



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM August 18, 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 and Jeannie Price. Commissioner Dave Seabrook was absent.

Admin Staff: Chief Black, BC Fletcher, Finance Director Lirio and District Secretary Cray.

1. AGENDA CHANGES – Stinson bumped up HR Stewarts report to the presentation portion of the meeting. She also added Item E Excuse Seabrook from July meeting to new business. Price noted she had questions about BOC sick leave and compensation and would like to discuss. New Business item F was added for those topics.

2. CONSENT AGENDA

- Approve Regular Meeting Minutes from June 16, 2026, and Special Meeting minutes from June 25, 2026

Vouchers

- Approve General Fire expenditure warrants dated July 23, 2026, July 31, 2026, and August 5, 2026, totaling **\$2,381,224.64**
- Approve EMS expenditure warrants July 23, 2026, and August 5, 2026, totaling **\$145,559.26**
- Approve payroll expenditure warrants dated July 17, 2026, August 4, 2026, and August 5, 2026, totaling **\$985,750.39**

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

3. CORRESPONDENCE – in board packet.

4. PUBLIC COMMENT – Richard Thomas stated the traffic diverters on Calhoun and Lawrence will make traffic more dangerous and added that he would email the Chief if he had questions to ask. He noted he would also be contacting the Leader tomorrow.

Commissioner Craig enters meeting at 3:07pm

5. PRESENTATIONS – HR Manager Stewart logged in from the Sinlahekin Fire in Eastern Washington where she has been for the last 10 days, and the Board was briefly able to see the camp before technical issues required her to sign off.

6. ANNOUNCEMENTS AND ACKNOWLEDGMENTS

A. EJFR Media Spotlight – see board packet.

B. Other Acknowledgments/Announcements: none.

August 18, 2026

7. STAFF REPORTS – Chief Black highlighted the new reporting measurements included in his report. They are pulled from the Darkhorse platform. The program is not fully programmed yet, and they are still working on a report card feature. He explained what each metric means, reviewed outlier policy and answered questions from the board. He asked for input from the board on which metrics they would like to see in future reports. Seabrook noted he was very glad to see this reporting.

Another grant was received from DNR for the home wildfire assessments and our reimbursement from the Local loan program for \$2.2 million came in and will be new debt for the purchase of the 2 engines.

8. COMMITTEE/WORKGROUP REPORTS

A. Finance/Budget Committee – 2027 All budget requests have been received and the first meeting is 8/28.

B. Community Risk Reduction Group – No report.

C. Apparatus Committee – Engines have arrived, and the two new utility vehicles were ordered on the last day they were available through the state bid co-op.

D. Facilities Committee – The committee has been seated and a meeting will be scheduled soon.

E. Training Advisory Committee – No report.

9. COMMISSIONER COMMITTEE REPORTS

A. JeffCom Report – They are working on and EMS/EMD platform and new protocols are in process. They are still discussing the possibilities surrounding a merger with DEM, though there are many questions, especially financial.

B. EMS Council – The next meeting will be 9/1/26. They are still working on how to carry blood product.

C. Jefferson County Fire Commissioners and Administrative Professionals Association – Next meeting scheduled for 8/20/26 at 6pm.

10. Local 2032 REPORT – No report.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Leadership Workshop – The planning process is currently underway.

13. NEW BUSINESS

A. Policies and SOGs – The board was able to review the SOG for Return to Work.

B. Resolution 26-12 Surplus Property - MOTION: Masci moved to approve resolution 26-12. Craig seconded the motion which passed unanimously.

C. Wildfire Update – Black gave a brief overview of his morning briefing. Brush 6 will time out on the Little Giant fire on 8/22/26. Stewart is still on the Sinlahekin fire in Okanogan County.

D. NKFR Fleet Maintenance Contract Renewal– Black reviewed the renewed 3-year contract for fleet maintenance. The updated costs were in line with comparables. We will spend \$450,000 to \$500,000 on our fleet annually which is just under 3% of the replacement value. He added that our pump testing which is done along side the NKFR apparatus came back with 100% passing for all

August 18, 2026

rigs. This is unheard of and shows how well our apparatus are maintained by our people and our maintenance crew.

E. Excuse Seabrook for July Meeting – MOTION: Masci moved to excuse Seabrook for his July meeting absence and Craig seconded the motion. Discussion followed. Price notes she is uncomfortable excusing an absence without knowing why. She would like some guidance in the policy. Masci noted they could be pre-approved or for unforeseen circumstances. Stinson called all in favor: Stinson, Craig, Masci and Seabrook vote Aye and Price voted as opposed. Motion carried.

Executive Session: Stinson called an executive session pursuant to RCW 42.30.110(l)(g) the review the performance of a public employee at 4:16pm for 5 minutes until 4:21. Black and Cray remained in session with the Board. Stinson extended the session for 5 more minutes until 4:26pm. Upon return to the meeting, Stinson stated no decisions were made and no action was taken.

A short recess was taken from 4:26 until 4:32pm.

14. UPCOMING TOPICS/EVENTS – none

GOOD OF THE ORDER – Thanks to all for a great job at the Jefferson County Fair. Cray highlighted the AED donation to the JCSO deputy vehicles.

All were asked to stay following the meeting for Aaron Wasson’s farewell party. Black gave kudos to C-Shift for handling the recent boat fire in Port Ludlow and all the stacked calls that occurred during the fire. Finally, Black thanked the apparatus committee for their work on the new engines.

ADJOURNMENT

Stinson adjourned the meeting at 4:37pm.

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

August 18, 2026



RE: Thank Your EMT

From Bret Black <bblack@ejfr.org>
Date Tue 8/18/2026 11:14 AM
To [REDACTED] >

[REDACTED],

Its been a while since we have chatted. I hope your wife is OK.

I really appreciate you sharing this story. We have some amazing people and on any given day, I feel like the luckiest fire chief in the world.

I will pass on the kudos. If you ever need anything, please keep our CARES unit in mind. They are specialized in these kinds of follow up cases, where you might need continuing help and support.

Thank you and let me know if you have any other needs or questions.

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



From: [REDACTED]
Sent: Monday, August 17, 2026 5:18 PM
To: Bret Black <bblack@ejfr.org>
Subject: Thank Your EMT

Bret,

My wife (80 Years old) had spell a bit ago where she felt faint (but didn't faint) and had a short event of heavy trembling, so we called 911. Your guys Lt. Carver and [title?] Spellman came immediately. They were very professional, knowledgeable, reassuring, and thorough. (My wife says they are very good looking young men.) We decided that XXXX didn't need to go to the hospital tonight, but my daughter and I will look after her carefully.

Please thank your guys for a great job. We sincerely appreciate it.

Thanks,



in the evening crew on Friday, July 24,
we are so grateful for your fast
response and life saving treatment
for our daughter [REDACTED] after her
anaphylactic reaction to peanuts
at Fort Worden. We are still in awe
of your quick action and calm
demeanor, all while reassuring us
and our daughter. Nothing I write
here will ever come close to expressing
how thankful we are. She was
quickly back to her happy, healthy
self, and we have all of you to
thank for that.

Thank you so much,

[REDACTED]



Thank you. for saving my life and for helping
me when I need it -



Thank You!



For helping me!

PS now
have
stop to
tell

S. Pt is a 8yoF CC of allergic reaction with respiratory distress after eating 1/2 teaspoon of peanut butter. Pt and family were on vacation staying in a home at Fort Worden State Park. Pt has a known peanut allergy and family has been working with an allergist who advised them to give Pt small amounts of peanut butter over the past 3 months to build up a tolerance. Pt's only reactions to peanuts in the past have been urticaria without respiratory distress. This was the worst her reaction has ever been. Pt was given .15mg Epi by her parents using a prescribed Epi pen. Epi pen was given approx 10 minutes after reaction occurred and about a minute prior to EMS arrival. Pt has a history of peanut allergy and croup. Rx: Epi Pen.

O. BP 98/62 | P 136 | RR 32 | SpO2 99%NRB/Neb | BGL 135mg/dL

Arrived to find Pt in the bathroom with her parents with audible stridor, non productive cough, and wheezes. Pt was extremely distressed and was carried to the living room and placed on a couch by EMS. Pt's weight was estimated at 32Kg and Moped Green was used for medication doses. Pt's respirations were labored and rapid and was speaking in single word sentences. After administering a DuoNeb and giving a second dose of 0.15mg IM Epi Pt's stridor, wheezes, and level of distress decreased. Pt was then able to speak in 5-10 word sentences. Pt vomited one time on scene. Spoke with parents and recommended flying Pt to Children's Hospital due to the severity of her reaction.

Head: Neg for signs trauma.

Eyes: PERRL 5mm.

Neck: Initial-Audible stridor and wheezes. Upon transport-Neg for stridor/wheezes.

Skin: Pink/warm/dry. Neg for urticaria.

Chest: Rise/fall equal bilateral.

LS: Initial-Wheezes in upper lobes bilateral. Upon transport-Clear in all fields bilateral.

Abdo: Soft/Non-tender.

Extr: CSM 4/4.

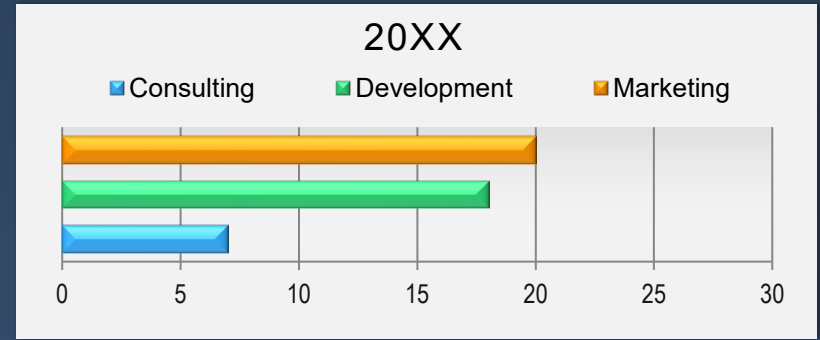
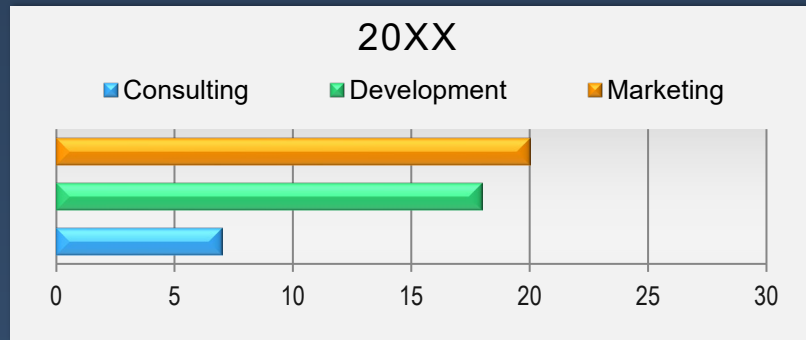
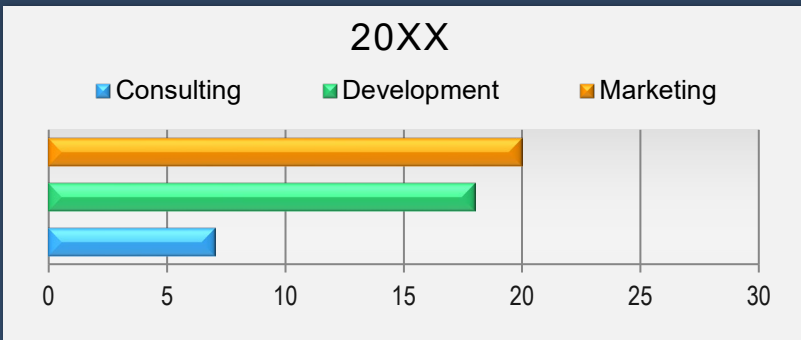
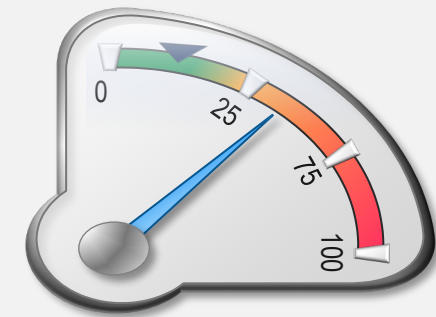
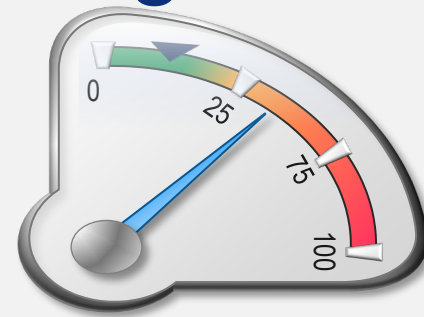
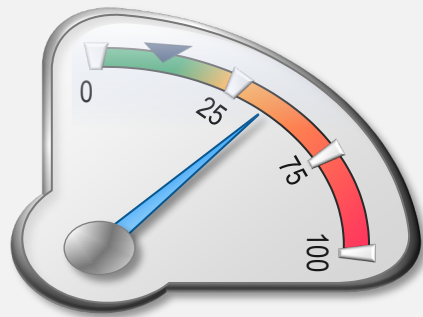
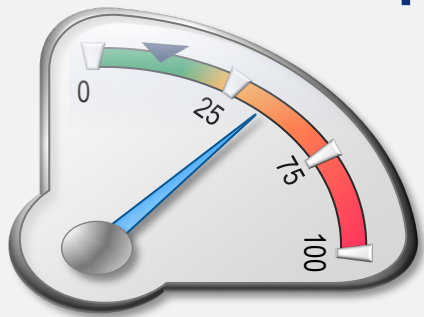
Mental status: A/O. GCS 4/5/6.

A. Anaphylaxis. Peanut allergy.

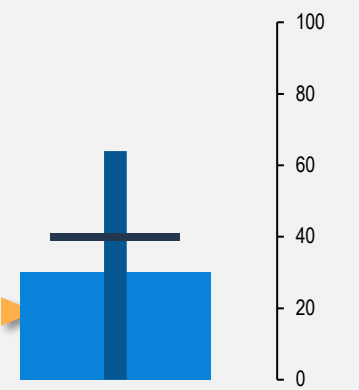
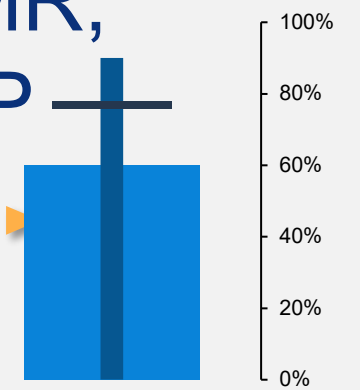
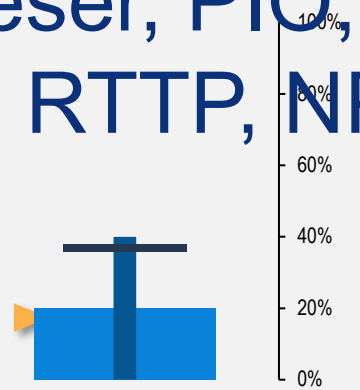
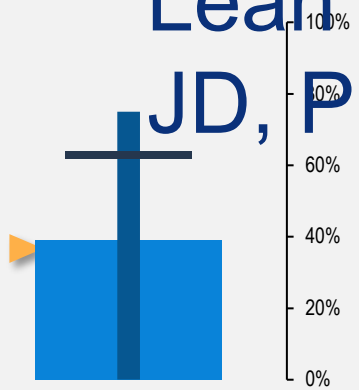
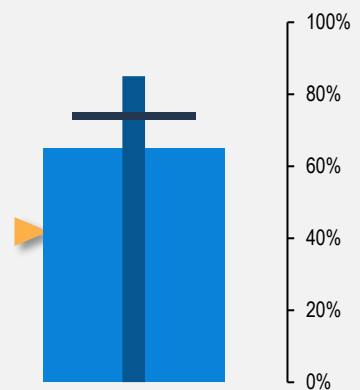
P. BSI. ABC. Vitals. 22g IV Catheter PAC. Exams. 0.15mg IM Epi x2. total of 5mg albuterol. 0.5mg ipratropium. 64mg IV Solumedrol. 32mg IV Diphenhydramine. Transported Pt to Fort Worden State Park parade grounds for airlift to Children's Hospital. Transferred Pt care to ALNW RN.

Written by FF/PM Holbrook

Enterprise Resource Management System



Leah Speser, PIO, EMR,
JD, PhD, RTTP, NPDP



Project Overview

Strategic Plan Initiative 1.2:

- *“Seize opportunities to make more efficient use of existing resources,”*
- *“Use software to optimize resource inventory (operations, maintenance, repairs),”*
“Integrate software for resource management.”

Supporting Strategic Plan Initiative 2:

2.2: *Establish realistic standards, monthly reporting, and use training/technology for compliance.*

2.3: *Optimize crew resource management, adapt response plans, and improve unit-hour utilization.*

2.4: *Enhance data capture and address substandard metrics (e.g., engines, volunteers).*

ERMS Project

EJFR
Leah Speser

Project Start:
Today:
Display Week:

TASK	MEET WITH	PROGRESS
Phase 1 Determine Needs		
Determine Uses	Chief	100%
Determine Needs	Asst. Chiefs	100%
Determine Needs	Capt/Cmdrs	100%
Determine Needs	Functional	100%
Determine FF/M/EMT Needs	Anyone else	100%
Phase 2 Internal Requirements		
Develop Needs Statement		100%
Solicit Comments	All EJFR	100%
Revise		100%
Present to Chef for Approval	Chef	100%
Revise as Needed	Chief	100%
Phase 3 Requirements Document & Bid Package		
Develop Requirements Document		100%
Present to Chief for Approval		100%
Revise Requirements as Needed	Chief	100%
Approval to Devel. Bid Pack.	Chief	100%
Develop Bid Package		50%
Approval to Chief for Bid Pack.	Chief	0%
Revise as Bid Package Needed		0%
Phase 5:Procurement		
Approve Issue Request for Bidders	Chief	100%
Issue Request for Bidders	Chief	100%
Due Date for Interest/Expressions Received		50%
Issue RFP	Chief	0%
Select Reviewers	Chief	0%
Train Reviewers	Reviewers	0%
Bid Due Date/Bids Received	Admin	0%
Selection of Finalists	Reviewers	0%
Presentations and Final Bids	Reviewers, Chief	0%
Selection of Vendor	Reviewers, Chief	0%

Findings

- No COTs single system
- Vendor lock-in a significant issue
- Department lacks internal IT capability to support a system effectively and efficiently
- Training personnel will be a challenge

Recommendations

- Proceed after requirements scrub by Chief and Deputy Chief
- Budget \$75K for year 1
- Train personnel in MS365 to enhance buy-in and readiness
- Consider developing in-house IT capability like N. Kitsap's maintenance service

- Outdoor burning is restricted; no recreational burning (campfires).

This declaration is in effect until atmospheric and field conditions fall to an acceptable level for a length of time to determine that the threat has lessened, and that risk to residents, property, and emergency responders has subsided to acceptable levels.

Plan Ahead for Fire Rescue Fest

Mark your calendars to attend East Jefferson Fire Rescue's (EJFR) 5th Annual Fire Rescue Fest on **Saturday, October 10**, 10 a.m. – 2 p.m., in front of Fire Station 1 on Lawrence Street in Port Townsend.

There will be demonstrations of past and current emergency response techniques including bucket brigades, fire hose competitions, technical rescue demonstrations, cooking safety, and more. Other agencies participating with EJFR include the Department of Emergency Management, JeffCom 911, local radio station KPTZ, Washington Poison Control, Jefferson County Sheriff, Port Townsend Police Department, and more.

This year's National Fire Prevention Week theme is "Charge into Fire Safety - Safe Charging Is a

Superpower," focusing on preventing lithium-ion battery fires. Information will be provided on properly charging your cellphone to avoid fires and safe ways to charge tools and scooters.

Informational and Educational Programs for the Port Ludlow Community

by Gil Skinner, SBCA

The following programs are **open to all Port Ludlow community residents**. Programs are at the Bay Club unless otherwise noted), 120 Spinnaker Place, and begin at 1 p.m. Programs are **free of charge**. Topics and speakers from a multitude of backgrounds are offered for residents. As important as it is to continue to strengthen the body, it is just as important to continue to strengthen the mind.

September is a full month of interesting programs starting with Thor Hanson, an internationally acclaimed speaker, and ending with David Brownell our resident First Nations' expert. In between we will have Rachel Clark discussing Resident Southern Killer Whales, Jefferson Healthcare, and our second road-trip, this one to the Port Townsend Museum and Rothschild House. Big month and hoping you join us. Now the particulars.

September 3. Thor Hanson's research and conservation activities have taken him around the globe. Hanson is a Guggenheim Fellow, a Switzer Environmental Fellow, and a sought-after public speaker and media figure. He co-hosted the PBS Nature series *American Spring Live*, and has appeared as a guest on programs ranging from *Fresh Air* to *On Point*, *Science Friday*, *To the Best of Our Knowledge*, *The Splendid Table*, *The Current* (CBC), *Naked Scientists* (BBC), *WIRED Currents*, *Clear+Vivid* with Alan Alda, and *The UnBelievable* with Dan Aykroyd. Hanson is the author of *Close to Home*, *Hurricane Lizards and Plastic Squid*, *Buzz*, *The Triumph of Seeds*, *Feathers*, and *The Impenetrable Forest*. Honors for his books have included The John Burroughs Medal, The Phi Beta Kappa Award in Science, The AAAS/Subaru SB&F Prize, and three Pacific Northwest Book Awards. His writing has been translated into a dozen languages. This is a program not to be missed!

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.

July Alarms

Fires	21
Rescue/Emergency Medical	357
Non-Emergency	46
Hazardous Condition	22
Service Call	62
Other	4
Total Alarms	512

July Ambulance Transports

911 Transports	223
Non Transports	112
July CARES Contacts	119



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 – August 2026

Threshold Events

August 28, EJFR was dispatched to a wildfire adjacent to highway 104. First arriving units found two fires, 10-15+ MPH winds pushing the fire north, creating spot fires caused by ember cast. The incident quickly escalated and mutual aid was received from the NAVY, Quilcene, Discovery Bay, Brinnon, Clallam 3, North Kitsap, and several others. The fire was in State Response Area (SRA) and DNR eventually took command, ordering aircraft and resources from USFS. By 1500 that afternoon there were approximately 100 personnel committed to the incident. FC requested EOC activation from DEM; the County Commissioners scheduled an emergency meeting declaring a disaster. DEM activated the EOC to level 4 and issued several NIXLE alerts. EJFR supported DNR's fire for several days. Numerous members of EJFR, career and volunteer, supported the incident, exceeding expectations; no injuries or damage was reported.

General Fire Chief Activities and Projects

Wildfire responses, meetings and deployments were the priority for August, including dozens of afterhours meetings WA Fire Defense Council. EJFR deployed Brush 6 to the Little Giant Fire for two weeks. FC and DFC attended weekly fire weather meetings hosted by the County Fire Marshal's Office. Preparations for September promotional exams continue. Interagency encampment meetings continue. Budget development meetings initiated. FC and DEM began logistics and planning for PL evacuation exercise scheduled for 9/13/26.

Continuing our efforts to improve performance metrics for WSRB, FC continues to deliver WSRB presentations. Interfacing with WSRB continues for a data request on Marrowstone Island in hopes of improving scores for multiple addresses. FC and DFC met with JH leadership to discuss Inter-Facility Transfer (IFT) challenges with their current provider. FC and DFC attended an interagency workshop at PUD HQ with County, City, Port, PUD and JTA partners to discuss the Four-Corners Infrastructure planned development, which impacts all the partners.

Interviews for the CARES co-responder, final selection was made. Start date is 9/14/26. Assisted DEM in personnel interviews for their DEM assistant recruitment interviewing four candidates. Position to be filled in September. FC submitted comments to Jefferson Transit Authority (JTA) regarding the addition of school district's buses to the fueling station at JTA's yard. EJFR expressed our concerns and perspectives. Illegal burn 911 calls persist daily. Wildfire threat level remains HIGH.

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

Miscellaneous Activities

Regular Darkhorse check in. The Enterprise Resource Management project is being transferred to DC MacDonald, BOC presentation 9/15/26. Planning and logistics for professional development workshop/retreat.

Standing Meetings/Committees

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

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*

Date: 9/9/2026**Subject:** Deputy Fire Chief Report**Prepared By:** Jason MacDonald

Monthly Overview	This month was building out the rest of the exam process. We also had the Horseshoe fire on Highway 104 supported by DNR, Quilcene Fire, Brinnon Fire, Navy Region Northwest, North Kitsap Fire, Clallam Fire District #3, US Forest Service, DEM, PUD, WSP, WSDOT, JCSO and other regional partners. BC Clouse was the initial Incident commander managing the escalating incident that topped out at just over 100 firefighters on the ground through unified command spanning multiple agencies and disciplines. The incident was multiple fires and topped out at 19.9 acres. It was declared out after 4 days of work, during which EJFR continued to support the DNR with Brush 6 and multiple Tenders.
DC 11 Administrative Meetings	• Jefferson County Fire Chiefs' Meeting • Weekly Weather Watch Meeting • LEPC Meeting • Olympic Community Health • Finance Director Lirio • Interim BC Kauzlarich expectations of the position meeting 2 • Dark Horse check in • Jeffcom User Group Meeting • Capt. T/O Bergen evaluations of EMT students at Kitsap FTA • Capt Bergen regarding scheduling IFSCA class and purchase of equipment. • Meet with members attending Fall Fire Training Academy to discuss expectations, communication paths, and reporting. • Meet with FF/PM Severin assigned to FTA as instructor to set expectations • HR Manager Stewart to establish promotional exam process and timeline
Continuing Education/ Training	• Series of 3 budget and Finance Policy classes with Finance Manager Lirio • 365 Labs CAD software Demo with Jeffcom Staff
Administrative duties	• Dark Horse Data review • Call processing Over Goal report to Jeffcom for Month of June • Response plan update Marine responses adding a dedicated ambulance to the response • CISD SOG draft 1 to the SOG committee • Accident investigation and report • Fall Promotional Process exam build out Outlier policy development for Dark Horse

Planning and ongoing projects	• Response Plans and Station Assignments (Kauzlarich/MacDonald) • EJFR Tender Response • CISD SOG Review/Revision • Promotional Exam Process (September with HR Manager Stewart) • Institute Outlier Policy with DarkHorse data
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4,054
Incident Volume

↑ 21
from prev ytd

534
Incident Volume

↑ 24
from prev mth.

Call Concurrency

40.6% calls with
concurrency of 2+

↓ 2.8% From previous year

Call Concurrency

45.3% calls with
concurrency of 2+

↑ 1.8% From previous month

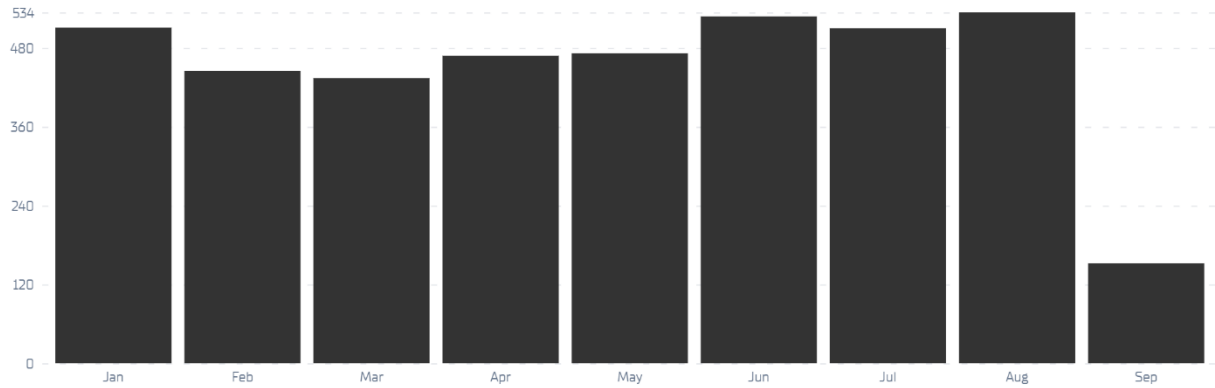
EJFR Responses By Area For August 2026	
Mutual Aid Given	18
City of PT	212
Glen Cove/Jacob Miller	25
Cape George	8
Ocen Grove/Beckett Pt	6
Kala Point	31
Hadlock/Irondale	91
Marrowstone	10
South Disco	2
Chimacum	32
Oak Bay	2
Northern Ludlow	54
Southern Ludlow	31
Other/CARES	12
Total	534

Incident Volume

Year to Date 2026

January 01 2026 - September 08 2026

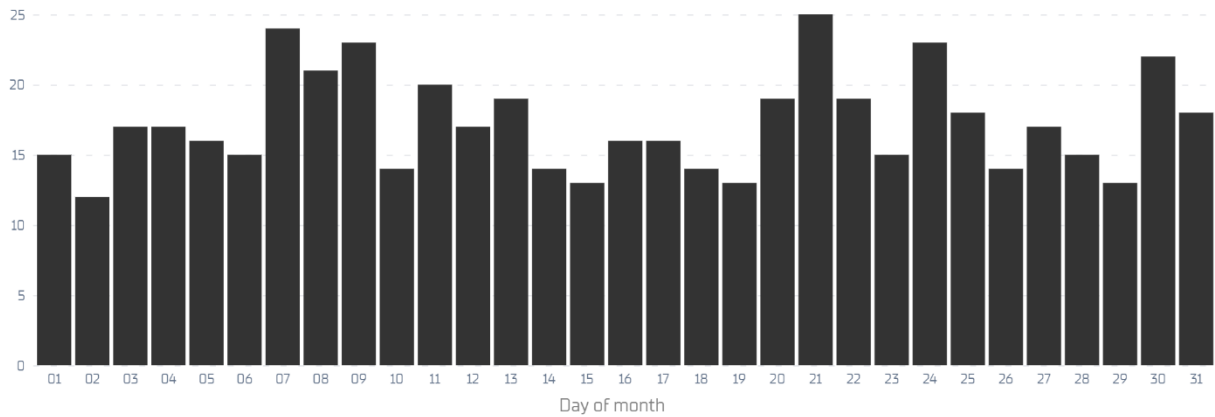
4,054 ↑21 from prev ytd



Incident Volume

August 2026

534 ↑24 from prev mth.



Date Prepared: 9/4/26

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

Public Education, Events, and Presentations	Events 8/2 Airport Days Booth, 150 Contacts 8/8 Fire Extinguisher Training at Towne Point, 15 Contacts 8/14 - 8/16 Jefferson County Fair 8/28 Port Ludlow Connects Event Promoting Volunteering 8/29 Port Townsend Farmers Market, Fire Extinguisher Training, 100 contacts, 40 trained
Smoke Alarm Installations	- August – No New Smoke Alarms or CO Alarms Installed 2026 Totals – 62 Smoke Alarms Installed, 2 CO Detectors Installed
Community Partnerships	8/5 Jefferson County IMT Meeting 8/10 Jefferson County Fire Chiefs Meeting 8/12 Safe Streets for All Safety Plan Meeting with City 8/26 Jefferson County Wildfire Alliance Meeting
Plan Review, Inspections, Investigations	Community Concerns and Consultations 8/6 Address Resident Concern on Door Hardware 8/6 Address Door Issue at Downtown Restaurant 8/6 Circus Tent Inspection at Point Hudson 8/6 Wood Pallet Check at Memorial Field 8/7 Meet with City for Stairway Evaluation at Hancock Apartments 8/11 Corrected Key Issues at 1235 Landes 8/26 Meet with Resident Regarding Smoke Alarms for Hard of Hearing 8/26 Meet with State Parks to Update Keys at Fort Worden Knox Box 8/28 Consult with Kala Point Resident on Fire Lane Needs 8/28 Youth Firesetting Intervention Meeting with Port Hadlock Family Fire Code Inspections (City of Port Townsend) - August – No Fire Code Inspections Completed 2026 Total – 93 Fire Code Inspections Completed - Ongoing work on preparing for First Due inspection platform in September Meetings 8/6, 8/13, 8/27 New Development Reviews with City of Port Townsend Home Wildfire Assessments - August – 19 Home Wildfire Assessments Completed 2026 Total – 93 Home Wildfire Assessments Completed

Public Information Officer (PIO)	Media Releases • 8/27 Two Brushfires Burn 25 Acres Along Highway 104 West of Hood Canal Bridge Media Interviews • 8/11 Phone Interview with PDN on Wildfire Deployments • 8/27, 8/28, and 8/31 Newspaper Interviews on Horseshoe Fire Public Information Meetings • 8/5 Meet with KPTZ for Fire Rescue Fest Coverage • 8/7 Website Redesign Meeting with Streamline • 8/13 Website Redesign Meeting with Alto Social Media Posts • 8/10 EJFR Members Deployed to Wildfires • 8/24 Boat Fire in Port Ludlow • 8/27 Fire Extinguisher at Farmers Market Promotion • 8/27 Horseshoe Fire Social Media Posts Social Media Followers • Facebook – 4,900, Up 716 followers • Instagram – 780, up 33 followers Monthly Newsletter • 8/10 August Newsletter Published, 168 Sends, 118 Opens (70.2% Open Rate) • 171 Newsletter Subscribers
Personal	• 8/16 – 8/23, 8/31 Time Off



FINANCIAL REPORT FOR AUGUST 2026

Prepared by Roy Lirio, Finance Director

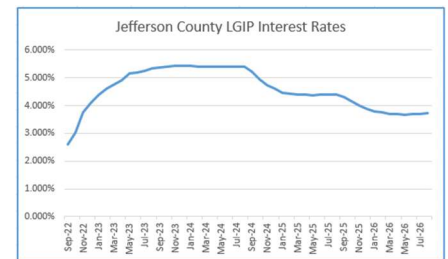
Fund Balance August 2026

	General	EMS	SubTotal	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	2,933,128	3,754,003	6,687,131	1,502,032	1,323,584	1,025,144	10,537,891
Change YTD	172,298	(540,663)	(368,365)	37,167	32,703	25,238	(273,257)
Ending Fund Balance	3,105,426	3,213,340	6,318,766	1,539,199	1,356,287	1,050,382	10,264,634

Financial Highlights:

I. Fund Balance & Budget Position

- District ended Aug 2026 with total fund balance of \$10,264,634.
- Combined Fire/EMS expenditures at 65.2% of budget, excluding capital/debt/transfer spend, operating expenditures are at 64.2%, trailing with the 66.7% expected 8-month pace.
- Combined Salary and Overtime spending remain on pace with budget (66.3% of budget respectively, vs. 66.7% expected at 8 months); Overtime is slightly higher than expected due to wildland deployments.



II. Revenue & Investment Updates

- Fire Fund received \$9,057,562 (65.9% of budget; 47.4% excluding COP proceeds).
- EMS Fund received \$4,557,205 (71.9% of budget), boosted by a \$412K SFY25 GEMT interim settlement.
- The District received \$55,665 in leasehold excise tax and \$23,522 in combined timber sales and excise tax
- 96.1% of Treasurer-held funds are in LGIP; Aug rate was 3.74%, slightly higher than the previous month.

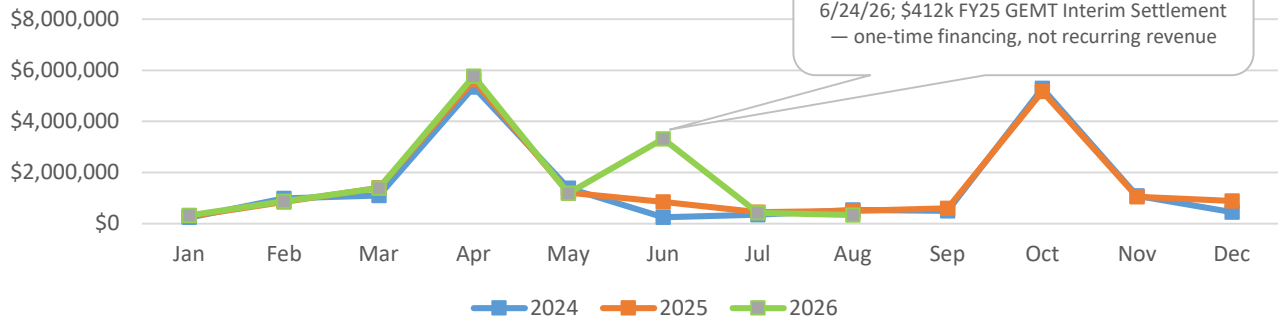
III. 2027 Budget Development Update

- 8/28, 9/8 – Budget committee meetings.
- Multi-year forecast guides how much surplus 2027 needs to generate to meet the Policy 6004 reserve.
- Known revenue/expenditure changes (excluding requests) net to approximately +\$2.17 million favorable (see table below); the forecast recommends directing much of this toward the surplus target, leaving less than the full amount available for requests.

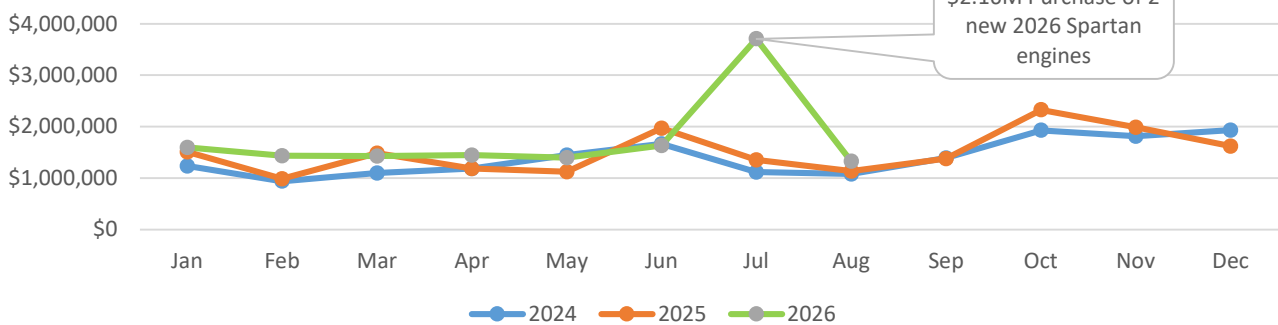
Revenues	Increase/ (Decrease)	
Levy Lid Lift	\$ 2,243,403	One time
1.8/2.0 growth	\$ 271,128	
GEMT	\$ 330,000	One time (based on 4 year historical average)
Transport Fees	\$ 350,000	Mostly one time (Medicare Add-On, incr fee rate)
	\$3,194,531	
Expenditures		
Salaries	\$ 423,293	
OT (@ 17%)	\$ 71,960	
Medical Ins prem incr 18.5%	\$ 304,881	On going but likely not as large
Debt Service	\$ 223,929	One time
	\$1,024,063	

- Departments have submitted over \$2.1 million in discretionary budget requests.

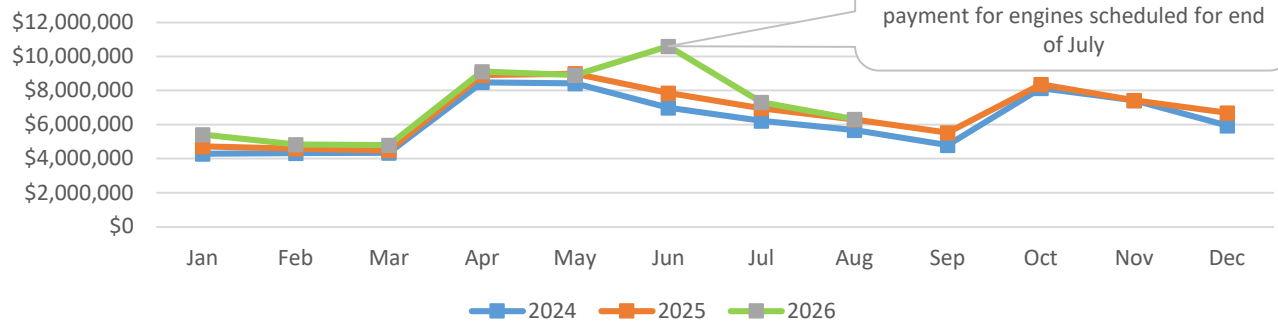
East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



East Jefferson Fire Rescue FIRE General & EMS Funds Expenditures



East Jefferson Fire Rescue FIRE General & EMS Funds Fund Balance



Attachments:

- 1) FIRE – 2026 Budget Position - Aug 2026 YTD
- 2) FIRE OT Summary Report – Aug 2026 YTD
- 3) EMS – 2026 Budget Position - Aug 2026 YTD
- 4) EMS OT Summary Report – Aug 2026 YTD

FIRE - 2026 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 09:32:32 Date: 09/04/2026

Page: 1

001 Fire Fund #656001010

Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,894,792.00	6,508,131.25	4,386,660.75	40.3%
330	0.00	9,347.17	(9,347.17)	0.0%
390 Debt Proceeds, Trfr-In, & Surplus Equip Sales	2,859,862.00	2,540,083.99	319,778.01	11.2%
Fund Revenues:	13,754,654.00	9,057,562.41	4,697,091.59	34.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
210 Administrative	2,199,211.00	1,484,385.97	714,825.03	32.5%
211 Legislative	296,895.00	252,021.33	44,873.67	15.1%
220 Suppression	5,823,393.00	3,808,501.45	2,014,891.55	34.6%
230 Prevention	59,500.00	13,026.72	46,473.28	78.1%
245 Training	157,047.00	48,191.24	108,855.76	69.3%
250 Facilities	429,693.00	293,022.85	136,670.15	31.8%
260 Vehicles & Equipment	472,983.00	252,319.93	220,663.07	46.7%
520 Fire Control	9,438,722.00	6,151,469.49	3,287,252.51	34.8%
590 Debt, Capital, LT Lease & Transfr	4,024,714.00	2,733,795.25	1,290,918.75	32.1%
Fund Expenditures:	13,463,436.00	8,885,264.74	4,578,171.26	34.0%
Fund Excess/(Deficit):	291,218.00	172,297.67		

FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 09:32:57 Date: 09/04/2026

Page: 1

001 Fire Fund #656001010

Months: 01 To: 08

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,951,949.00	1,958,086.37	993,862.63	33.7%
522 20 10 019-0 OVERTIME (40%)	531,592.00	355,553.02	176,038.98	33.1%
220 Suppression	3,483,541.00	2,313,639.39	1,169,901.61	33.6%
520 Fire Control	3,483,541.00	2,313,639.39	1,169,901.61	33.6%
Fund Expenditures:	3,483,541.00	2,313,639.39	1,169,901.61	33.6%
Fund Excess/(Deficit):	(3,483,541.00)	(2,313,639.39)		

EMS - 2026 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 09:33:21 Date: 09/04/2026

Page: 1

101 EMS Fund #657001100		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,338,167.00	4,557,205.47	1,780,961.53	28.1%
Fund Revenues:	6,338,167.00	4,557,205.47	1,780,961.53	28.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	7,675,740.00	4,927,635.16	2,748,104.84	35.8%
274 EMS Training	86,105.00	30,473.44	55,631.56	64.6%
276 EMS Maintenance	0.00	28,938.64	(28,938.64)	0.0%
520 Fire Control	7,761,845.00	4,987,047.24	2,774,797.76	35.7%
590 Debt, Capital, LT Lease & Transfr	229,382.00	110,821.63	118,560.37	51.7%
Fund Expenditures:	7,991,227.00	5,097,868.87	2,893,358.13	36.2%
Fund Excess/(Deficit):	(1,653,060.00)	(540,663.40)		

EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 09:33:46 Date: 09/04/2026

Page: 1

101 EMS Fund #657001100

Months: 01 To: 08

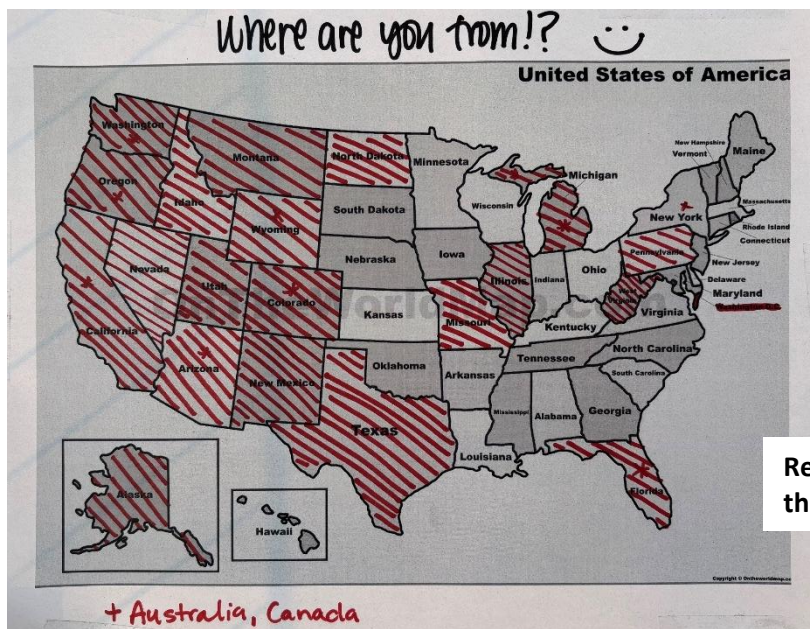
Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,427,923.00	2,937,134.64	1,490,788.36	33.7%
522 72 10 019-1 OVERTIME (60%)	797,388.00	533,330.11	264,057.89	33.1%
272 EMS Operations	5,225,311.00	3,470,464.75	1,754,846.25	33.6%
520 Fire Control	5,225,311.00	3,470,464.75	1,754,846.25	33.6%
Fund Expenditures:	5,225,311.00	3,470,464.75	1,754,846.25	33.6%
Fund Excess/(Deficit):	(5,225,311.00)	(3,470,464.75)		

Date Prepared: 9/4/26

Subject: Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	• 8/3 HR Mtg • 8/6 – 8/21 Deployment to Sinlahekin Fire Finance Section • 8/17 CARES Interview • 8/24 FIIRE Program Overview Mtg, 2nd benchmark submission • 8/28 Budget Development Mtg
Human Resources	Volunteers • 8/26 Admin Volunteer Orientation PC Classes • Off for summer QTR – no BAS classes offered Policy/SOG/JD • 2000c • 2000d • 2000g • 2002 • 2007/2007a
Presentations / Tours/Other/Misc	• Preparation for upcoming assessment centers; Battalion Chief 9/9, Lieutenant 9/16 and Captain 9/30. • 8/19 launched BC Assessment project



Representation on the Sinlahekin Fire, three countries and many states.

EJFR Staff and Volunteers, August 2026

8/26	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		Bentzen
FF			
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
DAWSON	Admin
DAWSON	Admin

Total 8

MILLER	EMS
SHORT	EMS

Total 2

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

Total 8

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

Total EJFR Members	
109	

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: 9/4/26**Subject:** *Executive Assistant/District Secretary Report***Prepared By:** Tanya Cray

Meetings & Events:	• 8/10 Fleet Contract Mtg • 8/11 Met with BOC Facilitator • 8/17 Review Budget Roll forwards • 8/18 BOC Mtg • 8/20 JCFC&AP Mtg • 8/28 Budget Meeting
Ongoing Projects/Notable Items	• PL Voice Submission • Board Meeting packet preparation. • Documents Purge at Station 7 • GovDeals posting/selling surplus • Board/Executive Registrations and Travel • Organize Board Workshop Logistics
Ready Rebound Summary of Usage Past 12 Months	• Number of Cases: 4 Off Duty, 3 Courtesy (Family) • Open Cases: 1 Off Duty, 1 Courtesy • Appointments Scheduled: 4 Initial, 2 Imaging • Days Saved by Appointments: 48 Initial, 23 Imaging *As a reminder to all members, Ready Rebound isn't only for employees. Family Members, Commissioners and Retirees all can utilize this program.

Date: 9/07/2026

Subject: *Battalion Chief 11 Report*

Prepared By: *Chris Kauzlarich*

BC 11 Administrative Meetings	• Daily Shift meetings • Once per tour visit to all stations for crew contact and assistance • JeffCom User Group Meeting • Radio Communications
BC 11 911 Responses	• "A" Shift Responses 199 • BC11 responded to 10 incidents in the last month • 3 MVA • 2 CPRs • 1 Vehicle fire • Call back Little Giant Deployment
Continuing Education/ Training	• A-Shift training 216.5 hours completed • EMS connect • Ongoing Shift level training and scheduling
Administrative duties	• Shift based training oversight and compliance • Staffing and Callbacks • First Due testing • Response Plans (MacDonald)
Planning and ongoing projects	• Cross staffing and crewforce (Lt. Kauzlarich/MacD) • Response Plans and Station Assignments (Kauz/MacD) • EJFR Tender Response • ESO/NERIS Updates • Installed updated radios Tender 4, 5, 6 and 7 • Wildland small tools purchase (Kauz/Sanders)

Program Budgets Update	Program Budget	BARS	Amount	Spent	Remaining
	Radios (Kauz)	522 20 42 0100	\$68,861.00	\$43,941.22	24,919.78
	SCBA (B. Grimm)	522 20 31 0300	\$55,300.00	\$35,200.27	\$20,099.73
	Wildland (Sanders)	522 20 35 0650	\$19,384.00	\$4,959.42	14,424.58
	Small Tools (Secondez)	522 20 35 0100	\$18,512.00	\$17,948.27	\$563.73

Date: September 9th, 2026

Subject: *BC-12 Report*

Prepared By: *Justin Clouse*

BC Administrative Meetings	• Daily Shift Meetings • At least once per tour visit to each station for crew contact and assistance • IFSAC Testing meeting • Meetings with facility maintenance tech • State IFSAC Technical Advisory Group Meeting
BC 911 Responses	• Responded to 12 incidents in August. • Established or assumed command of 7 of those incidents. • Was on Vacation for 2 rotations in August.
Continuing Education/ Training	• Daily Shift level training • EMS Connect • Base Station • Create & Teach Volunteer Tender Drill • Acting Battalion Chief Manual with 1 prospective Acting BC • Prep to TCO Kitsap FFI IFSAC test. • Prep to TCO Kitsap HMA/HMO IFSAC test.
Administrative duties	• Shift based training oversight and compliance • Staffing and callback • Run Shift Training reports • ESO report review • Facility Maintenance program oversight • Driving policy update
Planning and ongoing projects	• Training Committee • IFSAC Testing Technical Advisory Committee • EVIP Policy review and updating • Facility maintenance planning • Budget requests

Personal Protective Equipment	Employees fitted, gear ordered and slowly coming in. Budget proposal for 2027.
Technical Rescue	Budget proposal for 2027
Wellness Program	Wellness exams completed. Budget request for 2027.
Facilities Maintenance	- Station 1- Heat issue and annuals. - Station 2- Storage building caulking and painting. Quotes. Heat annual. - Station 4- Nothing. - Station 5- Review for Power backup for quarters and septic. - Station 6- Sign update. - Station 7- Heat annuals. - Station 8- Quotes - Station 9- Sign update. - Admin- Construction of Chief's office.

Program Budget	BARS	Amount	Spent	Remaining
Wellness (Gregory)	522 20 41 0600	\$3,000.00	\$415.00	\$2,585.00
Fitness Program (Gregory)	522 72 41 0601	\$3,000.00	\$586.04	\$ 2,413.96
Annual Physicals (Gregory)	522 10 41 0160	\$67,000.00	\$0.00	\$ 67,000.00
Ready Rebound (Kinney)	522 72 41 0601	\$14,000.00	\$280.00	\$13,720.00
Hose & Appliances (Kinney)	522 20 35 0100	\$33,000.00	\$31,175.48	\$ 1,824.52
FF PPE (Lueders)	522 20 20 0609	\$150,822	\$92,488.13	\$58,333.87
Special Ops Rope (White)	522 20 35 0500	\$12,597.00	\$9,505.42	\$ 3,061.58
Station 6 paint (Lawson)	522 50 48 0100	\$49,543	\$18,964.23	\$30,578.77
Station 8 siding (Lawson)	594 22 62 0670	\$45,000	\$2,268.45	\$42,731.55

Date: 9/9/2026**Subject:** *Battalion Chief 13 Report***Prepared By:** *Justin Fletcher*

BC 13 Administrative Meetings	• Daily Shift meetings • Visit each station and collaborate with crews at least once per tour • Meeting with JC Public Works about weight limits • PS Trax Meeting
BC 13 911 Responses	• Responded to 21 incidents in August ○ Incipient stage fire in a boat of the PL Marina ○ Vehicle fire at Beaver Valley Store
Continuing Education/ Training	• Shift level training (C Shift completed 281 hours of training)
Administrative Duties	• Callbacks for all staffing needs • Scheduling maintenance, repairs and new apparatus builds • Back staffed BC position during 104 Wildfire • New engine work- fabrication and ordering equipment
Shift Programs	• See Apparatus Report

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	\$36,030.00	\$8,333.98	\$27,696.02
Apparatus Maintenance	Fletcher	\$260,453.00	\$107,254.12	\$153,198.88
Ladders	Parker	\$500.00	\$-	\$500.00

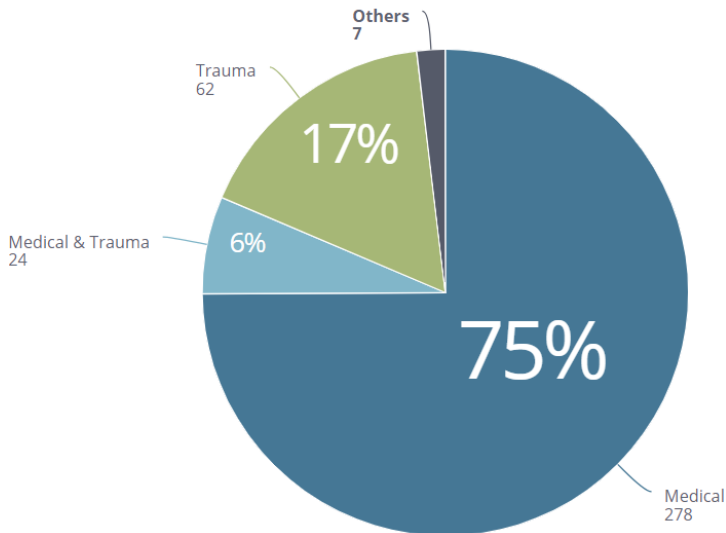
August MSO BOC Report

September 9, 2026

Submitted by: Tammy Ridgway

EMS Calls

- **370 Patient Care Reports**
- **4 Cardiac Arrests 2 with ROSC and Return Home**
- **1 STEMI NO TNKase administered**
- **10 Medivacs**



Monthly Overview

- **Leave at home naloxone:** 2 leave at home kits were handed out.
- **CPR:** 1 CPR class for a preschool
- **School Events:** 36 CHS and Quilcene students toured station 6 with the help of B shift
- **Meeting Highlights:** Resuscitation Academy, Orientation for per diem paramedics, OB community potential drill meeting, PUD/CARES meeting, CARES interview, JHC Meeting
- **EMS Training:** EMS Connect, Ultrasound training which are now in service and on the 4 medic units.
- **Other:** Volunteer Orientation

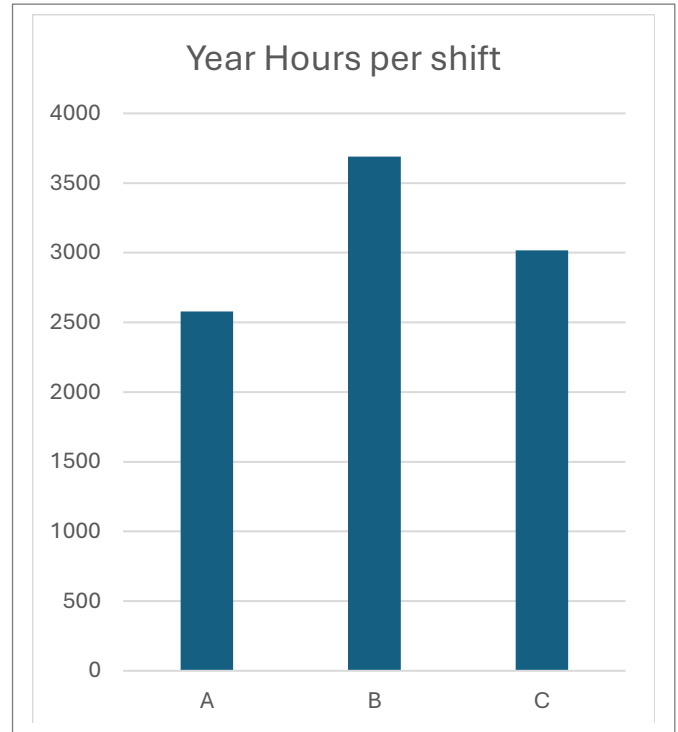


TITLE	BARS #	Budget	Spent	Remaining
EMS Medications	522 72 31 015-1	\$60,000.00	1,513.52	\$28,777.58
EMS Supplies	522 72 31 010-1	\$92,575.00	\$4,957.63	\$30,019.51
EMS Equipment	522 72 35010-1	\$99,575.00	\$12,024.50	\$76,680.91
CPR Training Supplies	522 74 45 010-1	\$4,000	\$1,579.82	
EMS Training/Conferences	522 74 45 020-1	\$20,000.00		\$19,289.00
Required EMS Training	522 74 45 040-1	\$12,500.00	\$594.59	\$8,556.33
DOH EMS Participation Grant	344 04 90 005-1	\$778.00		

August Training Captain Report
September 10, 2026
Submitted by: Captain Trevor Bergen

Overview Training Hours:

- **August total hours: 1083.60 Hours**
- **Total Hours for 2026: 11,926.6 Hours**
- **3rd Quarter Training Hours: 2,385.55 Hours**
- **2026 WSRB Training Hours: 6,648 Hours**



Overview:

- **2027 Budget-** Budget meetings started and the overview has been completed. Training program budget has been developed and ready to present. Met with Deputy Chief MacDonald for budget approval.
- **FIT Pre-academy meetings-** Met with the three FITS slated to go to Fire Academy and presented a refresher on Policies and Guidelines for Accidents, Injuries, and expectations from the fire academy. Including developing a new accident/injury packet for the vehicles.
- **Scheduled Classes-** Was able to secure an additional class for November relating to Electrical Vehicle and Home systems fire. Worked on logistics and scheduling. Also Purchased budgeted Force entry doors and Mannikens.
- **Upcoming Schedule-October 6-8-** NASBLA Operator class, **12-15** PNW Conference **Nov 16/17-**Chris Greene Chris Greene, **Dec** Chief Stanton Cooke

TRAINING SUPPLIES	522 45 31 020-0	\$2,087	\$2,976
TRAINING EQUIPMENT ST/ME	522 45 35 010-0	\$22,000	\$2,726
TRAINING TOWER REPAIRS/MAIN FROM MEMBER FEES	522 45 40 002-0	\$14,000	
TRAINING REGISTRATIONS CAREER (CONFERENCES)	522 45 40 010-0	\$10,000	
KCFTA FIRE ACADEMY - FIT's	OT-Training	\$50,000	\$5,460
TRAINING CLASSES - CAREER	522 45 40 050-0	\$50,000	\$18,058
TRAINING REGISTRATIONS - VOLUNTEER	522 45 40 060-0	\$1,950	\$1,043
TRAINING DUES, SUBSCRIPT/MEMBERSHIP	522 45 49 010-0	\$21,500	\$1,175
MISCELLANEOUS	522 45 49 020-0	1,500	\$378.04
VOL EMT TRAINING	522 74 45 025-0	\$10,000	\$1431.20



Wildland Fire Highway 104



Deployment of DNR to Wildfire



EV Fire from Scooter



Completed Fire Officer 3



DIRECTOR'S REPORT

August 27, 2026

❖ Projects:

- Jeffcom and Pencom continue jointly investigating **cloud-based CAD** systems in hopes of replacing onsite equipment with hosted solutions. Jeffcom's preference is for each agency to issue an RFP based on the details we gained from the RFI responses and subsequent demos. IT has scheduled the first demos for July 30th and encourages all member agencies to send staff to observe and comment.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring.
- IT continues to work on implementing badge-based **multi-factor authentication** as required by federal and state changes to CJIS security requirements. The problems with the first demo system have led IT to look at two alternatives, which are being investigated and may be tested.
- IT will be replacing CAD computers and screens in coming months. This is a routine upgrade funded primarily by an Equipment Grant from the state office.
- 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:** NOAA has begun preparations to move its equipment into our facility per the new sublease.
- **Port Townsend Tower leasing:** The AT&T site's connection to fiber-optic backhaul and the addition of antennas for the third wireless band remain to be completed. AT&T's application for a permanent building permit was reviewed by Jeffcom and EJFR and is being submitted to the city.
- Jeffcom has order for **updated emergency medical dispatching** guidebooks from APCO is pending legal review of the agreement by APCO.

❖ Budgetary Items:

- The 2026-27 grant agreement for our basic-service and coordinator-training funding, which total \$399,422, with the State E911 Coordination Office has been fully executed. This agreement is between SECO and Jefferson County with the funds dispersed to Jeffcom for 911 call handling.



- **Current staffing** is ten full-time, fully trained communications staff including one supervisor. In August, we added one communications officer trainee. Two part-time communications officers continue filling some shifts.
- **Recruiting:** Applications for the promotional opportunity from communications officer to communications supervisor are due September 11. If staffing remains stable, we anticipate no further hiring until July 2027.
- We continue to treat the **third shift** (1000-2000) as minimum staffing that must be filled (including supervisor and records coverage) on overtime Monday through Saturday from May 1 through the end of September. This will be reevaluated in 2027 for that summer season based on budget and call volume.
- **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** were terminated by JCSO and PTPD effective June 30, and the transition to Pencom records occurred on July 21. The senior communications officer working primarily on records remains on a weekday 4/10 schedule through August to assist with problems and written procedures.

❖ **Staffing, Health, Recognition:**

- **July communications-staff overtime** was 252.25 hours among ten fulltime communications staff, including 8 hours of scheduled overtime every second week for those working 12-hour shifts (June's was 284.25; May's was 259; April's 294.75).
- **Found Therapy** Services continued sit-in appointments with all shifts.
- **Employee recognition** this month included commendations for the following:
 - ◆ CO Dressler for her assumption of law-enforcement records and TAC duties when Jeffcom lost its records specialist while working toward the termination of the JCSO and PTPD MOUs; successful passage of a WSP audit shortly after taking the role; calm and capable performance of these duties while continuing to work phones and radios; providing guidance and education to supervisory and administrative staff through the transition to Pencom records; and work to improve processes through a difficult time that could otherwise have resulted in worsened processes.

❖ **External Relationships:**

- A **User Group** meeting was held August 18 and lightly attended due to schedule conflicts. We discussed radio practices, an upcoming demo from our current CAD provider Tyler, ongoing problems with CAD and expected patches and ongoing projects with the fire districts regarding radio, paging and response programming.

- State office continues preparation an RFP for **replacement call handling equipment** as a statewide system. IT is participating in the committee to develop requirements. Jeffcom's hope is to join the new system once it is available, timed for the scheduled 2027 replacement of our current phone system.
- **Clallam County fire districts** approached Jeffcom to inquire about the possibility of Jeffcom providing dispatching services. We met and discussed the high costs of expanding Jeffcom to cover their call volume; the impossibility of Jeffcom operating their fragmented radio channels without negatively impacting our own consolidated operations; and opportunities for improvement without leaving Pencom.
- We completed our first contracted **IMT deployment** under our interagency agreement with DNR, with the director working remotely on the Skyo fire, but so far we have been unable to get our first CO with a radio-operator taskbook deployed to an incident.
- State **911 coordinators meeting** and working groups on August 20 covered a variety of topics including the June service impairment; consistent public messaging regarding 911 service; priorities for actions described in the statewide strategic plan; funding for TERT deployments (mutual aid between ECCs); and accidental system activation other than through 911 voice calls.
- State **APCO-NENA conference** in October will be in Bremerton, so director and several staff will attend due to minimal travel time and adequate staffing to cover shifts.

CFS and Call Data: January 1 through August 21, 2026

Agency	CFS count YTD	CFS count LYTD
EJFR	3705	3695
QFR	402	377
BFD	370	434
DBVFR	95	75
Fire Total	4572	4581
JCSO	9371	9371
PTPD	6149	5543
Law Total	15520	14914
Info only	1991	1779
Total	22083	21274

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	11225	99.32	n/a
11-15 sec	51	99.77	90%
16-20 sec	14	99.89	95%
21-40 sec	12	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
Total	9231		

- 911 Calls (including test calls)**

Metric	YTD
Average ring time	2.63 sec
Average hold time	1.20 sec
Average talk time	110.78 sec
Pencom rollovers answered	85
Rollovers to Pencom	3

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

Metric	YTD
Number of outgoing calls	6078
Number of incoming calls	12557
0-10 sec pick-up time	99.58%
Average ring time	2.92 sec
Average hold time	4.22 sec
Average talk time	99.33 sec

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 26-13**

**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 15th day of September 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 Surplus	QTY	Serial #/Model # etc. (list separately if multiple #'s)	Description	Reason for Surplus
Electronics				
Lt 7 iPhone	1	VVL9M7K3V1	iPhone 13	broken
Equipment				
CD V-777-1 Radiation Detection Kit	1	SN 14569	Kit received in 1995 fro FEMA	No need for this

2026 Upcoming Events

Group	Event	Date
2026		
August		
JC Airport	Airport Day	8/2/2026
EJFR	Jefferson County Fair	8/14-8/16
BOC/Admin	JC Fire Comm & Admin Prof.	8/20/2026
EJFR	Port Ludlow Connects	8/28/2026
EJFR	Port Townsend Farmers Market	8/29/2026
September		
EJFR	Port Townsend Farmers Market	9/12/2026
Admin	2026 Healthcare Workshop	9/17/2026
BOC/Admin	Board Workshop	9/21/2026
EJFR	Professional Development <i>The Culture We Build</i>	9/22/2026
EJFR	Home Fire Safety Workshop	9/29/2026
October		
EJFR	Port Townsend Farmers Market	10/3/2026
EJFR	Chimacum Farmers Market	10/4/2026
EJFR	Fire Prevention Week	10/4-10/10
EJFR	Fire Rescue Fest	10/10/2026
EJFR	WFCA Annual Conference	10/21-10/24
EJFR	JC Fire Comm & Admin Prof.	10/29/2026
November		
BOC/Admin	2027 Budget Due	11/30/2026
December		
BOC/Admin	JC Fire Comm & Admin Prof. - Banquet	12/3/2026