



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM January 20, 2026**

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 3:00 PM at St 6 and virtually via Microsoft Teams app.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Geoff Masci, Dave Seabrook and Jeannie Price
Commissioner Steve Craig arrived at 3:18pm.

Admin Staff: Chief Black, Deputy Chief Brummel, HR Manager Stewart, Finance Manager Roy Lirio and District Secretary Cray. MSO Ridgway attended virtually.

1. AGENDA CHANGES – None.

2. CONSENT AGENDA

- Approve Minutes from January 20, 2026, Regular Board Meeting.

Vouchers

- Approve General Fire expenditure warrants dated January 22, 2026, and February 2, 2026, totaling **\$414,060.29**
- Approve EMS expenditure warrants dated January 22, 2026, and February 2, 2026, totaling **\$281,989.94**
- Approve payroll expenditure warrants dated January 16, 2026, and February 4, 2026, totaling **\$844,062.86**

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

3. PUBLIC COMMENT – None.

4. PRESENTATIONS – Chief Black presented EJFR Volunteer Barry Luke and JSCO Deputy Dan Murray with letters of thanks. They participated in a rescue of a woman in the pond at the Port Ludlow Golf Course. She was stuck in the mud at the bottom of the pond and their quick actions likely saved her life.

All other acknowledgements are included in the board packet.

6. STAFF REPORTS – Finance Director Lirio discussed his trip to the Braun Factory to pick up the new ambulance. He added that at our next meeting the Board would see resolutions needed for the Local Loan financing of our ambulance and two fire engines. He expects to close on in June and that will lock in our interest rate. The District will front the \$300k for the ambulance and will be reimbursed from the loan proceeds.

HR Manager Stewart discussed the recently completed FF/EMT recruitment. 81 applications were received, that was whittled down to 19 and of those 16 showed and tested for the position. The top 6 were interviewed by the Chief and the offer was made and accepted by Blake Bentzen, a former FIT for EJFR.

Seabrook asked when a response time analysis for 2025 would be received. A discussion was held regarding how often response times are wanted by the Board vs how a monthly or quarterly review

of response times can sometimes skew the data. Chief Black gave his opinion that the first report of times should be in June with the roll out of Dark Horse and then possibly quarterly after that. Complete staff reports are included in the board packet.

7. COMMITTEE/WORKGROUP REPORTS

A. Finance/Budget Committee – Stinson reported that the Board needed to seat new representative for this committee. This committee attends all budget meetings beginning in late summer and is a time commitment. Craig announced that he is happy to continue sitting on the committee and Masci volunteered to sit on the committee as well.

B. Community Risk Reduction Group – No report.

C. Apparatus Committee – see BC Fletcher’s report.

D. Facilities Committee – Stinson stated members needed to be seated for this committee as well. The meetings are currently still to be decided, though they will include representation from 2032, volunteers, BOC, staff, and facilities. Craig and Masci both stated their interest in being on this committee and no other commissioners objected.

E. Training Advisory Committee – No meeting held.

8. JeffCom Report – The Director has moved offices. They are looking for any ability to expand due to lack of space. They are encouraging employees to take their vacations. Staffing is currently at 11. The state is raising fees.

9. Local 2032 REPORT – President Caton White noted the FF testing process included the most applicants ever which shows what a great place this is to work. Everyone involved did a great job.

10. PUBLIC COMMENT - Agenda items only – None.

11. OLD BUSINESS

A. SP Implementation Tool/FOCUS 2026 – Chief Black presented the Focus 2026 document laying out the plan and goals for the year of what we hope to accomplish. Moving forward this document will be out prior to the start of 2027. He plans to use this document in place of the SP Implementation tool. It will likely evolve when adding notes etc.

Seabrook noted this is a great starting place to a strategic plan review. Which is one of the BOC priorities. He added that he would like to hold a special meeting to review the collaboration and strategic thinking workbook. He would like Chief Black to facilitate this meeting.

Black noted that if there were a community engagement component he would request a 3rd party to handle that portion. This would require a budget item request for 2027. It was suggested to hold a meeting mid-year prior to budget season and build that into 2027. We can review medium- and long-term goals. The special meeting will need structure of what we want to accomplish. This item will be added to next month’s agenda as SP Review.

12. NEW BUSINESS

A. Election Results – Kudos to staff. There were many preparation meetings, Know Your Fire District meetings, sign waiving’s and placement that went into this. A lot of volunteers helped this effort, a huge thank you to all!

B. Policies and SOGs –

Policy 6005 Ambulance Billing - Lirio explained that the State Auditor called out our policy stating that it needed more specificity for write-offs. We now leverage off what the hospital’s write off and

also have a sliding scale based on the poverty rate. **MOTION:** Masci moved to accept the changes to the policy as presented. Price seconded the motion which carried unanimously.
SOG 6005 Ambulance Billing – The board reviewed the corresponding SOG for ambulance billing.

B. Deputy Chief Recruitment – Stewart put together a decision packet requesting \$15,500 plus expenses to secure the services of GMP Consultants to do a partial recruitment for Deputy Chief. She noted that they had successfully recruited our Finance Director. This is a non-budgeted item for 2026. **MOTION:** Masci moved to approve the proposed partial recruitment expenditure for Deputy Chief recruitment services in 2026. Craig seconded the motion which carried unanimously.

C. WFCAs Saturday Seminars – Cray announced two upcoming WFCAs Saturday Seminars and requested those wanting to attend to let her know. Masci, Stinson and Price all stated they planned to attend the seminar on May 2nd at the Clearwater Resort. Cray noted that others could let her know if they decided later.

D. Agenda Change Discussion – The Board discussed the current policy in place and noted a correction to how many Commissioners make up a quorum was needed. Cray will review and have for the next meeting. Following discussion, the board decided the current way items are placed on the agenda or added during meetings is working and no change was needed.

Recess – Stinson called for a recess at 4:47pm and the meeting resumed at 4:55pm.

Executive Session – The Board went into executive session Pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee at 4:56pm for 15 minutes to return at 5:11pm. The executive session covered three separate discussions under this same topic. The executive session ended at 5:11pm with no decisions made and no action taken.

13. UPCOMING TOPICS/EVENTS – none.

GOOD OF THE ORDER – Masci noted that other boards that he is aware of, have a different formation. He would like to see if we can move the room set up, so the Board is separated from the staff and the public. Discussion on this topic occurred and staff noted they will work on a new set up to see if it is better.

Masci stated he would like to discuss a rotating chair/vice-chair position in a future meeting. Would like to see it on the upcoming agenda items list on the agenda. Discussion followed.

Craig noted the great election results and would like to see the history of percentages of our levy passage.

ADJOURNMENT

Stinson adjourned the meeting at 5:29pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Jeannie Price, Vice Chair

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Dave Seabrook, Commissioner

ATTEST:

Tanya Cray, District Secretary

February 17, 2026

Carol Wise's Post



Carol Wise

12h · 🌐

Thank you to the Fire Department for coming to my rescue this evening!! My fireplace, my dad originally built blew up, seriously really blew up from a propane leak that a limb hit an old valve no one knew was live. Like the shows where the bomb blows behind the door and blew inside my home. It was crazy!!!

Fortunately I had an extinguisher. It blew out the fireplace Insert 2" off the fireplace wall.

It was crazy!!!! The fire dept figured out the limb hit that stupid valve 1/4"!! Enough to fill the space in the original fireplace and I had a good hot fire going and it BLEW!!!!

Fortunately Ginger who was laying I front of the stove had move with me In the kitchen and when it blew it literally blew me all the way across the room!!!!

I'm so thankful I was home and it didn't burn down and Ginger and I are safe. A mess, oh yah but noooooo worries!!!!

Thank you to the Fire dept!!!! You were awesome and figured out why it happened. Whew!! Ok, clamped off the old propane line

Way to go!!!!

🤔👉👉👉👉👉👉 69

65 comments

Like

Comment

You will note that the application is for ‘Mats Mats,’ not ‘Port Ludlow.’ So the tower we’re talking about is not designed as a service to residents here, but in a neighboring community. To be clear: There’s no doubt that the folks in Mats Mats deserve good wireless service; that’s a virtual necessity in these days, and if a new tower is needed, so be it. But to locate the tower in a different residential community in a mostly rural county with a large amount of open land, and several commercial corridors ... this seems, well, egregious at best.

Which brings us to our final point: As near as we can tell, the regulations regarding cell tower locations require would-be permittees to consider alternate sites for the tower’s location. Despite repeated requests, we have thus far received no information on this.

So yes, we’re opposed. And we sincerely hope that, in the end, the deciding official will take note of that.

EJFR Commissioners Elect Board Chair and Vice Chair

At the Fire District’s Board of Commissioners January 20 meeting, Commissioners elected Deborah Stinson as Board Chair and Jeannie Price as Vice Chair.

Ms. Stinson was first elected as a Fire Commissioner with East Jefferson Fire Rescue in 2021 serving as Commissioner for District 5/Port Townsend. Prior to becoming a Fire Commissioner, Ms. Stinson was a member of the Port Townsend City Council and was chosen twice to serve as the Port Townsend city Mayor. Stinson has served a leadership role in Local 20/20, a non-profit in East Jefferson County, actively driving a variety of projects of community-interconnectedness, sustainability, and resiliency, and is a member of the Department of Emergency Management’s Incident Management Team. She is also one of the original organizers of the Neighborhood Preparedness (NPREP) team comprised of neighbors developing plans and procedures to collectively cope with a major emergency or disaster.

Jeannie Price became a resident of Jefferson County in 2022 and joined the Port Ludlow Emergency Committee in 2023, eventually leading the group. A former Boeing airline Captain, Ms. Price was also an instructor for the Flight Operations Training Department and helped develop Crew Resource Management curriculum with NASA to teach pilots and flight attendants to utilize all resources available in order to reduce airline accidents. After completing the Community Emergency Response

Training (CERT) in 2023, she became a volunteer for both the Jefferson County’s Disaster Airlift Response Team (DART), and the Jefferson County Emergency Operations Center. Price was elected to the Fire Commissioner Board in 2025 as Commissioner of District 1/Port Ludlow and is now the Vice Chair of the board.

The EJFR Fire Commissioners include: District 1: Vice Chair, Jeannie Price; District 2: Dave Seabrook; District 3: Steve Craig; District 4: Geoffrey Masci; District 5: Chair, Deborah Stinson.

“The legacy of leadership East Jefferson Fire Rescue has among our commissioners is remarkable,” said Chief Bret Black. “We are most grateful for their service.”

First Wednesday Luncheon

by Stephanie Buehler, Guest Writer

Please join us on **Wednesday, March 4**, at the Beach Club from 11 a.m. – 1 p.m. for a buffet of homemade soups. We will provide soup, bread & butter, dessert, and all utensils, so just bring your donations for the Food Bank. We’ll take care of the rest.

We advertised last month that the program would be Heather Mirczak of Port Townsend Cyclery. However, due to a family emergency, she is unable to attend; and we thought that would give us the perfect opportunity for an update from the new Food Bank President, Roland Faragher. Items to be covered are the Full Pantry Project, the evolution of the Food Bank, and their various food sources.

We must receive your RSVP by **March 1** for this luncheon. You may RSVP either to firstwednesdayluncheon@gmail.com or sign up at the Beach or Bay Club.

In April we will host the Jefferson County Juvenile & Family Court Services. This luncheon will be held at the Bay Club on **April 1, no foolin’!** Plan to bring your own lunch. Coffee, tea and cookies will be provided. We would appreciate an additional small donation to help defray the event cost at the Bay Club.

There is no charge to attend our luncheons. However, we ask that you bring a donation in the form of cash, check made payable to the Jefferson County Food Bank Association (JCFBA), and/or non-perishable food such as condiments, coffee, peanut butter, jelly, canned meat, boxed pasta, etc., or hygiene products. Food donations must be unopened, undamaged, and unexpired.

FW: Spark Good Local Grant to Facility #5273 Status Update - Application ID 92290470

From Bret Black <bblack@ejfr.org>
Date Wed 2/25/2026 9:07 AM
To Tanya Cray <tcray@ejfr.org>

Tanya,

Please add this to acknowledgments.

Bret Black - Fire Chief
Cell 360-381-0292
bblack@ejfr.org



From: Roy Lirio <rlirio@ejfr.org>
Sent: Wednesday, February 25, 2026 8:47 AM
To: Erin Murray <emurray@ejfr.org>
Cc: Bret Black <bblack@ejfr.org>; Robert Wittenberg <rwittenberg@ejfr.org>
Subject: FW: Spark Good Local Grant to Facility #5273 Status Update - Application ID 92290470

Great job, Erin. We received the \$950 and coded to Misc. Grant 367 00 00 0000.

How many fire extinguishers will this get?
What does the process look like to award these extinguishers to those who need one?

Roy Lirio, Finance Director
East Jefferson Fire Rescue
Work 360 385-2626
Cell 360 316-6401

From: no-reply-sparkgoodgrants@es.relay.walmart.com <no-reply-sparkgoodgrants@es.relay.walmart.com>
Sent: Friday, February 20, 2026 4:01 PM
To: Erin Murray <emurray@ejfr.org>

Cc: Roy Lirio <rlirio@ejfr.org>

Subject: Spark Good Local Grant to Facility #5273 Status Update - Application ID 92290470

Spark Good Local Grant to Facility #5273 Status Update - Application ID 92290470

Dear Erin,

This is to notify you that your Spark Good Local Grant in the amount of \$950 has been resent to your organization electronically. Your new payment ID is #130636823001232. The grant funds have been resent via electronic payment to the bank account set up with JPM.

We encourage you to share the positive impact this grant will have on our community. Before moving forward, please review the [Local Grant Recognition Toolkit](#). This provides brand and recognition guidelines agreed upon when applying for the grant as well as helpful tips for acknowledging Walmart or Sam's Club.

If you haven't already, we encourage you to visit Walmart.com/nonprofits to discover even more ways Spark Good may be able to support your organization.

Once again, congratulations on your grant, and thank you for your valuable contributions to the community.

Sincerely,
The Spark Good Team



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 – February 2026

Threshold Events

- Boat explosion and fire – Anchored near the mill, two live-aboards, 1 dog. Two burn victims Medivac to Harborview, vessel sank. Nearby vessel assisted after explosion, calling 911.
- Several significant Motor Vehicle Collisions (MVC's).

General Fire Chief Activities and Projects

Five finalists were interviewed for one vacant FF position; start day is anticipated to be March 16. Several finalists requested debriefing and mentoring for the FF recruitment process, which was facilitated by the FC. HR Manager Stewart and FC initiated engagement with the recruiter for the Deputy Fire Chief position. Staff and commissioners were consulted on several topics to include: Deputy Fire Chief Recruitment and upcoming Standards of Cover and Strategic Plan projects. A grant application was submitted to the Jefferson County Behavioral Health Advisory Committee (BHAC) accessing opioid settlement funds; Believe in Recovery developed the proposal and submitted it to the BHAC on behalf of EJFR. Several personnel-related administrative projects were concluded.

Finance Manager Lirio and FC met with BC Fletcher to update the fleet replacement schedule. WSRB/WFC Workgroup met several times as directed by the WA Office of Insurance Commissioner (OIC) developing updated scoring metrics for the WSRB Rating Schedule (refer to attached notes). FC, DFC Brummel, JeffCom Director Stewart and BC MacDonald met to review dispatch zones, tones and procedures. FC and DFC attended FIFA World Cup planning meeting.

At the March 3rd EMS Counsel, we were joined by WA Department of Health leaderships, Dawn Felt and Katie Holmes. They reviewed the role of the Medical Program Director to include Continuous Quality Improvement (CQI) processes. The JC EMS Council does not have a formal CQI procedure which was noted by WADOH, suggesting we prioritize the development of a collaborative quality review process.

Miscellaneous Activities

FC met with Lt. Carver to discuss his professional development goals as he pursues the fire investigation tract. The Safety Committee met for the 4th quarter meeting. FC met with the Training Officer for several ongoing projects and administrative support. FC and EJFR data cadre attended several setup meetings with DarkHorse. Firefighters in Training (FITs) Daniella Sanchez and Cashe Holmes were given a send off luncheon as they are preparing to attend the Kitsap Fire Academy in the coming weeks. FC responded to a request by the Bellingham USCG

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Paradise Bay Shine Bridgehaven Mats Mats Swansonville Port Ludlow Beaver Valley South Point*

Auxiliary to present a incident review of the boat fire in PT. FC met the new Navy Region North West Fire Chief and reviewed collaborative opportunities and upcoming training.

Standing Meetings/Committees

JeffCo DEM IMT Meeting	BOCC	PT City Manager
PT Police Chief	BHC	JeffCo EMS Council
BHAC (10 th of 1%)	ECHHO	PLEC
JH CQI meeting	WA Fire Defense Board	WSRB Subcommittee
EJFR Safety Committee	Washington Fire Chiefs	REAL Team
WFC Legislative Meeting	JC Wildfire Alliance	2032 Meet and Confer
Olympic Community of Health	Port Ludlow Village Council (NEW)	JC C&AP Group

Call Statistics		EJFR Responses By Area for February 2026	
	February 26'	Mutual Aid Given	15
Fires	5	City of PT	169
Rescue/EMS	327	GlenCove/Jacob Miller	20
Non Emergency	38	Cape George	18
Hazardous Cond.	17	Ocean Grove/Beckett Pt.	3
Service Call	55	Kala Point	27
Other	4	Hadlock/Irondale	83
Total	446	Marrowstone Is.	15
February Transports		South Discovery	1
911 - Transported	216	Chimacum	11
911 - Non Transport	96	Oak Bay	2
CARES Contacts		Northern Ludlow	48
February Contacts	130	Southern Ludlow	26
		Other/CARES	8

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Paradise Bay Shine Bridgehaven Mats Mats Swansonville Port Ludlow Beaver Valley South Point*

WSRB Fire Protection Ratings: Introducing “W” Classifications

WSRB periodically reviews and updates the **Public Protection/BCEGS Classification Manual (PPCM)** to ensure classifications reflect real-world fire protection conditions.

Over time, it became clear that properties beyond five road miles from a fire station do not all present the same level of fire suppression capability, and properties between five and seven miles that continue to benefit from Class A response and reliable water supply warranted additional differentiation.

To better reflect these realities, we've developed a new **“W” Protection Class designation**, providing insurers with an optional refinement when evaluating properties located farther from fire stations but supported by meaningful fire protection infrastructure.

This refinement builds on years of analysis, collaboration with the fire service, and prior updates to WSRB’s classification framework.

For more information, visit the [W Classification FAQ](#).

Greater precision

WSRB’s Public Protection/BCEGS Classification Manual (PPCM) establishes the framework used to determine **Protection Class (PC)** for individual class rated properties. These classifications are a critical underwriting and rating tool for subscribing insurers, reflecting a community’s ability to prevent, control, and suppress fires.

Approximately 96% of properties in Washington state are located within five road miles of a fire station, meaning that most properties fit cleanly within long-established classification parameters. For properties beyond five miles, available data is more limited—but that does not mean fire protection capability is absent or uniform.

The need for greater differentiation in how these properties are classified has grown as fire service practices / infrastructure have evolved. WSRB has long recognized that properties outside traditional distance thresholds can experience very different levels of fire suppression capability, depending on factors such as:

- Fire department staffing, training, and apparatus
- Water supply availability, including hydrants and mobile water resources
- Organized response from recognized Class A fire stations



PPCM refinements

The PPCM has been revised several times over the years, most recently in 2019, with the last two revisions specifically focused on improving how properties more than five road miles from a fire station are classified.

Those updates acknowledged that distance alone does not fully capture fire protection capability. However, WSRB determined that additional refinement was appropriate, particularly for properties that fall between five and seven road miles from a responding fire station and benefit from adequate water supply.

This led to the development of a new classification approach that better distinguishes these properties from areas with more limited fire suppression resources.

Introducing the “W” Protection Class

Under this refinement, WSRB recognizes properties that are:

- Located **between five and seven road miles** from a **recognized Class A fire station**, and
- **Within 1,000 feet of a fire hydrant**, or located in a community that receives **Mobile Water Supply Credit**
- For dwellings and farm dwellings, **Tender Credit is also considered**, consistent with current PPCM provisions.

To reflect the difference in protection capability, WSRB assigns a “W” suffix to the community or fire district’s Protection Class. The “W” designation signals that while distance introduces additional response challenges, the overall fire suppression capability is demonstrably stronger than that associated with a traditional PC 9 classification.

The W Classification offers insurers an optional refinement through the Alternative Public Protection Classification Manual, allowing them to evaluate whether this additional distinction supports their underwriting and rating objectives.

Insurers may choose to adopt the W Classification by using the Alternative Public Protection Classification Manual and completing the appropriate filing. This enables more refined Protection Class differentiation where it adds value, without altering the underlying structure of existing classifications.

Because the W Classification is new in Washington, WSRB has submitted separate, concurrent filings for each property line of business, which include the corresponding proposed rating factors.

Collaboration with the fire service

This refinement is the result of sustained collaboration between WSRB and the **Washington Fire Chiefs (WFC)** through the WFC Rating Bureau Committee.

Over several years, these discussions have led to multiple improvements to both the Community Protection Class Grading Schedule and the PPCM. The committee agreed that introducing the “W” classification is a **common-sense approach**—one that more accurately reflects real-world fire suppression capabilities for properties located five to seven miles from a responding Class A fire station.

Accurately reflecting fire protection capability

The introduction of “W” Protection Classes reflects WSRB’s continued commitment to accuracy, collaboration, and practical application of data. By distinguishing between limited fire protection and meaningful fire suppression capability, this refinement gives insurers an additional tool to align underwriting decisions with on-the-ground conditions.

As with all Protection Class determinations, insurers are encouraged to evaluate how this refinement fits within their broader underwriting strategies and to consult the [W Classification FAQ](#) for detailed guidance.



13. TRAINING

There must be a comprehensive schedule of regular training on structural firefighting and related topics.

Apply percentage corresponding to conditions listed below:

a. Supervision. Training must be under the guide of a training officer with at least 10 years of direct incident command experience and certified as a Fire Instructor II. Personnel in charge of training sessions must be certified as fire instructors.

For inadequate supervision: Apply 5%.

b. Company Training. Minimum of 20 hours per firefighter per month. This amount can be reduced by 25% if firefighters are FF1 certified and by 50% if firefighters are FF2 certified.

How is it decided what training counts? Does OJT count? Training in NFPA essential job tasks? Continuing education?

For inadequate company training: Apply 30%.

c. Training Center Training. Minimum of 6 half-day (3 hour) drills per year, including 2 drills at night and 2 multiple-company drills for all firefighters. **Where does night drills come from? Can be difficult when training staff works days, labor agreements etc.**

Department operated training center should provide the following facilities. Percent credit for each facility is listed below: **Share training centers, or access to training center within county should count so everyone doesn't have to have one. A lot of training is completed out in the community in parking lots of schools, shopping centers etc.**

Drill Tower at least 3 stories in height..... 30% **Could be the only 3 story building in the jurisdiction. Suggested language equivalent to risk in community.**

Fire Building including smoke room..... 50%

Training Aids & Props including forcible entry, ventilation, sprinkler system, flammable liquid or gas prop..... 10%

Training Area at least 2 acres in size and equipped with fire hydrants.....10% **Justification of 2 acres. Again, can access to large parking lots count? Match risk, if your jurisdiction has no hydrants why would one be required at training facility?**

Calculation of credit for Training Center Training will involve the multiplication of the percent credit for actual drills by the percent credit calculated for training facilities provided. **Training facilities should match risk.**

For inadequate training center training: Apply 40%.

d. Officer Training. Minimum of 2 days per year (16 hours) for all officers. This amount can be reduced by 25% if officers are FO1 certified and by 50% if firefighters are FO2 certified.

For inadequate officer training: Apply 5%. **Over and above the 20 hours stated above? Can these hours be leading a company in drills? Is this incident command training? What specifically is officer training?**

e. Driver Training. Minimum of 1 day (8 hours) per year for current personnel. ~~Current EVIP certification can serve in lieu of annual training.~~ **WA State Approved CDL Exemption Program for Fire Service in lieu of annual training requirements. There are other programs IAPD, EVOC etc that are similar to EVIP and approved by WA.**

For inadequate driver training: Apply 5%.

f. Recruit Training. New members should receive a minimum of 240 hours of training before responding as an active firefighter to structure fires.

For inadequate recruit training: Apply 5%. **The 240 must be before counting them in your response number of FF's with the addition of other roles such as tender operator, exterior FF etc they should count for those roles before the 240 hours.**

g. Pre-Fire Planning. An annual update to all commercial or similar type building pre-fire plans. Pre-fire information should be readily available on responding apparatus.

For inadequate pre-fire planning: Apply 10%. **Instead of annual update can it be on a 5 year cycle for updates like flow testing hydrants? Also clarify what counts as an update and if technology can be used for the update like using first due or other analytic software.**

For inadequate training: Use 1.5 Point Scale. (300 point total)

14. RESPONSE TO ALARMS

Adequate response to fire incidents must be established. **All of these sections the term "Chief Officer" would prefer it read "Dedicated Incident Commander"**

a. Commercial Districts. At least 1 chief officer and the required number of engine and ladder truck / ladder

service companies based on the community basic fire flow and Table 3 are required.

For inadequate first alarm response to commercial districts: Apply 40%.

b. Residential Districts. At least 1 chief officer, 2 engine companies and adequate ladder equipment are required.

For inadequate first alarm response to residential districts: Apply 40%.

c. Multiple Alarms. Engine and ladder company response to each additional alarm for the same fire should approximate the number of engine and ladder companies required for the first alarm.

For inadequate response to multiple alarms: Apply 10%.

d. Cover Plan. Response areas in the community must have a cover plan for when the first due companies are out of service. **Mutual/Auto Aid?**

For inadequate cover in response: Apply 10%.

For inadequate response to alarms: Use .5 Point Scale. (100 point total)

15. FIRE OPERATIONS

Consideration will be given to the ability of the department to operate effectively at fires. Effectiveness is dependent on response, staffing and training; however, others factors can also affect fire operations.

Percentage for this item will be determined by taking the average of the percentages from Items 3, 7, 8, and 13 and adjusting as conditions warrant. The following can be used as a guide:

Inadequate Standard Operating Procedures
(SOP).....increase 10%

Inadequate Incident Management System
(IMS).....increase 10%

Large Diameter Hose (LDH) not
used.....increase 5% **What if you can use
smaller hose to meet your fire flow? Under #11 it states “Excess 2 1/2-, 2 3/4-, or 3-inch
hose can serve as supply hose if an inadequate amount of LDH is provided. The
amount of hose credited as supply line considers a dual lay.” So why in crease 5%?**

Lack of ladder truck where required.....increase 5%

Compressed Air Foam System (CAFS) available for use.....decrease 5%

An alternative to using the above analysis, the results for a performance evaluation may be used. This type of evaluation would analyze computer-aided dispatch records of fire incidents to determine the percentage of time an initial full alarm assignment arrives at a fire incident within 560 seconds (690 seconds for high-rise building). **How many departments are using this alternative? The 560 seconds comes from NFPA 1710 low hazard structure fire and requires 15 FF's on scene 90% of the time, has this been used in lieu of the standards above?**

For inadequate fire operations: Use 1.6 Point Scale. (320 point total)

16. SPECIAL PROTECTION

This entire section could be removed from the schedule as it is only a negative item and does not provide any credit. Are marinas or boat insurers using WSRB scoring? The wildland portion we requested to be in the schedule in the past based on thinking it helped improve fire department scores due to being wildland capable, because wildland is not part of the schedule it should be removed as again it only hurts a department and they cannot make up deficiencies in other areas with their wildland capability. The equipment and training used to score a department on structural response works to protect buildings in wildfire.

A fireboat, suitably staffed, equipped, and maintained, must be in service where there is occupied wharf frontage totaling at least 1 mile with buildings or open storage necessitating firefighting operations from the water side. No such frontage may be more than 1½ miles response distance from a fireboat.

a. For insufficient fireboats in service: Use 1.0 Point Scale. (200 point total)

Conditions in the community that require special fire department protection in addition to that covered elsewhere in this schedule will be considered in this item. Conditions to be considered include, but are not limited to: waterfront properties needing some special protection but not requiring a conventional fireboat, wildland urban interface areas, extensive bulk oil and other hazardous storage, etc.

For communities with wildland urban interface areas apply the following percentages:

Fire department not training to NWCG standards for firefighters and incident command....30%

Insufficient Type 3, 5 or 6 wildland apparatus.....30%

Inadequate wildland personal protective equipment.....20%

Inadequate tender operations.....20%

b. For lack of other needed special protection:

Use .5 Point Scale. (100 point total)

17. FIRE STATIONS AND COMMUNITY CONDITIONS

a. Fire Stations. All stations must be of substantial construction and properly equipped.

Apply percentage corresponding to conditions listed below:

Wood frame construction.....30%

Joisted masonry construction.....20%

Noncombustible construction.....10%

Fire resistive construction.....0%

If building is equipped with an automatic sprinkler system, reduce above percentages by 75%.

There must be two separate means for receiving alarms from the communication center. At least one means must be supervised. If the firefighters are not on duty at a station, firefighters must be equipped with the means to receive alarms.

Apply the following percentages for equipment not meeting requirements:

Two separate means for receiving alarms with one supervised.....0%

Two separate means for receiving alarms without one supervised.....10%

One means for receiving alarms, supervised.....20%

One means for receiving alarms, not supervised.....40%

Fire Stations must be equipped with adequate means of communication. Apply applicable percentages below:

Apply the following percentages for radios not meeting requirements:

No two-way radios in stations.....5%

No spare portable radios in stations.....5%

Fire stations without means for the public to report fires to the dispatch center.....10% **Unnecessary with the prevalence of cell phones today should be removed**

Fire stations not provided with a secondary power source.....10%

For fire stations not meeting requirements:

Use .5 Point Scale. (100 point scale)

b. Fuel. Fuel must be available in sufficient quantities. Suitable arrangements must be made for delivery of fuel to apparatus at fires of long duration. **Take out all the different percentages, leave the suitable arrangements for delivery of fuel and just have the 20 points, you either have or don't have a way/plan/agreement to get fuel to the scene, if you don't it is 20 points.**

Apply percentage corresponding to conditions listed below:

Fuel available at fire station(s) or from a fuel facility with back-up power and within 5 road miles of fire station.....0%

No refueling provisions provided at fire stations.....75%

No provision for delivery of fuel to fires scenes.....25%

Commercial fuel delivery to fire scenes.....10%

Fire department has provisions for fuel delivery to fire scenes.....0%

For inadequate refueling arrangements: Use .1 Point Scale. (20 point total)

c. Delays in Response. The possibility of delays due to poor condition of roads, including snow and ice, steep grades, vehicle parking, traffic, railroad grade crossings, and similar features within a community, will be considered. **Remove this whole section, this is out of the control of the fire department, how is this score determined? These items fit better under the code portion of fire safety control. This is a 100 points on the fire department that has no control over. Recommend delete this section.**

Apply percentage corresponding to conditions listed below:

Poor conditions of roads.....	20%
Traffic and parking.....	20%
Railroad crossings.....	20%
Snow and ice.....	10%
Steep grades.....	10%
Drawbridges.....	10%
Other.....	10%

For possibility of delays in response: Use.5 Point Scale. (100 point total)



Seattle Prepares for the FIFA World Cup

Kenneth Neafcy *Seattle OEM*



Background

- 48 teams competing in 104 matches over 39 days, June 11 – July 19, 2026.
- 6 games taking place in Seattle, 4 preliminary and 2 knockout round games
- Games played at “Seattle Stadium” (a.k.a. Lumen Field)



High Level Timeline

- Late May: Teams start to arrive in Base Camps
- June 11: Tournament Starts
- June 15: First Seattle game
- July 6: Last Seattle Game
- Early to Mid July: Base camps close (varies by team)
- July 19: FWC Finals. All tournament related operations cease

CONOPS Key Planning Assumptions

- Working assumption is a total of 750k visitors over the span of the tournament.
- In the middle of peak special event and cruise ship seasons.
- Significant traffic impacts to the downtown core.
- Probable impact from cell congestion on game days.
- Some crowd management issues to plan for.
- Reduced impact from weather hazards.

CONOPS Overarching Strategies

- 1. Promote coordination of event management utilizing the Incident Command System (ICS), including the establishment of strategic priorities.**
- 2. Conduct operations in a manner that:**
 - Optimizes the safety of all personnel, community members, and visitors.
 - Maximizes enjoyment and creates a positive experience for all visitors.
- 3. Maintain timely and consistent exchange of information with stakeholders and interested parties to promote safe and effective operations.**
- 4. Strategically manage overall resource management, allocation, and prioritization.**

Statewide Multi-Agency Coordination Group

- **Serves as the unified strategic decision-making body during incidents**
- **Provides:**
 - Single source of strategic and policy-level information
 - Statewide perspective beyond individual ACs
- **Focuses on:**
 - Cross-jurisdictional coordination
 - Strategic risk and resource decisions
- **Policy-level representatives from:**
 - Washington Emergency Management Division (EMD)
 - Puyallup Tribe of Indians (PTOI)
 - King County Office of Emergency Management (KCOEM)
 - Seattle Mayor's Office
 - Local Organizing Committee (SeattleFWC26)
 - Federal Coordinator(FC)

Questions



February 2026

Operations Report

DC Pete Brummel

Ongoing Goals and Objectives Revised to July 2026

Goal #1: Enhance Operational Resiliency: March Update

Objective 1.1 Complete MCI Plan for Jefferson & Clallam County

- The first draft Jefferson Clallam MCI plan has been completed and is open for review and comments by EJFR personnel (Chief Black, BC Macdonald, MSO Ridgway, Cpt. Bergen, LT/PM White and FF/PM Welander). The proposed vetting plan:

- ✓ March 5-March 31: Internal EJFR review/revisions
- ✓ March 20-March 31 JeffCom/PenCom review/revisions
- ✓ April 1-April 30 Jefferson/Clallam fire agencies & MPD review/revisions
- ✓ May 1-May 30 Final review/vetting, EMS Council review and approval
- ✓ June 1 Approve plan, disseminate to providers, develop training plan

Operations

Goal #2 Build New Prefire Planning: March Update

Objective 2.1 Update and Create New Pre-Fire Plans with First Due App

- The workgroup has been meeting regularly with First Due reps and scheduling breakout meetings for: preplans, ArcGIS hydrant mapping, responder planning, and personnel & apparatus data.
- Lt. Grimm has updated over 25 existing preplans and uploaded them to new database. Existing preplan uploading is scheduled for completion by May 1, 2026.
- Lt. Grimm will be soliciting interest for participation in a preplan committee with responsibility for creating new preplans of COPT occupancies, then JeffCo occupancies.

Goal #3 Implement New Data Analytics & Prediction Program: March Update

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

Making

- A major portion of data has been uploaded to Darkhorse as of 3/5/26.
- We are meeting bi-weekly with customer contact reps to refine our data to reflect response times, performance goals and more.
- Currently, we are using **2025 cumulative data** as the starting point.
- Darkhorse is very responsive and we hope to begin with data output over the next few months.

**Notes of
Interest
&
Meetings**

Destructive Training & Live Fire Burn at 1080 Umatilla

Thanks to a proactive property owner, EJFR has been approved by ORCAA to conduct a live fire training burn at 1080 Umatilla on March 31, 2026. The site is available to EJFR for non-destructive training (hose evolution, search & rescue), destructive training (window, door and wall breaching) as well as multiple live fire evolutions on 3/31.

The incident action plan (IAP) is in the final stages for review. The IAP includes a safety briefing and plan, training goals and objectives, and a timeline for firefighting evolutions. EJFR has NFPA 1403 qualified instructors that will oversee the ignition and fire control of each evolution.

CRR Wittenberg and DC Brummel are collaborating with the COPT public information officer to provide awareness to the surrounding neighborhood and public.

Structural Collapse Training Class (Rescue Systems 1) Planning and Announcement

In addition to notifying EJFR personnel, a regional training announcement has been disseminated to King, Kitsap, Thurston, Pierce, Jefferson and Clallam County fire training consortiums, fire training officers and chiefs promoting our RS-1 class May 4-7, 2026.

There is high demand for this class and EJFR has a strong reputation for providing realistic scenarios at our training center. Additional training locations include Olympic Water and Sewer treatment facility and the dormant section of the Port Ludlow Golf Course.

L&I FIIRE Program Grant Funding 2026

I met with LNI FIIRE rep to discuss possible funding for behavioral health and wellness for 2026. Although preliminary, EJFR may have the opportunity to promote mental health training and awareness with LNI grant funds. I will be discussing it with the L&I FIIRE program director over the next few weeks. Grant funding opens in May 2026.

- ✓ Summarized findings for disciplinary hearings
- ✓ Met with First-Due reps and EJFR workgroup leads
- ✓ Met with Darkhorse reps and EJFR workgroup leads
- ✓ Attended Northwest Healthcare Response Network meetings for MCI plan
- ✓ Met with King County Fire Training Officers for leadership class development
- ✓ Site visits and meetings with 1080 Umatilla owner
- ✓ L&I FIIRE Risk Management meeting



FINANCIAL REPORT FOR FEBRUARY 2026

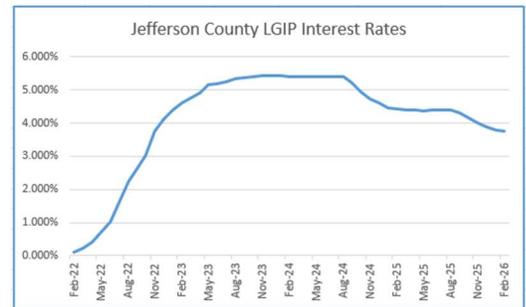
Fund Balance February 2026

	General	EMS	SubTotal	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	2,933,128	3,754,003	6,687,131	1,502,032	1,323,584	1,025,144	10,537,891
Change YTD	(1,235,806)	(610,603)	(1,846,409)	9,040	7,954	6,138	(1,823,276)
Ending Fund Balance	1,697,322	3,143,401	4,840,722	1,511,072	1,331,539	1,031,282	8,714,615

Financial Highlights:

I. Fund Balance & Budget Position

The district concluded February 2026 with a total ending fund balance of **\$8,714,615**. As illustrated in the attached **Fund Balance Trend Graphs**, we are currently in the anticipated first-quarter "spend-down" phase. Per the **2026 Budget Position**, revenues are currently at 5.3% of the annual budget, while expenditures are tracking at approximately 13.3% for Fire and 15.5% for EMS. The February expenditure includes the new ambulance purchase of \$321,269.



II. Revenue & Investment Updates

- **GEMT refund:** In the 1st Quarter of 2025, the State's ProviderOne payment system erroneously paid the full transport rate instead of the interim billing rate, resulting in an overpayment. The District received the **attached** Provider Overpayment Notices from the Washington State Department of Social and Health Services (DSHS) requesting a total refund of \$63,579. The GEMT FY2025 final settlement process will true up the transport fees.
- **LGIP Performance:** The LGIP interest rate continues to decline and for February was **3.742%**.

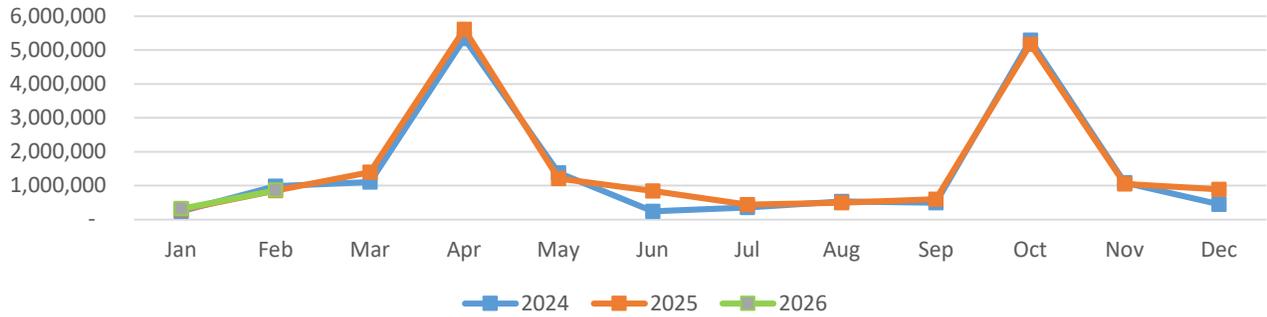
III. Capital Spend & Debt Schedule

- Station 2 temporary storage project permits issued and being scheduled for installation.
- New ambulance was received on 2/16/26. We front funded \$321,269 and will reimburse ourselves in June with Local Program debt.
- Engine Delivery: Expected in July 2026.

IV. Administrative Highlights

- **Compliance:** Created an IRS sec. 132(d) form for tuition payments and reimbursements.
- **Levy Exempt Property:** Reviewed and summarized the district's approach to exempt properties.
- **Local program:** Prepared resolutions, financing contract, and required information.
- **Audit Readiness:** Prepared unaudited 2025 financial statements and footnotes. See **attached**.
- **Apparatus & Vehicles:**
 - Accompanied BC Fletcher and PM Wagner and picked up new ambulance.
 - Discussed plan for vehicle replacements with FC Black and BC Fletcher.

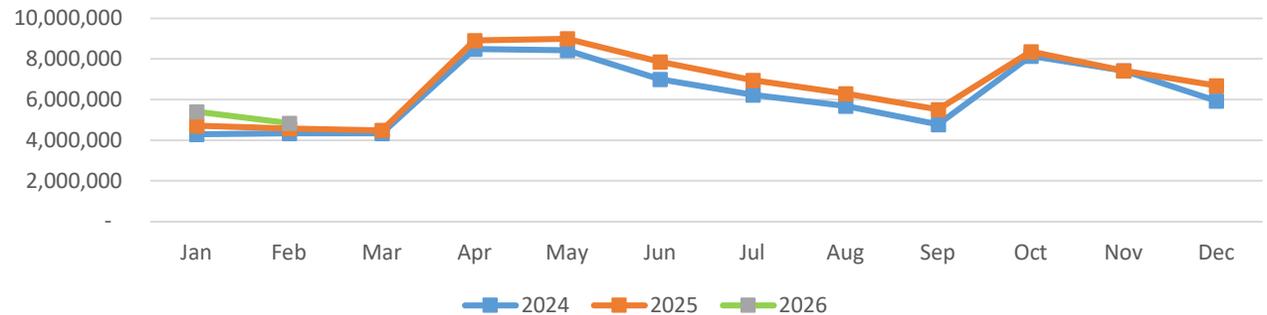
East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



East Jefferson Fire Rescue FIRE General & EMS Funds Expenditures



East Jefferson Fire Rescue FIRE General & EMS Funds Fund Balance



FIRE - 2026 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:24:07 Date: 03/04/2026

Page: 1

001 Fire Fund #656001010		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,894,792.00	721,646.65	10,173,145.35	93.4%
330	0.00	8,649.07	(8,649.07)	0.0%
390 Debt Proceeds, Trfr-In, & Surplus Equip Sales	2,859,862.00	0.00	2,859,862.00	100.0%
Fund Revenues:	13,754,654.00	730,295.72	13,024,358.28	94.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
210 Administrative	2,224,211.00	393,883.44	1,830,327.56	82.3%
211 Legislative	296,895.00	27,937.54	268,957.46	90.6%
220 Suppression	5,823,393.00	836,632.23	4,986,760.77	85.6%
230 Prevention	34,500.00	4,710.69	29,789.31	86.3%
245 Training	157,047.00	6,712.70	150,334.30	95.7%
250 Facilities	429,693.00	52,689.97	377,003.03	87.7%
260 Vehicles & Equipment	472,983.00	78,258.95	394,724.05	83.5%
520 Fire Control	9,438,722.00	1,400,825.52	8,037,896.48	85.2%
590 Debt, Capital, LT Lease & Transfr	4,024,714.00	393,807.28	3,630,906.72	90.2%
Fund Expenditures:	13,463,436.00	1,794,632.80	11,668,803.20	86.7%
Fund Excess/(Deficit):	291,218.00	(1,064,337.08)		

FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 15:24:49 Date: 03/04/2026

Page: 1

001 Fire Fund #656001010

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,951,949.00	482,694.78	2,469,254.22	83.6%
522 20 10 019-0 OVERTIME (40%)	531,592.00	61,397.36	470,194.64	88.5%
220 Suppression	3,483,541.00	544,092.14	2,939,448.86	84.4%
520 Fire Control	3,483,541.00	544,092.14	2,939,448.86	84.4%
Fund Expenditures:	3,483,541.00	544,092.14	2,939,448.86	84.4%
Fund Excess/(Deficit):	(3,483,541.00)	(544,092.14)		

EMS - 2026 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 15:25:15 Date: 03/04/2026

Page: 1

101 EMS Fund #657001100		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,338,167.00	459,982.79	5,878,184.21	92.7%
Fund Revenues:	6,338,167.00	459,982.79	5,878,184.21	92.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	7,675,740.00	1,234,663.27	6,441,076.73	83.9%
274 EMS Training	86,105.00	7,391.47	78,713.53	91.4%
520 Fire Control	7,761,845.00	1,242,054.74	6,519,790.26	84.0%
590 Debt, Capital, LT Lease & Transfr	229,382.00	0.00	229,382.00	100.0%
Fund Expenditures:	7,991,227.00	1,242,054.74	6,749,172.26	84.5%
Fund Excess/(Deficit):	(1,653,060.00)	(782,071.95)		

EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 15:25:38 Date: 03/04/2026

Page: 1

101 EMS Fund #657001100

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,427,923.00	724,043.32	3,703,879.68	83.6%
522 72 10 019-1 OVERTIME (60%)	797,388.00	92,096.10	705,291.90	88.5%
272 EMS Operations	5,225,311.00	816,139.42	4,409,171.58	84.4%
520 Fire Control	5,225,311.00	816,139.42	4,409,171.58	84.4%
Fund Expenditures:	5,225,311.00	816,139.42	4,409,171.58	84.4%
Fund Excess/(Deficit):	(5,225,311.00)	(816,139.42)		



STATE OF WASHINGTON
 DEPARTMENT OF SOCIAL AND HEALTH SERVICES
 PO Box 9501 Olympia WA 98507-9501

PROVIDER OVERPAYMENT NOTICE

2/20/2026

ProviderOne ID/Domain: 102780400

JEFFERSON COUNTY FPD 1
 PO BOX 3510
 SILVERDALE WA 98383

We determined that you received an overpayment for goods or services in the amount of \$ 24782.70. This overpayment resulted from an incorrect payment on a claim(s) paid by the ProviderOne system. ProviderOne is unable to process an adjustment to fully recover the overpayment because:

- of older date(s) of service on the original paid claim(s)
- there have not been enough additional claims submitted
- of claim type
- of incorrect processing - we must process dual agency adjustments separately

You have the right to an administrative hearing if you disagree with this notice. Your request for an administrative hearing must be received in this office within 28 days from the date you receive this notice and:

- Be in writing
- State why you disagree with this notice.
- Be signed.
- Include your mailing address and phone number.
- Include a copy of this overpayment notice.
- Be sent to OFR by certified mail, personal service, or other way that shows proof of receipt.

Payments not received within 28 days may be subject to recoupment from future payments.

Please send your payment (or) your request for administrative hearing (with your provider and invoice number) to:

Office of Financial Recovery
 PO Box 9501
 Olympia WA 98507-9501

If you have questions regarding repayment, please call 1-800-562-6114 and ask for the medical vendor unit.

Collection authority pursuant to RCW 41.05A.170.
 Authority to charge interest is authorized in RCW 41.05A.220.

000102780400VR2538





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 DEPARTMENT OF SOCIAL AND HEALTH SERVICES
 PO Box 9501 Olympia WA 98507-9501

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000102780400VR2538



Jefferson County Fire Protection District No. 1
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2025

		Total for All Funds (Memo Only)	001 Fire Fund #656001010	101 EMS Fund #657001100	219 LTGO BOND 2019 FUND
Beginning Cash and Investments					
308	Beginning Cash and Investments	8,779,207	5,550,706	3,228,501	-
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	14,304,334	10,326,061	3,978,273	-
320	Licenses and Permits	4,249	4,249	-	-
330	Intergovernmental Revenues	1,639,570	216,181	1,423,389	-
340	Charges for Goods and Services	1,797,578	122,375	1,675,203	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	491,956	354,550	137,406	-
Total Revenues:		<u>18,237,687</u>	<u>11,023,416</u>	<u>7,214,271</u>	<u>-</u>
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	15,704,023	9,205,397	6,498,626	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		<u>15,704,023</u>	<u>9,205,397</u>	<u>6,498,626</u>	<u>-</u>
Excess (Deficiency) Revenues over Expenditures:		<u>2,533,664</u>	<u>1,818,019</u>	<u>715,645</u>	<u>-</u>
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	455,514	455,514	-	-
397	Transfers-In	365,485	-	-	353,873
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	49,917	49,917	-	-
Total Other Increases in Fund Resources:		<u>870,915</u>	<u>505,431</u>	<u>-</u>	<u>353,873</u>
Other Decreases in Fund Resources					
594-595	Capital Expenditures	639,921	639,921	-	-
591-593, 599	Debt Service	640,489	84,862	190,143	353,873
597	Transfers-Out	365,485	365,485	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		<u>1,645,895</u>	<u>1,090,268</u>	<u>190,143</u>	<u>353,873</u>
Increase (Decrease) in Cash and Investments:		<u>1,758,685</u>	<u>1,233,182</u>	<u>525,502</u>	<u>1</u>
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	-	-	-
50841	Committed	-	-	-	-
50851	Assigned	3,754,003	-	3,754,003	-
50891	Unassigned	6,783,888	6,783,888	-	-
Total Ending Cash and Investments		<u>10,537,891</u>	<u>6,783,888</u>	<u>3,754,003</u>	<u>-</u>

The accompanying notes are an integral part of this statement.

Jefferson County Fire Protection District No. 1
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2025

		220 WA STATE LOCAL PRGM COP
Beginning Cash and Investments		
308	Beginning Cash and Investments	-
388 / 588	Net Adjustments	-
Revenues		
310	Taxes	-
320	Licenses and Permits	-
330	Intergovernmental Revenues	-
340	Charges for Goods and Services	-
350	Fines and Penalties	-
360	Miscellaneous Revenues	-
Total Revenues:		-
Expenditures		
510	General Government	-
520	Public Safety	-
530	Utilities	-
540	Transportation	-
550	Natural/Economic Environment	-
560	Social Services	-
570	Culture and Recreation	-
Total Expenditures:		-
Excess (Deficiency) Revenues over Expenditures:		-
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	11,612
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		11,612
Other Decreases in Fund Resources		
594-595	Capital Expenditures	-
591-593, 599	Debt Service	11,612
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		11,612
Increase (Decrease) in Cash and Investments:		0
Ending Cash and Investments		
50821	Nonspendable	-
50831	Restricted	-
50841	Committed	-
50851	Assigned	-
50891	Unassigned	-
Total Ending Cash and Investments		-

The accompanying notes are an integral part of this statement.

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

Note 1 - Summary of Significant Accounting Policies

The Jefferson County Fire Protection District No. 1, dba East Jefferson Fire Rescue was incorporated in 1948 and operates under the laws of the state of Washington applicable to a fire district. The district is a special purpose local government and provides fire protection/suppression services and emergency medical services to the public and is supported primarily through property taxes.

The district reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements (see *Notes to the Financial Statements*).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

This fund accounts for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government. The District maintains the EMS Fund, a special

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

revenue fund, which records the revenues and expenditures associated with the emergency medical services the District provides to the public.

Debt Service Funds

This fund accounts for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt. The district maintains a debt service fund to service the 2019 Bond indenture and Certificates of Participation, Series LP_2025B. The General Fund transfers funds to the Debt Service Fund for the current debt payments.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

C. Cash and Investments

It is the district's policy to invest all temporary cash surpluses. The interest in these investments is prorated to the various funds. For further information see Note 3 - *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life more than one year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

IAFF Local 2032 Labor Agreement: Article 25 VACATION

Vacation leave compensation paid according to current Union contract and/or according to contract agreement for non-union members. Per current contract, upon termination or retirement, the employee shall be compensated for any unused vacation time at their regular rate of pay. For Union employees only, no more than one hour may carry-over from one year to the next. Any unused vacation, on the last pay period of the year, shall be dispersed in the following way: Vacation hours will be multiplied by the effected employee's regular hourly wage and 50% will be deposited into the said employee's HRA VEBA account. The remaining 50% will be cashed out in the last paycheck of the year. The District's estimated liability for vacation leave on December 31, 2025, was \$66,224.

IAFF Local 2032 Labor Agreement: Article 18 SICK LEAVE

Sick leave compensation paid according to current Union contract and by contractual agreement for nonunion members. The maximum amount of sick leave that an employee may carry is 1,440 hours. Excess hours will be paid out to the employee's HRA VEBA account at a rate of 50% of the affected employee's hourly rate. Upon retirement, layoff or other voluntary separation of employment, any accrued sick leave of 1,440 hours shall be reimbursed at 50% of the affected employee's hourly rate of pay. No payment shall be made if employee is terminated. The District's estimated liability for sick leave benefits on December 31, 2025, was \$1,975,104.

IAFF Local 2032 Labor Agreement: Article 14 OVERTIME AND CALLBACK

Any employee entitled to overtime pay under this Article may elect to receive compensatory time at the rate of time and one-half in lieu of monetary payment at the same rate. Compensatory time may be

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

accrued up to a maximum of two hundred forty (240) hours. Compensatory time shall be allowed to be carried over from one year to the next. Upon termination or retirement, employees shall be compensated for all compensatory hours accrued at their regular hourly rate of pay. The District's estimated liability for compensatory time on December 31, 2025, was \$288,235.

Severance packages for Chief Officers and several Admin Staff are defined by personal contract and the District's estimated liability as of December 31, 2025, was \$554,041.

In accordance with Governmental Accounting Standards Board Statement No. 101, Compensated Absences, the District recognizes a liability for compensated absences for leave that is more likely than not to be used as paid time off or settled through cash or noncash means. The determination of 'more likely than not' is based on the District's historical patterns of leave usage and settlement, contractual obligations upon separation or retirement, and current employee leave balances. The liability is measured based on the pay rates in effect at year-end and the terms of the applicable collective bargaining agreement and individual employment contracts as described above.

Payments are recognized as expenditures when paid.

F. Liabilities

See Note 6 – *Long-Term Liabilities* and Note 7 – Pension Plans

G. Leases and Subscription Based Information Technology Arrangements (SBITA)

The District reports all leases and SBITAs with terms exceeding one year as liabilities, regardless of dollar amount. Leases and SBITAs with terms of one year or less are recognized as expenditures when paid. For more information see Note 4 — Leases and Note 5 — Subscription-Based Information Technology Arrangements (SBITA).

Note 2 - Budget Compliance

The district adopts annual appropriated budgets for 3 funds (General Fire, EMS, and Debt Service). These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund/Department	Final Appropriated Amounts	Actual Expenditures	Variance
Fire Dist. 1 General	\$ 11,685,782	\$ 9,930,180	\$ 1,755,602
Fire Dist. 1 EMS	6,910,379	6,688,769	221,610
Fire Dist. 1 Debt	403,873	365,485	38,388
Totals	<u>\$ 19,000,034</u>	<u>\$ 16,984,434</u>	<u>\$ 2,015,600</u>

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

Budgeted amounts are authorized to be transferred between departments within any fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the district’s legislative body.

Note 3 – Deposits and Investments

Investments are reported at amortized cost. Deposits and investments by type on December 31, 2025, are as follows:

Type of deposit or investment	District's own deposits and investments
Jefferson County Investment Pool	\$ 10,537,891
Totals	\$ 10,537,891

It is the district’s policy to invest all temporary cash surpluses. The interest in these investments is prorated to the various funds.

Investments in Jefferson County investment pool

The district is a voluntary participant in the Jefferson County investment pool, an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC. Rather; oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The district reports its investment in the pool at amortized cost, which is the same as the value of the pool per share. The Jefferson County Investment Pool does not impose liquidity fees or redemption gates on participant withdrawals.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the district would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The district’s deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the district or its agent in the government’s name. Funds held in the Jefferson County investment pool are held in the District’s name by the County Treasurer as agent.

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

Note 4 – Leases (Lessees)

Lease Expiration Effective July 2025, the 50-year lease for the unstaffed Station 3 (Cape George) expired. The District vacated the premises upon the conclusion of the lease term and has no further financial obligations or remaining lease liabilities related to this property.

Interlocal Agreement – Station 4 (Port of Port Townsend) The District occupies Station 4 (Airport Firehall) under an Interlocal Agreement (ILA) with the Port of Port Townsend. The District is currently on a month-to-month arrangement while renegotiating the terms of the ILA. The Port of Port Townsend compensates the District for fire protection services. Under the current agreement, the Station 4 lease cost is netted against this compensation. For the year ended December 31, 2025, the District recognized \$9,180 in net revenue from this arrangement.

As the agreement is month-to-month, it is considered a short-term lease. In accordance with the District’s cash-basis of accounting, no lease liability or asset has been recorded or reported.

Equipment leases The District participates in the Flex Financial lease program from Stryker for 8 power cots, 8 LifePaks, 10 AEDs and 8 stair chairs that outfit 8 of the District ambulances. The lease began in February 2022 with a 10-year term and \$173,805 annual payment. The total amount paid for this lease in 2025 was \$173,805. Starting in 2026, the District added two sets of ambulance equipment for the remaining term of the lease, increasing the annual payment to \$209,669. As of December 31, 2025, the future lease payments are as follows:

Year	Total
2026	209,669
2027	209,669
2028	209,669
2029	209,669
2030	209,669
2031	209,669
<i>Totals</i>	<u><u>\$ 1,258,014</u></u>

The District entered a 5-year lease with LN Curtis & Sons to lease gas detector equipment. The total amount paid for this lease in 2025 was \$6,238.

As of December 31, 2025, the future lease payments are as follows:

Year	Total
2026	6,238
2027	6,238
2028	6,238
2029	6,238
<i>Totals</i>	<u><u>\$ 24,952</u></u>

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

The District leases the administrative office from Olympic Storage. The lease term is from November 2024 through October 2029.

The total amount paid for this lease in 2025 was \$34,650. As of December 31, 2025, the future lease payments are as follows:

<u>Year</u>	<u>Total</u>
2026	\$ 32,400
2027	32,400
2028	32,400
2029	27,000
<i>Totals</i>	<u><u>\$ 124,200</u></u>

The District leases the copy machine located in the administration building with Canon Financial Services. The lease term is for 60 months through August 2029.

The total amount paid for these leases in 2025 was \$2,076. As of December 31, 2025, the future lease payments are as follows:

<u>Year</u>	<u>Total</u>
2026	\$ 2,076
2027	2,076
2028	2,076
2029	1,209
<i>Totals</i>	<u><u>\$ 7,437</u></u>

Note 5 – Subscription-Based Information Technology Arrangements (SBITA)

The District utilizes several subscription-based information technology arrangements (SBITAs) for financial, payroll, and operational software. As a cash-basis entity, these arrangements are recorded as expenditures in the period the payments are made.

Significant SBITA commitments as of December 31, 2025, include:

- Financial & Payroll (SpringBrook): Original 3-year term ending 12/31/25, extended through 12/31/28 (\$10,334 annually).
- Enterprise Suite (Insight Public Sector): 3-year term ending 5/31/26 (\$23,125 annually) with a 3-year extension option.
- Data Analytics (Dark Horse): 5-year term ending 12/8/30. Includes a \$25,000 setup fee due in 2026 combined with the first annual payment of \$15,000.
- Reservation Systems (Fire Aside, Inc.): 3-year term ending 12/2/28. Annual payments of \$4,800.

Jefferson County Fire Protection District No. 1

Notes to the Financial Statements

For the year ended December 31, 2025

- First Responder Suite (First Due): 13-month term ending 12/31/26. The 2026 payment of \$21,600 covers the initial one-year subscription and all implementation/setup fees.

The total amount paid for SBITAs in 2025 was \$45,567. Future estimated cash requirements for these existing contracts, including one-time implementation and setup fees due in 2026, are as follows:

<u>Year</u>	<u>Total</u>
2026	\$ 99,859
2027	53,259
2028	38,125
2029	15,000
2030	15,000
<i>Totals</i>	<u><u>\$ 221,243</u></u>

Note 6 – Long-Term Liabilities

The following table provides details of the outstanding debt of the district and summarizes the district's debt transactions for the year ended December 31, 2025.

Limited Tax General Obligation Refunding Bonds, 2019

In September 2019, the District issued \$3,695,000 in Limited Tax General Obligation (LTGO) Refunding Bonds (the "Bonds") through Martin Nelson & Company, Inc., to refund previously outstanding

obligations. The Bonds are dated September 12, 2019, and bear interest at rates ranging from 1.050% to 3.000% per annum, with a true interest cost of 1.91292%. Interest is payable semi-annually on June 1 and December 1 of each year, commencing December 1, 2019. Principal matures annually on December 1 in amounts ranging from \$155,000 to \$455,000 through final maturity on December 1, 2032. The Bonds are issued in book-entry form only and are rated AA- by S&P Global Ratings.

The outstanding principal balance of the Bonds as of December 31, 2025, is \$2,050,000.

The debt service requirements for the LTGO Refunding Bonds, 2019 are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2026	\$ 305,000	\$ 44,908	\$ 349,908
2027	310,000	40,790	350,790
2028	320,000	36,450	356,450
2029	325,000	26,850	351,850
2030	335,000	20,350	355,350
2031-2032	455,000	18,450	473,450
<i>Totals</i>	<u><u>\$ 2,050,000</u></u>	<u><u>\$ 187,798</u></u>	<u><u>\$ 2,237,798</u></u>

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

Certificates of Participation, Series LP_2025B (STATE LOCAL Program)

In 2024, the District was approved for a \$2,985,000 debt facility by the Washington State Local Program to purchase two engines, two ambulances and a brush truck in 2025 and 2026.

In June 2025, the District entered a financing lease through the Washington State LOCAL Program administered by the Office of the State Treasurer. The financing lease (Transaction No. 1119-2-1) was included in the State of Washington Certificates of Participation, Series LP_2025B, sold by competitive sale to J.P. Morgan Securities LLC on May 15, 2025. The proceeds of \$451,470.00 were used to finance the acquisition of one brush truck and one ambulance for the District. The lease amount financed is \$415,954.36, with an All-Inclusive Cost (AIC) of 3.38% (effective interest rate of 3.37547%) based on a 360-day year. Costs of issuance are reflected in the interest rate. The COP is structured as a tax-exempt obligation subject to IRS arbitrage requirements.

Payments are due semi-annually on June 1 and December 1 of each year, commencing December 1, 2025, with a final payment due June 1, 2035. Payments are made to the State's fiscal agent, U.S. Bank. The first payment of \$11,612, consisting entirely of interest, was made on December 1, 2025.

The outstanding principal balance of the COP as of December 31, 2025, is \$415,954.36.

The debt service requirements for the Certificates of Participation, Series LP_2025B are as follows:

Year	Principal	Interest	Total
2026	\$ 32,007	\$ 19,998	\$ 52,005
2027	34,820	18,327	53,147
2028	36,561	16,542	53,104
2029	38,389	14,669	53,058
2030	40,309	12,701	53,010
2031-2035	233,868	30,373	264,241
<i>Totals</i>	<u>\$ 415,954</u>	<u>\$ 112,610</u>	<u>\$ 528,564</u>

Assets Pledged as Collateral for Debt

The following debt is secured by assets pledged as collateral:

Debt	Asset
2025 Certificates of Participation, Series LP_2025B	One brush truck and ambulance

The LTGO Refunding Bonds, 2019 are general obligations of the District payable from ad valorem taxes levied within the limits prescribed by law on all taxable property within the District. No specific assets are pledged as collateral for the LTGO Bonds.

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

Significant Debt Agreement Terms

The following debt instruments contain agreement terms with finance-related consequences:

Debt	Clause
2019 LTGO Refunding Bonds	Bonds maturing in years 2026 through 2032 are subject to optional redemption on or after December 1, 2025, in whole or in part, at par plus accrued interest to the date fixed for redemption.
2025 Certificates of Participation (LOCAL Program)	Prepayment is permitted at any time. The prepayment price includes any unamortized costs of issuance, escrow fees, and the cost to fund the relevant escrow. Agencies intending to prepay must contact the Office of the State Treasurer to receive the prepayment amount.

Summary of Long-Term Debt Activity

The following summarizes long-term debt activity for the year ended December 31, 2025:

Debt	Balance 1/1/2025	New Debt Issued	Principal Paid	Balance 12/31/2025
LTGO Refunding Bonds, 2019	\$ 2,355,000	\$ -	\$ (305,000)	\$ 2,050,000
COPs, Series LP_2025B	\$ -	\$ 415,954	\$ -	\$ 415,954
Totals	\$ 2,355,000	\$ 415,954	\$ (305,000)	\$ 2,465,954

Compensated Absences

During the year ended December 31, 2025, the following changes occurred in compensated absences.

<u>Description</u>	<u>Beginning Balance 01/01/2025</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance 12/31/2025</u>
Compensatory Leave	\$ 274,736	\$ 13,499		\$ 288,235
Severance Agreements	453,165	100,876		554,041
Sick Leave	1,708,913	266,191		1,975,104
Vacation Leave	63,927	2,297		66,224
Total	\$ 2,500,741	\$ 382,863	\$ -	\$ 2,883,604

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

Note 7 – Pension Plans

A. State Sponsored Pension Plans

Substantially all Jefferson County Fire Protection District No.1’s full-time and qualifying part-time employees participate in the following statewide retirement systems, LEOFF II, PERS II or PERS III administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS ACFR may be downloaded from the DRS website at www.drs.wa.gov.

LEOFF Plan 2

The district also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

Volunteer Fire Fighter’s Relief and Pension Fund

The district also participates in the Volunteer Fire Fighters’ and Reserve Officers’ Relief and Pension Fund (VFFRPF) administered by the State Board for Volunteer Fire Fighters and Reserve Officers. Detailed information about the plan is included in the State of Washington ACFR available from the Office of Financial Management website at www.ofm.wa.gov.

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

At June 30, 2025 (the measurement date of the plans), the district’s proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$ 17,262	0.0031310%	\$ 36,914
PERS 2/3	\$ 43,076	0.0040590%	\$ (154,899)
LEOFF 2	\$ 421,355	0.1545490%	\$ (2,994,413)
VFFRPF	\$ 540	0.4100000%	\$ (149,116)

Note 8 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property Tax Calendar	
January 1	Tax is levied and becomes an enforceable lien against the properties
February 14	Tax bills are mailed
April 30	First of two equal installments payments are due
May 31	Assessed value of property established for next year’s levy at 100 percent of market value.
October 31	Second installment is due

Property tax revenues are recognized when cash is received by district. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The district’s regular levy for the year 2025 was \$1.24 per \$1,000 on an assessed valuation of \$8,341,213,645 for a total regular levy of \$10,374,000.

The district’s EMS levy for the year 2025 was \$0.48 per \$1,000 on an assessed valuation of \$8,351,424,394 for a total EMS levy of \$4,001,000.

Note 9 – Risk Management

The District faces various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District manages these risks by purchasing commercial insurance policies from the Emergency Services Insurance Program (ESIP). There are no deductibles unless noted.

Jefferson County Fire Protection District No. 1

Notes to the Financial Statements

For the year ended December 31, 2025

Insurance Coverage and Limits (Effective 06/01/2025):	
Building & Personal Property Blanket Limit (\$5,000 single occurrence deductible)	\$16,416,406
Umbrella Liability (\$8,000,000 per Occurrence & \$16,000,000 Aggregate)	\$16,000,000
General Liability (\$1,000,000 per Occurrence & \$10,000,000 Aggregate)	\$10,000,000
Business Auto (\$5,000 deductible)	\$ 1,000,000
Cyber Liability (\$5,000 deductible)	\$ 500,000
Crime: Employee Theft – Blanket Limit	\$ 100,000
Crime: Credit Card Forgery (\$250 deductible)	\$ 10,000
Portable Equipment (\$500 single occurrence deductible)	Guaranteed Replacement Cost

The District participates in the Washington State Unemployment Compensation (ESD) and Workers Compensation (L&I) programs.

Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Note 10 – Other Disclosures

The District has an Interlocal agreement with JeffCom to provide emergency dispatching, communications and other public safety services.

The District has an Interlocal agreement with Jefferson County Fire Protection District 2 for ALS services.

The District is a member of the EMS Special Agency Fund Interlocal Agreement with Jefferson County Fire Districts 2, 4 and 5. The parties to this agreement participate in cooperative funding for contribution to the Emergency Medical Services (EMS) Special Agency Fund to provide financial compensation for the following contractor positions: Jefferson County Medical Program Director (MPD), Jefferson County Emergency Medical Services Training Coordinator, and the Eastern Jefferson County EMS & Trauma Care Council Secretary/Treasurer/Clerk.

The District operates under a collective bargaining agreement with East Jefferson Professional Firefighters IAFF Local 2032 effective for calendar years 2025 through 2027.

Effective March 1, 2024, the District entered into a 25-year lease agreement with the Marrowstone Island Foundation (MIF). Under this agreement, the District leases space at the Marrowstone Fire Station to MIF for the installation and operation of a solar energy and storage system. In exchange for the use of space, the District receives all electricity produced and energy storage released by the system at no cost. The District is responsible for any increased insurance premiums and certain maintenance tasks (e.g., cleaning

Jefferson County Fire Protection District No. 1
Notes to the Financial Statements
For the year ended December 31, 2025

panels). At the end of the 25-year term, or upon earlier termination, the District has the option to purchase the system or require its removal.

As of December 31, 2025, the District has no known material contingent liabilities or pending litigation.

Note 11 – Subsequent Event

On February 10, 2026, Jefferson County Fire Protection District No. 1 ran a levy lid lift for both Fire and EMS. The lid lifts were both successful. The new rates effective for the 2027 levy year are as follows: Fire Levy is \$1.40 per \$1,000 on assessed valuation and the EMS Levy is \$0.50 per \$1,000 on assessed valuation.

After December 31, 2025, Jefferson County Fire Protection District No. 1 received two Provider Overpayment Notices dated February 20, 2026, from the Washington State Department of Social and Health Services (DSHS), Office of Financial Recovery. The notices relate to Ground Emergency Medical Transportation (GEMT) claims paid during 2024 and 2025 in which the State's payment system made incorrect payments on the District's claims due to a claim type error, resulting in payments more than the applicable interim rate.

The total overpayment subject to repayment is \$63,580, consisting of two separate notices in the amounts of \$38,797 and \$24,783. The repayment will be recorded as an expenditure in the 2026 fiscal year under Prior Year Refunds. The GEMT program's annual interim-to-final settlement process is expected to true up transport fees, which may affect the net amount ultimately owed.

On June 24, 2026, the District drew \$2,533,530 from its approved Washington State LOCAL Program facility (issued as Certificates of Participation, Series LP_2026B). The proceeds were used to finance the purchase of two new fire engines and one ambulance. This debt will be repaid over a ten-year term. This liability will be reported on the District's 2026 Schedule of Liabilities.

Date Prepared: 3/6/26

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

<p>Public Education, Events, and Presentations</p>	<p>Events</p> <ul style="list-style-type: none"> • 2/13 Salish Kindergarten Visit to Station 1, 14 Children, 2 Adults • 3/7 Port Townsend Home Show Tabling Booth and Wildfire Presentation
<p>Community Partnerships</p>	<ul style="list-style-type: none"> • 3/6 Reach out to City of Port Townsend Regarding 3/31 Training Burn
<p>Smoke Alarm Installations</p>	<ul style="list-style-type: none"> • February – 2 Homes: 5 Smoke Alarms, 1 Battery, No CO Detectors Installed • 2026 Totals – 28 Smoke Alarms Installed, 2 CO Detectors Installed
<p>Plan Review, Inspections, Investigations</p>	<p>Fire Code Inspections (City of Port Townsend)</p> <ul style="list-style-type: none"> • February – 39 Fire Code Inspections Completed • 2026 Total – 60 Fire Code Inspections Completed <p>Citizen Concerns</p> <ul style="list-style-type: none"> • 2/18 Knox Box Key Update at Olympic View Condos • 3/4 Knox Box Key Update at Chimacum Schools <p>Meetings</p> <ul style="list-style-type: none"> • 2/12, 3/5 New Development Reviews with City of Port Townsend • 2/19 Pre-Opening Visit to Whiskey Mill Restaurant • 2/20 First Due Implementation Meeting <p>Burn Permit Inspections</p> <ul style="list-style-type: none"> • February – 3 Burn Permit Inspections Completed • 2026 Total – 5 Burn Permits Issued

<p>Public Information Officer (PIO)</p>	<p>Media Releases</p> <ul style="list-style-type: none"> • 2/11 Gratitude for Levy Results • 3/3 Notification of Hwy 104 Closure for Traffic Accident <p>Media Interviews</p> <ul style="list-style-type: none"> • 2/11 Interview with PDN Regarding Levy Results <p>Social Media Posts</p> <ul style="list-style-type: none"> • 2/11 Gratitude for Levy Results • 3/3 Notification of Hwy 104 Closure for Traffic Accident <p>Social Media Followers</p> <ul style="list-style-type: none"> • Facebook – 4,004, Up 54 followers • Instagram – 719, up 1 follower <p>Monthly Newsletter</p> <ul style="list-style-type: none"> • 2/17 February Newsletter Published, 131 Sends, 87 Opens (69% Open Rate) • 131 Subscribers
<p>Professional Development</p>	<ul style="list-style-type: none"> • 2/23-2/27 Vision 2020 Symposium 9, Charlotte, NC • 3/3 NFPA Online Training – Reducing Wildfire Risk to Property
<p>Personal</p>	<ul style="list-style-type: none"> • 2/13 Time Off • 2/16 Holiday Time Off

Date Prepared: 3/6/26

Subject: Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	<ul style="list-style-type: none">• 2/4 FF/EMT Testing• 2/5 VEBA Mtg• 2/10 Safety Mtg• 2/11 HR Mtg• 2/12 Chiefs Mtg• 2/17 HR Mtg• 2/18 CRR Mtg• 2/20 HR Mtg• 2/25 M&C
Human Resources	DC Recruitment <ul style="list-style-type: none">• 2/23 Kick off Mtg w/ GMP• Recruitment document prep FIT/Volunteers <ul style="list-style-type: none">• 2/5 Orientation for three FITs and one new volunteer• 2/27 FIT Lunch – two FITs will be leaving shift to attend the Fire Academy for 12-16 weeks• 2/28 AAUW Grant application submitted HR Schedule (hiring/promotional testing) <ul style="list-style-type: none">• February – FF/EMT – Blake Bentzen hired – tentative start date 3/16• March – PM student testing (3 applicants)• March – July – DC Recruitment
Presentations / Tours/Other/Misc	<ul style="list-style-type: none">• 2/23 Guest presenter – First Aid for Girl Scouts



EJFR CONFIDENTIAL WELLNESS SESSIONS



> WHAT TO KNOW:

> ABOUT AMBER

I graduated from Seattle Pacific University in 2013 with a Masters in Marriage and Family Therapy. I have a practice in Port Orchard, WA, that specifically serves law enforcement, first responders, and their families. I offer talk therapy and EMDR, and offer resiliency training to public safety agencies. I am married to a Bremerton PD detective, and we have four dogs. I'm a fairly open book, so please feel free to ask me questions if you have any.



-Confidential, free wellness sessions with Amber Smith, LMFT



-No insurance or private pay needed, covered by the agency



-Discuss work, family, or other pressing concerns you may have

-Not diagnostic in nature -Nothing reported back to the agency other than just how many sessions happened- no names or issues discussed will be disclosed

Date: March 27, 2026

Location: QUUF, 2333 San Juan Ave, Port Townsend

To Sign Up: <https://calendly.com/amber-lvaz/ejfr-wellness-sessions>

Date Prepared: 3/4/26

Subject: *Executive Assistant/District Secretary Report*

Prepared By: *Tanya Cray*

<p>Meetings & Events:</p>	<ul style="list-style-type: none"> • 2/9 Agenda Prep Mtg • 2/10 4th Qtr Safety Mtg • 2/10 Election Day! • 2/17 Reg BOC Mtg • 2/19 JCFC&AP Mtg • 2/25 Meet & Confer
<p>Ongoing Projects/Notable Events</p>	<ul style="list-style-type: none"> • PL Voice Submission • Board Meeting packet preparation. • Documents Purge at Station 7 • GovDeals posting/selling surplus – <ul style="list-style-type: none"> ○ YTD 2026 Surplus Sales: \$ 1,920.00 ○ 2025 Total Surplus Sales: \$ 49,917.00 ○ 2024 Total Surplus Sales: \$ 7,750.00 • BVFF – completed and reported 2025 Annual Certification with information from Vol. Coordinator and HR Manager. 2026 Remittance completed. • In February we received a notice that we were possibly committing copyright infringement due to an image used on our website. The image of a smoke alarm had been on our website for many years. After some back and forth with legal, our website host and the company requiring proof of licensing for the image, the website host was able to locate an invoice from 2018 for licensing of images on Shutterstock, they were satisfied and closed the case.
<p>Levy Process Next Steps</p>	<ul style="list-style-type: none"> • Review Process and Precinct Trends – Prep for next time
<p>Ready Rebound Summary of Usage March 7, 2025 - March 4, 2026</p>	<ul style="list-style-type: none"> • Number of Cases: 4 Off Duty, 4 Courtesy (Family) • Open Cases: 3, 2 Off Duty and 1 Courtesy • Appointments Scheduled: 4 Initial, 2 Imaging, 1 Surgery • Days Saved by Appointments: 54 Initial, 15 Surgery, -22 Imaging (member delays) • Estimated Shifts Saved: 5 • **As a reminder to all members, Ready Rebound isn't only for employees. Family Members, Commissioners and Retirees all can utilize this program.

Date: 3/5/2026

Subject: *Battalion Chief 11 Report*

Prepared By: *Jason MacDonald*

<p>BC 11 Administrative Meetings</p>	<ul style="list-style-type: none"> • Daily Shift meetings • Once per tour visit to all stations for crew contact and assistance • JeffCom User Group Meeting • 101 and JeffComm meeting to discuss tone stack and timing • Dark Horse on-going bi-monthly • Fire Due CAD interface meeting • Barry Luke Meeting Stats • Admin Kindra regarding NERIS access • Jeffcom Director to confirm parsing of call processing times and identify anomalies in data of times exceeding standard
<p>BC 11 911 Responses</p>	<ul style="list-style-type: none"> • "A" Shift Responses 154 • BC11 responded to 9 incidents in the last month • 2 MVC's • 1 Boat Fire Glen Cove 3 patients • 1 Haz Mat
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • A-Shift training 283 hours completed • EMS connect • Ongoing Shift level training and scheduling • Base Station • LifePAk 35 Training
<p>Administrative duties</p>	<ul style="list-style-type: none"> • Shift based training oversight and compliance • Staffing and Callbacks • NERIS launch updates • Annual stats to Wittenburg for Annual Report 2025 • Darkhorse 3 year data compilation. • Darkhorse upload of 2026 data work around • ESO NERIS update causing problems with automated uploads to Dark Horse manual pushes for now.

<p>Planning and ongoing projects</p>	<ul style="list-style-type: none"> • Cross staffing and crewforce (Lt. Kauzlarich/MacD) • Response Plans and Station Assignments (Kauz/MacD) • EJFR Tender Response • CISD SOG Review/Revision • Annual Report Stats • ESO/NERIS Updates • Refine Outlier identification with DarkHorse data 																																							
<p>Program Budgets Update</p>	<table border="1"> <thead> <tr> <th>Program Budget</th> <th>BARS</th> <th>Amount</th> <th>Spent</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>Radios (Kauz)</td> <td>522 20 42 0100</td> <td>\$68,861.00</td> <td>\$0.00</td> <td>\$68,861.00</td> </tr> <tr> <td>SCBA (B. Grimm)</td> <td>522 20 31 0300</td> <td>\$55,300.00</td> <td>\$854.10</td> <td>\$54,445.90</td> </tr> <tr> <td>Wildland (Sanders)</td> <td>522 20 35 0650</td> <td>\$19,384.00</td> <td>\$0.00</td> <td>\$19,384.00</td> </tr> <tr> <td>Small Tools (Secondez)</td> <td>522 20 35 0100</td> <td>\$18,512.00</td> <td>\$0.00</td> <td>\$18,512.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Program Budget	BARS	Amount	Spent	Remaining	Radios (Kauz)	522 20 42 0100	\$68,861.00	\$0.00	\$68,861.00	SCBA (B. Grimm)	522 20 31 0300	\$55,300.00	\$854.10	\$54,445.90	Wildland (Sanders)	522 20 35 0650	\$19,384.00	\$0.00	\$19,384.00	Small Tools (Secondez)	522 20 35 0100	\$18,512.00	\$0.00	\$18,512.00										
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Date: 3/9/2026

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

BC 13 Administrative Meetings	<ul style="list-style-type: none"> • Daily Shift meetings • Visit each station and collaborate with crews at least once per tour • Meeting with True North regarding new engine arrival • Fleet Replacement Schedule Meeting
BC 13 911 Responses	<ul style="list-style-type: none"> • Responded to 15 incidents in February including several Motor Vehicle Collisions
Continuing Education/ Training	<ul style="list-style-type: none"> • Shift level training (C Shift completed 382 hours of training) • Conducted Quarterly Night Operations • CCFD#3 member working on an Acting BC book rode along for four hours
Administrative Duties	<ul style="list-style-type: none"> • Callbacks for all staffing needs • Scheduling maintenance, repairs and new apparatus builds • Final Inspection for new Ambulance at Braun NW
Shift Programs	<ul style="list-style-type: none"> • See Apparatus Report

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	\$36,030.00	\$46.70	\$35,983.30
Apparatus Maintenance	Fletcher	\$260,453.00	\$32,981.29	\$227,471.71
Ladders	Parker	\$500.00	\$-	\$500.00

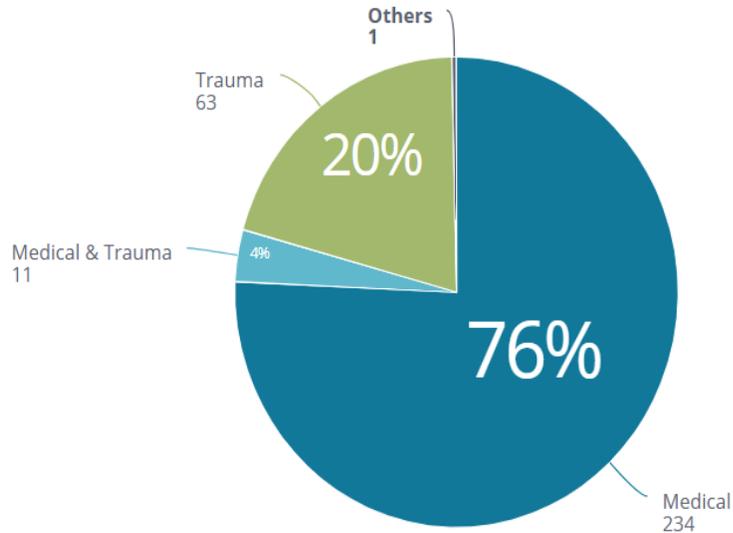
January MSO BOC Report

March 5, 2026

Submitted by: Tammy Ridgway

EMS Calls

- 355 Patient Care Reports
- 3 Cardiac Arrests 2 with ROSC
- 4 STEMI all from JHC
- 5 Medivac



Monthly Overview

- **Leave at home naloxone:** Zero leave at home kits were handed out. We are still working on the QR code to simplify reporting.
- **CPR:** Delivered training at the Port Ludlow Bay Club for several employees. Had a CPR station at the Health Care Connect Event (same one we have been doing the last 3 years) sponsored by JHC. Ran about 85 students through.
- **Meeting Highlights:** Participated on the EMT and Paramedic advisory committee with Olympic College. Safety Meeting, EMS Council and JHC.
- **Admin Duties:** Completed FF/EMT testing with 16 total participants. Code Stat and run review for some significant calls. Lots of time spent on connectivity problems for the NarcBox at station 7. Preparation for upcoming paramedic candidate testing.
- **Volunteer EMS Training:** ESO Training and patient care report writing
- **Stryker Update:** LP 35 programming is complete. Training is happening this month. Arrival of cots autoloads and stair chairs should be early this month.
- **Special Event:** Attended an event at Chimacum High School Called FOCUS with Captain Bergen and two of our FITS. This was community members and local businesses presenting to a group of students and parent's opportunities for work and training locally after graduation. We presented on our FIT program.

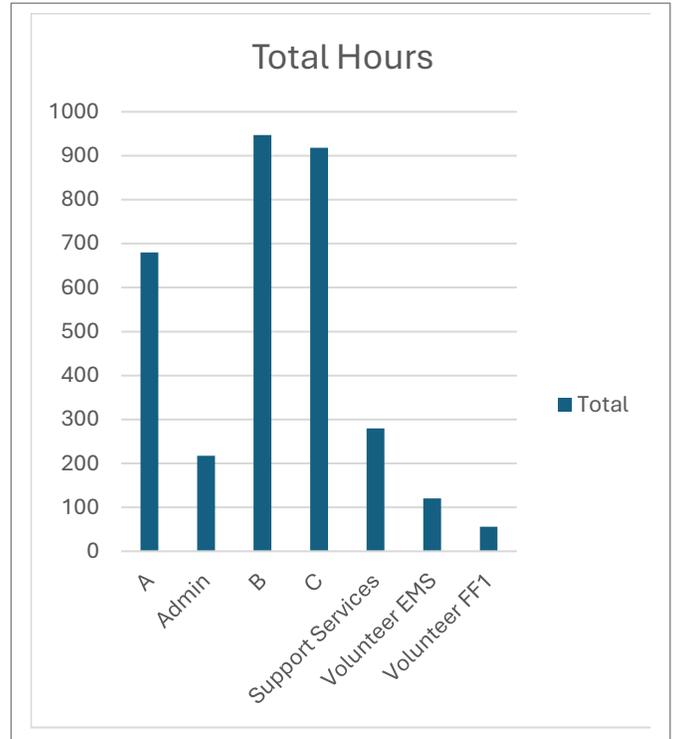


TITLE	BARS #	Budget	Spent	Remaining
EMS Medications	522 72 31 015-1	\$60,000.00	\$1,421.11	\$ 51,786.72
EMS Supplies	522 72 31 010-1	\$92,575.00	\$2,134.90	\$80,990.17
EMS Equipment	522 72 35010-1	\$99,575.00		\$81,191.37
CPR Training Supplies	522 74 45 010-1	\$4,000		
EMS Training/Conferences	522 74 45 020-1	\$20,000.00		\$19,650.00
Required EMS Training	522 74 45 040-1	\$12,500.00	\$1,211.60	\$11,288.40
DOH EMS Participation Grant	344 04 90 005-1	\$778.00		

February Training Captain Report
March 3rd, 2026
Submitted by: Captain Trevor Bergen

Overview Training Hours:

- **February total hours: 1242.5 Hours**
- **Total Hours for 2026: 3,219 Hours**
- **2026 WSRB Training Hours: 1,869 Hours**



Overview:

- **MCO Night Operations:** Completed Multi-Company Operations night training for all three shifts. The scenario involved a single-family structure with access and water supply issues, operating under zero-visibility conditions with fire located on the first floor. Training focused on size-up, coordination, communication, and tactical decision-making in low-visibility, high-stress conditions. There was also a planned firefighter “Mayday” that proved to be challenging.
- **Career Fair High School:** Represented EJFR FIT program at the School District, ran Career Fair for Juniors, Seniors, and postgraduates. 20 local trades presented an approx. 2 min speech explaining available options to join local trades.
- **EVIP 4.0 Rodeo and Road Course-** Continued to get volunteers through rodeo and road course. Providing a day a month to provide the mandatory training for new drivers.
- **Upcoming Schedule – March 12-** A Shift Live Fire **March 32-** Acquired Structure **May 4-7-** Rescue System One, **May -**Tree Rescue. **September-** NASBLA Operator class **November/December-** 2026 Chief Stanton Cooke

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	\$3,400	\$ 46,600.00
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



Masking up Night MCO



Thermal Imager of Firefighter performing rescue



Tender 5 at Night MCO



FIT Cash Holmes giving talk at High School

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 2/2026	Est Delivery Date
2 Fire Engines	\$2,285,000	\$2,190,219	\$2,220,352	TBD: will be notified when it goes to the line, 3-4 months after that Expected in July '26
Brush Truck	\$175,000	\$210,000	\$208,801	In Service Aug '25
Ambulance	\$275,000	\$350,000	\$321,268	Delivered Feb 16th '26
Ambulance Remount		\$185,000	\$214,958	In Service Dec 26 '25
Rescue	\$250,000	postponed	n/a	n/a
	\$2,985,000	\$2,935,219	\$2,963,780	

New Apparatus Updates

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

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

- Pre-construction meeting was completed Aug 26th-29th and the members that flew back to participate included Chief Black, BC Fletcher, LT Kauzlarich, LT Morris, FF Kinney and FF Richter.
- Due to the recent availability of the current generation of motors for the engines we have signed another change order to go with the “L9” motor vs the “X10”. The horsepower and torque outputs are near identical and the savings that will be received are \$80,257.00 per engine or overall savings of \$160,514. A change order was signed on 11/8/24 confirming the price reduction.
- The new work order stated there was still an 800 day expectancy to receive our engines however, the dealer is optimistic that it will be significantly less time.
- Engine committee has completed the needs list for the new apparatus to total approximately \$225,000. This amount has been added to the ‘25 budget for purchase.
- While Spartan was reviewing the specs it was discovered that not all of the equipment was added in for the new radio system and a \$1,208.00 change order was signed per engine to allow proper completion.
- 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.
- **Update-** Spoke with the dealer and we are expected to complete a mid-inspection near the end of May, a final inspection near the end of June and be receiving our engines mid to late July.
- 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
 - **Update-** An additional change order was signed the day of the final inspection based off some findings during the inspection. This change order amounted to \$1,475.00 totaling \$321,268.50
 - Update- Equipment is being moved over from EJ-736 and we are awaiting the DOH license to place the unit in service.

- 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

- Apparatus Replacement Meeting
 - Fletcher, Chief Black and Roy had a meeting regarding the replacement plan for apparatus. There is more to follow on this in the coming months, but the plan needs to be rewritten to accommodate some changes that have been made based off of the apparatus placed out of service and planning for the purchasing of vehicles for 2027 and 2028 need to start this year due to prolonged build times.
 - Next plan for apparatus surplus includes EJ736 International Ambulance and EJ611 Jeep Cherokee.



DIRECTOR'S REPORT

February 26, 2026

❖ Projects:

- **CAD test upgrade** to version 2025.2 was completed February 12. Production upgrade remains scheduled for April 8.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring including a new camera at Maynard. Capital funding is in the 2026 budget to complete it, making it possible to deploy the proposed simulcast system refresh early in 2027.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own connections, and the proposed tertiary use of Starlink is still pending.
- Jeffcom and Pencom continue jointly investigating **cloud-based call-handling** and **cloud-based CAD** systems in hopes of replacing onsite equipment with hosted solutions. We have started discussing a **joint RFI or RFP** in 2026 to solicit formal information and demonstrations for a replacement CAD system while also **encouraging agencies to visit** Thurston County (law-enforcement records and corrections only) and Grant County (fire, corrections and some LE mobile use) to see the type of cloud-native CAD system that is available.
- **Maynard Tower leasing:** DNR and NOAA have the latest drafts of negotiated leases to approve for Maynard's prime lease and new sublease. ICOM was earlier advised of the 20% increase in their costs for 2026 to be followed by a great increase in 2027, though it is worth explaining that a large amount of the increase in our lease with DNR is due to ICOM's added radios, initially proposed to be 3 units but now totaling 5 units. A brief summary shows most of the annual cost impacts are due to and covered by the sublessees:

	2025	2026	2027
Jeffcom's DNR invoice	\$9,066.27	\$16,187.44	\$29,237.68
Sublessee billing	\$16,467.45	\$29,219.63	\$36,596.03

LERN for law enforcement cost has increased to \$3679 and Mednet for EMS/hospital to \$1840 annually as of 2026. Note that the gap between DNR costs and sublease receipts is not profit: It funds a portion of the operational, maintenance and capital costs of the Maynard tower site.



- **Port Townsend Tower leasing:** It is likely the simulcast refresh will include adding the tower at Station 1 back into the system as a receive-only site to enhance portable coverage in parts of Port Townsend. In addition, AT&T Wireless has expressed interest in relocating their cellular site from the roof of the Lincoln Building to our site. There is the possibility of AT&T replacing our tower. Details remain to be explored and negotiated with or without a replacement tower. This is a complex site with the Jeffcom-owned tower hosting mainly Jefferson County DEM equipment standing on land leased from EJFR with power, emergency power and indoor rack space provided by EJFR and possibly some stipulations remaining in force from the agreements that transferred the tower, land and building from the City of Port Townsend. We are pursuing this starting with a site visit early in March for AT&T's stated June deadline.
- **Strategic plan:** Statewide E911 strategic plan was adopted at statewide conference in October and will provide a significant source of guidance for our own plan, particularly regarding future interagency technology deployment but also in areas of staff health and wellness and career development.
- Jeffcom and Pencom continue working on joint procurement for **updating emergency medical dispatching** guidebooks from APCO. The formalities involved in the procurement and onboarding processes have caused administrative delays.

❖ **Budgetary Items:**

- **Current staffing** remains at nine full-time, fully trained communications staff including one supervisor plus three part-time communications officers filling some shifts. We have the third shift (1000-2000) filled some days but are not treating it as minimum staffing that must be filled on overtime.
- **Recruiting:** The lateral-hire communications officer trainee hired in January is proceeding well and expected to take her own shift on March 4. We expect to hire the eleventh position around mid-year, particularly if we receive another lateral application.
- **CBA** payroll changes were completed for the February 5 payroll for work performed starting January 1; because this is the CBA start date, no retro payroll is required. Employees adapted to the new FLSA workweek and overtime provisions; the supervisor updated the timesheets and process; and the finance manager reconfigured employee steps, pay items, benefits and accruals in time for that payroll process. These implementation steps remain:
 - ◆ Enrollment with Teamsters Retiree's Welfare Trust and education of employees about qualification and use of that benefit
 - ◆ Jeffcom-Teamsters LOA correcting a typo in a currently unused wage step
 - ◆ Development of policy on consecutive-day work shifts
 - ◆ Development of policy on shift-change timing
 - ◆ Development of process and form for wellness reimbursement

- **Law-enforcement Records MOUs** have been terminated by JCSO and PTPD effective June 30, but the work may transition to another agency earlier. The long-time Records Specialist worked her last day in the office on February 5. A senior communications officer will work many shifts on records until that work is assumed by another agency, and we have mutually moved that CO to a weekday 4/10 schedule beginning next week to cover more of the operating days of the court system.

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

- **January communications-staff overtime** was 206.5 hours among nine fulltime communications staff. For the standard 12-hour communications schedules, this was the first month during which 8 hours of scheduled work every second week was counted as overtime in place of the previous arrangement of FLSA workweeks that yielded 2 hours of scheduled overtime every week. This scheduled weekly overtime totaled 130 hours; under the old system, we would have paid ~142 hours of overtime in January (December's was 101, November's 234, October's 339).
- **Found Therapy Services** continued sit-in appointments with all shifts. Our therapist is relocating out of the area but intends to return monthly to maintain our relationship.
- **Office relocations** are complete except removal of the records desk and rearranging that office to accommodate two supervisors with space for meetings with their staff. This is on hold while a CO is temporarily assigned to handle records.
- **Jeffcom uniform shirts** can now be ordered by staff through an online store. The few dozen items ordered in 2024 via a quick, temporary way to get a variety of items and sizes for a small staff will be replaced as staff place their individual orders for embroidered uniform wear.

❖ **External Relationships:**

- A **User Group** meeting was held February 10 and attended by representatives from all law and fire agencies.
 - ◆ Discussed interactions with some outside jurisdictions
 - ◆ Discussed CAD changes including making trespass admonishments alert CAD users and limiting visibility of criminal-justice information on law-only calls
 - ◆ Discussed continued efforts to update automatic radio identifiers (caller ID for radios)
 - ◆ Discussed interaction between Jeffcom and PTPD's online reporting
- **Policy subcommittee** of the state 911 advisory committee
 - ◆ Incremental improvement has been made in the basic service operating grants that provide annual funding from the state to Jeffcom and other small

centers. This should result in a noticeable increase in our 2026-27 grant amount.

- ◆ Subcommittee proposed, and the advisory committee approved, hiring a consultant to analyze our funding model, compare it to that of other states and make recommendations for permanent improvements.
- **World Cup** working group
 - ◆ We participate in monthly meetings despite being beyond the immediate impact area because of the weeklong expected increase in foreign and domestic visitors to the area and the possibility of call overflow.
 - ◆ We expect all public safety telecommunicators in the state to be trained on topics such as personal preparedness, major-event stress, human trafficking, hate crimes and working with foreign consular officials.
 - ◆ We plan to attend a statewide tabletop exercise March 25 focused on low/moderate impacts like staffing shortages, communication-center overload and call routing.
- Advised **state legislators** of Jeffcom's support for and willingness to answer questions regarding the proposed increase in the state E911 coordinating office appropriation in the current budget. This would facilitate access to more of the accumulated balance of dedicated 911 funding. The state office will be distributing more funding to communications centers as described above from current funding but is working on significant additional statewide services – notably a statewide call-handling system and a statewide CAD-to-CAD interface. Though the fund balance is dedicated to specific 911-related expenditures by RCW and WAC, it cannot be spent on these services without being appropriated, and appropriations have fallen below receipts for several years. Two of the three legislators expressed their awareness of and engagement with this issue.

CFS and Call Data: January 1 through February 20, 2026

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	819	804
QFR	80	71
BFD	70	86
DBVFR	18	17
Total	987	978

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	1970	2047
PTPD	1165	1175
Total	3135	3222

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	2136	99.44	n/a
11-15 sec	9	99.86	90%
16-20 sec	2	99.95	95%
21-40 sec	1	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
Total	2148		

- **911 Call Averages**

Metric	YTD Average
Ring time	2.68 sec
Hold time	1.65 sec
Talk time	118.88 sec

- **Non-911 Calls (including test calls)**

Metric	YTD
Number of outgoing calls	1134
Number of incoming calls	2404
0-10 sec pick-up time	99.67%
Average ring time	2.92 sec
Average hold time	3.72 sec
Average talk time	97.34 sec



Looking forward to 2026, EJFR will continue to prioritize the four initiatives within our strategic plan. EJFR remains committed to our primary mission, protecting life and property while delivering compassionate service for our varied community. These initiatives include aligning the community's expectations with our fiscal resources, strengthening and refining our emergency response services, community risk reduction (CRR), and workforce resilience & professional development.

Initiative 1 - Service levels and community expectations align with our fiscal resources

In 2026, we will initiate a series of quarterly town hall events where the community will be informed and engaged. Throughout 2026, staff will prioritize alternative but stable funding sources, pursuing new partnerships and grant funds. An analysis of tax-exempt properties will be developed along with contextual SOP/SOG's. EJFR will continue to decentralize program/project management across the organization, providing program leads with training and administrative support. Specific emphasis will be on "operational precision" to ensure our mission is aligned within the limitations of our fiscal resources. We will finalize the Enterprise Resource Management (CRM) analysis, establishing priorities for optimization of our various digital interfaces, systems and training. EJFR will expand our presence at regional and statewide associations along with specialized workgroups, such as WSRB, which has already provided benefits. A WSRB reassessment will be scheduled in the 4th quarter.

Initiative 2 - Strengthen our core emergency response services

As an industry leader in 911 Fire and EMS responses, EJFR will implement important equipment upgrades to include new ultra-sounds, power-cots, cardiac monitors, and AED's. We will deliver our first Emergency Medical Responder (EMR) course; the credential will increase the number of volunteers certified to respond to EMS events, while lowering continuing education requirements. Digital and analytical platforms such as FIRSTDUE & DARKHORSE will be procured and integrated to further optimize our 911 resources and forecast 911 growth and demand. These efforts will create a rolling 10-year roadmap for organizational growth, facility/fleet planning, update our Standards of Cover, and reinforce a culture of perpetual modernization within the organization. EJFR will also purchase new rescue gear, hose, nozzles and specialized equipment to better equip our people for various missions.

Initiative 3 - Provide additional services to increase community health and well-being

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. The CRA will also help guide the development of priorities for the 2027 – 2032 strategic plan. 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 - Enhance our workforce resilience and development

EJFR will continue enhancements to our workforce resilience and professional development programs. 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, outside vocational courses and professional development activities. EJFR will continue to support annual physicals, 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 an expanded inventory of firefighter bunker gear.

Facilities/Infrastructure/Fleet

These 2026 projects have overlapping priorities cited throughout our strategic plan and corresponding initiatives. EJFR will implement upgrades to our communications, facility repairs, fleet, and disaster preparedness procedures, including a long-term schedule for major facility maintenance and systems upgrades.

Implementation

Going forward, EJFR will track the progress of these activities using the following tables.

Initiative 1-- Service levels and community expectations align with our fiscal resources

Activity	Duration	Initiated	Completed	Notes
Program/Project Management	Ongoing	1/1/26	Perpetual	TC, RL, BB regularly meet with leads to support their projects and assist with procurement processes.
Agency Partnerships	Ongoing	1/1/26	Perpetual	At various levels, staff and commissioners integrate with partners such as WSRB, WFCA, WFA, EMS Counsel, etc.
Enterprise Resource Management (ERM)	3-4 months	11/1/25		Establish priorities for optimization of our various digital interfaces, systems and training. Dr. Specer is lead.
WSRB Assessment	3-4 months	10/1/26		Lead TBA
Pursue alternative funding for specialized programs and training, (formerly SP 3.5)	Ongoing	1/1/26	Perpetual	Includes funds for CARES, risk reduction, health and wellness.



Initiative 2 - Strengthen our core emergency response services

Activity	Duration	Initiated	Completed	Notes
Ultrasounds	1-3 months	1/1/26		MSO is working on this now.
Power-cots, cardiac monitors and AED upgrades	1-4 months	1/1/26		MSO is working on this now.
Emergency Medical Responder (EMR) course	3-4 months	2/1/25		MSO is in the planning phase, class is scheduled for 4/1/26.
Analytics – DarkHorse and FirstDue	3-6 months	1/1/26		DFC and BC MacDonald are the leads
Rescue gear, hose, nozzle, misc. equipment.	3-6 months			Various staff and leads

Initiative 3 - Provide additional services to increase community health and well-being

Activity	Duration	Initiated	Completed	Notes and Deliverables
Community Risk Assessment (CRA)	3-4 months	Tentatively Q2		CRM is the lead.
Training Advisory Committee (TAC)	Ongoing	1/1/26	1/26 first meeting	Training Officer is the lead. They will meet 3-4 times per year.
Life Safety Inspections and Pre-fire Plans	Ongoing	1/1/26	Perpetual	CRM is the lead. Life safety inspections within PT are well underway. Pre-fire plans are waiting on new software implementation.
Home Wildfire Assessments and Smoke Detector Installs	Ongoing	Ongoing	Perpetual	CRM is the lead, new hardware has been procured and we are adding members to both teams.
Public CPR and Law AED Training	Ongoing	Ongoing		Increasing the number of CPR classes. L.E AED training is yet to be scheduled.
EJFR Disaster Procedures and Continuity of Operations	3-6 months			CRM and FC are the leads.

Initiative 4 - Enhance our workforce resilience and development

Activity	Duration	Initiated	Completed	Notes
Rope Rescue Training	1 month			DFC is the lead (formerly under SP 3)
Boat Operator Training	1 month			TO is the lead (formerly under SP 3)
Live Fire Training	1 day			TO is the lead (formerly under SP 3)
Physicals and Health Screenings	1 month			Cray & Stewart are the leads, usually scheduled in Q3.
Mental Health Resilience	Ongoing			Stewart and BC MacDonald are the leads, training throughout the year, CISM as needed.
Enhance professional development practices				BB, Stewart, Cray and TO will collaborate.



Facilities/Infrastructure/Fleet

Activity	Duration	Initiated	Completed	Notes
Starlink – alternate connectivity at all facilities				Stewart is the lead
Exterior Siding & Painting				BC Clouse is the lead
Storage Building at Station 2	6 months	9/1/25		BC Clouse is the lead
Energy Efficiency Upgrades	Ongoing			BC Clouse is the lead, new LED bulbs installed at Seton Office using rebates.
Two new Engines	24 months	9/2024		BC Fletcher is the lead, TBD in Q3.
Braun Ambulance	4 months	11/2025		BC Fletcher is the lead, being upfitted.
Extractor and FF PPE				DFC Brummel is the lead
Establish Facility Advisory Meeting (FAC)	Ongoing			BC Clouse will be the lead, will include FC Black, MT Lawson, FD Lirio. Priorities: facility maintenance schedule, facility needs assessment, and facility systems upgrade cycle

Month	Activity - pink = DONE!	BOC	Admin	CRR	OPS	TRAINING
January <i>New Years Day</i> <i>MLK Day</i>	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 & Feb 4th)		x			x
	Safety Mtg Q4 2024		x			
	Reflect on Status of Prior Year Plan/Metrics		x			
	Labor Mgmt Mtg - we will schedule in February.		x			
	Volunteer Status letters sent		x			
February <i>President's Day</i>	Internal personnel survey		x			
	Entry-level FF Testing (Feb 4th)		x			
	Ambulance DOH License Renewal		x			
	New FIT orientation and shift assignments		x			x
March	BVFF Annual Certification Feb/March		x			
	PM Student Testing (3/4)		x			x
	Annual Report Due		x			
	Volunteer Interviews (tentative)		x			
	Prepare & Submit SAO Annual Report	x	x			
April	Connectivity Summit (27th-29th)			x		
	Safety Mtg Q1		x			
	SAM renewal		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			
	Pancake Breakfast? Support Union	x	x	x		
May <i>Memorial Day</i> Rhody Fest 14-18th	Erin/Emily Fire Education training		x	x		
	Annual HIPAA Compliance Plan		x			
	National EMS Week		x	x		
	SAO Annual Report Due		x			
	National Wildfire Awareness Month		x	x		
June <i>Juneteenth</i>	Filing Period for open BOC Positions	x	x			
	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			
July Burning Restricted <i>4th of July</i>	FF/PM Testing (tentative)		x			
	All County Preparedness Day		x	x		
	Quarterly Payments		x			
	Staff Evals - Due by Oct 1st - Completed by 10/30		x			
	2nd Qtr Vol Payroll		x			
August Burning Restricted	Safety Mtg Q2		x			
	Labor Mgmt mtg		x			
	Kick-Off Budget Development	x	x	x	x	x
	Community Opportunity Fair			x		
	JC Fair		x	x	x	
	FIT Interviews/Hiring (tentative)		x	x		
September Burning Restricted <i>Labor Day</i> Wooden Boat Fest PT Film Festival	Review Contracts/Agreements for 2027 Budget		x			
	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				

November	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					
December	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			



Search Schedule
Revised: February 23, 2026

East Jefferson Fire Rescue
Deputy Fire Chief

Task	Date	Action/Deliverables
Kickoff Meeting	February 23, 2026	Client & GMP: Meet to discuss timeline & search process
Profile Development	Week of March 2 and March 9	GMP: Meet with key stakeholders & create Position Profile
Profile Approval	March 16, 2026	Client: Approve Position Profile
Launch	March 18, 2026	GMP: Push position out to GMP website and network; submit online ads; send direct mailing
Application Period Closes	April 15, 2026	GMP: Screen applicants and select semifinalists prior to this date
	April, 2026	GMP: Conduct rolling interviews with most promising candidates GMP: Create Work Session deliverables
Work Session	April 17, 2026	GMP: Provide Work Session deliverables to client
	April 22, 2026	GMP & Client: Meet to review semifinalists and recommendations
Start Date	June 1, 2026	Target for First Date of Employment

* Teams Meeting, Invite will be sent



EAST JEFFERSON FIRE RESCUE

JOB DESCRIPTION

Number: 0007

Deputy Fire Chief

SECTION 1.0 PURPOSE

This position reports to the Fire Chief as the senior executive officer of the Fire District. The Deputy Fire Chief is expected to reside within the district and perform their duties with a high degree of independence in assigned areas of responsibility and in collaboration with other members of the leadership team. Incumbents are expected to continually develop problem solving methods and procedures.

Except where a deviation in policy is involved, most work is not reviewed directly by the Fire Chief or Board of Commissioners. When work is reviewed, the review is directed toward final outcomes and results. In general, overall responsibilities include reviewing the operations of the District to determine efficiency; providing direction, planning for the future; developing and implementing policy and guidelines. The foregoing includes, without limitation, ensuring the efficient and effective delivery of emergency, fire, medical, and rescue services using a combination of career and volunteer personnel.

The Deputy Fire Chief shall operate in accordance with the District Vision, Mission and Values.

SECTION 2.0 SUPERVISION

- 2.1 Supervision received: The Deputy Fire Chief reports directly to the Fire Chief. The Deputy Fire Chief is an at-will appointment, classified as exempt and confidential. Direction received consists of the assignment of the responsibility to attain objectives according to policy & guidelines.
- 2.2 Supervision exercised: The Deputy Fire Chief shall exercise independent judgment in the interest of the District to hire, assign, recall, promote, discipline, suspend, and direct all safety and non-safety subordinate personnel in all aspects of District business and to initiate and/or adjust grievances concerning personnel within the District as directed by the Fire Chief. The Deputy Fire Chief is expected to provide supervision as required and delegate as situations necessitate. The Deputy Fire Chief shall be available for greater alarms and peak events, participating in the Duty Chief rotation as needed. In the absence of the Fire Chief, the Deputy Fire Chief act in their capacity.

SECTION 3.0 DUTIES & RESPONSIBILITIES

This list may expand and contract as directed by the Fire Chief. The Deputy Fire Chief is responsible for the completion of duties - duties may be delegated as needed.

- 3.1 Ensures the establishment and maintenance of superior emergency service delivery.
- 3.2 Responsible for the planning and coordination of the activities of personnel performing emergency medical services, fire suppression, fire prevention, community risk reduction and emergency preparedness. The Deputy Fire Chief may respond to emergency and other incidents as necessary to assist in operations, including staffing of incident command positions following appropriate protocol.

- 3.3** Responsible for the assignment and supervision of subordinate officers in the care and maintenance of equipment, stations, and other materials.
- 3.4** Responsible for the supervision of subordinate officers in the development and operation of emergency medical services, fire training, prevention, and emergency preparedness programs.
- 3.5** Initiates and advises on the development of ordinances and regulations.
- 3.6** Reviews reports on District activities and prepares reports for the Fire Chief. Provides advice and counsel to the Fire Chief.
- 3.7** Prepares and executes long-range plans for the development of the District as directed by the Fire Chief.
- 3.8** Meets with community groups and officials to explain and improve the programs of the District.
- 3.9** Attends conferences and meetings related to the Fire District's mission.
- 3.10** Ensures performance evaluations are completed.
- 3.11** Ensure standards of performance have been met according to Policy and Guidelines. Updates the District's policies and guidelines as necessary to reflect current best practices (and applicable law) in the fire service.
- 3.12** As directed by the Fire Chief, the Deputy Fire Chief is responsible for staff development and ensuring a high degree of communication amongst staff. Responsible for all personnel in the District, to include hiring, disciplinary actions, and other personnel matters.
- 3.13** Shall work to carry out the prescribed duties in a manner that secures and retains the respect of subordinates and exceeds the requirements of the District.
- 3.14** Oversees District operations, establishes staffing levels, workloads, staff assignments, public messaging; reviews progress, directs changes in priorities, and schedules as needed.
- 3.15** Shall provide oversight of programs and resources specific to volunteer recruitment and retention.
- 3.16** Oversees planning and goals of the community's fire protection, emergency medical, and rescue service needs, ensuring alignment with the District's Standards of Cover and Strategic Plan when applicable. Manages the analysis for the District of needs for future equipment, facilities, funding, and staffing requirements based on growth and service levels.
- 3.17** Oversees the policies, standard operating guidelines, procedures and standards of the District, ensuring employee understanding and compliance. Ensures compliance with all of the foregoing, as well as all applicable law.
- 3.18** Enhances and creates relationships with an array of partner agencies on local, regional, statewide, and national levels, particularly with local elected leadership and executive management of regional partner agencies.

- 3.19 Oversees the supervision of the systems, software and records that provide for the proper evaluation, control and documentation of District operations.
- 3.20 Participates in District audit preparation, striving for successful outcomes.
- 3.21 Ensures effective and efficient internal management of the organization, incorporating an esprit de corps, improved morale, and professional decorum. Maintains a professional demeanor at all times without demonstrating behavior extremes.
- 3.22 Participates and coordinates in conjunction with the District Business and Financial Administrators the preparation of the annual budget – monitors District revenues and expenditures, advising the Board of variations as necessary.
- 3.23 Will establish and maintain a high “standard” for all personnel. Must have a strong and positive presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with all personnel.
- 3.24 Attends meetings, seminars, schools, and/or training sessions in support of professional development and continuing education. The incumbent is required to attend periodic evening meetings and to travel within and out of the District to attend meetings
- 3.25 Determine appropriate action and response to incidents and direct operations accordingly; assure efficient and effective deployment of personnel, equipment and resources; request additional services and resources as needed
- 3.26 Strive to maintain positive effective relationships with local media and news outlets, serving as the point of contact for information and media releases, delegated as needed.
- 3.27 Establishes and maintain effective working relationships with all stakeholders, outside agencies, and the community; communicating effectively with individuals and groups regarding complex or sensitive issues or regulations.
- 3.28 Performs in the capacity of the Fire Chief in their absence.

SECTION 4.0 REQUIRED QUALIFICATIONS

- 4.1 Must have no felony convictions and no convictions involving moral turpitude.
- 4.2 Must be legally eligible to work in the United States and provide proof of same as required by law.
- 4.3 Graduation from high school or GED equivalent is required.
- 4.4 Possess excellent written and oral communication skills.
- 4.5 Meet membership standards and requirements for minimum health standards required by the Washington State Law Enforcement Officer and Fire Fighter Retirement Program (LEOFF.)
- 4.6 Must have or be able to obtain a Washington State Driver's License.
- 4.7 Must reside within the District to respond to emergency incidents. Residency outside of the District may be considered by the Board of Fire Commissioners.

- 4.8 Successfully complete the Emergency Vehicle Incident Prevention Program, maintaining the required refresher training.
- 4.9 Familiarity with agency software, Microsoft Suite products (Word, Excel, & Outlook), and industry specific records management system(s.)
- 4.10 Possess and maintain a valid CPR and First Aid certification.
- 4.11 Ten (10) years of progressive full-time career fire service experience in a fire district/department, with at least five (5) years of increasing professional and administrative experience in all major functions of the fire service, including at least three (3) years in an administrative or supervisory capacity at a Battalion Chief level or higher. Currently employed as a career member with at least 5 years' experience as a NFPA Fire Officer II (1021) or higher. Must have some experience in a combination fire district/department.

The Board of Fire Commissioners may consider any combination of relevant education, skills, and experience that demonstrates the ability to perform the essential duties and responsibilities of this position.

SECTION 5.0 DESIRED QUALIFICATIONS

- 5.1 Possession of a Bachelor's Degree in Fire Science, Fire Administration or a related field.
- 5.2 Designation as a Chief Fire Officer (CFO) from the Center for Public Safety Excellence or equivalent as determined by the Board of Commissioners
- 5.3 Currently working as a NFPA Fire Officer IV (1021) with a combination fire district.
- 5.4 Masters' Degree or equivalent; Executive Fire Officer (EFO) Certification from the National Fire Academy; Fire Instructor III, Fire Investigator II, and Prevention Officer Certification or designation as a Chief Training Officer (CTO) or Fire Marshal (FM) from the Center for Public Safety Excellence.
- 5.5 Familiarity with Washington Administrative Code, Revised Code of Washington, Washington State Labor Law, National Fire Protection Standards, County and City/County ordinances pertaining to fire service operations, Emergency Medical Services, and administration.

SECTION 6.0 WORKING ENVIRONMENT AND WORKING HOURS

- 6.1 The incumbent is primarily engaged in routine functions in an office environment. Provided, however, incident response work may be performed in emergency, dangerous, and stressful situations typically found in the fire service. While equipped with, and expected to use proper personal protective equipment, the incumbent may be exposed to hazards associated with fighting fire and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- 6.2 This is an exempt position, without specified working hours. That said, the incumbent is generally expected to work/be available during the District's regular business hours. In addition, this position will involve routinely working outside of regular business hours and on the weekends – as well as some travel, both within and outside of Washington State.

SECTION 7.0 PHYSICAL REQUIREMENTS

- 7.1 The physical demands described herein are representative of those that must be met by this position to successfully perform the essential functions of the job (either with, or without, a reasonable accommodation).
- 7.2 While performing the duties of this job, the incumbent is frequently required to walk, stand, use hands and fingers to manipulate, handle and operate objects/tools/controls and to reach with hands and arms. The position is required to sit, climb, balance, stoop, kneel, see, hear, speak, and smell. The incumbent must be able to concentrate at a high level for extended periods of time.
- 7.3 The position must frequently lift/move up to 10 pounds and occasionally/move heavier weight. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- 7.4 The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

EFFECTIVE DATE: 2/27/2026	REPLACES: Earlier Version
FIRE CHIEF: <i>Bret Black</i>	

