



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. BOC fiscal review and mid-year budget presentation are pending.
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. Speser is lead. To be presented June 2026 BOC.
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. EJFR requested funds from KP HOA for new ALS manikin, 4/1/26.



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. New cardiac monitors in service, 4/1/26. Trouble shooting some final details and surplus obsolete equipment.
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. Soliciting proposals from FirstDue and DarkHorse, 4/1/26. Selection is imminent.
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. Met 4/13/26.
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. Implementation FirstDue, 4/1/26. Integration of new platform is underway, 5/26.
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. The team has begun seasonal wildfire home inspections 5/26.
Public CPR and Law AED Training	Ongoing	Ongoing		Increasing the number of CPR classes. L.E AED training is yet to be scheduled. MSO is coordinating grant for LE AED's + training 5/26.
EJFR Disaster Procedures and Continuity of Operations	3-6 months			CRM and FC are the leads.
Install new Wildfire Danger Signs	1 week	5/3/26	5/8/26	New wildfire threat signs have been installed at four locations.



Initiative 4 - Enhance our workforce resilience and development

Activity	Duration	Initiated	Completed	Notes
Rope Rescue Training	1 month	5/3/26	5/8/26	DFC is the lead (formerly under SP 3)
Boat Operator Training	1 month	10/26		TO is the lead (formerly under SP 3)
Live Fire Training	1 day	3/31/26	3/31/26	TO is the lead (formerly under SP 3)
Physicals and Health Screenings	1 month			Cray & Stewart are the leads, usually schedule in Q3.
Mental Health Resilience	Ongoing	Q1 26		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	1-3 months	4/1/26		Stewart is the lead. Station 7 is complete. Station 6 and Admin are next, equipment ordered.
Station 6 & 8 Exterior Siding & Painting	1-2 months	5/11/26		BC Clouse is the lead. Working on both station 6 and 8 simultaneously.
Storage Building at Station 2	6 months	9/1/25		BC Clouse is the lead. Exterior shell installed, 4/10/26. Construction, insulation, electrical complete, waiting on final.
Energy Efficiency Upgrade	Ongoing	3/1/26	4/30/26	BC Clouse is the lead, new LED bulbs installed at Seton Office using rebates. New bulbs and fixture upgrade at Admin. Upgrade to lights and electrical at Station 7.
Two new Engines	24 months	9/2024		BC Fletcher is the lead, TBD in Q3. Factory visit for App/Com , 6/26.
Braun Ambulance	4 months	11/2025	4/1/26	BC Fletcher is the lead, being upfitted. In-service 4/1/26.
Extractor and FF PPE				DFC Brummel is the lead
Establish Facility Advisory Meeting (FAC)	Ongoing	4/1/26		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. Admin and Facilities are developing inspection form and process, 4/15/26. Pushed back to Jun 26.



EAST JEFFERSON FIRE RESCUE

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

To: EJFR Personnel

From: Bret Black

Date: May 12, 2026

Subject: Deputy Fire Chief Selection

I am pleased to announce the promotion of Jason MacDonald to Deputy Fire Chief, effective July 1, 2026.

Earlier this year, Deputy Fire Chief Brummel announced his retirement effective July 2026. This announcement set in motion the recruitment process for his replacement, utilizing a prominent firm specializing in the recruitment of executive leadership in government.

During the process our project manager met with a variety of EJFR members, soliciting your input as we customized the job announcement. The position was advertised across the western states; our project manager received dozens of formal and informal inquiries. Ultimately 13 applied and the recruiter further screened the list down to four semi-finalists, which were interviewed by some of you.

For the next step, two finalists were once again interviewed by an eight-person panel that included EJFR members plus two outside panelists from the local community. That panel unanimously ranked Jason at #1, validating what many of you have shared with me over the past few weeks, that Chief MacDonald is more than well qualified to lead EJFR into the future.

Please join me in congratulating Jason MacDonald as our new Deputy Fire Chief.

This promotion creates a Battalion Chief promotional opportunity with the possibility of additional promotions. Within the framework of the Collective Bargaining Agreement we will strive to fill the vacancy (or vacancies) in an expeditious manner.

Well done Jason,

Serving the Communities of

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

**Amendment #1 to
Port Townsend Real Property License**

This Amendment #1 to Port Townsend Real Property License (“Amendment”) is made this 8th day of May, 2026, (“Effective Date”) by and between **Jefferson County Fire Protection District #1 d/b/a East Jefferson Fire Rescue**, with its principle offices located at 24 Seton Road, Port Townsend WA 98368 (“Licensor” or “EJFR”) and **Jefferson County 911 d/b/a Jeffcom 911 Communications**, an interlocal government agency created by Jefferson County, the City of Port Townsend and Jefferson County Fire Districts 1 through 5, with an office located at 81 Elkins Road, Port Hadlock WA 98339 (“Licensee” or “Jeffcom”). The Licensor and Licensee are at times referred to herein collectively as the “Parties” or individually as a “Party.”

WHEREAS, the Parties are parties to the certain “Port Townsend Real Property License” with an effective date of May 22, 2014, as recorded June 2, 2014, in the official records of Jefferson County, Washington, under Auditor’s File No. 584107; and

WHEREAS, Licensor desires to license to Licensee, and Licensee desires to license from Licensor an additional portion of Licensor’s Property (“Additional Licensed Premises”) for the installation, operation and maintenance of a communications facility, along with other rights and privileges ancillary to the license of such space and operation of Licensee’s Equipment located upon the Licensed Premises; and

WHEREAS, Licensee intends to sublicense portions of the Additional Licensed Premises and to convey a portion of the rights of the Licensee, within this License as herein amended, to its sublicensee(s) without the necessity of consent by or authorization from Licensor.

NOW THEREFORE, for good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Parties hereby incorporate each of the foregoing recitals into this Amendment by this reference and hereby agree to be bound to the following terms and conditions as amendment to the Port Townsend Real Property License:

1. **Building Space:** Licensor agrees to license to Licensee, and Licensee agrees to license from Licensor, space for communications equipment in the caged enclosure on the second floor of Licensor’s fire station, the amount of space to be mutually determined by the Parties from time to time as Licensor has space available and as Licensee has need of space. Building Space shall be limited to standard equipment racks approximately 84” height by 26” wide by 18” deep along with adjacent wall space for electrical connections to the equipment racks and cabling among equipment racks and the communications tower. Building Space shall be the

Additional Licensed Premises not licensed by the Port Townsend Real Property License prior to the Effective Date of this Amendment.

2. **Explicit Consent.** Licensor expressly consents, for purposes of License Section 8(b), to Licensee subleasing or sublicensing the Additional Licensed Premises. Licensor further agrees that that License Section 8(b) (requiring Licensor consent to sublease the Licensed Premises) is expressly superseded as to the Additional Licensed Premises. Such consent includes the subleasing of tower space, Building Space, nonexclusive access, cabling and connection pathways, utility service, and emergency-generator-power rights described in this amendment, provided that the subleasing is subject and subordinate to the Port Townsend Real Property License, as amended, and does not grant rights greater than Licensee holds. For the avoidance of doubt, Licensor hereby amends License Section 8(a) to permit Licensee, without Licensor consent, to assign or sublet the Licensed Premises or the Additional Licensed Premises to any other party provided that such assignee's/sublessee's use is consistent with this amendment and the Port Townsend Real Property License.
3. **Rent For Building Space:** The rent for the first full year of the Term of the Port Townsend Real Property License that begins following the Effective Date of the Amendment shall be \$750.00 per year per standard equipment rack approximately 84" height by 26" wide by 18" deep. Rent for Building Space shall be subject to the terms of the Port Townsend Real Property License including Escalation and Hold-Over provisions.
4. **Pro-rated Rent for Building Space:** The rent for the first partial year between the effective date of the license of additional Building Space and the beginning of the next full year of the Term of the Port Townsend Real Property License shall be prorated by the number of days remaining in the then-current term divided by 365 multiplied by the rent for the first full year. The rent for the final partial year shall not be pro-rated in the case of a reduction in licensed Building Space.
5. **Effective Date of License of Additional Building Space:** The effective date of the license of additional Building Space shall be the date on which Licensee begins installing equipment in the additional Building Space, such date to have been set by mutual agreement of Licensor and Licensee.
6. **Electricity:** Licensor shall, at all times during the Term, provide electrical service within the Building Space including utility and emergency generator power. Licensee shall pay as full compensation to the Licensor of the utility and emergency power consumption of Licensee and its sublicensee(s) an annual fee equal to the number of watts consumed by Licensee's equipment in routine operation multiplied by 8.76 as Licensee's average annual kilowatt-hour consumption multiplied by the sum of the rate per kilowatt-hour charged by Licensor's electric utility and the

Additional Electrical Charge representing the portion of emergency power and overhead costs attributable to the Licensee. The Additional Electrical Charge shall be eight (8) cents as of the Effective Date of this Amendment and shall increase one half (0.5) cents at the conclusion of each full year of the Term. As an illustration, as of July 1, 2026, the rate is anticipated to be \$0.2066 per kilowatt hour, calculated as \$0.1266 direct utility pass-through cost plus the \$0.08 Additional Electrical Charge.

7. **Electricity - Backup Power:** Licensee shall install, maintain and/or provide access to and use of, as necessary (during any power interruption at the Fire Station), a battery-based temporary power source and all related equipment and appurtenances contained within the Building Space. Licensee's temporary power source must be capable of providing emergency power to all of Licensee's equipment for a period of not less than two hours during which both the utility power and emergency power provided by the Licensor may be subject to failure.
8. **Electricity - Initial Estimate and True-up Required:** The number of watts consumed by Licensee's equipment in routine operation shall be estimated by Licensee and by any sublessee for each installation of equipment and for each replacement of equipment for which electrical service is provided by Licensor. Within ninety days of said installation or replacement, Licensee shall measure or shall cause its sublessee to measure actual electrical usage by all of Licensee's or sublessee's equipment for which electrical service is provided by Licensor for a period of no less than thirty days, which shall be reported to Licensor as a single average number of watts consumed by Licensee's equipment in routine operation.
9. **Commercial Installation Fees:** In consideration of its considerable expenses to evaluate Licensee's requests for Building Space, to arrange building access for Licensee and its sublicensees, to evaluate and approve plans for cabling among equipment racks and the communications tower; to monitor the installation of equipment racks and cabling; and to accommodate disruption in its Fire Station within which the licensed Building Space exists; for each installation of equipment in licensed Building Space or for each replacement of the substantial majority of the equipment in licensed Building Space by any commercial sublessee, Licensee shall pay to Licensor as additional rent a one-time payment of \$7,500.00, such payment to be made within 45 days of agreement among the Parties to permit the installation or replacement of said equipment.
10. Except as amended herein, all other terms and conditions of the Port Townsend Real Property License remain in full force.
11. This Amendment may be executed in duplicate counterparts, each of which shall be deemed an original.

IN WITNESS WHEREOF, Licensor and Licensee have executed this Amendment to the Port Townsend Real Property License as of the Effective Date.

Licensor:

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT #1,
d/b/a East Jefferson Fire Rescue**

Signed by:
by:  Date 5/8/2026 | 14:43 PDT
3FB0A33303F9414...
Bret Black

its Fire Chief

Licensee:

**JEFFERSON COUNTY 911,
d/b/a Jeffcom 911 Communications**

DocuSigned by:
by:  Date 5/8/2026 | 14:03 PDT
ADE0420BD408426...
Matt Stewart

its Director



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Debt Management

Policy Number: 6003

Date of Implementation: 5/19/26

Replaces: 12/20/17, Policy 702

Signature of Approval:

Date:

SECTION 1.0 POLICY

Voted and non-voter approved debt may be used by the District to finance the five-year Capital Improvement Plan up to the statutory debt limits of the District. East Jefferson Fire Rescue may use short or long-term tax-exempt or taxable debt for capital projects that may or may not be financed out of current revenues.

SECTION 2.0 CRITERIA FOR DEBT MANAGEMENT

Debt financing of Capital Improvement Plans of the District shall;

- 2.1 Be issued under the following circumstances
 - a. When a Capital Asset's useful life will exceed the term of the financing;
 - b. When specific dedicated revenue sources, such as voted or non-voter approved levies, will be sufficient to service the debt;
 - c. When the District finds the Capital Improvement Plan will advance the care or provide additional benefits to the citizens it protects within its boundaries.
- 2.2 Have unspent proceeds allocated to a different project than the one it was intended for, provided:
 - a. the Board was informed of the surplus monies and approved the redirection of the funds and;
 - b. an open public meeting is held, when required by federal, state or local statute, to advise them of this development and to seek their comment.
 - c. the allocation is consistent with any restrictions imposed by the lender or debt documents
- 2.3 Have interest earnings separately accounted for an attributed to each originating debt obligation funding source.
- 2.4 Not be considered appropriate for:
 - a. Current operating and maintenance expenses that are the result of any decision by the District to refrain from resizing operating expenditures to available revenue sources that have experienced material and recent reduction in volume.

SECTION 3.0 RELATED SOG'S

- See following SOG's beginning with 6003a if applicable. See also Policy 6004 — Fund Balance and Reserve Policy; Policy 6007 — Capital Improvement.



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Fund Balance and Reserve Policy

Policy Number: 6004

Date of Implementation: 5/19/26

Replaces: Combine Policies 8/1/17; 703 & 704

Signature of Approval:

Date:

SECTION 1.0 FUND BALANCE REQUIREMENT

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

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

SECTION 2.0 CRISIS EVENTS

Crisis events include, but not limited to, unplanned and unanticipated events such as natural disasters, public health emergencies, terrorist attacks, and political uprising.

The reserve funds shall cover:

- a. Overtime staffing costs; casual labor;
- b. Temporary facilities for personnel and equipment
- c. Food and equipment for extended emergency operations lasting 14 days or more.

SECTION 3.0 INSURANCE CONTINGENCY

The reserve funds shall cover:

- a. Deductibles;
- b. Non-insured loss;
- c. Loss greater than insurance;
- d. Fines and uninsured litigation costs;
- e. Supplemental attorney and consultant fees, court costs, penalties and judgements outside insurance coverage;

SECTION 4.0 OPERATIONAL RESERVE

The reserve funds shall cover:

- a. Failure to pass a regular property tax levy lid
- b. Legislative actions to limit revenues to the extent practically possible.

SECTION 5.0 MAINTENANCE OF APPARATUS, EQUIPMENT AND FACILITIES (THE “CAPITAL ASSETS”)

The operating budget shall provide available funds to cover regular and ongoing repair and maintenance of District capital assets. Deferral of maintenance expenditures as a means of achieving a balanced budget is not an acceptable budgeting practice.

SECTION 6.0 FIRE/EMS CAPITAL ACCOUNTS

The District maintains FIRE/EMS Capital Accounts to accumulate funds for capital investment. These accounts, in conjunction with debt financing per Policy 6003 — Debt Management, are intended to fund the District’s Capital Improvement Plan per Policy 6007 — Capital Improvement. Capital Account balances are excluded from the fund balance reserve calculation established in Section 1.0.

SECTION 7.0 FINANCIAL REPORTING

The Finance Officer is responsible for financial reporting to the Board of Commissioners and submission of the annual financial report to the State Auditor's Office in accordance with RCW 43.09.230 and the Washington State SAO Budgeting, Accounting, and Reporting System (BARS) Cash Basis Manual. Reporting procedures are established in SOG 6004b — Financial Reporting Procedures.

SECTION 8.0 RELATED SOG’S

- See following SOG’s beginning with 6004a if applicable



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 6004a

Budget Development Procedure

SECTION 1.0 PURPOSE

- 1.1 To establish the process and responsibilities for the annual development of the East Jefferson Fire Rescue (EJFR) budgets.
- 1.2 To ensure the budgets are developed in alignment with Policy 6004 — Revenue Management, including the 25% fund balance reserve requirement.
- 1.3 To define the roles and responsibilities of all parties involved in the budget development process.

SECTION 2.0 SCOPE

- 2.1 This SOG applies to the annual budget development cycle for all EJFR funds.
- 2.2 Some program leads, Battalion Chiefs, the Finance Officer, the District Secretary, the Fire Chief, and the Board of Fire Commissioners (BOC) participate in the process as defined in this SOG.
- 2.3 Follow Revenue Management Policy 6004.

SECTION 3.0 ROLES AND RESPONSIBILITIES

3.1 Board of Fire Commissioners

The BOC provides strategic direction for the District and formally adopts the annual budget at the November Board meeting. The BOC holds a budget workshop to review the proposed budget prior to adoption. A public hearing on the proposed budget is also conducted as required by [RCW 84.55.120](#).

3.2 Fire Chief

The Fire Chief provides overall leadership and direction for the budget process. The Fire Chief appoints the Budget Committee, reviews consolidated budget requests, makes final recommendations on resource allocation, and presents the proposed budget to the BOC at the scheduled budget workshop.

3.3 Finance Officer

The Finance Officer is responsible for administering the budget development process. Responsibilities include:

- Developing and communicating the annual budget development calendar with specific milestone dates
- Preparing and distributing a fiscal context summary at kickoff, including current fund balance position, roll forward projection, and estimated room available for new investments above the baseline
- Providing prior year's actuals, current year projections, and revenue estimates to inform budget requests
- Compiling, consolidating, and analyzing all budget requests submitted by Battalion Chiefs
- Reviewing requests for compliance with Policy 6004, including the 25% fund balance reserve requirement
- Preparing the proposed budget document for Fire Chief review and BOC presentation
- Submitting the adopted budget to Jefferson County by the end of November.
- Administering in-year budget monitoring and reporting

3.4 District Secretary

The District Secretary supports the Finance Officer and acts as backup throughout the budget

development process, including scheduling, document preparation, review of submitted requests, and coordination of BOC meeting materials.

3.5 Budget Committee

The Budget Committee is appointed by the Fire Chief prior to each budget cycle and typically includes representation from the Board of Commissioners, command staff, the Finance Officer, the District Secretary, and operational program leads. The Fire Chief participates as a member of the Budget Committee and retains final decision-making authority on resource allocation. The Budget Committee reviews baseline roll forward budget and consolidated requests submitted above the baseline, and evaluates them against available capacity, operational necessity, safety impact, regulatory requirements, and strategic priorities.

3.6 Battalion Chiefs

Battalion Chiefs are responsible for coordinating budget requests within their area of responsibility. Responsibilities include:

- Reviewing and consolidating budget requests submitted by program leads within their battalion
- Ensuring requests are justified, reasonable, and aligned with District priorities
- Submitting consolidated budget requests to the Finance Officer by the deadline established in the annual budget calendar
- Meeting with the Fire Chief and other program leads as needed to discuss budget requests and priorities

3.7 Program Leads

Program leads are responsible for identifying and communicating the resource needs of their programs. Responsibilities include:

- Submitting budget requests to their Battalion Chief by the deadline established in the annual budget calendar
- Providing sufficient justification for new or increased funding requests
- Monitoring their program budget throughout the year and flagging variances or emerging needs to their Battalion Chief and the Finance Officer

SECTION 4.0 BUDGET DEVELOPMENT PROCESS

4.1 Budget Calendar

Each year, the Finance Officer will develop a budget calendar with specific milestone dates and communicate it to all participants. Budget development typically begins in June. Key milestones include:

- Formation and appointment of the Budget Committee by the Fire Chief prior to kickoff
- Roll forward of recurring revenues and expenditures by the Finance Officer, typically completed in May or June, to establish the baseline budget and inform the fiscal context summary prior to kickoff
- Kickoff and distribution of fiscal context summary, including fund balance position, roll forward projection, and available room for new investments
- Distribution of budget materials by the Finance Officer, including prior year actuals and current year projections for program lead reference
- Submission of program lead requests to Battalion Chiefs
- Submission of consolidated Battalion Chief requests to the Finance Officer
- Budget Committee review and prioritization of requests above the baseline roll forward
- Fire Chief review and one-on-one meetings with Battalion Chiefs and program leads as needed

- the Long Term Financial Forecast as the proposed budget solidifies
- Proposed budget finalized and submitted to Fire Chief for approval
- Budget workshop presentation to the BOC by the Fire Chief or designee
- Public hearing on revenue sources per [RCW 84.55.120](#)
- Formal BOC budget adoption at the November Board meeting
- Submission of adopted budgets to Jefferson County on or before November 30
- Entry of the adopted budget into the District's financial system

4.2 Budget Requests

Budget requests shall be submitted using the format and tools designated by the Finance Officer. Prior to template distribution, the Finance Officer will provide program leads with prior year actuals and current year projections for reference. Where accounts are shared among program leads, the Finance Officer will coordinate with the relevant Battalion Chief to allocate actuals accordingly. Program leads are responsible for completing their templates and providing the proposed amount with supporting justification for any significant changes.

4.3 Budget Committee Review

The Budget Committee, with the Fire Chief participating, evaluates the baseline roll forward budgets, and ranks requests above the roll forward baseline to arrive at prioritization decisions. Findings are documented to support the proposed budget build.

4.4 Fire Chief Review

Following Budget Committee review, the Fire Chief may schedule one-on-one meetings with Battalion Chiefs and program leads to discuss priorities, clarify requests, or address funding constraints. These meetings are informal and scheduled as needed at the Fire Chief's discretion.

4.5 Post-Adoption Debrief

Following BOC adoption, the Finance Officer will meet with program leads by the end of the calendar year or in early January to communicate approved, partially approved, and denied budget requests, and to ensure program leads are familiar with the tools available to monitor their budgets throughout the fiscal year.

4.6 Lessons Learned

Following budget adoption, lessons learned from the current cycle are discussed during a Budget Committee meeting, documented, and carried forward into the following year's budget calendar.

SECTION 5.0 IN-YEAR BUDGET MONITORING

- 5.1** The Finance Officer and program leads will monitor budget performance throughout the fiscal year and provide periodic budget-to-actual reports to the Fire Chief.
- 5.2** A mid-year budget review will be conducted, typically in July, to assess year-to-date performance, identify material variances, and evaluate whether any budget adjustments are warranted. Findings will be reported to the Fire Chief and the BOC as appropriate.
- 5.3** Program leads and Battalion Chiefs are responsible for monitoring expenditure within their areas of responsibility and communicating material variances or emerging needs to the Finance Officer in a timely manner. Expenditures for items not included in the adopted budget shall be processed in accordance with Policy 6006 — Purchasing. The Finance Officer will track such material expenditures for reporting and planning purposes.
- 5.4** Budget amendments, if required, will be processed in accordance with applicable District policy and Washington State law.

SECTION 6.0 SUPPLEMENTAL BUDGET

- 6.1** Around the close of October, the Finance Officer will assess year-to-date performance to determine whether a supplemental budget will be needed for the current fiscal year.
- 6.2** Upon close of November, if a supplemental budget is warranted, the Finance Officer will draft the necessary resolution for BOC consideration at the December regular meeting.
- 6.3** Unbudgeted items tracked pursuant to Section 5.3 shall serve as supporting documentation for any supplemental budget request.

SECTION 7.0 FUND BALANCE COMPLIANCE

- 7.1** All budget development and in-year decisions shall be made in compliance with Policy 6004, which requires the District to maintain a designated and undesignated fund balance of at least 25% of estimated annual expenditures as measured on December 31 of each year.
- 7.2** The Finance Officer will include a fund balance projection in the proposed budget and update the projection as part of the mid-year review as well as the Long Term Financial Forecast.

SECTION 8.0 RELATED POLICIES AND SOGs

Policy 6004 — Revenue Management; Policy 6006 - Purchasing

DRAFT



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 6004b

Financial Reporting Procedure

SECTION 1.0 PURPOSE

To establish procedures for the preparation and presentation of financial reports to the Board of Commissioners (BOC), submission of the annual financial statements to the State Auditor's Office (SAO), and coordination of the annual audit, in support of Policy 6004 — Revenue Management.

SECTION 2.0 BASIS OF ACCOUNTING

The District reports on a cash basis of accounting in accordance with the Budgeting, Accounting, and Reporting System (BARS) prescribed by the Washington State Auditor's Office. All financial reports and statements shall be prepared on this basis.

SECTION 3.0 ANNUAL FINANCIAL STATEMENTS

3.1 Year-End Close

During January, the Finance Officer completes year-end close activities, including reconciliation of all accounts, preparation of W-2s, 1099s, and other year-end payroll and tax filings.

3.2 Financial Statement Preparation

Following year-end close, the Finance Officer prepares the annual financial statements, footnotes, and supporting schedules. Preparation shall generally occur between February and April, subject to the completion of year-end close activities.

3.3 BOC Presentation

The Finance Officer shall present the completed financial statements and footnotes to the BOC during the March or April regular meeting, prior to submission to the SAO, to afford the Board an opportunity to review the District's financial position before filing.

3.4 SAO Submission

The annual financial report shall be submitted to the SAO no later than 150 days after the close of the calendar year, as required by [RCW 43.09.230](#). This deadline falls on or about May 31. Earlier submission is encouraged when year-end close and financial statement preparation are completed in advance of the deadline.

SECTION 4.0 JANUARY BOC FINANCE REPORT

At the January regular BOC meeting, the Finance Officer's Finance Report shall include:

- Fund balance compliance calculation demonstrating that the District has met the 25% fund balance reserve requirement established in Policy 6004
- Budget-to-actual summary for the prior fiscal year

SECTION 5.0 MONTHLY BOC REPORTING

5.1 Consent Agenda

Each month, voucher totals are submitted for BOC approval as part of the consent agenda.

5.2 Finance Report

At each regular BOC meeting, the Finance Officer presents a Finance Report in the staff report section. The Finance Report shall include:

- Fund balance

- Financial highlights
- Trending graphs
- Year-to-date financial report summary
- Salary and overtime summary report

5.3 Supplemental Information

The Finance Officer may include additional information in the Finance Report as relevant. Examples include EMS billing collection reports (System Design reports), capital project status updates, and other material financial developments.

SECTION 6.0 MANAGERIAL REPORTING

The Finance Officer shall publish the following reports to the Finance SharePoint folder for review by program leads:

- Non-payroll transaction detail
- Overtime trending report
- Budget Status Report

Transaction detail shall be published at the end of each month during the first half of the fiscal year (January through June), and following each accounts payable run during the second half of the fiscal year (July through December). The increased frequency in the latter half of the year is intended to support program leads in monitoring expenditures, preparing for budget development, and maximizing budget utilization as the fiscal year closes.

SECTION 7.0 AUDIT COORDINATION

The Finance Officer serves as the District's primary liaison with the SAO, responsible for coordinating audit scheduling, assembling required documentation, and facilitating the audit process through completion.

SECTION 8.0 RECORDKEEPING

All financial reports, annual financial statements, SAO submissions, and audit documentation shall be retained in accordance with the District's records retention schedule under Policy 1002.

SECTION 9.0 RELATED POLICIES

Policy 6004 — Revenue Management; Policy 6014 — Investment of Public Funds; SOG 6004a — Budget Development and Management; SOG 6014a — Investment Fund Transfer Procedures.



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Capital Improvement

Policy Number: 6007

Date of Implementation: 5/19/26

Replaces: 12/20/17; Policy 701

Signature of Approval:

Date: 5/19/26

SECTION 1.0 PURPOSE

This policy relates to the five-year capital improvement program and special funds necessary to address particular needs of the community.

SECTION 2.0 POLICY

2.1 A five-year Capital Improvement Plan covering the District's Capital Assets (apparatus, equipment and facilities) has been developed and will be presented bi-annually by the Fire chief and Administrative Staff to the District's Board of Fire Commissioners. A high priority shall be placed on the upgrade or replacement of the Capital Assets that have deteriorated to the point of becoming hazardous, incur higher than normal maintenance costs, are negatively affecting property values, and/or no longer functionally serving their intended purposes. Capital improvements shall be implemented with an assurance that an acceptable useful life and minimal ongoing maintenance costs are achieved.

2.2 Capital improvement plans may:

- Assign expected useful lives to the apparatus, equipment and facilities of the District in order to plan for their upgrade or replacement over multiple time periods;
- Utilize studies by the District's consultants to determine appropriate future service levels that the District will be expected to provide to the citizens it supports and which will drive District plans for future upgrading and improving its Capital Assets;
- Utilize voter or non-voter approved short or long-term debt obligations, within existing WA State statutes, to fund this long-range plan.

SECTION 3.0 RELATED SOG'S

- See following SOG's beginning with 6007a if applicable. See also Policy 6004 — Fund Balance and Reserve Policy (FIRE/EMS Capital Accounts); Policy 6003 — Debt Management.



EAST JEFFERSON FIRE RESCUE	
POLICY	
Title of Policy: Investment of Public Funds	
Policy Number: 6014	
Date of Implementation: 5/19/26	
Replaces: New	
Signature of Approval:	Date:

SECTION 1.0 PURPOSE

To establish the investment objectives and authorized practices for East Jefferson Fire Rescue public funds in compliance with Washington State law.

SECTION 2.0 OBJECTIVES

The District's investment objectives, in order of priority, are: (1) safety of principal, (2) liquidity to meet operational needs, and (3) maximizing return within those constraints.

SECTION 3.0 AUTHORIZED INVESTMENTS

District funds shall be deposited with and invested through the Jefferson County Treasurer in accordance with [RCW 36.29.020](#). The County Treasurer is authorized to invest District funds in eligible investments under Washington State law. The District does not independently manage investment portfolios or hold securities directly.

SECTION 4.0 AUTHORIZED

All individuals authorized to access District funds — whether for investment transfers, operational bank transactions, payroll, or accounts payable — shall be designated by the Board of Commissioners by resolution. The Finance Officer shall maintain current copies of all applicable resolutions and signature authority documentation on file.

Investment Officers, authorized to execute transfers of District funds between investment and cash accounts, shall be designated by BOC resolution. Per Resolution 24-06 adopted March 19, 2024, the designated Investment Officers are the Chair of the Board of Commissioners and the Finance Officer, or their designated administrative employee.

SECTION 5.0 CASH MANAGEMENT

The District maintains operational bank accounts under the Jefferson County Treasurer's umbrella. To maximize investment returns, funds are transferred between operational accounts and the Treasurer's investment pool as frequently as practicable. The District has received written approval from the Jefferson County Treasurer, dated February 18, 2025, authorizing weekly rather than daily transfers in accordance with RCW [43.09.240](#). Cash handling and receipting procedures are governed by SOG 6000a.

SECTION 6.0 REPORTING

Operational bank account balances are reconciled monthly and reported in the District's financial records, either as fund balances or as reconciling items as appropriate. A summary of investment pool balances and cash position will be included in the monthly financial report presented to the Board of Commissioners.

SECTION 7.0 POLICY REVIEW

This policy shall be reviewed annually.

SECTION 4.0 RELATED SOG'S

- See following SOG's: 6013a



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 6014a

Investment Fund Transfer Procedures

SECTION 1.0 PURPOSE

To establish procedures for the transfer of District funds between investment and cash accounts, and for interfund transfers, in support of Policy 6014 — Investment of Public Funds.

SECTION 2.0 SCOPE

These procedures apply to all transfers involving the District's investment pool held with the Jefferson County Treasurer's Office and all interfund transfers between the EMS Fund and the Fire General Fund.

SECTION 3.0 AUTHORIZED SIGNATORIES

All fund transfers shall be initiated only by individuals designated as Investment Officers per BOC Resolution 24-06, or their designated administrative employee. Refer to Policy 6014 Section 4.0.

SECTION 4.0 CASH TO INVESTMENT TRANSFERS

4.1 Automatic Transfer

At the beginning of each month, the Jefferson County Treasurer's Office automatically sweeps available cash balances into the District's investment pool. No action by District staff is required.

4.2 Active Transfer — Tax Collection Season

During peak tax collection periods (April through the first week of May, and October through the first week of November), the Finance Officer shall monitor cash balances and initiate additional transfers of excess cash to the investment pool at least weekly, to maximize investment returns consistent with Policy 6014 Section 2.0 objectives.

SECTION 5.0 INVESTMENT TO CASH TRANSFERS

5.1 Triggering Events

The Finance Officer shall initiate an investment-to-cash transfer request in advance of each of the following disbursement events, as examples:

- Payroll
- Accounts payable (AP)
- Interfund transfers (Debt Service, Capital & Reserve Accounts)

5.2 Transfer Request Process

Investment-to-cash transfer requests shall be submitted to the Jefferson County Treasurer's Office accompanied by the warrant list and check register.

5.3 Timing

Transfer requests shall be submitted with sufficient lead time to ensure funds are available in the operational account prior to disbursement.

SECTION 6.0 INTERFUND TRANSFERS — EMS TO FIRE GENERAL

6.1 The District disburses all expenditures from the Fire General Fund. EMS Fund expenditures are transferred to the Fire General Fund to reimburse for payments made on behalf of the EMS program.

- 6.2 Interfund transfers shall generally coincide with payroll runs, based on the District’s established Fire/EMS cost allocation split, and with AP runs that include EMS expenditures. Changes to the cost allocation split shall require analysis and approval by the Fire Chief prior to implementation.
- 6.3 Interfund transfer requests shall be submitted to the Jefferson County Treasurer’s Office using the same process described in Section 5.2.

SECTION 7.0 RECORDKEEPING

The District shall retain copies of all transfer requests, supporting check registers, warrants lists, and Treasurer’s Office confirmations in accordance with the District’s records retention schedule under Policy 1002. Electronic fund transfer documentation shall additionally follow the recordkeeping requirements established in SOG 6012a.

SECTION 8.0 RELATED SOG’s

“Not Applicable”

EFFECTIVE DATE: 3/12/26	REPLACES:	New
FIRE CHIEF:		

Date: 5/19/2026
Subject: Fiscal Sustainability Work Session
Prepared By: FC Bret Black, Roy Lirio, Tanya Cray

<p>Background:</p>	<p>East Jefferson Fire Rescue is entering a period in which several significant financial, operational, and governance events will converge within a five-year window. These include the first budget year under the 2026 Levy Lid Lift, collective bargaining agreement negotiations, capital investment planning for apparatus and facilities, and leadership continuity. Simultaneous call volume has increased from approximately 30% to 40%, with staffing and resource implications that intersect directly with the district's long-range financial picture. Each of these items individually warrants careful planning; together, they require the Board, Fire Chief, and district leadership to be grounded in a shared, clear-eyed view of the district's fiscal position before consequential decisions begin to arrive. A summary of known major events is attached.</p>
<p>Fiscal Impact:</p>	<p>There is no direct fiscal impact from authorizing this work session, aside from the cost of Commissioner stipends. The purpose of the session is to review the district's long-range financial position and the concentration of major events ahead — not to make decisions or commit resources. Decisions arising from the work session, if any, will be brought back to the Board through the normal agenda process.</p>
<p>Recommendations:</p>	<p>The Board authorize a Financial Sustainability Work Session to be scheduled between late June and July 31, 2026. The session will provide shared context on the district's 10-year fiscal forecast, capital planning needs, and the timeline of major events ahead — before budget development for 2027 begins in August.</p>
<p>Proposed Motion:</p>	<p>Move to authorize a Financial Sustainability Work Session to be scheduled between late June and July 31, 2026, with the Board of Commissioners, Fire Chief, Deputy Chief, District Secretary, and Finance Director. Estimated duration: two to three hours.</p>

EAST JEFFERSON FIRE RESCUE

Financial Sustainability Work Session

Known Major Events -- 2026 to 2032+

The following events and decisions are expected to converge over the next five to seven years. Each carries financial, operational, or governance implications for the district. No decisions are requested today. The Board is asked to authorize a dedicated work session to review these items in full before budget development begins in August.

Near Term (2026 -- 2028)

- 2027 Budget Development -- first budget year under new Levy Lid Lift funds (>\$2M new annual revenue). Allocation decisions will shape the district's fiscal trajectory for years.
- CBA Negotiation -- collective bargaining agreement expires December 31, 2027. Personnel costs represent around three-quarters of district expenditures. Negotiations begin well before expiration.
- Dark Horse Implementation -- data analytics platform to model future service demand and align staffing and resource investments with long-range community need.
- New Strategic Plan -- current plan due for renewal; next plan should reflect updated fiscal and operational realities.
- Leadership Continuity -- Fire Chief contract expires December 31, 2026. Two commissioner seats (Stinson, Craig) expire December 31, 2027.

Ongoing Capital and Program Planning

- CIP Facilities -- systematic station infrastructure assessment underway. Early findings will inform long-range capital planning.
- CIP Annual Funding -- current capital transfer levels may not be sufficient to maintain the district's apparatus and vehicle fleet at an acceptable replacement cycle.
- CARES Program Sustainability -- grant funding model has evolved; long-term sustainability requires deliberate planning.
- Simultaneous Call Volume -- increased from approximately 30% to 40%, with staffing and resource implications that intersect directly with the financial picture.

Longer Term (2031 -- 2032+)

- 2030: CBA Negotiation -- the subsequent collective bargaining agreement is anticipated to be negotiated in 2030, effective January 1, 2031.
- 2031: Potential New Local Program Debt (~\$3M+) -- new local program debt anticipated to finance apparatus replacement, timed to coincide with 2019 bond retirement.
- 2031-2032: 2019 Bond Retirement -- debt service concludes; capacity anticipated to be redirected toward capital financing without increasing overall debt load.
- 2031-2032: Potential Levy Lid Lift -- current projections indicate another lift will be needed. Depending on service demand and resource needs at that point -- including staffing and station capacity -- the lift may need to address more than the structural funding gap alone.
- Potential Construction Bond -- contingent on facilities assessment findings and service demand growth; may be warranted for a new station or major capital improvements to existing stations.

Request

Authorize a Financial Sustainability Board Work Session to be scheduled between late June and July 31, 2026, with the Board of Commissioners, Fire Chief, Deputy Chief, District Secretary, and Finance Director.

Estimated duration: two to three hours. No decisions required at the session.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 26-07**

**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 19th day of May 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				
Medic/Aid 2 iPad	1	SN: F9GZKB33MDG1	iPad 7th Gen 32GB	beyond useful life
CARES Cell phone	1	SN: DX3J962T0DY0	iPhone 12 128GB	no longer functioning
St 1 iPad	1	SN: DMPWCOTNJF8D	32GB	beyond useful life
St 2 iPad	1	SN: GCGV2AABHLJK	32GB	beyond useful life
Engine 7	1	SN: F9GZKMCMMDG1	32GB	beyond useful life
St 8	1	SN: DMPR2359GSWQ	32GB	beyond useful life
AP Testing Ipad/ladder 1	1	SN: F9GZKLP8MDG1	32GB	beyond useful life
Admin Cell	1	IMEI: 359175926528917	iPhone 13	beyond useful life

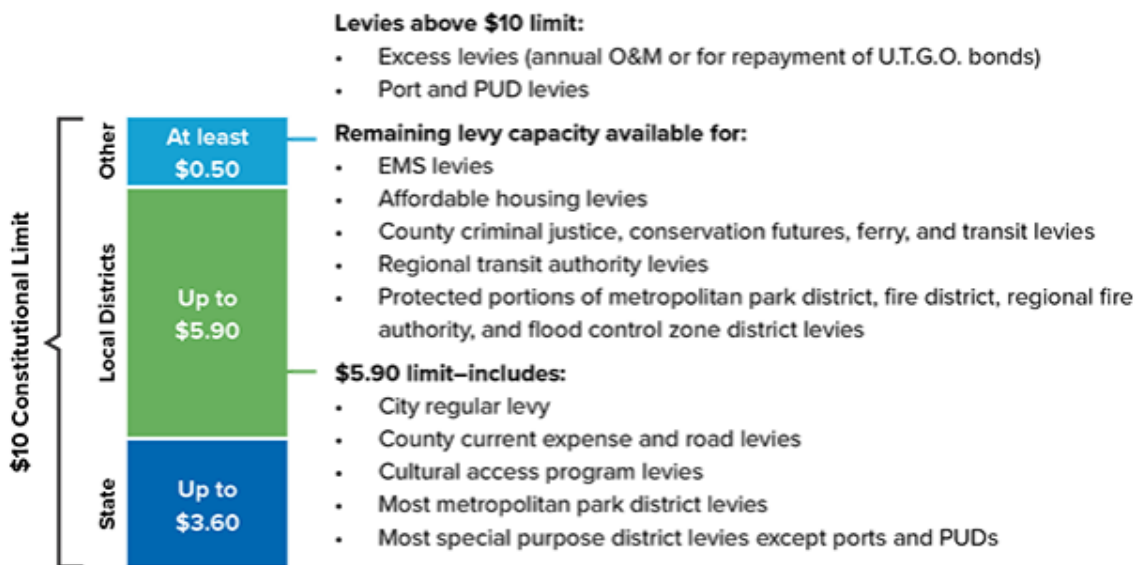
Property Tax Limits

There are several new levy campaigns on the horizon in Jefferson County. This began a discussion at our recent agenda setting meeting of how that may affect our current revenue stream and if it's possible that we will reach the statutory max for local taxing districts.

To begin, we need to understand what the statutory limit is and how it is applied to local taxing districts.

There are regular levy rate limits set in the Washington State Constitution. It limits the annual rate of property taxes that may be imposed on an individual parcel of property to 1% of its true and fair value. Since tax rates are stated in terms of dollars per \$1,000 of value, the 1% limit is the same as \$10 per \$1000 and is often referred to as the \$10 limit. Taxes imposed under this limit are termed "regular levies", while those outside the limit are "excess" or "special" levies.

Below you will see how the \$10 limit is allocated. The aggregate limit for cities, counties, and most special districts (fire districts included) is \$5.90 per \$1000 assessed value.



If the 1% constitutional limit or the \$5.90 is exceeded, then the junior taxing district levies must be reduced through pro-rationing. Which is a process developed by the Department of Revenue. The EMS levy is excluded, and fire districts can protect up to \$.25 of their levies via the budget resolutions passed annually. EJFR includes this language in our resolutions.

I reached out to the County Assessor Jeff Chapman to see if any of the upcoming levies will affect us based on the \$5.90 limit. He assured me that unless property values plummet (which is always possible) the \$5.90 shouldn't come into play. The statutory aggregate is around \$3.70 so we have \$2.20 worth of cushion which could absorb both the County Parks and Rec levy and the hospital levy. The School levy and our EMS levy are not part of the \$5.90 equation.

If you are interested in learning more about how the pro-rationing process works, I am happy to provide more in-depth information at upcoming meetings.

Date: May 19, 2026

Subject: Tender Engine Proposal

Prepared By: BC Fletcher, Tanya Cray

<p>Background:</p>	<p>At our April BOC meeting, BC Fletcher proposed the purchase of a new apparatus that checks both boxes for a Tender and an Engine. It would be small and light enough to fit in Station 5. The total proposed cost was \$725,000 including tax, delivery, equipment, and modifications. This opportunity expedites our procurement process with a stock unit that has an anticipated delivery in 2027.</p> <p>The board directed staff to initiate the development of a build spec for a stock engine/tender as described.</p> <p>Staff developed the build spec and determined that a Fouts Fire 2,000-gallon Pumper/Tender purchased through True North would fit our needs.</p>																		
<p>Fiscal Impact:</p>	<p style="text-align: center;">One (1) Fouts Fire 2,000-gallon Pumper/Tender</p> <table border="1" data-bbox="435 1041 1531 1234"> <tr> <td>Purchase Price</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">595,083.00</td> </tr> <tr> <td>Sales Tax</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">59,508.30</td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">51,075.00</td> </tr> <tr> <td>Estimated Total w/ No Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">705,666.30</td> </tr> </table> <table border="1" data-bbox="435 1318 1531 1486"> <tr> <td>Asking for Board Approval</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">725,000.00</td> </tr> <tr> <td><i>Available for Change Orders and additional equipment costs as needed</i></td> <td style="text-align: right;">\$</td> <td style="text-align: right;">19,333.70</td> </tr> </table>	Purchase Price	\$	595,083.00	Sales Tax	\$	59,508.30	Equipment	\$	51,075.00	Estimated Total w/ No Change Orders	\$	705,666.30	Asking for Board Approval	\$	725,000.00	<i>Available for Change Orders and additional equipment costs as needed</i>	\$	19,333.70
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Estimated Total w/ No Change Orders	\$	705,666.30																	
Asking for Board Approval	\$	725,000.00																	
<i>Available for Change Orders and additional equipment costs as needed</i>	\$	19,333.70																	
<p>Recommendations:</p>	<p>Staff recommends the board to enter into a purchase contract with True North for the purchase of one (1) Fouts Fire 2,000-gallon Pumper/Tender</p>																		
<p>Proposed Motion:</p>	<p>Move to authorize the Fire Chief to sign the purchase agreement with True North and approve up to \$725,000 for the total project.</p>																		



truenorthemergency.com

5/15/2026

True North Emergency – Cascade Division, in partnership with and on behalf of Fouts Fire, is pleased to present this proposal to East Jefferson Fire District for one (1) new Fouts Fire 2000 gallon CJ Pumper / Tender apparatus for your review and consideration.

One (1) Fouts Fire 2,000 gallon CJ Pumper / Tender per the attached:

\$595,083.00

FOB True North Emergency – Cascade Division, Hillsboro, OR

Proposal Details:

- Proposal is valid until June 15, 2026.
- Build time is estimated at 12 months from receipt of the order, subject to receipt of the Kenworth chassis.
- Quoted price above does not include Washington State Sales Tax
- It is currently estimated that if ordered as soon as possible, the Tender Chassis will have the Paccar PX-9 450 Motor-This is subject to availability. If the PX-9 450 HP is not available EJFR will have the option to pay for the incremental cost (Estimated at \$93,000.00) for the new X10 motor or to cancel the order with no penalty.
- Virtual Pre-Construction meeting held at East Jefferson Fire District.
- Inspection and Familiarization at True North Emergency – Cascade Division, Hillsboro, OR is included
- Payment is due upon Delivery and acceptance at True North Emergency – Cascade Division, Hillsboro, OR facility
- Due to instability in the OEM pricing and manufacturing. It is possible that the OEM (Kenworth in this case) may levy surcharges, fees or price increases in the future that would be incremental to the price quoted above. Any increases in Chassis cost will be documented to East Jefferson fire District and any price increases would be invoiced appropriately.
- The timeline quoted is a good faith estimate using all the information currently available. Future delays in Chassis ordering, Chassis delivery are not the fault of Fouts Fire or True North Emergency – Cascade Division, and should not be held liable for any delays outside of our control

OREGON

3150 SE Century Blvd, Suite #100
Hillsboro, OR 97123

WASHINGTON

4200 150th Ave Ct E
Sumner, WA 98390



Items Included in this updated proposal:

- Chassis brakes will be disc instead of cam.
- The chassis will be equipped with a locking rear differential.
- The 12 volt air compressor has been deleted from the vehicle.
- The front 2.5" discharge has been deleted from the vehicle.
- Tank to pump line has been changed from air to electric.
- Compartment doors have been changed from painted to satin finish.
- The body has been changed from a painted to non-painted module.
- SCBA wheelwell compartments are now capable of holding smaller extinguishers.
- Hosebed divider quantity has been changed from (1) to (2).
- Overall height of the vehicle will be approximately 9'3".
- Overall length of the vehicle will be approximately 26'9".
- EJFR provided Mobile Radio and Antenna installed
- Fire Com wireless headset system for Two Firefighters installed

Respectfully Submitted,

Mark Merritt

Mark Merritt – Director of Sales – True North Emergency – Cascade Division





PURCHASE AGREEMENT

THIS CONTRACT (purchase agreement) is made by and between True North Emergency Equipment, hereinafter referred to as “Seller” and East Jefferson Fire Rescue hereinafter to as “Customer”. This Contract will not become binding upon Seller until it is executed by an Officer of Seller, and the effective date of the Contract (“Effective Date”) will be the date that the Seller’s officer executes the Contract. The parties hereby agree as follows:

- (1.0) Subject to the terms of this Contract, Seller shall furnish, and Customer shall purchase, Fouts Fire 2,000 gallon Pumper / Tender (“Apparatus and Equipment”) described and in accordance in all material respects with the proposal (“Proposal”). The terms set forth in the Proposal, including without limitation the Original Specifications, are incorporated into, and made a part of, this Contract.
- (2.0) This Contract for Apparatus and Equipment conforms to all Federal Department of Transportation (DOT) and Environmental Protection Agency (EPA) rules and regulations and to all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus in effect as of the Effective Date. Any increased cost incurred by Seller because of required changes in or additions to such DOT, EPA or NFPA standards during the duration of this contract will be passed along to Customer as an addition to the Purchase Price set forth below.
- (3.0) The Apparatus and Equipment shall be ready for delivery from the apparatus manufacturer’s factory approximately within 12 months from date of order dependent on Chassis availability from Kenworth.
- (3.1) Any delays by Customer in requesting additional desired Dealer Up-fitting, specifications, change approvals, inspection timelines, or other required information for the Apparatus and Equipment (including as may result from a delay caused by Customer may result in an extension of the above referenced delivery timeline by the amount of time Seller requires, in its sole but reasonable discretion, to furnish the Apparatus and Equipment following Customer’s delay, but in any event by at least the duration of Customer’s delay.
- (4.0) A competent representative of the Seller shall, upon request, be provided to demonstrate any Apparatus and Equipment and/or to give Customer’s employees the necessary instructions in the operation and handling of any Apparatus or Equipment.
- (5.0) In exchange for the Apparatus and Equipment, Customer agrees to pay Seller the sum of **Five Hundred Ninety Five Thousand Eighty Three Dollars and No/100. \$595,083.00.** Our standard payment terms and conditions are requested as follows: We are requesting that Ninety Five percent (95%) payment is due at time it leaves the factory. The remaining Five percent (5%) will be paid at the time of apparatus acceptance/delivery to the Fire Department *Purchase Price does NOT include any applicable tax and/or licensing fees and are to be paid by the purchaser at the time of delivery.
- (5.2) **Note: Due to extreme market conditions**, pricing may be adjusted via a production surcharge during the term of the purchase agreement. Any change or increase would be based upon the following conditions: 1) Adjusted rate of inflation on a quarterly basis. 2) Manufacturing CPI-W & PPI, as well as component, equipment supplier surcharges and market conditions that occur during the lead time or construction cycle that are beyond the control of the manufacturer or dealer. 3) This may also be caused by any mandatory change in any local, state, or Federal requirements that apply during the course of the lead time or build cycle. 4) Any applicable tariffs, duties, or additional fees that arise after the issuance of this proposal will be added to the final prices at the time of invoicing to the customer.

**7445 Lowland Dr, Burnaby, British Columbia V5J 5A8 – Office: (604) 430-4274 Fax: (604) 439-7926
3150 SE Century Blvd, Suite 100, Hillsboro, Oregon 97123 – Office: (800) 780-4951 Fax: (503) 848-0848
4200 150th Avenue Ct E Sumner, Washington 98271 – Office 253-863-1301 Fax 253-863-1516**

(5.3) Seller commits that Customer will be immediately advised of any surcharge(s) that may be implemented during the order cycle. Seller also commits that any surcharge(s) will be a direct “pass through” only and no surcharge(s) will be added directly by the Seller. Seller also commits to providing full documentation directly to the Customer for any surcharge from product supplier(s), in order to validate necessity and cost impact of any surcharge(s).

(5.4) Interest at 12 percent per annum, payable monthly, shall be charged on all past due payments. If more than one item of Apparatus and Equipment is covered by this Contract, the above terms of payment shall apply to each item, and an invoice covering each item shall be rendered in the proper amount and paid upon delivery of the item.

(6.0) Acceptance of Apparatus and Equipment shall occur immediately after completion of a final inspection by a representative of Customer at the location of the Customer, completion of any discrepancy list, and shipment of Apparatus and Equipment from the Seller’s factory location to the location of the Customer. Upon completion of the final inspection and related discrepancy list, the Apparatus and Equipment shall be conclusively determined to be in full compliance with the terms of this Contract, including without limitation the Original Specifications.

(6.1) Seller will not surrender to Customer the title to or the statement of origin for any Apparatus or Equipment or provide Customer with any other documentation regarding ownership of any Apparatus or Equipment until has received full payment of the Purchase Price.

(7.0) Seller shall not be liable to Customer or any other parties in tort for any negligent design or manufacture of any body or other part of Apparatus or Equipment, or for the omission of any warning with respect thereto. Manufacturer and manufacturer’s warranties will supersede Seller’s liability.

(8.0) Seller is responsible for such claims, action, suits and proceedings, costs, expenses, damages, or liabilities that arise from the Seller’s breach of its obligations under this Contract.

(9.0) Seller warrants that, at the time of delivery, the Apparatus and Equipment shall comply in all material respects with the Original Specifications.

(9.1) The implied warranties of merchantability and fitness for a particular purpose, as set forth in sections 62A.2-314 and -315 of the Revised Code of Washington, shall apply to the Apparatus and Equipment. These implied warranties shall apply even though they may be disclaimed in an attachment to this Agreement or other documents supplied by the Seller, such that this section shall prevail over such disclaimer, and such disclaimer shall not apply. The inspection of or failure to inspect the Apparatus and Equipment shall not constitute a waiver or cancellation of the implied warranties.

(9.2) Seller shall provide all paperwork relating to warranty coverage of the Apparatus and Equipment or their components to Customer upon delivery of the Apparatus and Equipment. In the event of any discrepancy or inconsistency between the paperwork and this Agreement, the provisions providing the greatest warranty protection to the Customer shall control.

(9.3) The warranty periods set forth in this Agreement shall not begin to run until the Apparatus and Equipment is placed in-service by Customer. Customer will promptly notify Seller of the date the Apparatus and Equipment is placed in service and the mileage of the Apparatus and Equipment when it is placed in-service. This must be accomplished within 45-60 days after acceptance. Periods beyond that date will require approval by the OEM or component manufacturer. The Customer shall be responsible for notifying Seller of the mileage at the time the Equipment is placed in service and shall provide signed copies of all warranty and necessary acceptance documents.

(9.4) In the event a component manufacturer requires that the Customer register its purchase to make effective a component manufacturer’s warranty, Seller shall take all steps necessary to assist Customer to register such purchases or components with the component manufacturer. The Customer shall be responsible to ensure all warranty registrations are completed and submitted.

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4200 150th Avenue Ct E Sumner, Washington 98271 – Office 253-863-1301 Fax 253-863-1516**

(10.0) Seller shall not be liable if performance failure arises out of causes beyond its reasonable control, which causes shall include without limitation acts of God, war, fires, floods, difficulty in procuring materials, freight embargoes, order of any court, strike, lockout, shortage of labor, failure or delays by suppliers or contractors, or legislative or governmental, or other, prohibitions or restrictions.

(11.0) The Apparatus and Equipment shall remain the property of Seller until the entire Purchase Price for Apparatus and Equipment has been paid. In case of a default in payment, Seller may take full possession of the Apparatus and Equipment, or of the item or items upon which default has been made.

(12.0) This Contract will only be binding on Seller after it is signed and approved by an authorized representative of Seller. This Contract (which includes the other documents referenced in this Contract) embody the entire agreement and understanding between the parties with respect to the subject matter of this Contract and supersede all prior oral or written agreements and understandings relating to the subject matter of this Contract.

(12.1) No statement, representation, warranty, covenant or agreement of any kind not expressly set forth in this Contract shall affect, or be used to interpret, change or restrict, the express terms and provisions of this Contract. This Contract cannot be altered or modified except by mutual written agreement signed by the parties.

(12.2) The Customer representative signing this Contract on Customer's behalf represents and warrants that they have the authority to sign this Contract and that all necessary action has been taken by Customer to authorize Customer's execution of and performance under this Contract.

(13.0) In the event that any court of competent jurisdiction shall determine that any provision, or any portion thereof, contained in this Contract shall be unenforceable in any respect, then the provision shall be deemed limited to the extent that the court deems it enforceable, and as so limited shall remain in full force and effect. In the event that the court shall deem any provision, or portion thereof, wholly unenforceable, the remaining provisions of this Contract shall nevertheless remain in full force and effect.

(14.0) This Contract shall be governed by and construed in accordance with the laws of the State of Washington without giving effect to principles of conflict of laws. Customer irrevocably and unconditionally (a) agrees that any suit, action, or other legal proceeding arising out of or relating to this Contract may, at the option, be brought in a court of record of the State of Washington in King County (b) consents to the jurisdiction of each such court in any such suit, action or proceeding; and (c) waives any objection that it may have to the laying of venue of any such suit, action, or proceeding in any of such courts.

(15.0) Rejection. Customer reserves the right to inspect the Apparatus and Equipment for any defects, irregularities, non-conformities, and defects in workmanship and appearance, and to reject a non-conforming defect prior to acceptance. Customer will notify Seller of the rejection within seventy-two hours of the discovery of the non-conforming defect. Customer will also provide Seller with a written description of the reason(s) for rejection. Customer will hold the Apparatus and Equipment in its possession with reasonable care at Seller's disposition for a time sufficient to permit Seller to facilitate repairs at Customer's location or if required, a Seller service facility. If Seller gives no instructions within a reasonable time after notification of the rejection, Customer will store the Apparatus and Equipment at Seller's expense and such expense shall become a security interest in favor of Customer. The parties understand that in the case of rejection, Customer is required to store the Apparatus and Equipment in an enclosed area.

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(16.0) Cure.

16.1 If Customer has rejected the Apparatus and Equipment for a defect or non-conformity prior to acceptance, Seller shall have sixty (60) days to cure the defect; provided, Seller provides Customer written notice of Seller's intent to cure the defect and assures Customer that it is capable of curing such defect. The cure of the defect shall be at the sole expense of Seller and Seller shall cover costs of such cure. In the event the cure requires that the Apparatus and Equipment to be transported beyond the limits of the State of Washington, Seller shall provide transportation or transportation costs, in addition to covering all costs of such cure.

16.2 Unless otherwise agreed to in a separate writing signed by the parties, Seller shall have reasonable opportunity to cure each defect for which it has been placed on notice or which Seller discovers. Any agreement to cure defects of the Apparatus and Equipment shall not constitute a settlement of claims brought pursuant to the terms of this Agreement.

(17.0) Termination.

17.1 This Agreement may be terminated in whole or in part:

- A. If Seller fails to deliver a conforming Apparatus and Equipment as specified in this Agreement, or after sixty (60) days for a cure of any defect or non-conformity that is not being addressed per terms of agreement, Customer may notify Seller of the termination, the reasons thereof, and the effective date. Delays in receipt of apparatus or cure of warrantable defect or non-conformity caused by conditions beyond the control of the Seller, such as Pandemic challenges, Global Labor and Materials shortages or other such conditions that are beyond control of the Seller or suppliers shall not be cause for rejection, provided all reasonable efforts to resolve such issues are made and documentation substantiating these causes are provided to Customer by Seller.
- B. By the mutual written agreement of Customer and Seller, the Agreement to terminate shall include the conditions of termination, the effective date, and in the case of termination in part, the portion to be terminated.

17.2 After the effective date of termination, no charges incurred under this Agreement, or terminated portions thereof, are allowable.

18. Performance Bond. Vendor shall provide and execute a performance bond for the full amount of any prepaid amounts at the time of the prepayment. This performance bond shall:

- 18.1.** Be signed by an approved surety (or sureties) that:
 - A. Is registered with the Washington State Insurance Commissioner, and
 - B. Appears on the current authorized Insurance List for the State of Washington published by the Office of the Washington Insurance Commissioner.
- 18.2.** Be conditioned on and guarantee the faithful performance of the contract by Vendor within the prescribed time.

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- 18.3.** Guarantee that the surety shall indemnify, defend, and protect the District against any claim of direct or indirect loss resulting from the failure:
- A. Of Vendor (or any of the employees, sub-contractors, volunteer sub-contractors of Vendor) to faithfully perform the contract, and
 - B. Of Vendor (or the sub-contractors) to pay all laborers, mechanics, sub-contractors, volunteers, material person, or any other person who provides supplies or provisions for carrying out the work.
- 18.4.** The District may require the surety companies on the Performance Bond to appear and qualify themselves. When the District deems the surety or sureties to be inadequate, it may, upon written demand, require Vendor to furnish additional surety to cover any remaining work. Until the added surety is furnished, payments on the contract will stop.
- 18.5.** The parties agree that no liability shall attach to the District by reason of entering into this Agreement except as expressly provided herein.

**True North Emergency/Cascade Division
3150 SE Century Blvd Suite #100
Hillsboro, OR 97123**

**East Jefferson Fire Rescue
24 Seton Road
Port Townsend, WA 98368**

By: _____
*True North Emergency Equipment
Officer Signature*

By: _____
Customer Signature

Print Name

Print Name

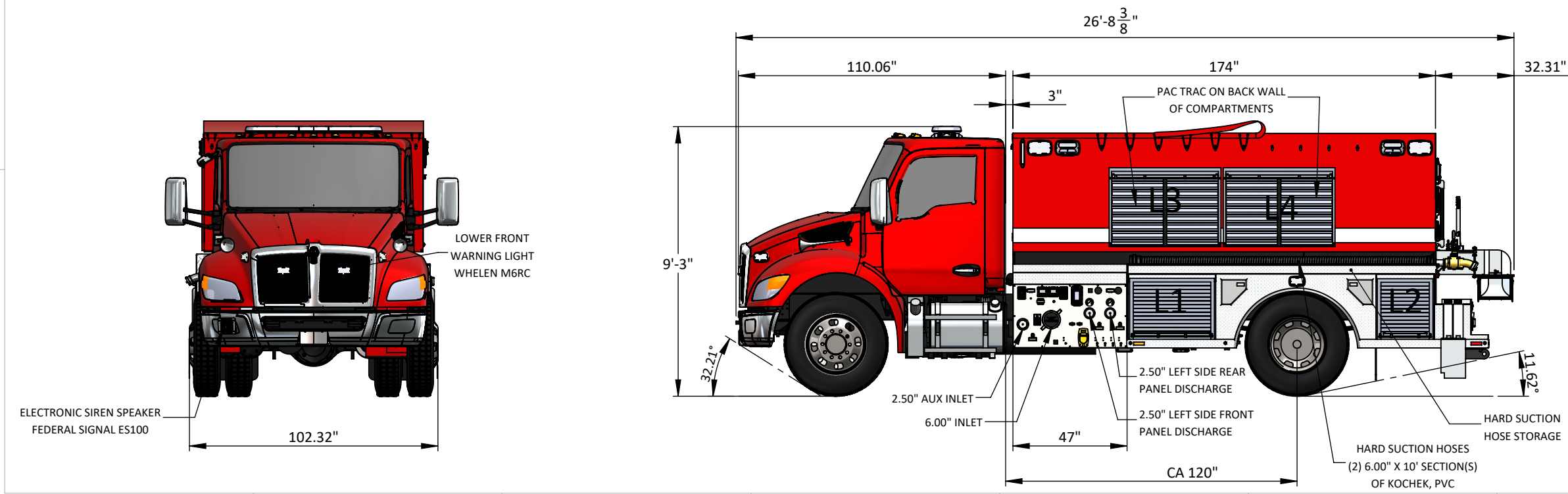
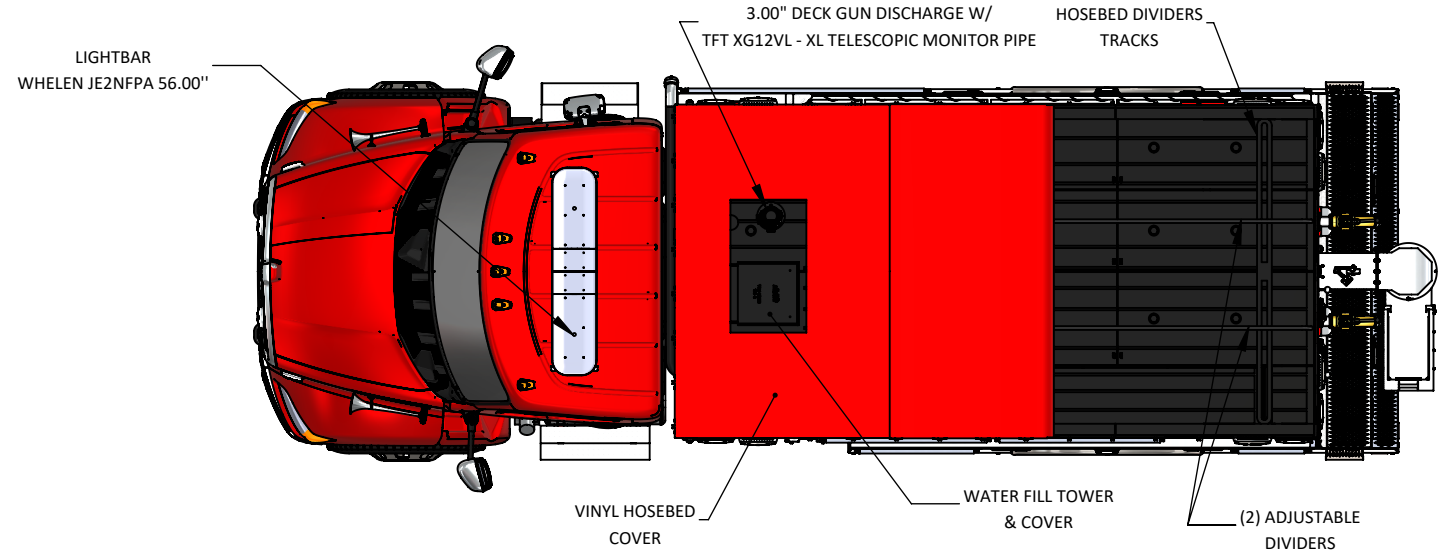
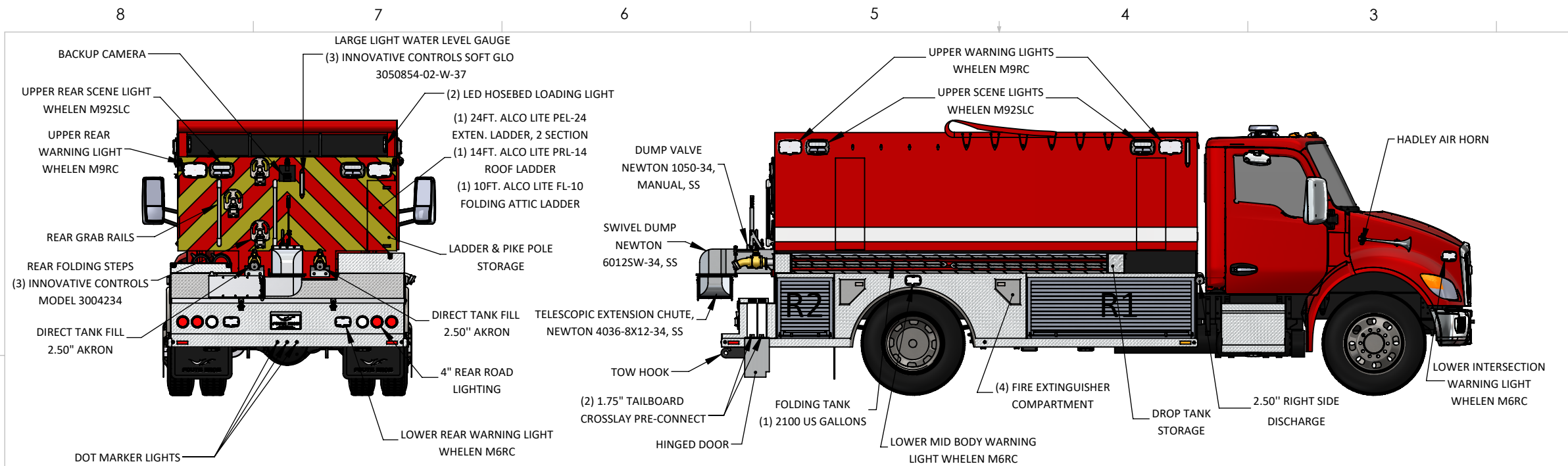
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Its: _____

Date

Date

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CHASSIS INFO	
CHASSIS	: KENWORTH T480, SINGLE AXLE
CAB	: 2 DOOR REGULAR CAB
ENGINE	: PACCAR PX-9, 450 HP
TRANSMISSION	: ALLISON 3000 EVS, 5 SPEED
FRONT AXLE	: 14,600 LBS.
REAR AXLE	: 26,000 LBS.
PAINT PRIMARY	: FOUTS FIRE RED, PAINT NUMBER: 763572EA

PUMP INFO	
PUMP	: HALE MBP, 1000 GPM, SIDE KICK
INTAKES	: ONE (1) 6.00" & ONE (1) 2.50" AUX
DISCHARGES	: TWO (2) 2.50"
DRIVER SIDE	: ONE (1) 2.50" FORWARD OF R1 COMPARTMENT
OFFICER SIDE	: TWO (2) 1.75"
REAR TAILBOARD PRE CONNECTS	: ONE (1) 3.00"
DECKGUN	: ONE (1) 2.00"

PUMP MISC	
PUMP SHIFT SPECIFICATION	: PUMP AND ROLL
PRIMING SYSTEM	: A HALE ESP
PRESSURE GOVERNOR	: FRC PUMPOSS MAX SERIES PBA501-D00
TANK TO PUMP	: ONE (1) 3.00"
TANK REFILL	: ONE (1) 2.00"
WATER LEVEL GAUGE(S)	: INNOVATIVE CONTROLS (PUMP, CAB & TANK)
PUMP PANEL MATERIAL	: STAINLESS STEEL WITH BRUSHED FINISH

TANK INFO	
TANK CAPACITY	: 2000 US GALLON
HOSEBED DIVIDERS	: TWO (2) HOSEBED DIVIDERS
DUMP SYSTEM	: MANUAL WITH SWIVEL & EXTENSION
HOSEBED COVER	: VINYL, RED IN COLOR
DIRECT TANK FILLS	: TWO (2) 2.50", AKRON

BODY INFO	
BODY TYPE	: ATP-4-COMPARTMENTS
DOOR TYPE	: AMDOR BRAND ROLL-UP DOOR, SATIN FINISH
HARD SUCTION STORAGE	: DRIVER SIDE
DROP TANK STORAGE	: OFFICER SIDE

LH SIDE COMPARTMENTS	
L1	: 30.00" W X 26.00" D X 27.00" H = 14.63 CU.FT.
L2	: 24.00" W X 26.00" D X 27.00" H = 9.75 CU.FT.

RH SIDE COMPARTMENTS	
R1	: 70.00" W X 26.00" D X 27.00" H = 28.44 CU.FT.
R2	: 24.00" W X 26.00" D X 27.00" H = 9.75 CU.FT.

UPPER COMPARTMENTS	
L3	: ON LEFT HAND SIDE OF THE BODY
L4	: 44.00" W X 16.00" D X 31.00" H = 12.63 CU.FT.
L4	: 44.00" W X 16.00" D X 31.00" H = 12.63 CU.FT.

LOOSE EQUIPMENTS	
FOLDING TANK	: ONE (1) 2100 US GALLON, RED IN COLOR
HARD SUCTION HOSE(S)	: TWO (2) 6.00" X 10' KOCHKEK PVC HARD
EXTENSION LADDER	: ONE (1) 24 FOOT ALCO-LITE PEL-24, 2 SECTIONS
ROOF LADDER	: ONE (1) 14 FOOT ALCO-LITE PRL-14
FOLDING ATTIC LADDER	: ONE (1) 10 FOOT ALCO-LITE FL-10
EMERGENCY ROAD KIT	: ONE (1) 2.5 ABC DOT FIRE EXTINGUISHER
	: ONE (1) SET OF DOT HAZARD TRIANGLES



DIMENSIONS SHOWN ARE APPROXIMATE AND SUBJECT TO CHANGE AS MAY BE FOUND NECESSARY DURING CONSTRUCTION. MINOR DETAILS MAY NOT BE SHOWN TO RETAIN CLARITY WITHIN THE DRAWING. THE DRAWING IS FOR REFERENCE PURPOSES ONLY. SPECIFICATIONS SHALL BE THE FINAL AUTHORITY OF WHAT IS SUPPLIED ON THE APPARATUS.

OVERALL HEIGHT IS IN LOADED CONDITION. UNLOADED HEIGHTS MAY BE 4" ABOVE HEIGHTS SHOWN.

THE EFFECTIVE DOOR OPENINGS WILL BE APPROX. 2" LESS THAN THE NOTED COMPARTMENT OPENING FOR ROLL UP DOORS AND UP TO APPROX. 4" LESS FOR HINGED DOORS

INCLUSION OF AN ITEM ON THE DRAWING DOES NOT CONSTITUTE INCLUSION OF THAT ITEM WITH THE FINAL DELIVERED UNIT IN THE EVENT THERE ARE DISCREPANCIES BETWEEN THE DRAWING AND THE SPECIFICATIONS. THE SPECIFICATIONS SHALL PREVAIL.

DECIMAL	ENG	REV	SCALE	DWG SIZE	DATE
: ± 0.062	SA	ROO	1:60	D	08 MAY 2026
FRACTIONAL	: ± 1/16				
FOR :	EAST JEFFERSON				
TITLE :	2000 GALLON CJ TANKER				
PRODUCTION :					

2026 Upcoming Events

Group	Event	Date
2026		
May		
BOC/Admin	WFCA Sat. Series - New Commissioner/Admin Trng	5/2/2026
EJFR	Port Townsend Farmers Market - Wildfire Prep Day	5/2/2026
EJFR	Chimacum Farmers Market - Wildfire Prep Day	4/3/2026
BOC/Admin	WAFAC - Wildfires in Western WA	5/6/2026
EJFR	Rhody Festival	5/13-5/17
MSO	Advisory CTE @ CHS/PTHS	5/19 and 5/21
EJFR	Wildfire Presentation at Jefferson Co Library	5/21/2026
CPR	CPR/AED for Quimper Community	5/27/2026
EJFR	Port Townsend Farmers Market - Sidewalk CPR	5/30/2026
June		
BOC /Admin	Chelan Seminar	6/7/2026
BOC /Admin	*Hosting* JC Fire Commissioners & Admin	6/18/2026
EJFR	All County Preparedness Day - FinnRiver Cidery	6/27/2026
July		
EJFR	Port Townsend Farmers Market	7/4/2026
EJFR	Retirement Party - Brummell St 6	7/31/2026
August		
JC Airport	Airport Day	8/2/2026
EJFR	Jefferson County Fair	8/14-8/16