



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

November 18, 2025

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes –

2. Consent Agenda

A. Approve Minutes from October 21, 2025, Regular Board Meeting and TAB 2A
October 28, 2025, Special Board Workshop

B. Vouchers

TAB 2B

- Approve General Fire expenditure warrants dated October 8, 2025, October 21, 2025, October 22, 2025, October 28, 2025, and November 3, 2025, totaling **\$592,654.91**
- Approve EMS expenditure warrants dated October 8, 2025, October 22, 2025, October 28, 2025, and November 3, 2025, totaling **\$264,593.68**
- Approve payroll expenditure warrants dated October 20, 2025, and November 5, 2025, totaling **\$862,997.65**
- Approve 3rd Quarter Volunteer Stipend warrants dated October 9, 2025, totaling **\$7,669.51**

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

TAB 6B

7. Staff Reports -

TAB 7

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

Deputy Chief Brummel
Finance Director
CRR Manager
Battalion Chiefs

8. Committee/Workgroup Reports

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

TAB 8D

9. JeffCom Report – 2026 Changes Black(alternate)/McKern(primary)

TAB 9

10. Local 2032 Report

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

12. Old Business

- A. SP Implementation Tool
- B. Admin Merit Increase Discussion

TAB 12A

TAB 12B

13. New Business

- A. Budget Resolutions –
 - Resolution 25-12 Approve Budget Expenditures
 - Resolution 25-13 Property Tax Increase for General and EMS Levies
 - Resolution 25-14 General/EMS Tax Levies and Related Budgets
 - Levy Certification
- B. TNKase – STEMI KIT
- C. OCH Contract –
- D. 2026 Migration to Teams and Sharepoint for BOC Info
- E. Ballot Resolution and Explanatory Statements –
 - Resolution 25-15 Single Year Levy Lid Lift – General
 - Explanatory Statement for Proposition 1 – General Levy Lid Lift
 - Resolution 25-16 Single year Levy Lid Lift – EMS
 - Explanatory Statement for Proposition 2 – EMS Levy Lid Lift

TAB 13A

TAB 13B

TAB 13C

TAB 13E

Executive Session Pursuant to RCW.42.30.110(i)(g) review the performance of a public employee

14. Upcoming Topics/Events

TAB 14

- Implementation of SharePoint
- Drug Free Workplace SOG update

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 October 21, 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.

Admin Staff: Chief Black, Deputy Chief Brummel, HR Manager Stewart, MSO Ridgway, CRM Wittenberg, BC Fletcher, Captain Bergen, Admin. Asst. Murray, Finance Manager Roy Lirio and District Secretary Cray.

1. AGENDA CHANGES – None.

2. CONSENT AGENDA

- Approve Minutes from September 16, 2025, Regular Board Meeting.

Vouchers

- Approve General Fire expenditure warrants dated September 12, 2025, September 24, 2025, October 1, 2025, and October 2, 2025, totaling **\$526,127.38**.
- Approve EMS expenditure warrants dated September 12, 2025, September 24, 2025, and October 1, 2025, totaling **\$14,079.68**.
- Approve payroll expenditure warrants dated September 18, 2025, October 2, 2025, totaling **\$850,985.56**.

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

3. LIST OF CORRESPONDENCE – Included in Board packet.

4. PUBLIC COMMENT – No public comment given.

5. PRESENTATIONS –Five of our nine new volunteers introduced themselves and gave short bios. Many thanks were given to Volunteer Coordinator Harte and HR Manager Stewart for their onboarding efforts.

Chief Black and Deputy Chief Brummel gave a short presentation on Darkhorse Software and its capabilities. Darkhorse was able to provide needed information quickly while it currently takes months and other agencies to help compile similar data.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Jefferson Healthcare sent a letter thanking MSO Ridgway for her help with the Jefferson Healthcare workforce grant. This is the 3rd year of providing CPR training for local schools. Ridgway noted FF Chapman was a huge help.

This year will be the first year that a Rural Trauma Development Course is held locally. It will be at Station 6 and presented by the Harborview Trauma Program, it is a travelling road show that teaches local EMS responders.

October 21, 2025

7. STAFF REPORTS – MSO Ridgway reported that Jesse Cordova is doing well at Medic One. She checks in with him weekly.

The Fire Prevention Summit was largely attended, but the Community Wildfire Protection Plan was discussed for about 5 minutes. We did not earn the Wildfire Defense Grant. Erin Murry attended the Youth Firesetting Investigator course. Murray and Wittenberg both attended the Child Passenger Safety Course and the Fire Prevention Institute Conference. Fire Fest was a good success and Wittenberg thanked all who helped.

Repairs to Station 5 are underway.

Finance Director Lirio noted that our ending cash balance many end up in the black instead of the budgeted \$1.1million deficit. He thanked the Budget committee for all their work reviewing the 2026 requests that totaled over \$1 million. Lirio reported that Medicare add-ons have not been extended beyond September 30th and we could lose 22.6% of our Medicare fees. To be conservative we have reduced our projected revenues by \$300k.

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 – No report.

D. Apparatus Committee – report included in packet.

E. Facilities Committee – did not meet.

9. JeffCom Report – CAD upgrades are in progress. Starlink has been set up as a fail over. They are phasing out EMS protocols and moving to APCO. They have lost one employee and are now back to hiring. There is a 6% increase in fees for 2026.

10. LOCAL 2032 REPORT – None.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. SP Implementation Tool – included in packet.

13. NEW BUSINESS

A. – Resolution 25-11 Surplus of District Property– MOTION: Masci moved to approve resolution 25-11 as presented. Davis seconded the motion which carried unanimously.

Executive Session - The Board went into Executive Session Pursuant to RCW 42.30.140 4(b) relating to collective bargaining issues and negotiations at 4:00pm for 10 minutes to return at 4:10pm.

The executive session ended at 4:10pm.

Recess - Stinson called for a 5-minute recess at 4:10pm

Call back to Order – Stinson called the meeting back to order at 4:10pm

Executive Session – The Board went into executive session Pursuant to RCW 42.30.110(l)(g) to review the performance of public employees at 4:21pm for 10 minutes to return at 4:31pm. At 4:31pm the meeting reconvened. The board discussed the range for merit increases for the administrative team based on the comparatio method. Craig moved to use the comparatio method not to exceed 4%. Masci seconded the motion which passed unanimously. The board noted the process was new and they liked it, they thanked HR Manager Stewart for her work on this.

Executive Session – The Board went into executive session Pursuant to RCW 42.30.110(l)(g) to review the performance of a public employee at 4:36pm for 15 minutes to return at 4:51pm. The executive session was extended at 4:51pm for an additional 10 minutes until 5:01pm. The executive session was extended at 5:01pm for an additional 5 minutes until 5:06pm. The meeting reconvened at 5:06pm with no decisions made and no action taken.

14. UPCOMING TOPICS/EVENTS – Cray asked the Board to agree on a time for the upcoming Budget Workshop. They decided on October 28th at 4:00pm. There will be a Region 9 meeting held at the upcoming WFCA Conference. Stinson asked anyone to send legislative topics to her to relay at the meeting.

GOOD OF THE ORDER – Masci reported that he recently became a direct user of our EMS services. He advised all to not hesitate to call 911 if needed. The crews were sterling and did an amazing job, they were a professional and superior team.

ADJOURNMENT

Stinson adjourned the meeting at 5:19pm.

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

October 21, 2025



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

**BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES FROM October 28, 2025**

CALL TO ORDER

Chairman Stinson called the meeting to order at 4:00 PM. In Person & Virtual via “ZOOM”, call in number 1 (253) 215-8782, Meeting ID 896 3519 5927.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Absent: Gene Carmody

Admin Staff: Chief Black, Deputy Chief Brummel, Finance Director Lirio and District Secretary Cray

NEW BUSINESS

A. 2026 Budget Workshop: Lirio gave a rundown of the projected revenues and expenses for 2026. He highlighted Policy 6004 which states the District will keep the equivalent of 25% of operating expenditures as a minimum fund balance.

Property taxes make up greater than 80% of our revenue along with Ambulance Transport fees/GEMT which adds another 12.4%. Due to the expired Medicare addons, we adjusted our transport fees by \$300,000. This leaves our revenue at a 0% increase, while expenses are rising with inflation. Lirio noted that Salaries and Benefits make up 72.4% of our expenses.

The 2026 Budget process was comprised of 6 meetings, and they reviewed new requests along with requests that were postponed from 2025. Lirio noted that the 2025 budget was passed with just over \$1 million deficit, but as it currently stands, we may be looking at an estimated \$300,000 surplus due to our history of budgeting conservatively. The 2026 proposed budget has an estimated \$1.3million deficit which still leaves us with an adequate fund balance but leads us to the need for a levy lid lift in 2026 for collection in 2027 to sustain current levels of service.

There were 68.5 full time employees (FTE's) at the beginning of 2025. Two employees left the organization, and those positions were not filled. There is no expectation of hiring any more FTE's in 2026. Salaries and benefits increased by 2.7% and overtime increased by 2.3%. The Training budget now makes up 2% of the expenditures which is up from 1.5%. Lirio noted that facility expenditures are down by 6.8% which he attributes to the addition in 2024 of a Facility Technician.

We are utilizing the LOCAL loan program through the State Treasurer to finance new apparatus. In 2025 the district purchased a new Brush Truck, CARES rig and a rechassis ambulance. In 2026 we will receive 2 new fire engines and a new ambulance. In 2026, the debt payments which also include payments towards the 2019 Bond will total \$675,770.

Administration is continually looking for grant opportunities, especially to help fund the CARES program. For 2026, grant funding is falling short by \$68,300 for the CARES program.

October 28, 2025

Our Reserve account will receive a final transfer in 2025 to bring it to \$1million. The District feels this is an adequate amount to keep in reserve for emergent needs. The Capital funds are still being built up to allow us to purchase capital items without financing.

B. *Public Comment* – None

ADJOURNMENT

Commissioner Stinson adjourned the meeting at 5:30pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chairman

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Absent

Gene Carmody, Commissioner

Ed Davis, Commissioner

ATTEST:

Tanya Cray, District Secretary

October 28, 2025

11/10/25 CONGRATSON YOUR
RE-ELECTION

TO: DAVID SEABROOK
FROM: CINDI ALVAREZ

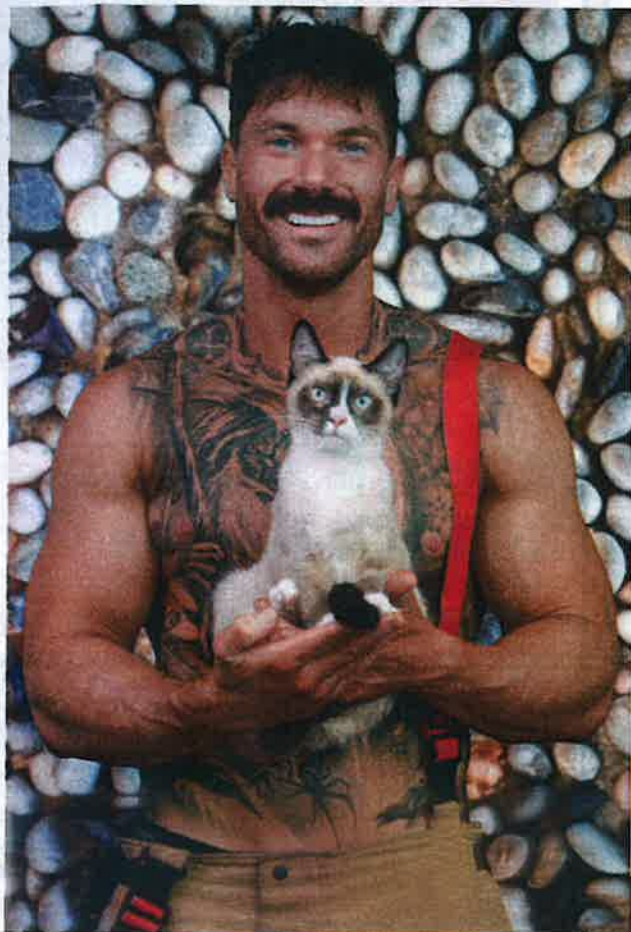
(360) 390-8653 POB 924
PORT TOWN 98368

RE: CALENDER - FIREMEN

THE ENCLOSED IS IF YOU
- COULD JEFF. COUNTY
DO THIS ???
I'M THE ♀ FROM THE
FARMERS' MARKET WHO ADMIRES
YOUR TWO BOYS JIM &
JOHN. I'M CURRENTLY
WORKING ON A 2024
CALENDAR OF BALD MEN (&
1 WOMAN.) SAY "Hi" TO
YOUR WIFE & OF COURSE
JIM & JOHN.

Cindi A

MY WRITING IS TERRIBLE OUT OF
AN ACCIDENT TO MY R WRIST
& ARM.



Win!
Australian
Firefighters
Calendar
2026

RESCUE ME!

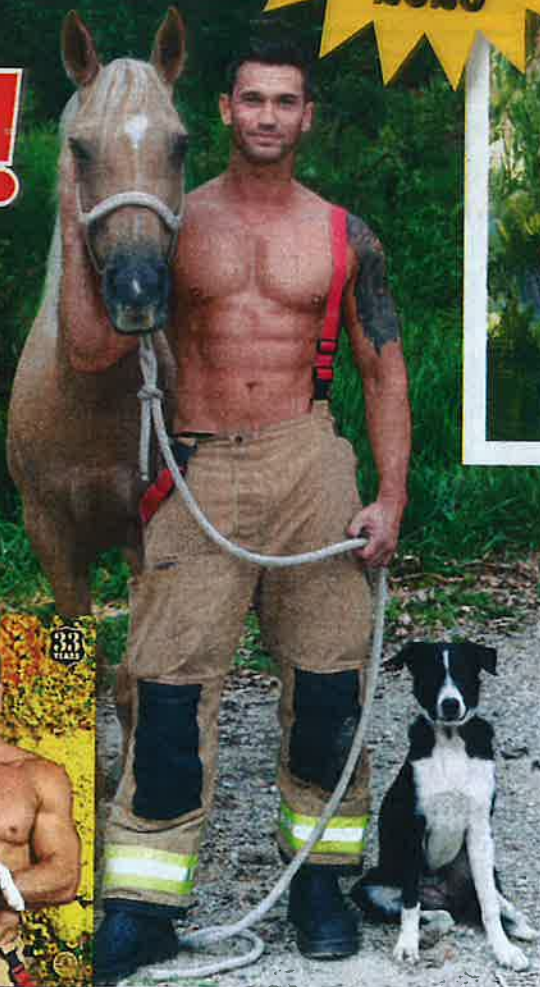
HUNKA hunka burning love! The wait is over — the world's hottest calendar featuring really ripped firemen from Down Under is here.

The Australian Firefighters calendar is the ultimate eye candy, pairing the continent's favorite heroes with the most adorable animals ever.

Proceeds go to a great cause — so far, more than \$3.4 million has been raised for various animal charities in Australia and America. You can order yours at australianfirefighterscalendar.com. Or win one — The EXAMINER is giving away five calendars!

Simply email your name, address and phone number to firemen@mediaco.biz. Good luck!

NO PURCHASE NECESSARY. Five winners will be chosen in a random drawing of all eligible entries received by Nov. 14, 2025. This sweepstakes is only open to U.S. residents 18 years of age or older. Employees of MediaCo and its affiliated companies, parents, subsidiaries and advertising and promotion agencies and their immediate families are ineligible to enter. The winners' names will be published in a future issue of The EXAMINER.



Books and media for sale are primarily drawn from donations to the library. For this year's fall sale, the Friends will have a particularly strong array of cookbooks and art books, according to Claire Noland, a Friends volunteer who directs the sale.

Other categories include contemporary fiction, literary classics, biography and memoir, gardening, travel, spirituality, poetry and general nonfiction. There will also be a selection of music CDs (\$1 per disc) and books on CD (\$2 per title.)

Consider circling back to the sale in the late afternoon for even greater savings. Beginning at 2 p.m., the Friends will conduct their ever-popular bag sale. Bring a shopping bag (some will be provided), fill it to the brim with books and take home the whole lot for \$5.

The Friends' book sales are so popular that sometimes the library's parking lot can fill up. Be advised that there is overflow parking next door at Chimacum Creek Primary School, 313 Ness Corner Road, with easy access to the library through a pedestrian gate in the fence.

The Friends also maintain a used-book shop inside the library that is accessible during regular business hours. Holiday titles will be available in late November.

Martha's Book Group - *I Heard the Owl Call My Name*

A young Roman Catholic priest is dispatched by his Bishop to an indigenous village in British Columbia. There he learns the critical lessons of life from his parishioners and the meaning of what awaits him when the owl calls his name. Margaret Craven's 1967 novel, *I Heard the Owl Call My Name*, was released in Canada to great acclaim. Six years later it was published in the United States and catapulted to number one on the *New York Times* Bestseller List. That same year it was made into a television movie.

Join us on **Tuesday, November 11**, at 4 p.m. at the Bay Club to discuss why this book resonated with so many then, and if it would have the same appeal today.

Martha's Book Group meets on the second Tuesday of every month at 4 p.m. at the Bay Club, 120 Spinnaker Place. Contact Sarah Schuch at bookclub@plvoice.org for additional information.

December's book selection is *The Frozen River* by Ariel Lawhon.

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.

September Alarms

Fires.....	5
Rescue/Emergency Medical	345
Good Intent	31
Hazardous Conditions	3
False Alarms	27
Service Call	97
Total Alarms	508

Ambulance Transports

911 Transports.....	233
Hospital Requested Transport.....	0
Non Transports.....	134

CARES Contacts..... 156

When and When *NOT* To Call 911

Calling 911 is for emergencies only: an event causing an immediate threat to life or property or creating conditions that could worsen or become life-threatening if not addressed immediately. Emergencies include a fire, a crime in progress or newly discovered, or a medical crisis.

If you are unsure how serious an incident is, do not hesitate to call 911. But if you need to report something to law enforcement that is not an emergency, call Jeffcom's 24-hour non-emergency line at 360-344-9779.

Power outages, potholes, vehicle lockouts, dead animals, snowy roads, traffic backups, bridge closures and the like should not be reported on a 911 call. Other agencies take care of those issues directly.

Contact Jefferson County Public Works about county roads at 360-385-0890 or go to bit.ly/jeffcoroadproblemreport. For adverse road conditions in the City of Port Townsend call 360-379-5096.

For information concerning the Hood Canal bridge, go to wsdot.com/travel/real-time/hoodcanalbridgestatus.

For information about ferries go to wsdot.wa.gov/travel/Washington-state-ferries or call 206-464-6400

To report power outages, call Jefferson County PUD at 360-385-5800 or visit jeffpud.org/outage-info.

More information can be found at jeffcom911.us/when-to-call.

Candidates Sought for Port Ludlow Drainage District



The Port Ludlow Drainage District (PLDD) is soliciting interested PLDD property owners to run for a six-year Commissioner term from 2026-2032. The elected Commissioner shall receive \$161 per diem for attendance at official meetings or in performance of other official services or duties. The candidate should be familiar with Revised Code of Washington (RCW85.38) app.leg.wa.gov/RCW/default.aspx?cite=85.38 and all its sections, as well as the operations and management of the Port Ludlow Drainage District which can be found at PLDD.org.

To be a candidate for PLDD Commissioner:

1. Register with the Jefferson County Auditor Office from **December 8-12**.
2. You must own property in the Port Ludlow Drainage District.
3. You must be a registered voter in the State of Washington.
4. You are not required to live within the boundaries of the PLDD.

The following dates are critically important for candidates filing for the six-year term (2026 -2032) for PLDD Commissioner 1.

- **December 8 through 12**
Candidate Filing Period
app.leg.wa.gov/RCW/default.aspx?cite=29a.24.131

Withdrawal of candidacy - A candidate may withdraw the candidate's declaration of candidacy at any time before 5 p.m. on the Monday following the last day for candidates to file.

- **December 16**
Candidate may be presumed elected if unopposed.
- **February 3, 2026**
Elections conducted if multiple candidates running for term of Commissioner.

Important Sections in the Revised Code of Washington (RCW) for Candidate Eligibility:

"RCW 85.38.070 Governing board... Qualifications. ... (3) ...Any voter of a special district may become a candidate for such a position by filing written notice of this intention with the county auditor at least thirty, but not more than sixty, days before a special district general election..."

"RCW 85.38.010 Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter:

'Governing body' means the board of commissioners, ... of a special district.

'Owner of land' means the record owner of at least a majority ownership interest in a separate and legally created lot or parcel of land, as determined by the records of the county auditor, except that if the lot or parcel has been sold under a real estate contract, the vendee or grantee shall be deemed to be the owner of such land for purposes of authorizing voting rights. It is assumed, unless shown otherwise, that the name appearing as the owner of property on the property tax rolls is the current owner.

‘Qualified voter of a special district’ means a person who is either: (a) A natural person who is a voter under general state election laws, registered to vote in the state of Washington for a period of not less than thirty days before the election, and the owner of land located in the special district for a period of not less than thirty days before the election; (b) a corporation or partnership that has owned land located in the special district for a period of not less than sixty days before the election; or (c) the state, its agencies or political subdivisions that own land in the special district or lands proposed to be annexed into the special district except that the state, its agencies and political subdivisions shall not be eligible to vote to elect a member of the governing board of a special district.”

Meet Your Firefighters

by Ron Dawson, EJFR Community Outreach Volunteer



Meet Lieutenant Gavin Rogers, firefighter and EMT with East Jefferson Fire Rescue. He has been a firefighter since 2003. He started as a volunteer out of college, and became part of the team in Port Townsend, so has served the department for twenty-two years. He says he has seen the department make many changes, as it has grown and merged with other departments, like Port Ludlow Fire & Rescue.

Gavin is from Port Townsend, where he lives with his family. His wife is Kara, and they have two boys, Treigan who is fourteen, and Rylan who is ten. When away from the job Gavin likes to spend time with his family; he is a high school football coach and has been president of the East Jefferson Little League baseball organization. He operates a carpet cleaning business in Port Townsend. He also dabbles in rebuilding motorcycles.

He decided to become a firefighter when he developed an interest as a child seeing the equipment and hearing the sirens on the equipment. Recognizing that he could help the community and enjoy the work, he set out on his career. Gavin says that when you are helping people, you can go home at night feeling good about what you do.

The thing that he likes best about his job is helping people—for example, administering CPR to someone in need. He is often serving people who he knows personally as a fellow community member. When people show up after an incident to personally thank him for what he has done, that makes the job special. The hardest part is seeing when people have a major loss in a fire, like their home, and when kids are involved in serious accidents.

Something Gavin said was new news to me. Firefighters have a shorter life span by about ten years due to stress on the job, exposure to smoke and chemicals, and being exposed to trauma in the community. So, staying healthy is an important priority.

Gavin says that he is an open book and is particularly appreciative of the relationships that he has with his peers which help him enjoy his job.

Cultivating Curiosity: From Pumpkins to Pizza in the Chimacum School Garden



With school back in session, students at Chimacum are busy exploring their school gardens, tasting the bounty of summer, preparing exciting new recipes, and nourishing their bodies with scratch-cooked, school-made meals using locally grown food. And teachers are busy planning field



FIREWISE USA®
RESIDENTS REDUCING WILDFIRE RISKS

Dear Gary,

Congratulations on successfully completing the criteria to become a nationally recognized Firewise USA® program participant!

It is with great pleasure that we welcome LMC FW01 to the growing number of Firewise sites, where residents throughout the nation are working to reduce their wildfire risks.

If you've requested Firewise USA® street signs, we will be fulfilling those requests as soon as possible. **Due to supply chain issues, the current delivery time for your materials is estimated at 10-12 weeks.**

You're encouraged to sign up for NFPA's free monthly electronic newsletter, NFPA Network. [Click here to subscribe](#), and choose Wildfire as your area of interest to ensure you are getting the latest wildfire safety information.

Utilizing the [Firewise portal](#) to enter outreach, education and risk reduction activities as they're completed, will make meeting the annual renewal requirements an easy process.

Outreach and educational resources are available at no charge with shipping included and can be ordered through our [online catalog](#) or the [portal](#). You'll also find additional information, [online trainings](#), and [research fact sheets](#) at [Firewise.org](#). Please consider sharing the myriad of available wildfire resources with your neighbors, in your community newsletter, or other neighborhood communication channels..

Consider liking [Firewise on Facebook](#) and follow us on [Twitter](#) to learn about success stories, new research and other important wildfire topics.

We're here to provide information and assist with all your programmatic needs. To contact our customer service staff email us at Firewise@nfpa.org.

We look forward to working with you and learning about your community's risk reduction successes.

[<https://portal.firewise..org/washington/35616/lmc-fw01>]View Community

Sincerely,

The Firewise USA® Team

2025

NATIONAL FIREWISE USA® PROGRAM

CERTIFICATE

OF RECOGNITION

The National Fire Protection Association acknowledges that

LMC FW01

located in Port Ludlow , WA

has successfully completed the Firewise USA® program's annual requirements for 2025
and is a participating site in good standing throughout the 2026 calendar year.



James T. Pauley, President, NFPA



FIREWISE USA®
RESIDENTS REDUCING WILDFIRE RISKS

November 7, 2025

Date Issued



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 – October 2025

Call Summary

Call Statistics		
	October '25	October '24
Fires	2	5
Rescue/EMS	335	359
Service Call	74	91
Good Intent	36	33
False Alarm	23	24
Hazardous Condition	9	10
Special Incident		1
Overpressure/Overheat		1
Total	479	524
October Transports		
911	229	
Hospital Requested	0	
Total	229	
CARES Contacts		
October Contacts	156	

EJFR Responses By Area for October 2025	
Mutual Aid Given	7
City of PT	215
GlenCove/Jacob Miller	17
Cape George	32
Ocean Grove/Beckett Pt.	6
Kala point	18
Hadlock/Irondale	80
Marrowstone Is.	10
South Discovery	4
Chimacum	12
Oak Bay	4
Northern Ludlow	44
Southern Ludlow	28
Other/CARES	2



Fire Rescue Fest was on October 11 and has become an annual EJFR tradition.

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

- Due to a catastrophic engine failure, EJFR lost one of our water tenders. As referenced in BC Fletcher's report, we shuffled units to fill the void and still have four tenders staffed by our fantastic tender drivers.
- STEMI patient picked up at JH for transport to specialized care at St. Michaels. The patient was initially conscious but coded during transport. Firefighters made every attempt to resuscitate the patient without success. Code was called at scene on the shoulder of Highway 104.
- High angle cliff rescue in Irondale. Two people attempted to rescue their dog and got trapped on a steep embankment with an 80 foot drop below. BC12 was first to arrive and threw a rope bag, instructing them to tie themselves off until a technical rescue to be attempted. His actions clearly prevented the incident from escalating and prevented injuries.
- USCG transferred a mayday to EJFR, Marine 1 and Marine 7 both responded to a vessel in distress, taking on water in the Hood Canal. The vessel was saved, with no injuries.
- Several significant MVCs.

Fire Chief General Activities and Projects

- Staff and Commissioners attend WFC in Tulalip, which include Snure seminar.
- FC was asked to attend several special workshops for the homeless encampment.
- EVALS – Annual performance appraisals for staff and day shift have been completed for the first time EVER! Ontime too!
- Budget development for 2026 was completed.
- WSRB Update - The new **W** protection classes included both the rules for establishing the **W** Protection Classes and advisory factors for each of the new Protection Classes. While the State Office of Insurance Commissioner (OIC) has approved the rules, they are requesting additional data and analysis to support the factors. The WFC-WSRB subcommittee met at the WFC conference, continuing to work on the 6 firefighters per fire station scoring metric and the fire engine age metric.
- NERIS integration is completed and EJFR is waiting for the switch to be thrown.
- FC and Commissioner Craig attended a meeting with County leadership to review workflow and capacity related issues with the county fire marshal's office. An interim agreement was presented by EJFR. The agreement would help with capacity issues at the county.
- Agency Resilience – Propane vendor contracts are being reviewed to establish more reliable billing and availability. Starlink is being installed at two EJFR facilities and is currently being programmed as an alternate network resource. Seismic reinforcement of the North Building at Station 5 is underway.
- FC invited to the selection panel for NAVY Region Northwest Fire Chief finalist interviews.
- The MPD noticed EJFR that TNKase will no longer be supported by St. Michaels. Unfortunately, this was presented after negotiations with St. Michaels had already occurred. FC and the other fire districts are attempting to determine other possible options.

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

- Dr. Leah Speser is leading a needs assessment relevant to our technology and data user interfaces which will include recommendations as addressed in our strategic plan. (See attachment). She has begun collecting background information related to EJFR platforms, data and knowledge repositories.

Standing Meetings/Committees

JeffCo DEM IMT Meeting	BOCC	PT City Manager
PT Police Chief	BHC	JeffCo EMS Council
BHAC (10 th of 1%)	ECHHO	PLEM
JH CQI meeting	WA Fire Defense Board	WSRB Subcommittee
EJFR Safety Committee	Washington Fire Chiefs	REAL Team
Carlbom's BH Summit		

Miscellaneous FC attended story time at the Jefferson County Library as part of fire prevention week activities. FC met with Dr. Caudill for a regular check in. FC met with a local citizen seeking EJFR's approval to conduct a prescribed burn within the City. This unusual request was appropriately forwarded to the City. Supported a PL neighborhood in their successful FIREWISE designation.

Enterprise Resource Management Project

Project Charter

This project implements short-term objectives defined in Strategic Plan Initiative 1 and contributes to short-term goals under Initiative 2. Specifically, it focuses on:

- **Initiative 1.2:**
 - *“Seize opportunities to make more efficient use of existing resources”*,
 - *“Use software to optimize our resource inventory, including operations, maintenance, and repairs”*; and
 - *“Integrate software for resource management”*;

and supports goals such as:

- **Initiative 2.2:** *“Establish realistic standards and monthly reporting”* and *“Use training and technology to facilitate compliance”*,
- **Initiative 2.3:** *“Optimize crew resource management and adapt response plans to right-size our response”* and *“optimize resource unit-hour utilization”*; and
- **Initiative 2.4:** *“Enhance related data capture”* and *“substandard metrics, such as number of engines, volunteers, etc.”*. Identify

The key objectives (or KPI - Key Performance Indicators) for the project are:

- More efficient and effective resource planning and utilization
- Reduced operational costs
- Improved decision-making

The KPIs are met through a systematic assessment of the data collected, analyzed, and used by EJFR across operational, administrative, community outreach, and other activities, as well as the software that supports these tasks. Based on this assessment, the project will provide recommendations and requirements for improving the use of existing methods and software, and/or where appropriate, adopting new methods and procuring new software.

The expected outcome is a recommendation for an EJFR Enterprise Resource Management (ERM) system that optimizes the allocation and utilization of financial, human, technological, and physical assets. The ERM will integrate data across silos to reduce manual entry and eliminate redundancy, provide actionable insights through data integration, plus leverage standardized templates and incorporate AI (where appropriate) to

ensure compliance with internal and external standards and streamline regulatory reporting.

Project Methodology

Following standard systems engineering and new product/process development methods, the project will proceed through eight stages and gates:

1. **Define Management Objectives** for data collection, analysis, and retrieval across departmental activities (e.g., Operations, Facilities, Equipment, HR, Training, Administration, Community Outreach).
2. **Inventory Current Data Flows and Software** used for these tasks, assessing strengths and weaknesses.
3. **Identify Best Practices** for EJFR user interfaces and adoption/adaptation of required software.
4. **Develop Requirements for Features and Functionality** for the ERM system and supporting software.
5. **Estimate Implementation Costs and Present Procurement Options and Recommendations** for use by the Chief and for his discussions with the Board
6. *(Optional)* **Develop Procurement Package(s).**
7. *(Optional)* **Conduct Procurement.**
8. *(Optional)* **Manage Onboarding and Integration** into EJFR activities.

The project is anticipated to take approximately six months for stages One through Five.

Project Staffing

The project is conducted by EJFR volunteer Phyllis Leah Speser, with support from other EJFR staff and volunteers. Dr. Speser has been a volunteer in the Fire Service for over 10 years and served as a firefighter, EMT, and PIO with EJFR. Among other non-operational activities for EJFR have been the wildfire safety and preparedness videos on our website.

In her professional career, she is an internationally recognized expert on the development, transfer, and adoption of technology. She has consulted globally for corporations, governments and government agencies, non-profits, universities, research institutions, and the United Nations. She also has developed AI software under federal funding and commercialized it. She holds a J.D. in law, a Ph.D. in Political Science, a New Product Development Professional certification and a Technology Transfer Professional registration.

Fire Item 6, 7, and 8 Rewrite

7. DEPARTMENT STAFFING

A chief officer must be in charge of the department. The chief (assistant chief or other chief officer in charge in the absence of the chief) must be on duty at all times but need not sleep at a fire station to be considered on duty, provided they live in the community, have a defined duty schedule, have adequate means for incident notification, radio communication and response to incidents with a department vehicle.

For communities with over 8 required companies, there must be sufficient chief officers to provide one on duty at all times for each 8 companies or fraction thereof required. For example: 1 to 8 required companies – 1 chief officer, 9 to 16 required companies – 2 chief officers, 17 to 24 required companies – 3 chief officers, and so on.

Determine average number of chief officers available by reviewing duty schedules, incident reports and applying Notes A and B below.

Required firefighter staffing will be based on 6 firefighters on duty for each of the required engine and ladder companies. Determine the average number of firefighters available for each required company by reviewing duty schedules, incident reports and applying Notes A, B and C below.

Note A: On-Duty. The total number of firefighters on duty will be taken as the yearly average factoring in vacation, holidays and leave periods.

Only personnel who participate in actual firefighting operations will be credited.

Firefighters on apparatus not credited under Items 1 Pumpers and 2 Ladder Trucks who regularly respond to incidents to aid other companies will be included in this item. Personnel staffing medic units or other similar units will be credited, the amount depending on the extent to which they are available and are used for response to fire incidents to perform firefighting duties.

Note B: On-Call and Volunteer. In departments having on-call or volunteer firefighters, 3 on-call or volunteer firefighters, (based on the average number responding to incidents), will be considered as equivalent to 1 on-duty firefighter to account for the time needed for notification and response to incidents. If fully satisfactory records of response are not kept, such credit will be limited to 1 on-duty member for each 6 on-call or volunteer reported to respond. On-call or volunteer firefighters working defined shifts at fire stations will be considered as equivalent to on-duty firefighters in determining department staffing. Off-shift career firefighters responding voluntarily on first alarms will be credited on the same basis as call and volunteer firefighters. Volunteer firefighters that are qualified to drive engines, quints, tenders, or ladder trucks but are not qualified for interior structure fire attack will be credited on a 6 on-call or volunteer firefighters equivalent to 1 on-duty firefighter basis.

Note C: Automatic Aid. Firefighters from outside the community, operating under an automatic aid agreement and meeting the requirements of automatic aid detailed at the beginning of this section, will be credited. The firefighters of those responding companies with apparatus credited as automatic aid under Items 1 Pumpers and 2 Ladder Trucks will be considered using Notes A & B for on-duty, on-call, and volunteer firefighters.

Reference guidance standard: NFPA 1750 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Providing Fire and Emergency Services to the Public

Operations	2025 Goals and Objectives Progress Continued Oversight (Ongoing) Photos of Events 2025 Goals and Objective Progress: Goal #1: Improve Operational Resiliency: Objective 1.1 Conduct Review of Interlocal Agreements (ILA) Working with Clallam and Kitsap counties for updating ILA's, focusing on mutual and automatic aid agreements. Objective 1.2: Prepare for Mass Casualty Incidents Working with internal and external stakeholders, the original draft Olympic Regional MCI Plan has been restructured after gaining insight from the Northwest Hospital Response Network (NWHRN) regarding regional hospital participation and their ability to establish a Disaster Medical Coordination Center (DMCC). Discussions are in progress with using the WA State Fire Mobilization Plan as well. Objective 1.3 Expand Capabilities in Special Operations • Attended specialized vehicle extrication "train-the-trainer" class with several EJFR members at Station 2. Personnel received advanced training to deliver classroom and hands-on training to all crews and surrounding fire agencies. The curriculum is incorporated into quarterly EJFR training. • Improving operational deployment capabilities on Ladder 1 with adding specialized rescue equipment and tools. L1 now has a regional capability for responses to industrial accidents, complex rescues and structural collapse incidents. Goal #2: Improve Data Technology and Innovation: Objective 2.3: Leverage Data Analytics for Decision Making Completed discussion and final cost estimates for Darkhorse Emergency Analytics and First Due software fire and EMS software management. These programs will strengthen our ability to leverage data and improve operational capabilities. First Due will be implemented with our preplanning and insepctions. NERIS 2026 Update and Migration: EJFR has fully enrolled and positioned ourselves to transition to NERIS in January of 2026. This is the new national data repository for fire and EMS reporting and replaces NFIRS.
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Meetings and Events



Extrication Training



Rescue Equipment to Ladder 1

10/1 Darkhorse Analytics (2hr)
 10/1 JeffCo IMT (2hr)
 10/1 M&C (2hr)
 10/2: First Due Software (1hr)
 10/6: Jeffco Chiefs Meeting (2hr)
 10/6: Medic One Communities of Interest (1hr)
 10/7: DC Appraisal (1hr)
 10/9-10/10 Instruct Leadership Class at PNW Conference(16hr)
 10/13: Safety Meeting (2hr)
 10/15: Quarterly Jefferson County LEPC Meeting (2hr)
 10/16: Leadership Online Meeting (2hr)
 10/20: Clallam County Active Shooter Discussion (1hr)
 10/21: NWHRN DMCC Meeting (2hr)
 10/21: BOC Meeting (2hr)
 10/22: BC Fletcher Appraisal (1hr)
 10/23: MCI Meeting with Clallam County Rep (2hr)
 10/27: Meeting with Hilti Tool Rep (1hr)
 10/27: First Due meeting with CRR (1hr)
 10/30: Vol. Coord. Harte Appraisal (1hr)

Various station visits, meetings with staff, tasks and project coordination.

BC/Executive Chiefs Meeting Minutes

11/10/25

Attendees:

Chief Black
DC Brummel
BC Macdonald
BC Clouse
BC Fletcher
Capt. Bergen
Lt. Kauzlarich
HR Stewart
CRR Wittenberg

Company Level Inspections: Wittenberg

Sara Chapman is on light duty assignment and will be shadowing Robert on COPT inspections. Intent is to have Chapman perform some inspections prior to the end of the year. Currently using ESO, new software platform First Due will be implemented early 2026 pending FY2026 budget approval.

County FM Vacancy: Wittenberg/Black

JCFMO has a vacancy for FM. Currently AFM Tracer is the designated alternate, however, there has been no direction or update from the FMO regarding capabilities, assignments or workload.

Notification of Fire Marshal

EJFR shall continue with notification/request for a fire marshal at fire incidents where there is significant cause, damage, fatality, etc. Wittenberg is the FM contact for fires within the city limits.

WSRB Sub-Committee: Black

Meeting this week regarding proposed changes to Section 7 of the Grading Schedule "Fire Department Staffing". Group is proposing changes to consider resident volunteers, water tender drivers to count towards minimum staffing.

MCI Plan: Brummel

Working on oversight of MCI plan with regional stakeholders (OMC, JGH, Oly AMB, Fire Mobilization group) to determine capabilities after an MCI is declared.

NERIS/ESO Update: Brummel/Bergen/K. Sanders

EJFR's subscription to NERIS has been completed and we are waiting for ESO to finalize their platform for reporting. Training module will be sent out to personnel from Training Division in the near future.

AFFF Disposal: Brummel

Clean Harbors is scheduled to pickup AFFF drum on Monday 11/24/25 from Station 9

Blood Draws Out of District

Refer to SOG. No out of district blood draws unless approved by the Fire Chief.

5PM Deployment: Macdonald

If/when there are 5 PM and minimum staffing, they stay at Station 1, above minimum, they staff A6 with PM capability.

Sick Leave Use

A reminder to supervisors to review sick leave SOG and contract language with all line personnel assigned to the CBA.

RS1 Equipment to L1: Brummel

Brummel has provided crews with the opportunity to install RS1 equipment on L1 based on the level of personnel trained to the capability and the amount of RS1 equipment and tools for great capability and faster deployment to target hazards. LDH must remain at 800'

Use if iOS to Respond/Clear Calls, etc.

All going well with minimal problems.

Paradise Bay Water

No end in sight. Continue with tender responses and do not rely on water system.

Radio Terminology

No "patient care mode", refrain from filler clauses such as "at this time, be advised, break. Consider canceling units directly and reducing the crutch of Jeffcom to do it for you. Less radio traffic opens more air space for critical traffic and dispatches.

Volunteer EMS Shifts vs. Ride Along: Bergen/Harte

Confirm with Bergen, he is working on differentiating public ride along with crews vs. Volunteer scheduling ride time with crews.

All Tender Tones

Brummel and Macdonald will research response plans to include notification of volunteer tender cadre members vs all volunteer.

HR: Employee Appraisals: Stewart

Emily gave a presentation of the purpose and intent of appraisals within the organization.

- "People want feedback that helps them grow and improve." [New York Times.](#)
[Compassionate Directness](#)

- “Good managers know that honest feedback is a *gift* to their employees,” Harry Kraemer, Kellogg School of Management at Northwestern University [Feedback Is A Gift—And Wise Leaders Give It Generously](#)
- “Very few people arrive at our doorstep fully developed,” [Carole Robin: Feedback is a Gift - Seven tips for giving feedback to others](#)

Constructive & Actionable Feedback

SMART: Specific, Measurable, Actionable, Realistic (Relevant), Time-Bound

Meeting ended at 1030.

Date Prepared: 11/7/25

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

Public Education, Events, and Presentations	Events • 10/18 Bike Rodeo, Port Townsend • 10/24 Cherry Street Neighborhood Walkthrough • 10/28 Meet with Jefferson County Historical Museum for Training Preparation • 10/31 Downtown Trick or Treat and Parade, Port Townsend • 11/8 Port Townsend Farmers Market
Community Partnerships	• 10/29 Meet with Jefferson County Public Health on Project SAFER • 11/3 Jefferson County Fire Chiefs Meeting • 11/4 Meet with Jeff Co DCD and Habitat on Mason Street Project
Smoke Alarm Installations	• October – 6 Alarms Installed • 2025 Total – 148 Alarms Installed
Child Car Seat Installations	• October – 1 Installation Completed • 10/23 Car Seat Installation
Wildfire Assessments	• October – No Assessments Completed • Year to Date – 186 Assessments Completed • Scheduled / To Be Scheduled – 66 Assessments
Plan Review, Inspections, Investigations	Citizen Concerns • 10/28 Residential Knox Box Set Up, Port Townsend • 10/31 Madrona Ridge Visit on Addressing Meetings • 10/23, 10/30, 11/5 New Development Reviews with City of Port Townsend • 10/27, 10/28 Demonstrations by First Due for Inspection Module • 10/29 Meet with Developer on Access Requirements for New Development • 11/6 Meet with Light Duty Firefighter for Company Inspections Prep Burn Permit Inspections • 10/29 Port Townsend • 10/29 Chimacum • 10/31 Chimacum • 10/31 Port Townsend • 11/6 Port Townsend • 11/7 Chimacum • 11/7 Port Hadlock

Public Information Officer (PIO)	Social Media Posts • 10/11 Fire Rescue Fest is Happening • 10/13 Fire Rescue Fest Turnout • 10/15 Fire Danger Level Lowered to LOW • 10/15 Disaster Prep Seminar Promotion • 10/16 Great Shake Out • 10/20 Support for Professional Firefighters Coat Donations • 10/23 November CPR Class Promotion Media Releases • 11/7 EJFR Invites Public Input on 2026 Budget Media Interviews • 10/28 Interview with Peninsula Daily News on Encampment Fire Safety Social Media Followers • Facebook – 3,906, Up 3 followers • Instagram – 706, up 0 followers Monthly Newsletter • 10/7 October Newsletter Published, 114 Sends, 76 Opens (68.5% Open Rate) • 125 Subscribers, up 9 Recipients
Professional Development	• 10/13 - 10/17 Fire Prevention Institute at Lake Chelan
Personal	• 10/20-10/21, 11/5 Time Off



FINANCIAL REPORT FOR OCTOBER 2025

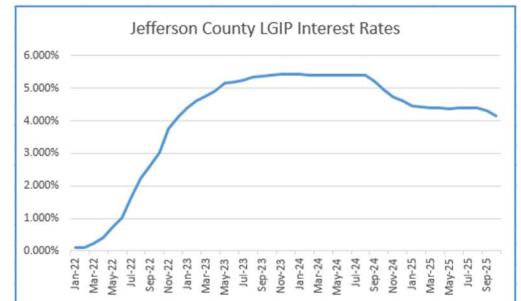
Fund Balance October 2025

	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	(81,613)	(330,981)	(412,594)	(179,150)	32,136	16,216	(543,392)
Ending Fund Balance	2,622,167	2,897,520	5,519,687	1,187,583	1,010,930	517,616	8,235,816

Financial Highlights:

- While the 2025 Adopted Budget includes a total projected deficit of **\$1.1 million** across the Fire and EMS funds, the District has historically taken a **conservative approach** to budgeting. Current preliminary estimates are consistent with this trend, indicating that actual results will likely generate **favorable variances**, which will instead add to the total fund balances. Refer to the attached schedule.
- Personnel Expenditures: Expenditures for Salaries, Overtime, and Benefits are tracking as expected and consistent with prior trends.
- Investment earnings: The LGIP gross interest rate was **4.166%** in October 2025, representing **66.3%** of the District's Fund Balance (as of 10/31/25). The lower than usual percent to total was because of material property tax payments at the end of the month. These funds were transferred to investments the following week.
- Large fund transfers from FIRE General fund to:

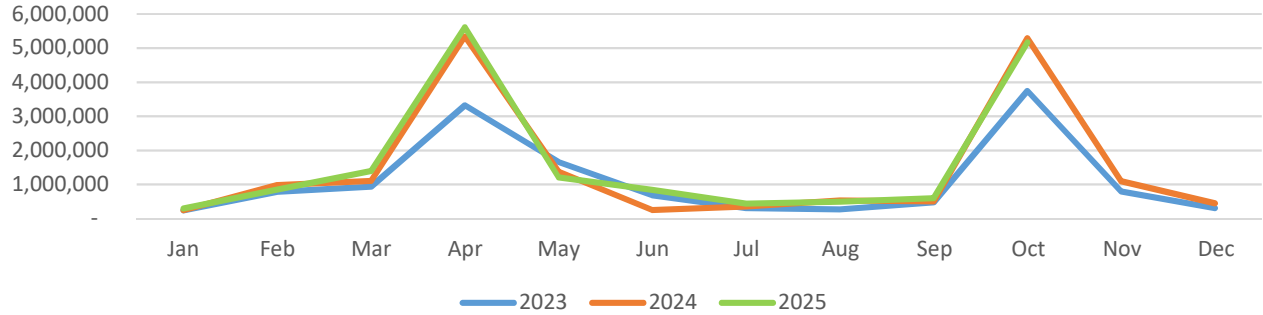
Account	Amt	Period	Comment
EMS Capital	\$300k	October 2025	
FIRE Capital	\$300k	October 2025	
Reserve	\$500k	November 2025	Last installment
Debt Service	\$341k	November 2025	To fund 12/1/25 Debt payments
- The proposed 2026 budget was presented to the commissioners at the 10/29 special meeting.



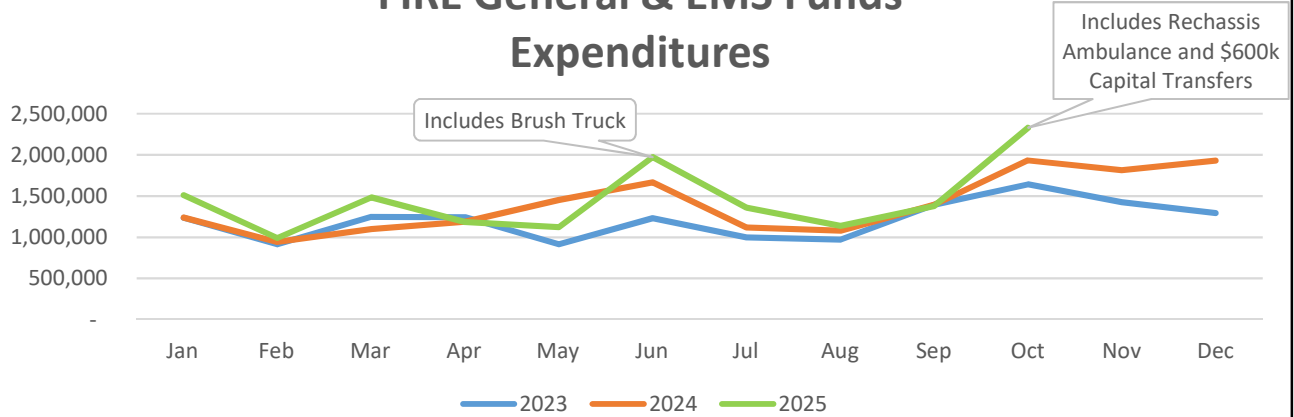
Other Highlights:

- Attended WFCA conference
- Estimate 2025 ending fund balance
- Monitor status of expired Medicare Transport 22.6% Super-Rural Medicare add-on
- Billed all outstanding **grants** (CARES, BHAC and Training cost recovery).
- Attended meeting with **OCH** to discuss new 2026 contract.

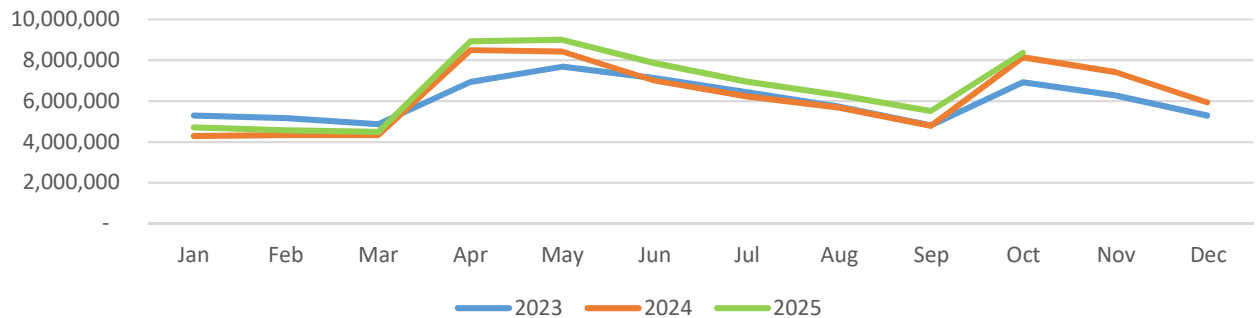
East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



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: 13:44:29 Date: 11/07/2025

Page: 1

001 Fire Fund #656001010

Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,790,550.00	10,205,794.08	584,755.92	5.4%
330 Grants	0.00	2,129.24	(2,129.24)	0.0%
390 Transfer In	272,000.00	677,513.54	(405,513.54)	0.0%
Fund Revenues:	11,062,550.00	10,885,436.86	177,113.14	1.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
210 Administrative	2,044,080.00	1,612,825.89	431,254.11	21.1%
211 Legislative	240,195.00	139,638.50	100,556.50	41.9%
220 Suppression	6,417,524.00	5,273,505.51	1,144,018.49	17.8%
230 Prevention	22,000.00	17,841.43	4,158.57	18.9%
245 Training	112,333.00	61,355.79	50,977.21	45.4%
250 Facilities	422,414.00	277,068.43	145,345.57	34.4%
260 Vehicles & Equipment	468,450.00	381,295.93	87,154.07	18.6%
520 Fire Control	9,726,996.00	7,763,531.48	1,963,464.52	20.2%
590 Debt, Capital & Transfers	1,958,785.50	1,253,502.09	705,283.41	36.0%
Fund Expenditures:	11,685,781.50	9,017,033.57	2,668,747.93	22.8%
Fund Excess/(Deficit):	(623,231.50)	1,868,403.29		

FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 13:45:00 Date: 11/07/2025

Page: 1

001 Fire Fund #656001010 Months: 01 To: 10

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,872,983.00	2,382,767.05	490,215.95	17.1%
522 20 10 019-0 OVERTIME (40%)	519,147.00	421,573.39	97,573.61	18.8%
220 Suppression	3,392,130.00	2,804,340.44	587,789.56	17.3%
520 Fire Control	3,392,130.00	2,804,340.44	587,789.56	17.3%
Fund Expenditures:	3,392,130.00	2,804,340.44	587,789.56	17.3%
Fund Excess/(Deficit):	(3,392,130.00)	(2,804,340.44)		

EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 13:45:29 Date: 11/07/2025

Page: 1

101 EMS Fund #657001100			Months: 01 To: 10	
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,460,354.00	6,017,147.49	443,206.51	6.9%
Fund Revenues:	6,460,354.00	6,017,147.49	443,206.51	6.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,611,439.00	5,214,351.34	1,397,087.66	21.1%
274 EMS Training	108,940.00	44,821.03	64,118.97	58.9%
276 EMS Maintenance	0.00	7,721.53	(7,721.53)	0.0%
520 Fire Control	6,720,379.00	5,266,893.90	1,453,485.10	21.6%
590 Debt, Capital & Transfers	190,000.00	190,142.66	(142.66)	0.0%
Fund Expenditures:	6,910,379.00	5,457,036.56	1,453,342.44	21.0%
Fund Excess/(Deficit):	(450,025.00)	560,110.93		

EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 13:45:59 Date: 11/07/2025

Page: 1

101 EMS Fund #657001100

Months: 01 To: 10

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,309,474.00	3,574,031.25	735,442.75	17.1%
522 72 10 019-1 OVERTIME (60%)	778,721.00	634,587.87	144,133.13	18.5%
272 EMS Operations	5,088,195.00	4,208,619.12	879,575.88	17.3%
520 Fire Control	5,088,195.00	4,208,619.12	879,575.88	17.3%
Fund Expenditures:	5,088,195.00	4,208,619.12	879,575.88	17.3%
Fund Excess/(Deficit):	(5,088,195.00)	(4,208,619.12)		

**2025 Preliminary Estimates
As of 11/7/25**

	2025 Est. *	Adopted 2025 Budget	Diff
FIRE + EMS TOTAL			
Total Beginning Fund Balance	\$ 5,932,280	\$ 5,607,391	\$ 324,889
Revenues	18,591,513	17,522,904	1,068,609
Expenditure	18,171,478	18,596,161	424,683
Total Surplus/(Deficit)	420,035	(1,073,257)	1,493,291
Total Ending Fund Balance	<u>\$ 6,352,315</u>	<u>\$ 4,534,135</u>	<u>\$ 1,818,180</u>

* Estimates are as of 11/7/25

EXPLANATIONS:

Beginning Balance	5,932,280	5,607,391	324,889
Revenues:			
Property Taxes	14,352,525	14,375,000	(22,475)
Ambulance Fees	1,607,433	1,498,000	109,433
GEMT	938,793	670,000	268,793
Investment Interest	251,599	140,000	111,599
Grants	387,777	322,000	65,777
Local Program proceeds	455,514	-	455,514
Other, net			79,967
			<u>1,068,609</u>
Expenditures:			
Salaries & Benefits	12,999,830	13,298,244	298,414
Facilities	185,190	265,000	79,810
Believe in Recovery	119,723	162,200	42,477
Structural PPE	142,593	210,000	67,407
Training	12,604	65,431	52,827
Election Cost	-	40,000	40,000
Fuel	111,915	135,000	23,085
Debt Service	365,485	403,873	38,388
Apparatus/Amb/Equip (offset by Local Program)	374,765	222,000	(152,765)
CARES vehicle	42,719	-	(42,719)
Other, net			(22,240)
			<u>424,683</u>
Total Difference			<u>1,818,180</u>

Date Prepared: 11/7/25

Subject: Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	• 10/1 CRR Mtg • 10/1 M&C • 10/2 Vol. Mtg • 10/2 Admin Evals • 10/2 IT Mtg • 10/2 HR Mtg • 10/7 Admin Evals • 10/9 Admin Evals • 10/13 Q3 Safety Mtg • 10/13 Specialty Pay Mtg • 10/13 Vol. SOG Mtg • 10/15 IT Mtg • 10/15 Chief Mtg • 10/17 Admin Eval • 10/22-10/25 WFCM Conference • 10/27 Strategic Thinking for Managers Webinar • 10/28 Budget Workshop • HR Mtg
Human Resources	Employee Performance Appraisals • Done – Emily • Done - Pete • Done - Robert • Done - Mike • Done - Bergen • Done – Ridgway • Done – Woods • Done - Kindra • Done - Erin • Done - Roy • In progress – Lawson • In progress – BC 11 • In progress – BC 12 • In progress – BC 13 PC Classes • 9/23 Started BAS 301 Managerial Accounting & BAS 315 Leadership, Mgmt & Organizations
Presentations / Tours/Other/Misc	• Acronym Glossary • Policy/SOG input & updates • 10/18 Bike Rodeo • 10/31 Halloween Festivities • IT: New copier installed at Sta 2 (due to old one dying), Starlink integration in progress, Sta 6 AV update in progress. • <i>**IT update – moving to using Teams and Sharepoint instead of Zoom and Dropbox for Commissioner Meetings beginning Jan 2026.</i>

EJFR Staff and Volunteers, November 2025

11/25	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	1-Holbrook
FF	2-Walker	2-Kinney	3-Parker
FF	4-Cordova	3-G.Williams	3-Sheehan
FF	5-B.Grimm	6-Fairbanks	4-Kaldahl
FF	7-Sviridovich	8-P. Williams	6-Richter
FF	8-Archuleta	8-Boe	7-Beery
FF	8-Wright	3-Floberg	8-Chapman
FF	2-Jeske		2-Le
FF	5-N. McGuffey		2-Wells
FF			8-Heydon
Res	Barton	Sanchez	Bentzen
Res	Holmes	Harvey	
Res			
MSO	FF/PM Ridgway		
Cares	FF/PM Woods		
	Captain Bergen FF/PM		

Admin	
Chief	Black
DC	Brummel
CRM	Wittenberg
DS	Cray
HR	Stewart
AA	Sanders
AA	Murray
FT	Lawson
FD	Lirio
Total	9
Volunteer	Position(s)
BERRY	Admin
CHAPMAN	Admin
DAWSON	Admin
DOOLIN	Admin
HORVATH	Admin
KEPLINGER	Admin
KRYSINSKI	Admin
TILLMAN	Admin
Total	8
AVERY	EMS
BLANCHARD	EMS
GONNELLA	EMS
SHORT	EMS
STEWART	EMS
REICHHELD	EMS
Total	6

Volunteer	Position(s)
GARDNER	EMS
BAZINET	FF/EMS
BUCKHAM	FF/EMS
COREY	FF/EMS
MCNERTHNEY	FF/EMS
MONTONE	FF/EMS
STEWART	FF/EMS
STONE	FF/EMS
THOMAS	FF/EMS
BOWE	FF/EMS
BARTON	FF/EMS
Total	11
HARVEY	FIT
HOLMES	FIT
BENTZEN	FIT
SANCHEZ	FIT
Total	4
ANDERSON	Support/EMS
HARTE	Support/EMS
MOORE	Support/EMS
Total	3
MILLER	EMS
BETHEL	Support
SNYDER	FF/EMS
Total	3
Total EJFR Members	
120	

Volunteer	Position(s)
COULTER	Support
FLANAGANMATA	Support
FLEISCHMAN	Support
FORCE	Support
MATACHACON	Support
MICHELSON	Support
NATHAN	Support
SMITH	Support
GLEESON	Support
LUKE	Support
GLASCO	EMS
JUSTIS	EMS
WAGNER	FF/EMS
Total	13

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	48
Total Commissioners	6

Date Prepared: 11/5/25**Subject:** *Executive Assistant/District Secretary Report***Prepared By:** *Tanya Cray*

Meetings & Events:	• 10/1 Meet & Confer • 10/3 Budget Comm. Mtg • 10/7 Eval Mtg w/ Emily • 10/13 Q3 Safety Mtg • 10/13 Specialty Pay Mtg • 10/13 Agenda Prep Mtg • 10/14 Audit Planning Mtg • 10/16 JC Fire Commissioner & Admin Mtg • 10/17 Eval Mtg • 10/21 Audit Status Mtg • 10/21 Reg BOC Mtg • 10/22-10/25 WFCA Conference • 10/28 BOC Budget Workshop • 10/29 Audit Status Mtg
Notable Projects	• PL Voice Submission • Board Meeting packet preparation. • Documents Purge at Station 7 • GovDeals posting/selling of surplus items • Billing for Wellness Physicals
Budget Process Next Steps	• Public Hearing – November 12, 2025, 4:00pm • Regular BOC Meeting – November 18, 2025 – Board votes on final Budget Final Budget Resolutions due to the County no later than November 26th
2025 Ready Rebound Summary of Usage	• Number of Cases: 3 On Duty, 3 Off Duty • Appointments Scheduled: 4 Initial, 2 Imaging, 1 Surgery • Days Saved by Appointments: 37 Initial, 15 Imaging (3 member delays) • Estimated Shifts Saved: 21.7 • Estimated Savings YTD: \$32,853

	• **As a reminder to all members, Ready Rebound isn't only for employees. Family members, Commissioners and retirees all can utilize this program.																																																																
2025 Elections Update	The County Elections Coordinator provided the following estimates for election costs: 2025 November General: \$15,000 – will be billed in 2025 2025 End of Year Indirect Billing: \$18,000 – will be billed in 2026 EJFR BOARD Following 2025 Election: District 1 Jeannie Price - term expires 12/2031 District 2 (Seabrook - 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																																																																
Wellness Physicals	<table><tr><th></th><th>Xray</th><th>Pulm. Funct.</th><th>Audiogram</th><th>Vision</th><th>BL/PR</th><th>ECG</th><th>Blood</th><th>CBC</th><th>Diff</th><th>Urine</th><th>HDL</th><th>LDL</th><th>CHOL/HDL Ratio</th><th>TB Test</th><th>BMI</th></tr><tr><td>Total Tested</td><td>37</td><td>38</td><td>54</td><td>38</td><td>38</td><td>38</td><td>41</td><td>41</td><td>41</td><td>39</td><td>41</td><td>41</td><td>41</td><td>38</td><td>38</td></tr><tr><td>Outside Etab. Limits</td><td></td><td>8</td><td>5</td><td>9</td><td>1</td><td>7</td><td>34</td><td>14</td><td>1</td><td>14</td><td>6</td><td>26</td><td>8</td><td>1</td><td>30</td></tr><tr><td>Percentage</td><td></td><td>21%</td><td>9%</td><td>24%</td><td>3%</td><td>18%</td><td>83%</td><td>34%</td><td>2%</td><td>36%</td><td>15%</td><td>63%</td><td>20%</td><td>3%</td><td>79%</td></tr></table> We do not get a summary of the OneTest for Cancer per HIPAA laws, but there were 52 tests administered. Costs came in about \$7,000 under the max and I have sent off allowable claims to our insurance company for reimbursement.		Xray	Pulm. Funct.	Audiogram	Vision	BL/PR	ECG	Blood	CBC	Diff	Urine	HDL	LDL	CHOL/HDL Ratio	TB Test	BMI	Total Tested	37	38	54	38	38	38	41	41	41	39	41	41	41	38	38	Outside Etab. Limits		8	5	9	1	7	34	14	1	14	6	26	8	1	30	Percentage		21%	9%	24%	3%	18%	83%	34%	2%	36%	15%	63%	20%	3%	79%
	Xray	Pulm. Funct.	Audiogram	Vision	BL/PR	ECG	Blood	CBC	Diff	Urine	HDL	LDL	CHOL/HDL Ratio	TB Test	BMI																																																		
Total Tested	37	38	54	38	38	38	41	41	41	39	41	41	41	38	38																																																		
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Percentage		21%	9%	24%	3%	18%	83%	34%	2%	36%	15%	63%	20%	3%	79%																																																		
BOC 2026 Chair/Vice Chair	A Board Chair and Vice Chair will need to be chosen for 2026-2027. As a reminder once voted upon the offices are held for 2 years.																																																																

Date: 11/8/2025

Subject: *Battalion Chief 11 Report*

Prepared By: *Jason MacDonald*

BC 11 Administrative Meetings	• Daily Shift meetings • Once per tour visit to all stations for crew contact and assistance • JeffCom User Group Meeting • JeffCom director meeting for Ipad usage for responses • Budget Committee Presentation • Review with Program Leads end of 2025 purchases and budget updates
BC 11 911 Responses	• "A" Shift Responses 165 • BC11 responded to 17 incidents in the last month • 2 MVC • 1 Cooking Fire (Eisenhower) • 2 CPRs • 1 Haz Mat (Hadlock Bay)
Continuing Education/ Training	• A-Shift training 389 hours completed • EMS connect • Ongoing Shift level training and scheduling • Base Station • Section 8 Probationary testing (successful completion)
Administrative duties	• Shift based training oversight and compliance • Staffing and Callbacks • Scheduling 2026 • Hours Audits and Accruals Audits 2026 • Vacation/Holiday/SL leave accruals/Audits 2025 • Crewforce updates • Station 4 response area and number work
Planning and ongoing projects	• Cross staffing and crewforce (Lt. Kauzlarich/MacD) • Response Plans and Station Assignments (Kauz/MacD) • Jeffcom Director Stewart & DC Brummel regarding tablet usage and response plans • CISD SOG Review/Revision • Département wide FIT testing (B. Grimm/Whiting)

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: November 6th, 2025

Subject: BC-12 Report

Prepared By: Justin Clouse

BC Administrative Meetings	• 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	• Responded to 6 incidents in June. • Established or assumed command of 4 of those incidents. • Was on Comp for 1 rotation in October and K days for 1 rotation.
Continuing Education/ Training	• Daily Shift level training • EMS Connect • Base Station • Create & Teach Volunteer Tender Drill • Acting Battalion Chief Manual with 1 prospective Acting BC • Attended and help put on the Northwest Fire Conference.
Administrative duties	• 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	• Training Committee • IFSAC Testing Technical Advisory Committee • IFSAC testing- Prep for Kitsap Fall academy • Facility maintenance planning • Station 5 Annex oversite • Station 2 Storage building project

Personal Protective Equipment	Equipment continues to come in..
Technical Rescue	Small tag line bags were built for all 1st line apparatus and installed. The rescue ropes were replaced on 3 of the 1st out engines due to age.
Wellness Program	Wellness exams and hearing testing were completed.
Facilities Maintenance	- Station 1- Bay window trim problem. - Station 2- Storage building permitting. - Station 4- Nothing. - Station 5- Annex project- oversite. - Station 6- Nothing. - Station 7- Nothing. - Station 8- Siding Project quote. - 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	\$36,944.50.00	\$18,055.50
Ready Rebound (Kinney)	522 72 41 0601	\$14,000.00	\$2380.00	\$11,620.00
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	\$91,980.59	\$78,019.41
Special Ops Rope (White)	522 20 35 0500	\$4,567.00	\$4,228.48	\$ 338.52
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: 11/9/25

Subject: Battalion Chief 13 Report

Prepared By: Justin Fletcher

BC 13 Administrative Meetings	- Daily Shift meetings - Visit each station and collaborate with crews at least once per tour - Budget Committee Meeting x2 - BOC Meeting
BC 13 911 Responses	Responded to 11 incidents in October- none of any significance
Continuing Education/ Training	Shift level training (C Shift completed 444 hours of training)
Administrative Duties	- 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 - Worked with Tanya to list several items on GovDeals for sale
Shift Programs	Nothing new to report

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	\$37,620.00	\$24,119.49	\$13,500.51
Apparatus Maintenance	Fletcher	\$264,250.00	\$185,161.39	\$79,088.61
Ladders	Parker	\$3,000.00	\$0.00	\$3,000.00

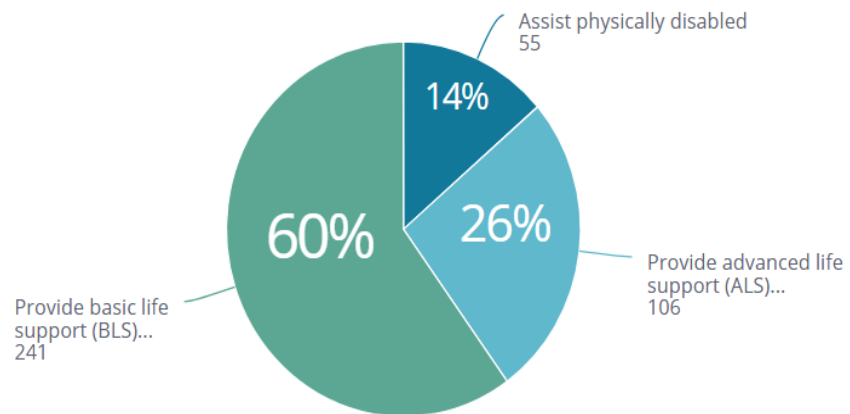
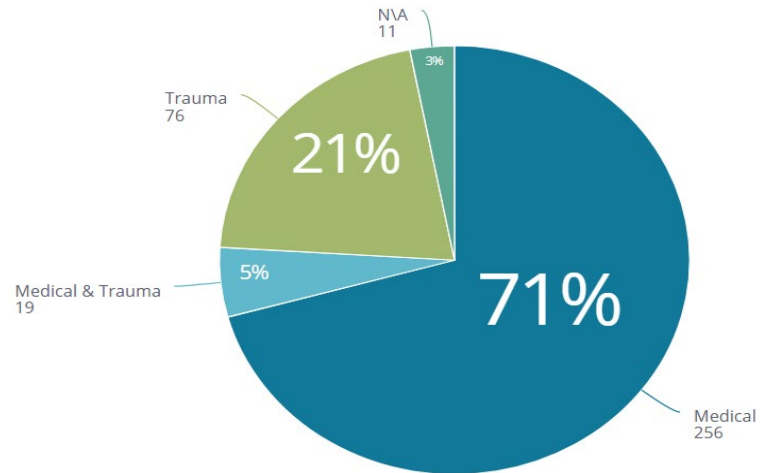
BOC Report, MSO

October 2025

Submitted by: Tammy Ridgway

Meetings	• Weekly meeting with Dr. Carlborn • EMS Council • CARES Team Meeting • STEMI Meeting with SMMC • BOC Meeting • Multiple meetings with new volunteers • Meet with Chief Black • Volunteer SOG work group • Volunteer Onboarding • Paramedic Training Communities of Interest • CTE Chimacum High School
Continuing education and Training	• Target Solutions • EMS Connect • Base Station • Volunteer Drill • Hazmat Training at Jefferson Health Care
Administrative Duties	• Audit of all controlled substances used for previous month • Supplies • Run Review • MSO response 12 calls including 2 CPR • 3 Stop the bleed trainings at Salish Elementary School • JB Learning • Earn to Learn Community Night with OWL 360 • Blue Heron Health Fair CPR 100 8th grade students • 33 CPR/AED/First Aid certifications for PTHS A&P • Fire Fest

EMS Calls

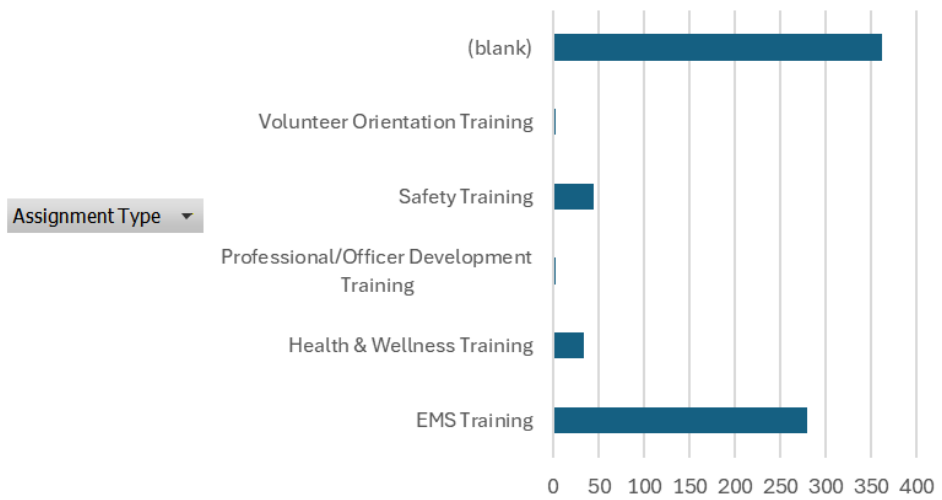


Assist physically disabled Provide advanced life support (ALS)
Provide basic life support (BLS)

**Department
Wide EMS
Related Training
Hours**

Sum of Duration (hours)

Sum of Duration (hours) by Assignment Type



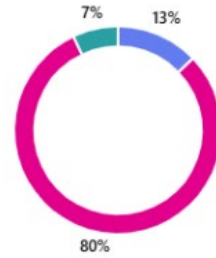
**PUBLIC
ENGAGEMENT
EVENTS**





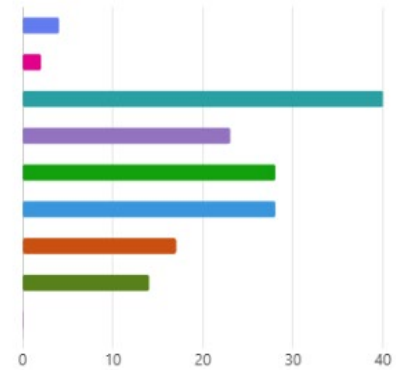
CARES Contacts

INITIAL CONTACT	20
FOLLOW UP CONTACT	125
UNABLE TO CONTACT	11



8. PRIMARY REASON FOR REFERRAL

MH	4
SUD	2
GENERAL ASSISTANCE	40
HOMELESS	23
FAILURE TO THRIVE	28
MEDICAL	28
FREQUENT FIRE CONTACT	17
FALLS	14
Other	0



Page 1

October 2025

Monthly Naloxone Distribution Survey - Jefferson County EMS Leave Behind

Date Survey Completed 11-05-2025 14:18:14

Community Naloxone Distribution

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

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

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

October Expenses

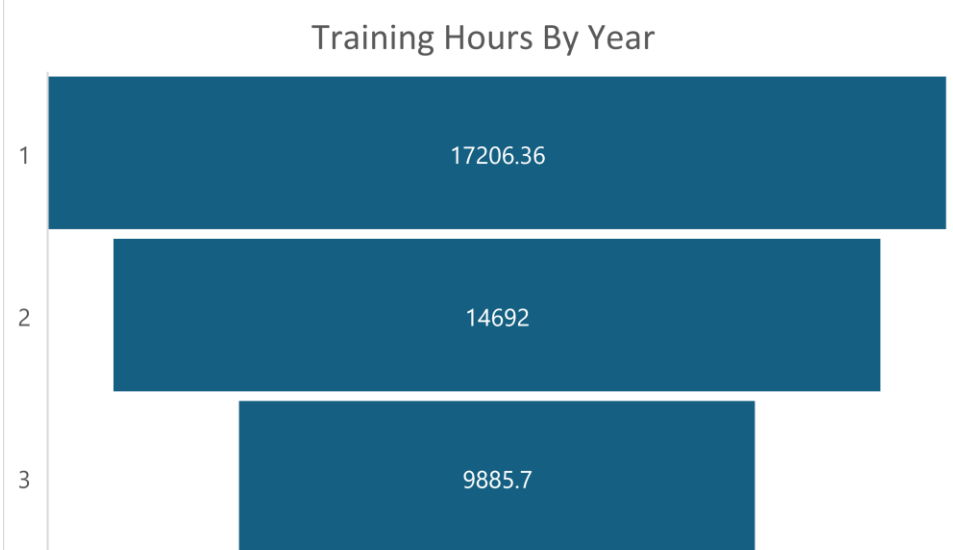
Description	BARS	Budgeted Amount	Spent	Remaining
EMS Supplies	522 72 31 0101	\$80,500.00	8123.87	\$12,928.26
EMS Medications	522 72 31 0151	\$50,000.00	7,485.61	\$20,236.29
CPR Program	522 74 45 0101	\$4,000.00		\$3,881.70
Training/Conferences	522 74 45 0201	\$14,600.00		\$14,600.00
DOH Training Grant	522 72 35 0251	\$766.00	\$458.64	\$307.36
Required Training	522 74 45 0501	\$12,300.00	556	\$5,491.29

September Training Captain Report

November 3rd, 2025

Submitted by: Captain Trevor Bergen

Overview Training Hours:	• WSRB Hours for October: 1178 Hours • 3rd quarter firefighter training hours: 3488.5 Hours • October total training Hours:1,734 Hours • 2025 Training Hours: 17,206 Hours
Overview:	• PXT 701 Class • Budget Process • PNW Fire Conference • Hazmat MCO • KCFTC Live Fire in Burn Box • 4th Quarter Start • Classes for end of the year!
Puyallup Extrication Team Presents 701 Train the Trainer	• 9 hours of extrication training hosted by EJFR. • 9 East Jefferson members attended training that they will train there shifts. • 4 outside members attended the training and we used 8 vehicles going over hand tools to extrication specific tools, Industry standards and best practices.
Budget Process	• Attended Budget Meeting and described Training Budget. • Reworked budget to meet budget committee's recommendations. • Final presentation of training Budget.
PNW Fire Conference	• 4 days of lecture starting on Sunday by Fire Service leaders. • 7 East Jefferson Members Attended Lecture Series • 6 members attended Hot classes/ Seminars
Hazmat MCO	• Finished Conducted Shift Level MCO Hazmat Scenario. • Using a section of Pipe a garden hose and smoke machine made a scenario for size up and defensive operations. • Great discussions to companies on Hazmat incident stabilization

KCFTC Fire Academy Live Fire	• Live Fire Training for KCFTC Fire Academy • DC Brummel and myself assisted with Burn Box operations and 1403 cadre.								
Start of 4 th Quarter	• 4th quarter training credential is up and running. • Adjustments and training calendar updated and fixed broken links and assignments								
Classes for the end of the year	• 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 Been sending out to regional partners and signing up EJFR Members.								
	Training Hours By Year <table><thead><tr><th>Year</th><th>Training Hours</th></tr></thead><tbody><tr><td>1</td><td>17206.36</td></tr><tr><td>2</td><td>14692</td></tr><tr><td>3</td><td>9885.7</td></tr></tbody></table>	Year	Training Hours	1	17206.36	2	14692	3	9885.7
Year	Training Hours								
1	17206.36								
2	14692								
3	9885.7								

Topic	BARS	Amount	Spent	Remaining
2025 Classesandprops Budget.xlsx	522 45 40 0600	\$ 1,950.00	\$1745.00	\$ 205.00
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	\$ 3,000.00	\$ 3,120.26	-\$ 120.26
2025 Conferences and IFSAC Classes.xlsx	522 45 40 0500	\$ 40,000.00	\$ 15,278	\$ 24,722
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	\$ 0.00	\$421.49	\$ -421.49

PXT Garage scenario Prep



Quilcene and EJFR working to extricate victim



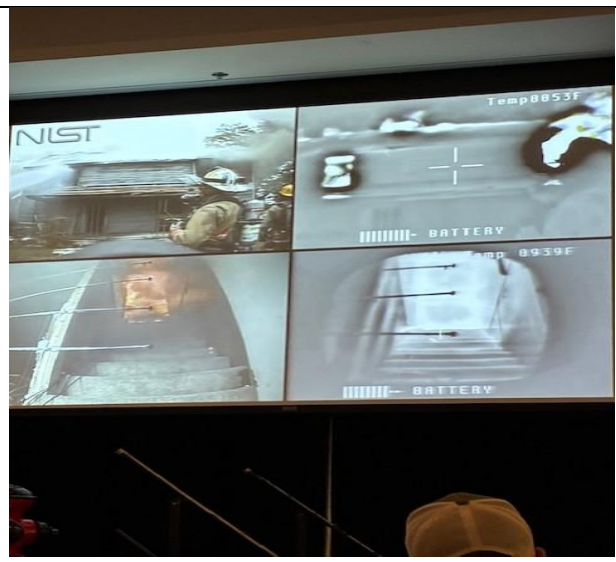
Hand tool steering column lift PXT



Live fire in Burn box



Chief Brummel Leadership seminar



Lecture series at PNW

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	Delivered 10/7/25
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.
 - 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
- 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.
- 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
- 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
- The vehicle was inspected by BC Fletcher and PM Wagner on 10/7 and returned to EJFR. The final purchase price from Braun NW was \$214,858.17. We are currently working on installing decals and cleaning up a few small items to put the vehicle in service which is expected to occur in late October early November.
- Update- Work continues on placing equipment on the vehicle and we are awaiting decals. Expected to be in service mid November.

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.
 - 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.
 - **Update-** The vehicle has had the plow equipment and fuel tank wired on to it. This will be the final update.
-
- EJ575- 1992 Simon Duplex Tender
 - Sold 10/14 for \$3,850.00
 - 1997 Ford F350 Project Brush Truck
 - Sold on 10/31 for \$8,700.00
 - 1986 Lawn Mower Trailer
 - Sold on 10/14 for \$360.00
 - ARE Canopy
 - Sold on 10/14 for \$138.00
 - 1993 Dodge 250
 - Sold on 10/14 for \$13,800.00



DIRECTOR'S REPORT

October 23, 2025

❖ Projects:

- **CAD upgrade** is still not working in the test environment, so November's planned upgrade of the production environment may be tabled – or at least delayed. We may attempt to reschedule an upgrade for spring, our usual annual preference, and skip this version that has proven problematic in two ways: Inability to build a working GIS map package based on our existing data and maps and difficulty getting each user's workstation upgraded and functioning.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring including a new camera at Maynard. Capital funding is in the 2026 budget to complete it, making it possible 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. At least one additional county is pushing for the same.
- 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. 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. NOAA's desire for a fixed long-term lease and DNR's interest in negotiating a new lease to Jeffcom may coincide well.
- **Strategic plan:** Statewide E911 strategic plan will be reviewed and perhaps adopted at statewide conference in October (planned for the morning of this writing) 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.

- Jeffcom and Pencom with the assistance of the medical program directors and EMS personnel from both counties have started the process of **updating emergency medical dispatching** guidebooks. We are jointly switching from a now unsupported guidebook from King County EMS to a fully supported program from APCO. Startup expenses include retraining all communications staff at both centers (\$100 per CO for classes taught at Pencom, \$300 for a center manager to oversee the program, \$1200 to certify instructors at Pencom) and printing customized guidecard books (\$2000). Benefits will include freshly updated guidance that matches field EMS protocols, refresher training on EMD for all communications staff and ongoing training and recertification through APCO. Future training for new COs will likely be done online through APCO classes that start every week and run for six weeks, a correction for the vexing issue we currently face of not being able to send new employees to training.

❖ **Budgetary Items:**

- **State equipment grant** application period has closed, and we applied for funding to replace CAD computers and monitors in 2026 and to replace our server cluster in 2027. Whether the server will be like-for-like or scaled down will depend on our decision regarding moving to a cloud-native CAD. The grant period covers the state's 2025-27 biennium.
- **Current staffing** remains at nine full-time, fully trained communications staff including one supervisor plus three part-time communications officers filling some shifts. Scheduling returned to normal in October after being disrupted by administrative leave for the employee who is resigning, though we will no longer have a fully trained CO working the 1000-2000 shift for the back half of the week.
- **Recruiting:** Communications officer trainee that started July 13 continues to progress through training. A second trainee started late in September. These are communications positions ten and eleven. Position twelve will be filled only once others are through training.
- **CBA negotiations** will continue at least through November given the current schedule and assumptions regarding meetings and counter proposals.
- **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 with Pencom has resolved for now the extent of those shared-cost items, so we expect to move forward with invoice payment and agency pass-through billing in October and November.

❖ Health, Safety and Quality of Life:

- **September communications-staff overtime** remained high at 309.5 hours among nine fulltime communications staff not on leave (August's was 308, July's 352, June's 254).
- **Found Therapy** Services continued sit-in appointments with all shifts, and we offered staff slots at EJFR's scheduled days of private, off-site wellness appointments.
- **Office relocations** continue 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.

❖ External Relationships:

- A **User Group** meeting was held October 7.
 - ◆ We discussed the stalled CAD upgrade process.
 - ◆ We talked about when a fire call to assist law should be a separate CFS and when they should be added to the law CFS.
 - ◆ Jeffcom and EJFR discussed the need for better communication when cross staffing has to be disabled or modified to dispatch units to a call and ongoing adaptations to radio and electronic status communication.
 - ◆ There was some desire for a multi-disciplinary drill for Code Blue/99 procedures.
 - ◆ We briefly discussed communications by school districts as required by a new law and indicated by some recent district outreach and agreed there is a gap.
- Director, IT Manager, Training Coordinator and one Communications Officer attended Washington APCO-NENA annual conference in Wenatchee and found relevant training as well as opportunities to connect or reconnect with other agencies on issues of shared concern.

❖ CFS and Call Data: January 1 through October 17, 2025

• Fire/EMS calls by agency

Agency	CFS count YTD	CFS count LYTD
EJFR	4655	4619
QFR	479	453
BFD	542	487
DBVFR	95	109
Total	5771	5668

• Law Enforcement calls by agency

Agency	CFS count YTD	CFS count LYTD
JCSO	11688	10446
PTPD	6866	7244
Total	18554	17690

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	14155	99.33	n/a
11-15 sec	65	99.78	90%
16-20 sec	19	99.92	95%
21-40 sec	12	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	14251		

• 911 Call Averages

Metric	YTD Average
Ring time	2.94 sec
Hold time	0.65 sec
Talk time	107.75 sec

• Non-911 Calls

Metric	YTD
Number of outgoing calls	6799
Number of incoming calls	15427
0-10 sec pick-up time	99.18%
Average ring time	3.23 Sec
Average hold time	6.49 sec
Average talk time	109.33 sec

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 1. Ensure our service levels and community expectations align with our fiscal resources.				
1.1 FINALIZED June 2025 Refine and update our fiscal processes to ensure our fiscal resilience.	- 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	- Internal Budget Committee Established summer/2022 - Credit Card and Procurement Policy/SOG update March 2023 - Establish financial forecast template - Program workbooks establish March 2023 - Finance Director has developed financial forecast for the next ten years. 7/2025	- Adopt related SOGs for permanence. - Updated 3/2023 - Implemented 3/2023 2024 workbooks posted on sharepoint - New Finance Director has started updating our SOP/SOG's Fall 2024. - Program managers are being mentored by Finance Director. Fall 2024 1/2025 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. - Integrate software for resource management. CHECK-IT to be implemented for inventory and repair tracking - Maintain a strong culture of resource stewardship.	- Emily - Lead -Wes Lueders Plus Pete/Tanya/Terri - Tanya/Terri - DC Brummel	- Sharepoint Spring/Summer Fall 2023 - TEAMS implementation has started. 2024 - Check-it has been procured U.I. is being loaded with current inventory. - Update capital replacement procedures and restore appropriate funding Check it for repair and inventory management	- Migration to Sharepoint began 12/23 - Business/HR Manager Stewart continues to focus on training staff to be more efficient and increase communication. - Finalizing database, presentation by Brummel 12/24 - Finance Director tasked and program managers are updating. Fall/winter 2024 - Check-it is fully implemented, 7/25 Fleet vehicle replacement is completed. 8/25 Roy is working with Facilities Managers to establish capital replacement planning documents. 3/25 - continues - Station 3 is no longer occupied by EJFR. 7/15/25 First Due and DarkHorse are proposed for 2026, replacing the SP.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.3 Build community support for revenue opportunities and provide robust ongoing public communications.	▪ 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.	▪ FC and Staff	▪ 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	▪ 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. - Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities. - Adapt our charter and Interlocal Agreements to meet the needs of the community and partners.	- FC - FC	Update City & County ILAs Clarify and refine EJFR's roles and responsibilities - Fire Prevention Summit with JC BOCC completed 10/25	- In progress, Fall/Winter 2023. City ILA expires 12/23 - 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 – ongoing, rebuttal provided to JC 10/1/25.

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.	▪ 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.	▪ FC/Admin	▪ Adopted minimum staffing January 2023 ▪ Establish other performance goals per Title 52	▪ 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

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.2	Reduce call processing and crew turnout times to more closely align with best-practice goals.	- Establish realistic standards and monthly reporting. - Use training and technology to facilitate compliance.	FC & Staff	Increase capability and capacity for staff to generate reports.	- 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 finalized 10/25 reducing workload on dispatchers. Still working on minor implementation hurdles. - New EMS dispatch protocols in development at JeffCom
2.3	Increase daily staffing to improve response performance and crew safety.	- 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. - Evaluate the advantages of a peak demand model and/or alternate shift schedule.	FC & Staff	- Adopt policy in compliance with Title 52 - Update Response Plans and Run Cards	- Completed 5/2023 - ALS response proposed 2/2024 4/1/24 New ALS response plan initiated. 10/24 3 extra PM's are finishing training, increasing PM workforce. - MOU adopted for 56+1 staffing 8/25

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.4 FINALIZED June 2025 Prioritize and implement resources to provide the best return to our customers.	▪ 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	▪ Complete amended WSRB Rating ▪ DONE!	▪ WSRB rating complete, to be published in 12/2024. PT score will improve. ▪ 2025 Training Plan is being finalized.
2.5 FINALIZED June 2025 Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	▪ Work with established groups to formalize long-standing efforts, including: ○ 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.	▪ MSO	▪ Re-ignite the CPR program ▪ Recruitment of new CPR instructors is underway ▪ Update Patient Care Procedures (PCP) and response procedures.	▪ 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)

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.6	Address immediate and long-term facility needs.	- Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: - 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.	FC	Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal	- Hiring of Facility Tec DONE 7/1/2024 - Station 3 is no more. - Facilities analysis in progress. - Station security enhancements are underway. - Valuation completed for Boat Haven and airport. Negotiations to begin 10/25.

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	Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups.	- DFC Brummel - CRM Wittenberg	- Proposed for 2024 Budget - Conduct a Community Risk Assessment compliant with NFPA and CRR standards.	- 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. Specialty Pay discussion is underway 10/25.
3.2	Expand our fire prevention program to reduce risks to fire fighters and community members	- Prioritize crew visits to low frequency/high risk facilities. - Initiate reengagement with the community for life/safety inspections.	- CRM Wittenberg - CRM Wittenberg	- Resetting interagency roles - Inspections were restarted in January 2023. - Implemented fire prevention service contract with the City.	- CRM and CRA hired 5/2024 - Senior staff attending NFA CRR Management, July 27.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.3 FINALIZED June 2025 Partner with our community to prevent and respond to increasing wildland fire risks	- 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.	FC	- 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.	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. denied - 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
3.5	Collaborate with regional partners to establish a robust mobile integrated healthcare program	Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others.	FC	- 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.	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.
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	- 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.	DFC Brummel	Seek funding and grants	- In progress - Safety Program Manager course taught in February 2025.

Goals		Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
4.2	Establish the culture and resources necessary to support the mental and physical health and wellness of our team	- 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.	BC MacDonald		
		Broaden workforce participation in fitness/wellness practices.	- Brummel - HR Manager Stewart	- Broaden annual medical evals and injury recovery - Reviewing ergonomic consult/coach 7/2025	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 - CISM SOG in development 10/25 - Annual physicals and ONETEST provided to all EJFR staff, 9/25.
4.3	Formalize and strengthen professional development and career track processes	Begin planning for medium-term efforts.	DFC Brummel & Training Officer		- Training Captain implemented 1/2024 - No more PIC's. All stations are NFPA 1021 compliant. 3/25 - Training Advisory Committee planning January meeting.

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	- Identify current and future retention and recruitment needs of the organization. - Establish staffing and recruitment plans.	E1		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.

					2026 Merit
	CR 80-90%	CR 91-100%	CR 101+		\$5,397.20
Merit increase grid					\$4,898.92
Exceeds Expectations	4.00%	3.00%	2.50%		\$3,892.50
Meets/Exceeds	3.00%	2.00%	1.50%		\$2,487.85
Meets	2.00%	1.50%	1.00%		\$2,714.02
Meets/Needs some improvement	0.00%	0.00%	0.00%		\$3,350.22
					\$2,931.57
					\$2,712.09
					\$769.02
					\$29,153.38
					2.82%

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 25-12**

A RESOLUTION TO APPROVE BUDGET EXPENDITURES FOR 2025

WHEREAS, The Board of Commissioners for Jefferson County Fire Protection District No. 1 has met and considered its expenditures for the calendar year 2026; and,

WHEREAS, The District's expenditures for 2026 are budgeted as follows:

General Operating	\$13,463,436.00
EMS Operating	\$7,991,227.00
Debt Service	\$675,771.00

NOW, THEREFORE, BE IT RESOLVED by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners as follows:

1. That the Budget schedules approved in the following amounts dated November 18, 2025 will serve as the Operating and Debt Service Budgets for 2026.

General Operating	\$10,913,346.00
EMS Operating	\$7,991,227.00
Debt Service	\$675,771.00
2. That one copy of this resolution together with Exhibit "A" is to be delivered to each of the following: Board of County Commissioners and Auditor of Jefferson County, Washington.

MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR JEFFERSON COUNTY FIRE & RESCUE ON NOVEMBER 18, 2025

Approved this 18th day of November 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

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 25-13**

PROPERTY TAX INCREASE FOR GENERAL LEVY AND EMS LEVY

WHEREAS, the Board of Commissioners of Jefferson County Fire Protection District No. 1 has properly given notice of the public hearing held on November 12, 2025, to consider Jefferson County Fire District No. 1's current General and EMS expense budgets for the 2026 calendar year, pursuant to RCW 84.55.120;

AND WHEREAS, the Board of Commissioners of Jefferson County Fire Protection District No. 1, after hearing, and duly considering all relevant evidence and testimony presented, has determined that Jefferson County Fire Protection District No. 1 requires an increase in property tax revenue from the previous year for its General Levy and EMS Levy, in addition to the increase resulting from the addition of new construction and improvements to property, and any increase due to re-levying for refunds and net cancellations/supplements from the previous year, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of Jefferson County Fire Protection District No. 1, and in its best interest,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Jefferson County Fire Protection District No. 1 that an increase in the regular property tax levy, in addition to any amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property and any increase due to re-levying for refunds and net cancellations/supplements from the previous year, is hereby authorized as for the 2026 General levy in the amount of \$10,470,016.11 which is a percentage increase of 1% percent (\$103,663.53) from the previous year and for the 2026 EMS levy in the amount of \$4,031,986.27 which is a percentage increase of 1% percent (\$39,920.66) from the previous year.

Property Tax Increase Resolution: General Levy and EMS Levy Resolution No. 25-13

**MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE
COMMISSIONERS FOR JEFFERSON COUNTY FIRE & RESCUE ON NOVEMBER
18, 2025**

Approved this _____18_____ day of November 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

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1
RESOLUTION 25-14**

**REQUEST FOR APPROPRIATE TAX LEVIES AND DEPOSITS WITH
RELATED BUDGETS**

BE IT RESOLVED by the Board of Commissioners of Jefferson County Fire Protection District No. 1 as follows:

1. That the County Assessor has notified the Commissioners of Jefferson County Fire Protection District No. 1 the preliminary assessed valuation of real properties lying within the boundaries of said Fire District for the calendar year of 2025 is \$8,655,622,330 Regular Levy & \$8,666,346,188 EMS Levy.

2. That the Honorable Board of County Commissioners of Jefferson County, Washington, be and are hereby requested to make the appropriate tax levies and refunds for the year of 2026 for Jefferson County Fire Protection District No. 1 to total \$14,611,000.

3. That the County Treasurer of Jefferson County, Washington, be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levies specified in Section 2 above in the amounts and funds specified below:

- A. \$ 10,546,000 into the Current Expense Fund of said District.
- B. \$ 4,065,000 into the Current EMS Expense Fund of said District.

4. Pursuant to RCW 84.52.125, as amended by chapter 196 of the Laws of 2017 it is the intent of the fire district/regional fire authority, acting by and through its board of commissioners, to protect the district's/regional fire authority's tax levy from prorationing under RCW 84.52.010(2), by imposing up to a total of twenty-five cents (\$0.25) per thousand dollars of assessed valuation of the tax levies authorized under RCW 52.16.140 and RCW 52.16.160 [RCW 52.26.140 for RFA's], or either of them, outside of the five dollars and ninety cents per thousand dollars of valuation limitation established under RCW 84.52.043(2), if those taxes would otherwise be prorated under RCW 84.52.010(2)(e).

Further, pursuant to RCW 84.55.092, it is the intent of the fire district commissioners to protect the fire district's future levy capacity. Therefore, in any year in which the district reduces the regular tax levy below the amount of levy to which the district is entitled by law, consistent with existing voter authorizations and the limitations of the state constitution and statutes, it is the district's intent to fully preserve future levy capacity as the aforesaid statute allows. The county assessor is therefore requested to set the regular property tax levy at the amount which would be allowed under RCW 84.55, as if the regular property tax for the district for taxes due in prior years (beginning with 1986) had been set for the full or maximum amount authorized under the law.

**MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE
COMMISSIONERS FOR JEFFERSON COUNTY FIRE & RESCUE ON NOVEMBER
18, 2025**

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

SIGNED:

Deborah Stinson, Chair

Dave Seabrook, Commissioner

Geoff Masci, Commissioner

Steve Craig, Commissioner

Gene Carmody, Commissioner

Ed Davis, Commissioner

ATTEST:

By:_____
Tanya Cray, District Secretary



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Roy Lirio,
(Name)

Director of Finance, for Jefferson County FPD No. 1, do hereby certify to
(Title) (District Name)

the Jefferson County legislative authority that the Commissioners
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2026 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/12/25;
(Date of Public Hearing)

(section below revised by the Jefferson County Assessor)

DISTRICT LEVY MAX AMT TO LEVY* + REFUND LEVY = BUDGETED PROP TAX
Regular:

General	\$10,522,374	\$23,626	\$10,546,000
EMS	\$4,056,935	\$8,065	\$4,065,000

Excess:

*Includes 1% calc., estimated new construction, and estimated added state assessed utilities

Signature: _____

Date: _____

Date PCA Issued: 11/11/25

Keep Posted for 14 Days

Posted on: 11/11/25

Actual Picture and/or Example of Issue

St Michael pharmacy has been dispensing TNKase (tenecteplase) to EMS agencies serving rural surrounding areas. EMS utilizes TNKase per protocol based on distance and travel time to St Michael Medical Center

What the standard or correct Process Should Be

With the Drug supply chain and security act (DSCSA) going live on 11/27/25, pharmacy can no longer supply TNKase outside of a formal sale transaction, which the EMS teams were not agreeable with.

Effective 11/11/25, pharmacy will no longer supply TNKase to EMS services. The previous exchange program has been terminated.

All TNKase doses previously acquired from SMMC pharmacy will be billed upon patient arrival at SMMC. EMS will continue to notify pharmacy of such usage until all doses acquired from SMMC pharmacy have been depleted.

Previous Process

New Standard Process

Problem / Issue Description / Reason for change: DSCSA go-live<https://www.fda.gov/drugs/drug-supply-chain-integrity/drug-supply-chain-security-act-dscsa>



Chief Black,

A committee was set up years ago with DR Tinker (Cardiologist) Hospital Commissioner, me, Chief Manly, Jim Decianne ER Director, Judy Tesco Cardiology Manager, DR Smith-Poling, Gordon Pomeroy, under the CEO of Vic Dirkesen. There was also a different pharmacy Director.

We met monthly to discuss STEMI and how we can make improvements in the field. After much talk the STEMI kit was created, Jefferson County became the first in the state to write and have a COP (which I am attaching to allow for STEMI Activation (3/1/2011) – it was furnished for free from Jefferson Healthcare because it was the right thing at the time and it was a pilot program, and no one knew how we could bill the patient.

There was no formal or written agreement, after time the hospital could not continue to write off thousands of dollars so an exchange program with St Michael's became available where they would bill the patient for us giving the medication. Again, no formal agreement and completely optional on their part. At no time do they need to do this and at any time can the cardiologist tell our crew that we need to no longer give TNK and just go straight to the Cath lab which is what we did in the pilot program depending on what the ETA was to St Michael's (remember it was a lot faster being in Bremerton) now we use it way more than we did, when our transport time is less with EJFR more for D2/D4.

Side note- Jefferson Healthcare Pharmacy was run by a Jefferson Healthcare and now in 2023 has a Pharmacy director Andy Neslon who works for Cardinal and has a complete separate set of rules that he follows, and that can be what is happening at St Michael's as well.

Attached is the COP a two council minutes that I could find where the STEMI program was discussed. This is it, like I said this was a very informal agreement and initially meant to only use when we were within a certain distance from a Cath lab to use the TNK per the Cardiologist. Both hospitals have the right to not provide the medication and have the individual agencies purchase it themselves which could be a financial impact, but it is within their rights.

Colleen

From: Bret Black <bblack@ejfr.org>
Sent: Friday, October 31, 2025 10:47 AM
To: Rodrigues, Colleen <crodrigues@jeffersonhealthcare.org>
Cc: Tim Manly <tmanly@brinnonfire.com>
Subject: TNK's

Caution: This sender is from outside of Jefferson Healthcare. Do not click on any links or open attachments unless you are expecting links/attachments from this sender. If suspicious, please report by clicking the "Phish Alert Report" button above.



Colleen,

Do you have any awareness of an agreement for TNK's to be supplied by St. Michaels (Harrison)? If so, could I please get a copy and related SOP/SOG's?

Tim tells me the agreement started in 2009-ish...?

Thanks,

Bret Black - Fire Chief

Cell 360-381-0292

bblack@ejfr.org



Jefferson County EMS Council

40 Seton Road, Suite A
Port Townsend, WA 98368
Meeting Minutes
February 1, 2011

In Attendance:

Moe Moser, JCFD #2
Chief Gordon Pomeroy, EJFR
Chief Ed Wilkerson, PLF&R
Chief Robert Low, JCFD #2
Dr. Sandra Smith-Poling, MPD
Colleen Rodrigues, EJFR/Training Coordinator
Barb Knoepfle, JCFD #5

Marilyn Moser, JCFD #2
Nancy McDaniel, Consumer Rep
Esther Johnson, JCFD #4
Bob Helander, Consumer Rep
Connie Fitzpatrick, JSAR
Lonibeth Harbison, EJFR – Sec/Tr

Meeting called to order by Vice Chairman Moe Moser
JCFD#2, Station 2-1, Quilcene

19:30

AGENDA CHANGES: None See Add-on during meeting.

APPROVAL OF MINUTES:

MOTION: Chief Pomeroy made a motion to approve the Jan. 4, 2011, minutes as presented. Chief Low seconded the motion. Motion carried.

TREASURERS REPORT: Copy activity report and end of year summary in meeting packets.

MOTION: Chief Pomeroy made a motion to approve the Treasurers Report. Chief Low seconded the motion. Motion carried.

****Training Coordinator Rodrigues noted the NW Region had sent her the instructor fee payment for Nov. 3, 2010, Base Station. This is not consistent with how the Region handled these payments for the last budget cycle. The Council had been told payment would be made to the Council and the Council would be responsible for payment to the instructors. She will check with the Region to see how this is to be handled for this budget year.**

CORRESPONDENCE: Thank you letter from the Port Townsend & Jefferson County Leader for notification of meeting schedule. Some discussion if these meetings are open to the public. Questioned discussion of specific runs, etc and noted Executive Sessions can be called if necessary.

PRESENTATION: None

OLD BUSINESS:

1. Future EMS Classes – Add on – Moe Moser

Moe said he has not received any comments on having the Training Committee look into college costs of EMT classes. He would like them to pursue this so we can be ahead of the curve. Chief Low said he would agree to take this on. Colleen noted that Trudy had done extensive costs research last year and presented the Council with copies of the information. Those copies are still available and might be helpful to the Training Committee. Dr. Smith-Poling noted students are not required to take college courses and that agencies can put on their own classes. The college would be needed to take National Registry test.

Need to have current list of committees and members discussed. Send list to Loni so master list can be created.

Dr. Smith-Poling reported she has written to the state about the problems with only having one person in the state appointed to proctor ILS. She has been told there will be 2 more people at the state level that will be assigned as proctors. She is still going to work on having someone assigned at the Regional level.

NEW BUSINESS:

- 1. Draft – County Wide Operating Procedure Destination Policy – Dr. Smith-Poling**
- 2. Draft – County Wide Operating Procedure Destination Policy for Cardiovascular Patients – Dr. Smith-Poling**

Dr. Smith-Poling said during the recent state MPD meeting the state Department of Health made it clear they must have County Operating Procedures Destination policies and have added need for specific destination policy for stroke and stemi patients. They do not want one from every District in the state. She has put together a draft of a County Wide Operating Procedure Destination Policy for all non-stroke and stemi patients and a draft specific to stroke and stemi patient. The drafts contain blanks for destinations. She said she is hoping this can be discussed here and a consensus reached so the drafts can be completed and submitted. The following items were discussed:

- What if patient or patient family requests a different destination
- Some District's having two destinations depending on area of incident
- Suggested trying to more clearly define communities with two possible destinations
- Having policy with no leeway

Dr. Smith-Poling said the state is just asking for a general plan and transporting to other destinations just needs to have documentation. She said the Region would like the completed policies by mid-February. Chief Pomeroy said he would like to work with the other Chiefs to come up with wording that will work for everyone. Moe noted meeting state requests is necessary to continue receiving funding.

Dr. Smith-Poling said the state had some other requests that can be addressed at a later date.

- 3. Draft – Jefferson County Resolution to Reaffirm and update the Formation of the Jefferson County Emergency Medical Services (EMS) and Trauma Care Council to conform to current RCW and Federal Mandates**

Chief Pomeroy said this is a draft that both he and Chief Herbst have been working on to try and update the original resolution. Noted if council officially chartered by the County we are a public entity. The following items were discussed:

- Attendance requirements of various representatives per WAC
- If political subdivision are public elections required
- Poll other counties EMS Councils for information on their formation, functions, etc.

Chief Wilkerson said he has read the EMS Council Member Handbook distributed by the State and the by-laws language is not consistent with the information in the handbook.

- Need to figure out the role of the council and then input that information into draft to be presented to the County Commissioners. Moe and Dr. Smith-Poling said they will help by contacting other councils.
- Have reviewed by an Attorney who is familiar with WACs
- Control of the EMS Special Agency Fund, use of County Auditor and requirements of Commissioners' signature, acting as employer, etc.
- Annual approval of the EMS Special Agency Fund budget by each District
- EMS Council representative reporting the JC Commissioners & Secretaries Association

REPORTS:

EMS Special Agency Fund:

Chief Herbst not present. Moe noted Chief Herbst is scheduled to present to the Jefferson County Commissioners & Secretaries Association the Council's draft proposal regarding the EMS Special Agency Fund.

Training Coordinator Report - Colleen Rodrigues

Colleen reported the following:

- All ILS students passed their written test. Practicals will be held March 5 @ 10 AM and they will have review session prior to the National Registry test.
- EMT class going well with graduation on Feb. 19. She will be contacting evaluators.
- The ILS students were subject to an additional \$15 per student test fee that we were not aware of and she would like to know if the Council would consider paying the \$75 fee.
MOTION: Dr. Smith-Poling made a motion the Council pays the \$75 to Peninsula College. Barb Knoepfle seconded the motion. Motion carried.
- Stressed importance of good record keeping including documentation and reporting needed for maintaining certifications. Moe said this is up to each District. Dr. Smith-Poling said she wants everything to go through Colleen who acts as her clearing house and then sends her a clerical report. Colleen noted she has not received any training records from District 2 for 3 months. Moe said he would see the records are sent within the week.
- Noted sometime after the EMT final EJFR Paramedic Debbie Randall will be giving an evaluator class @ Port Ludlow Fire & Rescue.

N.W. Region Report- Moe Moser

Moe reported the Region is currently being audited by the state and the state has agreed to help them set up their books following the audit. Colleen asked if the upcoming budget meeting will be like previous years. Moe said yes they will be discussing how much money the Region will be allocated from the state and how it is to be disbursed to the local councils. He did note that the Region has moved their offices upstairs to a smaller area in the same building to save money. Dr. Smith-Poling noted that the Neah Bay area EMS Council did not receive half of the funding they asked for and this should be noted for next year's budget discussions.

Jeff Com Report- Janet Silvas

No representative present.

MPD Report – Dr. Smith-Poling

Dr. Smith-Poling said one of the main objectives from the state meeting is establishing pediatric guidelines, not protocols. We are the only region in the state that has pediatric protocols. The state is using them to help establish their guidelines.

QA & Hospital Report –

Dr. Smith-Poling said she is interested in any feedback on QA issues.

Training Committee Report – Willie Knoepfle

It was noted members of the Training Committee include Esther Johnson, Willie Knoepfle, Colleen Rodrigues and the late Chief Bob Wilson. Chief Low agreed to fill the spot left by Chief Wilson.

CISM Report – Marilyn Moser

Marilyn Moser reported she has not met with Sheriff Hernandez yet. She said they need more Fire Department personnel. Colleen suggested she come to a Base Station to explain procedure and

that they need volunteers. Colleen said if an incident occurs to let her know and she can send out a mass email. Barb Knoepfle said Ford Kessler, who is a guidance counselor, is interested in helping. Marnie said they only want peer personnel.

Consumer Report – Bob Helander/Nancy McDaniel

Nancy McDaniel said she appreciated the professionalism of the responders who helped her mother (lift assist) at the Victorian House.

Peninsula College – Trudy Robbins

Trudy not present.

Jefferson Search & Rescue – Connie Fitzpatrick

- Good turnout for First Aid and CPR training.
- Going to be doing maps and compass
- Have half dozen new volunteers

Department EMD Training Reports:

EJFR – Colleen Rodrigues

Colleen reported they have been working on orthopedic trauma scenarios.

JCFD#2 – Moe Moser

Moe reported they have been working on CPR.

PLF&R – Chief Wilkerson

Colleen Rodrigues, reporting for Dan Wagner, noted that all of District 3 is caught up on their on-line EMS and they are excited about their new training schedule.

JCFD#4 – Esther Johnson

Esther reported they have been working on skills and have 3 new IV techs. It was noted that IV Techs are not ILS.

JCFD#5 – Barb Knoepfle

Barb reported they have completed all their practical's and are working on equipment with all Firefighters and EMTs.

Good to the order:

Dr. Smith-Poling distributed "Tips for First Responders" put together by a panel of people with disabilities that she thinks would be helpful.

Adjournment:

MOTION: Chief Pomeroy made a motion to adjourn the meeting. Chief Low seconded the motion. Motion carried by unanimous vote.

Minutes by Lonibeth Harbison, Secretary/Treasurer - EJFR

Jefferson County EMS Council

40 Seton Road, Suite A
Port Townsend, WA 98368

Meeting Minutes
March 1, 2011

In Attendance:

Willie Knoepfle, JCFD #5

Moe Moser, JCFD #2

Chief Gordon Pomeroy, EJFR

Chief Ed Wilkerson, PLF&R

Chief Robert Low, JCFD #2

Chief Pat Nicholson, JCFD #5

Chief Bob Herbst, JCFD #4

Colleen Rodrigues, EJFR/Training Coordinator

Barb Knoepfle, JCFD #5

Marilyn Moser, JCFD #2

Nancy McDaniel, Consumer Rep

Connie Fitzpatrick, JSAR

Trudy Robbins, Peninsula College

Dan Wagner, JCFD #3

Blake Marcucci, JCFD #3

Lonibeth Harbison, EJFR – Sec/Tr

Meeting called to order by Chairman Knoepfle
JCFD#1, Station 1-1, Chimacum

19:30

AGENDA CHANGES: Chief Low asked that Elections of Officers be added to New Business.

APPROVAL OF MINUTES:

MOTION: Vice Chairman Moser made a motion to approve the Feb. 1, 2011, minutes as presented. Commissioner Barb Knoepfle seconded the motion. Motion carried.

TREASURERS REPORT: Copy checking account activity report in meeting packets along with updated report of NW Region. **MOTION:** Chief Pomeroy made a motion to approve the Treasurers Report. Chief Low seconded the motion. Motion carried.

CORRESPONDENCE: None

PRESENTATION: None

OLD BUSINESS:

1. NW Region Instructor Payments

This is a follow up to the report last month that Training Coordinator Rodrigues received an instructor fee payment directly from the NW Region. Last year we were told by the NW Region that after they receive invoicing they would mail payment to us and we would then process payment for the instructors. Moe Moser said the NW Region is not paying the instructors directly and he did not know why this had been done. Sec/Treasurer Harbison said she would follow up.

2. Training Committee – Costs for EMT Classes

Chief Low said the Training Committee has not had a meeting yet. TC Rodrigues said Trudy Robbins would be giving a report tonight that may include information the Training Committee should have. It was recommended a meeting be held in April.

3. County Wide Operating Procedure Destination Policy

4. County Wide Operating Procedure Destination Policy for Cardiovascular Patients

Chief Pomeroy said the copies in the packets include changes agreed on through emails between the Chiefs. He noted the NW Region has asked that these be completed and returned by March 15. He would like to have the Chairman of the Council sign tonight. Moe Moser expressed his concerns and feels this ties their hands on what hospitals they are to transport to. He noted portions of District 3 are directed to Harrison Medical Center in Bremerton and the Coyle area is just as close to Harrison Medical Center as they are to Jefferson General. He feels the Quilcene Volunteer Fire Department was not even consulted. Chief Pomeroy said there are several caveats that allow for changing the destination hospital if needed. **MOTION:** Chief Pomeroy made a motion to approve the County Wide Operating Procedure Destination Policies. Chief Wilkerson seconded the motion. Chief Low noted these did not come from the Chief's Association. Motion carried with 1 descending vote (M.Moser). Chairman Knoepfle signed the policies.

5. Jefferson County Resolution to Reaffirm and Update the Formation of the Jefferson County Emergency Medical Services (EMS) and Trauma Care Council to Conform to Current RCW and Federal Mandates – For Markup

Chief Pomeroy said Chief Herbst did most of the work on this and the draft in the packets is for any corrections or additions anyone would like to make. He noted that County Administrator Morley has indicated he is willing to work with us to get this updated. Discussion followed including:

- Do we need a County Resolution or should they just be asked to null and void the 1976 Resolution
- WAC does not specify the need for County resolution
- Uncomfortable with some of the language, example #6, political subdivision
- There are some EMS Councils that have 501(3)c, non profits
- Define goal of the Council
- Need for review by Attorney Brian Snure and a ruling on County Resolution requirement
- Need to clarify filing status with the state
- Possible use of CPA who specializes in assisting Fire Districts obtain 501(3)c status
- Some Councils been told they could not be 501(3)c
- Costs for review, attorney or CPA
- How changes will affect the by-laws

MOTION: Chief Pomeroy made a motion to make the grammatical corrections to the draft and submit it to Attorney Snure for review and determination if County resolution is needed. Chief Low seconded the motion. Motion carried by unanimous vote. Chief Herbst will make the corrections and forward the document to Loni. The document will be sent to Attorney Snure by Chief Wilkerson with a letter defining our request.

NEW BUSINESS:

1. Report of Results of Presentation to the Jefferson County Commissioners & Secretaries Association Regarding EMS Special Agency Fund

Chief Herbst said the presentation was generally well received and all of the on-going issues with County EMS Councils opened some eyes. He said his presentation was about proposing a change in process with the Special Agency Fund and it conveyed our intent. No decisions were made.

2. Council Voting Members

Chairman Knoepfle said he would like to update the record of District Representatives and their alternates. Chief Wilkerson questioned naming an alternate as there is no information in the by-laws regarding alternates. Chairman Knoepfle agreed there is no mention of alternates in the by-laws but several years ago representatives asked that an alternate be allowed to step in when they would not be available. It was generally agreed to by all the Districts. Chairman Knoepfle read the current list of representatives:

District #1 – AC Pomeroy, alternate Commissioner Wyll, Sr. as appointed by BOC 7/21/09

District #2 – DC Moe Moser, alternate Debbie Randall by Moe Moser 6/19/2009

District #3 – AC Randy Coggan, alternate Tim Manly by Chief Wilkerson 6/19/09

District #4 – Chief Bob Herbst, alternate Commissioner Esther Johnson by Chief Herbst 6/20/09

District #5 – Willie Knoepfle, alternate Barb Knoepfle by Willie Knoepfle 7/6/09

The following letters were read assigning new representatives:

District #2 – Chief Robert Low, alternate Deputy Chief Robert Moser

District #3 – Chief Ed Wilkerson, alternate FF/PM Dan Wagner

It was noted that District 5 will also be updating their representatives.

There was some discussion on voting members and Chairman Knoepfle apologized for listing this as Council Voting Members saying it should have read Council District Representatives.

3. Election of Officers – Add on

Chief Low said on review of minutes over the last couple years he could not find record of elections. He noted the by-laws say elections should be held every two years. Chief Herbst said when he stepped down the end of 2006 Willie Knoepfle, as Vice Chairman, took over the role of Chairman and Moe Moser was elected to the Vice Chairman position. He does not think there have been any other elections. It was suggested elections be held at our next meeting.

Request for nominations issued. It was noted that according to by-laws the Secretary/Treasurer position shall be approved by majority of Council voting members and appointed by the Finance Board of the EMS Special Agency Fund. **MOTION:** Chief Wilkerson made a motion the Council approve recommending to the Finance Committee of the EMS Special Agency Fund that Lonibeth Harbison continue to serve as Secretary/Treasurer. Chief Pomeroy seconded the motion. Motion carried by unanimous vote.

Nominations for Vice Chairman: Chief Pomeroy nominated Chief Low. Barb Knoepfle nominated Chief Herbst. Chief Herbst declined the nomination. With no other nominations, nominations closed. **MOTION:** Chief Pomeroy made a **motion** to elect Chief Low as Vice Chairman. Chief Wilkerson seconded the motion. Motion carried by unanimous vote.

Nominations for Chairman: Chief Low nominated Chief Pomeroy as Chairman. With no further nominations, nominations closed. **MOTION:** Chief Low made a motion to elect Chief Pomeroy as Chairman. Chief Wilkerson seconded the motion. Motion carried by unanimous vote. It was noted these positions will run through 2012 and new elections should be held at the December 2012 meeting.

REPORTS:

EMS Special Agency Fund: No report

N.W. Region Report- Moe Moser

Moe reported the Region continues to be audited. It has been discovered that no payroll taxes were paid for 2009 and 2010. The NW Region has borrowed money for basic needs until additional funds are received by the state. He does not feel there will be any financial transactions, other than basic needs, until the audits are completed.

MPD Report – Dr. Smith-Poling out of area and not in attendance.***Training Committee Report – Willie Knoepfle***

Chairman Knoepfle reported the Training Committee works to assist the Training Coordinator with classes and trainings. In the past the majority of the instructors were from out of the area so they started an evaluation program on instructors and classes. The evaluations have been very informative and helpful. They generally deal with issues as they come up and if things are working smoothly they don't have much to do. They meet on an as needed basis. Training Coordinator Rodrigues noted many issues are brought to the attention of the entire Council such as the ILS class problems with the students last year. She said it is important that all the students know a lot of people volunteer their time to help with the classes. She said this is the first year the college has been so involved and the first year FF/PM Debbie Randall has been head SCI for the EMT class. Chairman Knoepfle said he would like to compliment Debbie Randall on the great job she is doing.

Consumer Report – Bob Helander/Nancy McDaniel

Nancy McDaniel said she had nothing to report at this time.

Jefferson Search & Rescue – Connie Fitzpatrick

Connie Fitzpatrick reported they practiced snowshoeing, safe ice axe handling, traveling on steep snow with ice axes, ice axe self-belay, use of analog and digital beacons, avalanche search techniques, team digging skills, a look at the snow pack profile (incredibly well consolidated), and practice with safe travel in white-out conditions.

Jeff Com Report- Janet Silvas

No representative present.

Training Coordinator Report - Colleen Rodrigues

Colleen reported the following:

- State will be here, Station 1-1, on Saturday, March 5 @ 10 AM to sign off on the ILS students. Moe Moser and Willie Knoepfle will be here also.
- Worked with all 5 ILS students with their scenarios. Found it to be extremely helpful.
- Mike Lopez, from the state offices, will be going through a class to become an additional state resource authorized to sign off on students
- Chief Low questioned how ILS people can get their required number of sticks. Risk management issues have ended trying to get required number of sticks working with the hospitals. Training Coordinator Rodrigues said they need to attend Base Station to get proficiency.

QA & Hospital Report –

Chief Pomeroy said he met yesterday with the new Director and gave an overview of the Council. He was asked why the hospital paid \$1,000 to the Council each year or if anyone had any agreement. Moe Moser said he met with the hospital Board of Commissioners several years ago

asking for money to support training. Regarding payment for QA Moe said he thought the issue was the MPD should be responsible for paying for QA and the hospital agreed to pay because the MPD at that time did not want to pay.

CISM Report – Marilyn Moser

Marilyn Moser reported they had a debriefing last Friday. She and Stan were the only CISM representatives that made it. The debriefing went very well. She said she has not contacted Sheriff Hernandez and now has more law enforcement participation than fire personnel. Willie Knoepfle asked if their Commissioner, who is a counselor, also needed to be an EMT to participate. Marilyn said he would have to have a degree in counseling. Marilyn said according to the international bylaws members are to be peers from firefighters/EMTs, hospital workers, or law enforcement. If they are a mental health provider they are not considered peers.

Peninsula College – Trudy Robbins

Trudy reported that Pierson View is all set up for National Registry testing. The current EMT class is going well. Peninsula College announced several changes resulting from the \$1.7 million cut they need to address. 18 positions have been eliminated and she will be moved to Work Force Training Program after Spring Quarter. Her current responsibilities will be turned over to the Nursing Department. They still have not been advised on possible tuition increases. She encourages the Council to look at all options for additional trainings. She said she will work with the transition people to help make sure Fall Quarter is set up. She thinks college will continue to be a testing center. She said she will miss being part of the EMT program.

Department EMD Training Reports:

EJFR – Colleen Rodrigues

No report

JCFD#2 – Moe Moser

No report

PLF&R – Chief Wilkerson

Chief Wilkerson noted that FF/PM Dan Wagner will be going to Maryland to attend a pilot program on Fire Safety

JCFD#4 – Chief Herbst

Chief Herbst said they will be working on extrications this spring.

JCFD#5 – Barb Knoepfle

No report

Good to the order:

Chief Pomeroy said there is need to work with the Port on a new weather reporting system and GIS. This will greatly improve NW Airlift's ability to transport from the airport site. The Port is also meeting with the FAA.

Chief Pomeroy thanked Chairman Knoepfle for his leadership noting his involvement for the past 18 years.

Moe Moser said there are currently 8 openings for representatives from Jefferson County to the NW Region. He said each position needs to be voted on so he recommends this be added to the agenda for our next meeting.

Adjournment:

MOTION: Chief Pomeroy made a motion to adjourn the meeting. Chief Low seconded the motion. Motion carried by unanimous vote.

Minutes by Lonibeth Harbison, Secretary/Treasurer - EJFR

JEFFERSON COUNTY EMS AND TRAUMA COUNCIL

COUNTY WIDE OPERATING PROCEDURE DESTINATION POLICY FOR CARDIOVASCULAR PATIENTS

PURPOSE: To designate destination hospitals for patients with cardiovascular emergencies, specifically stroke and myocardial infarction, to maximize the best possible outcomes.

POLICY: All patients with the assessment of stroke/CVA and or myocardial infarction will be transported to a designated hospital.

PROCEDURE:

A. STROKE

1. It is required for a patient who has had the onset of stroke symptoms within the last 6 hours to be included under this policy.
2. Calls to medical control and/or the receiving hospital should declare this patient as a "Stroke Activation".
3. Designated Hospitals:
 - a. Patients who present with stroke like symptoms and who live within the boundaries of East Jefferson Fire Rescue (Fire District #1), Fire District #2, Fire District #5, and portions of Fire District #3 should consider the closest designated hospital for immediate care to be Jefferson Health Care, Port Townsend.
 - b. Patients who present with stroke like symptoms and who live within the boundaries of Fire District #3 generally in an area south of State Highway 104 should consider Jefferson Health Care Port Townsend as the closest designated hospital, Harrison Memorial Hospital Bremerton as the second closest designated hospital especially during serious weather conditions, or family and patients dictate a different preference.
 - c. Patients who present with stroke like symptoms and who live within the boundaries of Fire District #4 generally should consider Mason County General Hospital as their closest designated hospital, should there be an issue with Mason General not being able to accept a patient, consider either Harrison Memorial Hospital or St. Peters hospital Olympia as an alternate closest hospital for this condition.
 - d. In all instances, for all districts, when there is a degree of certainty that the appearance of stroke like symptoms are combined with other clinical findings suggestive of a hemorrhagic stroke, consultation with medical control physician(s) should result in the potential flying out of the patient to the closest hospital capable of neurological surgical service 24/7.

B. MYOCARDIAL INFARCTION

1. It is required for a patient with signs and symptoms of a myocardial infarction AND A POSTIVE 12 lead ECG in the field to be included under this policy.
2. Calls to medical control for consultation and initiation of EMS STEMI protocols and/or receiving hospital should declare this patient as a "STEMI Activation".
 - a. Patients must all have ALS in their apparatus or the ability to rendezvous with ALS en-route.
 - b. The regional destination hospital with definitive care is Harrison Memorial Hospital. Harrison Memorial's designation as closest concurs with Mason County protocols for District #4. District #4 is in a position to be in proximity to Mason County's borders, implied in this COP is the option of following Mason County's cardiac COP which indicates best potential cardiac center for patients along the highway 101 corridor would be St. Peters in Olympia. This will remain a time of call choice of EMS, medical control and family desire. Otherwise consider Mason County General Hospital.
 - c. Family or patient wishes may contradict these policies. In all instances contact with medical control physician is essential for the EMS provider and thorough documentation must be provided of the rejection of recommended care.

Signed:

Date: _____

Sandra Smith-Poling, MD, MPD

Signed:

Date: _____

Council Chair

Date: November 18, 2025

Subject: Grant from Olympic Community of Health in support of CARES

Prepared By: Bret Black

Background:	CARES has operated for the past three years. The unit is staffed with a EJFR firefighter and MH/BH, S.U.D. provider from Believe in Recovery. The unit provides critical services for our community, making approximately 1600 contacts per year. EJFR CARES relies on financial support from the Behavioral Health Advisory Committee and Olympic Community of Health.																																																																															
	<table><tr><th>CARES Program</th><th>2025 Estimate</th><th>Budget 2025</th><th>Budget 2026</th><th>Diff</th></tr><tr><td>EJFR Employees</td><td>\$ 193,049</td><td>\$ 179,692</td><td>\$ 204,573</td><td>\$ 24,881</td></tr><tr><td>BIR Contract</td><td>111,592</td><td>160,000</td><td>125,000</td><td>(35,000)</td></tr><tr><td>Supplies/Materials</td><td>1,822</td><td>5,000</td><td>5,000</td><td>-</td></tr><tr><td>Transportation, mileage & repair</td><td>6,903</td><td>6,000</td><td>6,000</td><td>-</td></tr><tr><td>Vehicle & Equipment</td><td>42,719</td><td>-</td><td>-</td><td>-</td></tr><tr><td>Overhead & Admin</td><td>44,400</td><td>44,400</td><td>36,000</td><td>(8,400)</td></tr><tr><td>Total Expenditure</td><td>400,485</td><td>395,092</td><td>376,573</td><td>(18,519)</td></tr><tr><td colspan="5">Grants</td></tr><tr><td>AWC (ended 6/30/25)</td><td>92,354</td><td>108,978</td><td>-</td><td>(108,978)</td></tr><tr><td>BHAC (1/10th of 1%)</td><td>40,773</td><td>42,244</td><td>46,799</td><td>4,555</td></tr><tr><td>OCH 2024 Donation*</td><td>32,041</td><td>-</td><td>36,463</td><td>36,463</td></tr><tr><td>OCH Grant **</td><td>235,317</td><td>243,870</td><td>225,000</td><td>(18,870)</td></tr><tr><td>Total Grants</td><td>400,485</td><td>395,092</td><td>308,262</td><td>(86,830)</td></tr><tr><td>Shortfall</td><td>\$ -</td><td>\$ -</td><td>\$ (68,311)</td><td></td></tr></table>					CARES Program	2025 Estimate	Budget 2025	Budget 2026	Diff	EJFR Employees	\$ 193,049	\$ 179,692	\$ 204,573	\$ 24,881	BIR Contract	111,592	160,000	125,000	(35,000)	Supplies/Materials	1,822	5,000	5,000	-	Transportation, mileage & repair	6,903	6,000	6,000	-	Vehicle & Equipment	42,719	-	-	-	Overhead & Admin	44,400	44,400	36,000	(8,400)	Total Expenditure	400,485	395,092	376,573	(18,519)	Grants					AWC (ended 6/30/25)	92,354	108,978	-	(108,978)	BHAC (1/10th of 1%)	40,773	42,244	46,799	4,555	OCH 2024 Donation*	32,041	-	36,463	36,463	OCH Grant **	235,317	243,870	225,000	(18,870)	Total Grants	400,485	395,092	308,262	(86,830)	Shortfall	\$ -	\$ -	\$ (68,311)	
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* The remaining balance of the 2024 OCH donation will be spent in 2026. ** Starting in 2026, Olympic Community Health will use a case load approach for grant awards instead of the current reimbursement method. OCH estimates that the grant revenues will be comparable to the current method.																																																																																
Fiscal Impact:	The Olympic Community of Health will provide up to \$254,000, funding EJFR CARES in 2026.																																																																															
Recommendations:	Authorize the Fire Chief to approve and sign the contract.																																																																															
Proposed Motion:	Move to authorize the fire chief to enter into the agreement as presented with the Olympic Community of Health.																																																																															

GRANT AGREEMENT
Care Coordination Partner – Olympic Connect

Grantee Legal Name: Jefferson County Fire Protection District #1 (DBA East Jefferson Fire Rescue)

Grant ID: Care Connect – Care Coordination Partner

Care Coordination Model: Clinical

Dear Chief Bret Black:

It is my pleasure to inform you that Olympic Community of Health (hereinafter “OCH”) has authorized a grant to Jefferson County Fire Protection District #1 (DBA East Jefferson Fire Rescue) (“*Grantee*”) in the estimated amount of \$254,400 (Two-hundred fifty-four thousand, four-hundred) (the “*Grant*”), payable based on the funding model in Exhibit A*Agreement*”).

The Grant originates with the Washington Healthcare Authority (the “*HCA*”) and shall be used for the purpose of delivering community-based care coordination activities in Jefferson County and supporting a regionwide system for community-based care coordination in the Olympic region which consists of Clallam, Jefferson, and Kitsap counties (collectively, the “*Purpose*”) and in accordance with the Project Deliverables and Scope of Work (“**SOW**”) in Exhibit A.

Grantee and OCH acknowledge, agree, and consent to the following terms, conditions, agreements, warranties, representations, and other provisions, which either relate to or are attached to the Grant:

1) *Payment of Grant Funds.*

- a) **Payment Process.** OCH will issue payments in accordance with Exhibit A (Scope of Work & Funding Model). OCH may request backup documentation for auditing and accounting purposes. Failure to submit a properly completed IRS form W9 may result in delayed payments.
- b) **Nonpayment by OCH.** OCH shall be excused from payments if funds allocated cease to be available for any cause other than misfeasance of OCH itself. This may be predicated by unforeseen events such as government shutdowns, grant cancellations and any other event in which the OCH is no longer funded to support this Agreement or associated SOW. The Grantee acknowledges that its compensation for this Agreement comes from external funding, and that its compensation will depend on whether OCH receives and continues to receive funding from its funders. As a result, subject to this Section, OCH disclaims and makes no assurances or guarantees that (1) these funds will be available to OCH or (2) the Grantee will be guaranteed full compensation.
- c) **Unspent Funds.** If the Grant funds are not fully expended by Grantee in accordance with the Budget as set forth in Exhibit A, Grantee will disclose this to OCH. Due to the cost reimbursement nature of this contract, unspent funds will not be available for carry over and will go unallocated.
- d) **Rights Of Recapture and Redistribution of Funds.** OCH may recapture and redistribute all or part of the Grant funds awarded or made available to Grantee. OCH may perform such a recapture under its own discretion, but will be required to consider a recapture and redistribution based on

the following:

- i) Grantee does not complete tasks as set out in Exhibit A; or
- ii) Grantee's performance actuals or expenditures do not meet targets or projections specified in Exhibit A.

e) **Grant Award Contingency.**

- i) The Grantee acknowledges and understands that this Grant is contingent on funding received from the HCA and as such there are specific requirements that are required for the Grantee to receive the funds. This includes HCA approval of the Grantee. If the HCA determines that Grantee is ineligible for the Grant then this Agreement terminates and OCH is released from all liability.
- ii) Grantee further acknowledges and understands that the ongoing nature of the Grant is subject to HCA discretion and HCA, in its sole discretion may withdraw, reduce, limit or modify the Grant. In the event of any such action by HCA, the Grantee will release OCH and HCA from any obligations contained in this Agreement.

2) **Representations, Warranties, and Covenants.** Grantee makes the following representations, warranties, and covenants:

- a) **Generally.** Grantee is a government entity duly formed, validly existing, and in good standing in the state of its formation or incorporation with all government power, authority, and permits necessary to carry on its activities, including the Purpose of the Grant. The execution and performance of this Agreement have been duly authorized by all necessary action on the part of Grantee.
- b) **Grant Fund Restrictions.** The Purpose of the Grant is limited to the deliverables in Exhibit A and the Grantee warrants that the Grant will not be used in any manner that is not within the limited scope, unless approved otherwise by prior written consent of OCH.
- c) **Performance.** Grantee represents and warrants that it has the required skill, experience, and qualifications to perform the services indicated in Exhibit A; Grantee shall perform the work in a professional and workmanlike manner in accordance with best industry standards for similar services; and Grantee shall devote sufficient resources to ensure that the Services are performed in a timely and reliable manner;
- d) **Lobbying Activity.** The parties acknowledge that OCH will not direct nor control Grantee's interactions with any government officials or employees. Grantee will not engage in any lobbying activity.
- e) **Compliance with the Law.** Grantee complies with, and will continue to comply with, all applicable local, state, federal, and foreign laws, statutes, rules, and regulations, as amended from time to time.
- f) **Restriction on Referral Fees.** Grantee will ensure that any contract that Grantee is a party to or that Grantee enters into in connection with this Grant will include prohibitions on the payment of referral fees, commissions or similar arrangements to any person or entity whatsoever.

- g) **Subgrantees.** If budgeted for, Grantee may select subgrantees or subcontractors of its choice to assist Grantee in furtherance of the Purpose and as set forth in Exhibit A. Grantee confirms that OCH has not required either in writing or orally that Grantee select any specific subcontractor. Grantee is responsible for ensuring that all subcontractor's use Grant funds solely in a manner that is consistent with this Agreement.
- h) **Accurate Information.** All information relating to the Grant heretofore provided to OCH by Grantee or to be provided to OCH by Grantee during the Term (as defined below) has been, and for the duration of the Term (and for so long as any obligations pursuant to this Agreement remain outstanding) will at all times continue to be true, accurate and complete in all material respects.
- i) **Ownership:** All works shall be the Grantee's original work (except for material in the public domain or provided by OCH) and do not nor will not violate or infringe upon the intellectual property right or any other right whatsoever of any person, firm, corporation, or other entity. The Grantee will receive written authorization from OCH prior to using any non-original material not provided by OCH.

3) ***Intellectual Property.***

- a) **Ownership.** All works created under this Agreement are considered "works for hire" as defined by the U.S. Copyright Act and shall be owned exclusively by the HCA. HCA shall be considered the author of such works. In the event the works are not considered "works for hire" under the U.S. Copyright laws, Grantee hereby irrevocably assigns all right, title, and interest in Materials any work produced under this Agreement, including all intellectual property rights, to HCA effective from the moment of creation of such materials.
- b) **Incorporation of Pre-Existing Material.** For works that are delivered under this Agreement, but that incorporate Grantee's pre-existing works not produced under this Agreement, Grantee hereby grants to HCA a nonexclusive, royalty-free, irrevocable, sub-licensable license in such works to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. Grantee will identify any pre-existing work incorporated into the final work. Grantee warrants and represents that Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to HCA.
- c) **Use of Artificial Intelligence for Training.** Grantee shall not use any data provided by OCH to train any artificial intelligence or machine learning engine or system, neural network, or similar system except as expressly permitted by OCH in writing and such written consent may be withheld by OCH in its sole discretion. Grantee will not use any artificial intelligence in the creation of works under this Agreement or any SOW.

4) ***Records.*** Grantee will maintain and preserve, as applicable:

- a) **Maintenance.** Accurate and complete records of receipts and expenditures made from Grant funds; and
- b) **Archival Requirements.** All back-up files, papers, software code, instructions, specifications,

materials, and documentation relating to, comprising, constituting, and/or necessary for the use of this Agreement during the Term and for six (6) years thereafter. Upon the request of OCH or a governmental entity, Grantee shall make such records available for inspection by OCH, the governmental entity, or any representatives during normal business hours, and Grantee shall cooperate and assist with the review of such records. This provision survives termination. In the event of termination of this Agreement, OCH may, in writing, request that Grantee provide OCH with such records or access to such records, and Grantee will provide all such materials to OCH or access to such materials within ten (10) business days of OCH's written request.

5) Reporting and Information.

- a) **Reporting.** Grantee will promptly provide OCH with the grant reporting described in Exhibit A. Any report will include at least the following:
 - (i) a confirmation that the Grant funds have been spent exclusively toward the Purpose in accordance with the budget and scope of work and have not been used to carry on propaganda, influence legislation, fund any political campaign, influence the outcome of any election, carry on any voter registration drives, violate any applicable local, state, federal, or foreign law, or used to undertake any activities for a non-charitable purpose;
 - (ii) a narrative of what was accomplished by the use of such funds during the reporting period (including a description of progress made in fulfilling the Purpose of the Grant) as well as any supporting documentation; and
 - (iii) a confirmation of Grantee's compliance with the terms of this Agreement. Grantee shall also inform OCH of any material change in its operating budget and expenses. Grantee also agrees to provide OCH with a copy of all materials developed or published using the Grant. Moreover, the Grant Reports shall include any other information requested by OCH reasonably in advance of the due date of the relevant Grant Report.
- b) **Required Notifications.** Grantee will:
 - i) immediately furnish OCH with any information concerning a threatened, proposed, or actual change in Grantee's status as a Qualifying Grantee; or
 - ii) provide OCH prompt written notice:
 - (1) if any of the events in Section 7 (Termination) of this Agreement occurs,
 - (2) of each and every event which, at the giving of notice or lapse of time, could reasonably be expected to constitute an event described in Section 7 (Termination) of this Agreement, or
 - (3) if any civil or criminal complaint, demand, claim, investigation, or adversarial proceeding is asserted or threatened against Grantee, any other entity engaged in the Purpose, or any of their respective employees, contractors, or subgrantees.

- 6) **Confidentiality.** The Grantee acknowledges that as part of the work performed under this Agreement, it will have access to confidential and proprietary information. Such information includes, but is not limited to, personal information of OCH clients, participants in OCH programs, intellectual property of OCH, and any reports, information, and data given to or prepared or assembled by the Grantee under this Agreement (collectively referred to as "*Confidential Information*"). The Grantee agrees that it will keep all Confidential Information confidential and that the Confidential Information shall not be made available to any individual or organization by the Grantee without prior written approval of OCH, a court order, or proper legal process. The Grantee also agrees to comply with all laws regarding the storage, transmission and maintenance of Confidential Information, including but not limited to the

Americans with Disabilities Act and the Health Insurance Portability and Accountability Act. The Grantees obligations under this provision shall survive the termination of this Agreement.

- 7) **Term.** The term of this Agreement will commence as of January 1, 2026 (the “Effective Date”) and will expire December 31, 2026 unless terminated earlier as provided herein (the “Term”). Notwithstanding the foregoing, Grantee shall adhere to the Grant budget set forth in Exhibit A.

8) **Termination.**

- a) **Termination.** This Agreement may be terminated by OCH if any of the following has occurred, it being understood and agreed that the determination of whether any such condition or event has occurred will be made by OCH in its sole discretion:
- i) Any of the warranties or representations made by Grantee in this Agreement is or becomes untrue in any respect;
 - ii) Grantee uses any portion of the Grant for any purpose other than the Purpose without the prior written consent of OCH;
 - iii) Grantee, or any representative thereof, has materially misrepresented to OCH its activities or financial condition;
 - iv) Grantee fails to comply with any of the provisions of this Agreement including, but not limited to, the Budget and Milestones/Deliverables in Exhibit A;
 - v) The source of funds that is supporting OCH is no longer present.
 - vi) Grantee fails to maintain the requisite insurance as provided in Section 9 (Insurance)
- b) **Effect of Termination.** The effective date of OCH’s termination of this Agreement (the “Termination Effective Date”) shall be determined by OCH as either (a) the date notice is given by OCH to Grantee of the termination, or (b) the date on which the event triggering the right of termination occurred. The Grantee will still be required to maintain the reporting for the period through termination and after.
- c) **Payment Obligation; Return of Funds.** In the event that OCH terminates this Agreement pursuant to the terms hereunder, OCH shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the Termination Effective Date.

- 9) **Insurance.** Grantee must provide insurance coverage as set out in this section. The intent of the required insurance is to protect OCH should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of Grantee or subcontractor, or agents of either, while performing under the terms of this Agreement. Grantee must provide insurance coverage that is maintained in full force and effect during the term of this Agreement. The Grantee must provide proof of the following:

- a) **Commercial general liability insurance:** Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence/\$2,000,000 general aggregate. Additionally, Grantee is responsible for ensuring that any subcontractor maintains adequate insurance coverage for the activities arising out of subcontracts.

- b) **Professional liability errors and omissions insurance:** Provide a policy with coverage of not less than \$1,000,000 per claim/\$2,000,000 general aggregate.
- c) **Business automobile liability insurance:** In the event that services delivered pursuant to this Agreement involve the use of vehicles, either owned, hired, or non-owned by the Grantee, automobile liability insurance is required covering the risks of bodily injury (including death) and property damage, including coverage for contractual liability. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a combined single limit for bodily injury and property damage.
- d) **Insurance requirements.** The commercial general liability and the business automobile liability policies must name HCA, OCH, its agents and employees, as additional insureds under the insurance policy/ies. All policies must be primary to any other valid and collectable insurance. In the event of cancellation, non-renewal, revocation or other termination of any insurance coverage required by this Agreement, Grantee must provide written notice of such to OCH within one (1) Business Day of Grantee's receipt of such notice. Failure to buy and maintain the required insurance may, at OCH's sole option, result in this Agreement's termination.

10) ***Indemnity and Liability.***

- a) **Indemnity.** Grantee shall indemnify, defend and hold harmless OCH, and its officers, directors, founders, managers, employees, and agents and each of their affiliates (collectively, the "*Indemnified Parties*"), from and against, any liability, damage, loss or expense (including reasonable attorneys' fees and expenses of litigation) incurred or imposed upon the Indemnified Parties in connection with any claims, suits, actions, demands or judgments, arising out of or related to (a) any act or omission of Grantee, its employees or agents in applying for or accepting the Grant; (b) the expending of Grant funds furnished pursuant to this Agreement; or (c) the carrying out of any programs or projects funded by the Grant. OCH shall not be liable for any losses, damages, claims or other liabilities arising out of Grantee's activities. It is expressly understood that OCH, by making the Grant and entering into this Agreement, has no obligation to provide other or additional support to Grantee.
- b) **Liability.** OCH will not be liable to Grantee, regardless of the form of action, for consequential, incidental, indirect, or special damages except any claim related to bodily injury or death; a breach of confidentiality or cybersecurity; or a claim or demand based on patent, copyright, or other intellectual property right infringement. OCH will not be liable for damages arising from causes beyond their reasonable control and without that party's own fault or negligence.

- 11) **Force Majeure.** In the event of a delay caused by inclement weather, fire, flood, act of God, terrorist act, earthquake, health crisis, governmental regulations, or any other cause beyond the control of the Parties, the Party or Parties so affected shall be excused from performance hereunder for the period of time attributable to such delay, provided that such affected Party uses reasonable efforts to overcome such delay. In the event of any such delay, the Parties may revise this Agreement by changing the performance period and other provisions, as appropriate by mutual written agreement, or if an event of force majeure continues for 30 days or is reasonably anticipated to continue for 30 days, the disadvantaged Party may terminate this Agreement upon 5 business days' notice unless the event is resolved within such notice period.

12) **Grant Publicity.**

- a) **Automatically Allowable uses.** Grantee may include the name and logo of OCH in a general list of Grantee's supporters without prior permission, provided that Grantee treats OCH in the same manner that it treats its other similarly situated donors and supporters and provided further that Grantee complies with the terms of OCH's trademark usage guidelines as provided by OCH from time to time. Grantee may disclose the Grant as required by required by law or regulation, provided that Grantee provides OCH with at least three (3) business days' advance notice of any such disclosure and agrees to cooperate with OCH to revise such disclosure as reasonably requested by OCH.
- b) **Permissive uses.** Except as otherwise set forth above, if Grantee desires to use the name or logo of the name of OCH, or link to OCH, directly or indirectly (*i.e.*, speaking events, press interviews, press release, professional or trade publication, website, advertisement, or other public document or announcement), Grantee shall obtain **prior written consent** from OCH for such use, reference, or link. Grantee shall seek such consent at least three (3) business days in advance of Grantee's proposed publicity, and shall provide the Grant ID, content to be approved, as well as the timing and outreach strategy. Grantee shall send all such information to och@olympicch.org and shall designate a Grantee point of contact with email address and telephone number for such request and future requests.
- c) **Grantee's rights.** Notwithstanding the foregoing, the Parties recognize that this Section does not affect Grantee's rights to publish any materials or research funded with this Grant or to release public statements or information about activities or research funded with this Grant to the extent such materials, research, statements, or information do not mention the Grant, this Agreement, or OCH.

13) **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Washington, and shall be performable and enforceable in Jefferson County, Washington. The sole and exclusive jurisdiction for any dispute arising under or related to this Agreement shall be in the state district courts of Jefferson County, Washington, and Grantee irrevocably submits in advance to personal jurisdiction in the state superior courts of Jefferson County, Washington. EACH PARTY TO THIS AGREEMENT HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT.

14) **Disputes.** Except as otherwise provided in this Agreement, when a dispute arises and cannot be resolved by direct negotiation, the Parties agree to participate in good faith non-binding mediation in good faith. The mediator shall be chosen by agreement of the Parties. If the parties cannot agree on a mediator, then OCH shall propose three mediators for the dispute, the Grantee shall then select one of the mediators from that list within a reasonable time. Nothing in this Agreement shall be construed to limit the Parties' choice of a mutually acceptable alternative resolution method such as a disputes hearing. The cost of the mediation will be borne by each party individually, with the cost for the mediation split equally, unless agreed to differently in mediation.

15) **Waiver.** Any waiver of any kind by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach. Either party's delay or omission in exercising

any right, power, or remedy pursuant to a breach or default by the other party shall not impair any right, power, or remedy which that party may have.

- 16) **Severability.** If any provision of this Agreement becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, such provision shall be ineffective only to the extent of such illegality or unenforceability. The remainder of this Agreement shall remain in full force and effect, and the parties shall amend or otherwise modify this Agreement to replace the affected provision or portion thereof with an effective and valid provision that gives effect to the intent of the parties to the maximum extent possible.
- 17) **Assignment.** This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective permitted successors, assigns, heirs and legatees; *provided, however*, Grantee cannot assign, or otherwise transfer, its rights or delegate any of its obligations, without the prior written consent of OCH, which consent OCH may withhold, condition or delay in its sole discretion.
- 18) **No Third Party Rights.** Except for the Indemnified Parties as set forth in Section 10 (Indemnity and Liability) of this Agreement, it is the explicit intention of the parties that no person or entity other than the parties is or shall be entitled to bring any action to enforce any provision of this Agreement and that the covenants and agreements set forth herein shall be solely for the benefit of and enforceable only by the parties or their respective successors and assigns as permitted hereunder.
- 19) **Remedies.** The rights and remedies provided in this Agreement are cumulative in nature and shall be in addition to any such other rights and remedies available at law or in equity. Grantee acknowledges and agrees that there can be no adequate remedy at law for any breach by Grantee of this Agreement, that any such breach may result in irreparable harm to OCH for which monetary damages would be inadequate to compensate OCH, and that OCH shall have the right, in addition to any other rights available under applicable law, to obtain injunctive relief to restrain any breach or threatened breach of, or otherwise to specifically enforce, any covenant or obligation of Grantee under this Agreement, without the necessity of posting any bond or security.
- 20) **Independent Parties.** This Agreement shall not be deemed to create any relationship of agency, partnership, or joint venture between the parties hereto. The sole relationship between the Grantee and OCH hereunder is that of an independent contractor. Grantee acknowledges and agrees that it will conduct all activities funded by the Grant in its own name and that Grantee's employees and agents are not, and will not hold themselves out to be, agents or representatives of OCH for any purpose.
- 21) **Tax Returns.** All tax returns or filings by the Grantee with any governmental authority shall be prepared in accordance with the terms of this Agreement, including that Grantee compensation has been received by it as an independent contractor and not as an employee of the OCH.
- 22) **Survival.** The provisions of Section 2 (Representations, Warranties, and Covenants), Section 3 (Intellectual Property), Section 4 (Records), Section 6, (Confidentiality), Section 10 (Indemnity and Liability), Section 13 Governing Law and Venue), and Section 14 (Disputes) shall survive any expiration or termination of this Agreement, further, each Party shall remain obligated under any other provisions that expressly or by their nature survive any expiration or termination of this Agreement.

- 23) **Grantee and Grantor Contract Managers.** Grantee's Contract Manager will have prime responsibility and final authority for the work performed provided under this Contract and be the principal point of contact for OCH Contract Manager for all business matters, performance matters, and administrative activities. OCH's Contract Manager is responsible for monitoring the Grantee's performance and will be the contact person for all communications regarding Contract performance and deliverables. OCH Contract Manager has the authority to reject any services that OCH Contract Manager reasonably determines do not comply with the terms of the Contract. The contact information provided below may be changed by written notice of the change (email acceptable) to the other party.

GRANTEE CONTRACT MANAGER INFORMATION

Name: Bret Black
Title: Fire Chief
Address: 24 Seton Road
Phone: 360.381.0292
Email: bblack@ejfr.org

OCH CONTRACT MANAGER INFORMATION

Name: Miranda Burger
Title: Director of Programs
Address: 1322 Washington St., #641, Port Townsend, WA 98368
Phone: 360.633.9579
Email: Connect@OlympicCH.org

OCH FINANCE MANAGER

Name: Jen Kingfisher
Title: Director of Operations
Address: 1322 Washington St., #641, Port Townsend, WA 98368
Phone: 360.316.6800
Email: Connect@OlympicCH.org

- 24) **Multiple Counterparts.** This Agreement may be signed in multiple counterparts, which may be signed by the parties separately, but together shall constitute a single agreement.
- 25) **Entire Agreement.** This Agreement supersedes any prior oral or written understanding or communications between the parties or any representative thereof and constitutes the entire agreement of the parties with respect to the subject matter hereto. This Agreement may not be amended or modified, nor any of its provisions waived, except in a written document (which may include electronic mail) signed by an authorized representative of Grantee and OCH Grants Manager or other authorized representative. All exhibits hereto constitute part of this Agreement and are expressly incorporated herein.

We look forward to our Grant assisting your organization in accomplishing its mission and charitable goals.

Sincerely,

Olympic Community of Health

By: _____ Name:

Celeste Schoenthaler

Title: Executive Director

Date: _____

ACCEPTED AND AGREED: East

Jefferson Fire Rescue

By: _____ Name: _____

Title: _____ Date: _____

**EXHIBIT A
SCOPE OF WORK
AND FUNDING
MODEL**

1. Commencement Date

 X All Grant spending will commence on the Effective Date;

End Date. All Grant spending will be concluded by no later than December 31, 2026.

- 2. Use of Grant Funds.** The Grant will be used exclusively for and directly related to the Purpose/deliverables, are included in the Budget below, and are in strict compliance with the terms of this Agreement. The Grantee will be able to provide detailed accounting of expenditures of grant funding upon request.
- 3. Material Changes.** Grantee must inform OCH of any material change in its operating budget and expenses, including but not limited to material variations in executive compensation.

Care Coordination Partner | 2026 Scope of Work & Funding Model

1. Background & Purpose

Olympic Connect is a Community Care Hub of Washington. A community-driven network of partners throughout Clallam, Jefferson, and Kitsap Counties, Olympic Connect supports care coordination to local resources such as childcare, food, employment, health care, and more – to help everyone get the support and care they need to thrive.

Olympic Connect connects people to care and services through trained and highly skilled trusted helpers who live, work, and play in the Olympic region. Trusted helpers provide clients with the one-on-one support they need to achieve their health and other life goals. Olympic Connect priority populations include individuals on Medicaid insurance and those that meet the definition of Prime Age Employment (between the ages of 25-54 and un/under employed as measured by earning \$26/hour full-time plus benefits).

Olympic Connect strengthens the regional network of partners and coordinates between health care and social service providers, addressing health issues no organization or Tribe can tackle alone. Olympic Connect helps to connect regional resources, track health outcomes, and remove barriers to create a region of healthy people, thriving communities.

2. Scope of Work

Through this funding, Olympic Community of Health (OCH) supports a network of care coordination partners providing community-based care coordination services, coaching and health education, and resource navigation and referrals to meet identified needs. Care coordination partners are local health-serving organizations and Tribes that contract with OCH to proactively identify and connect with community members who may benefit from Olympic Connect services, receive Olympic Connect client referrals, and provide community-based care coordination services to enrolled Olympic Connect clients.

Community-based care coordination is a person-centered approach to care that moves clients through a care continuum of engagement, assessment, support, and connection. Olympic

Connect deploys an approach to care that is strengths-based, trauma-informed, and culturally appropriate. Care coordination partners employ trusted helpers providing direct services to Olympic Connect clients, referred to as Community-Based Workers (CBWs). CBWs have knowledge, expertise, and/or lived experience living within and/or navigating the local communities they serve. Community-based care coordination services are expected to be provided both in-person and via telephone or virtual meetings.

Responsibilities Care Coordination Partners:

Organization	- Recruit, hire, retain, and develop CBWs and their direct supervisor to support successful implementation of the scope of work, in alignment with funding model. <i>OCH encourages salaries and benefits that align with the definition of “living-wage job” (\$26/hour full-time plus benefits).</i> - Support and professional development for CBWs and their direct supervisor. - Quality assurance to ensure quality services and accurate data are provided. - Integrate Olympic Connect within internal organizational systems. - Notify OCH within 48 business hours of key staffing changes or delays impacting service delivery. - Representation at regional advisory group and other OCH-led learning and convenings as appropriate. - Achievement towards minimum standards for contract compliance as outlined below.
Direct Supervisor (0.2 FTE per 1.0 CBW is required)	- Supportive supervision for CBWs including case guidance, caseload management, compassion fatigue prevention, and professional development of CBWs. <i>OCH encourages supervision practices that are trauma-informed, strengths-based, and culturally appropriate.</i> - Review and assignment of new referral. - Fidelity to Olympic Connect policies and procedures. - Technical assistance to CBWs. - Quality assurance to ensure quality services and accurate data are provided. - Solutions-oriented feedback to OCH to support continuous quality improvement. - Notify OCH within 48 business hours of key staffing changes or delays impacting service delivery.
CBW	- Quality community-based care coordination services for Olympic Connect clients including determining eligibility for programs and services. - Knowledge of local partners, resources, and services to support efficient connections to care. - Proactively identify and enroll Olympic Connect clients. - Fidelity to Olympic Connect policies and procedures. - Add and update resources in regional resource directory. - Solutions-oriented feedback to OCH to support continuous quality improvement.

Responsibilities of OCH: Olympic Connect is a service of OCH. In stewarding this program, OCH will fulfill duties and provide support in alignment with the 5 elements of a community care hub.

Community Voice & Engagement	- Implement regional communications plan, including design and develop Olympic Connect marketing materials. - Manage Olympic Connect website.
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	- Translate key forms and materials into additional languages. - Organize and convene regional advisory group. - Provide feedback mechanisms to inform adjustments and improvements. - Storytelling.
Sustainability & Business Operations	- Provide timely payment in alignment with funding model and partner performance. - Provide data transparency and reports for payments. - Seek additional funding to support sustainability.
Care Coordination Operations & Reporting	- Maintain Olympic Connect policy manual. - Set procedures and workflows. - Referral management including online referral form, case assignment, and eligibility checks. - Continuous quality improvement. - Provide and steward shared regional technology.
Network Management & Capacity Building	- Contract monitoring and oversight. - Technical assistance and support to facilitate partner success. - Recruit additional network partners working towards a social care network.
Community-Based Workforce	- Orientation & onboarding. - Technical assistance and training opportunities to address partner needs. - Organize and host convenings, learnings, and networking opportunities. - Steward learning management system.

3. Funding Model

Partners will be paid via the following funding model.

1. **Care Coordination Model** – Partner is classified as clinical based on setting of services provided.
2. **Caseload expectation** – Based on partner interest and capacity, partners will be classified in size based on the minimum point in time expected caseload: small = 40. Partners have flexibility to determine what staffing is required to meet minimum point in time caseload expectations. Partners may exceed minimum caseload expectations.
3. **Payments** – Partners are eligible to receive four types of payments: infrastructure, case management, high-performance, and network-level performance.
 - a. **Infrastructure** – Partners are eligible to receive two infrastructure payments, payment 1 upon contract execution (50%), and payment 2 upon meeting minimum standards for contract compliance at mid-year as outlined in performance standards and metrics section below (50%). Infrastructure payments are intended to support administrative and infrastructure costs including technology investments, administrative time, professional development, etc. Partners are not required to invoice or provide documentation for these expenses. Infrastructure payment amounts are flat rates based on caseload expectation size.

Caseload expectation	Infrastructure payment amount
Small (40)	\$32,000 per year

- b. **Case management** – Partners will be paid every other month based on the volume of case management provided to Olympic Connect clients. Data will be extracted from the shared regional technology. Payments are calculated based on number of assigned cases that complete each stage of the community-based care coordination

continuum (engagement, assessment, support & connection, discharge). The table below outlines payment amounts per stage.

Community-Based Care Coordination Continuum	Care Coordination Model - Clinical
Engagement	\$293 per case
Assessment	\$260 per case
Support & Connection	\$357 per case
Discharge	\$390 per case
Maximum earning per case	\$1,300 per case

The table below details potential case management earnings based on caseload expectations. The table below assumes maximum earning per case (\$1,300 per case).

Caseload expectation	Care Coordination Model - Clinical
Small (40)	\$208,000 per year

- c. **High-performance** – Partners are eligible to receive an annual up-to amount for high-performance based on caseload expectation and care coordination model. Metrics and targets for high-performance incentives are outlined in the performance standards & metrics section below. The table below assumes maximum high-performance earnings. High-performance incentives will be paid quarterly.

Caseload expectation	Care Coordination Model - Clinical
Small (40)	Up to \$10,400 per year

- d. **Network-level performance** –Partners are eligible to receive high-performance incentives based on pooled network-level performance as outlined in the performance standards & metrics section below. Network-level performance incentives are \$1,000 per county served and will be paid quarterly (e.g., partners providing Olympic Connect services in two counties are eligible to receive \$2,000 if each county meets high performance target).

4. Performance Standards & Metrics

Partners must maintain minimum standards for contract compliance. Performance to minimum standards will be measured quarterly. If a partner does not meet minimum standards for one quarter, they will receive additional quality improvement support. If the partner does not show improvement in the subsequent quarter, the partner will be subject to offboarding. Partners must meet minimum performance standards to be eligible for second infrastructure payment at mid-year.

Metric	Minimum Performance Standard	High Performance Incentive
Monthly one-on-one meetings with OCH staff	Schedule and attend monthly meetings.	Not applicable.
Completion of surveys as required to fulfill funder requirements	Complete 2 required surveys in Spring 2026.	Not applicable.

In-person visit with OCH staff at partner location	Schedule and attend in-person visit.	Not applicable.
Participation in OCH-led learning & convenings	Organization attendance to 4 OCH-led learning & convenings.	Target: Organization attendance to more than 4 OCH-led learning & convenings <u>or</u> serve as a partner speaker at an OCH event Payment: 10% of high-performance bonus up to amount. Paid once upon completion.
Olympic Connect storytelling	Provide 4 success stories to OCH via storytelling template.	Target: Provide more than 4 success stories to OCH <u>or</u> directly connect Olympic Connect client to OCH for storytelling purposes. Payment: 20% of high-performance bonus up to amount. Paid once upon completion.
Time from referral to first outreach attempt within 7 days	Target: 75% and above.	Target: 90% and above. Payment: 30% of high-performance bonus up to amount. Paid quarterly.
Cases with complete documentation at discharge	Target: 75% and above.	Target: 90% and above. Payment: 40% of high-performance bonus up to amount. Paid quarterly.
Conversion of referrals to enrollments	Not applicable.	Target: 80% and above. Based on county-wide rate. Payment: \$1,000 per county per quarter. <i>All partners serving Olympic Connect clients within the high-performing county are eligible for bonus payment.</i>

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

RESOLUTION NO. 25-15

**PROVIDING FOR THE SUBMISSION OF A LEVY LID LIFT
(February 10, 2026 Election)**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT A SPECIAL ELECTION TO BE HELD WITHIN THE DISTRICT ON FEBRUARY 10, 2026, OF A PROPOSITION AUTHORIZING THE DISTRICT TO ESTABLISH ITS REGULAR PROPERTY TAX LEVY TO \$1.40 PER \$1,000.00 OF TRUE AND ASSESSED VALUATION SUBJECT TO OTHERWISE APPLICABLE STATUTORY LIMITATIONS.

Background: WHEREAS, it is the judgment of the Board of Commissioners of the District that it is essential and necessary for the protection of the health and life of the residents of the District that the fire and emergency medical services be provided by the District.

WHEREAS, The Board of Commissioners has determined that the accelerated demands for, and increasing costs of, providing services will necessitate the expenditure of revenues for improved fire protection operations, replacing apparatus and equipment, firefighter recruitment and training and maintaining emergency medical service levels in excess of those which can be provided by the District's regular tax revenue levied at the current rate of approximately \$1.24 per \$1,000.00 of assessed valuation of taxable property within the District as limited by the 101% limitation, not to exceed 1% maximum increase per year.

WHEREAS, The Board of Commissioners has determined that it is in the best interest of the District that the maximum allowable levy authorized by this Resolution serve as the levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Resolution: NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Jefferson County Fire Protection District No. 1, Jefferson County Washington as follows:

Section 1. In order to meet increased call volumes, maintain the level of fire protection, prevention, emergency medical services and the protection of life and property in the District, it is necessary for the District to operate and maintain emergency fire and medical service vehicles and improve station and other capital facilities and to retain properly trained firefighters equipped with proper firefighting and emergency medical equipment.

Section 2. In order to provide the revenue adequate to pay the costs of maintaining and providing the services described in Section 1 and to assure the continuation and improvement of such services the District shall, in accordance with RCW 84.55.050, remove the limitation on regular property taxes imposed by RCW 84.55.010, and levy beginning in 2026 and collect beginning in 2027, pursuant to RCW 52.16.130, RCW 52.16.140 and RCW 52.16.160, a general tax on taxable property within the District at a rate of \$1.40 per \$1,000.00 of assessed valuation subject to otherwise applicable statutory limits.

Section 3. If approved by the voters, the amount levied in 2026 for collection in 2027, shall serve as the District's tax levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Section 4. There shall be submitted to the qualified electors of the District for their ratification or rejection, at a special election on February 10, 2026 the question of whether or not to establish the regular property tax levy of the District to \$1.40 per \$1,000.00 of true and assessed valuation, subject to otherwise applicable statutory limitations. The Board of Commissioners hereby requests the auditor of Jefferson County, as ex-officio Supervisor of Elections, call such election, and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

Name of Jurisdiction: Jefferson County Fire Protection District No. 1 (East Jefferson Fire Rescue)

Proposition #: Proposition No. 1

Short Title: Levy Lid Lift

Ballot Title: The Board of Jefferson County Fire Protection District No. 1 (East Jefferson Fire Rescue) adopted Resolution No. 25-15 concerning a proposition to restore its regular property tax levy.

This proposition authorizes the District to establish its regular property tax levy at \$1.40 per \$1,000 of assessed value to be assessed in 2026 and collected in 2027. The funds will maintain and improve fire protection, and life safety services, replace apparatus and equipment, and provide for firefighter safety. The dollar amount of the 2026 levy collected in 2027 shall serve as the base for computing subsequent levy limitations as provided by chapter 84.55 RCW.

Should this Proposition be:

Approved.....☐

Rejected☐

Section 5. In accordance with RCW 84.55.050(1), the ballot measure requires approval of a simple majority of the voters to pass.

Section 6. The Board hereby assigns to the Fire Chief or designee the task of appointing members to a committee to advocate voters' approval of the proposition and to a committee to prepare arguments advocating voters' rejection of the proposition.

Section 7. For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Board hereby designates the Fire Chief as the individual to whom the County Auditor shall provide such notice.

Section 8. The Chief is authorized to implement such administrative procedures as may be necessary to carry out the directives of this resolution, including modifying the text of the ballot

title and any other text, language and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution

Section 9. The Chief, or designee, is hereby authorized and directed, no later than December 12, 2025, to provide to the County Auditor a certified copy of this resolution and the proper District officials are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters at the February 10, 2026 election.

Section 10. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

Section 11. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 12. This resolution shall take effect and be in force immediately upon its passage.

Adoption: ADOPTED by the Board of Commissioners of Jefferson County Fire Protection District No. 1, Jefferson County, WA, at an open public meeting of such Board on the 18th day of November, 2025, the following Commissioners being present and voting:

SIGNED BY:

Deborah Stinson, Commissioner

Dave Seabrook, Commissioner

Geoff Masci, Commissioner

Steve Craig, Commissioner

Gene Carmody, Commissioner

Ed Davis, Commissioner

ATTEST BY:

Tanya Cray, District Secretary

Election Date: February 10, 2026

Name of Jurisdiction Submitting Measure: Jefferson County Fire Protection District No. 1

Contact Name: Tanya Cray

Daytime Contact Phone Number: 360-437-2236

**Explanatory Statement
Proposition No. 1
(200 Word Limit)**

Jefferson County Fire Protection District No. 1, dba East Jefferson Fire Rescue “EJFR” provides emergency fire protection and medical services to its citizens. If approved by the voters, this proposition authorizes EJFR to establish its regular real property tax levy rate at \$1.40 per \$1,000 of assessed valuation in 2026 for collection in 2027 (the current levy rate is approximately \$1.24 per \$1,000 of assessed valuation).

EJFR’s Board of Commissioners has determined that this proposition is necessary to maintain an effective level of services, fire fighter staffing, equipment and facilities in light of rising costs and increasing service demands. Approval of this measure will allow your fire district to maintain the level of fire protection and life safety services provided to its citizens. The dollar amount levied in 2026 for collection in 2027 will serve as EJFR’s tax levy base and absent further voter approval, the tax levy will then be subject to the statutory one percent limit.

If the levy is approved, the maximum additional tax per \$100,000 of assessed valuation would be approximately \$16.00 each year to maintain fire protection and life safety services.

Prepared by: Brian K. Snure
Attorney for District
612 S. 227th St.
Des Moines, WA 98198-6836
(206) 824-5630

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

RESOLUTION NO. 25-16

**PROVIDING FOR THE SUBMISSION OF A LEVY LID LIFT
(February 10, 2026 Election)**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT A SPECIAL ELECTION TO BE HELD WITHIN THE DISTRICT ON FEBRUARY 10, 2026, OF A PROPOSITION AUTHORIZING THE DISTRICT TO RESTORE THE DISTRICT'S EMS LEVY TO \$.50 PER \$1,000.00 OF TRUE AND ASSESSED VALUATION SUBJECT TO OTHERWISE APPLICABLE STATUTORY LIMITATIONS.

Background: WHEREAS, it is the judgment of the Board of Commissioners of the District that it is essential and necessary for the protection of the health and life of the residents of the District that emergency medical services be provided by the District. Such services necessitate the expenditure of revenues for station maintenance, operations, equipment and personnel in excess of those which can be provided by the District's EMS tax revenue levied at the current rate per \$1,000.00 of assessed valuation of taxable property within the District as limited by the 101% limitation.

WHEREAS, In 2002, the voters within the District authorized the District to levy regular property taxes for Emergency Medical Services at the maximum statutory dollar rate of \$0.50 per \$1,000 of assessed value on a permanent basis. In 2023 the voters previously restored the levy rate to \$.50 per thousand of assessed value. Due to a variety of factors, the District currently levies its regular property tax levy for Emergency Medical Services at a dollar rate of approximately \$.48 per \$1,000 of assessed value.

WHEREAS, The Board of Commissioners has determined that it is in the best interest of the District that the maximum allowable levy authorized by this Resolution serve as the levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Resolution: NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Jefferson County Fire Protection District No. 1, Jefferson County Washington as follows:

Section 1. In order to provide emergency medical services in the District, it is necessary for the District to operate and maintain emergency medical service vehicles and to maintain station facilities to be staffed by properly trained personnel equipped with proper emergency medical equipment.

Section 2. In order to provide the revenue adequate to pay the costs of providing adequate life protection services and facilities as described in Section 1 and to maintain reserve funds sufficient to assure the continuation of such services, the District shall, in accordance with RCW 84.55.050, remove the limitation on EMS Levy property taxes imposed by RCW 84.55.010, and levy beginning in 2026 and collect beginning in 2027, pursuant to RCW 84.52.069 an EMS Levy on taxable property within the District at a maximum rate of \$.50 per \$1,000.00 of assessed valuation subject to otherwise applicable statutory limits.

Section 3. If approved by the voters, the amount levied in 2026 for collection in 2027, shall serve as the District's tax levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Section 4. In accordance with RCW 84.52.069 the funds raised by such levy shall be used only for the provision of emergency medical services, including related personnel costs, service contract costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical services.

Section 5. There shall be submitted to the qualified electors of the District for their ratification or rejection, at a special election on February 10, 2026 the question of whether or not the EMS tax levy of the District should be restored to \$.50 per \$1,000.00 of true and assessed valuation, subject to otherwise applicable statutory limitations. The Board of Commissioners hereby requests the auditor of Jefferson County, as ex-officio Supervisor of Elections, call such election, and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

Name of Jurisdiction: Jefferson County Fire Protection District No. 1 (East Jefferson Fire Rescue)

Proposition #: Proposition No. 2

Short Title: Emergency Medical Services Levy Lid Lift

Ballot Title: The Board of Jefferson County Fire Protection District No. 1 (East Jefferson Fire Rescue) adopted Resolution No. 25-16 concerning a proposition to restore its Emergency Medical Services regular property tax levy.

This proposition authorizes the District to restore its regular EMS property tax levy to \$.50 per \$1,000 of assessed value to be assessed in 2026 and collected in 2027. The funds will maintain and improve emergency medical services. The maximum allowable levy in 2026 levy collected in 2027, shall serve as the base for computing subsequent levy limitations as provided by chapter 84.55 RCW.

Should this Proposition be:

Approved.....☐

Rejected☐

Section 6. In accordance with RCW 84.55.050(1), the ballot measure requires approval of a simple majority of the voters to pass.

Section 7. The Board hereby assigns to the Fire Chief or designee the task of appointing members to a committee to advocate voters' approval of the proposition and to a committee to prepare arguments advocating voters' rejection of the proposition.

Section 8. For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Board hereby designates the Fire Chief as the individual to whom the County Auditor shall provide such notice.

Section 9. The Chief is authorized to implement such administrative procedures as may be necessary to carry out the directives of this resolution, including modifying the text of the ballot title and any other text, language and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution

Section 10. The Chief, or designee, is hereby authorized and directed, no later than December 12, 2025, to provide to the County Auditor a certified copy of this resolution and the proper District officials are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters at the February 10, 2026 election.

Section 11. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

Section 12. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 13. This resolution shall take effect and be in force immediately upon its passage.

Adoption: ADOPTED by the Board of Commissioners of Jefferson County Fire Protection District No. 1, Jefferson County, WA, at an open public meeting of such Board on the 18th day of November 2025, the following Commissioners being present and voting:

SIGNED BY:

David Seabrook., Commissioner

Deborah Stinson, Commissioner

Geoff Masci, Commissioner

Steve Craig, Commissioner

Gene Carmody, Commissioner

Ed Davis, Commissioner

ATTEST BY:

Tanya Cray, District Secretary

Election Date: February 10, 2026

Name of Jurisdiction Submitting Measure: Jefferson County Fire Protection District No. 1

Contact Name: Tanya Cray

Daytime Contact Phone Number: 360-437-2236

**Explanatory Statement
Proposition No. 2
(200 Word Limit)**

Jefferson County Fire Protection District No. 1, dba East Jefferson Fire Rescue “EJFR” provides emergency fire protection and medical services to its citizens. If approved by the voters, this proposition authorizes EJFR to restore its emergency medical services (EMS) property tax levy from the current rate of approximately \$0.48 per thousand dollars of assessed valuation to \$0.50 per thousand dollars of assessed valuation in 2026 for collection beginning in 2027.

The EJFR Board of Commissioners has determined that this proposition is necessary to maintain the level of emergency medical services currently provided on a continuing basis in light of rising costs and increasing service demands. Approval of this measure will allow EJFR to maintain the level of emergency medical services provided to its citizens. EJFR must use the EMS tax revenue exclusively for emergency medical services. The dollar amount levied in 2026 for collection in 2027 will serve as the EJFR’s tax levy base and absent further voter approval, the tax levy will then be subject to the statutory one percent limit.

If the levy is approved, the maximum additional tax per \$100,000 of assessed valuation would be approximately \$2.00 each year to maintain emergency medical services.

Prepared by: Brian K. Snure
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2025 Upcoming Events

Group	Event	Date
2025		
November		
EJFR	Farmer's Market - Cooking/Kitchen Fire	11/8/2025
BOC/Admin	Public Budget Hearing	11/12/2025
December		
BOC/Admin	JC Fire Commissioners & Admin Prof. Assoc. Banquet	12/4/2025
EJFR	Farmer's Market - Heating Safety	12/6/2025
BOC/Admin	Integovernmental Collab. Group Mtg	12/11/2025
EJFR	Annual Recognition Banquet	12/13/2025



AGENDA

Special Meeting

Intergovernmental Collaborative Group

Jefferson County Board of County Commissioners, Port Townsend City Council, Port of Port Townsend, and Jefferson County Public Utility District #1

With Invited Guests: 24th Legislative District & Jefferson County Elected Officials (school boards, fire district commissioners & hospital commissioners)

Thursday, December 11, 2025 at 5:00 p.m.

IN-PERSON MEETING: at 355 Hudson St. Port Townsend, WA 98368

SUBMITTING PUBLIC COMMENTS FOR THIS ICG MEETING: Elected officials and staff will have an opportunity to read and consider your comments before the meeting. Email your comments by 12:00 p.m. the day before the meeting, using this dedicated email address: carolyn@co.jefferson.wa.us

To view meeting materials and any public comments received click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – Boards & Committees – Intergovernmental Collaborative Group – ICG 2025 – And then the month/date of meeting

- I. WELCOME (35 min)**
Call to order from City, County, PUD and Port
Remarks from Senator Chapman
Remarks from Representative Tharinger
Remarks from Representative Bernbaum
- II. PUBLIC COMMENT PERIOD (10 min)**
- III. SOCIAL “HOUR” – CASUAL DISCUSSION AMONGST ELECTED OFFICIALS**
- IV. ADJOURN (7:00 p.m.)**