



# EAST JEFFERSON FIRE RESCUE

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

### In Person

ST 6 - 9193 Rhody Dr. Chimacum, WA

### VIRTUAL MEETING

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

**3:00pm**

### AGENDA

June 17, 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 May 20, 2025 Regular Board Meeting TAB 2A

#### Vouchers

- Approve General Fire expenditure warrants dated May 12, 2025, May 16, 2025, May 22, 2025, May 30, 2025 and June 3, 2025 totaling **\$150,293.72**
- Approve EMS expenditure warrants dated May 16, 2025, May 22, 2025, May 30, 2025 and June 3, 2025 totaling **\$24,425.75**
- Approve payroll expenditure warrants dated May 19, 2025, and June 4, 2025 totaling **\$863,223.68**
- Approve Debt Service interest payment dated June 02, 2025 totaling **\$24,436.25**

3. **Correspondence** –

TAB 3

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

5. **Presentations** – Chickadee Forestry, Mallory Weinheimer

TAB 5

6. **Announcements and Acknowledgements**

A. EJFR Media Spotlight –

TAB 6A

B. Other Acknowledgments/Announcements

TAB 6B

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*)
- B. St 5 Update

TAB 12A

**13. New Business**

- A. Policy/SOG Updates
  - 1. Policy Statement (update)
  - 2. Policy 6008 Administrative Benefits (update)
  - 3. Job Description – Executive Assistant (update)
  - 4. SOG 1000j Volunteer On-Duty Injury Procedures
  - 5. SOG 4001e Fire Hose Inventory
- B. Resolution 25-06 All Hazards Mitigation Plan
- C. Fire CARES Vehicle Purchase

TAB 13A

TAB 13B  
TAB 13C

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

- D. Workforce Level MOU

TAB 13D

**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

**Good of the Order –**

**Adjournment**

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



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM May 20, 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, HR Manager Stewart, MSO Ridgway and District Secretary Cray.

**Guests:** DEM Director Willie Bence and Dave Codier.

**1. AGENDA CHANGES** – Stinson added Excuse Carmody absence to the consent agenda.

**2. CONSENT AGENDA**

- Approve Minutes from April 15, 2025 Regular Board Meeting.
- Excuse Carmody Absence

**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**

**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** – The Department of Emergency Management Director Willie Bence and Dave Codier gave a presentation to the Board outlining how and when the Emergency Operations Center gets activated. They stated primarily it is activated when an event overwhelms existing resources and mutual aid systems within the county and/or necessitates an “enhanced level of coordination” due to its size, scope, and/or complexity. Several levels of operations were outlined and what would trigger each level. A short question and answer period followed.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – Our two PM students will graduate July 12<sup>th</sup>. Scotty Pulido will be promoted to Lieutenant effective July 1<sup>st</sup> filling the gap created by Lt. McGuffey’s retirement. Chief Black noted that all candidates for the position were top notch.

**7. STAFF REPORTS** – Black reported the wildfire threat level would be elevated to moderate

May 20, 2025

beginning June 1<sup>st</sup>. Finance Director Lirio noted we are trending as expected. He highlighted our transfers to capital projects. If we keep them at \$600,000 in 2026, it may not be sufficient and we should look at this closer during budget season.

HR Manager Stewart reported she sent out an EAP survey that received good responses and another training is in the works. MSO Ridgway reviewed 2024 cardiac arrest data. Notably, Jefferson County is double the national average of getting people home after suffering a cardiac arrest.

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** –Currently status quo.

**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**

Original vendor to receive the bid decided to retire. Currently working to find another option.

## **13. NEW BUSINESS**

**A. Policy/SOG Updates –**

**SOG 2000g Time Off**– Lirio reviewed the updated time off SOG which now allows more time off to be taken. It may lessen the amount of vacation cashouts at the end of the year. Lirio and BC MacDonald reviewed the vacation and Kelly schedules and determined that 38 more days could be made available.

**SOG 2002b Surplus Procedures** – Cray explained the need to update our procedures to facilitate the surplus of district property. The updated SOG gives clear directions on who has the responsibility and authority for surplus. It additionally gives clear directives on what information is needed to dispose of surplus property following approval.



**B. – Approve Fire Chief to sign ILA with WA State Parks** – Black reviewed the ILA noting we now have the ability to charge fees for repeat false alarms to include an escalator. **MOTION:** Masci moved to authorize the Chief to sign the ILA # IA 325-611 between WA State Parks and EJFR. Davis seconded the motion which passed unanimously.

**C. Draft Annual Report Review** – The draft 2024 annual report was sent out to the Board members prior to the meeting for review. The Board thanked Stewart for all her work on the report. Any suggested edits or corrections should be emailed to Stewart.

**14. UPCOMING TOPICS/EVENTS** – Brummel noted the live burn near Gibbs Lake is coming up on 5/28 and they will be using tender ops due to a lack of hydrants in the area.

**Executive Session:** Stinson called for an executive session pursuant to RCW42.30.140 Collective Bargaining at 4:14pm for 10 minutes until 4:24. Cray, Black, Lirio, Brummel and Stewart remained in session.

Stinson called the regular meeting back to order at 4:24pm stating no decision were made.

**GOOD OF THE ORDER –**

Black learned that the Fire Management Assistant Grant (FMAG) is not available in Washington State due federal orders. It was noted that we have not received money from this program in several years.

Wildland Urban Interface (WUI) criteria is no longer being reviewed by insurance companies as a reason to cancel insurance.

Commissioner Carmody is home and doing physical therapy.

**ADJOURNMENT**

Stinson adjourned the meeting at 4:32pm.

**Jefferson County Fire District 1**

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Deborah Stinson, Chair

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Dave Seabrook, Vice Chair

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Geoffrey Masci, Commissioner

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Steve Craig, Commissioner

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Ed Davis, Commissioner

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Absent  
Gene Carmody, Commissioner

**ATTEST:**

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Tanya Cray, District Secretary

May 20, 2025



Friends of EJFR  
PMB 106 46 Village Way  
Port Ludlow, WA 98365

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June 5, 2025

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

Dear Chief Black,

We were recently made aware of a potential purchase of a new vehicle for the Fire CARES program. As you know, Friends of EJFR is fully committed to supporting Fire CARES and its invaluable impact on our community. We also recognize that the program operates entirely on grant funding and is not fully funded through 2026.

Finance Director Roy Lirio shared a snapshot of the current grant funding status, including certain funds that are set to expire if not utilized soon. Additionally, we understand that the vehicle currently in use by the CARES team is aging and has high mileage, making the need for a replacement increasingly urgent.

You may recall that last year, we aimed to raise enough funds to purchase a new vehicle for the program. While we fell short of that goal, we are pleased to contribute toward the upcoming purchase. Friends of EJFR would like to provide **\$7,500.00** to be used specifically for this purpose.

The CARES program continues to make a meaningful difference in the lives of those it serves, and we are proud to support its mission in any way we can.

Sincerely,

Tanya Cray, Vice President  
Friends of EJFR

Watercolor by John Adams, NWS  
"Gold Creek"



our ordeal, the firefighters  
were courteous and professional.  
We cannot tell you how much  
we appreciate your help.

Sincerely,  
Patricia Lea and  
Dan Meade

May 31, 2025

Dear Chief Black:

Late last Wednesday evening,  
an awful buzzing sound  
triggered our ADT Fire alarm  
system. It took nearly two  
hours for the Port Ludlow  
fire fighters and supervisor  
from Station 7 to find the  
cause of the problem. Throughout

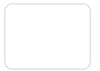
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# The Leader

Wednesday, June 11, 2025

MAIN MENU



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## East Jefferson Fire Rescue responded to 5,656 calls in 2024





([https://beta.creativecirclecdn.com/ptleader/  
original/20250610-154547-282-501339234\\_1143659594461702\\_3098621115484115178\\_n.jpg](https://beta.creativecirclecdn.com/ptleader/original/20250610-154547-282-501339234_1143659594461702_3098621115484115178_n.jpg))

**An EJFR firefighter at a training exercise on May 28.**

COURTESY PHOTO

Posted Wednesday, June 11, 2025 3:00 am

## By Mallory Kruml

East Jefferson Fire Rescue (EJFR) released its 2024 annual report on June 4.

The 24-page document highlights EJFR's growth and its ongoing commitment to the health and well-being of its staff and the surrounding community.

Covering Jefferson County Fire Protection District 1, EJFR served over 28,000 residents across 123 square miles with nine stations, 68 employees and 24 volunteers.

In 2024, EJFR responded to a total of 5,656 emergency calls, seeing an increase of nearly 10% from the previous year. Port Townsend accounted for 2,410 of the incidents, with the majority of calls being EMS or rescue-related.

Despite the growth and its aging fleet and facilities, the department's response time improved by 11.4%, dropping by 49 seconds from the previous year.

"Arriving on scene faster allows us to begin medical care faster and to mitigate the impact of fires, traffic accidents, and other hazards more effectively," wrote Robert Wittenberg, EJFR's community risk manager. "And with increased call volume, this improved response time became even more

beneficial to the community.”

Wittenberg attributed the improvement to technology upgrades and increased staffing.

“EJFR was able to be fully staffed for the first time since the merger with Port Ludlow Fire & Rescue,” Wittenberg wrote. “Our new standard is to have a minimum staffing of 13 firefighters per day. If no firefighters are off for training or vacation on a particular day, then we have additional personnel to put an additional crew into the 911 system. These extra resources certainly have a big impact on our response times.”

Last year, EJFR developed Jefferson County’s first-ever Community Wildlife Protection Plan, hired nine employees and nine volunteers, opened Volunteer Station 5 on Marrowstone Island and spent less than they took in.

The fire district is funded almost entirely by property taxes. 2024 voters approved a levy increase from \$1 to \$1.30 for fire and reset the \$0.50 EMS levy in April.

“The increase facilitated our ability to cover previous years’ deficits, provide specialty training, enhance CRR programs and support employee health and wellness,” the report says. “Employee wellness initiatives funded in 2024 included on-site physicals and the Ready Rebound program — helping injured employees get back to work faster.”

EJFR completed 19,441 hours of training in 2024, up from 13,596 hours in 2023.

EJFR saw \$17.5 million in revenue last year and spent \$15.4 million of it. Its ending balance was \$8.7 million, nearly \$2 million higher than the original projection.

Two notable additions to the team were Wittenberg, who leads the new Community Risk Division, and Facilities Manager Chad Lawson, who was tasked with maintaining all nine fire stations and the administrative headquarters as well as developing a capital facilities plan.

The community risk program focuses on identifying local risks and investing resources to reduce their frequency and impact through initiatives such as expanding fire extinguisher training, installing smoke alarms, and hosting community events, among others.

The division oversaw 226.7 hours of community education, installed 250 smoke alarms and 12 car seats, and hosted 31 children’s events, 77 community presentations and 18 training sessions.

Last on the report was a breakdown of EJFR’s Fire CARES program. The intervention service focuses on referring and providing services, as well as operating a specialty unit for behavior-related calls. The unit is staffed by a firefighter/EMT or firefighter/paramedic partnered with a prevention/intervention specialist.

Operating since 2023, CARES saw a 6% increase in contacts.

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## OTHER ITEMS THAT MAY INTEREST YOU

**Sheriff’s report supports hospital whistleblower** (</stories/sheriffs-report-supports-hospital-whistleblower,213255>)

**City relies on costly temps while key positions remain ... (/stories/city-relies-on-costly-temps-while-key-positions-remain-unfilled,213242)**

**Peninsula College isn't going anywhere, just ... (/stories/peninsula-college-isnt-going-anywhere-just-rethinking,213261)**

**Wednesday farmers markets return after pandemic pause (/stories/wednesday-farmers-markets-return-after-pandemic-pause,213259)**

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## 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.

### April Alarms

Fires.....	11
Rescue/Emergency Medical .....	284
Good Intent .....	26
Hazardous Conditions .....	7
False Alarms .....	20
Service Call .....	75
Special Incident.....	2
<b>Total Alarms</b>	<b>425</b>

### Ambulance Transports

911 Transports.....	199
Hospital Requested Transport.....	0
Non Transports.....	116
<b>Total Patient Contacts</b>	<b>315</b>

**CARES Contacts..... 111**

## The Benefits of Jefferson County's Wildfire Protection Plan

After much hard work in collaboration with fire districts, local, state, and federal agencies, the Hoh and Quinault tribes, and with the U.S. Navy, Jefferson County's Community Wildfire Protection Plan (CWPP) was accepted by FEMA in June of 2024. The Jefferson County Community Wildfire Protection Plan advisory group explains the plan's benefits:

"A community wildfire protection plan has multiple benefits to the community which identifies and prioritizes the wildfire risks in our County. The adopted CWPP opens doors to federal and state funding sources for preparedness and mitigation efforts that would not be accessible otherwise. Several fire districts have already accessed state grants for wildfire mitigation projects. Over \$3,000,000 in other grants have been submitted and await approval.

With the future of a state-adopted Wildland-Urban Interface Code uncertain, a CWPP also helps fill the void with recommendations for defensible space, fuels reduction, and other mitigation measures. Jefferson County has programs in place for flood damage prevention, earthquake

preparedness, and other substantial events, and the addition of this CWPP is another tool to aid in community resiliency.

A CWPP is a key element in increasing public awareness and education, as well as establishing strategies for a stronger, healthier, more resilient community. This effort is a proactive approach to prevention, preparedness, and response, and can also help facilitate a robust recovery after a destructive event.

Jefferson County is proud to introduce a multiyear effort with stakeholders from the community, service agencies, and partners from across the region."

The entire plan can be found at:

[jefferson-county-cwpp-jeffcowa.hub.arcgis.com](http://jefferson-county-cwpp-jeffcowa.hub.arcgis.com).

If you have questions about the services that East Jefferson Fire Rescue provides, please contact Chief Black at 360-385-2626.

## Wildfire Update

by Gary Rygmyr, Guest Writer

The Washington State Department of Natural Resources has initiated a campaign to increase wildfire awareness and promote actions that every homeowner can take to reduce wildfire risk to their home. A key offering is a free Wildfire Ready Plan and a consultation from East Jefferson Fire Rescue wildfire experts, [wildfireready.dnr.wa.gov](http://wildfireready.dnr.wa.gov).

In the North Bay community, a pilot project has been initiated to promote wildfire awareness and actions to reduce wildfire risk around the home. Eighteen home assessments have been completed by EJFR and several actions are taking place as a result of these assessments. The primary focus is the Immediate Zone, that area in close proximity to the edge of a home and its decks.

During the course of the project, many bushes and trees have been trimmed, limbed, or removed. Over one weekend two 20-yard dumpsters were completely filled from just 8 homes! And with much more to do, two additional weekends with dumpsters are scheduled. The work is being completed by homeowners, contractors, and community volunteers.

Another action was to ensure every home had an Emergency Locator Number sign. These are the small red reflective signs, usually located where your driveway meets the road. These signs are actually a Jefferson County Code requirement: [codepublishing.com/WA/JeffersonCounty/#!/JeffersonCounty12/JeffersonCounty1220.html#12.20.060](http://codepublishing.com/WA/JeffersonCounty/#!/JeffersonCounty12/JeffersonCounty1220.html#12.20.060)



The signs are a homeowner responsibility and are available from Jefferson County Department of Community Development, 360-379-4450.

The main reason that homes are lost to wildfire is that flying embers ignite combustible material in and around the home. As such, the EJFR home assessment also includes a close examination of all home openings such as gable vents, soffit vents, and crawl space vents. These openings should be covered with steel mesh with an opening no greater than 1/8 inch.

To learn more about wildfire readiness and how you can reduce wildfire risk to your home and property, visit the National Fire Protection Association site, [nfpa.org/Education-and-Research/Wildfire/Firewise-USA](https://nfpa.org/Education-and-Research/Wildfire/Firewise-USA)

Coupled with the DNR program, the National Fire Protection Association provides many resources to address home wildfire risk. They also have a national recognition program, Firewise USA®. The program encourages neighbors in a geographic area to work together to reduce wildfire risks. The North Bay project will complete the requirements to be a nationally recognized Firewise USA® site.

The East Jefferson Fire Rescue website has great information to help homeowners be aware of current conditions and prepare for wildfire risk reduction. You can also sign up for a home assessment there, [ejfr.org/information/wildfire-preparation](https://ejfr.org/information/wildfire-preparation).

The Jefferson County website also provides information regarding wildfire preparedness. In 2024 Jefferson County published the Community Wildfire Protection Plan (CWPP). It is a comprehensive guide to wildfire information in Jefferson County. Of particular interest is the Community Risk Assessment Explorer. You might want to check out your community's risk assessment.

Being aware of emergency situations in the community is important, and the County provides a service just for that. It is called Nixle. You can sign up at [co.jefferson.wa.us/1066/Alerts-Warnings](https://co.jefferson.wa.us/1066/Alerts-Warnings)

At the end of the day, it is the responsibility of all homeowners to take action to reduce wildfire risk. Wildfire season is nearly upon us and now is the time to plan and prepare to make your home and your community safer in the event of a wildfire.

## Berries! Strawberries, Raspberries & Blueberries

How do fresh strawberries and cream, raspberry pie, or blueberry buckle sound to your tastes? Have you tried growing berries and found it difficult? If you would like to learn how to grow luscious berries, and more, then you won't want to miss the June Garden Club presentation offered by Doug Van Allen, a WSU Jefferson County Master Gardener with 30+ years of experience growing these special treats. He comes highly qualified, so you won't want to miss this one!



Join us at the Bay Club at 11 a.m. on **Wednesday, June 11**. Refreshments are provided.

All are welcome, but we do request an RSVP to set up your table. PLGC members and guests, please RSVP no less than 5 days prior to the event to Michelle Pelkey, 360-710-3547 or [porthudlowgardenclub@outlook.com](mailto:porthudlowgardenclub@outlook.com). Non-members are asked to contribute a \$5 donation.

## Powers of Attorney and Health Care Directives

Amanda Wilson, locally based Estate Planning Attorney with Northwest Estate Planning & Probate PS, will present this free seminar and answer questions as time will allow.

The seminar will be held at the Beach Club, 121 Marina Drive, Port Ludlow, on **Wednesday, June 4**, 1 – 2 p.m.

Walk-ins are welcome but RSVP appreciated at 360-437-4172 or [info@nwpepp.com](mailto:info@nwpepp.com)

### Reminder to Dog Owners

So we all can enjoy our walks,  
please carry a plastic bag  
and clean up after  
your dog, large or small!



## Meet Your Firefighters

by Ron Dawson, EJFR Community Outreach Volunteer



Meet Mike Harte, East Jefferson Fire Rescue's new Volunteer Coordinator since March 10. He has been a volunteer EMT with EJFR since joining in 2018. He began his fire service career in 1977, immediately after graduating from high school, when he enlisted in the military. After completing a 4-year tour of duty, and still enjoying the fire service greatly, he served five years with a volunteer fire department while attending college. A short time later, he served nine years with a wildland fire crew in Colorado.

Mike's first career fire department position was in Cheyenne, WY, where he commuted from Wellington, CO—and his first day on the job was the day of the 9/11 disaster. While living in Wellington, CO, he concurrently served as a volunteer FF/EMT in Wellington. Mike retired from these jobs to move to Port Townsend, where his family lives. He has been the Volunteer Lead at EJFR's Station 5 on Marrowstone Island for four years. His family includes his wife Cindy and adult son Joe.

In his off-duty time, Mike enjoys hiking, running, kayaking, and leatherworking.

Mike looks forward to his new duties as EJFR's Volunteer Coordinator and will put forth his very best effort working with all career and volunteer members to build and coordinate optimal relationships and outcomes for volunteers serving in this incredible fire department.

One thing people don't know about Mike is that he has been a beekeeper for 21 years.

## JC Master Gardeners' 2025 Secret Garden Tour



The Jefferson County Master Gardener Foundation is pleased to announce that the Secret Garden Tour returns on June 21 after a three-year hiatus. The 2025 Secret Garden Tour, which supports the Master Gardener Foundation's educational and charitable activities, features five beautiful, inspirational gardens in Port Townsend.

Ticket sales began on Friday, May 9, at the Port Townsend Garden Center and the Secret Garden Nursery. Each ticket is a brochure with a map of locations of the gardens.

Tickets are \$20 in advance and \$25 on the day of the Tour. On the day of the Tour, tickets will be sold **ONLY** at the Port Townsend Community Center, 620 Tyler Street, across from Aldrich's store.

The Tour will run from 10 a.m. – 4 p.m. on **Saturday, June 21**. The Tour is self-guided and can be started at any of the five gardens. Garden owners and Jefferson County Master Gardeners will be available to answer questions about plants and landscaping, and direct visitors to particular areas of interest. Parking is available at each garden, although close-by spaces may be limited. Participants are advised to bring water and a good pair of walking shoes.

"This year's Secret Garden Tour has astonishing gardens—each one is remarkable," says Secret Garden Tour Committee Chair Wendy Wright-Scevola. "We can't wait



## PROCLAMATION

**WHEREAS**, the City of Port Townsend works in close partnership with East Jefferson Fire Rescue (EJFR) and the Association of Washington Cities (AWC); and

**WHEREAS**, services like emergency response are critically important to our community and require considerable resources, and alternative response and connecting people to services helps reduce impacts of non-emergency incidents to our 911 system; and

**WHEREAS**, our state lawmakers have recognized the importance of alternative response programs and dedicated state funds to the creation and support of alternative response programs in local communities; and

**WHEREAS**, the City and EJFR applied for and received an alternative response grant from AWC in 2022 for the FIRE CARES program (Community Assistance Referral and Education Services), which launched in January 2023 and was funded again in 2024 and 2025; and

**WHEREAS**, FIRE CARES made thousands of contacts throughout east Jefferson County, including within Port Townsend, and provided services like home visits, phone contacts, transportation arrangements, caregiver assistance, health insurance sign-up, case management and hospital diversion; and

**WHEREAS**, the program and partnership has made meaningful and lasting impact to residents of Port Townsend and Jefferson County; and


**WHEREAS**, the generous AWC funding has come to an end, but the program will be sustained with additional funding from EJFR and grant sources; and

**WHEREAS**, the City is deeply appreciative of the hard work, dedicated service, and perseverance of our partner agency East Jefferson Fire Rescue and the funding and resources provided by the Association of Washington Cities;

**NOW, THEREFORE**, I, David J. Faber, Mayor of the City of Port Townsend, do hereby proclaim

### Appreciation for Partnership and Positive Results from the Association of Washington Cities and East Jefferson Fire Rescue

On behalf of the City, I thank EJFR and AWC staff, leadership, and elected officials.



David J. Faber, Mayor

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## Appreciation for FITs Daniela Sanchez and Cash Holmes

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**From** Robert Wittenberg <rwittenberg@ejfr.org>

**Date** Mon 6/9/2025 8:43 AM

**To** Chris Kauzlarich <ckauzlarich@ejfr.org>

**Cc** Cash Holmes <cholmes@ejfr.org>; Daniela Sanchez <dsanchez@ejfr.org>; Michael Harte <mharte@ejfr.org>; EJFR Battalion Chiefs <EJFRBattalionChiefs@ejfr.org>; EJFR Admin <EJFRAdmin@ejfr.org>

Lt. Kauzlarich,

I would like to thank you again for freeing up Daniela Sanchez and Cash Holmes to help with the Farmers Market Booth this last Saturday. Daniela and Cash both did a fantastic job quickly learning how to operate the fire extinguisher prop and effectively sharing the safety messaging we had for the day. Their enthusiasm and confidence were clearly visible, and they were outstanding representatives for EJFR. I am thrilled they are part of the organization and would be happy to have them participate in future community events.

Regards,

**Robert Wittenberg**

East Jefferson Fire Rescue

Community Risk Manager

office 360.385.2626

cell 360.302.1799

[rwittenberg@ejfr.org](mailto:rwittenberg@ejfr.org)





# EAST JEFFERSON FIRE RESCUE

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

## Fire Chief's Monthly Report – May 2025

### Call Summary

EJFR Responses By Area for May 2025	
Mutual Aid Given	13
City of PT	182
GlenCove/Jacob Miller	12
Cape George	27
Ocean Grove/Beckett Pt.	2
Kala point	19
Hadlock/Irondale	108
Marrowstone Is.	13
South Discovery	3
Chimacum	21
Oak Bay	5
Northern Ludlow	44
Southern Ludlow	36
Other/CARES	2

Call Statistics		
	May '25	May '24
Fires	20	6
Rescue/EMS	320	327
Service Call	81	71
Good Intent	38	33
False Alarm	24	15
Hazardous Condition	2	1
Special Incident	0	1
Total	485	454
May Transports		
911	200	
Hospital Requested	0	
Total	200	
CARES Contacts		
May Contacts	146	



### Wildfire Threat

Effective June 1<sup>st</sup>, 2025 Fire Danger was elevated to **Moderate**. If a fire does start in an open, dry grassland, it will burn and spread quickly on windy days. Average fire intensity will be moderate except in heavy concentrations of fuel, which may burn hot. By default, the danger level elevates to Moderate on July 1 each year. 2025 marks the earliest the danger level has been raised since switching to this new system. EJFR and neighboring agencies have seen numerous burn escapes from permitted burns in the past

several months. The county fire chiefs and fire marshal will meet again on June 18 to reassess the danger level.

Summer 2025 Wildfire Outlook - Drier than normal conditions are expected across the northern half of the West and much of the Plains into the Midwest through September. Portions of the Northwest Geographic Area (NWCC) across eastern Washington and northcentral Oregon are expected to experience above normal significant fire potential for June, particularly during the second half of the

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month. Above normal wildfire potential will expand in July to cover most of the Pacific Northwest, including Jefferson County. Conditions are expected to worsen through the summer, ultimately resulting in above normal significant wildfire potential through September.

The 2025 Canadian wildfire season began with over 200 wildfires active across the country in mid-May 2025 primarily in Manitoba, Ontario and Saskatchewan, more than 100 of them are considered out of control. Tens of thousands of residents across three provinces have been evacuated due to the blazes. WA DNR has mobilized assets into Canada. As the summer progresses, the ability to provide mutual aid outside of WA will strain local resources. Two resource orders were recently requested from the Olympic Region, including Jefferson County but were UTF.

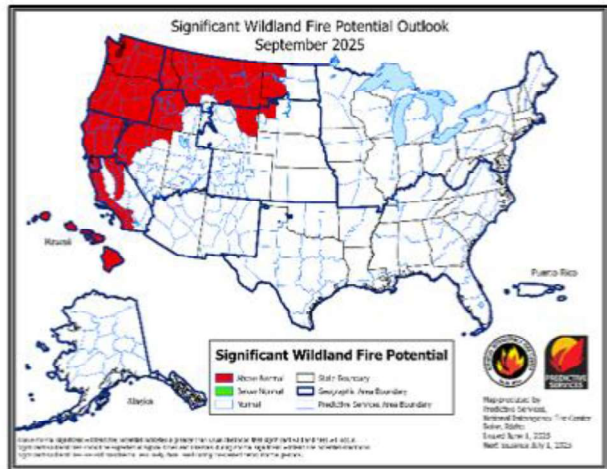


## National Significant Wildland Fire Potential Outlook

Predictive Services  
National Interagency Fire Center



Issued: June 1, 2025



### Mutual Aid

Each week on Tuesday mornings the Fire Chief submits the Jefferson County agency rosters of available personnel to DNR's Olympic Region Dispatch Center for personnel available for deployment. The County Coordinator is EJFR's Fire Chief. Our roster is updated and maintained by the Training Division; currently EJFR has 21 personnel available for deployment.

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### Fire Chief General Activities

FC was requested to present an overview of CARES and wildfire summary at the monthly South Bay Club Breakfast in Port Ludlow. Administrative staff met to update the volunteer injury documentation process. FC and DFC attended Clallam FC interagency workgroup. Pete introduced his model procedures document as a workplan. The FC continues to regularly meet with the WA Office of Insurance Commissioner, WSRB and WFC for the rating schedule project. FC and Training Division performed a walkthrough of the Gibbs Lake training burn.

### WFC Conference

FC continues to collaborate with the WFC – WSRB working group (see attached notes) in hopes of updating some of the rating criteria and agency practices. The five-mile rule amendment has been approved, the rules are being developed by OIC and should be implemented by October 2025. The next priority is the 6 FF per engine company rule. The chiefs are pushing for more WSRB transparency and adoption of an appeal process.

WFC legislative update included briefing on the new Fire Advisory Board, which will advise the Governor of fire industry related fiscal priorities. As the Jefferson County rep, FC Black also attended the WA Fire Defense Board meeting where 2025 rates and procedures were updated.

### Threshold Events

- Extended Bridge Closure – May 5 at approximately 14:30 the HCB opened for marine traffic and could not be reconnected. Vague messaging and delays in EOC activation compounded the problem. M6 was in Kitsap County at the time and took 7 hours to drive around on the trip home. EJFR is awaiting an AAR from DEM in hopes of improving communication and EOC activation.
- Structure Fire – May 22, two homes caught fire in Brinnon. Chief Brummel, along with a large contingency from EJFR supported the incident. AAR pending

### Other Projects

- Attended admin training workshop.
- FC attended DNR aircraft ordering (HB1498) training update.
- CRM and FC met to review project progress.
- All County Preparedness Day planning group meetings.
- Interviewed and selected Lieutenant promotion resulting from the retirement of Wicus McGuffey (June 19 at Station 7, 9am).

### Standing Meetings/Committees

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

**Miscellaneous** Lori Fleming announced her resignation from BHC. Attended virtual Snure seminar. FC was invited to join Hiedi Eisenhour at KPTZ to discuss the coming wildfire season. FC consulted with Prothman for County DCD recruitment.

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## WA Chiefs WSRB Roundtable

### Opening – Preparing for a WSRB Re-Rate

- **Analogy:** Think of preparing for a WSRB rating like applying for a Fire Chief's job.
    - You don't leave the interview up to chance.
    - You bring your best: a resume, references, preparation, and polish.
    - The same principle applies here—you *need to tell your department's story, don't let someone guess at it.*
  - **Key message:** Work *with* your WSRB protection analyst. Be proactive.
    - Don't make them "figure it out."
    - Be clear, complete, and transparent about your operations.
- 

### Documentation = Your Department's Resume

- The WSRB forms = your resume.
    - Showcase training, certifications, response data, equipment maintenance.
    - Double-check accuracy—this is your opportunity to highlight your strengths.
  - Breakdown of scoring areas:
    - Fire Department: 40%
    - Water Supply: 35%
    - Emergency Communications: 9%
    - Fire Safety Control (prevention): 16%
    - **If it's outside your control—it's like a reference.**
      - Water departments, dispatch centers, county prevention officials—get them looped in *early*.
  - Make sure these partners are aware:
    - That you're being rated
    - What they'll be asked
    - How important their role is in your score and to your community.
- 

### Assigning Internal Responsibility

- Don't hand this off to the "new guy."
    - Someone with rank and authority should be the lead.
    - Split responsibilities:
      - Training Officer → Training data
      - Ops Chief → Response data
      - Mechanic → Apparatus/equipment
    - If you're short-staffed, carve out time—it's that important.
-



## WSRB Workload and Timeframe

- WA has 464 rated departments.
    - ~93 rated per year to stay on a 5-year cycle.
    - Two analysts, ~250 working days/year → about 5.4 days per department.
  - Takeaway: *You need to help them help you.*
    - Give them clean, complete data across all scoring areas—not just the FD portion.
- 

## Understanding the Point System

- More points = worse rating. Lower points = better rating.
  - Think of the schedule as based on **capability**.
    - Zero points would mean a *perfect* department—100% capable.
  - You will acquire points throughout the schedule for various reasons, too often departments get hung up on certain aspects of the schedule when in fact very little points come from that section and they overlook an area with a lot of points.
  - Points correlate to percentage deficient, in the end your score in each section is totaled to correlate to your classification.
  - Divergece....
  - **Examples** of how points add up:
    - **Ground Ladders:**
      - No ladders at all: up to 50 points added.
      - Don't load test? Max score is 80% in that section → 10 points lost even if you have enough ladders.
    - **Staffing:**
      - 6-person engine/ladder = full credit.
      - For every person missing from that standard:
        - -1 = 10 pts lost
        - -2 = 20 pts
        - -3 = 40 pts
        - -4 = 80 pts
        - -5 = 160 pts
        - -6 = 320 pts
- 

## Subcommittee Work Overview

“Now that we’ve talked about how to prepare and what the rating looks like, let’s shift to what we’ve been working on as a subcommittee to modernize the system.”

---

## Background: How This Started

- August 2024: Director Wright began talking to OIC about concerns we've all heard for years.
    - Outdated schedule.
    - No recognition for modern capabilities.
  - Commissioner Kreider helped get a meeting with WSRB to hear these concerns.
  - We developed a list of top issues and brought them to OIC and WSRB.
- 

## Issues We Raised in Fall 2024 Meetings

1. **Distance to Responding Station**
    - "5-mile rule" doesn't account for real-world travel time.
    - Modern apparatus, traffic control, and rural road speeds make this rule obsolete.
  2. **Staffing**
    - Current model doesn't consider volunteer/career mix.
    - Doesn't align with NFPA.
  3. **Apparatus & Equipment**
    - Needs to reflect actual community risk and response models.
    - Equipment standards haven't kept up with modern practices.
  4. **Wildland Response**
    - A big part of operations for rural districts—but not recognized in current ratings.
    - We shifted this discussion to OIC since WSRB is structure-fire only.
- 

## Outcomes from OIC/WSRB/Chiefs Collaboration

- OIC facilitated multiple large-group meetings with strong turnout.
  - WSRB initially had no plans to update the schedule—it had been 5 years.
    - Our work *changed that*.
  - **WFC/WSRB Subcommittee formed** to focus specifically on the update process.
    - Coordination challenges slowed work down.
    - Director Wright retired, Director Brooks came in and got up to speed quickly.
- 

## Subcommittee Progress:

### January 2025 – Five-Mile Rule

- Subcommittee started with this major concern.
- WSRB proposed a **"W" classification**:
  - For properties  $>5$  but  $\leq 7$  miles from a station

- Must have:
    - Hydrant within 1000'
    - OR tender credit / mobile water supply credit
  - This was seen as a short-term improvement while long-term legislative work continues.
    - We supported filing this with OIC.
    - *Positive impact for ~45,000 properties statewide.*
  - **W Classification:**
    - Already exists in states like Idaho.
    - Could bring 98.67% of WA properties into a grading schedule better than 9A.
    - Extending to 10 miles would reduce that to just 0.62% outside a fair rating.
    - Once approved at OIC, it will depend on individual insurance companies to adapt their software to utilize the rating.
- 

### Next Focus: Staffing

- Current concerns:
    - 6-person requirement
    - Chief response not counted
    - Schedule doesn't account for local hazards (many have no high-hazard occupancies)
    - Telecommunicator staffing table outdated—doesn't factor in technology improvements
  - NFPA 1710/1720 presented as alternatives
    - More reasonable and risk-based approach
    - Instead of listing a number in the schedule advocating for tying to the NFPA standard so if the standard changes the schedule is not behind.
  - Subcommittee to make recommendations at the next meeting.
- 

### Transparency & Appeals

- Advocating for improvements in the rating process: Quality Review Process
  - If your rating improves or remains the same, you will receive a letter and information, you can then request a meeting with your analyst to review the report, recommendations for improvement and get questions answered.
  - If there is an issue discovered in the process or the grading resulted in declining PC rating you will be notified and the new PC rating will be postponed.
  - At this point you can request a meeting to review, get additional info, and develop a plan to address concerns with a timeline.
  - Must notify within 30 days if you want to develop a plan and you have 90 days to submit the plan. Your plan must be completed in 12 months then the grading will be finalized and posted.
  - Clear breakdown of scoring: what cost you points, how it was calculated

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## Looking Forward

- Apparatus and equipment, hose towers, foam eductors, generators....
- Some Chiefs want a complete overhaul or abolition of WSRB.
  - That's a legislative matter—some action underway via the OIC and legislative group. Chief Faucett, Budget Proviso...
- WFC/WSRB Committee remains focused on:
  - Realistic, meaningful improvements
  - Working within the current framework while pursuing broader changes through legislation

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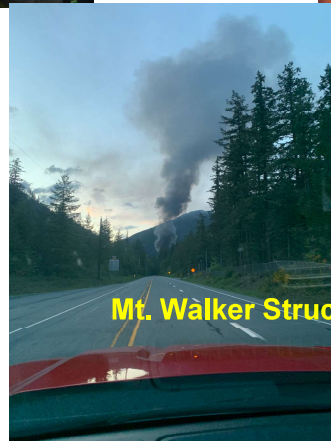
## Closing

“We’re not just trying to tweak an old system—we’re making sure it reflects the fire service of today, not 1985. The subcommittee is working on what we can change now, while legislation continues to move forward in parallel. Thanks for your input and now let’s open it up for discussion.”

Open to the floor for recommended changes to the PC schedule after Steve speaks about OIC

<div>Operations</div>	<div>2025 Goals and Objectives Progress Continued Oversight (Ongoing) Photos of Events</div> <div>2025 Goals and Objective Progress:</div> <div>Goal #1: Improve Operational Resiliency:</div> <div>Objective 1.1: Strengthen Mutual and Automatic Aid Agreements: In Progress</div> <div>Presented Model Procedures to Jefferson County Fire Chiefs and Clallam County Fire Chiefs Associations, respectively. Next phase is to begin the "road show" to discuss specific procedures for continuity, application and training.</div> <div>Objective 1.2: Prepare for Mass Casualty Incidents:</div> <div>Meeting with MPD Carlbom and Jefferson Healthcare reps to discuss the importance of hospital participation such as surge capacity, communications, transportation as well as expectations from the MPD.</div> <div>Objective 1.3 Expand Capabilities with Special Operations and Wildland Interface.</div> <div>EJFR was not awarded the DNR HB1168 Ops grant funding. There were many contingencies that went into the scoring that EJFR was unaware (volunteer, square miles, fuel types, fiscal budgets, etc.) I received good feedback from DNR finance of the scoring matrix. Ex: Top scores were volunteer only agencies from eastern WA with top scores of 27. EJFR scored a 7.</div> <div>Goal #3: Prioritize Health and Safety Initiatives</div> <div>Objective 3.2 Strengthen Decontamination Procedures:</div> <div>Completed the LNI Safety Improvement Plan (SIP) as a requirement to submit with grant request. Submitted grant request for (1) Circul-Air PPE Extractor with dosing pump and (2) air drying racks for Station 7, totaling nearly \$11,000 with no match requirements.</div> <div>5/22 Threshold Event Fire Response: Assisted Brinnon Fire Incident Command (IC. with a multi-alarm, multi-agency response to a structure fire at 301000 HWY 101 Mt. Walker. Agencies involved: EJFR (102, E6, E8, T4, T5, T6, T7, Air4) Brinnon (DC41, E41, T41) Quilcene (E21, T21) Disco Bay (T51) Mason County (E11, T17, T18). EJFR provided significant automatic aid resources to this large scale fire event with a combination of 14 personnel of career and volunteer responders.</div> <div>Local &amp; Regional Operations &amp; Training</div> <div><ul style="list-style-type: none"><li>NFPA 1403 Acquired Structure live fire exercise on 5/28 at Gibbs Lake. Huge success thanks to Capt. Bergen and the excellent support from our Volunteer Tender and Air Unit driver operators.</li></ul></div>
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## Meetings and Events



- 5/1 Kitsap Multi-Company Operations (8hr)
- 5/5 Jefferson County Chiefs Meeting (2hr)
- 5/7 Kitsap Fire Academy Live Fire Training (8hr)
- 5/12 Clallam County Ops Group Meeting (2hr)
- 5/13 JCSO Meeting: RAD Protocol Discussion (1hr)
- 5/15 Gibbs Lake IAP Review (1hr)
- 5/15 M&C Station 1 (2hr)
- 5/19 Special EMS Council Meeting (1hr)
- 5/20 EJFR BOC Meeting (2hr)
- 5/21 UW Emerging Leaders Oversight Virtual Meeting (2hr)
- 5/22 Build-Out Prep Day for 981 Gibbs Lake Burn House (8hr)
- 5/27 Final Prep Day for 981 Gibbs Lake Burn House (10hr)
- 5/28 Burn Day at 981 Gibbs Lake Road (8hr)

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

Date Prepared: 6/6/25

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>N/A</li> </ul> <b>Adult Events</b> <ul style="list-style-type: none"> <li>5/13 Fire Extinguisher Training at Finn River</li> <li>5/15 Wildfire Preparedness with Kala Point EPC, 50 Adults</li> <li>5/21 Wildfire Preparedness Treehouse Neighborhood Walkthrough, 16 Adults</li> <li>5/24 Port Ludlow Village Council Spring Fair, 20 Adults, 10 Children</li> <li>6/4 Wildfire Preparedness, Cape George Colony, 14 Adults</li> <li>6/5 Wildfire Preparedness Neighborhood Walk, Port Ludlow 3 Adults</li> <li>6/7 Port Townsend Farmers Market, Fire Extinguishers, 60 Adults, 30 Children</li> </ul>
<b>Community Partnerships</b>	<ul style="list-style-type: none"> <li>5/13 Meet with Jefferson County IDD Coordinator</li> <li>5/15 Meet with WA Fire Adapted Communities Leader</li> <li>5/22, 5/27, 6/3 All County Preparedness Day Meetings</li> <li>5/23 IDD Community Support Meeting</li> <li>6/2 Jefferson County Fire Chiefs Meeting</li> </ul>
<b>Smoke Alarm Installations</b>	<ul style="list-style-type: none"> <li>May – 6 Alarm Installed</li> <li>2025 Total – 72 Alarms Installed</li> </ul>
<b>Wildfire Assessments</b>	<ul style="list-style-type: none"> <li>May – 30 Assessments Completed</li> <li>Year to Date – 96 Assessments Completed</li> <li>Contract Period – 98 Assessments Completed</li> <li>Scheduled/To Be Scheduled – 119 Assessments</li> </ul>
<b>Plan Review, Inspections, Investigations</b>	<b>Inspections</b> <ul style="list-style-type: none"> <li>5/13 Hood Fire Suppression System Testing with City Inspector</li> </ul> <b>Knox Box Installation</b> <ul style="list-style-type: none"> <li>6/6 Discovery Behavioral Health</li> </ul> <b>Meetings</b> <ul style="list-style-type: none"> <li>5/15, 5/22, 6/5 New Development Reviews with City of Port Townsend</li> <li>5/22 Lunch Meeting with Building Official and Inspector</li> </ul> <b>Burn Permits</b> <ul style="list-style-type: none"> <li>5/15 Port Ludlow</li> <li>5/28 Port Ludlow</li> </ul>

<b>Public Information Officer (PIO)</b>	<p><b>Social Media Posts</b></p> <ul style="list-style-type: none"> <li>• 5/9 Debris Fire Awareness</li> <li>• 5/22 Happy EMS Week</li> <li>• 5/23 Happy Search and Rescue Week</li> <li>• 5/23 MP 301 Fire – Mutual Aid</li> <li>• 5/28 Gibbs Lake Acquired Structure Training Burn</li> <li>• 5/30 Fire Danger Level Elevating to MODERATE</li> <li>• 6/4 Annual Report Release</li> <li>• 6/5 Fire Extinguisher Training at Farmers Market Promotion</li> </ul> <p><b>Social Media Followers</b></p> <ul style="list-style-type: none"> <li>• Facebook - 3,657, Up 29 followers</li> <li>• Instagram – 676, up 1 follower</li> </ul> <p><b>Media Interviews</b></p> <ul style="list-style-type: none"> <li>• 5/5 Wildfire Preparedness on KPTZ</li> <li>• 5/9 Wildfire Update with County Commissioner on KPTZ</li> <li>• 5/29 Training Burn with Peninsula Daily News</li> </ul> <p><b>Newsletter Distribution</b></p> <ul style="list-style-type: none"> <li>• 51 Sign Ups, up 10 Recipients</li> </ul>
<b>Professional Development</b>	<p><b>Leadership Training</b></p> <ul style="list-style-type: none"> <li>• 5/14 Communication, Coaching, and Mentorship</li> </ul> <p><b>Fire Adapted Communities Learning Network</b></p> <ul style="list-style-type: none"> <li>• 5/20 Full Day Introduction Seminar Statewide Learning Network</li> </ul> <p><b>Fire and Life Safety Educator Certification</b></p> <ul style="list-style-type: none"> <li>• Erin Murray received FLSE I Certificate</li> </ul>



6/4/25

EJFR

6-3-25

Should I be worried about  
fire danger because of lawn  
not mowed at 3300 San Juan  
Avenue?

PCMI Group won't do anything

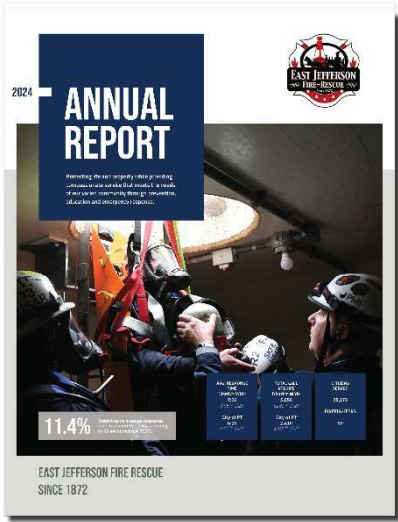
Concerned tenant,

anonymous because  
they will  
retaliate

Date Prepared: 6/3/25

Subject: Human Resource Report

Prepared By: Emily Stewart

<b>Meetings &amp; Training:</b>	<ul style="list-style-type: none"><li>• 5/1 Privacy Officer Mtg</li><li>• 5/6 Volunteer Injury</li><li>• 5/9 Snure Seminar – Employment Compensation</li><li>• 5/12 Agenda Prep Mtg</li><li>• 5/12 Specialty Pay Mtg</li><li>• 5/14 Leadership/Communication Training</li><li>• 5/15 M&amp;C</li><li>• 5/22 WWIMT Mtg</li><li>• 5/22 Snure Seminar – Employment Relationships</li><li>• 5/27 IT Mtg</li><li>• 5/27 PC Advisor Mtg</li></ul>
<b>Human Resources</b>	<p><b>LT Promotion</b></p> <p>Seven candidates are on the eligibility list for promotion to Lieutenant – Chief interviewed the top five candidates and the promotion was given to Scotty Pulido. He will be our newest LT as of 7/1/25.</p> <p><b>Volunteers</b></p> <ul style="list-style-type: none"><li>• 5/15/25 New Volunteer testing</li></ul> <p><b>PC Classes</b></p> <ul style="list-style-type: none"><li>• BAS 320 Compensation &amp; Performance Mgmt</li><li>• BAS 401 Managing DEI</li></ul>
<b>Presentations / Tours/Other/Misc</b>	<div></div> <ul style="list-style-type: none"><li>• <a href="#">2024 Annual report</a></li><li>• Policy/SOG edits</li><li>• Website updates</li><li>• 5/28 Live Fire Photos</li><li>• <a href="#">Acronym Glossary</a></li></ul>

## EJFR Staff and Volunteers, May 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		
Total 58			

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
<b>Total</b>	<b>9</b>
BARTON	FIT
BENTZEN	FIT
HARVEY	FIT
HOLMES	FIT
LOVERICH	FIT
SANCHEZ	FIT
<b>Total</b>	<b>6</b>
ANDERSON	Support/EMS
HARTE	Support/EMS
MOORE	Support/EMS
<b>Total</b>	<b>3</b>
BACKUS JACKSON	Support
BETHEL	Support
<b>Total EJFR Members</b>	
<b>116</b>	

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

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

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













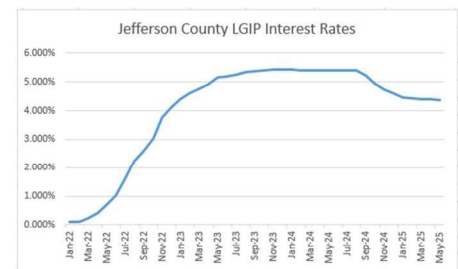
## FINANCIAL REPORT FOR MAY 2025

### Fund Balance May 2025

	General	EMS	Subtotal	Fire Capital	EMS Capital	Reserve	Debt Service	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	2,349,941	715,167	<b>3,065,108</b>	24,855	17,729	8,937	24,436	<b>3,141,066</b>
Ending Fund Balance	5,053,721	3,943,668	<b>8,997,389</b>	1,391,588	996,523	510,337	24,436	<b>11,920,274</b>

### Financial Highlights:

- Year-to-Date financials and trending graphs (attached).
  - Salaries and benefits, including OT appear to be **trending as expected**.
- Investment Earnings. LGIP gross interest = **4.3737%** in May 2025. As of 5/31/25, **96.0%** of EJFR's Fund Balance is in LGIP Investments.
- 2019 LTGO Bond interest payment of \$24,436.25 paid on 6/1/25.
- Local Program 2025B Series Certificates of Participation, June 10, 2025 close date \$415,954.36 @ 3.38%/10 year term. The debt was sold at a premium. First payment will be on 12/1/25. The proceeds will fund the re-chassis ambulance and brush truck. See **payment schedule** below.



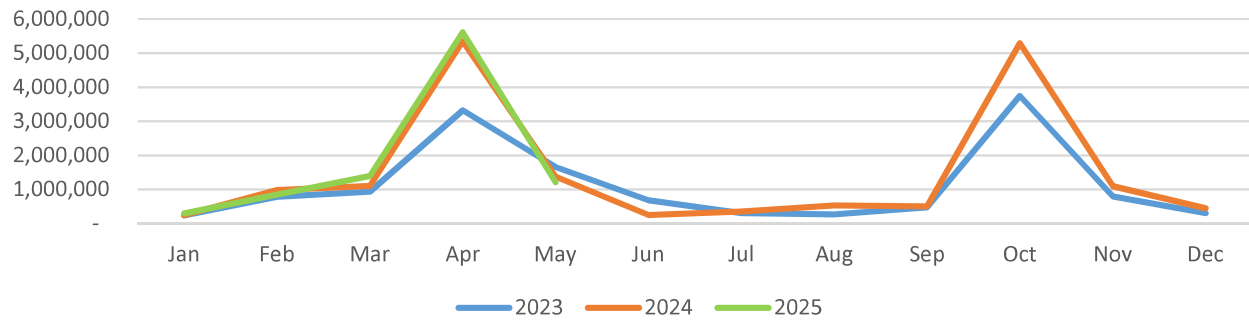
The remaining balance of the debt facility will be borrowed in 2026 when the two engines and new ambulance are delivered.

- GEMT Fiscal Year 2022-2023 likely refund. In October 2024, EJFR received \$246,099.76 from the Interim Settlement. GEMT Auditors, Myer & Stauffer, reviewed the data and proposed an adjustment for the Final Settlement that will result in a refund. We are waiting on their calculation of the refund amount. The refund is due to the salaries for M17 and CARES were included twice when our numbers were reported to GEMT. The Interim Settlement amount received therefore was overstated. The issue is not present in FY 2023-2024 for CARES salaries.

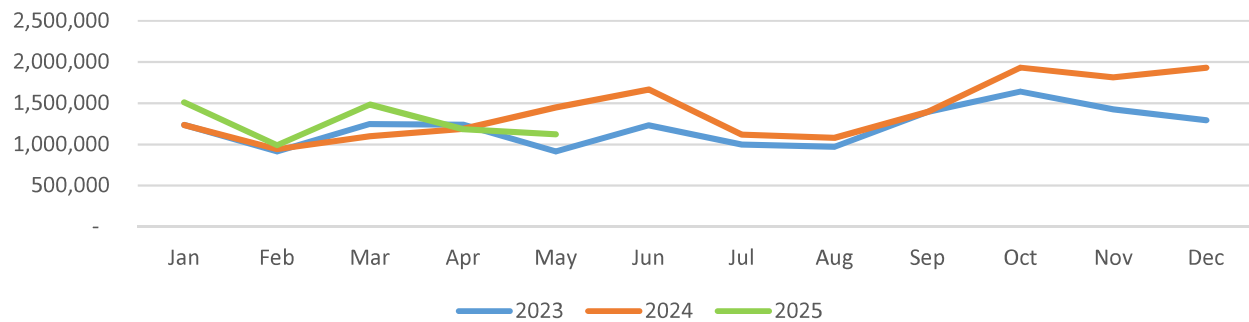
### Other Highlights:

- GEMT interim billing process (A0999) has commenced again.
- Submitted 2024 SAO Audit Report prior to 5/30/25 due date.
- Helped Chief Black and BC Fletcher to identify apparatus/vehicle purchases for 2027 and further develop long-term financial projections for Capital accounts.
- Observed 5/7 Academy Live Fire training; 5/28 live fire training.
- Preparing for Mid-Year Budget Program review and 2026 budget development.

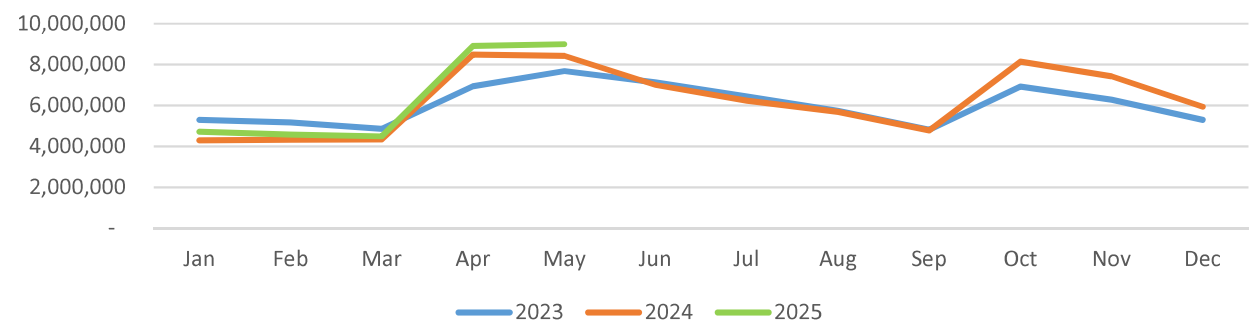
## East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



## 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: 14:40:06 Date: 06/05/2025

Page: 1

001 Fire Fund #656001010

Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,790,550.00	6,037,712.74	4,752,837.26	44.0%
330	0.00	2,129.24	(2,129.24)	0.0%
390	272,000.00	0.00	272,000.00	100.0%
<b>Fund Revenues:</b>	<b>11,062,550.00</b>	<b>6,039,841.98</b>	<b>5,022,708.02</b>	<b>45.4%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
000	162,200.00	39,403.58	122,796.42	75.7%
210 Administrative	1,881,880.00	725,515.39	1,156,364.61	61.4%
211 Legislative	240,195.00	69,518.98	170,676.02	71.1%
220 Suppression	6,417,524.00	2,402,777.29	4,014,746.71	62.6%
230 Prevention	22,000.00	1,973.15	20,026.85	91.0%
245 Training	112,333.00	33,216.99	79,116.01	70.4%
250 Facilities	422,414.00	135,475.59	286,938.41	67.9%
260 Vehicles & Equipment	468,450.00	194,252.49	274,197.51	58.5%
520 Fire Control	9,726,996.00	3,602,133.46	6,124,862.54	63.0%
590 Debt, Capital & Transfers	1,958,785.50	87,767.54	1,871,017.96	95.5%
<b>Fund Expenditures:</b>	<b>11,685,781.50</b>	<b>3,689,901.00</b>	<b>7,995,880.50</b>	<b>68.4%</b>
<b>Fund Excess/(Deficit):</b>	<b>(623,231.50)</b>	<b>2,349,940.98</b>		



FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 14:40:55 Date: 06/05/2025  
Page: 1

001 Fire Fund #656001010 Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,872,983.00	1,185,818.22	1,687,164.78	58.7%
522 20 10 019-0 OVERTIME (40%)	519,147.00	209,667.86	309,479.14	59.6%
220 Suppression	3,392,130.00	1,395,486.08	1,996,643.92	58.9%
520 Fire Control	3,392,130.00	1,395,486.08	1,996,643.92	58.9%
Fund Expenditures:	3,392,130.00	1,395,486.08	1,996,643.92	58.9%
Fund Excess/(Deficit):	(3,392,130.00)	(1,395,486.08)		

## EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:40:25 Date: 06/05/2025

Page: 1

101 EMS Fund #657001100

Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,460,354.00	3,315,752.69	3,144,601.31	48.7%
<b>Fund Revenues:</b>	<b>6,460,354.00</b>	<b>3,315,752.69</b>	<b>3,144,601.31</b>	<b>48.7%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,611,439.00	2,573,104.53	4,038,334.47	61.1%
274 EMS Training	108,940.00	30,800.81	78,139.19	71.7%
520 Fire Control	6,720,379.00	2,603,905.34	4,116,473.66	61.3%
590 Debt, Capital & Transfers	190,000.00	0.00	190,000.00	100.0%
<b>Fund Expenditures:</b>	<b>6,910,379.00</b>	<b>2,603,905.34</b>	<b>4,306,473.66</b>	<b>62.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>(450,025.00)</b>	<b>711,847.35</b>		

EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 14:41:22 Date: 06/05/2025

Page: 1

101 EMS Fund #657001100 Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,309,474.00	1,778,607.64	2,530,866.36	58.7%
522 72 10 019-1 OVERTIME (60%)	778,721.00	315,727.29	462,993.71	59.5%
272 EMS Operations	5,088,195.00	2,094,334.93	2,993,860.07	58.8%
520 Fire Control	5,088,195.00	2,094,334.93	2,993,860.07	58.8%
Fund Expenditures:	5,088,195.00	2,094,334.93	2,993,860.07	58.8%
Fund Excess/(Deficit):	(5,088,195.00)	(2,094,334.93)		



**MIKE PELLICCIOTTI**, *Chair*  
State Treasurer

**BOB FERGUSON**  
Governor

**State of Washington**  
**STATE FINANCE COMMITTEE**

**DENNY HECK**  
Lieutenant Governor

June 10, 2025

**TO:** Tanya Cray, District Secretary  
Jefferson County Fire Protection District 1  
24 Seton Rd  
Port Townsend, WA 98368

**Re: State of Washington Certificates of Participation, Series LP\_2025B**  
**\$451,470.00 Transaction No. 1119-2-1**

Dear Tanya Cray,

The Office of the State Treasurer has successfully financed the above reference transaction. The financing lease was included in the Certificates of Participation (COPs) sold on May 15, 2025 by competitive sale to J.P. Morgan Securities LLC. The All Inclusive Cost (AIC) of financing lease 1119-2-1 is 3.38%.

The lease amount financed is \$415,954.36 and nets Jefferson County Fire Protection District 1 \$451,470.00 for the cost of the project. Costs of issuance are reflected in the interest rate. Please ensure the new payment schedule and sources and uses (Attachment A) gets to the person responsible to make the COP payments. If you are not a self-treasurer, make sure the County Treasurer receives this information.

Tax-exempt COPs are subject to arbitrage requirements set forth by the Internal Revenue Service. Attachment B (Expenditure Requirements) provides guidance for spending the COP proceeds.

Payment dates begin on December 01, 2025 and continue semi-annually thereafter. A payment invoice will be sent to Jefferson County Fire Protection District 1 on approximately May 15 and November 15 of each year, fifteen days prior to the COP payment being due. Payments will be made to the State's Fiscal Agent, US Bank. The COP Financial Analyst, Stephanie Richardson, can be reached at (360) 902-9005 for details regarding the COP payment process.

Thank you for your participation in the LOCAL Program. We are committed to supporting our local partners with the financing options for the projects that help serve and strengthen communities across the state. If you have further questions about this or future COP sales, please feel free to contact me at (360) 902-9022.

Sincerely,

Mike Pellicciotti  
Washington State Treasurer

Brianna May  
Debt Program Administrator

Enclosures  
cc: Stephanie Richardson  
Stacie Prada, Treasurer

**Office of the State Treasurer**

P.O. Box 40200 Olympia, Washington 98504-0200  
(360) 902-9000 • TTY USERS: CALL 711 • FAX (360) 902-9045  
[www.tre.wa.gov](http://www.tre.wa.gov)

## Agency Payment Schedule

Dated Date: June 10, 2025 Series: LP\_2025B (WASCOP25B)

As of 06/10/2025

Agency: Jefferson County Fire Protection District 1

County: Jefferson County

Lease Number: 1119 - 2 - 1

Fiscal Agent Account Number: JEF1119-2-1

Property: one brush truck and ambulance

Principal: 415,954.36

Term (Years): 10.00

Interest Rate: 3.37547 %

Number of Months Until 1st Payment: 6

Payment Number	Due	Scheduled			Date Paid	Paid		Principal Balance*
		Payment	Principal	Interest		Principal	Interest	
1	12/01/2025	11,612.06	0.00	11,612.06				
2	06/01/2026	42,405.57	32,006.71	10,398.86				
3	12/01/2026	9,598.69	0.00	9,598.69				
4	06/01/2027	44,418.93	34,820.24	9,598.69				
5	12/01/2027	8,728.19	0.00	8,728.19				
6	06/01/2028	45,289.45	36,561.26	8,728.19				
7	12/01/2028	7,814.15	0.00	7,814.15				
8	06/01/2029	46,203.47	38,389.32	7,814.15				
9	12/01/2029	6,854.42	0.00	6,854.42				
10	06/01/2030	47,163.20	40,308.78	6,854.42				
11	12/01/2030	5,846.70	0.00	5,846.70				
12	06/01/2031	48,170.92	42,324.22	5,846.70				
13	12/01/2031	4,788.60	0.00	4,788.60				
14	06/01/2032	49,229.03	44,440.43	4,788.60				
15	12/01/2032	3,677.59	0.00	3,677.59				
16	06/01/2033	50,340.05	46,662.46	3,677.59				
17	12/01/2033	2,511.02	0.00	2,511.02				
18	06/01/2034	51,506.60	48,995.58	2,511.02				
19	12/01/2034	1,286.13	0.00	1,286.13				
20	06/01/2035	52,731.49	51,445.36	1,286.13				
<b>Total 1119-2-1</b>		<b>540,176.26</b>	<b>415,954.36</b>	<b>124,221.90</b>				

\* The Prepayment Price would include any unamortized costs of issuance, escrow fees, and the cost to fund the relevant escrow.

Agencies intending to prepay should contact the Office of the State Treasurer to receive prepayment amount.

The interest rate shown is calculated from the dated date, based on a 360 day year.

U.S. Bank will post on its Washington State fiscal agent website, on or about mid-May and mid-November, a statement for the debt service amount due on the first of the following month.

The site address is <https://pivot.usbank.com/wmss/web/pivot/home>. Please contact Aaron Fong at [aaron.fong@usbank.com](mailto:aaron.fong@usbank.com) or 206-344-4609 if you have questions about the website or access to it. If your agency is not a self-treasurer, payment is made through your county treasurer.

Agency: Jefferson County Fire Protection District 1

County: Jefferson County

Lease Number: 1119 - 2 - 1

Property: one brush truck and ambulance

Sources:	
Par Amount:	415,954.36
Original Issue Premium (Discount):	39,559.18
Total Sources:	455,513.54

Uses:	
Project:	451,470.00
Capitalized Interest:	0.00
Underwriter Cost:	848.87
Cost of Issuance:	3,194.67
Additional Proceeds**:	0.00
Total Uses:	455,513.54

\*\* Additional proceeds result from rounding and will be held by OST and applied toward the interest component on the next debt service payment due on this COP lease.

**STATE OF WASHINGTON**  
**CERTIFICATES OF PARTICIPATION**  
**Jefferson County Fire Protection District 1**  
**Series LP\_2025B**

**Delivery Date:** June 10, 2025  
**COP Arbitrage Yield:** 3.163048%  
**COP Proceeds:** \$451,470.00

**EXPENDITURE REQUIREMENTS**

Internal Revenue Service rules require the State of Washington (State) to monitor the spending and investment of Certificate of Participation (COP) proceeds. In general, restrictions imposed by the federal government prohibit the State from retaining arbitrage profits.

Arbitrage is the difference between what the proceeds actually earned (investment income) and what the proceeds could have earned had they been invested at the same rate as the COP yield (i.e., borrowing rate). Arbitrage profits are earned when lower-yielding COP proceeds are invested in higher-yielding securities (e.g., if LGIP rate exceeds the COP yield). Any excess earnings (arbitrage profit) must be rebated to the federal government unless they qualify for the spending exception.

The State can avoid arbitrage rebate requirements if the proceeds (and investment earnings) are spent in an expeditious manner. The IRS regulations specify the following semi-annual spenddown schedule:

- 15% within six months of the Delivery Date
- 60% within one year
- 100% within 18 months

Failing to meet any one of the targeted expenditure dates results in failure of the entire rebate exception. For example, if the State Agency met the 15% and 60% expenditure requirements, but did not meet the 100% expenditure requirement, the entire rebate exception is failed, and the COP issue is subject to rebate.

***Proceeds are not considered spent until your Agency is reimbursed or the Office of the State Treasurer (OST) pays the vendor. If proceeds are not spent in the manner specified above, the borrowing Agency will incur the additional costs associated with OST procuring arbitrage calculation services and the rebate liability owed to the federal government, if any.***

OST will help your Agency monitor the spending and investment of COP proceeds. If you have any questions, please contact Stephanie Richardson at (360) 902-9005.

**Date Prepared: 6/2/25****Subject:** *Executive Assistant/District Secretary Report***Prepared By:** *Tanya Cray*

<b>Meetings &amp; Events:</b>	<ul style="list-style-type: none"><li>• 5/1 Meet to Discuss Privacy Office</li><li>• 5/6 Mtg – Volunteer Injury Process</li><li>• 5/9 Snure – Employment Compensation</li><li>• 5/12 Agenda Prep Mtg</li><li>• 5/14 Leadership Training</li><li>• 5/15 Meet &amp; Confer</li><li>• 5/20 EJFR BOC Meeting</li><li>• 5/28 Attended Gibbs Lake Burn</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>• McGuffey Retirement Coordination</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>	<p>Year to Date Usage: 2 # of Wait Days Saved: 14 Total OT Savings Estimate: N/A Total Cases to MD: 1 Total Cases to Imaging: N/A Total Cases to Physical Therapy: N/A Total Cases to Surgery: N/A</p> <p><b>*See attached report from Ready Rebound</b></p> <p><b>**As a reminder to all members, 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 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 Jeannie Price (unopposed) - term expires 12/2031 District 2 (Seabrook or Codier) - 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>Wellness Physicals</b>	<p>Professional Health Services Inc. has approved the billing template we created and we are anticipating contact from their scheduling department within the next couple of weeks.</p>

**Date:** 6/4/2025

**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>• 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 and implement Geofencing for status changes at stations</li></ul>
<b>BC 11 911 Responses</b>	<ul style="list-style-type: none"><li>• "A" Shift Responses 168</li><li>• BC11 responded to 24 incidents in the last month</li><li>• 1 Structure Fire</li><li>• 2 Brush Fires</li><li>• 2 MVCs</li><li>• 1 Car Fire</li><li>• 2 CPRs</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• A-Shift training 262 hours completed</li><li>• EMS connect</li><li>• Base Station</li><li>• Ongoing Shift level training and scheduling</li><li>• Acquired Structure Burn Gibbs Lake</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 change brush truck 2<sup>nd</sup> due priority for brush fires with Lt Kauzlarich</li><li>• Crewforce implementation of geofencing for in quarters and available status changes</li><li>• Olympic delivery of all M cylinders to station 2 for the fleet and O2 rack.</li><li>• District wide fire extinguisher services with Tarboo Extinguishers</li></ul>

Planning and ongoing projects	<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></ul>																																								
Program Budgets Update	<table><tr><th>Program Budget</th><th>BARS</th><th>Amount</th><th>Spent</th><th>Remaining</th></tr><tr><td>CrewForce (Kauz)</td><td>522 20 41 0200</td><td>\$5,000.00</td><td>\$0.00</td><td>\$5,000.00</td></tr><tr><td>Radios (Kauz)</td><td>522 20 42 0102</td><td>\$8,200.00</td><td>\$5,743.37</td><td>\$2,456.63</td></tr><tr><td>SCBA (B. Grimm)</td><td>522 20 31 0300</td><td>\$50,500.00</td><td>\$2,679.65</td><td>\$47,820.35</td></tr><tr><td>Wildland (Sanders)</td><td>522 20 35 0050</td><td>\$21,480.00</td><td>\$10,531.19</td><td>\$10,948.81</td></tr><tr><td>Small Tools (Secondez)</td><td>522 20 35 0100</td><td>\$3,000.00</td><td>\$0.00</td><td>\$3,000.00</td></tr><tr><td>Beds 7/8 (Carver)</td><td>522 50 31 0100</td><td>\$9,500.00</td><td>\$0.00</td><td>\$9,500.00</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	Program Budget	BARS	Amount	Spent	Remaining	CrewForce (Kauz)	522 20 41 0200	\$5,000.00	\$0.00	\$5,000.00	Radios (Kauz)	522 20 42 0102	\$8,200.00	\$5,743.37	\$2,456.63	SCBA (B. Grimm)	522 20 31 0300	\$50,500.00	\$2,679.65	\$47,820.35	Wildland (Sanders)	522 20 35 0050	\$21,480.00	\$10,531.19	\$10,948.81	Small Tools (Secondez)	522 20 35 0100	\$3,000.00	\$0.00	\$3,000.00	Beds 7/8 (Carver)	522 50 31 0100	\$9,500.00	\$0.00	\$9,500.00					
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Beds 7/8 (Carver)	522 50 31 0100	\$9,500.00	\$0.00	\$9,500.00																																					

**Date:** June 4th, 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 12 incidents in May.</li><li>• Established or assumed command of 8 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>• Facility maintenance planning</li><li>• Burn Tower Prop Repair</li><li>• Station 3 Move</li></ul>

<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>• Training on new turnout gear harnesses.</li> </ul>
<b>Technical Rescue</b>	<ul style="list-style-type: none"> <li>• Bi-annual Rope rescue training is scheduled.</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- Stove cut off repaired, drain issue fixed, sprinkler system test.</li> <li>• Station 2- Training room update in process. Sprinkler system test.</li> <li>• Station 3- Move has started, with a load or two each week.</li> <li>• Station 4- Nothing.</li> <li>• Station 5- Annex project- meetings with potential contractor and subs.</li> <li>• Station 6- Sprinkler system test, heating issue repaired.</li> <li>• Station 7- Septic pump controller diagnosis, sprinkler system tested.</li> <li>• Station 8- New entry door installed on apparatus bay.</li> <li>• Station 9- Nothing.</li> <li>• Admin- Generator problem diagnosed.</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><u>\$ -3,000.00</u></b>

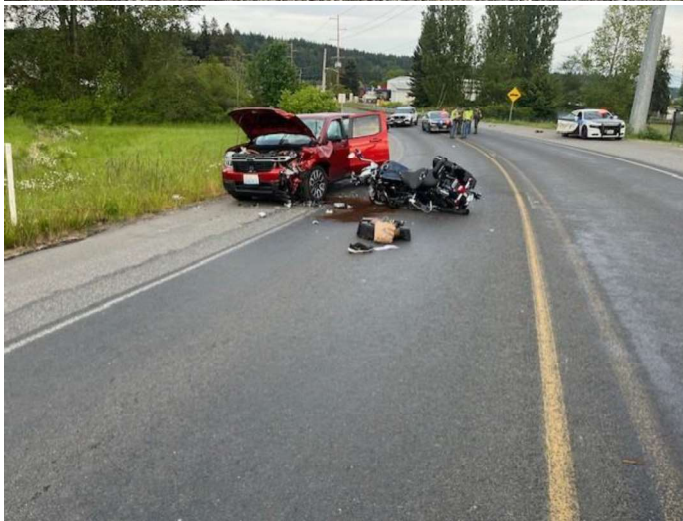
Date: 6/7/25

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>Ambulance Remount Prebuild</li> <li>2027 Apparatus Purchase Meeting with Black and Roy</li> </ul>
<b>BC 13 911 Responses</b>	<ul style="list-style-type: none"> <li>Responded to 18 incidents in May <ul style="list-style-type: none"> <li>Hunt Road outbuilding fire</li> <li>Eaglemount Road outbuilding fire</li> <li>Vehicle vs Motorcycle MVA in front of Chimacum School</li> <li>Beaver Valley Road RV fire</li> </ul> </li> <li>See attached pictures</li> </ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"> <li>Shift level training (C Shift completed 515 hours of training)</li> <li>Continued probationary testing for PFF/PM Rudnick</li> <li>Jeffco Base Station</li> <li>House Bill 1498 Training for FD requests for DNR air assets</li> <li>Gibbs Lake 1403 Cadre</li> </ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"> <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> </ul>
<b>Shift Programs</b>	<ul style="list-style-type: none"> <li>Academy is nearing completion for three FITs</li> <li>LT Dalrymple is working on better identifying needs of marine program long term for the CIP.</li> </ul>

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	\$37,620.00	\$1,596.25	\$36,023.75
Apparatus Maintenance	Fletcher	\$264,250.00	\$103,924.79	\$160,325.21
Ladders	Parker	\$3,000.00	\$0.00	\$3,000.00
Volunteer Program	Dean	\$80,420.00	\$5,250.00	\$75,170.00





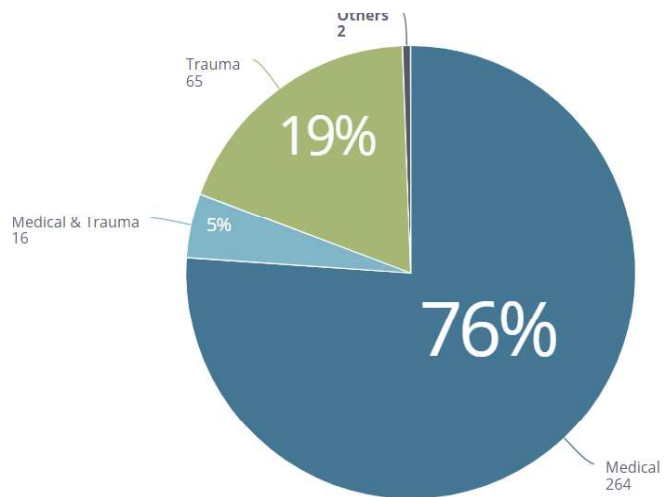
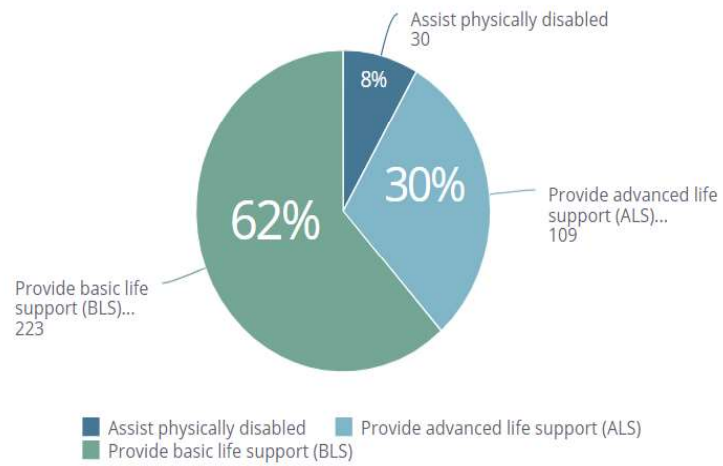
**BOC Report, MSO**

**May 2025**

**Submitted by: Tammy Ridgway**

<b>Meetings</b>	<ul style="list-style-type: none"><li>• EMS Council</li><li>• OCH Networking</li><li>• Jefferson Health Care</li><li>• OCH monthly review</li><li>• Privacy Officer Meeting</li><li>• BHC</li><li>• Monthly Meeting with Dr. Carlbom and Chief</li><li>• Weekly meeting with Dr. Carlbom</li><li>• Monthly meeting with new PMs, preceptors, LTs and Training Captain regarding progress</li><li>• Northwest Region EMS</li></ul>
<b>Continuing education and Training</b>	<ul style="list-style-type: none"><li>• Base Station</li><li>• Target Solutions</li><li>• EMS Connect</li><li>• Volunteer drill Rehab/Air Truck Operations</li><li>• Leadership Staff Training</li><li>• Attended Training Burn</li></ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"><li>• Audit of all controlled substances used for previous month</li><li>• Infant CPR for Jefferson Health Care</li><li>• Working on CARES training along with quarterly meetings with our back up CARES team members</li><li>• I have asked to have a seat in the CTE meeting for the Port Townsend High School which I participated in the month. I have also been asked to participate in the Chimacum school district as well.</li><li>• Both Dan and Chad are in the last few weeks of paramedic training and are slated for graduation on July 12<sup>th</sup>.</li><li>• Gavin Williams has started the online paramedic training this month.</li><li>• Jesse Cordova is an alternate for the upcoming paramedic training class and will begin A&amp;P so if a slot opens, he will be ready to begin training in the fall.</li></ul>

## EMS Calls



**Department  
Wide EMS  
Related  
Training Hours**

Sum of Duration (hours)

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



With the help of the duty crew we gave a tour to the PTHS A&P class at station 1. These students are the same group we taught the CPR certification for and many of them are interested in going into the medical field with 3 or 4 wanting to become paramedics.



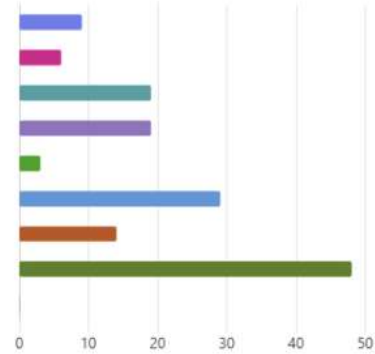
## CARES Contacts

INITIAL CONTACT	27
FOLLOW UP CONTACT	91
UNABLE TO CONTACT	29



### 3. PRIMARY REASON FOR REFERRAL

MH	9
SUD	6
GENERAL ASSISTANCE	19
HOMELESS	19
FAILURE TO THRIVE	3
MEDICAL	29
FREQUENT FIRE CONTACT	14
FALLS	48
Other	0



## May 2025

Page 1

Monthly Naloxone Distribution Survey - Jefferson County EMS Leave Behind

Date Survey Completed 06-05-2025 08:54:24

### Community Naloxone Distribution

How many naloxone kits did your program distribute to clients or participants May 2025? 3

How many clients or participants did your program train on overdose response in May 2025? 3

How many clients or participants reported using their last naloxone kit to reverse an overdose in May 2025? 0

## Naloxone Leave at Home

## May Expenses

Description	BARS	Budgeted Amount	Spent	Remaining
EMS Supplies	522 72 31 0101	\$80,500.00	8123.87	\$55,061.99
EMS Medications	522 72 31 0151	\$50,000.00	7,485.61	\$34,632.48
CPR Program	522 74 45 0101	\$4,000.00		\$4,000.00
Training/Conferences	522 74 45 0201	\$14,600.00		\$14,600.00
DOH Training Grant	522 72 35 0251	\$766.00	\$458.64	\$307.36
Required Training	522 74 45 0501	\$12,300.00	556	\$8,410.50



# 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 June 5, 2025

## **May Monthly Report – CARES Team**

In May, the CARES program had a total of 146 client contacts and received 63 new referrals. The majority of these referrals originated from EJFR, with additional referrals including six from Olympic Community Health (OCH) and two from the Port Townsend Police Department. During the same period, 44 cases were successfully closed.

With the CARES Team now accessible to the public through the Olympic Connect platform, we are beginning to see an increase in referrals from local community partners. While this expanded visibility is a clear success, it also presents the challenge of ensuring referring partners understand the team's scope of services and limitations. To address this, the CARES Team has engaged in ongoing outreach and education efforts. These efforts have not only improved the accuracy and appropriateness of referrals but have also strengthened communication and collaboration, resulting in more successful outcomes and better-informed community partners.

## **Case Highlight –May 2025**

Throughout the month of May, the CARES Team supported an individual and his family as they navigated the emotional and practical challenges of his rapidly progressing ALS diagnosis. The team provided essential mobility devices and assisted with physical transitions, including helping him move safely in and out of his home and vehicle for medical appointments. In close collaboration with the family and Jefferson Healthcare, the CARES Team played a key role in ensuring that care decisions were informed, thoughtful, and centered on the individual's evolving needs.

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*Serving the Communities of*

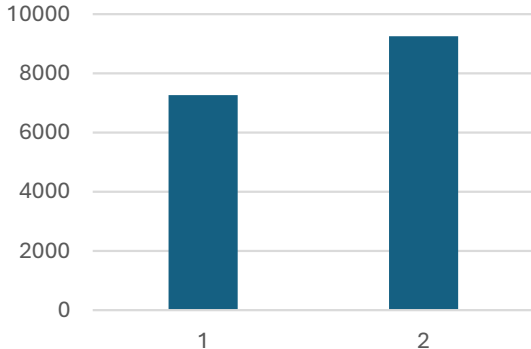

*Port Townsend   Port Hadlock   Chimacum   Irondale   Kala Point   Cape George   Marrowstone Island*

## May Training Captain Report

June 1, 2025

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none"><li>• WSRB Hours for May: 697.1 Hours</li><li>• May total training Hours: 1488.70 hours</li><li>• 2nd Quarter Credential hours: 2022.41 Hours</li><li>• Yearly total Training hours: 9255.62 Hours</li></ul>
Overview:	<ul style="list-style-type: none"><li>• KCFTC Live Fire Burn Box</li><li>• Training Tower Build Out</li><li>• Escape Belt Bail Out</li><li>• Gibbs Lake Acquired Structure Burn</li><li>• Probationary member meetings</li></ul>
KCFTC Live Fire Burn Box	<ul style="list-style-type: none"><li>• EJFR hosted 38 Trainees and Instructors took place in Live fire evolutions</li><li>• Full day of fire evolutions, Search and Rescue, SCBA Confidence and forcible entry.</li></ul>
Training Tower Build Out	<ul style="list-style-type: none"><li>• Framed in a wall and sheeted with drywall for escape belt training.</li><li>• Ripped wood for Live fire and finished thermocouple remount.</li><li>• Repaired SCBA Confidence course.</li></ul>
Escape Belt Training	<ul style="list-style-type: none"><li>• Instructor/Owner of Escape belt issued with bunker hosted training for 6 EJFR members Train the Trainer.</li><li>• Trained on how to utilize the belt for search, victim drags, and firefighter bail out.</li></ul>
Gibbs Lake Acquired Structure Burn	<ul style="list-style-type: none"><li>• Drywalled three burn cribs and assisted in reinforcing the acquired structure.</li><li>• Three burn cribs that led to 9 evolutions for 9 EJFR Firefighters.</li></ul>

	<ul style="list-style-type: none"><li>• <b>Successfully completed evolutions and burned structure to the ground.</b></li><li>• <b>Provided fire watch throughout the night checking for extension and flare ups.</b></li></ul>												
Probationary medic meetings	<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>Traning hours 2024 vs 2025 YTD</div>  <table><caption>Traning hours 2024 vs 2025 YTD</caption><tr><th>Year</th><th>Hours</th></tr><tr><td>1</td><td>~7,200</td></tr><tr><td>2</td><td>~9,200</td></tr></table>	Year	Hours	1	~7,200	2	~9,200	<div>May 2024 vs 2025 WSRB Hours</div>  <table><caption>May 2024 vs 2025 WSRB Hours</caption><tr><th>Category</th><th>Percentage</th></tr><tr><td>1</td><td>~45%</td></tr><tr><td>2</td><td>~55%</td></tr></table>	Category	Percentage	1	~45%	2	~55%
Year	Hours												
1	~7,200												
2	~9,200												
Category	Percentage												
1	~45%												
2	~55%												
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	\$ 2,550.84	\$ 2,104.16									
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	\$ 6,820.26	\$ 33,179.74									
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	\$ 23,421.22	\$ 50,541.78									
2025 Subscriptions.xlsx	522 45 40 0600	\$ 1,950.00		\$ 1,950.00									





*Fire Academy using EJFR Burn box*



*Fire Academy forcing door*



*Axe in wall to emergency escape*



*Firefighter using escape belt*



*Burn Crib #1 at Gibbs Lake Rd*



*Gibbs lake rd house during active burn*

## **Gibbs Lake Acquired Structure After Action Review**

**Date:** 05/28/2025

**Incident/Training Name:** Gibbs Lake Caretaker House

**Location:** 981 Gibbs Lake rd. Chimacum, WA 98325



### **I. Summary**

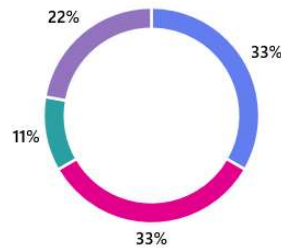
The Gibbs Lake Acquired Structure Burn was conducted as a live-fire training event in alignment with NFPA 1403 standards. Multiple shifts and roles were represented, including firefighters, company officers, 1403 cadre members, and support staff. The training successfully delivered realistic fireground experience, strong coordination, and high safety standards. Survey feedback was largely positive, with constructive input focused on communication, realism, and logistics for future improvement.

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## II. Participation

Role	Count
Support	9
NFPA 1403 Cadre	5
Firefighters	4
Company Officers	3



## III. Objectives

- Provide for safety of all participants.
- Communicate via radio completely, accurately and clearly. (JPR: 4.2.3, NFPA 1001, 2019 Edition)
- Demonstrate the ability to properly deploy and operate a charged hoseline. (JPR: 4.3.13, NFPA 1001, 2019 Edition)
- Demonstrate proper forcible entry skills on a door. (JPR: 4.3.4, NFPA 1001, 2019 Edition)
- Demonstrate the ability to properly attack and extinguish a grade level interior fire. (JPR: 4.3.10, NFPA 1001, 2019 Edition)
- Demonstrate proper Hydraulic Ventilation. (JPR 4.3.11, NFPA 1001, 2019 Edition)
- Demonstrate the ability to conduct search and rescue operations. (JPR: 4.3.9, NFPA 1001, 2019 Edition)
- Be able to recognize the need and properly perform hydraulic ventilation. (JPR: 4.3.11, NFPA 1001, 2019 Edition)

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## IV. Feedback

### What Went Well

- **Volume of evolutions:** “Lots of sets and reps were nice.”
- **Coordination & timing:** “Good coordination, no real delays.”
- **Overall execution:** “The whole training completed without any major hitch... very well choreographed.”

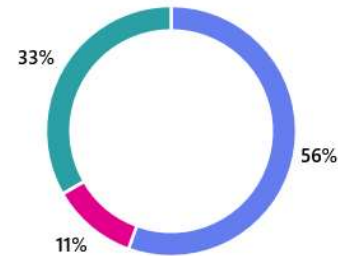
### Areas for Improvement

- **Use of structure pre-burn:** “Let other shifts use the structure in the days leading up to the burn.”
- **Spectator engagement:** “Let the other companies sit inside while the fire attack is going on.”
- **Pre-training communication:** “Communication leading up to the event” was identified as needing improvement.

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## V. Realism & Learning Environment

Rating	Responses
Yes	5 (56%)
No	1
Somewhat	3

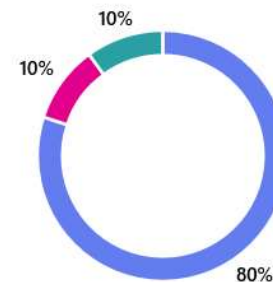


### Suggestions to improve realism:

- Incorporate furnishings or mock-up furniture
- Enhance smoke conditions
- Provide layered heat and visibility challenges

## VI. Communication Effectiveness

Response	Count
Yes	8
No	1
Somewhat	1

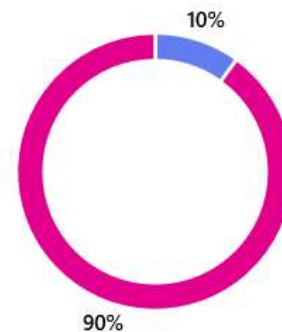


### Suggestions:

- Provide clearer timelines and objectives earlier
- Clarify logistics and support expectations pre-burn

## VII. Evolution Flow & Pacing

Rating	Count
Just Right	9
Too Slow	1
Too Fast	0

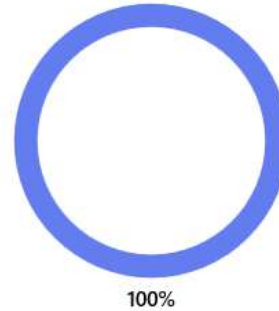


### Comments:

- “All good.”
- “Kept everyone engaged without feeling rushed.”

## VIII. Safety & Support

Feeling Safe	Count
Yes	10
Mostly	0
No	0



#### Feedback:

- “Very safe training ground.”
- “IAP was incredibly detailed and accounted for multiple contingencies.”

## IX. Equipment & Logistics Suggestions

- Prioritize **ALS medical coverage**, including ambulance access and exit routes
- Evaluate placement of **apparatus and support vehicles**
- Consider adding **staging areas** for observers or off-shift personnel

## X. Additional Comments

- “Thanks for all you do!”
- “This Department and Duty Crew personnel are stellar.”
- “EJFR is a remarkable department.”

## XI. Recommendations for Future Burns

1. **Improve Pre-Event Communication:**
  - Distribute clear objectives and logistics at least 1 week in advance
  - Assign a liaison for questions and inter-shift coordination
2. **Maximize Training Value:**
  - Allow shifts to pre-train in structure prior to burn day
  - Add furnishings to simulate real residential conditions
3. **Strengthen Medical Readiness:**
  - Ensure ALS unit is both present and well-positioned for rapid egress
  - Review placement as part of the tactical worksheet/IAP
4. **Enhance Engagement:**
  - Create controlled observation opportunities for off-shift or support companies
  - Use rotation to maximize participation and learning



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## XII. Conclusion

The Gibbs Lake Acquired Structure Burn was a resounding success—marked by safe operations, effective tactical execution, and strong interagency collaboration. Crews gained valuable sets and reps in realistic fire conditions while reinforcing critical skills like interior attack, overhead cooling, and command structure.

A significant contributor to this success was the outstanding work of the **support staff**. From apparatus operating and logistics to accountability, rehab, and medical coverage, their efforts ensured the day ran smoothly and safely. The coordination between cadre members, suppression crews, EMS, and logistics allowed participants to stay focused on training and maximized the learning value of each evolution.

This burn reflected what's possible when good communication, and teamwork come together. With a few refinements based on feedback—particularly around pre-event communication and structure usage—the next training opportunity will be even better

We extend sincere thanks to everyone who contributed to making this event both safe and effective. The professionalism and dedication on display reaffirm the strength of our department and the value of this kind of hands-on experience.

Overview

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

Equip. For Financing	Est. Total Cost	Updated Costs as of 10/2024	Estimates as of 1/2025	Est Delivery Date
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 July '25?
Ambulance	\$275,000	\$350,000	\$340,000	Feb '26
Ambulance Remount		\$185,000	\$241,470	October 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.
- **Update-** While Spartan was reviewing the specs it was discovered that not all of the equipment was added in for the new radio system and a \$1,208.00 change order was signed per engine to allow proper completion.
- 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.
- Mallory has begun upfitting the box and are still estimating delivery in late May to early June.
- **Update-** I spoke with the salesman on 5/30 who told me that he was just talking with the fabricator and the vehicle would be completed within two weeks. Two hours later I spoke with the fabricator about some specifics regarding the vehicle and he then stated that he had told the salesman during their conversation that he would have the vehicle completed in July. We discussed the discrepancy between the salesman and the fabricator and he is doing what he can to complete the vehicle before the end of June but is providing no guarantees. There was no completion date that was included in the contract of the vehicle.



- 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 and 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-** Pre-build meeting was conducted on May 21<sup>st</sup> with Fletcher, Wagner and Johnson to confirm the spec. The vehicle has been stripped of all unnecessary items and we are waiting for Braun to give us a date that they would like to receive the vehicle to begin construction.
- **Update-** Our expected date to receive the vehicle back has been updated to October.

### **Additional Awareness**

- When the new brush truck is placed in service we will be working to surplus EJ112 which is the former PLFR Brush 7 Ford F700
- Within the next two months the project brush truck that started in 2019 will officially be scrapped and surplus due to the amount of work and cost required to make it a vehicle of use to the district as well as some separate vehicle repurposing (see next item)
- EJ034-2005 Ford F250 former investigation vehicle
  - This vehicle will be repurposed into the new utility vehicle at Station 2 replacing the former 1993 Dodge 2500(EJ710).
  - The snowplow equipment will be moved over to this vehicle off of Brush 2 (EJ395). This will occur after the wildland fire season to ensure that Brush 2 remains in service during that time.
  - The fuel tank from EJ710 will be also moved onto this vehicle.
- EJ710- 1993 Dodge 2500 will be surplus after the removal of all equipment within the next three months.
- EJ441- 1998 Wells Cargo Trailer 10' is currently storing equipment from the project brush truck and will be surplus after all equipment is removed and surplus, within the next three months.
- EJ615- 1986 small lawn mower trailer will be surplus within the next two months because there is no use that the district has for it.





## DIRECTOR'S REPORT

May 29, 2025

### ❖ Projects:

- **Simulcast radio channels** will be realigned as an expansion of annual preventative maintenance this year. This was pre-planned on the advice of the contractor currently utilized to maintain the system, but we have accelerated it due to a growing number of reports of persistently poor receive audio by agencies in parts of Quilcene and Brinnon. This will nearly double the cost of planned radio-system maintenance in 2025. We expect it to be scheduled in coming weeks and will work with communications staff and agencies to ensure alternate methods of communication are available during periodic maintenance outages.
- **Alternate PSAP** functionality resulting from last year's radio console replacement project is nearing completion as Jeffcom and Pencom consoles are now able to receive and transmit on each other's radio channels.
- Our connection to the **OPSCAN system** will be terminated as soon as Clallam County technicians are available to retrieve the equipment from our sites. We have not used it for a couple of weeks, instead relying on radio-over-IP connection to Mt Octopus and console-to-console chat channel with Pencom.
- **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.
- Jeffcom and Pencom continued jointly investigating **cloud-based call-handling** systems in hopes of replacing onsite equipment with a hosted solution with IT and communications staff meeting for a demonstration of the leading system last week. This change would be made only when the current system is due for replacement around 2027. 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:**

- **State grant** application for July 2025 through June 2026 was submitted on time and subsequently revised by the state to add \$20,000 above recent years' maximums. Our revised application totals \$335k versus \$295k in the current state fiscal year.
- **Recruiting:** We have one applicant in final testing and another going through background check. We anticipate making a final offer to one in the next couple of weeks and holding the second until the first is substantially through training. These are communications positions eleven and twelve.
- **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. Scheduling has stabilized to covering the minimum staffing (two) with reasonable overtime plus a third position filled during the historically busiest hours most days.
- **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:**

- **April communications-staff overtime** was 268.5 hours among ten fulltime communications staff (March's was 197, and previous months had fewer staff).
- **Found Therapy** Services continued sit-in appointments with all shifts. 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 were updated, following EJFR's model for such information.

❖ **External Relationships:**

- The **User Group** meeting was held May 20.
  - ◆ Attended by half of law and fire representatives
  - ◆ Major improvements in unit status for cross-staffed fire units were implemented with EJFR
  - ◆ Agreed with Pencom proposal to purge CAD data after five years
  - ◆ Discussed various outstanding radio issues including the pending system maintenance and realignment, failure of new pagers, need for adoption of a

revised MDC1200 schema for fire districts and need for radio reprogramming by all agencies

- **WA E911 Advisory Committee** continues to discuss changes to the state funding model particularly related to the transition from purchased equipment to cloud-service subscriptions
- Washington **APCO-NENA June Forum** will be attended by the director and training coordinator June 10-12 in Vancouver.

## ❖ CFS and Call Data: January 1 through May 23, 2025

## • Fire/EMS calls by agency

Agency	CFS count YTD	CFS count LYTD
EJFR	2180	2151
QFR	201	226
BFD	242	202
DBVFR	39	48
<b>Total</b>	<b>2662</b>	<b>2627</b>

## • Law Enforcement calls by agency

Agency	CFS count YTD	CFS count LYTD
JCSO	5434	4937
PTPD	3350	3273
<b>Total</b>	<b>8784</b>	<b>8210</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	6160	99.44	n/a
11-15 sec	21	99.77	90%
16-20 sec	9	99.92	95%
21-40 sec	4	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>6195</b>		

## • 911 Call Averages

Metric	YTD Average
Ring time	2.98 sec
Hold time	0.64 sec
Talk time	108.64 sec

## • Non-911 Calls

Metric	YTD
Number of outgoing calls	2861
Number of incoming calls	6970
0-10 sec pick-up time	99.24%
Average ring time	3.31 Sec
Average hold time	3.80 sec
Average talk time	100.76 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> </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. Signed 6/5/25</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
<b>Initiative 2. Strengthen our core emergency response services.</b>					
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> <li>CAD Geo-Fencing has been implemented. 5/25</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>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.5 Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>MSO</li> </ul>	<ul style="list-style-type: none"> <li>Re-ignite the CPR program</li> <li>Recruitment of new CPR instructors is underway</li> <li>Update Patient Care Procedures (PCP) and response procedures.</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> <li>2024 CPR CARES stats have been published (see attachment)</li> </ul>
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>	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal</li> </ul>	<ul style="list-style-type: none"> <li>Hiring of Facility Tec DONE 7/1/2024</li> <li>Facilities analysis in progress.</li> <li>Station security enhancements are underway.</li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<b>Initiative 3. Provide additional services to increase community health and well-being.</b>				
3.1	<div> <div>Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams</div> <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> </div>	<div> <ul style="list-style-type: none"> <li>DFC Brummel</li> </ul> </div>	<div> <ul style="list-style-type: none"> <li>Proposed for 2024 Budget</li> </ul> </div>	<div> <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 started the Boston Program 4/25</li> <li>Spring 2025 PM testing underway. One member proposed to start Medic 1 fall of 2025. <span>Waiting list confirmed.</span></li> </ul> </div>
3.2	<div> <div>Expand our fire prevention program to reduce risks to fire fighters and community members</div> <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> </div>	<div> <ul style="list-style-type: none"> <li>CRM Wittenberg</li> <li>CRM Wittenberg</li> <li></li> </ul> </div>	<div> <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> </div>	<div> <ul style="list-style-type: none"> <li>CRM and CRA hired 5/2024</li> </ul> </div>



Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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. We have signed three addendums, increasing the inspections to 200+.</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>
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>Completed 2/2023</li> <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>

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> <li>Safety Program Manager course taught in February 2025.</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> <li>Scheduling family MH workshops this summer.</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>



## EAST JEFFERSON FIRE RESCUE

### POLICY

Title of Policy: EJFR Policy Statement

Policy Number: None

Date of Implementation:

Replaces: N/A

Signature of Approval:

Date:

### SECTION 1.0 POLICY STATEMENT

Jefferson County Fire Protection District #1 dba East Jefferson Fire Rescue (EJFR) has existed as a Fire District within the state since 1948. The Fire District was organized under the tenants of Title 52 of the RCW's, with the legal formation of the Fire District mandated by Commissioner Resolution #22-15.

EJFR provides service to 123 square miles on the Olympic Peninsula in Washington State. This includes the incorporated City of Port Townsend, Fire Service established in 1872 and annexed to District #1 in 2019, unincorporated Fire District #6, established in 1975 and merged into District #1 in 2005 and unincorporated Fire District #3 established in the mid 1960's and merged into District #1 in 2023.

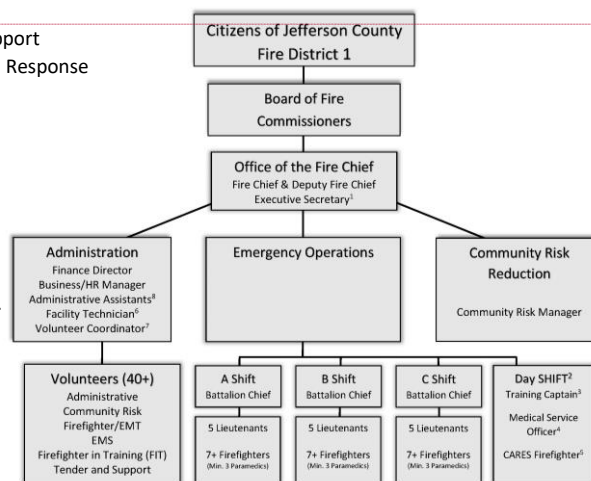
### SECTION 2.0 SERVICES PROVIDED

The Services provided by EJFR include:

- Fire Suppression
- First Response Basic Life Support & Advanced Life Support Emergency Medical Services
- Public Education
- Wildland Firefighting & mobilization support
- Hazardous materials "Operations Level" Response
- Marine Rescue and Firefighting
- Fire Prevention
- Technical rescue

### SECTION 3.0 ORGANIZATIONAL STRUCTURE

EJFR operated under a chain-of-command which has been established by the five member Board of Fire Commissioners, who were elected to represent the public they serve. The organizational chart looks like this:



Commented [TC1]: Proposed changes: Updated Org Chart

[Larger version of the org chart available in Sharepoint.](#)

<sup>1</sup> The Executive Secretary also serves as the District Secretary, reporting to the Board Chair  
<sup>2</sup> Daily accountability for Day Shift personnel is supervised by the Battalion Chief  
<sup>3</sup> Training Captain is managed by the Deputy Fire Chief  
<sup>4</sup> MSO is managed by the Fire Chief  
<sup>5</sup> CARES is supervised by the MSO  
<sup>6</sup> Facility Technician is supervised by the Facilities Manager  
<sup>7</sup> Volunteer Coordinator is supervised by the Training Captain  
<sup>8</sup> Administrative Assistants support CRR, Finance, HR and other administrative functions

In 2023 EJFR employed 67 career members and 35 volunteers. The total number by their assigned areas of responsibility are as follows:

- Chief Officers: 6
- Admin staff: 5
- Career Firefighter: 52
- Career EMS: 4
- Volunteers: 35

The functions performed by EJFR include the following:

- Emergency response to fires and medical aid emergencies by career and volunteer fire District staff
- Emergency response to all motor vehicle accidents within the fire district
- Mutual aid emergency responses when requested by neighboring jurisdictions
- Public Education for local residents
- Fire inspections of local businesses coordinated with the Jefferson County Department of Community Development and City of Port Townsend Department of Community Development.
- Coordination with local Emergency management personnel from Jefferson County
- Hazardous Materials “Operations” level emergency response, coordinated with the Washington State Patrol as the designated Incident Commander
- Assist the Jefferson County Fire Investigation Team with the investigation of fires within the fire district

#### SECTION 4.0 RESPONSE STANDARDS

EJFR went through an extensive Standards of Cover analysis process in 2022. Data was analyzed from 2018 – 2021 and the following standards shall be the response time goals of EJFR:

Response Component	Response Zone	Best Practice		
		Time	Percent Reliability	Reference
Call Processing / Dispatch	All	1:30	90%	Citygate
Crew Turnout	All	2:00	90%	Citygate
First-Unit Travel	Port Townsend	4:00	90%	Citygate NFPA
	District-Wide	8:00	90%	Citygate
First-Unit Call to Arrival	Port Townsend	7:30	90%	Citygate
	District-Wide	11:30	90%	Citygate
ERF Call to Arrival	Port Townsend	11:30	90%	Citygate
	District-Wide	19:30	90%	Citygate

*90% fractal percentile means the highest value in the lowest 90% of the data. If the data set is 1000, once they are listed in order of lowest to highest times, the highest 10% is removed and then the highest number left at 900 would be within a 90% fractal percentile. Prior to this computation any outliers should be inspected and removed in accordance with your policy to ensure accuracy.*



	90th Standard	2023	2024
District Wide			
Dispatch	1:30	UNK	1:34
Turnout	2:00	2:45	2:39
Travel	8:00	10:21	10:11
Total Response	11:30	12:27	12:26
PT			
Dispatch	1:30	UNK	1:30
Turnout	2:00	2:43	2:42
Travel	4:00	7:46	8:03
Total Response	7:30	9:46	9:46

	<b>EAST JEFFERSON FIRE RESCUE</b>	
	<b>POLICY</b>	
	Title of Policy: Administrative Benefits	
	Policy Number: 6008	
	Date of Implementation: 1/1/2025	
	Replaces: Previous version	
<b>Signature of Approval:</b> _____ <b>Date:</b> _____		

#### SECTION 1.0 PURPOSE

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

#### SECTION 2.0 VEBA

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

#### 2.2 Direct Employer contributions.

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

#### SECTION 3.0 HOLIDAYS

The following days shall be observed as paid holidays:

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

#### SECTION 4.0 BANKED TIME OFF

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

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

\*Exempt Employee Special Compensation is addressed in Policy 6009.

#### SECTION 5.0 VACATION ACCRUAL

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

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

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

#### SECTION 6.0 DEFERRED COMPENSATION BENEFITS

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

#### SECTION 7.0 ADMINISTRATIVE RETIREE MEDICAL BENEFIT

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

Commented [ES1]: I think this is supposed to be fire service, not district - see 7.2

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



## EAST JEFFERSON FIRE RESCUE

### JOB DESCRIPTION

Number: 0021

Executive Assistant/District Secretary

#### SECTION 1.0 PURPOSE

To establish a job description for the position of Executive Assistant/District Secretary. This is a full-time, exempt position. The Executive Assistant/District Secretary shall exercise a high degree of independent decision making and discretion on matters of significance within their assigned areas of responsibility. The primary duties of this position are directly related to assisting with the operations of East Jefferson Fire Rescue. The Executive Assistant/District Secretary shall routinely receive, and exercise, delegated authority from the Fire Chief regarding matters of significance to the District.

#### SECTION 2.0 SCOPE

The Executive Assistant/District Secretary shall support the executive chiefs of East Jefferson Fire Rescue ("District") and collaborate with other members of the executive team, while performing essential administrative functions. Responsibilities include serving as the confidential assistant to the Fire Chief and/or designees with responsibilities that include analysis, research, reports and data collection. The Executive Assistant/District Secretary shall form, implement, and affect policy in their area of expertise, participate in negotiations and administration of collective bargaining agreements, handle personnel matters and ensure HIPAA compliance. This position is directly involved in the short-term and the long-term planning to support the District's operational objectives, to include making high-level recommendations regarding the operation and management of the District.

As a member of the executive leadership team this position shall contribute professional and technical knowledge to the discussion and development of complex issues, identifying needs and opportunities for improving administrative services, business workflow, public engagement, finances, offering recommendations for change (to include providing consultation and advice to the District's executive team). The Executive Assistant/District Secretary shall carry out major assignments relating to the operation of the District.

In the performance of the job duties of this position, the Executive Assistant/District Secretary shall regularly handle confidential information relating to the District and its personnel.

The person occupying this position is also the Secretary to the Board of Commissioners (District Secretary) and therefore a public official per RCW 52.14.080. Duties shall be performed in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners.

To perform this job successfully, the employee must be able to consistently perform each essential job duty set forth herein in a satisfactory manner.

The Executive Assistant/District Secretary serves in a confidential capacity to the Board of Commissioners and the Fire Chief. Consequently, this is a non-Union represented position pursuant to RCW 41.56.030(12).

#### SECTION 3.0 ESSENTIAL JOB DUTIES

### 3.1 Secretary to the Board of Commissioners


- a. **Board Meetings:** As District Secretary to the Board of Commissioners, attendance at all meetings of the Board is expected along with recording of the minutes of each meeting. In cooperation with the Board of Commissioners and the Fire Chief, the Executive Assistant/District Secretary shall be designated as the District's records officer preparing and maintaining official District records and proceedings. The Executive Assistant/District Secretary shall prepare and distribute an agenda for each meeting of the Board of Commissioners. The Executive Assistant shall receive and process incoming District correspondence and prepare and process outgoing District correspondence as directed by the Board of Commissioners and Fire Chief. The Executive Assistant/District Secretary is responsible for all administrative work of the Board of Commissioners and, in so doing, handles with confidentiality a broad scope of information.
- b. **Priority of Services:** The Executive Assistant/District Secretary reports to both the Fire Chief and the Board of Commissioners. The Executive Assistant/District Secretary's primary requirement is to complete all services and functions required by Washington State's statutes and by the Board of Commissioners; provided that the Board of Commissioners' requirements shall include only those requirements established by Board action and not the request of an individual Commissioner acting without Board approval. The Executive Assistant/District Secretary's secondary requirement is to complete all services and functions directed by the Fire Chief, provided the Chief is acting under the policies established by the Board of Commissioners. In the event that a dispute or uncertainty shall arise relating to the primary responsibilities of the Executive Assistant in regards to any specific job function or issue, the primary responsibility shall be to the Board of Commissioners until otherwise determined by the Board of Commissioners. If normal working time is available, the Executive Assistant/District Secretary shall provide job related services as may be requested by an individual Commissioner of the District.
- c. The Executive Assistant/District Secretary is an appointed public official who serves at the discretion of the Board of Commissioners in an "at-will" position and is required to take an Oath of Office. The Executive Assistant/District Secretary shall comply with the Code of Ethics for Municipal Officers (Ch. 42.23 RCW), all applicable laws/regulations – as well as all District policies, rules, and procedures.
- d. In the absence of Board of Commissioner members, the Executive Assistant/District Secretary may adjourn or continue a Board meeting in accordance with RCW 42.30.090.

**3.2 Executive Assistant to the Fire Chief.** As Executive Assistant to the Fire Chief, the Executive Assistant shall perform advanced professional and supervisory work overseeing the business and administrative financial operations of the District and assisting the Chief in long-range business and strategic financial planning. Such duties may include assisting the Chief in preparation of annual reports, budgets and presentations to the Board of Commissioners, assisting with preparation of various correspondences, providing periodic updates, special projects, systemic information, and assisting with development of policies, Standard Operating Guidelines ("SOGs"), and the like.

**3.3 Public Records Officer.** The Executive Assistant/District Secretary shall be designated as the District's records retention officer and shall perform the following duties:

- a. Provide for the retention, protection and preservation of District records.
- b. Receive and process all requests for inspection of District records and for the copying of District records pursuant to RCW 42.56.580.
- c. Maintain copies of all receipts for State audits.



- 3.4 Volunteer Relief and Pension Board.** The Executive Assistant/District Secretary shall serve as a member and the Executive Assistant-Treasurer of the District Volunteer Firefighter's Relief and Pension Board and perform the following duties in collaboration with the District's Finance Director:
- Prepare and maintain a record of the proceedings of the Board and of the receipts and disbursements. (RCW 41.24.070)
  - Prepare, audit and sign Board vouchers. (RCW 41.24.080).
  - Complete Annual Roster, monitor and provide State offices with all changes.
  - Oversee all injury claims to include mailing notification, approval by Local Board, completing invoices to State Board for provider services, and mailing State payment to service providers.
  - Assist local members with retirement process to include state required forms and approval by Local Board.
  - Ensure processing of stipend and incentive payments for volunteers.
- 3.5 Claims Agent.** The Executive Assistant/District Secretary shall serve as the Claims Agent of the District.
- 3.6 Audit Assistance.** In the absence of the Auditing Officer the District Secretary may audit and sign for any financial related transactions.
- 3.7** Act a liaison with the District's external business contacts, reviewing and negotiating contracts
- 3.8** Work with the District's legal counsel as necessary.
- 3.9** Perform other duties as assigned by the Board of Commissioners and the Fire Chief in their discretion.
- 3.10** Professionally interact with others beyond giving and receiving instructions. This includes the ability to: (a) get along with co-workers and others without exhibiting behavioral extremes; (b) perform work activities requiring instructing, persuading, and/or speaking with others; (c) respond appropriately and professionally to criticism from a supervisor and others; and (d) work in stressful situations from time to time.
- 3.11** Serve as a member of Budget Committee.
- 3.12** Serve on additional committees administering contracts and agreements.
- 3.13** Serve as the District's Privacy Officer.  <sup>1</sup>

## SECTION 4.0 QUALIFICATIONS


- 4.1** Graduation from high school or GED equivalent is required.
- 4.2** Possession of an Associate's Degree in a related field is required; Bachelor's Degree is highly desired.
- 4.3** Possess well-developed interpersonal skills to establish and maintain productive working relationships with coworkers and the public.
- 4.4** Shall maintain effective and courteous working relationships with all personnel, partner agencies, professional consultants, and the general public.
- 4.5** Proficient in the use of the English language, to include grammar, spelling and punctuation.

# Summary of Comments on 6-3-25 JD0021 - Executive Assistant - District Secretary.pdf

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Page: 3

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 Number: 1 Author: tcray Subject: Sticky Note Date: 6/11/2025 5:03:34 PM  
Proposed Change: Addition of section 3.13 District Privacy Officer

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- 4.6** Applies strong oral and written communication, time management and organizational skills sufficient to understand technical instructions and to work independently, drafting correspondence and other documents as directed.
- 4.7** Demonstrates a high degree of emotional intelligence and can adapt to various communication styles.
- 4.8** Proficiently utilize a wide variety of computer software including, without limitation, Microsoft Word, Outlook Excel, PowerPoint etc. Capable of using assigned computerized equipment in completing required reports and other activities.
- 4.9** Knowledge of accounting principles with desired experience working with Budgeting, Accounting and Reporting Systems (BARS).
- 4.10** Considerable knowledge of payroll principles including required federal and state reporting.
- 4.11** Knowledge of applicable ethics laws and rules.
- 4.12** Must be able to attend regular and special meetings and conferences as directed by the Board of Commissioners, often on nights and/or weekends.
- 4.13** Must possess and maintain a valid Washington State driver's license.
- 4.14** Must be 18 years of age.
- 4.15** Must have proof of eligibility for employment in the United States.
- 4.16** Must pass a criminal background check.
- 4.17** Must be able to fully perform all the essential job functions of this position, with or without reasonable accommodation.
- 4.18** Must have a minimum of five years' experience in a similar position, or possess an equivalent combination of education and experience as determined by the Board of Commissioners.
- 4.19** Support other divisions/departments of the District as needed, i.e. fire prevention, recruitment, finance, etc.
- 4.20** Ability to: (a) think critically and concentrate for extended periods of time; (b) consistently meet established deadlines; (c) resolve conflict; and (d) be flexibility and adapt to change.

## **SECTION 5.0 ADDITIONAL DUTIES**

### **5.1 Communication**

- a. Receive all subpoenas, copy related reports and notify personnel.
- b. Edit correspondence, policies, procedures and other outgoing mail.

### **5.2 Supplementary/Ancillary Duties**

- a. Assist Finance in related duties, analysis, inventory tracking and reports.
- b. Support other administrative staff as needed, i.e. Human Resources, Public Education, etc.
- c. Contract review and development.
- d. Maintain filing systems.

- e. Devise and maintain office systems.
- f. Answer phone and assist the public when necessary.

**5.3** For Special Meetings, complete Public Meeting Notices to be sent to Commissioners, press, and post on web site.

**5.4** Monitor HIPAA Compliance.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

The working conditions and physical demands described below are representative of what the employee can anticipate – and which the employee must be able to perform (with or without a reasonable accommodation) as essential job requirements.

This is an exempt position, without specified working hours. That said, the Executive Assistant/District Secretary is generally expected to work/be available during the District's regular business hours. In addition, this position will be required to work outside of regular business hours and on the weekends from time to time. This position could also be required to travel for business purposes from time to time, both within and outside of Washington State.

The work is primarily performed in a professional office setting – although the employee will also perform job duties in other environments from time to time. While performing the functions of this job, the employee is frequently required to sit at a desk, work on a computer and answer telephones. The employee must be able to stand, sit, walk, speak, use their hands to feel and handle objects, reach with their hands and arms, stoop, kneel, crawl and hear. The employee must be able to regularly lift and move up to 10 pounds and occasionally lift and move up to 25 pounds. Specific vision abilities required of this job include close vision, distance vision, color vision, and the ability to adjust focus.

The position is subject to exposure to high stress situations or environments, including contact with the public. The employee's work will be interrupted with other tasks and duties on a regular basis and the employee must have the ability to professionally handle and manage such interruptions.

The noise level in the work environment is generally quiet; however, the office space is subject to public interaction, 911 dispatch traffic and alert tones.

The employee's attendance is required two or more times a month in the evenings for Commissioner meetings. In addition, the employee's attendance will be required at off-site meetings from time to time.

The statements contain herein reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position. In addition, the District reserves the right to update and modify this job description from time to time as it determines appropriate in its discretion.

EFFECTIVE DATE: TBD 6/3/2025

REPLACES: N/A 2024 version

FIRE CHIEF: *Bret Black*



## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 1000j

Volunteer On-Duty Injury Procedures

#### **SECTION 1.0 PURPOSE**

The purpose of this guideline is to outline the necessary steps that need to be completed post-volunteer injury.

#### **SECTION 2.0 SCOPE**

This guideline shall apply to both East Jefferson Fire Rescue (EJFR) Volunteers and Volunteer Firefighters In Training (FITs).

#### **SECTION 3.0 EXPECTATIONS**

- 3.1 All Volunteers and FITs shall report on-duty injuries to their company officer. This must be done for the agency to receive support from the Board of Volunteer Firefighters (BVFF).
- 3.2 The Company Officer shall immediately report the injury to the Battalion Chief.
- 3.3 The Company Officer or Battalion Chief shall report the injury to the BVFF via online Accident Report Card. Card located at <https://www.bvff.wa.gov/AccidentReportCard.html> If no visit is made to a Doctor, this is the end of the process.
- 3.4 The injured personnel shall be accompanied by the Battalion Chief or a designee to the Emergency Department/Clinic if the injury/illness warrants immediate care.
- 3.5 All original forms shall be returned to the EJFR District Secretary (Admin) for local BVFF Board approval.
- 3.6 Volunteer injury packet will be located in blue folders on each rig or may be [accessed from Sharepoint](#).
- 3.7 The Company Officer shall follow internal injury reporting procedures according to Policy 7001a and SOG 7001a.

#### **SECTION 4.0 ASSISTANCE TO EMERGENCY STAFF**

Please present the emergency room/hospital staff with the Doctors Introduction to BVFF letter and the Report of Accident form. Please note that all forms and bills shall be remitted/returned to the District Secretary (Admin).

## SECTION 5.0 RELATED FORMS

- Form 1000j-1 Doctors Introduction to BVFF Letter
- Form 1000j-2 Volunteer Injury Checklist
- BVFF Report of Accident

EFFECTIVE DATE: 5/27/2025

REPLACES: 2020 Version

FIRE CHIEF: *Bret Black*





## **EAST JEFFERSON FIRE RESCUE**

### **Standard Operating Guidelines (SOG)**

Number: 4001e

Fire Hose Inventory

#### **SECTION 1.0 PURPOSE**

To provide a standard inventory of fire hose for all EJFR fire apparatus and reserve storage, to meet or exceed the minimum industry standard.

#### **SECTION 2.0 SCOPE**

This SOG applies to fire hose that is included on fire apparatus and station hose storage racks. Hose diameter, length and type includes, but not limited to, attack hose, supply hose, draft (hard) suction, and wildland hose.

#### **SECTION 3.0 DEFINITIONS**

Attack Hose: Hose that is used for fire attack, typically: 1", 1 ¼", 2 ½" (diameter)

Supply Hose: Hose that is used for water supply, typically: 2 ½", 4" (diameter)

Draft (Hard) Suction: Rigid supply hose sections used for drafting only, typically, 2 ½", 4" (diameter)

#### **SECTION 4.0 PROCEDURES**

##### **4.1 Daily Inventory:**

Fire apparatus hose inventory shall be maintained daily through daily apparatus checks and/or when hose is deployed, reloaded/restocked from reserve inventory or after annual hose testing.

##### **4.2 Minimum Apparatus Inventory:**

EJFR fire apparatus shall maintain a minimum hose load inventory per apparatus type:

##### **Engines (1500 GPM Pump): By hose bed**

- LDH (4") hose bed: 1200'
- Pony section LDH: 25'x1, 35'x1
- Front bumper (if applicable): 100'
- 1 ¾" Crosslay: (2) 200' each
- 1 ¾" Apartment bundle: (2) 100' each
- 2 ½" Dead load: 400'
- 2 ½" Preconnected handline: 200'
- 2 ½" Ground monitor: 200'
- 1.5" wildland: 200' in progressive hose pack, 200' loose on apparatus
- 1" progressive hose pack: 100', 100' loose on apparatus

**Tenders (1500 GPM Pump), not including 765 T-7):**

- LDH (4") hose bed: 400'
- 2 ½" Dead load: 200'
- 1 ¾" Attack: 200'
- 1.5" Wildland: 200'
- 1" Wildland: 100'

**Ladder Truck (1500 GPM Pump):**

- LDH (4") Hose bed: 800'
- 2 ½" Dead load: 400'
- 2 ½" Preconnected handline: 200'
- 1 ¾" Crosslay: (2) 200' each
- 1 ¾" Apartment bundle: (2) 100' each
- 1 ¾" Front bumper line: 100'

**Wildland Engines:**

- 2 ½" Hard Suction Supply: (2) 10' sections
- 1.5" Wildland Hose: 800' (200' in hose pack, 600' loose on apparatus)
- 1" Wildland Hose: 700' (100' in hose pack, 600' loose on apparatus)
- 2.5" Supply: 50'
- 1 ¾" Supply: 50'
- 7/8" Wildland "Toy" Hose: 600'

**Reserve Hose (Station 2 Rack)**

- LDH (4") supply: 600'
- 2 ½": 450'
- 1 ¾": 550'
- 1.5" Wildland: 600'
- 1" Wildland: 600'
- ¾" Toy hose: 600'

**Reserve Hose (Station 7 Rack)**

- LDH (4") supply: 600'
- 2 ½": 450'
- 1 ¾": 550'
- 1.5" Wildland: 600'
- 1" Wildland: 600'
- ¾" Toy hose: 600'

**4.3 Hose Testing Certification:**

Annual hose testing shall be performed by a third-party provider to meet all applicable industry standards. Hose testing records shall be kept in a secure location.

**4.4 Expired Hose:**

Fire hose that fails annual hose pressure testing specifications shall be removed from inventory and subject to surplus through appropriate industry requirements and disposal procedures.

#### 4.5 Out of Service Replacement:

When a section hose is deemed OOS place a flag of tape over the damaged area with a brief description of the issue, then knot the coupling, place it on the hose rack, replace, and send an email the hose program leads.

### 5.0 REFERENCES

#### WSRB Requirements for Fire Hose

##### Carried on apparatus:

Each pumping apparatus must have the following amount of hose, exclusive of suction hose, on the apparatus:

Large Diameter Hose (LDH = 3½-inch or larger).....	800 feet
2½-inch + .....	600 feet
1½-inch + .....	400 feet
Pre-connected 1½-inch+.....	300 feet

Excess 2½-, 2¾-, or 3-inch hose can serve as supply hose if an inadequate amount of LDH is provided. The amount of hose credited as supply line considers a dual lay.

##### Reserve:

Each pumping apparatus must have the following amount of hose in reserve:

Large Diameter Hose (LDH = 3½-inch or larger).....	400 feet
2½-inch + .....	300 feet
1½-inch + .....	350 feet

Reserve hose can be carried on pumping apparatus. Excess hose in the fire station can serve as reserve hose for 3 apparatus if needed. This hose should be regularly tested and ready to use.

Each size of hose will be valued as 90% of on-apparatus hose and 10% reserve hose.

- a. For inadequate supply hose:  
Use .4 Point Scale. (80 point total)
- b. For inadequate 1½ and 2½ -inch attack hose:  
Use .2 Point Scale. (40 point total)
- c. For inadequate pre-connected hose:  
Use .1 Point Scale. (20 point total)

EFFECTIVE DATE: 5/21/2025

REPLACES: NEW

FIRE CHIEF: *Bret Black*

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1  
RESOLUTION NO. 25-06**

**IN THE MATTER OF ADOPTING THE JEFFERSON COUNTY – CITY OF PORT  
TOWNSEND ALL HAZARD MITIGATION PLAN FOR JEFFERSON COUNTY FIRE  
PROTECTION DISTRICT NO. 1**

**WHEREAS**, the Disaster Mitigation Act of 2000 (44CFR 201.6) (the Act) required the development of a Natural Hazards Mitigation Plan as a prerequisite for pre-disaster and post-disaster Hazard Mitigation Grants, including Natural Hazards Mitigation Planning Grants; and

**WHEREAS**, in 2004 the Jefferson County Department of Emergency Management, on behalf of Jefferson County and the City of Port Townsend, coordinated development of a joint jurisdiction All Hazard Mitigation Plan, and submitted the adopted plan to the Federal Emergency Management Agency (FEMA) for approval according to the Act; and

**WHEREAS**, FEMA determined that the submitted 2004 Natural Hazards Mitigation Plan met or exceeded the criterion of the Act; and

**WHEREAS**, the Act requires review and revision of the plan every five (5) years; and

**WHEREAS**, it is concluded that the adoption of the Jefferson County – City of Port Townsend Natural Hazards Mitigation Plan (Revised 2024) is necessary and in the public interest, and

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson County – City of Port Townsend All Hazard Mitigation Plan (Revised 2024) is hereby adopted as the official all hazard mitigation plan for Jefferson County Fire Protection District No. 1 and repeals and replaces the plan adopted by Resolution 2016-08 approved on September 21, 2016.

**ADOPTED** at the Regular Meeting of the Board of Commissioners of Jefferson County Fire Protection District No. 1, this 17th day of June 2025.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF  
COMMISSIONERS

\_\_\_\_\_  
Deborah Stinson, Chair

\_\_\_\_\_  
David Seabrook, Vice-Chair

\_\_\_\_\_  
Geoff Masci, Commissioner

\_\_\_\_\_  
Steve Craig, Commissioner

\_\_\_\_\_  
Ed Davis, Commissioner  
ATTEST:

\_\_\_\_\_  
Gene Carmody, Commissioner

\_\_\_\_\_  
Tanya Cray, District Secretary

**Date:** June 17, 2025

**Subject:** CARES Vehicle Replacement

**Prepared By:** Roy Lirio, BC Fletcher

<b>Background:</b>	<p>Purpose: To replace the aging CARES Vehicle.</p> <p>The CARES vehicle is a 2008 Chevy Tahoe Sport Utility with over 190,000 miles. The CARES team uses the vehicle on a regular basis to serve CARES clients and patients.</p> <p>While the purchase of a replacement CARES vehicle is not included in the approved 2025 budget, the age and high mileage of the current vehicle combined with the opportunity to use donated and unused grant funds, allow EJFR to continue enhancing its fleet consistent with the Strategic Plan.</p>
<b>Fiscal Impact:</b>	<ul style="list-style-type: none"><li>• The purchase of a new CARES vehicle is not included in the approved 2025 Budget.</li><li>• The total estimated cost of the vehicle, equipment and installation is \$45,408.64, including taxes.</li><li>• From the 2024 OCH Stronger Together Award, EJFR has received all the funds for the \$130,000 award. On May 31, 2025, the balance remaining of these funds is \$67,416.86. There are no grant restrictions other than to use it towards the FIRE CARES program. This balance is included in the total EJFR Fund Balance.</li><li>• Friends of EJFR have generously raised and committed to donate to EJFR \$7500 towards a replacement CARES vehicle.</li><li>• The CARES program budget shortfall for 2026 is approximately, \$100,000, primarily because the ACW grant expires on 6/30/25. EJFR continues to work to find other sources of funding.</li></ul>
<b>Recommendations:</b>	<p>Consistent with Purchasing Policy 6006, staff recommends and seeks approval to purchase a replacement CARES vehicle in 2025 and paid from donated funds and the balance of the 2024 OCH award.</p> <p>The staff recommends utilizing the current CARES vehicle as a reserve admin vehicle and CARES back up.</p>
<b>Proposed Motion:</b>	<p>Approve the purchase of a replacement CARES Vehicle in 2025 and fund from donated funds and the balance of the 2024 OCH award.</p>

**Memorandum of Understanding  
Between  
East Jefferson Fire Rescue  
And  
International Association of Fire Fighters, Local No. 2032  
Workforce Level**

This Memorandum of Understanding ("MOU") is entered into by and between East Jefferson Fire Rescue ("EJFR") and the International Association of Fire Fighters, Local No. 2032 ("IAFF").

**Section 1 – Purpose of the MOU**

1.1 EJFR and the IAFF are parties to a Collective Bargaining Agreement ("CBA") with a term of January 1, 2025 through December 31, 2027. The purpose of this MOU is to recognize the agreed upon number of FTE (non-administrative) positions for the calendar year of 2025. This MOU is not intended to establish a future minimum or maximum staffing level.

1.2 The parties agree it is in their mutual best interest to enter into this MOU.

**Section 2 – Terms/Conditions of this MOU**

2.1 EJFR and the IAFF agree that the current workforce is comprised of 57 members (non-executive), qualified at the firefighter/EMT-B level (or higher), plus 1 facility technician. Through 2025, any positions in excess of 57+1 will be viewed as additional staffing not considered a "permanent vacancy" upon separation.

**Section 3 – EJFR Management Rights**

3.1 The parties agree that nothing in this MOU shall be construed as preventing or interfering in any way with the EJFR's ability to exercise its discretionary management right to enact a reduction in force, reduction in rank, and/or reduction in job classification as provided in Articles 7 and 16 of the CBA between EJFR and IAFF.

**Section 4 – Non-Precedent Setting**

4.1 The parties agree this MOU shall not be interpreted to create a precedent, past practice, or form part of the status quo. In addition, this MOU does not waive either party's right to bargain over wages, hours and working conditions as provided by statute and other applicable law.

**Section 5 – Duration and Signatures**

5.1 This MOU shall be effective immediately upon the date set forth below. Unless the parties take an affirmative action otherwise, this MOU shall automatically terminate January 1<sup>st</sup>, 2026.

5.2 By signing below, the parties agree that the above represents their full and entire agreement with respect to the subject matter of this MOU.

This MOU shall be deemed executed and effective as of this      day of May, 2025.



**On behalf of:**

**East Jefferson Fire Rescue**

\_\_\_\_\_

Bret Black, Fire Chief

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

**On behalf of:**

**IAFF Local 2032**

\_\_\_\_\_

Caton White, President

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

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# 2025 Upcoming Events

Group	Event	Date
<b>2025</b>		
<b>June</b>		
BOC/Admin	WFCA Spring Series - Lake Chelan	6/7/2025
EJFR	Farmer's Market - Fire Extinguishers	6/7/2025
EJFR	McGuffey Retirement Party	6/19/2025
EJFR	Marrowstone Is. Strawberry Festival	6/21/2025
EJFR	Fire Academy Graduation	6/21/2025
BOC/Admin	JC Comm. & Admin Prof. Mtg @ Dist 2	6/26/2025
EJFR	All County Preparedness Day	6/28/25
<b>July</b>		
EJFR	Farmer's Market - Poison Control	7/12/2025
EJFR	Medic One Graduation Ceremony	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
BOC/Admin	JC Comm. & Admin Prof. Mtg	8/21/2025
<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	JC Comm. & Admin Prof. Mtg	10/16/2025
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
BOC/Admin	JC Comm. & Admin. Prof. Banquet	TBD