



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 for meeting link

3:00pm

AGENDA

October 20, 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 September 15, 2026, Special Meeting Minutes from September 21, 2026, and Special Meeting Minutes from October 1, 2026.

B. Vouchers

- Approve General Fire expenditure warrants dated September 14, 2026, September 21, 2026, September 29, 2026, and October 7, 2026 totaling **\$286,607.52**
- Approve EMS expenditure warrants September 14, 2026, September 21, 2026, and September 29, 2026 totaling **\$187,367.15**
- Approve payroll expenditure warrants dated September 17, 2026, and October 2, 2026 totaling **\$934,048.49**
- Approve 3rd Quarter Volunteer Stipend warrants dated October 9, 2026 totaling **\$7,669.06**

3. **Correspondence**

TAB 3

4. **Presentations –**

A. Cori Medrano, CEO of WSRB, Virtual Presentation on Current events and Collaborations

5. **Public Comment –** *(for items not on agenda, 3 minutes per person)*

6. **Announcements and Acknowledgements**

A. EJFR Media Spotlight –

TAB 6A

B. Acknowledgements –

Introductions: Lauren Santi, CARES and Case Swanson, Volunteer

7. **Staff Reports –**

TAB 7

8. **Committee/Workgroup Reports & Updates (as needed)**

A. Finance Committee – Update & Summary of Committee's work (Lirio)

TAB 8A

B. Community Risk Reduction – FIREFEST Debrief (Wittenburg)

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|--|---------|
| C. Apparatus Committee – Working on final touches for new engines | TAB 8C |
| D. Facilities Committee – Met on 9/28/26 (Clouse) | TAB 8D |
| E. Training Advisory Committee – Did not meet | |
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 | |
| 9. Commissioner Committee Reports | |
| A. JeffCom | TAB 9A |
| B. EMS Council | |
| C. JC Fire Comm. & Admin. Prof.-Next Mtg 10/29, Upcoming Elections | TAB 9C |
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| 10. Local 2032 Report | |
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| 11. Public Comment – <i>(for items on the agenda, 3 minutes per person)</i> | |
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| 12. Old Business | |
| A. Leadership Workshop (Review) | |
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| 13. New Business | |
| A. Policies/SOG's | |
| B. Resolution 26-14 Surplus Property | TAB 13B |
| C. Additional FF for Expected Vacancy | TAB 13C |
| D. Additional Engine Discussion - Black | |
| E. Part-Time EE Benefits | TAB 13E |
| F. Eligibility Lists | TAB 13F |
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 | |
| 14. Upcoming Topics/Events | TAB 14 |
| • 2027 Budget Workshop and Hearing dates | |
| • 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 September 15, 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, Dave Seabrook, Steve Craig, Geoff Masci and Jeannie Price.

Admin Staff: Chief Black, BC Clouse, MSO Ridgway, Finance Director Lirio and District Secretary Cray.

1. AGENDA CHANGES – None.

2. CONSENT AGENDA

- Approve Regular Meeting Minutes from August 18, 2026.

Vouchers

- Approve General Fire expenditure warrants dated August 17, 2026, August 27, 2026, and September 3, 2026, totaling **\$270,737.76**
- Approve EMS expenditure warrants August 17, 2026, August 27, 2026, and September 3, 2026, totaling **\$125,086.36**
- Approve payroll expenditure warrants dated August 19, 2026, and September 3, 2026, totaling **\$1,052,009.04**

MOTION: Masci moved to approve the consent agenda. Craig 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.

5. PRESENTATIONS –

A. Enterprise Resource Management - Leah Speser gave a presentation on Enterprise Resource Management (ERM). The ERM is a way to organize information and collect it all in a single location to reduce redundancy. There is no single off the shelf system to use how we would like it. In her research, findings included a lack of internal IT capability to support an effective system, vendor lock-in is an issue, and training personnel will be a challenge. She recommended all personnel be trained in Microsoft 365 to enhance readiness and to consider developing an in-house IT capability among other items. The Board and Chief Black thanked her for her time and dedication.

B. Horseshoe Fire Community Summary – BC Clouse described his initial impression once on scene and how the incident progressed until DNR took over. Overall, the fire burned 20 acres with no injuries and only one instance of minor damage occurred. There was an unprecedented response from our volunteers and off-duty personnel. A local HOA provided food which was greatly

September 15, 2026

appreciated. The fire was caused by a tree falling on high voltage lines.

6. ANNOUNCEMENTS AND ACKNOWLEDGMENTS

A. EJFR Media Spotlight – see board packet.

B. Other Acknowledgments/Announcements: Two new administrative volunteers were introduced to the Board. Nimai Black and Kelly Force were welcomed and thanked by the Board.

7. STAFF REPORTS – The Deputy Chief report included new data derived from our DarkHorse platform. The Board had a discussion on call concurrency.

Black discussed the Jefferson Transit Authority receiving requests from both local school districts to use their facility now that Cenex may be closing. He noted he has voiced our concerns with the amount of fuel usage and daily supply. We have not heard back yet.

Black informed the board that Jefferson Healthcare has requested our help with a few interfacility transports. They are having trouble with their current provider and some very long delays.

8. COMMITTEE/WORKGROUP REPORTS

A. Finance/Budget Committee – 2027 The budget committee has met twice to review revenues, roll forward expenses, and some requests for the 2027 budget. Lirio explained that we have \$2 million dollars to work with. He would like to set aside \$600,000 to help us last to 2031/32 before our next levy lid lift and noted that there are still \$2 million in requests. Not all requests will be approved.

B. Community Risk Reduction Group – Met on 9/8/26 to plan for Fire Fest and noted the Lawrence St. refurbishing will not impact our plans.

C. Apparatus Committee – they are still outfitting the new engines and they will both be going for some warranty work soon. FF Richter is rolling out the training for everyone. The new tender/engine will be here in March 2027.

D. Facilities Committee – Things are looking good. There are projects being planned and requests are going in to the budget.

E. Training Advisory Committee – No report.

9. COMMISSIONER COMMITTEE REPORTS

A. JeffCom Report – There are a lot of different agencies that want to use dispatch, but they have to be mindful of the impacts to JeffCom and the airtime can get tied up, also making it hard to keep track of officers. They are still working a new EMD book (protocols) and they have just hired their 12th position making them completely staffed for the first time in several years. Director Stewart was approached by all Clallam County Fire Chiefs to see if JeffCom can dispatch for them.

B. EMS Council – They gave approval to submit the request for another DOH licensed ambulance in the county. A draft QI plan for a prehospital blood program was presented by the MPD. They also approved a new consumer representative, Joey Rodrigues.

C. Jefferson County Fire Commissioners and Administrative Professionals Association – The October meeting was moved to 10/29/26 and at that meeting elections for all positions will be held.

10. Local 2032 REPORT – No report.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS – None.

13. NEW BUSINESS

A. Policies and SOGs – None.

B. Resolution 26-13 Surplus Property - MOTION: Masci moved to approve resolution 26-13. Price seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS – none

GOOD OF THE ORDER – The WFC held their quarterly legislative session and he learned the Washington State budget is already \$6 billion over in requests for next year.

Stinson thanked all who participated in the 9/11 remembrance activities.

Price thanked DC MacDonald for his presentation at the PLVC meeting.

ADJOURNMENT

Stinson adjourned the meeting at 4:42pm.

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



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

**BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES FROM September 21, 2026**

CALL TO ORDER

Board Chair Deborah Stinson called the special meeting to order at 8:58am at Bainbridge Fire Station 21, 8895 Madison Ave NE, Bainbridge Is., WA

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Admin Staff: Chief Black and District Secretary Cray.

A. Board and Senior Staff Workshop focused on Leadership, Organizational Roles, Communication, and Moving Forward – Cray noted that minutes will be kept to capture the content of the subject matter only. No motions or action will be taken at this meeting.

Silouan Green facilitated a presentation/discussion along with Zane Gibson, Interim Fire Chief at South Pierce Fire and Rescue.

Alignment and Culture – Key Points

- Culture is an intentional thing, the bigger the organization the easier it is to lose connections.
- The reality is that there are many pressures that can cause a growing disconnect between firefighters, officers, chiefs, and boards.
- Mission matters more than ego.
- Board meetings are for the public, come prepared and any issues should be addressed ahead of time.
- Maximizing service to your community while taking care of your firefighters requires alignment.
- Healthy Boards can disagree – but once a vote is taken the decision belongs to the entire board who must support its successful implementation.
- Commissioners create the tone and expectations of the department.

Recess: the board broke for recess from 10:05am-10:13am

- The Chief sets the tone
- Leadership flows through the chain of command
- Disconnected leadership creates fragmented culture and culture silos.
- The Board/Chief Partnership should always start with the assumption of positive intent, address concerns directly and give grace.
- No one should know your politics – we have a job to do!
- Why Chiefs burn out.
 - Political pressure
 - Labor conflict
 - Lack of support
- Humility – Most important trait

September 21, 2026

Recess: the Board broke for lunch form 12:08pm to 12:38pm

The Chief updated the Board on some current events within the District.

Cycle of Change

- Principled Negotiation – every conversation you have is a negotiation.
- Separate people from the problem.
- Focus on interests, not positions.
- Create options for Mutual Gain.
- What can we do better?

Recess: the board broke for recess from 2:48pm-2:55pm

The board participated in several SWOT analyses and held discussions on what we can do better.

Lead from the Front

- Visible leadership matters
- Consistency matters
- Hold people accountable respectfully.

The Role of Gratitude and Recognition

- People need to feel valued.
- Gratitude improves morale.
- Positive culture must be reinforced intentionally.

Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.

We must be unified and support each other.

ADJOURNMENT

Stinson adjourned the meeting at 4:00pm.

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

September 21, 2026



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

**BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES FROM October 1, 2026**

CALL TO ORDER

Board Chair Deborah Stinson called the special meeting to order at 5:00pm at St 6, 9193 Rhody Dr. Chimacum, WA 98325.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Admin Staff: Chief Black, Chief MacDonald, District Secretary Cray, BC Fletcher, Capt. Bergen and CRM Wittenberg.

- A. *Rechassis Ambulance Order*** – BC Fletcher presented his request to enter into a purchase agreement with Braun Northwest to capitalize on the current ordering window for the required chassis. Pushing it out will extend our delivery time and into the next ordering window for a 2028 model year. It was noted we have budgeted the correct amount for this apparatus, and it will come out of the 2027 budget. **MOTION:** Masci moved to authorize the Fire Chief to sign the purchase agreement with Braun Northwest and approve up to \$240,000.00 for the total project. Seabrook seconded the motion which passed unanimously.
- B. *Acquiring a Telehandler from DNR*** – Black noted how hard staff works to provide training. In past trainings we have needed to rent a telehandler which is very expensive. Bergen has been looking to acquire one of these for a very long time. However, the one he found didn't work out. It did not run as expected and we were unsure of the issue so we passed. DNR knows we are looking for on and will continue to seek out opportunities.
- C. *FEMA AFG Grant*** – Black reported that our grant request for an Exhaust Extraction System for Station 7 was approved. All other FEMA grants submitted were denied. This is the final station in our District that does not have this system in place. He added that it is a health and wellness measure for our people. Cancer is the leading cause of death for firefighters and we need to do anything we can to reduce carcinogens. **MOTION:** Seabrook moved to accept FEMA AFG award EMW-2025-FG-01171 of \$83,636.36 for a Station 7 source capture exhaust system, commit \$29,555.00 in district funds in the 2027 operating budget, and authorize the Fire Chief to accept the award in FEMA GO and execute related documents. Masci seconded the motion which carried unanimously.

ADJOURNMENT

Stinson adjourned the meeting at 5:18pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Jeannie Price, Vice Chair

October 1, 2026

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Dave Seabrook, Commissioner

ATTEST:

Tanya Cray, District Secretary

October 1, 2026

Hi
my name is [redacted]
You helped me back on
Sat 9/19/26 afternoon (chest
and vomiting). I just wanted to
say THANK YOU for respecting me. Yes I
know that I can be difficult towards
don't feel good. Your respect towards
me is very much ~~appreciate~~ appreciate
Don't really remember the situation
in the ambulance, when you gave me the
pain meds, I guess that I passed out
a couple of times.
This card is to say THANK YOU!
Never have I dealt with that much
pain.
You guys are my hero's
Thanks again
Sincerely [redacted]
[redacted]

THANK YOU!
THANK YOU!
THANK YOU!
THANK YOU!
THANK YOU!
THANK YOU!
THANK YOU!

HOW'S THAT?

Keep up the Awesome
Job you guys do.
Thank's again
[redacted]
mailing address if you want to respond
to this card
Turn over for
Address [redacted]

heartline

mark COMPANY

THIS IS ONE
OF THOSE TIMES
WHEN SAYING
THANK YOU
DOESN'T
SEEM LIKE
ENOUGH.



On **Thursday, October 15**, 5 – 6 p.m., join us for an Author Talk with Lisa Coutu. We'll be discussing her new book, *Communicating Cancer: Strategies for You, Family and Friends*. This book is a guide for anyone who struggles with difficult conversations around their diagnosis.

Looking to add a fun fall flair to your home? We're creating succulent covered pumpkins! Join us for the *Fall Succulent Pumpkin* workshop led by Vicki Miller on **Monday, October 19**, 2 – 4 p.m.

Let's get grounded in our local flora with Native Plant Workshop: "Trees, Please!" **Thursday, October 22**, 4 – 6 p.m. Led by the Jefferson County Conservation District and Mason Conservation District's Stewardship Foresters, Brigitta Mathews and Margaret Kreder. We'll learn how planting native trees and shrubs can benefit the environment and ecosystem.

Join us for Genealogy Basics on **Saturday, October 31**, 10:30 – 11:30 a.m. This beginner class will show you the basic steps, like keeping records organized and reading certificates. Are you a more advanced researcher? Register to meet with a genealogist for help with your family tree from 12:15 – 1:15 p.m., or 1:30 – 2:30 p.m. Bring your family history questions and laptop or smart device to show the work you have already done. Please register for only one session, and please wear your Halloween costumes!

Find complete details for these programs and more on the calendar of events at jclibrary.info. Visit the Jefferson County Library at 620 Cedar Avenue in Port Hadlock. For questions or assistance, call 360-385-6544 or email information@jclibrary.info.

Port Ludlow Garden Club Presents: A Flower Arranging Tutorial

Autumn is here and we are fortunate that we still have plenty of flowers in our area! Join us on **Monday, October 14**, 11 a.m., at the Bay Club for a hands-on, inspiring tutorial using flowers from your garden! Amanda DeCastro and Alysha Evans are local women who created A&A Honey Bee Floral from a passion for flowers, creativity, and community. With over 20 years of artistic creation and experience, they create unique designs with a personal touch. They love their work and it shows. So, pick your flowers and join us for this fun and informative tutorial. We ask that participants bring some extra flowers to share,

and a 12" vase with a neck of at least 5". Let's get together and create!

Garden Club presentations are open to all local residents. Members and guests must RSVP five days prior to the event. Refreshments are complimentary. Non-members are welcome to attend for a \$5 donation. All must please RSVP to Phyllis Lovendahl at 503 833-2631 or porthudlowgardenclub@outlook.com.

Port Ludlow Tangle Club to Meet October 8

Meet, connect, and learn from each other!

The Port Ludlow Tangle Club will meet at the Bay Club on **Thursday, October 8**, 1 – 3 p.m. October's meeting will be a "Chat and Tangle" meeting; come with your own supplies, tangle whatever you want, and get inspired by what others do!

Anyone can tangle. Repeated, focused strokes of your pen, used in structured patterns called tangles, make the Zentangle Method easy to learn as well as relaxing. The fun comes in adding your own touch, altering the tangle patterns or combining them to create your own original art! A quick 15-minute lesson on a tangle pattern will get the creativity started. Beginner kits will be available for first timers for a nominal fee. To RSVP, please contact Certified Zentangle Teacher Alice Clive at: foureyes22@outlook.com.



Head's Up: Next month's meeting will be held at the Bay Club on **Thursday, November 12**, 1 – 3 p.m. We'll take a whirl at tangling on store-bought greeting cards and putting our own special touch on them – to make them truly unique!

EJFR Upcoming Events for October 2026

October will be a busy and informative month for East Jefferson Fire Rescue (EJFR), beginning with Fire Prevention Week, which is scheduled for **October 4 – 10**.

This year's theme is "Charge into Fire Safety: Safe Charging is a Superpower," and focuses on everyday charging habits that can help reduce the risk of lithium-ion battery fires and keep homes and communities safer.

The 5th Annual Fire Rescue Fest will be held at Station 1, 701 Harrison Street in Port Townsend on **Saturday, October 10**, 10 a.m. – 2 p.m. This event celebrates the history of fire service in Jefferson County, with firefighter demos, skills competitions, and fun and interactive activities for kids and adults. Additional information about these events can be found at ejfr.org.

This year's National ShakeOut drill will take place on **Thursday, October 15**, at 10:16 a.m. The Jefferson County Department of Emergency Management strongly encourages area residents to participate in the Drop, Cover and Hold exercise. For more information and to register your neighborhood or group, go to shakeout.org/washington. More information can also be found at mil.wa.gov/earthquake.

If you have questions about the services EJFR provides, log into ejfr.org or call 360-385-2626. More information about the Department of Emergency Management can be found at bit.ly/jeffcoeoc.

Meet Your Firefighters

by Ron Dawson, EJFR Community Outreach Volunteer

Meet Jesse Cordova, a firefighter/paramedic in the East Jefferson Fire Rescue service. Jesse recently completed his paramedic training after spending six years as a firefighter/ EMT. When asked why he wanted to take the next step in developing his skills in emergency medical response, he said, "My paramedic coworkers inspired me. I admire what they know and what they can do, and I want to push myself to do more and be pushed outside of my comfort zone."

He completed the Medic One Paramedic Training given at Harborview in Seattle. The training lasted over a year; he was working with doctors from Harborview and medics from four fire departments. He had an intense year of long hours, drills and calls. He is now able to provide advanced care for cardiac arrests, strokes and traumatic emergencies. This level of readiness doesn't happen by chance. It comes from hundreds of hours of hands-on training in realistic, high-pressure environments. He is now back on shift with

East Jefferson Fire Rescue.

Jesse is originally from north Seattle and has lived in Edmonds and Ballard. He moved to Port Ludlow in 2019 and joined his mother, Mandy Whipple, who relocated to Port Ludlow in 2007. He started volunteering with EJFR as a resident firefighter and was hired in 2021.

Jesse decided to be a firefighter because he thought it would be a great career in public service. The thing he likes best about his job is getting to work with those people who live in the community. The hardest part of the job is facing the unknowns. He says the paramedic training was a grind, but it allowed him some important personal growth.

When asked about anything that people don't know about you, he replied that he has a minor in fine art and got into oil painting in college. He enjoys gardening, walking the trails and horror movies.



Jesse Cordova

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.

August Alarms

Fires	13
Rescue/Emergency Medical	398
Non-Emergency	34
Hazardous Condition	24
Service Call	62
Other	4
Total Alarms	535

August Ambulance Transports

911 Transports	253
Non Transports	122



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 – September 2026

Threshold Events

EJFR was dispatched to two nearly-simultaneous CPR calls on 9/23. EJFR continues to add our BC to complex mutual aid incidents in adjacent districts.

General Fire Chief Activities and Projects

FC and DFC attended weekly fire weather meetings hosted by the County Fire Marshal's Office. September promotional exams have been completed. Budget committee meetings continue.



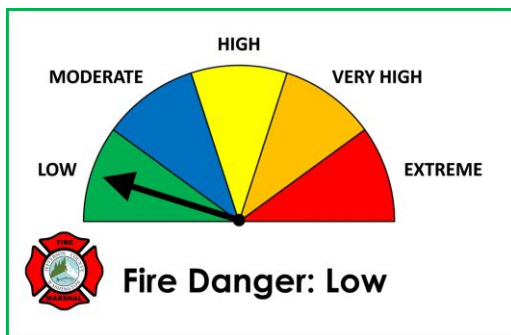
Washington Fire Chiefs and WSRB continue to collaborate. We continue our efforts to improve the performance of WSRB scoring metrics, FC continues to deliver WSRB presentations to agency partners. EJFR has confirmed the date for our WSRB assessment, **December 3 & 4, 2026.**

Miscellaneous Activities

Regular Darkhorse check in. Planning and logistics for leadership training. FC and CRM met with City and general contractors for Lawrence Street project. FC had a couple of calls with legal counsel regarding investigations.

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)		



Wildfire threat level is now **LOW.**

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

Port Ludlow conducted an evacuation exercise on 9/13/26. We had numerous participants from Port Ludlow with observers from Kala Point and Cape George. **BIG Thanks** to JC DEM and Willie Bence.

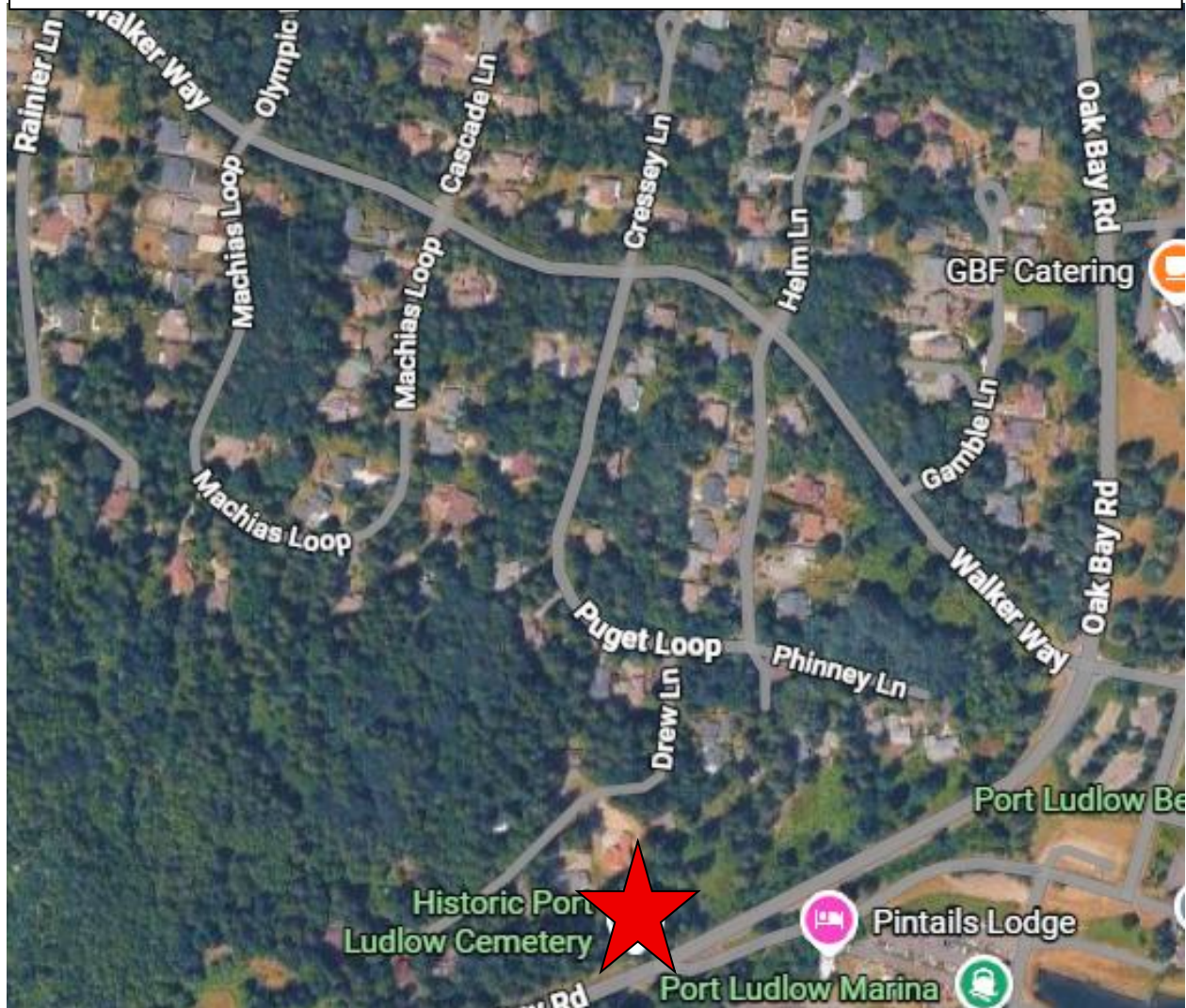
Actual NIXLE EXERCISE Notices:

JEFFCOEOC:

*!EXERCISE! LEVEL 1 - GET READY EVACUATION for Walker Way from Oak Bay to Rainier in PL.
!EXERCISE!*

*!EXERCISE! LEVEL 3 - GO NOW EVACUATION for Walker Way, from Oak Bay to Puget Loop.
!EXERCISE!*

!EXERCISE! LEVEL 2 - GET READY EVAC for Walker Way from Puget Loop to Rainier Ln. Evac center at Bay Club More info.



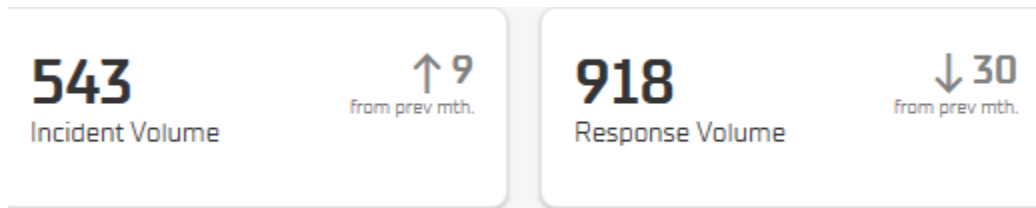
Serving the Communities of

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: 10/8/2026**Subject:** *Deputy Fire Chief Report***Prepared By:** *Jason MacDonald*

Monthly Overview	This month conducted three promotional exams: Battalion Chief, Lieutenant and Training Captain. We had partner help from CCFD#2, CCFD#3, Eastside F&R, Navy Region Northwest, North Kitsap Fire, City of Bremerton, Jeffcom, City of Port Townsend Police and JCSO. We have had two members on modified duty this month working under Operations. One member focused on development and delivery of training for the new fire engines to prep for the in-service date coming quickly. Another member focused on preplans completing and uploading 25 preplans into the First due software system for immediate use by all members.
DC 11 Administrative Meetings	• Weekly Weather Watch Meeting • LEPC Meeting • Olympic Community Health • Budget Committee Meetings • Interim BC Kauzlarich expectations of the position meeting 3 • Dark Horse check in • Jeffcom User Group Meeting • Capt. T/O Bergen KTA recruit evals • Capt. Bergen regarding scheduling IFSCA FF2 class. • HR Manager Stewart to finalize promotional exam processes evaluations.
Continuing Education/ Training	• FLSA review
Administrative duties	• Dark Horse Data review • Call processing Over Goal report to Jeffcom for Month of August • Response plan update Marine responses adding a dedicated ambulance to the response • 2002a SOG draft 1 • Fall Promotional Process exam build out

Planning and ongoing projects	• Response Plans and Station Assignments (Kauzlarich/MacDonald) • EJFR Tender Response • CISD SOG Review/Revision • Mobile Integrated Health symposium
Operational Highlights	• Modified Duty Preplans (25 completed and uploaded) • New Engine Training Program (One taken to Sumner for warranty paint repair) FTEs were delivered training both classroom and hands on, • New Engine in service dates (BC Fletcher is planning and firming the date) • Promotional Testing Process completed except Captain which is finishing Mid-October



Call Concurrency

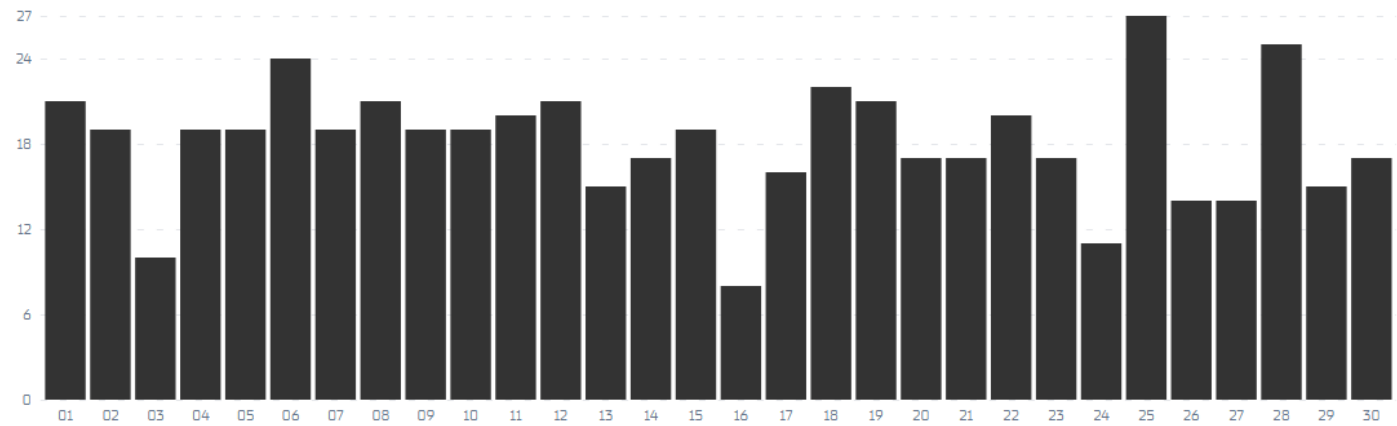
44.4% calls with concurrency of 2+ ↓ 0.9% From previous month

EJFR Responses By Area For Sept 2026	
Mutual Aid Given	18
City of PT	229
Glen Cove/Jacob Miller	24
Cape George	24
Ocen Grove/Beckett Pt	2
Kala Point	29
Hadlock/Irondale	86
Marrowstone	14
South Disco	4
Chimacum	22
Oak Bay	7
Northern Ludlow	47
Southern Ludlow	25
Other/CARES	12
Total	543

Incident Volume

SVG PNG CSV

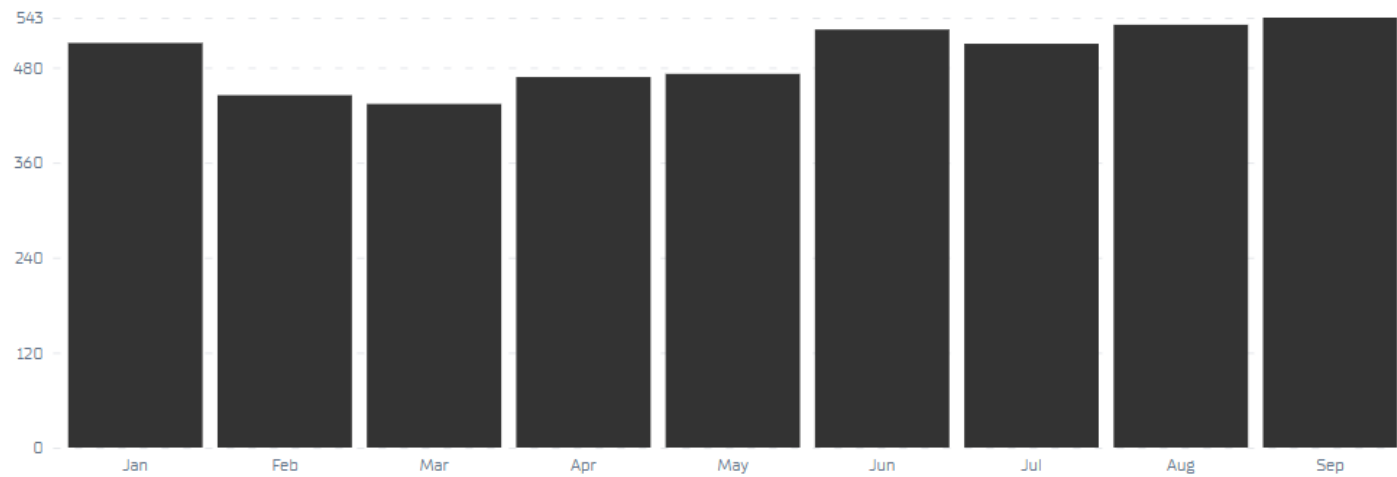
543 ↑9 from prev mth.



Incident Volume

SVG

4,583 ↑54 from prev ytd



Quarterly Performance

RESPONSE METRICS

1,587

Incident Volume

↑ 119

from prev qtr.

2,856

Response Volume

↑ 329

from prev qtr.

RESPONSE TIMES

13m44sFirst-Unit Call to Arrival (90th)
Targets: 8m (Urban), 12m (Rural)**↑ 55s**

from prev qtr.

8m26s

First-Unit Call to Arrival (Median)

↑ 37s

from prev qtr.

1m44sCall Processing / Dispatch (90th)
Target: 1m30s | 90th percentile**↑ 09s**

from prev qtr.

2m32sCrew Turnout (90th)
Target: 2m | 90th percentile**↑ 03s**

from prev qtr.

706

Calls with Concurrency of 2+

↑ 97

from prev qtr.

82.2%

Station Response Reliability

↓ 1.9%

from prev qtr.

60

Volunteer Responses

↑ 1

from prev qtr.

12m21s

Volunteer Response Time

↓ 3m09s

from prev qtr.

Call Concurrency

44.5% calls with concurrency of 2+**↑ 3.0%** From previous quarter

Concurrency

2+

Sort By

Value (Desc.)

4 3 2

		From previous quarter
Station 6 - Chimacum	18.5%	↑ 1.8%
Station 2 - Jacob Miller	12.3%	↑ 3.0%
Station 1 - Port Townsend	10.3%	↓ 4.1%
Station 8 - South Point	7.0%	↓ 14%
Station 7 - Port Ludlow	6.1%	↑ 0.6%

Date Prepared: 10/2/26

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

Public Education, Events, and Presentations	Events 9/8 CRR Committee Meeting 9/11 Port Ludlow Friday Market, 40 Contacts 9/12 Port Townsend Farmer's Market, 60 Contacts 9/26 East Jefferson County Rotary Car Show, Volunteer Tender, 20 Contacts 9/29 Home Fire Safety Workshop at Station 6, 10 Registered, 1 Attended
Smoke Alarm Installations	- September – 28 New Smoke Alarms and 1 CO Alarm Installed, 4 Battery Changes 2026 Totals – 90 Smoke Alarms Installed, 3 CO Detectors Installed
Community Partnerships	9/14 Jefferson County Fire Chiefs Meeting 9/16 CWDG Meeting with County Grant Writer 9/30 CWDG Project Meeting
Plan Review, Inspections, Investigations	Community Concerns and Consultations 9/2 Walkthrough Vince's Village with City Public Works 9/8 Knox Box Key Update at 819 Hancock 9/8 Public Meeting on Lawrence Street Project 9/10 Wooden Boat Festival Food Court Inspections 9/11 Moment of Silence at Station 1 9/11 Wooden Boat Festival Grounds Inspection 9/14 Lawrence St Project Meeting with City and Contractors 9/24 Pre-App Meeting with City of PT regarding PT High School 9/25 Occupancy Load Calculation at First Baptist Church, Port Townsend 9/25 PT Film Festival Outdoor Screening Inspection 9/29 Port Townsend High School Renovation Walkthrough with Contractor Fire Code Inspections (City of Port Townsend) - September – 4 Fire Code Inspections Completed 2026 Total – 97 Fire Code Inspections Completed - Ongoing Configuration of First Due Inspection Module Meetings 9/3, 9/10, 9/17, 9/24 New Development Reviews with City of Port Townsend Home Wildfire Assessments - September – 17 Home Wildfire Assessments Completed 2026 Total – 110 Home Wildfire Assessments Completed

Public Information Officer (PIO)	Media Releases • 9/18 Fire Danger Level Lowered to MODERATE Social Media Posts • 9/1 CPR Class Promotion • 9/1 High Fire Danger Reminder • 9/11 Honoring Victims of 9/11 • 9/14 Home Fire Safety Workshop Announcement • 9/18 Fire Danger Level Lowered to MODERATE • 9/23 Fire Rescue Fest Promotion • 9/29 Home Fire Safety Workshop Promotion Social Media Followers • Facebook – 4,924, Up 24 followers • Instagram – 784, up 4 followers Monthly Newsletter • 9/14 September Newsletter Published, 171 Sends, 119 Opens (69.6% Open Rate) • 171 Newsletter Subscribers
Professional Development	• 9/22 Leadership Training at Station 6
Personal	• N/A



FINANCIAL REPORT FOR SEPTEMBER 2026

Prepared by Roy Lirio, Finance Director

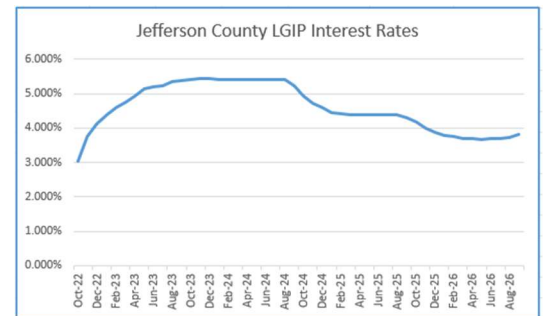
Fund Balance September 2026

	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	(350,130)	(978,686)	(1,328,816)	41,950	36,912	28,486	(1,221,468)
Ending Fund Balance	2,582,998	2,775,317	5,358,315	1,543,982	1,360,496	1,053,630	9,316,423

Financial Highlights:

I. Fund Balance & Budget Position

- District ended Sept 2026 with total fund balance of \$9,316,423.
- Combined Fire/EMS expenditures are at 72.3% of budget. Excluding capital, debt, and transfers, operating expenditures are at 73.6%, trailing the 75.0% expected pace at 9 months.
- Combined salary and overtime are at 75.2% of budget, versus 75.0% expected. Salary is at 74.7% and overtime at 78.4%. Overtime is running above pace due to wildland deployments and extended paramedic leaves, partially offset by salary running slightly under.
- Based on actuals through September, 2026 is projected to finish with a combined Fire/EMS deficit of about \$0.4 million, roughly \$0.9 million better than the \$1.36 million budgeted. The improvement comes mainly from GEMT and ambulance revenue running above budget. This favorable variance is already reflected in the long-term forecast and 2027 budget development as a higher starting fund balance. Because a significant share is one-time revenue, it is not treated as ongoing spending capacity.



II. Revenue & Investment Updates

- Fire Fund received \$9,356,771 (68.0% of budget; 60.8% excluding COP proceeds).
- EMS Fund received \$4,820,988 (76.1% of budget), boosted by a \$412K SFY25 GEMT interim settlement.
- 92.4% of Treasurer-held funds are in LGIP; Sept rate was 3.82%, slightly higher than the previous month.

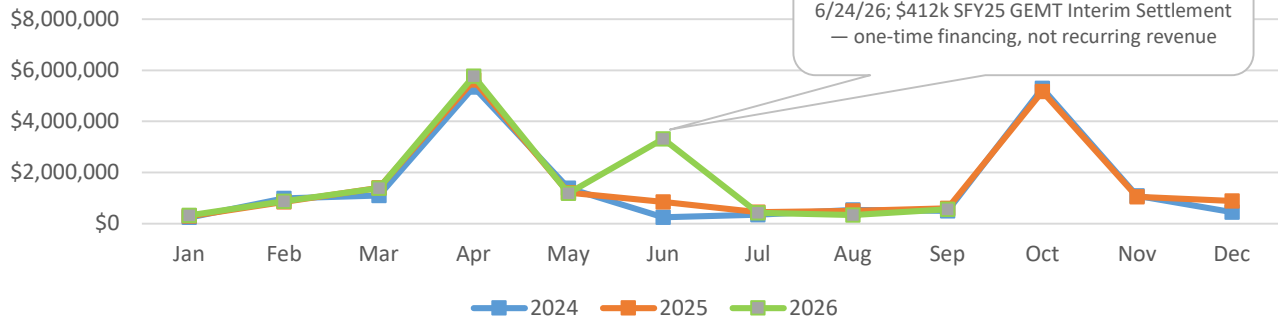
III. Capital Spend & Debt Schedule

- In October, the District transferred \$650,000 from the Fire Fund to capital accounts (\$350,000 to Fire Capital and \$300,000 to EMS Capital). It also transferred \$111,201 from Fire Capital back to the Fire Fund for Local Program debt service. These are internal transfers and do not change total fund balance.

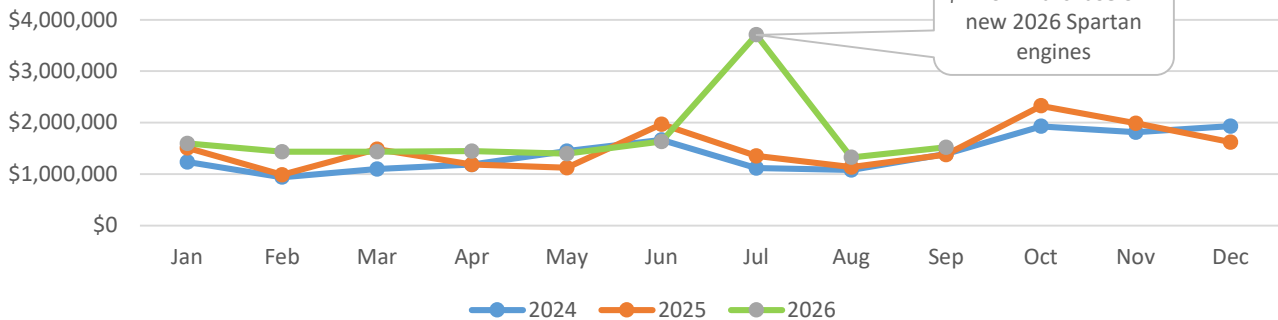
Administrative Highlights

- Budget committee meetings. Refer to Finance Committee Update
- 9/15 – Darkhorse demonstration of CRR/data analytics
- 9/22 – Professional Development – The Culture We Build: Trust, Accountability, and Bringing Others Up
- 9/23 – Admin Building reorganizing office furniture
- 9/28 – Facilities Advisory Committee meeting
- 10/2 – Attended EDC Economic Future: An Evening with Timothy Egan.
- 10/4 – Webinar: Understanding the True Cost of EMS

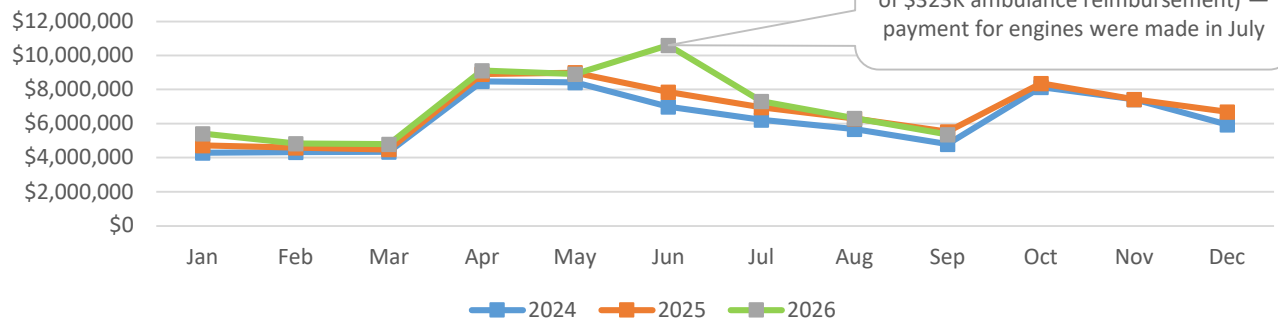
East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



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

FIRE - 2026 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:16:48 Date: 10/06/2026

Page: 1

001 Fire Fund #656001010

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,894,792.00	6,807,339.36	4,087,452.64	37.5%
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	9,356,770.52	4,397,883.48	32.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
210 Administrative	2,199,211.00	1,640,117.09	559,093.91	25.4%
211 Legislative	296,895.00	271,825.42	25,069.58	8.4%
220 Suppression	5,823,393.00	4,326,645.24	1,496,747.76	25.7%
230 Prevention	59,500.00	16,591.23	42,908.77	72.1%
245 Training	157,047.00	66,404.90	90,642.10	57.7%
250 Facilities	429,693.00	317,950.32	111,742.68	26.0%
260 Vehicles & Equipment	472,983.00	330,682.05	142,300.95	30.1%
520 Fire Control	9,438,722.00	6,970,216.25	2,468,505.75	26.2%
590 Debt, Capital, LT Lease & Transfr	4,024,714.00	2,736,684.65	1,288,029.35	32.0%
Fund Expenditures:	13,463,436.00	9,706,900.90	3,756,535.10	27.9%
Fund Excess/(Deficit):	291,218.00	(350,130.38)		

FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 11:17:14 Date: 10/06/2026

Page: 1

001 Fire Fund #656001010

Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,951,949.00	2,203,915.67	748,033.33	25.3%
522 20 10 019-0 OVERTIME (40%)	531,592.00	416,559.64	115,032.36	21.6%
220 Suppression	3,483,541.00	2,620,475.31	863,065.69	24.8%
520 Fire Control	3,483,541.00	2,620,475.31	863,065.69	24.8%
Fund Expenditures:	3,483,541.00	2,620,475.31	863,065.69	24.8%
Fund Excess/(Deficit):	(3,483,541.00)	(2,620,475.31)		

EMS - 2026 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:17:35 Date: 10/06/2026

Page: 1

101 EMS Fund #657001100		Months: 01 To: 09		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,338,167.00	4,820,987.59	1,517,179.41	23.9%
Fund Revenues:	6,338,167.00	4,820,987.59	1,517,179.41	23.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	7,675,740.00	5,615,086.87	2,060,653.13	26.8%
274 EMS Training	86,105.00	44,826.56	41,278.44	47.9%
276 EMS Maintenance	0.00	28,938.64	(28,938.64)	0.0%
520 Fire Control	7,761,845.00	5,688,852.07	2,072,992.93	26.7%
590 Debt, Capital, LT Lease & Transfr	229,382.00	110,821.63	118,560.37	51.7%
Fund Expenditures:	7,991,227.00	5,799,673.70	2,191,553.30	27.4%
Fund Excess/(Deficit):	(1,653,060.00)	(978,686.11)		

EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 11:17:53 Date: 10/06/2026

Page: 1

101 EMS Fund #657001100

Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,427,923.00	3,305,879.12	1,122,043.88	25.3%
522 72 10 019-1 OVERTIME (60%)	797,388.00	624,840.13	172,547.87	21.6%
272 EMS Operations	5,225,311.00	3,930,719.25	1,294,591.75	24.8%
520 Fire Control	5,225,311.00	3,930,719.25	1,294,591.75	24.8%
Fund Expenditures:	5,225,311.00	3,930,719.25	1,294,591.75	24.8%
Fund Excess/(Deficit):	(5,225,311.00)	(3,930,719.25)		

Date Prepared: 10/9/26

Subject: *Human Resource Report*

Prepared By: *Emily Stewart*

Meetings & Training:	• 9/1 ITish Mtg • 9/4 HR Mtg • 9/8 CRR Mtg • 9/14 – 9/25 Vacation!
Human Resources	Promotional Assessment Centers • 9/9 BC – five candidates • 9/16 LT – six candidates • 9/30 Captain – three candidates Anticipated promotional dates to fill vacancies: 10/15 PC Classes • 9/21 Started Fall Quarter: BAS 3435 Operations Management & ENG 325 Professional Communications
Presentations / Tours/Other/Misc	• 9/11 Photos @ the Bell Tower • Acronym Glossary • Policy/SOG input & updates • Fire Rescue Fest Assistance • Employee Eval preparation • FIIRE submission

EJFR Staff and Volunteers, September 2026

10/26	A SHIFT	B SHIFT	C SHIFT
BC		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	7-Cordova	4-Severin	
FF	1-Secondez	2-Kithcart	3-Parker
FF	2-Walker	2-Kinney	3-Sheehan
FF	5-B.Grimm	3-G.Williams	4-Kaldahl
FF	7-Sviridovich	6-Fairbanks	6-Richter
FF	8-Archuleta	8-P. Williams	7-Beery
FF	8-Wright	8-Boe	1-Chapman
FF	2-Jeske	3-Floberg	5-Le
FF	5-McGuffey	6-Heydon	2-Wells
FF			Bentzen
FF			
Res	Holmes	Sanchez	Wagner
Res	Gardner	Justis	
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
VC	Earl
Total	9.5
Volunteer	Position(s)
BERRY	Admin
CHAPMAN	Admin
DAWSON	Admin
DOOLIN	Admin
HORVATH	Admin
KEPLINGER	Admin
DAWSON	Admin
Total	7
WILFORD	EMS
MILLER	EMS
SHORT	EMS
Total	3

Volunteer	Position(s)
BARTON	FF/EMS
MCNERTHNEY	FF/EMS
SNYDER	FF/EMS
STEWART	FF/EMS
STONE	FF/EMS
THOMAS	FF/EMS
BLACK	ADMIN
FORCE	ADMIN
Total	8
HOLMES	FIT
GARDNER	FIT
SANCHEZ	FIT
JUSTIS	FIT
MILLS	FIT
WAGNER	FIT
Total	6
ANDERSON	Support/EMS
HARTE	Support/EMS
MOORE	Support/EMS
Total	3
Total EJFR Members	
108.5	

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	9.5
Total Volunteers	37
Total Commissioners	5

Date Prepared: 10/13/26

Subject: Executive Assistant/District Secretary Report

Prepared By: Tanya Cray

Meetings & Events:	• 9/1 Staff Mtg • 9/8 Agenda Prep Mtg • 9/8 Budget Mtg • 9/10 Mtg with Silouan • 9/10 Meet & Confer • 9/15 Reg BOC Mtg • 9/16 Lt. Assessment Ctr. • 9/18 Budget Mtg • 9/18 Tour Bainbridge Facility for Spec. Mtg Prep • 9/21 Special BOC Mtg • 9/22 Prof. Dev. For Leaders Workshop • 9/25 Budget Mtg
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, 1 On Duty, 3 Courtesy (Family) • Open Cases: 1 On Duty • Appointments Scheduled: 5 Initial, 4 Imaging • Days Saved by Appointments: 61 Initial, 51 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 218 • BC11 responded to 23 incidents in the last month • 4 MVA • 2 CPRs • 1 EV station fire
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) • A shift Budget review
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	\$67,900.41	960.59
	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: October 2nd, 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 • Facility Advisory Committee Meeting
BC 911 Responses	• Responded to 10 incidents in September. • Established or assumed command of 6 of those incidents. • Was on K days for 1 rotation in September.
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	Budget request for 2027.
Facilities Maintenance	- Station 1- Bay door issue and heating issue. - Station 2- Garage door maintenance, boiler issue. - Station 4- Nothing. - Station 5- Nothing. - Station 6- Starlink project, bay door maintenance. - Station 7- Bay door maintenance. - Station 8- Bay door maintenance. - Station 9- Damage assessment. - Admin- Starlink project.

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	\$98,272.75	\$52,549.25
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: 10/12/2026

Subject: Battalion Chief 13 Report

Prepared By: Justin Fletcher

BC 13 Administrative Meetings	During the month of September, I worked one tour on the line. I took vacation for most of the month but also spent eight days working on the new engines.
BC 13 911 Responses	Responded to 3 incidents during the month of September- None of any significance
Continuing Education/ Training	- Shift level training (C Shift completed 281 hours of training) 9/27-10/1 Attended Washington State Fusion Center Conference and took a class to be come a Fusion Liaison Officer for the organization, a position previously held by DC Brummel.
Administrative Duties	New engine work- fabrication and ordering equipment
Shift Programs	See Apparatus Report

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	\$36,030.00	\$14,352.86	\$21,677.14
Apparatus Maintenance	Fletcher	\$260,453.00	\$135,899.22	\$124,553.78
Ladders	Parker	\$500.00	\$-	\$500.00

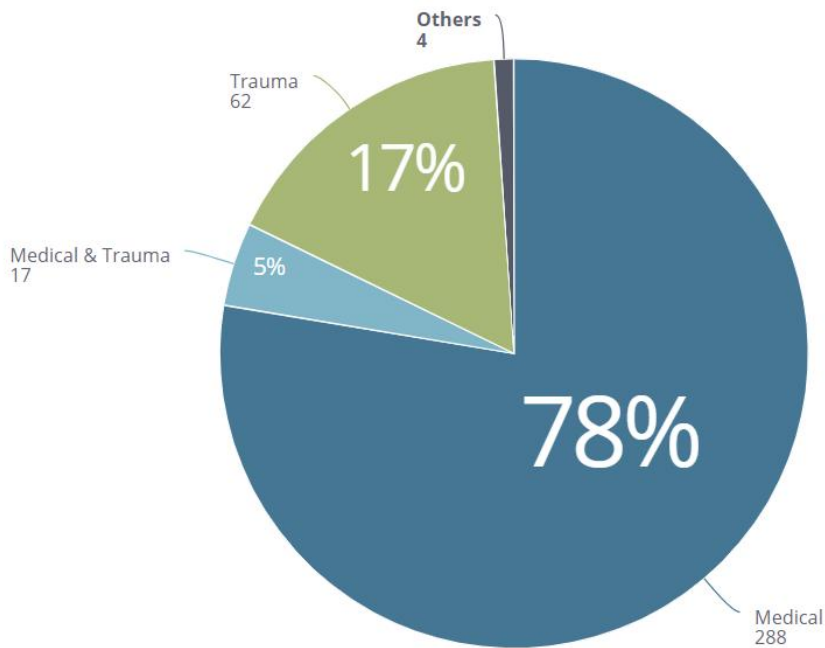
September MSO BOC Report

October 5, 2026

Submitted by: Tammy Ridgway

EMS Calls

- 371 Patient Care Reports
- 4 Cardiac Arrests 1 with ROSC
- 1 STEMI NO TNKase administered
- 9 Medivacs



Monthly Overview

- **Leave at home naloxone:** 4 leave at home kits were handed out.
- **CPR:** Public CPR with 22 Students, First Aid training/career talk at Blue Heron (Ocean) with 14 students
- **Meeting Highlights:** EMS Council, Budget Meeting, JHC Meeting, Leadership Development Training, Handtevy Meeting
- **EMS Training:** EMS Connect, Base Station, Volunteer EMS Drill was expectations and the first 5 minutes.
- **Other:** Attended the EMS World Conference with PM Kilgore and PM Wagner

CARES DATA

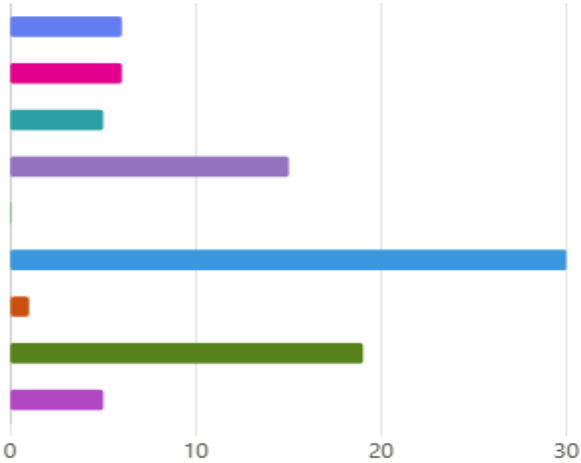
6. CONTACT TYPE

INITIAL CONTACT	11
FOLLOW UP CONTACT	67
UNABLE TO CONTACT	9



8. PRIMARY REASON FOR REFERRAL

MH	6
SUD	6
GENERAL ASSISTANCE	5
HOMELESS	15
FAILURE TO THRIVE	0
MEDICAL	30
FREQUENT FIRE CONTACT	1
FALLS	19
Other	5



TITLE	BARS #	Budget	Spent	Remaining
EMS Medications	522 72 31 015-1	\$60,000.00	\$1,513.52	\$25,104.02
EMS Supplies	522 72 31 010-1	\$92,575.00	\$4,957.63	\$22,298.39
EMS Equipment	522 72 35010-1	\$99,575.00	\$12,024.50	\$39,916.86
CPR Training Supplies	522 74 45 010-1	\$4,000	\$1,579.82	\$2,405.18
EMS Training/Conferences	522 74 45 020-1	\$20,000.00	\$9,612.37	\$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	\$723.54	

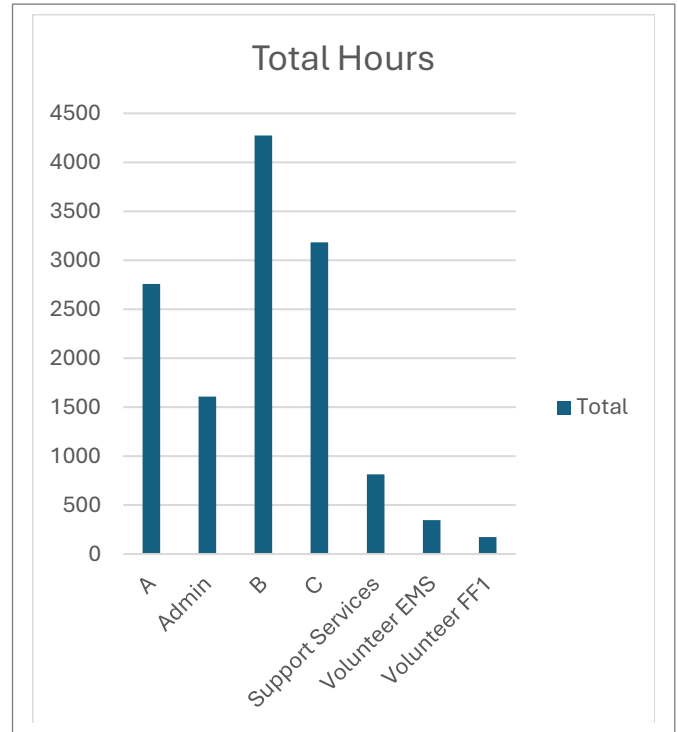
September Training Captain Report
October 10, 2026
Submitted by: Captain Trevor Bergen

Overview Training Hours:

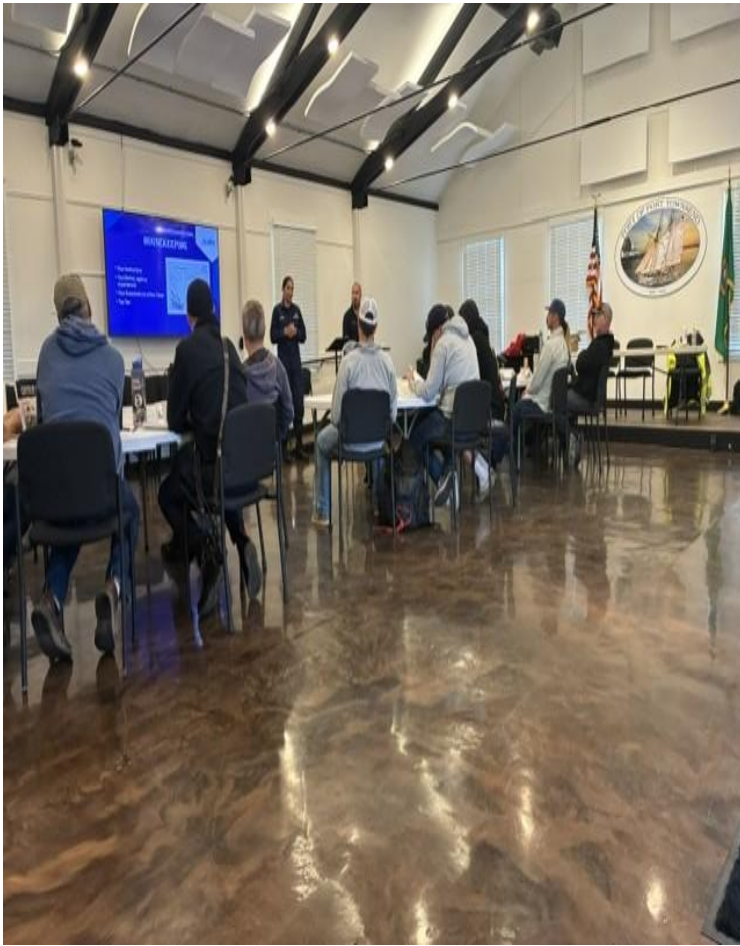
- **September total hours: 1185.60 Hours**
- **Total Hours for 2026: 13,154.6 Hours**
- **3rd Quarter Training Hours: 3,347.55 Hours**
- **2026 WSRB Training Hours: 7,183 Hours**

Overview:

- **2027 Budget-** Budget meetings presented by various Program and Project leads. Training Budget presented and discussed in budget meeting.
- **FIT Evaluations-** Deputy Chief MacDonald and I went to Bremerton for Recruit Evaluations and were pleased with the current performance of our Five members and Recruit Lead Dan Severin. All five showed signs of more confidence and are working hard to hone their skills.
- **Classes-** Set up NASBLA logistics for class, Worked on setting up Electrical Vehicle and house based electrical emergencies class, Worked on installing new force entry door. 3rd quarter MCO awaiting new engines for crew training.
- **Upcoming Schedule-October 6-8-** NASBLA Operator class, **12-15** PNW Conference, **26th/30th** Elevator Rescue Class **Nov 16/17-**Chris Greene EV Class, **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



NASBLA Classroom



Instructor Dan Severin at academy



NASBLA Class on the water



Recruits working on SCBA Donning

FINANCE COMMITTEE UPDATE: 2027 BUDGET DEVELOPMENT

Board of Commissioners, October 20, 2026

Property tax update

- Preliminary 2027 property tax figures from the County Assessor total \$16.56 million (\$12.20 million Fire, \$4.35 million EMS), about \$571,000 below the District's estimate.
- Assessed values grew 0.3% this year instead of the roughly 4% assumed, due to flat market values and a state law change expanding property tax relief for senior and disabled homeowners. More eligible homeowners are expected to enroll in 2027, so actual collections will likely come in somewhat below the levy amount. Staff will monitor this, and part may be recovered through a refund levy in 2028.
- Because a lid lift sets the levy at a rate times assessed value, the lower amount carries forward into future years. With little commercial or industrial property, the District relies almost entirely on residential property taxes. This is a permanent change to the District's revenue base, not a one-year shortfall.
- For 2027, the proposed budget does not fund the Fire Code Inspector/Plan Review position and postpones nine one-time requests, while keeping funding for training, vehicle replacement, and catching up on deferred facility maintenance, consistent with the ballot measures' purpose to maintain and improve services and replace apparatus and equipment. **The 2027 budget maintains current service levels.** The draft 2027 budget shows a deficit of about \$157,000, short of the \$600,000 surplus target.
- The long-term forecast has been updated. Staff will present the 2026 year-end results and the size of the ongoing gap in the first quarter of 2027, followed by options in the second quarter, such as savings, new revenue, and the timing of the next lid lift. The goal is Board direction before 2028 budget development begins.

The 2027 budget at a glance

- The proposed 2027 Fire and EMS budget is about \$21.2 million. This includes debt service (about \$0.7 million), transfers to capital accounts, such as facilities (about \$0.7 million), and a new tender and ambulance funded from capital reserves.
- About 70% is personnel: wages set by the labor agreement, overtime, and benefits, including an estimated 18.5% increase in health insurance premiums.
- Program budgets, built from requests by program leads who know each program's needs and costs, total about \$1.4 million, roughly 7% of the budget. This is where the committee focused its detailed review; it also reviewed the roll-forward of current services. The committee advises the Fire Chief, who recommends the budget to the Board.

Budget requests

- The committee completed its review of all 106 requests for 2027, totaling \$2.01 million, at its final meeting on October 9. Of these, \$1.38 million (69%) is included in the proposed budget: 88 requests approved in full and 2 approved in part.
- Most funded requests continue existing programs, including scheduled equipment replacements. The remainder is one-time facility work and a small number of new items, such as an increased transfer to the facility reserve.
- Training and firefighter health and wellness remain priorities, with combined Fire and EMS training funded at just over 2% of the operating budget.

- Nine one-time requests (~\$326,000) were postponed and ranked in priority order. They may be reconsidered at the mid-year budget review if revenue comes in better than budgeted, or requested again for 2028.

Next steps

- Board budget review workshop: date to be set.
- Public budget hearing: November, date to be set.
- Budget adoption: November 17, 2026 regular meeting.

The District thanks the Finance Committee, including Commissioners Craig and Masci and volunteers Force and Moore, for their time, their input on the process, and their careful review of every request.

Overview

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

Equip. For Financing	Est. Total Cost	Updated Costs as of 10/2024	Estimates as of 2/2026	Est Delivery Date
2 Fire Engines	\$2,285,000	\$2,190,219	\$2,166,658	Delivered Aug 4 '26
Brush Truck	\$175,000	\$210,000	\$208,801	In Service Aug '25
Ambulance	\$275,000	\$350,000	\$321,268	Delivered Feb 16th '26
Ambulance Remount		\$185,000	\$214,958	In Service Dec 26 '25
Rescue	\$250,000	postponed	n/a	n/a
	\$2,985,000	\$2,935,219	\$2,911,685	

New Apparatus Updates

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

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

- Pre-construction meeting was completed Aug 26th-29th and the members that flew back to participate included Chief Black, BC Fletcher, LT Kauzlarich, LT Morris, FF Kinney and FF Richter.
- Due to the recent availability of the current generation of motors for the engines we have signed another change order to go with the “L9” motor vs the “X10”. The horsepower and torque outputs are near identical and the savings that will be received are \$80,257.00 per engine or overall savings of \$160,514. A change order was signed on 11/8/24 confirming the price reduction.
- The new work order stated there was still an 800 day expectancy to receive our engines however, the dealer is optimistic that it will be significantly less time.
- Engine committee has completed the needs list for the new apparatus to total approximately \$225,000. This amount has been added to the ‘25 budget for purchase.
- While Spartan was reviewing the specs it was discovered that not all of the equipment was added in for the new radio system and a \$1,208.00 change order was signed per engine to allow proper completion.
- Signed a change order on 12/5/25 after an engineering meeting with Spartan to clarify somethings and to change some things to be more practical based of recommendations given by Spartan.
- Completed a Mid-Inspection on June 8th where several small changes were made, and other details were clarified with the manufacturer prior to work being completed incorrectly.
- Final Inspection was completed on July 7/8. A change order list was created that included approximately 40 items per vehicle, most of the changes were needed on both vehicles. Most of the change order items were “Fit and Finish” details. There were a few moderate changes that needed to be changed. A few of these items were things that we found didn’t work given what we had specified. Total change order cost was approx. \$1,200 per engine. Thank you to FF Kinney, FF Richter and LT Morris for taking their time away from their families to travel to South Dakota and spending approx. 16 hours of meticulous time going through the entire line-item spec on the new engines.
- Engines were inspected by NKFR and brought home on Aug 4th. Work now begins on finalization of compartment layout and mounting equipment. Training on engines are expected in September.
- Thanks to FF Kinney, LT Morris work is continuing to upfit engines with the needed mounts for equipment and necessities. They will need to go back to True North for some warranty work that was found during upfitting, but each engine is only expected to be there for a couple of days. A plan is being created to use a light duty member as a subject matter expert/trainer starting mid to late

September to deliver the training needed to crews and the expected in-service date is mid to late October.

- **New-** While on modified duty FF Richter was utilized as a trainer and was able to deliver training to nearly all of the career members of the department. One engine was away getting warranty work and now that the second engine back the plan is to conduct even more training on the it to find any potentially hidden bugs that we not earlier identified.
 - **New-** Working with staff on setting a date for a “Push In Ceremony” on November 6th which would be the in service dates for the engines.
- 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 an 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.
 - A contract was signed with True North and Fouts Fire on 5/21/26
 - 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.

- After talking with members of the department and researching equipment weights it has determined that our best course of action is to reduce the capacity of water in the unit from 2,000 gallons to 1,500 gallons. True North and Fouts are working through the redesign of that change and will report back when finished.
- True North has redesigned the vehicle to meet our needed weight restrictions. A revised contract has been signed siting the needs and a prebuild will be scheduled soon.
- Per the revised contract the completion date is expected to be March of 2027
- **New-** Another build meeting is set for 10/15

▪ Utility Vehicles

- BOC approved the purchase of two new utility vehicles during July 23rd special meeting for the cost not to exceed \$91,460.97 to include vehicles and equipment needed.
- Vehicles were ordered on 7/24/26 for the cost of \$72,683.81 through DES contract through Bud Clary Ford. *Orders for that vehicle closed early morning on 7/25/26
- Bud Clary Ford expects vehicles to be delivered sometime in November, but timeline is loose.
- Per Bud Clary the new expected delivery date is December 11th.
- Needed equipment has already been delivered and the upfitter will be scheduled for late December to see the vehicles on the road January 2027

▪ Additional Items

- 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.
 - The spec has been reviewed and for the October meeting the board should be expecting a decision packet regarding the remount of a new ambulance, personnel time has hindered the development of the proposal for this meeting.
 - The option of a new ambulance price was explored with Braun Northwest versus remounting an older ambulance to ensure that we were making the most financially sound decision remounting an older ambulance versus buying new and after quotes provided, we save approximately \$80,000 with a remount.

- **New-** Braun NW informed us that the window for ordering a model year '27 was closing and that they needed a signed contract by early October in order to not miss the order window. If the contract was not signed by then we would be moving our receipt date from early '27 to late '27. BOC special meeting was scheduled for the approval of the new remount purchase.
- After discussions with True North a "3 Engine Discount" can be received if we order an additional engine prior to the end of this year based off the spec that just finished. They stated that the discount would equate to approximately \$50,000. The newest build times are down to 550-600 days which if we signed a contract at the end of this year would put us at receiving a new engine in mid 2027. This would compress the CIP for engine replacement but would help with our WSRB rating by replacing our aging fleet. A decision packet should be expected at the latest during the November meeting.
 - **New-** All requests for a new engine have been submitted to True North and a proposal is expected for the November commissioner meeting.

Facilities Advisory Committee - 9/28/26

1. Welcome / scope / purpose of FAC (Black)
 - Committee intros and background
 - Role of committee members
 - Scope and transition from reactive to proactive, setting expectations
2. CIP framework overview — funding tracks (apparatus & facility), the four-phase process (Present slides presented in July BOC meeting)
 - Reviewed the CIP plan presented to BOC June 2026
 - Reviewed model used by Fleet, which will be utilized where practical by FAC
3. FAC's role going forward + how it feeds the 2027 budget process and long-term planning
 - Budget development overview
 - FAC members empowered to share unknown issues
4. Repair ticketing reviewed, CrewSense platform
 - Reviewed Check-it
5. Station 2 inspection pilot
 - Facility walkthrough process and finding results
 - This facility inspection will take place at all facilities spring 2027
6. FEMA grant award notice
 - Fireact grant award for Station 7 Plymovent
7. Next steps / meeting schedule / cadence – meet January to review 2027 FAC approve budget, 2027 workplan and planned activities.
8. Future agenda topics?



DIRECTOR'S REPORT

October 22, 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. Based on additional reports from Grant County, our preferred next step is to schedule a demonstration exclusively for law enforcement to review a cloud-based program for use on vehicle laptops and tablets.
- 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. IT has been testing and configuring two possible systems.
- IT ordered **replacement CAD computers and screens**, installed the new screens and is configuring the computers to go into service over the coming weeks. 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.
- Jeffcom order for **updated emergency medical dispatching** guidebooks from APCO is pending a second round of legal review.

❖ Budgetary Items:

- The four candidates for the **communications supervisor promotion** were evaluated by a panel of Jeffcom, JCSO, PTPD and EJFR staff on both written applications and panel interviews. Communications Officer Conway was selected as the top candidate, accepted the promotion and will become Communications Supervisor Conway on November 1, 2026. The director and two communications supervisors will then work for the next several months to integrate this third person into the supervisory structure, to provide training, to delegate duties and in other ways to restructure and rebuild the two-supervisor system that Jeffcom has not had for several years.



- **Current staffing** is ten full-time, fully trained communications staff including one supervisor. In August, we added one communications officer trainee, who is progressing well through call-taking training. Two part-time communications officers continue filling some shifts.
- **Recruiting:** If staffing remains stable, we anticipate no further hiring until July 2027.
- **Third shift (1000-2000)** is not being filled as minimum staffing Monday through Saturday for October through April. This will be reevaluated in 2027 for that summer season based on budget and call volume. However, the two supervisors when not out of the office combine to cover those hours as surge capacity when needed.
- **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 remained on a weekday 4/10 schedule through September but has shifted fully back to communications-officer work on a standard shift.

❖ **Staffing, Health, Recognition:**

- **September communications-staff overtime** returned to a reasonable 254 hours among ten trained, fulltime communications staff, including 8 hours of scheduled overtime every second week for those working 12-hour shifts (August's was 401.5; July's was 252.25; June's was 284.25). The significant increase for August was caused by covering a long-term medical absence.
- **Found Therapy** Services continued sit-in appointments with all shifts.
- **Employee recognition** deferred this month due to early publishing of meeting materials

❖ **External Relationships:**

- A **User Group** meeting was held yesterday and will be reported verbally.
- State office continues preparation an RFP for **replacement call handling equipment** as a statewide system. IT is participating in the committee to develop requirements and is providing feedback on the draft RFP. Jeffcom's hope is to join the new system once it is available, timed for the scheduled 2027 replacement of our current phone system.
- State **APCO-NENA conference** was in Bremerton last week and will be reported verbally.
- A single **Hoh tribal wildlife officer** has been authorized for light usage of the West End radio channel for the past three years. We are in discussions with the

tribe to negotiate a replacement agreement for the one that expired in 2022 that would formalize that arrangement and see Jeffcom provide increased service to tribal officers in exchange for compensation. This board will likely see an agreement for consideration at an upcoming meeting.

- Jeffcom and Pencom have begun discussions with the Jefferson-Clallam multiagency CRT to provide onsite **tactical dispatching**, a long-standing stated desire of Jeffcom communications staff. Several Jeffcom communications officers will complete a remote tactical-dispatching course from APCO over the next couple of months to prepare for possible work with CRT along with potential similar work with fire agencies and to improve their own skills. This board may see an agreement or policy related to CRT work for consideration over the next several meetings.

CFS and Call Data: January 1 through October 9, 2026 (note early publication this month)

Agency	CFS count YTD	CFS count LYTD
EJFR	4607	4537
QFR	476	462
BFD	448	533
DBVFR	116	89
Fire Total	5647	5621
JCSO	11356	11428
PTPD	7428	6677
Law Total	18784	18015
Info only	2432	2216
Total	26863	25852

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	13829	99.34	n/a
11-15 sec	63	99.79	90%
16-20 sec	16	99.91	95%
21-30 sec*	13	100.00	n/a
Total	13921	<i>*calls roll over at 30 sec</i>	

- 911 Calls (including test calls)**

Metric	YTD
Average ring time	2.61 sec
Average hold time	1.16 sec
Average talk time	110.44 sec
Rollovers from Pencom	95
Rollovers to Pencom	5

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

Metric	YTD
Number of outgoing calls	7448
Number of incoming calls	15458
0-10 sec pick-up time	99.53%
Average ring time	2.91 sec
Average hold time	4.21 sec
Average talk time	99.08 sec

Jefferson County Fire Commissioners & Administrative Professionals Association

Members of this group consist of all Fire Commissioners and Administrative Personnel for each District in Jefferson County. This group meets six (6) times each year. The Board is elected annually in October. Positions include President, Vice President, Secretary and Treasurer.

It is expected that if elected, you will attend each meeting and fill the duties of that role.

President – Run the meeting, work with the Secretary on the agenda and represent the collective interests of the association in any matters relevant to the association.

Vice-President – Be the alternate for the President when necessary and able to fulfill all duties assigned to the President.

Secretary – Set agendas with the President, set up the virtual meetings, take minutes, distribute all information to association, help organize the annual banquet and become the record keeper of the association.

Treasurer – keep track of the association finances, help organize the annual banquet and bill and track all dues owed.

*As a reminder, any member of the association may fill any of these elected roles. The secretary position does not have to be held by an administrative worker; Commissioners are able to fill as well.

Committee Assignments

There are also two committee boards that we hold a voting seat on. Our association elects a primary and an alternate to each board.

JeffCom Board/EMS Council – If elected as a primary or alternate, you are expected to attend each meeting and report back to the Association and our EJFR Board. There are two positions, so there is a backup if needed. Both the primary and alternate should be aware of the committee actions and current on all matters.

Meeting Schedules:

JCFCAP – meet on the 3rd Thursday of every even numbered month at 6pm, all meetings are virtual except for one in-person meeting (either June or August) and the December Banquet.

JeffCom – Meets the 4th Thursday of the month at 9am though, November/December may be adjusted.

EMS Council – meet the 1st Tuesday of the month at 3pm, July/August off.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 26-14**

**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 20th day of October 2026.

Deborah Stinson, Chair

Jeannie Price, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Dave Seabrook, Commissioner

ATTEST:

Tanya Cray, District Secretary

Exhibit A

Item to be Surplused	QTY	Serial #/Model # etc. (list separately if multiple #'s)	Description	Reason for Surplus
Electronics				
Volunteer Coord. Phone	1	IMEI: 350118657078610 ICCID: 89148000010563814441	iPhone	End of service life
Equipment				
Tender 7 Generator	1	Honda EU1000, S/N EZGA-1115506	Kit received in 1995 fro FEMA	doesn't run
Toyo Tires	4	M647 12R22.5		Past NFPA Regulations for age

Board Decision Packet

Date: 10/14/26

Subject: *Decision-making latitude for upcoming firefighter hiring*

Prepared By: *Stewart, Bergen, Lirio*

Background:	Recent promotions of DC, BC and LT have resulted in one firefighter vacancy. EJFR currently has an eligibility list with 15 viable firefighter candidates. There is a strong probability of a second firefighter vacancy due to the announced retirement of our MSO April 1, 2027. Staff has analyzed the benefits and efficiencies of hiring two firefighters now, to fill the current and future gaps at the same time. Hiring two firefighters now may or may not be the best choice. Staff requests that the Board grant Chief Black the latitude to hire one additional firefighter, before the vacancy occurs, in order to optimize the training and orientation of the new employees. The earliest hire date would be November 16, with a more likely date of December or January 1. There are several factors to consider: • Hiring two firefighters together allows the Training Division to conduct one coordinated day-shift orientation instead of repeating the same several-week process months later. Instructors can teach department procedures, conduct shared practical evolutions, and align training requirements on one schedule. This makes orientation easier to organize and reduces repeated instructor preparation, scheduling, and instruction. • Two new hires also have a teammate to practice and study with, building camaraderie and accountability. Each firefighter will still complete all required competencies and individual evaluations. • A December 1 start date would provide four months for these firefighters to orient before the MSO retirement. Filling these two positions will help keep the employee base strong while there is leadership transitioning. • The early hiring reduces risk of losing strong candidates from the current list – this list expires in February of 2027. • Should we wait to hire the second firefighter until the vacancy occurs in April 2027, we would likely need to start another firefighter recruitment process, which takes up additional staff time and cost. The reason that we request latitude and discretion for Chief to make this early hiring decision is that there is a small possibility that the MSO position would require outside recruitment. In this situation the 2nd firefighter vacancy would not be created. This decision will likely need to be addressed before the next BOC meeting following pending decisions and negotiations. Option 1: Hire one firefighter now and wait until the second vacancy occurs. That would mean losing out on the efficiencies noted above as well as the possibility that the eligibility list expires or the candidates are simply no longer available.
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Board Decision Packet

	Option 2: Hire two firefighters once Chief has further clarity on the future of the MSO position. This brings the benefit of efficient training delivery and strength in the firefighter base while we transition.
Fiscal Impact:	One (1) Firefighter Step 1 salary (2027) = \$6189.59/month Four months salary for hiring a firefighter before vacancy occurs: \$34,661.71, including taxes & benefits. This cost will be paid from the Fire Fund with existing 2026 and/or 2027 budgeted salaries and benefits; no budget amendment is required. Cost savings may occur depending on firefighter training assignment and overtime that may occur. A shared orientation approximately 4 weeks long (or 8 shifts) is expected to cost less to deliver than two separate orientations because common instruction, instructor preparation, and scheduling occur once for both firefighters. Bringing instructors in for one cycle reduces duplicated instructor hours and associated overtime or backfill costs. Individual screening, equipment, and competency evaluations remain necessary for each employee. There may also be partial savings depending on the internal employee who gets promoted and creates the vacancy and the difference between their salary and the Step 1 salary. Admittedly the exact cost savings are difficult to predict Preparing our new firefighters before the vacancy also helps relieve vacancy related overtime and avoids a training gap.
Recommendations:	Grant Chief Black the latitude to fill a firefighter vacancy that has not yet occurred if indeed he deems this the best choice for the district, (option 1 or 2). This latitude will allow Administration to nimbly move forward on this hiring decision while we are experiencing tremendous transitioning within our employee pool. Further hiring outside of the Board approved employee numbers would need to be approved through regular BOC process.
Proposed Motion:	Give the Chief discretion to decide, if appropriate, to hire an additional firefighter before a vacancy occurs, pending the 2027 MSO retirement. Upon the decision, the Chief is granted authority to move forward with the hiring process in advance of the upcoming vacancy as he deems necessary.

Date: 10/13/26

Subject: Part-time employee health benefit

Prepared By: Emily Stewart

Background:	EJFR routinely utilizes part-time positions within Administration. This is often because the workload has surpassed current capacity but has not yet reached a full-time need. Historically EJFR's part-time employees are paid an hourly wage and offered required state benefits only. Required benefits: Sick leave: 2.5 hrs accrued per month PFML: paid for by employee and employer In order to attract and retain professional candidates for part-time EJFR positions, I have reviewed the impacts of offering health insurance as a part-time employee benefit. Full-time administrative employees and their dependents are covered by EJFR's healthcare benefit @ 100%. Admin staff concluded that a logical bifurcation between full-time and part-time employee benefits would be 100% employee coverage and no dependent coverage. The employee could opt to pay for dependent coverage at their own expense. PPO-100, the current plan utilized by EJFR Admin and Uniformed staff, costs the above \$11,795.85 annually for the employee only. This is the 2027 rate. Other options include offering a lessor plan, or covering a percentage of the part-time employees' insurance premium while they cover the balance. Offering employee healthcare coverage for a part-time employee is a relatively small cost to the District. The scope can be fixed to part-time administrative employees – EJFR generally has only one. By improving the part-time positions that are created, EJFR will continue to attract and retain professional employees as we bridge the gaps in our human resource needs.
Fiscal Impact:	Maximum of \$11,795.85 in 2027.
Recommendations:	Modify the Administrative Benefit Policy to include part-time employee benefit of 100% healthcare premium paid for by the District for the employee only. If the proposed motion is made, staff will present the updated policy at the next Board meeting for approval.
Proposed Motion:	I motion to modify the administrative benefit policy to cover part-time employee health insurance premiums for the employee only.



EAST JEFFERSON FIRE RESCUE

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

BATTALION CHIEF ELIGIBILITY RANKING

BATTALION CHIEF

1. Trevor Bergen
2. Steve Grimm
3. Caton White

Approved By: _____

_____ Date: September 29, 2026

Fire Chief, Bret Black

Eligibility Period: September 29, 2026 – September 28, 2027

Serving the Communities of

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



EAST JEFFERSON FIRE RESCUE

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

CAPTAIN ELIGIBILITY LIST

1. Curtis Sanders
2. Ben Carver
3. Chris Kauzlarich

Approved By: Bret Black Date: October 14, 2026

Bret Black, Fire Chief

Eligibility Period: October 14, 2026 – October 13, 2027

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



EAST JEFFERSON FIRE RESCUE

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

LIEUTENANT ELIGIBILITY LIST

1. Jacob Kinney
2. Aaron Parker
3. Charlie Johnson
4. Matt Kaldahl
5. Patrick Williams (tie)
5. Gage Richter (tie)

Approved By: _____

_____ Date: September 29, 2026

Bret Black, Fire Chief

Eligibility Period: September 29, 2026 – September 28, 2027

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

2026 Upcoming Events

Group	Event	Date
2026		
October		
EJFR	Port Townsend Farmers Market	10/3/2026
EJFR	Port Ludlow Costume Dog Parade	10/3/2026
EJFR	Chimacum Farmers Market	10/4/2026
EJFR	Fire Prevention Week	10/4-10/10
EJFR	Fifth Annual Fire Rescue Fest	10/10/2026
EJFR	WFCA Annual Conference	10/21-10/24
EJFR	JC Fire Comm & Admin Prof.	10/29/2026
EJFR	Chimacum Trunk-or-Treat 4-6pm	10/29/2026
EJFR	PT. Halloween Downtown 4pm	10/31/2026
EJFR	Pt. Ludlow Trunk-or-Treat 4-6pm	10/31/2026
November		
BOC/Admin	2027 Budget Due	11/30/2026
December		
BOC/Admin	JC Fire Comm & Admin Prof. - Banquet	12/3/2026
EJFR	Holiday Awards Banquet	12/12/2026