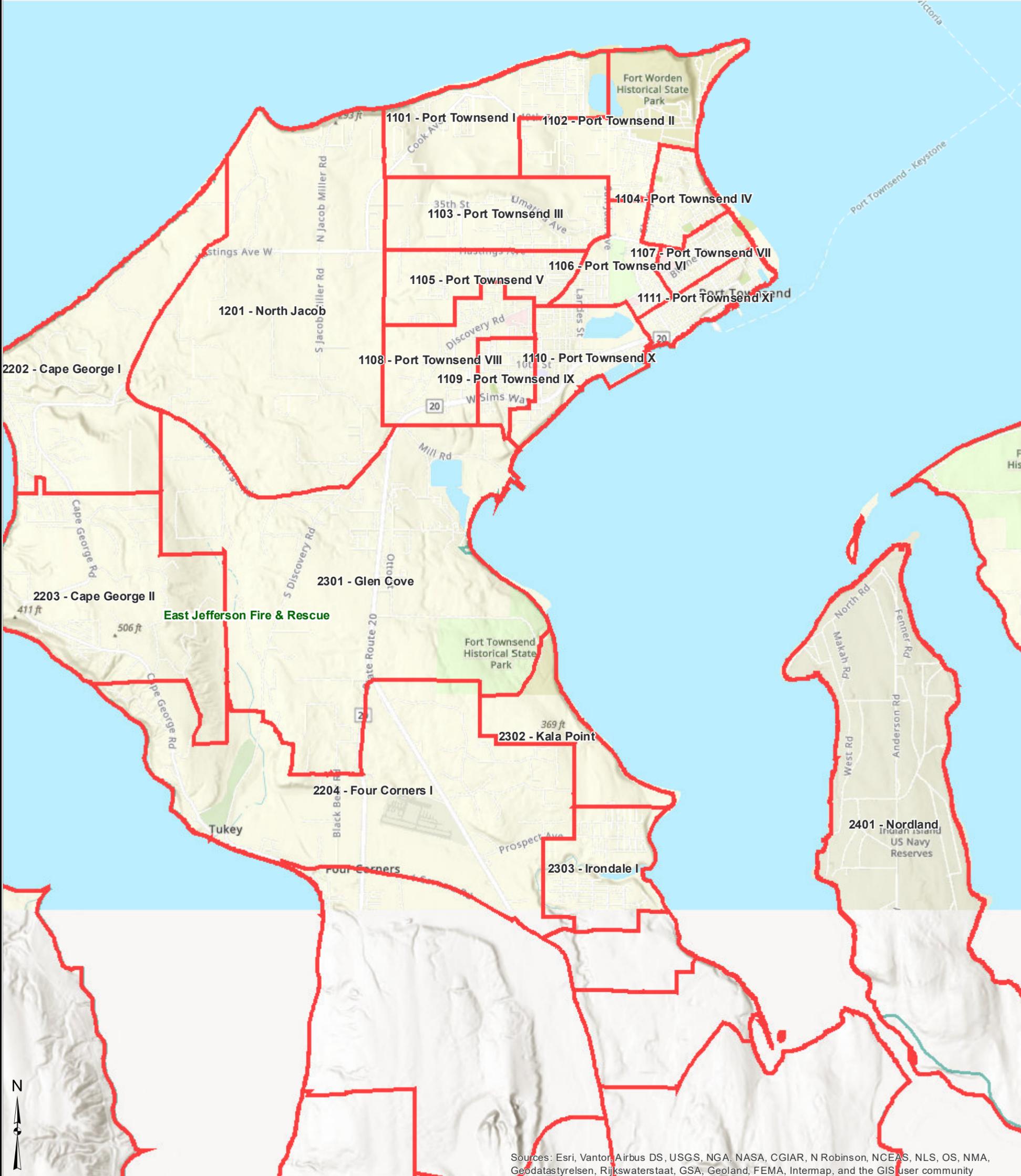


2026 Election Precinct Breakdown and Election History

	Prop 1 Fire Levy Lid Lift				Prop 2 EMS Levy Lid Lift			
	Approved	Rejected	Total Cast	% Approved	Approved	Rejected	Total Cast	% Approved
1101 Port Townsend	467	115	582	80.24%	479	99	578	82.87%
1102 Port Townsend	335	109	444	75.45%	347	94	441	78.68%
1103 Port Townsend	348	95	443	78.56%	361	78	439	82.23%
1104 Port Townsend	415	108	523	79.35%	431	88	519	83.04%
1105 Port Townsend	323	90	413	78.21%	335	74	409	81.91%
1106 Port Townsend	350	94	444	78.83%	364	74	438	83.11%
1107 Port Townsend	356	99	455	78.24%	370	85	455	81.32%
1108 Port Townsend	256	43	299	85.62%	267	35	302	88.41%
1109 Port Townsend	248	50	298	83.22%	253	47	300	84.33%
1110 Port Townsend	314	86	400	78.50%	318	75	393	80.92%
1111 Port Townsend	348	79	427	81.50%	359	63	422	85.07%
1201 North Jacob	238	110	348	68.39%	245	97	342	71.64%
2202 Cape George I	339	82	421	80.52%	353	67	420	84.05%
2203 Cape George II	334	102	436	76.61%	342	88	430	79.53%
2204 Four Corners I	241	133	374	64.44%	259	114	373	69.44%
2205 Four Corners II	190	76	266	71.43%	193	71	264	73.11%
2301 Glen Cove	201	101	302	66.56%	208	95	303	68.65%
2302 Kala Point	396	119	515	76.89%	412	103	515	80.00%
2303 Irondale I	227	91	318	71.38%	238	81	319	74.61%
2304 Irondale II	185	74	259	71.43%	187	74	261	71.65%
2305 Port Hadlock	159	74	233	68.24%	163	69	232	70.26%
2401 Nordland	353	123	476	74.16%	364	110	474	76.79%
2501 Chimacum	176	72	248	70.97%	182	69	251	72.51%
2502 Oak Bay I	271	108	379	71.50%	291	84	375	77.60%
3206 Discovery Bay	13	3	16	81.25%	12	4	16	75.00%
3503 Center	78	49	127	61.42%	85	43	128	66.41%
3504 Oak Bay II	245	130	375	65.33%	260	111	371	70.08%
3601 Port Ludlow I	283	114	397	71.28%	295	101	396	74.49%
3602 Port Ludlow II	349	87	436	80.05%	363	72	435	83.45%
3603 Port Ludlow III	358	120	478	74.90%	365	112	477	76.52%
3604 Port Ludlow IV	332	129	461	72.02%	353	114	467	75.59%
3605 Port Ludlow V	222	96	318	69.81%	232	86	318	72.96%
3702 Coyle	11	5	16	68.75%	13	3	16	81.25%
	8961	2966	11927	74.51%	9299	2580	11879	77.32%
	*1 overvote, 98 undervotes				*147 undervotes			
Red notates < 70% and Green >70%								

ELECTION HISTORY				
Date	District	Levy Type	Passing %	Failing %
4/27/2010	Chimacum/Cape George	EMS. Levy to \$.50	62.49%	
4/27/2010	Chimacum/Cape George	Fire Levy to \$1.00	54.48%	
8/17/2010	City of Pt. Townsend	\$3.04 Max Levy		54.78%
11/15/2013	Port Ludlow	4yr M&O Levy \$.59	65.40%	
2/12/2019	EJFR Pre-Merger - City Votes	City of PT Annexation	69.28%	
2/12/2019	EJFR Pre-Merger - City Dist 1 Votes	City Dist 1 Annexation	67.74%	
11/8/2022	Port Ludlow	Merge into EJFR	83.70%	
2/14/2023	EJFR - Merged	Fire Lid Lift to \$1.30	68.10%	
2/14/2023	EJFR - Merged	EMS Lid Lift to \$.50	73.15%	



Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatas tyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Voting Precinct

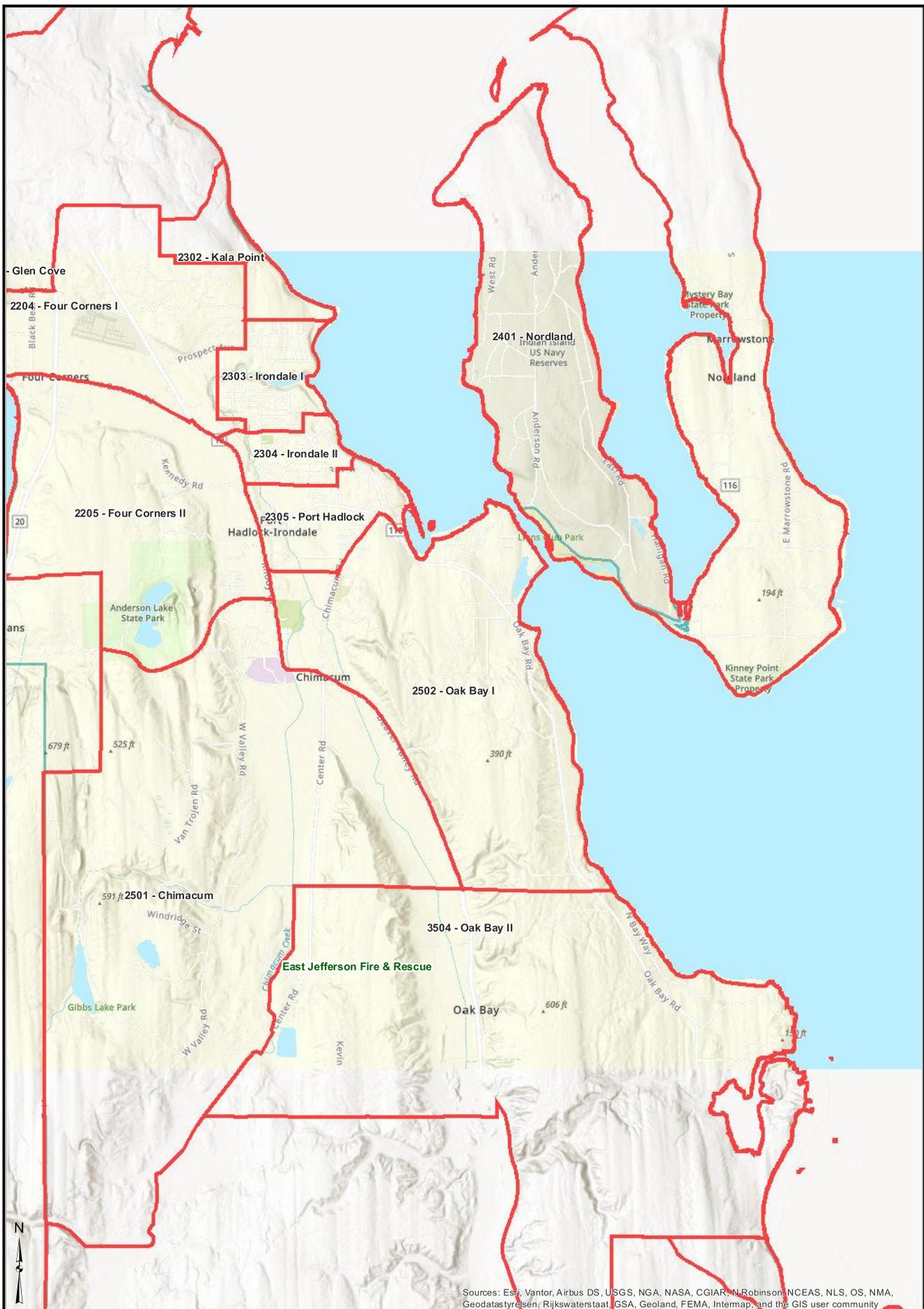
Jefferson County, WA



1:72,224

Date: 3/3/2026

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.



Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, Robinson, NCEAS, NLS, OS, NMA, Geodatasyrtesen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Voting Precinct

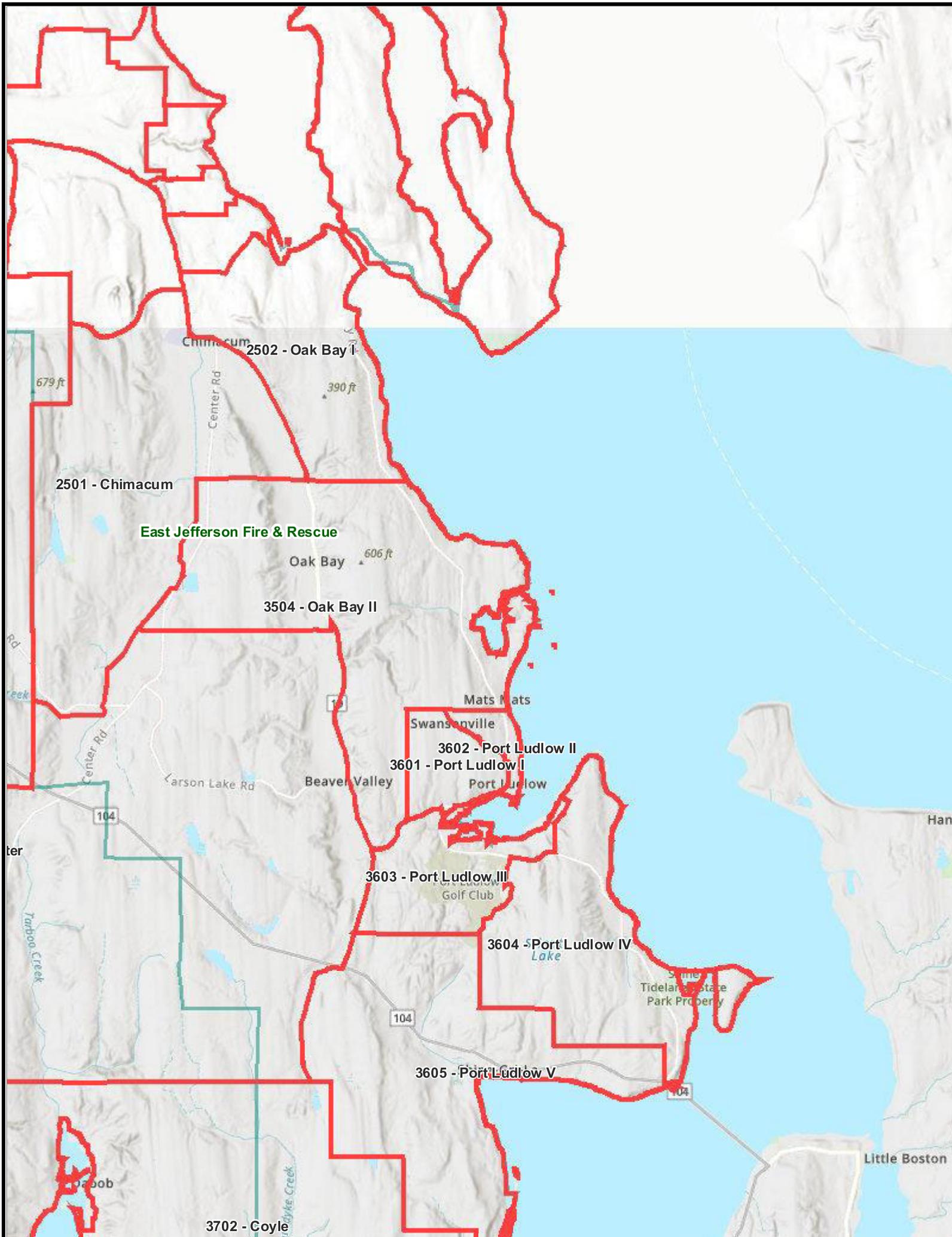
Jefferson County, WA

1:72,224

Date: 3/3/2026

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.





Chimacum
2502 - Oak Bay I

679 ft

390 ft

Center Rd

2501 - Chimacum

East Jefferson Fire & Rescue

Oak Bay 606 ft

3504 - Oak Bay II

Mats Mats

Swansonville

3602 - Port Ludlow II

3601 - Port Ludlow I

Port Ludlow

Larson Lake Rd

Beaver Valley

104

3603 - Port Ludlow III

Golf Club

3604 - Port Ludlow IV

Lake

Some Tideland Estate Park Property

104

3605 - Port Ludlow V

104

Little Boston

3702 - Coyle

Yonah Creek

Yonah Creek

Election Cost Allocation

Election Cost Allocation										
February 10, 2026										
County		Jefferson								
Total cost of election		\$ 163,048.54								
Direct costs		\$ 8,747.19								
*TOTAL COSTS TO BE ALLOCATED		\$ 132,884.15								
County:		Jefferson								
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9	COLUMN 10	TOTAL COST 11
TOTALS	-			44,196	1.000000	\$ 132,884.15	\$ 150.00	\$ 8,747.19	\$ 21,267.20	\$ 163,048.54
Jurisdiction Name	Total Voters Active - Exhibit 8	Number of Offices and Issues	Office Factor	Registration Factor	Cost Factor	Cost Allocation	Minimum Fee	Direct Costs	Indirect Cost Factor 15% if not using Federal Cost Schedule	
Brinnon School District No. 46	1,177	1	1	1,177	0.026632	\$ 3,538.91	\$ 50.00	\$ 260.78	577.4536353	\$ 4,427.14
Port Townsend School District No. 50	14,271	1	1	14,271	0.322905	\$ 42,908.92	\$ 50.00	\$ 3,116.15	6911.260327	\$ 52,986.33
East Jefferson Fire Protection District No. 1	24,998	2	1.15	28,748	0.650464	\$ 86,436.32	\$ 50.00	\$ 5,370.26	13778.48704	\$ 105,635.07
Disclaimer: This spreadsheet is provided by OSOS. \$.01 +/- due to calculation of 6 decimal place factor										

Election Cost Summary

Cost Summary for:	February 10, 2026							
County Name:	Jefferson							
Election Costs by Category								
	Indirect costs from Federal schedule. Skip if using 15% overhead factor.						N/A	
	Salaries and Wages						\$ 16,972.36	
	Personnel benefits						\$ 5,386.85	
	Supplies						\$ 50,225.45	
	Other services and charges						\$ 69,196.68	
	Election Costs Subtotal by Category						141,781.34	
	Less: Revenues collected to offset election costs						\$ -	
	Less: Direct Costs						\$ 8,747.19	
	Less: Minimum fees		\$50 @			3	\$ 150.00	
	TOTAL COSTS TO BE ALLOCATED					Autofills to Election Cost Allocation Schedule cell D8.	\$ 132,884.15	
	Add overhead (15% of election costs subtotal) do not use when applying Federal schedule					Autofills to Election Cost Allocation Schedule cell	21267.201	
Total Cost of Election	This amount will autofill the Election Cost Allocation worksheet Cells B5 and L12 .						\$ 163,048.54	



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Drug Free Workplace

Policy Number: 2004

Date of Implementation:

Replaces: Policy 109 & SOG A00-02

Signature of Approval:

Date:

SECTION 1.0 POLICY

The following conduct shall not be permitted by any personnel of East Jefferson Fire Rescue (EJFR) and will subject them to immediate discipline, which may include termination of employment:

- 1.1 The buying, selling, transporting, possessing or using of intoxicants or any controlled substance, as defined by law (excluding any substance lawfully prescribed for the employee's use) while on District property, in District vehicles, during duty hours, or while at the scene of an emergency response. Specifically, and without limiting the foregoing, reporting for work with a measurable amount of alcohol or controlled substance in the bloodstream, (e.g. a blood alcohol level of 0.02 or higher).
- 1.2 The District reserves the right, with reasonable cause, to conduct reasonable searches of District owned property. Searches shall be conducted in the presence of the employee by whom the space/equipment is being used and at least one other witness of the employees' choice. Refusal to submit to a District search or interference with such search may result in immediate discipline, which may include termination.
- 1.3 Behavior or symptoms which constitute a basis of "reasonable suspicion" that an employee is impaired or not fit for duty may include one or more of the following (this list is not intended to be diagnostic or exhaustive):
 - a. drowsiness or sleepiness; slurred or incoherent speech;
 - b. alcohol odor or breath;
 - c. unusually aggressive behavior; unexplained change of mood;
 - d. lack of coordination;
 - e. pupil dilation or constriction;
 - f. unusual work-related injury or behavior, high number of workplace accidents, or high absenteeism.

SECTION 2.0 DEFINITIONS

- 2.1 Drugs: shall be defined as narcotics, depressants, stimulants, hallucinogens, cannabis and alcohol substances whose dissemination is regulated by law or this policy.
- 2.2 Medication or prescribed drugs: for purposes of this policy, are drugs an individual may be taking under the direction of a licensed medical professional to address a specific physical, emotional or mental condition.
- 2.3 Employee: Includes all personnel, career, clerical, contractor or volunteer retained for services by EJFR.

SECTION 3.0 RELATED SOG'S

- See following SOG's beginning with 2004a.



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 2004a

Drug Free Workplace

SECTION 1.0 RESPONSIBILITIES

- 1.1 Any employee who observes or has knowledge of another employee in a condition which may impair the employee's ability to perform his/her job duties has the responsibility of promptly reporting the information to the employee's immediate supervisor on a confidential basis.
- 1.2 Any employee who is taking a drug or medication, whether or not prescribed by their healthcare provider, which will adversely affect that employee's ability to perform work in a safe or productive manner, shall not report to duty.
- 1.3 Supervisors are not responsible for diagnosis, providing therapy, or being law enforcement officers. They are expected to immediately notify the Chief or Battalion Chief whenever an employee's "fitness for duty" is in question.
- 1.4 The District is responsible for compliance with the Federal Drug-Free Workplace Act. *See, e.g.,* 41 U.S.C. 8103. This responsibility includes, among other things, an obligation on behalf of the District to maintain a drug-free workplace - along with a written policy to effectuate a workplace free of substance abuse.
- 1.5 Members shall be provided a copy of this Policy and SOG upon hire and/or volunteer onboarding and sign confirmation of receipt.

SECTION 2.0 STANDARD

- 2.1 Supervisors who become aware of a fitness for duty concern shall interview the employee to determine if a fitness for duty evaluation is appropriate. Employee interviews must be conducted in person, privately, and maintained as confidential. This does not apply to union representation when requested in accordance with Weingarten Rights.
- 2.2 A supervisor who believes that an employee may not be fit for duty shall notify the Fire Chief (or designee, such as Deputy Chief, Battalion Chief, etc.) and conduct a fit for duty evaluation.
- 2.3 The Fire Chief or designee shall evaluate the employee based on "reasonable suspicion". Reasonable suspicion, for the purpose of this guideline, is a reasonable suspicion to believe an employee's work performance is impaired due to drug and/or alcohol use based on objective facts sufficient to lead a reasonable person to suspect that an employee is under the influence of drugs or alcohol where the employee's ability to perform the functions of the job is impaired or that the employee's ability to perform their job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion: (a) slurred speech; (b) irregular or unusual speech patterns; (c) impaired judgment; (d) alcohol or substance odor on breath or body; (e) uncoordinated walking or movement; (f) unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility, or aggressiveness; (g) possession of alcohol or drugs; and/or (h) involvement in a motor vehicle collision while operating a District owned vehicle (or a personal vehicle being used for District-related business while on duty) which results in a serious injury, a medical transport, and/or significant property damage. The foregoing list is for illustrative purposes only and shall not be

considered exclusive. The District reserves the right to require a drug and alcohol screening test immediately after an on-the-job accident or incident to either confirm or refute drug or alcohol use as a possible cause. [Training for members designated to determine reasonable suspicion shall be provided.](#)

- 2.4 If it is suspected that the employee may not be fit for duty and requires drug and alcohol screening, the Fire Chief or designee will immediately:
 - a. Place the employee on administrative leave pending test results.
 - b. Provide the employee with a current copy of the District's Drug Free Workplace Policy, Consent and Release Form for Drug/Alcohol Testing and SOG.
 - c. Proceed with a clinical evaluation as described in section 2.6.
- 2.5 When the Fire Chief or designee becomes aware that the employee has been relieved of duty due to reasonable suspicion they shall:
 - a. Suspend the employee from duty until a clinical examination has been completed and the results evaluated. Refer to section 6.0 for clinical evaluation details.
 - b. Escort the employee for clinical evaluation including blood alcohol profile and/or a drug screen as indicated. Do not leave the employee unattended while waiting for evaluation.
 - c. The District shall ensure the employee has transportation home (contact family or friend, taxi, personal escort, etc.). Every effort will be made to prevent the employee from driving while under suspicion of intoxication. If the employee attempts to drive, law enforcement shall be notified immediately, and the incident shall be documented.
 - d. Law enforcement officials shall be notified if criminal activity occurred or is suspected, turning over confiscated illegal substances or evidence in accordance with local, state, and federal law.
- 2.6 If, after investigation, it is determined that the employee was under the influence of alcohol or drugs, disciplinary action up to and including termination will result.
- 2.7 Employees who operate District vehicles shall be subject to disciplinary action, up to and including termination of employment, for a conviction of driving while under the influence of alcohol or drugs while operating those vehicles.
- 2.8 Any employee, who misappropriates, diverts or misuses patient drugs will be subject to immediate suspension, investigation, termination and appropriate legal action by the Fire District.
- 2.9 Licensed or certified employees who are disciplined for impairment will be reported to appropriate licensing agencies.
- 2.10 If any part of this Policy or SOG is determined to be void or unenforceable under state or federal law, the remainder of the policy, to the extent possible, will remain in full force and effect.
- 2.11 Nothing in this SOG is intended, or shall be construed as, altering the District's right to discipline or discharge employees for violation of District policy, either related or unrelated to drug and/or alcohol use.

SECTION 3.0 EMPLOYEE TESTING

- 3.1 Applicants for public safety response related positions with the District are subject to initial, pre-employment drug and alcohol testing after receiving a conditional offer of employment pursuant to separate District procedures.
- 3.2 Drug and alcohol screening shall be in accordance with Appendix A of this SOG.

SECTION 4.0 EMPLOYEE REHABILITATION (WITHOUT POLICY/GUIDELINE VIOLATIONS)

- 4.1** The District recognizes that some employees may have drug or alcohol dependencies or addictions. Such employees are urged to seek assistance in ridding themselves of such dependency, and the District will support and accommodate employees who seek assistance.
- 4.2** Any employee who qualifies for and who willingly seeks rehabilitation, prior to any documented violations of EJFR policy and guidelines, shall not be disciplined solely for drug or alcohol dependency. An employee may also voluntarily enter a rehabilitation program without a requirement of prior testing. Members who enter such program on their own prior to any policy/SOG violations, work performance issues or related criminal activity shall not be subject by the District to random re-testing.
- Employees who require time off in order to attend rehabilitation program will be:
- a. Afforded a reasonable leave of absence and
 - b. Permitted to use any accrued leave (if any) during such absence.
- 4.3** Plans for use of a leave of absence, vacation or compensatory time outside of SOG 2000g, for the purpose of rehabilitation, must be pre-approved by the District.
- 4.4** Rehabilitation services for employees electing to use non-approved rehabilitation programs, will be at the employee's expense. The employee will be solely responsible for any costs and expenses, not already covered by medical benefits/insurance, relating to the rehabilitation and treatment program.
- 4.5** Neither chemical dependence nor the treatment thereof, shall:
- a. Excuse the employee from their obligation to remain free of drugs or alcohol while on duty, or
 - b. Excuse an employee from complying with all District policies and procedures.
- 4.6** Insofar as practicable, EJFR will make every effort to keep information confidential, except for communications to those persons who have a legitimate need to know.
- 4.7** It is the employee's responsibility to report for duty and to be able to perform his/her job safely and effectively, unimpaired by drugs, alcohol, or any other intoxicating substance. Prior to returning to work employee shall:

Be medically cleared for duty as stipulated in SOG 2000i and complete the return-to-work assessment as needed.

SECTION 5.0 EMPLOYEE REHABILITATION (WITH POLICY/GUIDELINE VIOLATIONS)

- 5.1** The District recognizes that some employees may have drug or alcohol dependencies or addictions. Such employees are urged to seek assistance in ridding themselves of such dependency, and the District will cooperate with employees who seek assistance.
- 5.2** Any employee who qualifies for and who requests an opportunity for rehabilitation post documented violations of policy and/or guideline, may be disciplined and/or required to complete a drug and alcohol dependency rehabilitation program.

Employees who require time off in order to attend rehabilitation program will be:

- a. Afforded a reasonable leave of absence and
- b. Permitted to use any accrued leave (if any) during such absence.

- c. Employees who tests positive for a substance listed in this Policy/SOG may be medically evaluated, counseled and afforded the opportunity to undergo appropriate treatment as recommended by a Substance Abuse Professional (“SAP”) or counselor. In that event, the MRP is authorized to communicate the specific results and information from the testing process to the SAP or counselor overseeing the employee’s treatment program and the employee shall sign a consent/waiver to effectuate this communication if required. Employees who complete a rehabilitation program will be re-tested randomly, without prior notice, for the following 24 months following completion of a rehabilitation program. If an employee tests positive during this 24 month period, he/she shall be subject to disciplinary action by the Employer, up to and including termination. Once treatment and follow-up care are completed and 24 months have passed with no further violations of this article, the employee’s personnel and medical files shall be purged of any reference to their drug, or alcohol program.
- 5.3** Plans for use of leave for the purpose of rehabilitation must be pre-approved by the District. Any rehabilitation program paid for by the District must be pre-approved by the District.
- 5.4** Rehabilitation services for employees electing to use non-approved rehabilitation programs, will be at the employee’s expense. The employee will be solely responsible for any costs and expenses, not already covered by medical benefits/insurance, relating to the rehabilitation and treatment program.
- 5.5** Neither chemical dependence nor the treatment thereof, shall:
- c. Excuse the employee from their obligation to remain free of drugs or alcohol while on duty, and
 - d. Excuse an employee from complying with all District policies and procedures.
- 5.6** Insofar as practicable, EJFR will make every effort to keep information confidential, except for communications to those people who have a legitimate need to know.
- 5.7** Upon satisfactory completion of an approved program, the employee will be permitted to return to work pursuant to a “return to work agreement” with conditions established by the District and the recovery program. Employees shall:
- a. Maintain regular contact with the District’s MRP and comply with all requirements of the rehabilitation program established by the MRP for the employee’s successful return to work.
 - b. The MRP, in turn, will coordinate with the employee’s SAP as necessary to assist the employee. The MRP will establish a protocol for the employee to follow throughout his/her rehabilitation program. The protocol will be individualized for the respective employee and his/her specific needs. That said, the protocol established by the MRP will general include (without limitation) the following elements: (i) regular meetings with the employee; (ii) coordination and review of random testing; (iii) a review of any reasonable accommodations which could assist the employee in a successful return to work (which may change over time based on the employee’s needs; and (iv) any other elements determined appropriate in the MRP’s professional discretion.
 - c. The MRP shall also be responsible for reporting to the Fire Chief (or designee) as to the employee’s progress and compliance with the rehabilitation requirements.
- 5.8** Employees who refuse to participate in a recommended rehabilitation program, or who fail to complete a recommended rehabilitation program successfully, shall be subject to disciplinary action, up to and including termination of employment.
- 5.9** The District will make reasonable accommodations in work schedules where an approved counselor recommends outpatient therapy and/or when an employee is required to follow an after-care program.

- 5.10 Disciplinary actions will specifically consider whether an employee refused the opportunity for rehabilitation, fails to complete a rehabilitation program successfully, or again tests positive for drugs within three years of completing an appropriate rehabilitation program.
- 5.11 Three years after entry into rehabilitation program, the employee's medical file will be purged of reference to their chemical dependency or participation in drug or alcohol rehabilitation programs. In this event, the subject documents removed from an employee's file will be maintained by the Employer in a separate file for the length of time required by Washington's records retention laws.

SECTION 6.0 RIGHTS/RESPONSIBILITIES

- 6.1 The Employer reserves the right to require a drug/alcohol test of public safety applicants seeking employment by the District.
- 6.2 The Employer shall pay for all costs involving drug and alcohol testing as well as the expenses incurred for the services of the Medical Review Physicians ("MRP").
- 6.3 In accordance with the federal Drug-Free Workplace Act, employees shall notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. See 41 U.S.C. 8103(a)(1)(D)(ii). For purposes of this policy: (i) a "criminal drug statute" means a criminal law relating to the manufacture, distribution, dispensation, use, or possession of any controlled substance; and (ii) "conviction" means a finding of guilt (including a plea of nolo contendere), an imposition of sentence, or both, by a judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.
- 6.4 Employees have the right to seek consultation with Union or legal counsel representatives prior to submission of blood or alcohol samples. Employees have the right for Union and/or legal representation to be present during the submission of the sample.
- 6.5 This SOG and related Policy is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to, or legal obligations that the employer may have under Federal, State or local statutes.

SECTION 7.0 CLINICAL EVALUATIONS/SAMPLE COLLECTION

- 7.1 The collection and testing of samples shall be performed by a laboratory and health care professional qualified and authorized to administer and determine the meaning of test results. The laboratory chosen shall be agreed upon by the Union and the Fire District.
- 7.2 As applicable, samples will be submitted as per the National Institute on Drug Abuse ("NIDA") or Substance Abuse and Mental Health Services Administration ("SAMSHA") standards (or equivalent standards) following guidelines providing the highest degree of security for the sample and freedom from adulteration. Recognized chain of custody procedures shall be followed for all samples in accordance with relevant NIDA or SAMSHA standards. The employee shall not consume any food or liquids until after the sample is taken.
- 7.3 The collection and testing of samples shall be performed only by a laboratory and by a physician or healthcare professional qualified and authorized to administer and determine the meaning of any test results. The laboratory shall provide the results of employee tests to the District's designated official and to the tested employee. The employer and the Union agree that Jefferson Healthcare will be the preferred testing laboratory.

7.4 The Medical Review Physician (MRP) will be chosen and agreed upon between the Union and the District and must be a licensed physician with a knowledge of substance abuse disorders. The MRP will be familiar with the characteristics of tests (sensitivity, specificity and predictive value), the laboratories conducting the tests and the medical conditions and work exposures of the employees. The role of this physician will be to review and interpret positive test results and examine alternate medical explanations for any positive test results. This review is conducted through a medical interview with the employee, review of the employee's medical history and review of any other relevant biomedical factors, including any medical records made available by the employee with the positive test may have resulted from a prescribed drug. Employees involved in this step of the process shall make themselves (either in-person or by video conference) available to the MRP, as well as any records requested by the MRP, within 48 hours after said request.

7.5 The laboratory shall test for only the substances and within the limits as follows for the initial and confirmatory test in accordance with relevant NIDA or SAMSHA standards. The initial test shall use an immunoassay test procedure, which meets the requirements of the Food and Drug Administration for commercial distribution. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for these drugs or classes of drugs:

INITIAL TESTING

- Alcohol .02 BAC
- Marijuana metabolites 100 ng/ml
- Cocaine metabolites - 300 ng/ml
- Opiate metabolites* – 300 ng/ml
- Phencyclidine – 25 ng/ml
- Amphetamines – 1,000 ng/ml
- *If immunoassay is specific for free morphine, the initial test level is 25 ng/ml.

Only specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) at the following listed cutoff values.

CONFIRMATORY TESTING

- Marijuana metabolites¹ - 15 ng/ml
- Cocaine metabolites² - 150 ng/ml
- Opiate metabolites
- Morphine – 300 ng/ml
- Codeine – 300 ng/ml
- Phencyclidine – 25 ng/ml

Amphetamines

- Amphetamine – 500 ng/ml
- Methamphetamine – 500 ng/ml

⁽¹⁾Delta -9- Tetrahydrocannabinol -9-carboxylic acid

⁽²⁾Benzoylcegonine

If test results are negative, testing shall be discontinued. Records of the testing will be retained in the employee's medical file for one year following the date the negative results are posted or test cancelled per the Washington State Record Retention timelines (Reference Disposition Authority Number GS50-04B- 33 Rev. 1). After one year all samples shall be destroyed, and records of the testing expunged from the employee's files.

- 7.6 The laboratory will advise only the employee and the MRP of positive results. The results of positive drug or alcohol tests can only be released to the Employer by the Medical Review Physician once the review and analysis of the results has been completed by the MRP.
- 7.7 The laboratory and/or the MRP are also authorized to release specific test results to the Employer and the Union in cases of a grievance and/or legal challenge pursuant to the employee's signed consent located at the end of this SOG.
- 7.8 Unless otherwise required by law, the Employer will keep the results confidential. Provided, however, the Employer may use the results in disciplinary, administrative, reasonable accommodation, and/or other legal process relating to the employee. Drug test results gathered under this article will not be used to initiate a criminal investigation or prosecution. Information regarding drug tests may only be released if ordered by a court with jurisdiction in the state of Washington. If so ordered, the employee will be notified of the request at least 14 days prior to the release of the information to the court. The notification to the employee will state, with specificity, exactly what information the employer plans on releasing to the court.

Related Appendixes & Forms: *Drug Free Workplace signature for personnel training file*. The Policy/SOG may be distributed, reviewed and signed electronically via EJFR training platforms.

SECTION 8. ALCOHOL TESTING

A Breathalyzer or similar equipment shall be used to screen for alcohol use and, if positive, shall be confirmed by a blood alcohol test performed by a qualified laboratory. This screening test shall be performed by an individual properly qualified to perform the test utilizing appropriate equipment. An initial positive alcohol test shall be 0.02 grams per 210 L. of breath. That is, if both breaths register at 0.02 or above, that constitutes a positive test. If only one breath is at 0.02 or above and the other is below 0.02, the test is negative. If initial testing results are negative, testing shall be discontinued, and all samples destroyed, and records of the testing expunged from the employee's files unless otherwise prohibited by law or authority. If initial testing results are positive, the test shall be confirmed using a blood test. Sample handling procedures, as described above in this Policy, shall apply. A positive blood alcohol level shall be 0.02 grams per 100 ml of blood.

SECTION 9.0 RELATED FORMS

- Form 2004a-1 Reasonable Suspicion Checklist

EFFECTIVE DATE:	REPLACES: Policy 109
	SOG A00-02
FIRE CHIEF:	2017 Version

Citations:
 WSDOT [Drug and Alcohol Program Guidebook \(2021 ed.\)](#)
 Federal Drug-Free Workplace Act. *See, e.g.,* 41 U.S.C. 8103.

2 CFR § 200.303(b) 21 CFR § 1308.11
 2 CFR § 200.339
 49 CFR Part 655
 49 CFR Chapter 40
 WAC 357-37-200



**EMPLOYEE* CONSENT AND RELEASE FORM FOR DRUG/ALCOHOL TESTING
& DRUG FREE WORKPLACE ACKNOWLEDGEMENT**

By signing below, I acknowledge that I have received and read **SOG #2004a Drug Free Workplace**. My signature signifies that I will comply with **SOG #2004a Drug Free Workplace**.

As described above in this SOG, every employee subject to drug and/or alcohol testing shall sign a consent form as set forth below:

I understand that if I voluntarily come forward and request to enter a substance abuse rehabilitation program, prior to the occurrence of any work performance or misconduct issues, the District will not discipline me simply for making this request. I understand how substance abuse tests are conducted under District Policy and have received answers to any questions I may have.

I understand that the laboratory administering the foregoing tests will release the results to the Medical Review Physician (MRP), who shall release his/her conclusions to the District after review and interpretation. If I test positive, I agree to make any requested records and myself available to the MRP within 48 hours of such request. In that event, I also agree to make any other records I believe are relevant available to the MRP within the same 48-hour time period. The information provided to the District from the MRP shall be limited to whether the tests were confirmed positive or negative and, if positive, the type and amount of drugs and/or alcohol for which I tested positive. No other test results will be released, except as provided herein, without my written consent.

I understand that the District is requiring me to submit to this testing as a condition of my employment and that if I tamper with, alter, substitute, or otherwise obstruct or fail to cooperate with the testing process, I will be subject to disciplinary action, up to and including termination of employment.

I understand that a confirmed positive test will result in actions taken by the District that are consistent with its policies and practices for substance abuse testing. This may include disciplinary action, up to and including termination of employment.

I further understand that a confirmed positive drug or alcohol test result (which occurs prior to the occurrence of work performance or misconduct issues) may result in the requirement that I successfully complete a substance abuse rehabilitation program to retain my employment with the District. In this event, the District will not take disciplinary action against me unless I refuse to take a drug/alcohol test, refuse the opportunity for rehabilitation, fail to complete the rehabilitation program successfully, or again test positive for drugs/alcohol within three years of completing an appropriate rehabilitation program. I understand that such disciplinary action, as described herein, may include dismissal from the District. If required to participate in a treatment or rehabilitation program, I authorize the laboratory and MRP to release any information relating to the test and/or test results to the Substance Abuse Professional ("SAP") or treatment counselor, as well as the District.

My signature below represents my consent for release of this information. I further agree to execute such release forms as may be required by the laboratory, MRP, SAP, etc. to release this same information to the District.

Subject to my rights under the Collective Bargaining Agreement and/or volunteer participation agreement between the District, I consent to the collection of urine, hair, blood, breath, and/or saliva sample, and the analysis thereof, pursuant to the terms and conditions of said Collective Bargaining Agreement and any related District Policy. By signing this consent form, I am not waiving the right to challenge any

confirmed positive test result and any District action based thereon. In order to pursue any challenge related to a test result, I understand that I will be required to authorize the laboratory and MRP to release to the District and my Union any information relating to the test and/or test results. I agree that my signature below represents my consent for the release of this information.

SOG #2004a Drug Free Workplace Acknowledgement will be filed in your personnel training file.

By signing below, I acknowledge and agree to the foregoing:

_____	_____
Signature	Date

Print Name	

*For the purposes of this SOG, "employee" includes volunteers.

DRAFT



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Commissioner's Governing Rules

Policy Number: 1001

Date of Implementation:

Replaces: Policy 127

Signature of Approval:

Date:

SECTION 1.0 SCOPE

The legislative body of the Fire Protection District is the Board of Commissioners authorized and created under title 52 RCW. The Board of Commissioners has the statutory obligation to manage the affairs of the District and is responsible to establish all District policies.

SECTION 2.0 GOVERNING RULES

- 2.1 Statutory Power and Authority.** The Board of Commissioners possesses the powers and authority as set forth in Title 52 RCW and other applicable provisions of the Revised Code of Washington.
- 2.2 Organization.** The Board of Commissioners, as the first order of business at its first regularly scheduled meeting of the year following a year when the election expires, shall elect a chair and a vice-chair to serve for a period of two years.
- 2.3 Participation of Commissioners.** Each Commissioner is an elected representative of the residents of the Fire Protection District. Commissioners are entitled to vote on all matters coming before the Board of Commissioners and to make and second motions regardless of whether the Commissioner is serving as chair. Commissioners shall, however, be governed by the provisions of chapter 42.23 RCW in respect to any matter in which the Commissioner may have a conflict of interest.
- 2.4 Actions of the Board.** RCW 52.14.010 provides that the Board of Commissioners of the Fire Protection District is the legislative body of the District. Chapter 42.30 RCW, the Open Public Meetings Act, and RCW 52.14.100 provide that actions of the Board of Commissioners may only take place at meetings authorized by statute. Individual Commissioners do not have authority to manage or direct the affairs of the District or bind the District to financial or contractual obligations. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board. The principal executive and administrative officer of the District is the Chief who has the responsibility for the management of the daily affairs of the District, for the supervision of District personnel and for the establishment of a chain of command to carry out such supervision. Commissioners are encouraged to become familiar with the District operations and to meet the paid and volunteer personnel of the District. It is a policy of the District, however, that individual Commissioners shall not supervise, direct or discipline District personnel. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner shall bring such dissatisfaction to the attention of the Board at a meeting of the Board.
- 2.5 Authority of Chair.** The Chair of the Board shall have the authority specifically granted by statute and such further authority as may be granted from time to time by action of the Board of Commissioners.

- 2.6 Communications with Consultants.** The Chief and the Chair or other designated commissioners have authority to contact District consultants (attorney, accountant, engineers, architects, etc.) on an as needed basis without prior approval by the Board. Individual commissioners, absent delegation from the Board or an emergency situation, do not have authority to directly communicate with District consultants without prior approval of the Board.
- 2.7 Commissioner Compensation.** Commissioners shall be compensated per RCW 52.14.010 for each day or portion of a day in actual attendance at official Board meetings or when performing other services or duties for the District. It is the function of the Board to approve the services that any Commissioner is authorized to perform for the District. Commissioners of the District shall be entitled to receive the full amount of per diem compensation authorized by statute for the following activities:
- a. Actual attendance at all regular and special meetings of the Board.
 - b. Attendance at regular Fire Commissioners Association meetings and at meetings of the Board of Directors of the Association if the Commissioner is a member of the Board.
 - c. Attendance at Washington Fire Commissioners Association meetings, conferences and seminars.
 - d. Attendance at Fire District related seminars and educational classes.
 - e. Attendance at Fire District open house functions.
 - f. Attendance at other Fire District related activities approved by the Board of Commissioners.
 - g. Travel time when a separate day of travel is required because of the location and scheduling of the activity.
- 2.8 Commissioner Expense Reimbursement.** In addition to the allowance provided above, Commissioners shall receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the District including the following:
- a. Mileage reimbursement for use of personal automobiles at the District approved rate together with parking fees, ferry fees, etc.
 - b. Registration fees.
 - c. Overnight accommodations when required by the nature of the activity attended.
 - d. Meal expense including gratuity when meals are not provided in the registration fee at an event attended.
- 2.9 Schedule of Meetings.**
- a. Regular meetings. Regular meetings of the Board of Commissioners shall be held each month, pursuant to a schedule established by resolution of the Board. Meetings of the Board will be held at the Fire District Headquarters Station, or at such other place as the Board may direct from time to time. All regular meetings shall be conducted in conformance with the laws of the state of Washington governing meetings.
 - b. Special meeting. The chair, or any ~~two~~three members of the Board may call a special meeting at any time. Not less than twenty-four hours before any special meeting, the secretary shall notify each member of the board by written notice of the time, place, and the business to be transacted at the meeting. The notice shall be distributed and posted in accordance with the laws of the state governing such meetings. The presence of a Commissioner at the meeting or the Commissioner's written waiver of notice filed with the secretary shall constitute a waiver of receiving written notice of the meeting. When the meeting is called to address an emergency involving injury or damage, or the likelihood of injury or damage, to persons or property, and the time requirements for notice provided for above would be impractical and increase the likelihood of the injury or damage, the required notice may be dispensed with and the secretary shall notify each member of the Board by the best means possible under the circumstances.
 - c. Notice of agenda for regular meeting. Not less than four days before any regular meeting, the secretary shall email to each member of the Board a reminder of the regular meeting and a preliminary agenda setting forth the matters which are to be considered at the meeting.
 - d. Addenda to the agenda at regular or special meetings. Addenda to the agenda of either a regular or a special meeting may be permitted at the commencement of or during the meeting, except

that final action shall not be taken on items added to the agenda of a special meeting unless notice, as required by applicable law, has been given.

- e. Quorum. A majority of the entire Board shall be necessary to constitute a quorum at all regular meetings and special meetings.

2.10 Excused Absence. The Board of Commissioners may grant permission for a Commissioner to be absent from a scheduled meeting of the Board.

2.11 Access to District Records. Except as provided below, each Commissioner shall have access to District records during regular business hours of the District; provided, that the review or examination of the records shall not interfere with the normal operation of the District office personnel. Commissioners shall not remove original District records from the District station. Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.

- a. Access to confidential records will not be provided without prior approval of the Board.
- b. District records and information obtained from District records may not be used by Commissioners for non-District business nor disclosed to unauthorized persons.

2.12 District Information. Commissioners may not use District information, particularly confidential information, for individual gain or to promote the interest of any individual, group of individuals or entity. Commissioners have the duty to protect the confidentiality of privileged and private District records and information. The unauthorized disclosure of confidential records or information is a violation of this responsibility. The Board, not an individual Commissioner, has the authority to disclose information or records of the District. This restriction also applies when the District is involved in any type of contract negotiations, disciplinary procedures or other District business transactions.

2.13 Personal Liability Protection. The Commissioners shall be included as named insureds on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with defense coverage and liability protection subject to the following conditions:

- a. The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
- b. The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Commissioner.

SECTION 3.0 ETHICS

3.1 The District and its Board of Commissioners find that the proper operation of a fire district, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the elected Board of Commissioners of this fire department.

3.2 These ethical standards shall be strictly adhered to, and they shall be interpreted liberally so as to accomplish its purpose. The goal of the District is to establish and maintain the highest ethical standards for its leaders, so that they may establish an example for all district employees and members to emulate. The expectations of the Board and the District shall be that the prohibitions contained in Section 3.4 will always be honored and that the recommendations contained in paragraph 3.5 will be aspired to, and achieved whenever feasible.

3.3 Definitions. The following terms or words shall have the following meanings, throughout this policy:

- a. Major Infraction: A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed in paragraph 4 that involves honesty or integrity.
- b. Minor Infraction: A minor infraction means any ethics code violation found by an investigative committee, but not deemed to be major.
- c. Misfeasance: Misfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.
- d. Malfeasance: Malfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.
- e. Violation of oath of office: This term is also defined by statute, and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a duty for a fire commissioner, would be an example of a violation of the oath of office.

3.4 Prohibited Conduct- A Commissioner Shall Not:

- a. Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature that is in conflict with the proper discharge of the commissioner's duties.
- b. Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the commissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- c. Use his or her position to secure special privileges or exemptions for himself, herself, or others.
- d. Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the fire district, for a matter connected with or related to the commissioner's services unless provided for by law.
- e. Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the commissioner, or be considered as part of a reward for action or inaction.
- f. Accept employment or engage in business or professional activity that the commissioner might reasonably expect would require or induce him or her by reason of his or her position as a commissioner, to disclose confidential information acquired by reason of his or her position as a commissioner.
- g. Disclose confidential information gained by reason of the commissioner's position, nor may the commissioner otherwise use such information for his or her personal gain or benefit.
- h. Use the commissioner's position to assist a person or persons in a transaction involving the District except when such assistance is within the normal course of duties of a commissioner.
- i. Employ or use any district employee or other person, district funds or money, or district property under the commissioner's official control or direction, or in his or her official custody, for the private benefit or gain of the commissioner, an employee of the district, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of district functions or official duties, or otherwise allowed by law.
- j. Use the facilities, personnel or resources of the district to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17.130.
- k. Participate, by voting or otherwise, in any issue that comes before the Board of Commissioners, when the commissioner has any direct or indirect personal or financial stake in the outcome of the matter.

- I. Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of fire commissioner, if concurrently serving as a fire commissioner.

3.5 Recommended Conduct - At All times a Commissioner Should:

- a. Respect and comply with the law.
- b. Act at all times in a manner that promotes public confidence in the office of fire commissioner.
- c. Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- d. Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- e. Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- f. Have the courage to do what is right and stand up for those without power or authority.
- g. Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- h. Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- i. Lead by example.
- j. Never forget that public office requires public trust and confidence.

3.6 Exceptions

- a. A commissioner is allowed by state statute to be financially involved in a contract with the fire district, so long as payment to the commissioner or his/her business does not exceed \$1,500.00 in any calendar month, provided that such commissioner shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the governing body and noted in the minutes before formation of the contract.
- b. A commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- c. A commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a non-salaried officer of a nonprofit corporation, the interest of a mere employee of a contracting party, where the compensation of that employee (commissioner) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a commissioner who attempts to influence, or does influence other district officers with respect to entering into the contract.

3.7 Complaints. All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant.

SECTION 4.0 RELATED SOG'S

- See following SOG's beginning with 1001a

Exempt Properties & Fire Protection Agreements

Board of Commissioners Briefing

East Jefferson Fire Rescue | March 2026

Step 1 — Research Process

1 Parcel List

Obtained exempt parcel list from Jefferson County Assessor (Jeff Chapman) — identified parcels with buildings within EJFR service area.

2 RCW Research

Researched applicable statutes: RCW 52.30.020, RCW 39.34, RCW 54.16.425, and the OSPI administrative process for school districts.

3 ILA Review

Reviewed all existing ILAs, annexation contracts, and payment arrangements for identified exempt entities.

4 Follow-Up

Contacted County Assessor re: WSF ferry terminal — confirmed no county parcel exists; terminal sits on DNR state aquatic lands.

Step 2 — Legal Framework

RCW 52.30.020

Municipal Corporations — Must Execute ILA

Municipal corporations operating within a fire district are required to contract for fire protection services. Applies to: Port of PT, Jefferson County, Jefferson Healthcare, Jefferson Transit, WSF/WSDOT, City of PT (e.g. annexation contract).

RCW 39.34

Interlocal Cooperation Act — ILA Authority

Authorizes any two or more public agencies to enter into agreements for cooperative action. Provides the legal mechanism for executing fire protection contracts. No county parcel number required.

RCW 54.16.425

PUD — Payment in Lieu of Taxes (PILT)

Public Utility Districts operates under Title 54 instead of Title 52. PUD makes PILT payments to County who then allocates the funds to taxing districts — Applies to: Jefferson County PUD #1

RCW 52.30.020 / OSPI

School Districts — No Contract Required

Separate provision for school districts. Payment handled administratively through OSPI's biennial budget process at a per-pupil rate set by WA State Legislature. No ILA needed. Applies to: Chimacum SD #49 and PT SD #50.

RCW 52.18 / RCW 84.36

Religious & Non-Profit — No Statutory Obligation

Churches are exempt from property tax (RCW 84.36) and fire benefit charge (RCW 52.18). Non-profits are similarly exempt. Fire benefit charge only applies in districts with population >19,000 — EJFR does not qualify. No charge is appropriate.

Step 3 — Exempt Entity Status Summary

Exempt Entity	Statute	Pymnt / Yr	Status	Comment
Chimacum SD #49	RCW 52.30.020 / OSPI	~\$800	✓ OSPI Budget Process	\$1.15–\$1.25 / FTE student
Port Townsend SD #50	RCW 52.30.020 / OSPI	~\$1,400	✓ OSPI Budget Process	\$1.15–\$1.25 / FTE student
Port of Port Townsend	RCW 52.30.020	\$9,180	✓ ILA — In Discussions to updated	Assessed value formula
WA State Parks	RCW 52.30.020	\$21,000 & \$6252	✓ ILA Fort Worden Updated Jun 2025 ⚠ ILA Other State Parks need updating	Increased with CPI
City of Port Townsend	RCW 52.30.020	—	✓ Annexation Contract	"...at no cost" per agreement
Jefferson Co PUD #1	RCW 54.16.425	\$1,600	✓ Receives share of PILT – no ILA required	RCW 54.16.425
Jefferson Healthcare	RCW 52.30.020	TBD	⚠ No ILA	High-demand 24/7 facility
Jefferson Transit	RCW 52.30.020	TBD	⚠ No ILA	63 Four Corners Road
Jefferson County	RCW 52.30.020	TBD	⚠ No ILA	Mutual aid culture; LOU likely
WSF / WSDOT	RCW 52.30.020	TBD	⚠ No ILA	No county parcel; DNR aquatic lands
Churches / Non-Profits	RCW 52.18 / RCW 84.36	—	✓ No Charge	No statutory obligation

Recommended Next Steps

Priority

WSF/ WSDOT (Ferry Terminal)

No county parcel — terminal on DNR state aquatic lands. ILA authority exists under RCW 39.34 regardless. Negotiate flat-fee basis.

Priority

Jefferson Transit (PTBA)

Initiate ILA. Single parcel at 63 Four Corners Road. Most administratively straightforward of the three pending ILAs.

Priority

Jefferson County

Consider a Letter of Understanding (LOU) rather than formal ILA — preserves mutual aid culture and existing collaborative relationship.

Priority

Jefferson Healthcare (Hospital District #2)

Initiate ILA negotiations. High-demand 24/7 facility — highest financial impact. No county AV available; negotiate on cost or flat-fee basis.

Ongoing

Monitor & Maintain Existing Agreements

WA State Parks ILA and Port of PT ILA — continue to completion. Confirm OSPI per-pupil payments for both school districts annually.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1
RESOLUTION NO. 2026-02**

RESOLUTION AUTHORIZING TRANSFER OF SURPLUS TRAILER

WHEREAS, Jefferson County Fire District No. 1 owns a **10FT 1998 WELLS CARGO ENCLOSED TRAILER VIN 1WC200D10W4033350**.

WHEREAS, the District declared the trailer as surplus to District needs on September 16, 2025,

WHEREAS, the fair market value of the trailer is \$1,000.00,

WHEREAS, Jefferson County Department of Emergency Management has a need for an enclosed trailer to store a cache of mobile medical supplies; this cache will be available for regional emergency responses in Jefferson County under the terms of the attached Bill of Sale, which provides a benefit to the district taxpayers.

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

1. The Chief is directed to transfer the trailer to Jefferson County Department of Emergency Management in accordance with the terms of the attached Bill of Sale.

Adoption: ADOPTED at the regular meeting of Jefferson County Fire Protection District No. 1 Board of Commissioners on the 17th day of March 2026,

Deborah Stinson, Board Chair

Jeannie Price, Vice-Chair

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Dave Seabrook, Commissioner

ATTEST:

Tanya Cray, District Secretary

BILL OF SALE AND HOLD HARMLESS AGREEMENT

In consideration of Buyer's agreement to retain, maintain and use the Trailer for regional emergency mobile medical response needs and for additional good and valuable consideration received (specifically including but not limited to Buyer's waiver of claims against the Seller and the absence of a warranty) the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, Jefferson County Fire Protection District No. 1, a Washington municipal corporation, ("Seller") does hereby sell, assign, convey, transfer and deliver to: Jefferson County Department of Emergency Management, ("Buyer") One **1998 10ft Wells Cargo Trailer VIN 1WC200D10W4033350** which has been found to be surplus to the Seller's needs.

The Seller hereby warrants to Buyer that immediately prior to the delivery of this Bill of Sale, the Seller was the owner of the full legal title to the described Trailer and that the Seller had the lawful right to sell the same and that good and clear title to the Trailer are hereby vested in Buyer free and clear of all liens, claims, encumbrances, and rights of others. The Seller makes no representations regarding the condition of the Trailer or the existence of known or hidden defects. The Seller makes no warranty with respect to the Trailer and Buyer warrants that it has inspected the described Trailer, is aware of any defects in such Trailer and has determined that the Trailer is in a reasonable safe condition for Buyer's use.

Buyer accepts the Trailer "as is," and the Seller makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. The Seller disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Repair or replacement of defective parts shall be the sole obligation of Buyer. In no event shall the Seller be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever out of the Buyer's possession, control or use of the Trailer, even if the Seller had been previously advised of the possibility of that damage. The Seller's maximum liability shall in no event exceed the price of the surplus Trailer specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of the Seller that is not expressed in this agreement.

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the Seller has determined that the Trailer is surplus to the Seller's needs.
- 2) That the Buyer has been given ample opportunity to inspect the Trailer and has in fact inspected the Trailer referred to in this Agreement, is aware of any defects and accepts the Trailer "as is."
- 3) That the Buyer has independently found the Trailer to meet or exceed Buyer's requirements and standards.

- 4) That the Buyer agrees to retain and maintain the Trailer and make the Trailer available as a regional emergency mobile medical supply cache resource. Buyer further agrees, that in the event Buyer decides to transfer or otherwise dispose of the Trailer, Buyer shall provide Seller with the option of having the Trailer transferred back to Buyer at no cost to Buyer.

IN CONSIDERATION OF RECEIVING THE TRAILER BUYER AGREES TO INDEMNIFY AND HOLD THE SELLER HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE TRAILER AND THE USE OF THE TRAILER.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this 17th day of March 2026.

**Jefferson County Fire Protection District
No. 1**

**Jefferson County Department of
Emergency Management**

By: _____

By: _____

Print Name: _____

Print Name: _____

Its: _____

Its: _____

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 26-03**

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

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

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

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

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

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

Approved this 17th day of March 2026.

Deborah Stinson, Chair

Jeannie Price, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Dave Seabrook, Commissioner

ATTEST:

Tanya Cray, District Secretary

Exhibit A

Item to be Surplused	QTY	Serial #/Model # etc. (list separately if multiple #'s)	Description	Reason for Surplus
Electronics				
HP Laptop	1	5CD010DKMM	ProBook 450	Broken
iPad	1	F9GZK0Y8MDG1	iPad 7th Gen 32GB	end of useful life
PM Student iPad	1	LW7C2F1YG	iPad 10th Gen 64GB	doesn't charge
Medic 6 iPad	1	F9GZK1HSMDG1	iPad 7th Gen 32GB	end of useful life
Engine 1 iPad	1	F9GZKATMMDG1	iPad 7th Gen 32GB	end of useful life
Engine 1 Surface	1	11449291551	Surface Pro	Cracked Screen
Aid 1/E1 Tablet	1	2018AJ3289	Surface Go 1824	end of useful life
Engine 6 iPad	1	F9GZKFLMDG1	iPad 7th Gen 32GB	end of useful life
Medic 6 iPhone	1	F9GZK1HSMDG1	iPhone XR	end of useful life
PLFR Comm. iPad	1	DMPMT0N3F185	MD513LL/A	end of useful life
PLFR Comm. iPad	1	DMPMT0S1F185	MD513LL/A	end of useful life
PLFR Comm. iPad	1	DMPMT0RTF185	MD513LL/A	end of useful life
PLFR Comm. iPad	1	DMPMT0QUF185	MD513LL/A	end of useful life
PLFR Comm. iPad	1	DMPMT0N9F185	MD513LL/A	end of useful life
PLFR Cell iPhone	1	DX3YG76JHG6W	iPhone 7	end of useful life
PLFR Cell iPhone	1	DX3YG98AHG6W	iPhone 7	end of useful life
PLFR Cell iPhone	1	DX3YG7JMHG6W	iPhone 7	end of useful life
PLFR Cell iPhone	1	DX3YGNA9HG6W	iPhone 7	end of useful life
PLFR Cell iPhone	1	DX3YG8D4HG6W	iPhone 7	end of useful life
Equipment				
1.75" Key Hose FDNY Spec	21		50 ft sections - Yellow	No longer works with our Nozzles
1.75" Key Hose FDNY Spec	14		50 ft sections - Red	No longer works with our Nozzles
1.75" Key Hose FDNY Spec	24		50ft sections - Blue	No longer works with our Nozzles
1.75" unknown hose	8		50 ft sections - yellow	end of useful life - more than 15yrs
1.75" unknown hose	16		50 ft sections - red	end of useful life - more than 15yrs
1.75" unknown hose	11		50 ft sections - blue	end of useful life - more than 15yrs
2.5" unknown hose	2		50 ft sections - orange	end of useful life - more than 15yrs

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 26-04

AUTHORIZATION FOR THE ACQUISITION OF PERSONAL PROPERTY (AMBULANCE AND TWO (2) FIRE ENGINES) AND EXECUTION OF A FINANCING CONTRACT AND RELATED DOCUMENTATION RELATING TO THE ACQUISITION OF SAID AMBULANCE AND TWO (2) FIRE ENGINES

WHEREAS, Jefferson County Fire Protection District No. 1 (the “Local Agency”) has executed a Notice of Intent to the Office of State Treasurer, in the form of Exhibit A (the “NOI”) to the form of Local Agency Financing Contract attached hereto (the “Local Agency Financing Contract”), in relation to the acquisition of and the financing of the acquisition of the Property, as defined below, under the provisions of RCW ch 39.94; and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency acquire the equipment and/or personal property identified in the NOI (the “Property”); and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency enter into the Local Agency Financing Contract with the Office of the State Treasurer in an amount not to exceed \$2,533,530, plus related financing costs, in order to acquire the Property and finance the acquisition of the Property;

WHEREAS, the Local Agency will undertake to acquire the Property on behalf of and as agent of the Washington Finance Officers Association (the “Corporation”) pursuant to the terms of the Local Agency Financing Contract, and in accordance with all applicable purchasing statutes and regulations applicable to the Local Agency; and

WHEREAS, the Local Agency desires to appoint the individuals set forth in Exhibit C to the form of Local Agency Financing Contract as the representatives of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract (each an “Authorized Agency Representative”);

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

Section 1. The individuals holding the offices or positions set forth in Exhibit C to the form of Local Agency Financing Contract are each hereby appointed as a representative of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract and all other related documents. A minimum of two (2) Authorized Agency Representatives shall be required to execute any one document in order for it to be considered duly executed on behalf of the Local Agency.

Section 2. The form of the Local Agency Financing Contract attached hereto is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Financing Contract, in an amount not to exceed \$2,533,530, plus related financing costs, and in substantially the form attached hereto with such changes as may be approved by the Authorized Representatives, for the acquisition of the Property and financing of the acquisition of the Property.

Section 3. The Local Agency hereby authorizes the acquisition of the Property as agent of the Corporation in accordance with the terms and provisions of the Local Agency Financing Contract.

Section 4. The Authorized Representatives are hereby authorized to execute and deliver to the Office of State Treasurer all other documents, agreements and certificates, and to take all other action,

which they deem necessary or appropriate in connection with the financing of the Property, including, but not limited to, any amendment to the NOI and agreements relating to initial and ongoing disclosure in connection with the offering of securities related to the financing.

Section 5. This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Commissioners of Jefferson County Fire Protection District No. 1, at a regular meeting thereof held this 17th day of March 2026.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 BOARD OF COMMISSIONERS

Deborah Stinson, Chair

Jeannie Price, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

David Seabrook, Commissioner

ATTEST:

Tanya Cray, District Secretary

Attachment

Form Of Local Agency Financing Contract

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 26-05**

Section 1. The Jefferson County Fire Protection District No. 1 (the “Local Agency”) reasonably expects to reimburse the expenditures described herein with the proceeds of a financing contract to be entered into by the Local Agency (the “Reimbursement Obligation”).

Section 2. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations are for the full cost of the new ambulance (2025 Ford F450) received in February 2026.

Section 3. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from General Expenditure Fund.

Section 4. The maximum principal amount of Reimbursement Obligations expected to be issued for the property described in Section 2 is \$323,341.20.

ADOPTED by the Board of Commissioners of Jefferson County Fire Protection District No. 1, at a regular/special meeting thereof held this 17th day of March 2026.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 BOARD OF COMMISSIONERS

Deborah Stinson, Chair

Jeannie Price, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

David Seabrook, Commissioner

ATTEST:

Tanya Cray, District Secretary

Certificate Designating Authorized Agency Representatives

I, Deborah Stinson, Chair of Board of Commissioners of Jefferson County Fire Protection District No. 1 (the "Local Agency"), hereby certify that, as of the date hereof, pursuant to Resolution No. 26-04, the following individuals are each an "Authorized Agency Representative," as indicated by the title appended to each signature, that the following individuals are duly authorized to execute and deliver the Local Agency Financing Agreement to which this Certificate is attached as Exhibit C, and all documentation in connection therewith, including but not limited to the Personal Property Certificate(s) attached thereto as Exhibit B, that the signatures set forth below are the true and genuine signatures of said Authorized Agency Representatives and that pursuant to such resolution, 26-04 of the 2 following signature(s) are required on each of the aforementioned documents in order to consider such documents executed on behalf of the Local Agency:

_____ Bret Black, Fire Chief
(signature)

_____ Roy Lirio, Finance Director
(signature)

Dated this 17th day of March 2026.

Deborah Stinson, Chair of Board of Commissioners
Jefferson County Fire Protection District No. 1

SUBSCRIBED AND SWORN TO before me this 17th day of March 2026.

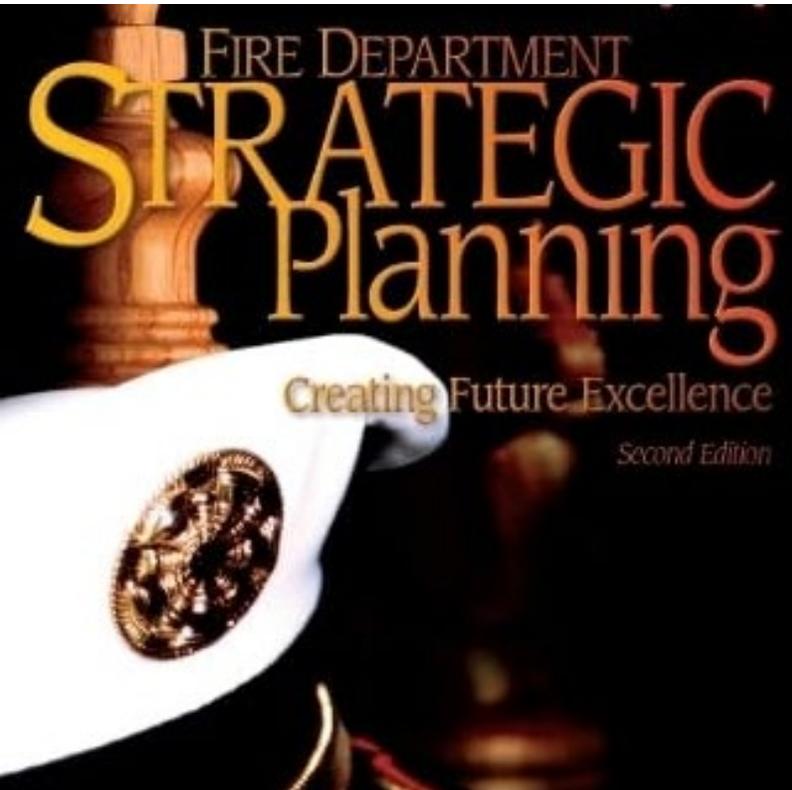
By: _____
NOTARY PUBLIC in and for the State of
Washington, residing at:

Printed Name: _____
My Commission Expires: _____

STRATEGIC PLAN NEXT STEPS



STRATEGIC PLAN



Staff and Commissioner Input

Comments (paraphrased) from February 17, 2026, meeting:

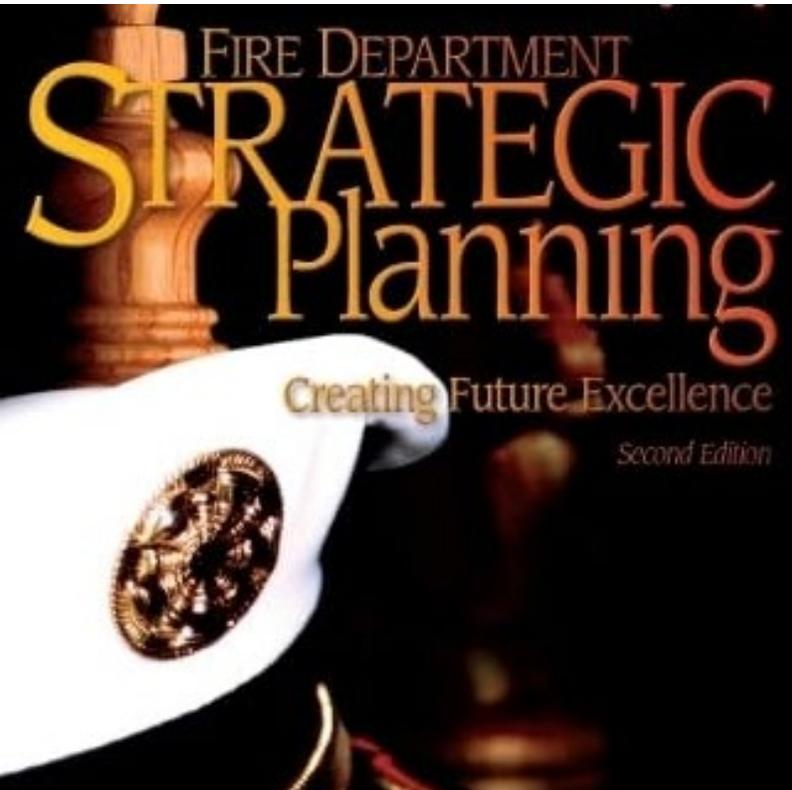
The FOCUS2026 document is a solid starting place for a strategic plan review, which is a EJFR and BOC priority.

Request was presented for a special meeting where collaborative training and strategic plan brainstorming would begin.

Proposed special meeting should review the recognized fire department SP process and clarify what we want to accomplish.

Request was presented to add the topic to next month's agenda.

STRATEGIC PLAN



Staff and Commissioner Input

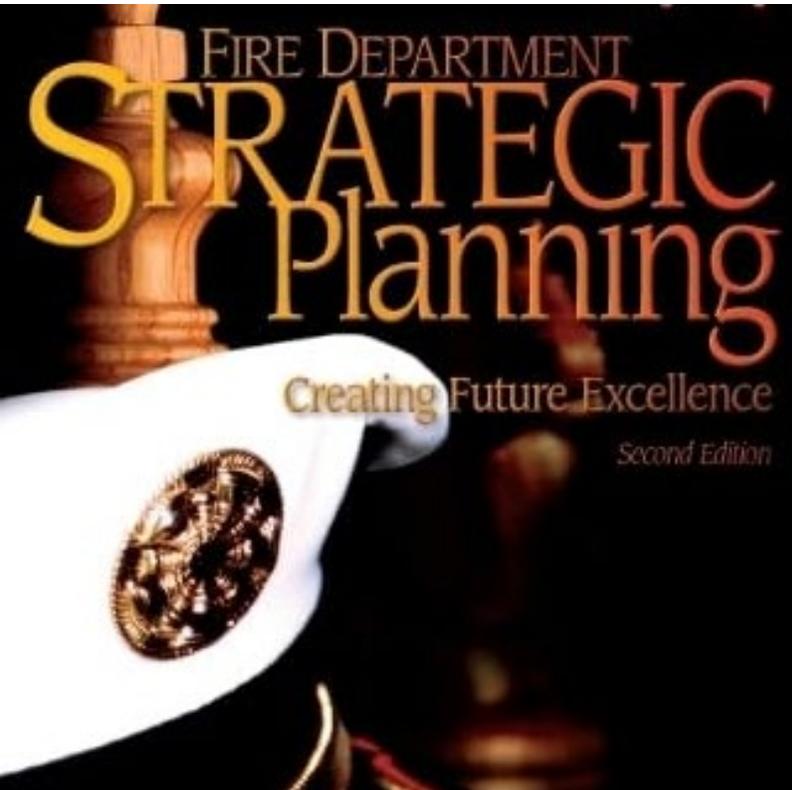
Comments (paraphrased) were collected over the past few weeks:

Review of current SP, progress and accomplishments is desired. The SP update is on schedule; five years would be 2027.

SP committee could be reseeded to lead the SP update process where they review our Mission, Vision, Values and Initiatives.

Community engagement would need to be delegated to the consultant.

STRATEGIC PLAN



Staff and Commissioner Input

Comments were collected over the past few weeks and paraphrased:

Re-engagement of the public was highly desired to ensure relevance of updated SP, but probably not needed to the previous degree.

Ensure specialized threats are more clearly represented, not just special rescue team. Internal members and outside partners need to be part of the SP update process.

Clear and majority interest in expanding the mitigations for member safety issues.

More commissioner outreach and presence on special committees, advisory groups, etc. Commissioner “bootcamp” was proposed. Enhance commissioner introduction to operations and facilities.

WHAT'S NEXT?

Workplan Development (Staff Recommendation)

1. Re-establish SP Committee?
2. Carry forward previously unfinished SP projects
3. Standards of Cover development
 - a. Community Risk Assessment
 - b. Data analysis - DARKHORSE & FIRST DUE
4. Incorporate input from internal stakeholders
 - a. Refresh Mission, Vision, Values
 - b. Assess and update Initiatives
5. Community engagement
 - a. Check in with previous partners
 - b. Conduct meetings in PL
6. Develop and adopt the 2027- 2032 SP
7. Implement the 2027- 2032 SP

STRATEGIC PLAN NEXT STEPS

Based on input, staff is recommending a three-part process for the SP update.



STAFF'S PROPOSAL

Review FD Strategic Plan
Process

Review of EJFR's current
Strategic Plan

2027 Strategic Plan Update



STRATEGIC PLAN NEXT STEPS



2026 Upcoming Events

Group	Event	Date
2026		
March		
EJFR	Acquired Structure Fire Live Burn	3/31/2026
April		
BOC/Admin	JC Commissioners & Admin Prof. Assoc.	4/16/2026
EJFR	Pancake Breakfast	4/18/2026
EJFR	Volunteer BBQ @ Finn River	4/25/2026
May		
BOC/Admin	WFCA Sat. Series - New Commissioner/Admin Trng	5/2/2026
EJFR	Rhody Festival	5/13-5/17
June		
BOC /Admin	Chelan Seminar	6/7/2026
EJFR	Preparedness Day	6/27/2026