Director
6. Designated Finance Committee Member

WHEREAS, individuals in the positions designated change from time to time,

WHEREAS, the official minutes of the Board of Commissioners meeting shall be sufficient evidence to change the individuals holding these positions for the purposes of authorizing designated transaction and signing officers,

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Jefferson County Fire Protection District No. 1 hereby appoint the positions of Chairman of the Board of Commissioners, Fire Chief, District Secretary, Business Manager, Finance Director and designated Finance Committee Member the authority to sign checks and conduct banking transactions.

Approved this 20th day of August, 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT #1 BOARD OF COMMISSIONERS

Deborah Stinson, Chair

David Seabrook, Commissioner

Steve Craig, Commissioner

Geoffrey Masci, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

Resolution 24-17 Banking Signatures

August 20, 2024

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-18
APPOINTING AGENT TO RECEIVE CLAIMS AGAINST THE DISTRICT PURSUANT TO
RCW 4.96.020

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local government entity shall appoint an agent to receive any claim for damages made under chapter 4.96 RCW.

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's commissioner, officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

WHEREAS, the agent so named in Resolution No. 17-05 is retiring from the District.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Jefferson County Fire Protection District No. 1 Board of Commissioners rescinds Resolution No. 17-05 and appoints the below listed agent to receive any claims for damages made under chapter 4.96 RCW.

Agent Appointed: District Secretary, currently Tanya Cray
Office Address: 24 Seton Road, Port Townsend, Washington 98368
Business Hours: Monday through Friday, 8:00 AM – 4:00 PM, Closed holidays

BE IT FURTHER RESOLVED, by the Board of Commissioners of Jefferson County Fire Protection District No. 1 that a duplicate original of this Resolution shall be recorded with the Jefferson County Auditor.

Approved this 20th day of August, 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

Deborah Stinson, Chair

Geoff Masci, Commissioner

Dave Seabrook, Commissioner

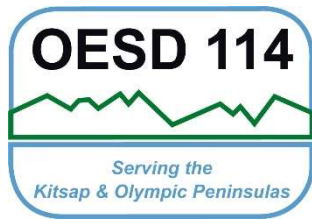
Ed Davis, Commissioner

Steve Craig, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary



Olympic Educational Service District 114
105 National Avenue North • Bremerton, WA 98312
(360) 479-0993 • FAX (360) 405-5813

Olympic Educational Service District Proposal for IT Services

For East Jefferson Fire Rescue

East Jefferson Fire Rescue

24 Seton Rd.
Port Townsend, WA 98368
C/O Tanya Cray

Submitted by:

Olympic Educational Service District 114
105 National Ave
Bremerton, WA 98310

Contact Persons:

Zachary Aho
Network Services Supervisor
zaho@oesd114.org
(909) 964-8956

Jason Rhoads
Assistant Superintendent
jrhoads@oesd114.org
(360) 479-6894

Experience and Background

Olympic Educational Service District 114 was formed by the State of Washington in 1969. The Network Services department was established in 1996.

Olympic ESD Network Services provides a variety of services to school districts and local governmental agencies such as fire departments, port districts, and libraries. We provide WAN support for the 16 school districts of the greater Kitsap and Olympic Peninsulas. We also offer additional support through yearly contracts and hourly-rate services.

Network Services provides consulting support to district IT staff, and provides comprehensive IT services for districts without IT staff.

Business Distribution

OESD Network Services contracts with 9 school districts, 3 fire departments, 3 port districts, and 1 library district. Additionally, OESD provides technical training and services the wide-area network for 16 school districts of Kitsap, Clallam, Jefferson, and North Mason counties.

Project Experience

Three projects of a similar size and scope as required by the scope of work for this project within the last five years:

1. North Kitsap Fire Rescue
2. Poulsbo Fire Department
3. East Jefferson Fire Rescue

For over ten years, OESD Network Services has been the primary provider of IT services to North Kitsap Fire and Rescue, Poulsbo Fire Department, and East Jefferson Fire Rescue.

Services Provided

Network

- Local area network infrastructure component installation and support: routers, switches, firewalls.
- Use of network monitoring technology to measure network system health and perform troubleshooting.
- Troubleshooting and maintenance of fiber optic equipment.
- Wireless, with expertise in Ruckus and Ubiquiti solutions.

Desktop

- Software installation and troubleshooting.
- Operating system installation and upgrades.
- PC, Chromebook, and Macintosh platforms.

- Client software installations.

Server/Cloud

- Microsoft Windows Server and Hyper-V Virtualization.
- File and print services and applications servers.
- Microsoft Office 365, SharePoint, and Azure.

Firewall

- Needs assessment, configuration, installation, logging services, and maintenance. Specializing in Fortinet solutions.

Cybersecurity and Backup

- Local and offsite backup for servers
- Cyber Security training for staff

Client List

OESD currently contracts with several districts within East Jefferson Fire Rescue's service area:

1. Port of Port Townsend
2. Port Townsend School District
3. Chimacum School District
4. Quilcene School District
5. Jefferson County Library

Previous area contracts include the City of Port Townsend and Jefferson County Communications (JeffCom 911).

Other vendors currently receiving similar services:

6. North Kitsap Fire Rescue
 7. Poulsbo Fire Department
 8. Port of Kingston
 9. Port of Brownsville
-

Cost of Proposal

The annual cost to EJFR for services provided are detailed in the table below. Services provided are based on the average number of days per week a technician will be available to EJFR for the period covered by the contract, for a total of no less than 46 days. Firewall Services and Enhanced Services are provided under Parts 2 and 3, respectively.

Service	Fee Basis	Factor	Notes	Total
1. Technology Support Services	\$28,490.00	1.5 days per week		\$42,735.00
2. Firewall Support Services	\$2,850.00	2 units	Admin, St 7	\$5,700.00
3. Enhanced Support Services		0 units		
Contract Total				\$48,435.00

Technology Support Service Details

OESD 114 Network Support Services provides the following:

1. **Basic Services.** Basic Services consist of the following:

- Wide area network support:
 - Problem identification and tracking to resolution.
 - Installation support - network infrastructure project management and assistance.
 - Direct maintenance or coordination of third-party maintenance of District-owned network equipment.
- **Local area network support:**
 - Problem identification and tracking to resolution and any required third party coordination.
 - Installation support, network infrastructure project management and design coordination for new installations, facility expansions, moves or redesigns.
 - Traffic monitoring, minor wiring repair and additions, and wireless network configuration.
 - Coordination of third-party maintenance contracts for District-owned network equipment.
- Consultation, advice and assistance to District on topics related to network operations.
- Basic server support:
 - Installation, setup and support for Windows and Linux servers providing basic network functions such as web services, FTP, DHCP, DNS and directory services. Support for standard and virtual servers.
 - Where no district technology staff person is designated to share administrative duties, full administrative access to the server is limited to OESD114 Network Services. Most server administration is performed when the technician is on-site, with some tasks being performed remotely via network access.
 - Performance of data backups on servers during days a technician is on-site. District is responsible to provide server upgrades and blank media, if required.
- Installation of computer workstation hardware and peripherals.
- Installation of operating systems and district-owned software onto computer workstations.
- Configuration of supported personal computers and district-owned mobile devices to function in a network environment.
- Troubleshooting computer workstation and peripheral equipment problems, documentation and submission of information for items needing repair.

- Identification of application software problems and reporting to appropriate parties if needed.
- Workstation hardware and software upgrades, as required.
- Network Services program summary to be reviewed with District twice annually.

2. **Firewall Support Services.** OESD 114 Network Support Services will administer and maintain the District's firewall appliance which consists of (1) changes to firewall configuration; (2) firmware upgrades and configuration backups; (3) periodic review of firewall functionality; (4) fault isolation to identify and correct problems; and (5) any other services directly related to maintenance of the currently installed firewall appliance.

3. **Enhanced Server Support Services.** OESD 114 Network Support Services will administer and support the physical or virtual file servers beyond core servers that provide main file storage and domain and other basic network functions such as DNS and DHCP, which are included in the functions covered in Basic Services. Enhanced server support services consist of: (1) security maintenance, including anti-virus and operating system updates and application of security patches; (2) maintenance of system documentation; (3) periodic upgrades to the servers included under service contracts, as released by the relevant software manufacturer; (4) local machine account administration; and (5) performance of data backups. The District is responsible for providing backup software upgrades and blank media, if required.

Duties of OESD 114 Applicable to Services

4. **Service Timing.** The cost for Basic Services provided under Appendix D are based on the average number of days per week a technician will be in the district for the period covered by this contract, with each day per week equating to .2 FTE on a 260 days per year basis. OESD 114 may exclude up to six days per contract year for holidays and vacation or sick leave for OESD 114 personnel providing services. The cost for Firewall Support Services and Enhanced Server Support Services are on a per machine supported basis.

Duties of the District Applicable to Services

5. **Primary Contact.** The District will designate an individual to be the primary point of contact for communications.

6. **Costs Not Covered.** Software licenses and equipment acquisition, replacement and maintenance costs are not included in the services provided by OESD 114. These costs are excluded from this contract and are the sole responsibility of the District.

By: Zachary Aho
Network Services Supervisor

By: _____
Asst Superintendent

Date: 8-1-2024_____

Date: 08/02/2024

Board of Directors

Ann Byrnes • Bruce Richards • John Haupt • Stephanie Parker • Vicki Collins • Kurt Hilyard • Jim Stoffer
Dr. Aaron Leavell, Superintendent

Aesir Engineering, PLLC

4476 Lopez Avenue, Port Townsend, WA 98368
(360) 531-4336 • mikael@aesir-engineering.com
www.aesir-engineering.com

Chief Bret Black
East Jefferson Fire and Rescue
24 Seton Road
Port Townsend, WA 98368

Date: July 16, 2024

Re: East Jefferson Fire Rescue Station 5, 6675 Flagler Rd., Nordland, WA 98358

Dear Chief Bret Black:

On July 16, 2024 I visually inspected the structure mentioned above. Present during this inspection was Chad Lawson.

The building should not be used due to its structural damage.

This structure does not appear to have a designed lateral system. Thus, even with the below suggested repairs, it is my opinion that this structure should not be used for emergency supplies nor emergency vehicles. The building might be retrofitted to meet the building code's requirements for the current use of this building. To do so, a full structural analysis of the building is required. The remaining of this report will suggest repairs to restore the building's gravity system by the two garage doors.

The short wall, separating the two garage doors, has structural damage, and it has been altered from the original construction. What was observed were

1. The garage door to the left has been widened from 10'-0" to 10'-11". The wall and concrete curb were shortened by 11 inches (see Figure 2).
2. The original header was left in place above the garage door to the left. Thus, this garage door does not have a header. The only visible continues supports are the top plates and a 2x member below the existing header. See Figure 4.
3. The concrete curb is completely sheared off (see Figure 2 and 3).

These are two possible solutions (A) to provide a building code compliant gravity load resisting system for the two garage doors, or (B) to restore the building's gravity supporting system to its original design.

- A. Leave the door openings as-is. This will require a new header above the left garage door. Also, the concrete curb should be removed to the level of the slab-on-grade (SOG). Install a new sill plate with two new anchor bolts, and three (3) new 2x jack studs and one (1) new king studs. These wood members must be preservative-treated.
- B. Restore this wall to its original size. This will shorten the left garage door by about 11 inches, and the existing header can be left in place. Fill the damaged SOG with "Raeco Feather Spread RPS." As in option A, the concrete curb should be removed to the level of the slab-on-grade. Install a new sill plate with two new anchor bolts, and three (3) new 2x jack studs and one (1) new king studs. These wood members must be preservative-treated.

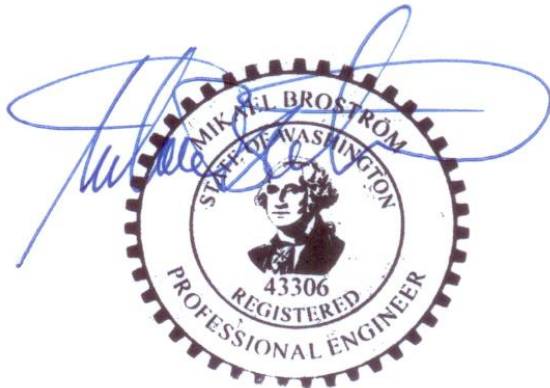
Building department approved structural calculations and drawings for either repair option A or B are required prior to construction begins.

The opinions and recommendations contain in this report are based on visual field observations performed as part of this investigation. No physical testing, other than measurement of some elements of the building, has been made. We were asked of the conditions of the building pertaining to and resulting from recently discovered structural damage. Based on the field observations made to date, we believe that the investigation that we conducted was sufficient to make those determinations.

Our conclusions are professional opinions derived in a manner consistent with the level of care and skill ordinarily exercised by other members of the profession currently practicing in this area. The accuracy of the conclusions is limited by the extent of investigation that was possible. Conclusions are subject to modification if additional information is presented. This report does not constitute a design, nor does it address any portions of the structures other than those noted in this report or our field notes. This report does not provide any warranty, expressed or implied, for any portion of the existing structures. This report does not address any non-structural systems such as electrical, plumbing, heating, ventilating, or mechanical systems, nor does it address site conditions.

Thank you for utilizing the services of Æsir Engineering, PLLC to assist you in this investigation. If you have any questions or need further information, please feel free to contact us.

Sincerely,
Æsir Engineering, PLLC



Mikael Broström, P.E.
Principal



Figure 1. Garage wall (it has been painted red since this picture was taken)



Figure 2. The base of the wall separating the two garage doors as seen from the outside.



Figure 3. The base of the wall separating the two garage doors as seen from the inside.

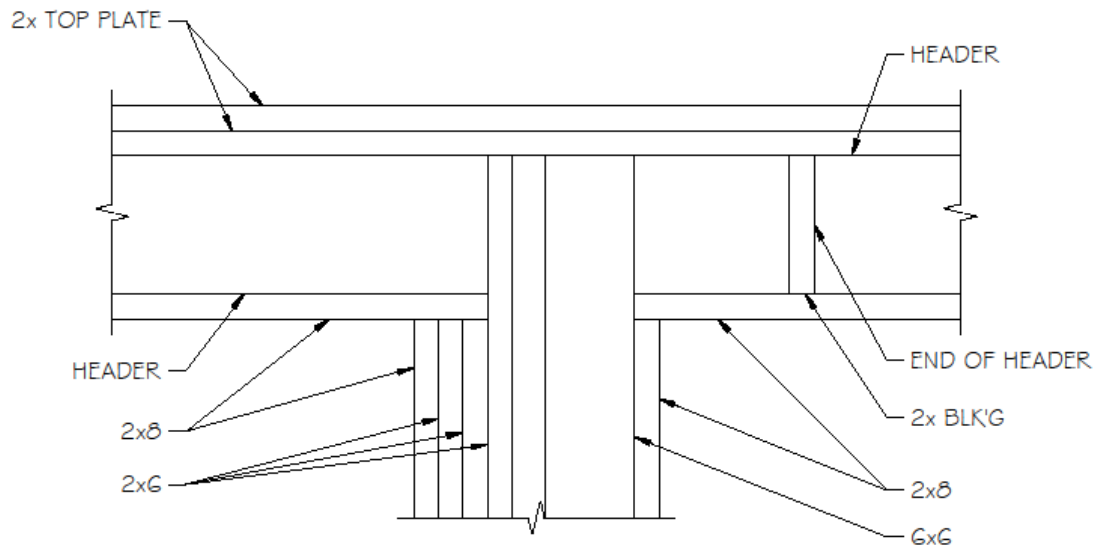


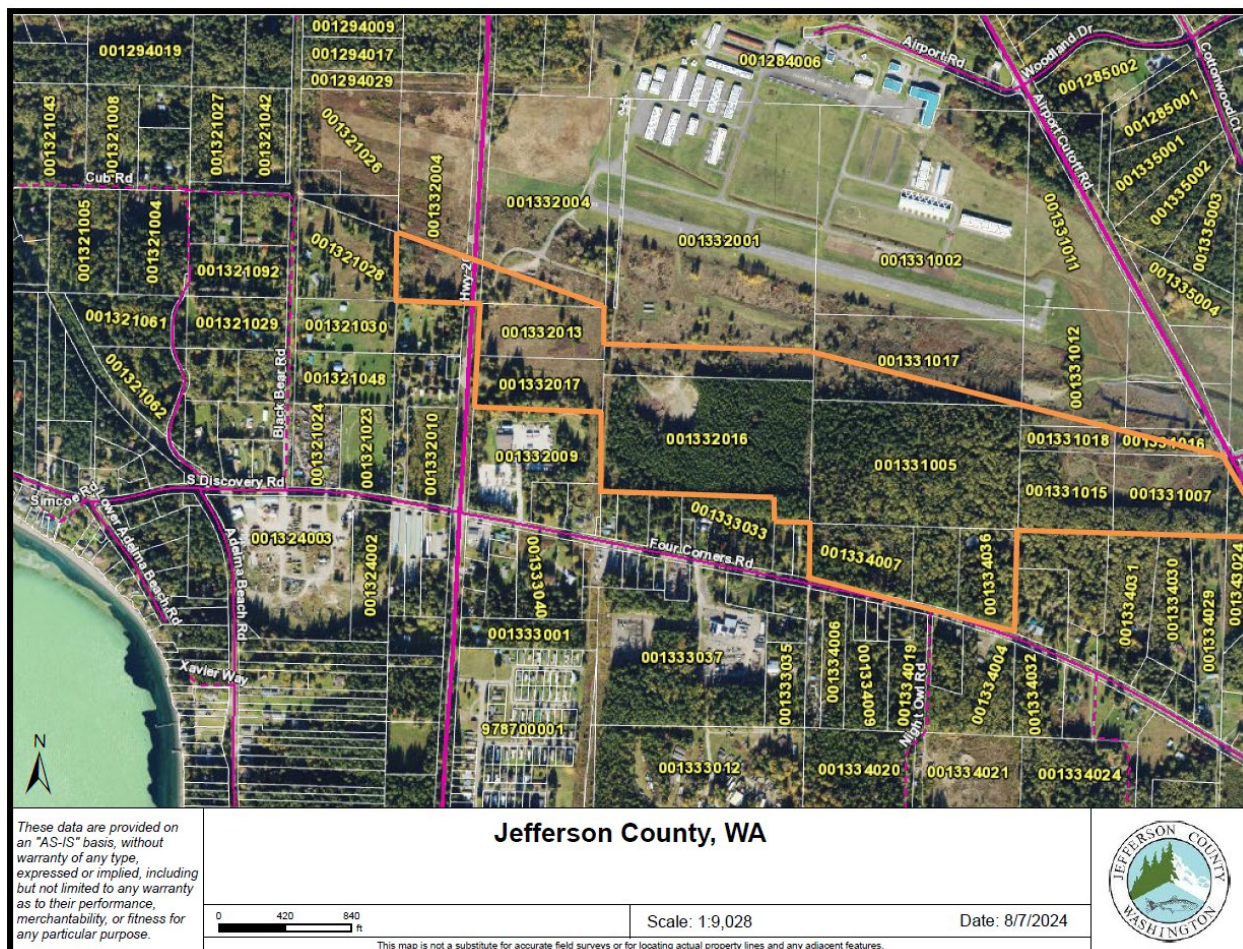
Figure 4. Existing headers / stud construction as seen from the inside.



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

The draft map (below) shows the extent of a port-proposed expansion of the existing JCIA Overlay III around the airport. JCIA III allows for non-aviation rural industrial uses. This map proposes an expansion of the overlay which does not impact the underlying zoning or use, rather, the overlay would only come into effect (1) if the port owns the property and (2) if the port includes the property in its FAA approved airport layout plan.

EJFR's APNs 001331015 and 001331007



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

AMERICAN STRATEGIC INSURANCE CORP

P.O. Box 33018
St. Petersburg, FL 33733-8018

PROGRESSIVE
HOME

Notice of Non-renewal

Agent ID: 515002
INSZONE INSURANCE
2721 Citrus Rd, Ste A
Rancho Cordova, CA 95742
(877) 308-9663

Policy Type: Homeowners
Policy Period: 09/22/2023
Policy Number: [REDACTED]
Property Address: [REDACTED]
PORT LUDLOW, WA 98365-9626

Notice Date: 07/19/2024
Coverage Ends: 09/22/2024 12:01 A.M.

Dear Policyholder,

Your policy will expire at 12:01 a.m. on 09/22/2024 for the following reason(s):

We are unable to offer a renewal policy to you since your property's wildfire risk score exceeds our eligibility guidelines. Wildfire risk scores are determined by a variety of factors, including property location, environmental conditions, topography and burn probability. While we encourage you to take steps to reduce your property's wildfire risk, any mitigation actions you take will unlikely change your wildfire risk score. Please contact your agent for help finding replacement coverage.

If you have any questions or wish to dispute this non-renewal, please contact your agent. You may also want to contact your agent for help finding replacement coverage.

If you have questions or concerns about the actions of your insurance company or agent, or would like information on your rights to file an appeal, contact the Washington state Office of the Insurance Commissioner's consumer protection hotline at 1-800-562-6900 or visit www.insurance.wa.gov. The insurance commissioner protects and educates insurance consumers, advances the public interest, and provides fair and efficient regulation of the insurance industry.

Mortgagee(s):
First Fed Bank
PO Box 3308
Santa Rosa, CA 95402
Loan #:0718000360

2024 Upcoming Events

Group	Event	Date
August		
All	Airport Day	8/3
CRR	National Night Out	8/6
CRR	Jefferson County Fair	8/9-8/11
BOC/Admin	JC Commissioners & Admin. Mtg	8/15
EJFR	All County Picnic	8/18
EJFR	Community Opportunity Fair - Bay Club	8/27
September		
CRR	Farmers Market/Sidewalk CPR	9/29
October		
CRR	Farmers Market/Sidewalk CPR	10/5
CRR	Fire Prevention Week	10/6-10/12
EJFR	Fire Rescue Fest	10/12
WFCA	Snure Legal Seminar	10/23
WFCA	Annual Conference - Spokane	10/23-10/26