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
November 17, 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 October 15, 2026, October 16, 2026, October 22, 2026, and November 2, 2026 totaling **$1,004,913.15**
•Approve EMS expenditure warrants October 15, 2026, October 22, 2026, and November 2, 2026 totaling **$271,904.55**
• Approve payroll expenditure warrants dated October 19, 2026, and November 4, 2026 totaling **$940,505.66**

3. **Correspondence** TAB 3

4. **Presentations –**

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

6. **Announcements and Acknowledgements**
A. EJFR Media Spotlight – TAB 6A
B. Acknowledgements –

7. **Staff Reports –** TAB 7

8. **Committee/Workgroup Reports & Updates (as needed)**
A. Finance Committee – TAB 8A
B. Community Risk Reduction –
C. Apparatus Committee – TAB 8C
D. Facilities Committee – Station 6 Assessment 11/9/26
E. Training Advisory Committee – Did not meet

9. **Commissioner Committee Reports**

A. JeffCom TAB 9A
B. EMS Council
C. JC Fire Comm. & Admin. Prof. Next Mtg 12/3, 7 Cedars Casino

10. Local 2032 Report

11. Public Comment – *(for items on the agenda, 3 minutes per person)*

12. Old Business
A. Additional Engine DP TAB 12A

13. New Business
A. Policies/SOG's - SOG 3000c Fueling TAB 13A
B. 2027 Budget Resolutions 26-14 and 26-15 TAB 13B
C. Resolution 26-17 Surplus of District Equipment TAB 13C
D. Commissioner Compensation Discussion TAB 13D
E. SOC/CRA/SP Planning and Input

14. Upcoming Topics/Events TAB 14
- Proposed Future Agenda Items
- Chair/Vice Chair Election Process

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

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 October 20, 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/Duty Crew: Chief Black, BC Clouse, MSO Ridgway, Finance Director Lirio, District Secretary Cray, LT. White, Lt. Kinney, Capt. Bergen, FF Boe, FF Williams, Vol. Swanson, and CARES Specialist Santi.
Public/Guests: Cori Medrano, WSRB, Matt Stewart, JeffCom Director, Doug Moore and Sam Neville.

1. AGENDA CHANGES – Stinson moved the Executive Session to follow item 13B.

2. CONSENT AGENDA
• 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**

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

3. CORRESPONDENCE – in board packet.

4. PUBLIC COMMENT – None.

5. PRESENTATIONS –
A. Cori Medrano, CEO of WSRB, Virtual Presentation on Current Events and Collaborations- Ms. Medrano gave a summary of her time at WSRB and thanked Chief Black for his work and collaboration on changes being made at the agency. The recommended changes are going to the Office of the Insurance Commissioner in the 2nd week of November, and she is hopeful that they will be implemented by the second quarter of 2027. Sewart thanked her for attending the 911 Conference and noted his frustration with the schedule and his biggest takeaway is the concern with cyber security.

6. ANNOUNCEMENTS AND ACKNOWLEDGMENTS
A. EJFR Media Spotlight – see board packet.

B. Other Acknowledgments/Announcements: Introductions were made for a new Volunteer, Case Swanson and CARES Co-Responder, Lauren Santi.

7. STAFF REPORTS – Deputy Chief MacDonald's report included additional statistics pulled from the Darkhorse platform. The addition of quarterly response data gave the Board some new info.
Seabrook asked about the Emergency Evacuation Exercise. Black explained what the drill was, and Price noted the exercise had more impact than anything she has done before.
Lirio reported the capital transfers had occurred as expected.

8. COMMITTEE/WORKGROUP REPORTS
A. *Finance/Budget Committee* – 2027 Lirio explained to the Board that the AV had grown only 0.3% rather that the 4% that was projected. This will be reflected in our 2027 budget as $571,000 less revenue collected from property taxes. Which is a hard hit to us as it is the base year of our levy and will compound over the next few years resulting in about $2million less over the 4 years. He also noted there are new rules for the senior property tax exemptions. While this is good for seniors and others who can take advantage of the new higher income limits, it will affect us by removing those dollars from the tax rolls. Without a lot of commercial properties to help shift those taxes to, residential properties will feel the brunt of this.
Lirio stated the Board budget workshop will be held on October 29th and a public hearing will be scheduled in early November. The final budget approval will occur at our November 17th regular board meeting. Craig noted he was impressed with the long-term forecast and decisions impact it.
B. *Community Risk Reduction Group* – None.
C. Apparatus Committee –We are in the final stretch to get the engines in service.
D. Facilities Committee – Clouse reported they met on 9/28 to review expectations and roles, there are representatives from all three shifts, volunteers, and admin to help set priorities.

9. COMMISSIONER COMMITTEE REPORTS
A. *JeffCom Report* – JeffCom and PenCom are investigating cloud-based CAD systems. They received a grant for some new screens. NOAH had added on to the tower so some revenue will be gained by that. New guidebooks are still being updated and are at about 75% complete. They have promoted a supervisor which will help with the WSRB rating. OT is higher now due to a long-term medical absence.
B. *EMS Council* – Two proposals have been tabled – a 3rd party LMS system and an EMT class for 6 people in the South county.

C. *Jefferson County Fire Commissioners and Administrative Professionals* Association – Elections for 2027 are coming up at our next meeting, this is a worthwhile group to participate in.

10. Local 2032 REPORT – President White thanked Lirio for his knowledge and future projections, they are so important.
11. PUBLIC COMMENT - Agenda items only – None.

CALL for RECESS: Stinson called for recess from 4:30 to 4:35pm

Executive Session: Stinson moved up the item on the agenda and called for executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations for 10 minutes from 4:38pm to 4:48pm. Cray, Lirio, MacDonald, Stewart and Black remained in session. The executive session was extended from 4:48pm to 4:53pm.
Stinson called the meeting back to order at 4:53pm stating no decisions had been made and no

action had been taken.

12. OLD BUSINESS –

A. ***Leadership Workshop (Review)*** **–** Silouan will reach out to each Commissioner to check in. Craig noted the workshop was well worth it and Masci added that it was one of the better retreats he as attended.

13. NEW BUSINESS

A. Policies and SOGs **–** None.

B. Resolution 26-14 Surplus Property **- MOTION**: Masci moved to approve resolution 26-14. Seabrook seconded the motion which passed unanimously.

C. ***Additional FF for Expected Vacancy*** **–** We currently have one FF vacancy due to the promotion of DC, BC, and LT. There is another possible vacancy next year with the retirement of the MSO. The board was presented with a request to authorize the Chief to hire to fill the 2nd possible vacancy if appropriate. Staff noted the efficiencies of training and orientation of 2 firefighters at the same time. Discussion followed regarding the costs of the hiring process. **MOTION:** Masci moved to give the Chief discretion, 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. Craig seconded the motion, which passed unanimously.

Price left the meeting at 5:02pm.

D. Additional Engine Discussion- Staff noted we have an option to order a 3rd fire engine with the same specs as our two newest engines and receive some discounts. There will be a decision packet at the next meeting.

E. Part-Time Employee Benefits **–** Stewart explained that it can be difficult to retain part-time employees due to lower pay and no benefits. We currently have an exceptional part-time Volunteer Coordinator who is doing a great job. This job can become a revolving door if we don't attract and keep good people. Stewart noted that our current full time administrative staff receives 100% healthcare benefits for themselves and dependents. She concluded that a logical bifurcation between full and part-time workers would be to only provide healthcare benefits to the part-time employee but no dependents. The cost of this benefit would be $11,795.85. **MOTION:** Masci moved to modify the administrative benefit policy to cover part-time employee health insurance premiums for the employee only. Seabrook seconded the motion which carried unanimously.

F. Eligibility Lists **–** There are now 3 eligibility lists that will live for one year, BC, TC and LT. Congrats to all who were promoted.

14. UPCOMING TOPICS/EVENTS –10/29 Board Budget Workshop.

GOOD OF THE ORDER – Cray noted the Friends of EJFR raised $1990.00 on the raffle at Fire Fest.

ADJOURNMENT

Stinson adjourned the meeting at 5:23pm.

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 October 29, 2026

CALL TO ORDER
Chairman Stinson called the meeting to order at 9:01 AM at St 6 and virtually via Microsoft Teams app.

COMMISSIONERS & ADMINISTRATIVE STAFF
District 1 Commissioners: Deborah Stinson, Dave Seabrook, Steve Craig, Geoff Masci and Price
Admin Staff: Chief Black, Finance Director Lirio, HR Stewart and District Secretary Cray

NEW BUSINESS

A. ***2027 Budget Workshop:*** Black thanked everyone for attending and the staff and finance committee for all their hard work. We have the process dialed in and everyone was prepared with proposals etc.

Lirio pointed to the strategic plan and how the budget was created using it a as a guide. There are some things such increased staffing that were not added due to our fiscal situation. He presented some key messages to the board. The lid lift that just passed has restored our rates. Without it we would be an estimated $2million short and our reserves would be near the 25% policy minimum. Our tax base came in mostly flat due to static property values and the expanded state exemption program. The lower tax base will carry into future years. This updates our forecast and if we done have new revenue or cost actions the fund balance will reach the low range 2 years earlier than planned. The current plan is to review our number in early 2027 and have some options for the board by the second quarter and build decisions into the 2028 budget.

He reviewed some of the larger cost increases over last year:
Salaries and benefits: 70% of total expenditures and upcoming contractual increases.
Medical insurance premiums increased 18.5% and Property and Business Insurance increased 9.3% among other large items.

The recommended 2027 budget is $21.3 million. This includes debt service payments, transfers to capital accounts, personnel and operating costs.

The budget process included requests from program managers for needs in 2027. The budget committee reviewed $2 million in requests. They approved $1.3 million, partially funded $72,000, postponed and ranked $269,000 (prioritized top 7 items) and left $352,000 unfunded.

Lirio noted that much of the requests were ongoing spend for these programs. Some of the unfunded items included a fire code inspector, fuel cell storage tanks, and EMS narcotics box replacements among several others.

RECESS: Stinson called for a recess at 10:30am.

CALL To ORDER: Stinson called the meeting back to order at 10:38am

The board discussed risks to watch including declining grant funding, noting the CARES funding will have a $191,000 shortfall in grant funding. Fuel costs, impacts of the larger scale economic issues. Assessed values may not be the best way to earn revenue moving forward.

Craig noted the budget process couldn't be more different from 3 years ago. Everyone is participating and there is no mystery involved. The entire budget is transparent. He stated that other Fire Districts are facing layoffs right now. We have forecasting to help us navigate these things.

Stewart gave a short presentation reminding the board how the compa-ratio method is applied to calculate merit increases for administrative staff. Noting the board has the discretion to apply up to 4% for merit adjustments. Staff recommended bringing both administrative assistants to the same salary and to limit merit adjustments to a max of 2%. The board stated this was a reasonable expense.

B. ***Public Comment*** – None

ADJOURNMENT

Commissioner Stinson adjourned the meeting at 11:25am.

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 NOVEMBER 5, 2026

CALL TO ORDER
Chairman Stinson called the meeting to order at 3:00PM at St 6 and virtually via the Microsoft Teams app.

COMMISSIONERS & ADMINISTRATIVE STAFF
Commissioners: Deborah Stinson, Geoff Masci, Ed Davis, Dave Seabrook and Steve Craig.
Admin Staff: Chief Black, Deputy Chief MacDonald, Finance Director Lirio, HR/Business Manager Stewart, CRM Wittenberg and District Secretary Cray
Absent: Commissioner Jeannie Price

NEW BUSINESS

A. 2027 Budget Presentation: Lirio reviewed the timeline from the budget committee meetings beginning in August through adoption by November 30, 2026. He noted there may be some small changes between now and adoption. The budget is aligned with our strategic plan though some recommended items recommended will not occur due to funding issues.
Lirio highlighted some key messages including that assessed values were mostly flat and the expanded state exemption program had a large impact on our revenue. The updated forecast will accelerate the need for new funding.
The board reviewed cost increases for 2027 and the plan to pay cash for apparatus next year using our capital replacement fund.
The 2027 budget is $21.3 million total between the General and EMS Funds. He stated 69% of budget requests received were approved. The postponed items were ranked by priority. This is helpful should there be a windfall, we would already know the next most needed item.
The District received a FEMA grant to install a diesel extraction system at Station 7 in Port Ludlow, this is the last staffed station without one currently. Other grant funding is declining. The board reviewed budgeted expenditure and revenues for all funds.
Lirio noted there are changes coming to the GEMT program that will have an effect on when we receive our money, 2027 should be typical but 2028 will have very little revenue from this program. The board discussed other options to earn revenue.
Craig thanked Lirio for his forecasting. Stinson noted how far we have come with our budgeting process.

C. ***Public Comment*** – Sam Neville stated he was thankful for the presentation and the forecasting. He also noted the communication with the community is great, it makes a big difference to the taxpayers.

GOOD OF THE ORDER – None.

ADJOURNMENT

Commissioner Stinson adjourned the meeting at 4:04PM.

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chairman

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Jeannie Price Commissioner

ATTEST:

Tanya Cray, District Secretary

November 5, 2026



Restored in collaboration with Washington State Parks and the Friends of Fort Flagler, who refurbished the interior, the theater is easy to reserve. You can make a reservation up to nine months in advance. Discover Passes are required for all attendees.

Cost: $400 per day, plus tax, for Monday – Friday.

$475 per day, plus tax, for Saturday and Sunday.

Learn more at *parks.wa.gov/find-parks/fort-flagler-theater* or call 1-888-226-7688.

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 held at the Bay Club, 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 our residents. As important as it is to continue to strengthen the body, it is just as important to continue to strengthen the mind.

Wow, last month was crazy with six presentations containing lots of information. This month we are taking a little breather (It's election time so don't forget to vote.) with just four presentations. Jefferson Healthcare will start us out discussing their new Ear, Nose and Throat specialty; this will be followed by a genealogy discussion for those of us who have questions about "I'm related to whom?"; then David Brownell will be doing a brand new presentation on the history of Port Ludlow; and we finish the month with a talk on the Washington State Ferry System. Here are the particulars:

Tuesday, November 10 - Jefferson Healthcare has expanded access to specialized foot and ankle care with the launch of a new podiatry service line. Edee Brocklesby, DPM, a Foot and Ankle Surgeon, is joining Jefferson Healthcare to provide comprehensive care for patients with a wide range of foot and ankle conditions. For many people, foot and ankle problems can make it difficult to do the things they enjoy, from hiking and gardening to playing sports, working, or simply getting through the day without pain. Until now, patients in our community often had to travel significant distances to see a foot and ankle specialist or wait months for an appointment. The new podiatry service at Jefferson Healthcare is designed to help change that.

Tuesday, November 17 - Ever wonder about those relatives mom and dad seemed to not want to discuss? Well, Cathy Beatty-O'Shea from the Jefferson County Genealogical Society, will talk about how you might go about filling in your family gaps. She will talk about genealogy in general, ethics and philosophies, and discuss different sources that can be used. However, beware some things you learn may surprise you!

Wednesday, November 18 - David Brownell joins us once again, and this time with his first-ever presentation of the specific history of Port Ludlow. This should be a fun and illuminating look at the place we call home.

Tuesday, November 24 - Ferry Tales – Washington State Ferries' Dana Warr shares a behind-the-scenes look at the largest ferry system in North America. Learn more about the history of Washington State Ferries and how the system works. Dana will provide information on the many ways WSF serves its communities, updates on new vessel construction, and take questions on all things ferries.

Meet Your Firefighters

by Ron Dawson EJFR Community Outreach Volunteer

Meet Aaron Minker. Aaron is a firefighter and paramedic with East Jefferson Fire Rescue. He has been with EJFR for twenty-three years, but has a history of thirty-three years in fire service. He fell in love with the work when he was an intern firefighter in Silverdale, Washington.



He was born in Texas and moved to Sequim when he was two. His father was a police officer in Sequim. Aaron is recently married. He likes fly fishing year-round, gardening, and building Legos.

The things that he likes best about his job are helping others and having a schedule which allows him to pursue his interests. The toughest part, especially in his role as a paramedic, is seeing innocent people hurt. A memorable event was having a patient he had helped come to the department after recovering and thanking him for his assistance.

He plans on retiring in five years, then doing extensive travelling with his wife. He says he is a “cat guy." He has three cats, one Siamese and two Maine Coons. His wife calls Aaron a “big teddy bear.”

Aaron provides skill and service to our East Jefferson community, especially in his role as a paramedic.

2026 Statistics for East Jefferson Fire Rescue

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

September Alarms

Fires	5
Rescue/Emergency Medical	397
Non-Emergency	47
Hazardous Condition	19
Service Call	73
Other	2
Total Alarms	**535**

September Ambulance Transports

911 Transports	225
Non Transports	149
CARES Contacts	87

Time to Prepare for Winter

East Jefferson Fire Rescue

With the onset of cooler temperatures, many residents have begun to use their propane stoves or fireplaces to ward off the morning chill. This is a good time to check your smoke alarms and carbon monoxide detectors.

Smoke alarms have a life expectancy of about 10 years. If you have ever had a smoke alarm sound for no apparent reason, it could be because there is dust on the sensor or it has reached the end of its life. If you know the alarm is less than 10 years old, you could spray it with pressurized air to remove the dust. If you don’t know when the alarm was installed, it is best to replace it.

When you get a new smoke alarm, consider writing the date of purchase on the alarm with a marker.

In your home, heating and cooking equipment that burns fuel can be sources of carbon monoxide (CO). CO is an invisible, odorless, colorless gas created when fuels (such as gasoline, wood, coal, natural gas, propane, oil, and methane) burn incompletely. Carbon monoxide alarms should be installed in a central location outside each sleeping area and on every level of your home. For the best protection, interconnect all CO alarms throughout the home. That way, when one sounds, they all sound. When you get a new alarm, fire crews may be able to install it for you. To make arrangements for a crew to come to your home, call EJFR at 360-385-2626.

If you use portable electric heaters, be sure to keep them at least three feet from combustible items and avoid using extension cords. As you get ready for winter, remember to check your supply of food and household items in case windstorms cause power outages or weather makes it unsafe to drive to the store. Create an emergency kit for your car. Include jumper cables, a flashlight, a blanket, some bottled water, and non-perishable snacks.

If you have any questions about the services provided by East Jefferson Fire Rescue, call 360-385-2626, see the website at *ejfr.org,* or email Fire Chief Bret Black at *bblack@ejfr.org.*

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 – October 2026

Threshold Events

EJFR had several CPR calls during October, with a spike of flu-related emergencies, often presenting with associated dehydration. We also have had several burn-pile related calls and smoke complaints (since burning is now permissible). EJFR continues to support Jefferson Healthcare with occasional high-priority Inter-Facility Transports (IFT's) as our resources are available. Their current IFT provider is experiencing high demand, resulting in extended wait times. WA DOH has been advised. EJFR is working with JH to identify short- and long-term solutions.

General Fire Chief Activities and Projects

Several budget and special meetings. FC met with City and County partners regarding special events permit processes and noticed a non-compliant event manager. Numerous promotional interviews for Lieutenant, Captain and Battalion Chief. FC and staff attended the after-action for the Horseshoe fire led by DNR. FC presented EJFR's 2026 CARES summary to the Behavioral Health Advisory Committee, (BHAC). FC and DFC are finalizing contract and scope of work with BERK and Associates for our 2027 SOC/SP process.

FC and Roy met with Washington Fire Chiefs; Roy developed an informational bulletin regarding ESSB 6162. Administrative annual appraisals were completed. FC, Roy and DFC attended FEMA AFG online workshop for grant recipients FC and DFC met with Poulsbo FC Gillard. FC has been appointed as the Olympic Region Fire Coordinator for the Washington State Fire Defense Committee.

Washington Fire Chiefs and WSRB continue to collaborate. WSRB assessment **December 3 & 4, 2026.** FC updated NKF&R Fleet contract, which included some fine tuning, increased fees and mobile service criteria.

Met with a community member regarding a complaint, issue resolved.

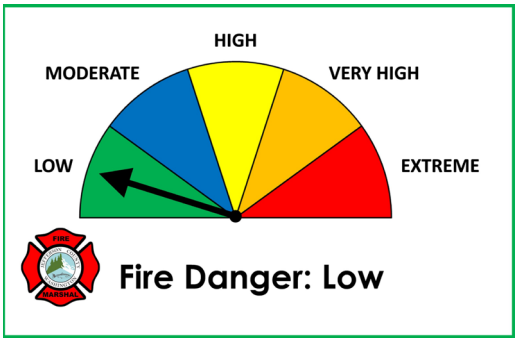
Miscellaneous Activities

FC and EJFR chair attended the Olympic Community of Health open house in Hadlock. FC met with Olympic Beach Tracts Water purveyor regarding several projects at Station 7. Met with D2, D4, D5 leadership. FC and CRM met with JC Land Trust and toured the Chimacum Ridge trail system. Regular Darkhorse check in, and we are considering purchasing the DarkHorse CRR module. FC has assembled a small workgroup to update our disaster related SOP/SOG's.

Standing Meetings/Committees

JeffCo DEM IMT Meeting	BOCC	PT City Manager
PT Police Chief	BHC	JeffCo EMS Council
BHAC (10th 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.**

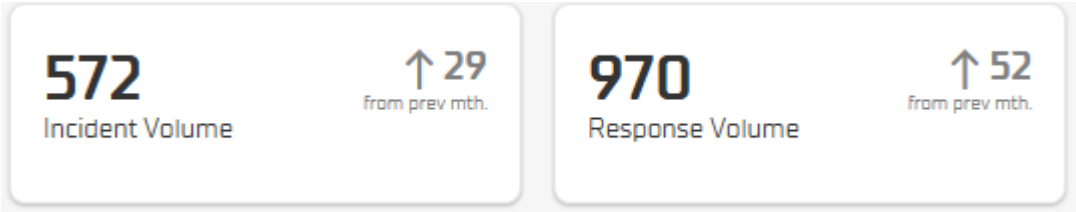
Date: 11/6/2026

Subject: *Deputy Fire Chief Report*

Prepared By: *Jason MacDonald*

Monthly Overview	October has had the largest call volume YTD for the District. Notably there was a toned smoke investigation in the Cape George area. It was updated as a brush fire. The main fire was within a 30' tall dead tree requiring a DNR contracted feller to safely drop. The incident was referred to the Deputy Fire Marshal's office to investigate. Plans were discussed for the transition of 3 promotions taking place November 1st. In those plans is overlap between BC Bergen and incoming Captain Sanders in the training division. An interim plan was developed to support the EMS division while the MSO is on leave. Lastly WSRB preparation has been in the forefront to make the visit in December as productive as possible.
DC 11 Administrative Meetings	• Weekly Weather Watch Meeting • LEPC Meeting • Olympic Community Health • Budget Committee Meetings • Interim BC Kauzlarich expectations of the position meeting 4 • Dark Horse check in • Jeffcom User Group Meeting • Capt. T/O Bergen KTA recruit evals • Capt. Bergen regarding scheduling IFSCA FF2 class. • Meetings with MSO Ridgway interim assignments during absence.
Continuing Education/ Training	• MIH symposium • EMS Connect
Administrative duties	• Dark Horse Data review • Call processing Over Goal report to Jeffcom for Month of September • Response plan update ambulance assigned to Engine only responses to Aid calls • 7002 Policy and 7002a SOG draft 1 • WSRB data collection for visit in December

Planning and ongoing projects	• Response Plans and Station Assignments (Kauzlarich/MacDonald) • EJFR Tender Response • 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 (November 12th) • 2 FTEs on modified duty returned to full active duty • The training division hosted NASBLA small boat



Call Concurrency

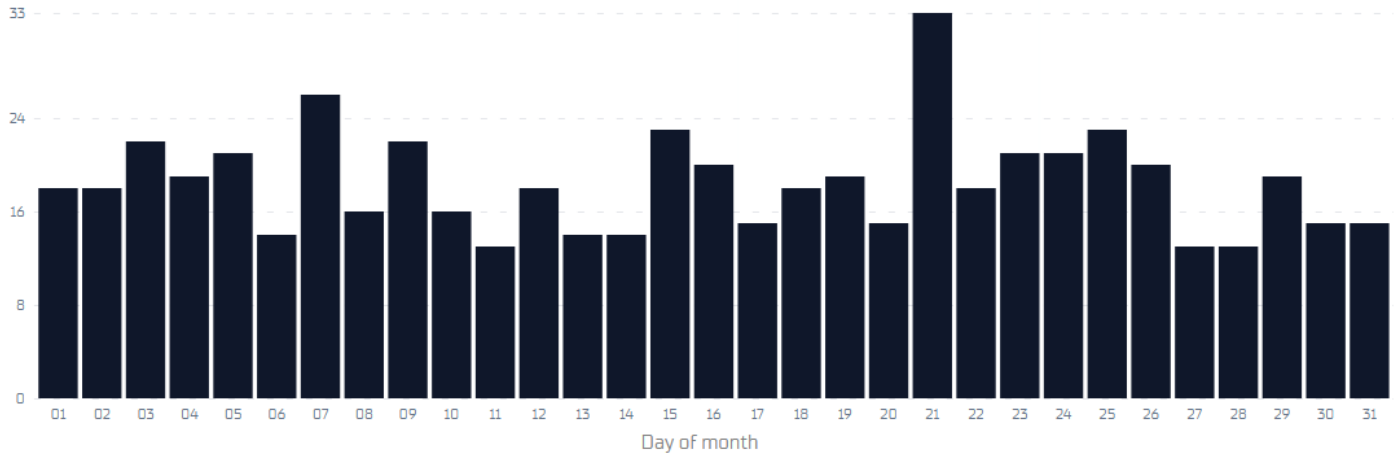
44.4% calls with concurrency of 2+ ↑0.0% From previous month

EJFR Responses By Area For Sept 2026	
Mutual Aid Given	10
City of PT	241
Glen Cove/Jacob Miller	24
Cape George	17
Ocen Grove/Beckett Pt	4
Kala Point	25
Hadlock/Irondale	107
Marrowstone	10
South Disco	10
Chimacum	16
Oak Bay	2
Northern Ludlow	60
Southern Ludlow	41
Other/CARES	15
Total	**572**

Incident Volume

SVG PNG CSV

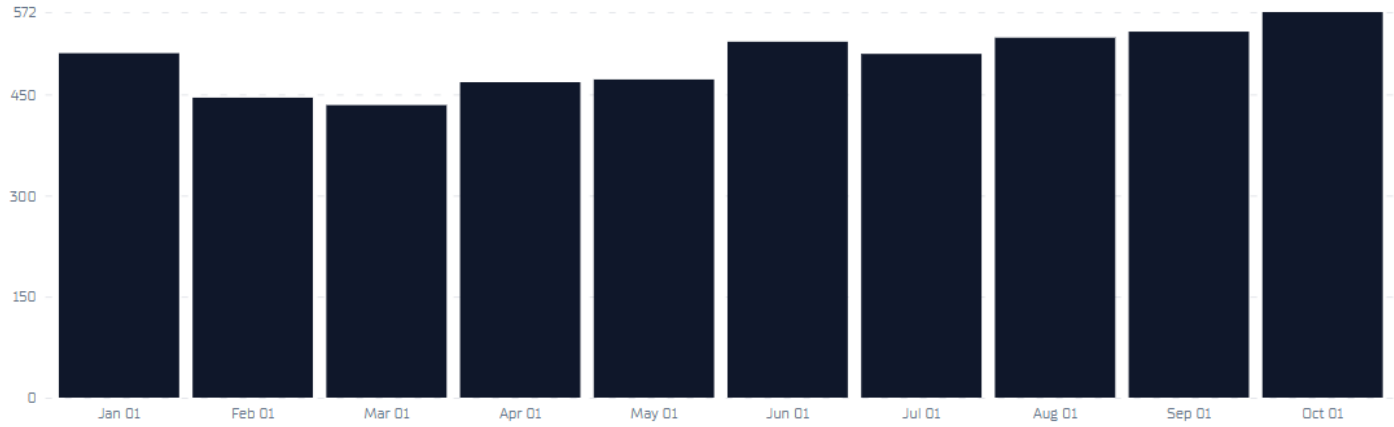
572 ↑29 from prev mth.



Incident Volume

SVG PNG CSV

5,017



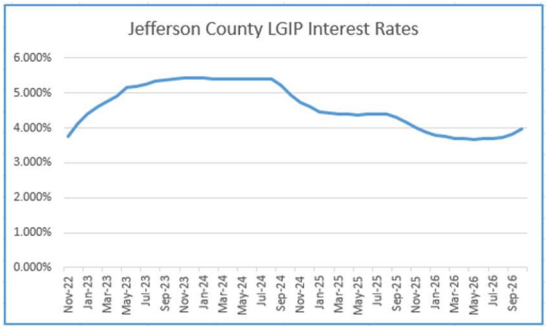
FINANCIAL REPORT FOR OCTOBER 2026

Prepared by Roy Lirio, Finance Director

Fund Balance October 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	1,517,149	(206,044)	**1,311,106**	286,302	341,954	31,977	**1,971,339**
Ending Fund Balance	4,450,277	3,547,960	**7,998,237**	1,788,333	1,665,539	1,057,121	**12,509,230**

Financial Highlights:



I. Fund Balance & Budget Position

- Combined Fire/EMS expenditures are at 83.1% of budget (82.1% operating), versus 83.3% expected at 10 months, tracking closer to budget than last year (79.2% operating in October 2025).
- Salary is at 83.0%, slightly under pace due to firefighter vacancies early in the year. Overtime is at 90.5% and will exceed its annual budget, driven by covering open positions, extended leave, and wildland deployments.
- Both funds are projected to finish within budget. Savings elsewhere cover the overtime, election, and legal costs running over their budget lines.
- The year is projected to end with a combined deficit of about $0.5 million, roughly $0.9 million better than budgeted, mainly due to higher GEMT and ambulance revenue. Because much of it is one-time revenue, it is not treated as ongoing spending capacity.

II. Revenue & Investment Updates

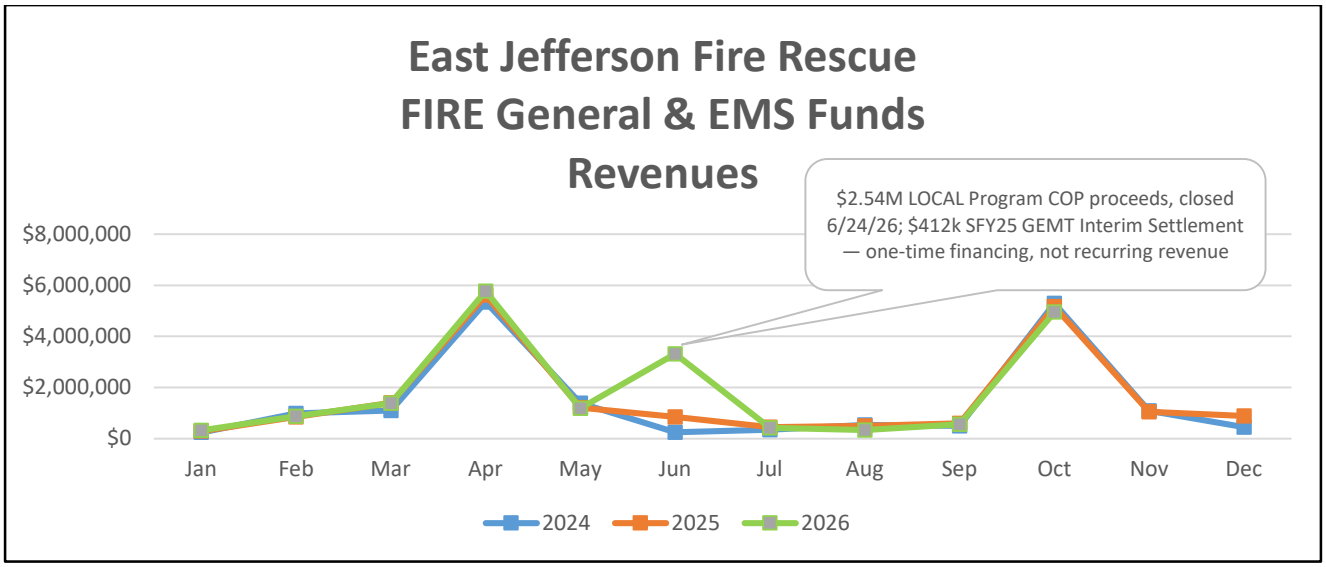
- Fire Fund received $12,741,687 (92.6% of budget), including the 2nd half property tax installment.
- EMS Fund received $6,394,150 (100.9% of budget) and has already exceeded its annual revenue budget, mainly from GEMT, including a $412K 2025 interim settlement.
- 73.7% of Treasurer-held funds are in LGIP, down from 92.4% in September because large tax collections arrived October 31; they will move to LGIP the first week of November. The October rate was 3.96%, up from 3.82%.

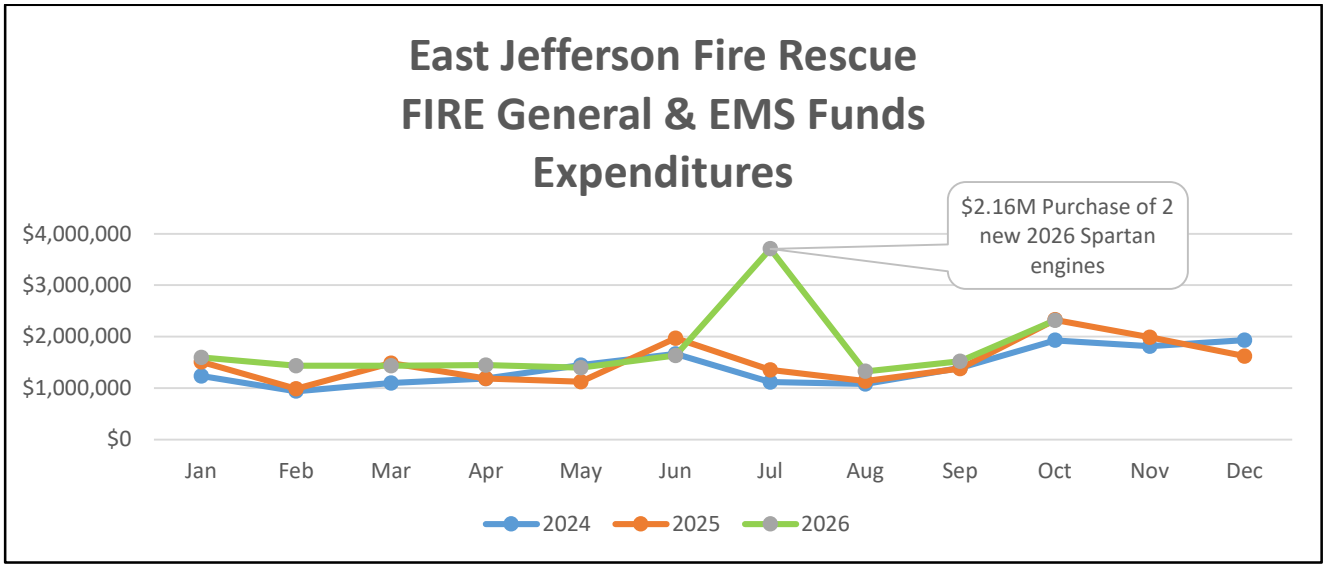
III. Capital Spend & Debt Schedule

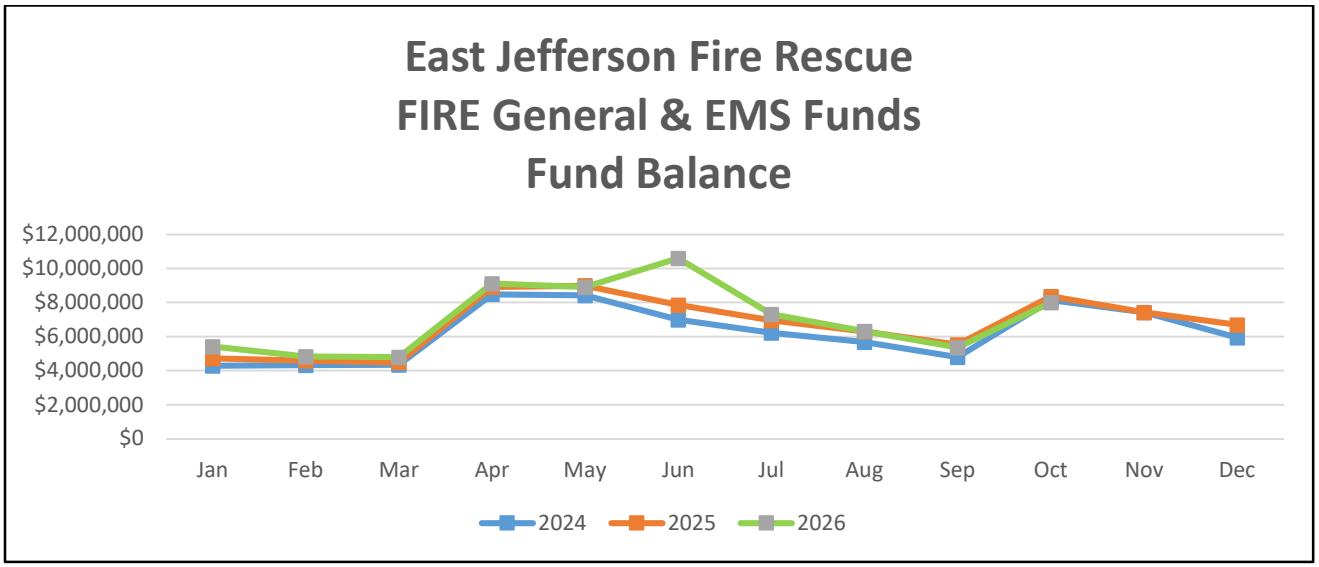
- In October, the District transferred $650,000 from the Fire Fund to capital accounts ($350,000 to Fire Capital and $300,000 to EMS Capital). It also transferred $111,201 from Fire Capital back to the Fire Fund for Local Program debt service. These are internal transfers and do not change total fund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

Administrative Highlights

- 10/7 State Auditor's Office notified the District that the 2025 audit is rescheduled to 2027
- 10/29 2027 Budget board workshop
- 11/2 Jefferson County Chiefs' meeting to discuss ESSB 6162
- 11/5 2027 Budget public hearing


East Jefferson Fire Rescue
FIRE General & EMS Funds
Revenues
$2.54M LOCAL Program COP proceeds, closed 6/24/26; $412k SFY25 GEMT Interim Settlement — one-time financing, not recurring revenue
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2024
2025
2026


East Jefferson Fire Rescue
FIRE General & EMS Funds
Expenditures
$2.16M Purchase of 2 new 2026 Spartan engines
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2024
2025
2026


East Jefferson Fire Rescue
FIRE General & EMS Funds
Fund Balance
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2024
2025
2026

Attachments:

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

FIRE - 2026 BUDGET POSITION

Jefferson Co FPD No. 1 Time: 09:09:27 Date: 11/05/2026

001 Fire Fund #656001010 Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,894,792.00	10,081,054.75	813,737.25	7.5%
330	0.00	9,347.17	(9,347.17)	0.0%
390 Debt Proceeds, Trfr-In, & Surplus Equip Sales	2,859,862.00	2,651,285.23	208,576.77	7.3%
Fund Revenues:	13,754,654.00	12,741,687.15	1,012,966.85	7.4%

Expenditures	Amt Budgeted	Expenditures	Remaining	
210 Administrative	2,199,211.00	1,854,205.99	345,005.01	15.7%
211 Legislative	296,895.00	288,742.19	8,152.81	2.7%
220 Suppression	5,823,393.00	4,866,961.71	956,431.29	16.4%
230 Prevention	59,500.00	17,315.91	42,184.09	70.9%
245 Training	157,047.00	110,894.04	46,152.96	29.4%
250 Facilities	429,693.00	327,734.03	101,958.97	23.7%
260 Vehicles & Equipment	472,983.00	362,403.79	110,579.21	23.4%
520 Fire Control	9,438,722.00	7,828,257.66	1,610,464.34	17.1%
590 Debt, Capital, LT Lease & Transfr	4,024,714.00	3,396,280.12	628,433.88	15.6%
Fund Expenditures:	13,463,436.00	11,224,537.78	2,238,898.22	16.6%
Fund Excess/(Deficit):	291,218.00	1,517,149.37		

FIRE OT Summary Report

Jefferson Co FPD No. 1 Time: 08:27:51 Date: 11/03/2026

001 Fire Fund #656001010 Months: 01 To: 10

Expenditures		Amt Budgeted	Expenditures	Remaining	
520 Fire Control					
522 20 10 000-0	FF/EMT (40%)	2,951,949.00	2,449,141.06	502,807.94	17.0%
522 20 10 019-0	OVERTIME (40%)	531,592.00	481,329.34	50,262.66	9.5%
220 Suppression		3,483,541.00	2,930,470.40	553,070.60	15.9%
520 Fire Control		3,483,541.00	2,930,470.40	553,070.60	15.9%
Fund Expenditures:		3,483,541.00	2,930,470.40	553,070.60	15.9%
Fund Excess/(Deficit):		(3,483,541.00)	(2,930,470.40)		

EMS - 2026 BUDGET POSITION

Jefferson Co FPD No. 1 Time: 09:09:49 Date: 11/05/2026

101 EMS Fund #657001100 Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,338,167.00	6,394,150.09	(55,983.09)	0.0%
Fund Revenues:	6,338,167.00	6,394,150.09	(55,983.09)	0.0%

Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	7,675,740.00	6,224,674.42	1,451,065.58	18.9%
274 EMS Training	86,105.00	45,442.50	40,662.50	47.2%
276 EMS Maintenance	0.00	28,938.64	(28,938.64)	0.0%
520 Fire Control	7,761,845.00	6,299,055.56	1,462,789.44	18.8%
590 Debt, Capital, LT Lease & Transfr	229,382.00	301,138.09	(71,756.09)	0.0%
Fund Expenditures:	7,991,227.00	6,600,193.65	1,391,033.35	17.4%
Fund Excess/(Deficit):	(1,653,060.00)	(206,043.56)		

EMS OT Summary Report

Jefferson Co FPD No. 1 Time: 08:28:14 Date: 11/03/2026

101 EMS Fund #657001100 Months: 01 To: 10

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,427,923.00	3,673,717.74	754,205.26	17.0%
522 72 10 019-1 OVERTIME (60%)	797,388.00	721,994.82	75,393.18	9.5%
272 EMS Operations	5,225,311.00	4,395,712.56	829,598.44	15.9%
520 Fire Control	5,225,311.00	4,395,712.56	829,598.44	15.9%
Fund Expenditures:	5,225,311.00	4,395,712.56	829,598.44	15.9%
Fund Excess/(Deficit):	(5,225,311.00)	(4,395,712.56)		

Date Prepared: 11/6/26

Subject: *Human Resource Report*

Prepared By: *Emily Stewart*

<table>
<tr><td>Meetings
& Training:</td><td>

10/5,7,9 Interview set up
10/21 M&C
10/28 Q3 Safety Mtg
10/29 M&C

</td></tr>
<tr><td>Human Resources</td><td>
Employee Performance Appraisals

Done – Emily
Done – Robert
Done – Tanya
Done - Kindra
Done - Erin
Done - Roy
In progress – Lawson

Promotions:

LT Kinney
Captain Sanders
BC Bergen

PC Classes

BAS 435 Operations Mgmt & ENG 325 Professional Communications

</td></tr>
<tr><td>Presentations /
Tours/Other/Misc</td><td>

Acronym Glossary
Policy/SOG input & updates
Safety Mtg prep
Admin salary comparables
10/27 Smoke Alarm installs
10/29 Chimacum Truck or Treat
10/31 PT Halloween Parade

</td></tr>
</table>

EJFR Staff and Volunteers, November 2026

11/26	A SHIFT	B SHIFT	C SHIFT
BC	1-Bergen	4-Clouse	7-Fletcher
LT	6-Rogers	1-Lueders	1-Kilgore
LT	7-Kauzlarich	5-Gregory	8-Martin
LT	3-Morris	6-Grimm	2-Dean
LT	5-Pulido	7-Chambers	4-Dalrymple
LT	4-Kinney	8-White	3-Carver
LT			
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	3-G.Williams	3-Sheehan
FF	5-B.Grimm	6-Fairbanks	4-Kaldahl
FF	7-Sviridovich	8-P. Williams	6-Richter
FF	8-Archuleta	8-Boe	7-Beery
FF	8-Wright	3-Floberg	1-Chapman
FF	2-Jeske	6-Heydon	5-Le
FF	5-McGuffey		2-Wells
FF			Bentzen
FF			
Res	Holmes	Sanchez	Wagner
Res	Gardner	Justis	
Res		Mills	6
MSO	FF/PM Ridgway		
Cares	FF/ILS Woods		
	Captain Sanders FF/ILS		

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)
ANDERSON	Support/EMS
BARTON	FF/EMS
BERRY	Admin
BETHEL	Support
BLACK	Admin
CHAPMAN	Admin
CODIER	Support
COULTER	Support
DAWSON	Admin
DAWSON	Admin
DOOLIN	Admin
Total	11

Volunteer	Position(s)
FLEISCHMAN	Support
FORCE	Support
FORCE	Admin
GARDNER	EMS
HARTE	Support/EMS
HORVATH	Admin
KEPLINGER	Admin
LECLAIR	EMS
LUKE	Support/EMS
MANN	Support
MARTIN	EMS/FIRE
MCNERTHNEY	EMS/FIRE
MICHELSON	Support/EMS
MILLER	EMS/FIRE
MOORE	Support/EMS
NATHAN	Support
RIKER	Support
SHORT	Support/EMS
SMITH	Support
SNYDER	EMS/FIRE
SPESER	Support
Total	21

Total EJFR Members
115.5

Volunteer	Position(s)
STEWART	EMS/FIRE
STONE	EMS/FIRE
SWANSON	Support
THOMAS	EMS/FIRE
WIECHERT	Support
WILFORD	EMS
*EMS Volunteers	
Total	6

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	44
Total Commissioners	5

SAFETY MEETING

MINUTES

Date: 10/28/26

Topic: Safety Committee – Q3 Review

Members: Bret Black <bblack@ejfr.org>; Pete Brummel <pbrummel@ejfr.org>; Ridgway <tridgway@ejfr.org>; Benjamin Carver <bcarver@ejfr.org>; Cray, Tanya <tcray@ejfr.org>; Emily Stewart <estewart@ejfr.org>; Neil Secondez <nsecondez@ejfr.org>; Chris Kauzlarich; Jeff Michelson jmichelson@ejfr.org; Trevor Bergen tbergen@ejfr.org; Chad Lawson clawson@ejfr.org, Jason MacDonald jmacdonald@ejfr.org; rearl@ejfr.org

Roll Call: Stewart, Lawson, Kauz, Black, MacDonald, Earl, Bergen, Carver, Cray, Michelson

Review Injury / Illness Reports:

Employee #	Injury Date	Incident	Time Loss (hours)	Outcome/Suggestion	Date	Reviewed	Preventable Y/N
3225	2/20/2026	26-833	0	None	2/21/2026	4/29/2026	N
8535	2/23/2026	Training Sta 2	0	None	2/23/2026	4/29/2026	N
9393	4/14/26	26-1624	0	None	4/14/26	7/29/26	N
9453	5/10/26	Sta Maint.	12	Do not mix cleaning chemicals	5/10/26	7/29/26	Y
6474	5/12/26	Meds Disposal	0	ER visit	5/12/26	7/29/26	Y
7905	7/21/26	Acad/Driving	0	Self monitor/ask for help	7/21/26	10/28/26	Y
1293	7/31/26	Cleaning	0	None	7/31/26	10/28/26	N
6317	9/10/26	Academy	0	None	9/10/26	10/28/26	N
		Total:	12				

1. 7/21/26 Loss of consciousness
2. 7/31/26 Lower back pain
3. 5/12/26 Shoulder pain

Exposures:

None

Damage: Emily will send link to BCs for bookmarking.

7/21/26
While traveling home from EMT class I had a fever that rose very high very quickly. This was exacerbated by the hot weather conditions and stopped traffic. I had a loss of consciousness due to heat related illness & caused damage to a private citizen's vehicle.

Exercise extreme caution when not feeling well & be prepared to call for assistance if needed.

8/24/26
M7 was toned for a vehicle vs. pedestrian incident. While donning my gear, I set my personal phone and the Lt-7 duty phone on the rear bumper of M7. Both phones failed to make it back into my bunker gear pocket and subsequently departed the apparatus while responding. The Lt-7 duty phone suffered significant damage as a result.

Exterior apparatus surfaces will no longer be utilized for temporary phone storage.

9/2/26
When responding to a wildland fire I staged the apparatus too close to the fire. Although we did back the Brush Truck up, we were blocked in by another engine and we were unable to remove the truck from the heat completely. This resulted in bubbling of the officer side mirror and trim between the front and rear officer side doors.

Staging further back on wildland incidents and laying in with a progressive hose lay.

9/22/26
In the process of responding to incident 2026-00004303 (potential brush fire) I neglected to disconnect the air umbilical from the connector on the drivers side of EJ-276 prior to pulling out. This placed strain on the airline and connector causing the connector to break off from the air tank discharging all air from the primary braking system. No damage to the tank or other parts of the apparatus noted. Notified BC on duty (Clouse). Who came to Station 5 to assess the damage. BC Clouse was able to acquire tools and parts to effect a repair in approximately 1 hour. Verified system holding air and parked back in bay. Reconnected umbilicals and verified tank filling from station compressor. applied soapy water to connectors and first few feet of hose to verify no leaking or damage to the hose.

Must perform 360 before pulling out and verify umbilicals are clear prior to moving apparatus.

9/29/26
We were leaving 112 castellano way when we turned and while I was watching my back tire I hit the branch with the corner of the bucket.

Talked about spatial awareness, and having someone get out to guide you if the turn looks too tight.

Damage report Photos

Near Misses:

9/25/26
During a medical call (#26-4346), homeowner offered EJFR crew member (Cash Holmes) the opportunity to meet and pet his dog. When dog was released from kennel, dog bit EJFR crew member in buttock. Member wearing bunker gear pants. No puncture injury from bite to EJFR crew member. Immediate needs were met and member declined any additional medical treatment. BC notified. Paperwork immediately completed after call.

Be vigilant and focused around animals. Possibly bypass the introduction of certain household pets in the emergency/non-emergency response setting.

Employee Wellness:

- Annual Physicals/screening – Done – Ultrasounds are being scheduled for early December.

- Physical Fitness? Physical trainer sessions? Check Peninsula College? Emily will research local options for possible personal training instructors.
- Wellness Sessions – what should we do next year? Ride alongs with Amber? Invite to EMS drill? Emily will continue to develop this conversation.

Employee Suggestions:

Facilities: Chad noted that Sta 4 has multiple outlets on one breaker, panel is overloaded. This issue will be added to the safety issue tracker.

Old Business:

- Review Safety To Do List

New Business: None

Next Meeting Date: 1/27/27

Good of the order: None

Adjournment: 0955

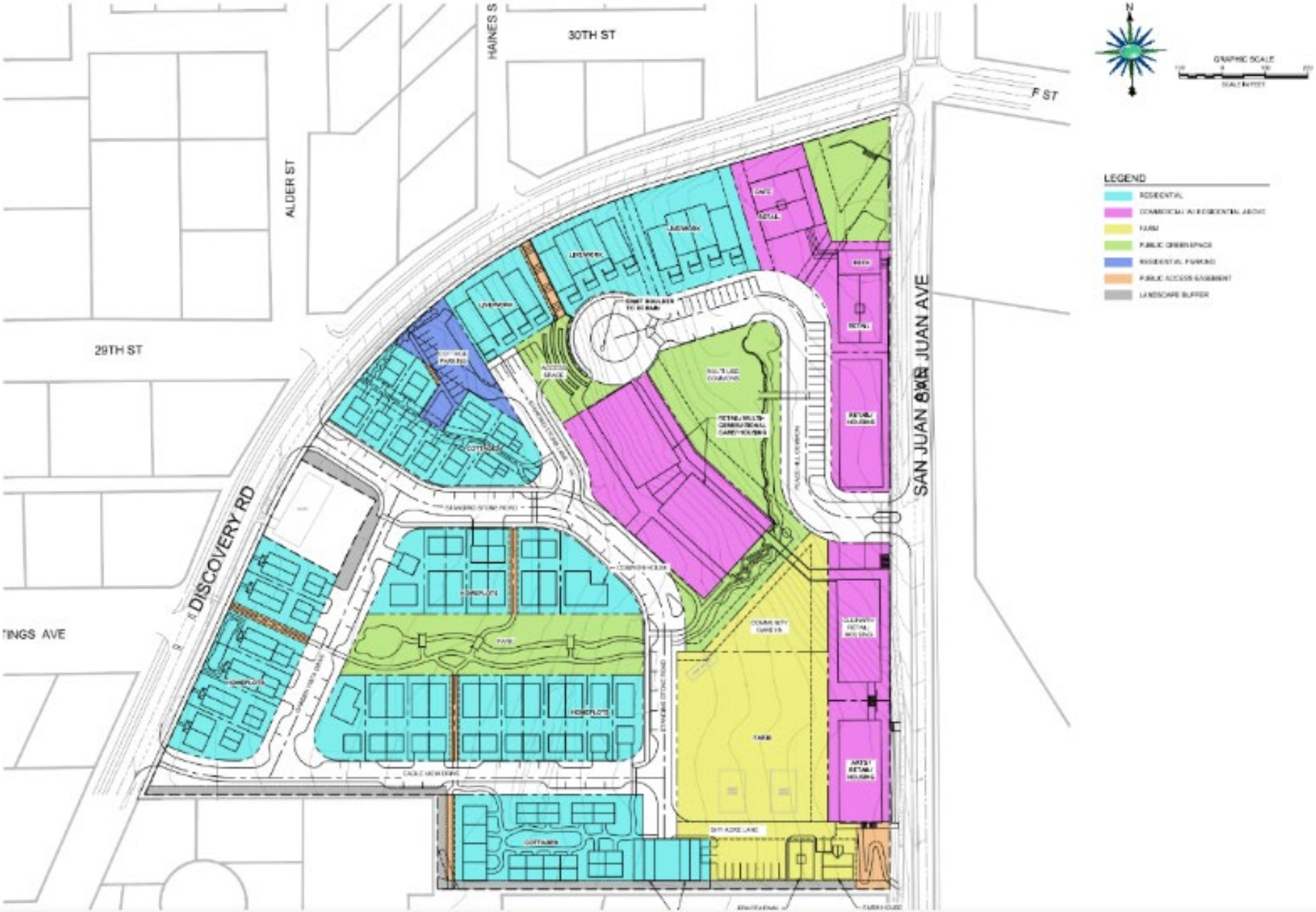
Date Prepared: 11/6/26

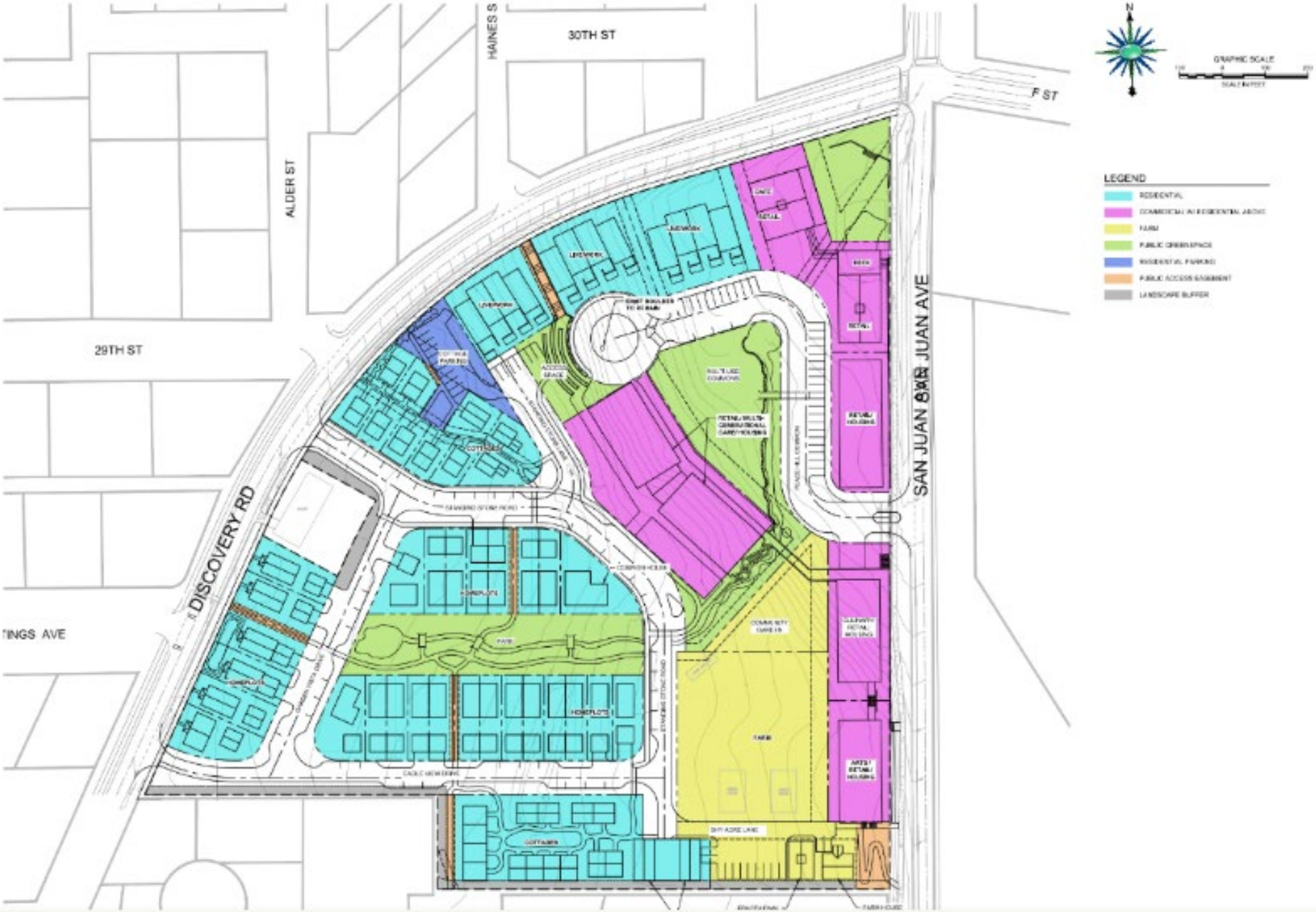
Subject: *Community Risk Division Report*

Prepared By: *Robert Wittenberg*

Public Education, Events, and Presentations	**Events** • 10/3 Port Townsend Farmer's Market on Fire Prevention Week • 10/4 Chimacum Farmer's Market on Fire Prevention Week • 10/10 Fifth Annual Fire Rescue Fest, Uptown Port Townsend • 10/19 School Career Presentation at OCEAN School • 10/19 Storytime at Jefferson County Library • 10/29 Chimacum Trunk or Treat • 10/31 Port Townsend Halloween Parade • 10/31 Port Ludlow Trunk or Treat
Smoke Alarm Installations	• October – 10 New Smoke Alarms and 2 CO Alarm Installed • 2026 Totals – 100 Smoke Alarms Installed, 5 CO Detectors Installed
Community Partnerships	• 10/26 Tour of Chimacum Ridge with Jefferson Land Trust
Plan Review, Inspections, Investigations	**Community Concerns and Consultations** • 10/1 Driveway Access Consultation on Marrowstone Island • 10/7 Knox Box Key Updates in Port Townsend • 10/21 Knox Box Installations in Port Townsend • 10/22 Investigate Concern at Thrift Shop Uptown Port Townsend • 10/26 Highland Greens Consult on Fire Lanes **Fire Code Inspections (City of Port Townsend)** • October – 4 Fire Code Inspections Completed • 2026 Total – 101 Fire Code Inspections Completed **Meetings** • 10/2 Special Events Permits Review with City of Port Townsend • 10/8, 10/22, & 10/29 New Development Reviews with City of Port Townsend • 10/7 Fire Code Inspection Processing Meeting with City of Port Townsend • 10/26 Standpipe Acceptance Testing at Water Street Hotel • 10/27 Meeting with First Due Regarding Inspection Module **Burn Permit Inspections** • October – 10 Burn Permits Issued • 2026 Total – 19 Burn Permits Issued

Public Information Officer (PIO)	**Media Releases** • 10/2 FEMA Grant Award • 10/30 2027 Budget Update and Public Input Request **Media Interviews** • 10/5 KPTZ Radio Interview on Attention Please Promoting Fire Rescue Fest **Social Media Posts** • 10/2 FEMA Grant Award • 10/6 Fire Rescue Fest Promotion • 10/9 Fire Danger Level Lowered to LOW • 10/11 CPR Class Promotion • 10/14 Great Shake Out Promotion • 10/26 Halloween Events and Safety • 10/30 2027 Budget Update and Public Input Request **Social Media Followers** • Facebook – 4,930, Up 6 followers • Instagram – 790, up 6 followers **Monthly Newsletter** • 10/15 October Newsletter Published, 177 Sends, 126 Opens (71.2% Open Rate) • 179 Newsletter Subscribers
Professional Development	• 10/7 Webinar on Preparing for WSRB Assessments • 10/11-10/16 Fire Prevention Institute, Lake Chelan • 10/12 Washington Public Fire Educators Quarterly Board Meeting • 10/20 First Responder Training: Communication with Deaf & Hard of Hearing • 10/22 WSAFM Webinar on Commercial Cooking Systems
Personal	• 10/23 Day Off


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29TH ST
DISCOVERY RD
SAN JUAN AVE
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GRAPHIC SCALE
LEGEND
RESIDENTIAL
PUBLIC OPEN SPACE
RESIDENTIAL PARKING
PUBLIC ACCESS EASEMENT
LANDSCAPE BUFFER


30TH ST
HAINES S
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SAN JUAN AVE
TINGS AVE
N
GRAPHIC SCALE
LEGEND
RESIDENTIAL
PUBLIC OPEN SPACE
RESIDENTIAL PARKING
PUBLIC ACCESS EASEMENT
LANDSCAPE BUFFER

Date Prepared: 11/10/26

Subject: *Executive Assistant/District Secretary Report*

Prepared By: *Tanya Cray*

Meetings & Events:	• 10.1.26 Special BOC Mtg • 10.5 Admin Conference • 10.6 Admin Conference • 10.7 Admin Conference • 10.9 Budget Committee • 10.15 Mtg with Olympus Beach Tracts • 10.20 Reg BOC Mtg • 10.21 Meet & Confer • 10.26 Pub. Records Boot Camp • 10.27 Pub. Records Boot Camp • 10.28 Safety Mtg • 10.29 BOC Budget Workshop • 10.29 Meet & Confer • 10.29 JCFC&AP 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:** 7 Off Duty, 1 On Duty, 3 Courtesy (Family) • **Open Cases:** 3 Off Duty, 1 On Duty • **Appointments Scheduled:** 7 Initial, 6 Imaging • **Days Saved by Appointments:** 86 Initial, 71 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: 11/03/2026

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 208 • BC11 responded to 17 incidents in the last month • 1 Brush fire • 1 MVA • 1 CPRs on Ferry • 1 vehicle 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 with (DC 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/Kinney

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	$42,222.29	**$7565.51**
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**

222

Date: November 6th, 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 9 incidents in October. • Established or assumed command of 5 of those incidents. • Was on Vacation for 1 rotation in October to work the conference.
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. • PNW Fire conference: Registration and Transportation coordinator.
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.
Technical Rescue	• Training plan for 2027.
Wellness Program	• Ultra sound screening scheduled.
Facilities Maintenance	• Station 1- Garage door maintenance. • Station 2- Garage door maintenance, heater installed in storage building. • Station 4- Garage door maintenance. • 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	$25,285.50	**$ 41,714.50**
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	$118,428.41	**$32,393.59**
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: 11/08/2026

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

BC 13 Administrative Meetings	• DNR AAR for Horseshoe Fire • Supported Fire Festival 10/10 • E5 2nd preconstruction meeting • 3rd Spartan Engine Meeting with True North
BC 13 911 Responses	• Responded to 23 incidents during the month of October- Including a Marine Rescue of a Kayaker in distress in PT Bay
Continuing Education/ Training	• Shift level training (C Shift completed 323 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	• Apparatus meetings
	  ○ Engine/Tender 5
	  ○ New Ambulance Remount
	  ○ Potential 3rd new engine

Shift Programs	• See Apparatus Report

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	$36,030.00	$33,273.48	$2,756.52
Apparatus Maintenance	Fletcher	$260,453.00	$146,610.20	$113,842.80
Ladders	Parker	$500.00	$-	$500.00

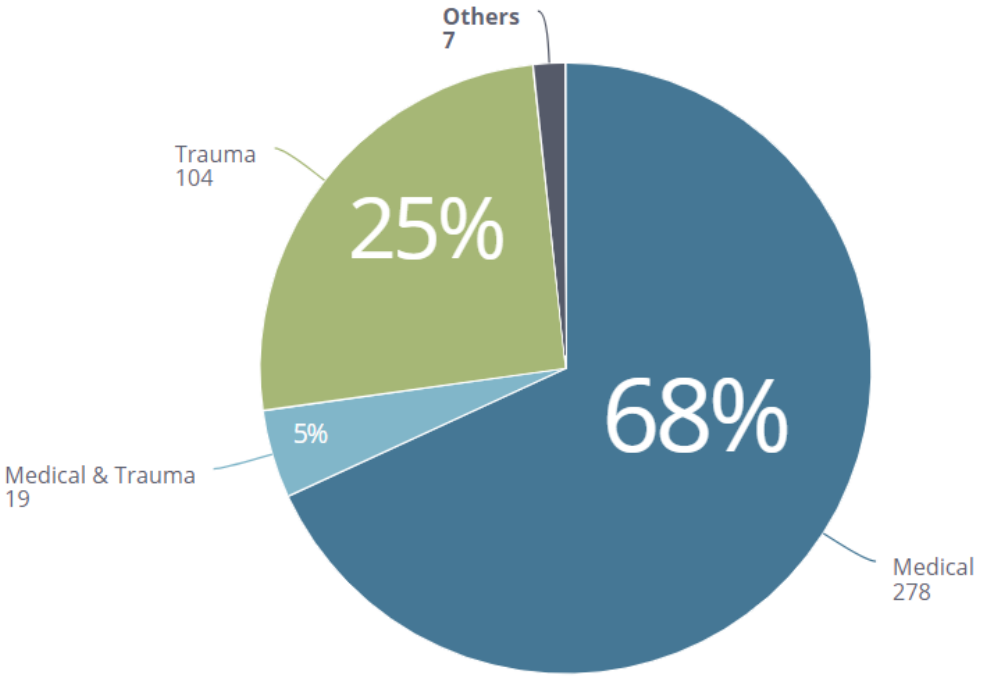
October MSO BOC Report

November 4, 2026

Submitted by: Tammy Ridgway

EMS Calls

- **408 Patient Care Reports**
- **2 Cardiac Arrests 1 with ROSC**
- **0 STEMI**
- **4 Medivacs**



Monthly Overview

- **Leave at home naloxone:** 0 leave at home kits were handed out.
- **CPR:**CPR for the library district with 32 students, Public CPR class with 20 students
- **Meeting Highlights:** EMS Council, JHC Meeting, 2 meeting with Chief MacDonald
- **EMS Training:** EMS Connect, Base Station, Volunteer EMS Drill was CPR training, Resuscitation Academy
- **Other:** Attended both Chimacum and Port Townsend High Schools fall CTE advisory meeting and was appointed chair for the Chimacum group, Attended the EMS World Conference with PM Kilgore and PM Wagner
- **Highlight of the month:** class at PTHS where we got 60 students, juniors and seniors in the A&P class, certified in CPR/AED/First Aid. This class in in partnership with Jefferson Health Care through a grant they received. This weeklong event takes a lot of help with off duty personal giving up their time to participate and on the last day the duty crew was also able to stop by. (see pictures below)


PTHS JUNIORS
2024
2028


PTHS JUNIORS
2024
2028

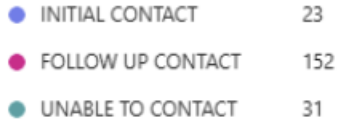


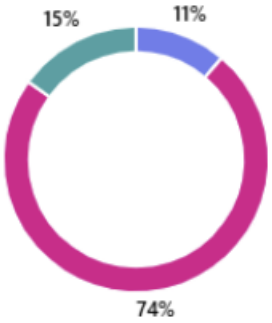



HALYARD



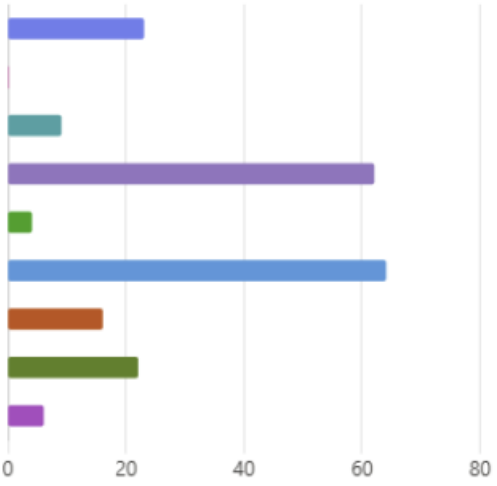
CARES DATA





8. PRIMARY REASON FOR REFERRAL



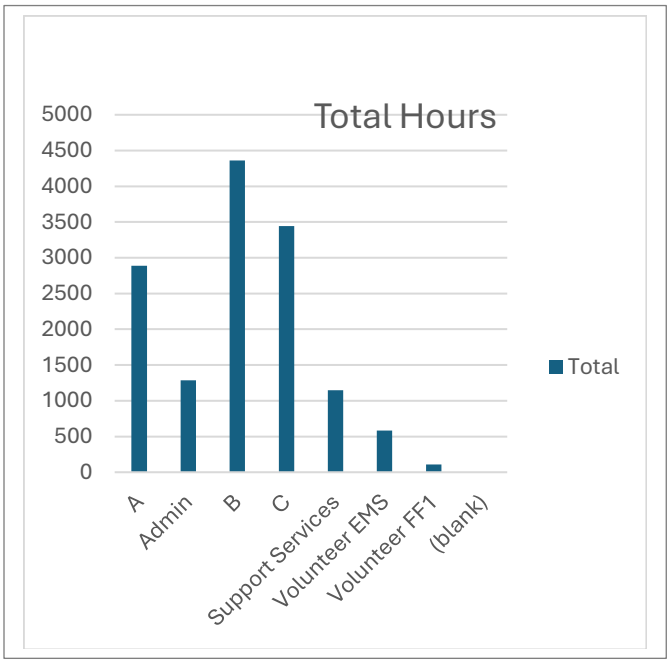


TITLE	BARS #	Budget	Spent	Remaining
EMS Medications	522 72 31 015-1	$60,000.00	$37,489.57	$22,510.43
EMS Supplies	522 72 31 010-1	$92,575.00	$80,784.13	$11,790.87
EMS Equipment	522 72 35010-1	$99,575.00	$59,856.14	$39,916.86
CPR Training Supplies	522 74 45 010-1	$4,000	$1,579.82	$2,405.18
EMS Training/Conferences	522 74 45 020-1	$20,000.00	$10,387.63	$9,612.37
Required EMS Training	522 74 45 040-1	$12,500.00	$6,386.07	$6,113.93
DOH EMS Participation Grant	344 04 90 005-1	$778.00	$54.46	$723.54

October Training Captain Report
November 3, 2026
Submitted by: Captain Trevor Bergen

Overview Training Hours:

- **October total hours: 1,133.60 Hours**
- **Total Hours for 2026: 13,921.6 Hours**
- **3rd Quarter Training completion: 66% Avg**
- **2026 WSRB Training Hours: 7,771 Hours**



Overview:

- **NASBLA Class-** Nasbla brought five instructors from across the nation to teach Fire Boat Operator over the coarse of three days. Two agencies attended with three vessels and the 16 students had great feedback on the class.
- **PNW Conference-** 7 students attended the lecture series and heard from several industry leaders on cutting edge strategy and tactics on everything from mental health, tasks, and leadership. Also 6 participated in Hands on classes. Hands on training included Handlines, VES and leadership academy.
- **Elevator Class-** CKFR elevator technician CJ Tesch taught a lecture and hands on class at station 1 where we were able to look at the components and know how to approach elevator emergencies in our area. We also did a site visit and looked at other elevators in our area. According to L and I stats we have 63 active elevators in our first due.
- **3rd Quarter MCO-** With the arrival of the new engines we conducted an in service on the engines and later conducted 3rd quarter MCO's for the shifts with a new "Maze" of pallet and OSB walls simulating longer more difficult hallways.
- **Upcoming Schedule- Nov.** Elevator Rescue Class **Nov 16/17-**Chris Greene EV Class, **Dec** Chief Stanton Cooke



NASBLA Classroom



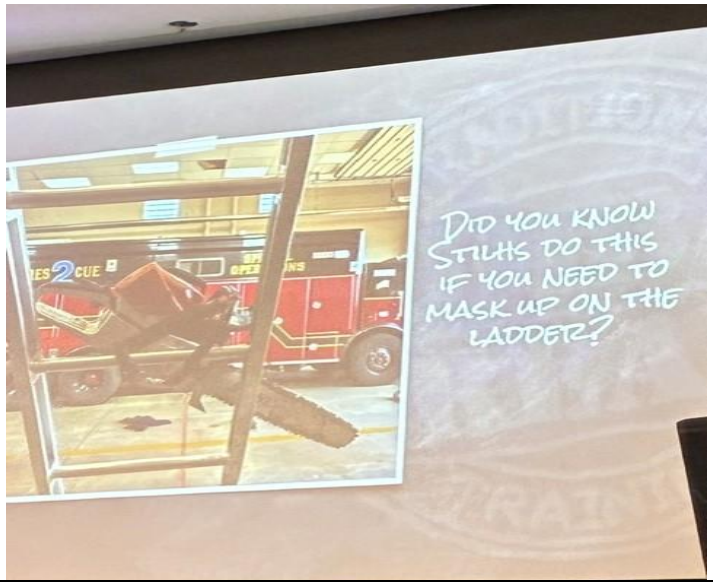
NASBLA Boat Class



MCO Hose Deployment on Balcony



Winning Handline Class



PNW Conference Slide



Volunteer EMS Drill

October 2026 Apparatus Committee Report- Fletcher

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.
- 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 12th 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- 10/15 Build meeting to confirm the wants from EJFR no major changes.

- 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.
    - 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 receival date from early '27 to late '27. BOC special meeting was scheduled for the approval of the new remount purchase.
    - New- Ford shut the build window earlier than expected however Braun had ordered an ambulance that met our spec prior to the window closing, with the exception that it was white in color. We though, already have our ambulances repainted to match our color spec and we will not see any difference.

- 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.
    - All requests for a new engine have been submitted to True North and a proposal is expected for the November commissioner meeting.

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**	**calls roll over at 30 sec*	

- **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

Date: *November 17, 2026*

Subject: *Early Replacement of Triple Combination Pumper*

Presented By: *Bret Black*

Background:	Staff utilizes a fleet replacement schedule so we can plan for major capital expenses. EJFR's fleet is old, so to address this we ordered two engines in 2024 to "catch-up" our aged fleet. Our typical increment for engine replacement prescribes that we order a new engine every three years. NFPA 1900 standards dictate a fire engine's lifespan should be 15 years front line + 10 years reserve (25 years total). EJFR stretches that NFPA age standard in order to live within our means. The next engine planned for replacement is EJ600 in 2029, when it will be approximately 29 years old. Although it should only be used as a reserve unit, it is regularly assigned as a front-line unit and is well beyond its prime and planned lifespan. It is currently first-out at Station 8. July 2024 the District contracted with True North for two custom Spartan Pumpers through the Sourcewell cooperative contract at $2,107,472 ($1,053,736 each). Both were delivered in July 2026, put into service November 2026. EJFR was able to secure the L9 Cummings Diesel for both units, saving the District $80K ($40K per unit). The L9 is being phased out and the new engine would likely be outfitted with the new X10 powerplant, which is built into the quote below. Historically, fire engine manufacturing is highly specialized and increasingly regulated. Besides the customary standards required by DOT and EPA, the firefighting industry adds another thick layer of mandates and costs to the manufacturing process. Typically, the industry sees 5-10% cost increases per year. During COVID, we saw increases explode by 20-30% per year due to corporate mergers, new regulations, supply chain issues, worker shortages, etc. Today, annual price increases are stabilizing but they are still unpredictable. We are also now seeing purchase contracts with escalation clauses; no more fixed purchase prices. In checking with partner agencies, some manufactures are noticing clients to prepare for 10-15% cost increase in 2027 due to the war, escalating fuel costs, etc. As we took delivery of our two new engines, True North offered EJFR an extension of the multi-unit discount on a third unit if EJFR entered into a purchase contract by the end of 2026. This offer **expires** December 4, 2026. This opportunity is why you are considering this today. **PROS** • EJFR would qualify for the multi-unit discount $58,503. • Entering into the purchase agreement in 2026 would avoid anticipated costs increases for 2027, although we are now exposed to potential unknown escalations even once we sign the contract.

- The EJFR apparatus committee worked very hard on the design and specifications for our two new engines. Its estimated they spent over 1000 hours of staff time on the project (before delivery). Using our recently developed design specs, EJFR will save significant staff time if we commit to the third unit now. If we stick with our original timeline, the apparatus committee starts the whole design process over.
- If we enter into the contract now, there is a small possibility that EJFR could get the L9 powerplant (and associated discount). There is no possibility if we stick to our original replacement timeline.

CONS

- If we expedite this purchase, we will be encumbering a major portion of our Fire Capital Account, limiting our options for pending fiscal challenges, which also commits the District before the 2027 funding analysis is complete.

Fiscal Impact:

Option A Enter into a purchase agreement now for delivery in summer 2028**.**
$1,185,233 plus tax, licensing.

Considerations:

- Delivery is about 580 days after signing (summer 2028). Nothing is due at signing; 95% is due when the engine leaves the factory and 5% on delivery.
- Assessed value growth is about 0.3%, and the District will need new revenue by 2029. In 2027 staff will evaluate a levy lid lift, an M&O levy (60% voter approval required) and cost containment and/or reductions.
- Assessed value reported by the County on November 10 is lower by $12.9M than the value provided in early October.

Option B Wait until the planned replacement schedule, ordering in fall of 2027.

Price if ordered fall 2027 (discount lost, 5% increase)	$1,305,923
Today's price	$1,185,233
Extra cost of waiting	$120,690
Less: interest earned by paying one year later (3.5%)	($41,483)
Net cost of waiting – up to	**$79,207**

5% matches True North's per-engine price increase from July 2024 to this proposal. Higher increases would raise the cost.

Recommendations:

Staff recommends a thorough discussion and healthy debate on this decision.

Proposed Motion:

None or direct the fire chief to enter into a purchase agreement for the third Spartan Pumper.

EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 3000c Re-Fueling and Emergency Fuel Supply

SECTION 1.0 PURPOSE

In order to ensure that all Emergency Apparatus and Equipment have an adequate available fuel supply East Jefferson Fire Rescue shall follow the following guidelines

SECTION 2.0 GUIDELINES

2.1 Primary North District refueling supply is located at the Jefferson Transit Fuel Station. All chiefs, career employees, intern volunteers and volunteers are to be issued a PIN number.

2.2 Primary South District refueling supply is located at Fire Station 7. 1100 gallons of diesel fuel. ~~All chiefs, career employees, resident volunteers and volunteers are to be issued a PIN number.~~Fuel access and recording shall follow Section 9.0.

2.3 Alternative Refueling for gas fueled apparatus is located at the Port Ludlow Village Store. Personnel will contact the cashier, obtain a receipt after fueling is completed. Submit receipt to administration.

2.4 Mobile apparatus fuel tank levels shall be maintained as close to a full inventory as possible. No fuel tank level shall be left under ¾ of a full tank level.

2.5 Equipment and fuel containers shall be refilled after use.

SECTION 3.0 EMERGENCY FUEL

3.1 In the event fuel is not available at the Jefferson Transit Fuel Station or Fire Station 7, emergency diesel fuel can also be obtained at fire station 2. 250 gallons of diesel fuel.

3.2 In the event of a long emergency event, and apparatus is unable to obtain fuel from primary supplier, fuel may be obtained by calling:

Petrocard - 24/7 afterhours 1-800-950-3835

3.3 EJFR also is in possession of a fuel "hand pump". In the event of an emergency Diesel Fuel could be pumped from the fuel supply tanks at furnace fuel tanks at station 2.

SECTION 4.0 STATION 2 250 GALLON EMERGENCY FUEL TANK

In order to assure emergency fuel contained within the 250 gallon emergency diesel tank is ready and available the following guideline applies.

SECTION 5.~~1~~0 GUIDELINE

5.1 Diesel fuel contained within the emergency diesel tank shall be utilized quarterly in an effort to rotate the diesel fuel within to prevent stagnation.

5.2 A numeric padlock shall be in place on the lid of the emergency diesel tank to prevent unauthorized use or theft of the contents within.

SECTION 6.0 RECORDS ~~MANAGMENT~~MANAGEMENT

6.1 ~~A recorded shall be maintained to provide a method of accounting for gallons used, by which apparatus (EJ) and which employee.~~Each use of the tank, including quarterly rotation, shall be recorded per Section 9.0.

6.2 Weekly inspection of the tank, components, pad lock, spill bucket, fire extinguisher to ensure all items are present and operable. Record a stick or gauge reading of the fuel level at each weekly inspection. A drop in level with no logged use shall be reported to the Fire Chief or designee.

6.3 The record of use and weekly inspection shall be the responsibility of the Sta. 2 Lieutenant.

SECTION 7.0 ~~MAINTANCE~~MAINTENANCE

7.1 Ordering of fuel shall be by way of the house LT to the BC to the appropriate AC or purchasing employee.

7.2 Diesel fuel stabilizer shall be added to the tank when refilled.

7.3 Water Filter shall be changed yearly.

7.4 Metal spill response bucket and contents shall be inspected quarterly and replaced as needed.

7.5 The fire ~~extinguished~~extinguisher shall be inspected and certified each year.

SECTION 8.0 REGULATIONS

Any applicable Federal, State or County code with regard to the tank, its use and storage of fuel shall be followed. Such as: NFPA, IBC, IFC, OSHA.

SECTION 9.0 FUEL CONTROLS – STATIONS 7 AND 2

9.1 When an automated fuel control system is operating at Station 7, personnel shall use it. When no automated system is operating, the manual procedure in this section applies. Station 2 uses the manual procedure at all times.

9.2 Each time fuel is dispensed, the person fueling shall record the following in Vector Check under the apparatus or equipment number:

a. Name of person fueling
b. Date and time
c. Station (7 or 2)
d. Gallons dispensed
e. Odometer reading, or engine hours if the unit has no odometer

9.3 At Station 7, reset the pump counter before fueling and record the gallons shown on the counter after fueling.

9.4 Log each apparatus fill as a separate entry. Fuel cans and small equipment shall be logged as their own entries, not combined with an apparatus fill.

9.5 Station 2 has no meter. For the quarterly rotation (Section 5.1), log each apparatus fueled per 9.2 using estimated gallons, and record a stick or gauge reading before and after the rotation.

9.6 When no automated system is operating, the Station 7 pump shall be secured with a combination padlock (for Station 2, see 5.2). Combinations shall be shared only with authorized personnel and shall not be written in this SOG. The Fire Chief or designee shall change the combinations at least once a year and when a person with access leaves the District.

9.7 For each fuel delivery, the administration shall ~~take a stick or gauge reading before and after delivery and submit both readings to administration~~verify the volume delivered with the delivery ticket before payment~~. Administration shall compare the gallons billed to the gallons received before payment.~~

9.8 On the last day of each month, the station Lieutenant or designee shall record a stick or gauge reading for each tank.

9.9 Each month, the Fire Chief or designee shall reconcile each tank: beginning gallons, plus gallons delivered, minus gallons logged, equals expected gallons. Compare expected gallons to the month-end reading. A difference greater than 5% of the gallons logged for the month at Station 7, or any unexplained drop at Station 2, shall be followed up with the crews involved and the result documented. The designee shall not be a person who dispenses fuel.

9.10 Reconciliations and supporting readings shall be kept by administration with the fuel records.

SECTION ~~9~~10.0 FORMS: LOCATED Share\Forms master

~~9~~10.1 Fuel Tracking Form

~~9~~10.2 Station Inspection Form

EFFECTIVE DATE: 6/26/23	REPLACES: 3000c, SOG A0-08
FIRE CHIEF:	

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1
RESOLUTION 26-15

REQUEST FOR APPROPRIATE TAX LEVIES AND DEPOSITS WITH RELATED BUDGETS

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

1. That the County Assessor has notified the Commissioners of Jefferson County Fire Protection District No. 1 the preliminary assessed valuation of real properties lying within the boundaries of said Fire District for the calendar year of 2026 is $8,682,220,553 Regular Levy & $8,692,838,418 EMS Levy.

2. That the Honorable Board of County Commissioners of Jefferson County, Washington, be and are hereby requested to make the appropriate tax levies and refunds for the year of 2027 for Jefferson County Fire Protection District No. 1 to total $16,555,000.

3. That the County Treasurer of Jefferson County, Washington, be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levies specified in Section 2 above in the amounts and funds specified below:

A. $ 12,203,000 into the Current Expense Fund of said District.
B. $ 4,352,000 into the Current EMS Expense Fund of said District.

4. Pursuant to RCW 84.52.125, as amended by chapter 196 of the Laws of 2017 it is the intent of the fire district acting by and through its board of commissioners, to protect the district's authority's tax levy from prorationing under RCW 84.52.010(2), by imposing up to a total of twenty-five cents ($0.25) per thousand dollars of assessed valuation of the tax levies authorized under RCW 52.16.140 and RCW 52.16.160, or either of them, outside of the five dollars and ninety cents per thousand dollars of valuation limitation established under RCW 84.52.043(2), if those taxes would otherwise be prorated under RCW 84.52.010(2)(e).

Further, pursuant to RCW 84.55.092, it is the intent of the fire district commissioners to protect the fire district's future levy capacity. Therefore, in any year in which the district reduces the regular tax levy below the amount of levy to which the district is entitled by law, consistent with existing voter authorizations and the limitations of the state constitution and statutes, it is the district's intent to fully preserve future levy capacity as the aforesaid statute allows. The county assessor is therefore requested to set the regular property tax levy at the amount which would be allowed under RCW 84.55, as if the regular property tax for the district for taxes due in prior years (beginning with 1986) had been set for the full or maximum amount authorized under the law.

Adopted at a meeting of the Board of Commissioners of Jefferson County Fire Protection District No. 1 this 17th day of November, 2026.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

SIGNED:

_____	_____
Deborah Stinson, Chair	Jeannie Price, Vice-Chair
_____	_____
Geoff Masci, Commissioner	Steve Craig, Commissioner
_____	
David Seabrook, Commissioner	

ATTEST:
By:_____
Tanya Cray, District Secretary

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 26-16

A RESOLUTION TO APPROVE BUDGET EXPENDITURES FOR 2027

WHEREAS, The Board of Commissioners for Jefferson County Fire Protection District No. 1 has met and considered its expenditures for the calendar year 2027; and,

WHEREAS, The District's expenditures for 2027 are budgeted as follows:

Fire General	$13,713,986.00
EMS Fund	$7,572,375.00
Debt Service	$685,037.00

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

1. That the Budget schedules approved in the following amounts dated November 17, 2026 will serve as the Operating and Debt Service Budgets for 2027.

Fire General	$13,713,986.00
EMS Fund	$7,572,375.00
Debt Service	$685,037.00

2. That one copy of this resolution together with Exhibit "A" is to be delivered to each of the following: Board of County Commissioners and Auditor of Jefferson County, Washington.

MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 ON NOVEMBER 17, 2026

Approved this 17th day of November 2026.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 BOARD OF COMMISSIONERS

_____
Deborah Stinson, Chair

_____
Jeannie Price, Vice-Chair

_____
Geoff Masci, Commissioner

_____
Steve Craig, Commissioner

_____
David Seabrook, Commissioner

ATTEST:

_____
Tanya Cray, District Secretary

001 Fire Fund #656001010 01/01/2027 To: 12/31/2027

REVENUES

300 Revenue

308 91 00 000-0	BEGINNING CASH & INVESTMENT UNRESERVED	3,252,572.00
311 10 00 000-0	REAL & PERSONAL PROPERTY TAXES	12,203,000.00
322 90 00 010-0	LAND CLEARING PERMITS	2,500.00
322 90 00 020-0	PAID IN LIUE OF TAXES (PILT)	810.00
337 00 00 010-0	PT FIRE CARES GRANT	44,000.00
337 20 00 000-0	INTERGOV REVENUE/LEASEHOLD EXCISE TAX	50,000.00
337 40 10 000-0	TIMBER EXCISE TAX - TAV	3,000.00
342 21 00 000-0	WILDLAND PAYMENTS	20,000.00
342 21 22 010-0	FIRE CONTROL INTERGOV: PARKS,PORT(airport),SCHOOL	40,000.00
342 21 25 010-0	INTER GOV FIRE EMERGENCY SERVICE DNR	11,125.00
361 11 00 000-0	INVESTMENT INTEREST	100,000.00
362 00 00 000-0	FACILITIES LEASES (LONG TERM)	6,869.00
362 00 00 020-0	TRAINING TOWER SERVICES ILA	1,500.00
369 91 00 050-0	MISC REVENUE (REIMBURSEMENTS)	40,000.00
395 11 00 010-0	SALE OF SURPLUS EQUIPMENT	20,000.00
	300 Revenue	15,795,376.00

330

331 97 00 000-0	FEDERAL GRANTS	83,636.00
	330	83,636.00

390 Debt Proceeds, Trfr-In, & Surplus Equip Sales

397 00 00 005-0	TRANSFER IN FROM FIRE CAPITAL	1,059,248.00
397 00 00 101-0	TRANSFER IN FROM EMS CAPITAL	90,000.00
	390 Debt Proceeds, Trfr-In, & Surplus Equip Sales	1,149,248.00

Fund Revenues:	17,028,260.00

EXPENDITURES

520 Fire Control

522 20 35 020-0	SMALL TOOLS/MINOR EQUIPMENT	48,115.00
	000	48,115.00
522 10 10 019-0	OVERTIME ADMIN	10,000.00
522 10 10 020-0	CHIEF WAGES	236,199.00
522 10 10 022-0	CRM/FIRE INVESTIGATION	126,565.00
522 10 10 023-0	SICK/VACATION BUYOUTS	30,000.00
522 10 10 024-0	DEPUTY CHIEF	208,000.00
522 10 10 026-0	HR/BUSINESS MANAGER	121,121.00
522 10 10 027-0	ADMIN ASSISTANT (FULL-TIME)/FINANCE DIR/VOL COORD	245,155.00
522 10 10 028-0	ADMIN CRR/ASSISTANT	74,304.00
522 10 20 010-9	SOCIAL SECURITY TAX	37,643.00
522 10 20 015-9	MEDICARE TAX	15,244.00

001 Fire Fund #656001010 01/01/2027 To: 12/31/2027

		EXPENDITURES
520 Fire Control		
522 10 20 020-9	RETIREMENT LEOFF	23,511.00
522 10 20 021-9	RETIREMENT DEFERRED COMP	36,000.00
522 10 20 022-9	RETIREMENT PERS	27,860.00
522 10 20 030-9	DEPT OF LABOR & INDUSTRICTS	11,000.00
522 10 20 031-9	STATE UNEMPLOYMENT INSURANCE	2,000.00
522 10 20 032-9	PAID FAMILY MEDICAL LEAVE	3,394.00
522 10 20 041-9	ADMIN - VEBA	24,000.00
522 10 20 042-9	DISABILITY - ADMIN	6,000.00
522 10 20 045-9	MEDICAL/DENTAL INSURANCE PROGRAM	215,487.00
522 10 20 070-9	UNIFORMS (ADMIN)	5,000.00
522 10 31 010-0	OFFICE SUPPLIES	10,000.00
522 10 35 011-0	IT HARDWARE	17,150.00
522 10 41 000-0	PROFESSIONAL SERVICES - MISC	45,550.00
522 10 41 005-0	PROF SERV - LEGAL	45,000.00
522 10 41 015-0	PROF SERV - MEDICAL	11,000.00
522 10 41 015-1	PROF SERV - BACKGROUND	1,000.00
522 10 41 016-0	PROF SERV - MEDICAL (ANNUAL AUDIO) READY REBOUND MED CK	60,000.00
522 10 41 030-0	PROF SERV - OESD	59,951.00
522 10 41 040-0	PROF SERV - BELIEVE IN RECOVERY (CARES)	120,000.00
522 10 41 060-0	PROF SERV - STATE AUDIT	30,000.00
522 10 41 070-0	PROF SERV - HOSE/LADDER TESTING	20,000.00
522 10 41 090-0	PROF SERV - SOFTWARE	125,940.00
522 10 42 010-0	COMMUNICATIONS - LAND LINES	3,500.00
522 10 42 020-0	COMMUNICATIONS - CELL, DATA CARDS	36,000.00
522 10 42 030-0	SNET	13,000.00
522 10 42 045-0	COMMUNICATIONS - WAVE, NOP DATA	29,000.00
522 10 42 060-0	COMMUNICATIONS - POSTAGE	2,000.00
522 10 43 010-0	TRAVEL - ADMIN	7,100.00
522 10 44 010-0	ADVERTISING	5,000.00
522 10 46 010-0	INSURANCE - COMMERCIAL/AUTO	170,627.00
522 10 49 002-0	MISCELLANEOUS	10,000.00
522 10 49 010-0	MISC - DUES, SUBSCRIP/MEMBERSHIP	15,000.00
	210 Administrative	**2,295,301.00**
522 11 10 010-0	COMMISIONERS PAY	30,000.00
522 11 10 015-0	DISTRICT SECRETARY WAGES	116,511.00
522 11 20 010-9	SOCIAL SECURITY TAX	7,224.00
522 11 20 015-9	MEDICARE TAX	1,689.00
522 11 20 021-9	RETIREMENT - DCP	2,600.00
522 11 20 022-9	RETIREMENT - PERS	6,268.00
522 11 20 030-9	DEPT OF LABOR & INDUSTRIES	300.00
522 11 20 031-9	STATE UNEMPLOYMENT INSURANCE	287.00
522 11 20 032-9	PAID FAMILY MEDICAL LEAVE	376.00
522 11 20 041-9	LEGISLATIVE - VEBA	3,000.00
522 11 20 042-9	DISABILITY	850.00
522 11 20 045-9	MEDICAL/DENTAL INSURANCE PREMIUM	27,433.00
522 11 40 000-0	ELECTION COSTS	25,000.00
522 11 43 010-0	TRAVEL	7,855.00
522 11 49 020-0	BANQUET/EMPLOYEE RECOGNITION	7,500.00

001 Fire Fund #656001010 01/01/2027 To: 12/31/2027

		EXPENDITURES
520 Fire Control		
211 Legislative		236,893.00
522 20 10 000-0	FF/EMT (40%)	3,131,658.00
522 20 10 019-0	OVERTIME (40%)	572,507.00
522 20 10 023-0	VAC/SICK BUY OUTS	170,193.00
522 20 11 000-0	VOLUNTEER POINTS (40%)/REIMBURSEMENTS	11,400.00
522 20 15 000-0	FIT'S (FIREFIGHTER-IN-TRAINING (6) 40%	30,240.00
522 20 20 010-9	SOCIAL SECURITY TAX	6,643.00
522 20 20 015-9	MEDICARE TAX	56,591.00
522 20 20 020-9	RETIREMENT LEOFF	198,367.00
522 20 20 021-9	RETIREMENT DEFERRED COMP	105,599.00
522 20 20 022-9	PERS 2 FACILITIES	2,306.00
522 20 20 023-9	RETIREMENT MERP 40%	20,880.00
522 20 20 030-9	DEPT OF LABOR & INDUSTRIES	130,000.00
522 20 20 031-9	STATE UNEMPLOYMENT INSURANCE	4,560.00
522 20 20 032-9	PAID FAMILY MEDICAL LEAVE	13,915.00
522 20 20 040-9	SUPPRESSION - VEBA (60/40)	69,600.00
522 20 20 045-9	MEDICAL/DENTAL INSURANCE PREMIUM 100%	1,757,267.00
522 20 20 050-9	BOARD OF VOL FIREFIGHTERS (INS & PENSION FEES)	6,000.00
522 20 20 060-9	STRUCTURAL PPE (BUNKERS/ACCESSORIES)	172,228.00
522 20 20 065-0	WILDLAND PPE	9,500.00
522 20 20 070-9	UNIFORM ALLOWANCE	50,000.00
522 20 20 075-9	UNIFORMS - VOLUNTEERS/Other	11,000.00
522 20 20 080-9	DISABILITY/LIFE INSURANCE FOURNIER/EAP	16,880.00
522 20 31 020-0	OPERATING SUPPLIES	30,000.00
522 20 31 030-0	SCBA SUPPLIES/REPAIRES	52,449.00
522 20 32 010-0	FUEL	137,500.00
522 20 32 020-0	FUEL - JTA AGREEMENT	2,500.00
522 20 35 000-0	SMALL TOOLS MINOR EQUIPMENT WILDLAND GRANT	8,000.00
522 20 35 005-0	WILDLAND/DNR (NON GRANT)	2,650.00
522 20 35 010-0	NOZZLES, HOSE, GAS DET, LADDER	27,600.00
522 20 35 050-0	TECH RESCUE EQUIPMENT	19,418.00
522 20 41 010-0	DISPATCH FEES (100%)	355,606.00
522 20 41 060-0	PROF SERV - WELLNESS PROGRAM/FIT CPAT	6,200.00
522 20 42 010-0	RADIO - PURCHASE/REPAIR	73,680.00
522 20 43 050-0	TRAVEL (CAREEER & VOL)	4,000.00
522 20 43 060-0	FIT TRAVEL	9,000.00
522 60 32 015-0	FUEL - MARINE PROGRAM	4,000.00
522 60 35 030-0	MARINE PROGRAM EQUIPMENT	19,189.00
220 Suppression		7,299,126.00
522 30 31 010-0	CRR - OPERATING SUPPLIES	10,000.00
522 30 35 020-0	CRR - SMALL TOOLS MINOR EQUIPEMENT	1,500.00
522 30 41 010-0	CRR - EVENTS	10,000.00
522 30 43 003-0	CRR - TRAVEL	5,000.00
522 45 40 031-0	CRR - TRAINING/CONFERENCE/SEMINAR	10,000.00
230 Prevention		36,500.00

001 Fire Fund #656001010 01/01/2027 To: 12/31/2027

		EXPENDITURES
520 Fire Control		
522 45 31 020-0	TRAINING SUPPLIES	2,500.00
522 45 35 010-0	TRAINING EQUIPMENT ST/ME	32,000.00
522 45 40 001-0	TRAINING ADMIN (CLASSES)	19,300.00
522 45 40 002-0	TRAINING TOWER REPAIRS/MAIN FROM MEMBER FEES	15,000.00
522 45 40 010-0	TRAINING REGISTRATIONS CAREER (CONFERENCES)	14,000.00
522 45 40 011-0	TRAINING LEGISLATION	6,285.00
522 45 40 020-0	KCFTA FIRE ACADEMY - FIT's	18,000.00
522 45 40 050-0	TRAINING CLASSES - CAREER	60,800.00
522 45 40 060-0	TRAINING REGISTRATIONS - VOLUNTEER	11,950.00
522 45 49 010-0	TRAINING DUES, SUBSCRIPT/MEMBERSHIP	16,540.00
522 45 49 020-0	MISCELLANEOUS	2,500.00
	245 Training	198,875.00
522 50 31 010-0	BLDG/CLEANING SUPPLIES	10,000.00
522 50 31 015-0	BLDG FURNISHINGS	7,500.00
522 50 31 020-0	BLDG MAIN SUPPLIES (SUPPLIES/MATERIAL ONLY)	38,900.00
522 50 47 010-0	UTILITIES - ELECTRIC	61,800.00
522 50 47 020-0	UTILITIES - WATER/SEWER	22,000.00
522 50 47 030-0	UTILITIES - GARBAGE	17,020.00
522 50 47 040-0	UTILITIES - HEATING OIL	9,000.00
522 50 47 050-0	UTILITIES - PROPANE	40,000.00
522 50 48 010-0	FACILITIES - REPAIR / MAINT CONTRACTS (NO SUPPLIES)	257,884.00
	250 Facilities	464,104.00
522 60 48 020-0	NKFR VEHICLE R/M CONTRACTED	205,000.00
522 60 48 030-0	VEHICLE REPAIRS OTHER 100% FIRE	302,032.00
522 60 48 060-0	MARINE - REPAIR & MAINTENANCE	25,300.00
522 60 49 000-0	DUES, SUBSCRIPTIONS, MEMBERSHIPS	2,000.00
	260 Vehicles & Equipment	534,332.00
	520 Fire Control	11,113,246.00
590 Debt, Capital, LT Lease & Transfr		
591 22 70 000-0	LEASES (OLYMPIC STORAGE, CANON COPIERS)	34,800.00
591 22 70 010-0	SOFTWARE LEASES>12MOS (SPRINGBROOK,MS365, INSIGHT 100%)	31,200.00
591 22 70 020-0	EQUIPMENT LEASE (CGI LEASE PRG)	6,238.00
594 22 60 060-0	TRAINING TOWER	18,404.00
594 22 62 061-0	STATION 1 CAPITAL	53,577.00
594 22 62 063-0	STATION 2 CAPITAL	127,142.00
594 22 62 066-0	STATION 7 CAPITAL	113,191.00
594 22 62 067-0	STATION 8 CAPITAL	16,151.00
594 22 64 300-0	AMBULANCE RECHASSIS	90,000.00
594 22 64 400-0	ENGINES & OTHER APPARATUS	725,000.00
597 22 64 030-0	TRANSFER OUT - FIRE CAPITAL FUND	400,000.00
597 22 64 035-2	TRANSFER OUT - EMS CAPITAL FUND	300,000.00
597 22 70 202-5	TRANSFER TO LOCAL PRGM PRINCIPAL	206,244.00
597 22 71 201-9	TRANSFER FROM GEN TO 2019 BOND PRINCIPAL	310,000.00

001 Fire Fund #656001010 01/01/2027 To: 12/31/2027

		EXPENDITURES
590 Debt, Capital, LT Lease & Transfr		
597 22 81 201-9	TRANS FROM GEN TO 2019 BOND INTEREST	40,790.00
597 22 83 202-5	TRANSFER TO LOCAL PRGM INTEREST	128,003.00
590 Debt, Capital, LT Lease & Transfr		2,600,740.00
Fund Expenditures:		13,713,986.00
Excess/Deficit:		3,314,274.00

003 FIRE CAPITAL FUND 656001042 01/01/2027 To: 12/31/2027

		REVENUES
300 Revenue		
308 91 00 000-3	BEG CASH & INVESTMENT BALANCE	1,796,830.00
361 11 00 000-3	INTEREST EARNED	62,889.00
397 00 00 000-3	TRANSFER IN - APPARATUS/FACILITIES	400,000.00
300 Revenue		2,259,719.00
Fund Revenues:		2,259,719.00

		EXPENDITURES
590 Debt, Capital, LT Lease & Transfr		
597 00 00 000-3	TRANSFER OUT	1,059,248.00
590 Debt, Capital, LT Lease & Transfr		1,059,248.00
Fund Expenditures:		1,059,248.00
Excess/Deficit:		1,200,471.00

004 EMS CAPITAL FUND 657001110 01/01/2027 To: 12/31/2027

		REVENUES
300 Revenue		
308 91 00 000-4	BEGINNING CASH & INVESTMENT UNRESERVED	1,673,584.00
361 11 00 000-4	INTEREST EARNED	58,575.00
397 00 00 000-4	TRANSFER IN	300,000.00
300 Revenue		2,032,159.00
Fund Revenues:		2,032,159.00

		EXPENDITURES
590 Debt, Capital, LT Lease & Transfr		
597 00 00 000-4	TRANSFER OUT	90,000.00
590 Debt, Capital, LT Lease & Transfr		90,000.00
Fund Expenditures:		90,000.00
Excess/Deficit:		1,942,159.00

005 RESERVE 01/01/2027 To: 12/31/2027

		REVENUES
300 Revenue		
308 91 00 000-7	BEG CASH & INVESTMENT BALANCE	1,063,144.00
361 11 00 000-7	INTEREST EARNINGS	37,210.00
300 Revenue		1,100,354.00
Fund Revenues:		1,100,354.00
Excess/Deficit:		1,100,354.00

101 EMS Fund #657001100 01/01/2027 To: 12/31/2027

REVENUES

300 Revenue

308 51 00 000-1	BEGINNING CASH & INVESTMENT UNRESERVED	2,927,425.00
311 10 00 000-1	REAL & PERSONAL PROPERTY	4,352,000.00
322 93 40 002-1	PAID IN LIEU OF TAXES (PILT	310.00
332 93 40 000-1	GEMT	1,000,000.00
334 04 90 005-1	DOH-EMS PARTICIPATION GRANT	778.00
337 00 00 000-1	TIMBER EXCISE TAX - TAV, LEASEHOLD EXCISE	20,000.00
337 00 00 010-1	PT FIRE CARES GRANT	66,000.00
342 21 25 020-0	QUILCENE ALS ILA	30,000.00
342 21 26 080-1	EMS SERVICE NON TRANSPORT	6,000.00
342 60 00 000-0	AMBULANCE & ER AID FEES	1,650,000.00
361 11 00 000-1	INVESTMENT INTEREST	90,000.00
300 Revenue		10,142,513.00

Fund Revenues: 10,142,513.00

EXPENDITURES

520 Fire Control

522 72 10 000-1	FF/EMT (60%)	4,697,486.00
522 72 10 019-1	OVERTIME (60%)	858,760.00
522 72 10 023-1	VAC/SICK BUY OUTS (60%)	260,005.00
522 72 11 000-1	VOLUNTEER POINTS (60%)	17,100.00
522 72 15 000-1	FIT'S FIREFIGHTER-IN-TRAINING (6) 60%	45,360.00
522 72 20 010-9	SOCIAL SECURITY TAX	4,341.00
522 72 20 015-9	MEDICARE TAX	82,102.00
522 72 20 020-9	RETIREMENT LEOFF	285,877.00
522 72 20 021-9	RETIREMENT DEFERRED COMP	158,398.00
522 72 20 022-9	RETIREMENT PERS	3,459.00
522 72 20 023-9	RETIREMENT MERP 60%	31,320.00
522 72 20 030-9	DEPT OF LABOR & INDUSTRIES	200,000.00
522 72 20 031-9	STATE UNEMPLOYMENT INSURANCE	6,840.00
522 72 20 032-9	PAID FAMILY MEDICAL LEAVE	17,382.00
522 72 20 040-9	EMS - VEBA (60/40)	104,400.00
522 72 31 010-1	EMS SUPPLIES	101,833.00
522 72 31 015-1	EMS MEDICATION	62,400.00
522 72 31 020-1	OPERATING EXPENSES	3,300.00
522 72 35 000-1	EMS EQUIPMENT - DONATED	6,000.00
522 72 35 010-1	EMS EQUIPMENT	17,000.00
522 72 35 025-0	DOH TRAINING GRANT	965.00
522 72 41 010-1	PROF SERVICE-AMB BILLING (SYSTEMS DESIGN)	100,000.00
522 72 41 010-5	PROF SERVICE OTHER (EMS LOGIC) NARCBOX	1,105.00
522 72 41 060-1	PROF SERV - WELLNESS PROGRAM	8,960.00
522 72 42 000-1	COMMUNICATION AT&T	3,000.00
522 72 43 010-1	FERRY FEES- WSDT	1,000.00
522 72 49 010-1	REIMBURSE AMB BILLING ERRORS	5,000.00
522 72 49 060-1	TRANSPORT FEES (EMS COUNCIL)	50,000.00

101 EMS Fund #657001100 01/01/2027 To: 12/31/2027

		EXPENDITURES
520 Fire Control		
	272 EMS Operations	**7,133,393.00**
522 74 45 010-1	TRAINING SUPPLIES	4,000.00
522 74 45 020-1	EMS TRAINING/CONFERENCES	20,000.00
522 74 45 025-0	VOL EMT TRAINING	9,000.00
522 74 45 040-1	PM TRAINING EXPENSE	16,600.00
522 74 45 050-1	REQUIRED EMS TRAINING	10,000.00
	274 EMS Training	**59,600.00**
	520 Fire Control	**7,192,993.00**
590 Debt, Capital, LT Lease & Transfr		
591 22 70 000-1	STRYKER LEASE	229,382.00
594 22 64 300-1	AMBULANCE RECHASSIS (EMS PORTION	150,000.00
	590 Debt, Capital, LT Lease & Transfr	**379,382.00**
Fund Expenditures:		**7,572,375.00**
Excess/Deficit:		**2,570,138.00**

219 LTGO BOND 2019 FUND 01/01/2027 To: 12/31/2027

REVENUES

390 Debt Proceeds, Trfr-In, & Surplus Equip Sales

397 22 83 201-9	TRANSFER FROM GENERAL TO 2019 BOND INTEREST	40,790.00
	390 Debt Proceeds, Trfr-In, & Surplus Equip Sales	40,790.00

590 Debt, Capital, LT Lease & Transfr

397 00 00 201-9	TRANSFER FROM GENERAL TO 2019 BOND	310,000.00
	590 Debt, Capital, LT Lease & Transfr	310,000.00
Fund Revenues:		350,790.00

EXPENDITURES

590 Debt, Capital, LT Lease & Transfr

591 22 71 021-8	2019 BOND PRINCIPAL PAYMENT	310,000.00
592 22 83 021-8	2019 BOND INTEREST PAYMENT	40,790.00
	590 Debt, Capital, LT Lease & Transfr	350,790.00
Fund Expenditures:		350,790.00
Excess/Deficit:		0.00

220 WA STATE LOCAL PRGM COP 01/01/2027 To: 12/31/2027

REVENUES

590 Debt, Capital, LT Lease & Transfr

397 00 00 022-0	TRANSFER FROM GENL TO LOCAL PRGM PRINCIPAL	206,244.00
397 22 83 022-0	TRANSFER FROM GENL TO LOCAL PRGM INTEREST	128,003.00
	590 Debt, Capital, LT Lease & Transfr	334,247.00
Fund Revenues:		334,247.00

EXPENDITURES

590 Debt, Capital, LT Lease & Transfr

591 22 71 022-0	LOCAL PROGRAM COP PRINCIPAL PAYMENT	206,244.00
592 22 83 022-0	LOCAL PROGRAM COP INTEREST PAYMENT	128,003.00
	590 Debt, Capital, LT Lease & Transfr	334,247.00
Fund Expenditures:		334,247.00
Excess/Deficit:		0.00

EXHIBIT A - 2027 BUDGETS

Fund	Revenues	Expenditures	Net
001 Fire Fund #656001010	17,028,260.00	13,713,986.00	3,314,274.00
003 FIRE CAPITAL FUND 656001042	2,259,719.00	1,059,248.00	1,200,471.00
004 EMS CAPITAL FUND 657001110	2,032,159.00	90,000.00	1,942,159.00
005 RESERVE	1,100,354.00	0.00	1,100,354.00
101 EMS Fund #657001100	10,142,513.00	7,572,375.00	2,570,138.00
219 LTGO BOND 2019 FUND	350,790.00	350,790.00	0.00
220 WA STATE LOCAL PRGM COP	334,247.00	334,247.00	0.00
	33,248,042.00	23,120,646.00	10,127,396.00

Department of Revenue
Washington State

Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Roy Lirio (Name),

Finance Director (Title), for Jefferson County FPD No. 1 (District Name), do hereby certify to

the Jefferson (Name of County) County legislative authority that the Commissioners (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2027 (Year of Collection) as provided in the district's

budget, which was adopted following a public hearing held on 11/05/2026 (Date of Public Hearing):

(section below revised by the Jefferson County Assessor)

Regular:

DISTRICT LEVY	MAX AMT TO LEVY*	+ REFUND LEVY	= BUDGETED PROP TAX
General	$12,165,089.39	$37,910.61	$12,203,000
EMS	$4,352,000	$ -	$4,352,000

Excess:

Signature: _____ Date: 11/10/26

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 26-17

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

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

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

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

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

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

Approved this 17th day of November 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				
ASUS Laptop	1	Moel UX430U	Laptop	Beyond useful life
Equipment				
Carbon Monoxide Detector	1	Masimo RAD 57, Nodel MX-1 S/N 730105		Broken Beyond Repair - not replacing due to LifePak upgrades

2027 EJFR Budget for Commissioner Stipends: $30,000

This equates to an estimated 3 meetings per month per commissioner.

WFCA

BOARD MEMBER COMPENSATION PER DIEM. RCW 52.14.010. Commissioners are entitled to $161.00 (as adjusted by inflation every five years with the next adjustment occurring January 1, 2029) per day for attending board meetings "or in performance of other services or duties on behalf of the district." The determination of what constitutes district business and "other services or duties" should be determined by policy of the board of commissioners. The statute places an annual cap of $15,456.00 (96 days) on the amount of per diem that a commissioner may receive. A commissioner may waive all or a part of his or her right to receive the per diem if the waiver is made in writing, in advance of earning the per diem. For fire districts and regional fire authorities with an operating budget of $10,000,000 or more per year, the limit on commissioner per diems is increased from 96 to 144 per diem payments per year. This equates to a limit of $23,184 per year.

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	EAST JEFFERSON FIRE RESCUE **POLICY**
	Title of Policy: Commissioner's Governing Rules
	Policy Number: 1001
	Date of Implementation:
	Replaces: Policy 127
	Signature of Approval:  **Date:** 12/16/25

SECTION 1.0 SCOPE

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

SECTION 2.0 GOVERNING RULES

2.1 **Statutory Power and Authority**. The Board of Commissioners possesses the powers and authority as set forth in Title 52 RCW and other applicable provisions of the Revised Code of Washington.

2.2 **Organization**. The Board of Commissioners, as the first order of business at its first regularly scheduled meeting of the year following a year when the election expires, shall elect a chair and a vice-chair to serve for a period of two years.

2.3 **Participation of Commissioners**. Each Commissioner is an elected representative of the residents of the Fire Protection District. Commissioners are entitled to vote on all matters coming before the Board of Commissioners and to make and second motions regardless of whether the Commissioner is serving as chair. Commissioners shall, however, be governed by the provisions of chapter 42.23 RCW in respect to any matter in which the Commissioner may have a conflict of interest.

2.4 **Actions of the Board**. RCW 52.14.010 provides that the Board of Commissioners of the Fire Protection District is the legislative body of the District. Chapter 42.30 RCW, the Open Public Meetings Act, and RCW 52.14.100 provide that actions of the Board of Commissioners may only take place at meetings authorized by statute. Individual Commissioners do not have authority to manage or direct the affairs of the District or bind the District to financial or contractual obligations. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board. The principal executive and administrative officer of the District is the Chief who has the responsibility for the management of the daily affairs of the District, for the supervision of District personnel and for the establishment of a chain of command to carry out such supervision. Commissioners are encouraged to become familiar with the District operations and to meet the paid and volunteer personnel of the District. It is a policy of the District, however, that individual Commissioners shall not supervise, direct or discipline District personnel. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner shall bring such dissatisfaction to the attention of the Board at a meeting of the Board.

2.5 **Authority of Chair**. The Chair of the Board shall have the authority specifically granted by statute and ` such further authority as may be granted from time to time by action of the Board of Commissioners.

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2.6 **Communications with Consultants**. The Chief and the Chair or other designated commissioners have authority to contact District consultants (attorney, accountant, engineers, architects, etc.) on an as needed basis without prior approval by the Board. Individual commissioners, absent delegation from the Board or an emergency situation, do not have authority to directly communicate with District consultants without prior approval of the Board.

2.7 **Commissioner Compensation**. Commissioners shall be compensated per RCW 52.14.010 for each day or portion of a day in actual attendance at official Board meetings or when performing other services or duties for the District. It is the function of the Board to approve the services that any Commissioner is authorized to perform for the District. Commissioners of the District shall be entitled to receive the full amount of per diem compensation authorized by statute for the following activities:

- **a.** Actual attendance at all regular and special meetings of the Board.
- **b.** Attendance at regular Fire Commissioners Association meetings and at meetings of the Board of Directors of the Association if the Commissioner is a member of the Board.
- **c.** Attendance at Washington Fire Commissioners Association meetings, conferences and seminars.
- **d.** Attendance at Fire District related seminars and educational classes.
- **e.** Attendance at Fire District open house functions.
- **f.** Attendance at other Fire District related activities approved by the Board of Commissioners.
- **g.** Travel time when a separate day of travel is required because of the location and scheduling of the activity.

2.8 **Commissioner Expense Reimbursement**. In addition to the allowance provided above, Commissioners shall receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the District including the following:

- **a.** Mileage reimbursement for use of personal automobiles at the District approved rate together with parking fees, ferry fees, etc.
- **b.** Registration fees.
- **c.** Overnight accommodations when required by the nature of the activity attended.
- **d.** Meal expense including gratuity when meals are not provided in the registration fee at an event attended.

2.9 **Schedule of Meetings**.

- **a.** Regular meetings. Regular meetings of the Board of Commissioners shall be held each month, pursuant to a schedule established by resolution of the Board. Meetings of the Board will be held at the Fire District Headquarters Station, or at such other place as the Board may direct from time to time. All regular meetings shall be conducted in conformance with the laws of the state of Washington governing meetings.
- **b.** Special meeting. The chair, or any two members of the Board may call a special meeting at any time. Not less than twenty-four hours before any special meeting, the secretary shall notify each member of the board by written notice of the time, place, and the business to be transacted at the meeting. The notice shall be distributed and posted in accordance with the laws of the state governing such meetings. The presence of a Commissioner at the meeting or the Commissioner's written waiver of notice filed with the secretary shall constitute a waiver of receiving written notice of the meeting. When the meeting is called to address an emergency involving injury or damage, or the likelihood of injury or damage, to persons or property, and the time requirements for notice provided for above would be impractical and increase the likelihood of the injury or damage, the required notice may be dispensed with and the secretary shall notify each member of the Board by the best means possible under the circumstances.
- **c.** Notice of agenda for regular meeting. Not less than four days before any regular meeting, the secretary shall email to each member of the Board a reminder of the regular meeting and a preliminary agenda setting forth the matters which are to be considered at the meeting.
- **d.** Addenda to the agenda at regular or special meetings. Addenda to the agenda of either a regular or a special meeting may be permitted at the commencement of or during the meeting, except

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

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

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

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

a. Access to confidential records will not be provided without prior approval of the Board.

b. District records and information obtained from District records may not be used by Commissioners for non-District business nor disclosed to unauthorized persons.

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

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

a. The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.

b. The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Commissioner.

SECTION 3.0 ETHICS

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

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

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

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

3.4 Prohibited Conduct- A Commissioner Shall Not:

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

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

3.5 Recommended Conduct - At All times a Commissioner Should:

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

3.6 Exceptions

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

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

SECTION 4.0 RELATED SOG'S

- See following SOG's beginning with 1001a

Clallam County Fire District 3

Board Policy: 1100

Commissioner Compensation

Category: Fire District Governance – Series 1000	**Replaces**: 1100 (12/4/18)
Adopted By: Board of Commissioners	**Effective**: 2/6/2024

Related Documents

Title 52 RCW, Fire Protection Districts, Washington State Legislature

Contents

1.0 Scope and Application
2.0 Standard Definitions
3.0 District Policy
4.0 Responsibilities
5.0 Attachments

1.0 Scope and Application

1.1 The following policies apply to the Fire District's Commissioners.

1.2 This policy serves to establish policy direction and standard procedural guidelines for managing the District's Fire Commissioners compensation.

2.0 Standard Definitions

N/A

3.0 District Policy

3.1 Compensation Eligibility – In accordance with RCW 52.14.010, Commissioners are entitled to per diem compensation for each meeting and/or other activity conducted in the performance of services or duties on behalf of the District. Commissioners are eligible to receive compensation for the following activities:

1. Attending the District's regular, special, and emergency Board meetings;
2. Attending other Fire District-related activities for the purpose of conducting the Board's routine business activities. Examples of pre-approved activities include, but are not limited to: reviewing vouchers and payroll, attending audit meetings, participating in planning meetings, conducting hiring process interviews, etc.
3. Attending official Board related activities such as recruit academy graduations, building dedications, staff retirements, award ceremonies, and other such ceremonies.
4. Attending county, state, and national fire commissioner organization meetings, conferences, and seminars.
5. Attending pre-approved meetings to serve as the Board's designated representative. Examples include, but are not limited to: Fire District committees; county, state, or national commissioner organization representative; representing the Board at community or service group meetings; serving as a Board representative on

community planning, development, or betterment committees; collective bargaining proceedings, etc.;

6. Travel time when a separate day of travel is required because of the location and scheduling of the activity.
7. Attending other meetings, activities, or functions pre-approved by the Board of Fire Commissioners.

Where pre-approval is not possible due to time constraints, the Board Chair may give tentative approval, pending final approval by the full Board at its next regular meeting. In the event of an unanticipated need to attend a meeting that requires the attendance of a Board representative, post-approval may be requested at the next regular Board meeting.

3.2 Compensation Rate – In accordance with RCW 52.14.010, Commissioners shall be compensated for eligible activities at the current rate,

3.3 Compensation Claims – Commissioners shall submit a monthly claim that verifies the nature and amount of approved activities for which compensation is claimed during the month. A Commissioner is only eligible to make one compensation claim for a given day.

Reference: Form: 1100F, Commissioner Compensation Claim Form

3.4 Compensation Waiver – A Commissioner may waive any portion or all of their compensation for any month, or series of months, during their term of office by submitting a written waiver. The waiver may be filed any time following the Commissioner's election, provided it is submitted prior to the cut-off date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

Reference: Form: 1100F1, Commissioner Compensation Waiver Form

3.5 Expense Reimbursement – Commissioners are entitled to be reimbursed for necessary expenses incurred in attending Board meetings or when otherwise engaged in District business. The Board has adopted SOP's regarding the types of expenses and processes for expense reimbursement.

Reference: SOP: 2741, Travel Authorization & Expense Reimbursement

4.0 Responsibilities

4.1 Commissioners are individually responsible for, on a monthly basis, submitting their compensation claim form in a manner that sufficiently details and verifies the nature of the activities for which compensation is claimed.

5.0 Attachments

Appendix: 1000A, Fire Commissioner's Handbook
Form: 1100F, Commissioner Compensation Claim Form
Form: 1100F1, Commissioner Compensation Waiver Form

COMMISSIONER COMPENSATION PROCEDURE

- A commissioner is eligible to receive compensation equal to that allowed by current law (RCW 52.14.010) per day or for a portion of a day, for the following activities:
    - Attending regular or special meetings of the board.
    - Serving as a designated representative of the board, including but not limited to, such activities as:
        - Regional, state or national committee appointments related to fire department operations.
        - Kitsap County Fire Commissioners meetings.
        - Fire district committees.
        - Community development and/or betterment committees.
        - Collective bargaining, etc.
    - Attending Board training and/or development activities, including, but not limited to:
        - Local, regional, or state fire association conferences.
        - In or out of district Board training, networking and best practices inservice meetings.
    - Attending special board-related activities when approved by the board in advance, including, but not limited to:
        - Building dedications, awards recognition, staff retirements, and other such ceremonies.
- Reimbursement will be made for reasonable expenses incurred for travel, meals, and lodging.
- Any commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office, or by a written waiver filed with the district. The waiver may be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month(s) for which it is made.

- A commissioner shall submit a monthly claim that verifies the date, and duration of the meeting/activity (in 15 minute intervals), nature and amount of the activities for which compensation is claimed.

    - A commissioner is only eligible to receive one compensation claim for a given day (24 hour starting at 0001 and ending 2400) regardless if they attend separate activities.

COMMISSIONER REIMBURSEMENT

- The actual expenses of commissioners while traveling to and from and attending board meetings out of district can be compensated by the approval by the Board.

- Approval requests shall be submitted along with meeting attendance

- The expenses of commissioners who attend conferences or meetings as official representatives of the district may be paid.

    - A commissioner may be reimbursed for gratuities not exceeding customary American Express percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

    - A commissioner shall not receive travel reimbursement from the district if s/he is eligible to receive compensations from another organization even if such reimbursement is not claimed from that organization.

COMMISSIONER EXPENSE REIMBURSEMENTS

- Reimbursable expenses are:

    - Transportation expense, including fares for commercial or public carriers, and mileage at the approved rate when using one's own vehicle.

    - Fees and registration costs for conferences and meetings.

    - Hotel or motel fees at single occupancy rate.

    - Reasonable expenses for meals.

    - Such incidental expenses as parking fees, reasonable duplication costs etc. that are incurred for the benefit of the district.

  - The rates for reimbursement shall be in compliance with the published rates by the Office of Financial Management.

- Expenses for personal benefit or entertainment shall not be reimbursed.

COMMISSIONER INSURANCE

- The district shall maintain sufficient insurance to protect the board and its members against liability arising from actions of the board or its members while each is acting on behalf of the district and within his/her authority as a commissioner.

- An individual commissioner shall be entitled to receive the same insurance available to all firefighters of the district provided that the premiums for such insurance are paid by the individual commissioner who elects to receive it.

2026 Upcoming Events

Group	Event	Date
2026		
November		
BOC/Admin	2027 Budget Due	11/30/2026
December		
BOC/Admin	JC Fire Comm & Admin Prof. - Banquet	12/3/2026
Admin	WSRB Meetings	12/3 and 12/4
EJFR	Holiday Awards Banquet	12/12/2026