



# EAST JEFFERSON FIRE RESCUE

## JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1 BOARD OF COMMISSIONERS

### In Person

ST 6 - 9193 Rhody Dr. Chimacum, WA

### VIRTUAL MEETING

See [www.ejfr.org](http://www.ejfr.org) for meeting link

**3:00pm**

### AGENDA

June 16, 2026

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

### PLEDGE OF ALLEGIANCE

1. **Agenda Changes –**
2. **Consent Agenda** TAB 2A
  - A. Approve Regular Meeting Minutes from May 19, 2026
  - B. Vouchers**
    - Approve General Fire expenditure warrants dated May 12, 2026, May 26, 2026, May 27, 2026 and June 1, 2026 totaling **\$394,591.07**
    - Approve EMS expenditure warrants May 12, 2026, May 27, 2026 and June 1, 2026 totaling **\$97,560.13**
    - Approve payroll expenditure warrants dated May 19, 2026 and June 2, 2026 totaling **\$909,416.93**
3. **Correspondence** TAB 3
4. **Public Comment –** *(for items not on agenda, 3 minutes per person)*
5. **Presentations –** Financial Wellness, FM Lirio TAB 5
6. **Announcements and Acknowledgements**
  - A. EJFR Media Spotlight – TAB 6A
  - B. Acknowledgements – New Volunteer Coordinator, Riley Earl
7. **Staff Reports –** TAB 7
8. **Committee/Workgroup Reports**
  - A. Finance Committee – Did not meet
  - B. Community Risk Reduction – *Did not meet*
  - C. Apparatus Committee – *Did not meet*
  - D. Facilities Committee – Beta inspection 6/10/26, committee to be seated
  - E. Training Advisory Committee – Did not meet TAB 8C

- 9. Commissioner Committee Reports**
- A. JeffCom TAB 9A
  - B. EMS Council
  - C. JC Fire Commissioners & Admin. Prof.
- 10. Local 2032 Report**
- 11. Public Comment – (for items on the agenda, 3 minutes per person)**
- 12. Old Business**
- A. Focus2026 (last one in packet) TAB 12A
  - B. Tax-Exempt Policy Update TAB 12B
  - C. DC Promotion and Transition Process
  - D. Annual Report TAB 12D
- 13. New Business**
- A. Policies/SOG's - No New Policies This Month
  - B. Resolution 26-08 Cancel Warrants TAB 13B
  - C. Resolution 26-09 Surplus Property TAB 13C
  - D. Fuel Summit
  - E. Grant Applications TAB13E
- 14. Upcoming Topics/Events** TAB 14
- Proposed Future Agenda Items
  - Chair/Vice Chair Election Process

***Executive Session: Pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations.***

***Executive Session: Pursuant to RCW 42.30.110(l)(g) to review the performance of a public employee***

**Good of the Order –**

**Adjournment**

**\*\*Any attached documentation is subject to change without notice, as additions/deletions may be required. Confidential information excluded from public viewing\*\***



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

**BOARD OF COMMISSIONERS  
MEETING MINUTES FROM May 19, 2026**

**CALL TO ORDER**

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

**COMMISSIONERS & ADMINISTRATIVE STAFF**

**District 1 Commissioners:** Deborah Stinson, Geoff Masci (virtual), Dave Seabrook, Jeannie Price and Steve Craig.

**Admin Staff:** Chief Black (virtual), Deputy Chief Brummel, HR Manager Stewart, BC Fletcher, and District Secretary Cray.

**1. AGENDA CHANGES** – no changes.

**2. CONSENT AGENDA**

- Approve Minutes April 21, 2026, Regular Board meeting and April 8, 2026 Special Board meeting.

**Vouchers**

- Approve General Fire expenditure warrants dated April 24, 2026, and May 1, 2026 totaling **\$327,173.49**
- Approve EMS expenditure warrants April 24, 2026, and May 1, 2026 totaling **\$131,361.99**
- Approve payroll expenditure warrants dated April 17, 2026 and May 4, 2026 totaling **\$900,258.09**
- Approve 1st Quarter Volunteer Stipend warrants dated April 09, 2026 totaling **\$7,670.34**

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

**4. CORRESPONDENCE** – Correspondence item in board packet.

**5. PUBLIC COMMENT** – None.

**6. PRESENTATIONS** – Apple Martine and Lilinthea Hinkley from Jefferson County Public Health provided a presentation to the Board. They reviewed the 1/10<sup>th</sup> of 1% grant and how it is administered for the Fire CARES program.

New volunteer Dave Codier introduced himself and gave a short bio. He is currently working with CRM Wittenberg on business inspections.

**7. ANNOUNCEMENTS AND ACKNOWLEDGMENTS**

A. EJFR Media Spotlight

B. Other Acknowledgments/Announcements –Black highlighted the Ludlow Maintenance Committee’s thank you letter to the District and specifically CRM Wittenberg for his presentation on wildfire awareness and preparation.

May 19, 2026

**8. STAFF REPORTS** – Chief Black reported the wildfire threat level has been set to moderate.

There will be another meeting in a couple of weeks to review the level.

Seabrook asked about his requested information for the upcoming Fuel Summit. Black noted it would all be gathered by the deadline.

DC Brummel noted we now have a designated client success manager for First Due and a contact at CKFR with a training session in June. The FEMA grant portal opened today. He has presented the regional MCI plan to our regional partners and will present it at the June fire chiefs meeting for approval.

Stinson thanked HR and staff for the recent hiring and recruiting efforts. Craig added that the process was more professional than anything he has experienced.

## **9. COMMITTEE/WORKGROUP REPORTS**

**A. Finance/Budget Committee** – No report.

**B. Community Risk Reduction Group** – No report.

**C. Apparatus Committee** – BC Fletcher reported members would be going back to the factory on June 7-9 for inspections on the engines.

**D. Facilities Committee** – No report.

**E. Training Advisory Committee** – Minutes included in packet.

## **10. COMMISSIONER COMMITTEE REPORTS**

**A. JeffCom Report** – Craig reported they are reviewing their debt and the potential to pay it down.

The goal is to deal with their lack of space issues. They are currently working on hiring their 11<sup>th</sup> employee (12 is fully staffed). The AT&T tower project is moving quickly which will increase revenue for JeffCom.

**B. EMS Council** – Seabrook noted he did not attend the meeting. Black reported a discussion surrounding the carrying of blood product was held. MSO Ridgway is working with Dr. Carlbom to have a plan with Jefferson Healthcare.

**C. Jefferson County Fire Commissioners and Administrative Professionals Association** – Next meeting we are hosting at The Bay Club on 6/18 at 5:00pm.

**11. Local 2032 REPORT** – No report.

**12. PUBLIC COMMENT - Agenda items only** – None.

## **13. OLD BUSINESS**

**A. FOCUS 2026** – Black explained that the text in gray is for items that were new last month. The blue text is for new items added this month. The goal is to keep this document on SharePoint for people to review it there. He will include it for one more month in the board packets.

**B. Deputy Fire Chief Recruitment Update**– The board reviewed the announcement of our new Deputy Fire Chief – Jason MacDonald. Stinson stated how proud she was that he stepped up and rose to the top of the candidate pool. Brummel added that he is very happy with the selection noting it will make the transition smoother. Black stated that management will meet with the union to work on filling vacancies.

**C. Station 1 Radio/Cell Tower Update** – Black presented an amended lease agreement for the building and tower. The addition of utility costs, maintenance and generator backup were included. JeffCom controls the contracts with AT&T.

**D. Financial Policies from April (Excluding Tax-Exempt Properties)** – The board reviewed financial policies and corresponding SOGs. A couple small errors were noted in the footers of one

of the documents, Cray will correct. **MOTION:** Masci moved to approve Policy 6003, Policy 6004, and Policy 6007 as corrected. Craig seconded the motion which passed unanimously. It was noted that the tax-exempt policy is delayed to give our partner agencies time to review the draft and provide any feedback. It will be on the agenda in June.

**RECESS:** Stinson called for a 10-minute recess at 4:14pm until 4:24pm. Upon return the Board moved item F. to begin New Business.

#### **14. NEW BUSINESS**

**F. Pumper Tender Purchase Authorization** – At the April BOC meeting the board directed staff to build a spec for a new pumper/tender for station 5. A spec was built and it was determined a 2000 gallon Fouts Fire Pumper/Tender was the best fit. BC Fletcher discussed the need to expedite the purchase citing an emissions change with the motor and attempt to get the current generation of motor. He noted we do have an out-clause if it isn't available. The board reviewed the proposal which had a \$705,666.00 rough estimate leaving \$19,333.00 for change orders or additional equipment as needed, not to exceed \$725,000.00. Fletcher stated the North Kitsap Fire Rescue recently purchased a tender from Fouts Fire and they are extremely happy with it. Build time is one year following chassis from Kenworth. Seabrook added there may be supply chain issues. **MOTION:** Seabrook moved to authorize the Fire Chief to sign the purchase agreement with True North for the purchase of one (1) Fouts Fire 2,000-gallon Pumper/Tender, Price seconded the motion. Craig gave his support noting that it is expensive but sorely needed. Motion passed unanimously.

**A. Policies and SOGs** – no new policies or SOG's for review.

**B. Draft Annual Report** – This is a draft and any edits or corrections should be emailed to CRM Wittenberg. Stinson stated the report looks great. Seabrook discussed response times and an RCW compliant summary. Price added her thoughts and noted the pictures were impactful.

**C. Fiscal Sustainability Work Session** – Cray gave the board a review of several upcoming events that will require careful fiscal planning on behalf of Finance Manager Lirio. Staff requested to schedule a work session to discuss these issues. **MOTION:** Seabrook moved to authorize a Financial Sustainability work session to be scheduled between late June and July 31<sup>st</sup>, 2026, with the Board of Commissioners, Fire Chief, Deputy Chief, District Secretary and Finance Director. Price seconded the motion which passed unanimously. The board landed on July 23<sup>rd</sup> after 2pm.

**D. Resolution 26-07 Surplus Property** - The board reviewed the resolution. **MOTION:** Craig moved to approve the resolution as presented. Price seconded the motion which carried unanimously.

**E. Property Tax Limits** – Cray provided a short document showing how the constitutional limits for taxes in Washington State are applied. She also relayed information from the County Assessor that we are not close to exceeding the limit for local governments unless property taxes plummet, which is always a possibility.

**G. Fire Chief Evaluation Process** – The current Fire Chief contract is coming up for renewal. There hasn't been a complete 360 review since 2022. A 360 evaluation includes commissioners, various employees, outside partners and a self-evaluation. Staff noted it would be good to have it

completed prior to budget time. Craig agreed that a full 360 would be good due to contract renewal timing. Price added that she thought it would be valuable. Masci would like to see the questions that would be included prior to sending it out. **MOTION:** Craig moved to have Stewart and staff review the last 360 evaluation template and bring to the chair and vice-chair for review. Upon approval have it sent out to the evaluators. Masci seconded the motion which carried unanimously.

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

**GOOD OF THE ORDER** – There was a citizen CPR during the Rhody Run in which an AED was used successfully prior to our arrival, we then transported the patient.

**ADJOURNMENT**

Stinson adjourned the meeting at 5:17pm.

**Jefferson County Fire District 1**

\_\_\_\_\_  
Deborah Stinson, Chair

\_\_\_\_\_  
Jeannie Price, Vice Chair

\_\_\_\_\_  
Geoffrey Masci, Commissioner

\_\_\_\_\_  
Steve Craig, Commissioner

\_\_\_\_\_  
Dave Seabrook, Commissioner

**ATTEST:**

\_\_\_\_\_  
Tanya Cray, District Secretary

*You're Invited*

MEDIC ONE PARAMEDIC TRAINING

# GRADUATION

*to celebrate*

# CLASSES 52 & 53



**JULY 11, 2026**

10:00am | Reception

11:00am | Ceremony

Town Hall Seattle

1119 8<sup>th</sup> Avenue | Seattle, WA



UW Medicine  
HARBORVIEW  
MEDICAL CENTER





# EAST JEFFERSON FIRE RESCUE

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

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June 10, 2026

Kala Point  
Emergency Preparedness Committee

Dear Kala Point Community,

We want to thank you for your generous donation of \$8,000.00 toward the purchase of a new Advanced Medical Training Manikin. The original goal was to raise \$7,000.00 and you all went above and beyond! This manikin will help train new and current EMS providers of East Jefferson Fire Rescue to learn and keep up on many valuable skills.

Your continued support of our EMS program is greatly appreciated. We look forward to our continued relationship with the Kala Point Community and Emergency Preparedness Committee.

Sincerely,

Bret Black  
Fire Chief

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*Serving the Communities of*

Port Townsend Port Hadlock Chimacum Irondale Kala Point Cape George Marrowstone Island Port Ludlow

# Your Financial Journey: The 6 Stages of the Personal Life Cycle

**Dependency**  
(Birth to Late Teens)



**From Childhood to Career Prep**

Shift from total reliance on parents to part-time work and planning for future education.



**Independence**  
(The 20s)



**Starting the Financial Journey**

Setting up an **EMERGENCY FUND**

Focus on securing employment, repaying student loans, and beginning regular savings.

**Developing**  
(The 30s)



**Building a Foundation**

Managing high responsibilities like mortgages, **LIFE INSURANCE**, and children's costs.

**Maturity & Growth**  
(The 40s & 50s)



**Protecting the Future**

Higher spending on **CHILDREN'S COLLEGE EDUCATION**, health insurance, and maximizing pension contributions.

**Will**

A legal document stating how money and property are handled after death.

**Pre-Retirement**  
(The 60s)



**The Final Countdown**

Paying off the mortgage, finalising a will, and preparing to leave the workforce.

**Retirement**  
(Final Stage)



**Living the Legacy**

Transitioning to living off savings/pensions and considering downsizing or care needs.

**Estate**

Everything you own, from small items to houses and savings.

# Where can this career take you?

**Entry point:** FF/EMT Step 1 starts at \$71,077 / year

Each step = one year of service · **Paramedic certification earns a higher pay scale**

**Officer positions** — Lieutenant · Captain · Battalion Chief — open through promotion

**\$71,077**

FF/EMT Step 1 — your starting salary

**\$162,292**

Battalion Chief Step 2 — the ceiling

# Gross pay vs. net pay

## GROSS PAY

### What you earn

Your full salary before anything is taken out.

This is the number on your offer letter and the CBA.

-----  
Minus  
Taxes,  
deductions

## NET PAY

### Take-home pay

What actually hits your bank account.

Gross pay minus all taxes and deductions.

*The gap between gross and net is not lost — much of it is building something for you.*

More on deductions — next slide

# Taxes on your paycheck

## Federal income tax

Withheld based on your W-4 elections and filing status. This is the one you control — see Admin with questions.

## Medicare

1.45% of gross pay. Goes toward Medicare coverage at age 65.

## WA Paid Family & Medical Leave (PFML)

Washington State program providing paid leave for qualifying events.

## WA Cares Fund

Washington State long-term care insurance program.

**Note: EJFR firefighters do not pay Social Security — you are covered by LEOFF II instead.**

# Deductions – more than just taxes

*Some deductions reduce your take-home but are building something on your behalf.*

## **LEOFF II**

You and the District both contribute to your pension.

## **L&I**

Workers' compensation coverage for on-the-job injuries.

## **Medical / Dental**

Your premium and 85% of your dependents' premium.

## **Union Dues & STAP**

Dues supporting your collective bargaining agreement and training program.

## **VEBA**

Health reimbursement accounts funded by you and the District.  
50% of sick leave buy out may also fund the VEBA.

# More than a paycheck

*These dollars don't appear as take-home pay — but they are real compensation paid on your behalf every pay period.*

## What you see

### Your net pay

The number that hits your bank account each pay period — after all taxes and deductions.

*This is real. But it's not the whole picture.*

## What the District contributes

### LEOFF II

You and the District both contribute

### Medical / Dental

100% of your premium · 85% of dependent premium

### VEBA

\$250 per month into your health reimbursement account

### MERP

\$75 per month — medical expense retirement plan

### DCP match

Up to \$5,923 per year if you participate

# Reading your pay stub

## Earnings

Shows your gross pay for the period and year-to-date (YTD). YTD resets each January.

## Deductions

Every tax and deduction listed by name — current period and YTD running total.

## Leave Accruals

Shows comp time, holiday, sick, and vacation — hours earned, used, and balance.

## Pay periods at EJFR

1st – 15th → paid by the 20th · 16th – end of month → paid by the 5th  
If payday falls on a weekend or holiday, you are paid the prior business day.

# Living within your means

*Your paycheck is a tool. How you direct it determines your financial future.*

## A starting framework

50% needs (housing, food, bills) · 30% wants · 20% savings and debt payoff. Adjust to your situation.

## Know your number

What does it cost you to live each month? Write it down. If you don't know, you can't plan.

## Automate the boring stuff

Set savings to transfer automatically on payday. Pay yourself before you spend.

## Overtime ≠ lifestyle

Overtime income is real but inconsistent. Build your baseline budget on your regular salary only.

# The emergency fund

3 - 6

months of living expenses

This is the target. Not invested — liquid. Separate account.

*Start with \$1,000. Then build from there.*

## Car breaks down

Covered. No credit card needed.

## Medical bill

You have a high-risk job. Be prepared.

## Unexpected gap in income

Life happens. A fund buys you time and options.

## Peace of mind

Financial stress affects performance on the job.

# Managing debt — structure fires

*Debt isn't always bad — but unmanaged debt is dangerous. Know what you owe and have a plan.*

## Debt Snowball

Pay minimums on everything.  
Throw extra money at the smallest balance first.  
When it's gone, roll that payment to the next.

Best for: motivation — you see wins quickly.

## Debt Avalanche

Pay minimums on everything.  
Throw extra money at the highest interest rate first.  
Saves the most money over time.

Best for: math — fastest path out of debt.

**Either method works. Pick one and stay consistent. The enemy is paying only minimums forever.**

# Beneficiary & life insurance



*A conversation between two firefighters about why beneficiary designations matter.*

## Do it on day one

Beneficiary designations take 5 minutes. Without one, your assets may not go where you intend — regardless of what your Will says.

## Review it when life changes

Marriage, divorce, new child, death of a named beneficiary — any of these mean it's time to update.

## Life insurance — know what you have

EJFR provides coverage through your benefits package. Know the amount. Decide if it's enough for your situation.

## Single? It still matters.

Parents, siblings, a trusted person — name someone. An unclaimed benefit creates delays and legal complications for your family.

# Your EJFR pay stub – what to expect

FF/EMT Step 1 · Single coverage · No DCP enrollment yet

Earnings	Per period	Annual
Salary — FF/EMT Step 1	\$2,961.53	\$71,077
Employee deductions		District contributions
Federal income tax	-\$331.24	
Medicare	-\$42.58	
L&I	-\$29.94	
LEOFF II	-\$252.62	+\$310.91
Medical / Dental (single)	-\$443.81	+\$443.81
VEBA	-\$25.00	+\$125.00
MERP		+\$75.00
PFML	-\$23.90	
WA Cares	-\$17.18	
Union dues & STAP	-\$80.00	
<b>Net pay (take-home)</b>	<b>\$1,715.26 per period</b>	

# Deferred Compensation (DCP)

*A 457(b) retirement savings plan — available to career employees. Pre-tax or Roth options.*

## How the District match works

**District matches 50¢ on every \$1.00 up to 5% of top step FF salary up to \$5,923.06 per year — you contribute double that to maximize the match.**

## Start small, increase over time

Even a small contribution captures the match. Don't leave money on the table. When you get pay increases, pay yourself first and increase your contribution

## Pre-tax or Roth

Pre-tax lowers your taxable income now. Roth uses after-tax dollars — withdrawals in retirement are tax-free. The District match is always pre-tax.

## Enrollment

During onboarding or self enroll:

## Department of Retirement Systems

Use this web form to enroll in the Washington state Deferred Compensation Program (DCP).

Start

<https://www.drs.wa.gov/plan/dcp/#h-enrollment>

# You chose a career that matters.

*Now protect the people who depend on you — starting with your finances.*

1

Check — or set — your beneficiary designation this week.

2

Enroll in DCP. Even a small contribution captures the District match.

3

Build your first budget around your net pay — not your gross.

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Questions about your pay stub or DCP enrollment — reach out to Admin. We're here to help.

## Meet Your Firefighters

By Ron Dawson, EJFR Volunteer

Meet Michael “Archie” Archuleta, Firefighter and E.M.T. with East Jefferson Fire and Rescue.



Michael Archuleta

He has been a Firefighter since 2010, beginning his career in the Air Force, then working for the Navy as a civilian firefighter on Naval Magazine Indian Island. He volunteered with East Jefferson Fire and Rescue while working on Indian Island and enjoyed his

association with EJFR. When he saw a job listing there, he applied for the position of firefighter.

Michael grew up in Texas and California, where his dad was in the Navy, and later he settled in Silverdale. He has been married to his wife, Carissa, since 2011, and they have three children, a girl age 9, a girl 8, and a 4-year-old boy. When he is off duty, he loves spending time with family, hiking outdoors, mountain biking, and camping.

He decided to be a firefighter when he was about 8 years old. He was being coached in youth soccer by a firefighter, and he thought it looked like a really great job. As he grew up and researched careers, he realized that working in the fire service was the direction he wanted to take. To be able to help people when they need it, while working together with a strong team, is a privilege for which he is very grateful.

Two things he likes best about his job: First, showing up to help at any time, day or night, and working with his team to mitigate an emergency. Second, the life at a fire station, creating a work family with people that you really enjoy.

Mike’s most memorable events at EJFR are getting someone out of immediate danger or hearing that someone he’s helped is recovering or has recovered. And he enjoys the excitement when kids yell at him to blow the air horn on his fire truck.

### 2026 Statistics for East Jefferson Fire Rescue

Communities served include: Port Townsend, Cape George, Kala Point, Marrowstone Is., Port Hadlock, Chimacum, Irondale, Port Ludlow MPR (North and South Bay) Paradise Bay, Beaver Valley, Bridgehaven, Mats Mats, Shine, South Point, and other areas located within our boundaries.

#### April Alarms

Fires	7
Rescue/Emergency Medical	349
Non-Emergency	45
Hazardous Condition	7
Service Call	55
Other	5

#### Total Alarms

468

#### April Ambulance Transports

911 Transports	212
Hospital Requested transport	0
Non Transports	129
CARES Contacts	133

## Port Ludlow Garden Club’s June Presentation

Last October, we invited a very qualified gardener to speak at the Garden Club meeting on orchids. He was so well-received that we decided to extend another invitation to him, and thankfully he has graciously accepted. We are pleased to enjoy another educational presentation on **Gardening for Fragrances through the Seasons**. If you are a bit curious as to what this topic is about, you will surely want to join us at the Bay Club on **Wednesday, June 10** at 11 a.m. to learn how Ryan Russell combines his interests in botany and horticulture to enhance the sensory experience of plants he cultivates. He has a fascinating background, which you will learn more about at this meeting. He will bring plants for sale, and he accepts credit cards or cash.

We welcome guests for a \$5 fee, but please RSVP to [portludlowgardenclub@outlook.com](mailto:portludlowgardenclub@outlook.com). Refreshments will be served.

individuals must meet all the following:

1. Must be 60 years old or older (55+ if you are Native American/Alaska Native)
2. Annual income must be below 185% of the Federal Poverty Level. That means: \$29,526 Annual or \$2,461 Monthly Income for 1 person; \$40,034 Annual or \$3,337 Monthly Income for 2 people (Add \$876 for each additional person)
3. Must be a resident of Washington State

In Jefferson County, a seasonal \$30 match in community-funded, farm-fresh food bucks is given when seniors sign up for the SFMNP benefit card at the Port Townsend or Chimacum farmers market. Stop by the Port Townsend or Chimacum Farmers Market information booth starting in May for more details about the community match.

Downloadable proxy forms and additional resources are located on the market website: [jcfmarkets.org/fmnp](http://jcfmarkets.org/fmnp). Applicants should bring their form and photo ID to a farmers market (in Chimacum, Port Angeles, Port Townsend, or Sequim), a food bank in Jefferson County (Coyle, Brinnon, Quilcene, Tri-Area, or Port Townsend), or the Forks Community Food Bank.

## Port Ludlow Tangle Club to Meet June 11

*Meet, connect, and learn from each other!*

The Port Ludlow Tangle Club will meet **Thursday, June 11, at** the Bay Club from 1 p.m. to 3 p.m. June's meeting will be a "Chat and Tangle" meeting – come with your own supplies, tangle whatever you want, and have fun with others who share a common interest.

Anyone can tangle! It's easy to learn – repeated strokes, used in structured patterns called tangles, can be meditative and relaxing, helping you to slow down, unwind and "find your Zen," all while creating something beautiful! For first-timers, beginner kits



will be available for a nominal fee. To RSVP, please contact Certified Zentangle Teacher Alice Clive at: [foureyes22@outlook.com](mailto:foureyes22@outlook.com).

## Preparing for Costs of Long-Term Care Through Your Estate Plan

Amanda Wilson, locally based Estate Planning Attorney with Northwest Estate Planning & Probate P.S., will present this free seminar and answer questions as time will allow.

Join us at the Beach Club, 121 Marina View Dr., Port Ludlow, WA, on **Wednesday, June 10**, from 1 - 2:00 p.m. Walk-ins are welcome, but RSVP appreciated at (360) 437-4172 or [info@nwpepp.com](mailto:info@nwpepp.com)

## Save The Date: June 27 is All County Preparedness Day

This year's All County Preparedness Day will be held at Finnriver Farm and Cidery located at 124 Center Road in Chimacum on **Saturday, June 27** from 10 a.m. to 4 p.m.

This is a free community event with a primary focus — *Preparation is the Foundation for Resilience*. Various agencies and organizations, including the Department of Emergency Management, East Jefferson Fire Rescue, Neighborhood Preparedness (NPREP) organization, Jefferson Transit, Jefferson County Medical Reserve Corps, OlyCAP, Local 20/20, HELP Animals volunteer group and many others will be available to answer questions and provide information to attendees.

To learn more and get involved, visit [theproductionalliance.org/preparednessday](http://theproductionalliance.org/preparednessday). We look forward to seeing you at this year's All County Preparedness Day.

## Home Composting Classes – In-Person or Online

Jefferson County Solid Waste invites you to join your fellow Jefferson County citizens for an engaging, interactive workshop with instruction on how to create and maintain a healthy compost system with food and

# The Leader

## Quick CPR and nearby defibrillator help to save Rhody runner

[▶ Open Audio Article Player](#)

*May 27, 2026*

BY MALLORY KRUML  
MKRUMML@PTLEADER.COM

0:00 / 0:00



Tommy Hertenstein and his wife, Sarah Holtman, posing for a photo at the May 17 Rhody Run. Both registered nurses, the two were part of a group of off-duty medical professionals that assisted in resuscitating a runner along the course. Photo courtesy of Tommy Hertenstein

A runner who collapsed from cardiac arrest during the annual Rhody Run is expected to make a full recovery after a group of off-duty healthcare workers performed CPR and treated him with an automated external defibrillator.

Tommy Hertenstein recalled the incident that occurred near New Life Church on Hastings Avenue on May 17.

“Running up the hill, I was with my wife and friend, we saw some people huddled over to our right in the yard of the church,” Hertenstein said. “We slow down, I see my friend Will George, and he said, ‘We just saw this guy pass out.’”

George and Hertenstein are both registered nurses at St. Michael’s Medical Center in Silverdale.

“He had a pulse, and then he started breathing a little bit more weird, and one of them was like, ‘I lost my pulse,’” Hertenstein said. “Rolling him onto his back, trying to get him to wake up, you could see him clearly turning blue.”

At that point, George started CPR, another bystander called 911 and Hertenstein and another friend, Katie Davis, ran to the church in search of an AED, not knowing whether or not there would be one.

“Luckily, there was a closet that said AED on it, found the bag, ran back out with it,” he said. “I could see my wife, who is also in nursing, doing CPR as we were running up.”

Hertenstein pulled the AED out of the bag, pulled

“Hit the button, shocked the patient and started compressions again because that’s our normal routine,” he said. “Pretty quickly, we could tell the patient was starting to wake up, so we stopped.”

Hertenstein recalled the patient coughing up blood and waking up “combative and confused.”

“At that moment, we were all happy,” he said. “He was not happy because he had no idea what was going on. We were just like, ‘Stay on your side, you’re safe.’”

Within the next two or three minutes, East Jefferson Fire Rescue crews arrived and got him on a stretcher.

“We were in the right place at the right time,” Hertenstein said. “He was in the right place at the right time; he was extremely lucky with four medical professionals who saw him pass out and recognized what was happening.”

EJFR Community Risk Manager Robert Wittenberg said the patient was transported from the scene and is expected to recover.

“The message EJFR wants to get across is the benefit and importance of early bystander CPR,” Wittenberg said, mentioning that every minute that passes without CPR reduces chances of recovery by around 10%. “The nearby presence and use of an AED had a profound impact on the outcome.”

He said that while most of the bystanders work in health care, what they did is learnable and repeatable without a medical background.

“When the community is able to provide early life-saving support, we all benefit,” he said. “Hands Only CPR is a set of learnable skills that might just help a stranger or

even a member of your own family at some point.”

EJFR is offering its next compression only CPR course on June 5 at 10:00 a.m. at Station 6 in Chimacum. Registration is required and can be completed at [www.ejfr.org](http://www.ejfr.org).

## Related Stories by The Leader

[Go To The Local News Section](#)



### **Doe mauls woman in Uptown front yard**

An 83-year-old woman remains hospitalized after she was attacked by a doe outside her home last week. In the early...



### **Molester gets 11 years, lifetime supervision**

A Port Ludlow man who'd been convicted of not only two counts of child molestation in the first degree, but...



### **Raise the roof**

Crews are working this month on the Hudson Point roof replacement and asbestos abatement project. “The project entails reroofing of...

[Load More](#)



# EAST JEFFERSON FIRE RESCUE

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

## Fire Chief's Monthly Report – May 2026

### Threshold Events

- Water Rescue – Marine 1 dispatched to a sailboat in distress near Indian Island. The boat had lost power and was unable to tack into the wind using its sail due to strong winds. Once on scene, Marine 1 attempted to tow the vessel along the port side. However, strong winds and the action of the vessel's sail made it difficult to turn into the wind or make any headway. EJFR's crew switched to a stern tow and was able to head back to port with the vessel in-tow. Once inside the marina, Marine 1 was able to lay the distressed vessel up against the fuel dock. No reported injuries.
- Trauma caused by deer attack.
- Structure fire which turned out to be a well-involved chicken coop fire, which was adjacent to a home. EJFR's crews kept the fire to the area of origin, resulting in some minor damage to a few trees, but destruction of the chicken coop. Heat lamp was the only competent heat source present. No reported injuries.
- Vegetation fire in Cape George; EJFR and JCSO found a smoldering fire approximately 50 feet in diameter. Fire was burning in light-flashy fuels, with a slow rate of spread. Cause determined to be suspicious, incident turned over to JCSO and DNR investigators.

### General Fire Chief Activities and Projects

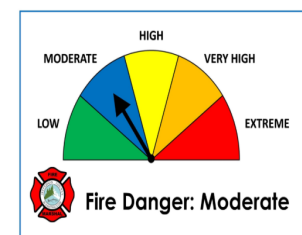
EJFR provided wildfire home assessment presentation at the Port Ludlow South Bay Pancake Breakfast. Support and feedback were provided to County partners regarding proposed DEM reorganization. Data was compiled in preparation for an upcoming interagency fuel workshop.



FC participated in the first Western Washington Fire Adapted Communities Summit, on behalf of Jefferson County at the request of Commissioner Eisenhour (see attachment). Deputy Fire Chief assessment was completed. Jason MacDonald will be promoted July 1. Specialty pay workgroup met. FC met with Anderson Lake State Park Rangers regarding a prescribed burn. County Chiefs met to review burn restrictions, which remains MODERATE.

### Miscellaneous Activities

FC appeared on KPTZ Brewocracy at the request of John Mauro.  
FC was on vacation, May 14-28.



*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

Apparatus committee at the factory on June 8.



### Standing Meetings/Committees

JeffCo DEM IMT Meeting  
 PT Police Chief  
 BHAC (10<sup>th</sup> of 1%)  
 JH CQI meeting  
 EJFR Safety Committee  
 WFC Legislative Meeting  
 Olympic Community of Health  
 Local Emergency Planning Committee (LEPC)

BOCC  
 BHC  
 ECHHO  
 WA Fire Defense Board  
 Washington Fire Chiefs  
 JC Wildfire Alliance  
 Port Ludlow Village Council

PT City Manager  
 JeffCo EMS Council  
 PLEC  
 WSRB Subcommittee  
 REAL Team  
 2032 Meet and Confer  
 JCIA Master Plan Group

Call Statistics			EJFR Responses By Area for May 2026	
	May 25'	May 26'		May
Fires	20	15	Mutual Aid Given	14
Rescue/EMS	322	336	City of PT	194
Non Emergency	24	28	GlenCove/Jacob Miller	18
Hazardous Cond.	2	16	Cape George	18
Service Call	82	65	Ocean Grove/Beckett Pt.	3
Other	39	11	Kala Point	9
<b>Total</b>	<b>489</b>	<b>471</b>	Hadlock/Irondale	101
<b>May Transports</b>			Marrowstone Is.	18
911 - Transported		203	South Discovery	3
911 - Non Transport		131	Chimacum	20
<b>CARES Contacts</b>			Oak Bay	1
May Contacts		133	Northern Ludlow	37
			Southern Ludlow	28
			Other/CARES	7

*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*

## Worksheet: Evaluating Community Values

**Prompt 1: In the space below, please spend a few minutes responding to the following question:**

- What are the **central values** of the community you live or work in? Think about the values of the folks you work with regularly, as well as the other values of residents, those who have traditional territory in your community, or the values of the land and ecosystems themselves. How are these values held locally, as well as at a more regional (or even global) scale? Try to jot down thoughts about the personal/individual, community, organizational, cultural, ecological, and social values of the areas you live, work, and/or serve in.



## Western WAFAC Gathering May 6, 2026

**Prompt 2: Use this template to think through a particular value at risk that you wrote about in Prompt 1:**

<u>What is the specific value at risk that you are assessing?</u>	<u>Who might be harmed by this value being affected? How would they be harmed?</u>	<u>What are the ways that your community could or already is controlling risks?</u>	<u>What additional work or actions could your community be doing to better prepare for risks to this value??</u>	<u>Who is responsible for these additional actions??</u>	<u>When is the action needed by? When is the action needed by? Is this an annual/regular action that requires regular capacity?</u>

## Western WAFAC Gathering May 6, 2026



### EXAMPLE

<u>What is the specific risk that you are assessing?</u>	<u>Who might be harmed by this value being affected? How would they be harmed?</u>	<u>What are the ways that your community is controlling this risk?</u>	<u>What additional work or actions could your community be doing to better prepare for risks to this value??</u>	<u>Who is responsible for these additional actions??</u>	<u>When is the action needed by? Is this an annual/regular action that requires regular capacity?</u>
<p>Moderate- to high-severity wildfire destroying important spiritual, cultural, or heritage sites</p>	<ul style="list-style-type: none"> <li>• Indigenous populations</li> <li>• Longtime residents and families</li> <li>• Loss of history and important connections to land and place</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Presence/absence of historic sites</li> <li>• Natural/ undeveloped areas with high cultural values</li> </ul>	<ul style="list-style-type: none"> <li>• Fuel breaks around historic sites</li> <li>• Burning for ecocultural sites that historically had fire</li> </ul>	<ul style="list-style-type: none"> <li>• Tribal members, tribal leaders, THPO officers</li> <li>• Land managers</li> <li>• County and city planners</li> </ul>	<p>Once the fuel break is installed, it will need regular maintenance and monitoring. What are the most important sites?</p>

## Resources (Page 1 of 6):

### RACI Matrix

Actions to help mitigate risks to community values often include multiple steps and roles. A RACI Matrix can be used to better plan for who does what for each step. RACI (which stands for Responsible, Accountable, Consulted, and Informed) matrices break down as follows:

	 FRODO	 SAM	 GANDALF	 ARAGORN	 ELROND
Decide on what to do with ring	C	I	A	C	R
Create Fellowship	R	C	A	C	R
Get the ring to Mount Doom	R	C	A	C	I
Distract and defeat enemies	I	R	C	R	I

- **Responsible:** the party that is responsible for implementing, and/or completing the project deliverable at hand.
- **Accountable:** The party or individual who makes decisions and takes actions on the project deliverables
- **Consulted:** The party or individuals whose input is necessary throughout the process to help guide the course of the project itself.
- **Informed:** The party or individuals who are kept in the loop on project status and updates.

Here is an example of the RACI Matrix in action from the Lord of the Rings (source: The Digital Project Manager)

## Western WAFAC Gathering May 6, 2026

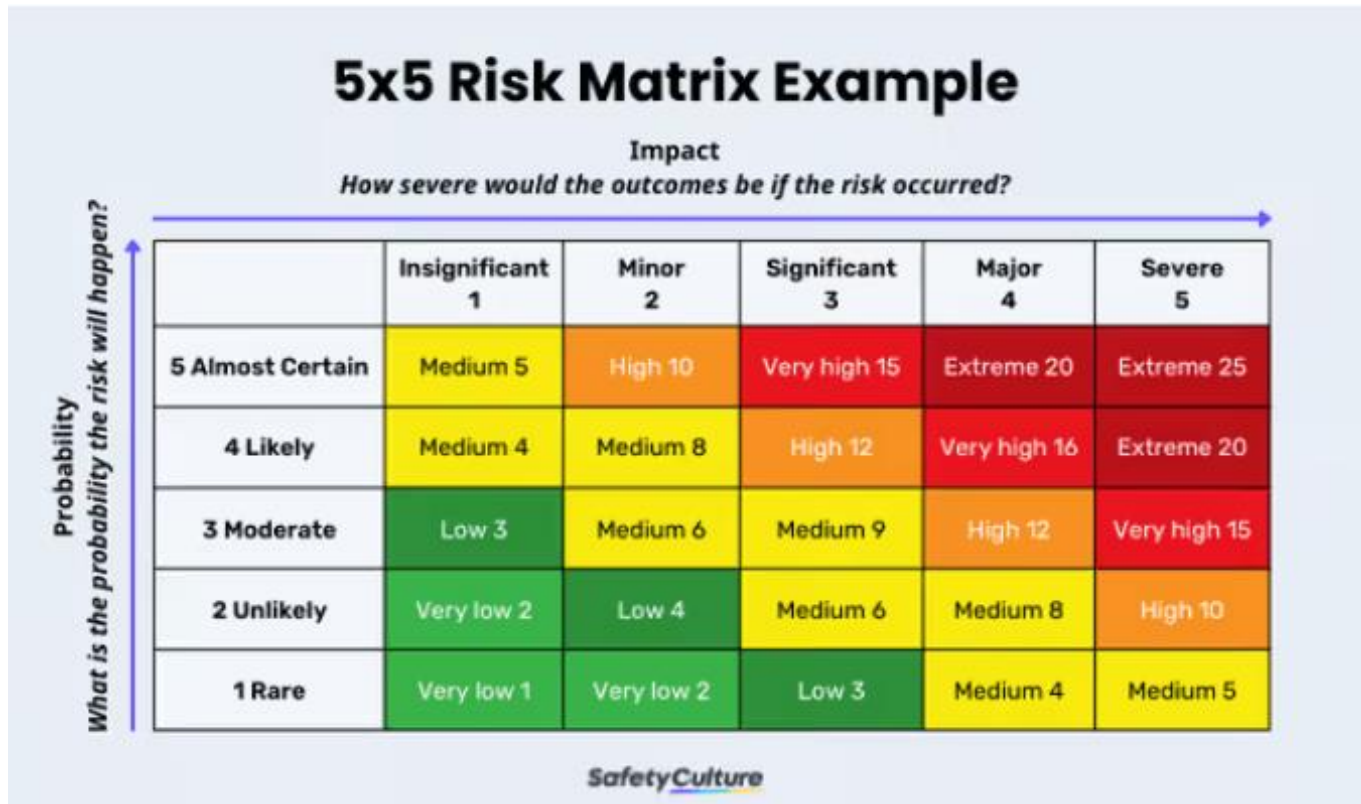
Resources (page 2 of 6):

### RACI Matrix Template

	Individual/Org 1	Individual/Org 2	Individual/Org 3	Individual/Org 4	Individual/Org 5
Task:					
Task:					
Task:					
Task:					
Task:					
Task:					

Resources (page 3 of 6):

5 x 5 Risk Matrix



While community values cannot always be quantified, the 5 x5 matrix can help to think through the likelihood of a value at risk being harmed during a wildfire, as well as the severity of the impact of damage to this value. This can help a community prioritize which actions will be most important to act on first, as well as what actions will provide the biggest impact.

## Resources (page 4 of 6):

### Wildfire Risk Resources

*This is a short compilation of resources related to wildfire risk. This is meant as a starting point for different tools and factors to consider when evaluating risks for your community/jurisdiction. Datasets associated with potential community values were chosen based on community feedback as shared through 6120 listening sessions.*

#### Wildfire risk-specific datasets and resources

- **Future Risk Index – Wildfire**
  - 2025. FEMA
  - <https://fulton-ring.github.io/nri-future-risk/>
- **National Risk Index**
  - 2025. FEMA.
  - <https://experience.arcgis.com/experience/0a317e8998534c30a9b2d3861c814d42/>
- **PNW Wildfire Evacuation Risk: Evaluating rural Pacific Northwest towns for wildfire evacuation vulnerability.**
  - 2022. A. Dye et al.
  - <https://experience.arcgis.com/experience/b252a0ced1dc4613b0638580eaddfc35c>
- **2023 PNW Quantitative Wildfire Risk Assessment (QWRA)**
  - 2023. A. McEvoy, C. Dunn, I. Rickert.
  - [https://oe.oregonexplorer.info/externalcontent/wildfire/PNW\\_QWRA\\_2023\\_Methods.pdf](https://oe.oregonexplorer.info/externalcontent/wildfire/PNW_QWRA_2023_Methods.pdf)
- **Risk Management Assistance Dashboard**
  - 2026. Rocky Mountain Research Station, US Forest Service.
  - <https://shorturl.at/qYPdT17155,level:8>
- **West Wide Wildfire Risk Assessment: Final Report**
  - 2016. Produced by the Sanborn Map Company.
  - <https://www.adaptationclearinghouse.org/resources/west-wide-wildfire-risk-assessment.html>



## Resources (page 5 of 6):

- **Wildfire Risk Products: A Technical Comparative Review for Pacific Northwest Professionals**
  - November 2025. A. Barros, A. Shlisky Hunt, EJ Davis, and P. Shults.
  - [https://dnr.wa.gov/sites/default/files/2026-01/rp\\_wildfire\\_risk\\_products\\_analysis.pdf](https://dnr.wa.gov/sites/default/files/2026-01/rp_wildfire_risk_products_analysis.pdf)
- **Wildfire Risk to Homes and Communities 2.0**
  - 2024. US Forest Service.
  - <https://wildfirerisk.org/>
- **Wildfire Suppression Difficulty index: 90<sup>th</sup> Percentile**
  - 2025. US Forest Service.
  - <https://data-usfs.hub.arcgis.com/datasets/3d4a174dd1634e8e948880340f5c4548/explore?location=47.843370%2C-120.926635%2C8>

## Datasets that examine community values

- **Environmental Health Disparities Map**
  - 2026. Washington Department of Health.
  - <https://experience.arcgis.com/experience/d133fa97a3854f8eac905ec152f16b05/>
  - Broken down by census tracts, the EHD includes a variety of layers related to environmental health and equity, and includes specific sections of indicators around environmental exposures, socioeconomic factors, as well as sensitive population data, all ranked on a scale of 1 (least impacted) to 10 (most impacted)
- **Forest Conversion Risk Assessment**
  - 2025. Greene Economics.
  - [https://dnr.wa.gov/sites/default/files/2025-10/rp\\_conversion\\_risk\\_report.pdf](https://dnr.wa.gov/sites/default/files/2025-10/rp_conversion_risk_report.pdf)
  - This report outlines different key drivers of conversion risk to forests. The report includes a variety of maps and visual data around conversion risk and its many associated factors. Additional overlays included in this report cover conversion risk and potential effects as they relate to water quality and supplies, salmon streams, rare ecosystems, and outdoor recreation.



## Resources (page 6 of 6):

- **Limited English Proficiency Application**
  - 2019. Washington Department of the Military.  
<https://waseocgis.maps.arcgis.com/apps/webappviewer/index.html?id=ffd638d41f7045fe97a27d1e2ccbe0af>
  - This map outlines the different languages spoken by 1000 people or at least 5% of a given county (whichever number is smaller). Data is displayed at a county level.
- **Northwest Huckleberry and Other Regional Nuts and Berries: An Important Part of the Northwest Landscape and Culture**
  - 2025. Prevey, JS, et al. Pacific NW Research Station. US Forest Service.
  - <https://storymaps.arcgis.com/stories/14e2c14aac6a48d4baab2b1ae2f75ec5>
  - In addition to mapping the current habitat suitability for a few culturally important nut and berry plants native to the Pacific Northwest, this mapping resource and dataset also includes climate-related projections of how these habitat suitability ranges may change over time.
- **A Rural Capacity Map**
  - 2025. Headwaters Economics.
  - <https://headwaterseconomics.org/economic-development/equity/rural-capacity-map/>.
  - Originally prompted by the infrastructure bill, the map displays the amount of systems and positions that exist to help with capacity within primarily rural areas. Factors considered include if the area has a planning department or staff, the number of households with broadband internet, and how much population and income stability has changed in recent years. Data can be displayed at the county, county subdivision, or community level.
- **Washington Information System for Architectural and Archaeological Records Data**
  - 2026. Washington Department of Archaeology and Historic Preservation
  - <https://wisaard.dahp.wa.gov/Map>
  - The WISAARD database spatially visualizes where historic and heritage properties are located, as well as specific areas where tribal consultation is necessary due to sensitive areas/areas of importance.

## June 2026 Operations Report

DC Brummel

### Ongoing Goals and Objectives Revised to July 2026

#### Goal #1: Enhance Operational Resiliency: June Update

##### **Objective 1.1** Complete MCI Plan for Jefferson County

- ✓ [Jefferson County Fire Chiefs approved the MCI plan.](#) The plan was revised to reflect Jefferson County only (with the goal of Clallam adopting the plan later)
- ✓ Formatting changes are in progress with signatures this month.

#### Goal #2 Build New Prefire Planning: June Update

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

- EJFR is ready to move onto the training phase of First Due.
- A training module will be delivered through Vector Solutions prior to going live with preplanning, CRR and Responder app.

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

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

- EJFR is enrolled in the “Fireside Chat”, a user group of other fire agencies such as Spokane, WA, Calgary, AB, Golden, CO and others. A great open forum for small and large users for Darkhorse.

#### Other:

##### **FEMA Grant Peer Evaluator July 12-17, 2026**

I was chosen as a virtual peer evaluator for the FY2025 FEMA AFG grant program. I will spend the week of July 12-17 reviewing grants from around the country.

##### **FEMA AFG Submittal**

EJFR will be submitting a grant for a new Vehicle Exhaust Extractor system for Station 7 apparatus bays. Station 7 does not have this vehicle exhaust system. The ask will be for \$100,000. Deadline is June 22, 2026

##### **L&I FIIRE (Fire Injury and Illness Reporting) Grant 2026**

After receiving approval for our 2026 Safety Improvement Plan (SIP), EJFR will be submitting a grant for a SCBA washer to be installed at Station 7. This new technology is like a commercial dishwasher for SCBA (Bottles, harness, etc.) Total ask is \$25,000. Deadline is June 30, 2026.

##### **University of WA Emerging Leaders Program Cohort #2 Fall 2026-Spring 2027**

EJFR will be sending 6 personnel (Capt. Bergen, Lt. Grimm, Lt/PM Pulido, Lt. Sanders, FF Kinney and Lt. Carver) to the highly successful leadership program at the University of Washington Foster School of Business Center of Strategic Thinking. Congratulations to all involved!



# FINANCIAL REPORT FOR May 2026

## Fund Balance May 2026

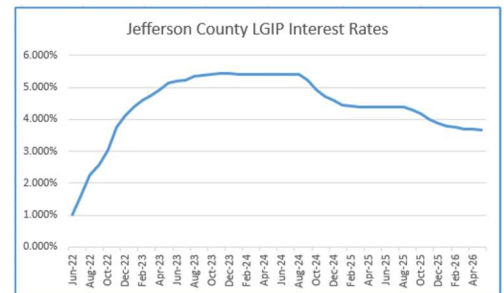
	General	EMS	SubTotal	Fire Capital	EMS Capital	Reserve	Debt Service	Total
Beginning of Year	2,933,128	3,754,003	<b>6,687,131</b>	1,502,032	1,323,584	1,025,144	-	<b>10,537,891</b>
Change YTD	1,937,355	290,370	<b>2,227,725</b>	22,999	20,237	15,617	64,859	<b>2,351,439</b>
Ending Fund Balance	4,870,483	4,044,374	<b>8,914,857</b>	1,525,031	1,343,821	1,040,761	64,859	<b>12,889,330</b>

## Financial Highlights:

### I. Fund Balance & Budget Position

The district ended May 2026 with a total fund balance of **\$12,889,330**.

Overall expenditure pace remains consistent with budget — combined Fire and EMS expenditures represent **34.1%** of the 2026 budget through May. All other revenue and expenditure categories are performing as expected relative to budget. Overtime through May 2026 is tracking below the same period last year, consistent with several EMTs achieving paramedic certification in 2025.



### II. Revenue & Investment Updates

Through May 2026, the Fire Fund has received \$6,153,413.95 in revenues, representing 44.7% of the annual budget. The lower percentage reflects the timing of \$2.5 million in Local Program debt proceeds budgeted under the Fire Fund but not expected to close until June 2026. Excluding debt proceeds, operating revenue collection is tracking normally at 56.5% of the operating budget. The EMS Fund has received \$3,384,569.71, representing 53.4% of the annual budget of \$6,338,167.

As of May 31, 2026, 90.6% of the District's fund balance is held in the Jefferson County LGIP investment pool, with the remainder in operational cash accounts. The LGIP interest rate for May 2026 was 3.670%.

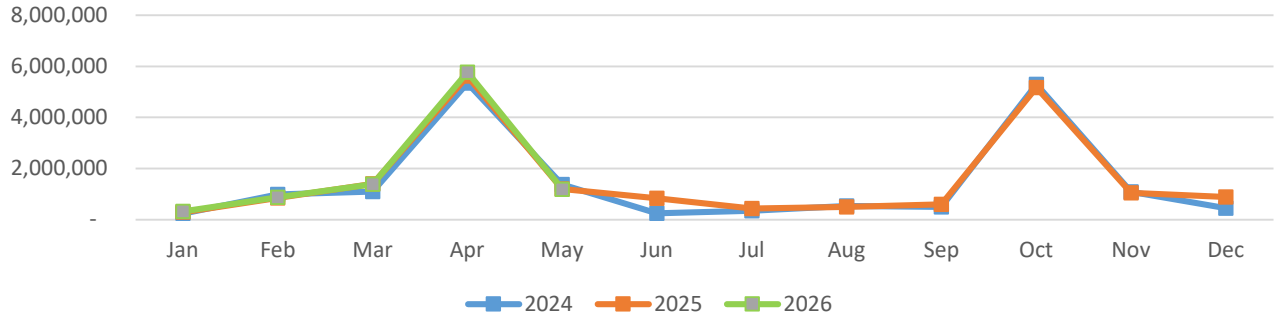
### III. Capital Spend & Debt Schedule

- COP, 2026 series B, \$2.5 million new debt – 6/24/26 closing date.
- Transferred \$64,859 to Debt Service Fund for the June 1, 2026 payments as follows: \$22,453 2019 Bond interest; and \$32,007 and \$10,399 COP, 2025 Series B principal and interest, respectively.
- Continued building our Capital Improvement Plan with Station 2 Walk-through (Chad Lawson, Robert Wittenberg and Roy Lirio) to identify and document facility need.

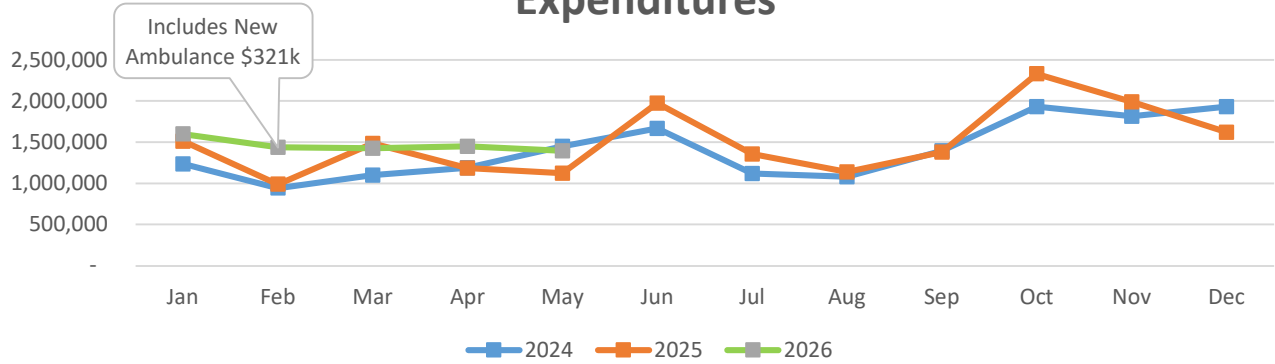
### IV. Administrative Highlights

- **Fiscal Sustainability Work session scheduled for 7/23.** Met with FC Black and DS Cray to prepare.
- **FEMA Grants.** Helped draft narrative and application for the Assistance to Firefighters Grant (AFG) for Station 7 source capture exhaust system (SCES) and Fire Prevention and Safety (FP&S) to continue home wildfire assessments and a position for inspections.
- Preparing for mid-year review and 2027 Budget Development. Templates updated and initial roll forward to salaries & benefits and budget underway.
- Continue to learn and utilize Artificial Intelligence (AI) in day-day work. Drafted AI Policy and SOG.

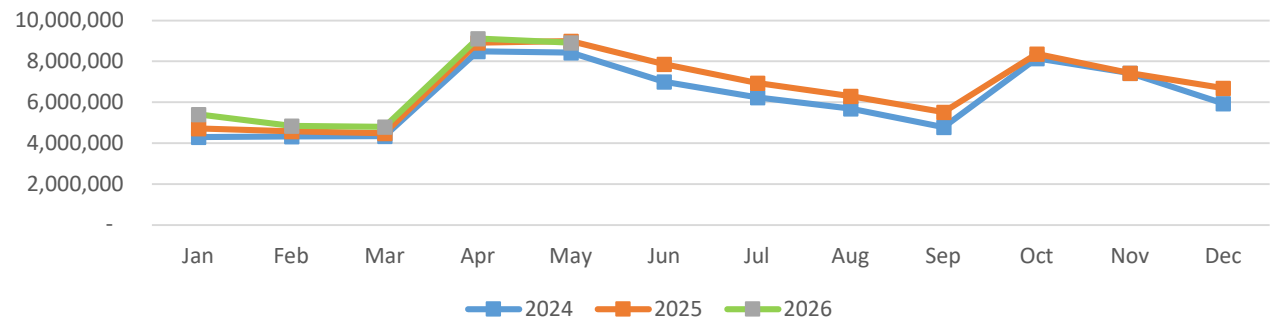
### East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



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



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



# FIRE - 2026 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 13:46:40 Date: 06/04/2026

Page: 1

001 Fire Fund #656001010		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,894,792.00	6,142,066.78	4,752,725.22	43.6%
330	0.00	9,347.17	(9,347.17)	0.0%
390 Debt Proceeds, Trfr-In, & Surplus Equip Sales	2,859,862.00	2,000.00	2,857,862.00	99.9%
<b>Fund Revenues:</b>	<b>13,754,654.00</b>	<b>6,153,413.95</b>	<b>7,601,240.05</b>	<b>55.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
210 Administrative	2,199,211.00	887,686.15	1,311,524.85	59.6%
211 Legislative	296,895.00	204,965.38	91,929.62	31.0%
220 Suppression	5,823,393.00	2,192,544.66	3,630,848.34	62.3%
230 Prevention	59,500.00	9,481.36	50,018.64	84.1%
245 Training	157,047.00	28,632.57	128,414.43	81.8%
250 Facilities	429,693.00	168,988.48	260,704.52	60.7%
260 Vehicles & Equipment	472,983.00	177,700.36	295,282.64	62.4%
<b>520 Fire Control</b>	<b>9,438,722.00</b>	<b>3,669,998.96</b>	<b>5,768,723.04</b>	<b>61.1%</b>
590 Debt, Capital, LT Lease & Transfr	4,024,714.00	546,060.13	3,478,653.87	86.4%
<b>Fund Expenditures:</b>	<b>13,463,436.00</b>	<b>4,216,059.09</b>	<b>9,247,376.91</b>	<b>68.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>291,218.00</b>	<b>1,937,354.86</b>		

# FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 13:47:12 Date: 06/04/2026

Page: 1

001 Fire Fund #656001010

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 20 10 000-0 FF/EMT (40%)	2,951,949.00	1,218,351.38	1,733,597.62	58.7%
522 20 10 019-0 OVERTIME (40%)	531,592.00	179,002.44	352,589.56	66.3%
220 Suppression	3,483,541.00	1,397,353.82	2,086,187.18	59.9%
520 Fire Control	3,483,541.00	1,397,353.82	2,086,187.18	59.9%
<b>Fund Expenditures:</b>	<b>3,483,541.00</b>	<b>1,397,353.82</b>	<b>2,086,187.18</b>	<b>59.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>(3,483,541.00)</b>	<b>(1,397,353.82)</b>		

# EMS - 2026 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 13:47:37 Date: 06/04/2026

Page: 1

101 EMS Fund #657001100		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,338,167.00	3,384,569.71	2,953,597.29	46.6%
<b>Fund Revenues:</b>	<b>6,338,167.00</b>	<b>3,384,569.71</b>	<b>2,953,597.29</b>	<b>46.6%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	7,675,740.00	3,034,828.54	4,640,911.46	60.5%
274 EMS Training	86,105.00	20,102.92	66,002.08	76.7%
520 Fire Control	7,761,845.00	3,054,931.46	4,706,913.54	60.6%
590 Debt, Capital, LT Lease & Transfr	229,382.00	39,267.98	190,114.02	82.9%
<b>Fund Expenditures:</b>	<b>7,991,227.00</b>	<b>3,094,199.44</b>	<b>4,897,027.56</b>	<b>61.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>(1,653,060.00)</b>	<b>290,370.27</b>		

# EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 13:47:57 Date: 06/04/2026

Page: 1

101 EMS Fund #657001100

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 Fire Control</b>				
522 72 10 000-1 FF/EMT (60%)	4,427,923.00	1,827,530.40	2,600,392.60	58.7%
522 72 10 019-1 OVERTIME (60%)	797,388.00	268,503.96	528,884.04	66.3%
272 EMS Operations	5,225,311.00	2,096,034.36	3,129,276.64	59.9%
520 Fire Control	5,225,311.00	2,096,034.36	3,129,276.64	59.9%
<b>Fund Expenditures:</b>	<b>5,225,311.00</b>	<b>2,096,034.36</b>	<b>3,129,276.64</b>	<b>59.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>(5,225,311.00)</b>	<b>(2,096,034.36)</b>		

Date Prepared: 6/5/26

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

<p><b>Public Education, Events, and Presentations</b></p>	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• 5/1 Pancake Breakfast Fundraiser at Port Ludlow Bay Club, 70 Attendees</li> <li>• 5/1 Kala Point Condo Neighborhood Wildfire Assessment, 10 Residents</li> <li>• 5/2 Port Townsend Farmer’s Market, Wildfire Preparedness Day, 50 Contacts</li> <li>• 5/3 Chimacum Farmer’s Market, Wildfire Preparedness Day, 40 Contacts</li> <li>• 5/9 Bell Street Neighborhood Potluck, Wildfire Information, 65 Contacts</li> <li>• 5/15 Rhody Fun Fest Booth, Wildfire Information, 50 Contacts</li> <li>• 5/21 Wildfire Presentation at Jefferson County Library, 25 Attendees</li> <li>• 5/23 Volunteer Tender at Port Ludlow Community Garage Sale</li> <li>• 5/26 Fire Extinguisher Training at Finn River, 31 Attendees</li> <li>• 5/29 Port Townsend Cooperative Preschool Visit to Station 1</li> <li>• 5/30 Port Townsend Farmers Market, Bystander CPR, 82 Contacts</li> </ul>
<p><b>Community Partnerships</b></p>	<ul style="list-style-type: none"> <li>• 5/28 Tour Lincoln Building Demolition with BC MacDonald</li> </ul>
<p><b>Smoke Alarm Installations</b></p>	<ul style="list-style-type: none"> <li>• May – Seven New Alarms Installed and 13 Battery Changes</li> <li>• 2026 Totals – 38 Smoke Alarms Installed, No CO Detectors Installed</li> </ul>
<p><b>Plan Review, Inspections, Investigations</b></p>	<p><b>Community Concerns and Consultations</b></p> <ul style="list-style-type: none"> <li>• 5/19 First Presbyterian Church Regarding Day Care Use</li> </ul> <p><b>Fire Code Inspections (City of Port Townsend)</b></p> <ul style="list-style-type: none"> <li>• May – No Fire Code Inspections Completed</li> <li>• 2026 Total – 87 Fire Code Inspections Completed</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• 5/23 New Development Reviews with City of Port Townsend</li> <li>• 5/28 Meeting at First Presbyterian Church with City</li> <li>• 5/29 Meeting on Pride Fest and Steampunk Festivals with City</li> </ul> <p><b>Burn Permit Inspections</b></p> <ul style="list-style-type: none"> <li>• May – 1 Burn Permit Inspection Completed</li> <li>• 2026 Total – 9 Burn Permits Issued</li> <li>• 5/8 Fire Danger Level Raised, No New Burn Permits Issued</li> </ul> <p><b>Home Wildfire Assessments</b></p> <ul style="list-style-type: none"> <li>• May – 8 Home Wildfire Assessments Completed</li> <li>• 2026 Total – 8 Home Wildfire Assessments Completed</li> </ul>

<p><b>Public Information Officer (PIO)</b></p>	<p><b>Media Interviews</b></p> <ul style="list-style-type: none"> <li>• 5/20 Meet with PT Leader on Upcoming Stories</li> <li>• 5/22 Interview with PT Leader on CPR Save at Rhody Run</li> </ul> <p><b>Social Media Posts</b></p> <ul style="list-style-type: none"> <li>• 5/4 International Firefighters Day</li> <li>• 5/6 Fire Danger Level Raising to MODERATE</li> <li>• 5/7 Burn Restrictions Reminder Following Brush Fire</li> <li>• 5/13 National Police Week</li> <li>• 5/18 CPR Class Promotion</li> </ul> <p><b>Social Media Followers</b></p> <ul style="list-style-type: none"> <li>• Facebook – 4,114, Up 45 followers</li> <li>• Instagram – 735, up 2 followers</li> </ul> <p><b>Monthly Newsletter</b></p> <ul style="list-style-type: none"> <li>• 5/26 May Newsletter Published, 153 Sends, 110 Opens (75% Open Rate)</li> <li>• 154 Newsletter Subscribers</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Personal</b></p>	<ul style="list-style-type: none"> <li>• 5/4 – 5/14 Time Off</li> </ul>

Date Prepared: 6/9/26

Subject: Human Resource Report

Prepared By: Emily Stewart

<b>Meetings &amp; Training:</b>	<ul style="list-style-type: none"><li>• 5/7 IMT3 Pre-Season Mtg</li><li>• 5/11 Specialty Pay Mtg</li><li>• 5/12 Records Request Mtg</li><li>• Verizon Mtg – received free upgrade of 12 iPads – All iPads are up to date and suitable for Crew Force and First Due (implementation in June) – moved older iPads to station CAD displays</li></ul>
<b>Human Resources</b>	<p><b>DC Recruitment</b></p> <ul style="list-style-type: none"><li>• 5/7 Finalize DC Interview Plans</li><li>• 5/8 DC Finalist Interviews</li><li>• DC Job offered to BC MacDonald and accepted</li></ul> <p><b>Pen Col HR Spring 2026 Classes</b></p> <ul style="list-style-type: none"><li>• BAS 340 Applied Financial Mgmt &amp; BAS 380 Project Mgmt</li></ul> <p><b>Volunteer Coordinator Recruitment</b></p> <ul style="list-style-type: none"><li>• 5/20 Volunteer Coordinator Interviews (Bergen, Kaldahl, Ridgway, Wiechert)</li><li>• Chief’s Interview Setups for final two candidates</li><li>• Position offered to Riley Earl with tentative start date of 6/16</li></ul>
<b>Presentations / Tours/Other/Misc</b>	<ul style="list-style-type: none"><li>• EMS Week May 17-23 Many thanks to local businesses, Hilltop Tavern, Velocity Coffee, Northwest Man, Finn River, Valley Tavern, Easy Times Coffee and also to the Friends of EJFR for their grand prize contribution.</li></ul> <p>1. Trivia answers: Who accidentally created naloxone and how?</p> <p>Jack Fishman was trying to find a way to treat constipation caused by chronic opioid use in 1961 when he inadvertently created naloxone, a medicine that temporarily blocks the effects of opioids in the body and a staple on EMS ambulances today.</p> <p>2. When did the widespread use of gloves in EMS become common and why? (Answer can be a certain decade.)</p> <p>The 1980s brought renewed urgency to the use of gloves, driven by the global HIV/AIDS epidemic. Healthcare providers faced the daunting challenge of treating patients while protecting themselves from exposure to the virus.</p> <p>3. Which US National Association was the catalyst for a nationwide emergency telephone number which later became 911?</p> <p>In the United States, the first catalyst for a nationwide emergency telephone number was in 1957, when the National Association of Fire Chiefs recommended use of a single number for reporting fires.</p>

### EJFR Staff and Volunteers, May 2026

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

Admin	
Chief	Black
DC	Brummel
CRM	Wittenberg
DS	Cray
HR	Stewart*
AA	Sanders
AA	Murray*
FT	Lawson
FD	Lirio

Total 9

Volunteer	Position(s)
BERRY	Admin
CHAPMAN	Admin
DAWSON	Admin
DOOLIN	Admin
HORVATH	Admin
KEPLINGER	Admin

Total 6

GLASCO	EMS
MILLER	EMS
SHORT	EMS

Total 3

Volunteer	Position(s)
BARTON	FF/EMS
BOWE	FF/EMS
MCNERTHNEY	FF/EMS
SNYDER	FF/EMS
STEWART	FF/EMS
STONE	FF/EMS
THOMAS	FF/EMS

Total 7

HOLMES	FIT
GARDNER	FIT
SANCHEZ	FIT
JUSTIS	FIT
MILLS	FIT
WAGNER	FIT
WILFORD	FIT

Total 7

ANDERSON	Support/EMS
HARTE	Support/EMS
MOORE	Support/EMS

Total 3

<b>Total EJFR Members</b>
<b>107</b>

Volunteer	Position(s)
BETHEL	Support
COULTER	Support
FLEISCHMAN	Support
FORCE	Support
GLEESON	Support
LUKE	Support
MICHELSON	Support
NATHAN	Support
SMITH	Support
WIECHERT	Support

\*EMS Volunteers  
Total 10

Commissioner	District
Price	1
Craig	3
Masci	4
Seabrook	2
Stinson	5

Total 5

Total Career FF	57
Total Admin staff	9
Total Volunteers	38
Total Commissioners	5

**Date Prepared: 6/9/26**

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

**Prepared By:** *Tanya Cray*

<p><b>Meetings &amp; Events:</b></p>	<ul style="list-style-type: none"> <li>• 5/8 DC Interviews</li> <li>• 5/11 Specialty Pay Mtg</li> <li>• 5/11 Agenda Prep Mtg</li> <li>• 5/12 Records Request Review Mtg</li> <li>• 5/12 Darkhorse Biweekly Mtg</li> <li>• 5/15 Ready Rebound Check-In Mtg</li> <li>• 5/19 EJFR BOC Mtg</li> <li>•</li> </ul>
<p><b>Ongoing Projects/Notable Items</b></p>	<ul style="list-style-type: none"> <li>• PL Voice Submission</li> <li>• Board Meeting packet preparation.</li> <li>• Documents Purge at Station 7</li> <li>• GovDeals posting/selling surplus</li> <li>• Board Registration and Travel for Classes</li> <li>• Began work on a large Records Request</li> <li>• DC Interviews/Prep</li> <li>• Covered some Finance Duties while Roy was on vacation</li> </ul>
<p><b>Ready Rebound Summary of Usage Past 12 Months</b></p>	<ul style="list-style-type: none"> <li>• <b>Number of Cases:</b> 4 Off Duty, 4 Courtesy (Family)</li> <li>• <b>Open Cases:</b> 1 Off Duty</li> <li>• <b>Appointments Scheduled:</b> 4 Initial, 1 Imaging</li> <li>• <b>Days Saved by Appointments:</b> 54 Initial, 14 Imaging</li> </ul> <p>*As a reminder to all members, <b>Ready Rebound isn't only for employees.</b> Family Members, Commissioners and Retirees all can utilize this program.</p>

**Date:** 6/6/2026

**Subject:** *Battalion Chief 11 Report*

**Prepared By:** *Jason MacDonald*

<b>BC 11 Administrative Meetings</b>	<ul style="list-style-type: none"><li>• Daily Shift meetings</li><li>• Once per tour visit to all stations for crew contact and assistance</li><li>• JeffCom User Group Meeting</li><li>• Dark Horse on-going bi-monthly</li><li>• Deputy Fire Marshal Regarding wildland fires</li></ul>
<b>BC 11 911 Responses</b>	<ul style="list-style-type: none"><li>• "A" Shift Responses 152</li><li>• BC11 responded to 14 incidents in the last month</li><li>• 3 brush fires (Cape George Rd, Paradise Bay Rd, Helms Ln)</li><li>• 1 structure fire (Arcadia West)</li><li>• 1 MVC's</li><li>• 2 CPRs</li></ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"><li>• A-Shift training 377.5 hours completed</li><li>• EMS connect</li><li>• Ongoing Shift level training and scheduling</li><li>• Base Station</li><li>• Wildland Pack Test</li><li>• Tree Rescue Class</li></ul>
<b>Administrative duties</b>	<ul style="list-style-type: none"><li>• Shift based training oversight and compliance</li><li>• Staffing and Callbacks</li><li>• Annual stats rechecked for Wittenburg for Annual Report 2025</li><li>• Darkhorse upload Daily data stream for 2026</li></ul>
<b>Planning and ongoing projects</b>	<ul style="list-style-type: none"><li>• Cross staffing and crewforce (Lt. Kauzlarich/MacD)</li><li>• Response Plans and Station Assignments (Kauz/MacD)</li><li>• EJFR Tender Response</li><li>• CISD SOG Review/Revision</li><li>• Annual Report Stats</li><li>• ESO/NERIS Updates</li><li>• Refine Outlier identification with DarkHorse data</li></ul>

<b>Program Budgets Update</b>	<b>Program Budget</b>	<b>BARS</b>	<b>Amount</b>	<b>Spent</b>	<b>Remaining</b>
	Radios (Kauz)	522 20 42 0100	\$68,861.00	\$35,624.14	<b>\$33,236.86</b>
	SCBA (B. Grimm)	522 20 31 0300	\$55,300.00	\$20,702.91	<b>\$34,597.09</b>
	Wildland (Sanders)	522 20 35 0650	\$19,384.00	\$3,522.37	<b>\$15,861.63</b>
	Small Tools (Secondez)	522 20 35 0100	\$18,512.00	\$16,181.57	<b>\$2,330.43</b>

**Date:** June 5<sup>th</sup>, 2026

**Subject:** BC-12 Report

**Prepared By:** Justin Clouse

<p><b>BC Administrative Meetings</b></p>	<ul style="list-style-type: none"> <li>• Daily Shift Meetings</li> <li>• At least once per tour visit to each station for crew contact and assistance</li> <li>• IFSAC Testing meeting</li> <li>• Meetings with facility maintenance tech</li> <li>• State IFSAC Technical Advisory Group Meeting</li> </ul>
<p><b>BC 911 Responses</b></p>	<ul style="list-style-type: none"> <li>• Responded to 10 incidents in May.</li> <li>• Established or assumed command of 6 of those incidents.</li> <li>• Was on Vacation for 2 rotations in May.</li> </ul>
<p><b>Continuing Education/ Training</b></p>	<ul style="list-style-type: none"> <li>• Daily Shift level training</li> <li>• EMS Connect</li> <li>• Base Station</li> <li>• Create &amp; Teach Volunteer Tender Drill</li> <li>• Acting Battalion Chief Manual with 1 prospective Acting BC</li> <li>• TCO Kitsap FFI IFSAC test.</li> <li>• TCO Kitsap HMA/HMO IFSAC test.</li> <li>• Teach Rescue Systems I.</li> <li>• Attend Tree Rescue Class.</li> </ul>
<p><b>Administrative duties</b></p>	<ul style="list-style-type: none"> <li>• Shift based training oversight and compliance</li> <li>• Staffing and callback</li> <li>• Run Shift Training reports</li> <li>• ESO report review</li> <li>• Facility Maintenance program oversight</li> <li>• Driving policy update</li> </ul>
<p><b>Planning and ongoing projects</b></p>	<ul style="list-style-type: none"> <li>• Training Committee</li> <li>• IFSAC Testing Technical Advisory Committee</li> <li>• EVIP Policy review and updating</li> <li>• Facility maintenance planning</li> <li>• Station 2 Storage building project</li> </ul>

<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>• Employees fitted, gear ordered and slowly coming in.</li> </ul>
<b>Technical Rescue</b>	<ul style="list-style-type: none"> <li>• Budgeted equipment ordered.</li> <li>• RSI Class delivered.</li> <li>• Tree Rescue class delivered.</li> </ul>
<b>Wellness Program</b>	<ul style="list-style-type: none"> <li>• Wellness surveys reviewed.</li> </ul>
<b>Facilities Maintenance</b>	<ul style="list-style-type: none"> <li>• Station 1- AT&amp;T project, sprinkler system test, elevator test.</li> <li>• Station 2- Storage building framing, insulation and sheeting. Sprinkler system test.</li> <li>• Station 4- Nothing.</li> <li>• Station 5- Sprinkler system test.</li> <li>• Station 6- Sprinkler system test and paint.</li> <li>• Station 7- Sprinkler system test.</li> <li>• Station 8- Siding and paint.</li> <li>• Station 9- Nothing.</li> <li>• Admin- Planning for move of Chief's office.</li> </ul>

<b>Program Budget</b>	<b>BARS</b>	<b>Amount</b>	<b>Spent</b>	<b>Remaining</b>
Wellness (Gregory)	522 20 41 0600	\$3,000.00	\$415.00	<b>\$2,585.00</b>
Fitness Program (Gregory)	522 72 41 0601	\$3,000.00	\$0.00	<b>\$ 3,000.00</b>
Annual Physicals (Gregory)	522 10 41 0160	\$67,000.00	\$0.00	<b>\$ 67,000.00</b>
Ready Rebound (Kinney)	522 72 41 0601	\$14,000.00	\$280.00	<b>\$13,720.00</b>
Hose & Appliances (Kinney)	522 30 35 0100	\$33,000.00	\$0.00	<b>\$ 33,000.00</b>
FF PPE (Lueders)	522 20 20 0609	\$150,822	\$88,437.97	<b>\$62,384.03</b>
Special Ops Rope (White)	522 20 35 0500	\$12,597.00	\$8,792.26	<b>\$ 3,804.74</b>
Station 6 paint (Lawson)	522 50 48 0100	\$49,543	\$0.00	<b>\$49,543.00</b>
Station 8 siding (Lawson)	594 22 62 0670	\$45,000	\$0.00	<b>\$45,000.00</b>

**Date:** 6/6/2026

**Subject:** Battalion Chief 13 Report

**Prepared By:** Justin Fletcher

<b>BC 13 Administrative Meetings</b>	<ul style="list-style-type: none"> <li>• Daily Shift meetings</li> <li>• Visit each station and collaborate with crews at least once per tour</li> <li>• Deputy Chief Interviews</li> <li>• May BOC Meeting</li> </ul>
<b>BC 13 911 Responses</b>	<ul style="list-style-type: none"> <li>• Responded to 29 incidents in May                             <ul style="list-style-type: none"> <li>○ Several Cardiac Arrests</li> <li>○ Fire in Salvage Yard</li> <li>○ Vessel in Distress in Windstorm</li> </ul> </li> <li>• 5/21 DC Shift Coverage</li> </ul>
<b>Continuing Education/ Training</b>	<ul style="list-style-type: none"> <li>• Shift level training (C Shift completed 369.25 hours of training)</li> </ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Callbacks for all staffing needs</li> <li>• Scheduling maintenance, repairs and new apparatus builds</li> </ul>
<b>Shift Programs</b>	<ul style="list-style-type: none"> <li>• See Apparatus Report</li> </ul>

<b>Program</b>	<b>Program Manager</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
Marine Program	Dalrymple	\$36,030.00	\$6,598.88	\$29,431.12
Apparatus Maintenance	Fletcher	\$260,453.00	\$80,592.11	\$179,860.89
Ladders	Parker	\$500.00	\$-	\$500.00

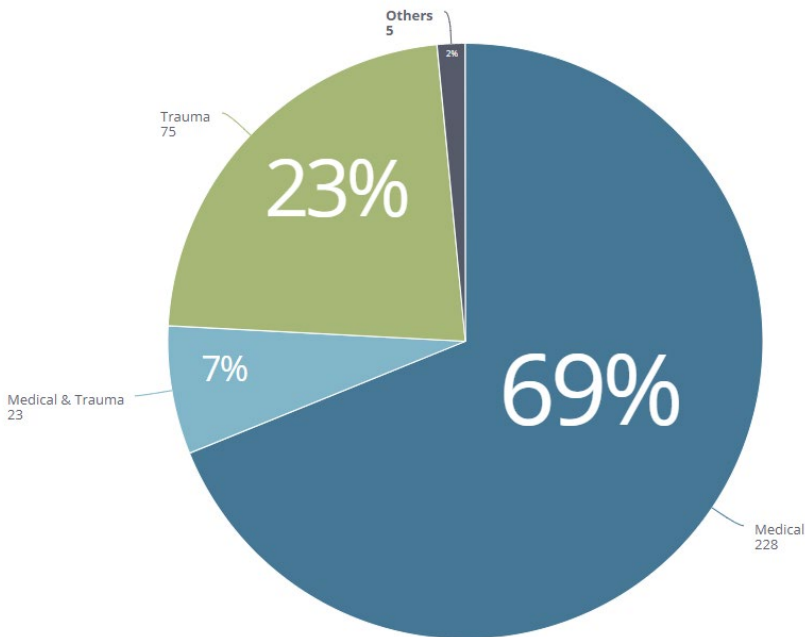
# May MSO BOC Report

June 1, 2026

Submitted by: Tammy Ridgway

## EMS Calls

- **329 Patient Care Reports**
- **5 Cardiac Arrests 3 with ROSC and 2 have returned home**
- **0 STEMI**
- **6 Medivacs**



## Monthly Overview

- **Leave at home naloxone:** 2 leave at home kits were handed out.
- **CPR:** 1 CPR class for The Quimper Village neighborhood with 12 people in attendance. Sidewalk CPR at the farmers Market with 80+ contacts made.
- **School Events:** CTE meetings with both CHS and PTHS, Station 1 tour for PTHS A&P class with 30 students.
- **Meeting Highlights:** Resuscitation Academy, EMS Council, NWREMS and JHC, CARES meeting with Dr. Mattern.
- **EMS Training:** EMS Connect, Base Station, PM Johnson taught volunteer EMS drill, EMS Connect live.
- **EMR Class:** EMR class is completed with all 3 students now certified.
- **Other:** Continue working on donation of AED for LE. Participated in volunteer coordinator interviews.



<b>TITLE</b>	<b>BARS #</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
EMS Medications	522 72 31 015-1	\$60,000.00	\$911.92	\$65,637.49
EMS Supplies	522 72 31 010-1	\$92,575.00	\$10,847.55	\$50,156.32
EMS Equipment	522 72 35010-1	\$99,575.00	\$459.90	\$83,426.74
CPR Training Supplies	522 74 45 010-1	\$4,000		
EMS Training/Conferences	522 74 45 020-1	\$20,000.00		\$19,289.00
Required EMS Training	522 74 45 040-1	\$12,500.00	\$586.93	\$9,731.27
DOH EMS Participation Grant	344 04 90 005-1	\$778.00		



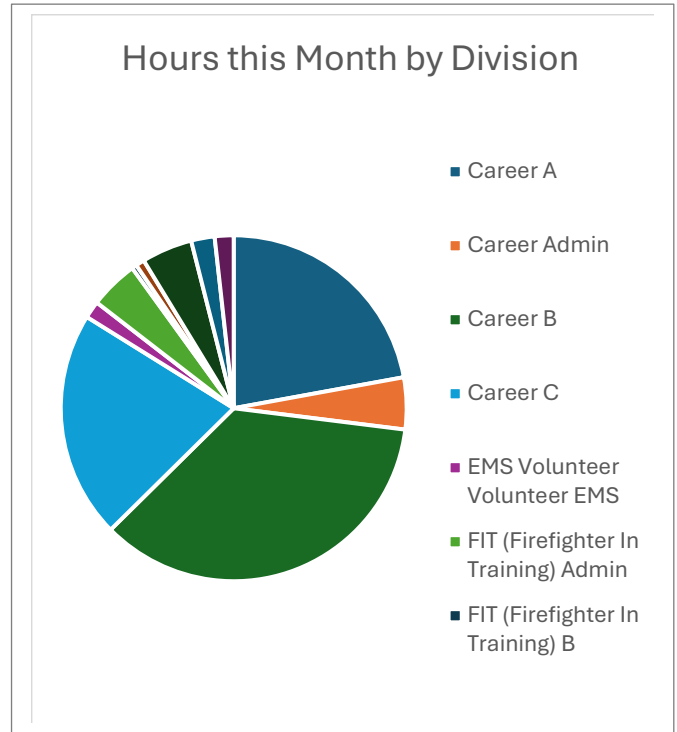
**May Training Captain Report**  
**June 3rd, 2026**  
**Submitted by: Captain Trevor Bergen**

**Overview Training Hours:**

- **May total hours: 1,744 Hours**
- **Total Hours for 2026: 8,411 Hours**
- **2026 WSRB Training Hours: 4,920 Hours**

**Overview:**

- **Rescue Systems One:** Four-day class with multiple agencies from around the region. Instruction from internal and external instructors. The class feedback was great with the opportunity to optimize hands on experience.
- **Tree Climbing Rescue:** With a recent uptick in patients in trees over the last couple years. EJFR purchased new tree climbing equipment and held a class taught by local rope expert on how to climb trees and set up rope systems and safely lower victims to the ground.
- **DNR Wildland Summit:** Lt. Sanders and I spent the day in Forks at the summit. Learned about the DNR specific process to obtain credentialing, obtaining resources during events, and weather outlook for the season. It looks like a dry winter is going to bring an early wildland season.
- **Upcoming Schedule-October 6-8-** NASBLA Operator class, **12-15 PNW Conference**  
**November/December-** 2026 Chief Stanton Cooke



TITLE	BARS #	Budget	Spent	Remaining
TRAINING EQUIPMENT ST/ME	522 45 35 010-0	\$ 22,000.00	\$2,449.78	\$ 19,550.22
TRAINING TOWER REPAIRS/MAIN FROM MEMBER FEES	522 45 40 002-0	\$ 14,000.00	\$	\$14,000.00
TRAINING CONFERENCES - CAREER	522 45 40 010-0	\$ 10,000.00	\$	\$ 10,000.00
TRAINING CLASSES - CAREER	522 45 40 050-0	\$ 50,000.00	\$13,042	\$ 36958.00
TRAINING REGISTRATIONS - VOLUNTEER	522 45 40 060-0	\$ 1,950.00	\$960.57	\$ 989.43
TRAINING DUES, SUBSCRIPT/MEMBERSHIP	522 45 49 010-0	\$ 21,500.00	\$1,125.00	\$ 20,375.00
MISCELLANEOUS	522 45 49 020-0	\$ 1,500.00	\$64.66	\$ 1,435.34
VOL EMT TRAINING	522 74 45 025-0	\$ 10,000.00	\$776.00	\$9,224.00
KCFTA FIRE ACADEMY - FIT'S	OT-Training	\$ 50,000.00	\$	\$50,000.00
OVERTIME OT - TRAINING (60/40)	OT-Training	\$ 40,648.00	\$28,684.85	\$ 11,963.00



**Tree Climbing class Lt. Sanders awaiting rescue**



**Tree Climbing class rescue in progress**



**Dr. Ashby speaking during Spring Conference**



**Rescue Systems One Multi-Company Scenario**

Overview

- During the March 2024 BOC meeting the board approved the following financing option moving forward with apparatus purchases

<b>Equip. For Financing</b>	<b>Est. Total Cost</b>	<b>Updated Costs as of 10/2024</b>	<b>Estimates as of 2/2026</b>	<b>Est Delivery Date</b>
2 Fire Engines	\$2,285,000	\$2,190,219	\$2,220,352	Mid Inspection 6/8 Final Inspection 7/7 Expected in July '26
Brush Truck	\$175,000	\$210,000	\$208,801	In Service Aug '25
Ambulance	\$275,000	\$350,000	\$321,268	Delivered Feb 16th '26
Ambulance Remount		\$185,000	\$214,958	In Service Dec 26 '25
Rescue	\$250,000	postponed	n/a	n/a
	<b>\$2,985,000</b>	<b>\$2,935,219</b>	<b>\$2,963,780</b>	

New Apparatus Updates

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

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

- Pre-construction meeting was completed Aug 26<sup>th</sup>-29<sup>th</sup> and the members that flew back to participate included Chief Black, BC Fletcher, LT Kauzlarich, LT Morris, FF Kinney and FF Richter.
  - Due to the recent availability of the current generation of motors for the engines we have signed another change order to go with the “L9” motor vs the “X10”. The horsepower and torque outputs are near identical and the savings that will be received are \$80,257.00 per engine or overall savings of \$160,514. A change order was signed on 11/8/24 confirming the price reduction.
  - The new work order stated there was still an 800 day expectancy to receive our engines however, the dealer is optimistic that it will be significantly less time.
  - Engine committee has completed the needs list for the new apparatus to total approximately \$225,000. This amount has been added to the ‘25 budget for purchase.
  - While Spartan was reviewing the specs it was discovered that not all of the equipment was added in for the new radio system and a \$1,208.00 change order was signed per engine to allow proper completion.
  - Signed a change order on 12/5/25 after an engineering meeting with Spartan to clarify somethings and to change some things to be more practical based of recommendations given by Spartan.
  - Spoke with the dealer and we are expected to complete a mid-inspection the week of June 7<sup>th</sup> and have a final inspection on the week of July 8<sup>th</sup>.
- Station 5 Engine/Tender
    - Discussions have been taking place on how to build our tender capacity back to five tenders and to also potentially replace the aging engine at Station 5.
    - Station 5 has some limitations due to height of the doors as well as depth of the bay that limit our build options. The idea is a single axle tender with approximately 2,000 gallons of water but still has a pump and equipment on it that would meet the WSRB requirements of an interior firefighting capable apparatus.
    - After searching for dealers that would be able to create a small engine/tender combination Fouts was selected as the best choice.
    - True North issued a estimated cost of such vehicle being approximately \$600,000 and the board was asked to approve up to \$725,000 for the total cost to include build cost, tax, delivery and purchase of equipment that would be put onto the vehicle.
    - A prebuild spec meeting was held with FF Kinney, FF Richter, BC Fletcher, True North and Fouts Fire to finalize some details of the build. This meeting was to get

us the most accurate cost of build and for Fouts to develop an accurate written and drawn spec.

- **Update-** A contract was signed with True North and Fouts Fire on 5/21/26
  - **Update-** On 5/26 True North followed up on a question that was asked several times regarding weight of the unit overall. They submitted to us a weight slip for a completed unit with water in it. The weight on the rear axle was 23,940lbs. WSDOT in RCW 46.44.190 states that a single axle can weigh no more than 24,000lbs without requesting an exemption from WSDOT. We had informed the dealer several times that we would not be signing an exemption for this apparatus and after they reviewed the RCW they stated they had a misunderstanding of how the law read. They owned up to the mistake, and three potential options were discussed. 1) Void the contract and then EJFR begins a new search for a vehicle that would meet our needs. 2) Request an exemption for the vehicle that we have spec'd. 3) Decrease the amount of water on the vehicle through the build process to get us to a weight that would not exceed the weight limits as specified by the RCW with the vehicle fully outfitted. Currently we are investigating further into the issue and have identified issues with each option. Currently a decision has not been made yet.
- **Additional Items**
    - While researching the weight issue with the new engine/tender build it was discovered that EJFR's current ladder truck is overweight per the same RCW 46.44.190, which states that the weight on a tandem axle can be no more than 43,000lbs. Our ladder weighs close to 49,000lbs. An exemption was submitted to WSDOT and granted to us. With the exemption WSDOT sent a list of maximum load limits of bridges in the area and we have identified several bridges that we will no longer be able to traverse with the given weight of our ladder. A plan has been developed with the Chiefs, and we are awaiting additional information.
    - A spec for an ambulance remount has been submitted to us from Braun NW and we are waiting on members to complete further review of the spec before submitting it back to Braun for pricing.



## DIRECTOR'S REPORT

May 28, 2026

### ❖ Projects:

- Jeffcom and Pencom continue jointly investigating **cloud-based CAD** systems in hopes of replacing onsite equipment with hosted solutions. The City of Port Angeles issued for Pencom, with Jeffcom as a participating agency, a basic RFI hoping to start supplier conversations that will lead toward finalizing our requirements to procure, jointly or separately, a new CAD system. Pencom received five responses proposing four CAD systems: FSH-PSP, 365Labs, Mark43 and ProPhoenix. Pencom and Jeffcom staff are reviewing the responses. We will then work with agencies in both counties to schedule demonstrations and discussions with the responding vendors.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring. Most recently we reviewed a proposal (based on national contract pricing) for an 11-GHz microwave system that would be installed over the top of our current microwave system, which would later be decommissioned. This project would be built and funded separately from the simulcast-system refresh. In short, the project is estimated in today's dollars at around \$150,000 for each of four microwave links, totaling around \$700,000 including services and tax.
- IT continues to work on implementing badge-based **multi-factor authentication** as required by federal and state changes to CJIS security requirements. The first unit is being tested and problems worked through before wider deployment.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own connections, and the proposed tertiary use of Starlink is still pending.
- **Maynard Tower leasing:** The NOAA lease agreement to add them to the tower is through legal review by our attorney and pending execution. We expect them to move ahead with the agreement in the next couple of weeks and to start construction this summer, which will require some work by IT to deconflict with existing equipment in our shelter.
- **Port Townsend Tower leasing:** We executed both a lease agreement with AT&T and an amendment to our existing site license with EJFR to provide the interior equipment space and utility and generator electrical service both to pass through to AT&T and for Jeffcom's own future radio receive site. AT&T began



construction on May 11. IT has been overseeing construction to ensure coordination with EJFR and with infrastructure on the tower belonging to Jeffcom and to DEM.

- Jeffcom and Pencom continue working on joint procurement for **updating emergency medical dispatching** guidebooks from APCO, though administrative focus is currently on more timely projects.

#### ❖ **Budgetary Items:**

- IT has applied for the additional year's **cybersecurity grant** funding that became available and given indication we will likely have multiple projects funded this year due to IT's ability to implement projects quickly. In addition to the previously funded \$44,251 project for a commercial Security Information and Event Management (SIEM) capable of aggregating and correlating logs to identify and alert us to potential threats to our infrastructure, award(s) are expected to fund replacement of our firewalls and switches.
- **Current staffing** remains at ten full-time, fully trained communications staff including one supervisor plus three part-time communications officers filling some shifts.
- We are treating the **third shift** (1000-2000) as minimum staffing that must be filled on overtime Monday through Saturday from May 1 through the busy summer season, though it is filled most days by the communications supervisor and/or communications officer assigned to law-enforcement records.
- **Recruiting:** We will interview candidates next week for an anticipated July start date of our next communications officer trainee.
- **CBA** implementation steps remain:
  - ◆ Jeffcom-Teamsters LOA correcting a typo in a currently unused wage step
  - ◆ Development of policy on consecutive-day work shifts
  - ◆ Development of policy on shift-change timing
- **Law-enforcement Records MOUs** have been terminated by JCSO and PTPD effective June 30, but the work may transition to another Pencom earlier. A senior communications officer will continue working primarily on records as long as Jeffcom has the responsibility on a weekday 4/10 schedule to cover more of the operating days of the court system.

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

- **April communications-staff overtime** was 294.75 hours among ten fulltime communications staff, including 8 hours of scheduled overtime every second week for those working 12-hour shifts (March's was 226.25; February's 217, January's 206.5).
- **Found Therapy** Services continued sit-in appointments with all shifts. Our therapist has relocated out of the area but returns monthly.

**❖ External Relationships:**

- A **User Group** meeting was held May 12 and attended by representatives from EJFR and JCSO only. We discussed mapping improvements, CAD issues, the CAD RFI, radio testing, mobile use of Starlink, handling complaint calls and other issues.
- Investigation and procurement of **replacement call handling equipment** has become an external issue rather than a Jeffcom project, with the state preparing an RFP for a statewide system. IT is participating in development of the draft RFP and potentially the evaluation of submitted proposals. Jeffcom's hope is to join the new system once it is available, and our primary desire is that we will have the option to utilize a cloud-based system to which we can connect via a variety of fiber and satellite internet providers rather than being reliant only on two fiber-based services that have proven vulnerabilities.

**CFS and Call Data: January 1 through May 22, 2026**

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	2177	2174
QFR	226	201
BFD	209	242
DBVFR	54	38
<b>Total</b>	<b>2666</b>	<b>2655</b>

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	5277	5423
PTPD	3498	3345
<b>Total</b>	<b>8775</b>	<b>8768</b>

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	5967	99.55	n/a
11-15 sec	21	99.90	90%
16-20 sec	5	99.98	95%
21-40 sec	1	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
<b>Total</b>	<b>5994</b>		

- **911 Call Averages**

Metric	YTD Average
Ring time	2.60 sec
Hold time	1.32 sec
Talk time	117.70 sec

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

Metric	YTD
Number of outgoing calls	3255
Number of incoming calls	6877
0-10 sec pick-up time	99.52%
Average ring time	2.92 sec
Average hold time	4.74 sec
Average talk time	99.80 sec



**Jeffcom 911 Board Meeting**  
Hybrid In-person and Virtual Meeting

**April 23, 2026**

**Members Present**

Jamie Aumock, JCSO Alternate  
Bret Black, Fire Chiefs Association  
Greg Brotherton, Jefferson County Commissioner  
Steve Craig, Fire Commissioners Assoc Alternate  
Art Frank, Fire Commissioners Association  
Tim McKern, Vice-Chair, Fire Chiefs Assoc Alternate  
Thomas Olson, City of PT Chief  
Andy Pernsteiner, Chair, JCSO Sheriff  
Josh Peters, Jefferson County Alternate

**Other Attendees**

Rich DePas, Jeffcom IT Systems Manager  
Lisa Johnson-Burkhard, Finance Manager  
and Clerk of the Board  
Matt Stewart, Director

**Members/Alternate Members Absent or excused:**

John Mauro, City of PT Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:00 a.m.
- II. **Roll Call** – Chair Pernsteiner called the roll of attendance
- III. **Public Comment** – None received.
- IV. **Agenda – Approval** – Chair Pernsteiner removed from New Business items A (public records policies and costs) and C (discussion with Jefferson County Facilities staff regarding facility needs), to be help for discussion in future meetings. He also added under the same section an executive session under RCW 42.30.110(1)(g) to review the performance of a public employee.  
  
Chief McKern made a motion to approve the agenda as amended. Commissioner Craig seconded, and the amended agenda was approved unanimously.
- V. **Approval of minutes:**
  - A. Board Meeting Minutes for March 26, 2026

Commissioner Brotherton made a motion to approve the minutes as presented. Chief McKern and the minutes were approved unanimously.

**VI. Approval of Accounts-Payable batches**

A. March 25, 2026	49,955.06
B. April 02, 2026	112,576.06
C. April 17, 2026	39,131.07

Chief McKern made a motion to approve the payables as presented. Commissioner Craig seconded, and the payments were approved unanimously.

**VII. Approval of Treasurer’s Report – Bank Reconciliations and Fund Balances, Warrant registers’ activity for March 1 through March 31, 2026**

- A. Chair Pernsteiner had some questions on the red line notation on the FFSL Bank reconciliation. Matt Stewart explained that the bank erroneously processed a duplicate March 20 payroll-draw ACH batch after we had canceled it. The bank reversed the duplicate payments, but the transactions overstated the deposits and the withdrawals on the statement. The red notes were Lisa describing what the actual amounts were.
- B. Lisa attended remotely while home sick so asked Matt to highlight that we had established a new General Fund LGIP account reserve as required by the terms of our ILA, which is 10% of our General Operations Budget (of \$3,584,586.52) and 5% of our capital budget (which is zero for 2026), for a beginning balance of \$358,458.65).
- C. Chair Pernsteiner commented that we looked on track with everything, and that he was amazed to see how close wages and benefits are tracking 1-1/2% underbudget given the unknown specifics of the CBA. Matt stated that reduced optional overtime, and third shift scheduling on an elective basis for part timers. And we had even paid the bulk of our longevity bonuses early in the year. We may not be able to maintain eliminating third shift 10-20 as the summer months historically are busier, especially on Saturdays.

Chief McKern made a motion to approve the Treasurers report as presented. Commissioner Brotherton seconded, and the Treasurers Report was approved unanimously.

**D. Treasurer's Report Fund Balances and Bank Reconciliations**

i. **Fund Balance as of 03/31/2026** **\$1,439,046.50**

**E. Warrant Registers' Activity**

i. **Account 670 – 1st Security** **\$ 484.60**

a) \$ 484.60 Withdrawal/Transfer to Gen Operations

ii. **Account 671 – 1st Security** **\$ 901,348.31**

b) \$ 41,711.66 Claims (Bills) paid

c) \$ 1,178.00 Payroll Benefits Paid

d) \$ 500,000.00 Withdrawal/Transfer to FFSL

e) \$ 358,458.65 Withdrawal/Transfer to Gen Fund LGIP

iii. **Account 3 – First Federal Savings** **\$ 357,589.65**

a) \$ 161,809.59 Claims (Bills) paid

b) \$ 195,780.06 Payroll/Benefits paid

iv. **Account 672 – Capital Cash Account** **\$ 1,624.44**

a) \$ 1,624.44 Withdrawal/Transfer to Capital Investment LGIP  
interest bearing account

v. **Account 673 – LGIP Capital Investment** **\$ 2,134.08**

a) \$ 2,134.08 Withdrawal/Transfer to Capital Cash non-interest  
bearing account

**Total Monthly Activity \$ 1,263,181.08**

(Acct Transfers total \$862,217.17)

(Disbursements total \$404,479.31)

**VIII. Financial Report:** Lisa Johnson-Burkhard submitted the attached written report.

**IX. Director's Report:** Matt Stewart highlighted some items from the attached written report.

A. The Scheduled CAD upgrade introduced some new problems for our users: the older FD iPads (10-12 years old) no longer work; our automated system to alert the Naval Fire Dept failed and programming is working on it; Law enforcement mobile has slowed down; Overall the CAD upgrade went well and Tyler had scheduled extra staffing to accommodate us, and most reported issues were assigned to support and resolved quickly.

- B. AT&T potential lease of our tower at Station 1 continues. They no longer are going to install a new tower at their expense. They will need to access utility and generator power from EJFR as well as interior space. We need to amend our terms with EJFR to include these items. Our attorney is reviewing the lease as well as the amended EJFR agreement. Chief Black concurred that this is progressive with no foreseen complications. Commissioner Craig asked about their peak needs and requirements for the generator and backup capacity. He asked about AT&T wanting to put a temporary antenna on the building and how they would perform a required safety analysis. Matt said there will not be any need for the temporary installation as they will install directly on our tower. Matt hopes to bring these lease agreements to the board next month as well as the NOAA lease at Maynard.

**X. Old Business**

- A. Update on termination of JCSO and PTPD MOUs for contracted records services
  - i. Chair Pernsteiner said the MOU expires June 30; working on the contract details with Clallam County and is in legal review.
- B. Update on Uptown Port Townsend tower and AT&T negotiations was discussed during the director's report

**XI. New Business –**

- A. Update on Jeffcom's expansion, pursuing size and costs estimates
  - i. Matt reached out to the architect that's been working with the Jefferson County bonding agent, and we are waiting on them to review our needs and to prepare some cost estimates.
  - ii. Andy had had discussions with pertinent partners regarding a possible Jefferson County Law and Justice Center to be located on six blocks in the business park behind Goodwill. There had been previous discussions of the same.
- B. Chair Pernsteiner stated intent to move into executive session per RCW 42.30.110(1)(g) to review the performance of a public employee for 20 minutes.
  - Beginning at 9:34 am for 20 minutes, ending at 9:54 am.
  - Extended at 9:55 am for 5 minutes to 10:00 am.
  - Extended at 10:00 am for 10 minutes
  - No decisions were made.

**XII. Suggestions for next or future agenda, regular meeting and/or executive session.**

- A. Public records policies and costs

B. Discussion with Jefferson County Facilities staff regarding facility needs

**XIII. Good of the Order**

**XIV. Adjourned at 10:15**

**Next meeting: May 28, 2026, at Fire Station 6 in Chimacum**

**9:00 am – 11:00 am**

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Jeffcom Administrative Board Member

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Jeffcom Administrative Board Member

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Date

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Date

# DEM Organizational Structure Potential Changes

**DRAFT**

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### **Problem Statement**

The Jefferson County Department of Emergency Management (DEM) is responsible for emergency management services for all of Jefferson County, including within the City of Port Townsend. DEM conducts disaster preparedness education and outreach to the community, maintains readiness of the Emergency Operations Center (EOC); writes and updates disaster plans, including the Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Plan (HMP); manages a cadre of disaster response volunteers; and broadly supports disaster preparedness, response, and recovery.

DEM has long been under-resourced to support such a broad mission, relying extensively on its volunteers and tenuous federal grant funding. As climate change increases the frequency and severity of disasters, federal disaster support remains in flux, and demand and awareness from the general public and partners for disaster preparedness activities heightens, the department is seeking ways in which to increase coordination and improve capacity.

By reimagining the governance, organizational, and funding structures of DEM, we hope to build a system in which public safety stakeholders can identify needs (what we want to do); identify resource and funding gaps; determine ways to fill those gaps; and finally develop a path forward to build disaster preparedness, response, and resilience capacity through collaboration and unified effort.

## ***Options for DEM Support and/or Reconfiguration***

### ***Option 1 - Status Quo***

DEM's current annual budget of \$247K is funded primarily through the county's General Fund (GF), with about 15 to 20% funded through two annual grants from the Federal Emergency Management Agency (FEMA). DEM staff consists of 2.8 FTE: one full-time Director, one full-time Program Coordinator (responsible for volunteer management and grants/finance), and two part-time clerk hires (limited to 69 hours/month). Each clerk hire is fully grant-funded; one works as a Public Information Officer, supporting DEM's education and outreach, and the other as a Planning Coordinator, working to improve the EOC's Planning Section and facilitating the Local Emergency Planning Committee hazardous materials review board.

Pros: Continuing with this model would require no additional financial support from public safety partners. DEM would continue with its work as it has historically, relying extensively on volunteer support, with a need to carefully triage projects and focus areas with limited resources. Despite lack of resources, DEM has traditionally exhibited an ability to "do more with less" and would continue to do so, even though the need to do more has continued to increase.

Cons: DEM's volunteer network, while also one of its major strengths, constitutes a major weakness, as volunteer support can often be tenuous. Many of DEM's volunteers are retirees whose overall reliability and commitment to day-to-day organizational work vary greatly. The county is currently experiencing a deficit in its GF budget, and although DEM is the smallest county department with a relatively small budget, further cuts may be necessary. Federal funding to support DEM's two clerk hires and DEM's outreach program are not guaranteed year to year.

### ***Option 2 - Emergency Management Advisory Council***

Many communities have established a council or committee to provide overall direction, prioritization, and feedback to their emergency management department and the collection of public safety partners that form the Emergency Operations Center Organization. Establishing such a Council would give key partners a more direct input mechanism into DEM's activities and would allow for more holistic, community-wide planning as it relates to emergency management. Additionally, through participation via an EM Council, partners could provide financial support to bolster DEM's capabilities based on priorities agreed upon by the group. One such example being additional staff to support interagency coordination and planning, or direct support for Emergency Operations Center readiness.

Pros: More direct participation, feedback, and decision making around emergency management activities. Potential for increased financial support and capability for DEM, with the

cost burden shared amongst partners. Would only require new/updated ILAs with partners interested in participating on Council.

Cons: Yet another committee. Many potential partners/committee-members are experiencing their own financial difficulties. Does not immediately or inherently bolster DEM's resourcing or capacity.

### *Option 3 - Emergency Management Board (i.e., independent governance structure)*

Many communities have established a governance structure—related to but independent of the county government—to provide overall direction, prioritization, and feedback to and management of their emergency management department and the collection of public safety partners that form the Emergency Operations Center Organization. Establishing such a Board would give key partners a more direct role to govern DEM's activities and would allow for more holistic, community-wide planning as it relates to emergency management. Additionally, through participation via an EM Board, partners could provide financial support to bolster DEM's capabilities based on priorities agreed upon by the group, as well as financial, staffing, and/or in-kind support from member organizations. Potential seats in a governance Board for Jefferson County DEM include, but are not limited to, the following organizations: Jefferson County Board of County Commissioners, Jefferson County Public Health, Jefferson County Public Works, Jefferson County Sheriff's Office, City of Port Townsend City Council, City of Port Townsend Policy Department, Jefferson County Public Utility District No. 1 Commission, Port of Port Townsend Commission, Fire District representation for Commissioners and Chiefs (TBD), Jefferson County Hospital District No. 2 Commission.

Pros: More direct participation, feedback, and decision-making around emergency management activities. Increased "buy-in" through financial support and capability for DEM, with the cost burden shared amongst Board member organizations. Raises the possibility that a dedicated revenue stream for a new agency could be created, similar to how JeffCom is funded.

Cons: Yet another independent governance Board. Many potential partners/committee-members are experiencing their own financial difficulties. May be challenging to establish. Moves direct decision-making away from Jefferson County itself. Implies the need to establish capabilities for a new agency—such as HR, financial management, etc.—similar to when JeffCom was created years ago.

### *Option 4 - DEM merger with JeffCom 911*

Like DEM, JeffCom 911 is a public safety agency that coordinates with key public safety partners in support of the community. DEM and JeffCom coordinate closely during EOC activations. As with the Advisory Council or Board concepts, many other communities have

partnered their 911 and EM functions under the same organizational umbrella. JeffCom has an existing Board which would then in turn provide direction to both the 911 dispatch and emergency management activities under the new organization, without the need for a new/additional governing body. JeffCom is already partially funded by an Interlocal Agreement (ILA) through the organizations it supports, all of whom are key DEM public safety partners (law enforcement, fire).

Pros: Leverage existing JeffCom Board and organization. Board can provide feedback and prioritization similar to Council without the need to create a new organization. JeffCom's existing funding model can be used as a mechanism to provide additional resourcing to DEM, if desired. This move would allow DEM to focus primarily on its core emergency response functions and development of the EOC as an extension of JeffCom 911 dispatch services. JeffCom has in-house admin to support functions DEM staff must currently oversee, like grant and finance, freeing up capacity among existing staff.

Cons: County's support for DEM includes \$247K budget plus indirect support (i.e., "cost allocation" and "cost recovery") in facilities/information services support. Funding model for JeffCom would have to be revisited to account for DEM's inclusion and for equity among participating partners. Several ILAs would have to be reviewed and updated or rewritten. JeffCom's existing board structure may not adequately provide representation to DEM's existing stakeholders or key partners; JeffCom Board may consider adding an emergency management subcommittee or other model to include representation beyond JeffCom's five existing board members.

### ***Opportunities for Capacity Building***

DEM is mandated by Washington Administrative Code (WAC) and Revised Code of Washington (RCW) to maintain an active emergency management program and perform several other functions. Those requirements are as follows:

- WAC 118-30-040: Establish emergency management organization. Each political subdivision must establish an emergency management program and appoint a director. Per the WAC, "Emergency management program means a system that provides for management and coordination of prevention, protection, mitigation, response, and recovery activities for all hazards."
- RCW 38.52.070: Maintain program for alert and warning "notifying significant population segments of life safety information during an emergency." This includes the Nixle text alert system, maintaining "Alerting Authority" status under FEMA for access to Integrated Public Alert and Warning System (IPAWS) (under Public Law 114-143 amending the 2002 Homeland Security Act), and communication procedures outlined in the Comprehensive Emergency Management Plan (CEMP or EM Plan).
  - RCW also includes emergency authorities during declared disasters and requirements for Comprehensive Plan.

- WAC 118-30-060: Development of Comprehensive Emergency Management Plan. Each political subdivision must produce a Comprehensive Emergency Management Plan and submit an update to the state every five years. The plan must be tested by an exercise or EOC activation at least every five years. The full list of plan requirements is listed in the WAC. Our last CEMP update was approved by the state in February 2025.
- WAC 118-04: Registration of emergency workers and training mission numbers for emergency operations, including search and rescue operations. Facilitate claims and reimbursements outlined in chapter 38.52 of the RCW.
- WAC 118-09: To receive emergency management assistance funds, local jurisdictions must have a standalone emergency management department with a separate budget, at least one employee whose duties are at least half-time focused on emergency management programming, and must meet the CEMP requirements in 118-30-060.
- WAC 118-40: Establish a Local Emergency Planning Committee (LEPC) in compliance with the Emergency Planning and Community Right-to-Know Act of 1986 (synonymous with SARA Title III).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 through 5207: Update Hazard Mitigation Plan every five years for State and FEMA approval. Necessary for access to state and federal grant funding and disaster response reimbursement during federally declared emergencies.

In addition, DEM's other functions, essential to a robust emergency management program, the safety and well-being of the Jefferson County community, and the expectations of the stakeholders, include but are not limited to:

- Outreach and education, including regular informational presentations, training for volunteers and the general public, and All County Preparedness Day
- Plan development beyond the CEMP requirements outlined in WAC 118-30-060, such as development of a Comprehensive Evacuation Plan or Emergency Feeding Plan
- Training, development, and exercise to support the development of the Incident Management Team
- Management of an overarching volunteer program that includes Volunteer Emergency Communicators (VECOM), Neighborhood Preparedness (NPREP), Medical Reserve Corps (MRC), Community Emergency Response Teams (CERT), Disaster Air Response Team (DART), Help Equines, Livestock, and Pets (HELP), and the Grassroots Emergency Education Network (GREEN)
- Plan development assistance for community partners (Port Ludlow Village Council, Chimacum school district as recent examples)

Through additional staffing, financial resources, or in-kind support, DEM can build capacity to support several outstanding community needs that have been previously requested or identified by stakeholders, but have thus far not been able to be addressed. Some examples include:

- Planning support and capacity building for City of Port Townsend-specific emergency management issues. Additional staff resources could work directly with City staff and the

Port Townsend community to provide training for City staff, and build an emergency response structure and plan for the city.

- Climate change planning. A recent climate change summit for Jefferson County staff identified the need for a central coordinator to help convene stakeholders working on climate change resilience and to help coordinate work. DEM has historically only partially engaged in this work to focus on response issues. Additional staffing capacity would allow DEM to both engage further in climate change resilience work and potentially help lead/coordinate.
- Additional planning assistance for partner orgs. Many organizations require expertise and assistance performing organizational readiness assessments and continuity planning. Many other emergency management organizations/collectives, like the Clark County Regional Emergency Services Agency (CRESA), provide this service to stakeholder organizations.
- Additional training and development for Incident Management Team members. Many positions with the Jefferson County Emergency Operations Center are understaffed and/or are staffed by those with adequate training. Additional resourcing would allow DEM to improve capacity among IMT members, which would result in improved disaster response outcomes for the community.

### ***Integration with Related Resiliency Programs***

Several communities have recognized the dual importance of disaster readiness and response, and overall community resiliency. Community resilience includes a broad range of important work beyond basic disaster preparedness and emergency response activities, including but not limited to things like climate change preparedness and adaptation, food security, housing security, healthcare access, and community wildfire protection. Another consideration is whether DEM could be expanded or enhanced to integrate other local resiliency efforts into its overall mission, becoming an organizing and coordinating entity for efforts across multiple jurisdictions and departments. If a new governance structure is developed for DEM, this new mission (or missions) can be prioritized and resourced by participating agencies.

Snohomish County established the [Office of Recovery and Resilience](#) during the COVID-19 pandemic to coordinate recovery efforts, improve community engagement, and work alongside its Department of Emergency Management on issues relating to resilience.

There are other models elsewhere that could be inspiration for structure change here in Jefferson County. For example, there is the Disaster Relief Mobilization-Community Resiliency Model (DRM-CRM) used in Santa Cruz, California. The [Santa Cruz County Office of Response, Recovery, and Resilience](#) features a mission that includes emergency management, climate adaptation, and food resilience.

## *Climate Change*

One local consideration is whether DEM could be expanded or enhanced to integrate other local resiliency efforts, such as climate adaptation, food resilience, and the like, whether in conjunction with the joint Climate Action Committee (CAC) or as the principal staff support for CAC. One outcome of Jefferson County's recent climate summit was the recognition of a need for a principal coordinator of climate change work, both within county government and among the broader community.

By adding additional capacity and rethinking DEM's overall mission, a coordinator within the new office could have bring community stakeholders together to synchronize climate change work, either by transforming the CAC into a new entity featuring stronger partnerships, or be serving as a dedicated coordinator for the existing joint venture.

## *Housing*

One often overlooked aspect of community resilience is affordable housing. Housing represents a major component of disaster recovery, as communities rebuild following a major disaster and families look to return home after being displaced from their homes. Prior to a disaster, many local agencies struggle to recruit and retain members of their workforce due to a lack of affordable housing in the area, and the rising cost of housing continues to contribute to homelessness. Additionally, studies have showed affordable housing is a key aspect of individual disaster preparedness; for example, renters are often less prepared for disasters than homeowners, as they have less resources and incentive to store supplies or make improvements to their living space. At its core, safe, affordable housing acts as a foundation of economic and social stability.

Similar to the issue of climate change, there have been calls for a coordinating entity to help facilitate conversations and guide collaborative work on the issue of affordable housing. This function could also live within a DEM office with an expanded focus and resources, guiding day to day work around issues relating to housing while also conducting planning and coordination around disaster response and recovery as it relates to damage assessment, debris management, and other housing-related disaster response issues.

## *Food Security*

Finally, food security is another issue that is being worked on by a loose conglomeration of various groups, including the CAC, Local 20/20, Jefferson County Food Bank, WSU Extension, and others. DEM has worked with these groups specifically on the issue of emergency food response and distribution, but more work remains on developing a holistic plan for food security on the Peninsula.



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 4<sup>th</sup> 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. <a href="#">Efforts are ongoing with some program management reorganization.</a>
Agency Partnerships	Ongoing	1/1/26	Perpetual	At various levels, staff and commissioners integrate with partners such as WSRB, WFCA, WFA, EMS Counsel, etc. <a href="#">Finalizing tax-exempt policy &amp; procedures. State mobilization roster has begun for the season.</a>
Enterprise Resource Management (ERM)	3-4 months	11/1/25		Establish priorities for optimization of our various digital interfaces, systems and training. Dr. Specer is lead. <a href="#">To be presented June July 2026 BOC.</a>
WSRB Assessment	3-4 months	10/1/26		Lead TBA
Pursue alternative funding for specialized programs	Ongoing	1/1/26	Perpetual	Includes funds for CARES, risk reduction, health and wellness. EJFR requested funds from KP



# FOCUS2026

Compassion Integrity Respect Teamwork Progressive

and training, (formerly SP 3.5)				HOA for new ALS manikin, 4/1/26. EJFR received \$8K. Applying for local grants (BHAC).
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## 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. <a href="#">In service in July.</a>
Power-cots, cardiac monitors and AED upgrades	1-4 months	1/1/26	5/31/26	MSO is working on this now. New cardiac monitors in service, 4/1/26. Trouble shooting some final details and surplus obsolete equipment. <a href="#">Completed.</a>
Emergency Medical Responder (EMR) course	3-4 months	2/1/25	4/1/26	MSO is in the planning phase, class is scheduled for 4/1/26. <a href="#">Completed.</a>
Analytics – DarkHorse and FirstDue	3-6 months	1/1/26		DFC and BC MacDonald are the leads. MacDonald is now the lead. <a href="#">Full implementation in July, 2026.</a>
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. <a href="#">Comparing the two quotes.</a>
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. <a href="#">Met 4/13/26.</a>
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 of 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. <a href="#">Completed.</a>
EJFR Disaster Procedures and Continuity of Operations	3-6 months			CRM and FC are the leads. <a href="#">DEM is hosting a full summit in June 2026. All County Preparedness Day is June 27.</a>



# FOCUS2026

Compassion Integrity Respect Teamwork Progressive

Install new Wildfire Danger Signs	1 week	5/3/26	5/8/26	New wildfire threat signs have been installed at four locations. <b>DONE!</b>
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## 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) <b>Completed.</b>
Boat Operator Training	1 month	10/26		TO is the lead (formerly under SP 3) <b>Basic orientation July 10. Advanced course in the fall</b>
Live Fire Training	1 day	3/31/26	3/31/26	TO is the lead (formerly under SP 3) <b>Completed</b>
Physicals and Health Screenings	1 month	6/10/26		Cray & Stewart are the leads, usually schedule in Q3. <b>July/August tentatively scheduled.</b>
Mental Health Resilience	Ongoing	<b>Q1 26</b>		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. <b>Equipment for Station 6 and Admin has arrived. Install pending.</b>
Station 6 & 8 Exterior Siding & Painting	<b>1-2 months</b>	<b>5/11/26</b>	6/10/26	BC Clouse is the lead. Working on both stations 6 and 8 simultaneously. <b>Completed.</b>
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. <b>Waiting for final from county. Interior is being finished.</b>
Energy Efficiency Upgrade	Ongoing	3/1/26	<b>4/30/26</b>	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. <b>Completed.</b>
Two new Engines	24 months	9/2024		BC Fletcher is the lead, TBD in Q3. Factory visit for App/Com , 6/26. <b>Arriving in July.</b>
Braun Ambulance	4 months	11/2025	4/1/26	BC Fletcher is the lead, being upfitted. In-service 4/1/26. <b>Completed.</b>
Extractor and FF PPE				DFC Brummel is the lead. <b>FIIRE project submission for SCBA cleaner.</b>



# FOCUS2026

Compassion Integrity Respect Teamwork Progressive

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 June 26. <a href="#">Station 2 was inspected 6/10/26.</a> <a href="#">Committee assignment pending.</a>
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# EAST JEFFERSON FIRE RESCUE

## POLICY

Title of Policy: Levy-Exempt Property – Fire Protection Agreements

Policy Number: 6013

Date of Implementation: 5/19/26

Replaces: New

Signature of Approval:

Date:

### SECTION 1.0 POLICY/PURPOSE

East Jefferson Fire Rescue (the District) is a fire protection district supported primarily through property taxes levied on taxable property within its boundaries. Certain entities — including government agencies, school districts, public utility districts, religious organizations, and non-profit organizations — are exempt from property taxes under Washington State law. Because these entities do not contribute to the District’s property tax base yet receive fire protection services, it is the policy of the District to identify all such entities and, where required by statute, ensure equitable contribution toward the cost of fire protection services.

### SECTION 2.0 SCOPE

The following statutes govern the District’s authority and obligations with respect to levy-exempt properties:

Statute	Description
<a href="#">RCW 52.30.020</a>	Municipal corporations operating within a fire district are required to contract with the district for fire protection services. School districts are addressed through a separate OSPI administrative process.
<a href="#">RCW 39.34</a>	Interlocal Cooperation Act — authorizes any two or more public agencies to enter into agreements for cooperative action. Provides the legal mechanism for Interlocal Agreements (ILAs) with exempt entities.
<a href="#">RCW 54.16.425</a>	Requires Public Utility Districts to pay a Broadband Payment in Lieu of Taxes (PILT) to Jefferson County, which distributes funds to taxing districts — including the District — by tax code area in proportion to levy rates.
<a href="#">RCW 84.36</a>	Exempts religious organizations and qualifying non-profit organizations from property tax. No statutory fire protection payment obligation applies to these entities.

### SECTION 3.0 POLICY STATEMENT

It is the policy of East Jefferson Fire Rescue to identify all levy-exempt entities operating within its service area, maintain current agreements or payment arrangements with those entities as required by applicable statute, and report the status of all such arrangements to the Board of Commissioners not less than every three years. All Interlocal Agreements with exempt entities require Board of Commissioners approval prior to execution.

### SECTION 4.0 RELATED SOG’S

- See following SOG’s: 6013a



# EAST JEFFERSON FIRE RESCUE

## Standard Operating Guidelines (SOG)

Number: 6013a

Levy-Exempt Property — Fire Protection Agreements

### SECTION 1.0 PURPOSE

- 1.1 To establish the administrative procedures for identifying levy-exempt entities, maintaining required fire protection agreements, and reporting to the Board of Commissioners.

### SECTION 2.0 PERIODIC REVIEW

- 2.1 The Finance Officer, in coordination with the Fire Chief, shall conduct periodic review of all tax-exempt entities within the District's service area not less than every three years, or upon any material change in the exempt entity landscape. This review shall include:
- Obtaining the current exempt parcel list from the Jefferson County Assessor's Office.
  - Identifying all parcels with structures or improvements that generate fire protection demand.
  - Confirming the status of all existing ILAs, contracts, annexation agreements, and payment arrangements.
  - Identifying any exempt entities not in compliance with applicable statutes.
  - Documenting findings in the periodic Exempt Property Status Report (see Section 5).

### SECTION 3.0 INTERLOCAL AGREEMENTS (ILA)

- 3.1 ILA payment terms shall be negotiated using one of the following approaches, documented in the agreement:
- Assessed value × levy rate — where a current county assessed value is available.
  - Cost-of-service — based on estimated annual cost to the District of providing fire protection to the facility.
  - Flat annual fee or rate — negotiated amount appropriate to the size and demand profile of the facility.

### SECTION 4.0 ENTITY-SPECIFIC PROCEDURES

- 4.1 **Municipal Corporations** (Port, State Parks, WSF/WSDOT, Jefferson Healthcare, Jefferson Transit). These entities are subject to mandatory contracting under [RCW 52.30.020](#). The Finance Officer shall confirm annually that a current, executed ILA is in place. Where no ILA exists, the Fire Chief shall initiate outreach to the entity.
- 4.2 **School Districts** (Chimacum SD #49, Port Townsend SD #50) School district fire protection payments are administered through OSPI's biennial budget apportionment process under [RCW 52.30.020](#). No separate ILA is required. The Finance Officer shall confirm receipt of the annual per-pupil distribution from OSPI and reconcile against expected enrollment-based amounts.
- 4.3 **City of Port Townsend** Fire protection services to the City are addressed through the existing Annexation Contract, which specifies service terms. The Finance Officer shall confirm periodically that the Annexation Contract remains current and that no amendments are required.
- 4.4 **Jefferson County PUD No. 1** The PUD operates under Title 54 RCW and is not subject to mandatory fire protection contracting under [RCW 52.30.020](#). The District receives a proportional share of the

Broadband PILT

paid by the PUD to Jefferson County under [RCW 54.16.425](#), distributed by the County Treasurer by tax code area. The Finance Officer shall confirm receipt of the annual PILT distribution and reconcile against the Jefferson County-PUD agreement.

**4.5 Jefferson County** Given the longstanding mutual aid and cooperative relationship between the District and Jefferson County, the District may enter into a Letter of Understanding (LOU) in lieu of a formal ILA to document the mutual services relationship. The LOU shall be reviewed and reaffirmed every three years. Any LOU requires Board of Commissioners approval.

**4.6 Religious Organizations and Non-Profit Organizations** Churches and qualifying non-profit organizations are exempt from property tax under [RCW 84.36](#) and carry no statutory fire protection payment obligation. No ILA or payment agreement is required or appropriate. These entities shall be noted in the annual status report for informational purposes only.

**SECTION 5.0 STATUS REPORT**

**5.1** The District shall present not less than every three years an Exempt Property Status Report to the Board of Commissioners. The report shall summarize:

- Current status of all exempt entities and existing agreements.
- OSPI per-pupil distributions received for the prior year.
- PUD Broadband PILT distributions received for the prior year.
- Any entities not in compliance with applicable statutes and recommended actions.
- Any agreements due for renewal or renegotiation in the coming year.

**SECTION 6.0 STATUS REPORT**

Policy 6013 - Levy-Exempt Property – Fire Protection Agreements

EFFECTIVE DATE: 5/19/26	REPLACES:	New
FIRE CHIEF:		

# EAST JEFFERSON FIRE RESCUE



## 2025 ANNUAL REPORT



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

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East Jefferson Fire Rescue serves the incorporated city of Port Townsend and the unincorporated Jefferson County communities of Cape George, Chimacum, Irondale, Kala Point, Marrowstone Island, Port Hadlock, Paradise Bay, Shine, Bridgehaven, Mats Mats, Swansonville, Beaver Valley, South Point, and Port Ludlow.

We respond to a wide variety of emergencies ranging from medical calls to motor vehicle accidents, water rescues, and structure fires.





# VISION

As a fire and emergency service industry leader, we are dedicated to the health and safety of our community while honoring our mission, values, and traditions.

We will support our workforce to maintain a healthy lifestyle, promoting opportunities for personal and professional growth.

We shall provide leadership locally, regionally, and nationally.

We will provide the best service possible within the fiscal opportunities available.

# VALUES

## Compassion

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

## Integrity

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

## Respect

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

## Teamwork

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

## Progressive

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

# FIRE CHIEF BRET BLACK

[bblack@ejfr.org](mailto:bblack@ejfr.org)



As our community grows, EJFR continues to adapt our services and the deployment of resources. It is vital to our continued success that we perpetually evaluate our resources while reducing emergent threats to our community.

In the final months of 2025, staff conducted a series of town hall meetings sharing our progress and continued challenges. One comment was clear and concise from the community; they value the responsiveness and high quality of EJFR's services. While providing exceptional and industry-leading emergency services, EJFR will continue to empower our people to innovate.

In the coming years we will be faced with increasing demand for services (increasing 911 call volume), as the [City & County's Comprehensive Plan](#) forecasts higher densities in designated areas of our fire district that will require further evolution of fire apparatus design and deployment strategies.

Our combination volunteer/career workforce recognizes the value of teamwork, planning, preparing, efficiency and, ultimately, service to the community. These forces have enabled East Jefferson Fire Rescue to be a model of excellence within the fire service community. Here at EJFR, we are more than the sum of our parts, wielding the ethos of **Service with Pride** at every level of the organization.

Many of our newest programs are not typical in rural fire departments; programs like Fire CARES, free smoke detector installations, home wildfire assessments and many more are all free yet provide the value-added service desired by our community.

As we look inward, 2026 will also see specific improvements in both vertical and lateral communication within the organization. New stakeholder committees, advisory groups and targeted communication will further improve how we align our collective efforts.

EJFR remains committed to our primary mission, protecting life and property while delivering compassionate service for our varied community.

# BOARD OF FIRE COMMISSIONERS

**Gene Carmody**

Fire District 3, 2001–2022  
EJFR District 1, 2023–2025

**Ed Davis**

Fire District 1, 1999–2006  
Fire District 3, 2011–2022  
EJFR District 1, 2023–2025

**David Seabrook**

EJFR District 2, 2018–2031

**Steve Craig**

EJFR District 3, 2021–2027

**Geoffrey Masci**

EJFR District 4, 2020–2029

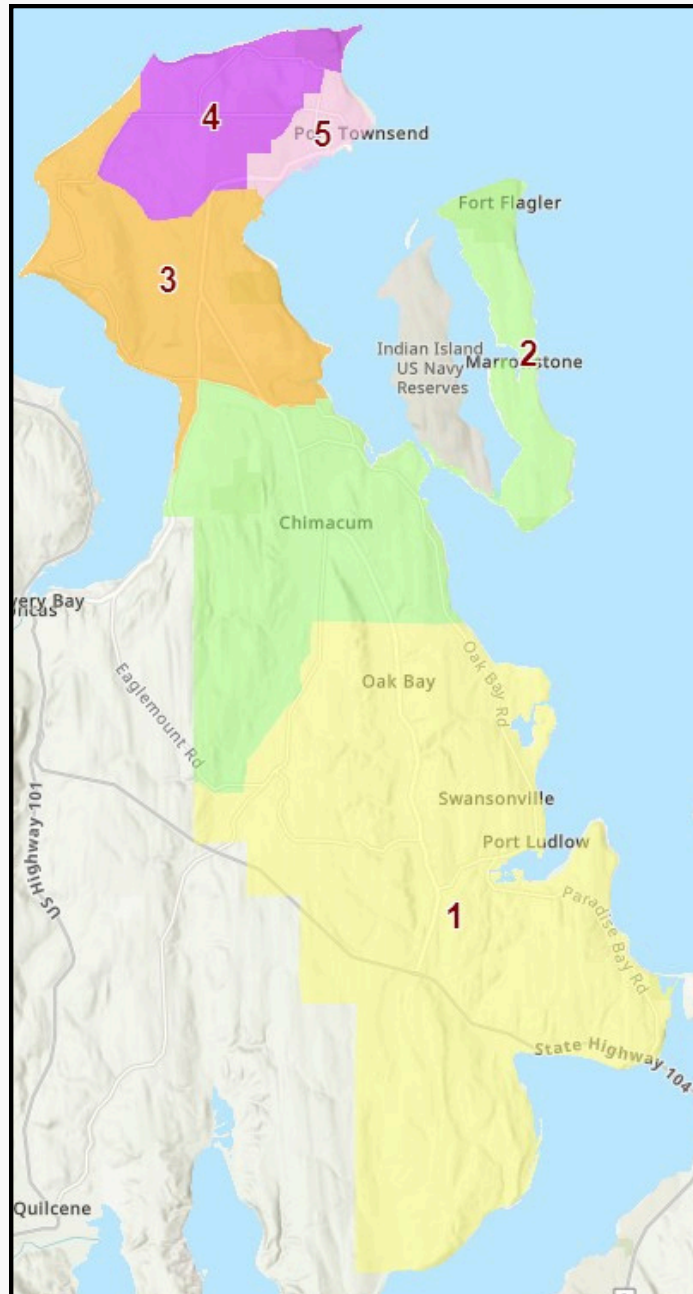
**Deborah Stinson**

EJFR District 5, 2020–2027

Fire Commissioners serve six-year terms, unless appointed to a vacated term.

In 2025, Commissioner Gene Carmody and Commissioner Ed Davis completed their terms. We thank them for their years of dedicated service to the community.

In November 2025, Commissioner Jeannie Price was elected to represent District 1 and began her term on January 1, 2026.



# 2025 ACCOMPLISHMENTS



## **Two members complete Medic One Paramedic program**

We continued to prioritize our advanced life support services by sending two firefighters to the Medic One paramedic training program at UW. During their training, they were sequestered for a year, residing on campus during their training and clinical internships.



## **Replacement of aging emergency vehicle fleet began**

EJFR's ambulances and other emergency vehicles accumulate a lot of road miles due to our remote and rural community. With a service area of 123 square miles, it's not uncommon for an ambulance to drive 100 miles for a round trip to the nearest appropriate hospital. In 2025, EJFR updated our fleet with one ambulance, a specialized wildfire truck, and new CARES unit.



## **Washington Survey and Ratings Bureau (WSRB) scores improve**

Ratings impact homeowners insurance costs. The rating in the city limits of Port Townsend was improved to a 4. In the unincorporated areas of Jefferson County the rating is a 5. Updated ratings are planned in 2026.



## **Community Risk Division Launches Home Wildfire Assessment Program**

This program provides specific recommendations to homeowners on how to mitigate the risk of wildfire impacting their home. Nearly 200 assessments were completed in the year.



## **More than 2,700 CARES Connections Made**

This award-winning program continues to be impactful to our community. Since its inception, CARES has made thousands of referrals and connections. The impact has been notable by keeping our aging community healthy and independent, while helping repeat 911 callers access resources that better meet their needs.



## **Cardiac Survival Rates Twice the National Average**

Over the last three years, Jefferson County has outperformed the national average for recovery from cardiac events due to quick and effective use of CPR.

Return of Spontaneous Circulation (ROSC) is the resumption of a sustained, perfusing heart rhythm and pulse after cardiac arrest. Key elements in the likelihood of survival for a cardiac arrest patient are recognition and 911 activation, early high-quality CPR, rapid defibrillation, advanced resuscitation & post arrest care, and long-term comprehensive support for survivors.

Nationally in 2025, only 10% of patients treated for cardiac arrest by Fire & EMS survived to hospital discharge. Slightly more, 14%, survive to hospital discharge in Washington State. In EJFR's response area, we continue to exceed national and state averages; 1 in 4 patients survive to hospital discharge, and nearly all of these survivors are neurologically normal. The likelihood of survival increases significantly with witnessed arrests, bystander CPR, and dispatcher-guided CPR. In 2025, citizen CPR was delivered to 64% of cardiac arrest patients that EJFR cared for.

# PERSONNEL

As a combination fire department, EJFR relies on both career and volunteer personnel to meet the needs of the agency. We are especially fortunate to have a tremendous membership working together to serve the community.

Total Members <b>120</b>	Career Firefighters, EMTs, and Paramedics <b>57</b>	Firefighters in Training <b>6</b>
Volunteers: FF/EMT, EMS, Support, & Admin <b>48</b>	Administrative Personnel <b>9</b>	Board of Fire Commissioners <b>6</b>

## 2025 Retirements, Promotions, and Hirings



**Lt Wicus McGuffey**  
Firefighter/EMT  
Retired June 2025



**Lt Scotty Pulido**  
Firefighter/Paramedic  
Promoted July 2025



**Mike Harte**  
Volunteer Coordinator  
Hired March 2025

# 2025 MEMBER ROSTER

A-Shift	B-Shift	C-Shift
BC Jason MacDonald	BC Justin Clouse	BC Justin Fletcher
Lt Gavin Rogers	Lt Wes Lueders	Lt Curt Kilgore
Lt Chris Kauzlarich	Lt Rodney Gregory	Lt Rick Martin
Lt Curtis Sanders	Lt Steve Grimm	Lt Zack Dean
Lt Alex Morris	Lt Reece Chambers	Lt Andy Dalrymple
Lt Scotty Pulido	Lt Caton White	Lt Ben Carver
PM Brennan Whiting	PM Peter Yeleca	PM Richard Spellman
PM Aarron Minker	PM Dan Wagner	PM Charlie Johnson
PM Christopher Rudnick	PM Adin Welander	PM Chad Holbrook
	PM Dan Severin	
FF Neil Secondez	FF Michael Kithcart	FF Andrew Heydon
FF Scott Walker	FF Jacob Kinney	FF Aaron Parker
FF Jesse Cordova	FF Gavin Williams	FF Matt Sheehan
FF Bobby Grimm	FF Jeffrey Fairbanks	FF Matt Kaldahl
FF Alex Sviridovich	FF Patrick Williams	FF Gage Richter
FF Michael Archuleta	FF Josh Boe	FF Curtis Beery
FF Christopher Wright	FF Ryan Floberg	FF Sarah Chapman
FF Brandon Jeske		FF Elijah Le
FF Naaman McGuffey		FF Aiden Wells
FIT Brice Barton	FIT Daniela Sanchez	FIT Blake Bentzen
<i>Roster as of December 2025</i>	FIT Andrew Harvey	FIT Cash Holmes

## Member Health and Wellness

As established in the strategic initiatives, EJFR continues to make progress in our health and safety for our members.

- Incident decontamination kits which include hood and glove exchange procedures, are available at scenes, allowing crews access to clean gear at an emergency.
- Critical incident stress counseling and prevention services have been expanded and the annual member physicals were expanded to include the OneTest, which screens for cancer markers in firefighters.

# 2025 MEMBER ROSTER

## Administration

Chief Bret Black  
 Deputy Chief Pete Brummel  
 Tanya Cray  
 Mike Harte  
 Chad Lawson  
 Roy Lirio  
 Erin Murray  
 Kindra Sanders  
 Emily Stewart  
 Robert Wittenberg

## Volunteers

Marilyn Berry  
 Kathryn Chapman  
 Ron Dawson  
 Cynthia Doolin  
 Patty Horvath  
 Keppie Kepplinger  
 Ted Krysinski  
 Erin Murray  
 Elijah Avery  
 Dahti Blanchard  
 John Gonnella

Matt Stewart  
 Elliot Stone  
 Brian Thomas  
 Madison Bowe  
 Brice Barton  
 John Anderson  
 Mike Harte  
 Chris Moore  
 Oliver Miller  
 John Bethel  
 Shenoa Snyder

## Training

Capt Trevor Bergen

Sandy Short  
 Emily Stewart  
 Vince Reichheld

Robert Coulter  
 Mary Flanaganmata  
 Paul Fleischman

## Medical Services Officer

MSO Tammy Ridgway

Tavi Gardner  
 Kyle Bazinet  
 Devon Buckham

Mike Force  
 Jeff Michelson  
 Robert Nathan

## Fire CARES

CARES Jeff Woods  
 CARES Aaron Wasson

Halie Corey  
 Pat Mc Nerthney  
 Dominic Montone

Al Smith  
 Mike Gleeson  
 Barry Luke

SAM  
 Jenni Glasco

Zoe Justis

*Roster as of December 2025*

Drew Wagner

## 2025 Member Awards

Chief Kier Award  
**FF/PM Charlie Johnson**

Mac Marriott Award  
**BC Jason MacDonald**

Chief's Award  
**Tanya Cray**

Career Member of the Year  
**FF/EMT Jacob Kinney**

Volunteer of the Year  
**Mike Force**

Firefighter in Training (FIT)  
 of the Year  
**Daniela Sanchez**

# FINANCIAL REPORT

**Ensuring service levels and community expectations align with our fiscal resources**

District expenditures increased by approximately \$1.6 million in 2025, while property tax revenue grew by just 2.3% – driven primarily by new development rather than rate increases. This reflects a long-term reality: the cost of emergency services rises faster than property tax revenue can keep pace.

<b>How is EJFR Funded?</b>	<b>2025</b>	<b>2024</b>
Property Taxes	\$14,304,334	\$13,987,345
EMS Transport Fees & GEMT	2,788,198	2,443,464
Grants	408,364	352,497
Investment Earnings	374,087	299,296
Local Program (Debt) Proceeds	455,514	-
Intergovernment & Other Revenues*	412,621	470,941

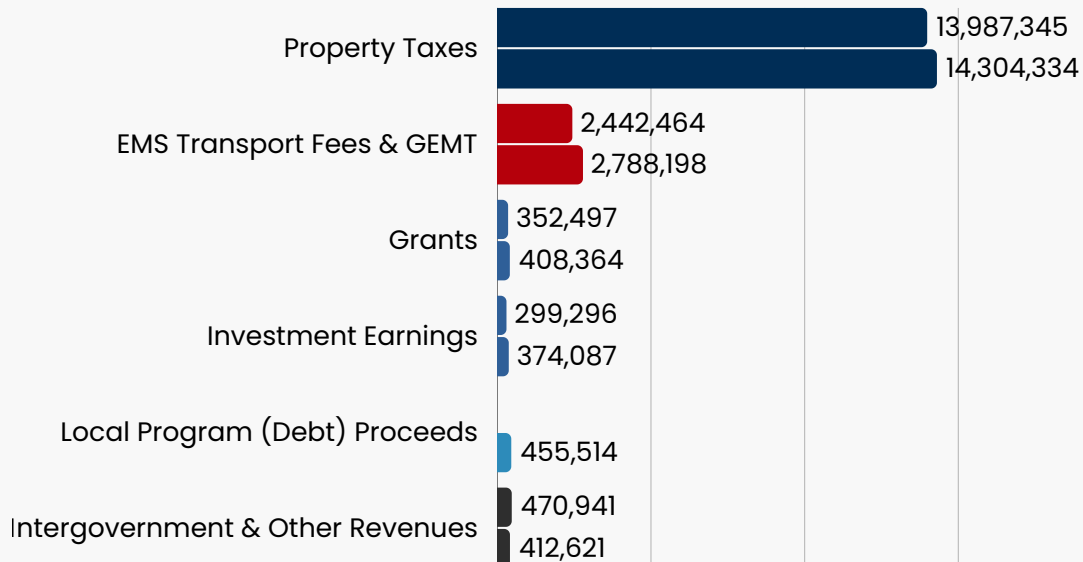
\* Includes Fire Control & EMS Agreement, leasehold excise tax, timber sales & excise tax, rental fees, burn permits, insurance recoveries, surplus equipment, and other miscellaneous income.

**18,743,118**      **\$17,533,542**

EJFR works to close these funding gaps by pursuing grants, transport fees, and other non-tax revenue, while keeping a tight rein on costs.

A long-range financial forecast guides this work, giving the District and the community the time needed to plan together for the future.

## Funding 2024 vs 2025



# FINANCIAL REPORT

<b>Expenditures (Fire and EMS)</b>	<b>2025</b>	<b>2024</b>
Legislative	\$204,591	\$245,884
Administration	1,915,264	1,925,757
Suppression	6,185,966	5,605,165
EMS Operations	6,498,626	5,715,476
Prevention*	28,374	12,375
Training	103,422	129,328
Facilities/Apparatus Maintenance	770,779	895,689
Capital Outlay	636,922	208,412
Debt Service & Long Term Leases	640,489	611,567
Capital Accounts & Reserve	1,100,000	1,485,000
	<hr/>	<hr/>
	18,084,434	16,834,654
	<hr/>	<hr/>
Less Transfers Out	(1,100,000)	(1,485,000)
	<hr/>	<hr/>
	<b>\$16,984,434</b>	<b>\$15,349,654</b>

\*Prevention staff salaries included in Administration.

The District drew \$451,000 from its existing \$2.985 million Washington State Local Program debt facility to finance a new brush truck and remounting an ambulance chassis, leveraging pre-approved capacity responsibly rather than pursuing new standalone debt.

The District's 2025 appropriated budget totaled \$19.0 million across all funds. Of that amount, \$1.1 million represents authorized inter-fund transfers to the Fire Capital, EMS Capital, and Reserve accounts — funds set aside for future apparatus replacement and financial stability rather than day-to-day operations.

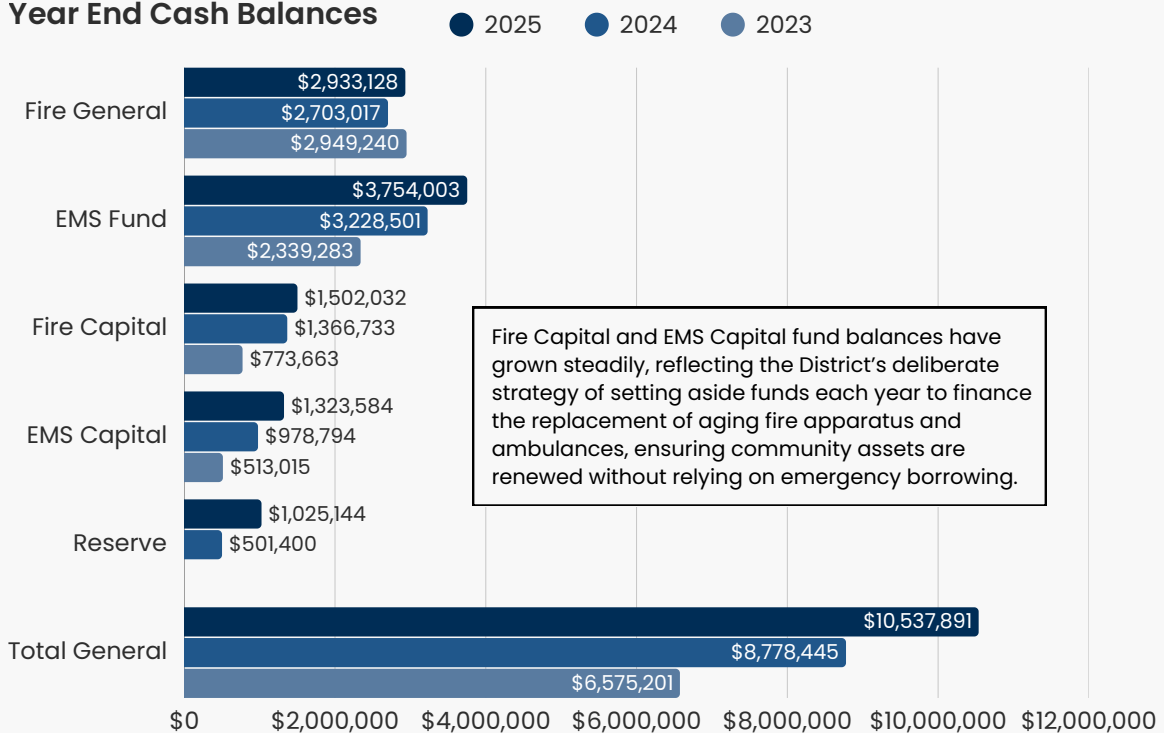
The remaining \$915,000 favorable difference was spread across personnel costs, operations, including training, fuel, facilities maintenance, protective equipment, and contracted services — reflecting both conservative budgeting practices and ongoing efforts to manage costs without compromising service delivery.

<b>Fund/Department</b>	<b>2025 Appropriated Amounts</b>	<b>2025 Actual Expenditures</b>	<b>Differences</b>
Fire General	\$11,685,782	\$9,930,180	\$1,755,602
EMS	6,910,379	6,688,769	221,610
Debt Service	403,873	365,485	38,388
Totals	<hr/>	<hr/>	<hr/>
	\$19,000,034	\$16,984,434	\$2,015,600

# FINANCIAL REPORT

In 2025, the District invested in fleet readiness by adding a brush truck for wildland firefighting response, rechassisng an ambulance to extend its service life at a fraction of replacement cost, and acquiring a dedicated CARES program vehicle. New equipment was also purchased for two new fire engines arriving in 2026, ensuring the District is fully outfitted and response-ready.

## Year End Cash Balances



**Fire General:** Supports the District's core day-to-day operations, including firefighter and administration staffing, equipment maintenance, and emergency response.

**EMS Fund:** Finances the District's emergency medical services program, covering paramedic and EMT staffing, supplies, and ambulance operations.

**Fire Capital:** Fund that sets aside money for major fire-side purchases such as fire apparatus, facilities improvements, and long-lived equipment.

**EMS Capital:** Fund that reserves dollars for significant EMS infrastructure investments, including ambulance replacement and medical equipment upgrades.

**Reserve:** Fund that serves as the District's financial safety net, providing a buffer for unexpected emergencies or shortfalls that fall outside normal operating budgets.

In 2025, EJFR received a clean audit report on the financial recordkeeping and accountability of the District from January 1, 2024 through December 31, 2024. For more than 20 years, EJFR has successfully completed annual audits without negative findings.

# TRAINING AND DEVELOPMENT

EJFR members continue to build skills, awareness, and techniques to address a wide range of emergency responses.

Training includes reinforcement of routine actions, as well as specialized training in high risk, low occurrence responses that require technical skills in rope rescue, confined space rescue, and marine rescue.



Since establishing a dedicated training division in 2024, EJFR has expanded the training hours provided to career and volunteer members in the course of the year.

Documenting these training hours impacts our WSRB (Washington Survey and Ratings Bureau) rating, which affects local insurance rates.



# GIBBS LAKE TRAINING BURN

May 28, 2025

In the Spring, crews from East Jefferson Fire Rescue held an acquired structure live fire training burn at Gibbs Lake in Chimacum. Sixteen career firefighters, along with ten support volunteers, took part in training focusing on interior and exterior firefighting techniques. This training event was managed and controlled in compliance with the National Fire Protection Association (NFPA) 1403, which ensures live fire training is conducted in a safe manner for the participants and the surrounding areas.



The building was built in 1949 and was a former caretaker's cabin located on the east side of the lake. Jefferson County Parks needed to demolish the structure and clear the area to provide additional public access and day recreation opportunities. Partnering with EJFR for this controlled demolition allowed Jefferson County Parks to complete demolition of the building at a significant cost savings.

In the days prior to the training event, the building was stripped of excess furnishings and fixtures. The utilities were disconnected, and the building was certified to be cleared of hazardous materials. The metal roofing materials were removed, exposing the wood roof sheathing below. Windows were boarded up from the interior to prevent them from shattering due to high heat exposures. A secondary exit for use in case of an emergency was clearly marked. Three separate burn areas were established within the rooms of the structure and fitted with wooden pallets that would be ignited one at a time. A safety walkthrough was performed prior to preparing for the first ignition.



Over the course of two hours, crews performed multiple evolutions of firefighter entry and extinguishment of localized fires with handheld attack lines. These actions are integral in the training for an offensive fire attack where firefighters enter the interior to fight the fire. Each evolution from ignition to extinguishment took only a few minutes, with time to reset between evolutions.

# GIBBS LAKE TRAINING BURN



Lastly, the windows of the building were cleared of obstructions, more pallets were loaded and ignited. This time the fire was allowed to grow in the interior and quickly involve the entire structure. Crews protected nearby trees from ignition due to the intense heat.



The opportunity to hold live fire training doesn't happen very often, so EJFR is very thankful to Jefferson County Parks and Recreation for providing this rare opportunity.



# RESPONSE PERFORMANCE

Times listed below represent the highest value in the lowest 90% of the collected data. This 90% fractal percentile is meant to eliminate outliers and represent the most common and regular response performance.

With rural (district-wide) and urban (city limits) areas in the fire District, both sets of data are analyzed for year over year improvements.

Response Times	2025	2024
Call Processing/Dispatch Interval	2:10*	1:34
Crew Turnout	2:43	2:39
First Due Travel (City)	7:21	8:03
First Due Travel (district-wide)	10:15	10:11
Total Response (City)	9:43	9:46
Total Response (district-wide)	13:14	12:26

\*A coding issue was identified in 2025 with the CAD interface, artificially lengthening the call processing times at Jeffcom by approximately 30 seconds, which also artificially extended response times. The issue has been resolved, and we are seeing appropriate improvements in 2026

The majority of incidents over the course of the year continue to be EMS or Rescue calls at nearly 69%.

## 2025 Call Volume

Type	Count	Percentage
EMS/Rescue	4,014	68.9%
Service Call	915	15.7%
Good Intent	423	7.3%
False Alarm	283	4.9%
Fire	116	2.0%
Hazardous Conditions	69	1.2%
Special Incident	5	0.1%

The distribution of calls among the staffed stations within the District continues to be dominated by the stations in Port Townsend.

## 2025 Call Volume by Staffed Station

Station	Count	Percentage
Station 1 - Harrison Street, Port Townsend	1,744	30.14%
Station 2 - Critter Lane, Port Townsend	1,286	22.23%
Station 6 - Rhody Drive, Chimacum	1,667	28.81%
Station 7 - Oak Bay Road, Port Ludlow	688	11.89%
Station 8 - South Point Road, Port Ludlow	394	6.81%

# RESPONSE PERFORMANCE

While overall 911 responses flattened in 2025, simultaneous calls and unit hour utilization continue to rise throughout the District which negatively impacts unit reliability and ultimately undermines EJFR’s response goals.

A coding issue was identified in 2025 with the CAD interface, artificially lengthening the call processing times at Jeffcom by 30+ seconds, which also artificially extended response times. The issue has been resolved, and we are seeing appropriate improvements.

In 2026, new analytical platforms are being integrated to optimize our deployment of resources, forecast future needs, and identify deviant trends in near real time.

Comparison of Incident Calls	2023	2024	2025
Calls for Service	6,821	5,848	5,850
Total Unit Responses	9,616	9,162	9,359
EMS Responses	5,114	3,999	4,014
Percentage of EMS Responses	75.0%	68.7%	68.6%
Call Concurrency	3,697	2,698	2,522
Call Concurrency Rate	54.2%	44.7%	43.1%

In 2022, EJFR was responding to more than one call at the same time about 33% of the time. In 2025, that rate is over 43%, indicating an increased number of calls being managed at any given moment.



# COMMUNITY RISK REDUCTION

The Community Risk Division was established in 2024 and continued the expansion and enhancement of public education programming and fire safety training to reduce the risks faced by residents in the District.

Public Events	Attendees	Hours Delivered
<b>82</b>	<b>2,621</b>	<b>179</b>



### Smoke Alarm Installations

Having working smoke alarms in every home is a priority. This valuable program provides the installation of smoke alarms at no cost, thanks to a grant from the American Red Cross.

### Fire Extinguisher Training

Teaching businesses and neighborhood groups the safe and effective use of fire extinguishers in the workplace and at home.

### Home Wildfire Assessments

Begun in 2025 with a grant from Washington State Department of Natural Resources, the Home Wildfire Assessment program has provided hundreds of homeowners with recommendations specific to their home in mitigating the risk of wildfire.

### Farmers Market Booths

Engaging with the community at public events to answer questions and share important resources.

### Car Seat Installations

Ensuring the safe and proper installation of child safety car seats to reduce the risk of child injuries in a vehicle accident.

### Hands Only CPR Training

The early application of effective chest compression has shown tremendous benefits of improving survival rates.

### Fire Station Visits

Hosting schools and youth groups in becoming familiar with firefighters and their equipment, as well as fostering interest in the fire service as a career.

# COMMUNITY RISK REDUCTION

EJFR expanded its fire prevention programming in 2025 – a proactive investment in reducing community risk before emergencies occur.

## COMMUNITY EVENTS

- All County Preparedness Day
- Jefferson County Fair
- Fire Rescue Fest
- Port Townsend Home Show
- Connectivity Summit
- Farmers Market Booths

## PUBLIC INFORMATION

- Monthly Newsletter
- Social Media Postings
- Media Releases and Interviews
- Annual Report

## FIRE CODE INSPECTIONS

- Annual Business Inspections
- Special Event Inspections
- Code Compliance Inspections

(Inter Local Agreement with City of Port Townsend)

## FIRE PLAN REVIEW

- Emergency Vehicle Access
- Emergency Egress
- Fire Protection Systems
- International Fire Code Compliance

(Inter Local Agreement with City of Port Townsend)

## FIRE INVESTIGATIONS

- Cause and Origin determination when significant property damage, injury, death, or intentional ignition is suspected

(Inter Local Agreement with City of Port Townsend)



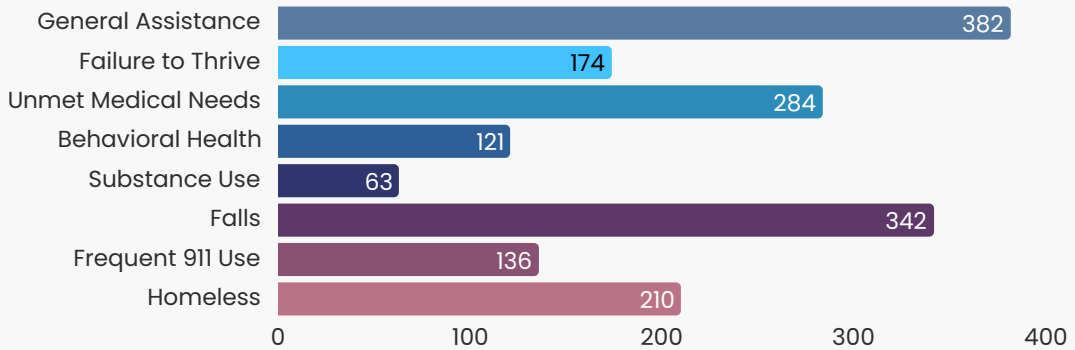
# FIRE CARES


## Community Assistance Referral and Education Services


The Fire CARES team responds to behavioral health needs around the community, helping to navigate connection of services for community members facing ongoing medical issues, substance use disorder, mental health concerns, and home safety issues in an effort to reduce the number of non-emergent 911 calls.

Sometimes CARES clients need more than just a referral or connection to services. The CARES team routinely goes above and beyond, installing grab bars, move-in and housing support services, power of attorney services, etc.

### Primary Reasons for CARES Referrals

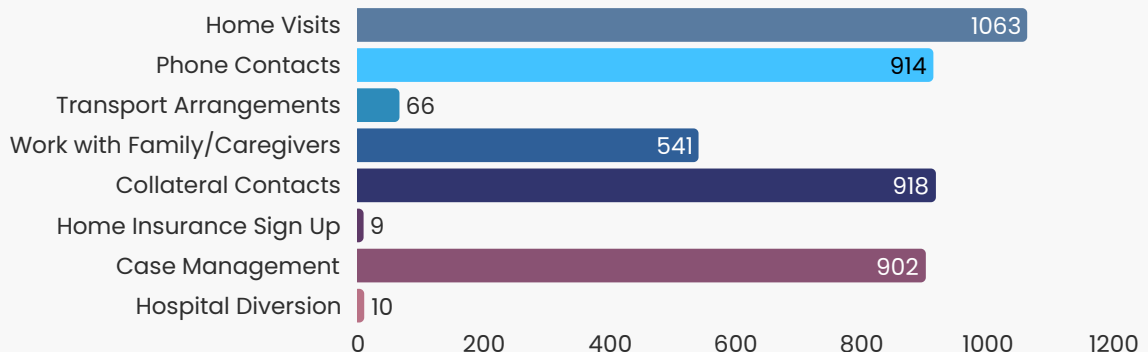


 CARES Referrals increased in 2025  
**Up 23.9%**

 CARES Connections increased in 2025  
**Up 28.4%**

Referrals and Connections increased as a result of new partnerships and support provided by the Olympic Community of Health (OCH) and its new partner digital platform.

### Services Provided by CARES



# FIRE CARES

## Community Assistance Referral and Education Services

### 2025 Referral and Connections Statistics

Type of Referral	Referrals	Connections	Change over 2024
Mental Health Services	84	81	Down 16.5%
Substance Use (SUD) Services	51	51	Down 22.7%
Medical Equipment/Mobility Devices	291	289	Up 40.3%
Medical Office Visit	291	283	Up 75.8%
Detox	7	7	Down 22.2%
Food Bank	27	26	Down 16.1%
Housing Services	346	343	Up 73.2%
Victim Services	10	10	Down 23.1%
Senior Support	1,172	1,168	Up 8.1%
Employment Support	4	4	Up 100%
Veteran or Military Assistance	47	46	Up 91.7%
Insurance Services	56	56	Up 409%
Transportation	148	147	Up 86.1%
Home Health	198	197	Up 44.9%
Other	9	8	Up 700%
<b>Totals</b>	<b>2,741</b>	<b>2,716</b>	<b>Up 28.4%</b>

The Fire CARES community paramedicine program continued to operate primarily on grant funding in 2025, with a newly secured grant from the Olympic Community of Health (OCH), providing a more sustainable long-term funding base for this vital service.

Grant Funds	2025	2024	Expenditures	2025	2024
Behavioral Health Advisory Committee	\$30,402	\$50,000	EJFR Salaries	\$189,705	\$160,742
Olympic Community of Health	\$278,891	\$48,044	Co-Responder	\$109,133	\$118,875
Association of Washington Cities	\$92,354	\$239,480	Supplies/Other	\$64,428	\$57,907
			Vehicle	\$38,382	-
<b>Total</b>	<b>\$401,647</b>	<b>\$337,524</b>	<b>Total</b>	<b>\$401,647</b>	<b>\$337,524</b>

# FACILITIES

The District completed several facility improvements in 2025, including a concrete slab project at Station 2, garage door opening renovations at Station 5, an accelerated asphalt resurfacing at Station 8, and alarm panel work at Station 1.

These investments extend the useful life of our stations and support safe working conditions for staff.

<b>Administration</b>	staffed	24 Seton Road	Port Townsend
<b>Station 1</b>	staffed	701 Harrison Street	Port Townsend
<b>Station 2</b>	staffed	35 Critter Lane	Port Townsend
<b>Station 4</b>	volunteer	50 Airport Drive	Port Townsend
<b>Station 5</b>	volunteer	6633 Flagler Road	Nordland
<b>Station 6</b>	staffed	9193 Rhody Drive	Chimacum
<b>Station 7</b>	staffed	7650 Oak Bay Road	Port Ludlow
<b>Station 8</b>	staffed	101 South Point Road	Port Ludlow
<b>Station 9</b>	volunteer	121 West Alder Street	Port Ludlow

Station 3 at Cape George was released to the Cape George Community in June 2025. The building was only being used for storage and community meetings. It was no longer used for emergency responses.



# GLOSSARY

**AHJ (Authority Having Jurisdiction):** The organization or individual responsible for enforcing the requirements of a code or standard .

**Apparatus:** A word for any vehicle used in the fire service (engines, trucks, rescues).

**Bunker Gear / Turnouts:** The protective clothing firefighters wear, including the jacket, pants, boots, and hood.

**SCBA (Self-Contained Breathing Apparatus):** The "air pack" or tank worn on the back that provides clean air in unsafe environments.

**TIC (Thermal Imaging Camera):** A handheld device that allows firefighters to see heat signatures through smoke.

**Fully Involved:** When a structure is completely engulfed in flames.

**IDLH (Immediately Dangerous to Life or Health):** An atmosphere that poses an immediate threat to life or would cause irreversible adverse health effects.

**MVA / MVC (Motor Vehicle Accident/Crash):** A car wreck.

**Mutual Aid:** An agreement between different fire departments to assist one another across jurisdictional lines.

**Overhaul:** The process of searching for hidden fire or "hot spots" after the main body of fire is out to ensure it doesn't reignite.

**Size-Up:** The initial evaluation of an incident made by the first arriving officer to determine the strategy.

**ALS (Advanced Life Support):** Emergency medical care provided by Paramedics, involving drugs, cardiac monitoring, and intubation.

**BLS (Basic Life Support):** Medical care provided by EMTs, including CPR, oxygen, and basic wound care.

**Extrication:** The process of removing a patient from a vehicle or trapped space (often using the "Jaws of Life").

**LODD (Line of Duty Death):** A death that occurs while a member is on duty or as a direct result of duty-related activities.

**Defensive Attack:** Fighting the fire from the outside because it is too dangerous or the building is too damaged to enter.

**Offensive Attack:** Entering the burning building with hose lines to extinguish the fire at its source.


**Exposure:** Any building or object near the fire that is at risk of catching fire.

**Ventilation:** The systematic removal of smoke and heat from a building, often by cutting a hole in the roof or using large fans.



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

 24 Seton Road, Port Townsend, WA 98368

 (360) 385-2626

 [www.ejfr.org](http://www.ejfr.org)

 @EastJeffFirePIO

 @EastJeffFirePIO

 [info@ejfr.org](mailto:info@ejfr.org)

 Deborah Stinson, Board Chair  
[dstinson@ejfr.org](mailto:dstinson@ejfr.org)

 Bret Black, Fire Chief  
[bblack@ejfr.org](mailto:bblack@ejfr.org)

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1  
RESOLUTION NO. 26-08**

**IN THE MATTER OF CANCELLING WARRANTS NOT PRESENTED WITHIN  
ONE YEAR OF ISSUE**

**WHEREAS**, Jefferson County Fire Protection District No. 1 issues its' own warrants pursuant to RCW 52.16.050 (3), and

**WHEREAS**, the District has a warrant (s) not presented within one year of issue, and

**WHEREAS**, a resolution from the governing body to cancel this warrant (s) pursuant to RCW 36.22.100 will be presented to the Jefferson County Treasurer's Office, and

**NOW, THEREFORE, BE IT RESOLVED** by approval of Jefferson County Fire Protection District No. 1 Board of Commissioners, that the following warrant be cancelled:

<u>Warrant No.</u>	<u>Issue Date</u>	<u>Amount</u>	<u>Vendor</u>
31046	10/08/2024	\$ 25.00	BARR, JACQUELYN
31061	10/08/2024	\$ 25.00	GARCIA, GARY
31535	03/17/2025	\$100.00	ARCADIA, INC

Approved this 16<sup>th</sup> day of June, 2026.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT #1 BOARD OF  
COMMISSIONERS**

\_\_\_\_\_  
Deborah Stinson, Chair

\_\_\_\_\_  
Jeannie Price, Vice-Chair

\_\_\_\_\_  
Geoff Masci, Commissioner

\_\_\_\_\_  
Steve Craig, Commissioner

\_\_\_\_\_  
Dave Seabrook, Commissioner

ATTEST:

\_\_\_\_\_  
Tanya Cray, District Secretary

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1  
RESOLUTION NO. 26-09**

**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 16th day of June 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
<b>Electronics</b>				
BC 13 iPad	1	IMEI: 350698636384751	iPad 9th Gen 64GB	end of useful life
Lenovo Thinkcentre M720s	1	MJ07u013	Brummel Desktop	end of useful life
Admin Workstation	1	M73 sn: MG004A55	Lenovo Thinkcenter	end of useful life
St 2 Display	1	SN: 63947-02	Alden Assoc. Desktop	end of useful life
St 1 Workstation	1	SN691771	Alden Assoc. warranty exp 2018	end of useful life
Admin Asst 2 workstation	1	SN: MJ040GX5	Lenovo Thinkcenter M700S	end of useful life
MiniMac	1	c07lw4fjdwyl	purch before 2015	end of useful life
MiniMac	1	c07lw4s9dwyl	purch before 2015	end of useful life
<b>Equipment</b>				
Falken Tires	2		385/65R22.5 17/32nds remaining	Beyond NFPA Lifecycle

**East Jefferson Fire Rescue | Board of Fire Commissioners Decision Packet**

**Date:** June 16, 2026

**Subject:** Authorization to Submit FY2025 FEMA Grant Applications

**Prepared By:** Roy Lirio, FD | Pete Brummel, DC | Bret Black, FC

<b>Background:</b>	<p>East Jefferson Fire Rescue is applying for four FEMA grants under the FY2025 Assistance to Firefighters Grant (AFG) and Fire Prevention and Safety (FP&amp;S) programs. All applications carry a submission deadline of June 22, 2026.</p> <p>The AFG Operations and Safety application requests funding for a source capture exhaust system (SCES) at Station 7 — the district’s only fully staffed station without SCES protection.</p> <p>The AFG Vehicle Acquisition application requests funding to replace Tender 4 (EJ707), a 1992 E-One tender and the oldest active apparatus in the fleet. A comparable 1992 tender (EJ575) suffered a catastrophic motor failure and was surplused in September 2025, leaving T-4 as the oldest remaining unit with no backup.</p> <p>The AFG Regional application requests funding for a dedicated firefighter rehabilitation unit to serve EJFR and Jefferson County Fire Districts 2, 4, and 5. EJFR currently provides rehab capability through a 1997 Air Truck (Air 4) that serves dual function as the district’s air supply and improvised rehab platform. At 29 years old and past its useful service life, Air 4 cannot deliver the full NFPA 1584 rehabilitation standard. A dedicated rehab unit separates the two functions, frees Air 4 for its scheduled CIP replacement, and provides a purpose-built platform for all four participating districts — none of which currently possess dedicated rehab capability.</p> <p>The FP&amp;S application has two components over a 24-month period of performance: expansion of the district’s proven home wildfire assessment program (Component 1), and a new Fire Code Inspector/Plan Reviewer FTE to support code enforcement under the existing interlocal agreement with the City of Port Townsend (Component 2). If awarded, the FTE position will require a separate personnel action by the Board.</p> <p>Each application commits district match funds as outlined below. No application duplicates the purpose of another. All applications are consistent with the district’s Strategic Plan and long-range financial plan.</p>																								
<b>Fiscal Impact:</b>	<p>The following table summarizes the federal request, required match, and source of match for each application.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">Grant</th> <th style="text-align: left;">Period</th> <th style="text-align: left;">Federal Request</th> <th style="text-align: left;">EJFR Match</th> <th style="text-align: left;">Match Source</th> </tr> </thead> <tbody> <tr> <td>AFG O&amp;S — Station 7 SCES</td> <td>12 months</td> <td>\$90,000.00</td> <td>\$20,692</td> <td>Operating Budget</td> </tr> <tr> <td>AFG Vehicle — Tender (T-4)</td> <td>12 months</td> <td>[\$670,961 — pending quote]</td> <td>[\$35,314 — 10% pending quote]</td> <td>Capital Account</td> </tr> <tr> <td>AFG Regional — Rehab Unit</td> <td>12 months</td> <td>\$225,000 (est.)</td> <td>\$25,000 (est.)</td> <td>Capital Account</td> </tr> </tbody> </table>					Grant	Period	Federal Request	EJFR Match	Match Source	AFG O&S — Station 7 SCES	12 months	\$90,000.00	\$20,692	Operating Budget	AFG Vehicle — Tender (T-4)	12 months	[\$670,961 — pending quote]	[\$35,314 — 10% pending quote]	Capital Account	AFG Regional — Rehab Unit	12 months	\$225,000 (est.)	\$25,000 (est.)	Capital Account
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	<table border="1"> <tr> <td data-bbox="444 163 724 264">FP&amp;S — Wildfire Assessments + Inspector FTE</td> <td data-bbox="724 163 850 264">24 months</td> <td data-bbox="850 163 1073 264">\$320,952.38</td> <td data-bbox="1073 163 1292 264">\$16,047.62</td> <td data-bbox="1292 163 1468 264">Operating Budget</td> </tr> </table>	FP&S — Wildfire Assessments + Inspector FTE	24 months	\$320,952.38	\$16,047.62	Operating Budget
FP&S — Wildfire Assessments + Inspector FTE	24 months	\$320,952.38	\$16,047.62	Operating Budget		
	<p>Notes: (1) AFG SCES total project cost is \$110,691.36 — FEMA funds \$90,000 (90% of \$100,000 cap); EJFR covers \$20,692 comprising the \$10,000 cost share plus \$10,692 above the cap. (2) AFG Regional and AFG Vehicle amounts are estimates pending vendor quotes. (3) FP&amp;S match is 5% of \$337,000 total project cost.</p>					
<b>Recommendation:</b>	<p>Staff recommends the Board authorize the Fire Chief to submit each approved grant application to FEMA by June 22, 2026, and commit the corresponding district match from the funding sources identified above.</p>					
<b>Proposed Motions:</b>	<p><b>Motion 1 — AFG Operations and Safety (Station 7 SCES)</b>  Move to authorize the Fire Chief to submit the FY2025 AFG Operations and Safety grant application to FEMA by June 22, 2026, for a source capture exhaust system at Station 7, and to commit EJFR’s required match of \$20,692 from the operating budget.</p> <p><b>Motion 2 — AFG Vehicle Acquisition (Tender T-4 Replacement)</b>  Move to authorize the Fire Chief to submit the FY2025 AFG Vehicle Acquisition grant application to FEMA by June 22, 2026, for replacement of Tender 4 (EJ707, 1992 E-One), and to commit EJFR’s required match of [35,314 — 10% of pending quote] from the capital account.</p> <p><b>Motion 3 — AFG Regional Vehicle Acquisition (Firefighter Rehabilitation Unit)</b>  Move to authorize the Fire Chief to submit the FY2025 AFG Regional Vehicle Acquisition grant application to FEMA by June 22, 2026, for a firefighter rehabilitation unit to serve EJFR and Jefferson County Fire Districts 2, 4, and 5, and to commit EJFR’s required match of \$25,000 (estimated, 10% of \$250,000) from the capital account, subject to adjustment upon receipt of final vendor quote.</p> <p><b>Motion 4 — FP&amp;S Fire Prevention and Safety (24-Month Commitment)</b>  Move to authorize the Fire Chief to submit the FY2025 FP&amp;S grant application (EMW-2025-FP-00231) to FEMA by June 22, 2026, for expansion of the home wildfire assessment program and a Fire Code Inspector/Plan Reviewer FTE over a 24-month period of performance, and to commit EJFR’s required match of \$16,047.62 (5% of \$337,000 total project cost) from the operating budget.</p>					

June 9, 2026

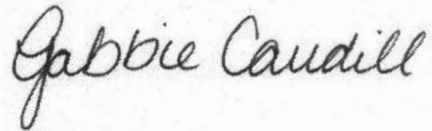
Jefferson County Public Health  
615 Sheridan Street  
Port Townsend, WA 98368

RE: 1/10<sup>th</sup> of 1 percent sales tax grant

Please find enclosed, a copy of our current proposal to continue the Fire CARES program in Jefferson County, in partnership with East Jefferson Fire Rescue.

Please feel free to contact me if you have any further questions.

Thank you

A handwritten signature in black ink that reads "Gabbie Caudill". The signature is written in a cursive, flowing style.

Dr. Gabbie Caudill, SUDP, LMHC-A  
Clinical Director, Believe in Recovery

## Exhibit A

### Basic information:

Name of service or program: Fire CARES program

Amount of money requested: \$112,088 (2027-\$54,970/ 2028-\$57,118)

Anticipated service period: January 01, 2027 until indefinite

Priority Funding Areas(s): Improve health status of Jefferson County residents

Name of applicant organization: East Jefferson Fire Rescue/Believe in Recovery

Organization Address: 3051 West Sims Way, Port Townsend, WA 98368

Representative: Gabbie Caudill, 360-385-1258, gabbie@believeinrecoveryemail.com

### Proposal Description:

The EJFR Fire CARES (Community Assistance, Referral, and Education Services) program is a partnership between East Jefferson Fire Rescue and Believe in Recovery that provides community-based behavioral health outreach, case management, and care coordination throughout East Jefferson County. The multidisciplinary team consists of a firefighter/EMT trained in crisis intervention, a social worker/substance use disorder professional, and a part-time case manager. The program responds to referrals from fire, EMS, law enforcement, and community partners to address behavioral health concerns, substance use disorders, unmet medical needs, housing instability, frequent 911 utilization, falls, and other quality-of-life issues. CARES provides proactive outreach, crisis intervention, service navigation, and connection to appropriate community resources with the goal of reducing unnecessary emergency service utilization while improving individual health and well-being. In 2025, the CARES team completed 1,712 community contacts, demonstrating the ongoing need for community-based behavioral health support and coordinated intervention services in Jefferson County.

1. The Fire CARES program primarily aligns with Priority Funding Area #2 by reducing the incidence and severity of mental health and substance use disorders while improving the overall health and well-being of Jefferson County residents. The program provides community-based outreach, crisis intervention, case management, care coordination, and referrals to behavioral health, medical, housing, and social service providers. Through early identification of unmet needs and proactive engagement with individuals experiencing behavioral health challenges, substance use disorders, chronic medical conditions, housing instability, and other quality-of-life concerns, CARES helps connect residents with appropriate supports before situations escalate into crises requiring emergency intervention.

The program also supports Priority Funding Area #4 by diverting individuals with behavioral health needs from further involvement with the criminal justice system.

CARES receives referrals from law enforcement, fire, EMS, and community partners and works collaboratively to address underlying needs that may contribute to repeated emergency service utilization or law enforcement contact. By connecting individuals to treatment, support services, and ongoing care, the program promotes stability, reduces barriers to accessing services, and improves long-term community outcomes.

2. The Fire CARES program serves residents of East Jefferson County across the lifespan, including youth, adults, and older adults experiencing behavioral health concerns, substance use disorders, unmet medical needs, housing instability, social isolation, frequent emergency service utilization, and other quality-of-life challenges. CARES is uniquely positioned to serve individuals who may not otherwise engage with traditional behavioral health, medical, or social service systems.

The primary unmet need addressed by CARES is the lack of accessible, community-based support and care coordination for individuals whose needs do not rise to the level of an emergency but who continue to rely on 911, emergency departments, law enforcement, or other crisis systems due to unmet behavioral health, medical, or social service needs. Barriers frequently include transportation limitations, lack of knowledge regarding available resources, difficulty navigating service systems, housing instability, and limited access to ongoing support.

In 2025, the CARES program served 414 unduplicated individuals through 1,712 contacts. Referral reasons included falls, unmet medical needs, homelessness, behavioral health concerns, substance use disorders, failure to thrive, frequent 911 utilization, and requests for general assistance. These data demonstrate a continued need for proactive, community-based intervention and care coordination services within Jefferson County.

3. The CARES program is not a clinical treatment program and does not diagnose mental health or substance use disorders in the field. CARES staff provide outreach, engagement, care coordination, resource navigation, and referrals based on identified needs and participant self-report. Referrals originate from fire, EMS, law enforcement, community partners, family members, self-referrals, and observations made during follow-up contacts.

During initial engagement, CARES staff gather information regarding the individual's current circumstances, service needs, and self-reported behavioral health, substance use, medical, housing, and social service history. CARES staff also inquire whether the individual is currently receiving services from a behavioral health, substance use disorder, medical, or social service provider. When ongoing coordination is needed, Release of Information forms are obtained to allow communication with existing providers and support continuity of care.

When a behavioral health or substance use disorder is suspected or disclosed, CARES facilitates referrals to qualified providers for assessment, diagnosis, treatment, and ongoing clinical services as appropriate. Clinical determinations regarding diagnosis, treatment recommendations, and coordinated treatment planning remain the responsibility of licensed treatment providers. The CARES program's role is to identify

barriers, facilitate connections to services, and support individuals in accessing and engaging with appropriate care.

4. The CARES program contributes to Priority Funding Areas #2 and #4 by providing early intervention, care coordination, crisis response, and connection to community-based services for individuals experiencing behavioral health, substance use, medical, housing, and other quality-of-life challenges. Through proactive outreach and follow-up, CARES identifies unmet needs and helps individuals access appropriate supports before those needs escalate into crises requiring emergency response.

Consistent with the CARES logic model, program activities include responding to referrals, conducting follow-up outreach, assessing service needs, coordinating with community providers, and connecting individuals to behavioral health, substance use disorder, medical, housing, and social service resources. These activities increase access to care, reduce barriers to services, and improve participant engagement with appropriate community supports.

The expected outcomes include increased connection to community-based services, improved participant stability, reduced reliance on emergency services for non-emergent needs, and reduced law enforcement involvement related to unmet behavioral health and social service needs. By addressing underlying issues and supporting individuals in accessing ongoing care, the CARES program improves health and well-being while promoting more appropriate utilization of emergency and community resources.

5. As the current clinical supervisor, I will continue to ensure appropriate documentation of any and all services provided. CARES staff provide outreach, engagement, care coordination, crisis intervention, resource navigation, and referrals to appropriate community providers. Program staff receive regular supervision and case review to ensure consistency in service delivery, documentation, referral practices, confidentiality requirements, and adherence to program policies and procedures. Individuals requiring clinical assessment, diagnosis, treatment, or ongoing therapeutic services are referred to qualified behavioral health, substance use disorder, medical, or other licensed providers as appropriate.
6. The need for CARES services extends across multiple populations, including individuals experiencing behavioral health concerns, substance use disorders, unmet medical needs, housing instability, social isolation, frequent emergency service utilization, falls, and other quality-of-life challenges. Because CARES serves individuals based on identified community needs rather than diagnosis alone, the program utilizes historical referral and service utilization data to estimate demand. The attached program data demonstrates continued and significant community need for CARES services throughout East Jefferson County. While there is no known percentage number of individuals in Jefferson County with identified mental health and substance use disorders, there is data available from each year that CARES was deployed. In 2025, the following data was collected from EJFR CARES.

<b>Contact Type</b>	<b>Number</b>
New referral	255
Follow-up contact	1233
Unable to contact	224
<b>Primary reason for referral</b>	
General assistance	382
Failure to thrive	174
Unmet medical needs	284
Behavioral health	121
Substance use	63
Falls	342
Frequent 911 utilization	136
Homeless	210

7. Based on historical referral volume and service utilization data, the CARES program anticipates serving approximately 800 to 900 unduplicated individuals during the 24-month grant period. This estimate is based on current program capacity, referral trends, and the 414 unduplicated individuals served in 2025. The program will continue to provide ongoing follow-up, care coordination, and connection to community resources, resulting in a substantially higher number of total participant contacts throughout the grant period. The referral process is based largely on 911 call volume. Since the launch of CARES, the team has continued to serve approximately 30 community members per week.
  
8. Program data is collected through participant contacts, referrals, case management activities, and service coordination efforts documented by CARES staff. Data sources include referral information from fire, EMS, law enforcement, community partners, self-referrals, and participant interactions. Information is entered into the agency's electronic data management system and includes demographics, referral reasons, services provided, referrals made, and participant outcomes. To ensure data quality, staff are trained on documentation requirements and standardized data entry procedures. Records are reviewed regularly for completeness, accuracy, and consistency, and supervisory oversight is provided to ensure documentation standards are maintained. Ongoing monitoring and quality assurance activities help ensure that program data is reliable, accurately reflects services delivered, and can be effectively used for reporting and program evaluation purposes.
  
9. Currently our agency utilizes KeyNotes software, as well as Excel spreadsheets, to ensure that program data is accurately tracked, monitored, and reported. Monthly status reviews are conducted at the beginning of each month for the previous month's services to ensure that all documentation is complete, accurate, and up to date. The following information is collected and reviewed:
  - a. Raw number of individuals served by the program
  - b. Total participant contacts and encounters

- c. Basic participant demographics
- d. Referral source and referral reason
- e. Number of individuals referred to mental health services
- f. Number of individuals referred to substance use disorder services
- g. Number of individuals referred to housing or social services
- h. Number of individuals referred to medical services
- i. Number of individuals diverted from emergency services
- j. Services provided and participant outcomes
- k. Other program performance measures required by grantors and community partners

Program data is reviewed regularly for accuracy and completeness and is compiled into required quarterly and annual reports. We also collect and record monthly data that is compiled and submitted through the quarterly One Tenth Online reporting portal.

10. The CARES program collaborates with a wide range of community partners to ensure individuals receive appropriate and coordinated services. Frequently utilized partners include O3A for senior support services, ECHHO, OlyCAP, and Bayside Housing Services for housing and basic needs assistance. The CARES team also works closely with Olympic Peninsula Health Services, Discovery Behavioral Health, Jefferson Healthcare, and other behavioral health and medical providers to support access to treatment and healthcare services. Through Gateway to Freedom, participants may also access transportation assistance, clothing, hygiene supplies, tents, sleeping bags, and other basic need resources. CARES also maintains collaborative relationships with local law enforcement agencies, emergency medical services, public health, and other community organizations to identify individuals in need of support and facilitate connections to appropriate services. The program continually seeks to strengthen existing partnerships and develop new collaborative relationships to better meet the needs of Jefferson County residents.
11. These partnerships maximize the CARES program's impact by expanding access to services, reducing barriers to care, and ensuring individuals receive support that matches their identified needs. No single agency can effectively address the complex medical, behavioral health, housing, transportation, and social service needs often experienced by program participants. Through collaboration with community partners, CARES is able to facilitate warm handoffs, coordinate services, reduce duplication of efforts, and connect individuals with specialized resources more efficiently. These partnerships allow participants to access a broader continuum of care while improving communication among service providers and increasing the likelihood of successful engagement with recommended services. By leveraging existing community resources and expertise, CARES is able to provide more comprehensive support and improve outcomes for Jefferson County residents.
12. The CARES program actively seeks and tracks a variety of funding sources to support program operations and ensure responsible stewardship of public funds. Current funding

sources include the 1/10th of 1 percent sales tax and Olympic Communities of Health through the Olympic Connect program. Agency financial systems track expenditures by funding source to ensure costs are allocated appropriately and in accordance with grant and contract requirements. CARES services are not billable to Medicaid or other third-party payers, and 1/10th of 1 percent funding is utilized only for eligible program activities that are not otherwise reimbursable through another funding source. The agency regularly reviews funding requirements and expenditures to ensure compliance with payer of last resort principles while maximizing available resources to support Jefferson County residents.

13. If the CARES program is not fully funded, available funds would be prioritized to maintain core program operations, including community outreach, care coordination, crisis intervention, service navigation, and follow-up support for participants. Personnel costs would remain the highest priority to preserve direct service delivery and maintain the program's ability to respond to referrals and provide ongoing support to community members. If necessary, service capacity, staffing hours, or the number of participants served may be adjusted to align with available funding; however, the program would continue to provide services and seek additional funding opportunities to minimize any reduction in community impact. Partial funding would allow the CARES program to continue addressing critical community needs while working toward long-term funding sustainability.
14. The general purpose of Believe in Recovery is to improve the health and well-being of Jefferson County residents by providing behavioral health, substance use disorder, care coordination, and recovery support services. The agency provides substance use disorder assessments, mental health assessments, outpatient treatment services, intensive outpatient treatment, case management, care coordination, and recovery support services. Believe in Recovery also provides community-based outreach and navigation services, including programs that support individuals involved with the criminal justice system, individuals transitioning from incarceration, and those experiencing barriers to accessing behavioral health and social services. The agency currently provides substance use disorder treatment, case management, reentry planning, and medication-assisted treatment support services within the Jefferson County Jail, helping individuals connect to treatment, housing, medical care, and other community resources upon release. Through partnerships and affiliated programs, the agency assists individuals in accessing housing resources, transportation, medical care, basic needs, and other community supports. These services are designed to promote recovery, increase stability, and improve overall community health outcomes.
15. If this grant is not funded, Believe in Recovery will continue to provide behavioral health, substance use disorder, outreach, and care coordination services through its existing programs. However, the CARES program would likely experience a reduction in staffing and service capacity, including the potential loss of the dedicated social worker position. This would reduce the program's ability to provide proactive outreach, follow-

up services, care coordination, and community-based support to individuals experiencing behavioral health concerns, unmet medical needs, housing instability, and other quality-of-life challenges. While some level of CARES services may continue through existing partnerships and resources, the program's overall reach and impact within the community would be significantly diminished.

16. The CARES program will continue to seek and access additional funding sources throughout the grant period and beyond. CARES is a proven model that not only reduces the burden on emergency services systems, but also improves outcomes for community members by connecting them with appropriate services and supports. The investment in the community far outweighs the actual cost of the program. Current funding sources include the 1/10th of 1 percent sales tax and Olympic Communities of Health through the Olympic Connect program. The agency actively monitors and pursues local, state, and federal funding opportunities that support community-based behavioral health services, outreach, care coordination, and co-responder programs. Additional CARES-specific and co-responder grant opportunities periodically become available, and the agency will continue to pursue these funding opportunities to sustain and expand services for Jefferson County residents.
17. The CARES program utilizes a promising practice model through fire-based co-response and community outreach services for individuals residing in East Jefferson County who are experiencing behavioral health concerns, substance use disorders, unmet medical needs, housing instability, frequent emergency service utilization, and other quality-of-life challenges. Research examining the impact of co-responder teams provides evidence suggesting positive outcomes associated with this response model, including increased connection to services, reduced reliance on emergency systems, and improved community stabilization. However, variation in the design and delivery of co-responder programs makes it difficult to generalize findings across jurisdictions. Given these considerations, the co-responder team model is classified as a promising practice in behavioral health crisis response.

CARES Program staff employ a variety of evidence-based and best practices when interacting with individuals. These practices include verbal de-escalation, suicide risk assessment, trauma-informed care, person-centered engagement, strengths-based case management, and solution-focused interventions. Co-responders work collaboratively with community members to identify needs, establish trust, increase protective factors, and connect individuals with appropriate resources and services.

Program effectiveness is evaluated through data collection and quality assurance activities. Measurable outcomes include the number of individuals served, participant contacts, referrals to services, service connections, and diversions from emergency services. Fidelity is maintained through staff training, supervision, case review, documentation oversight, and review of program performance measures.

Research supporting these practices includes evidence-based de-escalation training, the Columbia Suicide Severity Rating Scale (C-SSRS), trauma-informed care

principles identified by SAMHSA, strengths-based case management, and emerging research related to co-responder and community assistance response programs.

Evidence-based de-escalation training

<https://blog.protraining.com/what-evidence-based-de-escalation-training/>

Columbia-Suicide Severity Rating Scale (C-SSRS)

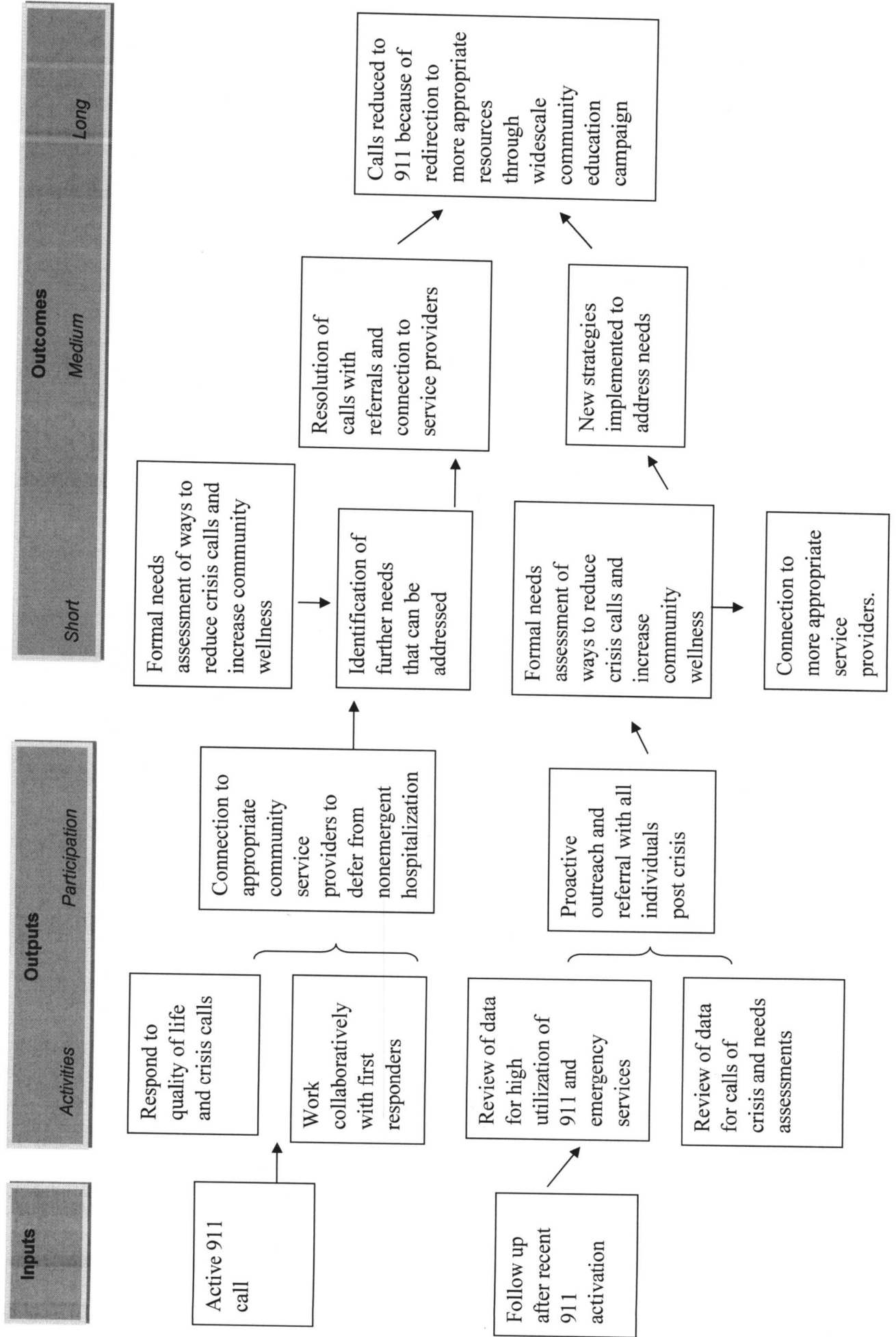
<https://cssrs.columbia.edu/the-columbia-scale-c-ssrs/evidence/>

SAMHSA Trauma-Informed Approaches and Programs

<https://www.samhsa.gov/mental-health/trauma-violence/trauma-informed-approaches-programs>

**Exhibit B**

**Program: CARES Program Logic Model**



## Budget Sheet

2027

### Jefferson County 1/10<sup>th</sup> of 1% Sales Tax Request for Proposals

Please create a budget page for each year you are requesting funding.

PERSONNEL COSTS	REQUESTED FROM SALES TAX	OTHER FUNDING SOURCE	TOTAL BUDGET
FTE & Salaries for each Employee	\$	\$	\$
Firefighter/EMT	30,268-	171,517-	201,785-
OT- CARES training back up	1,800-	10,200-	12,000-
MHP/SUDP/SW	16,422-	93,060-	109,482-
Benefits for each Employee	\$	\$	\$
<b>OPERATING COSTS</b>			
Supplies/Materials	\$ 1080-	\$ 6120-	\$ 7200-
Travel	\$	\$ 10350-	\$ 10350-
Admin-(no more than 10% & please describe what charges are to be included)	\$ 5400-	\$ 30600-	\$ 36,000-
<b>OTHER COSTS</b>			
(If Other – Please Describe)	\$	\$	\$
<b>TOTAL COST</b>	<b>\$54,970</b>	<b>\$324,847</b>	<b>\$376,817-</b>

Note: Refer to page 3 for use of funding and exclusions. Indirect or administrative costs are allowed. In-kind contributions/match are not required; however, the County is interested in the total cost to provide the service or program being proposed.

**Budget Sheet**  
 Jefferson County 1/10<sup>th</sup> of 1% Sales Tax  
 Request for Proposals

2028

Please create a budget page for each year you are requesting funding.

PERSONNEL COSTS	REQUESTED FROM SALES TAX	OTHER FUNDING SOURCE	TOTAL BUDGET
FTE & Salaries for each Employee	\$	\$	\$
Firefighter/EMT	31,713-	179,708-	211,421-
OT-CARES training back up	1,890-	10,710-	12,600-
MHP/SUDP/SW	16,997-	96,317-	113,314-
Benefits for each Employee	\$	\$	\$
<b>OPERATING COSTS</b>			
Supplies/Materials	\$ 1118-	\$ 6334-	\$ 7452-
Travel	\$	\$ 10712-	\$ 10712-
Admin-(no more than 10% & please describe what charges are to be included)	\$ 5400-	\$ 30600-	\$ 36000-
<b>OTHER COSTS</b>			
(If Other – Please Describe)	\$	\$	\$
<b>TOTAL COST</b>	<b>\$57,118</b>	<b>\$ 334,382</b>	<b>\$ 391,500</b>

Note: Refer to page 3 for use of funding and exclusions. Indirect or administrative costs are allowed. In-kind contributions/match are not required; however, the County is interested in the total cost to provide the service or program being proposed.

**Certification Sheet**  
**Jefferson County 1/10<sup>th</sup> of 1% Sales Tax**  
**2027-2028 Request for Proposals**

NAME OF AGENCY/ORGANIZATION:

Believe In Recovery

ADDRESS: 3051 W. Sims Way Port Townsend WA 98368

CONTACT PERSON: Gabbie Caudill PHONE NUMBER: 3603851258

I HEREBY CERTIFY ON BEHALF OF Believe In Recovery  
(APPLICANT AGENCY)

THAT:

1. The organization has attached the documents as specified in the Request for Proposal.
2. The applicant understands that the Public Health Director & Staff will work with the RFP Review Panel who will then advise the Jefferson County Behavioral Health Advisory Committee. The Behavioral Health Advisory Committee in turn will make recommendations to the Jefferson County Board of Commissioners, (BoCC). The BoCC will discuss the recommendations and make a final decision in an open public meeting.
3. If the proposal for funding is approved, then it becomes a part of a contract with Jefferson County and will be paid on a reimbursement basis. The contracts will include non-discrimination language pertaining to employment, service delivery and agency operations.
4. The applicant has or will obtain General Liability insurance of not less than \$1 million per occurrence and \$2 million aggregate, in a combined single limit (CSL) of not less than \$1,000,000. Jefferson County, including their officials and employees, will be named as additional insured on the policy. A certificate of insurance shall be provided as evidence of coverage to Jefferson County prior to execution of the contract.

The applicant shall also provide evidence that Workers Compensation coverage is in place for their employees where such coverage is required by RCW Title 51.

5. The applicant has accounting and record keeping systems which a) show the purposes for which the funds have been spent; b) will be open for inspection by the county or its agents; c) will be maintained for at least three years following the end of the contract.
6. The individual signing the original certification sheet and application for funding must have legal authority to sign contracts for the organization, binding the organization to the contract.

Name: Gabbie Caudill Title: owner

Signature: Gabbie Caudill Date: 6.11.2026

## Memorandum of Understanding

Between  
East Jefferson Fire Rescue  
and  
Believe in Recovery

This Memorandum of Understanding (MOU) sets for the terms and understanding between East Jefferson Fire Rescue and Believe in Recovery to develop and implement a CARES team within Jefferson County.

### **Purpose**

This MOU indicates a voluntary agreement to assist in the implementation of the plans described in Exhibit A of the grant proposal.

The above goals will be accomplished by undertaking the following activities:  
Development and program management for the EJFR CARES Team, to include implementation of a multidisciplinary team, consisting of a social worker, substance use disorder professional, and firefighter/EMT.

### **Reporting**

Gabbie Caudill, owner of Believe in Recovery, will record and report on individuals served through this opportunity.

### **Funding**

This MOU is not a commitment of funds. This grant is funded through Jefferson County 1/10<sup>th</sup> of 1 percent sales tax collected for mental health and substance abuse programs and is expected to have a two-year funding cycle.

### **Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from Believe in Recovery and East Jefferson Fire Rescue. This MOU shall become effective upon signature by the authorized officials from Believe in Recovery and East Jefferson Fire Rescue and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from Believe in Recovery and East Jefferson Fire Rescue, this MOU shall end on December 31, 2028.

### **Contact Information**

Believe in Recovery

Partner representative: Gabbie Caudill

Position: owner

Address: 3051 West Sims Way, Port Townsend, WA 98368

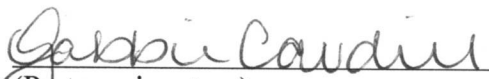
Telephone: 360-385-1258

Fax: 360-343-9093

E-mail : [gabbie@believeinrecoveryemail.com](mailto:gabbie@believeinrecoveryemail.com)

East Jefferson Fire Rescue  
Partner representative: Bret Black  
Position: Chief  
Address: 24 Seton Road, Port Townsend, WA 98368  
Telephone: 360-381-0292  
Fax: 360-  
E-mail : bblack@ejfr.org

  
\_\_\_\_\_  
(Partner signature) Date: 6-8-26  
Bret Black, East Jefferson Fire Rescue, Chief

  
\_\_\_\_\_  
(Partner signature) Date: 6-8-26  
Gabbie Caudill, Believe in Recovery, owner

# Washington State Department of Health

This organization

**Believe In Recovery, LLC**

is authorized by Chapter RCW 43.20, 71.05, 71.24, 10.77, 71.34, 74.50, 41.05.750  
to have a


**Behavioral Health Agency**

Operated by **Believe In Recovery, LLC**

Located at **3051 W Sims Way**

**Port Townsend, WA 98368-2255**

Credential Number  
**BHA.FS.61164489**



Status  
**Active**

Effective Date  
**04/09/2026**

Expiration Date  
**05/06/2027**

Secretary



STATE OF WASHINGTON  
DEPARTMENT OF HEALTH  
Olympia, Washington 98504

06/12/2026

Subject: Credential Verification

To Whom It May Concern:

This verifies the status of the Substance Use Disorder Professional Certification for Aaron Bruce Wasson.

This site is a Primary Source for Verification of Credentials.

<b>Credential Number:</b>	CDP.CP.61302220
<b>Credential Type:</b>	Substance Use Disorder Professional Certification
<b>First Credential Date:</b>	01/18/2023
<b>Last Renewal Date:</b>	03/16/2026
<b>Credential Status:</b>	Active
<b>Current Expiration Date:</b>	04/20/2027
<b>Enforcement Action:</b>	No

The Washington Department of Health presents this information as a service to the public.

The absence or presence of information in this system does not imply any recommendation, endorsement, or guarantee of competence of any health care professional, the mere presence of such information does not imply a practitioner is not competent or qualified.

This site provides disciplinary actions taken and credentials denied for failure to meet qualifications. If the Enforcement Action is listed as a 'No', there has been no disciplinary action. It allows viewing and downloading of related legal documents since July 1998. Contact our Public Disclosure Office at [pdr@doh.wa.gov](mailto:pdr@doh.wa.gov) for information on actions before July 1998. This information comes directly from our database. It is updated daily.

## 2026 Upcoming Events

Group	Event	Date
<b>2026</b>		
<b>June</b>		
BOC /Admin	Chelan Seminar	6/7/2026
BOC /Admin	*Hosting* JC Fire Commissioners & Admin	6/18/2026
EJFR	Fire Academy Graduation	6/20/2026
EJFR	Marrowstone Is. Strawberry Fesitval	6/21/2026
EJFR	All County Preparedness Day - FinnRiver Cidery	6/27/2026
<b>July</b>		
EJFR	Port Townsend Farmers Market	7/4/2026
EJFR	Medic One Graduation	7/11/2026
EJFR	DC Brummel Retirement Party -St 6	7/31/2026
<b>August</b>		
JC Airport	Airport Day	8/2/2026
EJFR	Jefferson County Fair	8/14-8/16