



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM December 16, 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, Gene Carmody and Steve Craig.

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

**1. AGENDA CHANGES** – Stinson noted additions to the agenda since it was sent out to the board. New correspondence added, updates to the Finance report and Policy 1001 was added to New Business.

**2. CONSENT AGENDA**

- Approve Minutes from November 12, 2025, Special Board Meeting and November 18, 2025, Regular Board Meeting.

**Vouchers**

- Approve General Fire expenditure warrants dated November 13, 2025, and November 26, 2025, totaling **\$187,713.23**
- Approve EMS expenditure warrants dated November 13, 2025, and November 26, 2025, totaling **\$53,792.17**
- Approve payroll expenditure warrants dated November 19, 2025, and, December 4, 2025, totaling **\$845,330.30**

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

**3. LIST OF CORRESPONDENCE** – Included in Board packet.

**4. PUBLIC COMMENT** – None.

**5. PRESENTATIONS** –None.

**6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS** – Included in packet.

**7. STAFF REPORTS** – Black reported he attended many meetings over the last month and thanked Brummel for stepping for some of those. TNKase procedures are being updated and Black acknowledged the support from Chief Manly and Chief Grider for their work on that issue.

There was a training with the Jefferson Transit with DEM Director Bence that helped to solidify the role the transit will have in evacuations.

Brummel noted that the change from NFIRS to NERIS is launching on 1/1/26, though we will start using NERIS on 12/18/25 to have some time to adjust. Black commended Brummel for his efforts on this, there was a high level of detail needed which included reaching out to WSRB to let them

know the data may be a little “dirty” for a while. This will likely be a national issue until any bugs get worked out and all departments are on board.

Finance Director noted that our 3<sup>rd</sup> party billing service Systems Design final report of 2025 is included in his report and they are doing a great job for us. The 2024 audit is complete with no findings. This marks 20 years of audits with no findings. Stinson added that she attended the exit conference at which the Auditor was very complimentary of our staff, she was very proud. This is a reflection of our entire department. Admin. Asst. Sanders was praised for her hard work on the credit cards and ambulance billing which were both a focus of the audit.

CRR Manager Wittenberg reported fire & life safety inspections began within the city. He noted a businesses like Aldrich’s take about an hour while small office takes about 5 minutes. There is no fee for these in the city as they are focused on education and compliance.

There was a 2-day strategy and tactics class that was well attended and highly praised. We are holding a recruitment for FIT’s. EJFR is becoming desirable for many just entering the fire service due to our FIT program.

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** – New ambulance expected February 16, 2026.

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

**9. JeffCom Report** – The state may begin pushing for more fees. The next issue to work on it when to jump to a cloud-based CAD/phone system. They are currently staffed with 10 employees, 9 full time and one supervisor.

**10. LOCAL 2032 REPORT** – President White called out 2 phenomenal trainings, the S&T class and a training held at the hospital. Our crews really want to train, and he praised the Training Captain and the MSO.

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

## **12. OLD BUSINESS**

**A. SP Implementation Tool** – Black noted several items that had been completed and new items that are in line with our goals. New software, Darkhorse will be added in January and will take about 10-12 weeks to crunch our data. By late spring we should be using it fluently.

**B. 2026 Migration to Teams and SharePoint Refresher** – Stewart noted that we are under utilizing the tools we have with our Microsoft bundle. We will replace Dropbox with SharePoint and will use Teams in place of Zoom.

## **13. NEW BUSINESS**

**A. Policies and SOGs –**

**SOG 6006b Travel Expenses**

**SOG 6010a Credit Card Usage**

Lirio noted the 2 SOG's were changed due the cancellation of our Banner Bank account. We previously used a practice that allowed employees on deployment to check out a credit card for travel expenses. That practice has been eliminated and all credit cards are assigned to individuals. The SOG's were updated to remove any references of checking out cards.

#### **Policy 1001 Commissioners Governing Rules**

Proposed change to the policy is to move the election of board chair and vice chair from the last meeting of the year of the current election, to the first order of business at its first regularly scheduled meeting of the year following a year when the election expires.

Stinson noted that current policy would exclude the incoming commissioner from voting on the chair/vice chair of the board they will be serving and allowing two out-going commissioners to vote on a chair/vice chair of a board they will no longer be part of. **MOTION:** Masci moved to approve updated policy 1001. Craig seconded the motion which passed unanimously. Further discussion included the option of rotating the chair/vice chair positions, consecutive terms, and the availability or desire to hold the chair position. It was noted the chair has no more authority than any other commissioner though they do have more responsibility. Staff weighed in with their thoughts which included, needing the chair to be easily accessible, the vice chair position is a learning role for future chair position, or stair stepping the vote for each position as our union does. The election will occur next month, and more discussion may occur then.

#### ***B. Resolution 25-17 Surplus Property*** – The board reviewed the proposed list of items to surplus.

**MOTION:** Masci moved to approve Resolution 25-17 Surplus Property as presented. Seabrook seconded the motion which passed unanimously.

***C. Designate Funds Received from GEMT FY2024 Settlement*** – Lirio informed the board that our initial interim fee was a pre-merger amount that was less than the actual cost to provide the service resulting in an interim settlement of \$453,473.64. This was unanticipated and not included in our budget. He added that an audit will still be done, and money could be added or requested to be paid back. He is proposing a conservative approach for how to allocate these funds. There are some items that were postponed during the budget process such as AED's and base station radios, that can now be purchased at a cost of \$25,535. In addition, he would like to transfer \$150,000 into the FIRE Capital fund for apparatus and \$100,000 into a FIRE Capital fund for facilities. The remaining funds would remain in the general fund as part of our fund balance. **MOTION:** Masci moved to authorize the designation of a portion (\$275,535) of the GEMT FY2024 Interim Settlement amount to add to the Fire Capital account and fund the AED and Base Station radio equipment as outlined in the decision packet. Seabrook seconded the motion which passed unanimously.

***D. Salish REAL Team MOU*** – Black reviewed the draft MOU between the R.E.A.L. Team and the district. He noted this is more of a strategic alignment as we don't have a business agreement with them for sharing information. There are also no grievance procedures or termination clause included in the document. This is informational only; no vote is needed tonight. If there are thoughts, please forward them to the chief.

***E. JC Fire Commissioners & Admin Association 2026 Hosting In-Person Meeting*** – Cray informed the board that we are tapped to host the 2026 in-person meeting for the association. We

can choose to host in June or August. The board discussed and opted to host in June. The venue will be decided later.

***F. Oath of Office for Commissioner Seabrook*** – Cray administered the Oath of Office to Dave Seabrook.

**RECESS** – The board took a short recess from 4:42pm to 4:53pm.

**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 4:53pm for 15 minutes to return at 5:09pm. The executive session covered two separate discussions under this same topic.

The executive session ended at 5:09pm with no decisions made and no action taken.

#### **14. UPCOMING TOPICS/EVENTS** – included in board packet.

**GOOD OF THE ORDER** – Seabrook announced that he had donated 96lbs of food to the food bank on behalf of the JC Commissioners and Admin Association. He also noted that at last months meeting he had questioned the wording used to call for executive session, acknowledging that District Secretary was correct.

Masci received an EOB for his transport and was pleased to see that reimbursements had gone up. Cray thanked Carmody and Davis for their contribution to the fire service.

Both Carmody and Davis thanked the rest of the Board and staff.

Stinson thanked the Benevolent Fund for their contributions to our fire family, they are greatly appreciated.

#### **ADJOURNMENT**

Stinson adjourned the meeting at 5:29pm.

#### **Jefferson County Fire District 1**

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Deborah Stinson, Chair

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Geoffrey Masci, Commissioner

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Ed Davis, Commissioner

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Dave Seabrook, Vice Chair

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Steve Craig, Commissioner

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Gene Carmody, Commissioner

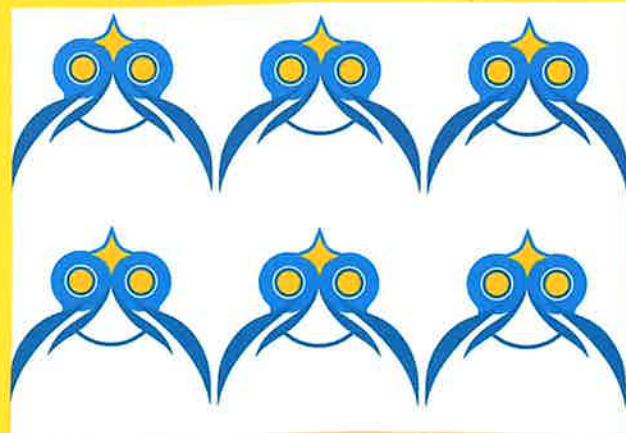
#### **ATTEST:**

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Tanya Cray, District Secretary



Tammy



thank you

Thank you

for visiting

THANK YOU!  
- William Knob

Tammy,  
Thank you for your visit  
to Farm to Learn class!  
We appreciate your support.  
Sonia

Thank you!

-Elena  
-Daniel

THANKS  
-DOROTHY

Thank you for  
visiting our  
class for the  
farm tour!  
-Elena



Hello Folks,

Dec 25'

EJFD is a real gem in this community. Thank you - for the support by participating in the Kids bike Holiday Giveaway - showing up and handing out helmets for all our bike recipients! The generosity of the fire department is continuous. The volunteers were awesome! Great with kids, patient, kind and willing to deal with our "not so heated" facilities. We were delighted to have some other department members show up too. We value EJFD for so many reasons. We look forward to working with you again. Happy Holidays to all!

With gratitude,  
Heather & Nick  
& the ReCycling Team



The ReCycling  
925 Blaine St  
Port Townsend, WA 98368

DECKER CO 302  
12/24/2016 10:45



East Jefferson Fire Dept  
Attn: Emily Stewart

24 Seton Rd  
Port Townsend, WA 98368



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## FW: Birthday party photos

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**From** Emily Stewart <estewart@ejfr.org>

**Date** Wed 12/17/2025 10:26 AM

**To** Tanya Cray <tcray@ejfr.org>

**Cc** Bret Black <bblack@ejfr.org>

Forgot to send these – correspondence for next month. Dahti helped host a birthday party at Station 1 for a young firefighter fan!

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**From:** Dahti Blanchard <DBlanchard@ejfr.org>

**Sent:** Tuesday, December 9, 2025 2:04 PM

**To:** Emily Stewart <estewart@ejfr.org>

**Subject:** Re: Birthday party photos

The party was very successful and the station 1 crew was extremely helpful.













Sent from my iPad

# THANK YOU

for your support!

We loved having your participation in the  
4<sup>th</sup> Annual Trunk-or-Treat  
and hope to see you again next year.

Laura  
Brittain

Jallen Rahn  
Valerie Randall

Happy Holidays

from your

Chimacum Community PTA

Stephanie  
Stoeser

Joanna  
Scheib



# 2026 Commissioner Review

District 1: Jeannie Price (2026-2031)

District 2: David Seabrook (2026-2031)

District 3: Steve Craig (2022-2027)

District 4: Geoffrey Masci (2024-2029)

District 5: Deborah Stinson (2022-2027)



# About us

## VISION

As a fire and emergency service **industry leader**, we are dedicated to the health and safety of our community while honoring our mission, values and traditions. We will **support our workforce** to maintain a healthy lifestyle, promoting opportunities for personal and professional growth. We shall provide **leadership** locally, regionally and nationally. We will provide the best service possible within the fiscal opportunities available.

## MISSION

Protecting life and property while providing compassionate service that meets the needs of our varied community through prevention, education and emergency response.



# Values

## **COMPASSION**

We embrace our diverse community as we provide services with empathy, understanding and kindness.

## **INTEGRITY**

We are dedicated to our role as stewards of the public's trust. Our responsibility to superior ethical standards is steadfast.

## **RESPECT**

We shall provide our services with equity, imparting dignity to those in need.

## **TEAMWORK**

We recognize our success and effectiveness comes from internal collaboration and external relationships. We shall empower our members to uphold and reinforce collective group performance while supporting cohesive external partnerships.

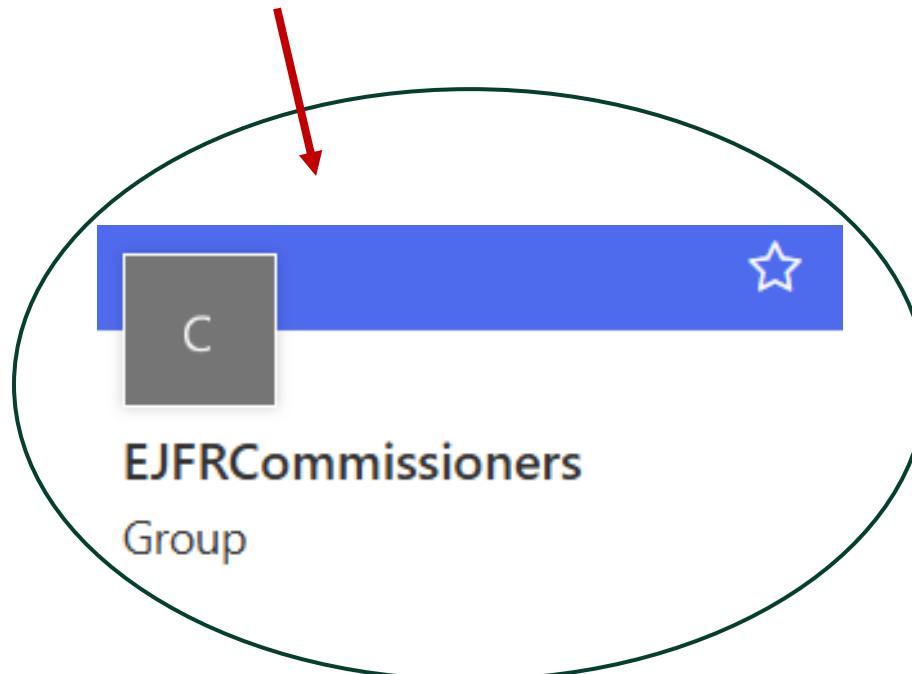
## **PROGRESSIVE**

We shall balance our traditions and practices alongside the need for change and adaptation. Innovations will be implemented using careful analysis, critical thinking and collaborative input as we strive for continuous improvement.

# Commissioner Rules

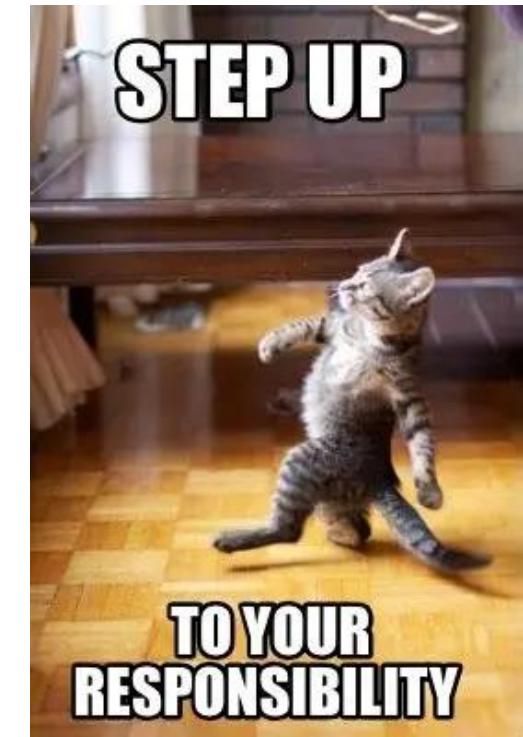


The WFCA Commissioner Handbook and EJFR Commissioner Policies can be found on SharePoint.



# Commissioner Rules

- Educate yourself on the history of the District, laws governing the District and your role in governing the District.
- Actively participate in the governance of the District by working with the board in open public meetings.
- Act as a representative of your District with a professional demeanor.
- Avoid any attempts to unilaterally direct staff members or micromanage staff. The board runs the District through the Chief, individual commissioners do not, and should not, attempt to run the District.
- Represent all constituents and avoid special interests.
- Maintain confidentiality of privileged or private District records and information.



# Commissioner Rules

- New commissioners are required to attend Open Government Training within 90 days of taking the Oath of Office and must be completed at least once every four years thereafter.
- In even numbered years Fire District Attorney Brian Snure offers new commissioner training in the Spring that fulfills the training requirements.
- There is also an online class offered by the Washington State Attorney General that satisfies the requirement.
- Once completed certification should be sent to the District Secretary for tracking.
- Understand and comply with all ethics laws.



# Commissioner Rules

- Attend meetings of the Board and committees as assigned.
- Commissioners are paid using a stipend model. Stipends are determined by Office of Financial Management. The current stipend rate is \$161.00 per day of service.
- A day of service can include one 30-minute meeting or a full 8-hour day with several meetings. The stipend is for the day not the meeting.
- It is up to each Commissioner to keep track of their days of service and turn it in to the District Secretary for review and submittal to payroll.
- Best practice is to turn in a stipend sheet at least quarterly.
- When you need to order EJFR business cards, shirts, etc., contact Emily.



# Affiliations and Committees



## **Washington Fire Commissioner's Association (WFCA)**

The WFCA offers research services and legislative representation, as well as educational programs and networking opportunities for fire service administrators throughout the state of Washington. They also have various committees and workgroups for commissioner participation.

Commissioners are encouraged to attend legislative days, conferences and training sessions.

# Affiliations and Committees

## **Jefferson County Fire Commissioners and Administrative Professionals (JCFCAP)**

Meets bi-monthly and includes all JC fire commissioners and administrative staff. The fire chiefs are not voting members of this group but routinely attend as guests. County commissioners occasionally attend as guests.

EJFR currently has two board members assigned to committee positions (or alternates) elected to represent this group. Positions on the JeffCom Board and the JC EMS Council. All meetings are typically monthly and hybrid.

### **JeffCom**

The fire commissioners have one board and alternate position. Both are expected to attend all meetings. Commissioners are representing both the EJFR BOC and the JCFCAP; the commissioners are expected to provide updates to both groups.

### **JC EMS Council**

The fire commissioners have one council seat and one alternate position. Both are expected to attend all meetings. Commissioners are representing both the EJFR BOC and the JCFCAP; the commissioners are expected to provide updates to both groups.

Commissioners are not representing the fire chief at these meetings. If absent, the fire chief will send an alternate or delegate.

# Board Meetings

EAST JEFFERSON FIRE RESCUE

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1  
BOARD OF COMMISSIONERS



Being prepared or unprepared reflects on the entire District.

Review the packet before Monday. It's usually posted by the EOB on the prior Wednesday. Email the District Secretary and Fire Chief with questions by Monday. If you wait until the last minute, its likely staff will not have time to resolve the issue.

Please arrive by 2:30 if you are a member of the BVFF local board and a meeting is necessary.

Be respectful and professional to fellow commissioners and members of EJFR. Remember, EJFR is a variable assortment of our community - people with differing ideals and beliefs. It's important **all** members of the organization feel they are valued and represented by our commissioners.

# Board Meetings

## EAST JEFFERSON FIRE RESCUE

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1  
BOARD OF COMMISSIONERS



Always bring your laptop! If you need help, staff is available for tech support before and after the meetings.

The Chair will keep the meeting on-topic as relevant to the subject matter and agenda.

The Chair will usually solicit input from commissioners wishing to comment on specific topics but will strive to keep the conversation moving.

Commissioners can pose questions or request further details to the fire chief, following the chain of command. Commissioners should not openly pontificate, deviate off topic, or put staff on the spot with questions or opinions.

# Board Meetings

## EAST JEFFERSON FIRE RESCUE

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1  
BOARD OF COMMISSIONERS



Adhere to Robert's Rules of Order parliamentary procedure for commissioner meetings.

The agenda is set by the Chair; any commissioner can request agenda topics with prior notice.

Special Meetings are limited to agendized topics **only**.

Public comment is only available during two agendized sections of the BOC meeting, (limited to 3 minutes per person).

Public comment is **not** a Q&A; commissioners should not respond to their statements or questions. Appropriate responses and follow up will be determined by the Chair, usually in consultation with staff.

# Communication Decorum

## Internal



### Board of Commissioners

Due to strict rules regarding open public meetings, commissioners may not discuss district business outside of a board meeting if there is a quorum. We now have a 5-member board, so if there are 3 or more Commissioners - that is a quorum and an illegal meeting if district business is discussed.

Email etiquette: One-way communication (email or text) sharing among commissioners to coordinate and/or inform would not constitute a violation of the OPMA. However, **do not reply all** to emails, as this would then be considered an illegal meeting as well.

# Communication Decorum

## Internal



### Board of Commissioners

Not all gatherings of Board members that include a quorum are meetings. A meeting occurs when a quorum gathers with the collective intent to transact government business.

Examples:

*JC Fire Commissioners and Admin Association: Our Board attends meetings alongside neighboring Districts/Partners to learn about issues affecting our area. – **This is allowed** (confirmed by legal counsel, 1/12/26)*

*Three Commissioners travel to conference together and discuss upcoming agenda items for the next meeting. – **This is not allowed***

# Communication Decorum

## Internal



### **Fire Chief**

All commissioners are welcome to contact the fire chief during business hours for district related business. Email, texts and phone calls may not be immediately answered due to schedule conflicts. Including the chief's executive assistant will ensure timely responses.

### **Executive Assistant/District Secretary**

Ideally, the executive assistant should be included in all information requests meant for the fire chief. Often, she is privy to his schedule and may know the details or information being requested.

The district secretary is the secretary of the board. She works for you. She is generally aware of the availability of the chair and other commissioners. For board related business the district secretary should be the primary source for information or questions.

# Communication Decorum

## Internal



### EJFR Member Interaction

It's permissible and appreciated for commissioners to share their gratitude and learn more about the organization. Commissioners are welcome to be cordial and social with EJFR members.

Commissioners can schedule office time or a ride-along by coordinating with the fire chief and chair. It would be inappropriate for a commissioner to contact a member directly for questions and/or schedule a meeting. Following the chain of command also avoids schedule conflicts and ensures related training has been completed.

Unintentionally a conversation can pivot into awkward and/or inappropriate issues. When communicating with staff, there are specific rules that apply to permissible topics, chain of command, personnel matters and district business.

# Communication Decorum

## External



### Neighbors and the Public

As a fire commissioner you may occasionally run into the public and have unexpected questions or feedback given. If you feel well informed on the topic, feel free to answer, but it's always recommended to have them follow up with an email. You are also welcome to refer them to the fire chief and executive assistant for more details. **Remember to carry your business cards with you!**

If someone seems disgruntled, let them know we have a formal complaint procedure reviewed by the fire chief. Forward them to the executive assistant and the fire chief.

# Communication Decorum

## External



### Other Boards and Committees

As a fire commissioner you might find it interesting to attend other meetings within your commissioner district. Remember to wear your name tag and carry your business cards. Please forward meeting notes or summaries to the chair so EJFR's Board can benefit from your briefing and engagement.

Staff has several EJFR information resources to support these public engagements. Our monthly newsletter, annual report and strategic plan to name a few.

# Thank you!

*The Admin team is here to help you, please reach out with questions!*

Emily Stewart, Human Resource Mgr. – Admin Office	~ estewart@ejfr.org
Tanya Cray, District Sec./Exec. Asst. – Station 7	~ tcray@ejfr.org
Roy Lirio, Finance Director – Admin Office	~ <u>rlirio@ejfr.org</u>
Robert Wittenberg – CRM	~ rwittenberg@ejfr.org
Kindra Sanders, Admin & Comm. Asst. – Station 7	~ ksanders@ejfr.org
Erin Murray, Admin & Comm. Asst. – Admin Office	~ emurray@ejfr.org
Bret Black, Fire Chief	~ bblack@ejfr.org
Pete Brummel, Deputy Chief	~ pbrummel@ejfr.org

# News & Community

## From the Editor's Desk

by Carol Riley, Copy Editor

As I write this, I am sitting near a window looking at a stand of trees which fall has rendered naked. I have become so accustomed to seeing a curtain of green that I hardly know what to think about all these grey and brown spotted trunks, gangly limbs, the occasional stubborn leaf, and a clearer view of the landscape.

I also have a clearer view of the future of the *Voice* in its printed form. My plea in the November editorial for volunteers to step forward and rescue the printed version of the magazine hit a nerve – actually, it hit 14 nerves hard enough for those readers to come forward and say, “What can I do to help?”

We had a very productive meeting at the Bay Club and found openings on the volunteer staff that matched talents and interests. Not everyone found a good fit, of course, but it was such a positive, high-energy gathering that we all came away encouraged and enthusiastic. Some of those volunteers are training and working hard on the production of the January issue. Some are easing into the positions, and we are hopeful that they will soon become seasoned proofreaders, copy editors, layout masters, ad managers, advertising superstars and more. Whew!

The print edition of the *Voice* lives another day! Thank you for reading, for listening, for taking action. And if you think you missed the boat, don’t be silly! “We have plenty of room at the table,” as Geoff Lang says in his PLVC piece. Just contact us.

January is often a slim issue as people and groups take a breath after the holidays – not this January issue! The *Voice* is packed with articles about activities, meetings, entertainment both near and a little farther away, and even the possibility that the Port Ludlow Farmers Market may make a comeback! There are features that will test your brain and tug at your heart.

So, welcome to 2026. Is this going to be a good year for you? Are you going to be the best you can be? Will you contact with an old friend? Smile at that pesky neighbor? As Gil Skinner always says, “Keep calm and carry on?” I am betting on you, dear reader.

## EJFR Measures on February Ballot

East Jefferson Fire Rescue (EJFR) is primarily funded by local property taxes, comprising over 80 percent of revenues. Washington State law caps annual revenue growth at just one percent. However, the cost of providing emergency services is increasing faster due to inflation. This difference creates an inflation gap that cannot be fixed by cutting services.

The 2026 budget committee reviewed over \$1.8 million in requests for replacing aging equipment, maintaining facilities, and training expenses. While EJFR’s strategic plan prioritizes supporting the career and volunteer workforce with modern equipment, facilities, and training, the committee chose to postpone some needed expenditures. The approved budget includes a \$1.33 million structural operating deficit, reducing the operating reserve fund to just a few months of operating expenses but keeping a \$1 million emergency reserve intact.

EJFR will be financing two new fire engines and a new ambulance next year; however, the debt service will remain at a healthy and manageable level of 3.6 percent. As part of a responsible financial strategy, EJFR will ask voters in February to reset the levy rates for both Fire and EMS services to close this inflation gap and keep our service levels high. Levy lifts like this are necessary every three to five years to keep up with the rate of inflation while protecting capital accounts to fund urgent facility and equipment needs.

The proposed 2027 Fire Regular Levy rate is \$1.40 per \$1,000 of assessed property value, and the proposed EMS Levy rate is \$0.50 per \$1,000 of assessed property value. This represents a projected annual household increase of \$150 per year for a property with an assessed value of \$600,000, and less for properties valued lower.

These measures will allow EJFR to maintain the high quality of emergency response our community expects by funding the replacement of aging apparatus, supplying specialized medical equipment, investing in quality training, maintaining facilities, and keeping qualified personnel.

For more information, visit [ejfr.org](http://ejfr.org).

## Meet Your Firefighters

by Ron Dawson, EJFR Community Outreach Volunteer



If you go to the fire station on Oak Bay Road, or call their office, you will probably be engaging with District Secretary, Tanya Cray. Her tenure with Port Ludlow Fire and Rescue began in March of 2008. She is originally from Port Townsend but moved to Port Ludlow to live with her future husband. Tanya holds two degrees, one in Sociology and one in Social Services from Central Washington University. She had extensive experience in business, with a focus on personnel management, before entering the fire service. She feels the most rewarding part of her job is interfacing with the others in the office. The hardest part is listening to the stories of people that have suffered in accidents or fires. The office staff made it easy for her not to take things too seriously when, shortly after she was hired, they made her the victim of an April Fool's joke. She then learned that dealing with the staff would be a whole new experience!

Tanya lives in Quilcene with her husband, Jared, and their dog, Ranger. She has two children and two grandchildren. She enjoys hunting, fishing, and working on their property. She says she is an open book – “what you see is what you get.” She says that taking this job in 2008 was one of the best decisions she has ever made.

Tanya is very helpful, knowledgeable and a delight to work with according to her office staff.

## Smoke and Mirrors? You decide...

by Carol Riley, Staff Writer

A recent visit to Sisters' Cider House, 921 Hildebrand Lane, Bainbridge Island, was a treat. Sisters', owned by Port Ludlow residents Roger and Lee Anderson and run by their daughters Randi and Caron, is a fun destination.

The award-winning cider, which comes in so many varieties, is delicious.

I tried the Pomegranate cider and loved it. My husband, who couldn't decide on a flavor, opted for the flight of four ciders of his choice – Black Currant, Pomegranate, Strawbanero, and Rum Away with Me. He loved them all!

Roger guided us through the tasting and shared an interesting fact. He has started a “club” where patrons can opt to purchase their own pewter “glass” for cider tasting. Your name goes on the mug, and it stays at the cider house ready for your next visit. Why pewter you ask? Well, Roger, who is a chemist as well as a cider maker, explained that the pH of the cider doesn't react with the pewter, thus allowing the true flavor of the cider to shine through. Contact with glass, even though the reaction is small, does alter the flavor slightly. Really?

Well, we put it to the test. My Pomegranate cider tasted from my glass was great. But my cider tasted from the pewter mug? Different! Fuller and more well-rounded. Amazing!

Don't take my word for it. Head on over to Bainbridge and taste for yourself.

## Discover Your Family History

The Jefferson County Genealogical Society (JCGS) will host classes on Zoom this month to introduce current methodology and resources that will help you explore your family history. The class, “*Getting Started on Your Family History Journey*,” will be conducted by Dianne Duncan, M.Ed. Instructor and JCGS member. This two-part Zoom class will be held on **Tuesday, January 13, and Tuesday, January 20**. Both classes run from 11 a.m. – 1 p.m.

To register for the class please complete the Registration Form which can be found on the JCGS web page at <https://wajcgs.org/classes/>. A donation of \$30 for JCGHS members, or \$55 for non-members is suggested. The non-member donation includes a one-year JCHS membership. Instructions for completing the form and how to make donations will be found on the webpage. Payments can be made by check or by PayPal.

The registration deadline for this class is **Friday, January 9**. Invitations containing the link to these Zoom sessions will be sent on **January 9**.

If you have a question about class content or registration, please contact JCGS Education Committee Chair Dora Whittaker at 360-301-0478.

in equipment and emergency protocols to many of the emergency rooms where I had worked. The physician was thorough and knowledgeable as we conversed about my wife's condition. I commented that we were fortunate to have been treated so promptly. She said in their system of medical care everyone has their own physician and only people with true emergencies come here. We paid with our credit card and received the full report of the treatment and itemized expenses. Our travel insurance company reimbursed us later for that visit which totaled \$260.

The visit to the police station in Japan was because I lost my credit and debit cards while in Tokyo, and we were there in hopes that it had been turned in. No luck. We had prepaid for most of this trip arranged by a travel agency so continued our way. Already behind on our tightly scheduled trip, we decided to skip the first stop on our itinerary, a visit to Kamakura to see the *daibutsu*, the great Buddha.

Fast forward two years later, and I returned to Japan alone to explore flying Space A using the Air Force's Patriot Express from Sea-Tac. I wanted to see *daibutsu* and traveled to Kamakura. Online I had learned about Kanagawa Systematized Goodwill Guide Club (KSGG) and made arrangements to have a guide for my next day visit to Kamakura. I was told that the usual protocol was to provide a two-week notice, but there was an individual free and willing to show me Daibutsu. I met Takako Konno, my guide for the day, who was a retired English teacher. We have remained in touch through email, sharing our experiences about how our countries were dealing with the pandemic. We reunited on my subsequent visits to Japan, and our families have become fast friends.

Traveling the world has made me realize that people are people everywhere. We want to be safe and secure, have enough to eat, share our cultures and cuisines and be able to laugh together. It has also made me aware that all countries are dealing with problems associated with wealth disparity, growing populations, dwindling resources, global warming and a global economy. Some have developed solutions to problems which plague our nation, and we have resources which could assist many developing nations. We need each other more than we need to demonize each other. It is a small world after all.

## 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.

### November Alarms

Fires.....	5
Rescue/Emergency Medical .....	295
Good Intent .....	30
Hazardous Conditions .....	3
False Alarms .....	14
Service Call .....	77
Special Incident.....	0
<b>Total Alarms</b>	<b>424</b>

### Ambulance Transports

911 Transports .....	180
Hospital Requested Transport .....	0
Non Transports.....	111
<b>Total Patient Contacts</b>	<b>291</b>

<b>CARES Contacts.....</b>	<b>107</b>
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[plvoice.org](http://plvoice.org)

Breaking News – Archive of Past Issues

Early Access to News Articles

Local Arts – Letters to the Editor





# 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 – December 2025

### Call Summary

Call Statistics			EJFR Responses By Area for December 2025	
	Dec '25	Dec '24	Mutual Aid Given	22
Fires	4	3	City of PT	223
Rescue/EMS	356	357	GlenCove/Jacob Miller	17
Service Call	94	74	Cape George	22
Good Intent	39	36	Ocean Grove/Beckett Pt.	1
False Alarm	18	22	Kala Point	25
Hazardous Cond.	8	10	Hadlock/Irondale	95
Weather/Spec. Incident	3	0	Marrowstone Is.	17
Total	522	502	South Discovery	3
December Transports			Chimacum	18
911 - Transported	180		Oak Bay	0
911 - Non Transport	0		Northern Ludlow	40
CARES Contacts			Southern Ludlow	38
December Contacts	171		Other/CARES	1

### December

Staff prepared materials for community outreach effort, Know Your Fire District. Contracts and onboarding began for analytic and predictive interfaces, FIRST DUE and DARK HORSE. These platforms will support initiatives for organizational resiliency, improved efficiency of resources, risk reduction and health and wellness of our members. Remounted ambulance was placed into service.

### Threshold Events

- Pediatric CPR required formal CISM
- Major traffic collision at the HCB, involving several large tanker truck under tow. Closed for several hours.
- Water rescue, windsurfer in distress off Indian Island. No rescue was needed.
- Garage fire in Cape George w/exposures – no hydrants, water tenders saved the day. Fire confined to the garage.

*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

**Fire Chief General Activities and Projects**

- FC met with training division and volunteer coordinator to review needs of the FIT program.
- FC attended several WA EMS/Healthcare briefings to review weather related impacts due to storms.
- EJFR finished the SAO audit and attended exit interview.
- FC attended JC Interagency Coordinating Group at Point Hudson with Stinson.
- Know Your Fire District Presentations have begun, Marrowstone, Kiwanis, Rotary, etc.
- FC and CARES attended Olympic Community of Health orientation.
- FC, Stinson and Craig met with County leadership. Discuss EJFR priorities and challenges.

**Miscellaneous** Staff took off various days for the holiday.

**Standing Meetings/Committees**

JeffCo DEM IMT Meeting	BOCC	PT City Manager
PT Police Chief	BHC	JeffCo EMS Council
BHAC (10 <sup>th</sup> of 1%)	ECHHO	PLEM
JH CQI meeting	WA Fire Defense Board	WSRB Subcommittee
EJFR Safety Committee	Washington Fire Chiefs	REAL Team
FC Legislative Meeting	JC Wildfire Alliance	2032 Meet & Confer

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*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*

# Certificate of Completion

ISSUED PURSUANT TO THE CODE OF JEFFERSON COUNTY, WA



## Jefferson County, WA

**Permit No.:** CBL2025-00002

**Property Address:** 6693 Flagler Rd  
Nordland, WA 98358

**Owner:** JEFFERSON CO FIRE DISTRICT #1

**Owner Address:** 40 SETON RD  
PORT TOWNSEND, WA 98368-9799

**Issued Date:** November 25, 2025

**Zoning:** RR-10 - Rural Residential - RR-10 , RR-10 - Rural Residential - RR-10

JEREMY WILLIAMMEE, DIRECTOR OF DEPARTMENT OF  
COMMUNITY DEVELOPMENT

**January 2026**

**Operations Report**

**DC Pete Brummel**

<b>2026 Ongoing Goals and Objectives</b>	
<b>Operations</b>	<p><b>Goal #1: Enhance Operational Resiliency</b></p> <p><b><i>Objective 1.1 Complete MCI Plan for Jefferson &amp; Clallam County</i></b></p> <ul style="list-style-type: none"><li>• Confirm designation for Disaster Medical Coordination Center (DMCC) with local and regional hospitals through the Northwest Healthcare Response Network (January 2026)</li><li>• Add new NWEMS protocols to the MCI plan, pending WA State DOH approval (February 2026)</li><li>• Collaborate with local and regional stakeholders (Fire, EMS, Hospital, 911 PSAP's etc.) and align dispatch protocols (March 2026)</li><li>• Test &amp; train through workshops, tabletops and local exercises.</li></ul> <p><b><i>Objective 1.2: Deliver Operations-Level Structural Collapse Training (RS1)</i></b></p> <ul style="list-style-type: none"><li>• Scheduled for May 4-7, 2026 at EJFR training tower (May 2026)</li><li>• Internal and external student attendees</li><li>• Training cadre includes internal and external SME's</li><li>• Industry vendors to provide new tool technologies (HILTI Power Tools)</li><li>• Meets and exceeds NFPA 1670 and prepares for high threshold seismic events, building collapse and related technical rescues.</li></ul> <p><b><i>Objective 1.3 Expand Capabilities for EJFR Marine Program (Summer 2026)</i></b></p> <ul style="list-style-type: none"><li>• Coordinate through Training Division and deliver nationally recognized marine operations training (NASBLA) course for basic marine fire suppression operations (July 2026)</li><li>• Build our marine pilot program for qualified marine operators.</li></ul> <p><b>Goal #2 Build New Prefire Planning:</b></p> <p><b><i>Objective 2.1 Update and Create New Pre-Fire Plans with First Due App</i></b></p> <ul style="list-style-type: none"><li>• Client introduction meeting 1/14 (January)</li><li>• Data upload in progress (January)</li><li>• Streamline to one application for updating, building, storing and deploying plans on iPhone and iPads. (February/March)</li><li>• Expand our prefire database and interface with Clallam and Kitsap county through the First Due app (Summer 2026)</li><li>• Work with Lt. Grimm and other personnel to build a robust and resilient pre-fire planning database.</li></ul>

Notes of  
Interest &  
Meetings

**Goal #3 Implement New Data Analytics & Prediction Program**

**Objective 3.1:** Leverage Darkhorse Data Analytics for Data Accuracy and Decision Making

- Upload GIS Spatial Data, Apparatus, Incident Response, Incident Categories, Response Plans & Targets and Future Demands (County Growth, Populations, etc.) (In Progress, Intro Meeting in January 2026)
- Work with DH client relations and research to streamline GIS data (February)
- Implement live CAD connectivity to provide accurate upload of call volume data (February)
- Meet monthly with Client Specialist (user group) 1st Wednesday of each month
- Projected "go-live" is early 2nd quarter 2026.

Dept of Ecology Hazardous Waste AFFF Removal Project:

The DOE registered hazardous waste contractor "Clean Harbors" removed (2) 55 gallons drums of AFFF firefighting foam at Station 9, a known carcinogen and cancer-causing agent. EJFR has complied with Federal and State removal programs after nearly 2 years of lobbying, providing quantities and waiting for the long process of Federal approval. Project completed.

NFIRS to NERIS Data Reporting Transition:

On 12/31/25, EJFR made the official switch the new, federally mandated fire incident reporting program known as National Emergency Reporting Information System (NERIS). Crews spent nearly 1 month practicing the new reporting so the transition was seamless. Thanks to Kindra and BC Macdonald for their expertise and assistance. Project completed.

L&I FIIRE Program 2025 Grant Closure:

EJFR took possession of all components of the 2025 LNI FIIRE grant: (1) new PPE extractor and (1) PPE drying rack totaling nearly \$9,000. The reimbursement request and project closure was recently approved by LNI and we will receive reimbursement funds in the next few weeks. Next step is installation of extractor at Station 7 and removal of old extractor for surplus. Project completed.



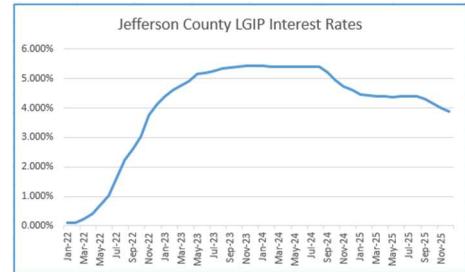
## FINANCIAL REPORT FOR DECEMBER 2025

### Fund Balance December 2025

	General	EMS	SubTotal	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	2,703,780	3,228,501	<b>5,932,281</b>	1,366,733	978,794	501,400	<b>8,779,208</b>
Change YTD	229,348	525,502	<b>754,850</b>	135,299	344,790	523,744	<b>1,758,683</b>
Ending Fund Balance	2,933,128	3,754,003	<b>6,687,131</b>	1,502,032	1,323,584	1,025,144	<b>10,537,891</b>

### Financial Highlights:

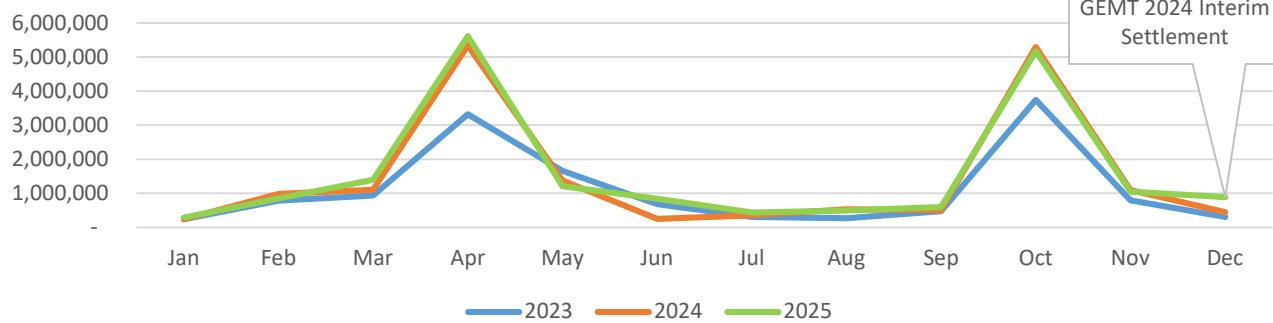
- Investment earnings: The LGIP gross interest rate was 3.877% in December 2025, representing 96.4% of the district's fund balance as of 12/31/25.
- **2025 in brief:**
  - Total Fund Balance increased \$1.8 M:
    - Reserved Fund fully funded at \$1.0 M;
    - Transferred \$600k to Fire/EMS Capital Accounts; designated additional \$275k from GEMT 2024 interim settlement.
    - **Policy 6004** Required 25% fund balance met at 12/31/25 (attached).
  - Accessed \$415k of the \$2.985 M WA State Local Program debt facility to finance a rechassised ambulance and new brush truck.
  - Outstanding debt as of 12/31/25: \$2.5 M:
    - Local Program \$ 415,954
    - 2019 LTGO Bond \$2,050,000
  - CARES program is fully funded by grants. Funds received in 2025: \$395,557 (AWC \$148,584; OCH \$167,217; BHAC \$79,756).
  - Friends of EJFR donated over \$15k to help with EMS equipment and the new CARES vehicle purchases.
  - Cape George Station 3 lease expired in July 2025.
  - Budget committee enhanced budget development process
  - Refer to attached 2025 budget to actual variance schedule (attached)
- **H.R.1. (OBBC) Implementation Compliance:** Following the 2025 passage of the H.R.1 (OBBC), FLSA required overtime earnings may be federally tax-exempt. Administration has enhanced our process of reporting the required information on the year-end W-2 statement.



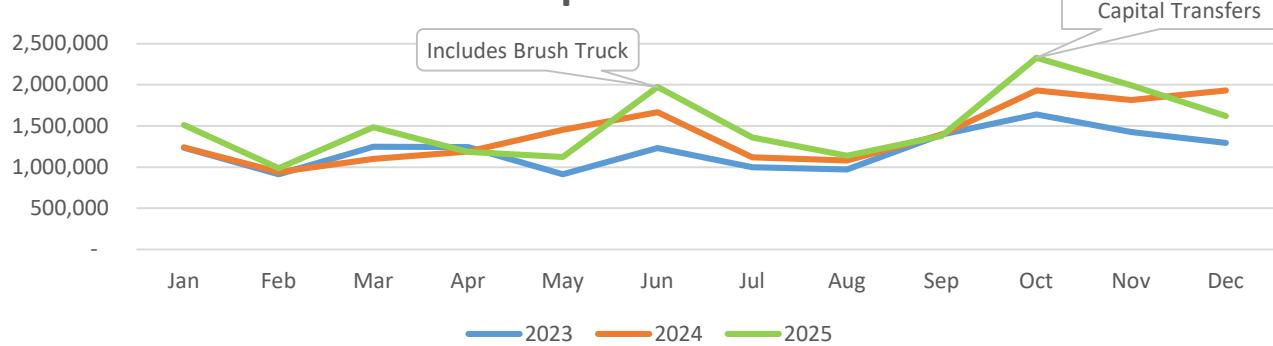
### Other Highlights:

- Know Your Fire District presentations have started, highlighting financial section
- Reconciled and closed accounting calendar year 2025

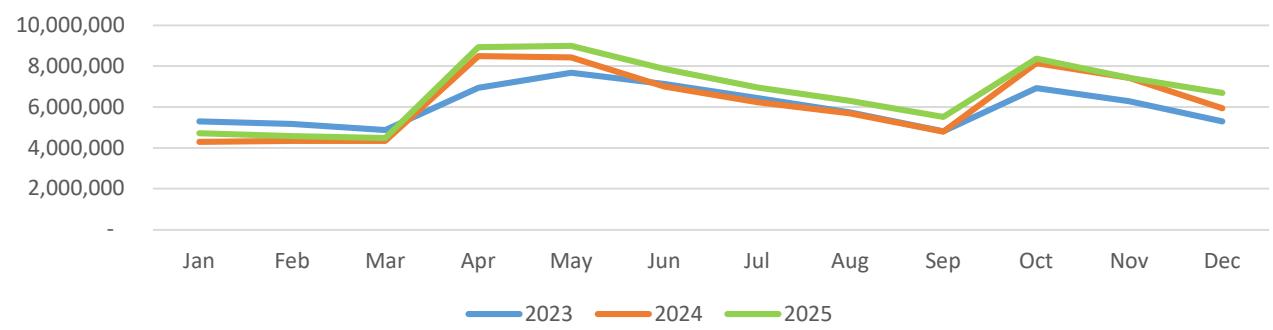
## East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



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



## East Jefferson Fire Rescue FIRE General & EMS Funds Fund Balance



# FIRE - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:06:32 Date: 01/09/2026

Page: 1

001 Fire Fund #656001010		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	13,657,984.00	13,642,371.69	15,612.31	0.1%
330 Grants	0.00	8,907.76	(8,907.76)	0.0%
390 Transfer In	272,000.00	677,513.54	(405,513.54)	0.0%
<b>Fund Revenues:</b>	<b>13,929,984.00</b>	<b>14,328,792.99</b>	<b>(398,808.99)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
210 Administrative	2,044,080.00	1,915,154.44	128,925.56	6.3%
211 Legislative	240,195.00	204,591.22	35,603.78	14.8%
220 Suppression	6,417,524.00	6,185,966.49	231,557.51	3.6%
230 Prevention	22,000.00	28,374.31	(6,374.31)	0.0%
245 Training	112,333.00	103,421.88	8,911.12	7.9%
250 Facilities	422,414.00	341,955.66	80,458.34	19.0%
260 Vehicles & Equipment	468,450.00	428,932.17	39,517.83	8.4%
<b>520 Fire Control</b>	<b>9,726,996.00</b>	<b>9,208,396.17</b>	<b>518,599.83</b>	<b>5.3%</b>
590 Debt, Capital & Transfers	1,958,785.50	2,187,268.76	(228,483.26)	0.0%
<b>Fund Expenditures:</b>	<b>11,685,781.50</b>	<b>11,395,664.93</b>	<b>290,116.57</b>	<b>2.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,244,202.50</b>	<b>2,933,128.06</b>		

# FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 13:27:10 Date: 01/07/2026

Page: 1

001 Fire Fund #656001010

01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 20 10 000-0 FF/EMT (40%)	2,872,983.00	2,864,804.42	8,178.58	0.3%
522 20 10 019-0 OVERTIME (40%)	519,147.00	486,011.11	33,135.89	6.4%
220 Suppression	3,392,130.00	3,350,815.53	41,314.47	1.2%
<b>520 Fire Control</b>	<b>3,392,130.00</b>	<b>3,350,815.53</b>	<b>41,314.47</b>	<b>1.2%</b>
<b>Fund Expenditures:</b>	<b>3,392,130.00</b>	<b>3,350,815.53</b>	<b>41,314.47</b>	<b>1.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>(3,392,130.00)</b>	<b>(3,350,815.53)</b>		

## EMS - 2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 14:07:45 Date: 01/09/2026

Page: 1

101 EMS Fund #657001100		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	9,200,311.00	10,442,772.05	(1,242,461.05)	0.0%
Fund Revenues:	9,200,311.00	10,442,772.05	(1,242,461.05)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,611,439.00	6,435,994.54	175,444.46	2.7%
274 EMS Training	108,940.00	54,909.91	54,030.09	49.6%
276 EMS Maintenance	0.00	7,721.53	(7,721.53)	0.0%
520 Fire Control	6,720,379.00	6,498,625.98	221,753.02	3.3%
590 Debt, Capital & Transfers	190,000.00	190,142.66	(142.66)	0.0%
Fund Expenditures:	6,910,379.00	6,688,768.64	221,610.36	3.2%
Fund Excess/(Deficit):	2,289,932.00	3,754,003.41		

# EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 13:28:14 Date: 01/07/2026

Page: 1

101 EMS Fund #657001100

01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 72 10 000-1 FF/EMT (60%)	4,309,474.00	4,297,087.69	12,386.31	0.3%
522 72 10 019-1 OVERTIME (60%)	778,721.00	731,244.48	47,476.52	6.1%
272 EMS Operations	5,088,195.00	5,028,332.17	59,862.83	1.2%
520 Fire Control	5,088,195.00	5,028,332.17	59,862.83	1.2%
<b>Fund Expenditures:</b>	<b>5,088,195.00</b>	<b>5,028,332.17</b>	<b>59,862.83</b>	<b>1.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>(5,088,195.00)</b>	<b>(5,028,332.17)</b>		

**East Jefferson Fire Rescue****Policy 6004 - Required 25% Fund Balance Calculation****2026 Expenditures:**

	Budget
FIRE General Expenditures	\$ 13,463,436
EMS Fund Expenditures	7,991,227
Total Expenditures	<u><u>\$ 21,454,663</u></u>

**1/1/26 Beginning Fund Balance**

	Actual	Budget	Difference
FIRE General	\$ 2,933,128	2,839,584	\$ 93,544
EMS Fund	3,754,003 *	3,377,465	376,538
Sub total (Operating Fund Balance)	<u>6,687,131</u>	<u>6,217,049</u>	<u>470,082</u>
% of 2026 Budget	31.2%	29.0%	
FIRE Capital	1,502,032	1,470,847	31,185
EMS Capital	1,323,584	1,289,381	34,203
Reserve	1,025,144	1,020,000	5,144
Total Fund Balance	<u><u>\$ 10,537,891</u></u>	<u><u>\$ 9,997,277</u></u>	<u><u>\$ 540,614</u></u>
% of 2026 Budget	49.1%	46.6%	

25% policy requirement met

\* Includes \$275k designated for EMS allowable facility projects O&M fund, EMS Apparatus replacements and purchase of additinal AED and proportional base station radios approved by BOC in Dec 2025 (Designate Fund Received for GEMT FY2024 interim settlement)

**Policy 6004****SECTION 1.0 POLICY**

The District budget shall balance operating expenditures with operating revenues. The General Fund shall not be balanced with appropriating from the General Fund Reserve if to do so would drop the fund balance below 25% of expenditures.

The reserve funds, for all governmental fund types, as established by the Board of Fire Commissioners, shall have amounts sufficient to cover contingent expenses, meet seasonal cash flow shortfalls and upgrade or maintain the District's credit rating. To protect these expenditure areas, the District shall maintain a designated and undesignated fund balance of at least 25% of estimated annual expenditures as measured on 12/31 of each year. If designated and undesignated funds are used to resolve a contingency, including but not limited to those listed below, and the reserve fund balances fall below 25%, then the District shall rebuild the balance within a period not to exceed three fiscal years.

## 2025 Actual to Budget Variances

	2025 Budget	2025 Actuals	Diff
<b>FIRE + EMS TOTAL</b>			
Total Beginning Fund Balance	\$ 5,607,391	\$ 5,932,280	\$ 324,889
Revenues	17,522,904	18,839,285	1,316,381
Expenditure	18,596,161	18,084,434	511,727
Total Surplus/(Deficit)	(1,073,257)	754,851	1,828,108
Total Ending Fund Balance	<b>\$ 4,534,135</b>	<b>\$ 6,687,131</b>	<b>\$ 2,152,997</b>

\* Estimates are as of 11/7/25

### EXPLANATIONS:

Beginning Balance	5,607,391	5,932,280	324,889
<b>Revenues:</b>			
Property Taxes	14,375,000	14,304,334	(70,666)
Ambulance Fees	1,498,000	1,639,431	141,431
GEMT	670,000	1,148,767	478,767
Investment Interest	140,000	248,254	108,254
Grants	322,000	395,557	73,557
Local Program proceeds	-	455,514	455,514
Other, net			<u>129,524</u>
			<u>1,316,381</u>
<b>Expenditures:</b>			
Salaries & Benefits	13,298,244	12,966,737	331,507
Facilities	265,000	184,482	80,518
Believe in Recovery	162,200	122,615	39,585
Structural PPE	210,000	101,183	108,817
Training	221,273	158,332	62,941
Fuel	135,000	90,963	44,037
Debt Service	403,873	365,485	38,388
Apparatus/Amb/Equip (mostly offset by Local Program)	222,000	454,323	(232,323)
CARES vehicle	-	42,719	(42,719)
Other, net			<u>80,975</u>
			<u>511,727</u>
Total Difference			<u>2,152,997</u>

East Jefferson Fire Rescue  
 Surplus/(Deficit) History  
 Fire & EMS Operating (Combined)

Surplus/(Deficit) History		
Year	FIRE + EMS COMBINED	
	Budget	Actual
2015	(167,888)	226,682
2016	35,842	500,115
2017	(1,356)	394,385
2018 (1)	11,503	38,799
2019 (2)	(954,781)	356,210
2020	(487,436)	(118,215)
2021	(894,259)	956,690
2022	(2,078,565)	1,600,496
2023 (3)	(2,305,204)	(1,004,672)
2024 (4)	59,844	643,759
2025	(1,073,257)	754,851
2026	(1,361,842)	

- (1) First year received GEMT
- (2) PT Fire Depart annexed into the District
- (3) Merger on of January 1, 2023
- (4) Levy Lid Lift: Fire Levy raised to 1.30  
 EMS Levy raised to .50

Date Prepared: 1/9/26

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

<b>Public Education, Events, and Presentations</b>	<b>Events</b> <ul style="list-style-type: none"><li>• 12/12 Visit to Salish Coast Elem, 60 Kindergarteners</li><li>• 12/12 Know Your Fire District Focus Group Presentation</li><li>• 1/8 Know Your Fire District Meeting in Port Ludlow</li></ul>
<b>Community Partnerships</b>	<ul style="list-style-type: none"><li>• 12/23 Knox Box Installation and Key Update at Jefferson Healthcare</li><li>• 1/5 Jefferson County Fire Chiefs Meeting</li><li>• 1/6 Meeting with DNR for potential funding of wildfire efforts</li></ul>
<b>Smoke Alarm Installations</b>	<ul style="list-style-type: none"><li>• December – 10 Alarms Installed</li><li>• 2025 Total – 187 Alarms Installed</li></ul>
<b>Wildfire Assessments</b>	<ul style="list-style-type: none"><li>• December – No Assessments Completed</li><li>• 2025 Total – 186 Assessments Completed</li><li>• 12/22 Fire Aside Onboarding</li></ul>
<b>Plan Review, Inspections, Investigations</b>	<p><b>Fire Code Inspections (City of Port Townsend)</b></p> <ul style="list-style-type: none"><li>• December – 15 Fire Code Inspections Completed</li><li>• 2025 Total – 18 Fire Code Inspections Completed</li></ul> <p><b>Citizen Concerns</b></p> <ul style="list-style-type: none"><li>• 12/11 Key Update with Jefferson Healthcare</li><li>• 1/7 Response to Cape George Resident Concern on Hydrants</li></ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"><li>• 12/11, 12/18, 1/8 New Development Reviews with City of Port Townsend</li><li>• 12/19 Meet with City of Port Townsend for Inspection Report Processing</li><li>• 1/5 Meet with City of Port Townsend on Lawrence Street Improvements</li></ul> <p><b>Burn Permit Inspections</b></p> <ul style="list-style-type: none"><li>• December – 3 Burn Permit Inspections Completed</li><li>• 2025 Total – 30 Burn Permits Issued</li></ul>

<b>Public Information Officer (PIO)</b>	<p><b>Media Releases</b></p> <ul style="list-style-type: none"><li>• 12/16 Clean Audits Highlight EJFR's Continued Record of Fiscal Responsibility</li></ul> <p><b>Social Media Posts</b></p> <ul style="list-style-type: none"><li>• 12/16 Clean Audit and Fiscal Responsibility</li><li>• 1/6 Promotion of Hands Only CPR Class on January 19th</li><li>• 1/9 National Law Enforcement Appreciation Day Post</li><li>• 1/9 Know Your Fire District Meetings Promotion</li></ul> <p><b>Social Media Followers</b></p> <ul style="list-style-type: none"><li>• Facebook – 3,930, Up 13 followers</li><li>• Instagram – 710, up 2 followers</li></ul> <p><b>Monthly Newsletter</b></p> <ul style="list-style-type: none"><li>• 12/18 December Newsletter Published, 126 Sends, 85 Opens (70% Open Rate)</li><li>• 126 Subscribers</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Personal</b>	<ul style="list-style-type: none"><li>• 12/8, 12/15, 12/23-1/4 Holiday Time Off</li></ul>

Date Prepared: 1/14/26

Subject: Human Resource Report

Prepared By: Emily Stewart

<b>Meetings &amp; Training:</b>	<ul style="list-style-type: none"><li>• 12/3 End of year update mtg</li><li>• 12/4 End of year update mtg</li><li>• 12/5 M&amp;C mtg</li><li>• 12/6 End of year update mtg</li><li>• 12/8 FIT mtg</li></ul>	<ul style="list-style-type: none"><li>• 12/11 HR mtg</li><li>• 12/11 Vol mtg</li><li>• 12/12 KYFD focus group</li><li>• 12/19 HR mtg</li></ul>
<b>Human Resources</b>	<p><b>Employee Performance Appraisals</b></p> <ul style="list-style-type: none"><li>• Done – Lawson</li></ul> <p><b>FITs/Volunteers</b></p> <ul style="list-style-type: none"><li>• 12/10 FIT oral board interviews – nine candidates interviewed, two volunteers will change roles into FIT's in January, one in February and two new FITs will begin in February pending background checks and physicals.</li></ul> <p><b>PC Classes</b></p> <ul style="list-style-type: none"><li>• 12/11 Completed BAS 301 Managerial Accounting &amp; BAS 315 Leadership, Mgmt &amp; Organizations</li></ul>	
<b>Presentations / Tours/Other/Misc</b>	<ul style="list-style-type: none"><li>• <a href="#"><u>Acronym Glossary</u></a></li><li>• Policy/SOG input &amp; updates</li><li>• Volunteer Program input/updates</li><li>• End of year HR updates</li><li>• 12/4 Salish Elementary school visit</li><li>• Holiday office coverage coordination</li><li>• IT: Starlink integration in progress, Sta 6 AV update completed, Sharepoint/Shared Drive migration</li><li>• <b>**IT update – moving to using Teams and Sharepoint instead of Zoom and Dropbox for Commissioner Meetings beginning Jan 2026.</b></li></ul>	

## EJFR Staff and Volunteers, (February 2026)

2/26	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	3-Morris	7-Chambers	4-Dalrymple
LT	5-Pulido	8-White	3-Carver
PM	4-Whiting	5-Yelaca	2-Spellman
PM	3-Minker	7-Wagner	6-Johnson
PM	6-Rudnick	1-Welander	5-Holbrook
PM		4-Severin	
FF	1-Secondez	2-Kithcart	3-Parker
FF	2-Walker	2-Kinney	3-Sheehan
FF	7-Cordova	3-G.Williams	4-Kaldahl
FF	5-B.Grimm	6-Fairbanks	6-Richter
FF	7-Sviridovich	8-P. Williams	7-Beery
FF	8-Archuleta	8-Boe	1-Chapman
FF	8-Wright	3-Floberg	5-Le
FF	2-Jeske	6-Heydon	2-Wells
FF	5-McGuffey		
FF			
Res	Holmes	Sanchez	Wagner
Res	Gardner	Justis	Wilford
Res		Mills	
MSO	FF/PM Ridgway		
Cares	FF/PM Woods		
	Captain Bergen FF/PM		
			56

Admin	
Chief	Black
DC	Brummel
CRM	Wittenberg
DS	Cray
HR	Stewart*
AA	Sanders
AA	Murray*
FT	Lawson
FD	Lirio
Total 9	
Volunteer	
BERRY	Admin
CHAPMAN	Admin
DAWSON	Admin
DOOLIN	Admin
HORVATH	Admin
KEPLINGER	Admin
KRYSINSKI	Admin
STEBBINS	Admin
Total 8	
AVERY	EMS
BLANCHARD	EMS
GLASCO	EMS
GONNELLA	EMS
MILLER	EMS
SHORT	EMS
REICHHELD	EMS
Total 7	

Total 7

Volunteer	Position(s)	Volunteer	Position(s)
BARTON	FF/EMS	BETHEL	Support
BAZINET	FF/EMS	COULTER	Support
BENTZEN	FF/EMS	FLANAGANMATA	Support
BOWE	FF/EMS	FLEISCHMAN	Support
BUCKHAM	FF/EMS	FORCE	Support
COREY	FF/EMS	GLEESON	Support
MCNERTHNEY	FF/EMS	LUKE	Support
MONTONE	FF/EMS	MATACHAON	Support
SNYDER	FF/EMS	MICHELSON	Support
STEWART	FF/EMS	NATHAN	Support
STONE	FF/EMS	SMITH	Support
THOMAS	FF/EMS	WIECHERT	Support
Total 11		*EMS Volunteers	
		Total 12	
Commissioner	District	Commissioner	District
Price	1	Price	1
Craig	3	Craig	3
Masci	4	Masci	4
Seabrook	2	Seabrook	2
Stinson	5	Stinson	5
Total 5		Total 5	
Total Career FF		Total FF	
Total Admin staff		56	
Total Volunteers		9	
Total		48	
Commissioners		5	
Total EJFR Members			
		118	

Total EJFR Members

118

**Date Prepared:** 1/9/26

**Subject:** *Executive Assistant/District Secretary Report*

**Prepared By:** *Tanya Cray*

<b>Meetings &amp; Events:</b>	<ul style="list-style-type: none"><li>• 12/4 Audit Status Mtg</li><li>• 12/4 JC Fire &amp; Admin Association</li><li>• 12/5 Meet &amp; Confer</li><li>• 12/8 Agenda Prep Mtg</li><li>• 12/9 Meet to transfer title on Brush 7</li><li>• 12/10 Ready Rebound Demo</li><li>• 12/11 Audit Exit Mtg</li><li>• 12/16 Reg BOC Mtg</li><li>• 12/17 Oath of Office to Commissioner Price</li></ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"><li>• PL Voice Submission</li><li>• Board Meeting packet preparation.</li><li>• Documents Purge at Station 7</li><li>• GovDeals posting/selling of surplus items</li></ul> <p>On vacation from 12/25/25-01/05/26</p>
<b>Levy Process Next Steps</b>	<ul style="list-style-type: none"><li>• Ballots Mailed 1/21/26</li><li>• <b>Election Day 2/10/26</b></li><li>• Election Certified 2/20/26</li></ul>
<b>Ready Rebound Summary of Usage Dec 2024-Dec 2025</b>	<ul style="list-style-type: none"><li>• <b>Number of Cases:</b> 6 Off Duty, 3 Courtesy (Family)</li><li>• <b>Open Cases:</b> 1 Courtesy</li><li>• <b>Appointments Scheduled:</b> 2 Initial, 2 Imaging, 1 Surgery</li><li>• <b>Days Saved by Appointments:</b> 27Initial, 15 Surgery, -27 Imaging 9member delays)</li><li>• <b>Estimated Shifts Saved:</b> 8</li><li>• **As a reminder to all members, <b>Ready Rebound isn't only for employees.</b> Family members, Commissioners and retirees all can utilize this program.</li></ul>

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Date: 1/9/2025

Subject: *Battalion Chief 11 Report*Prepared By: *Jason MacDonald*

<b>BC 11 Administrative Meetings</b>	<ul style="list-style-type: none"> <li>• Daily Shift meetings</li> <li>• Once per tour visit to all stations for crew contact and assistance</li> <li>• JeffCom User Group Meeting</li> <li>• JeffCom director meeting to discuss tone stack and timing</li> <li>• Review with Program Leads end of 2025 purchases and budget updates</li> </ul>
<b>BC 11 911 Responses</b>	<ul style="list-style-type: none"> <li>• "A" Shift Responses 165</li> <li>• BC11 responded to 20 incidents in the last month</li> <li>• 4 MVC's</li> <li>• 1 RV fire Cape Georger Rd</li> <li>• 4 CPRs</li> </ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"> <li>• A-Shift training 551.25 hours completed</li> <li>• EMS connect</li> <li>• Ongoing Shift level training and scheduling</li> <li>• Base Station</li> <li>• 2 day Tactics with Stan Cooke</li> <li>• Night MCO with Capt Bergen</li> <li>• Grimm and Whiting SCBA Tech recert class.</li> </ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"> <li>• Shift based training oversight and compliance</li> <li>• Staffing and Callbacks</li> <li>• Scheduling 2026</li> <li>• Hours Audits and Accruals Audits 2026</li> <li>• NERIS launch prep work.</li> </ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"> <li>• Cross staffing and crewforce (Lt. Kauzlarich/MacD)</li> <li>• Response Plans and Station Assignments (Kauz/MacD)</li> <li>• EJFR Tender Response</li> <li>• Jeffcom Director Stewart &amp; DC Brummel regarding tablet usage and response plans</li> <li>• CISD SOG Review/Revision</li> </ul>

Program Budgets Update	Program Budget	BARS	Amount	Spent	Remaining
	CrewForce (Kauz)	522 20 41 0200	\$5,000.00	\$,2960.68	<b>\$2,039.32</b>
	Radios (Kauz)	522 20 42 0102	\$8,200.00	\$5,743.37	<b>\$2,456.63</b>
	SCBA (B. Grimm)	522 20 31 0300	\$50,500.00	\$50,104.34	<b>\$395.66</b>
	Wildland (Sanders)	522 20 35 0050	\$21,480.00	\$17,371.37	<b>\$4,108.63</b>
	Small Tools (Secondez)	522 20 35 0100	\$3,000.00	\$1,658.51	<b>\$1,341.49</b>
	Beds 7/8 (Carver)	522 50 31 0100	\$9,500.00	\$5,007.52	<b>\$4,492.48</b>

**Date:** December 6th, 2025

**Subject:** BC-12 Report

**Prepared By:** *Justin Clouse*

<b>BC Administrative Meetings</b>	<ul style="list-style-type: none"> <li>• Daily Shift Meetings</li> <li>• At least once per tour visit to each station for crew contact and assistance</li> <li>• IFSAC Testing meeting</li> <li>• Meetings with facility maintenance tech</li> <li>• CRR Meeting</li> <li>• State IFSAC Technical Advisory Group Meeting</li> </ul>
<b>BC 911 Responses</b>	<ul style="list-style-type: none"> <li>• Responded to 9 incidents in November.</li> <li>• Established or assumed command of 6 of those incidents.</li> <li>• Was on K day for 1 rotation in November.</li> </ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"> <li>• Daily Shift level training</li> <li>• EMS Connect</li> <li>• Base Station</li> <li>• Create &amp; Teach Volunteer Tender Drill</li> <li>• Acting Battalion Chief Manual with 1 prospective Acting BC</li> <li>• Research water supply officer taskbook.</li> </ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"> <li>• Shift based training oversight and compliance</li> <li>• Staffing and callback</li> <li>• Run Shift Training reports</li> <li>• ESO report review</li> <li>• Facility Maintenance program oversight</li> <li>• Budget planning</li> </ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"> <li>• Training Committee</li> <li>• IFSAC Testing Technical Advisory Committee</li> <li>• IFSAC testing- Prep for Kitsap Fall academy</li> <li>• Facility maintenance planning</li> <li>• Station 5 Annex oversite</li> <li>• Station 2 Storage building project</li> </ul>

Personal Protective Equipment	<ul style="list-style-type: none"> <li>Equipment continues to come in.</li> </ul>
Technical Rescue	<ul style="list-style-type: none"> <li>Nothing</li> </ul>
Wellness Program	<ul style="list-style-type: none"> <li>Nothing</li> </ul>
Facilities Maintenance	<ul style="list-style-type: none"> <li>Station 1- Bay window trim problem.</li> <li>Station 2- Storage building permitting.</li> <li>Station 4- Nothing.</li> <li>Station 5- Annex project- completed.</li> <li>Station 6- Stove/tones cutout.</li> <li>Station 7- Nothing.</li> <li>Station 8- Siding Project quote.</li> <li>Station 9- Nothing.</li> <li>Admin- Nothing.</li> </ul>

Program Budget	BARS	Amount	Spent	Remaining
Wellness (Gregory)	522 20 41 0600	\$3,000.00	\$1,822.05	<b>\$1,177.95</b>
Fitness Program (Gregory)	522 72 41 0601	\$3,000.00	\$ 0.00	<b>\$ 3,000.00</b>
Annual Physicals (Gregory)	522 10 41 0160	\$55,000.00	\$37,244.50	<b>\$17,755.50</b>
Ready Rebound (Kinney)	522 72 41 0601	\$14,000.00	\$3,360.00	<b>\$10,640.00</b>
Hose (Kinney)	522 20 35 0100	\$25,000.00	\$20,989.05	<b>\$4,011.95</b>
FF PPE (Lueders)	522 20 20 0609	\$170,000.00	\$100,228.55	<b>\$69,771.45</b>
Special Ops Rope (White)	522 20 35 0500	\$4,567.00	\$4,228.48	<b>\$ 338.52</b>
Fire Alarm Panel 1 (Lawson)	594 22 64 0100	\$22,500.00	\$16,561.81	<b>\$ 5,938.19</b>
H2O Heaters St 2 & 7	594 22 64 0100	\$36,500.00	\$24,547.50	<b>\$11,952.50</b>
St 2 Storage Bldg. (Lawson)	594 22 62 0630	\$75,718.00	\$45,080.92	<b>\$30,637.08</b>
Station 5 Annex Repair (Lawson)	522 50 48 0100	\$ 0.00	\$3,000.00	<b>\$ -3,000.00</b>

Date: 1/11/2026

Subject: *Battalion Chief 13 Report*Prepared By: *Justin Fletcher*

<b>BC 13 Administrative Meetings</b>	<ul style="list-style-type: none"> <li>• Daily Shift meetings</li> <li>• Visit each station and collaborate with crews at least once per tour</li> </ul>
<b>BC 13 911 Responses</b>	<ul style="list-style-type: none"> <li>• Responded to 13 incidents in December (None of any significance)</li> </ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"> <li>• Shift level training (C Shift completed 855 hours of training)</li> </ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Callbacks for all staffing needs</li> <li>• Scheduling maintenance, repairs and new apparatus builds</li> <li>• Worked with crews to add and rearrange equipment to Ladder 1</li> </ul>
<b>Shift Programs</b>	<ul style="list-style-type: none"> <li>• EJ-595 new seat covers</li> </ul>

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	\$37,620.00	\$25,581.41	\$12,038.59
Apparatus Maintenance	Fletcher	\$264,250.00	\$231,563.65	\$32,686.35
Ladders	Parker	\$3,000.00	\$350.00	\$2,650.00

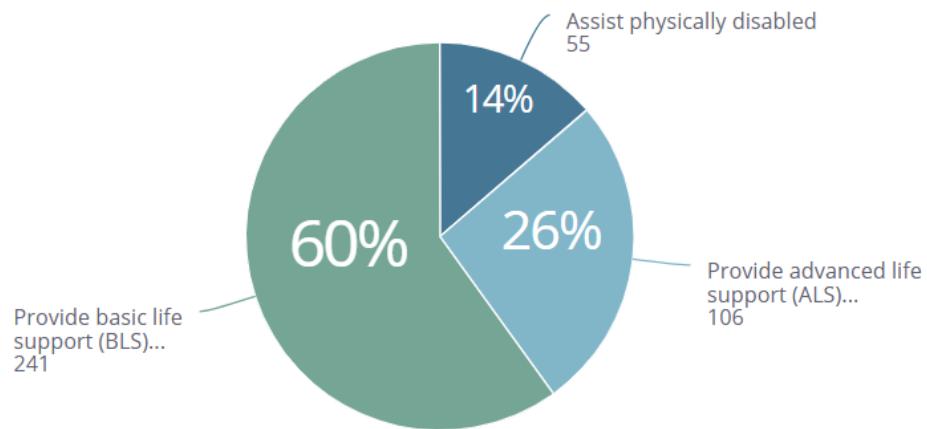
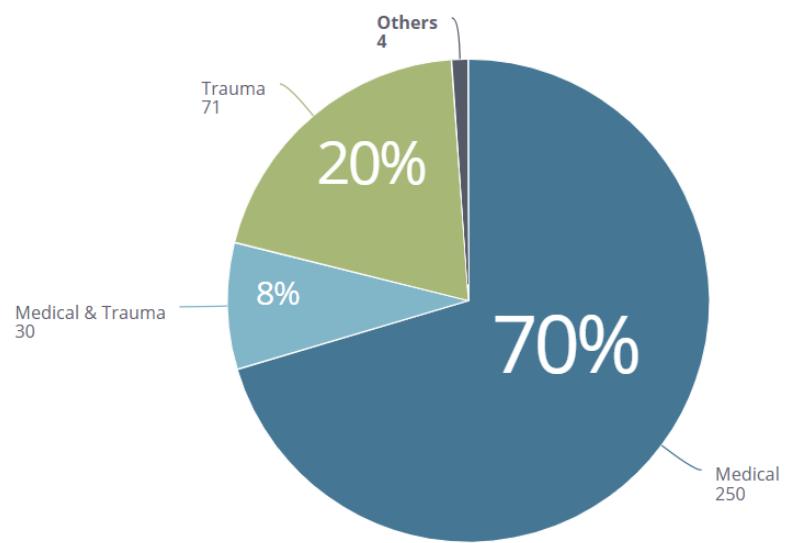
**BOC Report, MSO**

**December 2025**

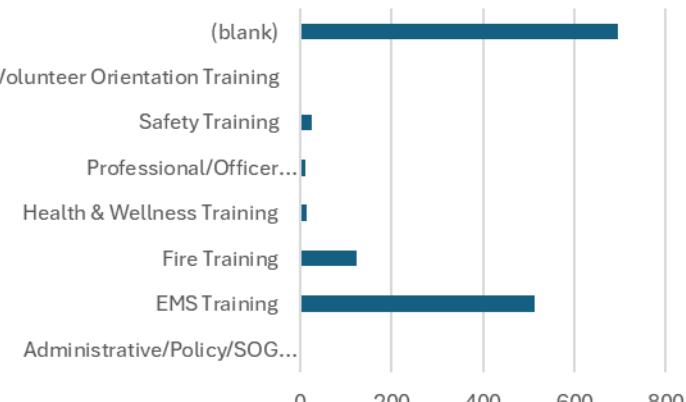
**Submitted by: Tammy Ridgway**

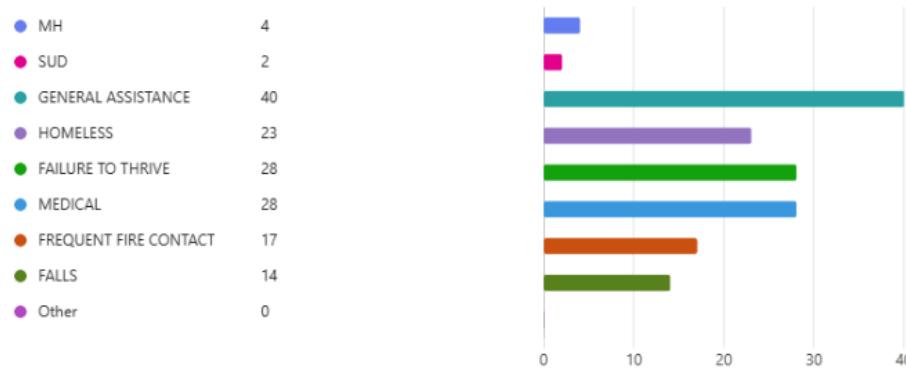
<b>Meetings</b>	<ul style="list-style-type: none"><li>• Weekly meeting with Dr. Carlbom</li><li>• CARES Team Meeting</li><li>• BOC Meeting</li><li>• Multiple meetings with new volunteers</li><li>• Meet with Chief Black</li><li>• Volunteer work group</li><li>• Volunteer Onboarding</li><li>• JHC</li></ul>
<b>Continuing education and Training</b>	<ul style="list-style-type: none"><li>• Target Solutions</li><li>• EMS Connect</li><li>• Base Station</li><li>• Volunteer Drill</li><li>• Cardiac Arrest Survival Summit</li></ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"><li>• Audit of all controlled substances used for previous month</li><li>• Supplies</li><li>• MSO response 8 calls including 1 CPR</li><li>• End of year reports for EMT/PM recertifications</li></ul>

### EMS Calls



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

<b>Department Wide EMS Related Training Hours</b>	<p>Sum of Duration (hours)</p> <p>Sum of Duration (hours) by Assignment Type</p> <p>(blank) 680</p> <p>Volunteer Orientation Training 10</p> <p>Safety Training 10</p> <p>Professional/Officer... 10</p> <p>Health &amp; Wellness Training 10</p> <p>Fire Training 120</p> <p>EMS Training 500</p> <p>Administrative/Policy/SOG... 0</p> 
<p><b>Success Story</b></p> <p><b>This gentleman had a cardiac arrest on December 5, 2024 and stopped by on his one-year anniversary to bring some treats and say thank you.</b></p>	

<b>CARES Contacts</b>	<p>● INITIAL CONTACT 20</p> <p>● FOLLOW UP CONTACT 125</p> <p>● UNABLE TO CONTACT 11</p>  <p>8. PRIMARY REASON FOR REFERRAL</p>  <table border="1"> <thead> <tr> <th>Reason</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>MH</td><td>4</td></tr> <tr><td>SUD</td><td>2</td></tr> <tr><td>GENERAL ASSISTANCE</td><td>40</td></tr> <tr><td>HOMELESS</td><td>23</td></tr> <tr><td>FAILURE TO THRIVE</td><td>28</td></tr> <tr><td>MEDICAL</td><td>28</td></tr> <tr><td>FREQUENT FIRE CONTACT</td><td>17</td></tr> <tr><td>FALLS</td><td>14</td></tr> <tr><td>Other</td><td>0</td></tr> </tbody> </table>	Reason	Count	MH	4	SUD	2	GENERAL ASSISTANCE	40	HOMELESS	23	FAILURE TO THRIVE	28	MEDICAL	28	FREQUENT FIRE CONTACT	17	FALLS	14	Other	0															
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<b>Naloxone Leave at Home</b>	<p><b>December 2025</b></p> <p>Monthly Naloxone Distribution Survey - Jefferson County EMS Leave Behind</p> <hr/> <p>Date Survey Completed 01-05-2026 08:17:11</p> <p><b>Community Naloxone Distribution</b></p> <p>How many naloxone kits did your program distribute to clients or participants December 2025? 0</p> <hr/> <p>How many clients or participants did your program train on overdose response in December 2025? 0</p> <hr/> <p>How many clients or participants reported using their last naloxone kit to reverse an overdose in December 2025? 0</p>																																			
<b>December Expenses</b>	<table border="1"> <thead> <tr> <th>Description</th> <th>BARS</th> <th>Budgeted Amount</th> <th>Spent</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>EMS Supplies</td> <td>522 72 31 0101</td> <td>\$80,500.00</td> <td>8123.87</td> <td>\$12,928.26</td> </tr> <tr> <td>EMS Medications</td> <td>522 72 31 0151</td> <td>\$50,000.00</td> <td>7,485.61</td> <td>\$20,236.29</td> </tr> <tr> <td>CPR Program</td> <td>522 74 45 0101</td> <td>\$4,000.00</td> <td></td> <td>\$3,881.70</td> </tr> <tr> <td>Training/Conferences</td> <td>522 74 45 0201</td> <td>\$14,600.00</td> <td></td> <td>\$14,600.00</td> </tr> <tr> <td>DOH Training Grant</td> <td>522 72 35 0251</td> <td>\$766.00</td> <td>\$458.64</td> <td>\$307.36</td> </tr> <tr> <td>Required Training</td> <td>522 74 45 0501</td> <td>\$12,300.00</td> <td>556</td> <td>\$5,491.29</td> </tr> </tbody> </table>	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
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**December Training Captain Report**  
**January 5th, 2026**  
**Submitted by: Captain Trevor Bergen**

**Overview Training Hours:**

- **Total Hours for 2025: 20,658 Hours**
- **2025 4th quarter firefighter training hours: 5,790 Hours**
- **December 2025 total training Hours: 2,405 Hours**
- **2025 Training Hours: 15,406 Hours**
- **2025 WSRB Training Hours: 10,526 Hours**

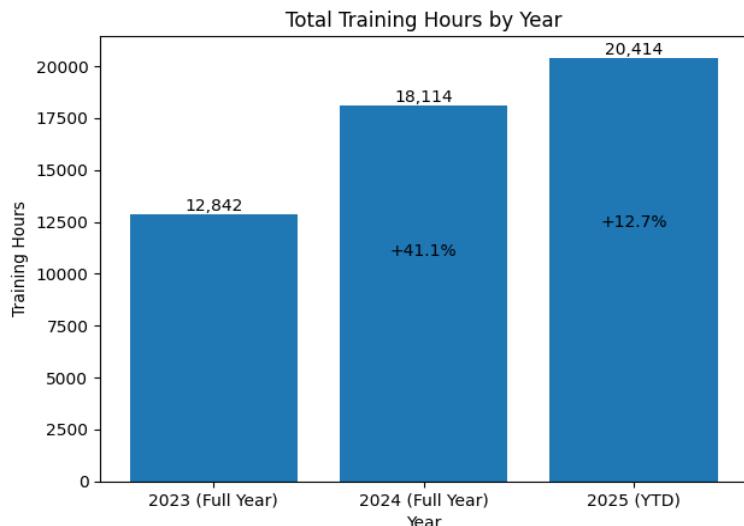
**EJFR Firefighter in Training:**

- **6 funded positions with a 7<sup>th</sup> grant funded**
- **Interviewed 9 and ranked on eligibility list**
- **Offered 5 positions starting Jan 1 / Feb 1**

**Overview:**

- **Chief Stan Cooke “Critical thinking for the initial IC” Class** -EJFR hosted class with 4 local agencies in attendance. Close to 50% of EJFR Career members attended. Great feedback with intent to bring back Ret Chief Cooke in 2026.
- **Multifamily Night Ops MCO** - Conducted night operations for three shifts holding 2- 2hour per night Multi company evolutions based on a three-story Apartment complex found in our district. 2 evolutions per block were conducted allowing company officers/acting officers/ senior firefighters the ability to read the situation and create tactics for the evolution. All training blocks were closed with a “tailboard” conversation on what we did good and what we could do to improve.
- **4<sup>th</sup> quarter completion of training** - Conducted and participated in company level training to assist with make-up assignments on 4<sup>th</sup> quarter. Caught up on training that I had missed to complete 4<sup>th</sup> quarter with 100% completion
- **Start and vet 1<sup>st</sup> quarter 2026 Training** – All training was assigned using the two-year training calendar. Assignments were tested for functionality and make sure all links were working. Made several new assignments to assist with capturing what we are training on better.
- **Upcoming Schedule** - May 2026 Rescue System One. November/December 2026 Chief Stanton Cooke

*In 2025, EJFR demonstrated sustained growth in training activity, building on gains established in 2024. Total training hours increased by 12.7% year-to-date compared to the prior year, with consistent participation across A, B, and C shifts. Monthly trends indicate balanced training distribution with predictable seasonal peaks, supporting both operational readiness and workforce development goals.*



TITLE	BARS #	Budget	Spent	Remaining
TRAINING EQUIPMENT ST/ME	522 45 35 010-0	\$ 22,000.00	\$	\$ 22,000.00
TRAINING TOWER REPAIRS/MAIN FROM MEMBER FEES	522 45 40 002-0	\$ 14,000.00	\$	\$14,000.00
TRAINING CONFERENCES - CAREER	522 45 40 010-0	\$ 10,000.00	\$	\$ 10,000.00
TRAINING CLASSES - CAREER	522 45 40 050-0	\$ 50,000.00	\$	\$ 50,000.00
TRAINING REGISTRATIONS - VOLUNTEER	522 45 40 060-0	\$ 1,950.00	\$	\$ 1,950.00
TRAINING DUES, SUBSCRIPT/MEMBERSHIP	522 45 49 010-0	\$ 21,500.00	\$1,125.00	\$ 20,375.00
MISCELLANEOUS	522 45 49 020-0	\$ 1,500.00	\$	\$ 1,500.00
VOL EMT TRAINING	522 74 45 025-0	\$ 10,000.00	\$	\$10,000.00
KCFTA FIRE ACADEMY - FIT'S	OT-Training	\$ 50,000.00	\$	\$50,000.00
OVERTIME OT - TRAINING (60/40)	OT-Training	\$ 40,648.00	\$	\$ 40,648.00



Quarterly MCO's with the shifts.



C Shift Live Fire in February



PXT Class was held in October



Tech Rescue Training at Station 2-part of quarterly Tech Training



Ret. Chief Stanton Cooke EJFR Hosted class December

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	Feb 16th '26
Ambulance Remount		\$185,000	\$241,470	Delivered 10/7/25
Rescue	\$250,000	postponed	n/a	n/a
	<b>\$2,985,000</b>	<b>\$2,935,219</b>	<b>\$2,981,689</b>	

New Apparatus Updates

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

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

- Pre-construction meeting was completed Aug 26<sup>th</sup>-29<sup>th</sup> and the members that flew back to participate included Chief Black, BC Fletcher, LT Kauzlarich, LT Morris, FF Kinney and FF Richter.
- Due to the recent availability of the current generation of motors for the engines we have signed another change order to go with the "L9" motor vs the "X10". The horsepower and torque outputs are near identical and the savings that will be received are \$80,257.00 per engine or overall savings of \$160,514. A change order was signed on 11/8/24 confirming the price reduction.
- The new work order stated there was still an 800 day expectancy to receive our engines however, the dealer is optimistic that it will be significantly less time.
- Engine committee has completed the needs list for the new apparatus to total approximately \$225,000. This amount has been added to the '25 budget for purchase.
- While Spartan was reviewing the specs it was discovered that not all of the equipment was added in for the new radio system and a \$1,208.00 change order was signed per engine to allow proper completion.
- Signed a change order on 12/5/25 after an engineering meeting with Spartan to clarify somethings and to change some things to be more practical based of recommendations given by Spartan.

- 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
  - Inspection and delivery date set with Braun to be 2/16/26
- 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) **New (EJ429) Final Report**
  - It was determined during budgetary conversations that we are going to rechassis one of our current ambulances.

- Remounting an ambulance means that we will be taking one of our old ambulances we currently own taking the box off of the current chassis and then putting it onto a new chassis. The box will also be receiving a makeover including new paint and replacing any parts that are worn or damaged. A remount of an ambulance saves a significant amount of money as compared to a new build and also has a build time of only approximately 90 days after the chassis is received. This means that we should be expecting this to be completed by midyear of 2025.
- The ambulance to be remounted is EJ239 which is a 2010 E450 with approximately 200,000 miles on it. It is currently at station 5 and was moved out of the normal ambulance rotation several years ago due to its age and reliability.
- Bruan NW met with us several months ago to look over the ambulance and determine which pieces would be replaced and which pieces would remain the same.
- A proposal has been received from Braun Northwest for \$194,734.00 not including taxes. Additional costs have been added on an approved by the BOC in January's meeting to include radios, decaling, tax and any unforeseen costs incurred by Braun after tearing down the ambulance and assessing need for repairs. The total purchase price is approved at \$241,470. The proposal has been signed and returned which has started our build clock for the remount.
- New chassis agreement paperwork has been signed and submitted which will prompt Braun to order our new chassis.
- Pre-build meeting was conducted on May 21<sup>st</sup> with Fletcher, Wagner and Johnson to confirm the spec. The vehicle has been stripped of all unnecessary items and we are waiting for Braun to give us a date that they would like to receive the vehicle to begin construction.
- Our expected date to receive the vehicle back has been updated to October.
- 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.
- Work continues on placing equipment on the vehicle and we are awaiting decals. Expected to be in service early December
- **Update-** Vehicle is in service as of 12/26/25

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## Training Advisory Committee Meeting Minutes

**Date:** 01/12/2026

**Time:** 0900–1100

**In Attendance:** J. Anderson, S. Grimm, J. Kinney, A. Dovich, M. Kaldahl, S. Chapman, S. Pulido, J. Fletcher, MSO Ridgway, HR E. Stewart, Chief Black, D/C Brummel.

**Excused:** P. Speser, Z. Dean

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### Agenda

- Overview from Chief Black outlining TAC roles and responsibilities.
- SOP 4011 and related SOGs: SOG 4011a and SOG 4011b
- Review of the training plan and introduction to mandates
- 2026 Training Calendar
- 2026 Budget
- 2026 Training Survey
- SharePoint folder location
- Identification of training topics and areas of focus moving forward
- A brainstorming session focused on potential projects and priorities.
- Discussion on future meeting dates, (meet quarterly or as needed)

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### What Do You Want to See Out of This Group?

- **Dovich** – Focus on how we can get better, standardizing skills, and excelling as an organization. Killing It!
- **Matt** – Collective ideas and collaboration around FIT mentorship.
- **Sarah** – Increased buy in from all shifts and ensuring information is brought back to this group.
- **Scotty** – Exploring new knowledge and opportunities for outside training.

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### Meeting Discussion & Updates

- **Chief Black** – Reviewed the focus of the TAC Committee, SOP 4011 (sections a and b), and emphasized the SharePoint location and process. Reinforced that the TAC role is similar to other committees: gathering information from shifts and crews and bringing it back to the committee and respective shifts.
- **Bergen** – Reviewed the training plan and mandates, including WSRB requirements. Discussed the 2026 budget, including development and final approval, and solicited feedback from TAC members. Reviewed the training survey and gathered input; the survey due date will be extended to January 19th. FF2 and Company Officer requirements were also reviewed.

- **Kinney & Scotty** – Presented concerns regarding outside training and the need for a structured post-training analysis and proposal process to bring information back to the department.
- **Fletcher** – Requested more lead time for training proposals and improved coordination with the Training Officer for upcoming training quarters.
- **Kaldahl** – Noted that the FIT PTB has been updated.
- **Stewart** – Suggested adding health and wellness as a standing training priority.
- **Scotty** – Expressed appreciation for advance notice of future training topics.

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### **SOP 4011 and related SOGs: SOG 4011a and SOG 4011b**

Working documents will be on Share Point->EJFR Policy/SOG Manual + Forms TAB-> 2024 EJFR Policies and SOGs-> Working Drafts-> SOG Training Advisory Committee.

#### [SOG Training Advisory Committee](#)

- Please review the current Policy and Guidelines
- Right click to add a comment, for all to see.

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### **2026 TAC Committee**

Accessed on Share point under the Training Tab on top-> TAC Committee Folder

#### [TAC Committee](#)

- We are going to use this folder for TAC Committee Documents.

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### **2026 Training Calendar**

Accessed on Share point under the Training Tab on top-> Training Calendar Folder.

#### [Training Calendar](#)

- 2 year Training Calendar and quarterly calendar location

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### **2026 Budget**

Total FIRE + EMS Budget	\$18,800,000
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Total Training Budget (@ 2%)	\$376,000
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#### EMS Training

CPR Program Training Supplies	\$4,000
CPR Overtime	\$11,730
Required EMS Training	\$12,500
Required EMS Training	\$31,300
Ems Training/Conferences	\$20,000
Ems Training/Conferences OT	\$15,180
Training Manikan	\$18,000
PM Training Expense	\$39,605
<b>EMS Total</b>	<b>\$152,315</b>

#### FIRE Training

Mandatory:

Supplies & Equipment	
TRAINING DUES, SUBSCRIPT/MEMBERSHIP	\$21,500
Registration/Conference/etc.	
Travel	
OT	\$40,377
<b>Subtotal</b>	<b>\$61,877</b>
Other Training Supplies & Equipment, Training,	
OT	\$151,808
Last minute training	\$10,000
<b>FIRE Total</b>	<b>\$223,685</b>
<b>TOTAL TRAINING</b>	<b>\$376,000</b>

- RS1 class in May approx. cost \$40,000
- NASBLA Fire Boat Small approx. cost \$50,000
- Remaining funds approx. \$60,000 for classes and possibly a hosted class.

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#### Training Topics & Areas of Focus Moving Forward

- Identification of training topics and priorities
- Professional development
- Leadership classes
- Support: first-due and reps

- Outside training and refining the process for bringing training back to the department (PXT / Stan Cooke), including format for delivery.
- Task book review (annual / bi-annual)
- Health and wellness
- Elevator rescue
- Vehicle extrication
- Major EMS topics
- New engines training plan
- Training notices with calendar invites
- Foundational skills
- EV fires
- 3002 SOGs
- Bumper-to-Bumper training
- Brainstorming session focused on potential projects and priorities
- Playbooks: engine, ladder, forcible entry
- Discussion on future meeting dates (quarterly or as needed)

**A brainstorming session focused on potential projects and priorities.**

- Didn't get to due to time.

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**Future Meeting:** 2<sup>nd</sup> Monday of Quarter. 04/13/2025 0900-1100 (Quarterly or as needed)

Please reach out with any questions or additional items for future agendas.

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

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.
- EJFR Enterprise Resource Management (ERM) analysis will identify optimization for 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.

■ Emily

■ Lead -Wes Lueders

Plus Pete/Tanya/Terri

■ Tanya/Terri

■ DC Brummel

■ Black/Speser

■ 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.

■ Interviews and research complete 12/25

## MEDIUM TERM

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
	<ul style="list-style-type: none"> <li>■ Reestablish our financial reserves.</li> <li>■ Build our capital fund for facilities and equipment as practical.</li> <li>■ Establish procedures for facilities and equipment replacement.</li> </ul> <p><b>LONG TERM</b></p> <ul style="list-style-type: none"> <li>■ Create practices that allow for growth, adaptability and changes in service demand.</li> </ul>	Lirio/Cray/Black  Brummel/Black	Reserves funds are built.  Capital funds are built.  Facility and equipment replacement plans are built.  Platforms are being implemented now	Complete 1/2026

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.3 Build community support for revenue opportunities and provide robust ongoing public communications.	<ul style="list-style-type: none"> <li>▪ Benchmark funding levels with comparable agencies.</li> <li>▪ Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys.</li> <li>▪ Start Community Service Specialist (CSS) work with existing personnel.</li> <li>▪ Review and refine our community messaging and positions.</li> <li>▪ Keep website and social media updated and look for opportunities to expand our social media presence.</li> </ul>	▪ FC and Staff	<ul style="list-style-type: none"> <li>▪ <b>Update comparable analysis and maintain data</b></li> <li>▪ <b>Establish response standards, charter and policy statement</b></li> <li>▪ <b>AFG FP&amp;S grant for CRS</b></li> <li>▪ <b>Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc.</b></li> <li>▪ Website update is in development.</li> <li>▪ Quarterly Newsletter is in development. Due to launch in June 2025.</li> <li>▪ Newsletter launched 7/25</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>In progress</b></li> <li>▪ <b>In progress</b></li> <li>▪ Completed 5/2023</li> <li>▪ Denied 12/23</li> <li>▪ 4/11/24 CARES, SAFER, AFG, FPS grants have been submitted, almost \$3 million.</li> <li>▪ Updating DEM &amp; Jeffcom procedures 12/23</li> <li>▪ 5/2024 EJFR created two new positions, CRM and CRA.</li> <li>▪ 5/2024 CARES received \$202,000 from the AWC.</li> <li>▪ Applied to OCH for 2025 CARES \$.</li> <li>▪ Applied to 10<sup>th</sup> of 1% for 2025-2026 CARES</li> </ul>
	<p><b>MEDIUM TERM</b></p> <ul style="list-style-type: none"> <li>▪ Continue to engage our community, providing updates about the use of additional resources and the benefits provided to the community.</li> <li>▪ Establish a dedicated CSS position and use this additional capacity to enhance public messaging while targeting community risk reduction opportunities.</li> </ul> <p><b>LONG TERM</b></p> <ul style="list-style-type: none"> <li>▪ Create practices that allow for growth, adaptability and changes in service demand.</li> </ul>		<p>KYFD outreach in full effect.</p> <p>Proposed two years in a row, denied due to funding gap.</p> <p>Ongoing with cultural shift for change management.</p>	

<p>1.4 Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.</p> <ul style="list-style-type: none"> <li>▪ Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities.</li> <li>▪ Adapt our charter and Interlocal Agreements to meet the needs of the community and partners.</li> </ul>	<p>▪ FC</p>	<p>▪ Update City &amp; County ILAs</p> <p>▪ Clarify and refine EJFR's roles and responsibilities</p> <p>▪ <a href="#">Fire Prevention Summit with JC BOCC completed 10/25</a></p>	<p>▪ In progress, Fall/Winter 2023. City ILA expires 12/23</p> <p>▪ City ILA fee structure extended to July 24, is again being extended to initiate further collaboration.</p> <p>▪ 4/11/24 Fire Prevention Services ILA will only include the City at this time.</p> <p>▪ Final Draft approved by The City 6/2024</p> <p>▪ Met with Ft. Worden for post-PLA transition and update EJFR Fees.</p> <p>▪ CARES received \$265K for 2025.</p> <p>▪ AFG 2025 just opened. Staff proposing two vehicles.</p> <p>▪ Negotiations underway with Fort Worden SP for ILA. 3/25. Finalized, waiting for signatures. <a href="#">Signed 6/5/25</a></p> <p>▪ Staff support for the airport master plan.</p> <p>▪ Still waiting for development of FM services agreement with the County. 4/2025.</p> <p>▪ Negotiation with JC for FM services. <a href="#">7.9.25 – ongoing, rebuttal provided to JC 10/1/25.</a></p> <p>▪ Reviewing MOU with JC REAL Team</p> <p>▪ <a href="#">Ongoing</a></p>
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Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<b>Initiative 2. Strengthen our core emergency response services.</b>				
2.1 <b><i>FINALIZED June 2025</i></b>  Adopt deployment performance goals as District.	<ul style="list-style-type: none"> <li>▪ Establish performance goals as required RCW Title 52.</li> <li>▪ Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service.</li> </ul>	▪ FC/Admin	<ul style="list-style-type: none"> <li>▪ Adopted minimum staffing January 2023</li> <li>▪ Establish other performance goals per Title 52</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed 1/2023</li> <li>▪ Completed 5/2023</li> <li>▪ 5/2024 implemented alternate ALS response plan.</li> <li>▪ 10/24 Updating districtwide response plans.</li> <li>▪ Cross-staffing implemented December 2024.</li> <li>▪ <b>Update Policy Statement 7/25</b></li> </ul>

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.	<ul style="list-style-type: none"> <li>Establish realistic standards and monthly reporting.</li> <li>Use training and technology to facilitate compliance.</li> </ul>	<ul style="list-style-type: none"> <li>FC &amp; Staff</li> </ul>	<ul style="list-style-type: none"> <li>Increase capability and capacity for staff to generate reports.</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> <li>Jeffcom CAD configuration updated 6/2024 improves the analytics.</li> <li>10/24 Updated dispatch tones, improving call processing times.</li> <li>Cross-staffing complete, Fall of 2024.</li> <li>CAD is being configured for push button response. 3/25</li> <li>CAD Geo-Fencing has been implemented. 5/25</li> <li>CAD push button status update finalized 10/25 reducing workload on dispatchers. Still working on minor implementation hurdles.</li> <li>New EMS dispatch protocols in development at JeffCom</li> </ul>

#### MEDIUM TERM

- Analyze station layout (design), proposing remodels to reduce turnout times as resources allow.
- Develop management analyst capacity.

Facility plan in 2026

#### LONG TERM

- Continue to meet our performance goals by modifying deployment patterns or resource utilization, or adding resources, as necessary.

DarkHorse and FIRST DUE

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.3 Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> <li>▪ Establish minimum staffing as required RCW Title 52 to include ALS/BLS.</li> <li>▪ Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization. <ul style="list-style-type: none"> <li>○ Evaluate the advantages of a peak demand model and/or alternate shift schedule.</li> </ul> </li> </ul>	▪ FC & Staff	<ul style="list-style-type: none"> <li>▪ Adopt policy in compliance with Title 52</li> <li>▪ Update Response Plans and Run Cards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed 5/2023</li> <li>▪ ALS response proposed 2/2024</li> <li>▪ 4/1/24 New ALS response plan initiated.</li> <li>▪ 10/24 3 extra PM's are finishing training, increasing PM workforce.</li> <li>▪ MOU adopted for 56+1 staffing 8/25</li> </ul>
2.4 <b>FINALIZED June 2025</b>  Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> <li>▪ Maintain our Washington State Rating Board score in Fall 2022.</li> <li>▪ Enhance related data capture.</li> <li>▪ Identify substandard metrics, such as number of engines, volunteers, etc.</li> <li>▪ Establish Training Officer position to enhance proficiencies and support professional development.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Brummel</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Complete amended WSRB Rating</b></li> <li>▪ <b>DONE!</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ WSRB rating complete, to be published in 12/2024. PT score will improve.</li> <li>▪ 2025 Training Plan is being finalized.</li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.5 <b>FINALIZED June 2025</b>  Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> <li>Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> <li>Community outreach and health promotion.</li> <li>Participate in local and regional committees to advance funding for alternative EMS services.</li> </ul> </li> <li>Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc.</li> <li>Maintain a strong culture of continuous improvement.</li> </ul>	■ MSO	<ul style="list-style-type: none"> <li><b>Re-ignite the CPR program</b></li> <li><b>Recruitment of new CPR instructors is underway</b></li> <li><b>Update Patient Care Procedures (PCP) and response procedures.</b></li> </ul>	<ul style="list-style-type: none"> <li>Initiated and growing</li> <li>MSO is working on several new and expanded efforts for layperson CPR. 2/2024</li> <li>EMS bylaws update complete 8/24</li> <li>Working with partner agencies for potential MIH. Fall 2024.</li> <li>New Video Laryngoscopes and ultrasound. 3/25.</li> <li>Butterfly ultrasound donated by a local doctor, 4/25.</li> <li>2024 CPR CARES stats have been published (see attachment)</li> </ul>
2.6 Address immediate and long-term facility needs.	<ul style="list-style-type: none"> <li>Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> <li>Future uses/development of the undeveloped Jefferson County Airport parcels.</li> <li>Disposition of Harrison Street residence. <b>Sold 11/2023</b></li> <li>District Training, Fleet Maintenance, EOC and Dispatch facilities.</li> <li>Stations 12, 13 and 14 improvements or relocation.</li> <li>Station 15 improvements.</li> </ul> </li> <li>Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources.</li> </ul>	■ FC	<ul style="list-style-type: none"> <li><b>Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal</b></li> </ul>	<ul style="list-style-type: none"> <li>Hiring of Facility Tec DONE 7/1/2024</li> <li>Facility plan in 2026</li> <li>Station 3 is no more.</li> <li>Station security enhancements are underway.</li> <li>Valuation completed for Boat Haven and airport. Negotiations to begin 10/25.</li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<b>Initiative 3. Provide additional services to increase community health and well-being.</b>				
3.1 Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> <li>▪ Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups.</li> </ul>	<ul style="list-style-type: none"> <li>▪ DFC Brummel</li> <li>▪ CRM Wittenberg</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proposed for 2024 Budget</li> <li>▪ <b>Conduct a Community Risk Assessment</b> compliant with NFPA and CRR standards.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Two EJFR members have started Medic 1</li> <li>▪ One additional EJFR member to start Boston program spring of 2025.</li> <li>▪ Implemented per diem PM program.</li> <li>▪ Third PM student started the Boston Program 4/25</li> <li>▪ Spring 2025 PM testing underway. One member proposed to start Medic 1 fall of 2025. Waiting list confirmed.</li> <li>▪ 2 members attending NFA special ops management, fall of 2025.</li> <li>▪ <b>Specialty Pay</b> discussion is underway 10/25.</li> </ul>
3.2 Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> <li>▪ Prioritize crew visits to low frequency/high risk facilities.</li> <li>▪ Initiate reengagement with the community for life/safety inspections.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CRM Wittenberg</li> <li>▪ CRM Wittenberg</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resetting interagency roles</li> <li>▪ Inspections were restarted in January 2023.</li> <li>▪ Implemented fire prevention service contract with the City.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CRM and CRA hired 5/2024</li> <li>▪ Senior staff attending NFA CRR Management, July 27.</li> <li>▪ <b>Smoke detector installation and fire extinguisher programs</b> are fully implemented 2025.</li> <li>▪ <b>Inspections in City</b> have commenced.</li> </ul>

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

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.4 <b>FINALIZED June 2025</b>  Collaborate with regional partners to establish a robust community risk reduction program	<ul style="list-style-type: none"> <li>Continue to apply community risk reduction principles in every call, every interaction with members of the public.</li> <li>Communicate the benefits of a robust community risk reduction program to community members <del>in advance of the proposed 2023 levy increase.</del></li> </ul>	<ul style="list-style-type: none"> <li>FC/CRM</li> </ul> <p>Fire Chief</p>	<ul style="list-style-type: none"> <li>Pursue grant funding for CRS position</li> <li>Prepare Levy Initiative</li> <li>Working with EJFR Prevention to retool towards CRR initiatives</li> <li>Expand and initiate programs targeted in our CRA.</li> <li>Updating JC CEMP</li> </ul>	<ul style="list-style-type: none"> <li>Grant submitted Completed 2023 and 2024</li> <li>CRR committee established 12/24</li> <li>4/11/24 EJFR Admin reorg, CRM recruitment underway. New support FTE (Erin).</li> <li>New smoke detector install program started in summer 2024.</li> <li>Community Risk Assessment proposed for 2026.</li> </ul>

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.5 Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> <li>Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others.</li> </ul>	▪ FC	<ul style="list-style-type: none"> <li><b>Pursue grants for continued CARES funding</b></li> <li><b>Cultivating input from various stakeholders</b></li> <li><b>We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact.</b></li> </ul>	<p>Completed 2/2023</p> <p>▪ <b>In progress</b></p> <p>▪ AWC CARES grant funded \$202K for 2024/25</p> <p>▪ CARES received \$265K for 2025.</p> <p>▪ 1/2025 implementing Olympic Connect user interface for CARES. Case migration underway.</p> <p>▪ Connect2 UI is live and being used by CARES.</p>
<b>Initiative 4. Enhance our workforce resilience and development.</b>				
4.1 Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> <li>Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates.</li> <li>Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant.</li> </ul>	▪ DFC Brummel	<ul style="list-style-type: none"> <li>Seek funding and grants</li> </ul>	<p>▪ <b>In progress</b></p> <p>▪ Safety Program Manager course taught in February 2025.</p>

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	<ul style="list-style-type: none"> <li>■ Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines.</li> <li>■ Establish benchmark awareness training for all members.</li> <li>■ Continue to make incremental improvements in our fitness facilities.</li> <li>■ Broaden workforce participation in fitness/wellness practices.</li> </ul>	<ul style="list-style-type: none"> <li>■ BC MacDonald</li> <li>■ Brummel</li> <li>■ HR Manager Stewart</li> </ul>	<ul style="list-style-type: none"> <li>■ Broaden annual medical evals and injury recovery</li> <li>■ Reviewing ergonomic consult/coach 7/2025</li> </ul>	<ul style="list-style-type: none"> <li>■ 4/11/24 Ready Rebound Vitality assessments are complete.</li> <li>■ HealthForce medical assessments provided to all members 5/2024</li> <li>■ New contractor secured for CISM and MH services, Fall 2024. Training scheduled for 2/2025.</li> <li>■ Scheduling family MH workshops this summer.</li> <li>■ CISM performed for threshold events in June/July</li> <li>■ <b>CISM SOG in development 10/25</b></li> <li>■ Annual physicals and ONETEST provided to all EJFR staff, 9/25.</li> </ul>
4.3 Formalize and strengthen professional development and career track processes	<ul style="list-style-type: none"> <li>■ Begin planning for medium-term efforts.</li> </ul>	<ul style="list-style-type: none"> <li>■ DFC Brummel &amp; Training Officer</li> </ul>	<ul style="list-style-type: none"> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■ Training Captain implemented 1/2024</li> <li>■ No more PIC's. All stations are NFPA 1021 compliant. 3/25</li> <li>■ <b>Training Advisory Committee planning January meeting.</b></li> </ul>

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

**Date:** January 20, 2026**Subject:** Designate Funds Received from GEMT FY2024 Interim Settlement -Revisited  
**Prepared By:** Roy Lirio, Bret Black

<b>Background:</b>	<p>This was approved last month, with some slight changes to the motion for clarity.</p> <p>The District received \$453,473.64 in December 2025 for the FY2024 GEMT Interim Settlement. The interim billing rate used in FY2024 was based on a pre-merger EJFR amount. However, the post-merger average cost of transport ended up being more than what was used for interim billings.</p> <p>This funding was unanticipated and therefore wasn't included in budget development. Several budget requests were postponed; however, with these additional resources, they can be funded.</p> <p>The GEMT Interim Settlement is audited and the results lead to a final settlement. In the past, the District would sometimes end up collecting additional funds; however, may also end up paying back some of the money.</p>																																	
<b>Fiscal Impact:</b>	<p>To be conservative, only a portion of the Interim Settlement amount is proposed to be designated.</p> <p>The first 3 items below were budget requests that were postponed. The last item proposes a sinking fund for facilities.</p> <table border="1" data-bbox="458 1184 1486 1607"><thead><tr><th rowspan="2">Item</th><th colspan="3">2026 Budget</th><th rowspan="2">Purpose</th></tr><tr><th>Original Request</th><th>Approved</th><th>Postponed</th></tr></thead><tbody><tr><td>Transfer to FIRE Capital - Apparatus</td><td>\$ 200,000</td><td>\$ 50,000</td><td>\$ 150,000</td><td>Help ensures adequate funds are available to finance purchases between 2027 and 2031</td></tr><tr><td>AED Purchase</td><td>\$ 21,000</td><td>\$ 10,000</td><td>\$ 11,000</td><td></td></tr><tr><td>Base Station Radio</td><td>\$ 38,759</td><td>\$ 24,224</td><td>\$ 14,535</td><td></td></tr><tr><td>Transfer to FIRE Capital - Facility</td><td>\$ -</td><td>\$ -</td><td>\$ 100,000</td><td>While deferred maintenance will continue to be funded through operating budget, this sinking fund will soften budget impact of future larger projects but small enough to not seek outside financing</td></tr><tr><td></td><td></td><td></td><td>\$ 275,535</td><td></td></tr></tbody></table>	Item	2026 Budget			Purpose	Original Request	Approved	Postponed	Transfer to FIRE Capital - Apparatus	\$ 200,000	\$ 50,000	\$ 150,000	Help ensures adequate funds are available to finance purchases between 2027 and 2031	AED Purchase	\$ 21,000	\$ 10,000	\$ 11,000		Base Station Radio	\$ 38,759	\$ 24,224	\$ 14,535		Transfer to FIRE Capital - Facility	\$ -	\$ -	\$ 100,000	While deferred maintenance will continue to be funded through operating budget, this sinking fund will soften budget impact of future larger projects but small enough to not seek outside financing				\$ 275,535	
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<b>Recommendations:</b>	Recommend the Board considers designating a portion (\$275,535) of the GEMT FY2024 Interim Settlement amount to an EMS O&M fund for allowable facility projects and ambulance replacements and fund the AED and a proportion of Base Station radio equipment.																																	

**Board Decision Packet      Designate Funds Received from GEMT FY2024 Interim Settlement**

<b>Proposed Motion:</b>	Move to authorize designation of a portion (\$275,535) of the GEMT FY2024 Interim Settlement amount to an EMS O&M fund for allowable facility projects and ambulance replacements and fund the AED and a proportion of Base Station radio equipment as outlined in this decision packet.
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## **EAST JEFFERSON FIRE RESCUE**

### **POLICY**

Title of Policy: Firefighter Training

Policy Number: 4011

Date of Implementation: 8/16/23

Replaces: Updated

**Signature of Approval:**

**Date:**

### **SECTION 1.0 PURPOSE**

The purpose of this Policy and related Standard Operating Guideline (SOG) is to establish non-EMS training standards and requirements for EJFR personnel. EMS training standards are referenced in Section 5 of the EJFR policy manual.

### **SECTION 2.0 POLICY**

This policy will define the mandatory training standards, continuing education, recommended training credentials and related training opportunities based on national, State and local jurisdiction requirements. These standards, credentials and opportunities are based on training curriculums and certifications including, but not limited to, National Fire Protection Association (NFPA), Washington Administrative Code (WAC 296-305), International Fire Service Accreditation Congress (IFSAC), International Society of Fire Service Instructors (ISFSI), Washington Surveying and Ratings Bureau (WSRB), and other fire service organizations.

### **SECTION 3.0 RELATED SOG'S**

See following SOG's beginning with 4011a Firefighter Training Requirements and Responsibilities



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 2000f

Professional Behavior &amp; Appearance

#### SECTION 1.0 PURPOSE

This guideline shall outline how East Jefferson Fire Rescue (EJFR) employees will present themselves while on duty or during any activity in which they represent the organization. The standards set forth in this guideline will ensure that EJFR maintains a professional appearance and atmosphere in which to carry out our mission. In addition, it ensures district employees' health and safety within the organization. Any apparel, appearance or hygiene factor that interferes with safety, productivity, customer relations or otherwise compromises the image or reputation of the department is prohibited.

The following member expectations are established and define the expected general rules, regulations, standards of conduct, and duties applicable to all members of the District.

#### SECTION 2.0 SCOPE

This applies to all EJFR employees and volunteers. This guideline applies to all genders and is not meant to single out individuals.

#### SECTION 3.0 DUTY AND RESPONSIBILITY

- 3.1** Duty and Responsibility. All members of the District, regardless of rank or position, are required to:
  - a. Discharge their assigned duties conscientiously.
  - b. Conduct themselves on the job in a manner reflecting favorably on the District and themselves.
  - c. Respect the administrative authority of those directing their work.
  - d. Observe and comply with the District general rules and standards of conduct.
- 3.2** Under the direction of the Fire Chief, members assigned to head the divisions of the District shall have the duty and responsibility to effectively and efficiently manage, direct and administer their divisions, and shall be responsible for the maintenance of authority and discipline.
- 3.3** All members possess a level of comprehensive knowledge and understanding of the roles and responsibilities of their assigned position as set forth in the adopted position job description.
- 3.4** Each member is responsible and accountable for the performance of the duties of the position held as set forth in the position job description and other duties as assigned by the District.
- 3.5** When assigned to act in a position of higher rank, a member shall accept responsibility for the performance of the duties of that position.
- 3.6** Members shall be efficient, competent and dedicated in the performance of duty.

#### SECTION 4.0 RULE AND GOVERNING LAW

- 4.1** In the performance of duty for the District, members shall abide by, comply with and conform their actions to the requirements of all State and Federal laws, and other applicable laws, ordinances, and rules.

- 4.2** In District and fire service-related actions, activities and duties, members are to act pursuant to the mission of the District and in accordance of the values of the District at all times.
- 4.3** Members shall know, understand, comply with, abide by, support, and enforce the District-adopted values, policies, rules, regulations, procedures, practices, directives, and orders of the District.
- 4.4** Members of the District, irrespective of rank, position, or assignment, are subject to the District rules and regulations and the orders of a superior officer.
- 4.5** No member shall tolerate, connive, or conspire in any violation of the rules, regulations, directives, or orders of the District, or any dereliction of duty.
- 4.6** Members shall promptly notify the immediate senior officer of any and all matters coming to their attention which may affect the interest or welfare of the District.

## **SECTION 5.0 AUTHORITY AND COMMAND**

- 5.1** Officers in command at an emergency incident have full power and authority to direct operations for the protection and preservation of life and property through incident stabilization, mitigation and control.
- 5.2** Acting officers shall have the power, authority and privileges of the position in which they are acting.
- 5.3** A superior officer shall have the discretionary right to exercise the authority granted to a subordinate officer.
- 5.4** In the event that no officer or acting officer is present, the senior member (based on seniority) present is in charge until relieved.
- 5.5** When two or more members of the same rank, absent pre-assigned superior authority, find themselves in a position requiring initiative action, the senior officer (based on seniority) or member (based on date of hire) shall assume command until relieved.
- 5.6** Volunteer Resident Firefighters are under the direct supervision and command of the shift officer on duty at their assigned station. They are subject to the direction and control of the volunteer officers who shall cooperate with the on-duty shift officer in this role.

## **SECTION 6.0 CHAIN OF COMMAND**

- 6.1** Members shall utilize and follow chain of command (organizational line of supervision) in the transaction of District business and communications unless otherwise directed or ordered.
- 6.2** Members shall accord obedience, respect and courtesy to superior officers and those performing the duties of a higher rank. No member shall speak disrespectfully of or to any superior officer.

## **SECTION 7.0 FOLLOWING ORDERS**

- 7.1** Members shall render prompt obedience to the lawful orders of superiors. In the event that an order cannot be obeyed due to conditions or circumstances beyond their control, the officer who issued the order is to be advised immediately.
- 7.2** In the event of an order which is in conflict with a prior order, the member shall so inform the officer who issued the conflicting order and be governed by the subsequent instructions.
- 7.3** No member shall wrongfully or injuriously exercise his/her authority.

## **SECTION 8.0 GENERAL CONDUCT**

- 8.1** In general, the conduct of members of the District are subject to higher standards than that required in outside employment. The District does not interfere in the private lives of its employees, but it does require that they be honest, reliable, trustworthy, and of good character.
- 8.2** In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens.
- 8.3** Members identified with the District shall recognize that their conduct is subject to public review. Members shall, at all times, be courteous and respectful to citizens and conduct themselves in a manner which will reflect favorably on the District.
- 8.4** No member shall be party to any act which would tend to impair the morale, good order or discipline of the District, or bring discredit to the District.
- 8.5** Members shall be honest and truthful in their dealings with one another, the public, and the District.

## **SECTION 9.0 SAFETY**

- 9.1** Members shall exercise due regard to avoid injury to self and others in the performance of duty.
- 9.2** Take precautionary measures to prevent unnecessary risks to themselves, citizens, and other members.
- 9.3** Take immediate action to mitigate or guard against any recognized dangerous or unsafe condition and immediately report such condition to their immediate superior officer.
- 9.4** Wear personal protective equipment as prescribed by District policy and guideline.
- 9.5** Operate within adopted District risk management guidelines.
- 9.6** Not engage in, permit, or tolerate horse-play or rough-housing.

## **SECTION 10.0 REPORTS AND RECORDS**

- 10.1** Incident documentation shall be prompt, complete, consistent, accurate, clear, and in accordance with District guidelines.
- 10.2** No member shall falsify any record, make misleading entries or statements with the intent to deceive, or willfully mutilate or destroy any District record, book, paper, or document.

## **SECTION 11.0 THEFT**

Theft at any emergency incident scene or elsewhere is prohibited.

## **SECTION 12.0 SCHEDULED DUTY**

- 12.1** No member on duty shall absent him/herself from his/her station or assignment for any purpose without the express approval of the immediate senior officer and the duty response chief.
- 12.2** Members shall report for scheduled duty and assignments on time. Punctuality is required of all members. Members shall report for duty at the place of assignment at the time specified. Tardiness shall be reported to the Fire Chief through the chain of command.
- 12.3** Notice of inability to report for scheduled duty or assignment shall be given as soon as possible.

## **SECTION 13.0 FIRE STATION PREMISIS**

- 13.1** Members are responsible for the safe keeping and proper care of District property in their charge.

- 13.2** All personal areas are to be maintained in a neat, clean, orderly and presentable condition at all times to include; beds with bedding shall be made at all times when not in use, clothing shall be stored or hung, and laundry shall be cleaned and stored as necessary to maintain clean and orderly quarters.
- 13.3** Employees are responsible for the care and security of their fire station or assigned facility.
- 13.4** Fire station facility doors shall be closed and secured except when personnel are in the immediate vicinity to assure facility security.
- 13.5** Members shall not loan, sell, give away, appropriate to their use, or otherwise convert any District property without the express prior approval of the Fire Chief or as otherwise provided by established District policy, procedure or action.
- 13.6** Members shall neither themselves nor allow or permit any other persons to steal, convert or waste District property or resources, including money, vehicles, equipment, supplies or time.
- 13.7** Waste is to be minimized by practicing economy in the use of supplies and metered services.
- 13.8** Adult entertainment or suggestive (films, videos, or literature) is not permitted in any District facility.

## **SECTION 14.0 ALTERCATIONS**

Engagement in altercations under any circumstances except to the extent necessary for self-defense is prohibited while on duty, in any District fire station or facility, or representing the District.

## **SECTION 15.0 LANGUAGE**

Members shall not use obscene, profane, uncivil or boisterous language in presence of the public, or which offends others while on-duty.

## **SECTION 16.0 GENERAL HYGIENE**

- 16.1** Hair, including facial hair, must be clean and groomed. Hair must not interfere with the donning or use of safety equipment.
- 16.2** Fingernails should be neat and clean.
- 16.3** All EJFR members should practice good personal hygiene.

## **SECTION 17.0 APPAREL & JEWELRY**

- 17.1** Clothing should be appropriate for the employee's job function and must be clean, neat, in good repair and reflect professionalism. See Uniform SOG for more details.
- 17.2** Jewelry may be worn with discretion and in consideration of safety precautions.
- 17.3** Excessive or unprofessional jewelry is not appropriate in the workplace.
- 17.4** Earrings must be professional in appearance and meet all safety standards related to job function. Individuals may not wear ear gauges to work without flesh-colored inserts.

## **SECTION 18.0 TATTOOS**

Visible tattoos that are extremist, indecent, sexist, racist, could be considered offensive or create a significant distraction are forbidden. Visible tattoos must be appropriate in context and consistent with department policy and values.

## **SECTION 19.0 INNAPPROPRIATE APPEARANCE**

**19.1** The Fire Chief reserves the right to use professional judgment to address employees with regard to their appearance, including: hygiene, jewelry, tattoos, piercings and attire.

**19.2** Employees who report to work appearing less than professional, according to these guidelines or the discretion of the Chief, will be sent home, on their own time, to correct the situation. Repeated offenses are considered grounds for further disciplinary action.

## **SECTION 20.0 RESPONSE**

**20.1** Members shall respond promptly to emergency calls in accordance with District guidelines as assigned, detailed, or summoned and exert the greatest energy and best ability to the performance of the duties and tasks required under any and all circumstances and conditions for the protection and preservation of life and property.

**20.2** Prompt, decisive and affirmative action shall be taken to stabilize, mitigate and control emergency situations pursuant to the protection and preservation of life and property, and in keeping with the risk management principles, guidelines, and policy of the District.

**20.3** If a member has knowledge of a fire or other emergency in progress and to which he/she has been called to respond, the refusal or failure to promptly respond shall constitute neglect and dereliction of duty.

## **SECTION 21.0 Acceptance of Gifts & Gratuities**

**21.1** EJFR is committed to maintaining the highest standard of integrity. To prevent conflicts of interest or the appearance of favoritism, members shall not use their official position to secure special privileges or exemptions for themselves or others.

**21.2** Prohibition of Substantial Gifts: Employees are prohibited from soliciting or accepting any compensation, gift, payment, or thing of value from any person or entity if it could be reasonably inferred that the gift was intended to influence the member's impartial performance of duty or was a reward for official action.

- Prohibited items include: Cash, checks, gift cards, intoxicating liquors, or items with a retail value exceeding \$50.00.

**21.3** De Minimis Exceptions (Community Appreciation): The District recognizes that community members often express gratitude through small gestures. The following are exceptions to the gift prohibition:

- Unsolicited Consumables: Perishable items of nominal value (e.g., baked goods, store-bought snacks, fruit baskets) left at a fire station for the enjoyment of the entire crew. These are considered "Station Property" and shall be shared among all personnel on duty.
- Promotional Items: Items of nominal value used for advertising (e.g., pens, hats, or calendars) distributed generally to the public or at professional conferences.
- Shared Meals: Occasional meals provided by community groups during recognized appreciation events or "open house" functions.

- Holiday gifts or employee gift exchange of nominal value.

**21.4 Disposition of Prohibited Gifts:** If a prohibited gift is received and cannot be returned, it shall be turned over to the Fire Chief or designee. The item may be donated to a registered 501(c)(3) charitable organization such as Friends of EJFR in the name of the donor, ensuring no individual employee benefits personally.

**21.5 Reporting Requirements:** Any member who is offered a gift of significant value, or who receives a gift that does not clearly fall under the *de minimis* exception, must notify their immediate supervisor before the end of their shift.

EFFECTIVE DATE: 3/8/17, updated 5/2/17, updated  
5/12/18, updated 12/31/25

REPLACES: Former SOG 2000f

FIRE CHIEF:

*Bret Black*

1/14/2026



## EAST JEFFERSON FIRE RESCUE

### Standard Operating Guidelines (SOG)

Number: 2007a

Awards and Recognition

#### SECTION 1.0 PURPOSE

This guideline shall outline the methodology for awarding and recognizing members that perform beyond the call of duty, service, or involvement with the community.

#### SECTION 2.0 SCOPE

It is the responsibility of all District members to ensure they are in compliance with this guideline and it is the responsibility of the Fire Chief to enforce this guideline.

#### SECTION 3.0 NOMINATION PROCESS

- 3.1 Any member may be nominated for an award or recognition. The nomination must be submitted to the designee by utilizing an approved means within defined timelines and parameters. Nominations will be reviewed by the designee and voted upon by all District members.
- 3.2 Members are encouraged to submit recommendations for awards and recognition when the conduct and/or actions of members are deserving of recognition. Should information be received from the public indicating that a member be recognized, such information shall be immediately conveyed through the chain of command for consideration.
- 3.3 When a nomination is received by the appointed designee, it must be brought before the membership for consideration.
- 3.4 These approved awards and recognition may be presented during the Annual Appreciation and Recognition event. It is further understood that some of the following awards may not be applicable in every calendar year:
  - Challenge Coins
  - Career Firefighter of the Year
  - Volunteer of the Year
  - Resident of The Year
  - Chief's Award
  - Years of Service Recognition
  - Mac Marriott Award
  - Wayne Kier Award

## **SECTION 4.0 RECOGNITION AND AWARD DEFINITIONS**

- 4.1** Challenge Coins: Provided to members of the District that have served for a period of no less than one year.
- 4.2** Career Firefighter of the Year: This award is presented to a career firefighter who, as nominated by his/her fellow firefighters, is most deserving.
- 4.3** Volunteer of the Year: This award is presented to the volunteer who, as nominated by his/her fellow peers, is most deserving.
- 4.4** Resident of the Year: This award is presented to the resident firefighter who, as nominated by his/her fellow firefighters, is most deserving.
- 4.5** Chief's Award: Recognizes a member who has demonstrated "service above self" in their actions and behavior in support of the District and/or community.
- 4.6** Years of Service: All members shall be recognized for their years of service to the community by way of a "years of service" recognition. This recognition will be presented for every five-year milestone achieved by the member.
- 4.7** Mac Marriott Award: Awarded to a member who goes beyond that of a normal responder by always "being there" for others.
- 4.8** Wayne Kier Award: Awarded to a member that always does the right thing, no matter who's watching – someone that goes above and beyond to make the community and organization a better place. This person is a leader that leads by example.
- 4.9** Gold Coin Award: This award is meritorious and not routinely awarded. The criteria for the award consist of:
  - Lifesaving heroic action by a private citizen
  - Retirement from the District
  - Line of duty and/or active member death

Candidate nominations for this award shall be made to the Fire Chief. Upon receipt of the nomination it will be reviewed and considered by a committee of stakeholders to include a representative from the administration, IAFF Local #2032, and the Volunteer Firefighters Association.

- 4.10** Awards may consist of plaques, coins, or other items applicable to the emergency medical and/or fire service. Awards must reflect the value-of-service to the District and the community.

## **SECTION 5.0 MEMBER RETIREMENT**

- 5.1** Public Purpose: The District establishes this recognition program to promote a productive and professional work environment, enhance member morale, and encourage long-term retention of experienced personnel. By publicly acknowledging the dedicated service of retiring members, the District fosters community trust and demonstrates a commitment to organizational excellence.
- 5.2** Recognition Standards: Retiring members will be recognized for their years of service in an appropriate manner commensurate to their tenure. Recognition will reflect each retiree's wishes and personality, which may include a gathering and/or memento.

**5.3 Fiscal Limits:** The cost of a memento shall not exceed \$500 per retiree. All expenditures for recognition must be reasonable, and prudent.

**5.4 Tax Compliance:** The District shall ensure that any memento or award provided under this policy is evaluated for compliance with IRS regulations. Values exceeding the de minimis threshold will be properly reported as employee compensation for tax purposes as required by law.

EFFECTIVE DATE: 1/14/2026

REPLACES: 12/19/18

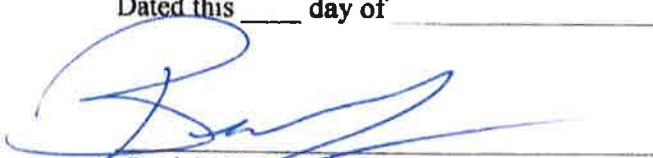
FIRE CHIEF:

*Bret Black* 1/14/2026

## XVI. Signatures

These protocols shall be reviewed every two years under the leadership of the Prosecuting Attorney. RCW 26.44.180(3); RCW 26.44.185(2).

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

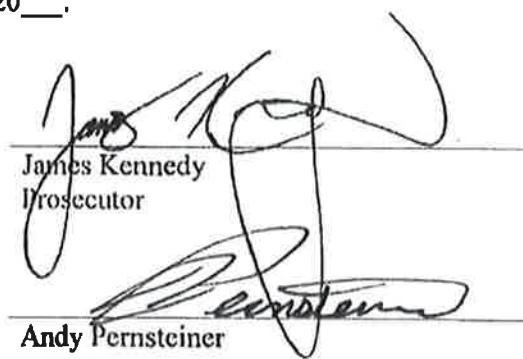


Beulah Kingsolver, Executive Director  
Dove House Advocacy Services

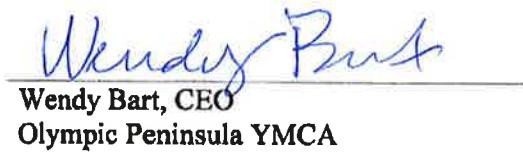
Thomas Olson  
Port Townsend Police Chief

Bret Black  
Chief, EJFR

*Renata Rhodes*  
DCYF

  
James Kennedy  
Prosecutor

Andy Pernsteiner  
Jefferson County Sheriff

  
Wendy Bart, CEO  
Olympic Peninsula YMCA

Mike Glenn, CEO  
Jefferson Healthcare



# EAST JEFFERSON FIRE RESCUE

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

## WSRB update

### Background

For almost two years EJFR has been part of a small, but motivated work group of Washington Fire Chiefs (WFC) tasked with updating the WSRB rating schedule. Represented agencies include fire chiefs from Graham, Yakima Fire District 5, Grant Fire District 10, Clallam 2, Yakima Fire District 12, and several others. After an appeal to the WA Office of Insurance Commissioner (OIC) by the WFC in 2024, WSRB was tasked to collaborate with the WFC workgroup, making recommendations for consideration to the obsolete sections of the WSRB Rating Schedule. The WFC group developed a list of priorities, deciding to address the “5-mile rule” first.

The group recently completed our first rule change, which has now been approved by OIC. The new rule, (see below) goes into effect 3/1/2026 and WSRB has a pending press release.

### Old Rule (residential)

Grade of Community:	PPC of Dwelling Property					
	A	B	C	D	E	F
1	1	5	7	8A	9	9A
2	2	5	7	8A	9	9A
3	3	5	7	8A	9	9A
4	4	5	7	8A	9	9A
5	5	6	7	8A	9	9A
6	6	7	8A	8A	9	9A
7	7	8	8A	8A	9	9A
8	8	8	8A	8A	9	9A
9	9	9	9	9	9	9A
10			10			

E. A standard fire hydrant is within 1,000 feet of property or community receives Tender Credit, and a recognized responding Class A fire station is over 5 road miles but within 7 road miles of property. Also applies when property is more than 5 road miles from a recognized responding Class A fire station and not more than 5 road miles from a recognized responding Class B fire station.

*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

## New Rule (residential)

Grade of Community:	PPC of Dwelling Property							G	H
	A	B	C	D	E	F			
1	1	2	5	7	8A	1W	9	9A	
2	2	3	5	7	8A	2W	9	9A	
3	3	4	5	7	8A	3W	9	9A	
4	4	5	5	7	8A	4W	9	9A	
5	5	6	6	7	8A	5W	9	9A	
6	6	7	7	8A	8A	6W	9	9A	
7	7	8	8	8A	8A	7W	9	9A	
8	8	8	8	8A	8A	8W	9	9A	
9	9	9	9	9	9	9	9	9A	
10					10				

F. A standard fire hydrant is within 1,000 feet of property or community receives Mobile Water Supply Credit or Tender Credit\*, and a recognized responding Class A fire station is over 5 road miles but within 7 road miles of property.

\*EJFR proudly maintains our WSRB tender credit.

As an example, the fire chief's residence is exactly 5.1 miles from the closest Class A fire station, (EJFR station 7). Prior to the rule change, the rating would automatically be 8 or 9. Now it would be rated a 5W.

The effect will vary depending on several factors including the insurance company's risk formula calculations, home/driveway access, applicable building code compliance, etc. It's up to each insurance company how they use the rating. In 2025, EJFR requested a report of District 1 addresses "could" be impacted by the rule change; the WSRB Operations Manager provided this analysis of District 1 addresses:

Total Number of Properties	19,032	Count of Properties	Percentage of Properties	Total
Within 1 Road Mile	3,255	17.10%		
Between 1 and 2 Road Miles	5,969	31.36%		
Between 2 and 3 Road Miles	3,747	19.69%		
Between 3 and 4 Road Miles	2,080	10.93%		
Between 4 and 5 Road Miles	1,794	9.43%	88.51%	
Between 5 and 6 Road Miles	1,127	5.92%		
Between 6 and 7 Road Miles	526	2.76%	8.69%	
Between 7 and 8 Road Miles	263	1.38%		
Between 8 and 9 Road Miles	147	0.77%		
Between 9 and 10 Road Miles	89	0.47%		
Over 10 Road Miles	35	0.18%	2.81%	

### Future Priorities:

Fire Department Apparatus and Equipment, Sections 1-5, 9-12 Distribution of companies, apparatus equipment inventory, apparatus age & maintenance, pumper capacity, hose inventory and care.

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

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1  
RESOLUTION NO. 26-01**

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

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

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

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

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

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

Approved this 20th day of January 2026.

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Deborah Stinson, Commissioner

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David Seabrook, Commissioner

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Geoff Masci, Commissioner

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Steve Craig, Commissioner

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Jeannie Price, Commissioner

ATTEST:

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Tanya Cray, District Secretary

Item to be Surplused	QTY	Serial #/Model # etc. (list separately if multiple #'s)	Description	Reason for Surplus
<b>PPE Items</b>				
Globe Jacket, Black		3966023		NFPA lifecycle expired
Globe Jacket, Black		3210813		NFPA lifecycle expired
Globe Jacket, Black		3210795		NFPA lifecycle expired
Globe Jacket, Black		4099423		NFPA lifecycle expired
Globe Jacket, Black		4099422		NFPA lifecycle expired
Globe Jacket, Black		3210808		NFPA lifecycle expired
Globe Jacket, Black		3210805		NFPA lifecycle expired
Globe Jacket, Black		3862583		NFPA lifecycle expired
Globe Jacket, Black		3210819		NFPA lifecycle expired
Globe Jacket, Black		3210798		NFPA lifecycle expired
Globe Jacket, Black		4219788		NFPA lifecycle expired
Lion Jacket, Black		7154622		NFPA lifecycle expired
Lion Jacket, Black		7154631		NFPA lifecycle expired
Globe Jacket, Tan		4438397		NFPA lifecycle expired
Globe Jacket, Tan		4959224		NFPA lifecycle expired
Globe Jacket, Tan		4576478		NFPA lifecycle expired
Globe Jacket, Tan		4899956		NFPA lifecycle expired
Globe Jacket, Tan		4703965		NFPA lifecycle expired
Globe Jacket, Tan		4703971		NFPA lifecycle expired
Globe Jacket, Tan		9899954		NFPA lifecycle expired
Globe Jacket, Tan		4703965		NFPA lifecycle expired
Globe Jacket, Tan		4052609		NFPA lifecycle expired
Globe Jacket, Tan		4438395		NFPA lifecycle expired
Globe Jacket, Tan		4062424		NFPA lifecycle expired
Globe Jacket, Tan		4313168		NFPA lifecycle expired
Globe Jacket, Tan		5153165		NFPA lifecycle expired
Globe Jacket, Tan		4899958		NFPA lifecycle expired
Globe Pants, Black		3210834		NFPA lifecycle expired
Globe Pants, Black		3210831		NFPA lifecycle expired
Globe Pants, Black		4213361		NFPA lifecycle expired
Lion Pants, Black		7151902		NFPA lifecycle expired
Globe Pants, Tan		4703957		NFPA lifecycle expired
Globe Pants, Tan		4899985		NFPA lifecycle expired
Globe Pants, Tan		4314145		NFPA lifecycle expired
Globe Pants, Tan		4430366		shell expired
Globe Pants, Tan		4703963		NFPA lifecycle expired
Globe Pants, Tan		4899986		NFPA lifecycle expired
Globe Pants, Tan		4052613		NFPA lifecycle expired
Globe Pants, Tan		4062267		NFPA lifecycle expired
Globe Pants, Tan		3210834		NFPA lifecycle expired
Globe Pants, Tan		3210831		NFPA lifecycle expired
Globe Pants, Tan		4213361		NFPA lifecycle expired
Lion Pants, Tan		7151892		NFPA lifecycle expired
Globe Pants, Tan		4899983		NFPA lifecycle expired
Globe Pants, Tan		4576458		NFPA lifecycle expired
Globe Pants, Tan		4438365		NFPA lifecycle expired
Globe Pants, Tan		4703962		NFPA lifecycle expired
Globe Pants, Tan		5153177		NFPA lifecycle expired

Globe Pants, Tan		4703956		NFPA lifecycle expired
Haix Boots		2.01747E+13		Holes in toe caps
Globe Boots		5127608		NFPA lifecycle expired
Globe Boots		5053124		NFPA lifecycle expired
Globe Boots		5091068		NFPA lifecycle expired
Globe Boots		6103438		NFPA lifecycle expired
Globe Boots		4708113		NFPA lifecycle expired
Black Diamond Boots		BD 9761-M-0		Holes in toe caps
Lion Helmet, White		LHM0000096104		NFPA lifecycle expired
Lion Helmet, Black		LHM000017084		Cracked Shell
Lion Helmet, Black		LHM0000143260		Cracked Shell
Lion Helmet, Black		LHM0000120206		Cracked Shell
Lion Helmet, Black		LHM0000143268		Cracked Shell
Lion Helmet, Black		LHM0000101770		NFPA lifecycle expired
Lion Helmet, Red		LHM0000144114		Cracked Shell
Cairns Helmet, Red		400152437-120-3		NFPA lifecycle expired
Pro-Tech 76W		21-Apr	Gloves	Holes in fingers
Pro-Tech 82N		23-Feb	Gloves	Holes in Fingers
Pro Tech 82N		23-Feb	Gloves	Holes in Fingers
Pro Tech 82N		23-Feb	Gloves	Holes in Fingers
Pro Tech 70W		18-Jun	Gloves	Holes in Fingers
Pro Tech		PT FEB2023-008	Gloves	Holes in Fingers
Fire Dex		8416404	Hood	Holes in garment
<b>Electronics</b>				
IT Surface Pro	1	020374502351 A0903N-L3	Aid 6 Tablet	Broken
<b>Equipment</b>				
Ziamatic Oxygen Lift	1	OT1109239	Hard mounted oxygen lift for ambulance	Removed from ambulance due to change in O2 system
Bridgestone Tires	4	11R22.5	M799	Bought new and monted on an engine for 3,000 miles and there were safety concerns with them being very washy and unstable so they were taken off and a new brand was put on.
1.75" Hose	15		1.75" attack hose 50' each	Hose has been marked out of service due to various degrees of damage
2.5" Hose	2		2.5" hose 50' each	Hose has been marked out of service due to various degrees of damage
4" Hose	4		4" supply hose 100' each	Hose has been marked out of service due to various degrees of damage
1.5" Forestry Hose	4		1.5" forestry hose 100' each	Hose has been marked out of service due to various degrees of damage
Air Truck Tires	6	2-Toyo M143, 4-Double Coin RLB 490	Set of 2 steer tires and four drivers. All sized at 245/70/R19.5	Removed from service due to 7 year age regulated by NFPA 1901



**Abstract** EJFR remains committed to our primary mission of protecting life and property while delivering compassionate service for our varied community. Looking forward to 2026, we will continue to focus on the four initiatives within our Strategic Plan. These initiatives include aligning the community's expectations with our fiscal resources, strengthening our emergency response services, community risk reduction (CRR), and workforce resilience & development.

**Initiative 1** In early 2026 we will initiate a series of regular townhall events where the community will be informed and engaged. We will finalize the Enterprise Resource Management (CRM) analysis (in progress), establishing priorities for optimization of our various digital interfaces, systems and training. EJFR will continue to decentralize program management across the organization while supporting the program leads with training and administrative support. Specific emphasis will be on *“operational precision”* to ensure our mission is aligned within the limits of our resources. EJFR will expand our presence at regional and statewide associations and workgroups, such as WSRB, which has already provided benefits. A WSRB reassessment will be scheduled in the 4<sup>th</sup> quarter.

**Initiative 2** EJFR continues as an industry leader in 911 Fire and EMS responses with important equipment upgrades in 2026 to include new ultra-sounds, power-cots, cardiac monitors, and AED's. We will deliver our first Emergency Medical Responder (EMR) course, which is one level below EMT. This credential will increase the number of volunteers certified to respond to EMS events, while lowering continuing education requirements. Analytical platforms such as DARKHORSE will be procured and integrated to further optimize our 911 resources and forecast 911 growth and demand. The result will include a rolling 10-year roadmap for professional growth, facility/fleet planning and a perpetual modernization scheme. EJFR will also purchase new rescue gear, hose, nozzles and specialized equipment.

**Initiative 3** We will undergo a formal Community Risk Analysis (CRA) in 2026, which will refine and focus our efforts to mitigate risks to our community, directing new initiatives and grant opportunities. EJFR will seat two new committees, the Training Advisory Committee (TAC) and Facility Advisory Committee (FAC). New software will support fire/life safety inspections, pre-fire plans and other CRR initiatives. Wildfire assessments and smoke detector programs will be expanded and supported by new software. Public CPR and law enforcement AED training programs are also being expanded. Our disaster plans & continuity of operations procedures will be updated.

**Initiative 4** EJFR will continue enhancements to our workforce resilience and professional development. The 2026 training budget was increased to fund specialized training, enhancing our rope rescue and marine operations. Funds will also support live fire training mandates and outside vocational courses. EJFR will continue to support annual physical, health screenings and mental health resilience initiatives. We will meet industry standards for replacement and cleaning of our firefighting protective gear with the addition of a new gear extractor and new firefighter bunker gear.

**Facilities/Infrastructure/Fleet** 2026 facilities and infrastructure projects include: Starlink, communications upgrades, exterior siding/painting, energy efficiency and disaster preparedness upgrades. EJFR will seat the Facility Advisory Committee (FAC) and develop a facility plan for ongoing maintenance and upgrades. FAC will also initiate a “facility needs assessment”. Fleet replacement planning and design will continue as established in 2025. A new ambulance and two new fire engines will be delivered.

Month	Activity - pink = DONE!	BOC	Admin	CRR	OPS	TRAINING
January	W-2's/1099's		x			
	Quarterly payments:		x			
	Set Committee assignments for BOC (finance, facilities etc)	x				
	CRR Week			x		
	Entry-level FF Testing (Jan 29th)		x			x
	Safety Mtg Q4 2024		x			
	Reflect on Status of Prior Year Plan/Metrics		x			
	Policy/SOG Committee Mtg		x			
	Labor Mgmt Mtg		x			
	Volunteer Status letters sent		x			
February	Internal personnel survey		x			
			x			
	SAM renewal		x			
	Ambulance DOH License Renewal		x			
	New FIT orientation and shift assignments		x			x
	Policy/SOG Committee Mtg		x			
	BVFF Annual Certification Feb/March		x			
March	PM Student Testing (3/4)		x			x
	Annual Report Due		x			
	Volunteer Interviews (tentative)		x			
	Policy/SOG Committee Mtg		x			
	Connectivity Summit (27th-29th)			x		
April	Safety Mtg Q1		x			
	WFCA Region 9 Training	x	x			
	1st Qtr Vol Payroll		x			
	Labor Mgmt Mtg		x			
	Quarterly Payments		x			
	Volunteer Appreciation Week		x	x		
	Home & Kitchen Tour (MI)		x	x		
	Kala Point Expo			x		
	Red Cards Submitted - maybe early May?		x			
	Erin/Emily Fire Education training		x	x		
	Annual HIPAA Compliance Plan		x			
	National EMS Week		x	x		
May	SAO Annual Report Due		x			
	Rhody Fest 14-18th		x	x		
	National Wildfire Awareness Month		x	x		
	Filing Period for open BOC Positions	x	x			
	Pancake Breakfast? Support Union	x	x	x		
June	Entry-level FF Testing (tentative)		x			
	Marrowstone Strawberry Festival			x		
	Burn Restriction preparations			x		
	Spring WFCA Saturday Seminar	x	x			
	Prepare Volunteer Status letters		x			
	FF/PM Testing (tentative)		x			
	All County Preparedness Day		x	x		
July	Quarterly Payments		x			
	Burning Restricted		x			
	4th of July		x			
	2nd Qtr Vol Payroll		x			
	Safety Mtg Q2		x			
	Labor Mgmt mtg		x			
	Kick-Off Budget Development	x	x	x	x	x
August	Community Opportunity Fair			x		
	Burning Restricted		x	x	x	
	JC Fair		x	x	x	
	FIT Interviews/Hiring (tentative)		x	x		
	Review Contracts/Agreements for 2027 Budget		x			
September	National Night Out		x	x		
	Budget Work Continued	x	x	x	x	
	9/11 Remembrance		x		x	
October						
Kinetic Sculpture Race	Quarterly Payments		x			
	3rd Qtr Vol Payroll					
	Safety Mtg Q3		x			
	Fire & Rescue Fest - Fire Prevention Week		x	x	x	x
	Service Awards Banquet	x	x			
	Fire Prevention Week		x	x		
	Budget Work Continued	x	x	x	x	x
	WFCA Annual Conference	x	x			

	Labor Mgmt Mtg		x		
	2nd Volunteer status letters		x		
<b>November</b>	Budget Due Nov 30th	x	x		
<i>Veterans Day</i>	Public Hearing	x	x		
<i>Thanksgiving</i>	Open Enrollment begins (health insurance)		x		
<i>Thanksgiving Friday</i>	End of Year HR Updates				
<b>December</b>	4th Qtr Vol Payroll		x		
<i>Christmas</i>	Admin Staff & Commissioner Banquet	x	x		
	Holiday Banquet		x		
	Admin Holiday Party		x		
	Prepare Volunteer pension eligibility letters		x		
	Begin DOH Licensing Application Due 1/31		x		
	Last Accounts Payable run (usually 12/30)		x		



# EAST JEFFERSON FIRE RESCUE

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

Memorandum of Understanding  
Between  
East Jefferson Fire Rescue (EJFR) and IAFF Local 2032 (Local 2032)

To: Caton White, 2032 President

From: Bret Black, Fire Chief

Date: December 5, 2025

Subject: Specialty Assignment Implementation Timeline

Per the IAFF Local 2032's Package Counterproposal to EJFR's 10.2.2024 CBA Proposal, signed 10/7/2024, EJFR and Local 2032 agreed to several items including #6 stated below.

**6. Special Assignment Incentive.**

EJFR acknowledges the Local's proposal for new specialty assignment incentive pay. As part of this package proposal, the Local would agree to withdraw its proposal for special assignment incentive pay and maintain the status quo. Provided, however, the parties would also agree to bargain in good faith in order to establish a mutually agreed upon specialty assignment incentive program with the goal of having the SOP/SOGs established in time for 2026 budget preparation, (fall of 2025) – with an effective date for this new program of January 1, 2026.

The parties have bargained throughout 2025 and believe that more time is necessary to launch this project properly. To that end, both parties agree to continue bargaining in good faith towards the goal of having the SOP/SOGs established with an effective date for this new program by July 1, 2026.

---

Fire Chief, Bret Black

Date

2032 President, Caton White

Date

---

*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*

## **2026 Commissioners & Chiefs Legislative Day**

**January 29 – 8:00 – 10:00** - followed by meeting with legislators

**January 27 – 11:00** – Pre Leg Day Webinar to prepare

Propose EJFR send up to 2 commissioners,

**WFCA Priorities** - See [WFCA quarterly newsletter](#) for more information

These are the ones most likely to impact EJFR

- Aviation Assurance Funding Program (Early access to aerial support for wildfires)
- State Fire Marshal Funding Cuts
- Wildfire Risk and Homeowners Insurance

**WFC Priorities** – See [WFC Website](#) for more information

A much longer list with overlaps with WFCA – a few that jumped out for EJFR

- **Local Property Tax:** Support efforts to modify the property tax growth limit to reflect population growth and inflation, with a cap of 3%.
- **GEMT:** Continue supporting the GEMT program
- **WSRB:** Continue efforts to review and update the Washington Surveying and Rating Bureau (WSRB) risk factors to better reflect modern fire science and community needs.
- Continue supporting efforts to address first responder mental health needs.
- Continue supporting data-driven expansion of presumptive disease coverage for firefighters and paramedics.
- Support proposals aiding co-responder programs
- Continue supporting full reimbursement to local departments for wildland and other mobilization deployments.

**EJFR concerns** – Planting seeds for further research and discussion

- Sustainable CARES funding options
  - Consider increasing \$.50 cap on EMS
    - Up to \$.55, with .05 restricted to CARES (or similar programs)
    - Voted locally
- State income tax for the wealthy proposal
  - Would that include a share for rural communities with low AV?

## 2026 Upcoming Events

Group	Event	Date
<b>2026</b>		
<b>January</b>		
EJFR	CRR Week	1/18-1/24
Admin	MLK Day - Admin Holiday	1/19/2026
ALL	Ballots Mailed	1/21/2026
BOC/Admin	WFC/WFCA Legislative Day	1/29/2026
<b>February</b>		
EJFR	Election Day	2/10/2026
Admin	President's Day - Admin Holiday	2/16/2026
BOC/Admin	JC Commissioner's & Admin Assoc.	2/19/2026
<b>March</b>		
<b>April</b>		
<b>May</b>		
BOC/Admin	WFCA Sat. Series - New Commissioner/Admin Trng	5/2/2026