



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

September 16, 2025

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes –

2. Consent Agenda

A. Approve Minutes from the August 19, 2025 Regular Board Meeting

TAB 2A

B. Excuse Carmody Absence

Vouchers

- Approve General Fire expenditure warrants dated August 26, 2025, August 28, 2025, and September 5, 2025 totaling **\$163,780.36**
- Approve EMS expenditure warrants dated August 26, 2025, August 28, 2025, and September 5, 2025 totaling **\$44,147.90**
- Approve payroll expenditure warrants dated August 18, 2025, September 4, 2025 totaling **\$874,721.83**

3. Correspondence –

TAB 3

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

5. Presentations – HR Presentation *(push until later in meeting when HR is available)*

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

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)*
- B. Levy Lid Lift Discussion

13. New Business

- A. Policy/SOG Updates
 - 1. SOG 4010d EMT Requirements
- B. Resolution 25-09 Surplus of District Property
- C. Resolution 25-10 Ambulance Fees

TAB 13A

TAB 13B

TAB 13C

14. Upcoming Topics/Events

TAB 14

- WFCA Annual Conference
- Implementation of SharePoint
- Drug Free Workplace SOG update
- 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 August 19, 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, HR Manager Stewart, MSO Ridgway, CRM Wittenberg, and District Secretary Cray.

1. AGENDA CHANGES – None.

2. CONSENT AGENDA

- Approve Minutes from July 15, 2025 Regular Board Meeting.
- 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**

MOTION: Masci moved to approve the consent agenda as amended. Craig 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 –No presentations.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – The Board reviewed items in the media spotlight.

7. STAFF REPORTS – Black reported Station 4 (Cape George) is now fully vacant of all EJFR items thanks to efforts by our volunteers, Facilities Manager Lawson and BC Clouse. It was a great transition. Chief Brummel is currently at the National Fire Academy and the class chose to make EJFR the group project for the class.

Community Risk Manager Wittenberg reported the County Fair was a success and gave kudos to

August 19, 2025

Erin Murray for her efforts. Wildfire assessments have resumed and requests are still coming in. He also gave the Board a brief presentation on the Youth Firesetting Intervention Program that he is establishing within the District. The goal is to have the program in place by the 4th quarter of 2025. Wittenberg toured a local homeless encampment behind the DSHS building and located a fire that wasn't reported. He is looking into providing extinguishers and supporting the encampment with training. Building a relationship to get the program started could eventually lead to education on many other topics and hopefully encourage 911 calls for these incidents.

HR Manager Stewart discussed her efforts to standardize management contracts and timelines when it comes to annual appraisals. She has been working on this for a college project. Annual evaluations are being tied to merit increases to keep consistency as well as keeping salaries in line with comparables.

Black reported an emergency expenditure was approved to fix a failed emergency relay at Station 1. Appliances were not shutting off when tones would drop. The new \$12,000.00 system will be installed next week.

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* – Full report included in board packet.

E. *Facilities Committee* – did not meet.

9. JeffCom Report – The Director's evaluation was completed and delivered. Starlink is now installed as a redundancy.

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.

13. NEW BUSINESS

A. *Policy/SOG Updates* – The Board reviewed the following updated SOGs.

SOG 5002e Air Medical Resources (Medivac)

SOG 7000c Infectious Diseases Exposure Control

SOG 2000b Program Assignments

SOG 4010d EMT Requirements

B. – CARES Update– Black gave a funding overview for 2026. Currently there is a \$96,744 funding shortage. The Washington Fire Chiefs introduced an initiative to allow CARES to collect EMS funds but it didn't make it past committee. We will need to get creative for funding in the future.

C. Station 2 Temporary Storage – The current site for storage facility has been prepped and the slab is there and ready for the building. If the Board approves the additional cost of \$55,711 for 2025 it will help us save on storage fees. There is sufficient fund balance to fund the accelerated spend for this project. **MOTION:** Craig moved to authorize the procurement and for the Fire Chief to enter into any necessary contracts. Masci seconded the motion which passed unanimously. Craig noted that he would like to know the final cost.

D. Resolution 25-08 Surplus of District Property – The board reviewed the resolution and attached list of items. **MOTION:** Masci moved to approve Resolution 25-08 as presented. Seabrook seconded the motion which passed unanimously.

E. Fire Safety Summit – The Jefferson County Board of County Commissioners will host a fire safety summit on September 24th at 5:00pm at Station 6. This will be an official BOCC Meeting. The meeting is expected to be 3 hours long and will get everyone on the same page. It is possible that we could see a resolution banning fireworks in the County.

F. Levy Lid-Lift Discussion – Cray provided a short presentation showing the need for a lid lift for 2027 collection to avoid being out of compliance with our 25% reserve policy and to continue to be fiscally responsible. Current inflation rates outpace our statutory maximum revenue gain of 1%. Our costs are rising and our revenue is unable to keep up. The Board discussed the timing of the elections and possible levy rates as well as how to best get information out to the public. They agreed to add this to the September agenda for decisions to be made.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

Craig attended a Commissioner meeting in Joyce, noting their meticulous and creative planning of their Fire Station which included a training facility and diesel cache.

ADJOURNMENT

Stinson adjourned the meeting at 4:32pm.

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

August 19, 2025

Steve will give you an overview of the different types of peonies and color range that is now available – not just pink, white, and red anymore.

This event will be held at the Beach Club on **Wednesday, September 10**, at 11 a.m. Guests are welcome with a \$5 donation. Provided refreshments are complimentary.

The Port Ludlow Garden Club is open to all area residents. Because seating is limited, all members and guests must RSVP five days prior to the event. Those without an RSVP will be admitted after the event begins if space is available. Thank you for understanding the needs of the venue. RSVP to portludlowgardenclub@outlook.com.

Meet Your Firefighters

by Ron Dawson, EJFR Community Outreach Volunteer



One of the important tasks of the East Jefferson Fire Rescue organization is the extrication of occupants trapped in a vehicle that has been involved in an accident. State Route 104 is a corridor where auto accidents that trap occupants inside their car

require an EJFR response to free the victims. This is a heavily travelled corridor, where it is important that firefighters have the training and knowledge to be successful in their efforts. Under Captain Trevor Bergen, EJFR training officer, crews are given the training required to safely extricate victims quickly and safely.

EJFR has an arrangement with an automobile recycler to have access to old cars so that firefighters can practice the skills it takes and work with the rescue tools required. Hydraulic and non-hydraulic equipment and hand tools are at the ready when they get a call. Tools also includes struts, air chisels, and much more. These practices are done at Station 2, located in Port Townsend.

The training involves stabilizing the situation, lifting and extricating; techniques using modern rescue tools such as airbags, hydraulic spreaders and cutters, pneumatic equipment and cribs help stabilize a load during rescue efforts. Firefighters work through realistic simulations that demand critical thinking, teamwork, and decisive action. The training includes mitigating hazardous

conditions. All equipment used reflects current fire and rescue industry standards.

This is important work done by fire department personnel, and their efforts are appreciated.

Imagine: A Brighter Day



Imagine: A Brighter Day is the theme of the Bayside Housing & Services 2025 gala and auction to be held at The Old Alcohol Plant on **Saturday, September 27**, 4 – 8 p.m.

This annual fundraising event is an opportunity for the community to meet the people Bayside serves and the people who serve, learn about the current housing facilities, and the new housing to come.

Guests will enjoy signature cocktails, a four-course dinner, a live auction featuring social, sport and travel adventures, a silent auction of art and wine, a raffle for a 7-day Holland America cruise for two, and a paddle-raise for Bayside's programs and services.

Moving It On 2025

Hints for Repurposing and Recycling Household Items

Batteries

- Alkaline batteries CAN be put in the trash (cover terminals with tape), or better yet, bring to Staples in Silverdale.
- Lithium batteries are also accepted at Staples.
- Rechargeable batteries have been accepted at Home Depot, Staples, and Office Depot.
- **Always call ahead to be sure the service is still being offered.** As the market changes for products, a business may need to change its acceptance policy. All other household battery types are accepted at the Port Townsend Transfer Station, and Quilcene disposal site, or bring to the lobby of Public Works (in Port Townsend at the QFC lot). This will not, of course, keep items out of the waste stream.

Household Items / Clothing

Ready for repurposing.

Always call ahead for store hours and to confirm drop off instructions.

Located in Port Townsend:

Dove House, 1045 – 10th Street

Better Living Center, 1505 Franklin Street

Cherry Blossom, 2203 E Sims Way

Fancy Feathers, 910 Water Street

Goodwill, 602 Rainier Street, off Sims Way

Habitat for Humanity, 2001 W. Sims Way

Up Store, 1042 Lawrence Street |

Waste Not Want Not, 1532 W. Sims Way

[freecycle.org](https://www.freecycle.org), search for “Jefferson County WA.” Follow instructions to sign up. You can request items OR give items you no longer need/want.

FaceBook groups: *Buy Nothing Jefferson County* to give away serviceable items. *Marketplace* to buy, sell, or donate items

Download the complete *Moving It On 2025* guide and turn your trash into treasure for someone else or provide an environmentally friendly way to dispose of items once destined for the landfill. Remember that it costs US (residents of Jefferson County) over \$150,000 monthly to collect and truck our waste to its final resting place 300 miles to southeast Washington.

jeffersoncountysolidwaste.com/wp-content/uploads/2025/04/Moving-It-On-Guide-2025.pdf

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.

July Alarms

Fires.....	19
Rescue/Emergency Medical	366
Good Intent	36
Hazardous Conditions	8
False Alarms	32
Service Call	82
Total Alarms	543

Ambulance Transports

911 Transports.....	240
Hospital Requested Transport.....	0
Non Transports.....	131

CARES Contacts.....	157
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Fire Department's Upcoming Events for September and October

This September, East Jefferson Fire Rescue (EJFR) will be holding a child car-seat installation clinic on **Saturday, September 27**, at Station 6, 193 Rhody Drive in Chimacum. This is an opportunity for parents and grandparents to ensure the proper and safe installation of child safety car seats. The clinic will take place in the morning and run until noon.

October will be a busy and informative month for EJFR, with Fire Prevention Week scheduled for **October 4 – 11**. This year, the focus will be on buying, charging, and recycling lithium-ion batteries and electronics safely.

The 4th Annual Fire Rescue Fest will be held at Station 1, 701 Harrison Street in Port Townsend on **Saturday, October 11**, from 10 a.m. – 2 p.m. This event celebrates the history of fire service in Jefferson County, with fire-fighter demos, skills competitions, fun, and interactive activities for kids and adults.

Additional information about these events can be found at [EJFR.org](https://ejfr.org).

September 2025

Operations Report

DC Pete Brummel

Operations

**2025 Goals and Objectives Progress
Continued Oversight (Ongoing)
Photos of Events**

2025 Goals and Objective Progress:

Goal #1: Improve Operational Resiliency:

Objective 1.3: Expand Capabilities in Special Operations and Wildland Interface

Attending the National Fire Academy in Emmitsburg, MD August 17-24.

I represented EJFR and Washington State at the National Fire Academy while attending **R0254 Special Operations Program Management & Leadership**. This was a 6-day, in-residency class that focused on program development for special operations teams such as marine response, technical rescue and other specialized resources. The curriculum included, developing mission and value statements, researching laws and standards, financial impacts and return on investments, training requirements and sustainment, equipment as well as fundamental leadership philosophies.

Additionally, I had the unique opportunity to present our group project to the Acting US Fire Service Administrator, Chief Donna Black and the National Fire Academy Director Eriks Gibliks. The professional networking was outstanding as the student roster included peers from Florida, Georgia, South Carolina, Ohio, Missouri, Colorado, Tennessee, Louisiana and Nevada.

Objective 1.2 Prepare for Mass Casualty Incidents:

Completed the first draft of the Olympic Regional MCI Plan and distributed to external stakeholders in Clallam county. The document is being reviewed and is likely to be revised over three versions after regional hospitals, medical program directors provide input. Still scheduled for completion in 4th quarter of 2025.

Regional Participation & Professional Development

- ✓ (New) Mentor for UW Foster School of Business Center for Leadership and Strategic Thinking, Cohort #1, 2025-2026
- ✓ (New) Mentor for the International Society of Fire Service Instructors
- ✓ (New) Enrolled in Chief Fire Officer credential program at Center for Public Safety Excellence
- ✓ (New) Working on application to the National Fire Protection Association as a technical advisor member for NFPA 1006 (Standard for Technical Rescuer Professional Qualifications)
- ✓ Completion of NFA Online pre-course studies
 - Introduction to Application Data for Fire and Emergency Services
 - Cost Recovery for Emergency Incidents
 - Management Tools for Emergency Services Leaders

Meetings and Events



Class photo, with USFA (Acting Director), NFA Superintendent, National Fallen FF Memorial and class session.

8/4 Jefferson County Chiefs Meeting (2hr)
 8/5 Clallam Fire Chiefs Meeting (2hr)
 8/6 Jefferson IMT Meeting (2hr)
 8/8 Personnel Meeting (1hr)
 8/14-8/24: Attending NFA On-Campus Class
 8/25: Budget Committee Meeting (3hr)
 8/26: McNeil Insurance on-site meeting (2hr)
 8/26: Acting Fire Chief Assignment 8/26-9/17
 8/27: Medical Screening (2hr)
 8/28: Meeting with FF Richter re: Vector Check-It
 8/28: Meeting with BC Fletcher re: Apparatus
 8/28: JeffCom BOC Meeting (2hr)
 8/28: Meeting with MSO (1hr)
 8/28: Meeting with Training Captain (1hr)
 Vector Check-It, LNI FIIRE, various in-person, meetings, virtual meetings, station visits and discussions.

Date Prepared: 9/5/25

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

Public Education, Events, and Presentations	Adult Events <ul style="list-style-type: none"> 8/27 Fire Extinguisher Training at Discovery Behavioral Health 8/27 North Beach Neighborhood Safety Presentation 9/6 Ocean Grove Neighborhood Safety Fair
Community Partnerships	<ul style="list-style-type: none"> 8/13 Meet with Gabbie Caudill re: Encampment Fire Safety 8/14 Meet with Jefferson Co Health re: Encampment Fire Safety 8/18 Meet with Discovery Behavioral Health re: Encampment Safety 8/19 Jefferson County IMT Evacuation Tabletop Exercise 9/3 Jefferson County IMT Monthly Meeting 9/4 Jefferson County Wildfire Alliance Meeting
Smoke Alarm Installations	<ul style="list-style-type: none"> August – 30 Alarms Installed 2025 Total – 137 Alarms Installed New Supply of 30 Alarms received from Washington State Fire Marshal's Office
Wildfire Assessments	<ul style="list-style-type: none"> August – 27 Assessment Completed Year to Date – 186 Assessments Completed Scheduled / To Be Scheduled – 67 Assessments 8/27, 8/29, 9/3 Meeting with Fire Aside Assessment Tracking Program
Plan Review, Inspections, Investigations	Inspections <ul style="list-style-type: none"> 9/5 Wooden Boat Festival Inspections Meetings <ul style="list-style-type: none"> 8/13 Tala Shore Road Access Consultation 8/14, 8/28, 9/4 New Development Reviews with City of Port Townsend 8/14 Consult with NW Maritime Center on Egress Marking 9/4 Discovery Road PUD Pre-App Meeting with City Investigations <ul style="list-style-type: none"> 8/17 Discovery Road Fire Investigation

Public Information Officer (PIO)	Social Media Posts <ul style="list-style-type: none">• 8/18 CPR Class Promotion• 8/22 Red Flag Warning• 8/27 Red Flag Warning• 9/3 Boat Haven Fire Social Media Followers <ul style="list-style-type: none">• Facebook - 3,883, Up 32 followers• Instagram – 700, up 5 followers Monthly Newsletter <ul style="list-style-type: none">• 8/15 August Newsletter Published, 98 Sends, 68 Opens (71% Open Rate)• 93 Subscribers, up 2 Recipients
Professional Development	<ul style="list-style-type: none">• None
Personal	<ul style="list-style-type: none">• 8/20 - 8/25 Vacation



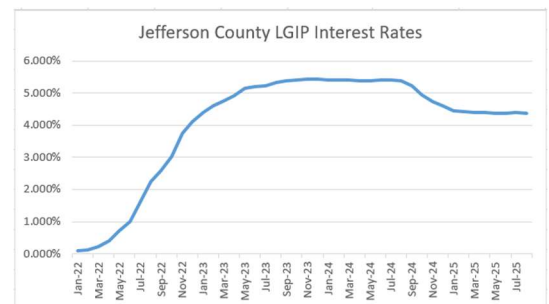
FINANCIAL REPORT FOR AUGUST 2025

Fund Balance August 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	554,415	(184,706)	369,709	(183,274)	28,634	14,447	229,517
Ending Fund Balance	3,258,195	3,043,795	6,301,990	1,183,459	1,007,428	515,847	9,008,725

Financial Highlights:

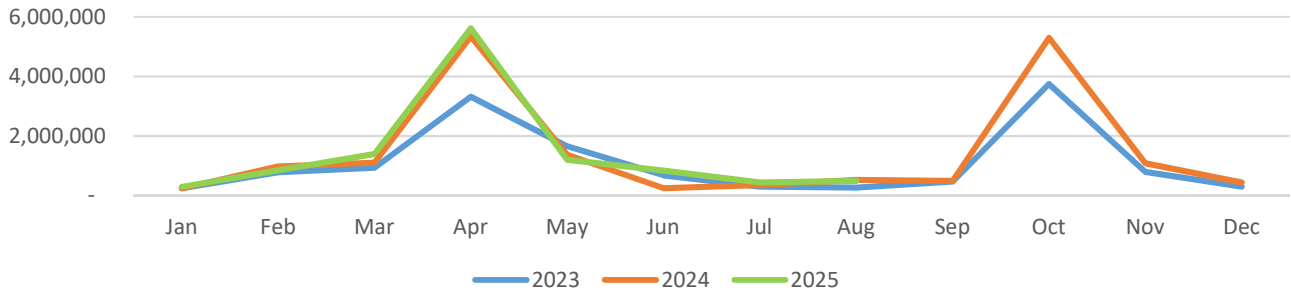
- Year-to-Date financials and trending graphs (attached). Salaries, OT and benefits are tracking as expected.
- Investment Earnings. LGIP gross interest = **4.382%** in August 2025. As of 8/31/25, **94.4%** of EJFR's Fund Balance is in LGIP Investments.
- Included in FIRE General Fund Balance is \$242,179 of unspent Local Program debt proceeds which will be used to pay for the re-chassis ambulance scheduled for delivery in October 2025.
- 2026 Budget development update
 - First of five budget committee meeting – 8/25
 - After roll forward of recurring revenues and expenditures, the available current funds amount to \$135,000. In contrast, the total budget requests amounts to \$1.7m.
 - CPI-U June 12-month = 2.7%
 - Medical health Insurance premium increasing 15%
- Prepared decision packet to request increase to the Ambulance transportation fee
- Received new Assessed Value of properties owned by the Port –update ILA contract/Fire Control fee



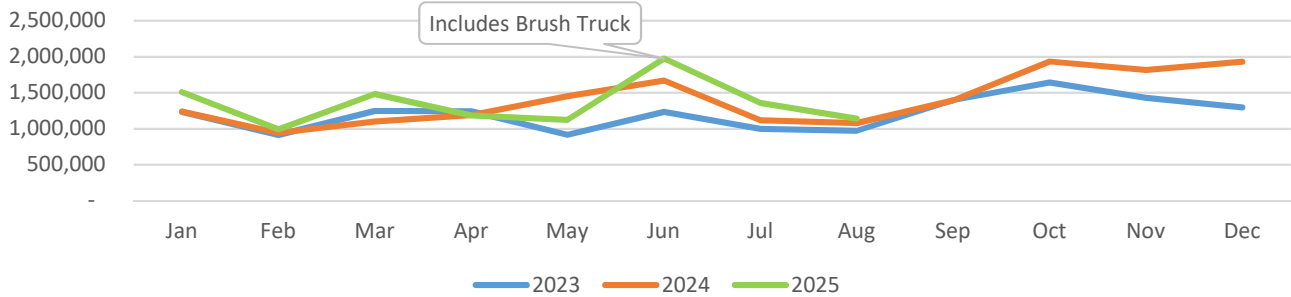
Other Highlights:

- 8/11 & 8/21 – Reviewed budget roll forward items and assumptions with Dist Secretary Cray and Fire Chief Black
- 8/26 – McNeil & Company Insurance representative performed site visit at Stations 1, 7 and 9.
- Reviewing Inventory Policy and Procedures
- Reviewed and discussed with BC Fletcher Apparatus replacement schedule in light of Tender breakdown
- 2027 Levy Financial information provided to citizen campaign group soon to be officially formed
- Training:
 - 8/26, 8/27, 8/28 – Attended SpringBrook budget online training workshops
 - 8/27 – Attended WA State GEMT training workshop
- Helped set up/tear down at the County Fair

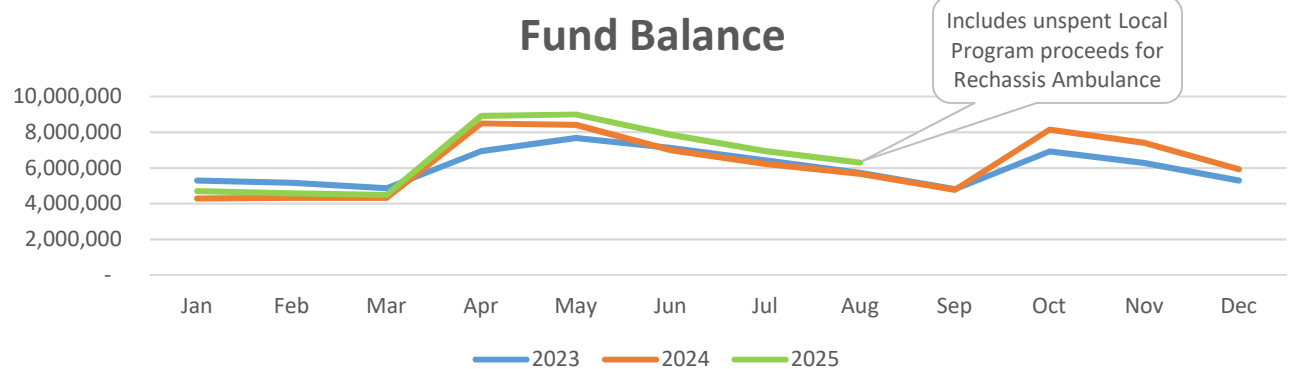
East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



East Jefferson Fire Rescue FIRE General & EMS Funds Expenditures



East Jefferson Fire Rescue FIRE General & EMS Funds Fund Balance



FIRE - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:48:27 Date: 09/07/2025

Page: 1

001 Fire Fund #656001010

Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,790,550.00	6,408,388.59	4,382,161.41	40.6%
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	7,088,031.37	3,974,518.63	35.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
000	166,950.00	74,019.95	92,930.05	55.7%
210 Administrative	1,881,880.00	1,193,464.71	688,415.29	36.6%
211 Legislative	240,195.00	108,030.71	132,164.29	55.0%
220 Suppression	6,417,524.00	4,233,618.81	2,183,905.19	34.0%
230 Prevention	22,000.00	14,342.30	7,657.70	34.8%
245 Training	117,691.00	42,187.38	75,503.62	64.2%
250 Facilities	417,664.00	215,216.89	202,447.11	48.5%
260 Vehicles & Equipment	468,450.00	295,319.53	173,130.47	37.0%
520 Fire Control	9,732,354.00	6,176,200.28	3,556,153.72	36.5%
590 Debt, Capital & Transfers	1,958,785.50	357,416.01	1,601,369.49	81.8%
Fund Expenditures:	11,691,139.50	6,533,616.29	5,157,523.21	44.1%
Fund Excess/(Deficit):	(628,589.50)	554,415.08		

FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 15:48:30 Date: 09/07/2025

Page: 1

001 Fire Fund #656001010			Months: 01 To: 08	
Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,872,983.00	1,907,345.38	965,637.62	33.6%
522 20 10 019-0 OVERTIME (40%)	519,147.00	352,771.96	166,375.04	32.0%
220 Suppression	3,392,130.00	2,260,117.34	1,132,012.66	33.4%
520 Fire Control	3,392,130.00	2,260,117.34	1,132,012.66	33.4%
Fund Expenditures:	3,392,130.00	2,260,117.34	1,132,012.66	33.4%
Fund Excess/(Deficit):	(3,392,130.00)	(2,260,117.34)		

EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:49:40 Date: 09/07/2025

Page: 1

101 EMS Fund #657001100			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,460,354.00	4,045,124.07	2,415,229.93	37.4%
Fund Revenues:	6,460,354.00	4,045,124.07	2,415,229.93	37.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,611,439.00	4,187,755.59	2,423,683.41	36.7%
274 EMS Training	108,940.00	34,352.50	74,587.50	68.5%
276 EMS Maintenance	0.00	7,721.53	(7,721.53)	0.0%
520 Fire Control	6,720,379.00	4,229,829.62	2,490,549.38	37.1%
590 Debt, Capital & Transfers	190,000.00	0.00	190,000.00	100.0%
Fund Expenditures:	6,910,379.00	4,229,829.62	2,680,549.38	38.8%
Fund Excess/(Deficit):	(450,025.00)	(184,705.55)		

EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:49:40 Date: 09/07/2025

Page: 1

101 EMS Fund #657001100			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,460,354.00	4,045,124.07	2,415,229.93	37.4%
Fund Revenues:	6,460,354.00	4,045,124.07	2,415,229.93	37.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,611,439.00	4,187,755.59	2,423,683.41	36.7%
274 EMS Training	108,940.00	34,352.50	74,587.50	68.5%
276 EMS Maintenance	0.00	7,721.53	(7,721.53)	0.0%
520 Fire Control	6,720,379.00	4,229,829.62	2,490,549.38	37.1%
590 Debt, Capital & Transfers	190,000.00	0.00	190,000.00	100.0%
Fund Expenditures:	6,910,379.00	4,229,829.62	2,680,549.38	38.8%
Fund Excess/(Deficit):	(450,025.00)	(184,705.55)		

Date Prepared: 9/10//25**Subject:** *Executive Assistant/District Secretary Report***Prepared By:** *Tanya Cray*

Meetings & Events:	<ul style="list-style-type: none">• 8/11 Budget Rollover Mtg• 8/11 Agenda Prep Mtg• 8/13 GEMT Webinar• 8/19 BOC Mtg• 8/21 Budget Prep Mtg• 8/21 JC Commissioners & Admin Mtg• 8/22 Meet & Confer• 8/25 Budget Committee Mtg• 8/25 Meet w/ Chief's• 8/28 Shred-It Pick Up – 10 boxes destroyed
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	<p><i>**Info not received by BOC packet distribution, will update if received before BOC Meeting.</i></p> <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

August Board Report**Executive Assistant/ District Secretary Report**

	<p>**As a reminder to all members, <u>Ready Rebound</u> isn't only for employees. Family members, Commissioners and retirees all are able to utilize this program.</p>
<p>2025 Elections Update</p>	<p>The County Elections Coordinator provided the following estimates for election costs:</p> <p>2025 November General: \$15,000 – will be billed in 2025 2025 End of Year Indirect Billing: \$18,000 – will be billed in 2026</p> <p>EJFR BOARD Following 2025 Election: District 1 Jeannie Price (unopposed) - term expires 12/2031 District 2 (Seabrook or Codier) - term expires 12/2031 District 3 Steve Craig - term expires 12/2027 District 4 Geoffrey Masci - term expires 12/2029 District 5 Deborah Stinson - term expires 12/2027</p>
<p>Wellness Physicals</p>	<p>On-Site Physicals were held on 8/25-8/27. My personal opinion and those expressed to me were that everything ran smoothly. I heard no complaints from participants. Results will be sent to me at St 7 in confidential/sealed envelopes per person and I will distribute. This is expected in about 5 weeks.</p>

Call Statistics		
	August '25	August '24
Fires	9	9
Rescue/EMS	326	354
Service Call	77	80
Good Intent	43	40
False Alarm	46	27
Hazardous Condition	5	9
Overpressure/Overheat		2
Total	506	521
August Transports		
911	196	
Hospital Requested	0	
Total	196	
CARES Contacts		
August Contacts	147	

EJFR Responses By Area for August 2025	
Mutual Aid Given	10
City of PT	219
GlenCove/Jacob Miller	11
Cape George	15
Ocean Grove/Beckett Pt.	4
Kala point	10
Hadlock/Irondale	96
Marrowstone Is.	19
South Discovery	2
Chimacum	20
Oak Bay	2
Northern Ludlow	49
Southern Ludlow	40
Other/CARES	9

Date: 9/6/2025

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• JeffCom User Group Meeting• Meet with MSO Ridgway and Olympic Ambulance regarding O2 program• Meet Program Lead to Work on Budget Requests
BC 11 911 Responses	<ul style="list-style-type: none">• "A" Shift Responses 211• BC11 responded to 17 incidents in the last month• 1 MVC• 2 structure Fires (Jeffcom Commercial Fire and Shore Dr)• 1 CPRs• 2 Water Rescues
Continuing Education/ Training	<ul style="list-style-type: none">• A-Shift training 292 hours completed• EMS connect• Ongoing Shift level training and scheduling
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• Crewforce updates prep for MDT style use of IPads
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	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	\$16,883.44	\$33,616.56
	Wildland (Sanders)	522 20 35 0050	\$21,480.00	\$12,446.08	\$9,033.92
	Small Tools (Secondez)	522 20 35 0100	\$3,000.00	\$1,658.51	\$1,341.49
	Beds 7/8 (Carver)	522 50 31 0100	\$9,500.00	\$5,007.52	\$4,492.48

Date: September 8th, 2025

Subject: *BC-12 Report*

Prepared By: *Justin Clouse*

BC Administrative Meetings	<ul style="list-style-type: none">• Daily Shift Meetings• At least once per tour visit to each station for crew contact and assistance• IFSAC Testing meeting• Meetings with facility maintenance tech• CRR Meetings• State IFSAC Technical Advisory Group Meeting
BC 911 Responses	<ul style="list-style-type: none">• Responded to 9 incidents in June.• Established or assumed command of 5 of those incidents.• Was on Comp for 3 rotations in August
Continuing Education/ Training	<ul style="list-style-type: none">• Daily Shift level training• EMS Connect• Base Station• Acting Lieutenant Manual with 1 prospective Acting LT• Acting Battalion Chief Manual with 1 prospective Acting BC
Administrative duties	<ul style="list-style-type: none">• Shift based training oversight and compliance• Staffing and callback• Run Shift Training reports• ESO report review• Facility Maintenance program oversight• Budget planning
Planning and ongoing projects	<ul style="list-style-type: none">• Training Committee• IFSAC Testing Technical Advisory Committee• IFSAC testing- Prep for Kitsap Spring academy• Facility maintenance planning• Budget request prep• Station 2 Storage building project

Personal Protective Equipment	<ul style="list-style-type: none"> Equipment is still slowly coming in..
Technical Rescue	<ul style="list-style-type: none"> Planning for next quarterly training.
Wellness Program	<ul style="list-style-type: none"> Wellness exams and hearing testing were completed.
Facilities Maintenance	<ul style="list-style-type: none"> Station 1- New bay lighting, continued alarm system issues, bids for a new control system. Station 2- Storage building preparation, supply cabinet built. Station 3- Move was completed and building handed over. Station 4- Nothing. Station 5- Annex project- meetings with potential contractor and subs. Station 6- Nothing. Station 7- Alarm panel issue. Station 8- Nothing. Station 9- Nothing. Admin- Nothing.

Program Budget	BARS	Amount	Spent	Remaining
Wellness (Gregory)	522 20 41 0600	\$3,000.00	\$1,822.05	\$1,177.95
Fitness Program (Gregory)	522 72 41 0601	\$3,000.00	\$980.00	\$2,020.00
Annual Physicals (Gregory)	522 10 41 0160	\$55,000.00	\$0.00	\$55,000.00
Ready Rebound (Kinney)	522 72 41 0601	\$14,000.00	\$0.00	\$14,000.00
Hose (Kinney)	522 20 35 0100	\$25,000.00	\$20,989.05	\$4,011.95
FF PPE (Lueders)	522 20 20 0609	\$170,000.00	\$86,597.80	\$83,402.20
Special Ops Rope (White)	522 20 35 0500	\$4,567.00	\$3,308.00	\$1,252.00
Fire Alarm Panel 1 (Lawson)	594 22 64 0100	\$22,500.00	\$16,561.81	\$ 5,938.19
H2O Heaters St 2 & 7	594 22 64 0100	\$36,500.00	\$24,547.50	\$11,952.50
St 2 Storage Bldg. (Lawson)	594 22 62 0630	\$75,718.00	\$45,080.92	\$30,637.08
Station 5 Annex Repair (Lawson)	522 50 48 0100	\$ 0.00	\$3,000.00	\$ -3,000.00

Date: 9/4/25**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• Budget Committee First Meeting
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 15 incidents in August<ul style="list-style-type: none">○ Responded to an elderly gentleman that fell over the bank, approx. 15' down, at his house requiring a technical rope rescue to get him back over the bank.
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 362 hours of training)
Administrative Duties	<ul style="list-style-type: none">• Callbacks for all staffing needs• Scheduling maintenance, repairs and new apparatus builds• Worked with FF Richter reviewing budget with program managers and have began ordering equipment for new engines from the approved \$222,000• Dismantled EJ034 to be reassigned as Utility 2. Organized and cleaned up several different apparatus in preparation for surplus.
Shift Programs	<ul style="list-style-type: none">• FF Richter completed revamping of Check It for ease of use and it has been rolled out to all members to switch our apparatus checks from paper forms to electronic.

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	\$37,620.00	\$11,897.31	\$25,722.69
Apparatus Maintenance	Fletcher	\$264,250.00	\$152,662.26	\$111,587.74
Ladders	Parker	\$3,000.00	\$0.00	\$3,000.00
Volunteer Program	Dean	\$80,420.00	\$6,100.00	\$74,320.00

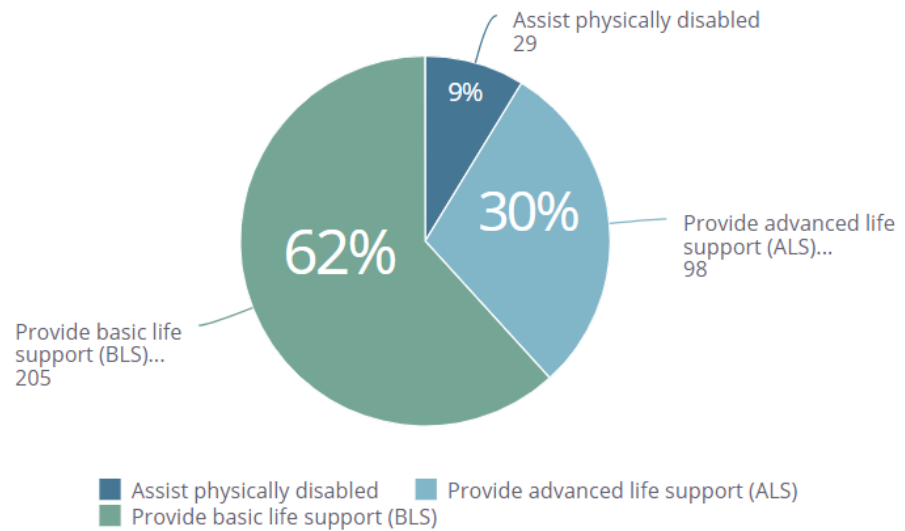
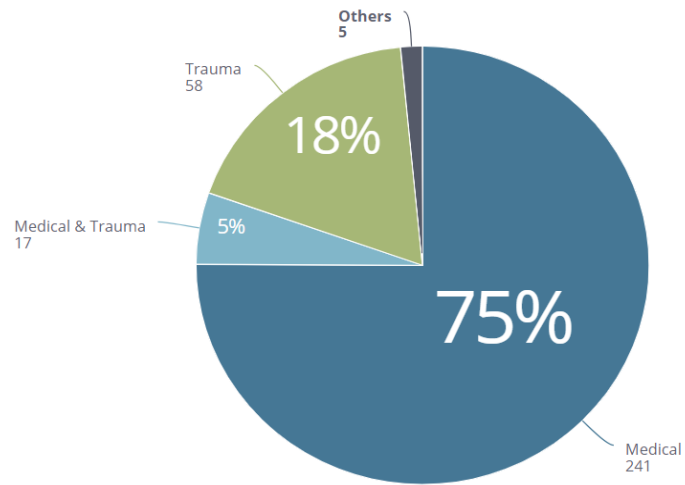
BOC Report, MSO

August 2025

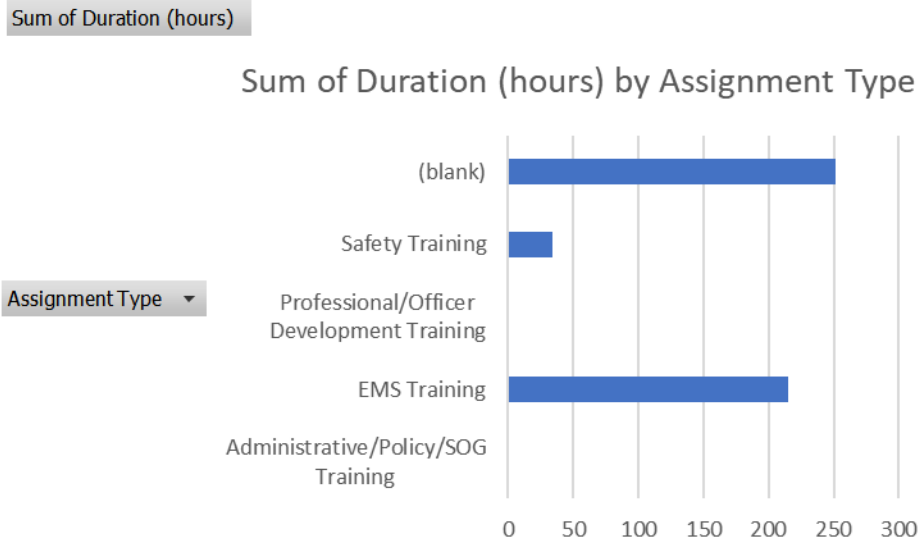
Submitted by: Tammy Ridgway

Meetings	<ul style="list-style-type: none">• EMS Council Special Training meeting x 2• Jefferson Health Care• Weekly meeting with Dr. Carlborn• Meeting with Fire Chief x2• CARES Team Meeting• Meet with LT White/PM Severin• BOC Meeting• Smooth Transitions• Meet with Chief Brummel
Continuing education and Training	<ul style="list-style-type: none">• 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• Run Review• MSO response 14 calls including 3 fires and 2 MVC's

EMS Calls



Department
Wide EMS
Related Training
Hours



Sidewalk CPR at the Farmers Market was very successful. We engaged with 100+ people during the day.



CARES
Contacts

INITIAL CONTACT10

FOLLOW UP CONTACT130

UNABLE TO CONTACT7

8. PRIMARY REASON FOR REFERRAL

MH9

SUD12

GENERAL ASSISTANCE28

HOMELESS34

FAILURE TO THRIVE24

MEDICAL26

FREQUENT FIRE CONTACT4

FALLS10

Other0

August 2025

Monthly Naloxone Distribution Survey - Jefferson County EMS Leave Behind

Date Survey Completed09-02-2025 15:08:19

Community Naloxone Distribution

How many naloxone kits did your program distribute to clients or participants August 2025?5

How many clients or participants did your program train on overdose response in August 2025?5

How many clients or participants reported using their last naloxone kit to reverse an overdose in August 2025?5

August
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

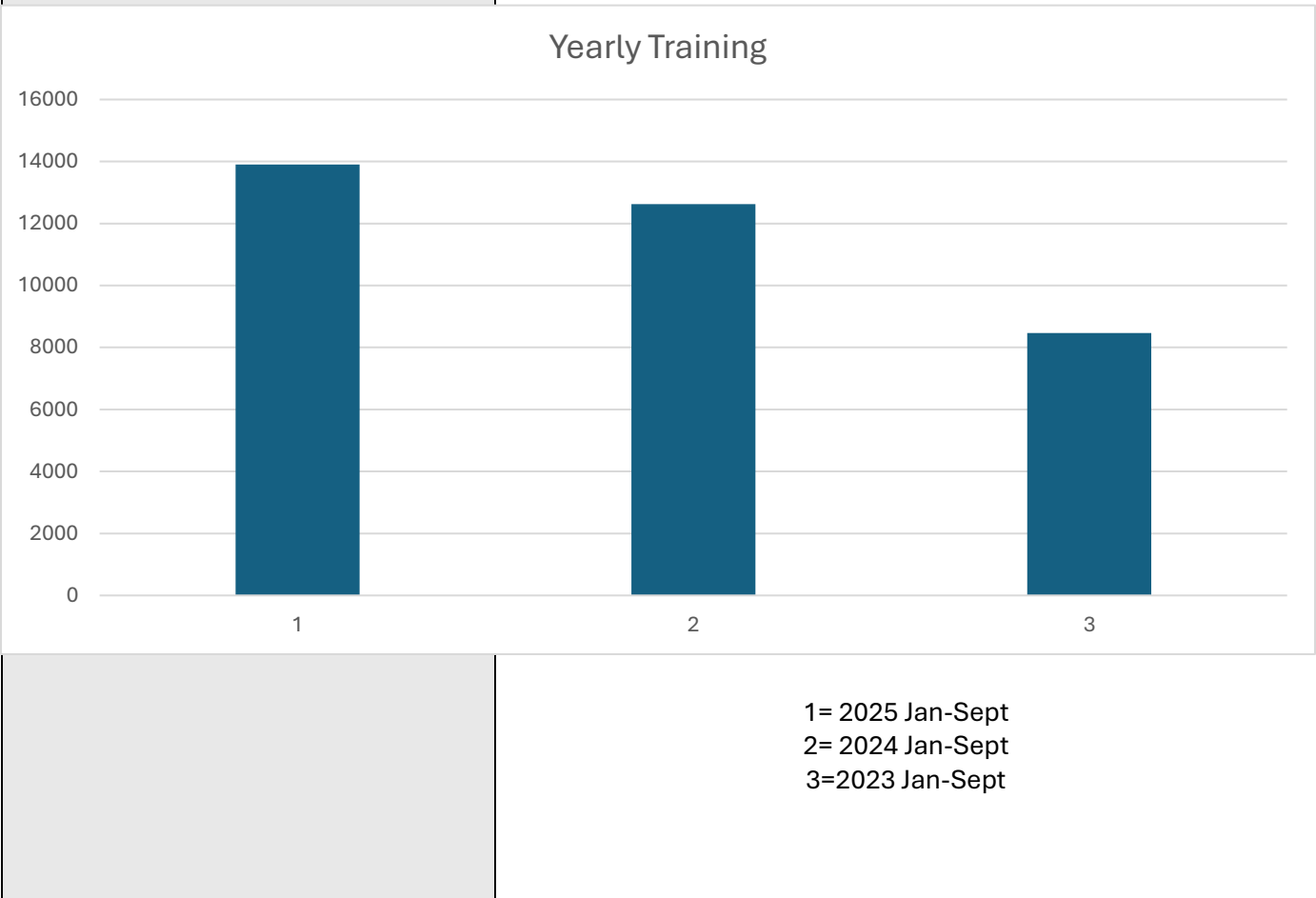
August Training Captain Report

September 4, 2025

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none">• WSRB Hours for August: 739.1 Hours• 3rd quarter firefighter training hours: 1889.5 Hours• August total training Hours: 1273.60 Hours• 2025 Training Hours 13916.27 Hours
Overview:	<ul style="list-style-type: none">• Brush 15 Road Tour• Budget Process• Ems Eval• 3rd QTR Training• Classes for end of the year!
Brush 6 in-service training	<ul style="list-style-type: none">• Provided in-service training to shifts and all the stations.• Inservice consisted of a PowerPoint, walk through and drafting from a 50 gal garbage can evolution.
Budget Process	<ul style="list-style-type: none">• Finalized budget for review committee.• Assisted with budget prep work for program and project leads.• Attended the budget meeting.
EMS Eval	<ul style="list-style-type: none">• FIT Cash Holmes had his last agency evaluation and now has successfully completed his National Registry EMT.• Instructors had nothing but great things to say about FIT Holmes.
3 rd quarter Training Credential	<ul style="list-style-type: none">• 3rd quarter training continues to grow in hours.• Assignments in Vector Solutions get validated for necessary information and tracking.

Classes for the end of the year	<ul style="list-style-type: none"> • Worked for months on contacting Retired BC Stanton Cooke but was finally successful. He will be teaching a two day strategy and tactics class Dec. 3-4th • Scheduled PXT 701 train the trainer class for October 3rd. This class has a lot of logistical needs and I have started collecting the necessary items.
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Topic	BARS	Amount	Spent	Remaining
2025 Classesandprops Budget.xlsx	522 45 40 0600	\$ 1,950.00	\$445.00	\$ 1505.00
2025 Classesandprops Budget.xlsx	522 45 35 0100	\$ 4,655.00	\$ 2,557.33	\$ 2,1967.67
2025 Classesandprops Budget.xlsx	522 45 49 0200	\$ 1,500.00	\$ 75.38	\$ 1,424.62
2025 Conferences and IFSAC Classes.xlsx	522 45 40 0500	\$ 40,000.00	\$ 6,056	\$ 33,944.00
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

Brush 6 in-service Station 1 B Shift



Wildland/Structure Fire Port Ludlow



Brush 6 after the sign shop put reflective chevrons.

Training Events

PXT 701 Train The Trainer October 3rd, 2025

PNW Conference October 5-10, 2025

Strategy and Tactics December 3-4th, 2025

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 Expected in June/July '26
Brush Truck	\$175,000	\$210,000	\$210,000	Chassis- Nov '24, Est. Box completion March '25, Delivered June '25 In Service Aug '25
Ambulance	\$275,000	\$350,000	\$340,000	April '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 April of 2026.
 - Update- The final build specs were submitted to us for review and a change order was signed crediting us back \$7,550.00
- 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- Final Report
 - In service training was completed in August by Captain Bergen and the vehicle has been placed in service at Station 6. Former Brush 6 was moved out to Station 7, and we again have three brush trucks available.
- Ambulance Remount (EJ239)
 - It was determined during budgetary conversations that we are going to rechassis one of our current ambulances.

- Remounting an ambulance means that we will be taking one of our old ambulances we currently own taking the box off of the current chassis and then putting it onto a new chassis. The box will also be receiving a makeover including new paint and replacing any parts that are worn or damaged. A remount of an ambulance saves a significant amount of money as compared to a new build and also has a build time of only approximately 90 days after the chassis is received. This means that we should be expecting this to be completed by midyear of 2025.
- The ambulance to be remounted is EJ239 which is a 2010 E450 with approximately 200,000 miles on it. It is currently at station 5 and was moved out of the normal ambulance rotation several years ago due to its age and reliability.
- Bruan NW met with us several months ago to look over the ambulance and determine which pieces would be replaced and which pieces would remain the same.
- A proposal has been received from Braun Northwest for \$194,734.00 not including taxes. Additional costs have been added on and approved by the BOC in January's meeting to include radios, decaling, tax and any unforeseen costs incurred by Braun after tearing down the ambulance and assessing need for repairs. The total purchase price is approved at \$241,470. The proposal has been signed and returned which has started our build clock for the remount.
- New chassis agreement paperwork has been signed and submitted which will prompt Braun to order our new chassis.
- 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.
- **Update-** The final specs were sent over for review and a change order was signed on 8/1 for an additional cost of \$1,550.00
- **Update-** While tearing down and testing the oxygen system it was determined that it was leaking and that additional items would need to be replaced. An additional change order was signed for \$900.00

■ **C.A.R.E.S Vehicle**

- The purchase of a 2024 Ford Maverick was made in July to replace the aging current vehicle with 200,000 miles on it.
- Lights have been ordered and have arrived, but we are currently still waiting on the arrival of radios so the upfitter can come in and install all of the components.
- We are attempting to standardize our logos that we use to avoid using something different on each and every new rig that arrives. With doing this we

are trying to standardize the font that is on the vehicles which has proven difficult to match what we currently have. It appears that it was not a standard font, and we are talking with design consultants to see what it would take to recreate the font that we have.

- The goal is to have this rig in service by the end of September.

Additional Awareness

- 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.
 - **Update-** The vehicle has been stripped down and the canopy has been removed placing this unit in service as a new utility truck at Station 2. The additional work on this vehicle will take place in late October as stated above.
- **EJ575- 1992 Simon Duplex Tender**
 - This vehicle was purchase from Bainbridge Island Fire several years ago as a used apparatus to add to our tender fleet as a temporary fix until we were able to afford new tender.
 - It was a very custom built apparatus and there was only one other one built like it which NKFR bought at the same time that we did. They have since recently sold there's.
 - During a wildland response to Brinnon in July the tender overheated and NKFR was unable to assess the damage to the vehicle for several weeks due to other items that needed servicing. When the vehicle was finally assessed it is assumed that the motor has a crack in the cylinder liner and/or the valve head. Without tearing down the entire motor we are unable to fully diagnose the problems but because there is coolant coming out of the air box of the motor it is safe to assume it would require a full rebuild to be operable again.
 - Calls have been made to several service centers in the area and each one of them said that they would not rebuild the motor due to its age, complexity of repairs and inability to acquire replacement parts. This leaves us with a tender that is inoperable.
 - Conversations are being had with all the Chiefs to determine the next best course of action for a short-term and a long-term replacement solution.

Aug 2025

Apparatus Committee Report

- WSRB is being consulted as well to determine what our required need for tenders is to see if we can purchase something more basic without reducing our rating.



DIRECTOR'S REPORT

August 28, 2025

❖ Projects:

- **Fire Primary simulcast system** still has a slight imbalance between Hadlock tower and other sites. Rich tuned it enough for acceptable audio in most areas and is working on scheduling the technician to retune it more accurately with additional equipment when he returns to do annual preventative maintenance on our tower sites.
- **Law Primary interference** has been heard on occasion recently, and we are still working on tracking it down. Rich spent a day driving to Green Mountain, where the interference was received early in the morning, but it ceased by the time he got to the site and did not recur.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup. We will propose some capital funding in 2026 for this project and are informing the potential providers of simulcast radio systems that we should be ready to deploy the proposed simulcast system refresh early in 2027.
- **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. 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, and we expect to lease space to NOAA for a weather radio transmitter.
- **Strategic plan:** Statewide E911 strategic plan is expected to be reviewed at statewide conference in October 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 have been fully executed and reporting begun for the 2025-26 state fiscal year. We expect to defer payment again until early in our 2026 calendar-year fiscal year.
- **Recruiting:** Communications officer trainee that started July 13 continues to progress through training. 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. Scheduling has been disrupted since early July due to scheduled vacations and other extended leave.
- Updated **Communications Supervisor** job description has been finalized.
- **CBA** negotiations will begin in coming weeks. As of this writing, no proposal has been received from the Teamsters local, but if one is received prior to the board meeting I expect to summarize it and perhaps to discuss strategy in executive session. The timing is likely to make early adoption of the Jeffcom budget improbable this year.
- **CAD maintenance credit** statement has been provided by Tyler and largely aligns with our records. A portion of it will be transferred to the account of the City of Port Angeles to cover Jeffcom's third of shared-cost items for the core CAD system, for which Jeffcom is no longer invoiced directly by Tyler. The remainder will be applied to Jeffcom's pending 2025 invoices from Tyler. Discussion continues with Pencom about the extent of those shared-cost items.

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

- **July communications-staff overtime** increased significantly to 352 hours among nine fulltime communications staff not on leave (June's was 254, May's 210.25, April's 268.5).
- **Found Therapy** Services continued sit-in appointments with all shifts, and we participated in EJFR's first scheduled day of private, off-site wellness appointments. Staff continues to show growing trust in that relationship and have started greater making use of Found Therapy resources.
- **Office relocations** are in process, and one new desk has been purchased. We will work in stages to move the finance manager out of the EOC, then director, then records specialist, then public-education supplies, and finally making space for a second supervisor.

- **Personnel matters and high operational tempo** continue to occupy the agency with a bit more stress throughout July and August than we had been under in recent months.

❖ **External Relationships:**

- The July **User Group** meeting was held after our last meeting on July 29.
 - ◆ Jeffcom provided an update on current plans for the simulcast radio system refresh and one on tuning the current simulcast system.
 - ◆ EJFR reported continued work on response-plan issues as they arise.
 - ◆ EJFR and PTPD reported on their portable-radio tests in the new hospital building, where the distributed antenna system seemed to provide some improvement on Law but needed more work on Fire Primary.
 - ◆ Jeffcom reported the Jefferson Healthcare has opened a kennel and could take care of a patient's dog if that was needed to facilitate patient transport.
 - ◆ Jeffcom reported on recent and planned map updates in CAD, mobile and CrewForce/ShieldForce.
 - ◆ JCSO reported that LERMS is being discontinued, with Tyler pushing agencies to move to Enterprise Records. We discussed briefly how shopping for a replacement CAD system could impact this.
- Next User Group meeting will be September 9, after no meeting in August due to vacations.
- Draft amendment to the MOUs with Jefferson County and City of Port Townsend for **law-enforcement records services** was drafted and refined this month and will be proposed in this meeting for discussion.
- Presentation hosted at the Jefferson County Public Library by Department of Emergency Management with speakers from DEM, KTPZ and VECOM on August 21 was well attended and featured a high level of interest and inquiries from attendees about Jeffcom and issues related to calling 911.

❖ CFS and Call Data: January 1 through August 22, 2025

• Fire/EMS calls by agency

Agency	CFS count YTD	CFS count LYTD
EJFR	3706	3634
QFR	378	380
BFD	435	387
DBVFR	75	96
Total	4594	4497

• Law Enforcement calls by agency

Agency	CFS count YTD	CFS count LYTD
JCSO	9401	8442
PTPD	5557	5677
Total	14958	14119

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	11277	99.34	n/a
11-15 sec	52	99.80	90%
16-20 sec	14	99.92	95%
21-40 sec	9	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	11352		

• 911 Call Averages

Metric	YTD Average
Ring time	2.98 sec
Hold time	0.67 sec
Talk time	106.94 sec

• Non-911 Calls

Metric	YTD
Number of outgoing calls	5456
Number of incoming calls	12356
0-10 sec pick-up time	99.26%
Average ring time	3.25 Sec
Average hold time	7.14 sec
Average talk time	99.97 sec



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 MPD requirements established through the EMS council. 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 WA State certified evaluators who have been approved and vetted by the County Medical Program Director, Fire Chief and/or designee.
- 4.4 Recertification** shall occur every three years or per the current requirements of the WA State Department of Health.

4.5 The EMS provider shall maintain records of successfully completed educational, practical skill evaluation and skill maintenance requirements for a minimum of seven years. The EMS provider shall provide records to their EMS agency, their county medical program director, and the department upon request.

EFFECTIVE DATE:

REPLACES: NEW

FIRE CHIEF:

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 25-09**

**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 16th day of September, 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 # etc. (list separately if multiple #'s)	Description - detailed for sale listing	Fair Market Value	Reason for Surplus
1986 MOBLG Lawn Mower Trailer	1	EJ615 VIN- 72084000141	8'x4' flat deck trailer with fold down ramp	\$50	Has not been used in years due to us having a larger trailer. The tire wheel combination is not safe use and would need to be swapped out but is no longer needed.
1998 Wells Cargo Trailer 10'	1	EJ441 VIN- 1WC200D10W4033350	10' enclosed trailer	\$1,000	Has just been used as storage for years and there is no need for it any longer.
1994 Ford F700 Brush Truck	1	EJ112 VIN- 1FDWK74C0RVA08774	Former PLFR Brush Truck- 300 gallon tank with pump	\$10,000	Recently replaced by new brush truck and no longer a need for vehicle.
1993 Dodge 250	1	EJ710 VIN- 3B7KM23CXP158142	Dodge 250 pickup truck	\$5,000	Being replaced by repurposed investigation truck no longer a need for it.
1997 Ford F350 4x4	1	VIN- 1FDKF38F1VEC25437	Ford F350 cab and chassis. Vehicle is a stripped down chassis that has not run for over 5 years and the time and money to make the vehicle working is unknown. It is best to sell it as is where is.	\$500	What started as a project truck in 2019 to be converted into a brush truck the project was never completed and there is no longer a need for this vehicle.
Whelen Lightbar	2	unknown	lightbars that came from project brush truck	\$0	No need and unknown if the lights work.
ARE Pickup Canopy	1	unknown	8' Barn door style canopy	\$50	No need for canopy after it was removed to repurpose the vehicle it was on.
Speed Queen Commercial Washer	1	Model SC30MN2YU60001/Serial 0509996756	Commercial Washer	\$50	Replaced after receiving a grant for a new extractor and works but there is no longer a need for it.
1992 Simon Duplex	1	EJ-575 VIN- 1FDKF38F1VEC25437	1992 Simon Duplex Water Tender	\$500	Motor had a catastrophic failure and after calling different shops no one is willing to rebuild the motor due to its age and the complexity.

Date: September 19, 2025

Subject: Increase to Ambulance Billing Rate effective January 1, 2026

Prepared By: Roy Lirio

Background:	<p>Purpose: To increase the billing rates for medical ambulance transport service levels BLS-NE, BLS-E, ALS1-E and ALS2.</p> <p>EJFR last updated its billing rates effective 1/1/25. However, ALS2 has not been updated since 2023. It is best practice to revisit the billing rates each year and make adjustments as needed.</p> <p><i>Things to consider if changing the ambulance billing rates:</i></p> <ol style="list-style-type: none">1. Cost increases in providing services and transporting patients.2. Billing rates of comparable neighboring districts. The rates our neighboring districts charge are included as an attachment below.3. Payor mix and collection rate effect on ultimate paid charges. The Payor Production Statistics Report is included as an attachment below.																																													
Fiscal Impact:	<p>The increase in billing rates of certain service levels will help increase revenues. However, due to the payor mix where the majority of our transports are covered by Medicare (69%) and Medicaid (13%), only a fraction of the rate increase will be realized. Medicare and Medicaid’s reimbursement rates are lower than our current rates. Therefore, any rate increase will result in a larger write-off adjustment.</p> <p>Assuming that the transport volumes and payor mix are consistent, ambulance transport fee revenues for 2026 is estimated to increase \$62,000 due to the rate increase.</p>																																													
Recommendations:	<p>As presented, review and approve the changes to the billing rates effective 1/1/26.</p> <table><tr><td></td><td></td><td></td><td>Proposed</td><td></td></tr><tr><td></td><td>Current</td><td></td><td>effective 1/1/26</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>BLS-NE</td><td>\$ 700</td><td>\$</td><td>725</td><td></td></tr><tr><td>BLS-E</td><td>\$ 750</td><td>\$</td><td>900</td><td></td></tr><tr><td>ALS1-E</td><td>\$ 900</td><td>\$</td><td>1,100</td><td></td></tr><tr><td>ALS2</td><td>\$ 1,000</td><td>\$</td><td>1,200</td><td></td></tr><tr><td>SCT</td><td>\$ 1,200</td><td>\$</td><td>1,200</td><td>no change</td></tr><tr><td>Mileage</td><td>\$ 20.00</td><td>\$</td><td>21.00</td><td>no change</td></tr></table>				Proposed			Current		effective 1/1/26							BLS-NE	\$ 700	\$	725		BLS-E	\$ 750	\$	900		ALS1-E	\$ 900	\$	1,100		ALS2	\$ 1,000	\$	1,200		SCT	\$ 1,200	\$	1,200	no change	Mileage	\$ 20.00	\$	21.00	no change
			Proposed																																											
	Current		effective 1/1/26																																											
BLS-NE	\$ 700	\$	725																																											
BLS-E	\$ 750	\$	900																																											
ALS1-E	\$ 900	\$	1,100																																											
ALS2	\$ 1,000	\$	1,200																																											
SCT	\$ 1,200	\$	1,200	no change																																										
Mileage	\$ 20.00	\$	21.00	no change																																										
Proposed Motion:	<p>Approve resolution 25-10 To Increase Ambulance Transport Billing Rates Effective January 1, 2026.</p>																																													

Client Name	BLS-NE		BLS-E		ALS1-E		ALS2		SCT		Mileage		Effective Date
	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	
Regional Comparable 1	750		800		1070		1195				23		12/1/2017
Regional Comparable 2			1100		1400		1450				24		1/1/2025
Regional Comparable 3			800		950		1100				19		1/1/2025
Regional Comparable 4			800		950		1100				19		1/1/2025
Overall Average	750		875		1093		1211				21		
Jefferson 1-EJFR	700		750		900		1000		1200		20		1/1/2025
Proposed	725		900		1100		1200		1200		21		
									No Change				

8/29/2025

East Jefferson Fire-Rescue

Payer Production Statistics

Date Of Service	1/1/25
Date Of Service	8/29/25
Company	East Jefferson Fire-Rescue

	Tickets	%	Charges	%	Payments	%	Levy Fund	%	Write Offs	%
Medicare (Fee Schedule)										
MedAdv/Part C	216	13 %	207,288.00	10 %	-97,710.92	9 %	0.00	0 %	-51,103.84	11 %
Medicare Part B	889	56 %	865,304.00	42 %	-493,113.33	48 %	0.00	0 %	-201,073.70	42 %
Group Total	1105	69 %	1,072,592.00	52 %	-590,824.25	57 %	0.00	0 %	-252,177.54	53 %
Medicaid (Fee Schedule)										
Medicaid--OR-Mgd Care	1	0 %	760.00	0 %	-311.42	0 %	0.00	0 %	-448.58	0 %
Medicaid--WA	207	13 %	681,468.00	33 %	-346,287.91	34 %	0.00	0 %	-206,942.09	43 %
Group Total	208	13 %	682,218.00	33 %	-346,599.33	34 %	0.00	0 %	-207,390.67	43 %
Commercial										
	44	3 %	41,028.00	2 %	0.00	0 %	0.00	0 %	0.00	0 %
Auto	11	1 %	11,532.00	1 %	-8,402.55	1 %	0.00	0 %	-568.34	0 %
Indian Health	1	0 %	932.00	0 %	0.00	0 %	0.00	0 %	0.00	0 %
Kaiser	1	0 %	780.00	0 %	0.00	0 %	0.00	0 %	0.00	0 %
Kaiser WA	6	0 %	7,134.00	0 %	-5,633.60	1 %	0.00	0 %	0.00	0 %
Miscellaneous Insurance	54	3 %	57,122.00	3 %	-29,318.38	3 %	0.00	0 %	-2,592.85	1 %
Premiera	14	1 %	14,662.00	1 %	-2,641.68	0 %	0.00	0 %	-211.25	0 %
Regence	29	2 %	32,494.00	2 %	-21,654.04	2 %	0.00	0 %	-413.69	0 %
Tricare	10	1 %	11,574.00	1 %	-6,546.10	1 %	0.00	0 %	-1,681.90	0 %
Veterans Administration	25	2 %	24,884.00	1 %	-14,977.04	1 %	0.00	0 %	-816.98	0 %
Workers Comp	7	0 %	6,798.00	0 %	-4,140.54	0 %	0.00	0 %	-245.46	0 %
Group Total	202	13 %	208,940.00	10 %	-91,313.93	9 %	0.00	0 %	-6,528.45	1 %
Private/Self-pay										
Insurance Research	1	0 %	1,030.00	0 %	0.00	0 %	0.00	0 %	0.00	0 %
Private	85	5 %	82,446.00	4 %	0.00	0 %	0.00	0 %	-10,788.00	2 %
Group Total	86	5 %	83,476.00	4 %	0.00	0 %	0.00	0 %	-10,788.00	2 %

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 25-10

A RESOLUTION TO INCREASE AMBULANCE TRANSPORT BILLING RATES
EFFECTIVE JANUARY 1, 2026

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

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

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

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

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

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

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

WHEREAS, Resolution 23-03, implemented Advanced Life Support service charge applicable for EMS non-transports involving deceased individuals under the following terms and conditions:

1. This charge will be billed for all “Deceased on Scene” incidents where the patient, who does not survive, is not transported by the District, but has received Advanced Life Support services from the District;
2. Any/all primary or secondary insurance carrier(s) the deceased patient may have will be billed by the District, when such information is known or readily available to the District;
3. Any payments received from the deceased person’s insurance carrier(s) for such EMS services will constitute payment in full; the family of the deceased person, and/or the deceased person’s estate, will not be responsible for any unpaid balance due the

District, even if no insurance proceeds are received by the District for the rendering of such services;

4. The deceased patient's family will not be contacted for billing or other insurance information after the District EMS services have been provided; and
5. The reason for this billing policy regarding deceased persons is to acknowledge the District's sensitivity to the grieving process experienced by a deceased person's family members and not to press financial collection in such cases.

WHEREAS, Resolution 24-20, adopted October 15, 2024, updated the billing rates for Emergency Medical Services transports, and mileage.

NOW, THEREFORE, BE IT RESOLVED by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners, which the following fee schedule for service levels and mileage be changed effective January 1, 2026:

Rates effective January 1, 2026

<i>Specialty Care Transports</i>	<u><i>\$1,200.00 No Change</i></u>
<i>Advanced Life Support II</i>	<u><i>\$1,200.00</i></u>
<i>Advanced Life Support I</i>	<u><i>\$1,100.00</i></u>
<i>Basic Life Support</i>	<u><i>\$900.00</i></u>
<i>Basic Life Support Non Emergent</i>	<u><i>\$725.00</i></u>
<i>Advanced Life Support Service Charge</i>	<u><i>\$725.00</i></u>
<i>(equivalent to the BLS rate in effect)</i>	
<i>Mileage Charge</i>	<u><i>\$21/mile</i></u>

Approved this _____ day of September 2025.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 BOARD OF COMMISSIONERS

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

2025 Upcoming Events

Group	Event	Date
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