



EAST JEFFERSON FIRE RESCUE

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

In Person

ST 6 - 9193 Rhody Dr. Chimacum, WA

VIRTUAL MEETING

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

3:00pm

AGENDA

August 19, 2025

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes –

2. Consent Agenda

A. Approve Minutes from the July 15, 2025 Regular Board Meeting TAB 2A

B. Excuse Carmody Absence

Vouchers

- Approve General Fire expenditure warrants dated July 10, 2025, July 23, 2025, July 25, 2025 and August 8, 2025 totaling **\$383,427.48**
- Approve EMS expenditure warrants dated July 10, 2025, July 23, 2025, July 25, 2025 and August 8, 2025 totaling **\$80,029.05**
- Approve payroll expenditure warrants dated July 11, 2025, July 17, 2025, and August 4, 2025 totaling **\$910,821.49**
- Approve 2nd Quarter 2025 Volunteer Stipend warrants dated July 10, 2025, totaling **\$7,672.53**

3. Correspondence –

TAB 3

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

5. Presentations –

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
CRR Manager (YFSI Presentation)
Battalion Chiefs

8. Committee/Workgroup Reports

- A. Budget Committee - *meetings begin this month.*
- B. Data Group - *Did not meet*
- C. Community Risk Reduction
- D. Apparatus Committee
- E. Facilities Committee – *Did not meet*

TAB 8D

9. JeffCom Report –

TAB 9

10. Local 2032 Report

11. Public Comment – *(for items on the agenda, 3 minutes per person)*

12. Old Business

- A. Strategic Plan – Implementation Tool *(Informational)*

TAB 12A

13. New Business

- A. Policy/SOG Updates
 - 1. SOG 5002e Air Medical Resources (Medivac)
 - 2. SOG 7000c Infectious Diseases Exposure Control
 - 3. SOG 2000b Program Assignments
 - 4. SOG 4010d EMT Requirements
- B. CARES Update
- C. Station 2 Temporary Storage
- D. Resolution 25-08 Surplus of District Property
- E. Levy Lid-Lift Discussion

TAB 13A

TAB 13B

TAB 13C

TAB 13D

TAB 13E

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
- Special BOCC – Fire Prevention Summit 9/24/25 5:00pm @ St 6

Good of the Order –

Adjournment

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



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

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

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 3:00 PM at St 6 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 87867559242.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Admin Staff: Chief Black, Finance Director Lirio, BC Fletcher, HR Manager Stewart, MSO Ridgway, CRM Wittenberg, and District Secretary Cray.

1. AGENDA CHANGES – None.

2. CONSENT AGENDA

- Approve Minutes from June 17, 2025 Regular Board Meeting.
- 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**

Stinson noted a correction to the time at the end of the executive session and Cray stated she would correct. **MOTION:** Masci moved to approve the consent agenda as amended. Davis seconded the motion which carried unanimously.

3. LIST OF CORRESPONDENCE – All correspondence was included in the board packet.

4. PUBLIC COMMENT – No public comment given.

5. PRESENTATIONS – Robert Wittenberg gave a summary of the Wildfire Ready Neighbors Program. The media kickoff had a reach of over four million impressions via television and social media advertising. Initially approved for 50 wildfire assessments, the program generated so much interest, it was raised to 200. Grant funding included money for assessment cost reimbursement, training for assessors, two iPads, as well as four fire danger level signs. There are 76 assessments still to be completed. Next steps include; installing fire danger signs, establishing a data collection, reporting and analysis program, sharing the program with participating agencies and developing an ongoing educational campaign.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – The Board reviewed all correspondence received. They noted the great relationship between the District and the Port Ludlow Voice.

July 15, 2025

7. STAFF REPORTS – Black reported the previous Community Wildfire Protection Plan development group has transitioned into the Wildfire Alliance Group (WAG) and they will continue to oversee projects and the wildfire hub site.

Finance Director, Roy Lirio gave the Board a mid-year review of the budget. For 2025 we are on track for our expenses/revenues and trends support our long term forecast of a levy lid-lift needed in 2027. Other highlights included: investment interest has earned over \$300,000.00 so far and our facilities tech is saving the District money by not hiring out all of our work.

He noted that admin met with each program manager to review each program and identified opportunities for budget capacity and to be sure they are on track for the rest of the year.

A supplemental budget resolution will be needed later this year.

MSO Tammy Ridgway reported our two Medic One students graduated and are now back to shift. She is estimating they will be able to work on their own in about a month.

Black highlighted a grant we received from the American Association of University Women. They will provide funding for one female firefighter in training (FIT). He added that we currently have a full roster of FITs but we have recently done interviews and when spots open up, we have a great group of candidates.

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 reported the new brush truck has a few more days before it can be placed in service and the new CARES rig has arrived and is waiting to be outfitted with lights, decals etc.

E. Facilities Committee – did not meet.

9. JeffCom Report – The tower realignment went seamlessly.

Seabrook asked about three recent events that occurred: the bridge incident with it being stuck open for several hours, the large internet outage that occurred a couple of weeks ago and the tower realignment that took communications between our radios and JeffCom down for a day. He wanted to know if we had kept any logs of what happened and how we handled these situations.

Brummel noted that the JeffCom outage was planned for and reported at the last BOC meeting. It worked as planned. As for the bridge incident and internet outage, our crews handled them without issue. No physical logs were taken regarding these incidents.

10. LOCAL 2032 REPORT – None.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Black presented the updated implementation tool which now reflects which items have been completed.

B. St 5 Update

The board reviewed the new vendor contract for work on repairing Station 5. **MOTION:** Masci moved to approve Good Wood PTE 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. Seabrook seconded with motion which passed unanimously.

13. NEW BUSINESS

A. Policy/SOG Updates –

Policy Statement– The updates discussed at the last Board meeting were implemented and included a list of new response times that will be added upon approval. **MOTION:** Masci moved to approve the policy statement as presented. Craig seconded the motion which passed unanimously.

De Minimus Change to PRR Form – The board reviewed the updated public records request form.

B. – Resolution 2025-07 Cancellation of Warrants – **MOTION:** Masci moved to approve Resolution 2025-07 as presented. Stinson seconded the motion which carried unanimously.

C. Marrowstone Is. Solar Lease – Black stated this topic was briefly discussed at the last board meeting. The Marrowstone Is. Foundation (MIF) needs to lease the solar panels in order to utilize grant funding to recoup the money they put towards the project. The agreement has been reviewed by lawyers from the District and MIF. **MOTION:** Masci moved to authorize the Chief to sign on behalf of the District. Seabrook seconded the motion which passed unanimously.

Call for Recess – Stinson called for a short recess at 4:19pm.

Call back to Order – Stinson called the meeting back to order at 4:24pm.

Executive Session: Stinson called for an executive session pursuant to RCW 42.30.110 (l) (g) review of a public employee at 4:27pm for 15 minutes until 4:42. The executive session was extended for 10 minutes until 4:52pm. Cray, Black, and Stewart remained in session. Stinson called the regular meeting back to order at 4:52pm stating no decisions were made.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

Black stated the family of former Fire Commissioner George Randels asked him to speak at his upcoming memorial service. It will be held at the Key City Theater on July 30th.

Stinson reported that she attended the Jefferson County Fire Commissioners and Admin. Professionals meeting in Quilcene along with Craig and Seabrook. The main topic focused on Timber Sales within the County.

Commissioner Carmody is currently in the hospital but is doing ok.

ADJOURNMENT

Stinson adjourned the meeting at 4:58pm.

July 15, 2025

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chair

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Absent
Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

July 15, 2025



Department of Public Works Jefferson County, Washington

August 12, 2025

Brett Black
24 Seton Road
Port Townsend, WA 98368

RE: VOLUNTEER RECOGNITION DINNER

Dear Brett,

In appreciation of, and to honor all our incredible volunteers, the Jefferson County Parks and Recreation Advisory Board extends this invitation to attend the Volunteer Recognition Celebration at the beautiful HJ Carroll Park on Wednesday, September 10th between 4:00 pm and 6:00 pm. Delicious finger foods, beverages and desserts will be offered!

For our planning purposes, please RSVP to Marianne Walters at pjandmariwalters@outlook.com. Come as you are as this is an informal celebration without a lot of fanfare! We want you to enjoy this opportunity to meet and talk with the multitude of volunteers that make the Parks and Recreation Program so incredibly successful.

From coaching to habitat restoration, to park maintenance, youth camps, trail construction, and so much more, Jefferson County recognizes that volunteerism is the backbone of Parks and Recreation. Thousands of young people benefit from the dedication, time and effort you put into these programs! In 2024 alone **5,522 volunteer hours** were logged, equating to thousands of dollars - **\$214,370!!** Volunteerism keeps our Parks and Recreation programs alive!!

Please mark your calendar for Wednesday, September 10th, starting at 4:00 pm and concluding at 6:00 pm. We look forward to meeting and talking with you!!

Sincerely Yours,

BOB HOYLE, President
Jefferson County Parks & Recreation Advisory Board

*****NOTE:** We would love to display any PHOTOS you might have showing the events you have been part of. Please send photos to us in whatever format works best. Digital or scanned documents can be forwarded to: pjandmariwalters@outlook.com. Print photos can be dropped off at Public Works in Port Townsend.

7/31/25

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

July 27, 2025

Dear Chief Black,

On Tuesday evening, July 22nd, I had to call 911 for an arterial nosebleed - a hemorrhage that persisted for nearly four hours, eventually involving bleeding from my right eye.

I just wanted to let you know that your crew on the ambulance was much appreciated. They were prompt and professional and I appreciate the great service in my time of need. Mike Kithcart was attentive and reassuring to me and I received excellent EMS care.


Please convey my thanks to these firefighters.

Best,

[REDACTED]
[REDACTED]
Deputy Chief (Ret.)
[REDACTED]



To each of you of Station 7 -
a huge Thank you! From dispatch,
to responders and the follow through
Care Team - you all went above
and beyond in my expectations when
responding to my 6/26 Hip dislocation.

The pain was so very awful
and I was so scared due to my
3 dislocations 25 years ago. Your
ability to help me with the pain,
to get me on the gurney (my biggest
fear) and support and care for me
all the way to the hospital - oh my
there is simply not enough ways to say
how much each of you are appreciated.
Thank you! 

Meet Your Firefighters

by Ron Dawson, EJFR Community Outreach Volunteer



East Jefferson Fire Rescue recently acquired a new truck that is called a "Wildland Fire Truck," or a "Brush Truck." It will be based at Station 2 on Jacob Miller Road. Station 7 will have a 2005 Ford F450 transferred to the Oak Bay Station in Port Ludlow as a frontline brush unit. With the fire danger at a high classification, this type of firefighting equipment is a very important part of the equipment required to manage brush fires.

The truck is equipped with new "wildland" hoses, chain saws, specialized tools, and equipment designed for wildland suppression strategies and tactics. The new vehicle, a Ford F550, is powered by a 335 hp gas engine and will carry 400 gallons of water and 10 gallons of foam. The pump on the truck is rated at 103 gallons per minute and is powered by a 23 hp Vanguard engine. The hoses are 400 feet of 1½ inch diameter, and 400 feet of 1 inch diameter, supplemented with an additional 400 feet of 1½ inch hose, and 200 feet of 1 inch hose.

The equipment has a projected lifespan of twenty years. A crew of four firefighters can be deployed for fourteen days or longer. With wildland fires, gaining access to the fire is sometimes very difficult and that is why this type of equipment is so critical to have for our community.

Preparing for Long-term Care

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

The seminar will be held at the Beach Club, 121 Marina View Drive, Port Ludlow, on **Wednesday, August 20**, from 1 – 2 p.m.

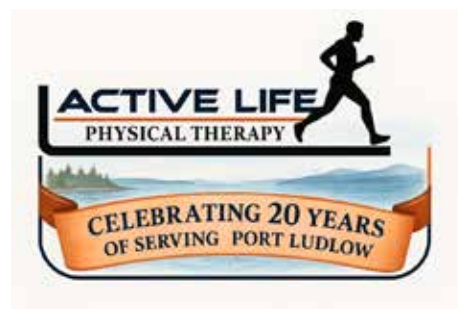
Walk-ins welcome but RSVP appreciated at 360-437-4172 or info@nwpepp.com

Active Life Physical Therapy Celebrates 20 Years!

We're turning 20 and it's all thanks to YOU!

Join us for a special community celebration hosted by Active Life Physical Therapy on

Saturday, August 23, from noon – 3 p.m. at the Beach Club in Port Ludlow.



This family-friendly open house event will include:

- Fun games
- Golf putting
- Cornhole
- Popcorn & refreshments
- Music
- Giveaways

... and more! Whether you've been a longtime patient or are just getting to know us, we'd love to see you there. RSVP for headcount to info@activelifetherapy.com or 360-437-2444.

For two decades, Active Life has proudly served Port Ludlow and Jefferson County. Running a small business comes with both challenges and incredible rewards. We couldn't have done it without your loyalty, trust, and support for our small business.

From all of us at Active Life Physical Therapy,

Thank you for 20 amazing years!



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.

June Alarms

Fires.....	7
Rescue/Emergency Medical	336
Good Intent	34
Hazardous Conditions	2
False Alarms	18
Service Call	65
Special Incident / Severe Weather.....	2
Total Alarms	464

Ambulance Transports

911 Transports.....	229
Hospital Requested Transport	0
Non Transports.....	124

CARES Contacts..... 137

Stay Vigilant About Burn Restrictions

Memories of August 2024 and the Mt. Jupiter wildfire in Brinnon are a reminder to all Jefferson County residents to practice wildfire safety in these times of hot and dry weather. Some preparations you should do to protect yourself and family include:

- Make sure fire response vehicles can get to your home. Trim low-hanging branches along your driveway.
- Plan escape routes from your home and office.
- Have local maps available if you are detoured through an unfamiliar area.
- Put your pets in a portable kennel and have a leash for dogs.
- Consider how you could help neighbors who have special needs.
- Have a Go Kit in your vehicle in case you need to evacuate quickly.

- Sign up for Nixle—a text and email notification service that notifies subscribers of public safety related incidents to include road closures and evacuation notifications. There is no cost for this service. Text JEFFCODEM to 888777. Follow the steps and respond to the confirmation message you will receive from 888777.
- Listen to KPTZ 91.9 FM and KROH 91.1 FM for updated information about incidents.

For information go to ejfr.org/information/burn-ban-guide.

Please contact East Jefferson Fire Rescue with any questions about the services we provide by calling 360-385-2626.

Port Ludlow Car Show by East Jefferson Rotary

East Jefferson County Rotary Club is again holding a Car Show on **Saturday, September 6**. The Show will be held in the parking lots across from the Port Ludlow Yacht Club near the Beach Club. You can register your car ahead of time at EJC Rotary.club or register at the door. Registration at the door starts at 9 a.m. The show is open from 10 a.m. – 2 p.m. with awards, raffle prizes, and goodie bags.

All vehicles, including yours, are welcome. Preregistration - \$20 by **August 30**. Registration at the Show - \$30. There will be seven classes of vehicles:

Pre 1949 Car	Post 1949 Car
Pre 1949 Truck	Post 1949 Truck
Pre 1949 Import	Post 1949 Import
Special Vehicle (Rat Rod, Fire Truck, Motorcycle, etc.)	

All are welcome to come and enjoy the show. There is a requested spectator donation of \$5 per person or \$20 per family. Under 12 – Free

To preregister, download the Registration Form at ejcrotary.club and mail it to:

East Jefferson County Rotary Club
PO Box 654
Port Hadlock, WA 98339

Questions: Ned Luce at NHLuce66@gmail.com or Nelson Atkin at SUGrad74@gmail.com.

East Jefferson County Rotary meets on Thursdays at noon at the Tri-Area Community Center, 10 West Valley Road, Chimacum. Visitors always welcome. Program information at ejcrotary.club.



EAST JEFFERSON FIRE RESCUE

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

Fire Chief's Monthly Report – July 2025

Call Summary

Call Statistics		
	July '25	July '24
Fires	19	15
Rescue/EMS	366	331
Service Call	82	81
Good Intent	36	39
False Alarm	32	23
Hazardous Condition	8	6
Total	543	495
July Transports		
911	240	
Hospital Requested	0	
Total	240	
CARES Contacts		
July Contacts	157	

EJFR Responses By Area for June 2025	
Mutual Aid Given	18
City of PT	222
GlenCove/Jacob Miller	20
Cape George	15
Ocean Grove/Beckett Pt.	5
Kala point	22
Hadlock/Irondale	113
Marrowstone Is.	19
South Discovery	2
Chimacum	17
Oak Bay	1
Northern Ludlow	47
Southern Ludlow	36
Other/CARES	6



End of an Era

EJFR moved out of Cape George Fire Station 3 on July 15, 2025. The keys were turned over to Cape George Colony Management the next day.

Pictured left is the crew tasked with giving the building one last clean sweep on Saturday, July 12. Please note members from all across the district came to help with cleaning the station and grounds.

The CG Colony is still deciding on how to best use and repurpose the building.

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

Threshold Events

EJFR was very busy in July with several house and brush fires, water rescues and major medical emergencies.

- CPR at a restaurant in Port Townsend, post gunshot.
- Brush fire on Beaver Valley Road.
- Structure fire in Glen Cove, fireworks related.
- Mutual Aid to DNR, Hood Head structure/brush fire. Supported by Marine 1, three days. One structure was destroyed.
- Brush/Junk Fire near Sandy Shore, one EJFR casualty. Hazardous conditions referred to JC code compliance.
- Marine 1 rescued three boaters in distress being pulled out to sea at Point Wilson.
- Mutual Aid to Brinnon Fire for the Belgian Fire, two structures destroyed. EJFR provided 2 overhead, 2 water tenders, two engines.
- Hotel fire at the Old Alcohol Plant, one casualty.
- Several other brush fires, human caused.
- Residential structure fire in Irondale, one fatality.
- EJFR responded to 3 fireworks-related calls on the 4th of July.



Medic 1 Graduation

Firefighter Dan Severin and Chad Holbrook (center) have returned home to EJFR after being sequestered for the past year at the Medic 1's Paramedic Training Program. Medic 1 began in 1970 as the first paramedic training program in the United States, providing a world class experience to about two dozen students per year. Primarily a Seattle Fire Department program, EJFR is provided slots (as available) free of charge. During their training, they respond in a high volume 911 system in Seattle at Harborview Medical Center and in Seattle Fire Department ambulances.

Mutual Aid

Lake Spokane Fire - Brush 7 was assigned to the Lake Spokane Fire on July 20. The fire jumped containment lines on July 19 due to winds, immediately threatening homes and overwhelming local firefighting resources. Level 2 and 3 evacuations were initiated. Their assignment was perimeter control and mop up. EJFR's newest brush engine was sent to provide maximum safety and functionality for our crew. Brush 7 returned home safely July 27.

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*

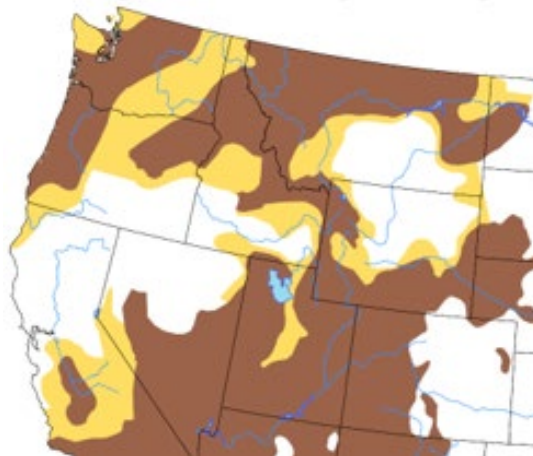


Brush 7 on the Lake Spokane Fire

Pomas Fire – EJFR sent a single member in an SUV on July 13 to fill the role of Line EMT (FEMT). Firefighters faced significant challenges accessing the fire due to the lack of road access and extremely steep and rugged terrain. More than 600 firefighters were actively engaged when EJFR’s FEMT arrived to support a hand crew. Upon arrival he encountered challenging conditions such as RED FLAG WARNING and predicted 30MPH winds. Holden Village and water storage infrastructure for Leavenworth and Lucerne were threatened. Our FEMT was flown in with his assigned hand crew on several occasions at a “spike camp”. Conditions were very primitive. Our FEMT returned on July 28. As of this printing, the fire has burned 3,458 acres with 0% containment.

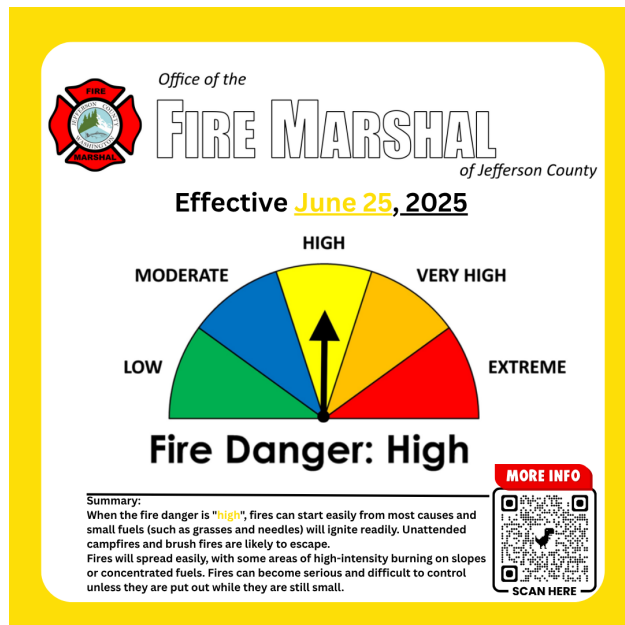
U.S. Seasonal Drought Outlook

Drought Tendency During the Valid 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



Wildfire Update August 1, 2025

Effective June 25, 2025, Fire Danger was elevated to **HIGH**. Campfires and fireworks are not permitted. FC attended several meetings with County Fire Marshal and other chiefs to review the wildfire risk level.

Nationwide, 10,530 wildland firefighters and support personnel are assigned to incidents. Resources include 213 crews, 533 engines, 103 helicopters, 2 MAFFS units, and 8 incident management teams. Five new large fires were reported yesterday, and 35 remain uncontained. Mutual aid requests continue to come into EJFR on nearly a daily basis.

Fire Chief General Activities

FC was requested to discuss wildfire threat levels at the Port Ludlow Village 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. 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.

Other Projects

- CRM Wittenberg, DC, FC and Training Officer attended Community Risk Reduction on Bainbridge Island.
- Attended CWPP Hub Site meeting.
- Met with OCH and assessment contractor for the audit.
- Attended NERIS webinar in preparation for transition. NFIRS goes away February 2026.
- Quarterly BC meeting, Roy and Robert presented. See minutes (attached).

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 th of 1%)	ECHHO
JH CQI meeting	REAL Team	WSRB
JEFFCOM Board Meeting	PLEM	

Miscellaneous FC attended the county's code compliance workgroup. FC attended DNR's Hood Canal-Sequim Bay All-Lands Forest Health Assessment workshop.

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

Meeting Minutes

BC/Executive Chiefs Meeting

July 30, 2025

0830-1030

Station 6

Present: Black, Lirio, Wittenberg, Brummel, Macdonald, Clouse, Grimm, Bergen, Kauzlarich

Company Level Inspections (Wittenberg)

Virtual training was delivered to the shifts, and they should have awareness of the process. Training has been recorded for review on Vector. Business occupancy inspections only pertain to the City of Port Townsend. EJFR and COPT split total occupancies and EJFR will inspect approximately 375 or 125 per shift. Station 1 and 2 will be responsible for completion. BC's should consider the opportunity for sharing the workload, maybe move up personnel to assist and get experience. Wittenberg will inspect the majority of Water Street due to apparatus parking constraints. Black advocated for a "compliance education": safety for business patrons, continuity of business operations, WSRB/insurance requirements and not punitive. ILA with Jefferson County Fire Marshal is in progress.

Addressing at Mason Street M/F

Question was asked if preference of individual addresses for multi-occupancies or one street address with letter designations for each building. Ex: 123, 124, 125, 126 Mason Street for EACH individual occupancy or 123 Mason Street, Building D-101, D102, etc. Straw poll was for building designators and one address. Jeffcom has the final say on addressing per a county charter.

Jefferson County Fire Marshal Officer JCFMO and paging for County Fire Investigator

The direction is to page for the JCFMO for ALL working structure fires, fires of suspicious origin, fire fatality, within the County. Wittenberg has a form created by Washington State Patrol that must be completed for all fires involving fatalities. Wittenberg working on Policy/SOG revision

Budget Processes, Input, Suggestions

Roy gave a summary of the new, revised budgeting proposal and spreadsheet process. The goal is to have BC's vet all proposals prior to budget review committee process and reduce the duplication of effort. The excel spreadsheet is set up link BARS accounts, EJFR strategic plans and includes formulas to insert project/program OT costs as well. Please reach out to Roy for further assistance.

WSRB Sub-Committee Update

Black provided update to the WSRB issue of moving the ratings for fire station distance from 5 miles to 7 miles. WA Office of Insurance commissioner is strongly supporting the change to WSRB process. This would help the community and EJFR with ratings. Effective in September.

Crew Force/Response Sequence (Brummel/Macdonald)

Macdonald provided a response matrix draft explaining when to use iPads for EMS and Fire responses as well as changing status such as Level 1, available, transporting to hospital, etc. Brummel to publish in a SOG and Operations Notice. Consensus was to move forward within the near future and use iPad with Crew Force application.

- Task Assignment: Brummel to draft SOG, amend Communications Policy and publish Ops Notice, review with Macdonald within 1 week.

Tender Responses/Tender Tones (Auto Aid/Mutual Aid) (Brummel/Black)

Black would like to see parameters established when Tenders respond out of district and county. Due to safety concerns and challenges with external ICS organizations. Discussion centered on limiting number of tenders to 1 or 2, per the BC discretion. Tenders must be staffed with (2) qualified volunteer tender operators. Training volunteer tender operators to “qualified” water supply officers was discussed.

- Task Assignment: Brummel/Bergen/Clouse to work on training compliance and SOG.

Tender Tones/Volunteer Group Tones/Station 3/Station 9 Tones

Discussion on how to tone tenders (all tender tone), volunteer group tones (Cape George, Kal Point, etc.), redefine Station 3 and Station 9 tones. Possibilities are to create volunteer districts, zones, areas in addition to tender tone page. Altering all Tenders in one page is more practical than committing a career crew to respond in a tender.

- Task Assignment: Brummel/Macdonald/Kauzlarich to develop a paging tone for all tenders and work with Jeffcom director for volunteer paging for Station 3 & 9.

Connectivity (First Net/T-Mobile/Verizon) (Brummel/Kauzlarich)

Brummel has completed analysis of cellular connectivity with Verizon, AT&T and T-Mobile. There are many pros and cons, cost savings and cost outlays for changing providers.

- Task Assignment: Brummel to write a strategic analysis of the findings by September 1

CISM Update

Macdonald is POC for CISM program/processes. HR Stewart also assisting with providing CISM vendor “Formal Therapy” and/or EOC contact Sam Neville. Consensus is to schedule a CISM based on all “threshold” events and/or discretion of any individual that may be impacted.

Policy/SOG Update (4000)

Brummel continues to review/revise/amend/create Section 4000 policies and SOG’s. There are approximately 22 SOG’s out of 40 that need amending, obsolete or revision to reflect new programs, processes and procedures. Ongoing process.

Project Reassignment: CGI & Check-It (Brummel)

Jeske is POC for new 4-Gas detectors and Richter is POC for “Check-It”. We will move to Check-It as the primary apparatus check program effective immediately.

- Task Assignment: Brummel to issue Ops Notice for Check-It/Richter POC

MCI Plan (Brummel)

Brummel continues to build MCI plan/program draft. 50% complete, going to Clallam agencies for presentation and comments on 8/5. MSO Ridgway and MPD provided input to date.

KCFTC Command/IC Board (Brummel)

General consensus was not to provide ICS boards to every frontline engine. Although used in the promotional testing environment, the application for a fast-acting IC to use an ICS board is not warranted. Division/Groups ICS boards and vests are applicable especially for large scale incidents or incidents out of jurisdiction.

NERIS/First Due Analytics

EJFR and the US fire service is moving to NERIS by January 1, 2026. This will replace NFIRS and NFIRS will not be available after 1/1/26. More to follow as the program subscription becomes available in October. First Due is a “one-stop” application that may provide a single platform for all data

collection, EMS reporting, inspections, staffing, response plans, etc. Black/Brummel encouraged everyone to seek out peers at other agencies if First Due is used.

Low Acuity Calls and Discretion to Pend

It is the discretion of the BC or ABC to pend low acuity calls such as detector changes, blood draws if and when the district is impacted by call volume, threshold events or resource drawdown.

Acting CO and ABC at Officer Meetings

All acting CO's and acting BC are encouraged to attend BC and CO meetings. Personnel will be compensated for their time.

5 Paramedic Deployment Model

On rare occasions, there may be 5 PM's on-duty even though the district may be at minimum staffing. The direction shall be:

- Minimum Staffing (13): 5th PM goes to Station 1 to staff A1
- Above Minimum Staffing: 5th PM goes to Station 6 to staff A6
- ALS Equipment will be moved accordingly
- Task Assignment: Brummel to publish Operations Notice

Ad Hoc Additions to Agenda

Jeffcom Mapping Upgrades (M. Stewart)

Matt is creating and updating various mapping quadrants as an ad hoc assignment to assist with PenCom GIS.

Map Books

Discussed options of hard copy map books for apparatus and/or stations. Due to cost and updated technologies, having one map book per station may suffice.

Tender Responses (Bergen) Level 1 TAC2:

Bergen advocated for IC's to close the loop when volunteer tenders arrive at Level 1. There has been some confusion on Level 1 or Arrival confirmation at some incidents.

Volunteer TB: EMS, Tender/Support, Support (pub ed, admin, etc.)

Bergen and Harte working towards task books for EMS only, Tender/Support and Admin Support volunteers. No specific completion timeline.

Volunteer Marine Operators:

Grimm inquired about revisiting volunteer boat operators. This needs to be discussed at labor/management per Black.

August 2025

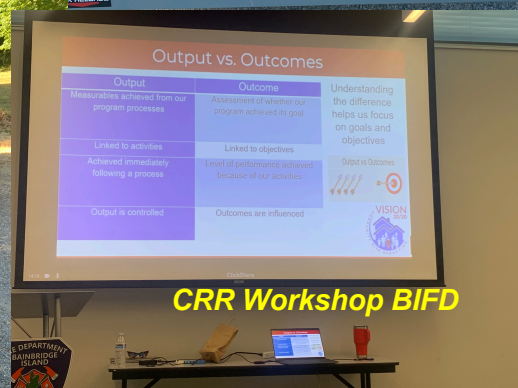
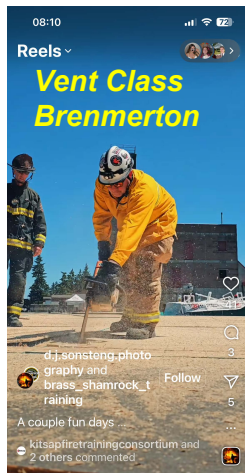
Operations Report

DC Pete Brummel

Operations	<div data-bbox="706 472 1211 575"><p>2025 Goals and Objectives Progress Continued Oversight (Ongoing) Photos of Events</p></div> <div data-bbox="386 619 881 653"><p>2025 Goals and Objective Progress:</p></div> <div data-bbox="386 655 915 688"><p><u>Goal #1: Improve Operational Resiliency:</u></p></div> <div data-bbox="386 690 1386 724"><p><i>Objective 1.1: Strengthen Mutual and Automatic Aid Agreements: In Progress</i></p></div> <div data-bbox="435 726 1326 798"><p>Met with Clallam Chiefs group, discussed mutual aid response plans, volunteer tender deployment (EJFR to Clallam), data analytics.</p></div> <div data-bbox="386 806 1047 840"><p><i>Objective 1.2: Prepare for Mass Casualty Incidents:</i></p></div> <div data-bbox="435 854 1498 955"><p>Presented first draft of Olympic Regional MCI Plan to Clallam Chiefs group on 8/5, soliciting feedback by end of September. Building capability plan for Air 4 as a mobile MCI equipment cache in addition to current capability as air supply unit.</p></div> <div data-bbox="386 974 915 1008"><p><u>Goal #2: Improve Technology Innovation</u></p></div> <div data-bbox="396 1010 1175 1043"><p><i>Objective 2.1: Modernize Response Plans with Advanced IT</i></p></div> <div data-bbox="435 1054 1542 1155"><p>On 8/11, EJFR will supplement radio communications to JeffCom by using our iPad tablets and the Crew Force application for emergency responses. This provides updated information, reduces radio traffic and improves data analytics</p></div> <div data-bbox="396 1165 1151 1199"><p><i>Objective 2.4: Integrate Improved Cellular Communication</i></p></div> <div data-bbox="435 1211 1461 1350"><p>Completed analysis with AT&T and T-Mobile for increasing cellular connectivity to our apparatus fleet and communications with JeffCom. I will complete a strategic analysis summary by end of August and present to Finance and Admin group for direction.</p></div> <div data-bbox="396 1360 997 1394"><p><u>Goal #3: Prioritize Health and Safety Initiatives</u></p></div> <div data-bbox="396 1396 1109 1430"><p><i>Objective 3.2 Strengthen Decontamination Procedures:</i></p></div> <div data-bbox="428 1442 1357 1650"><p>EJFR was awarded a grant from the LNI FIIRE Program for a new PPE Extractor and (2) drying racks for Station 7. Total grant award was \$9,936. We will purchase ASAP and submit for reimbursement to LNI, the new extractor will be installed at Station 7 in the near future, replacing the current extractor that is 25 years old and has reached end of service.</p></div> <div data-bbox="396 1686 1058 1719"><p><u>Regional Participation & Professional Development</u></p></div> <div data-bbox="435 1738 1455 2016"><ul style="list-style-type: none">✓ <i>Attended 1-day Community Risk Reduction workshop with Chief Black, CCRR Wittenberg and Captain Bergen at Bainbridge Fire Dept.</i>✓ <i>Attended 3-day Fireground and Dynamic Ventilation class in Bremerton with classroom and hands-on training</i>✓ <i>I will be attending National Fire Academy 8/15-8/23 for Special Operations Program Management and Leadership 6-day in-residence course.</i>✓ <i>Peer Group Mentor for the UW Foster School of Business Center for Strategic Thinking Emerging Leaders Program for the fall 2025 cohort.</i></div>
-------------------	---

Meetings and Events

- ✓ Assigned as the Staging Area Manager for the recent "Belgian Fire" state mobilization fire in Brinnon on 7/15.



- 7/2 Jefferson County IMT Meeting (2hr)
- 7/7 LNI FIIRE Meeting (Mandatory) (2hr)
- 7/7 JCFA Meeting (1hr)
- 7/7 BOC Agenda Prep Meeting (1hr)
- 7/9 EJFR Safety Committee Meeting (2hr)
- 7/9 M&C with #2032 (2hr)
- 7/11 Mid-Year Budget Review (1hr)
- 7/15-7/17 Vent Training Class (24 hr)
- 7/24 CRR Class BIFD (8hr)
- 7/28 Succession Planning (1hr)
- 7/29 NERIS Webinar Workshop (1hr)
- 7/30 BC/DC Meeting (3hr)
- 7/30-7/31 NFA Pre-coursework Assignments

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



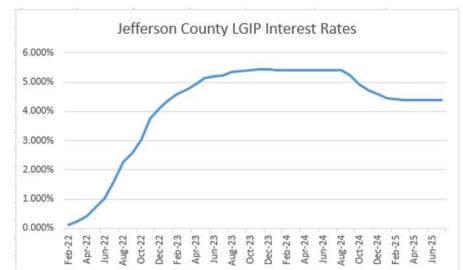
FINANCIAL REPORT FOR JULY 2025

Fund Balance July 2025

	General	EMS	Subtotal	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	2,703,780	3,228,501	5,932,281	1,366,733	978,794	501,400	8,779,208
Change YTD	1,006,264	7,648	1,013,911	(187,612)	24,948	12,584	863,832
Ending Fund Balance	3,710,044	3,236,149	6,946,192	1,179,121	1,003,742	513,984	9,643,040

Financial Highlights:

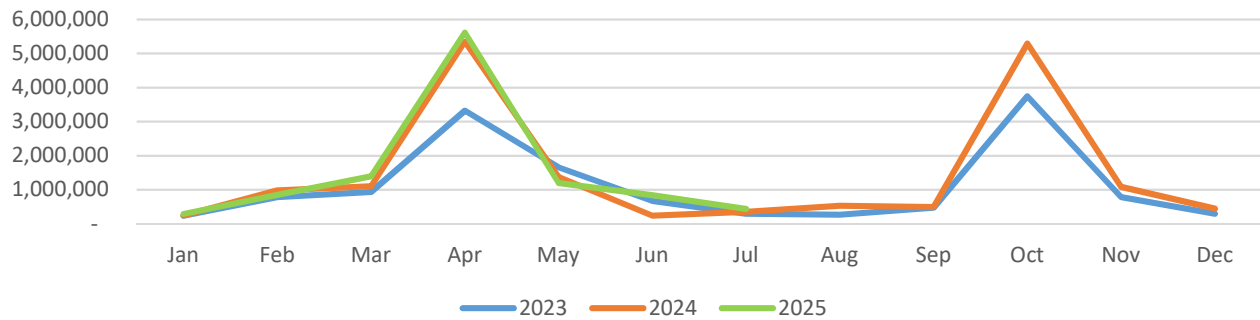
- Year-to-Date financials and trending graphs (attached). Salaries, OT and benefits are tracking as expected.
- Investment Earnings. LGIP gross interest = **4.392%** in July 2025. As of 7/31/25, **95.3%** of EJFR's Fund Balance is in LGIP Investments.
- Included in FIRE General Fund Balance is \$242,179 of unspent Local Program debt proceeds which will be used to pay for the re-chassis ambulance scheduled for delivery in October 2025.
- In July 2025, \$222,000 was transferred from the FIRE Capital Account to the FIRE General fund. This amount will be used to purchase equipment for the 2 new engines.
- The 2024 Maverick CARES replacement vehicle was purchased for \$36,088.02. Estimated total cost to get it service ready is approximately \$45,000.
- The Station 5 repair project contract was signed and 1st installment paid. The project is expected to begin mid-August.



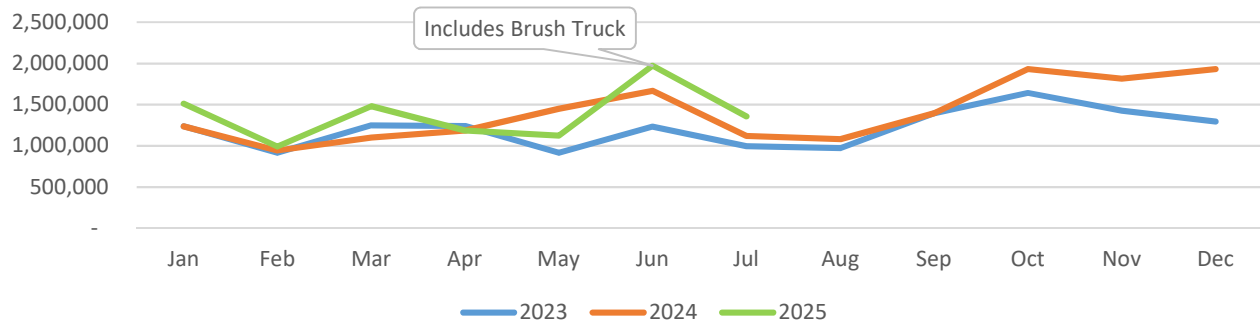
Other Highlights:

- Submitted requested information for 2024-2025 GEMT.
- Levy information and assumptions reviewed by County Assessor.
- Confirmed with State Auditor that the audit of calendar year 2024 will occur this fall.
- Attended various 8:30 BC meetings and met 1:1 with various program leads regarding budgets.
- Prepared training material for Budget Primer and Budget Request Process.
- Prepared decision packet to request the acceleration of the Station 2 temporary storage be completed in 2025.

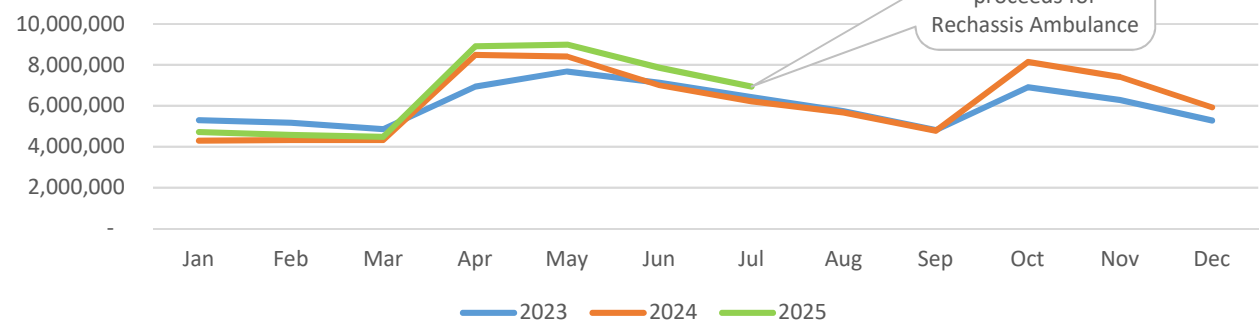
East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



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: 15:01:31 Date: 08/06/2025

Page: 1

001 Fire Fund #656001010

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,790,550.00	6,271,009.48	4,519,540.52	41.9%
330	0.00	2,129.24	(2,129.24)	0.0%
390	272,000.00	677,513.54	(405,513.54)	0.0%
Fund Revenues:	11,062,550.00	6,950,652.26	4,111,897.74	37.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
000	162,200.00	58,846.98	103,353.02	63.7%
210 Administrative	1,881,880.00	1,065,324.52	816,555.48	43.4%
211 Legislative	240,195.00	97,525.84	142,669.16	59.4%
220 Suppression	6,417,524.00	3,858,643.31	2,558,880.69	39.9%
230 Prevention	22,000.00	13,036.04	8,963.96	40.7%
245 Training	112,333.00	36,737.13	75,595.87	67.3%
250 Facilities	422,414.00	203,559.34	218,854.66	51.8%
260 Vehicles & Equipment	468,450.00	262,244.06	206,205.94	44.0%
520 Fire Control	9,726,996.00	5,595,917.22	4,131,078.78	42.5%
590 Debt, Capital & Transfers	1,958,785.50	348,471.05	1,610,314.45	82.2%
Fund Expenditures:	11,685,781.50	5,944,388.27	5,741,393.23	49.1%
Fund Excess/(Deficit):	(623,231.50)	1,006,263.99		

FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 15:01:59 Date: 08/06/2025

Page: 1

001 Fire Fund #656001010 Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,872,983.00	1,667,990.33	1,204,992.67	41.9%
522 20 10 019-0 OVERTIME (40%)	519,147.00	292,089.61	227,057.39	43.7%
220 Suppression	3,392,130.00	1,960,079.94	1,432,050.06	42.2%
520 Fire Control	3,392,130.00	1,960,079.94	1,432,050.06	42.2%
Fund Expenditures:	3,392,130.00	1,960,079.94	1,432,050.06	42.2%
Fund Excess/(Deficit):	(3,392,130.00)	(1,960,079.94)		

EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:00:35 Date: 08/06/2025

Page: 1

101 EMS Fund #657001100			Months: 01 To: 07	
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,460,354.00	3,688,635.90	2,771,718.10	42.9%
Fund Revenues:	6,460,354.00	3,688,635.90	2,771,718.10	42.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,611,439.00	3,647,790.79	2,963,648.21	44.8%
274 EMS Training	108,940.00	33,197.26	75,742.74	69.5%
520 Fire Control	6,720,379.00	3,680,988.05	3,039,390.95	45.2%
590 Debt, Capital & Transfers	190,000.00	0.00	190,000.00	100.0%
Fund Expenditures:	6,910,379.00	3,680,988.05	3,229,390.95	46.7%
Fund Excess/(Deficit):	(450,025.00)	7,647.85		

EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 15:01:06 Date: 08/06/2025

Page: 1

101 EMS Fund #657001100 Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,309,474.00	2,501,865.95	1,807,608.05	41.9%
522 72 10 004-1 PARAMEDIC STUDENT	0.00	2,787.30	(2,787.30)	0.0%
522 72 10 019-1 OVERTIME (60%)	778,721.00	439,359.90	339,361.10	43.6%
272 EMS Operations	5,088,195.00	2,944,013.15	2,144,181.85	42.1%
520 Fire Control	5,088,195.00	2,944,013.15	2,144,181.85	42.1%
Fund Expenditures:	5,088,195.00	2,944,013.15	2,144,181.85	42.1%
Fund Excess/(Deficit):	(5,088,195.00)	(2,944,013.15)		

Date Prepared: 8/8/25

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

Public Education, Events, and Presentations	Children's Events <ul style="list-style-type: none"> 7/19 Bike Rodeo, 6 Children 8/8 - 8/10 Jefferson County Fair Adult Events <ul style="list-style-type: none"> 7/10 Hamilton Heights Neighborhood Wildfire Assessment, 4 Adults 7/11 Port Townsend Farmers Market, Washington Poison Center, 140 Adults 7/11 Bell Neighborhood Firewise Meeting, 50 Adults 7/15 Fire Extinguisher Training, Cascade Community Connections, 12 Adults 7/17 Woodland Hill Neighborhood Wildfire Assessment, 12 Adults 7/19 Tala Shore Fire Extinguisher Training, 40 Adults 8/2 Airport Days, 100 Adults, 50 Children
Community Partnerships	<ul style="list-style-type: none"> 7/7, 8/4 Jefferson County Fire Chiefs Meeting 7/8 Meet with City/PD at Homeless Encampment 7/8 Preparedness Day Post Meeting 8/4 Port Townsend City Council Meeting on Encampments
Smoke Alarm Installations	<ul style="list-style-type: none"> July – 29 Alarms Installed 2025 Total – 107 Alarms Installed New Supply of 72 Alarms received from Red Cross
Wildfire Assessments	<ul style="list-style-type: none"> July – 1 Assessment Completed Year to Date – 157 Assessments Completed Scheduled – 22 Assessments To Be Scheduled – 63 Assessments
Plan Review, Inspections, Investigations	Inspections <ul style="list-style-type: none"> 7/14, 7/15 ERCES Radio Test at Jefferson Healthcare Expansion 7/14 Consult with Northwest Maritime Center on adding Oyster Farm 7/17, 7/18, 7/22 Jefferson Healthcare Expansion Inspections Meetings <ul style="list-style-type: none"> 7/17, 8/7 New Development Reviews with City of Port Townsend 7/25, 7/28, 7/29 Company Level Inspections Training for Shifts 7/28 Ravenscroft Inn Question on Monitored Fire Alarm Systems

Public Information Officer (PIO)	<p>Media Releases</p> <ul style="list-style-type: none"> • 7/11 Old Alcohol Plant Fire • 7/15 Belgian Fire, Brinnon • 7/24 Port Hadlock Fire Fatality <p>Social Media Posts</p> <ul style="list-style-type: none"> • 7/10 Farmers Market Promotion -Washington Poison Center • 7/11 Old Alcohol Plant Fire • 7/15 Belgian Fire, Brinnon • 7/16 Medic One Graduation for Dan Severin and Chad Holbrook • 7/24 Port Hadlock Fire Fatality • 7/28 Two Brush Fires, Burn Restrictions Reinforcement • 8/5 CPR Class Promotion • 8/5 Air Quality/Smoke Notification <p>Social Media Followers</p> <ul style="list-style-type: none"> • Facebook - 3,851, Up 170 followers • Instagram – 695, up 17 followers <p>Monthly Newsletter</p> <ul style="list-style-type: none"> • 7/11 July Newsletter Published, 66 Sends, 50 Opens (77% Open Rate) • 91 Subscribed, up 26 Recipients <p>Belgian Fire, Brinnon</p> <ul style="list-style-type: none"> • 7/15 PIO support for Brinnon Fire with Media Releases, Social Media Posts, and Media Interviews with Peninsula Daily News, KCPQ-TV, KIRO-TV, and KOMO-TV.
Professional Development	<ul style="list-style-type: none"> • 7/9 Washington Public Fire Educators Board Meeting • 7/15 Washington Public Fire Educators Quarterly Member Meeting • 7/24 NFA Course Community Risk Reductions for Chief Fire Officers, Bainbridge Island • 7/31, 8/1 NFA Course – Youth Firesetting Interviewing and Educational Intervention Strategies, Puyallup, WA • 8/5 NFPA Webinar on Fire Prevention Week 2025

Date Prepared: 8/8/25

Subject: Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	<ul style="list-style-type: none">• 7/7 New MERP portal access Mtg• 7/9 Q2 Safety Mtg• 7/9 M&C• 7/9 HR Mtg• 7/22 Sta 6 Sign Mtg• 7/22 Smarsh Setup Mtg
Human Resources	<p>Volunteers New Volunteers are currently going through physical and background check screening before onboarding.</p> <p>PC Classes</p> <ul style="list-style-type: none">• Off for summer QTR – no BAS classes offered <p>Policy/SOG</p> <ul style="list-style-type: none">• SOG 7000c Infectious Disease Exposure Control• SOG 5002e Air Medical Resources (Medivac)
Presentations / Tours/Other/Misc	<ul style="list-style-type: none">• 7/15-17 Deployment to Green Acres Fire• 7/19 Bike Rodeo @ Blue Heron MS• 7/24-8/5 Virtual Deployment to Hope Fire• Policy/SOG/Form edits• Website/social media updates• IT assistance• Budget preparation• Acronym Glossary• Found Therapy is preparing a Family Resiliency Training, two dates will be offered at the end of August/beginning of September. <p>Found Therapy Services: Family Resilience 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>

EJFR Staff and Volunteers, July 2025

7/25	A SHIFT	B SHIFT	C SHIFT
BC	1-MacDonald	4-Clouse	7-Fletcher
LT	6-Rogers	1-Lueders	1-Kilgore
LT	7-Kauzlarich	5-Gregory	8-Martin
LT	8-Sanders	6-Grimm	2-Dean
LT	2-Morris	7-Chambers	4-Dalrymple
LT	Pulido	8-White	3-Carver
PM	4-Whiting	5-Yelaca	2-Spellman
PM	3-Minker	7-Wagner	6-C. Johnson
PM		8-Welander	7-Rudnick
PM		2-Whitson	Holbrook
		Severin	
FF	1-Secondez	2-Kithcart	3-Parker
FF	2-Walker	2-Kinney	3-Sheehan
FF	4-Cordova	3-G. Williams	4-Kaldahl
FF	5-B. Grimm	6-Fairbanks	6-Richter
FF	7-Sviridovich	8-P. Williams	7-Beery
FF	8-Archuleta	8-Boe	8-Chapman
FF	8-Wright	3-Floberg	2-Le
FF	2-Jeske		2-Wells
FF	5-N. McGuffey		8-Heydon
FF			
Res	Barton	Sanchez	Bentzen
Res	Holmes	Harvey	Loverich
Res			
MSO	FF/PM Ridgway		
Cares	FF/PM Woods		
	Captain Bergen FF/PM		
			57

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

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

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

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

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

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

BETHEL	Support
--------	---------

Total EJFR Members	113
---------------------------	------------

Volunteer	Position(s)
COULTER	Support
FLANAGANMATA	Support
FLEISCHMAN	Support
FORCE	Support
MATACHACON	Support
MICHELSON	Support
NATHAN	Support
SMITH	Support
Total	9

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

Total Career FF	57
-----------------	----

Total Admin staff	9
-------------------	---

Total Volunteers	41
------------------	----

Total Commissioners	6
---------------------	---



Admin staff visit the fire fuel mitigation goats.
June 2025

Date Prepared: 8/6//25**Subject:** *Executive Assistant/District Secretary Report***Prepared By:** *Tanya Cray*

Meetings & Events:	<ul style="list-style-type: none">• 7/7 Agenda Prep Mtg• 7/9 Q2 Safety Meeting• 7/15 BOC Meeting• 7/17 Ready Rebound Virtual Mtg
Notable Projects	<ul style="list-style-type: none">• PL Voice Submission• Board Meeting packet preparation• Documents Purge at Station 7• GovDeals posting/selling of surplus items• Annual Physicals – administrative help
BOC Trainings & Registrations	<p>WFCA Annual Conf. – Oct 22-25, Hotel Booked for – Stinson, Craig, Carmody, Cray, Black, Stewart, Lirio and Murray</p> <p>Snure Laws Update Seminar – Please let Cray know if you would like to attend in-person or virtually.</p>
2025 Ready Rebound Summary of Usage	<ul style="list-style-type: none">• Number of Cases YTD: 3 (2 Off Duty and 1 Courtesy)• Number of Cases All Time: 12 (2 On Duty, 10 Off Duty, and 2 Courtesy)• Avg Days to Treatment YTD (On/Off Duty Only): 19.7 (some delays due to member availability)• Estimated Days Saved YTD: 12• Estimate Savings YTD: \$28K <p>**As a reminder to all members, Ready Rebound isn't only for employees. Family members, Commissioners and retirees all are able to utilize this program.</p>

2025 Elections Update	<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>EJFR BOARD Following 2025 Election:</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>
Wellness Physicals	<p>We have scheduled our on-site wellness physicals for August 25-27, Lt. Gregory will be in touch with Professional Health Service for details.</p>



October

22

Wednesday

- 9:00 am **Board Meeting**
- 1:30 pm **Legal Committee Meeting**
- 3:30 pm - 6:30 pm **Registration Desk & Vendor Exhibit Tables Open**
- 6:30 pm - 9:30 pm **Snure Seminar**
separate registration

23

Thursday

- 8:00 am **Conference Kickoff Breakfast**
- 9:30 am **Opening Ceremonies**
 - Memorial
 - 1st Call for Nominations
 - Keynote - *Devin Henderson*
- 12:00 pm **Vendors' Luncheon**
- 1:30 pm - 5:00 pm **Your Brain is Good at Inclusion... Except When it's Not**
Dr. Steve Robbins

24

Friday

- 8:30 am - 12:00 pm **Planning, Funding, and Communicating Capitol Projects**
Gunnar Gladics, Liz Loomis, & Jim Nelson
- 8:30 am - 10:00 am **Volunteerism**
Howard Scartozzi
- 10:30 am - 12:00 pm **Fire Chief Recruitment**
Greg Prothman, Kate Hansen & Chief Gordie Olson
- 9:30 am - 2:30 pm **Eye to Eye Exposition**
- 1:30 pm **Business Meeting & Elections**
- 6:00 pm **Banquet**
 - Red Carpet Cocktail Hour
 - Service Awards
 - Photo Contest Awards

25

Saturday

- 7:30 am **Installation Breakfast**
- 8:30 am - 10:30 am **Departmental Approach to Mental Health in the Fire Service**
Ryan & Brooke Lundquist

For More Information visit our
Conference Webpage

Lodging Notice:

Conference lodging has been filling up very quickly. If you are not attending Conference remember to cancel your reservations to free up rooms for others!

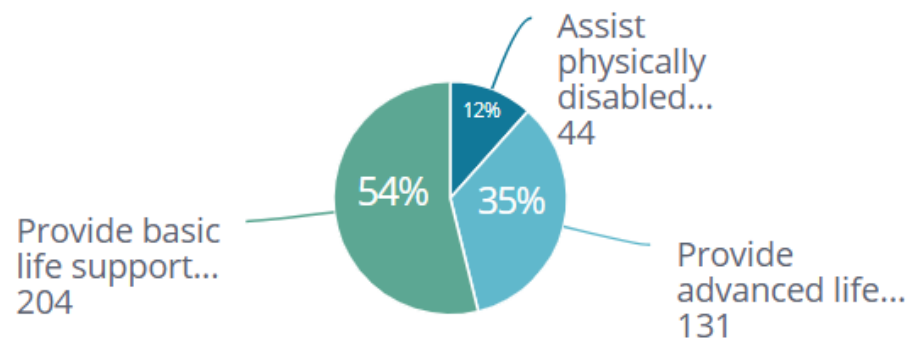
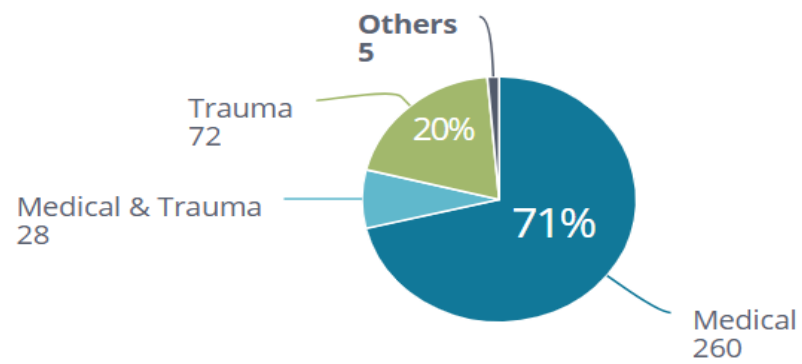
BOC Report, MSO

July 2025

Submitted by: Tammy Ridgway

Meetings	<ul style="list-style-type: none">• EMS Council Special Training meeting x 2• Jefferson Health Care• Weekly meeting with Dr. Carlbon• Monthly meeting with new PMs, preceptors, LTs and Training• Safety Meeting• Meet with JHC for EPIC access for CARES
Continuing education and Training	<ul style="list-style-type: none">• Opioid Training• Target Solutions• EMS Connect
Administrative Duties	<ul style="list-style-type: none">• Audit of all controlled substances used for previous month• Working with Dr Mattern on CARES getting access to EPIC• Supplies• Budget Request Preparation <p>VACATION!</p>

EMS Calls

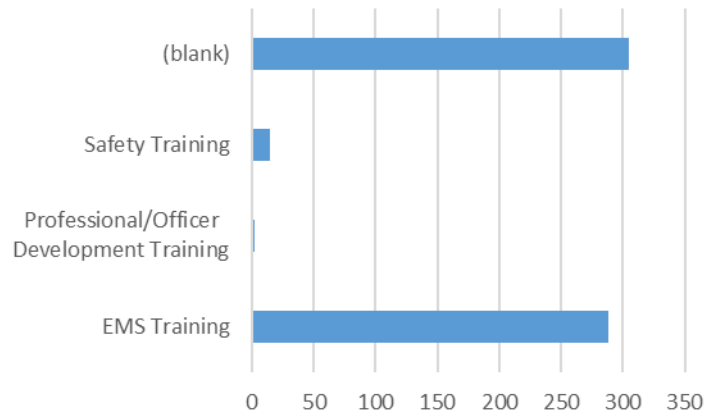


**Department
Wide EMS
Related
Training Hours**

Sum of Duration (hours)

Sum of Duration (hours) by Assignment Type

Assignment Type ▼



**FF/PM
Holbrook and
FF/PM Severin
graduation day
was July 12.
They are now
back to work
being
precepted and
expected to be
working solo by
the end of
August.**



CARES
Contacts

INITIAL CONTACT

26

FOLLOW UP CONTACT

111

UNABLE TO CONTACT

22

14%

16%

70%

8. PRIMARY REASON FOR REFERRAL

MH

13

SUD

14

GENERAL ASSISTANCE

33

HOMELESS

23

FAILURE TO THRIVE

13

MEDICAL

20

FREQUENT FIRE CONTACT

10

FALLS

33

Other

0

0

10

20

30

40

Naloxone
Leave at Home

July 2025

Monthly Naloxone Distribution Survey - Jefferson County EMS Leave Behind

Date Survey Completed

08-06-2025 10:01:58

Community Naloxone Distribution

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

0

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

0

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

0

July Expenses

Description	BARS	Budgeted Amount	Spent	Remaining
EMS Supplies	522 72 31 0101	\$80,500.00	\$45,059.02	\$35,440.98
EMS Medications	522 72 31 0151	\$50,000.00	\$17,198.78	\$32,801.22
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	\$5,021	7,279.00

Date: 8/7/2025

Subject: *Battalion Chief 11 Report*

Prepared By: *Jason MacDonald*

BC 11 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Once per tour visit to all stations for crew contact and assistance• HR Stewart regarding responder mental health 2025• JeffCom User Group Meeting• Meet with MSO Ridgway and Olympic Ambulance regarding O2 program• Meet Program Lead to Work on Budget Requests• BC/DC Meeting Station 6• Lt Carver regarding Purchase of Budgeted Beds
BC 11 911 Responses	<ul style="list-style-type: none">• "A" Shift Responses 197• BC11 responded to 32 incidents in the last month• 3 MVCs• 2 structure Fires (Mill Rd and Commercial Fire Hadlock Bay Rd)• 2 Brush Fires (Center Rd and Mill Rd)• 3 CPRs• 1 Water Rescue
Continuing Education/ Training	<ul style="list-style-type: none">• A-Shift training 329 hours completed• EMS connect• Ongoing Shift level training and scheduling• PIA delivery to all 3 shifts for the Hadlock Bay Incident
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and Callbacks• Scheduling 2025• Vacation/Holiday/SL leave accruals/Audits 2025• Run Card correction to Multi Family and Nordland with Lt Kauzlarich• Crewforce updates prep for MDT style use of iPads• Send Brush 7 to Spokane Lake Deployment

Planning and ongoing projects	<ul style="list-style-type: none">• Cross staffing and crewforce (Lt. Kauzlarich/MacD)• Response Plans and Station Assignments (Kauz/MacD)• Jeffcom Director Stewart & DC Brummel regarding tablet usage.• Oxygen bottle program update• CISD SOG Review/Revision																																								
Program Budgets Update	<table><tr><th>Program Budget</th><th>BARS</th><th>Amount</th><th>Spent</th><th>Remaining</th></tr><tr><td>CrewForce (Kauz)</td><td>522 20 41 0200</td><td>\$5,000.00</td><td>\$0.00</td><td>\$5,000.00</td></tr><tr><td>Radios (Kauz)</td><td>522 20 42 0102</td><td>\$8,200.00</td><td>\$5,743.37</td><td>\$2,456.63</td></tr><tr><td>SCBA (B. Grimm)</td><td>522 20 31 0300</td><td>\$50,500.00</td><td>\$4,261.60</td><td>\$46,238.40</td></tr><tr><td>Wildland (Sanders)</td><td>522 20 35 0050</td><td>\$21,480.00</td><td>\$10,531.19</td><td>\$10,948.81</td></tr><tr><td>Small Tools (Secondez)</td><td>522 20 35 0100</td><td>\$3,000.00</td><td>\$0.00</td><td>\$3,000.00</td></tr><tr><td>Beds 7/8 (Carver)</td><td>522 50 31 0100</td><td>\$9,500.00</td><td>\$0.00</td><td>\$9,500.00</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	Program Budget	BARS	Amount	Spent	Remaining	CrewForce (Kauz)	522 20 41 0200	\$5,000.00	\$0.00	\$5,000.00	Radios (Kauz)	522 20 42 0102	\$8,200.00	\$5,743.37	\$2,456.63	SCBA (B. Grimm)	522 20 31 0300	\$50,500.00	\$4,261.60	\$46,238.40	Wildland (Sanders)	522 20 35 0050	\$21,480.00	\$10,531.19	\$10,948.81	Small Tools (Secondez)	522 20 35 0100	\$3,000.00	\$0.00	\$3,000.00	Beds 7/8 (Carver)	522 50 31 0100	\$9,500.00	\$0.00	\$9,500.00					
Program Budget	BARS	Amount	Spent	Remaining																																					
CrewForce (Kauz)	522 20 41 0200	\$5,000.00	\$0.00	\$5,000.00																																					
Radios (Kauz)	522 20 42 0102	\$8,200.00	\$5,743.37	\$2,456.63																																					
SCBA (B. Grimm)	522 20 31 0300	\$50,500.00	\$4,261.60	\$46,238.40																																					
Wildland (Sanders)	522 20 35 0050	\$21,480.00	\$10,531.19	\$10,948.81																																					
Small Tools (Secondez)	522 20 35 0100	\$3,000.00	\$0.00	\$3,000.00																																					
Beds 7/8 (Carver)	522 50 31 0100	\$9,500.00	\$0.00	\$9,500.00																																					

Date: 8/13/25**Subject:** *Battalion Chief 13 Report***Prepared By:** *Justin Fletcher*

BC 13 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Visit each station and collaborate with crews at least once per tour• Apparatus Committee Meeting• BOC Meeting
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 18 incidents in July- none of any significance
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 360.5 hours of training)• Completed FF/PM Rudnick's probationary exam
Administrative Duties	<ul style="list-style-type: none">• Callbacks for all staffing needs• Scheduling maintenance, repairs and new apparatus builds• Walk through Jefferson Healthcare to test radios
Shift Programs	<ul style="list-style-type: none">• Marine 1 pulled from service for approx. 10 days for an emergency repair. A vibration was felt while running one of the motors which was determined to be a bent prop shaft requiring the entire lower unit to be replaced. During this time an annual service was performed. Final cost TBD.

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	\$37,620.00	\$2,030.32	\$35,589.68
Apparatus Maintenance	Fletcher	\$264,250.00	\$128,067.21	\$136,182.79
Ladders	Parker	\$3,000.00	\$0.00	\$3,000.00
Volunteer Program	Dean	\$80,420.00	\$6,100.00	\$74,320.00

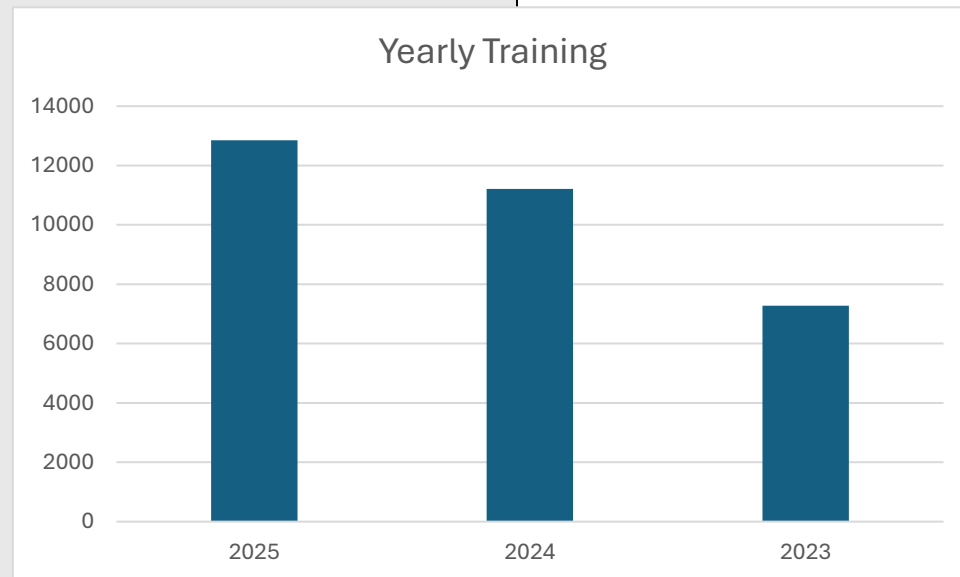
July Training Captain Report

August 13, 2025

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none">• WSRB Hours for June: 738.1 Hours• July total training Hours:1439.75 Hours• 2025 Training Hours 12853.52
Overview:	<ul style="list-style-type: none">• Budget Process• Ems Eval• 3rd QTR Training• NFA CRR Class• Structure Fires• Wildland Fire
Budget Process	<ul style="list-style-type: none">• Several Meetings with program leads to develop a budget for the 2026 budget year.• Obtained many quotes to provide accurate information to the budget committee
EMS Eval	<ul style="list-style-type: none">• Cash Holmes is currently in EMT Class at the KCFTC 25-2 EMT class.• Cash's progress is coming along great and is making strides every day as he continues to learn and perform.
3 rd QTR Training	<ul style="list-style-type: none">• 3rd quarter training is up and running with our first month complete.• Continuous updating and additions are added as we come across more up to date and new information.
CRR Training Class	<ul style="list-style-type: none">• NFA CRR class hosted in Bainbridge is.• Learned what CRR entails and programs it is responsible for.• Great class for understanding the job and great to be in class with our CRR to understand his insight.

Multiple Structure Fires	<ul style="list-style-type: none"> • Responded on multiple structure fires and participated in Fire ground operations • Was able to gather information 1st hand and from the IC/ Operating crews to address in training.
Brinnon Fire	<ul style="list-style-type: none"> • Went with numerous EJFR Resources to a wildfire in Brinnon • Was able to maintain accountability and assist with wildfire that went to state mob.



Topic	BARS	Amount	Spent	Remaining
2025 Classesandprops Budget.xlsx	522 45 40 0600	\$ 15,331.00		\$ 15,331.00
2025 Classesandprops Budget.xlsx	522 45 35 0100	\$ 4,655.00	\$ 2,457.33	\$ 2,197.67
2025 Classesandprops Budget.xlsx	522 45 49 0200	\$ 1,500.00	\$ 75.38	\$ 1,424.62
2025 Conferences and IFSAC Classes.xlsx	522 45 40 0500	\$ 40,000.00	\$ 2,550	\$ 37,450.00
2025 Subscriptions.xlsx	522 45 49 0100	\$ 1,540.00	\$ 1,125.00	\$ 415.00
2025 Subscriptions.xlsx	522 45 40 0020	\$ 2,750.00	\$ 2,860	\$ -110.00
2025 Subscriptions.xlsx	522 20 10 0190	\$ 73,963.00	\$ 11,060.24	\$ 62,902.76
2025 Subscriptions.xlsx	522 45 40 0600	\$ 1,950.00		\$ 1,950.00

Ventilation MCO – Strip Mall



Commercial Fire



CRR Class



Vegetation/Structure Fire



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
	\$2,985,000	\$2,935,219	\$2,981,689	

New Apparatus Updates

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

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

- Pre-construction meeting was completed Aug 26th-29th and the members that flew back to participate included Chief Black, BC Fletcher, LT Kauzlarich, LT Morris, FF Kinney and FF Richter.
- 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.
- Vehicle was picked up from Longview on 6/13
- **Update-** On 7/20 the vehicle and crew were deployed to the Lake Spokane fire. Upon its return Capt. Bergen began the inservice training with all members and will be placed in service in the district in August.



- 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 21st 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.
- 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 surplused 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 surplused after all equipment is removed and surplused, within the next three months.
- EJ615- 1986 small lawn mower trailer will be surplused within the next two months because there is no use that the district has for it.



DIRECTOR'S REPORT

July 24, 2025

❖ Projects:

- **Simulcast radio channels** were successfully realigned as reported last month. The Green Mountain repeater was found not to be locked to the same timing as the other sites, and resolving this problem brought the system back to normal operations throughout most of the county. However, some overlap areas have been reported to be problematic, and more will likely be found. We will investigate and work to resolve those.
- **ESChat** system has been migrated to their more secure server, so the few agency users need to have migrated their own accounts by following instructions or need to contact Jeffcom IT for help.
- **Law Primary interference** has been determined to be a digital mode that can be monitored by Jeffcom IT. It is not always receivable at low elevations, but so far we have heard some snippets of human voice and collected some digital talk-group data. We expect to be able to accumulate enough information to determine which agency's transmissions are being received by our towers.
- IT continues to work on **extending our IP network to our tower sites** via microwave and cellular connections and eventually via PUD fiber. 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.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own connections, and the proposed tertiary use of Starlink is still pending.
- Jeffcom and Pencom continue jointly investigating **cloud-based call-handling** and **cloud-based CAD** systems in hopes of replacing onsite equipment with a hosted solutions. We will need before the end of 2026 to determine whether we are going to replace expensive in-house call-handling equipment and CAD-hosting servers or will shift to cloud-based options for one or both. In the past month, Jeffcom and Pencom saw a demonstration of the cloud version of our current call-handling system. We canceled a planned site visit to Grant County's MACC 911 to see their cloud-based call-handling and CAD in use due to staffing concerns but will reschedule that and continue this effort. Agencies including



users of CAD, LERMS and Corrections will need to participate in efforts to switch CAD systems.

- **Tower leasing:** IT staff continue discussing our towers with additional tenants where we have space for leased equipment.
- **Strategic plan:** Statewide E911 strategic plan is nearing completion and will provide a significant source of guidance for our own plan, particularly regarding future interagency technology deployment but also in areas of staff health and wellness and career development.

❖ **Budgetary Items:**

- **State grant** documents were received from the state this week and forwarded to Jefferson County for board approval. This process is occurring later than usual due to the last-minute addition of \$20,000 per PSAP.
- **Recruiting:** One communications officer trainee started July 13. A second applicant has completed final testing and will be given a start date once the current trainee has reached major milestones and requires less intensive oversight. 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 has been revised, and a draft has been distributed for board awareness. This aligns the CS job description with the 2024 version of the Communications Officer job description, which was itself aligned with the national APCO effort to standardize job descriptions. It also includes provisions for sharing of supervisor duties between two CSs, anticipating the work that will be required to integrate effectively a second promoted CS into the operation.
- **CBA negotiations** will begin in coming weeks following receipt of a letter from the Teamsters local notifying Jeffcom of its intention to negotiate a new agreement to take effective January 1, 2026. The board can expect to see proposals for discussion beginning at its August meeting. This will likely occur simultaneously with presentation of early drafts of the 2026 budget.
- **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:**

- **June communications-staff overtime** was 254 hours among ten fulltime communications staff (May's was 210.25, April's 268.5).

- **Found Therapy** Services continued sit-in appointments with all shifts. This relationship has shown the benefits recently of the accumulated trust by staff in the therapist they get to chat with monthly. Few details are known to me personally and none can be discussed here, but I believe this arrangement will only continue to grow in value.
- **Office relocations** are being planned to relinquish the borrowed space in the EOC and to allow space for a second Communications Supervisor in the supervisor's office. IT has completed their initial work to accommodate two staff in the current director's office, and those employees are working to procure desks that would accommodate sharing of that space.
- **Personnel matters and high operational tempo** have preoccupied the agency for the past several weeks. July has brought its typical high call volume and some major calls. We have encountered some radio issues. Personnel issues that warrant the board's attention will be discussed in executive session. But a few positives should be noted from these otherwise tough weeks, summarizing commendations from in-house, agency and citizen reports:
 - ◆ **Multiple teams**, both normally scheduled shift partners and those brought together to cover overtime or major events, excelled at working together to handle high call volume and major incidents, including the early-morning hotel fire, highly visible brush fires and medical issues among staff.
 - ◆ The 1000-2000 **third shift**, while not always staffed, was put to great use on several occasions to enable us to perform better than we would with minimum staffing of two.
 - ◆ **CO Summer Sturhan** handled a call with minimal information with a quick, intuitive upgrade to CPR, resulting in a save. More recently Summer voluntarily worked a 15-hour shift to assist with the Belgian fire communications.
 - ◆ **CO Whitney Maxfield's** standard propensity to assist in our times of greatest need was incredibly effective this week covering both staffing issues and the Belgian fire. Such timely assistance has been a hallmark of Whitney's work since returning to the agency part time, but the beginning of this week saw a series of exceptionally valuable contributions.
 - ◆ The most major of recent radio issues, a complete failure of one Fire Primary repeater, was resolved quickly only because of **IT Manager Rich DePas** and his foresight and sense of responsibility for our systems. It was reduced to a pair of brief outages rather than the days- or even weeks-long degradation that would have occurred without his efforts over the past couple of years to ensure the survival and maintainability of the current simulcast system until it can be refreshed.

❖ **External Relationships:**

- The **User Group** meeting this month is scheduled for next week.

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

• Fire/EMS calls by agency

Agency	CFS count YTD	CFS count LYTD
EJFR	3150	3102
QFR	302	307
BFD	367	316
DBVFR	59	72
Total	3878	3797

• Law Enforcement calls by agency

Agency	CFS count YTD	CFS count LYTD
JCSO	7902	7112
PTPD	4676	4712
Total	12578	11824

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	9348	99.34	n/a
11-15 sec	43	99.80	90%
16-20 sec	12	99.93	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
Total	9410		

• 911 Call Averages

Metric	YTD Average
Ring time	2.97 sec
Hold time	0.65 sec
Talk time	106.78 sec

• Non-911 Calls

Metric	YTD
Number of outgoing calls	4418
Number of incoming calls	10230
0-10 sec pick-up time	99.23%
Average ring time	3.25 Sec
Average hold time	7.84 sec
Average talk time	110.58 sec



Draft 2024-25 CFS Summary for 2026 Budget

Agency	Raw Count	Excluded mutual aid	Net CFS Count	% of CFS total
JCSO	12682	1224	11458	43.88%
PTPD	8266	248	8018	30.71%
EJFR	5799	239	5560	21.29%
QFR	563	146	417	1.60%
BFD	634	81	553	2.12%
DBVFR	129	25	104	0.40%
			26110	100.00%

Data Source

Reports from LERMS>DAM: "Jeffcom 2023 [law/fire] CFS counts for budget"
July 1, 2024, through June 30, 2025

Excluded Call Types

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

Excluded Mutual Aid

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

Excerpt from Jeffcom ILA 2012

V. BUDGET, paragraph C

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

Appendix A

- The allocable proportion shall be computed as follows:

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



Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 1. Ensure our service levels and community expectations align with our fiscal resources.				
1.1 FINALIZED June 2025 Refine and update our fiscal processes to ensure our fiscal resilience.	<ul style="list-style-type: none">Establish an internal budget committee.Update financial-related policies and procedures.Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices.	FC/Finance Director	<ul style="list-style-type: none">Internal Budget Committee Established summer/2022Credit Card and Procurement Policy/SOG update March 2023Establish financial forecast templateProgram workbooks establish March 2023Finance Director has developed financial forecast for the next ten years. 7/2025	<ul style="list-style-type: none">Adopt related SOGs for permanence.Updated 3/2023Implemented 3/20232024 workbooks posted on sharepointNew Finance Director has started updating our SOP/SOG's Fall 2024.Program managers are being mentored by Finance Director. Fall 20241/2025 Tanya and Roy are meeting will program managers to help them with purchasing and budget management for their programs. Getting great feedback.FC has updated program management expectations and tracking, 7/2025.

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 Spring/Summer Fall 2023	■ Migration to Sharepoint began 12/23
		■ Integrate software for resource management. CHECK-IT 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
			■ DC Brummel	■ Update capital replacement procedures and restore appropriate funding	■ Finance Director tasked and program managers are updating. Fall/winter 2024
				■ Check it for repair and inventory management	■ Check-it is fully implemented, 7/25
					■ Roy is working with Fleet and Facilities Managers to establish capital replacement planning documents. 3/25
					■ Station 3 is no longer occupied by EJFR. 7/15/25

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.3	Build community support for revenue opportunities and provide robust ongoing public communications.	<ul style="list-style-type: none"> ▪ Benchmark funding levels with comparable agencies. ▪ Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys. ▪ Start Community Service Specialist (CSS) work with existing personnel. ▪ Review and refine our community messaging and positions. ▪ Keep website and social media updated and look for opportunities to expand our social media presence. 	<ul style="list-style-type: none"> ▪ FC and Staff 	<ul style="list-style-type: none"> ▪ Update comparable analysis and maintain data ▪ Establish response standards, charter and policy statement ▪ AFG FP&S grant for CRS ▪ Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc. ▪ Website update is in development. ▪ Quarterly Newsletter is in development. Due to launch in June 2025. ▪ Newsletter launched 7/25 	<ul style="list-style-type: none"> ▪ In progress ▪ In progress ▪ Completed 5/2023 ▪ Denied 12/23 ▪ 4/11/24 CARES, SAFER, AFG, FPS grants have been submitted, almost \$3 million. ▪ Updating DEM & Jeffcom procedures 12/23 ▪ 5/2024 EJFR created two new positions, CRM and CRA. ▪ 5/2024 CARES received \$202,000 from the AWC. ▪ Applied to OCH for 2025 CARES \$. ▪ Applied to 10th of 1% for 2025-2026 CARES \$

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.4	Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.	<ul style="list-style-type: none"> Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities. 	FC	<ul style="list-style-type: none"> Update City & County ILAs 	<ul style="list-style-type: none"> In progress, Fall/Winter 2023. City ILA expires 12/23
		<ul style="list-style-type: none"> Adapt our charter and Interlocal Agreements to meet the needs of the community and partners. 	FC	<ul style="list-style-type: none"> Clarify and refine EJFR's roles and responsibilities Fire Prevention Summit with JC BOCC scheduled for 9/25 	<ul style="list-style-type: none"> City ILA fee structure extended to July 24, is again being extended to initiate further collaboration. 4/11/24 Fire Prevention Services ILA will only include the City at this time. Final Draft approved by The City 6/2024 Met with Ft. Worden for post-PLA transition and update EJFR Fees. CARES received \$265K for 2025. AFG 2025 just opened. Staff proposing two vehicles. Negotiations underway with Fort Worden SP for ILA. 3/25. Finalized, waiting for signatures. Signed 6/5/25 Staff support for the airport master plan. Still waiting for development of FM services agreement with the County. 4/2025. Negotiation with JC for FM services. 7.9.25

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 2. Strengthen our core emergency response services.				
2.1 <i>FINALIZED June 2025</i> Adopt deployment performance goals as District.	<ul style="list-style-type: none"> Establish performance goals as required RCW Title 52. Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service. 	<ul style="list-style-type: none"> FC/Admin 	<ul style="list-style-type: none"> Adopted minimum staffing January 2023 Establish other performance goals per Title 52 	<ul style="list-style-type: none"> Completed 1/2023 Completed 5/2023 5/2024 implemented alternate ALS response plan. 10/24 Updating districtwide response plans. Cross-staffing implemented December 2024. Update Policy Statement 7/25
2.2 Reduce call processing and crew turnout times to more closely align with best-practice goals.	<ul style="list-style-type: none"> Establish realistic standards and monthly reporting. Use training and technology to facilitate compliance. 	<ul style="list-style-type: none"> FC & Staff 	<ul style="list-style-type: none"> Increase capability and capacity for staff to generate reports. 	<ul style="list-style-type: none"> In progress Jeffcom CAD configuration updated 6/2024 improves the analytics. 10/24 Updated dispatch tones, improving call processing times. Cross-staffing complete, Fall of 2024. CAD is being configured for push button response. 3/25 CAD Geo-Fencing has been implemented. 5/25 CAD push button status update implemented 7/25.

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">Establish minimum staffing as required RCW Title 52 to include ALS/BLS.Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization.<ul style="list-style-type: none">Evaluate the advantages of a peak demand model and/or alternate shift schedule.	FC & Staff	<ul style="list-style-type: none">Adopt policy in compliance with Title 52Update Response Plans and Run Cards	<ul style="list-style-type: none">Completed 5/2023ALS response proposed 2/20244/1/24 New ALS response plan initiated.10/24 3 extra PM's are finishing training, increasing PM workforce.2 FF/EMTs finished Medic 1 7/25
2.4	<i>FINALIZED June 2025</i> Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none">Maintain our Washington State Rating Board score in Fall 2022.Enhance related data capture.Identify substandard metrics, such as number of engines, volunteers, etc.Establish Training Officer position to enhance proficiencies and support professional development.	Brummel	<ul style="list-style-type: none">Complete amended WSRB RatingDONE!	<ul style="list-style-type: none">WSRB rating complete, to be published in 12/2024. PT score will improve.2025 Training Plan is being finalized.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.5 FINALIZED June 2025 Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> Community outreach and health promotion. Participate in local and regional committees to advance funding for alternative EMS services. Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc. Maintain a strong culture of continuous improvement. 	<ul style="list-style-type: none"> MSO 	<ul style="list-style-type: none"> Re-ignite the CPR program Recruitment of new CPR instructors is underway Update Patient Care Procedures (PCP) and response procedures. 	<ul style="list-style-type: none"> Initiated and growing MSO is working on several new and expanded efforts for layperson CPR. 2/2024 EMS bylaws update complete 8/24 Working with partner agencies for potential MIH. Fall 2024. New Video Laryngoscopes and ultrasound. 3/25. Butterfly ultrasound donated by a local doctor, 4/25. 2024 CPR CARES stats have been published (see attachment)
2.6 Address immediate and long-term facility needs.	<ul style="list-style-type: none"> Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> Future uses/development of the undeveloped Jefferson County Airport parcels. Disposition of Harrison Street residence. Sold 11/2023 District Training, Fleet Maintenance, EOC and Dispatch facilities. Stations 12, 13 and 14 improvements or relocation. Station 15 improvements. Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal 	<ul style="list-style-type: none"> Hiring of Facility Tec DONE 7/1/2024 Facilities analysis in progress. Station security enhancements are underway.

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 3. Provide additional services to increase community health and well-being.					
3.1	Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups. 	<ul style="list-style-type: none"> DFC Brummel CRM Wittenberg 	<ul style="list-style-type: none"> Proposed for 2024 Budget Conduct a Community Risk Assessment compliant with NFPA and CRR standards. 	<ul style="list-style-type: none"> Two EJFR members have started Medic 1 One additional EJFR member to start Boston program spring of 2025. Implemented per diem PM program. Third PM student started the Boston Program 4/25 Spring 2025 PM testing underway. One member proposed to start Medic 1 fall of 2025. Waiting list confirmed. 2 members attending NFA special ops management, fall of 2025.
3.2	Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> Prioritize crew visits to low frequency/high risk facilities. Initiate reengagement with the community for life/safety inspections. 	<ul style="list-style-type: none"> CRM Wittenberg CRM Wittenberg 	<ul style="list-style-type: none"> Resetting interagency roles Inspections were restarted in January 2023. Implemented fire prevention service contract with the City. 	<ul style="list-style-type: none"> CRM and CRA hired 5/2024 Senior staff attending NFA CRR Management, July 27.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<p>3.3 FINALIZED June 2025</p> <p>Partner with our community to prevent and respond to increasing wildland fire risks</p>	<ul style="list-style-type: none"> Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation. Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). Improve our wildfire competencies among the workforce. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Develop content and format for community messaging Messaging at Famer's Markets and other public outreach Collaborate with County/City partners and establish CWPP CWPP development group rebranded as JC Wildfire Alliance. 	<ul style="list-style-type: none"> 4/1/24 CWPP is DONE! 10/24 CWPP project tracking has begun. Working with DEM for evacuation plan implementation, 1/25. This has stalled a bit, but in progress. Summer 2025 Community Wildfire Defense Grant in final development with other county partners >\$2,000,000. DNR Ready Neighbors grant continues to grow. We have signed three addendums, increasing the inspections to 200+. Ready Neighbors funding ended, but inspections continue.

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

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 4. Enhance our workforce resilience and development.				
4.1	Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates. Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant. 	<ul style="list-style-type: none"> DFC Brummel Seek funding and grants 	<ul style="list-style-type: none"> In progress Safety Program Manager course taught in February 2025.
4.2	Establish the culture and resources necessary to support the mental and physical health and wellness of our team	<ul style="list-style-type: none"> Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines. Establish benchmark awareness training for all members. Continue to make incremental improvements in our fitness facilities. Broaden workforce participation in fitness/wellness practices. 	<ul style="list-style-type: none"> BC MacDonald Brummel HR Manager Stewart Broaden annual medical evals and injury recovery Reviewing ergonomic consult/coach 7/2025 	<ul style="list-style-type: none"> 4/11/24 Ready Rebound Vitality assessments are complete. HealthForce medical assessments provided to all members 5/2024 New contractor secured for CISM and MH services, Fall 2024. Training scheduled for 2/2025. Scheduling family MH workshops this summer. CISM performed for threshold events in June/July
4.3	Formalize and strengthen professional development and career track processes	<ul style="list-style-type: none"> Begin planning for medium-term efforts. 	<ul style="list-style-type: none"> DFC Brummel & Training Officer 	<ul style="list-style-type: none"> Training Captain implemented 1/2024 No more PIC's. All stations are NFPA 1021 compliant. 3/25

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
4.4 <i>FINALIZED June 2025</i> Ensure recruitment efforts align with the needs of the organization	<ul style="list-style-type: none">Identify current and future retention and recruitment needs of the organization.Establish staffing and recruitment plans.	<ul style="list-style-type: none">E1		<ul style="list-style-type: none">2/2024 Establishing PM eligibility list.4/11/24 Three new PM FTE's offered employment.Lt. promotional exam, January 2025.Promoted Lt. to fill vacancy July 1, 2025.



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 5002e

Air Medical Resources

SECTION 1.0 PURPOSE

This guideline establishes procedures for requesting air medical resources (medevac) through Jeffcom to ensure timely and appropriate transport of critically ill or injured patients. It defines priorities for medevac need, designated air medical providers, and alternative options when primary resources are unavailable.

SECTION 2.0 SCOPE

This procedure applies to EJFR, when Jeffcom dispatch is tasked with requesting and coordinating air medical transport. It covers:

- Criteria for requesting air medical services based on patient condition and transport priority.
- Selection of appropriate medevac providers based on availability and response capability.
- Landing zone (LZ) procedures for safe aircraft operations.
- Special considerations, including weather limitations and mass casualty incidents (MCI).
- Documentation and quality assurance to ensure continuous improvement in medevac utilization.
- Air medical transport should be requested based on the life-threatening or potential life-threatening medical severity of the patient or patients such as major trauma or major medical condition(s).

SECTION 3.0 DEFINITIONS

3.1 Medevac: The term used by Jefferson County fire agencies that describes the type of resource needed to fly sick and injured patients and the physical air asset that is requested by emergency responders and/or incident commanders.

3.2 Landing Zone (LZ): Approved locations that provide safe landing and departing capabilities. Approved locations are recognized by medevac providers, JeffCom and Jefferson County Fire Chiefs Association.

SECTION 4.0 PROCEDURES

4.1 Medevac Request and Launch Process

Sequence

Step 1: EMS unit and/or IC shall request the next available medevac through JeffCom on Fire Primary.

- a. Request may include placing medevac on "standby"

Step 2: Jeffcom shall contact Airlift Northwest (ALNW) as the primary air provider for EJFR.

a. JeffCom shall follow their medevac notification protocols and notify the primary EMS unit and/or IC with confirmation that medevac provider has accepted or declined mission request.)

Step 3: EMS unit and/or IC shall provide the following details to JeffCom:

- Patient condition (Major Trauma, Major Medical, and/or interventions such as CPR, etc.).
- Approximate weight in kilograms (kg)
- Incident LZ location (Jefferson County Airport (approved), alternative LZ to include description, coordinates, mile marker, etc., if applicable)
- Receiving hospital location (Ex: Harborview Medical Center).
- Provide information to the medevac resource with the need for blood, if applicable.
- Miscellaneous info, such as parent requesting to fly with patient, unusual circumstances, etc.

Step 4: EMS Unit and/or IC shall inform JeffCom to “launch medevac” to the predetermined landing zone location

Alternate Medevac Provider

An alternate medevac provider may be available and/or accept mission if ALNW is not available.

EMS unit and/or IC shall follow the same steps in 4.1 Sequence.

Step 5: Estimated Time of Arrival (ETA)

JeffCom shall provide the approximate estimated time of arrival (ETA) to landing zone to the primary EMS unit and/or IC.

4.2 Establishing Landing Zone:

If possible, the landing zone shall be an approved and predetermined location. When extenuating circumstances result, LZ's shall be determined with the consent of all stakeholders operating at the incident scene and Jeffcom dispatcher.

4.2.1. Landing Zone Selection

- Minimum 100x100 feet clear area, free of obstructions.
- Ensure power lines, trees, and debris hazards are identified and mitigated.

4.2.2. LZ Safety & Communication

- Designate an LZ Manager.
- Maintain direct radio communication with inbound aircraft using REDNET
- Establish perimeter security to keep bystanders and personnel clear.
- If using public highways, streets, right of ways and private lands: confirm with law enforcement and related AHJ agencies, (JSCO, WSP, WADOT) that vehicular traffic has been stopped prior to landing medevac.

4.3 Medevac Providers to Jefferson County

4.3.1 Provider Selection & Dispatch

1. *Primary Provider – Airlift Northwest*

- a. First call should go to Airlift Northwest as the priority provider for medevac services.
- b. Available 24/7 with critical care transport capabilities.

2. *Secondary Provider – Life Flight Network*

- a. If Airlift Northwest is unavailable, Life Flight should be contacted by JeffCom as the secondary provider.
- b. Offers comparable ICU-level transport capabilities.

3. *Alternative Provider – Whidbey Naval Air Station (NAS) C60 Helicopter*

- a. If both primary and secondary providers are unavailable due to weather or response limitations, EMS unit shall request assistance from NAVY SAR through JeffCom.
- b. Mission-dependent availability, requiring military authorization. This is performed by NAVY SAR once request is submitted by JeffCom.
- c. Utilized for extreme situations where no civilian medevac aircraft can respond.

4.4 Documentation & After-Action Review

4.4.1. Medevac Documentation

- a. Incident report should include:
 - Reason for air transport and provider utilized.
 - Patient condition upon arrival and handoff details.
 - Challenges encountered (weather, LZ issues, availability delays, etc.).

4.4.2 Quality Improvement Review

- a. Quarterly reviews of air medical utilization with EMS leadership and medevac providers.
- b. Identify opportunities for improvement in response times, provider availability, and coordination of LZ.

EFFECTIVE DATE: 7/22/25

REPLACES: NEW

FIRE CHIEF: *Bret Black*



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 7000c

Infectious Disease Exposure Control

SECTION 1.0 PURPOSE

In order to mitigate infectious disease exposure EJFR has established a control program that describes and sets forth expectations regarding engineering controls, work practice guidelines, PPE and medical management for the protection of members relative to infectious disease.

SECTION 2.0 SCOPE

This SOG applies to all EJFR members who have occupational exposure to blood borne or airborne pathogens or other potentially infectious material.

SECTION 3.0 STATEMENTS OF INTENT

- 3.1 East Jefferson Fire Rescue provides emergency services and in doing so, members are exposed to blood and airborne pathogens. Those members with occupational exposure shall be required to comply with this program.
- 3.2 East Jefferson Fire Rescue will use engineering controls, work practices, personal protective clothing and equipment, education, training and compliance monitoring as necessary to minimize and eliminate the possibility of exposure, injury and disease transmission.
- 3.3 Members who use respirators for protection against transmission of tuberculosis are also required to comply with all portions of the Respiratory Protection Program.
- 3.4 Provisions for cleaning, disposal, repairs and replacement of PPE as needed shall be provided at no cost to the member.

SECTION 4.0 DEFINITIONS

Appropriate PPE: PPE is considered “appropriate” if it does not permit blood or OPIM to pass through to or reach the member’s work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective clothing will be used.

Body substance isolation (BSI): an approach to infection control that considers all human body substances potentially infectious.

Declination form: A form containing particular language required by the State for persons with occupational exposure who choose to NOT receive the hepatitis B vaccination series and/or other vaccinations.

Engineering controls: Controls that isolate or remove the blood borne pathogen hazard from the workplace. Examples include sharps disposal containers, self-sheathing needles, needle-less systems and needles with engineered sharps protection (a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident).

Exposure incident: a specific eye, mouth, other mucous membrane, non-intact skin or Parenteral contact with blood or other potentially infectious material. Being in the same room or area as a person with suspected or known tuberculosis when the emergency responder is not wearing a respirator or the respirator fails is also an exposure incident.

Initial assignment: that point in time that a member is allowed or required to respond to a medical emergency where blood or other potentially infectious materials may be present.

Occupational exposure: reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious material that may result from the performance of one's duties.

OPIM (other potentially infectious material): human body fluids such as cerebrospinal, synovial, pleural, pericardial, peritoneal, or amniotic fluids, saliva in dental or airway procedures, semen, vaginal secretions, any body fluid that is visibly contaminated with blood and all body fluids where it is difficult or impossible to differentiate between body fluids.

Opportunity to start the hepatitis B vaccination series: means that arrangements have been made for administration of the first dose of hepatitis B within 10 days of initial assignment, unless a member signs a declination form.

Parenteral: piercing mucous membranes or the skin barrier through such events as needle-sticks, human bites, cuts and abrasions

PLHCP (physician or licensed health care professional): A physician or other licensed health care professional who has been selected by EJFR to conduct medical evaluations and/or other medical assessments.

PPE: Personal protective equipment and clothing A generic, inclusive term for all types of personal protective clothing and equipment.

Reasonably anticipated contact: relative to job duties, a term that includes the potential for contact as well as actual contact with blood or OPIM.

Regulated waste: means liquid or semi-liquid blood or OPIM; contaminated items that would release blood or OPIM in a liquid or semi-liquid state if compressed; items which are caked with dried blood or OPIM and may be capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or OPIM.

Universal precautions: an approach to infectious control where all human blood and certain body fluids are treated as if known to be infectious

Work practice controls: controls that reduce the likelihood of exposure by altering the manner in which a task is performed. Examples include prohibiting recapping of needles with a two-handed technique.

SECTION 5.0 RESPONSIBILITIES

5.1 Members shall:

- a. wear proper protective clothing and equipment when engaging in patient care
- b. wash their hands after each patient contact
- c. replace PPE after each use, or as appropriate
- d. complete appropriate documentation - medical forms and injury/exposure report forms

5.2 Supervisors shall:

- a. ensure members wear appropriate PPE for medical incidents
- b. ensure members are referred for follow-up care for exposure incidents via the Infectious Control Officer or their designee
- c. investigate accidents and / or assist in accident investigations as assigned

5.3 East Jefferson Fire Rescue shall:

- a. assign an Infection Control Officer (ICO)*
- b. provide PPE in appropriate sizes at no cost to members
- c. provide for cleaning and disposal of PPE at no cost to members

*The MSO has been designated as the ICO

5.4 The Infection Control Officer shall:

- a. Establish protocols and procedures for the use of personal protective equipment and disinfection of equipment, apparatus, and materials that may be exposed to body fluids
- b. Provide or arrange to provide yearly infectious disease training
- c. Monitor compliance with the Infection Control Plan including the use of personal protective equipment and disinfection of equipment, apparatus, and materials that may be exposed to body fluids
- d. Ensure, along with the Safety Committee that all exposures are appropriately reported, investigated, documented, and mitigated
- e. Monitor and ensure the fire district's compliance with this infection control plan and applicable laws, rules, and regulations
- f. Develop and implement measures that may prevent exposures
- g. Ensure appropriate and timely medical follow-up to exposures as required by law
- h. Function as the designated liaison between the fire district, area hospitals, and appropriate public health services for the purpose of notification of communicable disease transmission or other infection control purposes
- i. Ensure confidential record keeping of all medical prophylactic and post-exposure treatments per WAC 246-100 and WAC 296-802
- j. Approve the release of information regarding communicable disease transmission, exposures, or other related matters for whatever purpose
- k. Ensure the application of all requirements of the Federal Ryan White Notification Law, serving as the "designated officer" under the same
- l. Ensure the fire district's compliance with state and federal confidentiality laws as they apply to the infection control program.

SECTION 6.0 JOB CLASSIFICATIONS & EXPOSURE DETERMINATION

6.1 EJFR has examined all jobs performed by members and has made these determinations regarding occupational exposure:

- a. Jobs with high occupational exposure for all members:
 - Firefighters, Paramedics, EMT's, Advanced EMT's and Emergency Medical Responders when providing medical care or when involved in other activities with injured persons
 - Line officers - Lieutenants, Captains, etc. when providing medical care or when involved in other activities with injured persons
 - Chief officers with emergency response duties that involve dealing with injured persons

- Persons with supervisory responsibilities when providing first aid
- b. Jobs where some members have moderate occupational exposure:
 - Fire investigation
 - Administrative staff who have to meet the general public, may provide blood pressure checks or may provide first aid
- c. Jobs where members have minimal occupational exposure:
 - Administrative functions
 - Building inspections, code enforcement, plan review
 - Vehicle, equipment and/or facility maintenance

SECTION 7.0 EXPOSURE CONTROLS/PROCEDURES

The following methods of compliance will be used to prevent and minimize exposures:

7.1 Engineering controls

- sharps containers
- needles with engineered sharps protection
- other sharps, such as scalpels, with engineered sharps protection
- examination/replacement of engineering controls on a regular basis

7.2 The fire district shall ensure that all equipment purchased or provided is appropriate for the setting and that safer medical devices are utilized whenever available. When determining which safer medical devices are to be purchased and used, the MSO will solicit input from affected non-managerial employees via the safety committee prior to device selection.

7.3 The following equipment will be available in each ambulance for cleaning up the scene of an incident. A large sharps container, a red bio-hazard bag, regular garbage bag and two pairs of heavy-duty trauma gloves. These items will be used to remove all sharps, biohazard or contaminated items and all regular garbage from the scene.

7.4 Work practice controls

- personnel guidelines
- hand-washing facilities and waterless hand cleaner
- body substance isolation
- biohazard waste disposal procedures
- cleaning and decontamination areas (see section 8)
- cleaning and decontamination procedures (see section 8)
- evaluation of work practice controls on a regular basis

7.5 Employees are prohibited from eating, drinking, applying cosmetics or lip balm, or handling contact lenses in the patient care area of any department apparatus.

7.6 Mouth pipetting or suctioning by mouth of blood or any other potentially infectious material is prohibited.

7.7 Employees shall handle laboratory samples and specimens in an appropriate manner to reduce the risk of contamination or exposure.

7.8 Blood tubes and other containers used to transport specimens or samples shall be closed and secured in such a way as to reduce the risk of splashing or spillage during transport.

- 7.9** If blood tubes or other containers are received from a health care provider for transfer with the patient and may pose a risk of splashing or spilling during transport, fire district personnel shall place them inside a second container that prevents leakage prior to transport.
- 7.10** If blood tubes or other containers used to transport specimens or samples are contaminated on the outside of the container, they shall be placed inside a second container that prevents leakage.
- 7.11** If blood tubes or other containers used to transport specimens or samples could puncture the container, the container must be placed inside a second container that is puncture-resistant and prevents leakage during handling or transport.
- 7.12** If a patient is suspected of or confirmed to have TB, the following actions shall be taken:
- emergency responders shall don a respirator
 - the patient shall be given a mask if not in need of more aggressive oxygenation
 - the patient moved outside to fresh air, if possible
 - When transporting, as much aeration as possible shall be instituted (i.e. windows rolled down, exhaust fans operating, etc.). All medical personnel in the vehicle will wear a respirator.
- 7.13** PPE (see section 11)
- face (mouth, nose and eye) protection
 - respiratory protection
 - hand protection
 - body protection
 - ventilation and resuscitation equipment
 - biohazard waste disposal bags and containers
- 7.14** Training (see section 12)
- initial training on infectious disease exposure control (IDEC) program – upon hire
 - specific training on East Jefferson Fire Rescue PPE
 - annual infectious disease update
 - updates as policy, program, guidelines or equipment changes

SECTION 8.0 CLEANING & DECONTAMINATION

- 8.1** The following stations are designated as East Jefferson Fire Rescue cleaning and decontamination stations:
- Station 1 with decontamination area, PPE extractor, laundry facility for uniforms.
 - Station 2 laundry facility for uniforms.
 - Station 5 laundry facility for uniforms.
 - Station 6 with decontamination area, PPE extractor, laundry facility for uniforms.
 - Station 7 with decontamination area, PPE extractor, laundry facility for uniforms
 - Station 8 laundry facility for uniforms.
- 8.2** Within these stations, East Jefferson Fire Rescue has established an area that is physically separated from areas used for food preparation, personal hygiene, sleeping and living areas that shall be used for cleaning and /or decontamination.
- All cleaning and/or decontamination of clothing and equipment is to be conducted in this area; other station crews shall bring contaminated items, appropriately bagged or contained, to these stations and areas for cleaning and/or decontamination.

- The designated cleaning/decontamination area shall be inspected and cleaned after each use by wiping surfaces with a hospital grade germicide or a bleach solution. This includes inspection of the red biohazard containers which shall be cleaned and decontaminated when visibly soiled.
 - A cleaning schedule for the decontamination area shall be posted and followed.
- 8.3** Reusable EMS equipment that becomes contaminated with body fluids shall be removed from service until thoroughly cleaned with soap and water and decontaminated with a bleach solution or a hospital level germicide.
- Bleach solutions shall be a 1:10 solution (1/3 cup plus 1 tablespoon in a container, add water to make one quart), made up as needed and any solution remaining after cleaning shall be discarded. Contact time for bleach is the time it takes that item to air dry.
- 8.4** Personal re-useable items must be cleaned and disinfected after each use.
- 8.5** Any items used in patient care, the patient compartment, gurney, and associated items shall be disinfected after each patient transport/contact with a bleach solution or hospital grade germicide.
- 8.6** Heavily soiled items must be pre-washed with soap and water to remove all organic material before decontamination.
- a. Firefighter gloves shall be spot cleaned with a hospital grade germicide, rinsed and allowed to air dry. If grossly contaminated, gloves shall be disposed of as infectious waste.
 - b. Contaminated boots shall be brushed / scrubbed in the designated decontamination area with a solution of hot, soapy water, rinsed with clean water and allowed to air dry.
 - c. Contaminated turnouts, uniforms, personal clothing, etc. shall be cleaned in the extractor according to posted directions.
- 8.7** All waste generated during decontamination shall be:
- disposed of as infectious waste if it contains blood or OPIM
 - disposed of as regular trash if it does not contain blood or OPIM
 - decontaminated if it is a reusable item such as towels
- 8.8** N95/100 respirators are considered single use equipment and shall be disposed of after any field use – unless otherwise directed. If the respirator is contaminated by blood or OPIM it shall be discarded as infectious waste.
- 8.9** After transport of a suspected or confirmed TB patient:
- turn on all non-circulating fans such as AC, vent, etc.
 - open all doors and windows and allow the vehicle to air out for a minimum of 20 minutes
 - clean the vehicle as usual

SECTION 9.0 INFECTIOUS WASTE DISPOSAL

- 9.1** Infectious waste includes any disposable items that contain any amount of regulated infectious waste, or other OPIM.
- 9.2** Disposable or general-purpose rubber gloves shall be worn at all times when handling infectious waste.
- 9.3** The infectious waste shall be placed in red biohazard bag and transported to Station 2 or 7, to be disposed of in the Steri-cycle biohazard container.

- 9.4** Infectious waste in red biohazard bags shall not be carried in the units. The exception to this rule shall be in transporting regulated waste from the station or the scene to Station 2 or 7 to be discarded in the biohazard waste container.
- 9.5** If any infectious waste bag or container becomes contaminated on the outside, it shall be placed inside another bag/container (i.e. double bagged, etc.).
- 9.6** Sharps, needles, and syringes with needles permanently attached shall be disposed of in puncture- proof containers immediately after use.
- All sharps containers once $\frac{3}{4}$ full, shall be locked and secured using two strips of tape and transported to Station 2 or 7 and disposed of in the Steri-cycle biohazard container.
- 9.7** A scene survey shall be completed at all EMS scenes to ensure that all disposable items have been appropriately discarded at the conclusion of the incident. It shall be the responsibility of the officer on the last departing apparatus to ensure compliance.
- 9.8** East Jefferson Fire Rescue shall maintain a contract to remove this infectious waste from the stations on a regular basis.
- All infectious waste shall be placed in a red biohazard bag and disposed of in red biohazard containers at Station 2 or Station 7.
 - Any red biohazard containers at outlying stations need to be brought into a biohazard container for emptying/exchange when they are $\frac{3}{4}$ full.
 - "Regular" trash items such as bandage wrappings and non-contaminated bandages, gloves, IV tubing, empty syringes (NO NEEDLES), non used IV Solutions, empty medication vials, etc., shall be considered regular "trash", placed in the regular trash can and shall be disposed of in the conventional manner.

SECTION 10.0 MEDICAL MANAGEMENT

- 10.1** Hepatitis B vaccination program
- a. The hepatitis B vaccination series shall be offered at no charge to members with occupational exposure.
 - b. The hepatitis B vaccination series shall be made available to members within 10 working days of initial assignment and after the member has had the following minimum training:
 - information on this policy
 - information on the Hepatitis B vaccine
 - information on the effectiveness and safety of the hepatitis B vaccine
 - the method of administration
 - the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge
 - c. Within 60 days of completion of the hepatitis B vaccination series, members shall be offered the opportunity to be tested for antibody to hepatitis B surface antigen. If the test is negative, a second three dose series of vaccine and a second hepatitis B titer test will be offered to the member. Members who do not respond to this second series should be medically evaluated.
 - d. Members may decline hepatitis B immunization by signing the declination form. If at a later date, the member wishes to participate in the hepatitis B vaccination program, the member may do so at no cost.
 - e. The vaccination series shall NOT be offered if the member has previously received the complete hepatitis B vaccination series, antibody testing indicates immunity or hepatitis B vaccine is contraindicated for medical reasons.

- f. If boosters are recommended in the future, they shall be made available at no charge to members with occupational exposure.

10.2 TB skin testing program

- a. A tuberculosis skin test shall be made available to new members within 10 working days of initial assignment and after the member has had the following minimum training:
 - information on this program
 - information on the TB skin testing program
 - information on positive and negative skin test results, including follow-up procedures
 - Mode of TB transmission
 - Signs and symptoms of TB
- b. If the new member has an initially negative test and does not have a documented negative test during the preceding 12 months, the new member shall have the second test of the two-step baseline; the second test shall be administered 1-3 weeks after the first test.
- c. Members performing EMS must comply with the Respiratory Protection Program, i.e. been medically approved to wear a respirator, been fit tested for an appropriate respirator and received training.
- d. East Jefferson Fire Rescue emergency responders are classified in the "low risk" category; therefore TB skin testing shall be offered and conducted annually.
- e. A qualified individual shall perform the reading/interpretation of the skin test. At the time the test is read, the member shall be given an explanation of the interpretation of both negative and positive results.
- f. Members with a positive skin test shall be evaluated promptly by the PLHCP.
- g. Work restrictions:
 - Members with pulmonary or laryngeal TB pose a risk to patients and other members while they are infectious and shall be excluded from the workplace until they are non-infectious.
 - Members receiving preventative treatment for latent TB infection shall not be restricted from their usual work activities unless ordered by the PLHCP or the member's private physician.
 - Members with latent TB infection who cannot take or who do not accept or complete a full course of preventative therapy shall not be excluded from the workplace.

10.3 Other Standard Immunization Offerings – *offered as recommended by the CDC or local public health officials*

- Hepatitis A
- Td or Tdap
- Meningococcal meningitis
- Pneumococcal
- MMR
- Varicella
- Influenza on at least an annual basis
- Other immunizations or vaccinations that may be deemed necessary or essential by the fire district

SECTION 11.0 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

11.1 EJFR shall provide PPE in appropriate sizes for use by the member.

11.2 Any member using the following elements of PPE below shall, upon completion of the response, check to ensure an adequate supply is readily available and shall restock the item(s) as necessary.

- 11.3** Employees responding to requests for medical assistance, to motor vehicle collisions, to “lift assists”, and prior to initiating any emergency patient care shall don disposable emergency medical gloves and eye protection.
- 11.4** Employees shall wear disposable emergency medical gloves any time it can be reasonably anticipated that the employee may have contact with blood, other potentially infectious materials, mucous membranes, or non-intact skin; whenever handling or touching contaminated items or surfaces; and whenever performing invasive procedures.
- 11.5** Firefighting, extrication, rescue, or utility gloves may be substituted for disposable emergency medical gloves when necessary, if such gloves meet the standard set for emergency medical garments by NFPA 1999.
- 11.6** Gloves shall be removed and replaced as soon as practical when contaminated, as soon as practical if they are torn or punctured, or when their ability to function as a barrier is compromised.
- 11.7** Emergency medical gloves purchased by the fire district shall meet the appropriate standards for emergency medical gloves set by the NFPA, FDA, Washington State, or other entity responsible for setting such standards.
- 11.8** Employees shall wear chin length face shields, or a combination of masks and eye protection sufficient to cover from chin to forehead, are worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- 11.9** The use of a fluid resistant procedure mask and safety glasses or an all-in-one procedural face shield shall satisfy this requirement.
- 11.10** Employees shall wear a gown, disposable coveralls, or similar garments whenever splashes to skin or clothes are reasonably anticipated.
- 11.11** Firefighting ensembles may be substituted for gowns or disposable coveralls when necessary, if such ensemble meets the standard set for emergency medical garments by NFPA 1999.
- 11.12** Employees shall remove contaminated gowns or disposable coveralls as soon as feasible.
 - Clothing such as uniforms shall be removed as soon as feasible if blood or OPIM could penetrate.
 - PPE shall be removed prior to leaving the work area.
- 11.13** Resuscitator devices shall be made available on all emergency response apparatus and employees shall use such devices whenever providing rescue breathing.
- 11.14** The fire district shall provide and employees shall wear a NIOSH-approved, 95% efficient particulate air respirator (“N95 mask”) when entering areas occupied by individuals with suspected or confirmed tuberculosis, when performing high risk procedures on such individuals or when transporting individuals with suspected or confirmed tuberculosis in a closed vehicle.
- 11.15** The fire district may also require the use of N95 masks as protection against other identified respiratory hazards.
- 11.16** Employees shall be fit tested for the applicable N95 respirator, in accordance with WAC 296-842.

PPE Selection Table

	Gloves	Glasses	Gown	Procedure Mask	N95 Mask
Every patient contact	X	X			
Spurting or splashing blood or OPIM	X	X	X	X	
Surface cleaning & decontamination	X	X	O	O	O
Tuberculosis, suspected tuberculosis, or other respiratory hazard	X	X	O		X
Handling grossly contaminated laundry	X	X	O	O	O

X = Required

O= May be required, depending on splash potential or presence of a known or suspected respiratory hazard

- 11.17** Exposure control, work practices, and PPE mandates may be altered, changed, adjusted, or added to by the fire district in order to address shifting information or emerging diseases or threats. Members shall select and wear PPE according to these guidelines and appropriate to the potential exposure. No standard or operational procedures can cover all situations. Good judgment must be used; when in doubt, select the maximal level of protection rather than the minimum.

Nothing in this section should be construed as limiting the wearing of PPE above and beyond these recommendations

SECTION 12.0 TRAINING

- 12.1** Refresher training for blood borne and airborne pathogens shall be scheduled annually within 1 year of previous training. This may be included with other EMS training, but must be specifically documented.

- 12.2** Training shall include:

- An accessible copy of the standard and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of blood borne diseases, and of the epidemiology of tuberculosis in the county.
- An explanation of the modes of transmission of blood borne pathogens and of the pathogenesis of and occupational risk for TB.
- An explanation of the EJFR Infectious Disease Exposure Control (IDEC) plan and how the member can obtain a written copy.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood, OPIM and airborne pathogens.
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment that includes a description of work practices that reduce the likelihood of transmission of TB.
- Information about PPE, including:
 - types available
 - proper use and limitations
 - an explanation of how and why PPE was selected
 - location of PPE
 - donning, doffing and handling
 - decontamination and disposal

- h. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge. (NOTE - This information is to be provided to emergency responders within 10 working days of assignment and before offering the Hepatitis B vaccination).
- i. Information on the TB skin testing program, including the two-step process, on positive and negative reactions to the test including follow-up procedures, mode of TB transmission, its signs and symptoms. (NOTE – this information is to be provided to emergency responders within 10 working days of assignment and before offering TB skin testing).
- j. An explanation of the procedure to follow if an exposure incident occurs, including:
 - immediate actions to take at the scene
 - how to report the incident, including appropriate forms, notifications and persons to contact
 - the medical evaluation and follow-up that will be made available
- k. An opportunity for interactive questions and answers with the person conducting the training session.
 - the interactive component can be achieved via email, telephone or in person, as long as the method chosen provides for immediate interactivity
 - This training shall be provided or arranged by the ICO in collaboration with the Training Officer.

SECTION 13.0 EXPOSURE INCIDENT PROCEDURES

- 13.1** ALL exposures shall be reported and documented.
 - a. Near misses shall be reported and documented. If the near miss results in an exposure, all appropriate documentation and follow up shall be provided.
 - b. Incidents involving rare and extraordinary circumstances shall be reported and documented.
 - c. Determination of whether a reported exposure constitutes a bona fide exposure to infectious disease shall be the responsibility of the department's infection control officer, the department's health and safety officer, or the consulting licensed healthcare provider. In the absence of the infection control or health and safety officer, such determination may be made by the fire chief or their designee.
- 13.2** If the exposure is classified as an exposure incident - a specific eye, mouth, other mucous membrane, non-intact skin or Parenteral contact with blood or OPIM that results from the performance of the employee or members fire district duties - the member shall have made available a confidential medical evaluation and follow-up, including consultation, provided by the PLHCP.
- 13.3** The evaluation will be provided as soon as possible after the exposure, will be confidential, will be provided at no cost to the employee, will be administered by or under the supervision of a licensed health care provider, and provided according to the recommendations from the United States Public Health Service.
- 13.4** The evaluation shall include documentation of the routes of exposure and the circumstances under which the exposure occurred, identification and documentation of the source individual when known and not prohibited by law, collection and testing of blood to detect the presence of HBV and HIV, post-exposure preventive treatment when medically indicated, counseling, and evaluation of any reported illnesses.
- 13.5** The evaluation may take place at the emergency department, with a fire district designated occupational health provider, or with the employee's personal licensed healthcare provider; and

may be in person or via telemedicine, to the extent possible. Efforts shall be made to provide the employee evaluation at the same medical facility as the patient involved in the exposure unless the employee requests a different facility.

- 13.6 The evaluation will include collection and testing of the exposed employee's blood, if the employee consents and if deemed appropriate by the consulting licensed health care provider.
- 13.7 The fire district's infection control officer or health and safety officer will ensure that the licensed healthcare provider has or receives a copy of [WAC 296-823-160](#), the employee's job description, a copy of the exposure report, results of the source person's blood testing if available, and all employee medical records that the fire district may have that are relevant to the appropriate treatment of the employee.
- 13.8 The results of any medical follow up or health professional's written opinion on post-exposure evaluation that has been provided to the fire district shall be provided to the employee.
- 13.9 If the written opinion is provided directly to the employee by the provider, the fire district has no responsibility to provide it again.
- 13.10 The fire district, in collaboration with the receiving facility, occupational health provider, Jefferson County Public Health, the coroner's office, or other applicable entity, will arrange to test the source person's blood for HBV, HIV, HCV, and/or other pathogens deemed appropriate by the consulting healthcare provider as soon as feasible after getting the source patient's consent.
- 13.11 In the event the source patient does not consent to the testing of their blood, the infection control, health and safety officer, or occupational health provider will contact the Jefferson County Public Health District regarding forced testing.
- 13.12 Results of testing of the source person's blood shall be made available to the affected employees.
- 13.13 Employees will maintain the confidentiality of the source person.
- 13.14 Paid employees requiring post-exposure follow up shall ensure that an L & I claim has been initiated.
- 13.15 Volunteer members requiring post-exposure follow up shall ensure that a BVFF claim has been initiated.
- 13.16 Exposure investigations
 - a. All exposures and near misses shall be investigated by the ICO or Health and Safety Officer to determine the circumstances under which the exposure or near miss occurred.
 - b. The investigation report must contain, at minimum:
 - when and where the incident occurred
 - engineering controls in place at the time of the incident
 - work practices followed
 - the type of material the member was exposed to and a description of any device in use
 - the procedures being performed when the incident occurred
 - the cause of the incident
 - personal protective clothing and equipment in use at the time of the incident, including if the incident was a result of PPE failure
 - what actions were taken by the member to mitigate the incident
 - what training the member has had

13.17 Recordkeeping

- a. A confidential medical file shall be maintained for every emergency response member for length recommended by the current WA State Archives schedule.
- b. Training summary records shall be maintained for all EJFR members for the length recommended by the current WA State Archives schedule.
- c. Notice of a sharps injury shall be securely emailed to the MSO, HR Manager and Fire Chief with the following information:
 - type and brand of device
 - department and area where the exposure occurred
 - an explanation of how the incident occurred
 - The sharps injury log shall be maintained by the ICO or their designee.

13.18 Compliance monitoring

- a. The Incident Commander, on-scene officer and/or the senior responder shall ensure that:
 - appropriate PPE is used
 - safety precautions are adhered to during patient care, transport and cleaning of equipment
- b. The Infection Control Officer (ICO) shall annually review the exposure control program processes and procedures to ensure their efficacy.

SECTION 14.0 RELATED FORMS

- Form 7000c – 1 Post Exposure Evaluation Checklist
- Form 7000c – 2 Vaccine Declination Form

EFFECTIVE DATE: 8/5/2025	REPLACES: Previous version Policy 804 SOG A06-07
FIRE CHIEF: <i>Bret Black</i>	



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 2000b

Program Assignments

SECTION 1.0 PURPOSE

Where appropriate, the district shall assign members to various programs, projects and committees. The district shall support personnel assigned to various assignments, so they are able to accomplish the goals set forth for them. EJFR strives to delegate assignments to members best suited to provide input and oversee the district's various specialties with preference towards subject expertise and experience. Tasks may change periodically among district members to expand programmatic expertise and expand administrative knowledge.

SECTION 2.0 SCOPE

Tasks may change periodically among district members to expand programmatic expertise and expand administrative knowledge.

SECTION 3.0 PROCEDURE

- 3.1** The District will maintain a list of programs, project and committees with current a current member roster in **Appendix A 2000b Assignments**.
- 3.2** The Fire Chief or designee will make staff appointments to specialty assignments.
- 3.3** The Fire Chief may change assignments among personnel as they determine the need.
- 3.4** Other administrative assignments may be created as needed.

SECTION 4.0 OBJECTIVES

As needed, elements of various assignments may include:

- 4.1**
 - a. Scope and objectives
 - b. Applicable standards, rules, laws, etc.
 - c. Budget development and inventory tracking
 - d. Procurement, inventory management and disposal procedures
 - e. Training, testing and fitting requirements and related records management
 - g. Development and maintenance of related SOP/SOGs

EFFECTIVE DATE:

REPLACES:

Policy 212

SOG A05-20

FIRE CHIEF:

PROGRAMS/PROJECTS/COMMITTEES

Task	Members (Lead in BOLD)	Supervisor	Scope (Budget, training, inventory, etc)	SOPs and related SOGs
EMS				
EMS	Ridgway	Black	STEMI Program, Lifepaks, Ventilators, Gurneys, Certifications, Q/A, Training, EMS Protocols	5000, 5001a, 5002, a, b, c, d, e, 5003, a, 5004, 5006, a, 5007, a, 5008, 5009, 5010
EMS Supplies	Welander	Ridgway	Inventory Managment	5001,a
Oxygen	Wagner	MacDonald	Inventory Management	
Gurney Maint	Holbrook/Kaldahl	Ridgway	Inventory Managment	SOG 3003a
EQUIPMENT				
Hose, Nozzles & Appliances	Kinney	Clouse	Inventory management, testing, record keeping	4001e
RIT/TIC	S. Grimm	Clouse	Training, Inventory Management	4005f, 4000d
PPE	Lueders/Chambers	Clouse	Inventory Managment	3003? TBD
Ground Ladders	Parker	Fletcher	Maintenance/Testing	3003? TBD
Tools & Rescue Equipment	Secondez	MacDonald	Inventory Managment	3003? TBD
SCBA	B. Grimm, Whiting, Pulido	MacDonald	Inventory management, repair, maintenance, certification.	SOG 4008a,b
Atmospheric Monitors	Jeske	Brummel	Inventory Managment	3003? TBD
SPECIAL OPERATIONS				
Special Ops (Rope, Confined Space)	White, Gregory	Brummel	Training, Inventory Management	4001,b d,h, j, m
Wildland	Sanders, Kaldahl	Brummel	Training, Inventory Management	4005c
Marine	Dalrymple, S. Grimm, Gregory	Brummel	Training, Inventory Management	4001c
COMMITTEES & WORK GROUPS				
Dispatch & Communications	MacDonald, Kauzlarich, Lueders, Johnson	Brummel	CAD, CrewForce, Radios, Pagers & Apps, Run Cards	4000, a
Staffing Management (CrewSense)	MacDonald, Fletcher, Clouse	Stewart	Managing software and related updates.	2002, 2002a
SimUShare	Richter, White, MacDonald	Bergen		
CISM & Peer Support	MacDonald, Walker, Stewart	Black	Collaborate with DEM and Found Therapy	7002 & SOG TBD
Health/Wellness	Gregory, Walker, Stewart, Cray	Brummel	Annual wellness checks, Ready Rebound, etc.	TBD
Preplans/iPads	S. Grimm	Clouse		TBD
Training Advisory Committee (TAC)	Bergen	Brummel	Establish training plans, Professional Development, calendar	4011, a, 4010, a
Apparatus Committee	Fletcher, Kauz, Morris,	Black	Maintenance, Specifications, Annual Testing, Fleet Management	3001, a, 3002,a,b,c,d,e, 4001e, 4005e
EVIP	Clouse,	Brummel		3002a
Emergency Preparedness	Clouse, Bethel, Carver, Fletcher, Fairbanks	Wittenberg	COOP, Disaster Supplies, Procedures, etc.	4000e, 4001f, g
Facilities Committee	Lawson, Carver, Fairbanks	Clouse	Repairs/Maintenance, finishings, etc.	3000a, 3003c
Agency Asset Inventory	Williams	Macdonald		
Pre-Plans	Brummel, Wittenberg	Black		
Volunteers, FITs	Harte, Dean, Kaldahl, Stewart, Wittenberg	Bergen		1000 and all related SOGs
Joint Safety Committee	Stewart, Cray, Brummel, Ridgway, Bergan, Force, Anderson, Harte, Secondez	Black	Labor - Management Committee tasked with reviewing, updating and recommending safety related processes.	7000-7003 and all related SOGs
Joint Labor Management Committee	White, Morris, Black, Brummel, Johnson, Stewart, Cray	BOC		
EJFR Finance Committee	Lirio, Cray, Bergen, Fletcher, Stinson, Craig, Force	Black		6000 - 6012 and all related SOGs
Joint Policy Committee	MacDonald, Cray, Brummel, Stewart	Black	Labor - Management Committee tasked with reviewing, updating and recommending SOP/SOG updates.	
Fire Investigations & Inspections	Wittenberg	Black	Training and records management	4003, a
Community Risk Reduction	Wittenberg, Murray, Clouse, Stinson, Stewart, Ridgway	Black	KNOX, Public Education, CPR, Wildfire Home Assessments,	1003a,b, 4002, a, b, c, 4003, a, 4004, a, 4007, 8000, a



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

5010a

EMT Requirements

SECTION 1.0 PURPOSE

The purpose of this SOG is to identify the minimum training requirements for a career or volunteer to perform their job duties as a certified Washington State Department of Health Emergency Medical Technician. Personnel must meet the minimum mandatory training requirements, including, but not limited to, performance measures, skill retention and evaluation, based on the respective job description.

SECTION 2.0 SCOPE

The minimum training opportunities to meet the mandatory requirements shall be provided by the employer. All training shall be based on standard competency requirements to meet national, state, regional and local EMS protocols. WA State requirements shall meet WAC 246-976-161.

SECTION 3.0 DEFINITIONS

Emergency Medical Technician: A person who is authorized by the secretary to render emergency medical care pursuant to RCW [18.73.081](#), under the responsible supervision and direction of an approved medical program director, which may include participating in an emergency services supervisory organization or a community assistance referral and education services program established under RCW [35.21.930](#), or providing collaborative medical care if the participation or provision of collaborative medical care does not exceed the participant's training and certification.

SECTION 4.0 PROCEDURES

- 4.1 Skills Competency:** EMT personnel shall maintain ongoing training and evaluation (OTEP) throughout their respective certification timeframe. Training shall be delivered through various learning management systems such as Vector Solutions, in-service training demonstrations, team learning environments and classroom discussion.
- 4.2 Evaluation and Documentation:** Evaluations shall be performed by peer evaluators that have been approved and vetted by the County Medical Program Director, Fire Chief and/or designee.
- 4.3 Evaluation forms** shall be kept in Vector Solutions with access by approved personnel.
- 4.4 Recertification** shall occur every three years or per the current requirements of the WA State Department of Health. It shall be the requirement of all personnel to maintain their respective

training documentation over the 3-year period. Personnel shall be responsible for submitting the proper documentation for their individual recertification to the WA State Department of Health.

EFFECTIVE DATE:

REPLACES: NEW

FIRE CHIEF:

EJFR CARES 2026 Budget

	Total Budget	BHAC, 10th of 1% tax fund	OCH	EJFR
BUDGET - 2026				
Firefighter/EMT/ Paramedic	184,543	17,399	119,652	47,492
CARES training/backup-OT	10,000		10,000	-
Social Worker/Mental Health/SUDP Professional	120,000	20,000	60,000	40,000
Case Manager	3,000			3,000
Supplies/Materials/Training	5,000	4,800		200
Travel/Mileage Reimbursement	10,000		6,000	4,000
Admin. Fee/Supervision	36,000	4,600	29,348	2,052
Total Costs	\$ 368,543	\$ 46,799	\$ 225,000	\$ 96,744
		12.7%	58.8%	26.3%

Funding
Gap



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.

Date: August 19, 2025

Subject: Accelerate Construction of Station 2 Temporary Storage

Prepared By: Roy Lirio, BC Clouse

Background:	<p>Purpose: To accelerate the construction of Station 2 Temporary Storage</p> <p>In preparation for the expiration of the station 3 lease in July 2025, the BOC approved for 2025 the initial phase of the construction of a temporary storage facility on the grounds of Station 2. This included the excavation, concrete slab and electrical work. The structure would then be constructed in calendar year 2026. The storage facility will house the apparatus that was stored in station 3.</p> <p>The original total estimated budget was \$110,000. A budget of \$69,518, including contingency, was approved for 2025.</p> <p>While the storage facility is being constructed, EJFR is renting two storage units with Marine Storage costing \$720/month.</p>
Fiscal Impact:	<ul style="list-style-type: none">• Instead of spending the remaining part of the project in calendar year 2026, the costs will be spent in 2025 as unbudgeted expenditure.• The accelerated cost amounts to \$55,711, including contingency and taxes and relates to the building structure. This is slightly higher than the original estimated budget due to an additional door needed. The vendor is Coast to Coast Online.• There is sufficient fund balance to fund the accelerated spend.• Avoid potential cost escalation if the project is completed in 2026.• Savings from avoided rental cost of \$720/month.• The District will include this unbudgeted expenditure when assessing whether staff needs to request the BOC to approve a supplemental budget for 2025.
Recommendations:	<p>The staff recommends the BOC approve the Station 2 Temporary Storage be completed in 2025, authorize the procurement and the Fire Chief to enter into the necessary contracts.</p>
Proposed Motion:	<p>Approve the Station 2 Temporary Storage be completed in 2025, authorize the procurement and the Fire Chief to enter into the necessary contracts.</p>



Coast to Coast Online

22525 I-40 Knoxville, Po Box 100
Knoxville
Arkansas 72845

22525 I-40 Knoxville, Po Box 100 Knoxville
Arkansas 72845

sales@getcarports.com

(866) 681-7846

Sales: Tonya Hawkins

22525 I-40 Knoxville, Po Box 100 Knoxville
Arkansas 72845

tonya@getcarports.com

(479) 223-5439

Building Quote

QTE-007587

Date

08/04/2025

Total

\$44,254.50

CUSTOMER DETAILS

East Fire Rescue Justin Clouse

Billing Address

Port Townsend, Jefferson, Washington 98368

Shipping Address

Port Townsend, Jefferson, Washington 98368

✉

jwclouse@ejfr.org

☎

(360) 302-6005

Commercial Buildings - 36 x 50 x 14

☐

Roof Color: Galvalume

☐


Trim Color: Black

☒

Sides/Ends Color: Barn Red

☐

Wainscot Color: NA



Ready for Installation?

☐

Jobsite Level?

☐

Permit Required?

☐

Inside City Limit?

☐

Electricity Available?

☐

Installation Surface?

Concrete

Building Dimension

36'W x 50'L x 14'H

Roof Style

Vertical

Gauge

14 Gauge

Wind/Snow Rating

Not Certified

Distance on Center

5 Feet

36X50' Vertical Roof (Ga : 14 3/12' Roof Pitch)	1	\$17,995.00
14' Height (Double Legs)	1	\$3,170.00
Not Certified	1	\$0.00
Ends - Closed Vertical Siding	1	\$8,500.00
Sides - Closed Vertical Siding	1	\$5,110.00
Double Bubble (Roof Only)	1	\$3,600.00
Front - 36x80" Walk-in Door (Standard)	1	\$350.00
Left - 12x12' Garage Door (Commercial) Chain Hoist	1	\$2,745.00
Right - 12x12' Garage Door (Commercial) Chain Hoist	2	\$5,490.00
Right - 10x10' Garage Door (Roll-Up)	1	\$1,450.00
Manufacturer Discount (August Sales!)	1	(\$12,102.50)
Permit Required : Customer To Verify		
Document Fee : \$5.00 Freight Charges : \$7,942.00 Lift Required : \$0.00		

NOTES

LIFT IS THE RESPONSIBILITY OF THE CUSTOMER. THE ETA IS 8-12 WEEKS AFTER RECEIVING DRAWINGS (DRAWINGS ARE AN ADDED COST DUE AT A LATER DATE \$2125.00) DEPENDING ON WEATHER, MATERIALS, AND CREWS.

Building Amount:

\$48,410.00

Manufacturer Discount: (August Sales!)

(\$12,102.50)

Sub Total:

\$36,307.50

Tax

\$0.00

Additional Charges

\$7,947.00

Grand Total

\$44,254.50

Pay Now

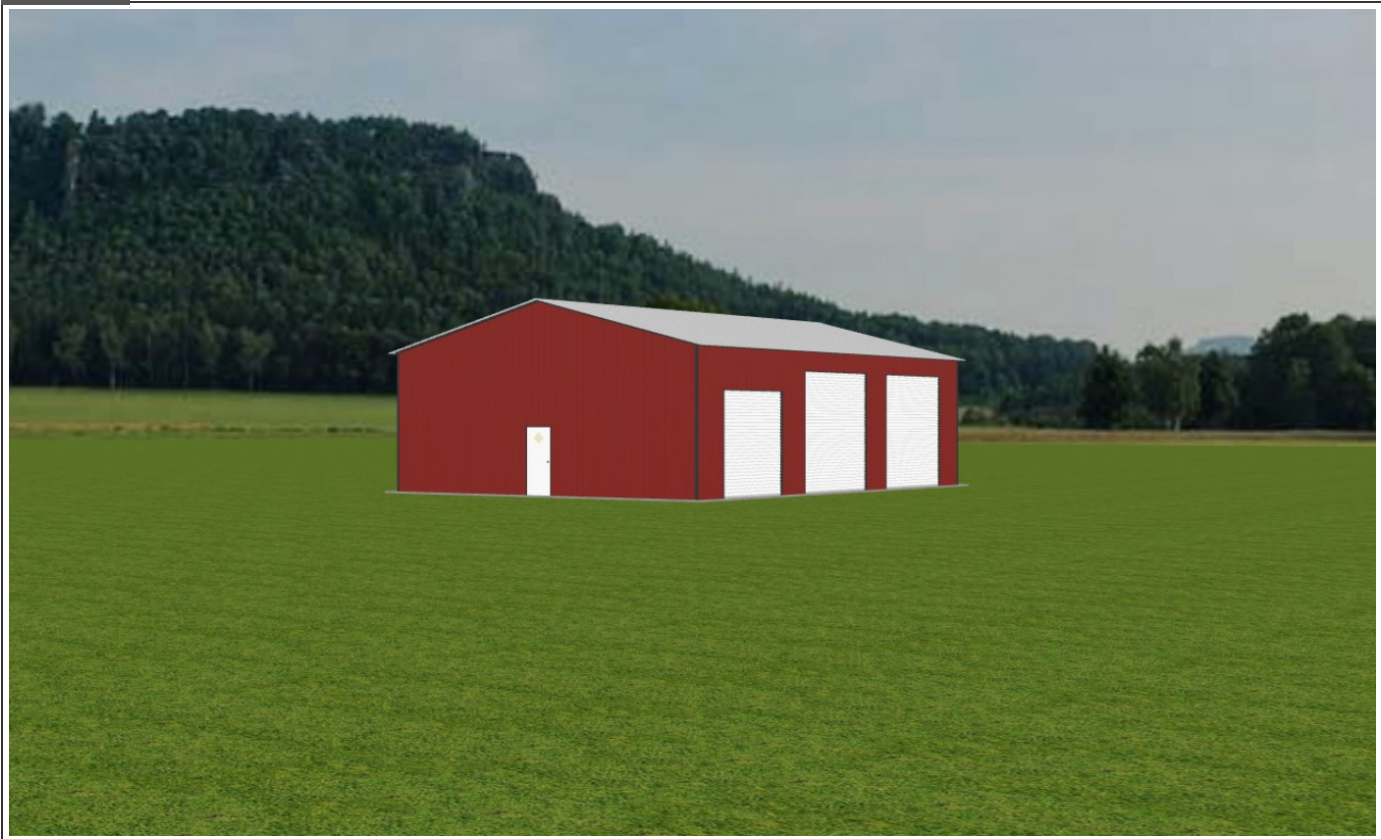
Downpayment

\$6,535.35

Balance Due

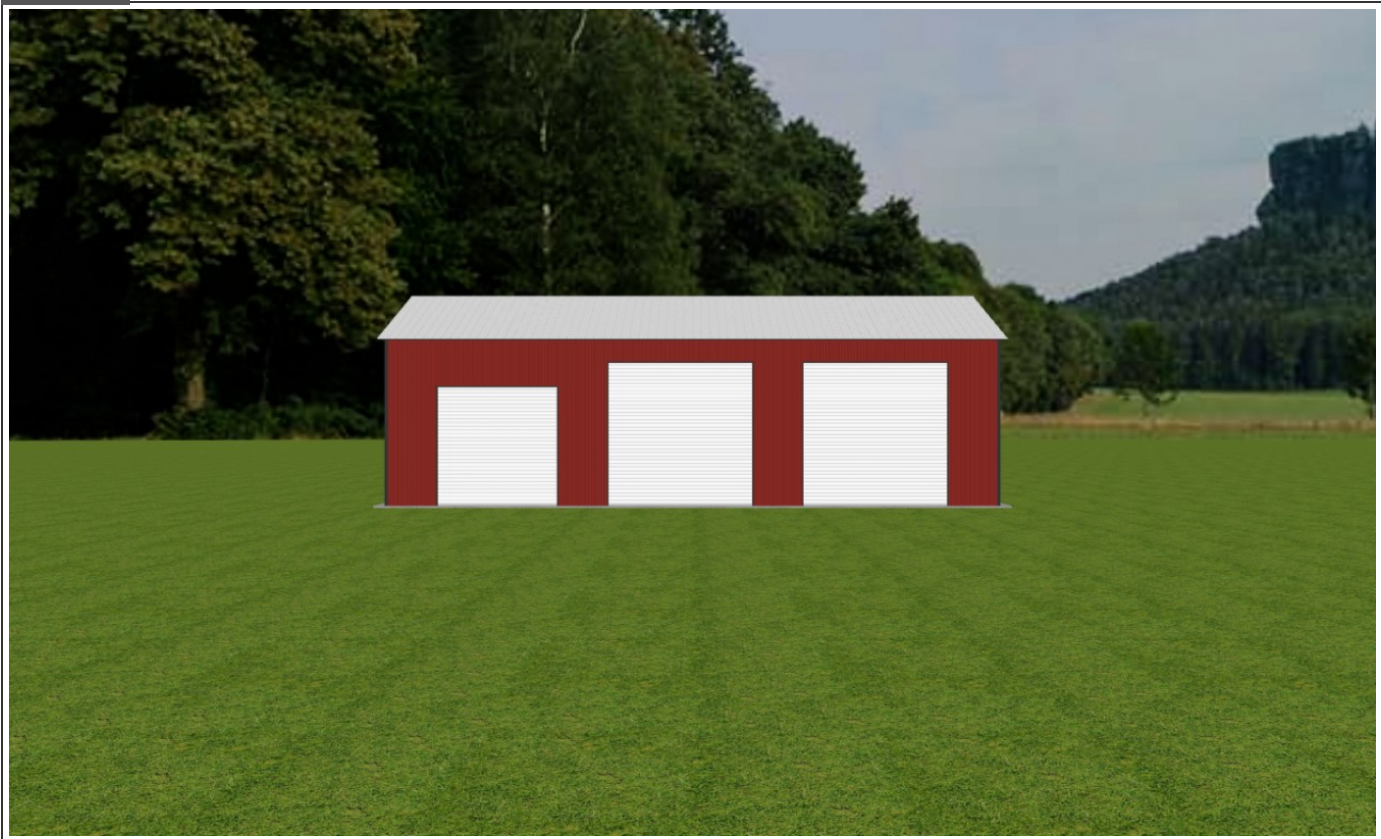
\$37,719.15

BUILDING VIEW



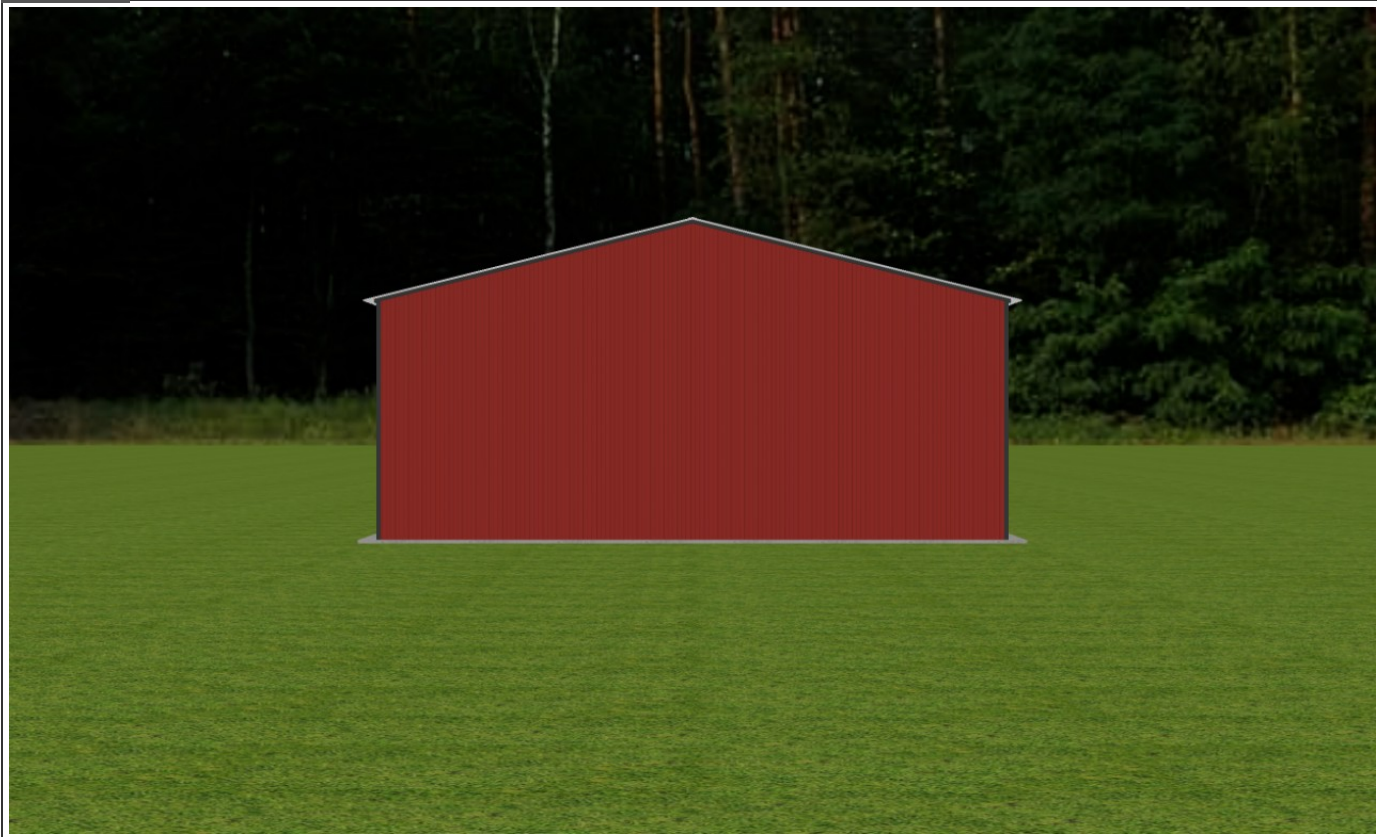
FRONT

BUILDING VIEW



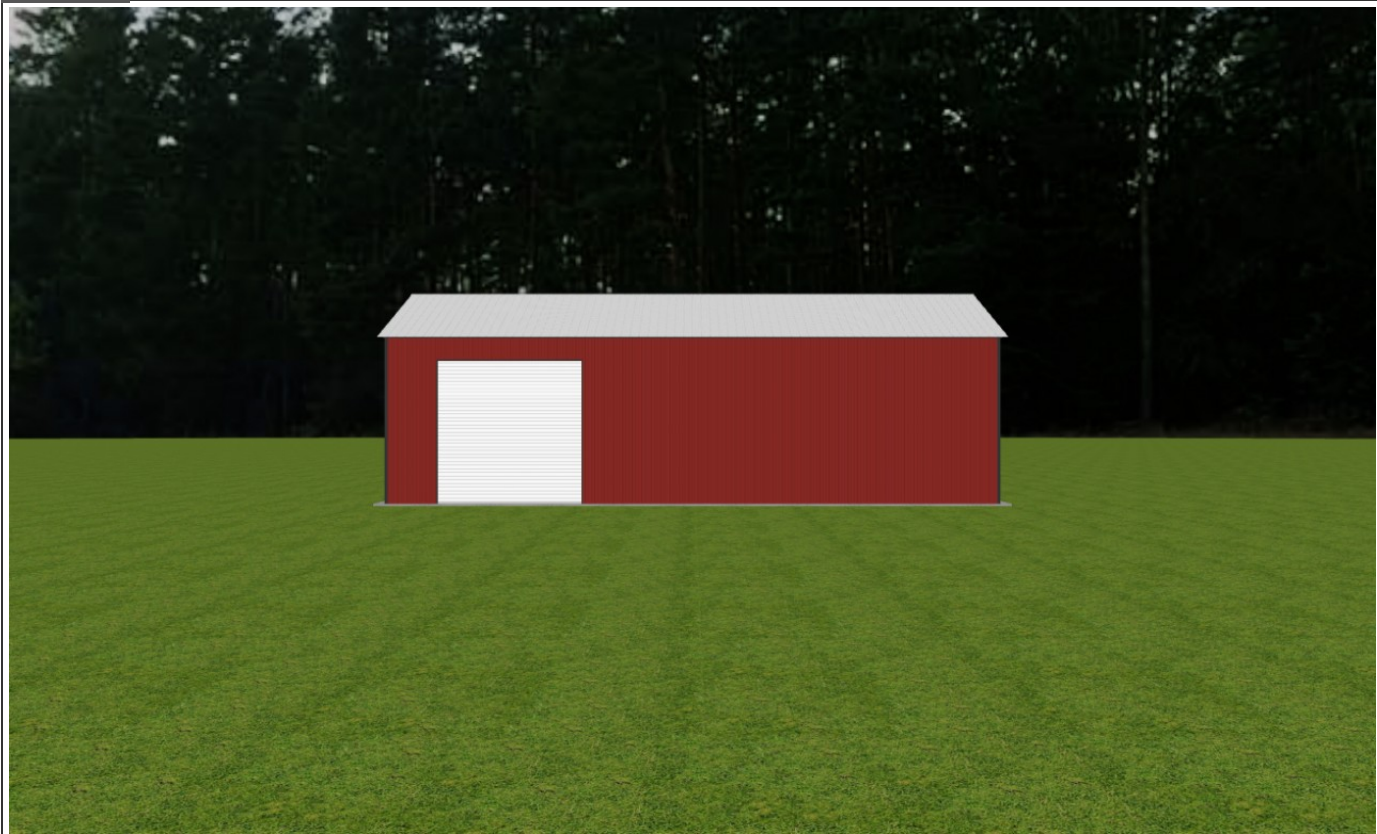
RIGHT

BUILDING VIEW

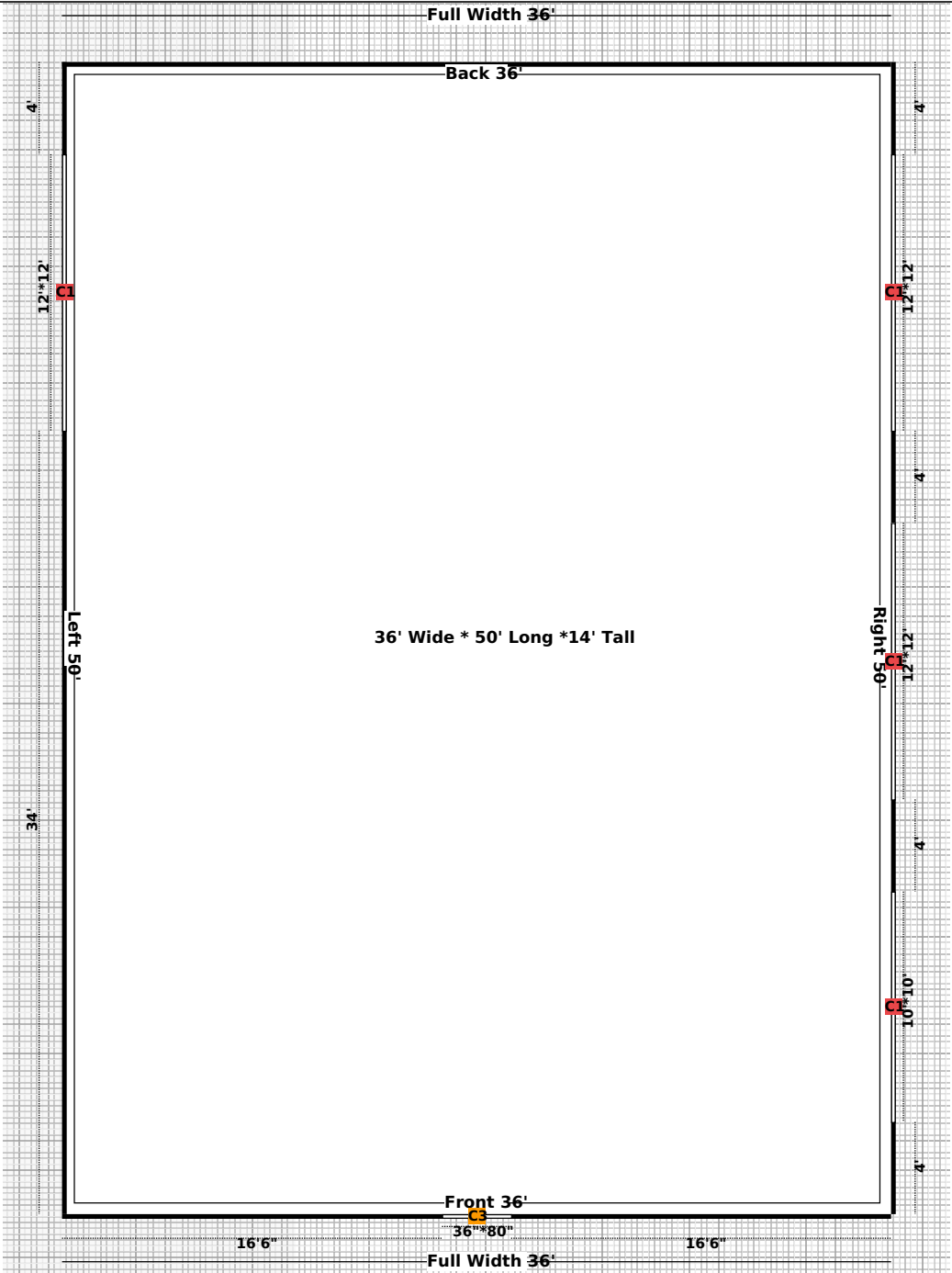


BACK

BUILDING VIEW



LEFT



LEGENDS

C1	Garage Door	C2	Garage Door Frameout	C3	Walk in Door	C4	Walk in Door Frameout	C5	Windows	C6	Windows Frameout	C7	Open Wall
C8	Close Wall	C9	Distance	C10	Storage Length (Utility)	C	Cupola						

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 25-08**

**DECLARING PROPERTY SURPLUS TO THE NEEDS OF THE DISTRICT AND
AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY**

WHEREAS, the Board of Commissioners, meeting in regular session, having before it the need to consider declaring certain equipment as surplus within Jefferson County Fire Protection District No. 1, and

WHEREAS, East Jefferson Fire Rescue owns the equipment listed on the attached Exhibit A and,

WHEREAS, the District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District and,

WHEREAS, the District may sell, transfer, exchange, lease or otherwise dispose of the property to the state or any municipality or any political subdivision thereof, or the federal government, on such terms and conditions as may be mutually agreed upon by the parties or to any private party by any commercially reasonable means, and

NOW, THEREFORE, BE IT RESOLVED, by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners that the District owned equipment listed in Exhibit A, be declared surplus to the needs of the District and hereby authorizes the Fire Chief to dispose of the Equipment through industry standards and properly accounted for.

Approved this 19th day of August, 2025.

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

Exhibit A

Item to be Surplused	QTY	Serial #/ Model # (List separately if multiple)	Description/ Size detail (for listing)	Fair Market Value	Reason for Surplus
Structural Firefighting Boots	1 pair	WP310873262	13	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Boots	1 pair	HP310785330	9.5	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Boots	1 pair	WP310685380	13	\$0	NFPA Lifecycle expired/ Damaged
structural Firefighting Boots	1 pair	WP310639419	9.5	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Boots	1 pair	WP310686005	10	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Boots	1 pair	Style 1201400	13	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Boots	1 pair	R5104M063997	12.5	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Boots	1 pair	R5104M041823	10	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Boots	1 pair	Style 1201400	11	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Boots	1 pair	Style 1201400	9.5	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Boots	1 pair	4854849	11.5	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Pants	1	3210836	W40/ L30	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Pants	1	3210839	W44/ L30	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Pants	1	3210833	W40/ L30	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Pants	1	3210838	W44/ L30	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Pants	1	3926290	W40/ L32	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Pants	1	3966028	W42/ L30	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Pants	1	4052613	W36/ L30	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Pants	1	7151882	36R	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Jacket	1	4576474	42/32	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Jacket	1	4061178	48/32	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Jacket	1	3420413	44/32	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Jacket	1	32777410	46/32	\$0	NFPA Lifecycle expired/ Damaged
Structural Firefighting Helmet	1	LHM0000144871	White	\$0	Cracked shell/ unusable
Structural Firefighting Helmet	1	LHM0000143266	Black	\$0	Cracked shell/ unusable
Structural Firefighting Helmet	1	LHM0000051287	Black	\$0	Cracked shell/ unusable
Structural Firefighting Helmet	1	400174776-10-3	Black	\$0	NFPA Lifecycle expired/ Cracked shell
Firefighting Gloves	1 pair	No Tags	No Tags	\$0	Torn fingers/ unusable
Firefighting Gloves	1 pair	21-Apr	Lg	\$0	Torn fingers/ unusable
Firefighting Hood	1	6126	Reg	\$0	Seams torn, NFPA lifecycle expired
Firefighting Hood	1	1779-77	Reg	\$0	Rips in fabric/ unusable
UV Sterilizer	1	A144	UV sterilizer 110v 6 amps 41in wide 18.5in tall 24in deep. Stainless steal	NA	No longer needed
UV Sterilizer	1	A145	UV sterilizer 110v 6 amps 41in wide 18.5in tall 24in deep. Stainless steal construction	NA	No longer needed

EJFR Levy Lid Lift Campaign Timeline

	District Responsibilities
August	<ul style="list-style-type: none"> • Set Strategy for Public Info, • Create talking points, • Inform District members of what is allowed/not allowed during campaign
September	<ul style="list-style-type: none"> • Create neutral public info - FAQ's, review financials and determine levy rates • Communication Plan – How are we going to let the public know?
October -January	<ul style="list-style-type: none"> • Begin Public Info Campaign - Road Show, HOA Meetings • Have Info available at Fire Fest
11/4/25	<i>General Election</i>
11/18/25	<ul style="list-style-type: none"> • Last Regular BOC Meeting prior to Ballot Resolution Due Date
	<ul style="list-style-type: none"> • Special BOC Meeting may be scheduled if more time is needed
December	<ul style="list-style-type: none"> • Roadshow Cont'd
12/12/25	<ul style="list-style-type: none"> • Ballot Resolution Due
January	<ul style="list-style-type: none"> • Public Forums – have any mailed campaign info out just before ballots arrive
1/21/26	<ul style="list-style-type: none"> • Ballots Mailed
2/10/26	<i>Election Day!</i>
2/20/2026	<ul style="list-style-type: none"> • Election Certified

2025 Upcoming Events

Group	Event	Date
2025		
August		
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
September		
EJFR	Farmer's Market - Sidewalk CPR	9/13/2025
EJFR	JC BOCC - Fire Summit	9/24/2025
October		
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
November		
EJFR	Farmer's Market - Cooking/Kitchen Fire	11/8/2025
December		
EJFR	Farmer's Market - Heating Safety	12/6/2025
BOC/Admin	JC Comm. & Admin. Prof. Banquet	TBD