



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

October 15, 2024

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

- A. Approve Minutes from the September 17, 2024 Regular Board meeting TAB 2A

Vouchers

1. Approve General Fire expenditure warrants dated September 24, 2024 and September 30, 2024 totaling **\$484,439.48**
2. Approve EMS expenditure warrants dated September 24, 2024, and September 30, 2024 totaling **\$16,628.98**
3. Approve payroll expenditure warrants dated September 18, 2024, October 4, 2024 and October 7, 2024 totaling **\$801,795.16**

3. Correspondence –

TAB 3

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

5. Presentations –

6. Announcements and Acknowledgements

7. Staff Reports -

TAB 7

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

Deputy Chief Brummel
Finance Director
CRR Manager
Battalion Chiefs

8. Committee/Workgroup Reports

- A. Budget Committee - *see Finance Director's Report*
C. Data Group - *Did not meet*

- | | |
|--|---------|
| D. Community Risk Reduction | TAB 8D |
| E. Apparatus Committee | TAB 8E |
| 9. JeffCom Report – | TAB 9 |
| 10. Local 2032 Report | |
| 11. Public Comment – <i>(for items on the agenda, 3 minutes per person)</i> | |
| 12. Old Business | |
| A. Strategic Plan – Implementation Tool <i>(Informational)</i> | TAB 12A |
| B. St 5 Update | |
| C. St 7 Generator Update | |
| D. Policy/SOG Updates – | |
| 6008 Admin Benefits Policy Proposal | TAB 12D |
| 13. New Business | |
| A. Resolution 24-20 Ambulance Billing Fees | TAB 13A |
| B. DP – Apparatus Committee Recommendation | TAB 13B |

Executive Session The Board will be going into executive session pursuant to RCW 42.30.140(b) relating to collective bargaining issues and negotiations; and pursuant to RCW.42.30.110(l)(g) to review the performance of a public employee.

- C. HR/Business Manager Contract
- D. CBA 2025-2027

- | | |
|---|--------|
| 14. Upcoming Topics/Events | TAB 14 |
| <ul style="list-style-type: none">• 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 September 17, 2024**

CALL TO ORDER

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

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Admin Staff: Chief Black, DC Brummel, Community Risk Manager Wittenberg, Finance Manager Ysseldyke-All, Finance Director Lirio, MSO Ridgway and District Secretary Cray.

1. AGENDA CHANGES –

2. CONSENT AGENDA

- Approve Minutes from August 20, 2024 Regular Board Meeting

VOUCHERS

1. Approve General Fire expenditure warrants dated August 8, 2024, August 20, 2024, August 22, 2024, and September 5, 2024 totaling **\$294,474.77**
2. Approve EMS expenditure warrants dated August 8, 2024, August 20, 2024, August 22, 2024, and September 5, 2024 totaling **\$82,606.99**
3. Approve payroll expenditure warrants dated August 19, 2024 and September 4, 2024 totaling **\$823,422.08**

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

3. LIST OF CORRESPONDENCE – Provided in Board packet. The Board discussed the SAO Audit Exit Interview invite and Commissioners Stinson and Davis opted to attend on behalf of the Board.

4. PUBLIC COMMENT – No public in attendance.

5. PRESENTATIONS – CRM Wittenberg provided a short presentation on an interagency agreement between the Fire District and the Department of Natural Resources (DNR). EJFR will support the DNR Wildfire Ready neighbors Program to residents of our Fire District. This includes home visits and assessments, promotion of the program and training. DNR will provide funds for all aspects the program for the performance period of August 30, 2024 – June 30, 2025.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS –

7. STAFF REPORTS

September 17, 2024

Chief Black

Black gave a summary of the engine pre-con trip to South Dakota. The specs were reviewed page by page. Key notes: added storage space, hard suction and a “cleaner” cab. The original completion timeline was 825 days, however it could be closer to 600 days. The fire danger level was lowered to moderate.

Brummel

Brummel and several others were able to visit Camp Parsons in Brinnon to see the incident command post for the ongoing wildland fire they were having.

Finance

Finance Director Lirio reported the audit was expected to be clean with much thanks to Terri and all employees for following out policies and procedures. He was able visit Systems Design and conduct an audit. He noted the 2025 budget committee continues to meet and they are currently looking at required vs. discretionary requests, adding that the 1% revenue increase does not cover all requested expenses.

With Teresa Ysseldyke-All retiring soon, all accounts and financial transactions will need to be transitioned to Roy Lirio. This includes our Banner Bank credit card account that is in Teresa Ysseldyke-All’s name, it will need to be switched to Roy Lirio, our new Finance Director.

MSO

MSO Ridgway recently returned from the EMS World Conference with CARES PM Jeff Woods. She noted a focus on mental health for providers as well as a push for EMS to carry blood. There has been an uptick on overdoses in the county, likely due to a bad batch of fentanyl going around.

Our Medic One students have started classes and are working on IV’s, they will start riding on Medic 10 in a couple of weeks. FF G. Williams has been accepted to the Boston PM program in May of 2025. He will take an A&P class prior.

All other reports are included in the meeting packets.

8. COMMITTEE/WORKGROUP REPORTS

A. Budget Committee – See Finance report.

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

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

D. Community Risk Reduction Group – Wittenberg reported the Fire Extinguisher Exchange on September 14th was a huge success. It was held at Henery’s Building Supply in collaboration with Tarboo Extinguishers. Henery’s sold out of their extinguishers and Tarboo sold 35 of theirs. Both agencies are eager to participate again. Many attendees learned how to use an extinguisher with the EJFR prop.

E. Apparatus Committee – The new Brush chassis has been ordered and it is expected to be in service for fire season 2025. This will be the first brand new brush truck the district has ever owned.

9. JeffCom Report – They have figured out some of their toning issues and corrected them. They are now able to push out calls faster. The consoles are still being adjusted. Redundancy is still an issue and they are considering options such as Starlink to remedy this.

10. LOCAL 2032 REPORT – No report.

11. PUBLIC COMMENT - Agenda items only – Lisa Vanhorn noted that she attended the memorial service for Dr. Copass. He made a lasting impression on many people, EJFR included.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Black stated that Initiative 4 has had a lot of focus recently with Ready Rebound and Healthforce screenings.

B. St 5 Update

We are still in the design phase and are awaiting more information.

C. St 7 Update

An extended slab has been poured for the new generator, they are getting ready to remove and replace the old generator.

13. NEW BUSINESS

A. Policy/SOG Updates –

Policy 6008 – Admin Benefits Policy Proposal – The Board reviewed the proposal to update several administrative benefits. The Board requested a red lined version of the new policy to be able to compare the proposed changes. This will be on next months' agenda.

B. Resolution 24-19 Surplus PPE – MOTION: Seabrook moved to approve Resolution 24-19 as presented. Craig seconded the motion which carried unanimously.

C. Brush Truck Order – See apparatus committee report. Admin is researching if the LOCAL program can be used for the chassis and box.

D. Pub Ed Event Tracker – Wittenberg reviewed the spreadsheet he uses to track all of the public education events. The highly detailed report is a great tool for WSRB to use when reviewing these events when rating the District.

E. Commissioner Masci Absence – Seabrook moved to excuse Commissioner Masci for his absence. Craig seconded the motion which passed unanimously.

Executive Session – At 4:08pm Stinson called an executive session pursuant to RCW 42.30.140 (b) relating to collective bargaining issues and negotiations and RCW 42.30.110 (I)(G) to review the performance of a public employee for 30 minutes. The session will last until 4:37pm. Black, Brummel, Lirio and Cray remained in session with the Board.

At 4:38 the session was extended 20 minutes until 4:58pm.

At 4:58 the session was extended 10 minutes until 5:08pm. Cray was excused from the session.

At 5:08 the session was extended 10 minutes until 5:18pm.

Stinson called the meeting back to order at 5:18pm stating no decision were made.

14. UPCOMING TOPICS/EVENTS – WFCA Annual Conference in Spokane coming up. Fire Fest and EJFR Badge pinning on October 12th.
Black, Wittenberg and Murray are attending the Fire Prevention Conference in Lake Chelan on October 13th.

GOOD OF THE ORDER –

Brummel thanked everyone for their condolences following his mother's passing. Her memorial will be on October 12th so he will miss Fire Fest and the Badge Pinning.

Stinson pointed out the great press received for the 9/11 ceremonies that took place.

Roy noted that this was Terri's last board meeting and noted her job well done in the transition process and he had not ever seen a cleaner set of books.

Seabrook announced that he had been appointed the alternate representative for the EMS Council on behalf of the Jefferson County Fire Commissioners and Administrative Personnel Association.

Chief Wayne Kier has announced his retirement of his 45 year career in the fire service effective October 12th.

ADJOURNMENT

Stinson adjourned the meeting at 5:25pm.

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

September 17, 2024

Dear Chief Black,
Thank you so much for hosting us at
your facility for our Optimizing EMS-
Billing event. Your support made it all
possible, and we truly appreciate the
opportunity!

Thanks again for your generosity.

Best,

Alyssa Christenbury
Systems Design West



Gary B. Larson is 🙏 feeling grateful.

58m · 🌐

...

Donna and I have had these thoughts before recent days, but we are so thankful for the caring, skilled, collaborative, and effective work of the public servants at [Jefferson Healthcare](#) and [East Jefferson Fire Rescue](#).

On Monday, Donna got two follow-up phone calls from Jefferson Healthcare staff checking on her home health-care needs and questions after her unexpected hip replacement surgery last Thursday. And her earlier treatment in the hospital for three days and nights, of course, was terrific.

We felt the same way about Jefferson Healthcare for its excellent care and treatment after Donna fell on ice last January and broke her upper arm in two places.

Also on Monday, two members of the East Jefferson Fire CARES Team visited our home to check on how Donna's doing -- how we're doing -- in taking care of ourselves safely and effectively as she recovers from her injuries and surgery. Five EMTs had come to Donna's aid on Wednesday when she fell at the bottom of some stairs at a downtown Port Townsend business.

We feel not only thankful but also lucky that we live in Port Townsend. It doesn't have all the services that are available in the Seattle area, our home for 34+ years, but the small-town quality of life it's provided us so far is extraordinary.

Under the difficult circumstances of recovering from hip replacement surgery, Donna is doing well. She's feeling positive as we move forward, including her first scheduled physical therapy session later this morning at Jefferson Healthcare.



From: rogerblackthorn@gmail.com <rogerblackthorn@gmail.com>
Sent: Friday, September 13, 2024 10:27 AM
To: Robert Wittenberg <rwittenberg@ejfr.org>
Cc: Bret Black <bblack@ejfr.org>; * SUE CROSS <sue@sailingvessel40.com>; MARK TORRES <gm@sbca.club>; greywing@cablespeed.com; 'ANN LOUISE MAYNARD' <LADYBUG.MAYNARD@GMAIL.COM>; 'JOHN SWEET' <SWEETJOHN069@GMAIL.COM>; 'ROGER BRYAN' <ROGERBLACKTHORN@GMAIL.COM>; 'TERESA DAUGHERTY' <zandromeda@icloud.com>
Subject: Timberton Village neighborhood "Fire Wise" presentation
Importance: High

Good Friday Robert,

... and thank you for the time to visit Timberton this past week. Your presentation and discussion will surely become a foundation for making fire prevention a pro-active village effort with both neighborhood and board support.

Sincere regards,

Roger Bryan

Roger B. Bryan
President Timberton Village HOA
(661) 312-2447
rogerblackthorn@gmail.com

16 Sept 2024

In Memory of my sister-in-law,
[REDACTED] who had
great praises of those
who serviced her,
more than once - \$100.00

[REDACTED] passed away
9/15/24.

God Bless and Keep
you safe to service
others -
Barbara & Stephen Bailey

D Bless America

&
Israel & Genesis 12:3



EJFR CARES in Action | OCH's Director of Programs Reports from the Field



East Jefferson Fire Rescue (EJFR) CARES (Community Assistance, Referral, and Education Service) launched January 2023 and works to reduce the impact of non-emergency incidents to the 9-1-1 system. The CARES team walks hand-in-hand with clients to assess needs, set goals, and support connection to resources and services. Read more about EJFR CARES and similar programs in OCH's Connecting Community Members to Care Report (updated July 2024).

In late August 2024, EJFR invited OCH's Director of Programs, Miranda Burger, to ride-along with the CARES team. During the ride-along, the EJFR CARES team travelled between Port Ludlow and Port Townsend. The team travels to south Jefferson County at least once a week as well. Miranda shares her observations and reflections.

8:45 am – I arrive at the Port Ludlow Fire Station where I meet Jeff Woods, EJFR Community Paramedic and his partner for the day, a peer support specialist from Gateway to Freedom. They show me their systems and give me some background on the program. Jeff shares what motivates him in this work, “I had never heard of this program before, but I spent 20 years [in EMS] standing over people thinking, ‘you don’t need to go to the hospital, but you can’t stay here. So, what do I do?’ Now I get to be that solution.”

9:40 am – The CARES team phone rings. It’s a caregiver calling about an established client. Jeff listens for several minutes, gathering essential details to help him determine next steps. The client, an elderly woman Jeff describes as “not a complainer” hasn’t been able to get out of bed today due to a severe headache. The caregiver says, “I thought to myself I don’t want to just take [my friend] to the hospital but I’m worried. Who can I call? I know, I’ll call Jeff.” He asks a few clarifying questions and lets the caregiver know we’re on our way. Jeff shares the value of seeing client’s face to face. “Over the phone interviews just don’t work. You can’t see them. You can’t touch them.” And that’s why we’re going. As Jeff frames it, ‘just to say hi and check it out’.

10:00 am – We arrive at the client’s home where we are greeted by caregiver and the client’s dog. Jeff bends down to pet the dog and greets him by name before conducting a brief assessment with the client. Jeff reassures the caregiver they do not need to go to the hospital and educates her on what to look out for until the client can be seen by her primary care provider in 2 days. As we leave the caregiver exudes, “I just can’t thank you enough. You’re the best.”



10:30 am – We're back on the road. Jeff turns the corner and pulls over to return a missed phone call. It's a client's mother calling for advice. Jeff is mostly quiet and gives space for the mother to vent. He offers support and helps her identify and commit to next steps.

We continue driving and I ask Jeff what prepared him for this unique role. "EMS is not all CPR. 90% of what we do is solve problems. If you want a definition of a fire fighter, it's a problem solver. When someone calls because of a fall, we try to figure out why they fell and then fix it. That correlates to this job." Jeff shares that firefighters are experts at talking to people and listening. His approach with the client's mother exemplifies his expertise and he shares, "even if you don't have an answer, they still feel heard and they feel better."

10:45 am – We arrive at Jefferson Healthcare to pick up a walker for a client who was recently discharged from the hospital after a fall. "I've never gotten a walker from the hospital before, so we're going to go find out how," Jeff states as he strolls through the ambulance entrance. After a few minutes of explanation, hospital staff bring Jeff a walker, but there's a problem. It's a bariatric walker which won't work for his petite client. Another few minutes of problem solving, and we drive across the street to pick up the appropriately sized walker from a different building. As we drive away with the walker safely in the trunk, I think about how challenging this would have been for the elderly client to navigate.

11:20 am – Jeff knocks on the door of a camper and the client shouts from inside, "I'm sleeping." Jeff calmly replies, "that's what you said yesterday, and I said I would come back." He presses his ear to the door to better hear. After a few minutes of talking through the door, the client invites Jeff to the front seat. The client visited the emergency room last night and Jeff spends the next 30 minutes listening to understand his needs and goals. He was prescribed medication for a chronic medical condition, but he doesn't know how to get the prescription filled and is concerned about the cost. Back in the car, Jeff connects with Jefferson Healthcare, the pharmacy, and another case manager from the Jefferson County LEAD (Law Enforcement Assisted Diversion) program working with the client to determine the best path forward. He obtains financial assistance paperwork. The LEAD case manager is visiting the client this afternoon, and they agree she will tackle the next steps with them.

1:00 pm – Jeff knocks on the door of a newly referred client but there's no answer. This is the team's second attempt to reach the client. Jeff leaves his card on the door as well as a voicemail, "the firefighters were worried about you so I'm stopping by to check in and see if you're alright. I'd love to chat if you want to call me back."

1:30 pm – We deliver the walker. When we arrive, the client is in bed but quickly agrees to stand so Jeff can size the walker for her. Once it's sized, he quickly shuffles some furniture around to make the bed more accessible. It's a quick 15-minute visit and as we leave the client is using the walker to get a snack from the kitchen.

2:00 pm – We visit a client who has had several fall-related 911 calls. The client is sitting up in bed when we arrive and immediately identifies the cause of her most recent fall, a large pile of laundry that's accumulated. Jeff proposes a few options including moving the client's bed or taking the bedroom door off the hinges to allow more room for her walker, but she adamantly declines. They agree to move the pile of laundry out of the walkway. The client confirms that in-home care will bring laundry soap at the next visit so she can tackle the pile.

3:00 pm – We pull into the driveway of our final stop of the day, a client discharged from the hospital last night with a safety plan. His wife escorts us upstairs where we spend the next 45 minutes chatting with him. Before we leave the client shares his intention to re-start mental health support group services.

EJFR has a deep commitment to responding to community needs and has adapted their model of care. “We learned early on that we were sending referrals and then moving on thinking we’d solved it. Then we would connect back and find out no one ever called. So now we follow through to make sure,” says Jeff. The CARES team has two mantras when it comes to community-based care coordination:

- 1) always pick up the phone, and
- 2) always follow up.

The EJFR CARES team is the first of its kind in Jefferson County and prior to their launch there was no service in the area dedicated to reducing the impact of non-emergent 9-1-1 incidents. EJFR CARES preserves the precious finite emergency response services and seeks to reduce impacts to other finite and costly emergency services as well. As an innovative initiative, the primary concern for EJFR is sustainable financing to ensure this much needed service doesn’t disappear.

Programs like EJFR CARES exemplify the community-based care coordination efforts *Olympic Connect* seeks to bolster. With the added layers of support *Olympic Connect* offers the staff time and energy of community-based workers like Jeff can be devoted to what they do best – serving people. When asked what makes the program successful, Jeff replies, “The CARES Team isn’t this awesome thing by itself. It only works because of the other partners who work with us.”

Read more about this and other local successes in OCH’s Connecting Community Members to Care report.



“If you want a definition of a firefighter it’s a problem solver.” – Jeff Woods, EJFR Community Paramedic

From: Adin Welander <awelander@ejfr.org>
Sent: Thursday, October 3, 2024 4:05 PM
To: Tammy Ridgway <tridgway@ejfr.org>
Subject: Kudos to Pat Williams for Exceptional Work

MSO Ridgway,

I hope this message finds you well. I wanted to take a moment to recognize and commend Pat Williams for his outstanding patient care during a recent call involving a critical pediatric patient.

Pat's quick thinking, calm demeanor, and expertise were invaluable and absolutely contributed to the patient's positive outcome. His ability to effectively communicate and coordinate efforts under pressure truly made a difference in a challenging situation. It is evident that Pat goes above and beyond to be prepared for emergencies that are low frequency and high risk.

Thank you for your attention to this commendation.

Best regards,

Adin Welander (He/Him/His)
Paramedic/Firefighter
East Jefferson Fire Rescue
awelander@ejfr.org

The Leader

Thursday, October 10, 2024

MAIN MENU

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Budget challenges threaten EJFR's CARES program



(/uploads/original/20241008-161230-

94d-Unknown2.jpg)

Every morning, CARES organizes a schedule based on 911 referrals. Jeff Woods, left, and Aaron Wasson discuss what action to take.

Posted Wednesday, October 9, 2024 3:00 am

Emergency medicine professionals are trained to react. They analyze a scene and collect information. They must quickly discover whether there is a trauma, a medical event or both. They must understand why. They act — day after day, call after call, on repeat.

The services first responders provide are indispensable. On a day when a 911 call is placed, they become a lifeline during the worst of times. Responders react.

But what happens the next day? The day before? Is reacting to an emergency enough? Can emergency medicine professionals also operate proactively and provide comprehensive care that aids in emergency prevention?

In January 2023, in partnership with Believe in Recovery, East Jefferson Fire Rescue (EJFR) launched the Fire CARES program. CARES, which stands for Community Assistance Referral and Education Services, is designed to connect individuals to services and resources, improving their quality of life.

The proactive program receives referrals stemming from 911 calls. They try to determine why the call was made and whether it could have been prevented. They look for trends. They review vulnerabilities and service gaps, look for opportunities to assist, and make contact.

In its first year of operation, the CARES team made a total of 1,286 contacts, 249 of which were new referrals and 1037 follow-up visits. The team coordinates several services, including home visits, phone contacts, medical devices, transportation arrangements, family assistance, substance abuse counseling, health insurance sign up, case management and hospital diversion — oftentimes addressing many of these issues in a single contact.

The program is modeled after the successful CARES program through the Poulsbo Fire Department, among many others. To get the program off the ground, EJFR applied for and received an alternate response grant. The entire program is supported by grant dollars from the city, county and Olympic Community of Health.

As 2025 approaches, the program's viability is in question. According to Black, there is a significant shortfall in the budget for CARES at the moment — in the amount of \$123,000.

"We are getting help, but not as much as we have in the past... we only have two fixed revenue sources," Black said. "That's property levies, and then the ambulance billing that we get from insurance companies."

Black added that they do not receive any taxes or user fees for CARES. At the moment, there are grant considerations; however, there is no guarantee that EJFR will receive funding.

"We're struggling to argue to our state and local representatives. You have to help us find a way, whether it's through Medicare, Medicaid, or DOH," he said. "This can't go away. Who will do this job if we cannot fund CARES? Nobody."

The CARES team consists of just two people: Jeff Woods, a full-time firefighter/paramedic with EJFR, and Aaron Wasson, a community support specialist employed by Believe in Recovery.

EJFR Fire Chief Bret Black said the CARES team is exceptionally impactful because their skills and specialties complement each other seamlessly.

"They're kind of the concierge of support services for the whole county. They take the time to investigate what's causing somebody to fail to thrive, have an accident or an injury in a proactive manner," Black said. "We encounter a fair amount here in our community; whether it's mental health issues, substance abuse, housing instability or a number of other things, all piled together."

Jefferson County's median age is 59, so it is of little surprise that more than 60% of contacts are either senior support or home health services.

Wasson said that the process is investigative in nature and that he and Woods are "kind of detectives."

"We'll come into a situation, and then basically we're like, how are you doing? Do you have any family? Do you live alone? What are you struggling with? How can we help you?" Wasson said.

One of the primary referrals the CARES team receives is when first responders discover that someone is at risk because of unmet medical needs, followed by general assistance and falls.

“You sit down, and you listen to all their woes, and then you look through the house. With their permission, we’re always just perusing and looking at rugs and looking at all the fall prevention stuff. And then we look in the fridge to see if they have any food,” he said. “And then we look in the bathrooms to see what they got in there.”

The team handles the smallest of tasks, from moving furniture to removing trip hazards to making sock recommendations that prevent slipping. They will also try to determine whether the individual has a support system and get a better idea of their housing and financial situations.

Additionally, they work as community advocates. An important aspect to the job is connecting people with services. Oftentimes, on scene, Woods and Watson will be in contact with support services, such as Adult Protective Services, Jefferson Healthcare and Olympic Area Agency on Agency to coordinate continued assistance to those who need it.

A key to the CARES team’s success is their relentless approach to following up. They are hard to ignore, even harder to fool. Their care is consistent and vigilant.

“We’re going to call you back,” Woods said. “We always follow through.”

OTHER ITEMS THAT MAY INTEREST YOU

Cats not mandatory: 4-H Club invites kids, families to ‘Cat Project’ (/stories/cats-not-mandatory-4-h-club-invites-kids-families-to-cat-project,183674)

East Jefferson group offers update on Sound to Olympics Trail (/stories/east-jefferson-group-offers-update-on-sound-to-olympics-trail,183673)

Washington’s inaugural ball canceled for 2025, as planning committee dissolves (/stories/washingtons-inaugural-ball-canceled-for-2025-as-planning-committee-dissolves,183667)

Candidates take The Leader’s pre-election questionnaire (/stories/candidates-take-the-leaders-pre-election-questionnaire,183664)



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 – September 2024

Call Summary

Call Statistics		
	2024 Jan - Sept	2023 Jan - Sept
Fires	65	84
Overpressure/Overheat	5	3
Rescue/EMS	2961	3103
Service Call	691	680
Good Intent	345	299
False Alarm	187	179
Hazardous Condition	59	51
Special Incident	7	4
Total	4320	4403
September Transports		
911	220	
Hospital Requested	0	
Total	220	
CARES Contacts		
September Contacts	115	



September 11

All volunteer and career EJFR Fire Stations and the Bell Tower honored those lost on 9/11/2001 with formal presentations of requiem. EJFR members were joined by the public and agency partners to share some brief comments and moment of silence.

Although the development of the CWPP is complete, the advisory group has now transitioned into an interagency oversight workgroup to manage the planning and implantation of the CWPP initiatives. The FC and Community Risk Manager are the EJFR representatives. The new [CWPP project tracker hub site](#) is live.

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

Several efforts are under development to increase information flow throughout the EJFR. Station 2A hosted the Fire Chief, Battalion Chief MacDonald and Finance Director Roy Lirio for coffee and organizational updates. HR Manager Stewart is training admin staff in the use of Teams and SharePoint. CRM Wittenberg and FC Black met with Fort Worden State Park leadership to review post-PLA transition plans and established a punch list of items to be reviewed such as fire/life safety inspections, alarm system repairs, FIRE/EMS fees, etc.

Fire Chief General Activities CRM Wittenberg, Chief Black and Jeff Michaelson presented a WUI lecture and community town hall to the Bell Hill neighborhood. Approximately 50 household participated. EMS bylaws were adopted and ratified at the September meeting. The EMS Council continues to struggle with financial challenges.

Other Projects

- Audit exit completed.
- Reviewed and submitted CARES grant requests.
- Negotiations with 2032 for the 2025-2027 CBA are underway. Meetings are frequent and substantive.
- Several meetings with County Fire Chiefs and Fire Marshal to review burn restrictions.
- Budget Committee

Standing Meetings/Committees

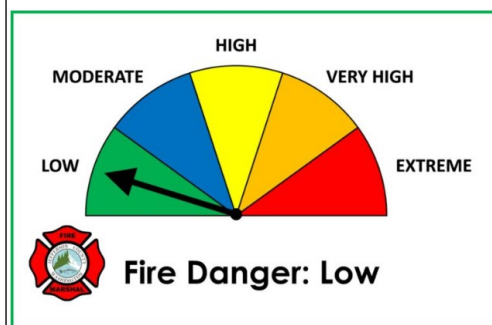
Jefferson County CEO Breakfast (virtual)
 JeffCo DEM IMT Meeting
 BOCC
 PT City Manager
 PT Police Chief
 BHC
 JeffCo EMS Council
 BHAC (10th of 1%)
 ECHHO
 JH CQI meeting
 REAL Team

Miscellaneous

FC met with CISM contractor to explore enhancing our post-incident capabilities. Chief Black was invited to join a quorum of presenters as part of the County's sustainable forests project.

Burn restrictions were update to **LOW**.
 Burn permits are now being issued by CRM Wittenberg.

CURRENT FIRE DANGER LEVEL



Prohibited: No restrictions.

Allowed: Recreational wood fires; yard debris or land clearing burning in unincorporated areas; gas or propane fueled appliances; BBQs; open flame devices such as tiki torches. liquid fuel candles, or lanterns.

Sustainable Forestry and Local Wood Field Tour in Chimacum



SEPT 18, FROM 4-6 PM

Chimacum County Park



PART 1: FOREST MANAGEMENT FIELD TOUR

Chimacum County Park

FREE – Join us at Chimacum County Park where we selectively harvested timber back in 2021 for the Jefferson County Forestry Program to improve overall forest health. See how the forest has responded, talk to local professionals about what forest management can look like, and take a walk through the woods with us.

Speakers and guests will be professionals who work in land management, ecological forestry, logging, and conservation. This will also be an opportunity to learn about cost share programs available for caring for your own forest land.

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*

October 2024

Operations Report
DC Pete Brummel

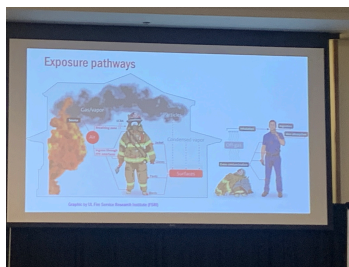
Overview	<p>King County Fire Chiefs Leadership Training Summit Regional Response Plan Training with Tyler Communications Strategic Training Plan Completion Active Shooter Exercise Indian Island 3rd Quarter Multi-Company Operations Training: Multi-Family Fire Exercise FY 2025 Operations Outlook</p>
Operations	<p>King County Fire Chiefs Leadership Training Summit: Capt. Bergen and I attended a 3-day leadership summit at the Clearwater Casino. There were excellent presentations and speakers that discussed leadership in crisis, personnel and program development, as well as a scientific discussion on PFAS in personal protective gear. A great opportunity for networking and collaboration with fire service personnel from throughout the region.</p> <p>Regional Response Plan Training with Tyler Communications: Clallam County (PenCom) sponsored a 2-day, in-person training session with Tyler Communications. As stated in last month's report, several EJFR members (Brummel, Macdonald, Johnson and Kauzlarich) were scheduled to attend with Director Stewart from JeffCom. As a result of the training session, we gained significant knowledge by analyzing EJFR's response plans in a "test" environment along with Clallam County fire agencies. EJFR is planning a one-day "go-live" test with one station (Station 6) in collaboration with JeffCom over the next two weeks. This will validate our cross-staffing capability, improve our turn-out response times and streamline communication with Jeffcom dispatchers. Thanks to BC Macdonald, Lt. Kauzlarich, and FF/PM Johnson for their hours of work to make this happen.</p> <p>3-Year Training Plan Completion: Chief Black and I met with Training Captain Bergen and reviewed an exceptional 3-year, dedicated training plan for the Agency. The plan coordinates mandated training per WAC 296-305, WSRB and other oversight while providing a quarterly schedule of administrative, fire, EMS, prevention and special operations training for all personnel. Captain Bergen has set the benchmark for EJFR's virtual learning management system (LMS Vector Solutions). Great work!</p> <p>Active Shooter Exercise at NAVMAG Indian Island: Chief Brummel and Capt. Bergen represented EJFR as observers for a multi-agency, multi-disciplinary, complex coordinated terror attack training exercise at NAVMAG. Medic 6 personnel also attended for a short duration as well. After action discussion focused on the high-risk need to evacuate critically wounded patients while NAVMAG and Department of Defense would implement a base lockdown. Participants included Navy Region NW Fire, US Navy law enforcements, Washington State Patrol, and various homeland security agencies.</p>

Meetings and Events

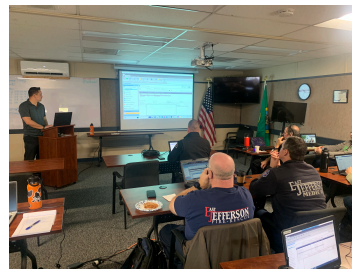
3rd Quarter Multi-Company Operations Training: I had the opportunity to observe and assist at 3rd quarter EJFR multi-company shift operations training at the Station 2 drill tower. Through the planning and coordination of the EJFR Training Division, crews participated in tasks for simulated fire in a multi-family occupancy. This type of multi-company shift training strengthens our operational and tactical objectives and prepares our crews for effective, safe and organized fire and rescue mitigation.

2025 Operations Division Outlook: Due to projected financial constraints for FY2025, the Operations division has eliminated or value engineered (the process of targeting low-cost/high value) all proposed and rollover programs for the upcoming year. It is imperative that we maintain operational readiness. Working with both the Training Division and the Battalion Chiefs, we will prioritize areas of cost-savings and work towards safe, effective, and mission-critical operational delivery of service.

9/5 LEPC Prep Meeting (2hr)
 9/5 Negotiations (3hr)
 9/6 Budget Committee (3hr)
 9/6 Agenda Review (1hr)
 9/9-9/11 IFSAC Instructor Class (24hr)
 9/12 NAVMAG Active Shooter Exercise (6hr)
 9/13 IFSAC Instructor Exam (3hr)
 9/17 BOC Meeting (2hr)
 9/17-9/19 KCFCA Summit (24 hr)
 9/17 Visit Kitsap Fire Academy (Recruit FF/PM Whitson)
 9/20 Budget Committee (3hr)
 9/25 WSRB Committee Meeting (2hr)
 9/25 EJFR Preplan Program Meeting (2hr)
 9/26 Budget Committee (3hr)
 9/27 Negotiations (2hr)
 9/27 Disciplinary Meeting with #2032 (1hr)
 9/30 Prep for sale of equipment on GovSell.com (2hr)
 Various daily shift meetings, virtual meetings and discussions.



*PFAS Exposure Lecture
KCFCA Summit*



Tyler Response Plan Training



*3rd Quarter MCO
Training*

Date Prepared: 10/4/24

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

Public Education, Events, and Presentations	Children's Events <ul style="list-style-type: none"> 9/24 New Day Learning Academy, 24 Children, 5 Adults, Smoke Alarms, Engine Tour 9/25 Child Safety Seats: Strategy Meeting with Dahti Blanchard 10/2 Chimacum Elementary School, 50 Children, 4 Adults, Smoke Alarms, Engine Tour Adult Events <ul style="list-style-type: none"> 9/8 Chimacum Farmer's Market – Senior Safety – 20 Adults, 10 Children 9/11 Memorial Bell Ringing – Posting on Social Media 9/11 Wildfire Assessment Timberton Ridge, Port Ludlow – 12 Adults 9/14 Fire Extinguisher Exchange Event – 20 Adults, 5 Children, 35 Extinguishers Exchanged 9/21 Wildfire Presentation, Bell Street Neighborhood, 50 Adults, 10 Children 9/26 Fire Extinguisher Training, Avamere 20 Employees 10/5 Port Townsend Farmer's Market, Fire Prevention Week
Community Partnerships	<ul style="list-style-type: none"> 9/11 CWPP Implementation Working Group Meeting 9/12 CWPP Hubspot Committee Meeting 9/12 Fire Danger Level Meeting with Jeff Co FM, QFD 9/18 Fort Worden Meeting with WA State Parks 9/25 WSRB Committee Meeting 10/2 CWPP Implementation Working Group Meeting
Public Information Officer (PIO)	<ul style="list-style-type: none"> 9/13 Interview with Peninsula Daily News 10/4 Interview with PT Leader on CRR/Fire Prevention Week 10/4 Press Release on State Audit Results
Social Media Engagement:	Facebook <ul style="list-style-type: none"> 3,332 Followers Instagram <ul style="list-style-type: none"> 647 Followers Posts <ul style="list-style-type: none"> 9/10 Fire Extinguisher Exchange Promotion 9/11 Memorial Bell Ringing and Moment of Silence 9/10 Fire Extinguisher Exchange Promotion 9/16 Fire Danger Level to Moderate 9/26 CARES Partnership with Olympic Communities of Health 10/1 Fire Danger Level to Low 10/3 Fire Prevention Week Social Media Post

Professional Development	Fire Inspections <ul style="list-style-type: none"> 9/25 WSAFM Webinar: Pallet Storage
Plan Review, Inspections, Investigations	Concerns <ul style="list-style-type: none"> 9/17 San Juan Commons Visit per Citizen Concern 9/17 LifeCare on Kearney Visit per Citizen Concern Meeting 9/24 Fire Inspection with City of PT, Unpermitted MultiFamily Conversion 10/3 Burn Permit Inspection and Renewal in Chimacum 10/3 LifeCare on Kearney follow up Meetings <ul style="list-style-type: none"> 9/9 Meeting with City Code Official Regarding Fire Inspections 9/12, 9/19, 9/26 New Development Review with City of Port Townsend 9/20 Port Townsend Film Festival Inspection with City of PT 9/25 Meeting with Chief Black and Chief Brummel on Pre-Plans and Inspections 9/26 Meeting with City and Developers for Meditation Center Development
Personal	<ul style="list-style-type: none"> 9/27, 9/30 Off for Memorial Services



FINANCIAL REPORT FOR SEPTEMBER 2024

Fund Balance Sept 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	(580,329)	76,927	29,029	20,664		(453,709)
Ending Fund Bal	\$ 2,369,028	\$ 2,416,210	\$ 802,692	\$ 533,679	\$ -	\$ 6,121,609

Finance Highlights:

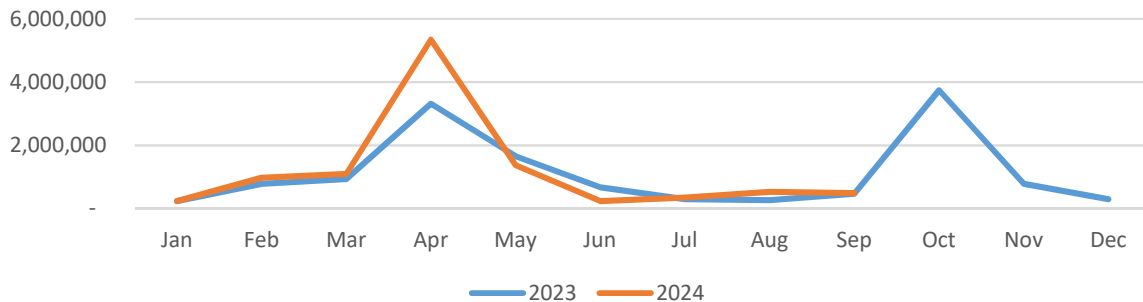
- Year-to-Date financials and trending graphs (see below)
- CARE Grant – Submitted AWC and BHAC reimbursement invoices
- 2025 Budget development Update
 - Policy 6004 Revenue Management, Strategic Plan guide the committee
 - Budget Committee met 6 times since end of August
 - Revisit Ambulance Transport Fees annually
 - Propose to revisit Policy 6004 Revenue Management (Reserve) and Policy 6007 Capital Improvement
 - See Budget Committee meeting 9/20 and 9/26 minute notes below
 - Upcoming meetings/events:
 - Board of Commissioners budget workshop Early Nov (TBD)
 - Budget presentation (Public Hearing) and adoption Nov 19, 2024
 - Approved Budget submitted to Jefferson County By Nov 30, 2024
 - Approved Budget loaded in Financial System Dec 2024
- Audit update
 - Audit period: 3 years - 1/1/2021 through 12/31/23 for EJFR
 - The audit reports (1035624 and 1035638) were published on October 3, 2024.
 - Auditor gave clean opinions:

“... during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. “

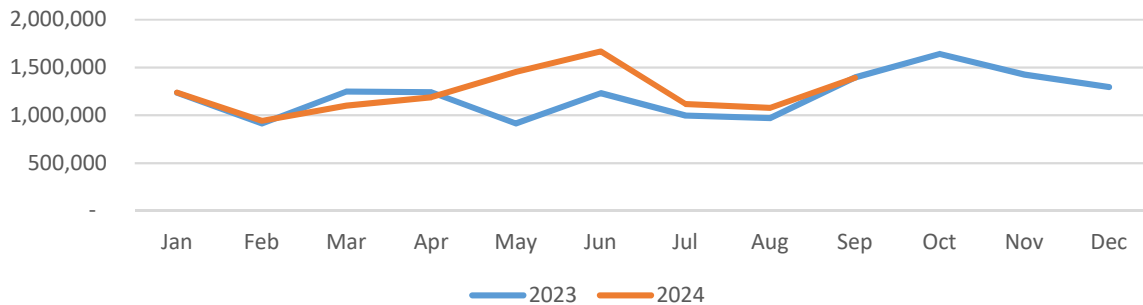
“In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash and investments of East Jefferson Fire Rescue, and its changes in cash and investments, for the years ended December 31, 2023, 2022 and 2021, on the basis of accounting described in Note 1.”

“This report describes the overall results and conclusions for the areas we examined. In those selected areas [Payroll, Accounts Payable, Open public meetings, Financial Condition], District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.”

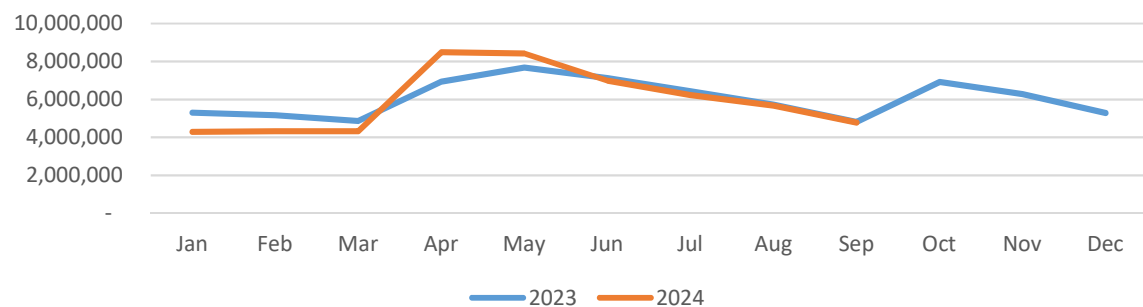
East Jefferson Fire Rescue FIRE & EMS General Funds Revenues



East Jefferson Fire Rescue FIRE & EMS General Funds Expenditures



East Jefferson Fire Rescue FIRE & EMS General Funds Fund Balance



2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:00:43 Date: 10/07/2024

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	September	YTD	Remaining	
300 Revenue	10,721,100.00	197,983.84	6,503,827.61	4,217,272.39	39.3%
330	373,160.00	0.00	0.00	373,160.00	100.0%
390	0.00	0.00	5,908.63	(5,908.63)	0.0%
Fund Revenues:	11,094,260.00	197,983.84	6,509,736.24	4,584,523.76	41.3%
Expenditures	Amt Budgeted	September	YTD	Remaining	
000	265,035.00	10,110.19	88,752.57	176,282.43	66.5%
210 Administrative	1,854,474.00	171,227.97	1,383,083.26	471,390.74	25.4%
211 Legislative	258,228.00	15,004.72	190,166.10	68,061.90	26.4%
220 Suppression	6,350,846.00	621,203.61	4,427,039.18	1,923,806.82	30.3%
230 Prevention	15,600.00	698.35	8,570.64	7,029.36	45.1%
241 Training Equipment	0.00	0.00	36.21	(36.21)	0.0%
245 Training	93,014.00	35,397.00	99,677.12	(6,663.12)	0.0%
250 Facilities	420,857.00	7,101.98	376,477.34	44,379.66	10.5%
260 Vehicles & Equipment	418,450.00	30,954.51	313,407.01	105,042.99	25.1%
520 Fire Control	9,676,504.00	891,698.33	6,887,209.43	2,789,294.57	28.8%
590 Debt, Capital & Transfers	1,398,179.00	6,494.60	202,856.66	1,195,322.34	85.5%
Fund Expenditures:	11,074,683.00	898,192.93	7,090,066.09	3,984,616.91	36.0%
Fund Excess/(Deficit):	19,577.00	(700,209.09)	(580,329.85)		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:01:14 Date: 10/07/2024

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	September	YTD	Remaining	
300 Revenue	6,334,175.00	300,437.30	4,161,665.71	2,172,509.29	34.3%
330	559,740.00	0.00	5,087.10	554,652.90	99.1%
Fund Revenues:	6,893,915.00	300,437.30	4,166,752.81	2,727,162.19	39.6%
Expenditures	Amt Budgeted	September	YTD	Remaining	
272 EMS Operations	6,556,277.00	490,901.90	4,062,908.99	2,493,368.01	38.0%
274 EMS Training	91,400.00	5,148.08	26,783.36	64,616.64	70.7%
520 Fire Control	6,647,677.00	496,049.98	4,089,692.35	2,557,984.65	38.5%
590 Debt, Capital & Transfers	215,000.00	0.00	133.06	214,866.94	99.9%
Fund Expenditures:	6,862,677.00	496,049.98	4,089,825.41	2,772,851.59	40.4%
Fund Excess/(Deficit):	31,238.00	(195,612.68)	76,927.40		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 09:59:23 Date: 10/07/2024

Page: 1

001 Fire Fund #656001010

Expenditures	Amt Budgeted	September	YTD	Remaining	
520 Fire Control					
522 20 10 000-0 FF/EMT (40%)	2,711,765.00	217,824.42	1,871,722.50	840,042.50	31.0%
522 20 10 019-0 Overtime (40%)	712,316.00	40,490.25	343,629.74	368,686.26	51.8%
220 Suppression	3,424,081.00	258,314.67	2,215,352.24	1,208,728.76	35.3%
520 Fire Control	3,424,081.00	258,314.67	2,215,352.24	1,208,728.76	35.3%
Fund Expenditures:	3,424,081.00	258,314.67	2,215,352.24	1,208,728.76	35.3%
Fund Excess/(Deficit):	(3,424,081.00)	(258,314.67)	(2,215,352.24)		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 09:57:06 Date: 10/07/2024

Page: 1

101 EMS Fund #657001100

Expenditures	Amt Budgeted	September	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	331,191.20	2,825,577.01	1,242,070.99	30.5%
522 72 10 019-1 Overtime (60%)	1,125,941.00	62,246.25	518,164.10	607,776.90	54.0%
272 EMS Operations	5,193,589.00	393,437.45	3,343,741.11	1,849,847.89	35.6%
520 Fire Control	5,193,589.00	393,437.45	3,343,741.11	1,849,847.89	35.6%
Fund Expenditures:	5,193,589.00	393,437.45	3,343,741.11	1,849,847.89	35.6%
Fund Excess/(Deficit):	(5,193,589.00)	(393,437.45)	(3,343,741.11)		

Budget Committee Notes 9.20.24

Attendance: Black, Brummel, Stinson, Craig, Ysseldyke-All, Lirio, Cray, Bergen, Fletcher

- Reviewed current budget deficit: \$-721,403
- Noted the addition of Admin merits and Cola Increase
- Cola increase of 3.8% was added for FF's
- Still waiting on pending negotiations with Local 2032
- Compared salary increases of 8.7% with expected revenue gain of only 1%. This shortfall is currently at \$-493,362 not including and 2032 raises.

Training

Prioritized conferences to the top 2 and postponed others. Tentatively approved \$5k
All cuts will be demonstrated at the public hearing. Craig suggested it be upped to \$7500. Career Classes offer growth so not to stagnate.
Required classes total \$38,136 + backfill. Partially approved \$40k.
Strategy & Tactics and PXT are the most requested, partially approved \$15K.

Nozzles & Appliances

Kinney, Program mgr. Trying to standardize 2 agencies with different nozzles. Do we need to standardize if currently they all flow water? Need more hard numbers on this prior to re-visiting.

The committee discussed the goal of having program managers putting forth more needs and costs. Not coming to the committee get the detailed requests. Managers can manage details.

Volunteers

Reviewed and rolled over 2024 budget + OT. Reduced to one academy + instructor.

Marine – under on fuel.

Roy will review the surplus/deficit to see if we can level engines this year.

Apparatus – reviewed wants and needs and postponed most.

Ladder Maintenance – 365 day wait period – 2024 order approved.

Admin – Volunteer Coordinator, nice to have a dedicated person, but unable to afford.

Operations – Ready Rebound, able to pay Jan 2, 2026 to reduce 2025 budget, but will need to include in 2026. Vitality – not a huge usage, need to consider the cost.

Radios – requested to move from individual radios to vehicle assigned radios. Chief's will sidebar on this.

Budget Committee Notes 9.26.24

Attendance: Black, Brummel, Stinson, Craig, Ysseldyke-All, Lirio, Cray, Bergen, Fletcher, Stewart

- Reviewed updates since the last meeting
- Negotiations are ongoing, salary numbers are plugged in with most recent amounts possible.
- Discussed building budget capacity to purchase the Brush chassis out of pocket for the \$76k and have the local reimburse.
- New estimates from Assessor show \$110k more than our estimated amount.
- There is a CARES shortfall of \$122,848 but that is likely low as there are other costs not included: backfill for training, vehicle maintenance/replacement, etc. This is the last year we will be able to get money from AWC.

Admin Requests

Committee reviewed the IT requests which included the replacement of 8 laptops (annual rotation) as we move away from desktops.

Reviewed Uniform requests, but they will likely stay as is until NFPA has a decision on acceptable uniforms.

Volunteer Coordinator: Discussion included the need to this role, but it will not be a 2025 position.

Station 3 Cape George: Official notice has been received and we will be moving out by July 1st 2025. We will need a storage building that could fit the antique engine, reserve engine and various other items. Some options include: building a temporary structure that can be moved, renting a storage facility or possibly asking the Port if there is hangar space available.

Committee reviewed items that were still outstanding:


- Special Ops – rope is required due to expiration
- Nozzles – need to circle back, Chief wants more info and explanations of why

We need to determine what can be cut to bring our budget closer to balanced. A review of OT will be done and all other items will be scrutinized for cost saving opportunities.

Date Prepared: 10/7/24

Subject: Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	<ul style="list-style-type: none">• 8/8 Negotiations• 8/9 Payroll Mtg w/ Springbrook• 8/15 Negotiations• 8/16 HR Mtg• 8/22-23 NFA Health & Safety Program Manager Training• 8/26 CRR Mtg• 8/30 Staff Mtg• 9/3 Negotiations• 9/5 – 9/20 Vacation• 9/24 Teams Mtg prep• 9/25 Teams Mtg• 9/26 Budget Committee Mtg• 9/27 Negotiations• 9/27 HR Mtg• 9/27 Terri's Retirement!
Presentations / Tours/Other/Misc. Photos: 1. WA & GA IMT's 2. Finance Section 3. Fire Camp @ Camp Parsons	<ul style="list-style-type: none">• 8/18 – 9/1 Deployment to the 2620 Road Fire, Brinnon WA The Western WA IMT and an IMT from GA Forestry handled this fire, which grew to over 400 acres. Beyond GA, there were responders from North Carolina, Wisconsin, Florida and New Mexico. This was my first assignment as a Finance Section Chief Trainee. 



Human Resources:	<ul style="list-style-type: none"> • Policy/Guideline review • Volunteer assistance • Coordination of Office/task coverage per staff vacations • CBA Negotiations <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 • Update of Safety Committee process/paperwork
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EJFR Staff and Volunteers, October 1, 2024

Oct-24	A SHIFT	B SHIFT	C SHIFT	Admin		Volunteer	Position(s)	Volunteer	Position(s)
BC	1-MacDonald	4-Clouse	7-Fletcher	Chief	Black	BAZINET	FF/EMS	COULTER	Support
LT	6-Rogers	1-Lueders	1-Kilgore	DC	Brummel	BUCKHAM	FF/EMS	DUDDY	Support
LT	7-Kauzlarich	5-Gregory	5-W. McGuffey	CRM	Wittenberg	DUKE	FF/EMS	FLANAGANMATA	Support
LT	8-Sanders	6-Grimm	8-Martin	DS	Cray	MCNERTHNEY	FF/EMS	FLEISCHMAN	Support
LT	2-Morris	7-Chambers	2-Dean	HR	Stewart	MONTONE	FF/EMS	FORCE	Support
LT	3-Carver	8-White	4-Dalrymple	AA	Sanders	NOKES	FF/EMS	KIER	Support
PM	4-Whiting	5-Yelaca	2-Spellman	AA	Murray	STEWART	FF/EMS	KRYSINSKI	Support
PM	3-Minker	7-Wagner	6-C. Johnson	FT	Lawson	STONE	FF/EMS	MATAACHACON	Support
PM	6-Pulido	8-Welander	7-Rudnick	FD	Lirio	THOMAS	FF/EMS	MICHELSON	Support
PM	7-Ponte	2-Whitson		Total	9	Total	9	NATHAN	Support
FF	1-Secondez	2-Kithcart	1-Holbrook			BARTON	FIT	SMITH	Support
FF	2-Walker	2-Kinney	3-Parker			BENTZEN	FIT	Total	13
FF	4-Cordova	3-G. Williams	3-Sheehan	Volunteer	Position(s)	BREBBERMAN	FIT	Commissioner	District
FF	5-B. Grimm	4-Severin	4-Kaldahl	BERRY	Admin	DOTSON	FIT	Carmody	1
FF	7-Sviridovich	6-Fairbanks	6-Richter	CHAPMAN	Admin	DOWER	FIT	Craig	3
FF	8-Archuleta	8-P. Williams	7-Beery	DAWSON	Admin	SANCHEZ	FIT	Davis	1
FF	8-Wright	8-Boe	8-Chapman	DOOLIN	Admin	Total	6	Masci	4
FF	2-Jeske	3-Floberg	2-Le	HORVATH	Admin	ANDERSON	Support/EMS	Seabrook	2
FF	5-N. McGuffey		2-Wells	KEPLINGER	Admin	HARTE	Support/EMS	Stinson	5
FF			8-Heydon	TILLMAN	Admin	MOORE	Support/EMS	Total	6
Res	Sanchez	Dower	Brebberman	Total	7	Total	3	Total Career FF	59
Res	Dotson		Bentzen	AVERY	EMS	BACKUS JACKSON	Support	Total Admin staff	9
Res	Barton			BLANCHARD	EMS	BETHEL	Support	Total Volunteers	43
MSO	FF/PM Ridgway			GONNELLA	EMS	Total EJFR Members 117		Total Commissioners	6
Cares	FF/PM Woods			SHORT	EMS				
	Captain Bergen FF/PM			STEWART	EMS				
				REICHHELD	EMS				
	Total 59			Total	6				

Congratulations Terri! Terri worked for EJFR as the District Secretary and Finance Manager for 10 years. Terri was integral in several of EJFR's recent successes such as the Annexation of PT, the merger with PL and the 2023 levy lid lift.

Thank you Terri!



Date Prepared: 10/8/24**Subject:** *Executive Assistant/District Secretary Report***Prepared By:** *Tanya Cray*

Meetings & Events:	<ul style="list-style-type: none">• 9/3 Negotiations• 9/4 CARES Funding Meeting• 9/5 Audit Status Meeting• 9/6 Budget Committee Meeting• 9/12 Audit Status Meeting• 9/13 Budget Committee Meeting• 9/17 BOC Meeting• 9/18 Post BOC Meeting• 9/19 Audit Status Meeting• 9/20 Budget Committee Meeting• 9/23 Systems Design Workshop• 9/26 Audit Exit Meeting• 9/27 Terri's Farewell Party• 9/30 EJFR IT Planning Meeting
Notable Projects	<ul style="list-style-type: none">• PL Voice Submission• Board Meeting packet preparation• GovDeals – Post and Monitor Items
Highlights	<ul style="list-style-type: none">• 2025 Budget Prep• There was a great turnout for Terri's retirement at El Molcajete, thank you to all who attended.
	<p>Year to Date Usage: 3 On/Off Duty: 0/3 # of Wait Days Saved: 160 Total OT Savings Estimate: \$86,647</p>

<p>Ready Rebound Summary</p>	<p>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>
<p>Upcoming</p>	<p>2025 Elections – We will have an election for the Port Ludlow District Commissioner Vacancy. This will bring us to a total of 5 Commissioners. If we have more than 2 candidates run, we will be participating in both the 2025 Primary and General Elections. The County Elections Coordinator provided the following estimates for election costs: 2025 August Primary: \$30,000 2025 November General: \$15,000 2025 End of Year Indirect Billing: \$18,000</p> <p>As a reminder the 2025 filing period will be May 5-9, 2025</p>

MSO Administrative Meetings	<ul style="list-style-type: none">• Weekly meetings with Dr. Carlbom• CARES Meeting X 2• JHC monthly meeting• Commissioners meeting• Budget meeting• Met with Chief and BC MacDonald regarding paramedic training budget• Met with Roy and Chief regarding budget• Weekly check in with Severin and Holbrook• Met with two PTHS students regarding completing their senior project with EJFR• Met with hospital regarding upcoming school year events with CPR and career education• Meeting with Dr. Mattern from JHC following his ride along with the CARES team• System design meeting
Continuing Education/ Training	<ul style="list-style-type: none">• EMS connect, target solutions and other required training• Mega codes and other training with the new paramedics• Working with preceptors and new paramedics on EMS sign offs• Base Station• Attend EMS World Conference with Jeff
Administrative Duties and Ongoing Projects	<ul style="list-style-type: none">• Supplies/Medications/Controlled substance audits• QA/QI• Leave at home Narcan program• Code stat reports• Protocol test for new medics• We have been demoing video laryngoscopes. We will purchase 3 with the Kala Point donation• Sidewalk CPR at the farmers market• Infant CPR for expecting parents at Jefferson Health Care• I have been asked to sit on the CTE advisory group for the Chimacum School District



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

From: Tammy Ridgway, Medical Service Officer

Date: October 2, 2024

Subject: September Monthly Report

Monthly Report for September 2024

In September, the CARES team received 38 new fire referrals and 2 law enforcement referrals, with 20 being new cases. We made 89 successful contacts, either by phone or in person, while 26 individuals were unreachable. Additionally, 19 cases were successfully closed this month.

This month, we had the opportunity to send two team members to the EMS World Conference. Attending this conference provided valuable insight into the successes and challenges faced by other programs, allowing us to learn from their experiences. Additionally, we participated in classes that highlighted opportunities for expanding our program and explored potential funding options to support future growth.

There is a significant need for more accessible and affordable care facility options, as most of the individuals served by the CARES Team simply lack the financial means to cover such costs. In the case below, the individual and his sister/POA were fortunate enough to be financially stable and able to pay for a care facility out of pocket. However, this is not the norm. Many care facilities require individuals to pay out of pocket for two years before state assistance can step in. While some facilities accept state-funded individuals immediately, they are rare and often come with long waitlists.

September Case

The CARES team was referred to an elderly male with Parkinson's disease who had contacted 911 after a recent fall due to limited mobility. His home was relatively clean and organized, and it was evident that he was doing his best to take care of himself. The CARES team installed a transfer pole in his bedroom to help him get in and out of bed and provided him with in-home care options.

After another incident where he was unable to get out of bed, the CARES team responded with a lift assist. With the individual's permission, they contacted his sister to help with POA paperwork and arranged for a notary. The individual agreed to move to a care facility in Redmond to be closer to his family.

As he had been struggling with medication management, Jefferson Health Care was contacted to provide guidance and assistance. The CARES team also assisted the individual and his sister/POA with the care facility application, Zoom interviews, and facility assessments. Thanks to the collaboration between Jefferson Health Care, the sister/POA, the CARES team, and the care facility, the individual is scheduled to move to the care facility on October 9th.

Date: 10/4/2024

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• Capt Bergen regarding MCO planning• Meet with Lt Sanders Regarding remaining wildland expenditures 2024• Meet with FF B. Grimm regarding SCBA program and purchasing 2024• Meet with FF/PM Wagner regarding Oxygen bottles program
BC 11 911 Responses	<ul style="list-style-type: none">• "A" Shift Responses 167• BC11 responded to 13 incidents in the last month• 1 Sprinkler Activation Safeway Deli• 3 Cardiac Arrests
Continuing Education/ Training	<ul style="list-style-type: none">• A-Shift training 360 hours completed• EMS connect• Section 8 for one PFF successful completion• Section 2 for on PFF successful completion• MCO training with Capt Bergen• 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• Tyler communication review for training in October
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• Ongoing meetings with ESO, Jeffcom IT, and Jeffcom Director Stewart & DC Brummel regarding tablet usage.• Oxygen bottle program update

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	\$14063.73	\$1,984.27
	Small Tools (Morris)	522 20 35 0100	\$8,000.00	\$1,223.01	\$6,776.99
Crews have made some final purchases for 2024 and will come out next month.					

Date: October 1st, 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 facility maintenance tech• CRR Meetings• Budget Committee Meeting
BC 911 Responses	<ul style="list-style-type: none">• Responded to 11 incidents in September, (was on vacation for 2 rotations).• Established or assumed command of 6 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• 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- Prep for Kitsap Fall academy• Budget requests• Facility maintenance planning• Burn Tower Prop Repair

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"> • The Facilities maintenance truck is continuing to slowly get outfitted. • Station 1- Bay ventilation system diagnosis. • Station 2- EMS Supply Room. The framing inspection and nailing inspection were successfully passed. The rooms are currently being taped and mudded. • Station 3- Meeting with Chief Re. building replacement plan. • Station 4- The volunteers painted the new door panel that was installed.. • Station 5- Waiting on engineering for annex building. • Station 6- The dishwasher and one freezer were repaired. • Station 7- Generator replacement got postponed due to contractor scheduling. The concrete apron is completed. The generator is scheduled to be replaced and hooked up on 10/09/2024. The soap dispenser for the turnout gear extractor is still having issues. • Station 8- Nothing • Station 9- Nothing • Admin- Nothing

Date: 10/7/24

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 tour• Several Budget Committee meetings• Apparatus Finance Meeting- to discuss current and future plans for new vehicles
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 10 incidents in September, none of any significance
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 645 hours of training)• Probationary Testing for PFF Heydon• Worked with FF Kaldahl, FF Parker and FF Richter on Acting Lieutenant Books
Administrative Duties	<ul style="list-style-type: none">• Several apparatus updates see separate report• Callbacks for all staffing needs• Budget prep and answering questions from members on all different shifts• Continued building apparatus checks with Lt Grimm, through “Check It” to move from paper forms to electronic
Volunteer Program	<ul style="list-style-type: none">• Volunteer Interviews were postponed. New testing date TBD

Program Budget	BARS	Allocated	Spent	Remaining
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

September Training Captain Report

October 3, 2024

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none">• WSRB Hours for July: 554 hours• July total training Hours: 1509 hours• 3rd Quarter Credential hours: 2193 hours
Overview:	<ul style="list-style-type: none">• Budget Meeting• MCI NavMag• Member Training• Shift MCO's• Leadership Conference
Budget Meetings:	<ul style="list-style-type: none">• Attended Budget Meetings and proposed the training budget for 2025.• Presented over three days and provided input on other budget items.
MCI NavMag Indian Island	<ul style="list-style-type: none">• Met for morning briefing on NavMag Indian Island for there multi agency Multi casualty Incident "Active Shooter Drill"• Provided Agency representation throughout incident and Role Played with Medic 6.
Member Training	<ul style="list-style-type: none">• Two Probationary members completed Section 8 Written and Practical• One Probationary member completed Engine Module of training and was recommended to count towards staffing.

<p>Shift MCO's</p>	<ul style="list-style-type: none"> • Three shifts performed 4 evolutions each of a multi-family residential. • Practiced Strategy and Tactics and initial onscene command • Great talking points came out of drill to discuss and practice the next couple months.
<p>Leadership Conference</p>	<ul style="list-style-type: none"> • Attended King County Leadership conference. • Leaders from private and public sector gave intriguing lectures on Leadership. • Held at Clearwater conference room.





EAST JEFFERSON FIRE RESCUE

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

CRR Committee Wednesday, September 18, 2024, 1000-1100 Minutes

- I. Call to Order – 10:02 – Murray, Wittenberg, Stinson, Davis, Clous, Michelson, Black (left early for other meeting), White (arrived later in meeting due to a call), E. Stewart on vacation
- II. Approval of Meeting Minutes – Stinson approved, Davis seconded
- III. New Business –
 - a. Provide ½ of inspections in city limits, establishing occupancy count and split from there. Goal to be done with pre-work by 01JAN25. Will have light duty FF starting soon, goal to utilize him for this process, trial run.
 - b. Increase in overdoses – Work with MSO on Narcan availability messaging.
 - c. Comm. Davis suggested attending car show on 28SEP in Port Ludlow – Have a presence. Maybe fire extinguisher installs in cars. Ned Loose heading up 360-774-0042. Clouse said Chuck Boggs asked to bring an antique engine to it. Robert and Erin – reach out about presence.
- IV. Old Business
 - a. County Fire Danger Levels: Lowered to MODERATE on Monday 16SEP24, posted on website and social media. Agreement with local Chiefs. Campfires and recreational fires are allowed. Anticipating as of 01OCT to drop to low throughout the winter. Better signage up for next season in the works. Modify signs in the ground for next year to bigger or less stuff on them. Benefit to not having to go and get signs with every change. Michelson suggested changeable sign at Sta 4, good visibility. Looking out for DNR grants to match signage throughout the county.
 - b. FEMA FP&S Grant for Community Risk Specialist
 - i. Six groups of awards have been announced so far. We have not received notification of denial or award. They show they plan to award all by the end of the month.
 - c. Fire Extinguisher Exchange Event, September 14th from 10a-2p in Port Hadlock
 - i. 35 Extinguishers submitted for disposal; 35 new fire extinguishers purchased. Approx. 20 people did prop.
 - ii. Both Tarboo and Henery Hardware willing to participate again.
 - iii. Port Townsend, Port Ludlow future events. Work on logistics.
 - iv. Add Marine Flare disposal, coordinate that in the spring. Anyone have idea of contact for flare disposal. BC Clouse suggested the Coast Guard maybe willing to help, also contact port. West Side Marine maybe?
 - v. Munitions? Partner with LE.
 - vi. Chief asked about Fireworks turn in, State Fire Marshall's office suggested.
 - d. Farmer's Markets

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

- i. Sidewalk CPR - 8/31 PT – Tammy
 - ii. Senior Fall and Fire Safety w/ DEM - PT 9/7 and Chimacum 9/8
 - iii. Upcoming - Fire Prevention Week – PT 10/6, Chimacum 10/7, Theme is smoke alarms
- e. Fire Rescue Fest – October 12, 2024
 - i. Layout (Clouse) -
 - ii. Permit Status (Erin) – Three blocks of Lawrence from Van Buren to Polk
 - iii. Opening Ceremony (Time 10am at Bell Tower, Would like to Sound Bell need to figure that out)
 - 1. Puget Sound Pipes and Drums (Caton) – Clouse said he has not heard back, Honor Guard verifying dates but sounds promising. Caton sending email out by Friday regarding this.
 - 2. National Anthem – Christa can sing again.
 - 3. Lands Acknowledgement (Dahti's Brother-in-Law)
 - iv. Farmer's Market Processional. On Tyler Street, horses staging on Taylor Street to go in front of the farmers market up to Sta 1.
 - v. Trailers
 - 1. County Safety Trailer on Station 1 Apron – Power from where dryer is. BC Clouse - Apron is steep so it might make more sense to put it in the bay. Weather dependent. Contingency plan to put booths in the bay.
 - 2. So far 9 booths committed from community partners.
 - 3. Antique apparatus can go down Lawrence where road is not level.
 - 4. In service apparatus parked between station and Van Buren road.
 - vi. Demonstrations
 - 1. Clouse Hand Pump – Would like to test it a bit more before the day. Commissioner Seabrook also collaborating with horses.
 - 2. Bucket Brigade – grab the barrels from Fair grounds (along with grandstands), buckets are on antique, tender needed. Michelson will bring tender 6. Stage apparatus needed for demonstrations behind responding apparatus.
 - 3. Hose Make and Break Contest – Spare hose at station 2, different sizes of hoses and nozzles.
 - 4. Kitchen Oil Fires – Robert: Sta 5 annex storing stove for demo
 - 5. Technical Rescue- options? Hand over to technical rescue team
Caton will get ahold of Rodney to figure it out.
 - vii. Public Education
 - 1. Smoke Alarms- theme for Fire Prevention Week
 - 2. Fire Extinguishers
 - 3. Car Seats – Have car or do installs there
 - viii. Promotion
 - 1. Sims Rd Banner (Week of 23SEP24) Erin dropping off 18SEP24.
 - 2. Coloring Contest – Dropped off at schools, will be in Leader. One submission so far.
 - 3. Artwork – hoping for submissions
 - ix. Community Partners
 - 1. PUD, PTPD, Friends of EJFR, JeffCom, City of PT, LifeFlight, Airlift NW, PT Library, ORCAA
 - a. Aircraft – Not likely to occur. Fly by not a great option due to those not attending being concerned.

2. Pending: Jeff Co Historical Society, Dove House, JeffCo Sheriff – Contact Undersheriff or Det. Sergeant Allen. Benevolent group would like a booth. Double check with DEM (Keppie) on a booth.
3. Open to Commercial Vendors? Tarboo, etc. Clouse on board with Tarboo, pushing fire extinguishers on tractors and other vehicles. We're lacking in messaging for that. Possible option for smoke alarm discount at Henerys that day?
4. Allow booths for companies that would sell fire prevention items only.
- x. Badge Pinning and Chili Cook-Off
 1. Invitations Sent Out via email and mail – reminder to rsvp, Union – agreed to do beverages again for event
 2. Other Requirements for Maritime Center?
- V. Good of the Order -
- VI. Next Meeting – 01OCT24 in afternoon, Erin set up. 2pm
- VII. Adjournment – 10:57

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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 was completed Aug 26th-29th and the members that flew back to participate included Chief Black, BC Fletcher, LT Kauzlarich, LT Morris, FF Kinney and FF Richter.
- After preconstruction we received back the change orders that added on an additional cost of \$9,988.00 per engine.
- The new work order stated there was still an 800 day expectancy to receive our engines however, the dealer is optimistic that it will be significantly less time.
- Engine committee is currently working on an equipment needs list for the new engines so we can begin to start making purchases to be prepared for the arrival of the engines.
- Ambulance 4x4
 - Budgeted for \$275,000
 - **Update**- A preliminary ballpark price provided by Braun Northwest puts the ambulance build at \$310,000- \$320,000 before taxes.
 - **Update**- A final proposal is supposed to be presented on 10/11 with finalized pricing.
- Medium Duty Rescue
 - Budgeted for \$250,000
 - **Update**- A new preliminary ballpark price provided by Braun Northwest puts the Rescue Build at \$245,000- \$255,000 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.
 - Preliminary pricing is estimating the total cost of the vehicle to be closer to \$225,000 which would include the purchase of the chassis, the rear mount on unit, radios, decaling and some new equipment to outfit the rig.
 - **Update**- A letter of intent was submitted through WA DES for the purchase of a new '24 F-550 crew cab chassis for nearly \$77,000 after tax. Vehicles expected delivery date is late December of '24.
 - **Update**- We are currently working with Mallory Safety and Supply to purchase the box through GSA. After an agreement is reached, they will go through the full spec with us one more time and then they will submit the build to the box manufacturer.
 - **Update**- Because the chassis will arrive before the box has been built the chassis will be scheduled to be moved over to Mallory for them to work on completing all the preparatory work on the chassis to be ready for box installation.

- Additional funds will need to be freed up for the purchase of this vehicle. Equipment costs cannot be pulled from the LOCAL Program only the cost of the vehicle and body can be paid for by those funds.
- 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

- 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.
 - **Update**- Vehicle has been listed on Govdeals.com and the auction is set to close on 10/17

Pending Large Apparatus Repairs

- Engine 7 (EJ231)
 - A piece of baffling in the tank has come free and was floating around in the tank. It has been since secured but will need to be taken to True North's facility and rewelded. After this is done it will need to have its annual pump test completed.
 - **Update**- The piece floating around in the tank was nothing structural and that the piece was just removed from the tank after inspection. There will be no repairs needed.
- Engine 6 (EJ877)
 - The head gasket is leaking and after EJ231 returns from its repairs it will need to be taken to Cummins to get the leak fixed. After this has been completed it will also need to have its annual pump test completed.
 - **Update**- This vehicle is getting the head gasket replaced and will return to service some time in the next week or so.
- Medic 7 (EJ736)
 - There has been an alarm related to the braking system that has been causing problems with the vehicle not long after PLFR received the vehicle. NKFR has replaced nearly every part of the braking system and can not get the alarm to quit going off. It has been placed out of service until NKFR can find a permanent fix for the issue.

- **Aid 9** (EJ119)
 - The transmission developed a leak of ATF recently. After consultation with NKFR they said that it could just be a seal but a lot of times this type of leak means that the transmission has gone bad and will need to be replaced.
 - NKFR attempted to replace the seal to see if it would fix the issue. The repair held for a little less than a week and it was determined that the ambulance will need a new transmission. Repairs are being scheduled.
- **Marine 1**
 - Marine 1 has had a seal leaking on the fire pump for several months now. An appointment to pull the boat out of the water has been scheduled for 10/10 and NKFR will make the repairs needed while it is out.
 - The cabin heater has not been working for several months as well and we have been working with Sea Marine to fix the problem. They so far have not been able fully diagnose the problem yet and we are determining next steps for the repairs.



DIRECTOR'S REPORT

September 26, 2024

- ❖ **Thanks to acting director Rich and staff** for allowing me to get away for two weeks. As you would expect, the team that keeps Jeffcom functioning daily did so in my absence – and without letting off the accelerator on the radio consoles cutover, network redundancy, training two COs, financial processes and reporting and staffing the center with the continued barely-sufficient non-trainee CO team.
- ❖ **Projects:**
 - **Radio consoles:**
 - ◆ IT and communications staff worked to transition all positions to the new consoles the first week of September. Work continues to find issues and tune the system as necessary for Jeffcom usability and clear transmission over the air.
 - ◆ The contractor returned to Jeffcom mid September to assist with final setup and decommissioning of the aged previous consoles and toning system. However, Jeffcom IT is providing to have at least as much knowledge and ability to monitor and adjust the new system as the contractor has provided.
 - **Network connections, redundancy and cloud-based CAD:**
 - ◆ Jeffcom continues to transition to a faster, less expensive option for our connections to the internet, with Pencom making similar moves on their end.
 - ◆ Primary connection remains directly to Jefferson PUD as initiated in August.
 - ◆ Secondary connection is now satellite internet through Starlink, brought online in mid September after Pencom did the same.
 - ◆ We have ordered a second fiber connection from Jefferson PUD that will take a different physical route from Jeffcom to PUD's hub. Because PUD has multiple routes from that hub off the peninsula, our multiple routes to that hub will give us redundancy in the fiber connections that are exposed to physical damage along the roads.
 - ◆ Astound (Wave) has agreed to allow us to terminate our five-year contract approximately a year early because of the lack of redundancy it now provides.



- ◆ The primary and secondary connections to the ESINet for 911 calls remain provided and managed by the state contractor Comtech. They utilize NoaNet and Astound. The state informed us they are also looking at enabling Starlink backhaul to that system, which could provide the resiliency that was found lacking during the outage.
- **Policies and procedures:**
 - ◆ Dispatch SOP manual updates in SharePoint continue.
 - ◆ Finance Manager job description has been drafted including Clerk of the Administrative Board duties and will be proposed for consideration by the Board shortly.
- **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 trainees that started July 1 and July 17 continue to progress through training. Applications, preliminary testing and occasional interviews continue to establish a list for potential hiring once a trainee position is open. Some recent lateral-hire interest may be promising.
- **Current staffing** is eight full-time, non-trainee communications staff, bringing days and nights to four COs each. 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** will go to the Board of County Commissioners for their approval. This is limited to items that can be funded by SECO and excludes radio infrastructure. It includes some minor equipment already deployed as well as the move to cloud-based CAD.
- **2025 budget** draft is presented today for a second hearing and requested adoption by the board. Recent discussions about potential modifications to agency fee structure cannot be implemented in this budget, as any such changes would require modification to the attachment to the primary interlocal agreement founding Jeffcom.

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

- August communications-staff overtime was 169.5 hours among the eight full-time, non-trainee employees on staff that month. (July's was 217; June's 191.25; May's 312.5 with seven; April's 324 with seven).
- 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 July and again two afternoons in August. Working toward a day of offsite, elective private appointments for staff, potentially in cooperation with other agencies.
- Revised Communications Officer job description draft is circulating among staff. This revises the 2013 document and aligns it with the 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.
- Revised Communications Supervisor job description is a project for the upcoming weeks, because it will be necessary as staffing increases to the point where we can consider that and need the additional supervisory oversight.

❖ **External Relationships:**

- **Public Education:** We continue outreach events as staffing allows and will be ordering a tent, folding table and educational items to hand out in coming months.
- **Fire response plans:** Tyler instructor, Pencom, Jeffcom and agencies in both counties are attending a class in Blyn on October 1 and 2. I remain interested in meeting with each fire chief and/or each district's potential trainees to work through some response-plan scenarios.
- **APCO-NENA fall meeting** in Spokane will keep the director and supervisor out of the office the week of October 14.
- **Jefferson County Fire Marshal** has expressed interest in becoming a Jeffcom customer in the future, a topic on the agenda today.
- **Medivac providers** primary (Airlift Northwest) and secondary (Life Flight Network) arrangement is working well to date. 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.
- **No User Group meeting** in August or September due to late July meeting and vacations, with next scheduled for October 22.

❖ CFS and Call Data: January 1 through September 23, 2024

• Fire/EMS calls by agency

Agency	CFS count YTD	CFS count LYTD
EJFR	4208	4280
QFR	429	412
BFD	445	390
DBVFR	104	107
Total	5186	5189

• Law Enforcement calls by agency

Agency	CFS count YTD	CFS count LYTD
JCSO	9646	10846
PTPD	6681	6366
Total	16327	17212

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	13649	98.96	n/a
11-15 sec	100	99.68	90%
16-20 sec	24	99.85	95%
21-40 sec	20	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	13793		

• 911 Call Averages

Metric	YTD Average
Ring time	3.42 sec
Hold time	1.32 sec
Talk time	102.07 sec

• Non-911 Calls

Metric	YTD
Number of outgoing calls	6755
Number of incoming calls	14568
0-10 sec pick-up time	98.60%
Average ring time	3.61 sec
Average hold time	6.36 sec
Average talk time	103.90 sec

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 1. Ensure our service levels and community expectations align with our fiscal resources.				
1.1	Refine and update our fiscal processes to ensure our fiscal resilience. <ul style="list-style-type: none">Establish an internal budget committee.Update financial-related policies and procedures.Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices.	FC/Finance Manager	<ul style="list-style-type: none">Internal Budget Committee Established summer/2022Credit Card and Procurement Policy/SOG update March 2023Establish external budget advisory committeeEstablish financial forecast templateProgram workbooks establish March 2023	<ul style="list-style-type: none">Adopt related SOGs for permanence.Updated 3/2023Implemented 3/20232024 workbooks posted on sharepoint
1.2	Seize opportunities to make more efficient use of existing resources. <ul style="list-style-type: none">Use software to optimize our resource inventory, including operations and maintenance, as well as repairs.Integrate software for resource management. CHECK-IT to be implemented for inventory and repair trackingMaintain a strong culture of resource stewardship.	<ul style="list-style-type: none">EmilyLead -Wes Lueders Plus Pete/Tanya/TerriTanya/Terri	<ul style="list-style-type: none">Sharepoint Spring/Summer Fall 2023TEAMSCheck-it has been procured U.I. is being loaded with current inventory.Update capital replacement procedures and restore appropriate funding	<ul style="list-style-type: none">Migration to Sharepoint began 12/23Business/HR Manager Stewart is training staff to be more efficient and increase communication.Initiated 12/23Adopted balanced 2024 budget.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.3 Build community support for revenue opportunities and provide robust ongoing public communications.	<ul style="list-style-type: none"> ▪ Benchmark funding levels with comparable agencies. ▪ Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys. ▪ Start Community Service Specialist (CSS) work with existing personnel. ▪ Review and refine our community messaging and positions. ▪ Keep website and social media updated and look for opportunities to expand our social media presence. 	<ul style="list-style-type: none"> ▪ FC and Staff 	<ul style="list-style-type: none"> ▪ Update comparable analysis and maintain data ▪ Establish response standards, charter and policy statement ▪ AFG FP&S grant for CRS ▪ Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc. 	<ul style="list-style-type: none"> ▪ In progress ▪ In progress ▪ Completed 5/2023 ▪ Denied 12/23 ▪ 4/11/24 CARES, SAFER, AFG, FPS grants have been submitted, almost \$3 million. ▪ Updating DEM & Jeffcom procedures 12/23 ▪ 5/2024 EJFR created two new positions, CRM and CRA. ▪ 5/2024 CARES received \$202,000 from the AWC. ▪ Applied to OCH for 2025 CARES \$. ▪ Applied to 10th of 1% for 2025-2026 CARES \$

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.4	Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.	<ul style="list-style-type: none"> Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities. Adapt our charter and Interlocal Agreements to meet the needs of the community and partners. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Update City & County ILAs Clarify and refine EJFR's roles and responsibilities 	<ul style="list-style-type: none"> In progress, Fall/Winter 2023. City ILA expires 12/23 City ILA fee structure extended to July 24, is again being extended to initiate further collaboration. 4/11/24 Fire Prevention Services ILA will only include the City at this time. Final Draft approved by The City 6/2024 Met with Ft. Worden for post-PLA transition and update EJFR Fees
Initiative 2. Strengthen our core emergency response services.					
2.1	Adopt deployment performance goals as District.	<ul style="list-style-type: none"> Establish performance goals as required RCW Title 52. Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service. 	<ul style="list-style-type: none"> FC/Admin 	<ul style="list-style-type: none"> Adopted minimum staffing January 2023 Establish other performance goals per Title 52 	<ul style="list-style-type: none"> Completed 1/2023 Completed 5/2023 5/2024 implemented alternate ALS response plan. 10/24 Updating districtwide response plans.

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.2	Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"> Establish realistic standards and monthly reporting. Use training and technology to facilitate compliance. 	<ul style="list-style-type: none"> FC & Staff 	<ul style="list-style-type: none"> Increase capability and capacity for staff to generate reports. 	<ul style="list-style-type: none"> In progress Jeffcom CAD configuration updated 6/2024 improves the analytics. 10/24 Updated dispatch tones, improving call processing times.
2.3	Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> Establish minimum staffing as required RCW Title 52 to include ALS/BLS. Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization. <ul style="list-style-type: none"> Evaluate the advantages of a peak demand model and/or alternate shift schedule. 	<ul style="list-style-type: none"> FC & Staff 	<ul style="list-style-type: none"> Adopt policy in compliance with Title 52 Update Response Plans and Run Cards 	<ul style="list-style-type: none"> Completed 5/2023 ALS response proposed 2/2024 4/1/24 New ALS response plan initiated. 10/24 3 extra PM's are finishing training, increasing PM workforce.
2.4	Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> Maintain our Washington State Rating Board score in Fall 2022. Enhance related data capture. Identify substandard metrics, such as number of engines, volunteers, etc. Establish Training Officer position to enhance proficiencies and support professional development. 	<ul style="list-style-type: none"> Brummel 	<ul style="list-style-type: none"> Complete amended WSRB Rating DONE! 	<ul style="list-style-type: none"> WSRB rating complete, to be published in 12/2024. PT score will improve. 2025 Training Plan is being finalized.

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.5	Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> Community outreach and health promotion. Participate in local and regional committees to advance funding for alternative EMS services. Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc. Maintain a strong culture of continuous improvement. 	MSO	<ul style="list-style-type: none"> Re-ignite the CPR program Recruitment of new CPR instructors is underway Update Patient Care Procedures (PCP) and response procedures. 	<ul style="list-style-type: none"> Initiated and growing MSO is working on several new and expanded efforts for layperson CPR. 2/2024 EMS bylaws update complete 8/24
2.6	Address immediate and long-term facility needs.	<ul style="list-style-type: none"> Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> Future uses/development of the undeveloped Jefferson County Airport parcels. Disposition of Harrison Street residence. Sold 11/2023 District Training, Fleet Maintenance, EOC and Dispatch facilities. Stations 12, 13 and 14 improvements or relocation. Station 15 improvements. Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources. 	FC	<ul style="list-style-type: none"> Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal 	<ul style="list-style-type: none"> Hiring of Facility Tec DONE 7/1/2024
Initiative 3. Provide additional services to increase community health and well-being.					
3.1	Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups. 	DFC Brummel	<ul style="list-style-type: none"> Proposed for 2024 Budget 	<ul style="list-style-type: none"> Two EJFR members have started Medic 1 One additional EJFR member to start Boston program spring of 2025.

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.2	Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> Prioritize crew visits to low frequency/high risk facilities. Initiate reengagement with the community for life/safety inspections. 	<ul style="list-style-type: none"> AC Tracer Tracer 	<ul style="list-style-type: none"> Resetting interagency roles Inspections were restarted in January 2023. Implementing interim fire prevention service contract with the City. 	<ul style="list-style-type: none"> CRM and CRA hired 5/2024
3.3	Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation. Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). Improve our wildfire competencies among the workforce. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Develop content and format for community messaging Messaging at Famer's Markets and other public outreach Collaborate with County/City partners and establish CWPP 	<ul style="list-style-type: none"> 4/1/24 CWPP is DONE! 10/24 CWPP project racking has begun.
3.4	Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> Continue to apply community risk reduction principles in every call, every interaction with members of the public. Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Pursue grant funding for CRS position Prepare Levy Initiative Working with EJFR Prevention to retool towards CRR initiatives 	<ul style="list-style-type: none"> Grant submitted Completed 2023 and 2024 CRR committee established 12/24 4/11/24 EJFR Admin reorg, CRM recruitment underway. New support FTE (Erin).
3.5	Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Pursue grants for continued CARES funding Cultivating input from various stakeholders We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact. 	<ul style="list-style-type: none"> Completed 2/2023 In progress AWC CARES grant funded \$202K for 2024/25

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



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Administrative Benefits

Policy Number: 6008

Date of Implementation: 1/1/2018

Replaces: Previous version

Signature of Approval:

Date:

SECTION 1.0 PURPOSE

This policy is to establish benefits that are not contractually defined for full-time administrative employees.

SECTION 2.0 VEBA

2.1 East Jefferson Fire Rescue ("Employer") has adopted the HRA VEBA plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest (collectively the "Plans"): the Standard HRA Plan, which shall be integrated with the Employer's or another qualified group health plan and to which the Employer shall remit contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted by applicable law from time to time; and the Post-separation HRA Plan to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer's or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer shall contribute to the Plans on behalf of all non-represented employees ("Group") defined as eligible to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form or enroll online to become an eligible participant and become eligible for benefits under the Plans.

2.2 Direct Employer contributions.

Eligibility is limited to fulltime administrative employees. Employer contributions shall be equal to \$250.00, which shall be contributed on a monthly basis on behalf of all eligible Group employees.

SECTION 3.0 HOLIDAYS

The following days shall be observed as paid holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	Floating Holiday (Personal Day)

SECTION 4.0 BANKED TIME OFF

4.1 Exempt executive employees that work outside of their normal 40-hour work week may be eligible to bank time.

- 4.2** Exempt executive staff working outside of normal business hours may bank time hour for hour to use in the future. For example, an employee may bank two hours for attending a Commissioner meeting on Wednesday and then work a six hour day on a Friday.
- 4.3** Exempt executive staff are generally expected to work/be available during the District's regular business hours. In addition, this position will involve routinely working outside of regular business hours and on the weekends – as well as some travel, both within and outside of Washington State. Exempt executive staff required to work on a weekend and/or holiday, in excess of four hours will earn 8 hours of banked time off (the equivalent to one day) to use during the work-week, Monday – Friday. Examples include duty chief rotations, public education and outreach events such as the Jefferson County Fair, All County Picnic, etc.
- 4.4** Banked hours have no monetary value and therefore will not be cashed out at the end of an Exempt Executive staff members' employment.

*Exempt Employee Special Compensation is addressed in Policy 6009.

SECTION 5.0 VACATION ACCRUAL

5.1 Vacation leave for employees shall accrue at the following annual rates. Employees may utilize annual vacation in accordance with District Policy. The maximum amount of annual leave that can be carried over into the next calendar year is equal to the total hours earned for the current year. If an employee cannot use their annual vacation leave by the end of the calendar year, they may request to have the value of said vacation paid out on the last pay period of the year according to District policy. Upon termination of employment, the employee shall be paid 100% of their accrued vacation leave balance at their current rate of pay.

Step 1	Upon Hire	84 Hrs
Step 2	After 1 year	96 Hrs
Step 3	After 5 years	120 Hrs
Step 4	After 10 years	168 Hrs
Step 5	After 15 years	204 Hrs
Step 6	After 20 years	240 Hrs

5.2 Employees hired before August 1, 2024 with an accrual rate above the rate schedule shall maintain their current vacation accrual until the schedule catches up, at which time the accrual increases will resume. One year of part-time employment shall count as ½ of a year should a part-time employee be promoted to full time and begin receiving vacation accruals.

SECTION 6.0 DEFERRED COMPENSATION BENEFITS

- 6.1** **The** Employer will match 50% of the employees contribution to an approved Deferred Compensation Program up to \$7,500 annually.

SECTION 7.0 Administrative Retiree Medical Benefit

1. The retiree medical benefit described in this Appendix shall apply to service retirements and end-of-service post 20 years with the District. Employees who are receiving L&I disability payments (other than lump sum settlement), or are on medical layoff/retirement are disqualified from the incentive.

2. To be eligible for consideration of the medical benefit described herein, the employee must have worked for East Jefferson Fire Rescue (also referred to herein as "The District") no less than 5 years.
3. The District will guarantee a minimum of one slot per year for the Administrative Retiree Medical Benefit. It is at the Employer's sole determination of how many members, greater than one, may retire and receive the benefit described in this Policy. To that end, the employee agrees that the District's discretionary decision as to the number of employees that may receive this benefit, above the agreed upon minimum, shall not be subject to a grievance process. The number of employees granted the retiree medical benefit will be approved by the Board of Commissioners. If the District receives more written requests from employees to retire and receive this type of benefit in any particular year then the District determines it can accommodate, the District will grant the benefit on the basis of seniority.
4. Regardless of any other term of this Policy, the District shall not pay any retiree medical benefit to any employee or former employee who reaches Medicare age.
5. Employees agree to work up to the date of their chosen retirement. Accrued, but unused, Vacation, Holiday and Compensation time shall be compensated at their regular rate of pay on their final paycheck to the extent required by the employee's agreement.
6. Employees wishing to retire must notify the District in writing no less than six months prior to their chosen retirement date.
7. An Employee who announces retirement and to whom the District grants a retirement slot eligible to receive benefits pursuant to the terms and conditions of this Policy, but who is unable to work either at his/her regular assignment or in light duty assignment due to an on-the-job injury may retain his/her slot until his/her scheduled retirement date.
8. If an employee gives notice to the District, and then does not retire, retiree medical benefits under this contract provision will be forfeited forever by said employee.
9. Effective the retirement date of the employee, a lump sum one-time allowance equivalent to the employer's monthly contribution cost (multiplied by 36) of the "Employee Only" Medical, Dental, and Vision insurance of the District's current plans will be placed into the retiree's HRA/VEBA account not to exceed \$30,000. The employee may then utilize the foregoing for qualified medical expenses (including health insurance premiums) as the retiree chooses.
10. Exceptions to the time frame for notification and retirement may be considered on a case-by-case basis and approved if deemed to be mutually beneficial to the member and the District. Any exceptions or changes will only be granted upon mutual approval of the Board of Commissioners. Neither party shall assert that any such changes constitute a past practice. Employees who are terminated for cause or who resign in lieu of termination shall not be eligible for the retiree medical benefit.
11. The Employee agrees to indemnify, defend, and hold the District harmless from any and all liability, claims, demands, suits, tax implications, or any other loss, damage or injury to persons or property arising from, or related to, the provisions of this Policy or retiree medical benefits.

Date: October 15, 2024

Subject: Increase to Ambulance Billing Rate effective January 1, 2025

Prepared By: Roy Lirio

Background:	<p>Purpose: To increase the billing rates for medical ambulance transport service levels BLS-NE, BLS-E, ALS1-E and mileage rate.</p> <p>EJFR last updated its billing rates on April 2023. It is best practice to revisit the billing rates each year and make adjustments as needed.</p> <p><i>Things to consider if changing the ambulance billing rates:</i></p> <ol style="list-style-type: none">1. Cost increases in providing services and transporting patients.2. Billing rates of comparable neighboring districts. The rates our neighboring districts charge are included as an attachment below.3. Payor mix and collection rate effect on ultimate paid charges. The Payor Production Statistics Report is included as an attachment below.																																													
Fiscal Impact:	<p>The increase in billing rates of certain service levels will help increase revenues. However, due to the payor mix where the majority of our transports are covered by Medicare (70%) and Medicaid (12%), only a fraction of the rate increase will be realized. Medicare and Medicaid’s reimbursement rates are lower than our current rates. Therefore, any rate increase will result in a larger write-off adjustment.</p> <p>Ambulance transport fees for 2025 is estimated to increase \$48,000 due to the rate increase.</p>																																													
Recommendations:	<p>As presented, review and approve the changes to the billing rates effective 1/1/25.</p> <table><tr><td></td><td></td><td></td><td>Proposed</td><td></td></tr><tr><td></td><td></td><td>Current</td><td>effective 1/1/25</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>BLS-NE</td><td>\$</td><td>600</td><td>\$ 700</td><td></td></tr><tr><td>BLS-E</td><td>\$</td><td>700</td><td>\$ 750</td><td></td></tr><tr><td>ALS1-E</td><td>\$</td><td>800</td><td>\$ 900</td><td></td></tr><tr><td>ALS2</td><td>\$</td><td>1,000</td><td>\$ 1,000</td><td>no change</td></tr><tr><td>SCT</td><td>\$</td><td>1,200</td><td>\$ 1,200</td><td>no change</td></tr><tr><td>Mileage –</td><td>\$</td><td>18.00</td><td>\$ 20.00</td><td></td></tr></table>				Proposed				Current	effective 1/1/25							BLS-NE	\$	600	\$ 700		BLS-E	\$	700	\$ 750		ALS1-E	\$	800	\$ 900		ALS2	\$	1,000	\$ 1,000	no change	SCT	\$	1,200	\$ 1,200	no change	Mileage –	\$	18.00	\$ 20.00	
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BLS-NE	\$	600	\$ 700																																											
BLS-E	\$	700	\$ 750																																											
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ALS2	\$	1,000	\$ 1,000	no change																																										
SCT	\$	1,200	\$ 1,200	no change																																										
Mileage –	\$	18.00	\$ 20.00																																											
Proposed Motion:	<p>Approve resolution 24-20 To Increase Ambulance Transport Billing Rates Effective January 1, 2025.</p>																																													

Client Name	BLS-NE		BLS-E		ALS1-E		ALS2		SCT		Mileage		Non-TX		Effective Date
	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	
Regional Comparable 1	750		800		1,070		1,195				22.50		700		12/1/2017
Regional Comparable 2			683	683	945	945	945	945			22.20				2/1/2012
Regional Comparable 3			700		850		950				18.00				1/1/2024
Regional Comparable 4			700		850		950				18.00				1/1/2024
Overall Average		750		713		932		997				20.18		700	

Jefferson 1- EJFR	600		700		800		1,000		1,200		18.00				4/19/2023
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Proposed	700		750		900		1,000		1,200		20.00				
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no change No change

9/27/2024

East Jefferson Fire-Rescue

Payer Production Statistics

Date Of Service	1/1/2024
Date Of Service	9/27/24
Company	East Jefferson Fire-Rescue

	Tickets	%	Charges	%	Payments	%	Levy Fund	%	Write Offs	%
Medicare (Fee Schedule)										
MedAdv/Part C	252	14 %	226,117.40	10 %	-117,765.47	10 %	0.00	0 %	-46,192.22	9 %
Medicare Part B	1050	57 %	927,940.40	42 %	-586,004.40	50 %	0.00	0 %	-176,256.42	35 %
Group Total	1302	70 %	1,154,057.80	52 %	-703,769.87	61 %	0.00	0 %	-222,448.64	44 %
Medicaid (Fee Schedule)										
Medicaid--AK	1	0 %	716.20	0 %	0.00	0 %	0.00	0 %	0.00	0 %
Medicaid--WA	219	12 %	746,279.40	34 %	-358,096.79	31 %	0.00	0 %	-264,813.41	52 %
Group Total	220	12 %	746,995.60	34 %	-358,096.79	31 %	0.00	0 %	-264,813.41	52 %
Commercial										
	72	4 %	60,392.20	3 %	0.00	0 %	0.00	0 %	0.00	0 %
Auto	10	1 %	9,386.60	0 %	-2,752.68	0 %	0.00	0 %	-65.95	0 %
Kaiser	2	0 %	1,450.40	0 %	-1,036.22	0 %	0.00	0 %	-0.40	0 %
Kaiser WA	9	0 %	8,245.40	0 %	-4,877.76	0 %	0.00	0 %	-146.84	0 %
Miscellaneous Insurance	52	3 %	47,693.00	2 %	-19,304.54	2 %	0.00	0 %	-2,924.26	1 %
Premera	18	1 %	16,813.20	1 %	-10,683.28	1 %	0.00	0 %	-607.52	0 %
Regence	31	2 %	30,480.80	1 %	-19,647.30	2 %	0.00	0 %	-281.20	0 %
Tricare	7	0 %	5,859.60	0 %	-3,114.55	0 %	0.00	0 %	-939.05	0 %
Veterans Administration	56	3 %	50,358.20	2 %	-28,910.07	2 %	0.00	0 %	-2,981.20	1 %
Workers Comp	7	0 %	6,060.60	0 %	-2,860.30	0 %	0.00	0 %	-175.50	0 %
Group Total	264	14 %	236,740.00	11 %	-93,186.70	8 %	0.00	0 %	-8,121.92	2 %
Private/Self-pay										
Insurance Research	6	0 %	5,533.40	0 %	-818.80	0 %	0.00	0 %	-2,619.60	1 %
Private	64	3 %	62,036.00	3 %	-5,857.00	1 %	0.00	0 %	-11,207.00	2 %
Group Total	70	4 %	67,569.40	3 %	-6,675.80	1 %	0.00	0 %	-13,826.60	3 %
	1856		2,205,362.80		-1,161,729.16		0.00		-509,210.57	

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 24-20

A RESOLUTION TO INCREASE AMBULANCE TRANSPORT BILLING RATES
EFFECTIVE JANUARY 1, 2025

WHEREAS, Resolution 12-14, adopted August 21, 2012, established billing rates for Emergency Medical Services transports, and

WHEREAS, Jefferson County Fire Protection District No. 1 collects Emergency Medical Services Levy fees for the purpose of providing Paramedic Emergency Medical Care, and

WHEREAS, the Emergency Medical Services Levy provides funding for a portion of the Paramedic Staff to be available 24 hours a day to the residents of Jefferson County Fire Protection District No. 1; and

WHEREAS, in addition to Paramedic Services, Jefferson County Fire Protection District No. 1 provides fully equipped and licensed ambulance transport services to all those in need, either resident of or visitor to Jefferson County Fire Protection District No. 1; and

WHEREAS, the costs associated with transportation of the ill and injured is not provided for with the Emergency Medical Service Levy; and

WHEREAS, ambulance transport fees are allowable charges by private, state and federally funded insurance programs; and

WHEREAS, these medical insurance providers allow for periodic adjustment of fees, including ambulance transport services; and

WHEREAS, Resolution 23-03, adopted April 19, 2023, updated the billing rates for Emergency Medical Services transports, and implemented Advanced Life Support service charge.

NOW, THEREFORE, BE IT RESOLVED by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners, which the following fee schedule for service levels and mileage be changed effective January 1, 2025:

	<u>Rates effective January 1, 2025</u>
<i>Specialty Care Transports</i>	<u><i>\$1,200.00 No Change</i></u>
<i>Advanced Life Support II</i>	<u><i>\$1,000.00 No Change</i></u>
<i>Advanced Life Support I</i>	<u><i>\$900.00</i></u>
<i>Basic Life Support</i>	<u><i>\$750.00</i></u>
<i>Basic Life Support Non Emergent</i>	<u><i>\$700.00</i></u>
<i>Advanced Life Support Service Charge</i>	<u><i>\$700.00</i></u>
<i>(equivalent to the BLS rate in effect)</i>	
<i>Mileage Charge</i>	<u><i>\$20/mile</i></u>

Approved this 15 day of October 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 BOARD OF
COMMISSIONERS

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

Date: October 15, 2024

Subject: Updated Apparatus Purchasing

Prepared By: Tanya Cray, BC Fletcher

Background:	<p>In March of 2023 the Board was given an updated financing scenario showing the estimated costs of needed apparatus to be financed through the Local Program and the corresponding timeline for delivery.</p> <p>Due to the rising costs of apparatus and the immediate need for ambulances. The apparatus committee is proposing to remove the purchase of a Rescue at this time and replace it with a remount Ambulance.</p>																																
Fiscal Impact:	<table><tr><th colspan="4">Proposed Financing Scenario</th></tr><tr><th>Equipment for Financing</th><th>Estimated Total Cost</th><th>Proposal w/ Updated Costs</th><th>Est. Delivery Date</th></tr><tr><td>2 Fire Engines</td><td>\$2,285,000</td><td>\$2,350,219</td><td>TBD: will be notified when it goes on the line, 3-4 months after that.</td></tr><tr><td>Brush Truck</td><td>\$175,000</td><td>\$210,000</td><td>Chassis Jan '25 and final product Spring '25</td></tr><tr><td>Ambulance</td><td>\$275,000</td><td>\$350,000</td><td>26-Apr</td></tr><tr><td>Rescue</td><td>\$250,000</td><td>postpone</td><td></td></tr><tr><td>Ambulance Remount</td><td></td><td>\$185,000</td><td>2025</td></tr><tr><td></td><td>\$2,985,000</td><td>\$3,095,219</td><td></td></tr></table> <p>This would increase the amount we are financing through the Local Program by \$110,219.</p>	Proposed Financing Scenario				Equipment for Financing	Estimated Total Cost	Proposal w/ Updated Costs	Est. Delivery Date	2 Fire Engines	\$2,285,000	\$2,350,219	TBD: will be notified when it goes on the line, 3-4 months after that.	Brush Truck	\$175,000	\$210,000	Chassis Jan '25 and final product Spring '25	Ambulance	\$275,000	\$350,000	26-Apr	Rescue	\$250,000	postpone		Ambulance Remount		\$185,000	2025		\$2,985,000	\$3,095,219	
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Recommendation	To postpone the purchase of a Rescue and remount an Ambulance that will be completed and in service in 2025.
Proposed Motion:	Move to approve the apparatus committee recommendation to adjust our financed apparatus by removing the Rescue and replacing it with a Remounted Ambulance, increasing our total amount financed by \$110,219.

2024 Upcoming Events

Group	Event	Date
October		
CRR	Farmers Market/Sidewalk CPR	10/5
CRR	Fire Prevention Week	10/6-10/12
EJFR	Fire Rescue Fest/Badge Pinning	10/12
EJFR	BOC Meeting	10/15
CRR	Fire Prevention Institute Conference	10/14-10/18
WFCA	Snure Legal Seminar	10/23
WFCA	Annual Conference - Spokane	10/23-10/26
November		
	Election Day	11/5
	Veteran's Day	11/11
BOC	Public Budget Hearing/BOC Meeting	11/19
December		
EJFR	Annual Recognition Banquet	12/7
EJFR	BOC Meeting	12/17