



# EAST JEFFERSON FIRE RESCUE

## JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

### In Person

ST 6 - 9193 Rhody Dr. Chimacum, WA

### VIRTUAL MEETING

<https://us06web.zoom.us/j/87867559242>

**3:00pm**

### AGENDA

May 20, 2025

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

#### PLEDGE OF ALLEGIANCE

1. **Agenda Changes** – Excuse Carmody Absence

2. **Consent Agenda**

A. Approve Minutes from the April 15, 2025 Regular Board Meeting

TAB 2A

#### Vouchers

- Approve General Fire expenditure warrants dated April 9, 2025, April 18, 2025, April 24, 2025, May 1, 2025 and May 5, 2025 totaling **\$274,202.03**
- Approve EMS expenditure warrants dated April 9, 2025, April 18, 2025, April 24, 2025, May 1, 2025 and May 5, 2025 totaling **\$88,260.15**
- Approve payroll expenditure warrants dated April 17 2025, and May 2, 2025 totaling **\$894,262.13**
- Approve Volunteer payroll expenditure warrants dated 4/10/2025 totaling **\$7,670.20**

3. **Correspondence** –

TAB 3

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

5. **Presentations** – Dept. of Emergency Management, Willie Bence and Dave Codier  
Criteria for establishing an EOC.

6. **Announcements and Acknowledgements**

- A. EJFR Media Spotlight –  
B. Other Acknowledgments

TAB 6A

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 - *budget complete.*  
B. Data Group - *Did not meet*  
C. Community Risk Reduction  
D. Apparatus Committee  
E. Facilities Committee – *Did not meet* TAB 8D
9. **JeffCom Report –** TAB 9
10. **Local 2032 Report**
11. **Public Comment –** (*for items on the agenda, 3 minutes per person*)
12. **Old Business**  
A. Strategic Plan – Implementation Tool (*Informational*) TAB 12A  
B. St 5 Update
13. **New Business**  
A. Policy/SOG Updates TAB 13A  
    1. SOG 2000g Time Off  
    2. SOG 6002b Surplus Procedures  
B. Approve Fire Chief to sign ILA with WA State Parks TAB 13B  
C. Draft 2024 Annual Report Review
14. **Upcoming Topics/Events** TAB 14  
    • WFOA Annual Conference  
    • Professional Development SOG (FF2, FO, etc.)  
    • Implementation of SharePoint  
    • Drug Free Workplace SOG update  
    • MCI Plan  
    • All County Preparedness Day (replaces All County Picnic) 6/28/25

**Executive Session – Collective Bargaining pursuant to RCW 42.30.140**

**Good of the Order –**

### **Adjournment**

**\*\*Any attached documentation is subject to change without notice, as additions/deletions may be required. Confidential information excluded from public viewing\*\***



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM APRIL 15, 2025**

**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 87867559242.

**COMMISSIONERS & ADMINISTRATIVE STAFF**

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

**Admin Staff:** Chief Black, Deputy Chief Brummel, Finance Director Lirio, BC MacDonald, CRM Wittenberg, MSO Ridgway and District Secretary Cray.

**1. AGENDA CHANGES** – Stinson added Excuse Carmody absence to New Business and Seabrook requested to add an item under New Business titled Resilience Assessment.

**2. CONSENT AGENDA**

- Approve Minutes from March 18, 2025 Regular Board Meeting.

**VOUCHERS**

- Approve General Fire expenditure warrants dated March 17, 2025, March 28, 2025 and April 1, 2025, totaling **\$549,755.35**
- Approve EMS expenditure warrants dated March 17, 2025, March 28, 2025 and April 1, 2025, totaling **\$16,882.61**
- Approve payroll expenditure warrants dated March 18, 2025 and April 3, 2025, totaling **\$876,801.45**

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

**3. LIST OF CORRESPONDENCE** – The Board reviewed correspondence received.

**4. PUBLIC COMMENT** – No public comment given.

**5. PRESENTATIONS** –No presentations.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – Black highlighted the Telecommunicators Week Proclamation from the Board of County Commissioners. All acknowledgements included in board packet.

**7. STAFF REPORTS** – Masci commented on the call reduction likely having to do with CARES which is a good talking point for the program. Black noted they are still doing CARES presentations by request. The program is 100% grant funded and they are always looking for other funding.

Wittenberg announced an amendment to the DNR Wildfire Ready Neighbors program. They have

April 15, 2025

raised the grant amount up to \$33,000.00 and bumped the number of assessments from 50 to 150. Response from homeowners is overall good and very appreciative. Black noted the 2024 work plan is now included in HR Manager Stewarts report.

Complete staff reports are included in the board packet.

## **8. COMMITTEE/WORKGROUP REPORTS**

**A. Budget Committee** – No report, did not meet.

**B. Data Group** - No report, did not meet.

**C. Community Risk Reduction Group** – None report.

**D. Apparatus Committee** – A new turbo is needed for one of our engines and it will cost \$25,000.00. Full report included in board packet.

**E. Facilities Committee** – did not meet.

**9. JeffCom Report** –Fully staffed at 10 with 2 more in the hiring que. They continue to see resumes being dropped off.

**10. LOCAL 2032 REPORT** – None.

**11. PUBLIC COMMENT - Agenda items only** – Jeannie Price stated she had received a home assessment and that it might be a good idea to let people know the results are not shared with homeowners insurance companies.

## **12. OLD BUSINESS**

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

Goals are being met as we keep checking boxes off of our list. This plan is not sitting on a shelf. It was noted that progress for specific milestones is hard to match up, possibly color code for easy identification. Masci added that he is noticing the progress.

**B. St 5 Update**

We have received a bid for the work totaling \$27,000.00. A contract is in the works and we plan to have a signed contract and vendor to report to the Board by next month's meeting.

## **13. NEW BUSINESS**

**A. Policy/SOG Updates –**

**SOG 200d Uniform Standards** – Black reported uniform expectations were updated in 2023 following the news of PFAS issues. There is a uniform committee that meets still to try and find alternatives to PFAS clothing.

Black highlighted that collared shirts are an option for those attending classes or events that do not require class b uniforms.

**B. – Resolution 25-05 Surplus Property** – The Board reviewed the property included in Exhibit A. **MOTION:** Masci moved to approve Resolution 25-05 as presented. Craig seconded the motion which passed unanimously.



**C. Excuse Commissioner Carmody Absence –MOTION:** Masci moved to excuse Carmody for missing the April BOC meeting. Davis seconded the motion which was passed unanimously.

**D. Resilience Assessment** – Seabrook provided the Board with a document laying out his thoughts on the need for a resilience assessment. He stated this assessment would provide a roadmap for the District to be able to deliver quality fire and EMS service to our community following a number of possible disruptions. This would be an adjunct to our Strategic Plan that was developed in 2022. It would be a direction to the Fire Chief to accomplish and provide a report back to the Board in a 3-6 month time frame. The assessment would include: developing an up-to-date situational awareness of potential threats to our revenue, natural disasters and a number of other possible emergent situations. Policies and Procedures, internal systems, partner agencies and specifically liquid energy supply chains would all need to be reviewed.

Masci noted this seems like another universe has just been dropped on the current duties of our Chief, who has a lot on his plate already. Craig added that we need to see if this is a priority for us now and if not decide when it would be. This is a super lengthy assessment and a monster lift. He added that these kinds of plans are quite common and we could possibly use another plan as a guide to avoid this large workload. Stinson noted other agencies that we partner with have their own plans that we could access. Black noted that we have a lot of these things in place already. Carving out time to do all of these things will be a huge time constraint. Seeing another model that has been used could be helpful. Since we are already working on many of these items, time could be better spent being cooperative and collaborative with other agencies. He doesn't see how to go forward with this.

**MOTION:** Seabrook moved to request the Fire Chief lead an effort to evaluate EJFR's vulnerabilities relative to operational resilience during disaster scenarios and /or societal level disruptions. The BOC has full confidence in the Chief to conduct this "resilience assessment" in whichever manner makes most sense to him. The BOC does not expect that solutions be provided for vulnerabilities found. However, the BOC requests that a report be provided on the resilience assessment prior to the time we must make decision on next year's budget. Craig seconded the motion. Discussion followed. Masci, Stinson and Craig all agreed that the timing is not right and more homework on this topic needs to be done. Stinson called all in favor: Seabrook, aye. She called all opposed: Masci, aye; Craig, aye; Davis, aye; and Stinson, aye. Motion failed 4 -1.

#### **14. UPCOMING TOPICS/EVENTS** – Included in Board packet.

#### **GOOD OF THE ORDER** –

Black thanked all who serve on interagency boards and committees, and he asked that if you are unable to make meetings you let someone know for voting purposes.

Cray added that those who serve on behalf of other groups, absences should be discussed with that group as the Fire District is not who you are serving.

Seabrook provided some handouts on the insurability crisis. Stinson reported that she attended the Region 9 conference and received good info.

#### **ADJOURNMENT**

Stinson adjourned the meeting at 4:24pm.

**Jefferson County Fire District 1**

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Deborah Stinson, Chair

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Geoffrey Masci, Commissioner

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Ed Davis, Commissioner

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Dave Seabrook, Vice Chair

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Steve Craig, Commissioner

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\_Absent  
Gene Carmody, Commissioner

**ATTEST:**

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Tanya Cray, District Secretary

April 15, 2025


KAUZ, MINKER, ARCHULETA & SVIRIDOVICH

4/24/25

Thank you to the two EMS guys who saved my life (an my husband who called them) on Fri. 3/28. They were calm, kind and professional.

I thought I had a bad reaction to a shingles vaccine but it was a kidney stone packing up bacteria into my blood. I was a very sick girl. In the hospital for 3 days with Dr. Dimitri performing emergency surgery.

I hope you like the brown bottom cup cakes and give some for the guys that took me to the hospital. many many thanks







Thank you!  
It means a lot!  
- Summer

Thank you so much!  
- Heather

We appreciate  
you! Thank you  
- Courtney

Thank you!  
Rachel

Thanks!  
Mako

EJFR

Thank you so  
much for the delicious  
food and kitty treats?

Thank you  
so much!  
- Whitney Maxwell

Thank you!  
- Hailey

Thank you so much!  
much appreciated!  
Troy

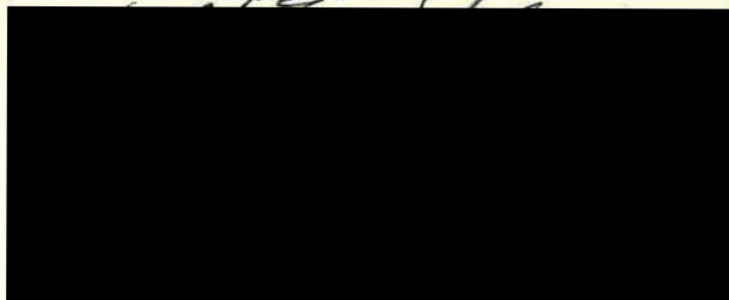
5-2-25

Thanks so much to  
the two wonderful  
crews that came to  
our rescue in March.  
First my mother and  
3 days later myself.

The paramedics were  
so courteous, kind  
and excellent in  
caring for us.

We really appreciate  
what you do for  
our community!

Sincerely,







life! I felt so relieved to hear that! (maybe I'm not crazy?)

If I'm fortunate enough to be elected to the Fire District Board of Commissioners, I will do everything in my power to ensure that CARES is fully funded.

I'm honored to know you both. Thank you for all you do!

Jeannie Price

P.S. I'll be back!

No. 5097 (M) © Mandy Lynne

May 3, 2020  
Dear Jeff and Aaron,

Thank you for allowing me to spend a CARES day with you. It was a profoundly moving day for me and I haven't fully integrated the experience, even almost two weeks later. You do this stuff every day - I couldn't. I literally could NOT.

The knowledge you have about how to help the most vulnerable people in our community is impressive. But more importantly, you clearly care deeply for these folks. And they respect, appreciate and love you guys.

I thought my ongoing emotional response when I talk about my Ride-Along would maybe be considered a bit nuts. But 3 days later I heard Jeff County Commissioner Heidi Ewenhauer say at a public event that her Ride-Along was one of the top 3 most profound experiences in her

5/12/25

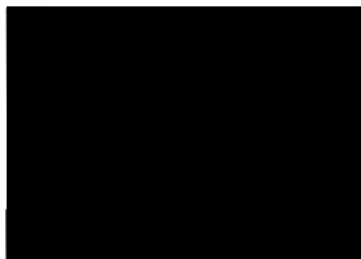
East Jefferson Fire Rescue  
24 Seton Rd.  
Port Townsend, WA 98368

Dear EJFR,

I am writing to thank you for the superb service that you provided me during my recent crisis due to pain in my hip and leg that occurred early on Saturday, April 26<sup>th</sup>. I am very grateful that you were able to evaluate and understand the predicament that I was in at the time. Your efforts to move me carefully from my bed to the ambulance were very much appreciated. Please pass along my heartfelt thanks to the crew members that assisted my transfer to Jefferson Healthcare that night. Everyone was polite, friendly and professional.

Partly due to your assistance, I was able to undergo surgery on my spine at Swedish Hospital on Monday morning, and I'm happy to report that I'm recovering at home now with much less pain.

Very gratefully yours,



Port Townsend, WA 98368



## Wildfire Assessment for Area Residents



Through a partnership with the Washington State Department of Natural Resources, East Jefferson Fire Rescue is offering one-on-one wildfire mitigation assessment of your property at no cost.

EJFR personnel will guide you through a series of recommendations for reducing the risk of wildfire impacting your home with a comprehensive written report provided via email.

“We have found that residents really appreciate the practical recommendations we have made,” said Robert Wittenberg, Community Risk Manager. “Any time we can share information about reducing the risk of fire, it benefits the community in countless ways.”

Guidelines include how to protect your home in each of the three home ignition zones by reducing combustible materials, preventing ember entry and ignition, reducing ladder fuels, and ongoing vegetation management.

To sign up for your free wildfire assessment, visit [wildfireready.dnr.wa.gov](http://wildfireready.dnr.wa.gov).

## Meet Your Firefighters

by Ron Dawson, EJFR Community Outreach Volunteer



Meet Robert Wittenberg, Community Risk Manager for East Jefferson Fire Rescue. Robert started in the fire service in 2012 as a volunteer FF/EMT with Eastside Fire and

Rescue in Issaquah, Washington. Since then, he has gained experience as the Public Information Officer for the State Fire Marshall's Office and a fire code inspector at both Renton Regional Fire Authority and Bainbridge Island Fire Department. His family moved from Issaquah to Port Townsend in November 2020, and he's been a volunteer with EJFR ever since. As Community Risk Manager he is expanding the community awareness in fire prevention, wildfire protection, smoke alarms, and the proper use of fire extinguishers.

His family includes his wife Theresa, and adult children Rachael, Jacob, and Reeve. He and Theresa are now empty nesters. He is working on the renovation of their home and working on a master's degree in organizational leadership.

The thing Robert likes best about his job is talking with people, and imparting information that gives people information on fire protecting their lives. The hardest part of the job is the shortage of time to do all that he wants to do.

What people don't know or suspect about him is that he loves cheesy disaster movies loaded with clichés and predictability – the opposite of what he does professionally.

### 2025 Statistics for East Jefferson Fire Rescue

Effective 01/01/2023 Port Ludlow Fire & Rescue merged with East Jefferson Fire Rescue. Our monthly statistics will now include information for the entire Fire District.

**Communities served include:** Port Townsend, Cape George, Kala Point, Marrowstone Is., Port Hadlock, Chimacum, Irondale, Port Ludlow MPR (North and South Bay), Paradise Bay, Beaver Valley, Bridgehaven, Mats Mats, Shine, South Point and other areas located within our boundaries.

#### March Alarms

Fires.....	8
Rescue/Emergency Medical .....	304
Good Intent .....	32
Hazardous Conditions .....	7
False Alarms .....	22
Service Call .....	54
<b>Total Alarms</b>	<b>427</b>

#### Ambulance Transports

911 Transports.....	197
Hospital Requested Transport .....	0
Non Transports.....	116
<b>Total Transports</b>	<b>197</b>

**CARES Contacts..... 116**



# 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 – April 2025

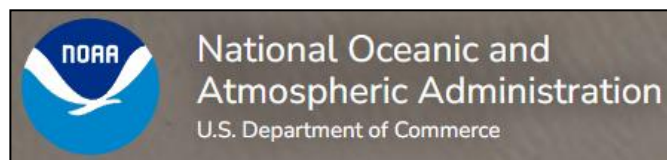
### Call Summary

Call Statistics		
	April '25	April '24
Fires	11	4
Rescue/EMS	284	286
Service Call	75	80
Good Intent	26	39
False Alarm	20	18
Hazardous Condition	7	2
Special Incident	2	0
Total	425	429
April Transports		
911	199	
Hospital Requested	0	
Total	199	
CARES Contacts		
April Contacts	111	

EJFR Responses By Area for April 2025	
Mutual Aid Given	16
City of PT	183
GlenCove/Jacob Miller	15
Cape George	14
Ocean Grove/Beckett Pt.	2
Kala point	14
Hadlock/Irondale	67
Marrowstone Is.	15
South Discovery	2
Chimacum	18
Oak Bay	2
Northern Ludlow	47
Southern Ludlow	28
Other/CARES	2



EJFR has experienced an increased occurrence of brush fires and burn complaints reported by concerned citizens. One significant incident occurred in Bridgehaven where EJFR crews fought a *backing fire* that was burning through ferns, under the shaded tree canopy. This sort of fire behavior is not normal for Jefferson County. *(see picture left).*

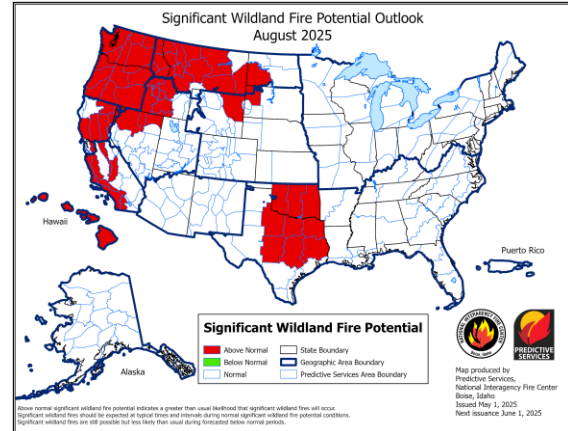


May-2025, NOAA's Wildfire Predictive Report provides fire chiefs with a forecast of the coming wildfire potential. "The Northwest Geographic Area (NWCC) is expected to experience average significant wildfire potential in May. Significant fire potential conditions are expected

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

*to worsen areawide as summer progresses. For July, above normal significant fire potential is forecast for nearly all PSAs, except far southwest Washington and western Oregon. By August, the entire region will have above normal significant fire potential as seasonal dryness accelerates.” (see pictures below).*



The Jefferson County Fire Chiefs are meeting at the end of May to consider elevating the burn restrictions.

### Fire Chief General Activities

FC and HR Manager Stewart met with Found Therapy to review mental health resilience training conducted in January/February. HR is conducting a survey for EJFR members to assess several options. All-County Preparedness Day (ACPD) workgroup continues to meet regularly. The event will be June 28 at Finnriver Cidery. The CWPP group met for their quarterly meeting. FC attended quarterly EJFR safety Committee.

FC and DFC continue collaboration with the WFC – WSRB workgroup in hopes of updating some of the rating criteria. Staff met to coordinate the development of the annual report. FC, DFC and TO attended DNR wildfire conference in Forks. EJFR FC is now JC County’s mutual aid coordinator, requiring a SITSTAT to DNR for available resources each Tuesday.



EJFR and Navy firefighters participated in annual wildfire field day with DNR instructors. Old, obsolete fire shelters were discovered in EJFR’s inventory. Emergency purchase was authorized for immediate replacement, approximately \$10K. **(see picture left)**

### Other Projects

- Collaborating with internal MCI work group.
- Meet and confer with 2032 to develop specialty pay.
- Extensive time dedicated to HR/personnel topics.
- All County Preparedness Day planning group meetings.

### Standing Meetings/Committees

Jefferson County CEO Breakfast (virtual)  
PT City Manager

JeffCo DEM IMT Meeting  
PT Police Chief

BOCC  
BHC

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Paradise Bay Shine Bridgehaven Mats Mats Swansonville Port Ludlow Beaver Valley South Point

JeffCo EMS Council  
JH CQI meeting  
JEFFCOM Board Meeting

BHAC (10<sup>th</sup> of 1%)  
REAL Team  
PLEM meeting

ECHHO  
WSRB  
BH Summit

**Miscellaneous** EJFR honored our JeffCom dispatchers during National Telecommunicators week. EJFR's volunteer appreciation banquet was well attended. National Administrative Professional's Day was celebrated at San Juan Taqueria. Company Officers' meeting was conducted.

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*Serving the Communities of*

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



May

Operations Report  
DC Pete Brummel

<b>Operations</b>	<div data-bbox="704 474 1211 575"><b>2025 Goals and Objectives Progress</b> <b>Continued Oversight (Ongoing)</b> <b>Photos of Events</b></div> <div data-bbox="386 621 881 651"><b>2025 Goals and Objective Progress:</b></div> <div data-bbox="386 657 915 686"><u>Goal #1: Improve Operational Resiliency:</u></div> <div data-bbox="386 693 1386 722"><i>Objective 1.1: Strengthen Mutual and Automatic Aid Agreements: In Progress</i></div> <div data-bbox="433 728 1531 863"><p>A draft of the Jefferson County Model Procedures has been completed. The document is a first for collaborative operational goals for all fire districts. Examples are “firefighter mayday” mitigation, standardized radio comms, mobilization requests, medevac requests, etc. See draft table of contents and purpose statement.</p></div> <div data-bbox="386 877 1052 907"><i>Objective 1.2: Prepare for Mass Casualty Incidents:</i></div> <div data-bbox="433 913 1544 1043"><p>A draft of the new Jefferson County Mass Casualty Incident Plan (MCI Plan) has been completed and recently presented at the EMS Council meeting (awareness). The NEW plan is divided into three modules: strategic, operational and tactical. See draft Module 1 flow chart and description</p></div> <div data-bbox="386 1052 1442 1081"><i>Objective 1.3 Expand Capabilities with Special Operations and Wildland Interface.</i></div> <div data-bbox="433 1094 1479 1230"><p>Attended the Olympic Region DNR Summit in Forks with Chief Black and Capt. Bergen. Capitalized on the opportunity to apply for a DNR HB1168 Ops grant for a Utility Terrain Vehicle (UTV) specifically designed for limited access wildland mitigation. Total grant request is \$96,501 trailer and equipment. Awards in May.</p></div> <div data-bbox="386 1255 992 1285"><u>Goal #3: Prioritize Health and Safety Initiatives</u></div> <div data-bbox="386 1291 1102 1320"><i>Objective 3.2 Strengthen Decontamination Procedures:</i></div> <div data-bbox="433 1327 1549 1394"><p>Completing an LNI FIIRE Safety Improvement Plan (SIP) as a requirement to apply for LNI grant for a new PPE extractor at Station 7. Due May 31.</p></div> <div data-bbox="386 1457 803 1486"><b>Continuing Oversight Update:</b></div> <div data-bbox="386 1499 1492 1705"><ul style="list-style-type: none"><li>✓ Managing and inventorying all Jefferson County Tier II reporting as Chair of LEPC</li><li>✓ Completed final equipment inventory at Cape George station 3 for surplus. Several small tools to post on auction after BOC action.</li><li>✓ Provided additional information to the Department of Ecology for disposal of firefighting foam containing PFAS. Disposal is now scheduled for July by Ecology third party remediation contractor.</li></ul></div> <div data-bbox="386 1722 940 1751"><b>Local &amp; Regional Operations &amp; Training</b></div> <div data-bbox="386 1766 1520 1902"><ul style="list-style-type: none"><li>• Guest instructor for operations-level rope rescue training at Kitsap Training Consortium at Bainbridge Island Station 23.</li><li>• Upcoming live burn (acquired structure) Gibbs Lake caretaker house 5/27.</li><li>• NFPA 1403 Live Fire Instructor at recent Kitsap Fire Academy at EJFR burn tower.</li></ul></div>
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## Meetings and Events



Incident Command Post at Fire Academy



Rope Ops Training



Gibbs Lake Burn House



IFSAC Driver/Operator Academy

- 4/7 JCFOA Meeting (2hr)
- 4/7 Mandatory LNI FIIRE Program meeting (2hr)
- 4/8 AT&T Satellite Technology Webinar (2hr)
- 4/9 Disciplinary Meeting (1hr)
- 4/10 Disciplinary Meeting (1hr)
- 4/11 T-Mobile for Govt. Agencies meeting (1hr)
- 4/11 Gibbs Lake site visit (2hr)
- 4/11 AT&T HPUE Vendor meeting (1hr)
- 4/14 MCI Planning Workgroup meeting (1hr)
- 4/17 Safety Meeting (2hr)
- 4/22: DNR Summit Meeting, Forks, WA (8hr)
- 4/26: Volunteer Appreciation BBQ (6hr)
- 4/30: Officers Meeting (2hr)

Vector Check-It, LNI FIIRE, various in-person, meetings, virtual meetings, station visits and discussions.

# JEFFERSON COUNTY MODEL PROCEDURES

## Table of Contents

Section Numbers	<u>Section Description</u>	<u>Adopted Date</u> <i>Revision Date</i>
Section 1	Purpose	
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Section 5	Wildland Urban Interface and Mobilization Requests	
Section 6	Radio Communications	
Section 7	Incident Action Planning	
Section 8	Personnel Accountability	
Section 9	Incident Safety Officer (ISO)	
Section 10	Withdraw & Abandon	
Section 11	Calling A Mayday	
Section 12	Rapid Intervention Team (RIT)	
Section 13	Resource Coverage	
Section 14	Air Medical Resources (Medevac)	

Section 15	Hazardous Materials	
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## JEFFERSON COUNTY MODEL PROCEDURES

### Associated Procedures & Contact Lists

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Adopted – Unknown

Revised –

<u>Document Description</u>	<u>Adopted Date</u>	<i>Revision Date</i>
Olympic Region Fire Defense Plan		
Puget Sound Structural Collapse Rescue Annex		
Washington State Mobilization Plan		
PT Mill Fire Operations Plan		
EMS Pandemic Plan		
MCI Plan		
Rehab Tracking Form		
Community Wildfire Protection Plan		
Jefferson County Resources and Contacts <ul style="list-style-type: none"><li>• Dept of Emergency Management (DEM)</li><li>• Wildland Resources &amp; Checklists</li></ul>		

# **JEFFERSON COUNTY FIRE MODEL PROCEDURE**

## **Section 1 - Purpose Statement**

The purpose of the Jefferson County Fire Model Procedures is to provide a process to rapidly dispatch and deploy Fire and EMS resources to any local jurisdiction within the County for emergency incidents that exceed the capability of local fire district resources. This plan also provides a means for coordination of Jefferson County Fire and EMS resources across county and regional boundaries for the first 12 hours of an incident.

The adopted Model Procedures by the Jefferson County Fire Chiefs are to encourage and foster cooperation across jurisdictional boundaries by all of the participating agencies in Jefferson County so that the most efficient response may be achieved to all hazards and incidents, regardless of their origin, and to protect life and property. Such cooperation shall include joint planning, joint training and other related activities by the Parties. Model Procedures enhance interoperability on the emergency scene by providing the foundation to the services we provide within Jefferson County.

# Jefferson County MCI Plan

## I. Strategic Goals

### 1. Concept of Application

The Jefferson County Mass Casualty Incident (MCI) Plan is designed to be an integrated, scalable, and adaptable operational framework that aligns with local, regional, and state emergency response systems. The plan ensures that Jefferson County can respond effectively to mass casualty incidents through unified coordination, shared situational awareness, and a flexible command structure.

### Using the Plan: Modular Scalability

The MCI Plan is divided into (3) modules to address strategic oversight, operational benchmarks and tactical objectives.

**Module One: Strategic Goals** (Regional Stakeholders, Executive Staff, Emergency Management)

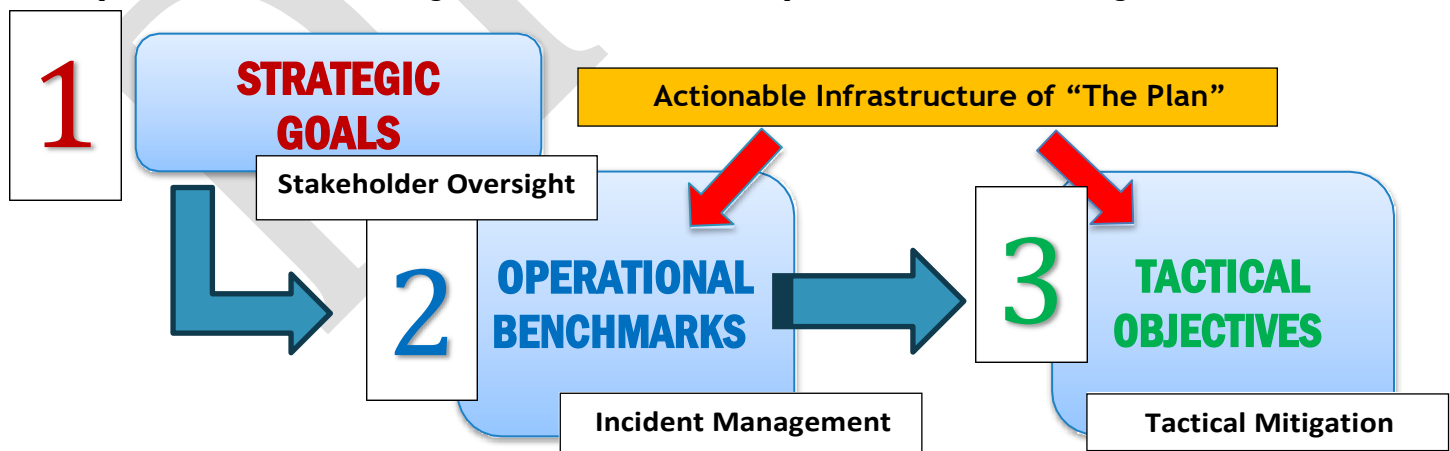
Module One is designed to reflect strategic oversight with NIMS, ICS, local, regional and state health care providers, inter-local agreements and related mobilization plans. The module does not provide response, mitigation or recovery direction.

**Module Two: Operational Benchmarks:** (Battalion Chiefs/Shift Supervisors)

Module Two is designed to assist incident/unified command with operational objectives focusing on response, mitigation and recovery efforts. This module provides criteria for expanding the incident, managing resources, establishing control zones, decontamination, documentation, demobilization and responder debrief.

**Module Three: Tactical Objectives:** (First Responders/ALS/BLS/Specialized Units)

Module Three is designed to provide task and tactical objectives such as fire suppression, extrication, patient care to include triage, field treatment and transport under the NWEMS Regional Protocols.



Date Prepared: 5/9/25

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

<b>Public Education, Events, and Presentations</b>	<b>Children's Events</b> <ul style="list-style-type: none"> <li>• 4/7 Fire Extinguisher Training, Chimacum High School, 28 Students</li> <li>• 4/24 Salish Coast Fire Drill Evaluation with Principal</li> <li>• 4/24 Salish Coast Kindergarten (group 1) visit to Station 1, 12 Children, 5 Adults</li> <li>• 4/29 Salish Coast Kindergarten (group 2) visit to Station 1, 15 Children, 5 Adults</li> <li>• 4/29 Cascade Community Connections visit to Station 1, 3 Teens, 1 Adult</li> <li>• 5/7 Fire Extinguisher Training at Station 1, 27 High School Students</li> </ul> <b>Adult Events</b> <ul style="list-style-type: none"> <li>• 4/9 Fire Extinguisher Training, Habitat for Humanity, 8 Adults</li> <li>• 4/14 Fire Extinguisher Training, Swan Hotel, 12 Adults</li> <li>• 4/17 Wildfire Preparedness Presentation, Jeff Co Library, 100 Adults</li> <li>• 4/26 Kitchen Tour at Station 5 on Marrowstone, 40 Adults</li> <li>• 5/1 Wildfire Preparedness Presentation for Conservation District, 8 Adults</li> <li>• 5/3 Wildfire Preparedness Day at Port Townsend Farmers Market, 60 Adults, 20 Children</li> <li>• 5/4 Wildfire Preparedness Day at Chimacum Farmers Market, 40 Adults, 15 Children</li> </ul>
<b>Community Partnerships</b>	<ul style="list-style-type: none"> <li>• 4/7, 5/5 Jefferson County Fire Chiefs Meetings</li> <li>• 4/23, 5/1 CWPP Education Campaign Meeting</li> <li>• 4/23 Preparedness Day Meeting</li> <li>• 5/6 DASH Meeting</li> </ul>
<b>Smoke Alarm Installations</b>	<ul style="list-style-type: none"> <li>• April – 1 Alarm Installed</li> <li>• 2025 Total – 66 Alarms Installed</li> </ul>
<b>Wildfire Assessments</b>	<ul style="list-style-type: none"> <li>• April – 18 Assessments Completed</li> <li>• Year to Date – 60 Assessments Completed</li> <li>• Contract Period – 62 Assessments Completed</li> <li>• Scheduled/To Be Scheduled – 131 Assessments</li> </ul>
<b>Plan Review, Inspections, Investigations</b>	<b>Inspections</b> <ul style="list-style-type: none"> <li>• 4/8 Dove House, Port Townsend</li> </ul> <b>Concerns</b> <ul style="list-style-type: none"> <li>• 4/23 Meet with Citizen Concerned with Fire Activity in Cappy's Trails</li> <li>• 4/25 Consult with Contractor on Fire Extinguisher Placements</li> <li>• 5/8 Fire Safety Consultation with Homeowner</li> <li>• 4/29 Knox Box Consult at Discovery Behavioral Health</li> </ul>

	<p><b>Meetings</b></p> <ul style="list-style-type: none"><li>• 4/17, 4/24, 5/1, 5/8 New Development Reviews with City of Port Townsend</li><li>• 5/8 Pride Festival Preliminary Walkthrough</li></ul> <p><b>Burn Permits</b></p> <ul style="list-style-type: none"><li>• 4/8 Port Hadlock</li><li>• 4/11 Chimacum</li><li>• 4/29 Port Townsend</li><li>• 5/6 Port Ludlow</li></ul>
<b>Public Information Officer (PIO)</b>	<p><b>Social Media Posts</b></p> <ul style="list-style-type: none"><li>• 4/7 CPR Course Announcement and Sign Ups</li><li>• 4/25 National Volunteer Week Recognition</li><li>• 4/29 CPR Course Promotion</li><li>• 5/1 Pancake Breakfast Promotion</li></ul> <p><b>Social Media Followers</b></p> <ul style="list-style-type: none"><li>• Facebook - 3,628, Down 7 followers</li><li>• Instagram – 675, up 3 followers</li></ul> <p><b>Media Interviews</b></p> <ul style="list-style-type: none"><li>• 4/16 Wildfire Ready Neighbors Campaign Launch at Station 7</li></ul> <p><b>Newsletter Distribution</b></p> <ul style="list-style-type: none"><li>• 44 Sign Ups, up 20 Recipients</li></ul>
<b>Professional Development</b>	<p><b>Washington Public Fire Educators</b></p> <ul style="list-style-type: none"><li>• 4/9 WPFE Board Meeting</li><li>• 4/15 WPFE Quarterly Membership Meeting</li></ul>



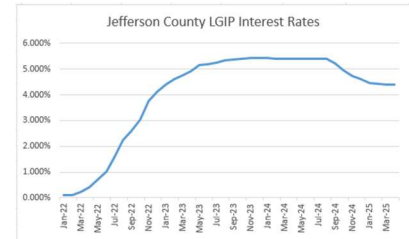
## FINANCIAL REPORT FOR APRIL 2025

### Fund Balance APRIL 2025

	General	EMS	Subtotal	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	2,703,780	3,228,501	<b>5,932,281</b>	1,366,733	978,794	501,400	<b>8,779,208</b>
Change YTD	2,195,840	789,486	<b>2,985,326</b>	19,757	14,093	7,100	<b>3,026,276</b>
Ending Fund Balance	4,899,620	4,017,987	<b>8,917,607</b>	1,386,490	992,887	508,500	<b>11,805,484</b>

### Financial Highlights:

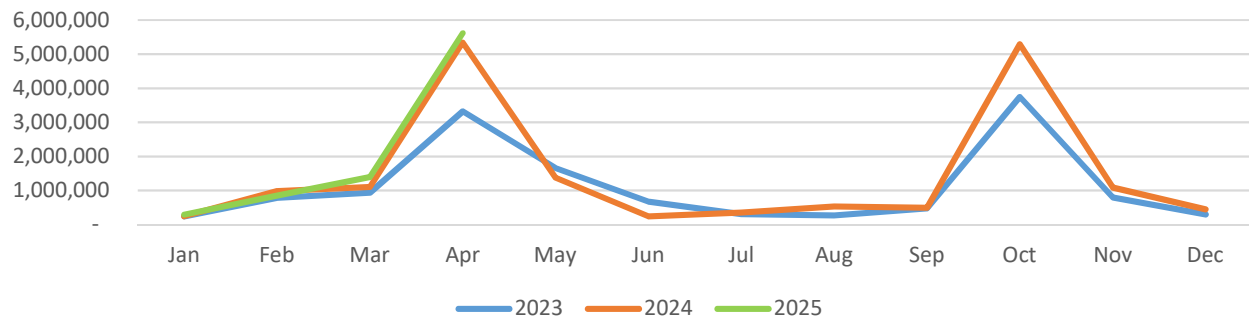
- Year-to-Date financials and trending graphs (attached). YTD trends appear to be **trending as expected**.
- Investment Earnings. LGIP gross interest = **4.3933%** in April 2025.
- As of 4/30/25, **74.4%** of EJFR's Fund Balance is in LGIP Investments. The lower than usual percent to total was because of material property tax payments at the end of the month. On 5/5/25, \$3,261,000 was transferred from cash to investments.
- 2019 LTGO Bond interest payment of \$24,436.25 due on 6/1/25. Payment schedule below.
- 2024 financial statement, information and footnotes under review. Draft financial statement below. Submittal deadline: 5/30/25.
- Property and Business Insurance policies \$160,736 or 10.5% increase. June 1 renewal date. Recommend increase deductibles to \$5,000 and Agreed Value of certain first-out apparatus with net savings of \$6,962 from the proposed \$160,736 2025-2026 premium.



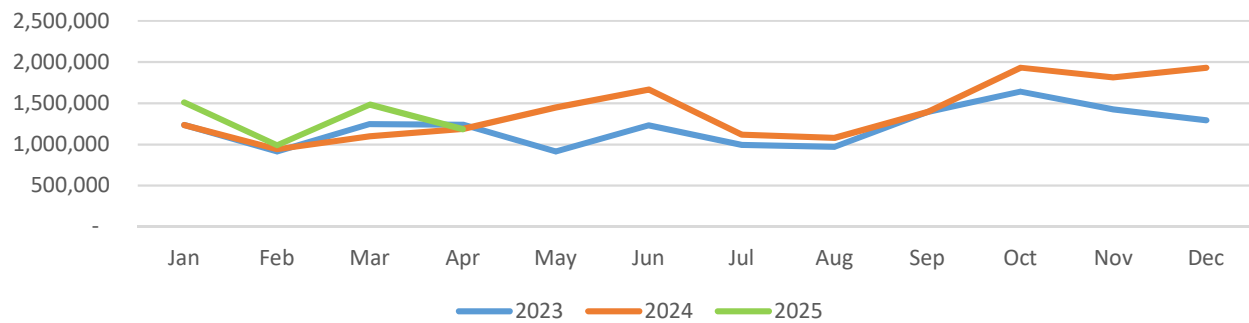
### Other Highlights:

- Update on CIP Project. See information below.
- Update on PUD taxes. See information below.
- Worked alongside team to review payroll processing for edification.
- Helped process accounts payable while Emily and Erin attended training in Spokane.
- Transformed Finance Director's processes from paper-based to digital documents.
- Redesigned cash receipting process with the new depository account.
- Successfully performed month end reconciliation with new cash receipting process.
- Helped processed 1Q2025 Volunteer payroll reflecting the Volunteer Responder Incentive Protection Act (VRIPA) benefit of up to \$600 per year.
- Prepared fiscal information for 2024 Annual Report

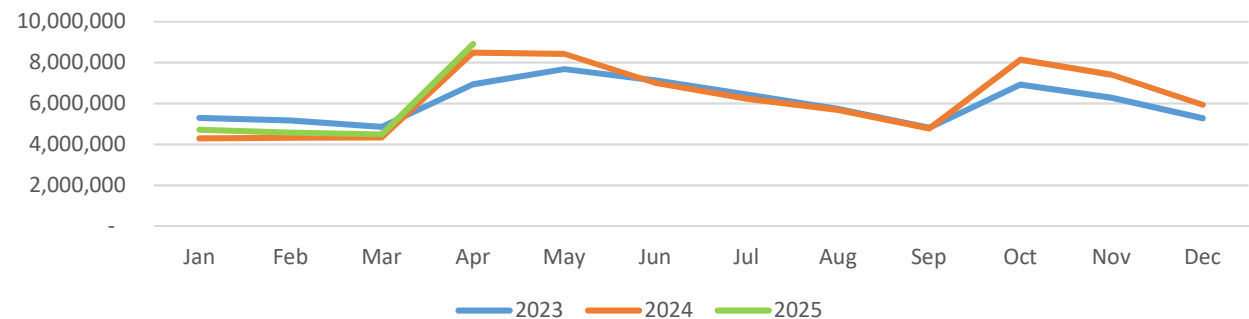
### East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



### East Jefferson Fire Rescue FIRE General & EMS Funds Expenditures



### East Jefferson Fire Rescue FIRE General & EMS Funds Fund Balance



# FIRE - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:18:42 Date: 05/06/2025

Page: 1

001 Fire Fund #656001010			Months: 01 To: 04	
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,790,550.00	5,279,177.73	5,511,372.27	51.1%
390	272,000.00	0.00	272,000.00	100.0%
<b>Fund Revenues:</b>	<b>11,062,550.00</b>	<b>5,279,177.73</b>	<b>5,783,372.27</b>	<b>52.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
000	162,200.00	29,598.13	132,601.87	81.8%
210 Administrative	1,881,880.00	632,426.61	1,249,453.39	66.4%
211 Legislative	240,195.00	56,207.98	183,987.02	76.6%
220 Suppression	6,417,524.00	2,058,312.63	4,359,211.37	67.9%
230 Prevention	22,000.00	1,376.56	20,623.44	93.7%
245 Training	112,333.00	18,658.29	93,674.71	83.4%
250 Facilities	422,414.00	94,585.08	327,828.92	77.6%
260 Vehicles & Equipment	468,450.00	159,158.85	309,291.15	66.0%
<b>520 Fire Control</b>	<b>9,726,996.00</b>	<b>3,050,324.13</b>	<b>6,676,671.87</b>	<b>68.6%</b>
<b>590 Debt, Capital &amp; Transfers</b>	<b>1,958,785.50</b>	<b>33,013.50</b>	<b>1,925,772.00</b>	<b>98.3%</b>
<b>Fund Expenditures:</b>	<b>11,685,781.50</b>	<b>3,083,337.63</b>	<b>8,602,443.87</b>	<b>73.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>(623,231.50)</b>	<b>2,195,840.10</b>		



FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 11:19:27 Date: 05/06/2025

Page: 1

001 Fire Fund #656001010			Months: 01 To: 04	
Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,872,983.00	947,234.78	1,925,748.22	67.0%
522 20 10 019-0 OVERTIME (40%)	519,147.00	164,231.86	354,915.14	68.4%
220 Suppression	3,392,130.00	1,111,466.64	2,280,663.36	67.2%
520 Fire Control	3,392,130.00	1,111,466.64	2,280,663.36	67.2%
Fund Expenditures:	3,392,130.00	1,111,466.64	2,280,663.36	67.2%
Fund Excess/(Deficit):	(3,392,130.00)	(1,111,466.64)		

# EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:20:10 Date: 05/06/2025

Page: 1

101 EMS Fund #657001100			Months: 01 To: 04	
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,460,354.00	2,875,999.45	3,584,354.55	55.5%
Fund Revenues:	6,460,354.00	2,875,999.45	3,584,354.55	55.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,611,439.00	2,063,224.30	4,548,214.70	68.8%
274 EMS Training	108,940.00	23,288.38	85,651.62	78.6%
520 Fire Control	6,720,379.00	2,086,512.68	4,633,866.32	69.0%
590 Debt, Capital & Transfers	190,000.00	0.00	190,000.00	100.0%
Fund Expenditures:	6,910,379.00	2,086,512.68	4,823,866.32	69.8%
Fund Excess/(Deficit):	(450,025.00)	789,486.77		

# EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 11:20:39 Date: 05/06/2025

Page: 1

101 EMS Fund #657001100 Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,309,474.00	1,420,852.63	2,888,621.37	67.0%
522 72 10 019-1 OVERTIME (60%)	778,721.00	247,008.60	531,712.40	68.3%
272 EMS Operations	5,088,195.00	1,667,861.23	3,420,333.77	67.2%
520 Fire Control	5,088,195.00	1,667,861.23	3,420,333.77	67.2%
Fund Expenditures:	5,088,195.00	1,667,861.23	3,420,333.77	67.2%
Fund Excess/(Deficit):	(5,088,195.00)	(1,667,861.23)		

**Appendix C**  
**Payment Schedule of Principal and Interest for the**  
**District's Limited Tax General Obligation Refunding Bonds, 2019**

BOND DEBT SERVICE

EAST JEFFERSON FIRE RESCUE  
LTGO REFUNDING BONDS, 2019  
AA-, BQ, 12/01/2025 Par Call Date

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
09/12/2019					
12/01/2019			14,139.35	14,139.35	14,139.35
06/01/2020			32,216.25	32,216.25	
12/01/2020	155,000	1.050%	32,216.25	187,216.25	219,432.50
06/01/2021			31,402.50	31,402.50	
12/01/2021	290,000	1.100%	31,402.50	321,402.50	352,805.00
06/01/2022			29,807.50	29,807.50	
12/01/2022	295,000	1.150%	29,807.50	324,807.50	354,615.00
06/01/2023			28,111.25	28,111.25	
12/01/2023	300,000	1.200%	28,111.25	328,111.25	356,222.50
06/01/2024			26,311.25	26,311.25	
12/01/2024	300,000	1.250%	26,311.25	326,311.25	352,622.50
06/01/2025			24,436.25	24,436.25	
12/01/2025	305,000	1.300%	24,436.25	329,436.25	353,872.50
06/01/2026			22,453.75	22,453.75	
12/01/2026	305,000	1.350%	22,453.75	327,453.75	349,907.50
06/01/2027			20,395.00	20,395.00	
12/01/2027	310,000	1.400%	20,395.00	330,395.00	350,790.00
06/01/2028			18,225.00	18,225.00	
12/01/2028	320,000	3.000%	18,225.00	338,225.00	356,450.00
06/01/2029			13,425.00	13,425.00	
12/01/2029	325,000	2.000%	13,425.00	338,425.00	351,850.00
06/01/2030			10,175.00	10,175.00	
12/01/2030	335,000	2.000%	10,175.00	345,175.00	355,350.00
06/01/2031			6,825.00	6,825.00	
12/01/2031	295,000	3.000%	6,825.00	301,825.00	308,650.00
06/01/2032			2,400.00	2,400.00	
12/01/2032	160,000	3.000%	2,400.00	162,400.00	164,800.00
	3,695,000		546,506.85	4,241,506.85	4,241,506.85

**Jefferson County Fire Protection District No. 1**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2024**

- DRAFT -

		<b>Total for All Funds (Memo Only)</b>	<b>001 Fire Fund #656001010</b>	<b>101 EMS Fund #657001100</b>	<b>219 LTGO BOND 2019 FUND</b>
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	6,575,319	4,236,036	2,339,283	-
388 / 588	Net Adjustments	-	-	-	-
<b>Revenues</b>					
310	Taxes	13,987,345	10,116,749	3,870,596	-
320	Licenses and Permits	3,600	3,600	-	-
330	Intergovernmental Revenues	1,433,256	334,968	1,098,288	-
340	Charges for Goods and Services	1,616,615	25,613	1,591,002	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	456,997	259,053	197,944	-
Total Revenues:		17,497,813	10,739,983	6,757,830	-
<b>Expenditures</b>					
510	General Government	-	-	-	-
520	Public Safety	14,423,237	8,707,761	5,715,476	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		14,423,237	8,707,761	5,715,476	-
Excess (Deficiency) Revenues over Expenditures:		3,074,576	2,032,222	1,042,354	-
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	352,623	-	-	352,623
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	55,733	15,003	40,730	-
Total Other Increases in Fund Resources:		408,356	15,003	40,730	352,623
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	314,848	314,848	-	-
591-593, 599	Debt Service	611,567	65,080	193,864	352,623
597	Transfers-Out	352,623	352,623	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		1,279,038	732,551	193,864	352,623
<b>Increase (Decrease) in Cash and Investments:</b>		<b>2,203,894</b>	<b>1,314,674</b>	<b>889,220</b>	<b>-</b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	-	-	-
50841	Committed	-	-	-	-
50851	Assigned	3,228,501	-	3,228,501	-
50891	Unassigned	5,550,706	5,550,706	-	-
<b>Total Ending Cash and Investments</b>		<b>8,779,207</b>	<b>5,550,706</b>	<b>3,228,501</b>	<b>-</b>

The accompanying notes are an integral part of this statement.

## Capital Improvement Plan Update

- Initial goal -- assess whether the \$600,000 annual transfer is sufficient. **It is insufficient.**
- Work continues to build out a more detailed CIP which includes scheduling out replacements and upgrades of our facilities, apparatus & vehicles, equipment and technology.
- Focusing only on **apparatus & vehicles**,

### Method #1: Calculate high level replacement years

Total Replacement Value of Fleet	\$19.6 M (1)
Annual transfer to Capital	\$600,000
Number of years	<b>32.7</b>

Note (1): Excludes Marine 1 and 7

### Method #2 Calculate % to total of operating budget

Estimated Operating Budget for 2026	\$18.7 M
Annual transfer to Capital	\$600,000
% to total	<b>3.2%</b>

### Method 3: Forecast 10-year Cash Flows

## DRAFT – FOR DISCUSSION PURPOSES ONLY -

EJFR Capital Improvement Plan

#### 10-Year Capital Projects Schedule (2025 - 2034) Summary

	2025 *	2026 *	2027 **	2028	2029	2030	2031	2032 ***	2033	2034
Apparatus/Vehicles	707,000	2,530,000	663,063	1,061,038	1,719,734	556,452	400,008	2,722,141	3,680,459	718,132
Equipment										
Technology Infrastructure										
Facilities	-	-	-	-	-	-	-	-	-	-
Land (2 airport parcels)										
<b>Total Expenditures</b>	<b>707,000</b>	<b>2,530,000</b>	<b>663,063</b>	<b>1,061,038</b>	<b>1,719,734</b>	<b>556,452</b>	<b>400,008</b>	<b>2,722,141</b>	<b>3,680,459</b>	<b>718,132</b>

\* Financed by \$2.985m Local Program (~\$380k/yr debt service for 10 yrs); \$227k FIRE Capital

\*\* Levy Lift Lid

\*\* 2019 Bond last debt service payment 12/1/32 (~\$350k/yr 2031 in prior; \$161k in 2032)

#### FIRE/EMS Capital Rollforward

FIRE/EMS Capital Beginning FB	\$ 2,345,527	\$ 2,507,688	\$ 2,836,476	\$ 2,498,011	\$ 1,740,073	\$ 279,947	\$ (52,036)	\$ 2,615,653	\$ (35,905)	\$ (3,546,364)
2025 Series B Local Program Debt Proceeds	451,000	2,534,000								
2031 Series B Local Program Debt Proceeds							3,147,429			
Operating General Fund transfers	600,000	600,000	600,000	600,000	600,000	600,000	650,000	800,000	950,000	950,000
2025 Series B Local Program New Debt (trfx to General Fund)	(50,000)	(380,000)	(380,000)	(380,000)	(380,000)	(380,000)	(380,000)	(380,000)	(380,000)	(380,000)
2031 Series B Local Program New Debt (trfx to General Fund)							(400,000)	(400,000)	(400,000)	(400,000)
Transfer Out to General Fund (Equip for New Engines)	(227,000)									
Capital Expenditures (Apparatus/Vehicles Only) (trfx to General Fund)	(707,000)	(2,530,000)	(663,063)	(1,061,038)	(1,719,734)	(556,452)	(400,008)	(2,722,141)	(3,680,459)	(718,132)
Interest	95,161	104,788	104,598	83,100	39,608	4,469	50,267	50,583		
	<b>\$ 2,507,688</b>	<b>\$ 2,836,476</b>	<b>\$ 2,498,011</b>	<b>\$ 1,740,073</b>	<b>\$ 279,947</b>	<b>\$ (52,036)</b>	<b>\$ 2,615,653</b>	<b>\$ (35,905)</b>	<b>\$ (3,546,364)</b>	<b>\$ (4,094,496)</b>

#### Assumptions:

**Ambulances:** 10 years to rechassis; then, 10 years to replace with new. This means each year, 1 rechassis or 1 new.

**Engines:** 21 year life. Purchase one (1) every 3 years. Equipment is purchased new and stays for the life of the engine.

**BC Rig:** After 6 - 8 yrs handed down to stations or other positions. May require some funds to retool for new use.

## Update on PUD Taxes

The following information, County Resolution 34-14 and PILT Payment Agreement were obtained from email exchange with Staci Prada, Jefferson County Treasurer and Jeff Chapman, Jefferson County Assessor

**PUD PILT (Payments in Lieu of Taxes):** The PUD is required to pay PILT for the Broadband infrastructure per **RCW 54.16.425**. Every district affected gets their share of the PILT, distributed like property taxes. PUD will pay \$6,358.99 in 2025 towards PILT, and Fire Districts will receive a share based on the tax code areas where broadband assets exist. Fire District #1 General Fund will receive \$575.03 and EMS will receive \$221.18.

**PUD Privilege Tax** is a kind of PILT but handled as a kind of surcharge applied to the retail sale of power. The statute does not require (except with nuclear power) that it be distributed like property tax but instead by resolution. PUD privilege tax is distributed to the county general fund and City of Port Townsend per Resolution 34-14. The Counties Clallam, Grays Harbor, Mason and Jefferson County PUDs through the State of Washington DOR. DOR confirmed with Stacie Prada that the information received from DOR is protected under the secrecy clause, and she is waiting to hear back from them on what she can share.

Attached to Resolution 34-14 was a memorandum dated 7/21/14 which outlines that \$266,576 was collected from PUD for the privilege tax. Per the resolution, \$41,119 (0.75% of the gross revenues obtained by a district from the sale of electricity within the city) went to the City of Port Townsend and the balance of \$225,457 went to the County's General Fund.

**AGREEMENT BETWEEN JEEFFERSON COUNTY AND JEFERSON COUNTY PUBLIC UTILITY DISTRICT REGARDING BROADBAND PAYMENT IN LIEU OF TAXES (PILT) – 2024 VALUE FOR 2025 TAXES**

**Jefferson County (County) and Jefferson County Public Utility District (PUD) agree to the following per RCW 54.16.425:**

Washington State law requires the County and the PUD to determine a PILT amount to be paid by the PUD for its broadband plant to the County in lieu of property taxes by April 30<sup>th</sup> of each year (RCW 54.16.425 (3)). The County will distribute the amount received to taxing districts by tax code area in the same proportion as it would distribute property taxes (RCW 54.16.425 (4)).

For the purpose of this agreement, Jefferson County, PUD, and the Department of Revenue (DOR) will assess the personal property assets of the broadband plant, being materials (both installed and inventory) and supplies. No real property value is included in this agreement since such real estate is either public land that serves other purposes, private taxed land, or property included with the PUD energy related privilege tax assessment.

This market assessment will be calculated in the same manner as other utilities are handled by DOR in that the total determined value will be corrected for the localized ratio, which for personal property is 92.1%. DOR has determined that the localized taxable value of the broadband assets in 2024 to be \$1,565,700. For 2025 the County agrees to use 50% of the calculated broadband assets for each Tax Area Code.

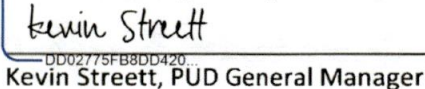
The distribution by Tax Code Area (TCA) for 2025 collection will be as follows:

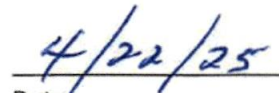
Tax Code Area	Vicinity	Market Value	PILT Taxable Value (50%)	2024 for 2025 Levy Rate	PILT to be Collected
110	City of Port Townsend	259,095	129,548	8.7063489890	\$ 1,127.89
111	Quimper (less PT)	365,452	182,726	8.3942215547	\$ 1,533.84
211	Tri-Area	258,356	129,178	7.9268582334	\$ 1,023.98
213	Port Ludlow/Shine	406,729	203,364	7.9268582334	\$ 1,612.04
323	Coyle	276,068	138,034	7.6882204151	\$ 1,061.24
	Totals:	1,565,700	782,850		\$ 6,358.99

PUD agrees to remit to Jefferson County \$6,358.99 by April 30, 2025 which the County Treasurer shall then distribute to the taxing districts using the above stated TCAs.

Agreed By:

  
Mark McCauley, County Administrator

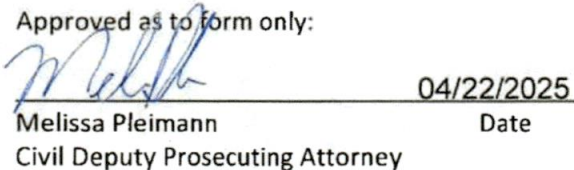
  
Kevin Streett, PUD General Manager

  
Date

4/24/2025

Date

Approved as to form only:

  
Melissa Pleimann  
Civil Deputy Prosecuting Attorney

04/22/2025  
Date



**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**REGULAR AGENDA REQUEST**

**TO:** Board of County Commissioners

**FROM:** Jeff Chapman, Assessor  
Mark McCauley, County Administrator

**DATE:** April 21, 2025

**SUBJECT:** Agreement between Jefferson County and Jefferson County PUD

---

**STATEMENT OF ISSUE:**

Washington State law requires the County and the PUD to determine a Payment in Lieu of Taxes (PILT) amount to be paid by the Jefferson County Public Utilities District No.1 (PUD) for its broadband plant in the County by April 30<sup>th</sup> of each year (RCW 54.16.425(3)). The County will distribute the amount received to taxing districts by tax code area in the same proportion as it would distribute property taxes (RCW 54.16.425 (4)).

**ANALYSIS:**

The County, PUD and the Washington State Department of Revenue (DOR) have been working together to complete this agreement, attached. Generally, this assessment will be calculated in the same manner as other utilities are handled by DOR in that the total determined value will be corrected for the localized ratio, which for personal property is 92.1% for 2024. DOR has determined that the localized taxable value of the broadband assets in 2024 for 2025 PILT to be \$1,565,700. Based on this the full PILT amount at 100% of the appropriate levy rate to be collected and distributed to the taxing districts is \$12,717.96.

The PUD and the County have discussed what percentage of full asset value should be used because the value of the PUD broadband plant when the project is complete may be as high as \$70,000,000, depending upon depreciation and other factors. Charging the full levy rates on this amount will result in a PILT charge of approximately \$568,602 (based on current levy rates), which is considered excessive. This amount would then be passed on to the PUD's broadband customers at the rate of about \$8 per month.

Since RCW 54.16.425 allows the PUD and County to agree to adjust the amount billed to be less than the DOR base calculation, the PUD has proposed 50% of the \$12,717.96 for 2025 as a fair amount. For subsequent years the PUD and County will determine an appropriate tax adjustment table after considering all the factors involved.

Should the County and the PUD fail to agree on a valuation protocol, both parties could agree to binding arbitration the expense of which would be shared by both parties.

**FISCAL IMPACT:**


This agreement would yield a PILT payment of \$6,358.98 which would then be distributed to the appropriate taxing districts.

**RECOMMENDATION:**

Staff recommends that the Board agree with the PUD proposal for the 2025 PILT payment and to their hiring a consultant to help develop a PUD proposal for subsequent years. It is also recommended that the Board delegate signing authority to the County Administrator for this agreement between Jefferson County and the PUD.

**REVIEWED BY:**

  
Mark McCauley, County Administrator

  
Date

# CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Jefferson County PUD No. 1

Contract No: PILT-PUD 2025

Contract For: PILT payment

Term: 2025

COUNTY DEPARTMENT: County Administrator's Office

Contact Person: Carolyn Gallaway

Contact Phone: 360-385-9122

Contact email: carolyn@co.jefferson.wa.us

AMOUNT: \$6,358.98

Revenue: \_\_\_\_\_

Expenditure: \_\_\_\_\_

Matching Funds Required: \_\_\_\_\_

Sources(s) of Matching Funds: \_\_\_\_\_

Fund # \_\_\_\_\_

Munis Org/Obj \_\_\_\_\_

PROCESS:

☐ Exempt from Bid Process

☐ Cooperative Purchase

☐ Competitive Sealed Bid

☐ Small Works Roster

☐ Vendor List Bid

☐ RFP or RFQ

☒ Other: \_\_\_\_\_

## APPROVAL STEPS:

**STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.**

CERTIFIED: ☐ N/A: ☒

Signature

Date

**STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.**

CERTIFIED: ☐ N/A: ☒

Signature

Date

**STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):**

**STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):**

**STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).**

**STEP 6: CONTRACTOR SIGNS**

**STEP 7: SUBMIT TO BOCC FOR APPROVAL**



cc: CS  
Treas  
Ad. } 7.21.14

STATE OF WASHINGTON  
County of Jefferson

Distribution of Annual PUD  
Privilege Tax Revenues

}  
}

RESOLUTION NO<sup>34</sup>-14

**WHEREAS**, a PUD (Public Utility District) is subject to an excise tax in lieu of property taxes according to RCW 54.28.020; and

**WHEREAS**, the state collects these funds and distributes them back to the counties as PUD Privilege tax; and

**WHEREAS**, per RCW 54.28.090, the legislative authority should direct the county treasurer as to the distribution of these funds; and

**WHEREAS**, per RCW 54.28.090, an amount not less than three-fourths of one percent (0.75%) of the gross revenues obtained by the PUD district from the sale of electric energy within any incorporated city or town must be remitted to such city or town; and

**WHEREAS**, information furnished by the PUD district to the county legislative authority is the basis for determination of the amount to be paid to such cities or towns; and

**WHEREAS**, Jefferson County Treasurer Judi Morris surveyed nine counties in Washington State that receive PUD Privilege taxes from public utility districts with electric utilities, and found that eight of the nine counties allocate the tax by allocating to each city three-fourths of one percent (0.75%) of the gross electric energy revenues obtained by the PUD within that city, and allocate the remaining portion of the PUD Privilege tax to each county's current expense (general) fund; and the County Treasurer has recommended following this common practice;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners to distribute three-fourths of one percent (0.75%) of the gross revenues obtained by the PUD district from the sale of electric energy within the City of Port Townsend to the City of Port Townsend, with the remainder of the tax to be distributed to the County General Fund; and

**BE IT FURTHER RESOLVED**, that as authorized by state statute, the Board of County Commissioners hereby directs the Jefferson County Treasurer to distribute the PUD Privilege Tax according the formula shown above.

**APPROVED AND ADOPTED** this 21<sup>st</sup> day of July, 2014



ATTEST

*Eric Lindgren*  
Clerk of the Board

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

*John Austin*  
John Austin, Chair

*Phil Johnson*  
Phil Johnson, Member

*David Sullivan*  
David Sullivan, Member

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**CONSENT AGENDA REQUEST**

**TO: Board of Commissioners**  
**FROM: Frank Gifford, Central Services Director**  
**DATE: July 21, 2014**  
**RE: PUD Privilege tax distribution**

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**STATEMENT OF ISSUE:**

The County receives PUD Privilege Tax each year for payment in lieu of taxes from PUD Districts engaging in the business of operating plants or facilities used in the generation and sale of electric energy in Jefferson County. These taxes are paid by the PUD to the state and the state distributes them to the County. Prior to 2014, the County received taxes from Grays, Mason and Clallam for their facilities located in Jefferson County. With the creation of the Jefferson County PUD electrical operation, starting in 2014 there is an additional amount received annually from Jefferson County PUD #1. The attached resolution is provide direction to the County Treasurer as to the distribution of these funds as required by RCW 54.28.090.

**ANALYSIS:**

The County has received a total of \$266,576 in PUD Privilege tax for 2014. Of that total, \$28,819 is from taxes collected from PUDs in Grays, Mason and Clallam Counties. The remaining \$237,758 is the tax from Jefferson County PUD.

According to RCW 54.28.090, the county legislative body should direct the treasurer as to how the tax should be distributed. This RCW also states that the County must distribute at the minimum, 0.75% of the gross revenues obtained by a district from the sale of electricity within the city or town.

This resolution authorizes the allocation of 0.75% of the gross revenue to be distributed to the City of Port Townsend with the remainder of the tax distributed to the General Fund. In a poll of nine counties conducted by the County Treasurer, eight of the nine counties allocated their PUD Privilege tax using this distribution method.

**FISCAL IMPACT:**

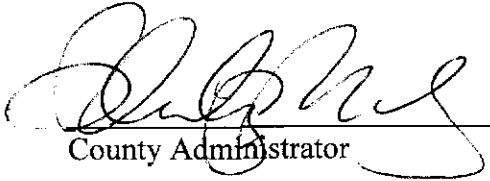
The distribution for 2014 would be as follows:


\$ 41,119	New Revenue to the City of Port Townsend (0.75% times \$5,482,559 of gross electric revenue generated by City)
<u>225,457</u>	<u>County distribution – to General Fund</u>
\$266,576	Total Distribution

**RECOMMENDATION:**

Approve the attached proposed resolution directing the County Treasurer to distribute the PUD privilege tax to City of Port Townsend in the amount of .0.75% of the gross electricity sales in the City, with the remainder of the tax to be distributed to the County General Fund.

**REVIEWED BY:**

  
County Administrator

  
Date

**Date Prepared:** 5/12/25

**Subject:** Human Resource Report

**Prepared By:** Emily Stewart

<b>Meetings &amp; Training:</b>	<ul style="list-style-type: none"><li>• 4/3 M&amp;C</li><li>• 4/3 HR Mtg</li><li>• 4/9 Specialty Pay Committee Mtg</li><li>• 4/9 Training Mtg</li><li>• 4/9 HR Mtg</li><li>• 4/10 HR Mtg</li><li>• 4/17 Safety Mtg</li><li>• 4/17 Vol Mtg</li><li>• 4/18 BAS401 HR Interview</li></ul> <p><b>FLSE 1 Class</b> Fire &amp; Life Safety Educator</p> <ul style="list-style-type: none"><li>• 4/21 – 4/24 Erin &amp; I attended training to be certified as FLSE’s – certified educators help bolster the public education section of the WSRB rating.</li></ul>
<b>Human Resources</b>	<p><b>Employee Wellness</b></p> <ul style="list-style-type: none"><li>• 4/8 Found Therapy Update Mtg</li><li>• Survey prep – survey on next steps for this program in early May, 12 responses so far – in favor of confidential counseling and a family-centered session.</li><li>• Survey sent about in-house physical/health screening offerings – offerings planned for the fall.</li></ul> <p><b>Volunteers</b></p> <ul style="list-style-type: none"><li>• Unfortunately, three volunteers reported injuries in April – Tanya, Chief, myself and others are working on refining the process and the Safety Committee will review.</li></ul>
<b>Presentations / Tours/Other/Misc</b>	<ul style="list-style-type: none"><li>• 2024 Annual report</li><li>• Policy/SOG edits</li></ul>

## EJFR Staff and Volunteers, April 2025

2/25	A SHIFT	B SHIFT	C SHIFT
BC	1- MacDonald	4- Clouse	7- Fletcher
LT	6- Rogers	1- Lueders	1- Kilgore
LT	7- Kauzlarich	5- Gregory	5- W. McGuffey
LT	8- Sanders	6- Grimm	8- Martin
LT	2- Morris	7- Chambers	2- Dean
LT	3- Carver	8- White	4- Dalrymple
PM	4- Whiting	5- Yelaca	2- Spellman
PM	3- Minker	7- Wagner	6- C. Johnson
PM	6- Pulido	8- Welander	7- Rudnick
PM		2- Whitson	
FF	1- Secondez	2- Kithcart	1- Holbrook
FF	2- Walker	2- Kinney	3- Parker
FF	4- Cordova	3- G. Williams	3- Sheehan
FF	5- B. Grimm	4- Severin	4- Kaldahl
FF	7- Sviridovich	6- Fairbanks	6- Richter
FF	8- Archuleta	8- P. Williams	7- Beery
FF	8- Wright	8- Boe	8- Chapman
FF	2- Jeske	3- Floberg	2- Le
FF	5- N. McGuffey		2- Wells
FF			8- Heydon
Res	Barton	Sanchez	Bentzen
Res	Holmes	Harvey	Loverich
Res			
MSO	FF/PM Ridgway		
Cares	FF/PM Woods		
	Captain Bergen FF/PM		

Admin	
Chief	Black
DC	Brummel
CRM	Wittenberg
DS	Cray
HR	Stewart
AA	Sanders
AA	Murray
FT	Lawson
FD	Lirio
Total	9

Volunteer	Position(s)
BERRY	Admin
CHAPMAN	Admin
DAWSON	Admin
DOOLIN	Admin
HORVATH	Admin
KEPLINGER	Admin
KRYSINSKI	Admin
TILLMAN	Admin
Total	8

AVERY	EMS
BLANCHARD	EMS
GONNELLA	EMS
SHORT	EMS
STEWART	EMS
REICHHELD	EMS
Total	6

Volunteer	Position(s)
BAZINET	FF/EMS
BUCKHAM	FF/EMS
COREY	FF/EMS
MCNERTHNEY	FF/EMS
MONTONE	FF/EMS
NOKES	FF/EMS
STEWART	FF/EMS
STONE	FF/EMS
THOMAS	FF/EMS
Total	9

BARTON	FIT
BENTZEN	FIT
HARVEY	FIT
HOLMES	FIT
LOVERICH	FIT
SANCHEZ	FIT
Total	6

ANDERSON	Support/EMS
HARTE	Support/EMS
MOORE	Support/EMS
Total	3

BACKUS JACKSON	Support
BETHEL	Support

Total EJFR Members	
116	

Volunteer	Position(s)
COULTER	Support
DUDDY	Support
FLANAGANMATA	Support
FLEISCHMAN	Support
FORCE	Support
MATACHACON	Support
MICHELSON	Support
NATHAN	Support
SMITH	Support
Total	11

Commissioner	District
Carmody	1
Craig	3
Davis	1
Masci	4
Seabrook	2
Stinson	5
Total	6

Total Career FF	58
Total Admin staff	9
Total Volunteers	43
Total Commissioners	6



**Date Prepared: 5/2/25****Subject:** *Executive Assistant/District Secretary Report***Prepared By:** *Tanya Cray*

<b>Meetings &amp; Events:</b>	<ul style="list-style-type: none"><li>• 4/3 Meet &amp; Confer</li><li>• 4/3 Lunch for Keplinger</li><li>• 4/7 Agenda Prep meeting</li><li>• 4/8 Mtg with MSO re: HIPAA Risk Analysis</li><li>• 4/9 Specialty Pay Committee</li><li>• 4/12 Region 9 Workshop</li><li>• 4/14 Teams Meeting w/ Roy and LOCAL Reps</li><li>• 4/15 Reg BOC Meeting</li><li>• 4/17 1<sup>st</sup> Qtr Safety Meeting</li><li>• 4/18 Post BOC Meeting</li><li>• 4/23 Meet with Chief and Lt. Gregory re: Wellness Physicals</li><li>• 4/25 Snure Seminar – Employment Law</li></ul>
<b>Notable Projects</b>	<ul style="list-style-type: none"><li>• PL Voice Submission</li><li>• Board Meeting packet preparation</li><li>• Documents Purge at Station 7</li><li>• GovDeals posting/selling of surplus items</li><li>• Annual Physicals – administrative help</li><li>• BVFF</li></ul>
<b>BOC Trainings &amp; Registrations</b>	<b>WFCA Annual Conf.</b> – Hotel Booked for – Stinson, Craig, Cray, Black, Stewart, Lirio, Murray (1 room still available)
<b>2025 Ready Rebound YTD</b>	<b>**Stats are unchanged from March due to Ready Rebound Website Issue**</b> Year to Date Usage: 8 # of Wait Days Saved: 23 Total OT Savings Estimate: \$12,455 Total Cases to MD: 2 Total Cases to Imaging: 2 Total Cases to Physical Therapy: 4 Total Cases to Surgery: 0 <b>*See attached report from Ready Rebound</b>

	<p>**As a reminder to all members, <b>Ready Rebound isn't only for employees.</b> Family members, Commissioners and retirees all are able to utilize this program.</p>
<b>2025 Elections Update</b>	<p>The 2025 Candidate Filing period was May 5-9.</p> <p>Candidates running for EJFR Commissioner are:</p> <ul style="list-style-type: none"> <li>• <b>Position 1:</b> Jeannie Price is running unopposed.</li> <li>• <b>Position 2:</b> Incumbent, Dave Seabrook running against Dave Codier</li> </ul> <p>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><b>EJFR BOARD Following 2025 Election:</b>  District 1 (Person elected in 2025) - term expires 12/2031  District 2 (Person elected in 2025) - term expires 12/2031  District 3 Steve Craig - term expires 12/2027  District 4 Geoffrey Masci - term expires 12/2029  District 5 Deborah Stinson - term expires 12/2027</p>
<b>Summary of Wellness Physicals</b>	<p>In 2025 we budgeted \$55,000 for wellness physicals.</p> <p>It was decided that we would look for a new company to perform the onsite physicals. Lt. Gregory found and reached out to Professional Health Services who will be able to provide the physicals onsite.</p> <p>The total cost (worst case scenario) is an estimated \$35,700.</p> <p>Services offered include: Vision/hearing testing, labs, Cardiogram, Pulmonary function testing, Chest x-ray, physical examination and new this year we are offering the One Cancer Screening test.</p> <p>Lt. Gregory is working on scheduling our dates.</p>

# Jefferson County Fire District #1

## Cases & Appointments Review

### April 25, 2025



Ready Rebound

**Jefferson County Fire District #1 - Cases & Appointments – 2024**

(On Duty, Off Duty, and Courtesy)

Year	On Duty	Off Duty	Courtesy	Total
2024	2	8	1	11

Appointment Type	# of Appointments Scheduled	Average Days from to Appt (includes auth time)	Average Days Saved	Total Days Saved
	How many times Ready Rebound has scheduled this type of appointment	Duration of time between the procedure ordered and the member's appointment	Average days saved based on the national benchmarks (14, 14, 60)	Total days saved based on the national benchmarks (14, 14, 60)
Initial Appointments	10	12.7	6.8	68
Imaging (MRI/CT)	6	17.67	-3.67	-22
Surgery	4	19.75	40.25	161
Totals:	20			207

Ready Rebound

## Jefferson County Fire District #1 - Cases & Appointments – 2025 YTD

(On Duty, Off Duty, and Courtesy)

Year	On Duty	Off Duty	Courtesy	Total
2025 YTD	0	2	0	2

Appointment Type	# of Appointments Scheduled	Average Days from to Appt (includes auth time)	Average Days Saved	Total Days Saved
	How many times Ready Rebound has scheduled this type of appointment	Duration of time between the procedure ordered and the member's appointment	Average days saved based on the national benchmarks (14, 14, 60)	Total days saved based on the national benchmarks (14, 14, 60)
Initial Appointments	1	0	14	14
Imaging (MRI/CT)	N/A	N/A	N/A	N/A
Surgery	N/A	N/A	N/A	N/A
<b>Totals:</b>	<b>1</b>			<b>14</b>

PROGRAMS/PROJECTS/COMMITTEES

Task	Members <small>(Lead in BOLD)</small>	Supervisor	Scope <small>(Budget, maintain and develop related training, SOP/SOG's)</small>	Related SOGs/SOPs
EMS	Ridgway	Black	STEMI Program, Lifepaks, Ventilators, Gurneys, certifications, Q/A	SOG 5001a, 5002d
EMS Supplies	Welander	Ridgway		
Gurney Maint	Holbrook/Kaldahl	Ridgway		SOG 3003a
Hose, Nozzles & Appliances	Kinney	Clouse		
RIT/TIC	S. Grimm	Clouse		
Special Ops (Rope, Conf)	White, Gregory	Brummel		
PPE	Lueders/Chambers	Clouse		
Ground Ladders	Parker	Fletcher	Maintenance/Testing	
Tools & Rescue Equipment	Secondez	MacDonald		
Preplans/iPads	S. Grimm	Clouse		
SimUShare	Richter/White/ MacDonald	Bergen		
Marine Assets	Dalrymple/S. Grimm/Gregory	Brummel		
Dispatch & Communications	MacDonald/Kauzlarich/ Lueders/Johnson	Brummel	CAD, CrewForce, Radios, Pagers & Apps, Run Cards	
Staffing Management (CrewSense)	MacDonald Fletcher Clouse	Stewart		
Atmospheric Monitors		Brummel		
CISM & Chaplain Program	MacDonald Duke Walker	Black		
Health/Wellness	Gregory/Walker Stewart/Cray	Brummel		
SCBA	B. Grimm/Whiting Pulido	MacDonald		SOG 4008a,b
Oxygen	Wagner	MacDonald		
Apparatus Committee	Fletcher	Black	Maintenance, Specifications, Annual Testing	SOG 3001a, SOG 3002d
EVIP	Clouse	Brummel		SOG 3000a
Facilities and Emergency Preparedness	Carver Fairbanks	Clouse	Furniture, disaster supplies, etc.	
Facilities	Lawson	Clouse	Repairs/Maintenance	SOG 3003c
Agency Asset Inventory	Williams	Macdonald		
Station Security (Keys)	Lawson	Clouse		
Volunteers, FITs	Harte, Dean, Kaldahl, Stewart, Wittenberg	Bergen		
Joint Safety Committee	E. Stewart	Black		
Joint Labor Management Committee	White Morris Black Stewart Cray	BOC		
EJFR Finance Committee	Lirio Black Cray Bergen Fletcher	BOC		All 6000 section SOG's
Joint Policy Committee	MacDonald +1EJFR Stewart	Black		
Fire Investigations	Wittenberg	Black		
Joint Training Advisory Committee (TAC)	Bergen	Brummel	Establish training plans and calendar	
Wildland	Sanders, Kaldahl	Brummel		
Knox Keys	Carver	Wittenberg		
Inspections	Wittenberg	Black		

**Date:** 5/9/2025

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

**Prepared By:** *Jason MacDonald*

<b>BC 11 Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift meetings</li><li>• Once per tour visit to all stations for crew contact and assistance</li><li>• HR Stewart regarding responder mental health 2025</li><li>• HR Stewart Policy Committee 2025</li><li>• JeffCom User Group Meeting</li><li>• Meet with MSO Ridgway and Olympic Ambulance regarding O2 program</li><li>• Meet with Jeffcom Director Stewart to discuss CAD improvements and tablet usage</li></ul>
<b>BC 11 911 Responses</b>	<ul style="list-style-type: none"><li>• "A" Shift Responses 179</li><li>• BC11 responded to 15 incidents in the last month</li><li>• 3 Brush Fires</li><li>• 2 MVCs</li><li>• 1 CPR</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• A-Shift training 340 hours completed</li><li>• EMS connect</li><li>• Base Station</li><li>• Ongoing Shift level training and scheduling</li><li>• Wildland Refresher (Lt Sanders all shifts)</li></ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"><li>• Shift based training oversight and compliance</li><li>• Staffing and Callbacks</li><li>• Scheduling 2025</li><li>• Vacation/Holiday/SL leave accruals/Audits 2025</li><li>• Run Card review</li><li>• Crewforce testing of geofencing for tablet usage</li></ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"><li>• Cross staffing and crewforce (Lt. Kauzlarich/MacD)</li><li>• Response Plans and Station Assignments (Kauz/MacD)</li><li>• Jeffcom Director Stewart &amp; DC Brummel regarding tablet usage.</li><li>• Oxygen bottle program update</li><li>• SCBA Flow testing completed (B. Grimm)</li><li>• New Mower deck purchase and pickup for station 2 (Secondez)</li></ul>

Program Budgets Update	Program Budget	BARS	Amount	Spent	Remaining
	CrewForce (Kauz)	522 20 41 0200	\$5,000.00	\$0.00	<b>\$5,000.00</b>
	Radios (Kauz)	522 20 42 0102	\$8,200.00	\$0.00	<b>\$8,200.00</b>
	SCBA (B. Grimm)	522 20 31 0300	\$50,500.00	\$1489.65	<b>\$49,010.35</b>
	Wildland (Sanders)	522 20 35 0050	\$21,480.00	\$10,531.19	<b>\$10,948.81</b>
	Small Tools (Secondez)	522 20 35 0100	\$3,000.00	\$0.00	<b>\$3,000.00</b>
	Beds 7/8 (Carver)	522 50 31 0100	\$9,500.00	\$0.00	<b>\$9,500.00</b>



**Date:** May 5th, 2025

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

**Prepared By:** *Justin Clouse*

<b>BC Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift Meetings</li><li>• At least once per tour visit to each station for crew contact and assistance</li><li>• IFSAC Testing meeting</li><li>• Meetings with facility maintenance tech</li><li>• CRR Meetings</li><li>• State IFSAC Technical Advisory Group Meeting</li></ul>
<b>BC 911 Responses</b>	<ul style="list-style-type: none"><li>• Responded to 11 incidents in April.</li><li>• Established or assumed command of 7 of those incidents.</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• Daily Shift level training</li><li>• EMS Connect</li><li>• Base Station</li><li>• Probationary Manual with 1 New Hire</li><li>• Acting Lieutenant Manual with 1 prospective Acting LT</li></ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"><li>• Shift based training oversight and compliance</li><li>• Staffing and callback</li><li>• Run Shift Training reports</li><li>• ESO report review</li><li>• Facility Maintenance program oversight</li><li>• Budget planning</li></ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"><li>• Training Committee</li><li>• IFSAC Testing Technical Advisory Committee</li><li>• IFSAC testing- Prep for Kitsap Spring academy</li><li>• IFSAC Test prep for Clallam Pump Academy and EJFR Pump Academy</li><li>• Facility maintenance planning</li><li>• Burn Tower Prop Repair</li><li>• Taught EJFR Pump academy</li></ul>

<b>ESO</b>	<ul style="list-style-type: none"> <li>Nothing new to report.</li> </ul>
<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>New gear is continually coming in, being inventories and issued.</li> </ul>
<b>Technical Rescue</b>	<ul style="list-style-type: none"> <li>Bi-annual Confined Space rescue training was a success.</li> </ul>
<b>Wellness Program</b>	<ul style="list-style-type: none"> <li>Venders have been contacted and a selection made.</li> </ul>
<b>Facilities Maintenance</b>	<ul style="list-style-type: none"> <li>Station 1- New Station air compressor arrived and ready for install.</li> <li>Station 2- Training room update in process. Permit for storage building project.</li> <li>Station 3- Move has started, with a load or two each week.</li> <li>Station 4- New interior lighting (LED) installed and filed for rebate.</li> <li>Station 5- Annex project- received permit, trying to find a contractor.</li> <li>Station 6- Bi-annual filter changes, diagnose water leak.</li> <li>Station 7- Septic pump temporary swap and replacement.</li> <li>Station 8- New entry door installed on apparatus bay.</li> <li>Station 9- Bid for security lighting upgrade.</li> <li>Admin- Nothing.</li> </ul>

<b>Program Budget</b>	<b>BARS</b>	<b>Amount</b>	<b>Spent</b>	<b>Remaining</b>
Wellness (Gregory)	522 20 41 0600	\$3,000.00	\$99.00	<b>\$2,901.00</b>
Fitness Program (Gregory)	522 72 41 0601	\$3,000.00	\$700.00	<b>\$2,300.00</b>
Annual Physicals (Gregory)	522 10 41 0160	\$55,000.00	\$0.00	<b>\$55,000.00</b>
Ready Rebound (Kinney)	522 72 41 0601	\$14,000.00	\$0.00	<b>\$14,000.00</b>
Hose (Kinney)	522 20 35 0100	\$25,000.00	\$14,148.38	<b>\$10,851.62</b>
FF PPE (Lueders)	522 20 20 0609	\$170,000.00	\$16,994.26	<b>\$153,005.74</b>
Special Ops Rope (White)	522 20 35 0500	\$4,567.00	\$0.00	<b>\$4,567.00</b>
Fire Alarm Panel 1 (Lawson)	594 22 64 0100	\$22,500.00	\$16,561.81	<b>\$ 5,938.19</b>
H2O Heaters St 2 & 7	594 22 64 0100	\$36,500.00	\$0.00	<b>\$36,500.00</b>
St 2 Storage Bldg. (Lawson)	594 22 62 0630	\$75,718.00	\$1,057.47	<b>\$74,660.53</b>
Station 5 Annex Repair (Lawson)	522 50 48 0100	\$ 0.00	\$3,000.00	<b>\$ -3,000.00</b>

**Date:** 5/7/25**Subject:** *Battalion Chief 13 Report***Prepared By:** *Justin Fletcher*

<b>BC 13 Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift meetings</li><li>• Visit each station and collaborate with crews at least once per tour</li><li>• Quarterly Officers Meeting</li></ul>
<b>BC 13 911 Responses</b>	<ul style="list-style-type: none"><li>• Responded to 12 incidents in April- Several Motor Vehicle Accidents</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• Shift level training (C Shift completed 577 hours of training)</li><li>• Continued probationary testing for PFF/PM Rudnick</li></ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"><li>• Several apparatus updates see separate report</li><li>• Callbacks for all staffing needs</li><li>• Scheduling maintenance, repairs and new apparatus builds</li><li>• Worked on Capital Improvement Plan regarding apparatus replacement</li><li>• Worked Duty Chief Shift 4/22</li><li>• I was on vacation for two of the five rotations during the month</li></ul>
<b>Shift Programs</b>	<ul style="list-style-type: none"><li>• Nothing to report</li></ul>

<b>Program</b>	<b>Program Manager</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
Marine Program	Dalrymple	\$37,620.00	\$1,183.87	\$36,436.13
Apparatus Maintenance	Fletcher	\$264,250.00	\$68,967.37	\$195,282.63
Ladders	Parker	\$3,000.00	\$0.00	\$3,000.00
Volunteer Program	Dean	\$80,420.00	\$250.00	\$80,170.00

**BOC Report, MSO**

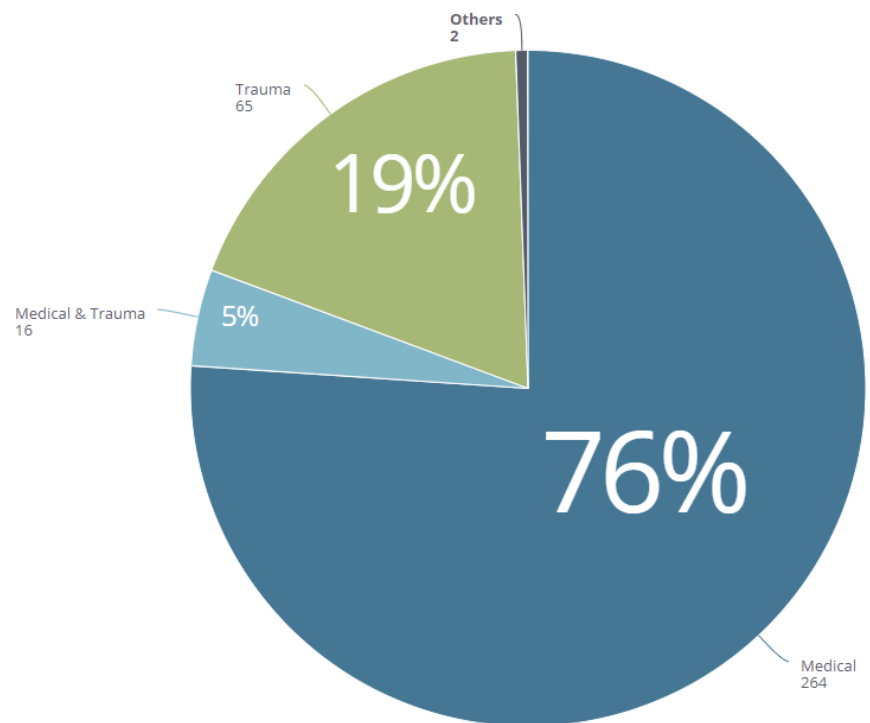
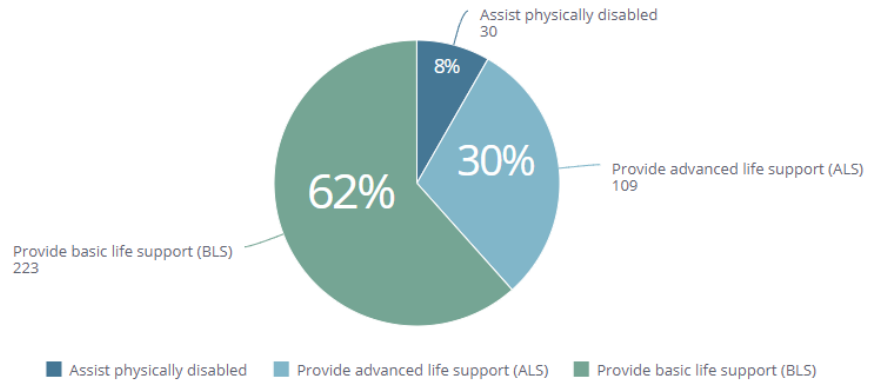
**April 2025**

**Submitted by: Tammy Ridgway**

<b>Meetings</b>	<ul style="list-style-type: none"><li>• <b>Monthly Meeting with Dr. Carlborn and Chief</b></li><li>• <b>Northwest Region EMS Council</b></li><li>• <b>Jefferson County EMS Council</b></li><li>• <b>Jefferson Health Care</b></li><li>• <b>OCH Monthly Meeting</b></li><li>• <b>Monthly check in with probationary PMS, LT's, BC and Training Captain regarding progress</b></li><li>• <b>MCI Workgroup</b></li><li>• <b>Met with QFD on LP 35's</b></li><li>• <b>Met with Olympic Ambulance regarding O2 Delivery</b></li><li>• <b>Safety Meeting</b></li><li>• <b>JC EMS COPS Review</b></li><li>• <b>EMS Training Committee</b></li><li>• <b>Officers Meeting</b></li><li>• <b>Base Station</b></li></ul>
<b>Jefferson County Cardiac Arrest Data 2024</b>	<ul style="list-style-type: none"><li>• <b>Jefferson county had 34 cardiac arrests in 2024</b></li><li>• <b>47.1% had sustained ROSC</b></li><li>• <b>Bystander CPR was at 41.2%</b></li><li>• <b>4 AED were applied before EMS arrival, previous years have been 0 applied.</b></li><li>• <b>Overall survival to hospital discharge was 7 patients. This is a 20.6% survival rate. Washington State has a 14.6% hospital to discharge rate and nationally the rate is 10.5%.</b></li><li>• <b>Jefferson County is double the national average of getting people home after suffering a cardiac arrest!</b></li></ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"><li>• <b>Audit of controlled Substances</b></li><li>• <b>Weekly Supply Check/Ordering</b></li><li>• <b>EMS Room maintenance</b></li><li>• <b>Volunteer Drill Alternative Pharmacology</b></li><li>• <b>HIPPA and Infectious Disease policy review</b></li><li>• <b>Monthly Audits</b></li><li>• <b>ESO Review</b></li></ul>

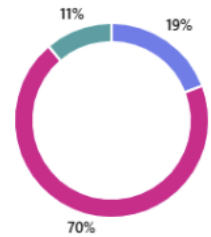
## EMS Calls

**Total Calls 346**  
**Cardiac Arrests 1**  
**STEMI 0**



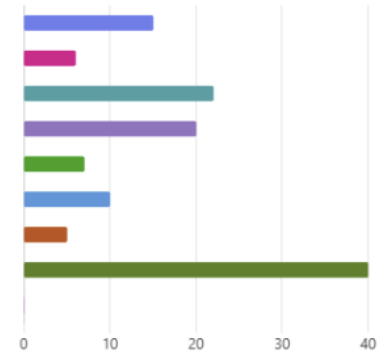
## CARES Data for April

INITIAL CONTACT	24
FOLLOW UP CONTACT	87
UNABLE TO CONTACT	14



### 8. PRIMARY REASON FOR REFERRAL

MH	15
SUD	6
GENERAL ASSISTANCE	22
HOMELESS	20
FAILURE TO THRIVE	7
MEDICAL	10
FREQUENT FIRE CONTACT	5
FALLS	40
Other	0

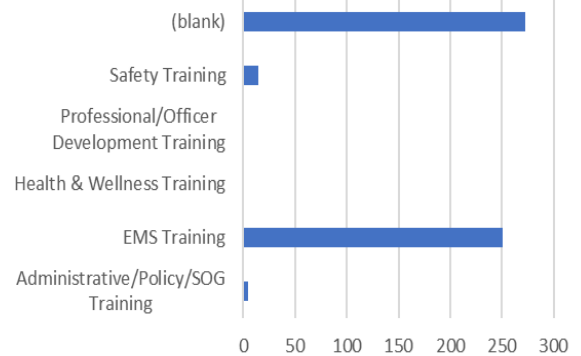


## Department Wide EMS Training Hours

Sum of Duration (hours)

### Sum of Duration (hours) by Assignment Type

Assignment Type ▼



<b>Leave at home naloxone</b>	<i>Page 1</i>	
	<b>April 2025</b>	
	Monthly Naloxone Distribution Survey - Jefferson County EMS Leave Behind	
	Date Survey Completed	05-01-2025 13:35:00
	<b>Community Naloxone Distribution</b>	
How many naloxone kits did your program distribute to clients or participants April 2025?	2	
How many clients or participants did your program train on overdose response in April 2025?	2	
How many clients or participants reported using their last naloxone kit to reverse an overdose in April 2025?	0	

	BARS	Amount	Spent	Remaining
EMS Supplies	522 72 31 0101	\$80,500.00	\$17314.14	\$63,185.86
EMS Medications	522 72 31 0151	\$50,000.00	\$7881.91	\$42,118.09
CPR Program	522 74 45 0101	\$4,000.00	\$118.30	\$3881.70
Training/Conferences	522 74 45 0201	\$14,600.00		\$14,600.00
DOH Training Grant	522 72 35 0251	\$766.00		\$766.00
Required Training	522 74 45 0501	\$12,300.00	\$3333.50	\$8966.50
EMS Equipment	522 72 35 0101	\$15,000.00	\$50.56	\$14,949.44



# EAST JEFFERSON FIRE RESCUE

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

From: Tammy Ridgway, Medical Service Officer

Date: May 8, 2025

## **April Monthly Report – CARES Team**

April was another active and productive month for the CARES team, with 37 new referrals and 125 client engagements. We successfully closed 27 cases. While the majority of referrals originated from 911, we also received four from law enforcement and other fire districts, and nine from Olympic Community of Health (OCH).

A highlight this month was the launch of our partnership with Olympic College, establishing CARES as a ride-along site for nursing students. This initiative offers students an immersive 8-hour experience into the evolving world of mobile integrated health, providing valuable insight into future possibilities in community-based healthcare delivery.

Affordable and accessible housing continues to be a major challenge. Despite efforts across three counties to secure stable housing for multiple individuals, we have seen little success due to the ongoing shortage. This lack of housing options is deeply impacting the clients we serve. A centralized housing portal, accessible and utilized by all partner agencies, would be a significant step toward streamlining the referral process and improving outcomes.

## **Case Highlight – April 4, 2025**

On April 4, the CARES team collaborated with several community partners to support an individual experiencing grave disability. Agencies involved included Recovery Café, Port Townsend Police Department, the Sheriff's Navigator, Jefferson Healthcare, Discovery Behavioral Health, and Believe in Recovery. Together, we gathered and provided critical information to the Designated Crisis Responder (DCR), who determined there was sufficient evidence to detain the individual for evaluation. The individual is now under the care of Jefferson Healthcare with a guardianship process underway.

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*Serving the Communities of*

*Port Townsend   Port Hadlock   Chimacum   Irondale   Kala Point   Cape George   Marrowstone Island*

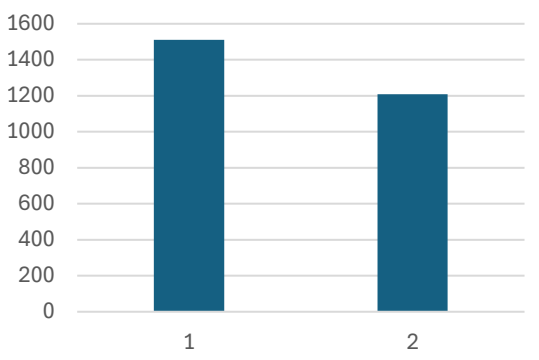
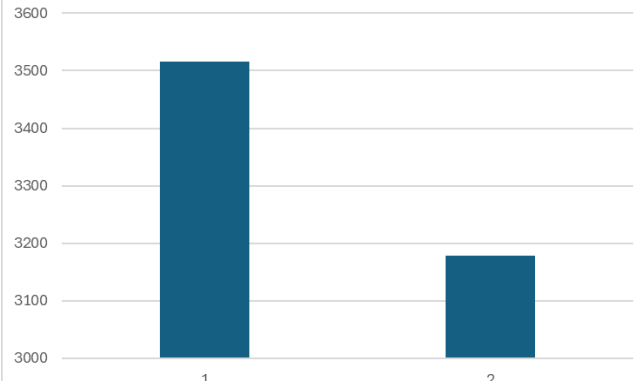


## April Training Captain Report

May 1, 2025

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none"><li>• WSRB Hours for April: 535.1 Hours</li><li>• April total training Hours: 1511.70 hours</li><li>• 1<sup>st</sup> Quarter WSRB Credential hours: 2889.41 Hours</li><li>• 1st Quarter total Training hours: 5917.62 Hours</li></ul>
Overview:	<ul style="list-style-type: none"><li>• Wildland Field Day</li><li>• MCO VES/Force Entry door</li><li>• DNR Summit</li><li>• Burn Box 5 yr completion</li><li>• Probationary member meetings</li></ul>
Wildland Field Day	<ul style="list-style-type: none"><li>• Worked with DNR to conduct Wildland Firefighter 2 Field Day.</li><li>• 14 members across 4 departments participated in the field day, including 10 of our members.</li><li>• Practiced Offensive/ Defensive fire tactics, Radios, Equipment orientation, etc</li></ul>
MCO VES/ Force Entry door	<ul style="list-style-type: none"><li>• Conducted Inward swinging force entry drill with crews practicing opening doors that are locked with tools.</li><li>• Set up a simulated fire in tower with report of rescue, had crews conduct window initiated searches for victims</li></ul>
DNR Summit	<ul style="list-style-type: none"><li>• Attended DNR Summit in Forks.</li><li>• Overview of wildland season, Operational readiness, Learned about DNR Grants for next years wildland season.</li><li>• Assisted at a fire in Port Angeles on the way home.</li></ul>

<b>Burn Box 5 year inspection completion</b>	<ul style="list-style-type: none"><li>• <b>BC Clouse welded the strip pieces of metal required of the five year inspection</b></li><li>• <b>Moving and replacing the thermocouple was the last portion of the 5 yr inspection.</b></li></ul>															
<b>Probationary medic meetings</b>	<ul style="list-style-type: none"><li>• <b>Checked in with probationary members for an update and status of how probation is going.</b></li><li>• <b>Both members are staying on track and progressing well in their new system.</b></li></ul>															
<div><p>April 2025 vs April 2024</p><table><caption>April 2025 vs April 2024 Data</caption><thead><tr><th>Category</th><th>Value</th></tr></thead><tbody><tr><td>1</td><td>~1500</td></tr><tr><td>2</td><td>~1200</td></tr></tbody></table></div>	Category	Value	1	~1500	2	~1200	<div><p>2025 yearly WSRB Hours vs 2024</p><table><caption>2025 yearly WSRB Hours vs 2024 Data</caption><thead><tr><th>Category</th><th>Value</th></tr></thead><tbody><tr><td>1</td><td>~3520</td></tr><tr><td>2</td><td>~3180</td></tr></tbody></table></div>	Category	Value	1	~3520	2	~3180			
Category	Value															
1	~1500															
2	~1200															
Category	Value															
1	~3520															
2	~3180															
Topic	BARS	Amount	Spent	Remaining												
2025 Classesandprops Budget.xlsx	522 45 40 0600	\$ 15,331.00		\$ 15,331.00												
2025 Classesandprops Budget.xlsx	522 45 35 0100	\$ 4,655.00	\$ 2,457.33	\$ 2,197.67												
2025 Classesandprops Budget.xlsx	522 45 49 0200	\$ 1,500.00	\$ 75.38	\$ 1,424.62												
2025 Conferences and IFSAC Classes.xlsx	522 45 40 0500	\$ 40,000.00	\$ 2,550	\$ 37,450.00												
2025 Subscriptions.xlsx	522 45 49 0100	\$ 1,540.00	\$ 1,125.00	\$ 415.00												
2025 Subscriptions.xlsx	522 45 40 0020	\$ 2,750.00	\$ 2,860	\$ -110.00												
2025 Subscriptions.xlsx	522 20 10 0190	\$ 73,963.00	\$11,060.24	\$ 62,902.76												
2025 Subscriptions.xlsx	522 45 40 0600	\$ 1,950.00		\$ 1,950.00												



*DNR Wildland Field Day*



*Probationary Testing*



*5Yr Inspection*



*Ves Drill*



*House fire in PA*



*Search in smoke*

Overview

- During the March 2024 BOC meeting the board approved the following financing option moving forward with apparatus purchases

<b>Equip. For Financing</b>	<b>Est. Total Cost</b>	<b>Updated Costs as of 10/2024</b>	<b>Estimates as of 1/2025</b>	<b>Est Delivery Date</b>
2 Fire Engines	\$2,285,000	\$2,190,219	\$2,190,219	TBD: will be notified when it goes to the line, 3-4 months after that
Brush Truck	\$175,000	\$210,000	\$210,000	Chassis- Nov '24, Est. Box completion March '25, Delivery in May '25
Ambulance	\$275,000	\$350,000	\$340,000	Feb '26
Ambulance Remount		\$185,000	\$241,470	Mid Aug 2025
Rescue	\$250,000	postponed	n/a	n/a
	<b>\$2,985,000</b>	<b>\$2,935,219</b>	<b>\$2,981,689</b>	

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 26<sup>th</sup>-29<sup>th</sup> and the members that flew back to participate included Chief Black, BC Fletcher, LT Kauzlarich, LT Morris, FF Kinney and FF Richter.
- Due to the recent availability of the current generation of motors for the engines we have signed another change order to go with the “L9” motor vs the “X10”. The horsepower and torque outputs are near identical and the savings that will be received are \$80,257.00 per engine or overall savings of \$160,514. A change order was signed on 11/8/24 confirming the price reduction.
- 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 has completed the needs list for the new apparatus to total approximately \$225,000. This amount has been added to the '25 budget for purchase.
- Ambulance 4x4
  - Budgeted for \$275,000
  - A contract has been signed with Braun Northwest for the build of a 2025 North Star Ambulance through the HGAC buying Co-op for the purchase price of \$301,925.00.
  - On 1/21 PM Wagner and myself went to Braun Northwest and conducted our prebuild meeting for the new ambulance. They advised us at the time that they currently have our ambulance slated to be completed in February of 2026.
- Medium Duty Rescue
  - Budgeted for \$250,000
  - A new preliminary ballpark price provided by Braun Northwest puts the Rescue Build at \$245,000- \$255,000 before taxes
  - The purchase of this vehicle has been postponed due to budgetary constraints
- 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.
  - 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.
  - The chassis was delivered to the dealer in Longview and was then taken over to Mallory Safety & Supply for them to begin upfitting.
  - We have signed an agreement with GSA for the purchase of a box through Mallory Safety & Supply for up to \$130,931.99.



- Wickem Weld has completed the box and Mallory has received delivery they are beginning the upfitting process and moving into installation to the chassis.
- **Update-** Mallory has begun upfitting the box and are still estimating delivery in late May to early June.



■ Ambulance Remount (EJ239)

- It was determined during budgetary conversations that we are going to rechassis one of our current ambulances.
- Remounting an ambulance means that we will be taking one of our old ambulances we currently own taking the box off of the current chassis and then putting it onto a new chassis. The box will also be receiving a makeover including new paint and replacing any parts that are worn or damaged. A remount of an ambulance saves a significant amount of money as compared to a new build and also has a build time of only approximately 90 days after the chassis is received. This means that we should be expecting this to be completed by midyear of 2025.
- The ambulance to be remounted is EJ239 which is a 2010 E450 with approximately 200,000 miles on it. It is currently at station 5 and was moved out of the normal ambulance rotation several years ago due to its age and reliability.
- Bruan NW met with us several months ago to look over the ambulance and determine which pieces would be replaced and which pieces would remain the same.
- A proposal has been received from Braun Northwest for \$194,734.00 not including taxes. Additional costs have been added on an approved by the BOC in January's meeting to include radios, decaling, tax and any unforeseen costs incurred by Braun after tearing down the ambulance and assessing need for repairs. The total purchase price is approved at \$241,470. The proposal has been signed and returned which has started our build clock for the remount.
- New chassis agreement paperwork has been signed and submitted which will prompt Braun to order our new chassis.
- **Update-** A pre-build meeting has been set up for May 21<sup>st</sup> and shortly after the vehicle will be delivered to Braun NW for them to begin work.

Pending Large Apparatus Repairs

- Engine 2 Spartan (EJ232)
  - The Engine developed a stop engine light which put the vehicle into a depower mode placing it out of service.
  - A field tech from Cummins came out and replaced the DEF filter so the vehicle was drivable but determined that there was another major problem occurring causing the filter to fail.
  - The Engine is currently at Cummins in Sumner and they have determined that the turbo has failed. We are still awaiting a quote for repairs but are estimated to be in the 10-15k dollar range.
  - **Update-** The total cost for repairs were \$24,966.35



## DIRECTOR'S REPORT

April 24, 2025

### ❖ Projects:

- **Alternate PSAP** functionality resulting from last year's radio console replacement project is coming to fruition with ongoing work by IT staff to allow Jeffcom and Pencom consoles to communicate with each other. This will allow each center to operate the other's radios in case of an outage or other emergency and will replace our current interagency chat channel.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own network connections, and the proposed use of Starlink as a tertiary connection is still pending. Staff at Jeffcom and Pencom have begun investigating cloud-based call-handling systems in hopes of replacing onsite equipment with a hosted solution. This change would be made only when the current system is due for replacement so is some years in the future. A benefit of this change would be local control of the diversity and redundancy of our connection to the system.
- **Tower leasing:** IT staff continue discussing our towers with additional tenants where we have space for leased equipment.
- **Strategic plan:** Statewide E911 strategic plan is nearing completion and will provide a significant source of guidance for our own plan, particularly regarding future interagency technology deployment but also in areas of staff health and wellness and career development.

### ❖ Budgetary Items:

- **Recruiting:** We have continued low-key advertising and occasional interviews and have a short hiring list. We anticipate starting the process with a candidate in the next month for one of the two remaining open positions.
- **Current staffing** remains ten full-time communications staff including one supervisor, three part-time communications officers filling some shifts and JCSO deputies occasionally covering a shift.
- **Communications Supervisor** job description remains to be revised, and we still plan for a promotional opportunity for a second supervisor this quarter.



- **CAD maintenance credit** discussed previously will be applied to our 2025 invoices from Tyler. Payment of our Tyler invoice and pass-through billing of specific line items to agencies will begin after Tyler furnishes revised statement of the credit and to which invoices it has been applied.

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

- **Dispatcher of the Year:** Katy Dressler was voted by her peers to be the 2024-25 dispatcher of the year in conjunction with National Public Safety Telecommunicator Week. Those voting for Katy had much to say about her deserving the award, including that she is always there for everyone, callers and coworkers; is calm, capable, friendly and kind; is consistently competent and pleasant; is readily willing to take on a last-minute shift; and that she would be the one they want on the other end of the line if they ever had to call 911. Hailey Willmann and Troy Zimmerman were the closest runners up in voting.
- **National Public Safety Telecommunicator Week** is coming to an end as I write this report, and staff have appreciated the visits and meals and treats provided by board members, agency staff and unions. We all also appreciate the coverage provided by JCSO so all available Jeffcom employees could have an offsite staff meeting and dinner.
- **March communications-staff overtime** was 197 hours among ten fulltime communications staff (February's was 249.25; January's was 155.5; December's 183.5) among the then primarily nine staff.
- Found Therapy Services continued sit-in appointments with all shifts this month. Working toward a day of offsite, elective private appointments for staff in cooperation with other agencies, and one CO is investigating a Found Therapy-supported program to provide a type of initial peer support following an incident.
- Staff emergency-contact information and preferences for handling a major emergency are being updated, following EJFR's model for such information.

❖ **External Relationships:**

- The April **User Group** meeting is scheduled for next week.
- Participated in the County Connections radio show on KPTZ with Commissioner Brotherton on April 18.
- **Washington APCO-NENA Spring Forum**
  - ◆ Attended by the director (director's training track) and communications supervisor (public-education subcommittee meeting and training track).
  - ◆ Interesting discussions centered on AI use in call handling and quality assurance as well as other emerging technology for ECCs.
  - ◆ Met with State Senator Chapman jointly with Pencom to discuss challenges facing emergency communications centers and invite the senator to visit.

## ❖ CFS and Call Data: January 1 through April 18, 2025

## • Fire/EMS calls by agency

Agency	CFS count YTD	CFS count LYTD
EJFR	1658	1656
QFR	161	177
BFD	188	151
DBVFR	27	41
<b>Total</b>	<b>2034</b>	<b>2025</b>

## • Law Enforcement calls by agency

Agency	CFS count YTD	CFS count LYTD
JCSO	4161	3714
PTPD	2549	2368
<b>Total</b>	<b>6710</b>	<b>6082</b>

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	4567	99.50	n/a
11-15 sec	15	99.83	90%
16-20 sec	5	99.93	95%
21-40 sec	3	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
<b>Total</b>	<b>4590</b>		

## • 911 Call Averages

Metric	YTD Average
Ring time	3.01 sec
Hold time	0.64 sec
Talk time	110.52 sec

## • Non-911 Calls

Metric	YTD
Number of outgoing calls	2125
Number of incoming calls	5148
0-10 sec pick-up time	99.26%
Average ring time	3.37 Sec
Average hold time	3.86 sec
Average talk time	102.61 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	<div>Refine and update our fiscal processes to ensure our fiscal resilience.</div> <div><div><div>Establish an internal budget committee.</div><div>Update financial-related policies and procedures.</div><div>Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices.</div></div></div>	FC/Finance Director	<div><div>Internal Budget Committee Established summer/2022</div><div>Credit Card and Procurement Policy/SOG update March 2023</div><div>Establish financial forecast template</div><div>Program workbooks establish March 2023</div></div>	<div><div>Adopt related SOGs for permanence.</div><div>Updated 3/2023</div><div>Implemented 3/2023</div><div>2024 workbooks posted on sharepoint</div><div>New Finance Director has started updating our SOP/SOG's Fall 2024.</div><div>Program managers are being mentored by Finance Director. Fall 2024</div><div>1/2025 Tanya and Roy are meeting will program managers to help them with purchasing and budget management for their programs. Getting great feedback.</div><div>FC is updating program management expectations and tracking, 5/2025.</div></div>

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.2	Seize opportunities to make more efficient use of existing resources.	<ul style="list-style-type: none"> <li>Use software to optimize our resource inventory, including operations and maintenance, as well as repairs.</li> </ul>	<ul style="list-style-type: none"> <li>Emily</li> </ul>	<ul style="list-style-type: none"> <li>Sharepoint <del>Spring/Summer</del> Fall 2023</li> </ul>	<ul style="list-style-type: none"> <li>Migration to Sharepoint began 12/23</li> </ul>
		<ul style="list-style-type: none"> <li>Integrate software for resource management. <b>CHECK-IT</b> to be implemented for inventory and repair tracking</li> </ul>	<ul style="list-style-type: none"> <li>Lead -Wes Lueders Plus Pete/Tanya/Terri</li> </ul>	<ul style="list-style-type: none"> <li>TEAMS implementation has started. 2024</li> </ul>	<ul style="list-style-type: none"> <li>Business/HR Manager Stewart continues to focus on training staff to be more efficient and increase communication.</li> </ul>
		<ul style="list-style-type: none"> <li>Maintain a strong culture of resource stewardship.</li> </ul>	<ul style="list-style-type: none"> <li>Tanya/Terri</li> </ul>	<ul style="list-style-type: none"> <li>Check-it has been procured U.I. is being loaded with current inventory.</li> <li>Update capital replacement procedures and restore appropriate funding</li> </ul>	<ul style="list-style-type: none"> <li>Finalizing database, presentation by Brummel 12/24</li> <li>Finance Director tasked and program managers are updating. Fall/winter 2024</li> <li>Roy is working with Fleet and Facilities Managers to establish capital replacement planning documents. 3/25</li> <li>Vacating Station 3 in Cape George has begun.</li> </ul>



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"> <li>▪ Benchmark funding levels with comparable agencies.</li> <li>▪ Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys.</li> <li>▪ Start Community Service Specialist (CSS) work with existing personnel.</li> <li>▪ Review and refine our community messaging and positions.</li> <li>▪ Keep website and social media updated and look for opportunities to expand our social media presence.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FC and Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Update comparable analysis and maintain data</b></li> <li>▪ <b>Establish response standards, charter and policy statement</b></li> <li>▪ <b>AFG FP&amp;S grant for CRS</b></li> <li>▪ <b>Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc.</b></li> <li>▪ Website update is in development.</li> <li>▪ Quarterly Newsletter is in development. Due to launch in June 2025.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>In progress</b></li> <li>▪ <b>In progress</b></li> <li>▪ Completed 5/2023</li> <li>▪ Denied 12/23</li> <li>▪ 4/11/24 CARES, SAFER, AFG, FPS grants have been submitted, almost \$3 million.</li> <li>▪ Updating DEM &amp; Jeffcom procedures 12/23</li> <li>▪ 5/2024 EJFR created two new positions, CRM and CRA.</li> <li>▪ 5/2024 CARES received \$202,000 from the AWC.</li> <li>▪ Applied to OCH for 2025 CARES \$.</li> <li>▪ Applied to 10<sup>th</sup> of 1% for 2025-2026 CARES \$</li> <li>▪ Messaging has been assigned to CRR where they will develop template for quarterly newsletter.</li> </ul>

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"> <li>Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities.</li> <li>Adapt our charter and Interlocal Agreements to meet the needs of the community and partners.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li><b>Update City &amp; County ILAs</b></li> <li><b>Clarify and refine EJFR's roles and responsibilities</b></li> </ul>	<ul style="list-style-type: none"> <li>In progress, Fall/Winter 2023. City ILA expires 12/23</li> <li>City ILA fee structure extended to July 24, is again being extended to initiate further collaboration.</li> <li>4/11/24 Fire Prevention Services ILA will only include the City at this time.</li> <li>Final Draft approved by The City 6/2024</li> <li>Met with Ft. Worden for post-PLA transition and update EJFR Fees.</li> <li>CARES received \$265K for 2025.</li> <li>AFG 2025 just opened. Staff proposing two vehicles.</li> <li>Negotiations underway with Fort Worden SP for ILA. 3/25. Finalized, waiting for signatures.</li> <li>Staff support for the airport master plan.</li> <li>Still waiting for development of FM services agreement with the County. 4/2025.</li> </ul>

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 2. Strengthen our core emergency response services.					
2.1	Adopt deployment performance goals as District.	<ul style="list-style-type: none"><li>Establish performance goals as required RCW Title 52.</li><li>Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service.</li></ul>	FC/Admin	<ul style="list-style-type: none"><li>Adopted minimum staffing January 2023</li><li>Establish other performance goals per Title 52</li></ul>	<ul style="list-style-type: none"><li>Completed 1/2023</li><li>Completed 5/2023</li><li>5/2024 implemented alternate ALS response plan.</li><li>10/24 Updating districtwide response plans.</li><li>Cross-staffing implemented December 2024.</li></ul>
2.2	Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"><li>Establish realistic standards and monthly reporting.</li><li>Use training and technology to facilitate compliance.</li></ul>	FC & Staff	<ul style="list-style-type: none"><li>Increase capability and capacity for staff to generate reports.</li></ul>	<ul style="list-style-type: none"><li>In progress</li><li>Jeffcom CAD configuration updated 6/2024 improves the analytics.</li><li>10/24 Updated dispatch tones, improving call processing times.</li><li>Cross-staffing complete, Fall of 2024.</li><li>CAD is being configured for push button response. 3/25</li></ul>

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.3	Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> <li>Establish minimum staffing as required RCW Title 52 to include ALS/BLS.</li> <li>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"> <li>Evaluate the advantages of a peak demand model and/or alternate shift schedule.</li> </ul> </li> </ul>	FC & Staff	<ul style="list-style-type: none"> <li>Adopt policy in compliance with Title 52</li> <li>Update Response Plans and Run Cards</li> </ul>	<ul style="list-style-type: none"> <li>Completed 5/2023</li> <li>ALS response proposed 2/2024</li> <li>4/1/24 New ALS response plan initiated.</li> <li>10/24 3 extra PM's are finishing training, increasing PM workforce.</li> </ul>
2.4	Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> <li>Maintain our Washington State Rating Board score in Fall 2022.</li> <li>Enhance related data capture.</li> <li>Identify substandard metrics, such as number of engines, volunteers, etc.</li> <li>Establish Training Officer position to enhance proficiencies and support professional development.</li> </ul>	Brummel	<ul style="list-style-type: none"> <li><b>Complete amended WSRB Rating</b></li> <li><b>DONE!</b></li> </ul>	<ul style="list-style-type: none"> <li>WSRB rating complete, to be published in 12/2024. PT score will improve.</li> <li>2025 Training Plan is being finalized.</li> </ul>
2.5	Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> <li>Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> <li>Community outreach and health promotion.</li> <li>Participate in local and regional committees to advance funding for alternative EMS services.</li> </ul> </li> <li>Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc.</li> <li>Maintain a strong culture of continuous improvement.</li> </ul>	MSO	<ul style="list-style-type: none"> <li><b>Re-ignite the CPR program</b></li> <li><b>Recruitment of new CPR instructors is underway</b></li> <li><b>Update Patient Care Procedures (PCP) and response procedures.</b></li> </ul>	<ul style="list-style-type: none"> <li>Initiated and growing</li> <li>MSO is working on several new and expanded efforts for layperson CPR. 2/2024</li> <li>EMS bylaws update complete 8/24</li> <li>Working with partner agencies for potential MIH. Fall 2024.</li> <li>New Video Laryngoscopes and ultrasound. 3/25.</li> <li>Butterfly ultrasound donated by a local doctor, 4/25.</li> </ul>

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.6	Address immediate and long-term facility needs.	<ul style="list-style-type: none"> <li>Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> <li>Future uses/development of the undeveloped Jefferson County Airport parcels.</li> <li>Disposition of Harrison Street residence. <b>Sold 11/2023</b></li> <li>District Training, Fleet Maintenance, EOC and Dispatch facilities.</li> <li>Stations 12, 13 and 14 improvements or relocation.</li> <li>Station 15 improvements.</li> </ul> </li> <li>Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources.</li> </ul>	FC	<ul style="list-style-type: none"> <li><b>Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal</b></li> </ul>	<ul style="list-style-type: none"> <li>Hiring of Facility Tec DONE 7/1/2024</li> <li>Facilities analysis in progress.</li> </ul>
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"> <li>Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups.</li> </ul>	DFC Brummel	<ul style="list-style-type: none"> <li>Proposed for 2024 Budget</li> </ul>	<ul style="list-style-type: none"> <li>Two EJFR members have started Medic 1</li> <li>One additional EJFR member to start Boston program spring of 2025.</li> <li>Implemented per diem PM program.</li> <li>Third PM student start the Boston Program 4/25</li> <li>Spring 2025 PM testing underway. One member proposed to start Medic 1 fall of 2025. Waiting on confirmation.</li> </ul>

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"> <li>▪ Prioritize crew visits to low frequency/high risk facilities.</li> <li>▪ Initiate reengagement with the community for life/safety inspections.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CRM Wittenberg</li> <li>▪ CRM Wittenberg</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resetting interagency roles</li> <li>▪ Inspections were restarted in January 2023.</li> <li>▪ <b>Implemented interim fire prevention service contract with the City.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ CRM and CRA hired 5/2024</li> </ul>
3.3	Partner with our community to prevent and respond to increasing wildland fire risks	<ul style="list-style-type: none"> <li>▪ Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation.</li> <li>▪ Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP).</li> <li>▪ Improve our wildfire competencies among the workforce.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FC</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop content and format for community messaging</li> <li>▪ Messaging at Famer's Markets and other public outreach</li> <li>▪ Collaborate with County/City partners and establish CWPP</li> </ul>	<ul style="list-style-type: none"> <li>▪ 4/1/24 CWPP is DONE!</li> <li>▪ 10/24 CWPP project tracking has begun.</li> <li>▪ Working with DEM for evacuation plan implementation, 1/25. This has stalled a bit, but in progress.</li> <li>▪ Community Wildfire Defense Grant in final development with other county partners &gt;\$2,000,000.</li> <li>▪ DNR Ready Neighbors grant continues to grow.</li> </ul>

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables		Notes
3.4	Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> <li>Continue to apply community risk reduction principles in every call, every interaction with members of the public.</li> <li>Communicate the benefits of a robust community risk reduction program to community members <del>in advance of the proposed 2023 levy increase.</del></li> </ul>	<ul style="list-style-type: none"> <li>FC/CRM</li> </ul>	<ul style="list-style-type: none"> <li>Pursue grant funding for CRS position</li> <li>Prepare Levy Initiative</li> <li>Working with EJFR Prevention to retool towards CRR initiatives</li> <li>Expand and initiate programs targeted in our CRA.</li> <li>Updating JC CEMP</li> </ul>	<ul style="list-style-type: none"> <li>Grant submitted Completed 2023 and 2024</li> <li>CRR committee established 12/24</li> <li>4/11/24 EJFR Admin reorg, CRM recruitment underway. New support FTE (Erin).</li> <li>New smoke detector install program started in summer 2024.</li> </ul>	Fire Chief
3.5	Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> <li>Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others.</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>Pursue grants for continued CARES funding</li> <li>Cultivating input from various stakeholders</li> <li>We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact.</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> <li>AWC CARES grant funded \$202K for 2024/25</li> <li>CARES received \$265K for 2025.</li> <li>1/2025 implementing Olympic Connect user interface for CARES. Case migration underway.</li> <li>Connect2 UI is live and being used by CARES.</li> </ul>	Completed 2/2023



Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<b>Initiative 4. Enhance our workforce resilience and development.</b>				
4.1	Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> <li>Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates.</li> <li>Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant.</li> </ul>	<ul style="list-style-type: none"> <li>DFC Brummel</li> <li>Seek funding and grants</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>
4.2	Establish the culture and resources necessary to support the mental and physical health and wellness of our team	<ul style="list-style-type: none"> <li>Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines.</li> <li>Establish benchmark awareness training for all members.</li> <li>Continue to make incremental improvements in our fitness facilities.</li> <li>Broaden workforce participation in fitness/wellness practices.</li> </ul>	<ul style="list-style-type: none"> <li>BC MacDonald</li> <li>Brummel</li> <li>Broaden annual medical evals and injury recovery</li> </ul>	<ul style="list-style-type: none"> <li>4/11/24 Ready Rebound Vitality assessments are complete.</li> <li>HealthForce medical assessments provided to all members 5/2024</li> <li>New contractor secured for CISM and MH services, Fall 2024. Training scheduled for 2/2025.</li> </ul>
4.3	Formalize and strengthen professional development and career track processes	<ul style="list-style-type: none"> <li>Begin planning for medium-term efforts.</li> </ul>	<ul style="list-style-type: none"> <li>DFC Brummel &amp; Training Officer</li> </ul>	<ul style="list-style-type: none"> <li>Training Captain implemented 1/2024</li> <li>No more PIC's. All stations are NFPA 1021 compliant. 3/25</li> </ul>

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
4.4	Ensure recruitment efforts align with the needs of the organization	<ul style="list-style-type: none"><li>Identify current and future retention and recruitment needs of the organization.</li><li>Establish staffing and recruitment plans.</li></ul>	E1	<ul style="list-style-type: none"><li></li></ul>	<ul style="list-style-type: none"><li>2/2024 Establishing PM eligibility list.</li><li>4/11/24 Three new PM FTE's offered employment.</li><li>Lt. promotional exam, January 2025.</li></ul>

**Date:** *May 20, 2025*

**Subject:** *Interagency Agreement between WA State Parks and EJFR for Fire Protection*

**Prepared By:** *Tanya Cray*

<b>Background:</b>	<p>Historically we have contracted with Washington State Parks to provide Fire Protection to Fort Worden, Rothschild House, Old Fort Townsend, Fort Flagler, Mystery Bay and Anderson Lake State Parks.</p> <p>With the demise of the PDA, we were able to renegotiate with the State. This agreement includes Fort Worden and Rothschild House only. This contract includes a rate increase from \$.034 per sq. ft. to \$.043 per sq. ft.</p> <p>The agreement includes added fees for repeat false alarms with an escalator up to \$100 per alarm for 5 or more alarms in a given month. As well as a special events clause that allows us to participate in pre-planning. Any pre-planning that falls outside the City permit process is billable by the Fire District.</p> <p>We will look to negotiate the other State Parks within our boundaries in the future.</p>
<b>Fiscal Impact:</b>	<p>Annual contract amount of \$21,000.00, increased between 2-5% each year based on CPI-U. Includes the potential for repeat false alarm fees and special event planning, not to exceed \$42,000.00 annually.</p>
<b>Recommendations:</b>	<p>Staff recommends authorization for the Fire Chief to sign this agreement.</p>
<b>Proposed Motion:</b>	<p>Move to authorize the Fire Chief to sign Interagency Agreement # IA 325-611, between WA State Parks and EJFR for Fire Services.</p>



**INTERAGENCY AGREEMENT**  
**Between**  
**WASHINGTON STATE PARKS AND RECREATION COMMISSION**  
**And**  
**East Jefferson Fire Rescue**

**AGREEMENT NO. IA 325-611**

**THIS AGREEMENT** is made and entered into by and between the Washington State Parks and Recreation Commission, hereinafter referred to as "State Parks," and East Jefferson Fire Rescue hereinafter referred to as the "Contractor".

This agreement is authorized to be entered into through Chapter 39.34 RCW, the Interlocal Cooperation Act.

**IT IS THE PURPOSE OF THIS AGREEMENT** to provide fire protection services for Fort Worden Historical State Park and Rothschild House State Park Heritage Site.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK**

The contractor shall provide fire protection to State Parks facilities as named above and lying within Fort Worden Historical State Park and Rothschild House State Park Heritage Site. The contractor shall invoice State Parks annually on July 1 of each year of this contract in the amount of \$21,000.00. This amount is based on the calculation of 463,754 square feet at a rate of \$0.043 per square foot for fire protection services necessary for the protection and safety of personnel and property pursuant to the provisions of Chapter 39.34 and 35.21 RCQ as now or hereafter amended. Changes in the actual square footage during the initial contract period shall not affect the contract amount established herein. Effective July 1, 2026, and annually thereafter, the annual amount shall be adjusted in accordance with the percentage increase in the Consumer Price Index for CPI-U Seattle-Tacoma-Bellevue areas for the period of the previous June to June timeframe (minimum 2% increase, maximum 5% increase.)

**FALSE ALARMS**

A "false fire alarm" is defined as an alarm activation that is due to mechanical failure or improper maintenance, and where no actual, smoke, fire or other emergency requiring fire district response exists. State Parks shall be responsible for a repeat false fire alarm fee in excess of 2 false fire alarms by a single alarm system per month.

A "single alarm system" is defined as a facility/building using one main fire alarm control panel. The escalating fee will be \$50 for the 3rd false fire alarm within a single alarm system per month, \$75 for the 4th false fire alarm within a single alarm system per month, and \$100 for each additional false fire alarm within a single alarm system per month. State Parks shall pay the assessed false fire alarm fee upon receipt of the Contractors invoice.

**SPECIAL EVENTS**

When Contractors staff is required to be present at a State Parks special event held in the above park facilities, State Parks shall reimburse the Contractor for the cost of staff and apparatus. Staff

cost will be calculated using Contractor's average hourly rate of a firefighter/Paramedic multiplied by the number of assigned required staff multiplied by the number of hours of the required assignment. The apparatus cost will be calculated using the appropriate rates as published in the Washington State Wage & Equipment Rate Guide. State Parks shall pay the reimbursement fees upon receipt of the Contractor's invoice.

A "special event" is considered any event that is held in a location or venue that differs from the typical use of that location or venue and may introduce new hazards such as increased attendance, the use of temporary heat or ignition sources, the use or storage of combustible fuel sources, modified or restricted emergency egress, and/or the restriction of emergency vehicle access. State Parks may request a Special Event Permit through the City of Port Townsend. For Special Event Permits, Contractor will likely participate in pre-planning of a special event through the City permit process. State Parks shall be subject to the guidelines and fee schedule as provided by the City. In the event of request for pre-planning consultation outside the City permit process, State Parks shall pay Contractor a pre-planning fee based on the hourly rates published in Contractor's Standard Operating Guidelines 8000a (Fire Code Plan Review and Inspection Fees). State Parks shall pay the reimbursement fees upon receipt of the Contractor's invoice.

## **PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence on the date signed by State Parks, and be completed on April 30, 2027, unless terminated sooner as provided herein. Agreement shall automatically expire on April 30, 2027, unless otherwise extended by amendment.

## **PAYMENT**

Compensation for the work provided in accordance with this agreement has been established under the terms of RCW 39.34.130. The parties have estimated that the cost of accomplishing the work herein will not exceed Twenty-One Thousand, and No/100ths Dollars (\$21,000.00) per year in accordance with the terms set forth in the agreement.

Maximum compensation over the term of this agreement will not exceed **Forty-Two Thousand and No/100ths Dollars (\$42,000.00)**. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded.

## **BILLING PROCEDURE**

The Contractor shall submit invoices not more often than annually, with payment due on July 1. Payment to the Contractor for approved and completed work will be made by warrant or account transfer by State Parks within 30 days of receipt of the invoice. Upon expiration of the contract, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

## **RECORDS MAINTENANCE**

The parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

## **RIGHTS IN DATA**

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the state of Washington. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

## **INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

## **AGREEMENT ALTERATIONS AND AMENDMENTS**

This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

## **TERMINATION**

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

## **INDEMNIFICATION**

Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

## **TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

## **DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

## **GOVERNANCE**

This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. applicable state and federal statutes and rules;
- b. statement of work; and
- c. any other provisions of the agreement, including materials incorporated by reference.

## **ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

## **WAIVER**

A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.



## **SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

## **ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

## **PROJECT MANAGEMENT**

The project representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Project Representative for Contractor is: Chief Bret Black, (360) 385-2626

The Project Representative for State Parks is: Chris Holm, Operations Division Manager, (360) 385-2626

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

**East Jefferson Fire Rescue**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Washington State Parks and  
Recreation Commission**

By: \_\_\_\_\_

Manager, Contracts & Grants

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:  
William Van Hook  
Asst. Attorney General  
02/20/07

# 2025 Upcoming Events

Group	Event	Date
<b>2025</b>		
<b>May</b>		
EJFR	Pancake Breakfast	5/3/2025
EJFR	Farmer's Market - Wildfire Preparedness Day	5/3/2025
BOC	Candidate Filing Period	5/5-5/9
EJFR	Rhody Fest	5/14-5/18
EJFR	PLVC Community Yard Sale and Spring Fair	5/24/2025
<b>June</b>		
BOC/Admin	WFCA Spring Series - Lake Chelan	6/7/2025
EJFR	Farmer's Market - Fire Extinguishers	6/7/2025
EJFR	Marrowstone Is. Strawberry Festival	6/21/2025
EJFR	All County Preparedness Day	6/28/25
<b>July</b>		
EJFR	Farmer's Market - Poison Control	7/12/2025
EJFR	Farmer's Market - Sidewalk CPR	7/26/2025
<b>August</b>		
EJFR	Jefferson County Fair	8/8-8/10
EJFR	Farmer's Market - Addressing/Emergency Access	8/2/2025
<b>September</b>		
EJFR	Farmer's Market - Sidewalk CPR	9/13/2025
<b>October</b>		
EJFR	Farmer's Market - Fire Prevention Week	10/4/2025
EJFR	Fire Fest	10/11/2025
BOC/Admin	WFCA Annual Conference	10/22-10/25
<b>November</b>		
EJFR	Farmer's Market - Cooking/Kitchen Fire	11/8/2025
<b>December</b>		
EJFR	Farmer's Market - Heating Safety	12/6/2025