



# 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

July 15, 2025

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

#### PLEDGE OF ALLEGIANCE

#### 1. Agenda Changes –

#### 2. Consent Agenda

A. Approve Minutes from the June 17, 2025 Regular Board Meeting TAB 2A

B. Excuse Carmody Absence

#### Vouchers

- Approve General Fire expenditure warrants dated June 11, 2025, June 26, 2025, and June 27, 2025 totaling **\$1,036,952.33**
- Approve EMS expenditure warrants dated June 11, 2025, June 26, 2025, and June 27, 2025 totaling **\$24,663.96**
- Approve payroll expenditure warrants dated June 19, 2025, and July 2, 2025 totaling **\$916,219.67**

#### 3. Correspondence –

TAB 3

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

#### 5. Presentations – WRN; R. Wittenberg

TAB 5

#### 6. Announcements and Acknowledgements

A. EJFR Media Spotlight –

TAB 6A

B. Other Acknowledgments/Announcements

#### 7. Staff Reports -

TAB 7

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

Deputy Chief Brummel  
Finance Director (Mid-Year Presentation)  
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 – Decision Packet – Vendor/Bid

TAB 12A

TAB 12B

**13. New Business**

- A. Policy/SOG Updates
  - 1. Policy Statement (update/discussion)
  - 2. De Minimus Changes to PRR Form
- B. Resolution 25-07 Cancellation of Warrants
- C. Marrowstone Is. St 5 – Solar Lease

TAB 13A

TAB 13B

TAB 13C

**Executive Session pursuant to RCW 42.30.110(l)(g) review the performance of a public employee**

**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
- BOCC – Fire Prevention Summit 8/7/25 5:00pm @ St 6
- Lee Short Memorial 7/16

**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 June 17, 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 Fletcher, HR Manager Stewart, MSO Ridgway, Captain Bergen, CRM Wittenberg, Vol. Coordinator Harte and District Secretary Cray.

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

**2. CONSENT AGENDA**

- Approve Minutes from May 20, 2025 Regular Board Meeting.
- Excuse Carmody Absence

**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**

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

**3. LIST OF CORRESPONDENCE** – The Board reviewed correspondence received, including a donation of \$7,500.00 from Friends of EJFR towards the purchase of a new CARES Vehicle and a thank you letter for the crews helping a citizen with their home alarm system.

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

**5. PRESENTATIONS** – Mallory Weinheimer, owner of Chickadee Forestry gave a presentation on her work as a forester. She was hired by Jefferson County in 2018 to manage three thousand acres of forestland. She focuses on how to balance ecology, economics and the community while also mitigating fire risk. She highlighted the local Jefferson Timber Cooperative which is a group of five small local mills that work together. This saves on trucking costs and supports local jobs. The Board thanked her for the in depth presentation.

June 17, 2025

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – Several media releases were reviewed including an article in the Leader, articles in the Port Ludlow Voice and an interview with the new Volunteer Coordinator Mike Harte. Black also noted the Port Townsend City Council proclamation regarding the CARES program.

**7. STAFF REPORTS** – Black reported the national wildfire threat is higher than normal for our region. He gave a brief update on the WSRB Roundtable he attended at the WFC conference. They are working on updating the rating schedule to match current standards.

Brummel highlighted the Gibbs Lake live burn, which was a great success. He reported JeffCom would be realigning signals from the towers on 6/25 from 0800-1200, causing radio communications to be down for that time frame. We are prepared with staffing and should a large incident occur, it would be rescheduled.

Wittenberg noted a letter he received with a concern for long grass at an address within the city. There was great communication and cooperation with the City and the issue was handled swiftly.

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** – BC Fletcher announced the new Brush truck has been delivered. It is still in need of organization, tools and in-service training. He added the ambulance that will be remounted has been dropped off at Braun and he anticipates a 90 day build time for the remount.

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

**9. JeffCom Report** – Hiring has been restarted after a short break. There are 2 remaining position to be filled.

**10. LOCAL 2032 REPORT** – None.

**11. PUBLIC COMMENT - Agenda items only** – None.

## **12. OLD BUSINESS**

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

Black noted a mid-year budget review will begin next week. Wittenberg is currently working on a quarterly newsletter that will be emailed out. There is a link on our website for those who want to receive it.

**B. St 5 Update**

A new contractor has been found, he is currently getting signed up to our small works roster. We will hopefully have more info for the BOC in July.

## **13. NEW BUSINESS**

**A. Policy/SOG Updates** –



**Policy Statement**– The board reviewed an updated organizational chart and discussed other updates that are needed in regards to member counts, call times and grammatical corrections. Staff will bring the updated policy statement to the July meeting for review.

**Policy 6008 Administrative Benefits (update)** – Stewart noted a small error in the language that needed to be corrected. **MOTION:** Masci moved to approve the updates to policy 6008 as presented. Craig seconded the motion which carried unanimously.

**Job Description – Executive Assistant (update)** – The Board reviewed the updated job description which included the additional role of Privacy Officer for the District.

**SOG 1000j Volunteer On-Duty Injury Procedures** – The board reviewed the updated SOG.

**SOG 4001e Fire Hose Inventory** -The board reviewed the new SOG.

**B. – Resolution 2025-06 Jefferson County All Hazards Mitigation Plan – MOTION:** Masci moved to approve Resolution 2025-06 as presented. Craig seconded the motion which carried unanimously.

**C. Fire CARES Vehicle Purchase** – The current vehicle is a 2008 Tahoe with 190,000 miles. There is grant money that can be used towards the purchase and the current vehicle will become a back-up/staff vehicle. Friends of EJFR has committed to donating \$7,500.00 towards this purchase. While this vehicle is not in the 2025 budget the total cost including taxes, equipment and installation is \$45,408.64. **MOTION:** Masci moved to approve the purchase of the new Fire CARES vehicle. Seabrook seconded the motion which passed unanimously.

**Executive Session:** Stinson called for an executive session pursuant to RCW 42.30.140 Collective Bargaining at 4:32pm for 15 minutes until 4:37. Cray, Black, Brummel and Stewart remained in session.

Stinson called the regular meeting back to order at 4:52pm stating no decisions were made.

**D. Workforce Level MOU** – Black explained the MOU would keep staffing at 57+1 for the remainder of 2025, then the MOU would expire. **MOTION:** Craig moved to approve the MOU as presented. Masci seconded the motion which carried unanimously.

**E. Proposed Temporary ALS Coverage** - Brinnon Fire has requested to respond to ALS calls within Quilcene Fire Rescue's response area while their PM student is on duty in order to help with his paramedic training. All other day's which this student is not working would remain under the current ALS agreement EJFR has with Quilcene Fire Rescue. These dates and any future dates would be relayed to the District's ahead of time. **MOTION:** Seabrook moved to approve the temporary agreement. Masci seconded the motion which carried unanimously.

#### **14. UPCOMING TOPICS/EVENTS –**

##### **GOOD OF THE ORDER –**

The board was asked to send any requests for agenda topics or presentations for future board meetings to him or Cray.

##### **ADJOURNMENT**

Stinson adjourned the meeting at 5:01pm.

## 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

June 17, 2025

Made with  
in Quilcure by:  
[redacted] 2025





(an call in May)

Dear Scotty,

Words cannot express how grateful  
I am for your care, medical knowledge  
and gentle hand caring for me at  
home, in the ambulance and at the  
hospital. Spent 4 days there and a  
few surgeries later and am much  
better today! THANK YOU! Maybe  
someday I can give you a big hug!

Alex, Thank you for the safe ride  
to the hospital & chat!

Truly grateful for you both!

and to

Quilane





# WILDFIRE READY NEIGHBORS



2024 - 2025 CAMPAIGN OUTCOMES

# INITIAL AGREEMENT (August 2024)

- 50 Wildfire Assessments at \$125 each
- 20 hours of Administrative time at \$50 per hour
- One iPad for data collection and reporting (\$1,000)
- Travel expenses for Assessing Structural Ignition Potential (ASIP) for two students (up to \$4,000).



# MEDIA LAUNCH – APRIL 16, 2025

- **Remarks** from Chief Black, Jefferson County Commissioner Heidi Eisenhour, and CRM Wittenberg.
- **Demo Wildfire Ready Home Visit** led by Jesse Duvall, a Community Resilience Coordinator with DNR to educate and engage neighbors about priority actions to get wildfire ready.





# MEDIA COVERAGE

## PENINSULA Daily News

### East Jefferson department offers free wildfire mitigation visits

Forecasts predict high-risk summer; neighborhoods prepare

By Elijah Sussman  
Thursday, April 17, 2025 7:18am [NEWS](#) [JEFFERSON COUNTY](#)



PORT LUDLOW — East Jefferson Fire Rescue has teamed up with the state Department of Natural Resources to offer free home fire assessments for Jefferson County residents.

Those who are interested can sign up at <https://wildfireready.dnr.wa.gov>.

The Wildfire Ready Neighbors (WRN) program is funded by the Department of Natural Resources (DNR) and implemented by local partners, in this case East Jefferson Fire Rescue (EJFR), the Mason County Fire Rescue (EJFR), the Mason County Conservation District and the Jefferson County Conservation District.

## FOX 13 SEATTLE



## JEFFERSON COUNTY

Two media outlets covered the launch, including FOX 13 Seattle who ran the story online and across 6 on-air segments.

Peninsula Daily News attended the event in person, and FOX 13 did a virtual interview during the event.

Yahoo News reprinted the story, helping generate a total of 48,118,472 impressions.





# MEDIA ANALYSIS

## TOP PERFORMING ADS



## JEFFERSON COUNTY

From March 24 - May 3, a mix of ads ran and generated a total of **1,080,892 impressions** and **2,194 clicks** to the website.

Most clicks (**68%**) came from Facebook and Instagram ads.

Most impressions (**37%**) came from 0:30s Video Pre-Roll ads, followed by cable (**30%**).



# OVERWHELMING RESPONSE

- Assessment count raised to 200
- Four volunteers through ASIP training
- An additional iPad added to agreement
- Four Fire Danger Level Signs added



# FINAL AGREEMENT

- 200 Wildfire Assessments at \$125 each
- 25 hours of Administrative time at \$50 per hour
- Two iPads for data collection and reporting (\$2,000)
- Travel expenses for Assessing Structural Ignition Potential (ASIP) for two students (up to \$4,000).
- Four Fire Danger Level Signs (\$7,000)
- Ends June 30, 2025



# FINAL OUTCOMES

- 158 assessments completed (76 in June)
- 73 assessments to be completed
- Six students completed ASIP course
- Two iPads purchased
- Four Fire Danger Level signs purchased
- \$29,818.09 submitted for reimbursement



# NEXT STEPS

- Continue assessments to eliminate backlog using existing DNR software programs
- Install Fire Danger Signs on EJFR Properties
- Establish new registration, data collection, reporting, and analysis program
- Share program with other participating Jefferson County fire agencies
- Develop ongoing educational campaign





## Meet Your Firefighters

by Ron Dawson, EJFR Community Outreach Volunteer



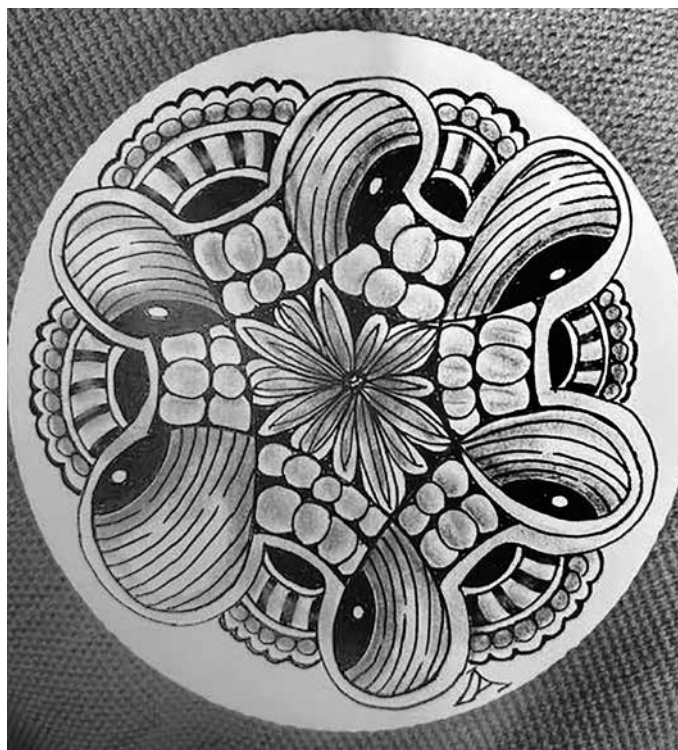
In past issues of the *Voice*, I have described the types of vehicles that East Jefferson Fire Rescue uses to serve our community. The fire engine, water tender, ambulance, and rescue vehicle have been covered, but there is another piece of equipment that is also very important, and that is the Air Support Unit. This is what that vehicle does:

The Air Support Unit is a special truck that is based at the fire station at the Jefferson County Airport. Its primary role is to replenish compressed air in the cylinders firefighters must use to breathe while fighting a structure fire. The firefighters wear packs on their back that hold the air cylinders along with a battery pack and a breathing hose. The air cylinder weighs 13.9 pounds, and the entire pack weighs 24 pounds. The Air Support Vehicle provides replacement air as the firefighters use up the air in their cylinders. The capacity of a cylinder would allow for 45 minutes of use in a non-working situation, but when a firefighter is exerting energy, the time is reduced to 15 – 25 minutes.

Other equipment on the truck includes chairs and a table to make a station for attending the firefighter while the cylinders are changed. This operation includes fluids for rehydrating, and a monitor to check a firefighter's blood pressure. Decontamination kits, including replacement head hoods and wipes for exposed skin on the neck and wrists, are kept on the truck to enable firefighters to clean any carcinogens that might be found on their turnout gear.

The Air Support Vehicle is an important part of the firefighting apparatus that is used to safely carry out the fire response.

## Port Ludlow Tangle Club to Meet July 10



The Port Ludlow Tangle Club will meet on **Thursday, July 10**, from 1 – 3 p.m. at the Bay Club. All are welcome and no prior experience with the Zentangle Method is required. The Zentangle Method is a fun, easy, relaxing way to draw beautiful images called tangles. Each tangle has a name and a specific pattern that is easy to learn. This method encourages you to slow down and take a mindful approach, enjoying each stroke that you make. Playing with and varying the patterns can lead to a delightful surprise each time you pick up your pen! Summer is the perfect time to zone out and unplug – come explore using pen and paper to play with a tangle called “DingsplatZ.” Tangle names are often light-hearted and fun, and this pattern lends itself to loads of creativity and is fun for both kids and adults!

For a nominal fee, supply kits for the July meeting, as well as kits for beginners, will be available to purchase. And once-a-year dues are \$5 per person. To RSVP and receive more information about what to bring, contact Certified Zentangle Teacher, Alice Clive, [foureyes22@outlook.com](mailto:foureyes22@outlook.com).

## Early Fire Danger Restriction This Year

“In coordination with the Jefferson County Fire Marshal and the four fire districts serving East Jefferson County, we have implemented a fire danger level system for restricting fire-related activities,” according to Robert Wittenberg, Community Risk Manager for East Jefferson Fire Rescue.

“For most of the year, we are at a LOW fire danger level. This means that fuels do not ignite easily, the likelihood for fire spread is low, and therefore no restrictions exist. When conditions warrant, we raise the fire danger level to MODERATE. This is when burning of yard debris and burning to clear land are restricted. By county ordinance, this automatically occurs on or before July 1. This year, conditions dictated that we raise the fire danger level to MODERATE on June 1, a full month earlier than 2024,” said Wittenberg.

As warmer conditions continue to develop, the fire danger level may be raised to HIGH, which restricts recreational campfires and fireworks. Although this may impact summer celebrations, any small fires can quickly spread, risking damage to homes, and potentially overwhelming emergency response resources. However, BBQs can still be used if they are not left unattended and are kept clear from siding, fences, vegetation, or combustible items.

If conditions worsen, the fire danger level could be raised to VERY HIGH, which restricts any wood or charcoal cooking. Gas or propane appliances are permissible in a VERY HIGH fire danger level as the flame can be quickly extinguished by turning off the gas.

If conditions reach an EXTREME fire danger level, all burning of any kind is restricted.

“In 2024, we reached the VERY HIGH fire danger level in mid-July and stayed there into late August. With an early start this year, we have yet to know how high on the fire danger level we will need to go this year,” Wittenberg stated.

East Jefferson Fire Rescue (EJFR) will send social media posts when the levels change. For more information about fire danger levels and restrictions, visit [ejfr.org](http://ejfr.org)

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

## Business Advisors Trained for Small Business Support



The Economic Development Council (EDC) Team Jefferson has launched its first Business Advisor Training cohort, a milestone in the five-year, federally funded Recompete Pilot Program aimed at expanding small business support throughout Jefferson and Clallam Counties. The grant seeks to fund activity that lowers the Prime Age Employment Gap – people between the ages of 25 and 54 who are not currently in the workforce.

EDC Team Jefferson’s intensive advisor training initiative is designed to grow the region’s capacity to provide high-quality, place-based advising services leading to increased small business success. Business clients who have received advising and resourcing report growth in profit margins that support increases in hiring.

Developed and led by veteran advisor and business educator Douglas Hammel and co-facilitated by current EDC Business Advisor Patty Schmucker, the 40-week certification program includes seminar instruction and hands-on co-advising experience. Over the next four and a half years, the EDC will train 25 business advisors across the North Olympic Peninsula, equipped to address the unique needs of businesses across all industries and stages of growth.

The program is a systemized approach to advising business owners on the critical financial, operational, and strategic tools needed to support local entrepreneurs through real-world challenges – from startup feasibility and marketing strategy to growth planning and operational resilience.

“This initiative is about more than training—it’s about building a network of advisors rooted in the local community, prepared to support businesses from startup through succession. Through this exceptional effort, we seek to ensure all businesses seeking resources have access to excellent advising and support that builds our local resilience,” said Cindy Brooks, EDC Team Jefferson’s departing Executive Director, who was instrumental in securing funding for this important program. “We’re thrilled to

## From Garbage to Garden via Composting

by Ellen Betit, Guest Writer



An average household produces four to five pounds of trash daily, accumulating over 100 pounds of garbage in a month. It is estimated that approximately one third of that “trash” is actually compostable! Some households may have tried composting in the past and found it stinky, attracting mice or raccoons, or too time consuming – BUT it does not have to be. A few simple guidelines can provide residents with a means of sustainably decreasing the waste going to the local landfill transfer station. The process is remarkably easy with advice from seasoned composters.

Currently, Jefferson County must truck its waste five and a half hours south to Roosevelt, Washington, at a tremendous cost. If even one quarter of local recyclable and compostable materials was diverted from the waste stream, considerable savings could be realized. And local households, friends, or neighbors would have rich soil for growing food or landscape plants.

The key to composting is layering. Putting only kitchen scraps in a compost bin WILL attract critters and make for quite an aroma! Layering with leaves, a small amount of soil, grass clippings, coffee grounds, or plant trimmings will sweeten the mixture and provide a source of nutritious food for your garden or lawn, instead of for local vermin. This would eliminate costly commercial fertilizers and protect the environment, especially our fragile waterways.

Jefferson County is offering a very informative tutorial

with sensible advice on home composting. Upon completing the course, residents receive a home composter that is easy to install and maintain. Instruction is available in person or via Zoom and is provided by Laura Tucker, Education and Outreach Specialist for Jefferson County Public Health/Public Works. With a few interested households, Laura will arrange for an in-person class in Port Ludlow. Contact Laura at 360-379-4491 or [jeffersoncountysolidwaste.com/yard-waste-compost/](mailto:jeffersoncountysolidwaste.com/yard-waste-compost/).

If you want to compost but don't have the space or desire to do it yourself, a Port Ludlow community composting site isn't out of the question. Local residents are investigating the feasibility of establishing and maintaining a community site for households to contribute compostables without having to establish a home composting program. Email to [recycleportludlow@gmail.com](mailto:recycleportludlow@gmail.com) with ideas or to express interest.

### 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.....	20
Rescue/Emergency Medical .....	319
Good Intent .....	38
Hazardous Conditions .....	2
False Alarms .....	24
Service Call .....	81
Special Incident.....	0
<b>Total Alarms</b>	<b>484</b>

#### Ambulance Transports

911 Transports .....	200
Hospital Requested Transport .....	0
Non Transports.....	126
<b>Total Patient Contacts</b>	<b>326</b>

**CARES Contacts..... 146**





# EAST JEFFERSON FIRE RESCUE

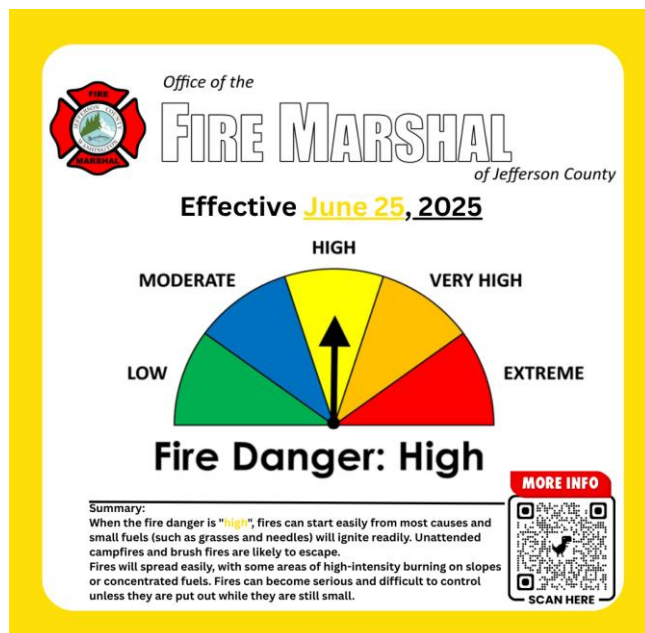
Bret Black Fire Chief ~ bblack@ejfr.org  
24 Seton Rd • Port Townsend WA 98368  
360.385.2626 • ejfr.org

## Fire Chief's Monthly Report – June 2025

### Call Summary

Call Statistics		
	June '25	June '24
Fires	7	6
Overpressure, Overheat		2
Rescue/EMS	337	344
Service Call	65	85
Good Intent	35	37
False Alarm	18	24
Hazardous Condition	2	8
Special Incident	2	1
Total	466	507
June Transports		
911	229	
Hospital Requested	0	
Total	229	
CARES Contacts		
June Contacts	137	

EJFR Responses By Area for June 2025	
Mutual Aid Given	9
City of PT	202
GlenCove/Jacob Miller	14
Cape George	12
Ocean Grove/Beckett Pt.	3
Kala point	19
Hadlock/Irondale	86
Marrowstone Is.	17
South Discovery	2
Chimacum	14
Oak Bay	1
Northern Ludlow	50
Southern Ludlow	28
Other/CARES	9



Scan for current conditions

help us  
**HELP YOU**  
Hotter. Drier. Riskier.

Use extra caution to protect our limited fire resources.

**NO BURNING.**

**NO FIREWORKS.**

Let's keep Jefferson County safe,  
*together.*

*Serving the Communities of*

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

Effective June 25, 2025, Fire Danger was elevated to **HIGH**.

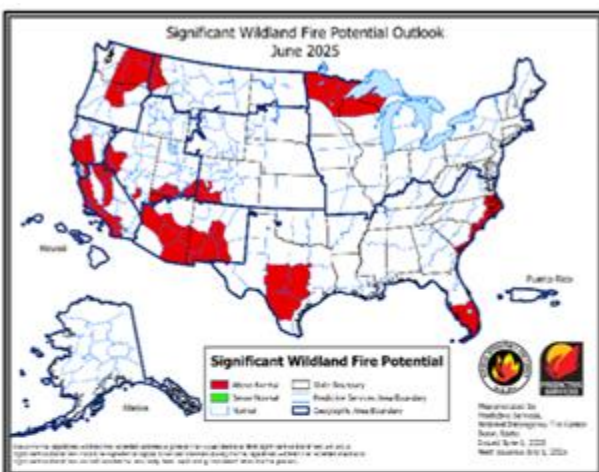
*“Prohibited devices/activities: Fireworks, charcoal/wood grills, exploding targets, incendiary ammunition, firearm discharge on unimproved county lands, tiki style torches, no open flame devices.”* The county fire chiefs and fire marshal will meet periodically to consider further restrictions as warranted.



## National Significant Wildland Fire Potential Outlook

Predictive Services  
National Interagency Fire Center

Issued: June 1, 2025



Summer 2025 Wildfire Outlook – Nationally, almost 7,300 wildland firefighters and support personnel are assigned to incidents across the country. One incident management team and 91 personnel are also supporting our partners in Canada. Nationally initial attack is heavy as wildland fire activity is picking up across multiple regions, portions of the Northwest Geographic Area (NWCC) across eastern Washington and northcentral Oregon are seeing increased wildfire activity as predicted. The National Geographic Area Coordination Center preparedness level is now at 3 (5 is the highest). In a recent 48-hour period,

*Serving the Communities of*

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

Oregon experienced over 4,000 lightning strikes. New fuels and fire behavior advisory warns that recent lightning ignitions have spread rapidly, an urgent reminder to stay informed, follow local fire restrictions, and take extra care with anything that could spark wildfire. Several mutual aid requests have been received by EJFR but declined due to local risk factors.

#### **Fire Chief General Activities**

EJFR said a formal and heartfelt farewell to Lieutenant Wicus McGuffey on June 19. It was well attended, and his last day was June 30.

FC was requested to discuss wildfire threat levels with other local fire chiefs and the County Fire Marshal on several occasions. CARES received an honorary proclamation from Port Townsend City Council. The FC continues to regularly meet with the WA Office of Insurance Commissioner, WSRB and WFC for the rating schedule project. FC met with County DCD Office to negotiate an ILA; response is in development. Met with Port staff to continue the discussion regarding site development at the airport.

The previous Community Wildfire Protection Plan (CWPP) development group has transitioned into the Jefferson County Wildfire Alliance Group. They are charged with collaboration and overseeing CWPP related projects and the wildfire hub site. We had our first meeting June 18.

#### **Threshold Events**

- Fire fatality on West Valley Road – A small outside workshop caught fire and the occupant succumbed to his injuries. EJFR provided informal and formal debriefings for those EJFR personnel involved as needed. Support for the family continues.

#### **Other Projects**

- Finance Director Lirio and Executive Assistant Cray provided a mid-year budget workshop to various midline supervisors and senior managers.
- CRM Wittenberg and FC presented a wildfire ready neighbors program at the Cape George Club House.
- All County Preparedness Day planning group meetings.
- Meet and Confer with 2032.
- Attended CWPP Hub Site meeting.
- Met with OCH and assessment contractor for the audit.
- Attended WADOT fusion Joint Operations Group (JOG) meeting. Nothing to report, still conceptual.

#### **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	PLEM	

**Miscellaneous** FC attended a farewell party for the County Manager, Mark McCauley at the Point Hudson Pavilion. FC and other EJFR members attended the graduation ceremony for the firefighter academy in Kitsap County. We have two FITs that graduated. FC gave an interview to the Leader discussing the importance of CARES.

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*Serving the Communities of*

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

July 2025

**Operations Report**

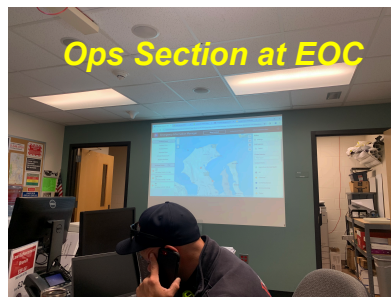
DC Pete Brummel

<b>Operations</b>	<div data-bbox="704 474 1211 575"><b>2025 Goals and Objectives Progress Continued Oversight (Ongoing) Photos of Events</b></div> <div data-bbox="386 621 881 653"><b>2025 Goals and Objective Progress:</b></div> <div data-bbox="386 657 917 688"><u>Goal #1: Improve Operational Resiliency:</u></div> <div data-bbox="386 693 1386 724"><i>Objective 1.1: Strengthen Mutual and Automatic Aid Agreements: In Progress</i></div> <div data-bbox="435 728 1414 795"><p>Third meeting scheduled for August 5: presenting draft MCI plan for Clallam Chiefs input, updating Clallam response plans to reflect JeffCom and more.</p></div> <div data-bbox="386 806 1049 837"><i>Objective 1.2: Prepare for Mass Casualty Incidents:</i></div> <div data-bbox="435 854 1510 953"><p>Met with MPD Carlbon and JGH emergency manager rep for further information of hospital roles in an MCI. We will integrate with local and regional hospitals for a clear expectations of roles and responsibilities.</p></div> <div data-bbox="386 959 917 991"><u>Goal #2: Improve Technology Innovation</u></div> <div data-bbox="386 995 1141 1026"><i>Objective 2.4: Integrate Improved Cellular Communication</i></div> <div data-bbox="435 1037 1469 1211"><p>Comparing (3) cellular providers: AT&amp;T First Net , T-Mobile and Verizon for data plans, continuity of coverage, installation costs (if applicable) and future technology (Starlink or HPUE). There is a significant improvement over Verizon at this time both in cost savings and coverage from other providers. Investment justification report to follow in the near future.</p></div> <div data-bbox="386 1224 989 1255"><u>Goal #3: Prioritize Health and Safety Initiatives</u></div> <div data-bbox="386 1260 1101 1291"><i>Objective 3.2 Strengthen Decontamination Procedures:</i></div> <div data-bbox="435 1306 1344 1337"><p>Awaiting award notifications in the near future with LNI FIIRE program.</p></div> <div data-bbox="399 1367 932 1398"><u>FEMA Grant Funding Application Update</u></div> <div data-bbox="427 1402 1472 1575"><ul style="list-style-type: none"><li>✓ Submitted for a \$14,000 grant request to FEMA Fire Prevention and Safety grant program for a new community fire extinguisher prop and video equipment. THANKS goes to CRR Robert Wittenberg for drafting all of the narratives.</li><li>✓ Assistance to Firefighter Grant award update: nothing to report as of 7/1/2025</li></ul></div> <div data-bbox="391 1596 1055 1627"><u>Regional Participation &amp; Professional Development</u></div> <div data-bbox="418 1631 1448 2009"><ul style="list-style-type: none"><li>✓ Presented After-Action-Report (AAR) at Brinnon Fire Department on the recent Mt. Walker multi-agency structure fire. Highlighted the need for collaborative training with water tenders and water supply officers as well as applying NIMS/ICS terminology and scalar structure for the Incident Command staff</li><li>✓ Accepted to the National Fire Academy "Special Operations Program Management and Leadership R0265" in-residency class August 17-23. Working on enlisting others from EJFR to attend as well.</li><li>✓ Participated in EJFR's 3-day mid-year budget review process to analyze and provide insight to program managers and prep for the 2026 budget proposal cycle.</li></ul></div>
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## Meetings and Events

- ✓ Staffed Jefferson County EOC Emergency Support Function 12 (Fire) section during the 6 hour JeffCom repeater realignment upgrade. Capt. Bergen and I worked collaboratively with JeffCom dispatchers to manage 911 calls for service during the communication outage.
- ✓ Participated as Advisory Board member to the UW Foster School of Business Emerging Leaders program with onboarding of 56 new students.
- ✓ Completed 2nd class delivery at North Seattle College as adjunct faculty member for FIRE 105 "Fire Prevention". 32 students enrolled in the 12 week class.



6/2 Jefferson County Chiefs Meeting (2hr)  
 6/4 JeffCo IMT Training (2hr)  
 6/5 Meeting with Tom Pendley (rope tech training) (2hr)  
 6/6 Meeting with AT&T First Net Rep (1hr)  
 6/9 AAR at Brinnon Fire (1hr)  
 6/10 Fire Prevention and Safety FEMA grant meeting (2hr)  
 6/11 MPD MCI discussion(1hr)  
 6/11 NFIRS/NERIS Planning meeting (2hr)  
 6/18-6/22 Vacation for family wedding  
 6/25 Mid-year budget review (2hr)  
 6/25 JeffCom User Group (1hr)  
 6/27 Mid-year budget review (2hr)  
 6/30 Meet with Finance to discuss 2026 budget proposal template and levies rate process (1hr)

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

Date Prepared: 7/7/25

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>6/14 Salish Coast Elementary Festival 40 Children</li> <li>6/25 Chimacum Creek Field Day, 40 Children</li> </ul> <b>Adult Events</b> <ul style="list-style-type: none"> <li>6/21 Marrowstone Strawberry Festival</li> <li>6/28 All County Preparedness Day, 100 Adults, 50 Kids</li> <li>6/28 Wildfire Presentation, 30 Adults</li> <li>7/3 Rosencrans Terrace Neighborhood Walkthrough, 12 Adults</li> </ul>
<b>Community Partnerships</b>	<ul style="list-style-type: none"> <li>6/12 CWPP Quarterly Hubsite Meeting</li> <li>6/18 County Chiefs Meeting on Fire Danger Level</li> <li>6/18 Wildfire Alliance Meeting</li> <li>6/26 Preparedness Day Walkthrough</li> </ul>
<b>Smoke Alarm Installations</b>	<ul style="list-style-type: none"> <li>June – 6 Alarms Installed</li> <li>2025 Total – 78 Alarms Installed</li> </ul>
<b>Wildfire Assessments</b>	<ul style="list-style-type: none"> <li>June – 76 Assessments Completed</li> <li>Year to Date – 156 Assessments Completed</li> <li>Contract Period – 158 Assessments Completed</li> <li>Scheduled/To Be Scheduled – 72 Assessments</li> <li>6/11 After Action Review on Wildfire Ready Neighbors Campaign</li> </ul>
<b>Plan Review, Inspections, Investigations</b>	<b>Inspections</b> <ul style="list-style-type: none"> <li>6/9 Jefferson Healthcare Addition Walkthrough with City Inspector, BC Clouse, and Station 1 Crew</li> <li>6/13 3300 San Juan Complaint Follow Up</li> <li>6/13 Brass Screw Inspection Downtown Port Townsend</li> <li>6/30 Discovery View Visit for Resident Concern</li> </ul> <b>Meetings</b> <ul style="list-style-type: none"> <li>6/19, 6/26 New Development Reviews with City of Port Townsend</li> </ul>

<b>Public Information Officer (PIO)</b>	<p><b>Social Media Posts</b></p> <ul style="list-style-type: none"><li>• 6/18 Lt. McGuffey Retirement</li><li>• 6/21 Fire Academy Graduation</li><li>• 6/25 Fire Danger Level Elevation</li><li>• 7/1 CARES Program</li><li>• 7/3 Fourth of July Post</li><li>• 7/4 Beaver Valley Road Fire</li></ul> <p><b>Social Media Followers</b></p> <ul style="list-style-type: none"><li>• Facebook - 3,681, Up 24 followers</li><li>• Instagram – 678, up 2 followers</li></ul> <p><b>Media Interviews</b></p> <ul style="list-style-type: none"><li>• 6/10 Response to PT Leader Questions on Annual Report</li><li>• 7/4 Phone Interview with PDN on Beaver Valley Road Fire</li></ul> <p><b>Newsletter Distribution</b></p> <ul style="list-style-type: none"><li>• 65 Sign Ups, up 14 Recipients</li></ul>
<b>Professional Development</b>	<p><b>Fire Prevention and Safety Grant</b></p> <ul style="list-style-type: none"><li>• 6/10 Meet with Chief Brummel for Grant Preparation</li></ul>



## FINANCIAL REPORT FOR JUNE 2025

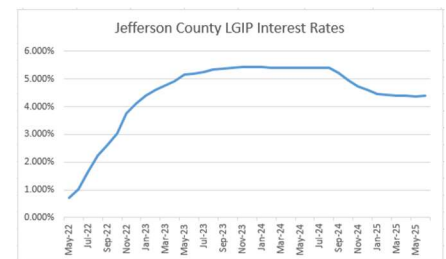
### Fund Balance June 2025

	General	EMS	Subtotal	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	2,703,780	3,228,501	<b>5,932,281</b>	1,366,733	978,794	501,400	<b>8,779,208</b>
Change YTD	1,488,676	443,586	<b>1,932,262</b>	29,818	21,269	10,725	<b>1,994,074</b>
Ending Fund Balance	4,192,456	3,672,087	<b>7,864,543</b>	1,396,551	1,000,063	512,125	<b>10,773,282</b>

### Financial Highlights:

- Year-to-Date financials and trending graphs (attached).
- Investment Earnings. LGIP gross interest = **4.383%** in June 2025. As of 6/30/25, **96.8%** of EJFR's Fund Balance is in LGIP Investments.
- Included in FIRE Fund Revenues is \$451,470 of Local Program debt proceeds. \$133,222 was used to pay for the brush truck in June 2025. \$75,579 reimburses us for the Dec 2024 purchase of the brush truck's chassis. The remaining balance of \$242,669 will be used to pay for the re-chassis ambulance scheduled for delivery in October 2025.
- A Mid-Year Budget Review was conducted. See following Report.
  - Salaries & benefits are as expected.
  - Budget capacity opportunities were identified which will help with unbudgeted for items.
  - June 2025 YTD revenues & expenditures continue to support and are consistent with our long-term forecast with the need for the 2027 Levy Lid Lift.
- Uncollectable balance. The Fort Worden PDA Receivership was discontinued and the limited funds on hand paid the receiver (Elliott Bay Asset Solutions LLC), attorneys and certain secured creditors. EJFR submitted to the Receiver an unpaid unsecured invoice of \$14,339.90 for the 2024-2025 Fire Services Fee. After consulting our legal counsel and considering our updated agreement with the WA State Parks effective 6/4/25, we deem this unpaid balance as uncollectable.
- AWC/ARTG CARES Grant 2024-2025 closed on 6/30/25. Below is a 3-year funding summary:
 

FY 2022-2023	\$217,200 (12/1/22 – 6/30/23)
FY 2023-2024	\$253,134 (award \$260,000 – unused \$6,866)
FY 2024-2025	<u>\$184,830</u> (award \$202,125 – unused \$\$17,295)
Total	\$655,164

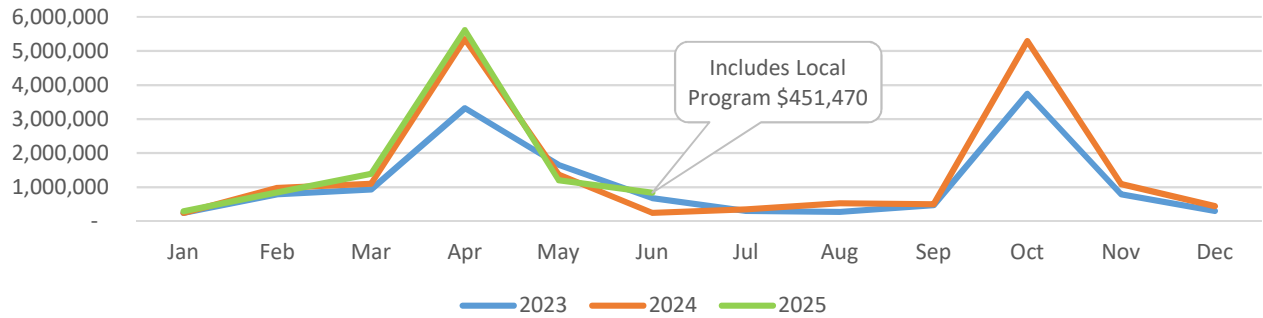


### Other Highlights:

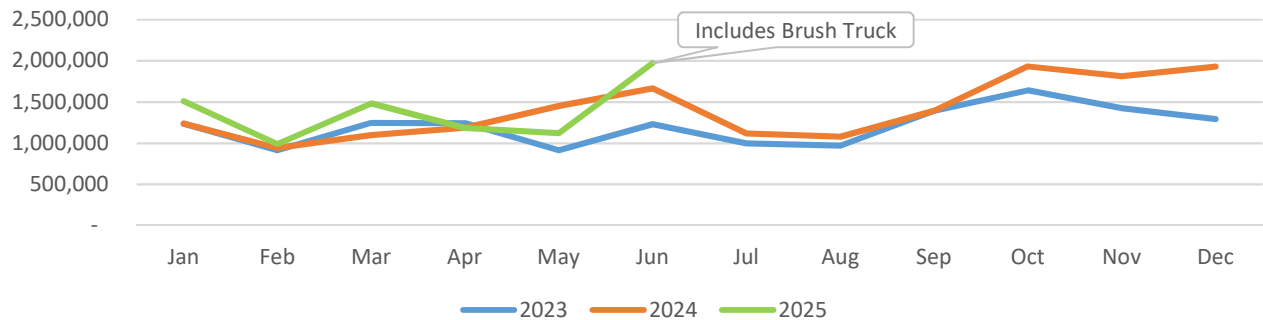
- GEMT Fiscal Year 2024-2025 Kick Off meeting on 6/26/25
- 2026 budget development committee established and meetings scheduled.
- Developed 2027 Levy Lid Lift DRAFT projections



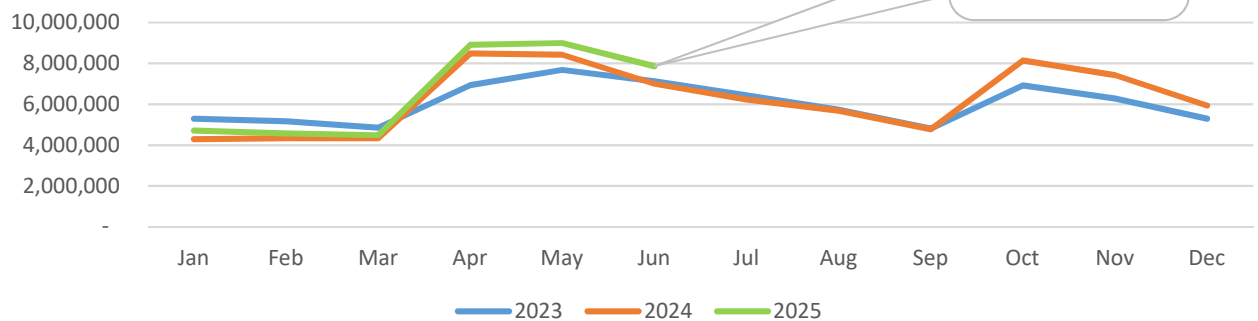
## East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



## 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: 09:28:46 Date: 07/07/2025

Page: 1

001 Fire Fund #656001010

Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,790,550.00	6,185,299.06	4,605,250.94	42.7%
330	0.00	2,129.24	(2,129.24)	0.0%
390	272,000.00	455,513.54	*(183,513.54)	0.0%
<b>Fund Revenues:</b>	<b>11,062,550.00</b>	<b>6,642,941.84</b>	<b>4,419,608.16</b>	<b>40.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
000	162,200.00	49,331.53	112,868.47	69.6%
210 Administrative	1,881,880.00	910,732.98	971,147.02	51.6%
211 Legislative	240,195.00	85,624.28	154,570.72	64.4%
220 Suppression	6,417,524.00	3,391,693.89	3,025,830.11	47.1%
230 Prevention	22,000.00	11,608.71	10,391.29	47.2%
245 Training	112,333.00	34,310.36	78,022.64	69.5%
250 Facilities	422,414.00	173,579.32	248,834.68	58.9%
260 Vehicles & Equipment	468,450.00	246,337.29	222,112.71	47.4%
<b>520 Fire Control</b>	<b>9,726,996.00</b>	<b>4,903,218.36</b>	<b>4,823,777.64</b>	<b>49.6%</b>
<b>590 Debt, Capital &amp; Transfers</b>	<b>1,958,785.50</b>	<b>251,047.68</b>	<b>1,707,737.82</b>	<b>87.2%</b>
<b>Fund Expenditures:</b>	<b>11,685,781.50</b>	<b>5,154,266.04</b>	<b>6,531,515.46</b>	<b>55.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>(623,231.50)</b>	<b>1,488,675.80</b>	<b>*</b>	

\* Included in FIRE Fund Revenues is \$451,470 of Local Program debt proceeds. \$133,222 was used to pay for the brush truck in June 2025. \$75,579 reimburses us for the Dec 2024 purchase of the brush truck's chassis. The remaining balance of the proceeds, \$242,669 will pay for the re-chassis ambulance scheduled for delivery in October 2025.

FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 09:25:33 Date: 07/07/2025  
Page: 1

001 Fire Fund #656001010			Months: 01 To: 06	
Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,872,983.00	1,427,927.92	1,445,055.08	50.3%
522 20 10 019-0 OVERTIME (40%)	519,147.00	250,106.60	269,040.40	51.8%
220 Suppression	3,392,130.00	1,678,034.52	1,714,095.48	50.5%
520 Fire Control	3,392,130.00	1,678,034.52	1,714,095.48	50.5%
Fund Expenditures:	3,392,130.00	1,678,034.52	1,714,095.48	50.5%
Fund Excess/(Deficit):	(3,392,130.00)	(1,678,034.52)		

# EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 09:28:26 Date: 07/07/2025

Page: 1

101 EMS Fund #657001100			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,460,354.00	3,556,551.72	2,903,802.28	44.9%
Fund Revenues:	6,460,354.00	3,556,551.72	2,903,802.28	44.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,611,439.00	3,080,390.43	3,531,048.57	53.4%
274 EMS Training	108,940.00	32,574.91	76,365.09	70.1%
520 Fire Control	6,720,379.00	3,112,965.34	3,607,413.66	53.7%
590 Debt, Capital & Transfers	190,000.00	0.00	190,000.00	100.0%
Fund Expenditures:	6,910,379.00	3,112,965.34	3,797,413.66	55.0%
Fund Excess/(Deficit):	(450,025.00)	443,586.38		

# EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 09:24:58 Date: 07/07/2025

Page: 1

101 EMS Fund #657001100 Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,309,474.00	2,141,772.24	2,167,701.76	50.3%
522 72 10 004-1 PARAMEDIC STUDENT	0.00	2,550.00	(2,550.00)	0.0%
522 72 10 019-1 OVERTIME (60%)	778,721.00	376,385.41	402,335.59	51.7%
272 EMS Operations	5,088,195.00	2,520,707.65	2,567,487.35	50.5%
520 Fire Control	5,088,195.00	2,520,707.65	2,567,487.35	50.5%
Fund Expenditures:	5,088,195.00	2,520,707.65	2,567,487.35	50.5%
Fund Excess/(Deficit):	(5,088,195.00)	(2,520,707.65)		



**East Jefferson Fire Rescue  
Board of Commissioners Meeting  
July 15, 2027  
Mid-Year Budget Analysis**

In November 2024, the Board of Commissioners adopted a budget for calendar year 2025 that includes using over \$1 million in fund balance. The Financial Reports are presented to the Board of Commissioners each month to provide updates. The Mid-Year Budget Review allows the Board and staff the opportunity to compare budget expectations with fiscal reality. It is a critical element in maintaining a financially stable course and provides information on how revenues and expenditures are tracking. The review will also provide the District needed course corrections or opportunities, shape the development of the 2026 Budget and help confirm our long-term financial forecast.

**PROCESS**

- Analytical review of revenue and expenditure accounts for reasonableness
- The review process involved Program Leads, Battalion Chiefs, and administrative staff
- Battalion Chiefs reviewed the status of budgets with Program Leads
- Fire Chief, Deputy Chief, Finance Director, and District Secretary met with each Battalion Chief and Administrative Program Leads to discuss the following areas:
  - Revenues & central admin expenditure accounts
  - BC MacDonald – A Shift
  - BC Clouse - B Shift, facilities
  - BC Fletcher – C Shift, vehicles
  - Capt. Bergen – Training. FIT, Volunteers
  - MSO Ridgway – EMS operations
  - CRM Wittenberg – CRR
- We will continue to improve this new process over the years.

**FINANCIAL SUMMARY**

- Refer to the following June 2025 YTD FIRE and EMS Budget Position reports. These reports are on an account level detail and agrees to the summary Budget Position reports shared with the commissioners each month.
- **Revenues.** Property Tax revenue is trending as expected. Ambulance & ER Aid Fees and GEMT are at expectation. Investment Interest is benefiting from an interest rate that is stabilizing as well as a higher than expected fund balance due to delayed spending.
- **Salaries & Benefits, including OT** is at 50% spent. We will monitor OT due to summer vacations as well as several employees on Family Medical Leave of Absence with newborns.
- **Operating.**
  - Several account invoices are paid annually or prepaid quarterly which skews remaining percent. For example, the \$316,122 Dispatch Fees to JeffCom is paid annually in June. Upon review, these accounts are on schedule.

- Structural PPE (Bunkers/Accessories) is expected to have approx. \$50,000 favorable variance because PPE for Safer Grant FTEs and volunteers were included but the FTEs or need did not materialize.
- Facilities is showing a material favorable variance due to having our Facility Technician do much of the work combined with oversight of outsourced work.

	Jun 24 YTD	Jun 25 YTD	2025 Budget
Facilities - REPAIR / MAINT Contracts (no Supplies)	90,208	55,679	174,321

- **Capital Spend.** The brush truck was received in June 2025. The Water Heaters and Station 1 alarm panel have been completed. Station 2 temporary building has been slow to start. In addition, \$222,000 of equipment for the new engines have just started to be purchased.
- **Debt & Transfers.** Capital and Reserve transfers are scheduled for November and December. The CGI 5-year lease program's entire \$31,159 budget was included in 2025. However, the lease recently signed calls for 5 annual payments resulting in a favorable variance this year but the need to include the annual payments in subsequent budget years.
- **Items not budgeted.** To date, there are approximately over \$150,000 of expenditure items that affect fund balance which are not included in the original approved budget. For example: \$45,000 CARES rig replacement; \$29,000 for STA 5 repair; and \$14,000 for security measures of our properties. These items were presented to the BOC for approval.

#### OPPORTUNITIES & 2026 BUDGET DEVELOPMENT

- We likely will request the BOC to approve a supplemental budget resolution later in the year.
- Propane costs were much higher than last year at this time. Upon researching the issue, Ferrell Gas was charging EJFR more than our other vendor. We are working with the vendor to correct the issue and potentially get a refund.
- Training program to decrease discretionary offerings and adjust some dollars to offer overtime to incent participants.
- Staff and BC Clouse may present a proposal to accelerate the completion of the Station 2 Temporary Storage building in 2025 instead of 2026.
- Staff and CRM Wittenberg may include a request for 1.0 FTE CRR Assistant
- MSO Ridgway will likely request for the Stryker upgrade of 2 units. This was requested last year but was postponed.

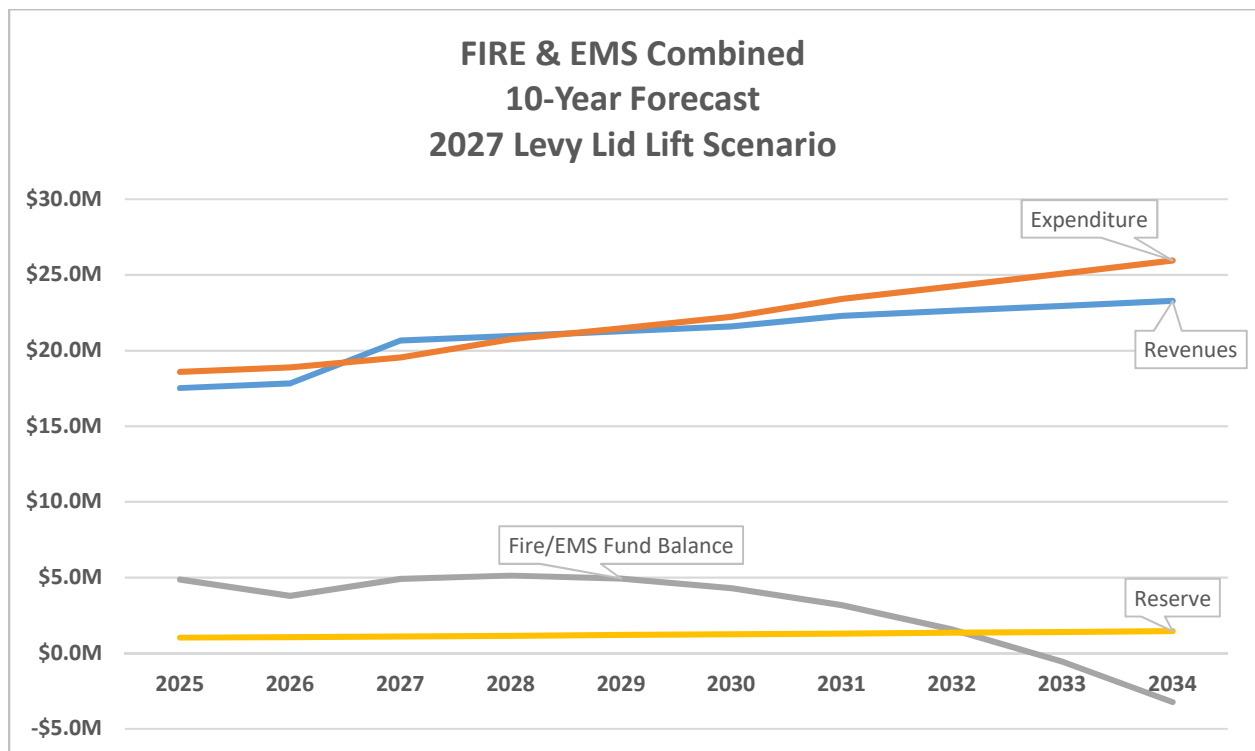
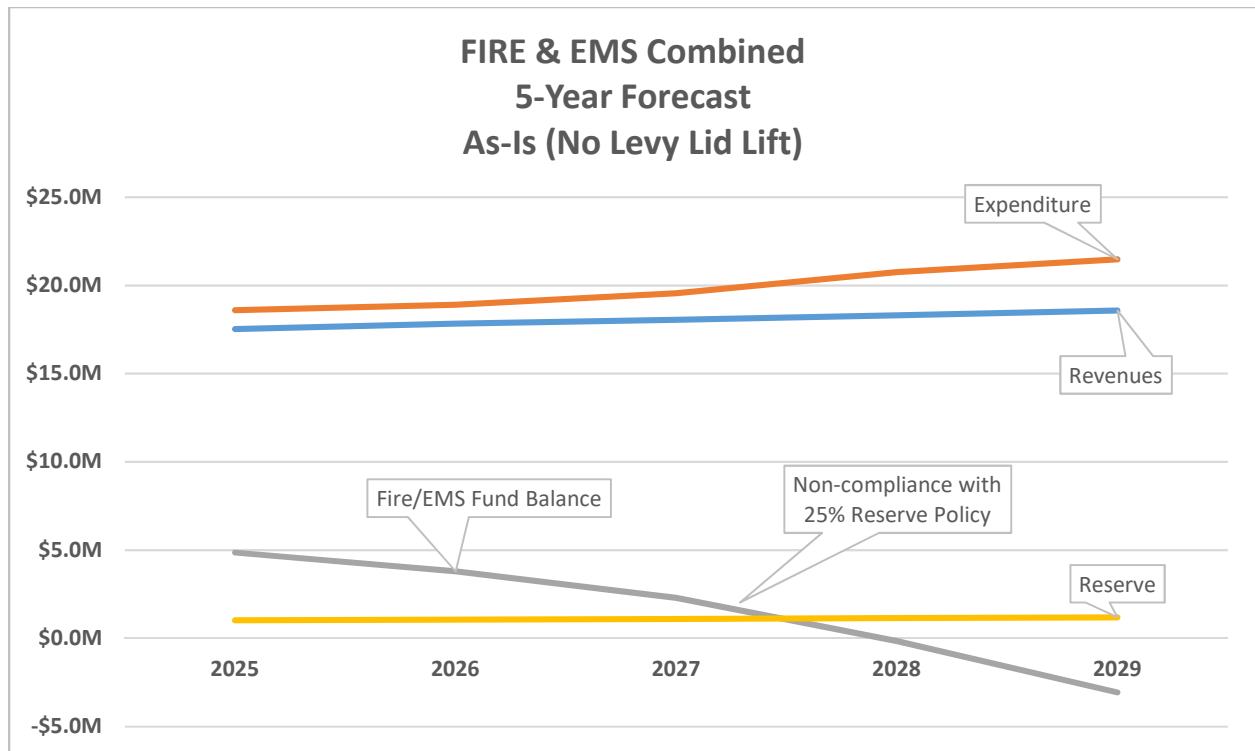
#### STATE AND FEDERAL BUDGET IMPACTS

With the recent H.R.1 (One Big Beautiful Bill Act) signed into law, we are monitoring how Washington State may react which may impact Medicaid reimbursements, GEMT funding, and uncompensated care.

#### LONG-TERM FORECAST AND 2027 LEVY

The review appears to confirm that we are still on course to end 2025 with a deficit. Economic indicators may result in lower inflation in the near term, however, a sensitivity analysis still points to the need for a Levy Lid Lift in 2027.

Below is a graph of the 5-year forecast illustrating the need for a 2027 Levy Lid Lift. Another graph shows a 10-year forecast illustrating a scenario with a successful 2027 Levy Lid Lift.



**Note:** The annual transfer to fund the capital accounts is included in the expenditure line. However, the capital fund balance is not shown on the graph.



# FIRE - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:29:23 Date: 07/07/2025

Page: 1

001 Fire Fund #656001010

Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
<b>300 Revenue</b>				
311 10 00 000-0 REAL & PERSONAL PROPERTY TAXES	10,374,000.00	5,919,849.19	4,454,150.81	42.9%
322 90 00 010-0 LAND CLEARING PERMITS	2,500.00	1,800.00	700.00	28.0%
337 00 00 010-0 PT FIRE CARES GRANT	146,800.00	61,588.37	85,211.63	58.0%
337 20 00 000-0 INTERGOV REVENUE/LEASEHOLD EXCISE TAX	0.00	24,759.91	(24,759.91)	0.0%
337 40 10 000-0 TIMBER EXCISE TAX - TAV	5,500.00	3,830.31	1,669.69	30.4%
342 21 00 000-0 WILDLAND PAYMENTS	11,000.00	18,325.41	(7,325.41)	0.0%
342 21 22 010-0 FIRE CONTROL INTERGOV: PARKS,PORT(airport),SCHOOL	50,000.00	13,859.08	36,140.92	72.3%
342 21 25 010-0 INTER GOV FIRE EMERGENCY SERVICE DNR	12,250.00	14,218.09	(1,968.09)	0.0%
361 11 00 000-0 INVESTMENT INTEREST	80,000.00	58,010.06	21,989.94	27.5%
362 00 00 000-0 FACILITIES LEASES (LONG TERM)	10,000.00	3,634.27	6,365.73	63.7%
362 00 00 020-0 TRAINING TOWER SERVICES ILA	1,500.00	1,500.00	0.00	0.0%
367 00 10 000-0 PRIVATE CONTRIBUTIONS	0.00	17,806.50	(17,806.50)	0.0%
369 91 00 000-0 OTHER MISCELLANEOUS REVENUE	1,000.00	55.16	944.84	94.5%
369 91 00 050-0 MISC REVENUE (REIMBURSEMENTS)	96,000.00	43,146.71	52,853.29	55.1%
395 11 00 010-0 SALE OF SURPLUS EQUIPMENT	0.00	2,916.00	(2,916.00)	0.0%
<b>300 Revenue</b>	<b>10,790,550.00</b>	<b>6,185,299.06</b>	<b>4,605,250.94</b>	<b>42.7%</b>

**330**

332 92 10 000-1 COVID RELIEF - NON GRANT WA COVID-19	0.00	2,129.24	(2,129.24)	0.0%
<b>330</b>	<b>0.00</b>	<b>2,129.24</b>	<b>(2,129.24)</b>	<b>0.0%</b>

**390**

391 90 00 000-0 LOCAL PRORAM PROCEEDS	0.00	415,954.36	(415,954.36)	0.0%
392 00 00 000-0 PREMIUM ON BONDS ISSUED	0.00	39,559.18	(39,559.18)	0.0%
397 00 00 005-0 TRANSFER IN FROM FIRE CAPITAL	247,000.00	0.00	247,000.00	100.0%
397 00 00 101-0 TRANSFER IN FROM EMS CAPITAL	25,000.00	0.00	25,000.00	100.0%
<b>390</b>	<b>272,000.00</b>	<b>455,513.54</b>	<b>(183,513.54)</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>11,062,550.00</b>	<b>6,642,941.84</b>	<b>4,419,608.16</b>	<b>40.0%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 10 41 040-0 PROF SERV - BELIEVE IN RECOVERY (CARES)	162,200.00	49,331.53	112,868.47	69.6%
<b>000</b>	<b>162,200.00</b>	<b>49,331.53</b>	<b>112,868.47</b>	<b>69.6%</b>
522 10 10 019-0 OVERTIME ADMIN	11,000.00	0.00	11,000.00	100.0%
522 10 10 020-0 CHIEF WAGES	215,888.00	107,531.96	108,356.04	50.2%
522 10 10 022-0 CRM/FIRE INVESTIGATION	114,180.00	56,942.00	57,238.00	50.1%
522 10 10 023-0 SICK/VACATION BUYOUTS	50,000.00	0.00	50,000.00	100.0%
522 10 10 024-0 DEPUTY CHIEF	190,736.00	95,035.64	95,700.36	50.2%
522 10 10 026-0 HR/BUSINESS MANAGER	108,738.00	37,633.27	71,104.73	65.4%
522 10 10 027-0 ADMIN ASSISTANT (FULL-TIME)/FINANCE DIR/VOL COORD	221,769.00	120,386.58	101,382.42	45.7%
522 10 10 028-0 ADMIN CRR/ASSISTANT	60,518.00	30,129.28	30,388.72	50.2%
522 10 20 010-9 SOCIAL SECURITY TAX	28,029.00	16,069.46	11,959.54	42.7%

# FIRE - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:29:23 Date: 07/07/2025

Page: 2

001 Fire Fund #656001010

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 10 20 015-9 MEDICARE TAX	14,107.00	6,790.78	7,316.22	51.9%
522 10 20 020-9 RETIREMENT LEOFF	24,292.00	10,776.56	13,515.44	55.6%
522 10 20 021-9 RETIREMENT DEFERRED COMP	33,847.00	17,173.61	16,673.39	49.3%
522 10 20 022-9 RETIREMENT PERS	41,513.00	21,730.34	19,782.66	47.7%
522 10 20 030-9 DEPT OF LABOR & INDUSTRICTS	31,613.00	4,386.21	27,226.79	86.1%
522 10 20 031-9 STATE UNEMPLOYMENT INSURANCE	1,480.00	1,118.01	361.99	24.5%
522 10 20 032-9 PAID FAMILY MEDICAL LEAVE	1,804.00	1,001.57	802.43	44.5%
522 10 20 041-9 ADMIN - VEBA	24,000.00	10,325.00	13,675.00	57.0%
522 10 20 042-9 DISABILITY - ADMIN	7,212.00	2,545.58	4,666.42	64.7%
522 10 20 045-9 MEDICAL/DENTAL INSURANCE PROGRAM	149,516.00	119,280.33	30,235.67	20.2%
522 10 20 070-9 UNIFORMS (ADMIN)	5,000.00	786.77	4,213.23	84.3%
522 10 20 999-9 PAYROLL CLEARING	0.00	28,642.99	(28,642.99)	0.0%
522 10 31 010-0 OFFICE SUPPLIES	10,000.00	2,651.44	7,348.56	73.5%
522 10 35 010-0 SMALL TOOLS/MINOR EQUIPMENT	20,700.00	18,496.77	2,203.23	10.6%
522 10 41 000-0 PROFESSIONAL SERVICES - MISC	10,000.00	4,997.34	5,002.66	50.0%
522 10 41 005-0 PROF SERV - LEGAL	17,000.00	16,656.50	343.50	2.0%
522 10 41 010-0 PROF SERV - PLFR SPRINGBROOK ARCHIVE ONLY	12,875.00	0.00	12,875.00	100.0%
522 10 41 015-0 PROF SERV - MEDICAL/BACKGROUNDS	12,000.00	2,116.00	9,884.00	82.4%
522 10 41 016-0 PROF SERV - MEDICAL (ANNUAL AUDIO) READY REBOUND MED CK	55,000.00	300.00	54,700.00	99.5%
522 10 41 030-0 PROF SERV - IT SERVICES (OESD)	55,000.00	36,326.25	18,673.75	34.0%
522 10 41 060-0 PROF SERV - STATE AUDIT	15,000.00	0.00	15,000.00	100.0%
522 10 41 070-0 PROF SERV - HOSE/LADDER TESTING	18,000.00	16,359.86	1,640.14	9.1%
522 10 41 080-0 PROF SERV - ER.COM/ESO	28,000.00	0.00	28,000.00	100.0%
522 10 41 090-0 PROF SERV - IT NOT OESD	11,990.00	0.00	11,990.00	100.0%
522 10 41 091-0 PROF SERV - SCHED SOFTWARE (CREWSENDS/DIGITAL DASH)	19,492.00	0.00	19,492.00	100.0%
522 10 42 010-0 COMMUNICATIONS - LAND LINES	4,700.00	1,183.89	3,516.11	74.8%
522 10 42 020-0 COMMUNICATIONS - CELL, DATA CARDS	36,359.00	15,022.89	21,336.11	58.7%
522 10 42 030-0 SNET	11,400.00	4,799.21	6,600.79	57.9%
522 10 42 045-0 COMMUNICATIONS - WAVE, NOP DATA	24,000.00	10,416.10	13,583.90	56.6%
522 10 42 060-0 COMMUNICATIONS - POSTAGE	2,000.00	675.95	1,324.05	66.2%
522 10 43 010-0 TRAVEL - ADMIN	8,000.00	1,853.26	6,146.74	76.8%
522 10 44 010-0 ADVERTISING	5,000.00	2,073.55	2,926.45	58.5%
522 10 46 010-0 INSURANCE - COMMERCIAL/AUTO	150,122.00	75,368.14	74,753.86	49.8%
522 10 49 002-0 MISCELLANEOUS	7,000.00	9,013.50	(2,013.50)	0.0%
522 10 49 010-0 MISC - DUES, SUBSCRIP/MEMBERSHIP	13,000.00	4,136.39	8,863.61	68.2%
<b>210 Administrative</b>	<b>1,881,880.00</b>	<b>910,732.98</b>	<b>971,147.02</b>	<b>51.6%</b>
522 11 10 010-0 COMMISIONERS PAY	30,000.00	4,475.00	25,525.00	85.1%
522 11 10 015-0 DISTRICT SECRETARY WAGES	105,556.00	52,571.45	52,984.55	50.2%
522 11 20 010-9 SOCIAL SECURITY TAX	8,404.00	3,617.53	4,786.47	57.0%
522 11 20 015-9 MEDICARE TAX	1,966.00	846.05	1,119.95	57.0%
522 11 20 021-9 RETIREMENT - DCP	6,000.00	900.00	5,100.00	85.0%
522 11 20 022-9 RETIREMENT - PERS	9,616.00	4,789.27	4,826.73	50.2%
522 11 20 030-9 DEPT OF LABOR & INDUSTRIES	300.00	137.97	162.03	54.0%
522 11 20 031-9 STATE UNEMPLOYMENT INSURANCE	287.00	104.68	182.32	63.5%
522 11 20 032-9 PAID FAMILY MEDICAL LEAVE	185.00	158.16	26.84	14.5%
522 11 20 041-9 LEGISLATIVE - VEBA	3,000.00	1,475.00	1,525.00	50.8%
522 11 20 042-9 DISABILITY	601.00	400.92	200.08	33.3%
522 11 20 045-9 MEDICAL/DENTAL INSURANCE PREMIUM	20,280.00	15,209.10	5,070.90	25.0%

# FIRE - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:29:23 Date: 07/07/2025

Page: 3

001 Fire Fund #656001010

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 11 40 000-0 ELECTION COSTS	40,000.00	0.00	40,000.00	100.0%
522 11 43 010-0 TRAVEL	6,500.00	47.53	6,452.47	99.3%
522 11 49 020-0 BANQUET/EMPLOYEE RECOGNITION	7,500.00	891.62	6,608.38	88.1%
211 Legislative	240,195.00	85,624.28	154,570.72	64.4%
522 20 10 000-0 FF/EMT (40%)	2,872,983.00	1,427,927.92	1,445,055.08	50.3%
522 20 10 019-0 OVERTIME (40%)	519,147.00	250,106.60	269,040.40	51.8%
522 20 10 023-0 VAC/SICK BUY OUTS	131,522.00	873.11	130,648.89	99.3%
522 20 11 000-0 VOLUNTEER POINTS (40%)/REIMBURSEMENTS	11,400.00	2,672.24	8,727.76	76.6%
522 20 15 000-0 FIT'S (FIREFIGHTER-IN-TRAINING (6) 40%	30,240.00	13,020.00	17,220.00	56.9%
522 20 20 010-9 SOCIAL SECURITY TAX	12,105.00	1,972.73	10,132.27	83.7%
522 20 20 015-9 MEDICARE TAX	51,697.00	25,020.44	26,676.56	51.6%
522 20 20 020-9 RETIREMENT LEOFF	187,458.00	86,201.08	101,256.92	54.0%
522 20 20 021-9 RETIREMENT DEFERRED COMP	106,083.00	51,223.44	54,859.56	51.7%
522 20 20 022-9 PERS 2 FACILITIES	2,798.00	1,513.93	1,284.07	45.9%
522 20 20 023-9 RETIREMENT MERP 40%	21,240.00	10,596.84	10,643.16	50.1%
522 20 20 030-9 DEPT OF LABOR & INDUSTRIES	139,661.00	59,372.97	80,288.03	57.5%
522 20 20 031-9 STATE UNEMPLOYMENT INSURANCE	4,513.00	3,460.66	1,052.34	23.3%
522 20 20 032-9 PAID FAMILY MEDICAL LEAVE	7,538.00	3,771.81	3,766.19	50.0%
522 20 20 040-9 SUPPRESSION - VEBA (60/40)	72,000.00	32,550.00	39,450.00	54.8%
522 20 20 045-9 MEDICAL/DENTAL INSURANCE PREMIUM 100%	1,331,417.00	955,043.64	376,373.36	28.3%
522 20 20 050-9 BOARD OF VOL FIREFIGHTERS (INS & PENSION FEES)	6,500.00	2,814.40	3,685.60	56.7%
522 20 20 060-9 STRUCTURAL PPE (BUNKERS/ACCESSORIES)	210,000.00	20,158.05	189,841.95	90.4%
522 20 20 065-0 WILDLAND PPE	21,480.00	4,730.88	16,749.12	78.0%
522 20 20 070-9 UNIFORM ALLOWANCE	50,000.00	19,492.58	30,507.42	61.0%
522 20 20 075-9 UNIFORMS - VOLUNTEERS/Other	10,000.00	6,866.20	3,133.80	31.3%
522 20 20 080-9 DISABILITY/LIFE INSURANCE FOURNIER/EAP	13,000.00	1,440.00	11,560.00	88.9%
522 20 31 020-0 OPERATING SUPPLIES	32,400.00	2,120.52	30,279.48	93.5%
522 20 31 030-0 SCBA SUPPLIES/REPAIRES	43,200.00	4,261.60	38,938.40	90.1%
522 20 32 010-0 FUEL	135,000.00	48,675.95	86,324.05	63.9%
522 20 32 015-0 FUEL - MARINE PROGRAM	4,000.00	827.46	3,172.54	79.3%
522 20 32 020-0 FUEL - AGREEMENT TRANSIT/CARDLOCK	2,970.00	2,500.00	470.00	15.8%
522 20 35 005-0 WILDLAND/DNR (NON GRANT)	0.00	200.82	(200.82)	0.0%
522 20 35 010-0 SMALL TOOLS/MINOR EQUIP (NOZZLES, HOSE, GAS DET.)	31,450.00	19,064.60	12,385.40	39.4%
522 20 35 030-0 MARINE PROGRAM EQUIPMENT	2,500.00	(160.12)	2,660.12	106.4%
522 20 35 050-0 TECH RESCUE EQUIPMENT	4,567.00	0.00	4,567.00	100.0%
522 20 41 010-0 DISPATCH FEES (100%)	316,122.00	316,121.83	0.17	0.0%
522 20 41 020-0 CREW FORCE APPLICATION	5,000.00	0.00	5,000.00	100.0%
522 20 41 060-0 PROF SERV - WELLNESS PROGRAM/FIT CPAT	4,400.00	99.00	4,301.00	97.8%
522 20 42 010-0 RADIO - PURCHASE/REPAIR	8,200.00	13,759.92	(5,559.92)	0.0%
522 20 43 050-0 TRAVEL (CAREER & VOL)	4,000.00	352.61	3,647.39	91.2%
522 20 43 060-0 FIT TRAVEL	10,933.00	3,040.18	7,892.82	72.2%
220 Suppression	6,417,524.00	3,391,693.89	3,025,830.11	47.1%
522 30 31 010-0 CRR - OPERATING SUPPLIES	9,500.00	314.75	9,185.25	96.7%
522 30 35 020-0 CRR- SMALL TOOLS MINOR EQUIPEMENT	2,500.00	10,201.60	(7,701.60)	0.0%
522 30 41 010-0 CRR EVENTS	8,000.00	163.65	7,836.35	98.0%

# FIRE - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:29:23 Date: 07/07/2025

Page: 4

001 Fire Fund #656001010

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 30 45 003-1 CRR TRAVEL	2,000.00	928.71	1,071.29	53.6%
230 Prevention	22,000.00	11,608.71	10,391.29	47.2%
522 45 31 020-0 TRAINING SUPPLIES	823.00	1,724.30	(901.30)	0.0%
522 45 35 010-0 TRAINING EQUIPMENT ST/ME	9,589.00	2,550.84	7,038.16	73.4%
522 45 40 001-0 TRAINING ADMIN (CLASSES)	14,500.00	16,003.47	(1,503.47)	0.0%
522 45 40 002-0 TRAINING TOWER REPAIRS/MAIN FROM MEMBER FEES	3,000.00	2,860.00	140.00	4.7%
522 45 40 011-0 TRAINING LEGISLATION	0.00	60.00	(60.00)	0.0%
522 45 40 020-0 KCFTA FIRE ACADEMY - FIT's	7,500.00	5,550.00	1,950.00	26.0%
522 45 40 031-0 PES - TRAINING/CONFERENCE/SEMINAR	8,000.00	55.00	7,945.00	99.3%
522 45 40 050-0 TRAINING CLASSES - CAREER	55,458.00	3,960.26	51,497.74	92.9%
522 45 40 060-0 TRAINING REGISTRATIONS - VOLUNTEER	11,923.00	0.00	11,923.00	100.0%
522 45 49 010-0 TRAINING DUES, SUBSCRIPT/MEMBERSHIP	1,540.00	1,125.00	415.00	26.9%
522 45 49 020-0 MISCELLANEOUS	0.00	421.49	(421.49)	0.0%
245 Training	112,333.00	34,310.36	78,022.64	69.5%
522 50 31 010-0 BLDG/CLEANING SUPPLIES	9,750.00	5,537.70	4,212.30	43.2%
522 50 31 020-0 BLDG MAIN SUPPLIES (SUPPLIES/MATERIAL ONLY)	30,000.00	19,769.86	10,230.14	34.1%
522 50 45 010-0 RENTS/LEASES	12,664.00	3,600.00	9,064.00	71.6%
522 50 47 010-0 UTILITIES - ELECTRIC	60,000.00	32,027.24	27,972.76	46.6%
522 50 47 020-0 UTILITIES - WATER/SEWER	17,000.00	10,024.59	6,975.41	41.0%
522 50 47 030-0 UTILITIES - GARBAGE	16,000.00	8,076.24	7,923.76	49.5%
522 50 47 040-0 UTILITIES - HEATING OIL	7,000.00	6,985.01	14.99	0.2%
522 50 47 050-0 UTILITIES - PROPANE	40,000.00	31,879.73	8,120.27	20.3%
522 50 48 010-0 FACILITIES - REPAIR / MAINT CONTRACTS (NO SUPPLIES)	230,000.00	55,678.95	174,321.05	75.8%
250 Facilities	422,414.00	173,579.32	248,834.68	58.9%
522 60 48 020-0 NKFR VEHICLE R/M CONTRACTED	175,000.00	131,250.00	43,750.00	25.0%
522 60 48 030-0 VEHICLE REPAIRS OTHER 100% FIRE	264,250.00	112,212.95	152,037.05	57.5%
522 60 48 060-0 REPAIR & MAINTENANCE - MARINE 7	7,000.00	825.69	6,174.31	88.2%
522 60 48 065-0 REPAIR & MAINTENANCE - MARINE 1 - GUARDIAN	22,200.00	128.02	22,071.98	99.4%
522 60 49 000-0 DUES, SUBSCRIPTIONS, MEMBERSHIPS	0.00	1,920.63	(1,920.63)	0.0%
260 Vehicles & Equipment	468,450.00	246,337.29	222,112.71	47.4%
520 Fire Control	9,726,996.00	4,903,218.36	4,823,777.64	49.6%

## 590 Debt, Capital & Transfers

591 22 70 000-0 LEASES (OLYMPIC STORAGE, CANON COPIERS, CGI LEASE PRG )	65,635.00	18,174.36	47,460.64	72.3%
591 22 70 010-0 SOFTWARE LEASES>12MOS (SPRINGBROOK,MS365, INSIGHT 100%)	36,260.00	27,433.60	8,826.40	24.3%
592 22 83 300-0 LOCAL PROGRAM ISSUANCE COST	0.00	4,043.54	(4,043.54)	0.0%
594 22 62 063-0 STATION 2 TEMPORARY FACILITY	69,518.00	1,238.87	68,279.13	98.2%
594 22 62 064-0 STATION 5 RENOVATION	0.00	899.37	(899.37)	0.0%
594 22 64 010-0 MACHINERY & EQUIPMENT	283,500.00	41,109.31	242,390.69	85.5%
594 22 64 015-0 VEHICLE PURCHASE	0.00	489.99	(489.99)	0.0%
594 22 64 400-0 ENGINES & OTHER APPARATUS	0.00	133,222.39	(133,222.39)	0.0%

# FIRE - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:29:23 Date: 07/07/2025

Page: 5

001 Fire Fund #656001010 Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>590 Debt, Capital &amp; Transfers</b>				
597 22 64 030-0 TRANSFER OUT - FIRE CAPITAL FUND	300,000.00	0.00	300,000.00	100.0%
597 22 64 035-2 TRANSFER OUT - EMS CAPITAL FUND	300,000.00	0.00	300,000.00	100.0%
597 22 64 040-0 TRANSFER OUT - RESERVE	500,000.00	0.00	500,000.00	100.0%
597 22 70 020-0 TRANSFER TO LOCAL PRGM PRINCIPAL	36,000.00	0.00	36,000.00	100.0%
597 22 71 201-9 TRANSFER FROM GEN TO 2019 BOND PRINCIPAL	305,000.00	0.00	305,000.00	100.0%
597 22 81 201-9 TRANS FROM GEN TO 2019 BOND INTEREST	48,872.50	24,436.25	24,436.25	50.0%
597 22 83 020-0 TRANSFER TO LOCAL PRGM INTEREST	14,000.00	0.00	14,000.00	100.0%
<b>590 Debt, Capital &amp; Transfers</b>	<b>1,958,785.50</b>	<b>251,047.68</b>	<b>1,707,737.82</b>	<b>87.2%</b>
<b>Fund Expenditures:</b>	<b>11,685,781.50</b>	<b>5,154,266.04</b>	<b>6,531,515.46</b>	<b>55.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>(623,231.50)</b>	<b>1,488,675.80</b>		

# EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:29:56 Date: 07/07/2025

Page: 1

101 EMS Fund #657001100

Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue				
311 10 00 000-1 REAL & PERSONAL PROPERTY	4,001,000.00	2,280,329.77	1,720,670.23	43.0%
332 93 40 000-1 GEMT	670,000.00	293,226.45	376,773.55	56.2%
334 04 90 005-1 DOH-EMS PARTICIPATION GRANT	554.00	778.00	(224.00)	0.0%
334 04 91 010-1 INJURY PREVENTION GRANT	0.00	1,113.62	(1,113.62)	0.0%
337 00 00 000-1 TIMBER EXCISE TAX - TAV, LEASEHOLD EXCISE	5,400.00	13,420.33	(8,020.33)	0.0%
337 00 00 010-1 PT FIRE CARES GRANT	175,200.00	103,206.53	71,993.47	41.1%
342 21 25 020-0 QUILCENE ALS ILA	30,000.00	4,775.55	25,224.45	84.1%
342 21 26 080-1 EMS SERVICE NON TRANSPORT	3,200.00	3,450.00	(250.00)	0.0%
342 60 00 000-0 AMBULANCE & ER AID FEES	1,498,000.00	783,736.90	714,263.10	47.7%
361 11 00 000-1 INVESTMENT INTEREST	60,000.00	64,636.91	(4,636.91)	0.0%
367 00 10 010-1 PRIVATE CONTRIBUTIONS	2,000.00	7,543.50	(5,543.50)	0.0%
369 91 00 010-1 OTHER MISC REVENUE	0.00	250.16	(250.16)	0.0%
369 91 00 050-1 MISC REVENUE (REIMBURSEMENTS)	15,000.00	84.00	14,916.00	99.4%
300 Revenue	6,460,354.00	3,556,551.72	2,903,802.28	44.9%

Fund Revenues:	6,460,354.00	3,556,551.72	2,903,802.28	44.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,309,474.00	2,141,772.24	2,167,701.76	50.3%
522 72 10 004-1 PARAMEDIC STUDENT	0.00	2,550.00	(2,550.00)	0.0%
522 72 10 019-1 OVERTIME (60%)	778,721.00	376,385.41	402,335.59	51.7%
522 72 10 023-1 VAC/SICK BUY OUTS (60%)	196,212.00	1,309.67	194,902.33	99.3%
522 72 11 000-1 VOLUNTEER POINTS (60%)	17,100.00	4,449.82	12,650.18	74.0%
522 72 15 000-1 FIT'S FIREFIGHTER-IN-TRAINING (6) 60%	45,360.00	19,530.00	25,830.00	56.9%
522 72 20 010-9 SOCIAL SECURITY TAX	3,873.00	2,986.37	886.63	22.9%
522 72 20 015-9 MEDICARE TAX	77,530.00	37,537.90	39,992.10	51.6%
522 72 20 020-9 RETIREMENT LEOFF	281,131.00	129,305.21	151,825.79	54.0%
522 72 20 021-9 RETIREMENT DEFERRED COMP	159,125.00	76,394.39	82,730.61	52.0%
522 72 20 022-9 RETIREMENT PERS	4,198.00	2,270.84	1,927.16	45.9%
522 72 20 023-9 RETIREMENT MERP 60%	31,860.00	15,895.16	15,964.84	50.1%
522 72 20 030-9 DEPT OF LABOR & INDUSTRIES	243,872.00	90,092.37	153,779.63	63.1%
522 72 20 031-9 STATE UNEMPLOYMENT INSURANCE	6,769.00	5,234.34	1,534.66	22.7%
522 72 20 032-9 PAID FAMILY MEDICAL LEAVE	11,780.00	5,690.02	6,089.98	51.7%
522 72 20 040-9 EMS - VEBA (60/40)	108,000.00	48,825.00	59,175.00	54.8%
522 72 31 010-1 EMS SUPPLIES	80,500.00	38,289.45	42,210.55	52.4%
522 72 31 015-1 EMS MEDICATION	50,000.00	16,706.03	33,293.97	66.6%
522 72 31 020-1 OPERATING EXPENSES	3,300.00	130.71	3,169.29	96.0%
522 72 35 010-1 EMS EQUIPMENT	15,000.00	50.56	14,949.44	99.7%
522 72 35 020-1 IT COMPUTERS	2,000.00	313.04	1,686.96	84.3%
522 72 35 025-0 DOH TRAINING GRANT	554.00	458.64	95.36	17.2%
522 72 41 010-1 PROF SERVICE-AMB BILLING	67,200.00	33,792.50	33,407.50	49.7%
522 72 41 010-5 PROF SERVICE OTHER (EMS LOGIC) NARCBOX	1,000.00	0.00	1,000.00	100.0%
522 72 41 020-0 SYSTEMS DESIGN/PUBLIC CONSULTING GROUP (GEMT)	37,500.00	0.00	37,500.00	100.0%
522 72 41 060-1 PROF SERV - WELLNESS PROGRAM	27,000.00	700.00	26,300.00	97.4%
522 72 42 000-1 COMMUNICATION AT&T	2,500.00	1,268.30	1,231.70	49.3%
522 72 43 010-1 FERRY FEES- WSDT	1,000.00	318.45	681.55	68.2%

# EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:29:56 Date: 07/07/2025

Page: 2

101 EMS Fund #657001100 Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 520 Fire Control

522 72 49 010-1	REIMBURSE AMB BILLING ERRORS	4,000.00	6,850.01	(2,850.01)	0.0%
522 72 49 060-1	TRANSPORT FEES (EMS COUNCIL)	44,880.00	21,284.00	23,596.00	52.6%
272 EMS Operations		6,611,439.00	3,080,390.43	3,531,048.57	53.4%
522 74 45 010-1	TRAINING SUPPLIES	4,000.00	118.30	3,881.70	97.0%
522 74 45 020-1	EMS TRAINING/CONFERENCES	14,600.00	0.00	14,600.00	100.0%
522 74 45 025-0	VOL EMT TRAINING	20,000.00	250.00	19,750.00	98.8%
522 74 45 040-1	PM TRAINING EXPENSE	58,040.00	27,754.61	30,285.39	52.2%
522 74 45 050-1	REQUIRED EMS TRAINING	12,300.00	4,452.00	7,848.00	63.8%
274 EMS Training		108,940.00	32,574.91	76,365.09	70.1%
520 Fire Control		6,720,379.00	3,112,965.34	3,607,413.66	53.7%

## 590 Debt, Capital & Transfers

591 22 70 000-1	STRYKER LEASE	190,000.00	0.00	190,000.00	100.0%
590 Debt, Capital & Transfers		190,000.00	0.00	190,000.00	100.0%

Fund Expenditures:	6,910,379.00	3,112,965.34	3,797,413.66	55.0%
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Fund Excess/(Deficit):	(450,025.00)	443,586.38
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**Date Prepared:** 7/9/25

**Subject:** Human Resource Report

**Prepared By:** Emily Stewart

<b>Meetings &amp; Training:</b>	<ul style="list-style-type: none"><li>• 6/2 HR Training Mtg</li><li>• 6/3 Smarsh Mtg</li><li>• 6/6 Vol. Mtg</li><li>• 6/11 M&amp;C</li><li>• 6/14 Salish Coast Kids Day</li><li>• 6/16 Mtg w/ Archive Social</li><li>• 6/17 MERP Portal training</li><li>• 6/17 HR Mtg</li><li>• 6/18 Vol. Mtg</li><li>• 6/19 McGuffey retirement</li><li>• 6/23 Post BOC Mtg</li><li>• 6/24 Per Diem Orientation</li><li>• 6/24 Budget mid-year Mtg</li><li>• 6/25 Per Diem Orientation</li></ul>
<b>Human Resources</b>	<p><b>Volunteers</b></p> <ul style="list-style-type: none"><li>• 6/27 Vol/FIT Interviews</li></ul> <p>4 FIT's and 4 Volunteers were interviewed, all did well. They are in the background check and physical process for the next 4-6 weeks.</p> <p>EJFR was awarded a grant from the AAUW, to reimburse EJFR for the stipend of an additional female FIT (7<sup>th</sup> FIT position) for one year. \$12,600</p> <p><b>PC Classes</b></p> <ul style="list-style-type: none"><li>• BAS 320 Compensation &amp; Performance Mgmt COMPLETED 6/17</li><li>• BAS 401 Managing DEI COMPLETED 6/17</li></ul> <p><b>Policy/SOG</b></p> <ul style="list-style-type: none"><li>• 1002a – de minimus change to connect forms</li></ul> <p><b>Per Diem Medics</b></p> <ul style="list-style-type: none"><li>• Per Diem employees were utilized on 6/25 and 6/26</li></ul>

<b>Presentations / Tours/Other/Misc</b>	<ul style="list-style-type: none"> <li>• Policy/SOG/Form edits</li> <li>• Website/social media updates</li> <li>• IT assistance</li> <li>• <a href="#">Acronym Glossary</a></li> <li>• Found Therapy is preparing a Family Resiliency Training, two dates will be offered at the end of August/beginning of September.</li> </ul> <p><b>Found Therapy Services: Family Resilience</b></p> <p>This program is designed to address the unique challenges faced by families of firefighters. Topics include navigating stress at home, supporting one another through high-pressure careers, managing the transition from shift to home life, and fostering healthy reintegration after deployments or extended shifts. The goal is to strengthen family bonds, enhance communication, and build resilience within the household.</p>
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### EJFR Staff and Volunteers, June 2025

2/25	A SHIFT	B SHIFT	C SHIFT	Admin		Volunteer	Position(s)	Volunteer	Position(s)
BC	1-MacDonald	4-Clouse	7-Fletcher	Chief	Black	BAZINET	FF/EMS	COULTER	Support
LT	6-Rogers	1-Lueders	1-Kilgore	DC	Brummel	BUCKHAM	FF/EMS	DUDDY	Support
LT	7-Kauzlarich	5-Gregory	5-W. McGuffey	CRM	Wittenberg	COREY	FF/EMS	FLANAGANMATA	Support
LT	8-Sanders	6-Grimm	8-Martin	DS	Cray	MCNERTHNEY	FF/EMS	FLEISCHMAN	Support
LT	2-Morris	7-Chambers	2-Dean	HR	Stewart	MONTONE	FF/EMS	FORCE	Support
LT	3-Carver	8-White	4-Dalrymple	AA	Sanders	NOKES	FF/EMS	MATACHACON	Support
PM	4-Whiting	5-Yelaca	2-Spellman	AA	Murray	STEWART	FF/EMS	MICHELSON	Support
PM	3-Minker	7-Wagner	6-C. Johnson	FT	Lawson	STONE	FF/EMS	NATHAN	Support
PM	6- Pulido	8-Welander	7-Rudnick	FD	Lirio	THOMAS	FF/EMS	SMITH	Support
PM		2-Whitson		Total	9	Total	9	Total	11
FF	1-Secondez	2-Kithcart	1-Holbrook	Volunteer	Position(s)	BARTON	FIT	Commissioner	District
FF	2-Walker	2-Kinney	3-Parker	BERRY	Admin	BENTZEN	FIT	Carmody	1
FF	4-Cordova	3-G.Williams	3-Sheehan	CHAPMAN	Admin	HARVEY	FIT	Craig	3
FF	5-B.Grimm	4-Severin	4-Kaldahl	DAWSON	Admin	HOLMES	FIT	Davis	1
FF	7-Sviridovich	6-Fairbanks	6-Richter	DOOLIN	Admin	LOVERICH	FIT	Masci	4
FF	8-Archuleta	8-P. Williams	7-Beery	HORVATH	Admin	SANCHEZ	FIT	Seabrook	2
FF	8-Wright	8-Boe	8-Chapman	KEPLINGER	Admin	Total	6	Stinson	5
FF	2-Jeske	3-Floberg	2-Le	KRYSINSKI	Admin	ANDERSON	Support/EMS	Total	6
FF	5-N. McGuffey		2-Wells	TILLMAN	Admin	HARTE	Support/EMS		
FF			8-Heydon	Total	8	MOORE	Support/EMS		
Res	Barton	Sanchez	Bentzen	Volunteer	Position(s)	Total	3		
Res	Holmes	Harvey	Loverich	EVERY	EMS	BACKUS JACKSON	Support	Total Career FF	58
Res				BLANCHARD	EMS	BETHEL	Support	Total Admin staff	9
MSO	FF/PM Ridgway			GONNELLA	EMS	Total EJFR Members 116		Total Volunteers	43
Cares	FF/PM Woods			SHORT	EMS			Total Commissioners	6
	Captain Bergen FF/PM			STEWART	EMS				
				REICHELHED	EMS				
	Total 58			Total	6				

**Date Prepared: 7/7/25****Subject:** *Executive Assistant/District Secretary Report***Prepared By:** *Tanya Cray*

<b>Meetings &amp; Events:</b>	<ul style="list-style-type: none"><li>• 6/9 Agenda Prep Mtg</li><li>• 6/10 NFIRS/NERIS Mtg</li><li>• 6/11 M&amp;C</li><li>• 6/17 BOC Meeting</li><li>• 6/19 McGuffey Retirement Party</li><li>• 6/23 Mid-Year Budget Review (B/C Shift)</li><li>• 6/25 Mid-Year Budget Review (Admin/Training/MSO)</li><li>• 6/26 JC Fire Commissioners &amp; Admin. Mtg</li><li>• 6/27 Mid-Year Budget Review (A Shift/CRR)</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>**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>

<p><b>2025 Elections Update</b></p>	<p>The County Elections Coordinator provided the following estimates for election costs:</p> <p>2025 November General: \$15,000 – will be billed in 2025                  2025 End of Year Indirect Billing: \$18,000 – will be billed in 2026</p> <p><b>EJFR BOARD Following 2025 Election:</b></p> <p>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>
<p><b>Wellness Physicals</b></p>	<p>Professional Health Services Inc. has approved the billing template we created and we are anticipating contact from their scheduling department soon.</p>

**Date:** 7/8/2025

**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 Budget group to discuss 2025 approved budget items and expenditures</li></ul>
<b>BC 11 911 Responses</b>	<ul style="list-style-type: none"><li>• "A" Shift Responses 162</li><li>• BC11 responded to 8 incidents in the last month</li><li>• 3 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 362 hours completed</li><li>• EMS connect</li><li>• Base Station</li><li>• Ongoing Shift level training and scheduling</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>• Scheduling development 2026</li><li>• Run Card correction to MVC and MVC Multi with Lt Kauzlarich</li><li>• Crewforce geofencing corrections and updates</li><li>• Olympic delivery of all M cylinders to station 2 for the fleet and O2 rack.</li></ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"><li>• Cross staffing and crewforce (Lt. Kauzlarich/MacD)</li><li>• Response Plans and Station Assignments (Kauz/MacD)</li><li>• Jeffcom Director Stewart &amp; DC Brummel regarding tablet usage.</li><li>• Oxygen bottle program update</li></ul>

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

**Date:** July 5th, 2025

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

**Prepared By:** *Justin Clouse*

<b>BC Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift Meetings</li><li>• At least once per tour visit to each station for crew contact and assistance</li><li>• IFSAC Testing meeting</li><li>• Meetings with facility maintenance tech</li><li>• CRR Meetings</li><li>• State IFSAC Technical Advisory Group Meeting</li></ul>
<b>BC 911 Responses</b>	<ul style="list-style-type: none"><li>• Responded to 8 incidents in June.</li><li>• Established or assumed command of 5 of those incidents.</li><li>• Was on Comp for 2 rotations during June</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>• Budget request prep</li><li>• Station 3 Move</li></ul>



<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>Equipment is still slowly coming in..</li> </ul>
<b>Technical Rescue</b>	<ul style="list-style-type: none"> <li>Bi-annual Rope rescue training was completed.</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- Annual elevator testing, alarm panel repairs, sprinkler system test.</li> <li>Station 2- Training room update in process. Storage building site prep.</li> <li>Station 3- Move is pretty well complete, there was a lot in that building.</li> <li>Station 4- Nothing.</li> <li>Station 5- Annex project- meetings with potential contractor and subs.</li> <li>Station 6- Alarm panel repair and CO2 monitor repair.</li> <li>Station 7- Security lighting installed.</li> <li>Station 8- Security lighting installed.</li> <li>Station 9- Security lighting installed.</li> <li>Admin- Nothing.</li> </ul>

<b>Program Budget</b>	<b>BARS</b>	<b>Amount</b>	<b>Spent</b>	<b>Remaining</b>
Wellness (Gregory)	522 20 41 0600	\$3,000.00	\$99.00	<b>\$2,901.00</b>
Fitness Program (Gregory)	522 72 41 0601	\$3,000.00	\$700.00	<b>\$2,300.00</b>
Annual Physicals (Gregory)	522 10 41 0160	\$55,000.00	\$0.00	<b>\$55,000.00</b>
Ready Rebound (Kinney)	522 72 41 0601	\$14,000.00	\$0.00	<b>\$14,000.00</b>
Hose (Kinney)	522 20 35 0100	\$25,000.00	\$14,148.38	<b>\$10,851.62</b>
FF PPE (Lueders)	522 20 20 0609	\$170,000.00	\$19,213.49	<b>\$150,786.51</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	\$24,547.50	<b>\$11,952.50</b>
St 2 Storage Bldg. (Lawson)	594 22 62 0630	\$75,718.00	\$1,057.47	<b>\$74,660.53</b>
Station 5 Annex Repair (Lawson)	522 50 48 0100	\$ 0.00	\$3,000.00	<b>\$ -3,000.00</b>

**Date:** 7/8/25**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 pre-build and dropped off EJ239 at Braun</li><li>• Apparatus committee meeting</li><li>• Mid-year C Shift budget review</li></ul>
<b>BC 13 911 Responses</b>	<ul style="list-style-type: none"><li>• Responded to 28 incidents in June- none of any significance</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• Shift level training (C Shift completed 394 hours of training)</li><li>• Continued probationary testing for PFF/PM Rudnick</li><li>• C Shift- Strip Mall MCO</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>• Nothing new to report</li><li>• FF Richter near completion of "Check It" application for all of our apparatus checks</li></ul>

<b>Program</b>	<b>Program Manager</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
Marine Program	Dalrymple	\$37,620.00	\$1,596.25	\$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

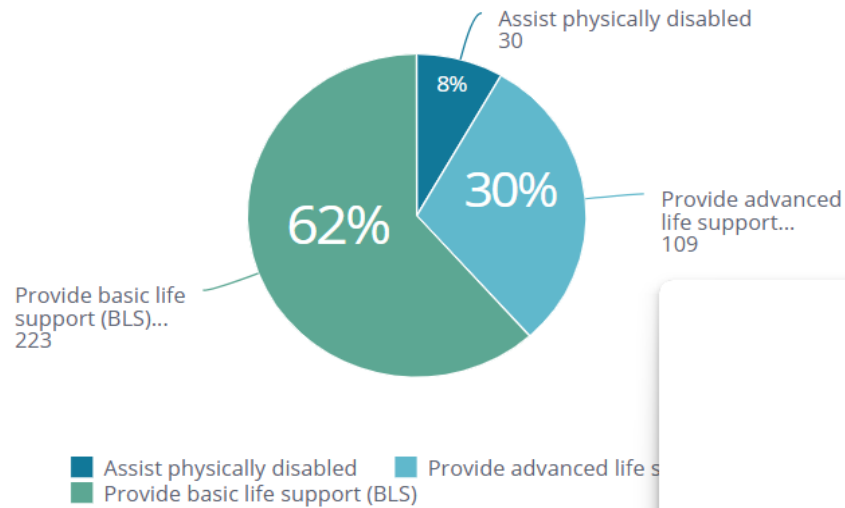
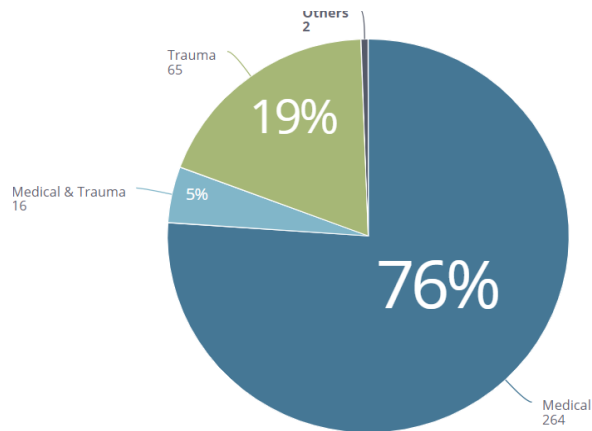
**BOC Report, MSO**

**June 2025**

**Submitted by: Tammy Ridgway**

<b>Meetings</b>	<ul style="list-style-type: none"><li>• <b>EMS Council</b></li><li>• <b>Mid year Budget review</b></li><li>• <b>Jefferson Health Care</b></li><li>• <b>OCH monthly review</b></li><li>• <b>Met with Smooth Transitions</b></li><li>• <b>JAWS</b></li><li>• <b>Monthly Meeting with Dr. Carlbom and Chief</b></li><li>• <b>Weekly meeting with Dr. Carlbom</b></li><li>• <b>Monthly meeting with new PMs, preceptors, LTs and Training Captain regarding progress</b></li><li>• <b>Northwest Region EMS</b></li></ul>
<b>Continuing education and Training</b>	<ul style="list-style-type: none"><li>• <b>Base Station</b></li><li>• <b>Target Solutions</b></li><li>• <b>EMS Connect</b></li><li>• <b>Volunteer drill</b></li></ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"><li>• <b>Audit of all controlled substances used for previous month</b></li><li>• <b>Working with Dr Mattern on CARES getting access to EPIC</b></li><li>• <b>Attended City Council Meeting for CARES proclamation</b></li><li>• <b>Participated in the OWL 360/Nest practice interview training for young adults</b></li><li>• <b>CPR class for 25 Cape George community members</b></li></ul>

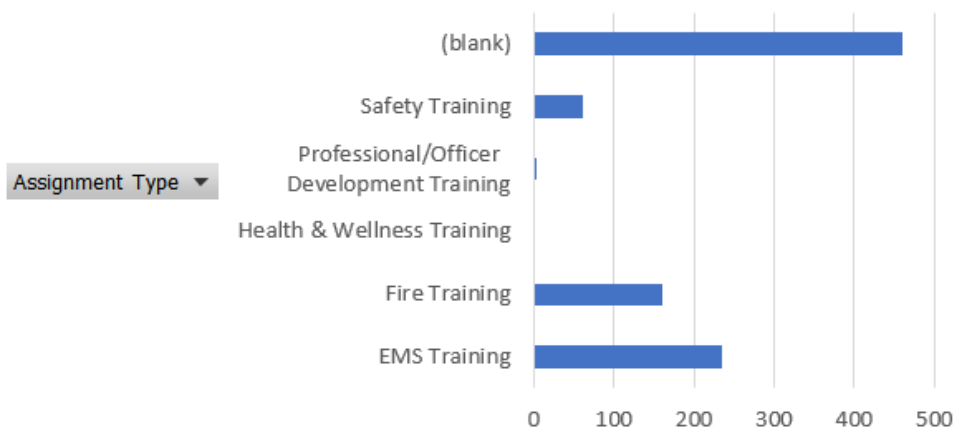
## EMS Calls



## Department Wide EMS Related Training Hours

Sum of Duration (hours)

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

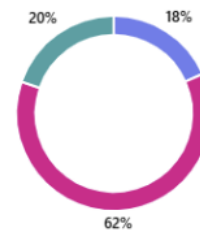


East Jefferson hosted a county wide EMS drill focusing on pediatric airway and seizure management. We had a physician and Airlift NW RN joined Dr. Carlbom in teaching. Many of our career staff came in off duty on thier own time.



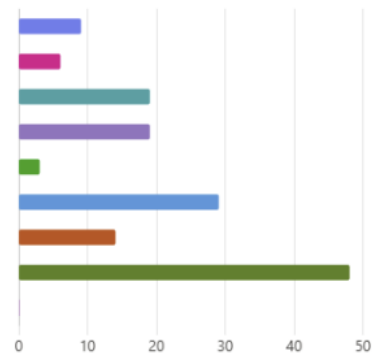
## CARES Contacts

● 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



Naloxone Leave at Home	<b>June 2025</b>				
	Monthly Naloxone Distribution Survey - Jefferson County EMS Leave Behind				
	<hr/>				
	Date Survey Completed		07-02-2025 09:36:37		
	<hr/>				
June Expenses	<b>Community Naloxone Distribution</b>				
	How many naloxone kits did your program distribute to clients or participants June 2025?		1		
	<hr/>				
	How many clients or participants did your program train on overdose response in June 2025?		1		
	<hr/>				
	How many clients or participants reported using their last naloxone kit to reverse an overdose in June 2025?		1		
	<hr/>				
	<b>Description</b>	<b>BARS</b>	<b>Budgeted Amount</b>	<b>Spent</b>	<b>Remaining</b>
	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

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

Grant Number: ART24-12 (07/01/2024 – 06/30/2025)

## Final Report

Consistent with the Grant Agreement, Grant Reporting Requirements (Attachment C), following is East Jefferson Fire Rescue's Final Report for the 2024-2025 grant year.

### Describe program participants, including:

- **Number of individuals served:** For the reporting period July 1, 2024, to June 30, 2025, there were 1,561 contacts made with 408 unique participants, including 271 new referrals. Of these, 1,041 were follow-up contacts. A total of 249 individuals could not be contacted, due to various reasons, including being unable to locate them or a lack of response to contact attempts.
- **Gender (Male, Female, Nonbinary, etc.) of individuals served, unduplicated:** Male- 181; Female-227
- **Total number of contacts by age of individual served**

AGE	TOTAL CONTACTS
<18	4
18-65	218
65+	1,339

- **Veteran status of individuals served:** A total of 83 contacts were made with veterans.
- **Substance abuse or mental health issues of individuals served:** There were a total of 119 contacts involving participant self-reported substance use issues. There were a total of 310 contacts involving participant self-reported mental health issues.
- **Reason for contact**

433 - Falls	131 - Behavioral Health
324 - General assistance	88 - Homeless
236 - Unmet medical needs	64 - Failure to thrive
225 - Frequent 911 utilization	60 - Substance use

*Serving the Communities of*

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



- **Outcome of contact (No outcome, referral to services, involuntary transport, etc.)**  
**Referrals to services:**

1002 - Senior support	30 - Food bank
287 - Medical equipment/mobility devices	25 - Veteran or military assistance
287 - Housing services	13 - Insurance services
201 - Medical office visit	8 - Detox
180 - Home health	8 - Victim services
118 - Transportation	6 - Youth services
94 - Mental health services	4 - Employment support
49 - SUD services	

- **Long-term outcome of individual receiving services (No outcome, permanent housing, shelter, etc.)** **Connections made to Referrals:**

1002 - Senior support	30 - Food bank
282 - Housing services	25 - Veteran or military assistance
276 - Medical equipment/mobility devices	12 - Insurance services
204 - Medical office visit	9 - Victim services
173 - Home health	8 - Detox
115 - Transportation	5 - Youth services
94 - Mental health services	4 - Employment support
49 - SUD services	

Our team is committed to ensuring that every referral is met with a seamless connection to necessary services. As the EJFR CARES program continues to evolve, we are in the process of monitoring and assessing long-term outcomes for individuals who receive services. While it's still early to determine the full impact, we recognize that measuring long-term success requires continuous, careful evaluation of participants' progress.

The program's individualized approach and focus on addressing the unique needs of vulnerable individuals create a strong foundation for achieving positive, sustainable outcomes. However, these results will be influenced by various factors, including the quality of the services provided, participants' engagement and commitment, and the ongoing support from the community and local stakeholders.

Moving forward, the CARES program will maintain a strong emphasis on tracking both short-term progress and long-term outcomes. By continually reviewing data and feedback, the program will adapt and improve, ensuring that we maximize the impact and long-term success for the individuals we serve.

**Describe the type of program funded and the geographic area served.**

The EJFR CARES program is a community-driven initiative in East Jefferson County, focused on delivering comprehensive support and services to residents in need. Funded through a combination of state and local grants, the program is staffed by a full-time paramedic and a social worker/substance use disorder professional.

Serving the residents of East Jefferson County, Washington, the program tracks all referrals and contact outcomes, including instances where individuals could not be reached. The contact distribution is as follows:

818 - Port Townsend	48 - Brinnon
332 - Port Hadlock	43 - Nordland
267 - Port Ludlow	3 - Quilcene
50 - Chimacum	

The primary objective of the CARES program is to provide assistance, resources, and education to individuals and families facing challenges such as low income, aging, disabilities, or temporary crises. The program's overall goal is to build community resilience and improve residents' well-being by addressing social, economic, and health-related disparities. Through targeted support and education, the CARES program works to create a safer, healthier, and more connected community in East Jefferson County.

The services offered can vary but typically include:

- Social Services Referrals: Connecting individuals and families to local resources, including housing assistance, healthcare, mental health counseling, substance use assessments, and employment opportunities.
- Community Outreach: Conducting outreach to identify vulnerable populations and ensure they are aware of available services.
- Senior Assistance: Providing tailored services for seniors, such as home safety checks, medical equipment loans, and transportation assistance.

**Explain how the program targeted vulnerable individuals.**

The EJFR CARES program effectively targets vulnerable individuals in the community by utilizing a comprehensive, multifaceted approach to identify and connect with those in need. The program is dedicated to ensuring that resources are directed to the individuals who require the most support. The strategies used to target vulnerable populations include:

1. Needs Assessment and Data Review: The CARES program conducts detailed assessments and reviews demographic data to identify populations facing challenges, such as low-income households, seniors, individuals with disabilities, and families experiencing temporary crises. This approach allows the program to understand the specific needs and disparities within the community.

2. **Collaboration with Local Agencies:** The program works closely with a network of social service agencies, community organizations, and local government bodies. This collaboration ensures a broad range of resources are available and helps reach individuals who may already be receiving services from other providers.
3. **Active Community Outreach:** The CARES program engages in direct outreach efforts through home visits, participation in community events, and involvement in local meetings. These efforts help identify individuals who may not typically seek assistance, including those who are isolated or unaware of available resources.
4. **Home Visits and Personalized Assessments:** To ensure vulnerable individuals who may have difficulty accessing services are not overlooked, the program conducts home visits and assessments. This approach allows the team to better understand living conditions and provide tailored support.
5. **Referrals and Encouraging Self-Identification:** The program encourages individuals to self-identify as vulnerable and reach out for help. It also works with other service providers to refer individuals who may benefit from CARES services.

By using these strategies, the EJFR CARES program effectively identifies and connects with vulnerable individuals, ensuring that resources are directed where they are needed most, and making a positive impact on those who require additional support.

**Explain how the program created greater access for vulnerable individuals to available programs and services.**

The EJFR CARES program takes a variety of approaches to enhance access for vulnerable individuals to the services and programs they need. The program focuses on removing barriers that may prevent individuals from seeking or utilizing assistance. Here's how the program facilitates greater access:

1. **Culturally Inclusive Engagement:** The program embraces a culturally sensitive approach, ensuring that individuals from diverse backgrounds feel welcomed and understood. By considering cultural, language, and religious differences, the CARES team fosters an inclusive environment where everyone feels comfortable accessing services.
2. **Partnerships with Local Organizations:** By collaborating with a broad network of community partners, including social service agencies, faith-based groups, and educational institutions, the program improves service delivery. These partnerships allow for resource sharing, streamlined referrals, and a stronger overall support system for vulnerable individuals.
3. **Mobile Outreach and Services:** Recognizing that some individuals face mobility or transportation challenges, the program offers mobile outreach services, including home visits and access to telemedicine. This ensures that even those unable to travel can still receive the care and support they need.

4. **Support with Applications and Paperwork:** Navigating complex paperwork can be a significant barrier for vulnerable populations. The CARES program assists with completing applications and handling necessary documentation, reducing administrative obstacles that might otherwise prevent individuals from accessing services.
5. **Personalized One-on-One Assistance:** The program offers individualized support to guide clients through the process of accessing services. By providing tailored assistance, the program ensures that each participant receives the right level of help and is connected to the most appropriate resources for their unique needs.

Through these strategies, the EJFR CARES program ensures that vulnerable individuals in the community can access the programs and services necessary to improve their health, well-being, and quality of life.

### **Discuss program successes and challenges.**

#### **Program Successes:**

1. **Increased Access to Services:** The CARES program has significantly expanded access to services for vulnerable individuals in East Jefferson County. Through effective outreach and collaboration with community partners, more residents are aware of and utilizing available resources, which has led to improved service uptake.
2. **Individualized Support:** The program's focus on providing tailored, person-centered support has been a key success. By adapting services to meet the unique needs of each participant, the program has seen better outcomes, with individuals receiving the precise help they need based on their individual circumstances.
3. **Reduced Barriers to Service Access:** The CARES program has successfully reduced barriers to service access, particularly for those who may struggle with navigating complex systems. Case management services have helped streamline processes and ensure individuals receive timely support, making it easier for them to access the resources they need.
4. **Improved Well-Being:** By offering social service referrals and direct support, the CARES program has played a vital role in improving the well-being of participants. These interventions have helped individuals build coping strategies, reduce dependence on substances, and enhance their mental health, contributing to healthier, more stable lives.
5. **Community Engagement and Trust:** The program's ongoing community engagement efforts have helped build strong relationships and trust with local residents. Through consistent interaction and visible support, the CARES program has gained credibility and a high level of acceptance among the community, encouraging more individuals to seek assistance.

### **Program Challenges:**

1. **Limited Funding:** A significant challenge for the CARES program is the limitation of available funding. The smaller budget restricts the program's ability to scale its services, making it difficult to meet the growing demand for support, particularly during peak periods.
2. **Stigma and Reluctance to Seek Help:** Despite extensive outreach, some individuals still hesitate to seek assistance due to stigma, particularly around issues like substance use and mental health. Overcoming this challenge requires continuous awareness campaigns and sensitivity to cultural and social factors that may contribute to this reluctance.
3. **High Demand for Services:** The success of the CARES program in increasing awareness and access to services has led to a higher volume of individuals seeking help. While this is a positive outcome, the increased demand has created challenges in meeting all needs, particularly during times of heightened community crises.
4. **Coordination with Community Partners:** Although collaboration with local organizations is essential to providing holistic support, managing these partnerships can be complex. Effective communication and coordination are key to avoiding duplication of services and ensuring that individuals receive the comprehensive care they need.
5. **Limited Reach to Isolated or Marginalized Communities:** Despite the program's best efforts to engage the broader community, some isolated or marginalized groups remain underserved. This can be due to geographical barriers, cultural differences, or logistical issues that make it harder for these populations to access the program's services.
6. **Sustainability and Long-Term Support:** Ensuring the program's long-term sustainability remains a challenge. The program relies heavily on continuous community and governmental support, and securing stable funding and resources is crucial for maintaining its momentum and ensuring lasting positive outcomes for the individuals it serves.

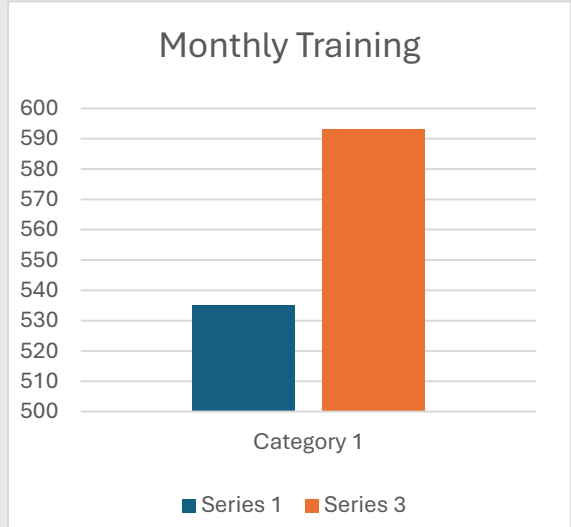
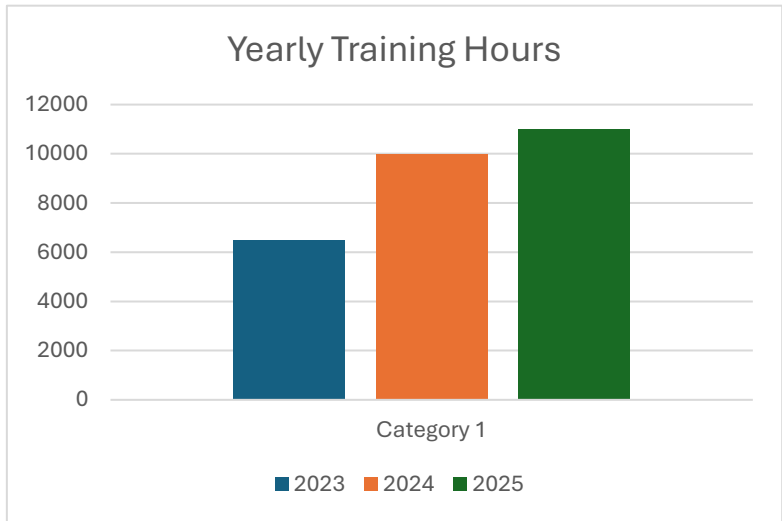
Despite these challenges, the EJFR CARES program has made significant progress in providing valuable support to vulnerable individuals. Addressing these challenges requires ongoing evaluation, flexibility, and strong community involvement to ensure the program continues to have a lasting and meaningful impact.

## June Training Captain Report

July 1, 2025

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none"><li>• WSRB Hours for June: 593.1 Hours</li><li>• June total training Hours:1442.70 Hours</li><li>• 2nd Quarter total Training hours: 4845 Hours</li><li>• 2025 Training Hours: 10928.02 Hours</li></ul>
Overview:	<ul style="list-style-type: none"><li>• Tech Rescue Refresher</li><li>• Fire Academy Graduation</li><li>• Launch of 3<sup>rd</sup> quarter</li><li>• MCO Strip Mall</li><li>• Alert Training</li><li>• Probationary member meetings</li></ul>
Tech Rescue Refresher	<ul style="list-style-type: none"><li>• Tom Pendley Instructed Steep angle Technical rescue training for 12 EJFR Members tech rescue members</li><li>• 8 hours of hands on training at Station 7.</li><li>• Refreshed on equipment and new practices.</li></ul>
Fire Academy Graduation	<ul style="list-style-type: none"><li>• Brice Barton and Blake Bentzen successfully graduated Kitsap County's Fire academy.</li><li>• With the completion of academy we welcome back Recruit Instructor Lt. Carver to shift.</li></ul>
Launch of 3 <sup>rd</sup> QTR Training	<ul style="list-style-type: none"><li>• Using the 2-year training plan the 3<sup>rd</sup> quarter training credential was made on Vector Solutions</li><li>• The activities were built and made sure they were up to date and all links are working.</li></ul>
MCO Strip Mall	<ul style="list-style-type: none"><li>• Multi-company operations (Part of WSRB Requirement) were created and conducted on shift.</li><li>• AAR will be created identifying areas for improvement</li></ul>

Alert Training		<ul style="list-style-type: none"><li>• ALERT Training at Sequim Middle School going over national standards for active shooters.</li><li>• Found common terminology with Law Enforcement for MCI planning.</li></ul>																	
Probationary Member Meetings		<ul style="list-style-type: none"><li>• Met with Probationary Paramedics for monthly meeting</li><li>• Tracking progress towards requirements</li></ul>																	
<div><div>Monthly Training</div><table border="1"><thead><tr><th>Series</th><th>Value</th></tr></thead><tbody><tr><td>Series 1</td><td>~535</td></tr><tr><td>Series 3</td><td>~595</td></tr></tbody></table></div>		Series	Value	Series 1	~535	Series 3	~595	<div><div>Yearly Training Hours</div><table border="1"><thead><tr><th>Year</th><th>Hours</th></tr></thead><tbody><tr><td>2023</td><td>~6500</td></tr><tr><td>2024</td><td>~10000</td></tr><tr><td>2025</td><td>~11000</td></tr></tbody></table></div>				Year	Hours	2023	~6500	2024	~10000	2025	~11000
Series	Value																		
Series 1	~535																		
Series 3	~595																		
Year	Hours																		
2023	~6500																		
2024	~10000																		
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Topic	BARS	Amount	Spent	Remaining															
2025 Classesandprops Budget.xlsx	522 45 40 0600	\$ 15,331.00		\$ 15,331.00															
2025 Classesandprops Budget.xlsx	522 45 35 0100	\$ 4,655.00	\$ 2,457.33	\$ 2,1967.67															
2025 Classesandprops Budget.xlsx	522 45 49 0200	\$ 1,500.00	\$ 75.38	\$ 1,424.62															
2025 Conferences and IFSAC Classes.xlsx	522 45 40 0500	\$ 40,000.00	\$ 2,550	\$ 37,450.00															
2025 Subscriptions.xlsx	522 45 49 0100	\$ 1,540.00	\$ 1,125.00	\$ 415.00															
2025 Subscriptions.xlsx	522 45 40 0020	\$ 2,750.00	\$ 2,860	\$ -110.00															
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2025 Subscriptions.xlsx	522 45 40 0600	\$ 1,950.00		\$ 1,950.00															



Ventilation MCO-Strip Mall



Tech Rescue Refresher



MCO Strip Mall



Graduation



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, Delivered June '25 In service 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.
- 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.
  - 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.
  - **Update-** Vehicle was picked up from Longview on 6/13
  - **Update-** With the help of several members we are nearing completion of outfitting the new brush truck and will be moving into the next phase which is shift level training that will be delivered by Captain Bergen
- Ambulance Remount (EJ239)
    - It was determined during budgetary conversations that we are going to rechassis one of our current ambulances.
    - Remounting an ambulance means that we will be taking one of our old ambulances we currently own taking the box off of the current chassis and then putting it onto a new chassis. The box will also be receiving a makeover including new paint and replacing any parts that are worn or damaged. A remount of an ambulance saves a significant amount of money as compared to a new build and also has a build time of only approximately 90 days after the chassis is received. This means that we should be expecting this to be completed by midyear of 2025.
    - The ambulance to be remounted is EJ239 which is a 2010 E450 with approximately 200,000 miles on it. It is currently at station 5 and was moved out of the normal ambulance rotation several years ago due to its age and reliability.
    - Bruan NW met with us several months ago to look over the ambulance and determine which pieces would be replaced and which pieces would remain the same.
    - A proposal has been received from Braun Northwest for \$194,734.00 not including taxes. Additional costs have been added on an approved by the BOC in January's meeting to include radios, decaling, tax and any unforeseen costs

incurred by Braun after tearing down the ambulance and assessing need for repairs. The total purchase price is approved at \$241,470. The proposal has been signed and returned which has started our build clock for the remount.

- New chassis agreement paperwork has been signed and submitted which will prompt Braun to order our new chassis.
- 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.
- Our expected date to receive the vehicle back has been updated to October.
- **Update-** EJ239 was delivered to Braun Northwest on 6/13 for them to begin the build process.

### **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

June 26, 2025

### ❖ Projects:

- **Simulcast radio channels** are scheduled to be realigned after preparation of this report but prior to the board meeting – verbal update on results.
- IT is beginning to source **site-monitoring equipment** to install that will make use of the IP side of our microwave connections, the beginnings of extending our IP network to our tower sites. This is possible because our connection to the OPSCAN system has been terminated freeing the IP side of our main microwave hop from Jeffcom to Maynard, and Clallam County technicians will eventually retrieve the equipment from our sites.
- **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. Our desire to add Starlink was reiterated to the state and Comtech at the June Forum and echoed by other centers such as San Juan.
- Jeffcom and Pencom continue 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. We are planning a site visit to Grant County's MACC 911 to see cloud-based call-handling and CAD in use.
- **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. The draft plan looks good but exhibited major shortcomings upon detailed inspection. Jeffcom suggested it was too focused on handling 911 telephone calls for a plan expected to guide the state for next 20 years, especially because the number of alternate notification routes we are expected to process is starting to grow. The focus of law and funding is on the 911 call alone, and the tension between this focus and the broader costs and



technology and workload involved in emergency communication will only grow as society becomes less dependent on phone calls.

❖ **Budgetary Items:**

- **State grant** documents for Jefferson County approval are still being prepared, later than usual this cycle due to the last-minute addition of \$20,000 per PSAP.
- **Recruiting:** One applicant has completed the hiring process with an anticipated start date of July 13. A second applicant is in final testing. 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:**

- **May communications-staff overtime** was 210.25 hours among ten fulltime communications staff (April's was 268.5, March's 197).
- **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.

❖ **External Relationships:**

- The **User Group** meeting will be held the day prior to this board meeting – verbal update.
- **Supervisor** began attending meetings with Pencom and other agencies planning for drills for major events such as active shooters with the intention of working with Pencom on one of us handling phone calls for the other or relieving pressure in other ways during such an event. Supervisor and two COs also participated earlier the week of this meeting in Active Attack Integrated Response class with primarily Clallam County agencies in Sequim.
- **Washington APCO-NENA June Forum** was attended by the director and training coordinator June 10-12 in Vancouver. Major topics included cultural change in the workplace and implementing technology changes. The main discussion topic was the statewide strategic plan, discussed above.



- **Washington GIS Association** conference June 16-18 was attended by the director and, in their other official capacities, those who perform GIS work that impacts Jeffcom data. This was primarily technical education under a part of our state grant for training that we have rarely used in recent years, plus informal discussions with those we collaborate with and some hope of improving our surface-water data with help from DNR.

## ❖ CFS and Call Data: January 1 through June 20, 2025

## • Fire/EMS calls by agency

Agency	CFS count YTD	CFS count LYTD
EJFR	2630	2612
QFR	250	268
BFD	291	251
DBVFR	50	60
<b>Total</b>	<b>3221</b>	<b>3191</b>

## • Law Enforcement calls by agency

Agency	CFS count YTD	CFS count LYTD
JCSO	6704	5981
PTPD	3989	4018
<b>Total</b>	<b>10693</b>	<b>9999</b>

## • 911 Call Pick-up Time (including test calls and redialing 269 abandoned calls)

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	7599	99.35	n/a
11-15 sec	32	99.76	90%
16-20 sec	11	99.91	95%
21-40 sec	7	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>7649</b>		

## • 911 Call Averages

Metric	YTD Average
Ring time	2.96 sec
Hold time	0.63 sec
Talk time	108.57 sec

## • Non-911 Calls

Metric	YTD
Number of outgoing calls	3598
Number of incoming calls	8543
0-10 sec pick-up time	99.26%
Average ring time	3.27 Sec
Average hold time	3.76 sec
Average talk time	100.10 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.				
I think we have accomplished all of 1.1				
1.1	Refine and update our fiscal processes to ensure our fiscal resilience.	FC/Finance Director	<ul style="list-style-type: none"><li>Internal Budget Committee Established summer/2022</li><li>Credit Card and Procurement Policy/SOG update March 2023</li><li>Establish financial forecast template</li><li>Program workbooks establish March 2023</li><li>Finance Director has developed financial forecast for the next ten years.</li></ul>	<ul style="list-style-type: none"><li>Adopt related SOGs for permanence.</li><li>Updated 3/2023</li><li>Implemented 3/2023</li><li>2024 workbooks posted on sharepoint</li><li>New Finance Director has started updating our SOP/SOG's Fall 2024.</li><li>Program managers are being mentored by Finance Director. Fall 2024</li><li>1/2025 Tanya and Roy are meeting will program managers to help them with purchasing and budget management for their programs. Getting great feedback.</li><li>FC is updating program management expectations and tracking, 5/2025.</li></ul>
	<ul style="list-style-type: none"><li>Establish an internal budget committee.</li><li>Update financial-related policies and procedures.</li><li>Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices.</li></ul>			

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.2	Seize opportunities to make more efficient use of existing resources.	■ Use software to optimize our resource inventory, including operations and maintenance, as well as repairs.	■ Emily	■ Sharepoint <del>Spring/Summer</del> Fall 2023	■ Migration to Sharepoint began 12/23
		■ Integrate software for resource management. <b>CHECK-IT</b> to be implemented for inventory and repair tracking	■ Lead -Wes Lueders Plus Pete/Tanya/Terri	■ TEAMS implementation has started. 2024	■ Business/HR Manager Stewart continues to focus on training staff to be more efficient and increase communication.
		■ Maintain a strong culture of resource stewardship.	■ Tanya/Terri	■ Check-it has been procured U.I. is being loaded with current inventory.	■ Finalizing database, presentation by Brummel 12/24
				■ Update capital replacement procedures and restore appropriate funding	■ Finance Director tasked and program managers are updating. Fall/winter 2024
					■ Roy is working with Fleet and Facilities Managers to establish capital replacement planning documents. 3/25
					■ Vacating Station 3 in Cape George has begun.

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> <li>Negotiation with JC for FM services. 7.9.25</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.	<p><i>I think we have accomplished all of 2.1</i></p> <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>	<ul style="list-style-type: none"> <li>FC/Admin</li> </ul>	<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>	<ul style="list-style-type: none"> <li>FC &amp; Staff</li> </ul>	<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>	<ul style="list-style-type: none"><li>FC &amp; Staff</li></ul>	<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.	<p><i>I think we have accomplished all of 2.4</i></p> <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>	<ul style="list-style-type: none"><li>Brummel</li></ul>	<ul style="list-style-type: none"><li>Complete amended WSRB Rating</li><li>DONE!</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
<i>I think we have accomplished all of 2.5</i>				
2.5  Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> <li>Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> <li>Community outreach and health promotion.</li> <li>Participate in local and regional committees to advance funding for alternative EMS services.</li> </ul> </li> <li>Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc.</li> <li>Maintain a strong culture of continuous improvement.</li> </ul>	MSO	<ul style="list-style-type: none"> <li><b>Re-ignite the CPR program</b></li> <li><b>Recruitment of new CPR instructors is underway</b></li> <li><b>Update Patient Care Procedures (PCP) and response procedures.</b></li> </ul>	<ul style="list-style-type: none"> <li>Initiated and growing</li> <li>MSO is working on several new and expanded efforts for layperson CPR. 2/2024</li> <li>EMS bylaws update complete 8/24</li> <li>Working with partner agencies for potential MIH. Fall 2024.</li> <li>New Video Laryngoscopes and ultrasound. 3/25.</li> <li>Butterfly ultrasound donated by a local doctor, 4/25.</li> <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>	FC	<ul style="list-style-type: none"> <li><b>Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal</b></li> </ul>	<ul style="list-style-type: none"> <li>Hiring of Facility Tec DONE 7/1/2024</li> <li>Facilities analysis in progress.</li> <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	Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> <li>▪ Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups.</li> </ul>	<ul style="list-style-type: none"> <li>▪ DFC Brummel</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proposed for 2024 Budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Two EJFR members have started Medic 1</li> <li>▪ One additional EJFR member to start Boston program spring of 2025.</li> <li>▪ Implemented per diem PM program.</li> <li>▪ Third PM student started the Boston Program 4/25</li> <li>▪ Spring 2025 PM testing underway. One member proposed to start Medic 1 fall of 2025. <b>Waiting list confirmed.</b></li> <li>▪ <b>2 members attending NFA special ops management, fall of 2025.</b></li> </ul>
3.2	Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> <li>▪ Prioritize crew visits to low frequency/high risk facilities.</li> <li>▪ Initiate reengagement with the community for life/safety inspections.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CRM Wittenberg</li> <li>▪ CRM Wittenberg</li> <li>▪ </li> </ul>	<ul style="list-style-type: none"> <li>▪ Resetting interagency roles</li> <li>▪ Inspections were restarted in January 2023.</li> <li>▪ <b>Implemented interim fire prevention service contract with the City.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ CRM and CRA hired 5/2024</li> <li>▪ <b>Senior staff attending NFA CRR Management, July 27.</b></li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<i>I think we have accomplished all of 3.3</i>				
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
<i>I think we have accomplished all of 3.4</i>				
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> <li>CISM performed for threshold events in June/July</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
<i>I think we have accomplished all of 4.4</i>				
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>E1</li><li>Establish staffing and recruitment plans.</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><li>Promoted Lt. to fill vacancy July 1, 2025.</li></ul>

**Date:** July 15, 2025

**Subject:** Station 5 Vendor/Cost for Repair

**Prepared By:** Tanya Cray/BC Clouse/Chad Lawson

<b>Background:</b>	<p>Purpose: To approve vendor and bid amount for repair of Station 5 Annex Building</p> <p>In July 2024, we closed the annex building due to years of damage and patching. The building was inspected and determined it needed to be brought up to code.</p> <p>Engineering was completed in January 2025 and sent to bid. Initial vendor was awarded the bid, then he informed us he had decided to retire.</p> <p>We then sought out other vendors and in June 2025 we found Barry McLane of Good Wood PTE LLC.. He has been a local licensed general contractor and has joined our small works roster.</p> <p>Proposed contract is attached to this decision packet.</p>
<b>Fiscal Impact:</b>	<ul style="list-style-type: none"><li>• The bid received was \$23,330.00 plus applicable taxes of an estimated \$2,146.36.</li><li>• This amount was not included in the 2025 Budget.</li></ul>
<b>Recommendations:</b>	<p>Staff recommends approval of the bid received from Barry McLane, Good Wood PTE LLC. for the repair to Station 5.</p>
<b>Proposed Motion:</b>	<p>Approve Good Wood PTE(Barry McLane) as our vendor to repair the Station 5 annex building at a cost of \$23,330.00 plus taxes and authorize Chief Black to sign on behalf of the District.</p>



**East Jefferson Fire Rescue  
PUBLIC WORKS CONTRACT  
(Short Form – Project Based)**

This Contract is entered into between East Jefferson Fire Rescue, a Washington municipal corporation, referred to as "Owner", and **GoodWood PTE LLC**, referred to as "Contractor."

In consideration of the following terms and conditions and those contained in the documents incorporated by reference and made a part of this Contract, the parties agree as follows:

**1. THE PROJECT**

- 1.1. The Contractor shall perform all work and furnish all tools, materials, labor and equipment for the Owner and all work associated with the project entitled: Station 5 Repair Project.
- 1.2. The Project shall be performed in accordance with this Public Works Contract and the following Contract Documents; **Owner Scope of Work Exhibit 1, Contractor's Proposal, Exhibit 2**, Minimum Wage Affidavit **Exhibit 3**, Public Works Certification **Exhibit 4** and all other forms and documents referenced in such documents which are hereby referred to as the Contract Documents and by this reference are made a part of this Contract.
- 1.3. The Contract Documents shall be read together. Unless otherwise specified in this Agreement. In the event that any of the terms of Contract Documents conflict with each other, the following shall be the order of precedence:
  - 1.3.1. The terms of this Document entitled "Public Works Contract" shall take precedence over the terms of Exhibits 1, and 2. **The terms of Exhibit 1 shall take precedence over the terms of Exhibit 2.** Any conflicts in the contract documents shall be brought to the attention of the Owner.
- 1.4. The Contractor will begin work within **65** calendars days after the date of the written Notice to Proceed and be substantially completed within **60** calendar days and fully completed within an additional **90** calendar days. If the Project is not completed within the time specified, the Contractor agrees to pay to the Owner liquidated damages in accordance with the provisions contained in the Contract Documents. The Contractor shall provide and bear all expense of all equipment, work, and labor of any sort whatsoever that may be required for the materials and for constructing and completing the Project provided for in this Contract, except for those noted in the specifications to be furnished by the Owner and installed by Contractor.
- 1.5. The Contractor shall provide and bear all expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the Project provided for in the Contract Documents and every part thereof, except as mentioned in the specifications to be furnished by the Owner.
- 1.6. Owner agrees to use its best efforts to allow Contractor full access and use of the premises as necessary for Contractor to perform the work required to complete the Project with minimal interruption or interference from Owner's personnel and activities.

- 1.7. The Contractor shall guarantee the materials and work for a period of one year after completion of the Project.
- 1.8. The Contractor is responsible for complying with all Federal, State, and local regulations affecting the Project including but not limited to Chapter 70.86 RCW, Chapter 296-305 WAC and Chapter 294-24WAC.

## 2. COMPENSATION

- 2.1. The Contractor shall provide monthly statements which shall indicate the percentage of completion of each portion of the Project as of the end of the period covered by the statement.
- 2.2. Statements received by the 10th day of the month and approved by the Owner will be processed for payment the same month.
- 2.3. The Owner's representative shall determine the amounts owing to the Contractor based on observations at the site and on evaluations of Contractor's statements and shall issue to the Owner certification for payment.
- 2.4. All progress payments shall be subject to withholding of the retained percentage as provided herein.
- 2.5. Washington State Sales Tax shall be included on each statement submitted by the Contractor.

## 3. CONTRACT SUM

- 3.1. The Owner shall pay the Contractor for the full performance of the Contract the sum of \$23,330.00, plus applicable Washington State sales tax. This amount shall be paid through monthly statements as provided in Article 2.
- 3.2. Final payment constituting the entire unpaid balance of the Contract sum, subject to the withholding of retained percentage as provided herein, shall be made by the Owner to the Contractor when:
  - 3.2.1. The Project has been completed and approved and accepted by the Owner.
  - 3.2.2. A final statement has been submitted to the Owner by the Contractor.

## 4. SUBCONTRACTOR RESPONSIBILITY (RCW 39.06.020)

- 4.1. The Contractor shall include the language of this section in each of its first tier subcontracts and shall require each of its subcontractors to include the same language of this section in each of subcontractor's subcontracts adjusting only as necessary the terms used for the contracting parties. On request of the Owner, the Contractor shall promptly provide documentation to the Owner demonstrating that each subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.

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4.2. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

4.2.1. At the time of Bid submittal, have a current certificate of registration in compliance with chapter 18.27 RCW;

4.2.2. Have a current Washington State unified business identifier number;

4.2.3. Have industrial insurance coverage for the subcontractor's employees working in Washington as required in Title 51 RCW; an employment security Department number as required in Title 50 RCW; a state excise tax registration number as required in Title 82 RCW; an electrical contractor license, if required by Chapter 19.28 RCW; an elevator contractor license, if required by Chapter 70.87 RCW; and

4.2.4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

4.2.5. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.

## 5. INDEMNIFICATION AND HOLD HARMLESS

5.1. The Contractor shall indemnify, defend and save the Owner and its commissioners, officers, employees and agents harmless from any and all claims and risks and losses, damages, demands, suits, judgments and attorney's fees or other expenses of any kind on account of or relating to injury to or death of any and all persons or on account of all property damage of any kind, or in any manner connected with the work performed under this Contract, or caused in whole or in part by the Contractor, a subcontractor or their property, employees or agents during performance of the work or at any time before final acceptance, except only for those losses resulting from the sole negligence of the Owner with regard to activities within the Contractor's scope of work

5.2. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Owner, its members, officers, employees and agents, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

5.3. In an arbitration or lawsuit with respect to this hold harmless provision, the Contractor shall prepare and defend that lawsuit at its own cost and expense. If judgment is rendered

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or settlement made requiring payment of damages by the Owner, its officers, agents, employees and volunteers, the Contractor shall pay the same.

## 6. INSURANCE

- 6.1. The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48. The insurance must be provided by an insurer with a rating of A-VII or higher in the A.M. Best's Key Rating Guide. The Owner reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.
- 6.2. The Contractor shall keep this insurance in force during the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated in Section 6.3.
- 6.3. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Final Completion or earlier termination of this Contract, and the Contractor shall annually provide the Owner with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Owner to assure financial responsibility for liability for services performed.
- 6.4. The Contractor's Automobile Liability, Commercial General Liability and Builders Risk insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Owner. Any insurance, self-insurance, or self-insured pool coverage maintained by the Owner shall be excess of the Contractor's insurance and shall not contribute with it.
- 6.5. The Contractor and the Owner waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.
- 6.6. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Owner may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.

- 6.7. The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Owner's recourse to any remedy available at law or in equity. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.
- 6.8. The Contractor shall provide the Owner and all Additional Insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.
- 6.9. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
- 6.10. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
- 6.11. All insurance policies, with the exception of Workers Compensation, shall name the following listed entities as additional insured(s):
- 6.11.1. Jefferson County Fire Protection District 1;
- 6.11.2. The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, whether primary, excess, contingent or otherwise, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor describes limits lower than those maintained by the Contractor.
- 6.12. The Contractor shall furnish the Owner with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Before any exposure to loss may occur, the Contractor shall file with the Owner a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this project. Upon request by the Owner, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this Contract and evidence of all subcontractors' coverage.
- 6.13. The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Owner is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.
- 6.14. The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers,

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contractors or subcontractors as well as to any temporary structures, scaffolding and protective fences.

## 7. TYPES OF INSURANCE REQUIRED

7.1. The Contractor's required insurance shall be of the types and coverage as stated below:

- 7.1.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- 7.1.2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Owner shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Owner using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- 7.1.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

## 8. MINIMUM AMOUNTS OF INSURANCE

8.1. The Contractor shall maintain the following insurance limits:

- 8.1.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- 8.1.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- 8.1.3. If the Contractor maintains higher insurance limits than the minimums shown above, the Owner shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Owner evidences limits of liability lower than those maintained by the Contractor.

## 9. CHANGE ORDERS

9.1. The Owner reserves the right to make, at any time during the Project, such changes in quantities and such alterations in the Project as are necessary to satisfactorily complete the project. Such changes in quantities and alterations shall not invalidate the contract, and the Contractor agrees to perform the work as altered. The Contractor shall proceed with the work upon receiving a written change order approved by the Owner. In spite of any protest or claim, the Contractor shall proceed promptly with the work as the Owner orders.

## 10. CLAIMS


10.1. The Contractor shall give written notice to the Owner of all claims other than change orders within five (5) calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

## 11. TERMINATION

- 11.1. If Contractor breaches any of its obligations under this Contract and fails to cure the same within five (5) days of written notice to do so, the Owner may terminate this Contract, in which case the Owner shall pay the Contractor cost incurred to date of written notice.
- 11.2. The Owner may terminate this Contract upon ten (10) days written notice to the Contractor for any reason and without cause in which case the Owner shall pay the Contractor for costs incurred to the date of written notice.

## 12. PREVAILING WAGES

12.1. The Contractor represents under penalty of perjury of the laws of the state of Washington, that the only individuals providing services under this contract are exempt from prevailing wages pursuant to WAC 296-127-026 as either the sole owner or spouse of the owner of Contractor's company, a partner owning at least thirty percent of Contractor's Company or the president, vice president or treasurer of the Contractor's corporation if such officer owns at least thirty percent of the corporation.

  
\_\_\_\_\_

Signature of Contractor



**If not signed by Contractor, the following paragraph shall control.**

12.2. The Contractor shall pay prevailing wages and shall comply with chapter RCW 39.12 and chapter 49.28 RCW. A Notice of Intent to Pay Prevailing Wages and prevailing wage rates for the Project must be posted on the Project site. At the conclusion of the Contract, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the Owner that the prevailing wage requirements of the statute have been satisfied. The Contractor certifies that it has not been cited for two violations within the last five (5) years, and is not prohibited from bidding on public works contract. The Contractor further certifies that it will use no sub-contractor who is prohibited.

12.3. Prevailing Wages for the county in which the Project is located can be found at:  
<https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

### 13. BOND AND RETAINED PERCENTAGE

13.1. Bond and Retained Percentage requirements (check appropriate box):

13.1.1. \_\_\_\_\_ Owner waives the Performance Bond and Retained Percentage (**only if contract sum is under \$5,000.00**).

13.1.2. \_\_\_\_\_ Owner waives the Performance Bond and Contractor agrees to a 10% retained percentage (**only if contract is under \$150,000**).

13.1.3. \_\_\_\_\_ Performance Bond is Required and Owner waives retained percentage (**only if contract is under \$350,000**).

13.1.4. \_\_\_\_\_ Performance Bond and retained percentage are required (**Optional for contracts under \$350,000**).

### 13.2. Retained Percentage Requirements

13.2.1. If retained percentage has not been waived a sum of 5 percent of the monies earned by the Contractor will be retained from all Contractor payments (10 percent if contract is under \$150,000 and Performance Bond has been waived).

13.2.2. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract.

13.2.3. Monies retained under this Section shall be retained in a fund by the Owner unless Contractor elects for an alternative method of holding the retainage as provided under RCW 60.28.

13.2.4. The Contractor agrees to notify Owner within five (5) days of the receipt of any of the following:

*BMC ok  
see section 13  
above*



- (a) Notification that a lien may be claimed by any person, firm or corporation furnishing materials, supplies or equipment to any subcontractor for work on the project in accordance with RCW 60.28.015.
- (b) Notification by the Department of Labor and Industries of any proceedings, complaint or investigation conducted under the provisions of RCW 39.12.065.
- (c) The retained percentage may be held by Owner until all claims and proceedings referred to above have been resolved to the satisfaction of Owner.
- (d) In the event the retainage is insufficient to cover payment of the items set forth in this Section, Contractor shall be liable for all such insufficiencies and all costs incurred by Owner, including attorney fees, to recover such insufficiencies.

13.2.5. If retained percentage has been waived Contractor expressly agrees that Contractor shall be strictly liable for any and all failures to pay the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract, including attorney fees incurred by Owner, to enforce this obligation.

#### 14. PROJECT SAFETY.

- 14.1. The Contractor shall be solely and completely responsible for safety conditions on the job site, including the safety of all persons and property during performance of the work to complete the Project. The services of Owner's employees or the Owner's agents or Consultant's personnel in conducting construction review of the Contractor's performance is not intended to include review of the adequacy of the Contractor's work methods, equipment, bracing, scaffolding or trenching, or safety measures in, on or near the construction site. The Contractor shall provide safe access for the Owner and its inspectors to adequately inspect the quality of work and the conformance with project specifications.
- 14.2. Contractor is responsible for locating any underground utilities affected by the Project and is deemed to be an excavator for purposes of chapter 19.122 RCW. Contractor shall be responsible for compliance with chapter 19.122 RCW, including utilization of the "one call" locator system before commencing any excavation activities. Contractor is also responsible for ensuring adequate trench safety and compliance as required by the Washington State Industrial and Health Act. The Contractor shall be responsible to notify, pay for and coordinate Contractor's work with One Call service at 456-8000.
- 14.3. All work shall be performed to comply with all county, state and federal safety regulations. Barricades, signs, guards and warning lights shall be installed around the construction site necessary to protect persons from injury. Security fencing is required until the project site is secure and all openings are lockable.

## 15. CONTRACTOR RECORDS

- 15.1. Contractor agrees to make all project related books and records available to the Owner for inspection, review, photocopying and audit in the event of a Contract related dispute, claim, modification or other Contract related action at reasonable times and at places designated by the Owner.

## 16. DEFECTIVE OR UNAUTHORIZED WORK

- 16.1. The Owner reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this contract, and extra work and materials furnished without the Owner's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the Project, the Owner may complete the Project by contract or otherwise, and the Contractor shall be liable to the Owner for any additional costs incurred by the Owner. "Additional costs" means all reasonable costs incurred by the Owner, including legal costs and attorneys' fees, beyond the maximum contract price under this Agreement. The Owner further reserves the right to deduct the cost to complete the Project, including any additional costs, from any amounts due or to become due to the Contractor

## 17. DISPUTE RESOLUTION

- 17.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days of a party notifying the other parties in writing that a dispute exists "Dispute Notice." The participating parties shall share equally the costs of mediation and each participating party shall be responsible for its own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 17.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 45 calendar days of the Dispute Notice or within 30 days of end of the mediation, either party may submit the dispute to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Superior Court as amended, located in the county in which the Project is located, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with all participating parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party, in addition to costs, shall be entitled to reasonable attorney's fees as determined by the arbitrator.
- 17.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Superior Court of the County in which the Project is located. The court shall determine all questions of law and fact without empanelling a jury for any purpose.

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- 17.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.
- 17.5. The prevailing party in any action to enforce the terms of this contract, in addition to costs, shall be entitled to reasonable attorney's fees and expenses of arbitration including expert witness fees, paralegal costs and copying costs as determined by the arbitrator or court including costs and fees incurred on appeal.

## 18. SUSPENSION OF THE WORK

- 18.1. The Owner may, at any time suspend the Project, or any part thereof, by giving notice to the Contractor in writing. The work shall be resumed by the Contractor within fourteen (14) calendar days after the date fixed in the written notice from the Owner to the Contractor to do so. The Owner shall not reimburse the Contractor for expense incurred by the Contractor in connection with the work under this contract as a result of such suspension.
- 18.2. Suspension of the Project by the Owner shall not furnish any ground for claim by the Contractor for damages or extra compensation, but the period of such suspensions shall be taken into consideration in determining the revised date for completion as hereinafter provided. The Contractor shall not suspend work under the contract without the written order of the Owner as stated in the preceding paragraph. The Contractor will be required to work a sufficient number of hours per day in order to complete the project within the days specified. The Owner shall determine the question as to the necessity of discounting any portion of the Project by reason of unfavorable weather conditions.
- 18.3. Upon failure of the Contractor to carry out the orders of the Owner or to perform work under the contract in accordance with its provisions, the Owner may suspend the work for such period, as Owner deems necessary. Time lost by reason of such failure or in replacing improper work or materials shall not furnish any ground to the Contractor for claiming an extension of time or extra compensation and shall not release the Contractor from damages of liability from failure to complete the work within the time prescribed.

## 19. PLANS AND WORKING DRAWINGS

- 19.1. Upon receipt of award of contract, the Contractor shall carefully study and compare all drawings, specifications and other instructions and shall, prior to ordering material or performing work, report in writing to the Owner any error, inconsistency or omission in respect to design, mode of construction or cost which Contractor may discover. If the Contractor, in the course of this study or in the accomplishment of the Project, finds any discrepancy between the drawings and the physical condition of the locality as represented in the drawings, or any such errors or omissions in respect to design, mode of construction or cost in the drawings or in the layout as given by points and instructions, it shall be Contractor's duty to inform the Owner immediately in writing. Any work done after such discovery, until correction of drawings or authorization of extra work is given,

if the Owner finds that extra work is involved, will be done at the Contractor's risk. If extra work is involved, the procedure shall be as provided in changes in the Project.

- 19.2. Conformity With and Deviations From Plans and Stakes: The Contractor shall preserve benchmarks, reference points and stakes, and in case of destruction or removal thereof for any reason, the Contractor is responsible for the resulting cost for replacement and shall be responsible for any mistakes and loss or damage arising therefrom which may be caused by absence, destruction, removal or disturbance thereof.

## 20. FINAL ACCEPTANCE

- 20.1. All material and completed work are subject to final inspection by the Owner.
- 20.2. Completion and/or Correction of Work and Remedies Before Final Payment: If the Contractor should neglect to prosecute the work properly and/or fail to perform any provision of this contract, the Owner after seven (7) calendar days' written notice to the Contractor, may, without prejudice to any other remedy Owner may have, make good such deficiencies and deduct the cost thereof from payments then or thereafter due the Contractor.
- 20.3. The Contractor shall promptly remove from the construction site all materials condemned by the Owner as failing to conform to the contract, whether incorporated in the Project or not; and the Contractor shall promptly replace and re-execute the work in accordance with the intent of the contract and without expense to the Owner and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement. If the Contractor does not remove such condemned work and material within the period herein above described, the Owner may remove and store any such material at the expense of the Contractor. If the Contractor does not pay the cost of such removal within ten (10) calendar days from the date the notice to the Contractor of the fact of such removal, the Owner may, upon an additional ten (10) calendar days' written notice, sell such materials at public or private sale, and deduct all costs and expenses incurred, including costs of sale, accounting to the Contractor for the net proceeds remaining, and the Owner may bid at any such sale. The Contractor shall be liable to the Owner for the amount of any deficiency from any funds otherwise due the Contractor.
- 20.4. The Contractor shall bear the risk of loss or damage for all finished or partially finished work until the Owner finally accepts the entire contract.

## 21. SUPERINTENDENT AND SUPERVISION

- 21.1. The Contractor shall keep on the construction site during progress of the Project a competent superintendent and any necessary assistants, all satisfactory to the Owner. The superintendent shall not be changed except with the consent of the Owner, unless the superintendent proves to be unsatisfactory to the Contractor and ceases to be in Contractor's employ. The superintendent shall represent the Contractor in Contractor's absence and all directions given to the superintendent shall be as binding as though given to the Contractor. Instructions to the Contractor shall be confirmed in writing upon

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Contractor's request in each case. The Contractor shall give efficient supervision to the Project, using Contractor's best skill and attention.

## 22. GENERAL CONTRACTOR RESPONSIBILITIES

- 22.1. Permits, permission under franchises, licenses and bonds of a temporary nature necessary for and during the prosecution of the Project, and inspection fees in connection therewith shall be secured and paid for by the Contractor. Where the Owner is required to secure such permits, permission under franchises, licenses and bonds against the Contractor the Owner may offset the costs incurred against the contract price.
- 22.2. The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work required by the Contract Documents. If the Contractor observes that the Contract Documents, or any part thereof, are inconsistent or at variance therewith, Contractor shall promptly notify the Owner in writing, and any necessary changes shall be made as provided in the contract for changes in Project. If the Contractor performs any work contrary to such laws, ordinances, rules and regulations or prior to obtaining permits, permission under franchises, licenses and/or bonds as required to be furnished by or obtained by the Owner, Contractor does so at Contractor's own risk and without payment or reimbursement from Owner unless Owner shall have given written approval thereof to the Contractor.
- 22.3. The Contractor shall continuously maintain adequate protection of the Project from damage and shall protect the Owner's property from injury or loss arising in connection with or during the existence of this contract. Contractor shall make good any such damage, injury or loss, except such as may be directed due to errors in the Contract Documents or caused by agents or employees of the Owner. Contractor shall adequately protect adjacent property from loss or damage occasioned by performance of the work. Contractor shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority or local conditions.

## 23. WARRANTY

- 23.1. Upon acceptance of the contract work, contractor must provide the Owner a one-year warranty bond in a form and amount acceptable to the Owner. The contractor shall correct all defects in workmanship and materials within one (1) year from the date of the Owner's acceptance of the contract work. In the event any parts are repaired or replaced, only original replacement parts shall be used—rebuilt or used parts will not be acceptable. When defects are corrected, the warranty for that portion of the Project shall extend for one (1) year from the date such correction is completed and accepted by the Owner. The contractor shall begin to correct any defects within seven (7) calendar days of its receipt of notice from the Owner of the defect. If the contractor does not accomplish the corrections within a reasonable time as determined by the Owner, the Owner may complete the corrections and the contractor shall pay all costs incurred by the Owner in order to accomplish the correction.

## 24. LIMITATION OF ACTIONS

24.1. **CONTRACTOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS AGREEMENT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONTRACTOR'S ABILITY TO FILE THAT CLAIM OR SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.**

## 25. MISCELLANEOUS PROVISIONS

25.1. Independent Contractor. The parties intend that the Contract Document will create an independent contractor relationship.

25.2. Nondiscrimination. In the hiring of employees for the performance of work under the Contract Documents the Contractor, its subcontractors, or any person acting on behalf of Contractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

25.3. Compliance with Laws. Contractor shall comply with all federal, state and local laws, rules and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by the Contract Documents or accruing out of the performance of those operations.

25.4. Work Performed at Contractor's Risk. Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the Project. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the Project.

25.5. Nonwaiver of Breach. The failure of the Owner to insist upon strict performance of any of the terms and rights contained herein, or to exercise any option herein conferred in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and they shall remain in full force and effect.

25.6. Governing Law. The Contract Documents shall be governed and construed in accordance with the laws of the State of Washington. If any dispute arises between the Owner and Contractor under any of the provisions of the Contract Documents, resolution of that dispute shall be available only through the jurisdiction, venue, and rules of the Superior Court of the County in which the Project is located.

25.7. Written Notice. All communications regarding the contract shall be sent to the parties at the addresses listed on the signature page of the contract, unless otherwise notified. Any written notice shall become effective upon delivery, but in any event three (3) calendar days after the date of mailing by registered or certified mail and shall be deemed sufficiently given if sent to the addressee at the address stated in the contract.

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- 25.8. Assignment. Any assignment of this contract by the Contractor without the written consent of the Owner shall be void.
- 25.9. Modification. No waiver, alteration, or modification of any of the provisions of the Contract Documents shall be binding unless in writing and signed by a duly authorized representative of the Owner and Contractor.
- 25.10. Severability. If any one or more sections, sub-sections, or sentences of the contract are held to be unconstitutional or invalid, that decision shall not affect the validity of the remaining portion of the contract and the remainder shall remain in full force and effect.
- 25.11. Entire Agreement. The written provisions and terms of the Contract Documents, which include these General Conditions as well as the mechanical, electrical, and structural consultants' specifications, provisions, and plans, together with any attached exhibits, supersede all prior verbal statements by any representative of the Owner, and those statements shall not be construed as forming a part of or altering in any manner the Contract Documents. The Contract Documents and any attached Exhibits contain the entire agreement between the parties. Should any language in any Exhibit to the Contract Documents conflict with any language contained in the Contract Documents, the terms of the Contract Documents shall prevail.

**Owner**

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

Bret Black, Fire Chief

Dated: \_\_\_\_\_

**Contractor**

By: B.P. M. [Signature]

Contractor Reg. No. 6000WPL803CR  
UBI Number: 604 568 987

Dated: 5 July 2025

BAC ob

## **EXHIBIT 1 – OWNER SCOPE OF WORK**

**Refer to GoodWood PTE LLC Proposal for Repair/Upgrade EJFR State 5 facade and  
Tilman Engineering Documents (drawing set) dated 1/31/25**

Two handwritten signatures in black ink. The first signature is stylized and appears to be 'BMC'. The second signature is also stylized and appears to be 'ob'.



## EXHIBIT 2 - CONTRACTORS PROPOSAL

GoodWood PTE LLC  
1240 W. Sims Way, Suite 80  
Port Townsend, WA 98368  
Barry McLane, owner, (360)301-5141  
[bmckenyon@msn.com](mailto:bmckenyon@msn.com)

### Proposal for Repair/Upgrade EJFR Station 5 Façade

#### Site Address

6693 Flagler Rd, Nordland, WA 98358

#### Scope

Proposal is to repair collision damage to central pillar, upgrade size and composition of overhead door header, and reverse location of overhead doors at Station 5. All work is based on documents (drawing set) dated 1/31/2025 received from Tilman Engineering, SP and detailed site inspection with Chad Lawson.

Process to include reversing locations of existing overhead doors, relocating central pillar to accommodate revised door location including new concrete footing and local slab, and upgrading existing two piece door header to one piece GluLam header. Damaged metal cladding to be replaced and painted to match. Surrounding metal cladding to be replaced as well for continuity. All details on drawing set from Tilman Engineering to be adhered to unless given written approval otherwise. See Schedule notes below for exception.

GoodWood PTE LLC is fully licensed, bonded (new \$30K requirement), and insured.

Both Olympic Garage Door and Van Ness Construction have submitted pricing honoring the prevailing wage nature of the project. GoodWood will do the same if employees are involved.

#### Schedule

Due to GoodWood current workload work would likely commence mid July 2025.

GoodWood to perform as much of the temporary roof support/security wall prep framing as possible before doors are removed.

Olympic Garage Door to completely remove both existing overhead doors and opening mechanisms. All components to be temporarily stored in a professional manner on site inside of building.

Temp support/security framing and sheeting to be completed. This will include slightly lifting (+/- 1/2") **certain existing** trusses as site inspection has revealed that the current alignment will inhibit placement of new GluLam header.

Existing center pillar and headers to be removed. New GluLam header to be installed.

Be advised that at this point project may see 7-10 day stall as Van Ness Construction, the preferred concrete contractor, will be working this relatively small project into their scheduled workload. I believe that this possible delay is worth the inconvenience as Van Ness is a first rate subcontractor, has adequate manpower, and is familiar with the intricacies of prevailing wage projects.

New center pillar to be framed, sheeted, insulated, jambs installed, and made ready for installation of overhead doors, position reversed.

Temp support/security framed wall to be removed, materials prepped for removal from site.  
Overhead doors and openers installed complete including new weatherproofing trims.  
New metal cladding and trims to be installed.  
Exterior painting to match existing completed.  
Inspection and sign off by appropriate EJFR/Tilman personnel. Punch list items as required.  
Clean up and demobilize.

Pricing and terms

Tax exempt status of EJFR unknown

\$23,330.00 Pre-tax total

\$2,146.36 Sales tax if applicable

\$11,665.00 50% net 15 days upon proposal acceptance

\$11,665.00 50% balance net 15 days upon acceptance of completed project

\$2,146.36 9.2% sales tax due with final payment if applicable

*Subject to section  
13.2 of the contract*

Acceptance

This proposal is presented by Barry McLane, owner of Good Wood PTE LLC. This submittal is my commitment to carry out all details in this proposal.

Please sign and return document if this proposal is accepted. Thank you.

---

EJFR authorized signature

---

Date

*BM*

### EXHIBIT 3

#### MINIMUM WAGE AFFIDAVIT FORM

I, the undersigned, having duly sworn, deposed, say and certify that in connection with the performance of the work of this project, I will pay each classification of laborer, workman, or mechanic employed in the performance of such work not less than the prevailing rate of wage or not less than the minimum rate of wage as specified in the principal contract; that I have read the above and foregoing statement and certificate, know the contents thereof and the substance as set forth therein is true to my knowledge and belief.

GoodWood PTE LLC

---

NAME OF BIDDER'S FIRM

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

 5 July 2025

---

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF BIDDER



## EXHIBIT 4

### PUBLIC WORKS CERTIFICATIONS

1. The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.
2. The bidder hereby certifies that the bidder is in compliance with the Washington State Department of Labor and Industries Contractor Training Requirement established by RCW 34.04.350 or is exempt from such requirements.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Good Wood PTE LLC

Bidder's Business Name

Bar. McLane

Signature of Authorized Official\*

BARRY P. MCLANE

Printed Name

OWNER

Title

5 July

Date

Port Townsend

City

WA

State

BMC



# 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.

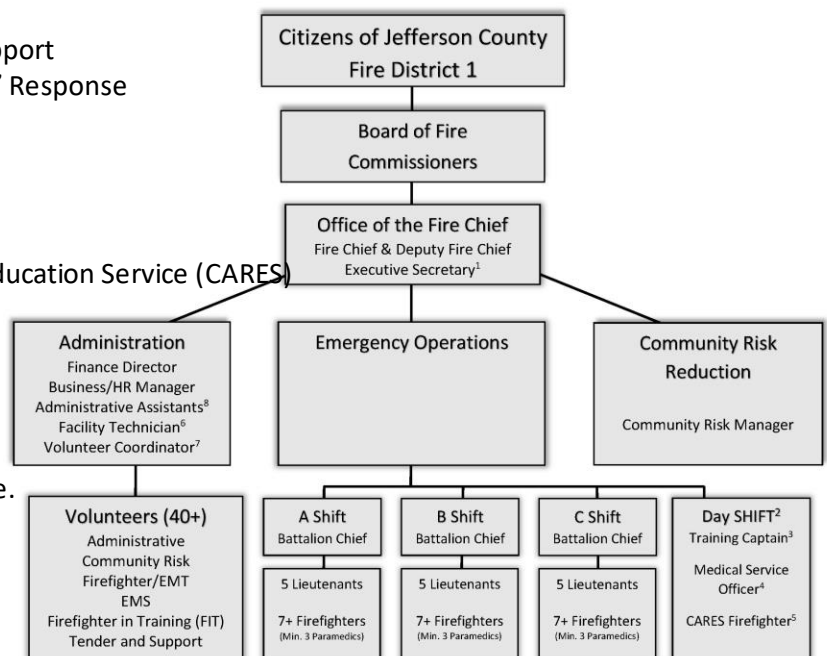
### SECTION 2.0 SERVICES PROVIDED

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
- Community Risk Reduction
- Fire Prevention
- Technical rescue
- Community Assistance, Referral, and Education Service (CARES)

### 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:



[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 2025 EJFR employed 66.5 career members and 40 volunteers. The total number by their assigned areas of responsibility are as follows:

- Chief Officers: 5
- Admin staff: 6.5
- Career Firefighter: 57
- Volunteers: 40

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 again for 2024. Using Citigate’s discussion and times on page 2 of the SOC the following standards shall be the response time goals of EJFR:

Emily: I can’t change the table. Please edit: (Emily will edit table once approved.)

First unit call to arrival – Port Townsend 8:00

First unit call to arrival - Districtwide 12:00

ERF Call to arrival – Port Townsend 12:00

ERF Call to arrival – Districtwide 20:00

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 to policy to ensure accuracy.*



# EAST JEFFERSON FIRE RESCUE

Form 1002a-1 Public Records Request Form

6/9/2025

De Minimus Changes: Named the Form and made it form fillable

## REQUEST FOR PUBLIC RECORDS

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

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Records Requested

Title of Record: \_\_\_\_\_

Date of Record: \_\_\_\_\_

Please describe below, the records you are requesting and any additional information that will help us locate them for you as quickly as possible. Pursuant to RCW 42.17.320, we will respond within five (5) business days, either by providing the information requested, providing you with a reasonable estimate as to when the records will be available, or by denying the request.

Description of Records Requested:

Signature: \_\_\_\_\_

Person Receiving Request: \_\_\_\_\_ Date: \_\_\_\_\_

Date Request Fulfilled: \_\_\_\_\_ Date Request Denied: \_\_\_\_\_

No. of copies/pages: \_\_\_\_\_ Per page charge: \$.15 Total Charge: \$\_\_\_\_\_

Written explanation of denial attached, pursuant to RCW 42.17.320: \_\_\_\_\_

*Serving the Communities of*

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



**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1  
RESOLUTION NO. 25-07**

**IN THE MATTER OF CANCELLING WARRANTS NOT PRESENTED WITHIN  
ONE YEAR OF ISSUE**

**WHEREAS**, Jefferson County Fire Protection District No. 1 issues its' own warrants pursuant to RCW 52.16.050 (3), and

**WHEREAS**, the District has a warrant (s) not presented within one year of issue, and

**WHEREAS**, a resolution from the governing body to cancel this warrant (s) pursuant to RCW 36.22.100 will be presented to the Jefferson County Treasurer's Office, and

**NOW, THEREFORE, BE IT RESOLVED** by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners, that the following warrant be cancelled:

<u>Warrant No.</u>	<u>Issue Date</u>	<u>Amount</u>
30031	11/30/2023	\$ 50.00
30469	04/10/2024	\$ 50.00
30543	04/26/2024	\$ 19.14

Approved this 15th day of July, 2025.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT #1 BOARD OF  
COMMISSIONERS**

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

\_\_\_\_\_  
David Seabrook, Commissioner

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

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

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

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

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

## SOLAR LEASE

**THIS SOLAR LEASE** (this “**Agreement**”) is made effective as of the \_\_\_\_ day of July, 2025 (the “**Effective Date**”), by and between East Jefferson Fire and Rescue, a Washington political subdivision (the “**Building Owner**”), and Marrowstone Island Foundation, a Washington nonprofit corporation (the “**Tenant**”). Building Owner and Tenant are hereinafter sometimes also referred to in this Agreement jointly as the “**Parties**”, or individually as a “**Party**”.

### RECITALS:

**WHEREAS**, Building Owner is the owner of certain real property located at 6633 Flagler Road in Nordland, Washington, presently used as a firehouse and as described on **Exhibit A** attached hereto and incorporated herein by reference (the “**Property**”); and

**WHEREAS**, Tenant desires to lease from Building Owner, and Building Owner desires to lease to Tenant, subject to the terms and conditions of this Agreement, a portion of the Property for the construction and operation of a solar energy generation system (the “**Leased Space**”) as defined in this Agreement dated of even date herewith; and

**WHEREAS**, Tenant desires to provide renewable electric power and energy storage to Building Owner from the energy system installed on the Lease Space (the “**Energy System**”) as described in **Exhibit B**, attached and incorporated hereto, and Building Owner desires to procure from Tenant all such electricity produced and energy storage released by the Energy System; and

**WHEREAS**, Building Owner and Tenant desire Tenant to hold tax title of the Energy System for federal tax purposes; and

**WHEREAS**, Building Owner has entered into an Interconnection and Net Metering Agreement (the “**Interconnection Agreement**”) with Public Utility District No. 1 of Jefferson County (the “**Utility**”) for net metered electrical generation from the Energy System;

### AGREEMENT:

**NOW, THEREFORE**, in consideration of the foregoing Recitals, the mutual promises of the Parties hereto and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**Section 1. Energy System and Leased Space**. Subject to the terms and conditions contained in this Agreement, Building Owner hereby leases to Tenant and Tenant hereby leases from Building Owner a portion of the roof space as required for the installation and operation of the Energy System on the building located on the Property, as set forth in **Exhibit C** (the “**Leased Space**”), including rights to place backup batteries and wiring to the point of electrical interconnection.

**Section 2. Payments**. As consideration for the Lease and the right to use the Leased Space for the operation of the Energy System and for Tenant to secure all of the tax benefits and environmental attributes associated with the Energy System, Tenant agrees to provide to Building Owner all of the electricity produced by the Energy System for the Term of Agreement as hereinafter defined.

**Section 3. Tax Credits, Depreciation Expense, and Environmental Attributes.** As owner of the Energy System, Tenant shall make exclusive claim to all applicable state and federal tax credits and depreciation expense deductions related to the Energy System during the Term of this Agreement. Building Owner agrees to assign to Tenant any incentive payments associated with the Energy System. Building Owner agrees to convey and hereby conveys to Tenant all Renewable Energy Credits generated by the Energy System for the term of this Agreement. The term “Renewable Energy Credits” include all attributes of an environmental or other nature that are created or otherwise arise from the Energy System using solar energy, including, but not limited to, tags, certificates or similar projects or rights associated with solar energy as a “green” or “renewable” electric generation resource.

**Section 4. Access to Leased Space.** Building Owner grants to Tenant the right to access the Leased Space via reasonable route or routes over and across the Property upon reasonable prior notice to Building Owner. Building Owner will cooperate with Tenant to ensure access to the meter or any other part of the Energy System which are not located within the Leased Space.

**Section 5. Permitted Use of Leased Space.** Subject to the terms and conditions contained in this Agreement, during the Term, Tenant shall have the right to use the Leased Space for the construction, installation, operation, maintenance, repair, replacement, reconfiguration, alteration, modification, improvement, use and enjoyment of the Energy System and other necessary and incidental uses for the operation of the Energy System (the “**Permitted Uses**”). Tenant’s Permitted Uses shall be exclusive to Tenant for purposes of solar electric generation, and Building Owner shall not cause or permit any other party to use the Lease Space for such purposes. Tenant may not erect any other facilities or use any other equipment on the Leased Space that is not expressly permitted under the terms of this Agreement without first obtaining Building Owner’s written consent, which consent shall not be unreasonably withheld, delayed or conditioned provided the other facilities or equipment are necessary for the operation of the Energy System. Building Owner may use the Leased Space or permit others to use the Leased Space for any other purposes, so long as such uses do not interfere with the operation and maintenance of the Energy System, and the other terms and conditions of this Agreement.

**Section 6. Term.** This Agreement shall be effective as of the Effective Date and end on the date that is 6 years following the day that the Energy System is placed in service and commences commercial operation (the “**Placed In-Service Date**”). Building Owner may terminate this Agreement if Tenant does not begin construction of the Energy System or deliver a written Notice to Proceed to a licensed contractor within twelve (12) months of the Effective Date. The Tenant shall give the Building Owner written notice of the Placed In-Service Date when the Energy System has been approved for operation by Public Utility District No. 1 of Jefferson County (the “**Utility Company**”). Within thirty (30) calendar days after the Placed In-Service Date, Tenant shall deliver to Building Owner a revised Exhibit D, which shall become incorporated to this Agreement, setting forth the Placed In-Service Date and the actual square footage and layout of the Leased Space as of the Placed In Service Date, as agreed to by the Parties prior to the Placed In Service Date.

**Section 7. Obligations Under Interconnection Agreement.** Tenant hereby agrees to reasonably assist Building Owner in fulfilling all of Building Owner’s obligations under the Interconnection Agreement, including but not limited to, completion, inspection and reporting obligations. Building Owner acknowledges that the Utility will still hold Building Owner responsible for performance under the Interconnection Agreement. No portion of this Agreement is intended to conflict with the Interconnection Agreement. In the case of a conflict between the terms or conditions of this Agreement and the Interconnection Agreement, the terms and conditions of the Interconnection Agreement shall control. The Utility and its successors and assigns are third-party beneficiaries of the provisions in this paragraph. Nothing in this Agreement prevents the Utility, or successors and assigns, from fully enforcing the terms

and conditions of the Interconnection Agreement. Tenant agrees to indemnify Building Owner against any claim by the Utility that that this Agreement are not permissible under the terms and conditions of the Interconnection Agreement, which obligation to indemnify shall survive such termination of this Agreement.

**Section 8. Operating Permits.** Tenant shall, at its sole expense, maintain in full force and effect all certificates, permits and other approvals ("***Operating Permits***") required by any federal, state or local authorities ("***Governmental Authorities***") having jurisdiction over Tenant or the Leased Space. If any required Operating Permits are canceled, expire, lapse or are otherwise withdrawn or terminated by any Governmental Authority so that Tenant is unable to operate the Energy System on the Leased Space and the Operating Permits are not reinstated within 30 days after Tenant receives written notice thereof, Building Owner may terminate this Agreement upon 30 days written notice to Tenant. Tenant shall provide to Building Owner at its request a copy of any required Operating Permits.

**Section 9. Ownership and Maintenance of Energy System.** (a) Energy System. The Parties agree that after 6-year lease term, Tenant shall leave the Energy System at the end of the Term in substantially the same condition as existed on the Placed In-Service Date, with the exception of any ordinary wear and tear and casualty damage. Parties agree that should Building Owner choose not to purchase the Energy System at the end of the term, Tenant shall remove the Energy System at its sole expense.

(b) Repair During Term. Tenant shall have the right at any time during the Term to repair, replace, reconfigure, alter, or modify the Energy System. Tenant shall not relocate the system, in whole or in part, as part of such repair, replacement, reconfiguration, alteration, or modification. Tenant shall repair any damage to the Property, with contractors approved by Building Owner that results from its repair, replacement, reconfiguration, alteration, or modification of the Energy System, and Tenant shall make best efforts to maintain electricity production from the Energy System as projected at initial installation. Building Owner shall not withhold such contractor approval unreasonably. Building Owner shall have the further right at any time to access the Leased Space to inspect, maintain or repair the roof and components thereof. Building Owner has warranted to Tenant the roof is in good condition, but Building Owner will not be obligated to repair the roof during the Term of this Agreement. Building Owner shall give 60 days' notice to Tenant of any such maintenance or repair work to be done, except in cases of emergency or unforeseen damage necessitating prompt remedy, in which case Building Owner shall give such notice as is possible. If Tenant shall fail to remove any interfering components of the Energy System, Building Owner shall have the right to do so, at Building Owner's initial cost but which shall be reimbursed by Tenant to the extent such costs are commercially reasonable and necessary, and any damage to the Energy System caused by Building Owner shall be at Building Owner's cost.

(c) Tenant Maintenance Obligations. Tenant, at Tenant's sole cost and expense, agrees to keep and maintain, or cause to be kept and maintained, the Energy System in good condition and repair, excepting in the case of casualty, in which case Tenant agrees to repair the Energy System to the extent of available insurance proceeds resulting from such casualty. Tenant shall pay, when due, all claims for labor or materials furnished to or for Tenant for which claims are or may be secured by any mechanic's or materialmen's liens against the Leased Space or the Property. Tenant shall notify Building Owner at least 15 days prior to the commencement of construction of any Tenant's work and Building Owner shall have the right to post and record a notice of non-responsibility in conformity with applicable law. Within 10 days following satisfactory completion of Tenant's work, Tenant shall file a Notice of Completion and deliver to Building Owner an unconditional release and waiver of lien executed by each contractor, subcontractor and materialman involved in Tenant's work. In the event any lien is filed against the Leased Space or any portion thereof or against Tenant's leasehold interest therein, Tenant shall obtain the release and/or discharge of said lien (which may be by procurement and recordation of a mechanic's lien release bond

meeting the requirements of Chapter 60.04 R.C.W.), within 10 days after the filing thereof. In the event Tenant fails to do so, Building Owner may obtain the release and/or discharge of said lien and Tenant shall indemnify Building Owner against, and pay and reimburse Building Owner for, the costs thereof, including reasonable attorney's fees, together with interest at the Applicable Federal Rate, as published monthly by the Internal Revenue Service, from the date of demand. Nothing herein shall prohibit Tenant from contesting the validity of any such asserted claim, provided Tenant has furnished to Building Owner a lien release bond freeing the Premises from the effect of the lien claim. It is the responsibility of Tenant to take all necessary actions to ensure that Tenant's employees have a safe work environment and comply with all government regulations. Tenant shall indemnify and hold harmless Building Owner from and against, and pay and reimburse Building Owner for any claims, damages, losses and expenses arising from Tenant's employees', invitees', agents', and contractors' activities; provided however, that such indemnification obligation shall not apply to any such claims, damages, losses and expenses arising from the gross negligence or intentional misconduct of Building Owner and Building Owner's employees, invitees, agents and contractors.

(d) Utilities and Taxes. Prior to installation, Tenant shall pay all taxes and assessments levied upon the Energy System and other personal property located and/or installed on the Property by Tenant; and Tenant shall provide Building Owner copies of receipts for payment of all such taxes and assessments.

**Section 10. System Purchase Option.** Provided that Building Owner is not in material breach of this Agreement or in material breach of the Lease Agreement, any time on or after the date that is six (6) years from the Placed In-Service Date, Building Owner may purchase the Energy System from Tenant, which shall be at Fair Market Value. For the purposes of this section, "**Fair Market Value**" shall mean the sale price reflecting the initial price to develop and construct the Energy System, less: i) any tax credits and depreciation realized by the System Owner, and ii) the value of any local, state and Utility grants and incentive payments received and attributed to the Energy System, as illustrated by example in **Exhibit D** attached and incorporated into this Agreement.

**Section 11. Interference.** (a) Interference by Tenant. Tenant shall operate the Energy System in a manner that will not unreasonably interfere with any prior existing operations or equipment located, operated or owned by the Building Owner or any other permitted occupants ("**Existing Operations**"). All operations by Tenant shall be lawful and in compliance with all regulations and requirements of the Public Utilities Commission, all applicable zoning regulations, Environmental Law, safety and building standards, as well as any other applicable state, federal or local regulations and requirements ("**Legal Requirements**"); provided however, that minor violations of Legal Requirements that do not result in an adverse effect on the Building Owner, the other permitted occupants, the Property or the Leased Space shall not constitute a default by Interference by Tenant under this Agreement.

(b) Interference by Building Owner. Subsequent to the installation of the Energy System, Building Owner shall not, and shall not permit any other persons or parties to, install equipment or facilities or construct or allow any construction of a structure or structures ("**New Construction**") near the Leased Space if such New Construction will interfere with the Energy System as determined by Tenant in its sole discretion. Building Owner shall not move, modify, remove, adjust, alter, change, replace, reconfigure or operate the Energy System, or any part of it, during the term of the Agreement, without prior written direction or approval of Tenant, except if there is an occurrence reasonably deemed by the Building Owner to be a bona fide emergency, in which case Building Owner will immediately notify Tenant of such emergency and Building Owner's proposed actions, and this section is further subject to the requirements of Section 11(b) of this Agreement. Building Owner shall be responsible for any damage to the Energy System caused by the gross Negligence or intentional misconduct of Building Owner or Building Owner's

employees, invitees or agents, and shall promptly pay all costs to repair such damage to the Energy System and shall immediately notify Tenant of any such occurrence.

**Section 12. Environmental Provisions.** (a) Definitions.

(i) “Environmental Law” shall mean any applicable federal, state, regional or local law, regulation, decision of the courts, ordinance, rule, code, order, directive, guideline, permit, or permit conditions which as of the date of this Agreement relates in any way to worker or workplace safety, environmental conditions, environmental quality or policy, or health and safety issues or concerns (including product safety), including but not limited to the Comprehensive Environmental Response, Compensation and Liability Act of 1980, (42 USC, §§9601 et seq.), the Resource Conservation and Recovery Act (42 USC, §§6901 et seq.), the Toxic Substance Control Act (29 USC §§2601, et seq.), the Occupational Safety and Health Act (29 USC §§651 et seq.), the Washington Industrial Safety and Health Act (Chapter 49.17 R.C.W. et seq.), and applicable regulations or rules promulgated thereunder.

(ii) “Hazardous Material” shall mean any chemical, substance, material, controlled substance, object, condition, solid or hazardous waste or combination thereof which is hazardous to human health or safety or the environment due to its ignitability, corrosiveness, reactivity, toxicity, or other harmful or potentially harmful properties or affects, including but not limited to any flammable explosives, radioactive materials, hazardous wastes, toxic substances or related materials, and substances defined as “hazardous substances,” “hazardous material,” “hazardous wastes,” or “toxic substances” in, under or pursuant to any Environmental Law (as that term is defined above), oil or petroleum and petroleum products, asbestos, and any asbestos containing materials, radon, polychlorinated biphenyls (PCBs), urea formaldehyde insulation, lead paints and coatings, and all of those chemicals, substances, materials, controlled substances, objects, conditions and waste or combinations thereof which as of the date of this Agreement are listed, defined or regulated in any manner by any applicable federal, state or local Environmental Law (as that term is defined above). For purposes of this Agreement, the terms “encumbrance” and “encroachment” shall not be deemed to include the presence of any Hazardous Material contamination on, in or under the Property or its underlying groundwater.

(b) Indemnification for Hazardous Materials. If during preparation for or construction of the Energy System, any Hazardous Materials are identified in, on or under the Property, Tenant shall cease construction immediately, and Tenant shall notify Building Owner of the presence of Hazardous Materials in writing. Building Owner shall determine the nature and extent of the Hazardous Materials and Building Owner shall comply with all Environmental Laws regarding the Hazardous Materials. If Tenant was responsible for the deposit or release of the Hazardous Materials on the Property, Tenant shall be responsible for the investigation and remediation of such Hazardous Materials and shall promptly pay one hundred percent (100%) of the investigation and remediation costs incurred in connection therewith, otherwise Building Owner shall promptly pay all such investigation and remediation costs.

(c) No Deposit of Hazardous Materials. Each Party shall not and shall not cause or permit any other person or entity to, release, store, bring upon, dispose of or transport to or from the Leased Space any Hazardous Materials or by-products or waste from such Hazardous Materials, except as necessary to operate the Energy System.

**Section 13. Insurance.** (a) General Liability and Property Insurance. The Building Owner shall be required to maintain property damage insurance on the Leased Space. Building Owner agrees to add the Energy System to its existing liability and property damage insurance policy for the Leased Space. The

Tenant shall not be required to maintain liability or property damage insurance on the Leased Space. Tenant agrees to provide to Building Owner the discounted electricity rate as detailed on Exhibit A to this Agreement.

(b) Energy System. Building Owner agrees to add the Energy System to its existing liability and property damage insurance policy for the Leased Space, including liability and property casualty coverage for the Energy System itself. Building Owner agrees to name Tenant as an additional insured for such liability and property casualty insurance for the Energy System and to provide Tenant with a Certificate of Insurance for this purpose. Tenant agrees to provide to Building Owner the electricity generated by the Energy System as reimbursement to Building Owner for any cost of the additional insurance coverage attributed to the Energy System.

(c) Workers' Compensation Insurance and Employers' Liability Insurance. If the Tenant has any employees, in accordance with Washington state law, Tenant shall maintain in force workers' compensation insurance for all of its employees. If the Tenant has any employees, Tenant shall also maintain employer's liability coverage in an amount of not less than One Million Dollars (\$1,000,000.00) per accident.

**Section 14. Indemnification by Tenant.** Tenant shall indemnify, defend and hold harmless Building Owner and Building Owner's affiliated entities, and each of their respective members, managers, partners, directors, officers, employees, shareholders, lenders, agents, contractors, successors and assigns (individually and collectively, "**Building Owner's Parties**"), against, and compensate and reimburse the Building Owner's parties for, direct damages, actions, claims, costs, expenses and liabilities, including but not limited to reasonable attorney's fees, costs and expenses (collectively, "**Losses**") incurred by Building Owner's Parties caused by or arising from Tenant's negligence, malfeasance or willful misconduct in engaging in the Permitted Uses of the Leased Space or Tenant's material breach or default in the performance of Tenant's obligations under this Agreement, except to the extent that such Losses are caused by or arise from Building Owner's or Building Owner's agents, invitees, or employees' gross negligence, malfeasance or willful misconduct.

**Section 15. Miscellaneous Provisions.** (a) Entire Agreement; Amendment. This Agreement, together with the Solar Power Purchase Agreement, constitutes the entire understanding between the Parties with respect to the subject matter hereof, superseding all negotiations, prior discussions and preliminary agreements made prior to the date hereof. This Agreement may not be modified, amended or altered in any way except in a written instrument executed by both Parties.

(b) Section Heading and Construction. The section headings contained in this Agreement shall not be considered to be a part hereof for purposes of interpreting or applying this Agreement but are for convenience only.

(c) Governing Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any lawsuit brought in connection with this Agreement (as may be permitted hereunder) shall be brought in the appropriate court of the County of Jefferson, State of Washington.

(d) Binding on Successors. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, successors, and assigns. In the event that Building Owner sells the Property, Building Owner agrees to compel the Buyer to be bound by this Lease.

(e) Attorneys' Fees. If either Party files any action or brings any proceeding against the other arising from or related to this Agreement, then the prevailing party shall be entitled to recover from the other party

as an element of its costs of suit and not as damages, reasonable attorneys' fees, costs and expenses incurred in the action or proceeding, including any appeal thereof. The "prevailing party" within the meaning of this section shall mean the Party to the action or proceeding who is entitled to recover its costs of suit for the proceeding, whether or not the same proceeds to final judgment. A Party not entitled to recover its costs shall not recover attorneys' fees, costs or expenses.

(f) Notices. All notices to be given under this Agreement shall be in writing and either:

(i) Sent by a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with this courier, or

(ii) Sent by email or similar means, if a copy of the notice is also sent by United States mail, in which case notice shall be deemed delivered upon transmittal by email or other similar means provided that a transmission report is generated reflecting the accurate transmission of the notices, as follows:

To Tenant: Marrowstone Island Foundation  
Attn: President: Jim Nuerenberg  
P.O. Box 155  
Nordland WA 98538

To Building Owner:  
East Jefferson Fire Rescue  
Attn: Fire Chief, Bret Black  
24 Seton Road  
Port Townsend, WA 98368

Either Party may change the address or persons to which notices are to be sent to it by giving the written notice that such change of address or persons to the other Party in the manner provided for giving Notice.

(g) Counterparts. This Agreement and any modification, amendments, revisions, supplements or other alterations hereof may be executed in counterparts, each of which when so executed and delivered shall be an original, and all of which together shall constitute one instrument. In proving this Agreement, it shall not be necessary to produce or account for more than one such counterpart signed by the Party against whom enforcement is sought.

(h) Quiet Possession. Building Owner agrees that upon compliance with the terms and conditions of this Agreement, Tenant shall peaceably and quietly have, hold and enjoy the Leased Space for the Term and any extensions thereof.

(i) Authorized Representatives. Each person executing this Agreement on a Party's behalf represents and warrants he or she has been duly authorized to execute the same on such Party's behalf.

(j) Assignment. Except as otherwise provided for in this Agreement, neither Party shall assign, transfer, or encumber any of its rights or obligations under this Agreement, or any portion thereof, without the prior written consent of the other Party. Notwithstanding the foregoing, Building Owner may, without the consent of Tenant, assign this Agreement in connection with the sale, transfer, or conveyance of the Property, but only if Building Owner (i) ensures that such assignment requires that the assignee buyer or successor assumes all of Building Owner's obligations under this Agreement and (ii) Building Owner



provides advance written notice to Tenant of such sale, transfer of conveyance and associated associate at least thirty (30) days prior to such assignment. Any attempted assignment or transfer that does not meet the requirements of this paragraph shall be of no force or effect.

(k) Disputes. In the event of a dispute between the Parties arising out of or relating to this Agreement, such dispute shall be submitted within 20 days of written notice, to a management panel composed of representatives of the respective Parties for informal dispute resolution or settlement prior to the institution of any other dispute resolution process. Should the informal dispute resolution process described herein be unsuccessful, the Parties agree that no written or oral representations made during the course of the attempted dispute resolution shall constitute a Party admission or waiver and that each Party may pursue any other legal or equitable remedy it may have available to it. The Parties agree that the existence of any dispute or the institution of any dispute resolution process (either formal or informal) shall not delay the performance of each Party's undisputed responsibilities under this Agreement.

(l) Severability. If any word or provision of this Agreement shall violate any applicable statute, ordinance or rule of law in any jurisdiction in which it is used, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.

*[ Signature Page to follow.]*

**IN WITNESS WHEREOF**, the Parties acknowledge it has read this Agreement, understand it and agree to be bound by its terms and conditions as of the date first set forth above.

**BUILDING OWNER:**

**TENANT:**

**East Jefferson Fire Rescue**

**Marrowstone Island Foundation**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

*[ Signature Page to Facility Lease Agreement. Exhibits to follow.]*

**Exhibit A**

Legal Description of Property

The real property is situated in the County of Jefferson, State of Washington, at the address of:

6633 Flagler Road, Nordland WA 98638

With a Jefferson County Tax Parcel Number of:

976202002

and legally described as

NORDLAND BLK 20 1.00A TAX 87(S32) (FIRE HALL)

TGTH/W SEPTIC EASE #134695 T/W PTN VAC R/W ADJ QTA#20-2-00079-16

## **EXHIBIT B**

### **DESCRIPTION OF ENERGY SYSTEM**

The Energy System will consist of the following solar electricity generation and energy storage components:

1. 55 Silfab Solar SIL-420 BIG solar electric modules rated at 420 Watts.
2. 19 Tesla Solar shutdown devices.
3. 4 Tesla Powerwall 3 integrated inverter / battery units.
4. 2 Tesla Gateway Automatic Transfer Switches
5. Factory-approved rigid metal mounting system and ballasts.
6. Electrical components including conductive wiring, ground circuitry, conduit, junction boxes, disconnects, switches, over-current protection, and any associated hardware necessary to complete the installation of the solar electric modules and interconnect with the existing electric panel.

**EXHIBIT C**

**DESCRIPTION OF LEASED SPACE**

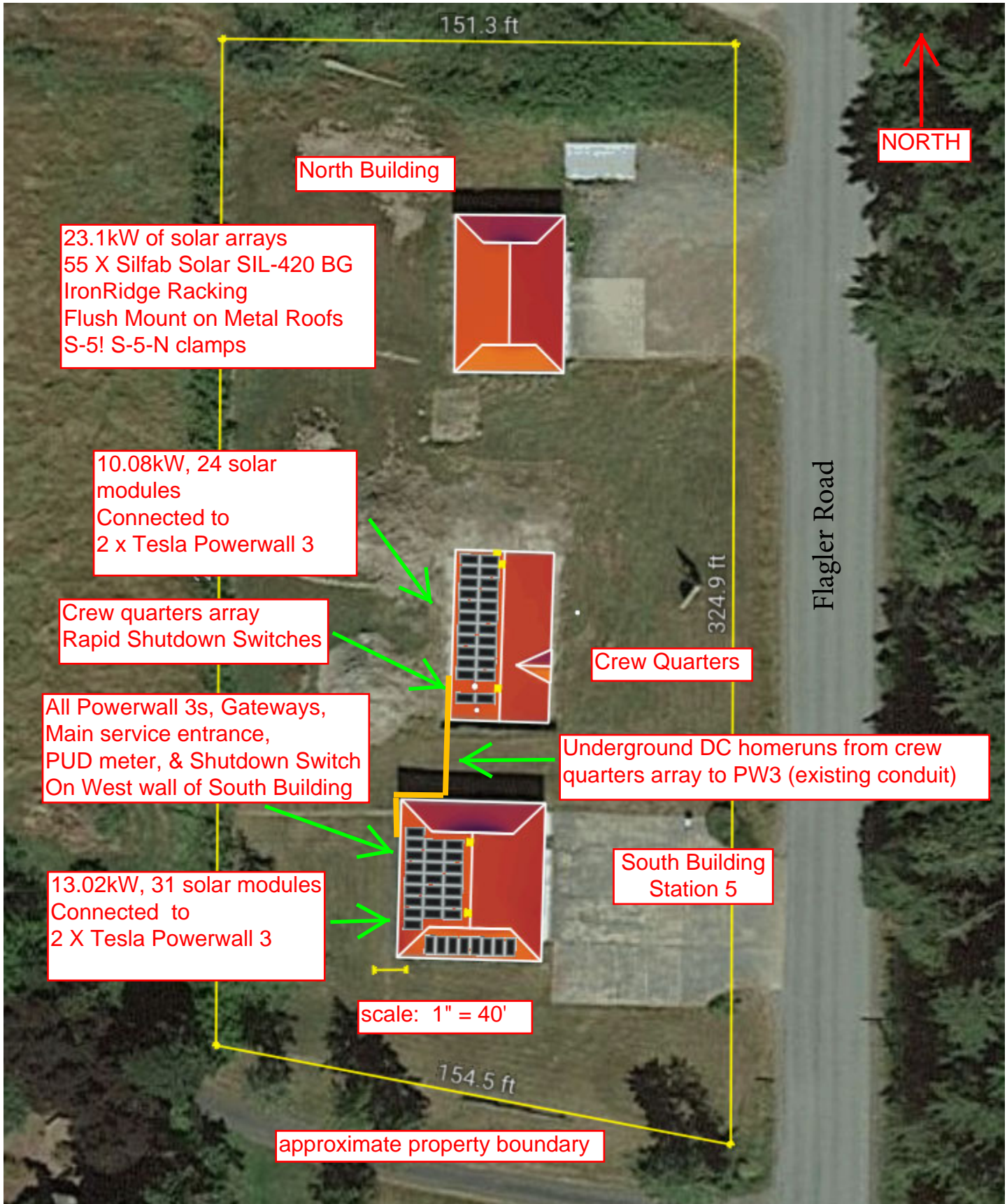
[ *See next page.* ]

# EJFR Marrowstone Solar + Storage Site

Plan

6633 Flagler Rd, Nordland, WA 98358

Parcel 976202002



## **EXHIBIT D**

### **EXAMPLE OF FAIR MARKET VALUE CALCULATION FOR SYSTEM PURCHASE OPTION**

#### **Project Construction Costs**

Solar PV Construction Materials and Labor via Cascadia Solar	\$ 141,074.00
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<b>TOTAL DEVELOPMENT &amp; CONSTRUCTION COSTS</b>	<b>\$ 141,074.00</b>
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#### **PV SYSTEM BUYOUT PRICE CALCULATION**

Total Development & Construction Costs	\$ 141,074.00
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-less-

i) Tax credits and depreciation realized by Tenant	(\$ 42,322.20)
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ii) State, local and Utility Incentive payments received by Tenant	(\$ 95,516.00)
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<b>FAIR MARKET VALUATION</b>	<b>\$ 3,225.80</b>
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## 2025 Upcoming Events

Group	Event	Date
<b>2025</b>		
<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