



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

<https://us06web.zoom.us/j/87867559242>

3:00pm

AGENDA

September 17, 2024

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

PLEDGE OF ALLEGIANCE

1. **Agenda Changes**

2. **Consent Agenda**

A. Approve Minutes from the August 20, 2024 Regular Board meeting TAB 2A

VOUCHERS

1. Approve General Fire expenditure warrants dated August 8, 2024, August 20, 2024, August 22, 2024, and September 5, 2024 totaling **\$294,474.77**
2. Approve EMS expenditure warrants dated August 8, 2024, August 20, 2024, August 22, 2024, and September 5, 2024 totaling **\$82,606.99**
3. Approve payroll expenditure warrants dated August 19, 2024 and September 4, 2024 totaling **\$823,422.08**

3. **Correspondence –** TAB 3

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

5. **Presentations –**

Interagency Agreement with DNR, CRM. Wittenberg TAB 5

6. **Announcements and Acknowledgements** TAB 6

7. **Staff Reports -** TAB 7

Chief Black
HR Manager
Exec. Asst/Dist. Secretary
MSO
Training Captain

Deputy Chief Brummel
Finance Director
CRR Manager
Battalion Chiefs

8. **Committee/Workgroup Reports**

A. Budget Committee - *see Finance Director's Report*

- C. Data Group - *Did not meet*
- D. Community Risk Reduction TAB 8D
- E. Apparatus Committee TAB 8E

- 9. JeffCom Report –** TAB 9

- 10. Local 2032 Report**

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

- 12. Old Business**
 - A. Strategic Plan – Implementation Tool *(Informational)* TAB 12A
 - B. St 5 Update
 - C. St 7 Generator Update

- 13. New Business**
 - A. Policy/SOG Updates –
 - 6008 Admin Benefits Policy Proposal TAB 13A
 - B. Resolution 24-19 Surplus PPE TAB 13B
 - C. Brush Truck Order
 - D. Pub Ed Event Tracker TAB 13D

Executive Session The Board will be going into executive session pursuant to RCW 42.30.140(b) relating to collective bargaining issues and negotiations; and pursuant to RCW.42.30.110(l)(g) to review the performance of a public employee.

- 14. Upcoming Topics/Events** TAB 14
 - Professional Development SOG (FF2, FO, etc.)
 - Administrative Reorganization
 - Implementation of Sharepoint
 - Annual Work Plan Development
 - Drug Free Workplace SOG update

Good of the Order –

Schedule October Budget Workshop

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 August 20, 2024**

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 3:00 PM virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Dave Seabrook, Steve Craig, Geoff Masci, Gene Carmody and Ed Davis.

Admin Staff: Chief Black, DC Brummel, Community Risk Manager Wittenberg, Finance Manager Ysseldyke-All, Finance Director Lirio, Act BC Grimm, Capt. Bergen, and District Secretary Cray.

1. AGENDA CHANGES –

2. CONSENT AGENDA

- Approve Minutes from July 16, 2024 Regular Board Meeting
- Approve General Fire expenditure warrants dated July 10, 2024, July 23, 2024 and July 29, 2024 totaling **\$227,517.49**
- Approve EMS expenditure warrants dated July 10, 2024, July 23, 2024 and July 29, 2024 totaling **\$73,787.28**
- Approve payroll expenditure warrants dated July 18, 2024 and August 2, 2024 totaling **\$809,374.88**
- Approve 2nd Quarter Volunteer Stipend warrants dated July 24, 2024 totaling **\$7,669.00**

MOTION: Seabrook moved to approve the consent agenda as presented. Craig seconded the motion which carried unanimously.

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – No public in attendance.

5. PRESENTATIONS – Chief Black and Robert Ferrel from the Washington State Ratings Bureau (WSRB) gave a brief over view of the rating process. Many insurance companies use this rating system to determine homeowners and business insurance rates. There are many metrics involved in the process, about 50% of these are fire district controlled. Those not controlled by the fire district are the water supply and emergency communications. The new rating for EJFR will go into effect December 1st. The district will have 2 protection class ratings: the unincorporated community will be at a 5 and the City of Port Townsend will be at a 4. This difference between the two areas is due to the water supply metrics, it is better within the City. We are 18% away from moving to a 4 district-wide. Once we feel we have made up enough points we can invite them out to re-rate us.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS –

August 20, 2024

7. STAFF REPORTS

Chief Black

Black reported a new look for monthly reports is taking shape showing year-to date- trends. Current wildfire threat is still very high. The team is at a “sprint” with our public engagement.

Finance

Finance Director Lirio provided his first finance report to the Board. It is a work in progress with visuals and a month in/month out review.

All other reports are included in the meeting packets.

8. COMMITTEE/WORKGROUP REPORTS

A. Budget Committee - No report, did not meet.

B. Facilities Committee - No report, did not meet.

C. Data Group - No report, did not meet.

D. Community Risk Reduction Group – Wittenberg reported social media is helping to communicate fire levels and upcoming events. Added Volunteers Jeff Michelson and John Bethel as new members of the CRR committee.

E. Apparatus Committee – 6 members leaving for South Dakota on Monday to attend the pre-construction trip.

9. JeffCom Report – Report provided in packet. The county property tax for emergency services that was discussed at the last meeting will not happen, it has already been earmarked for other services in the resolution. The city resolution could be interpreted that the previous city fire department could have received some of the money. No movement on this now.

10. LOCAL 2032 REPORT – Union President Caton White highlighted the Ready Rebound process, noting that is sped up the timeline for one of our members to receive needed surgery. As well, it helped a family member receive some care.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Black verbally noted that training, CRR events, smoke alarm installs and partnerships are all key items that had significant movement last month.

B. Lease for Administration Building – The lease has been signed.

13. NEW BUSINESS

A. Policy/SOG Updates –

Policy 6012 – Electronic Funds Transfer – Lirio explained that this policy is for housekeeping purposes, we have no change in our process. **MOTION:** Seabrook moved to approve Policy 6012 as written. Masci seconded the motion which carried unanimously.

August 20, 2024

B. Resolution 24-16 Surplus Equipment

MOTION: Craig moved to approve Resolution 24-16 as presented. Masci seconded the motion which passed unanimously.

C. Resolution 24-17 Banking Signatures

MOTION: Masci moved to approve Resolution 24-17 as presented. Craig seconded the motion which passed unanimously.

D. Resolution 24-18 Appointment of Claims Agent

MOTION: Masci moved to approve Resolution 24-18 as presented. Craig seconded the motion which passed unanimously.

E. RFP for IT Services – Black noted that OESD, our current IT provider, notified us several months ago that the State Auditor may not allow them to provide services to non-educational agencies. This triggered us to put out an RFP for IT services to cover our bases should they no longer be able to serve us. The RFP was sent out and OESD was the only respondent we received. Black added that we do have an opportunity to contract with JeffCom for some after-hours emergency response as well as some long range planning of our infrastructure.

F. Station 5 Engineering Report – Station 5 has endured several years of damage and patching and is not safe to use. It is currently closed with no apparatus housed inside. Staff is currently looking at some options to bring it up to code.

G. Port of Port Townsend Land Use Update – Black reported the Port provided a proposed expansion of non-aviation land use that included our property near the airport. He explained that this would allow us more flexibility in the future for how we might use our land. We could have some potential trade value for a community drain field or a possible land swap.

H. St 7 Generator Update – Black reminded the Board that removal of the old unit and install of the new unit were not included in the bid, but they are also not as expensive as originally thought. Pete’s Electric will be doing the electric work at an estimate of \$2500.00.

I. EJFR Resident Homeowners Insurance Cancellation – The Board reviewed a letter sent to one of our citizens cancelling his homeowners insurance due to wildfire risk. Chief Black will work with the citizen to appeal the cancellation.

Executive Session – At 4:44pm Stinson called an executive session pursuant to RCW 42.30.140 (b) relating to collective bargaining issues and negotiations. The session will last 10 minutes until 4:54pm. Black, Brummel, Lirio and Cray remained in session with the Board.

Stinson called the meeting back to order at 4:54 stating no decision were made.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

Brummel noted that he and several others would be travelling to Camp Parsons to see the incident command post for the active wildland fire in Brinnon.

Station 9 is being cleaned out and many items such as masks and gowns are being redistributed to DEM.

Stinson thanked Black and Wittenberg for their help with the All-County Picnic.

Craig noted the residents of Malamute Lane were very appreciative for Chief Black's presentation. Black stated a final debrief is being put together regarding the internet outage issue that affected the hospital and others.

ADJOURNMENT

Stinson adjourned the meeting at 5:02pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chair

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

August 20, 2024

Rec'd 9/16/24



Brenda Huntingford
JEFFERSON COUNTY AUDITOR

PO Box 563, Port Townsend WA 98368
(360) 385-9358
bhuntingford@co.jefferson.wa.us

Jessie Graves – Chief Deputy
(360) 385-9118
jgraves@co.jefferson.wa.us

East Jefferson Fire District No. 1
Tanya Cray
24 Seton Rd
Port Townsend WA 98368

September 13, 2024

Dear Tanya Cray:

Per RCW 29A.32.220, our office is notifying jurisdictions of the publication dates of the local voters' pamphlets for all elections in 2025:

- February 11, 2025 Special Election – January 22nd
- April 22, 2025 Special Election – April 2nd
- August 5, 2025 Primary Election – July 16th
- November 4, 2025 General Election – October 15th

If your jurisdiction participates in an election in 2025, this RCW provides an option to request a waiver to not be included in the local voters' pamphlet if it creates undue financial hardship. The jurisdiction may petition the Board of County Commissioners (BOCC) for a waiver. The BOCC must provide such waiver no later than 60 days before publication of the local voters' pamphlet.

Please contact me if you have any questions.

Sincerely,

Quinn Grewell
Election Coordinator
1820 Jefferson St. / PO Box 563
Port Townsend WA 98368
(360) 385-9117
qgrewell@co.jefferson.wa.us



Strategic Plan 3.3

Partner with our community to prevent and respond to increasing wildland fire risks.

Wildfire Risk Assessments

Individual Homeowners
Homeowners Associations
Neighborhood Groups

Presentations

Port Ludlow and Port Townsend

Topics

Creating and maintaining defensible space around homes
Forest management

Partnerships

Washington State Department of Natural Resources
Jefferson County Trust
Conservation District



Interagency Agreement - Washington State Department of Natural Resources

Purpose

Provide assistance in supporting efforts in engaging landowners in taking actions around their homes and properties for wildfire.

Project

East Jefferson Fire Rescue will support DNR Wildfire Ready Neighbors Program efforts by providing Wildfire Ready Home Visits, promoting the Wildfire Ready Neighbors Program, and attending the NFPA Assessing Structure Ignition Potential (ASIP) training in order to provide the preferred level of service to residents in the East Jefferson Fire Rescue jurisdiction.

Period of Performance

August 30, 2024, through June 30, 2025





Wildfire Ready Home Visits

Conduct wildfire home risk assessments and provide written report of findings.

50 Assessments x \$125 = \$6,250

Project Administration

Press Releases, Billing, and General Administration.

20 Hours x \$50 per hour = \$1,000

Equipment

iPad, Apple Pencil, and protective case for assessments.

Up to \$1,000



Training

ArcGIS Survey 123 training for mapping and data analysis

No cost.

NFPA - Assessing Structure Ignition Potential (ASIP) Training

Wildfire behavior, structure exposure, home ignition zone, and ignition potential.

Class and Travel Expenses for Two Participants = \$4,000

From: rogerblackthorn@gmail.com <rogerblackthorn@gmail.com>
Sent: Friday, September 13, 2024 10:27 AM
To: Robert Wittenberg <rwittenberg@ejfr.org>
Cc: Bret Black <bblack@ejfr.org>; * SUE CROSS <sue@sailingvessel40.com>; MARK TORRES <gm@sbca.club>; greywing@cablespeed.com; 'ANN LOUISE MAYNARD' <LADYBUG.MAYNARD@GMAIL.COM>; 'JOHN SWEET' <SWEETJOHN069@GMAIL.COM>; 'ROGER BRYAN' <ROGERBLACKTHORN@GMAIL.COM>; 'TERESA DAUGHERTY' <zandromeda@icloud.com>
Subject: Timberton Village neighborhood "Fire Wise" presentation
Importance: High

Good Friday Robert,

... and thank you for the time to visit Timberton this past week. Your presentation and discussion will surely become a foundation for making fire prevention a pro-active village effort with both neighborhood and board support.

Sincere regards,

Roger Bryan

Roger B. Bryan
President Timberton Village HOA



EAST JEFFERSON FIRE RESCUE

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

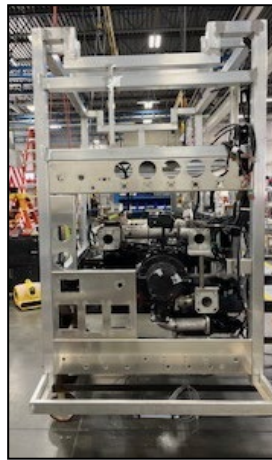
Fire Chief's Monthly Report – August 2024

Call Summary

| Call Statistics | | |
|-----------------------|-------------------|-------------------|
| | 2024 Jan - Aug | 2023 Jan - Aug |
| Fires | 64 | 76 |
| Overpressure/Overheat | 5 | 3 |
| Rescue/EMS | 2592 | 2781 |
| Service Call | 606 | 600 |
| Good Intent | 296 | 256 |
| False Alarm | 164 | 157 |
| Hazardous Condition | 48 | 45 |
| Special Incident | 6 | 4 |
| Total | 3781 | 3922 |
| August Transports | | |
| 911 | 220 | |
| Hospital Requested | 0 | |
| Total | 220 | |
| CARES Contacts | | |
| August Contacts | 134 | |

Serving the Communities of

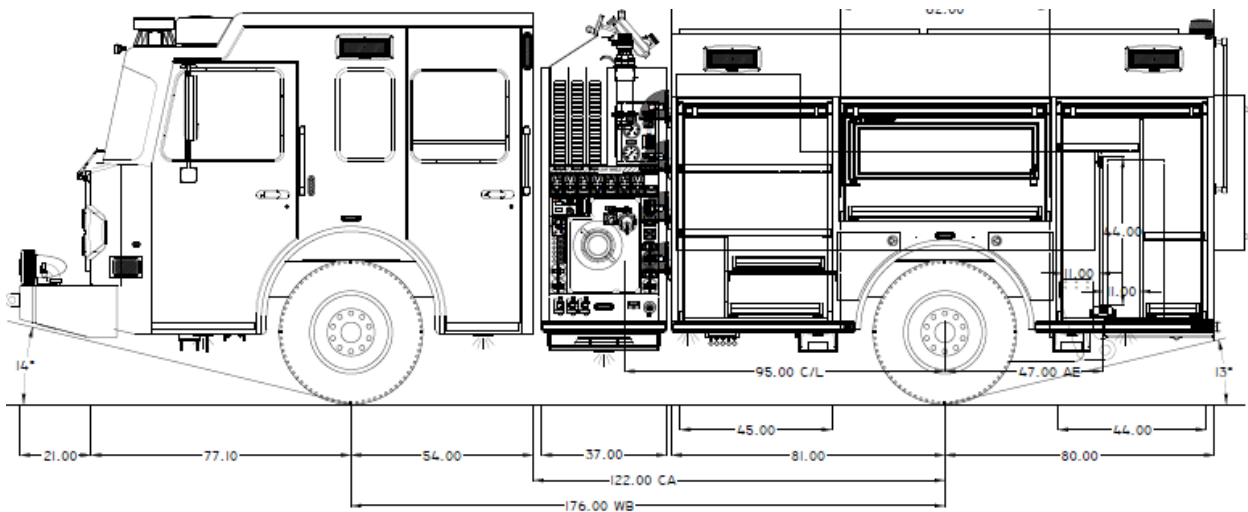
Port Townsend Port Hadlock Chimacum Irondale Kala Point Cape George Marrowstone Island
 Paradise Bay Shine Bridgehaven Mats Mats Swansonville Port Ludlow Beaver Valley South Point



Apparatus Committee Five members of EJFR's Apparatus Design Committee and the Fire Chief traveled to Sioux Falls, SD to the Spartan Fire/Rescue Factory for the pre-construction design phase for our two new fire engines. EJFR's team was greeted at the destination airport by a severe weather warning, which included a tornado warning, but the landing was uneventful. The next two days were spent reviewing the design specs page by page (250+ pages) with the sales rep and factory engineers. Due to supply chain issues and COVID related worker shortage, the manufacturer has estimated it may take up to 825 days to deliver the completed engines to EJFR, although recent Spartan deliveries have taken approximately 600 days.

The two new engines will incorporate many innovations that will be new to EJFR. While the dimensions are virtually the same as EJFR's other engines, compartment space will increase significantly. EJFR's current 2012 engines have approximately 193 cubic feet of storage.

The new engines will have 257 cubic feet of storage. The power plant, turning radius and angle of departure will also be enhanced. The engines were designed to improve the health and wellness of the firefighters with a robust supplementary restraint system, washable surfaces in the cab and enhanced air filtration. Other ergonomic features include more slide out shelves, lower hose loads and better ground & scene lighting. EJFR's new engines were designed in compliance with NFPA 1901 and WSRB standards.



Serving the Communities of

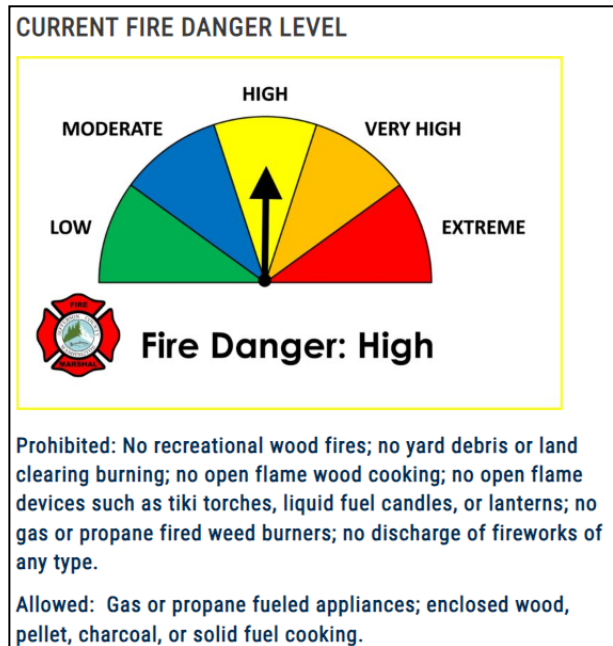
*Port Townsend Port Hadlock Chimacum Irondale Kala Point Cape George Marrowstone Island
Paradise Bay Shine Bridgehaven Mats Mats Swansonville Port Ludlow Beaver Valley South Point*

Fire Chief General Activities CRM Wittenberg and Fire Chief did a neighborhood walk-through with DNR in preparation for upcoming assessment opportunity. The FC met with Paradise Improvement Club to discuss the viability of solar panels and power storage at Fire Station 9. The Fire Chief, CRM Wittenberg and BC MacDonald collaborated with the Cape George Colony to review the viability of continued Station 3 lease. The All County Picnic (ACP) took considerable time and logistics, which resulted in a successful event at the Jefferson County Fairgrounds. FC finalized the EMS bylaws project which were adopted at the September meeting. The EMS Council continues to struggle with financial challenges. The Community Wildfire Protection Plan (CWPP) Advisory Group has developed a project tracker. Implementation is pending in September. FC met with the Olympic Community of Health to review upcoming grant opportunity.

After meeting with the North Olympic Development Council (NODC) to review alternative energy opportunities, it was determined EJFR's needs could not be met within the project scope.

Other Projects

- EJFR audit has begun.
- Negotiations with 2032 for the 2025-2027 CBA are underway. Meetings are frequent and substantive.
- FC participated in Jefferson Transit climate resilience strategic plan workshop.
- EJFR Admin meeting to review increased communications and workflow.



Standing Meetings/Committees

| | | |
|--|-------------------------------|-----------|
| Jefferson County CEO Breakfast (virtual) | JeffCo DEM IMT Meeting | BOCC |
| PT City Manager | PT Police Chief | BHC |
| JeffCo EMS Council | BHAC (10 th of 1%) | ECHHO |
| JH CQI meeting | Mental Health Response | REAL Team |

Miscellaneous

Staff vehicles have been reassigned. FC rotated the F150 to DC Brummel; FC was assigned the Ford Escape. The Training Officer is using Brummel's Vehicle, Dodge crew cab. Tracer's vehicle is now Battalion 14.

September 2024

Operations Report

DC Pete Brummel

| | |
|-------------------|---|
| <p>Overview</p> | <p style="text-align: center;">(Personal Time Use) Cross Staffing & Response Plan Training/Implementation Strategic Training Plan and WSRB Active Shooter Exercise 2620 Fire/Brinnon Command Post Visit Seattle Medic One Briefing</p> <p><i>As noted, a significant amount of personal time was focused on caring/grieving from the passing of my mom in California. I am appreciative for the understanding and condolences from everyone.</i></p> |
| <p>Operations</p> | <p>Cross Staffing & Response Plan Implementation: There are many CAD upgrades that are pushed out as EJFR moves towards cross-staffing at staffed stations. Operations and Training are working with BC office to move towards a combination of using iPads and mobile radios for our response communications. The goal is to reduce radio traffic and increase efficiency with our 911 response times. Chief Brummel, BC Macdonald, Lt. Kauzlarich and FF/PM Johnson are attending a 2-day specialized training delivery from Tyler Communications in October at Clallam #3.</p> <p>Strategic Planning Collaboration with Training Division: Working with Captain to finalize a 3-year training plan that complies with WSRB, WAC 296-305 (Firefighter Safety) and various NFPA, ISFSI and Labor and Industries (L&I) requirements. The calendar is integrated with our Vector Solutions LME.</p> <p>Active Shooter Exercise with Washington State Ferries: Chief Brummel and Capt. Bergen represented EJFR as observers at an early morning active shooter exercise at the Port Townsend ferry terminal. This was a multi-jurisdictional and multi-disciplinary exercise that included agencies with as Washington State Patrol, JCSO, PTPD, US Customs and Border Control and WADOT.</p> <p>2026 Road Brinnon Inter-Agency Wildfire and Command Post Visit: EJFR provided an initial Tender response for the 2026 Wildfire in Brinnon. As the incident grew in complexity, Chief Brummel and Captain Bergen toured the full-scale Incident Command Post with several administrative staff and EJFR Chair Stinson, located at Camp Parsons. There were over 400 firefighters combined with 2 "Type 3" incident management teams to manage the 450 acre fire.</p> <p>Seattle Fire/King County Medic One "Community of Interest" Debrief Meeting: Chief Brummel represented EJFR by attending a debrief meeting with other regional EMS stakeholders (Seattle, Bellevue, Shoreline, KC Medic One, Redmond) to discuss program improvements, strengths and challenges. A great opportunity to promote EJFR's ALS program and how we integrate and deliver ALS in the rural environment.</p> |

**Meetings and
Events**

- 8/6 Mandatory LNI Meeting (2hr)
- 8/7 JeffCo IMT (2hr)
- 8/8 1403 Car Fire Prop Training (4hr)
- 8/8 Negotiations (2hr)
- 8/9-8/13 California Visit
- 8/13 Ready Rebound Meeting (1hr)
- 8/14 Duckabush Road ICP(4hr)
- 8/15 Negotiations (2hr)
- 8/20 WSP Active Shooter Exercise (2hr)
- 8/20 2620 ICP Tour (2hr)
- 8/20 EJFR BOC Meeting (2hr)
- 8/23 Airport Days Debrief (2hr)
- 8/28 Medic One Community of Interest Briefing (4hr)
- 8/30-9/2 California Visit



WSF Active Shooter Exercise 8/20



2620 Road Fire NWCG Command Post



2500 Duckabush Road Initial Response (2620 Fire)



FINANCIAL REPORT FOR AUGUST 2024

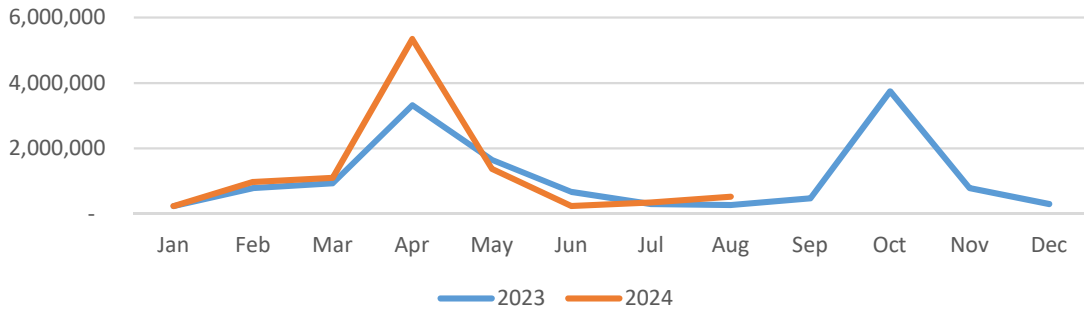
Fund Balance August 2024 YTD

| | Fire | EMS | Fire Capital | EMS Capital | Reserve | Total |
|-------------------|--------------|--------------|--------------|-------------|---------|--------------|
| Beginning of Year | \$ 2,949,357 | \$ 2,339,283 | \$ 773,664 | \$ 513,015 | \$ - | \$ 6,575,319 |
| Change YTD | 119,860 | 272,490 | 25,643 | 18,643 | | 436,422 |
| Ending Fund Bal | \$ 3,069,217 | \$ 2,611,773 | \$ 799,307 | \$ 531,445 | \$ - | \$ 7,011,741 |

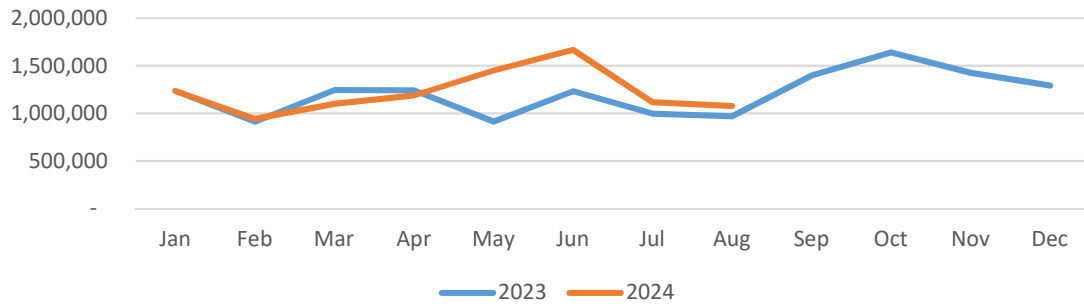
Finance Highlights:

- Year-to-Date financials (see below)
- Roy's onboarding update
 - Attended 9/5/2024 2032 negotiations
 - Toured Systems Design office in Poulsbo, WA (See examples of summary reports below)
- 2025 Budget development
 - Upcoming meetings/events:
 - Budget Committee meeting 9/26/24, 10/4/24
 - Board of Commissioners budget workshop Oct (TBD)
 - Budget presentation (Public Hearing) and adoption Nov 19, 2024
 - Approved Budget submitted to Jefferson County By Nov 30, 2024
 - Approved Budget loaded in SpringBrook Dec 2024
 - See Budget Committee minutes below
- CARES Grant - Submitted BHAC reimbursement invoice
- GEMT - Close out audit results 2022-2023 Year (settlement revenue \$86k & 246k)
- Audit update
 - Audit period: 3 years - 1/1/2021 through 12/31/23 for EJFR
 - The audits are nearing completion (Exit conference scheduled for 9/26/24)
 - Starting next year, audits will move to an annual cycle because EJFR's revenues > \$10M. For next year, audit cost estimated at \$15,000 per year.
- Administration Building (Seton Rd) Lease
 - Lease term: 5 years (11/1/24 – 10/31/29) for \$2,700 monthly.
 - EJFR responsible for maintenance and repairs generally inside the building and windows

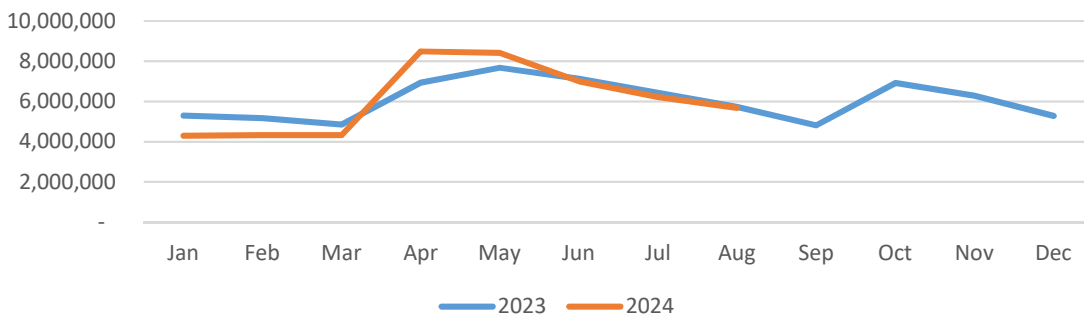
East Jefferson Fire Rescue FIRE & EMS General Funds Revenues



East Jefferson Fire Rescue FIRE & EMS General Funds Expenditures



East Jefferson Fire Rescue FIRE & EMS General Funds Fund Balance



2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:37:10 Date: 09/10/2024

Page: 1

001 Fire Fund #656001010

| Revenues | Amt Budgeted | August | YTD | Remaining | |
|-------------------------------|----------------------|---------------------|---------------------|---------------------|--------------|
| 300 Revenue | 10,721,100.00 | 237,198.63 | 6,305,843.77 | 4,415,256.23 | 41.2% |
| 330 | 373,160.00 | 0.00 | 0.00 | 373,160.00 | 100.0% |
| 390 | 0.00 | 0.00 | 5,908.63 | (5,908.63) | 0.0% |
| Fund Revenues: | 11,094,260.00 | 237,198.63 | 6,311,752.40 | 4,782,507.60 | 43.1% |
| Expenditures | Amt Budgeted | August | YTD | Remaining | |
| 000 | 265,035.00 | 10,160.15 | 78,642.38 | 186,392.62 | 70.3% |
| 210 Administrative | 1,854,474.00 | 183,678.23 | 1,211,720.29 | 642,753.71 | 34.7% |
| 211 Legislative | 258,228.00 | 12,265.02 | 175,261.38 | 82,966.62 | 32.1% |
| 220 Suppression | 6,350,846.00 | 332,831.13 | 3,805,890.22 | 2,544,955.78 | 40.1% |
| 230 Prevention | 15,600.00 | 1,996.35 | 7,872.29 | 7,727.71 | 49.5% |
| 241 Training Equipment | 0.00 | 0.00 | 36.21 | (36.21) | 0.0% |
| 245 Training | 93,014.00 | 2,260.86 | 64,280.12 | 28,733.88 | 30.9% |
| 250 Facilities | 420,857.00 | 55,772.07 | 369,375.36 | 51,481.64 | 12.2% |
| 260 Vehicles & Equipment | 418,450.00 | 5,799.60 | 282,452.50 | 135,997.50 | 32.5% |
| 520 Fire Control | 9,676,504.00 | 604,763.41 | 5,995,530.75 | 3,680,973.25 | 38.0% |
| 590 Debt, Capital & Transfers | 1,398,179.00 | 2,678.41 | 196,362.06 | 1,201,816.94 | 86.0% |
| Fund Expenditures: | 11,074,683.00 | 607,441.82 | 6,191,892.81 | 4,882,790.19 | 44.1% |
| Fund Excess/(Deficit): | 19,577.00 | (370,243.19) | 119,859.59 | | |

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:35:49 Date: 09/10/2024

Page: 1

101 EMS Fund #657001100

| Revenues | Amt Budgeted | August | YTD | Remaining | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| 300 Revenue | 6,334,175.00 | 294,417.94 | 3,861,228.41 | 2,472,946.59 | 39.0% |
| 330 | 559,740.00 | 0.00 | 5,087.10 | 554,652.90 | 99.1% |
| Fund Revenues: | 6,893,915.00 | 294,417.94 | 3,866,315.51 | 3,027,599.49 | 43.9% |
| Expenditures | Amt Budgeted | August | YTD | Remaining | |
| 272 EMS Operations | 6,556,277.00 | 463,247.05 | 3,572,057.09 | 2,984,219.91 | 45.5% |
| 274 EMS Training | 91,400.00 | 8,728.81 | 21,635.28 | 69,764.72 | 76.3% |
| 520 Fire Control | 6,647,677.00 | 471,975.86 | 3,593,692.37 | 3,053,984.63 | 45.9% |
| 590 Debt, Capital & Transfers | 215,000.00 | 0.00 | 133.06 | 214,866.94 | 99.9% |
| Fund Expenditures: | 6,862,677.00 | 471,975.86 | 3,593,825.43 | 3,268,851.57 | 47.6% |
| Fund Excess/(Deficit): | 31,238.00 | (177,557.92) | 272,490.08 | | |

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:31:16 Date: 09/10/2024

Page: 1

001 Fire Fund #656001010

| Expenditures | Amt Budgeted | August | YTD | Remaining | |
|--------------------------------|----------------|--------------|----------------|--------------|-------|
| 520 Fire Control | | | | | |
| 522 20 10 000-0 FF/EMT (40%) | 2,711,765.00 | 215,104.95 | 1,653,898.08 | 1,057,866.92 | 39.0% |
| 522 20 10 019-0 Overtime (40%) | 712,316.00 | 43,073.99 | 303,139.49 | 409,176.51 | 57.4% |
| 220 Suppression | 3,424,081.00 | 258,178.94 | 1,957,037.57 | 1,467,043.43 | 42.8% |
| 520 Fire Control | 3,424,081.00 | 258,178.94 | 1,957,037.57 | 1,467,043.43 | 42.8% |
| Fund Expenditures: | 3,424,081.00 | 258,178.94 | 1,957,037.57 | 1,467,043.43 | 42.8% |
| Fund Excess/(Deficit): | (3,424,081.00) | (258,178.94) | (1,957,037.57) | | |

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:33:44 Date: 09/10/2024

Page: 1

101 EMS Fund #657001100

| Expenditures | Amt Budgeted | August | YTD | Remaining | |
|--------------------------------|----------------|--------------|----------------|--------------|-------|
| 520 Fire Control | | | | | |
| 522 72 10 000-1 FF/EMT (60%) | 4,067,648.00 | 327,558.05 | 2,494,385.81 | 1,573,262.19 | 38.7% |
| 522 72 10 019-1 Overtime (60%) | 1,125,941.00 | 65,819.57 | 455,917.85 | 670,023.15 | 59.5% |
| 272 EMS Operations | 5,193,589.00 | 393,377.62 | 2,950,303.66 | 2,243,285.34 | 43.2% |
| 520 Fire Control | 5,193,589.00 | 393,377.62 | 2,950,303.66 | 2,243,285.34 | 43.2% |
| Fund Expenditures: | 5,193,589.00 | 393,377.62 | 2,950,303.66 | 2,243,285.34 | 43.2% |
| Fund Excess/(Deficit): | (5,193,589.00) | (393,377.62) | (2,950,303.66) | | |

System Design Reports (Examples)

Report thru Date: 08/31/24

East Jefferson Fire-Rescue

Page :

Date Report Run: 09/10/24

AGED ACCOUNTS RECEIVABLE

| | | | | | | |
|----------------------|--------------|-------------|-------------|-------------|-------------|--------------|
| <u>Total AR Due:</u> | \$442,444.77 | \$57,599.76 | \$35,065.84 | \$26,511.31 | \$29,699.93 | \$591,321.61 |
| | 74.8 % | 9.7 % | 5.9 % | 4.5 % | 5.0 % | |

9/10/24, 1:04 PM

secure.systemsdesignems.com/WebReports/FastReport,Export.axd?ID=fr141dc0&displayinline=True

09/10/24

TRANSACTION JOURNAL SUMMARY

Page 1 of 1

| | |
|------------------|----------------------------|
| Transaction Date | 8/1/24 |
| Transaction Date | 8/31/24 |
| Amount | 0 |
| Company Code | East Jefferson Fire-Rescue |

Charges (222)

238,988.20

238,988.20

Payments

| | Emergent | Non-Emergent | Total |
|----------|-------------|--------------|-------------|
| Ck Ins | -24,983.93 | -378.30 | -25,362.23 |
| Ck Prv | -4,145.72 | -612.60 | -4,758.32 |
| Discover | -701.00 | 0.00 | -701.00 |
| E-Check | -241.00 | 0.00 | -241.00 |
| EFT | -187,001.85 | 0.00 | -187,001.85 |
| Mstrcrd | -703.60 | 0.00 | -703.60 |
| Visa | -2,649.72 | 0.00 | -2,649.72 |

-221,417.72

Adjustments

| | |
|--------------------------|-------------|
| Financial Assist/Charity | -245.40 |
| Uncollectible | -3,040.48 |
| W/O Credit Balance | -159.33 |
| W/O Fee Schedule | -100,183.29 |
| W/O to collections | -7,308.00 |

-110,936.50

Accounts Receivable Change

-93,366.02

Budget Committee Notes 8.29.24

Attendance: Black, Brummel, Stinson, Craig, Ysseldyke-All, Lirio, Cray, Bergen, Fletcher, Anderson, MacDonald

- Reviewed 2024 Budget Process
 - Meet with program managers in February
- Budget Drivers Discussion –
 - 1% incr property tax vs. inflation
 - 6.9% increase in Med/Den
 - 3.8% CPI (admin only, 2032 Negotiations Ongoing)
 - Aging Fleet/Stations
 - Inflated head count due to hiring 3 PMs (will not fill FF/EMT departures)
 - Potential CARES grant shortfall
 - 2024 Baseline (post-merger and new levy)
 - Further decentralized management of budget
 - More CC users

Requests –

Radios

- Crewforce approved
- Remaining requests postponed - need more justification other than age.
- \$8200 in Repairs approved

Small Tools

- Genesis Maint. Required and approved
- Need to review the 2024 request and see what has been purchased this year
- All other requests need to be reviewed/postponed

Wildland

- Annual refresher required
- Review PPE for 2024
- Consider Instructor for annual refresher

SCBA

- Hydrotesting required – no quotes given
- LN Curtis – sole source? Tanya will look into.
- Approved request # 2,3,4,6
- Will review current budget status and see what can be purchased this year.

Small tools discussion – need to create some new BARS lines to differentiate between program budget requests for tracking purposes.

- Divide into:
 - Fire Apparatus Tools and Equipment
 - Special Ops Tools and Equipment
 - Station Tools and Equipment
 - Marine Tools and Equipment
 - EMS Tools and Equipment
 - Wildland Tools and Equipment
- Morris request – possibly purchase in 2024

Apparatus

- Apparatus Maintenance request is required (already included in rollover)
- Ask Local program about re-chassis – Tanya will handle
- Leveling of Engines -\$7500 and tire purchase \$4500, try to do this year.

Discussion on Request process – what do we want to see next year?

Budget Committee Notes 9.6.24

Attendance: Black, Brummel, Stinson, Craig, Ysseldyke-All, Lirio, Cray, Bergen, Fletcher, Anderson, Ridgway

- Reviewed how approved items affected available cash.
- Discussed the possibility of leveling engines and purchasing seat covers in 2024. Fletcher noted that apparatus repair line will likely be over due to costs not yet realized (blown head gasket).
- May need to look at other lines that could have some room left.
- Fletcher noted the 2 engines are roughly \$20k over original price. The engineers missed the addition of rear compartment locks and they will eat that cost (\$3k).
- Brush rig purchase deadline is 9/11, Chassis is \$76k from the state and the box is roughly \$120k from Mallory through GSA purchasing cooperative. Expected delivery early 2025.

Requests – Discussion: May only be able to approve required/priority items in order to keep money available for remaining requests.

EMS

- Reviewed all requests. Required requests include: EMS Supplies, EMS Medications, OT for Base Station, Operating Expenses, EMS Equipment. Other priorities were listed as: OT for CPR program, some of the training/conferences (with reduced #'s) and correlating OT.
- PM Training OT costs may be reduced due to timing of Boston program
- Several requests postponed.

Training

- Approved only required training for 2025: Live fire for C shift and IFSAC Driver Operator
- 3 classes listed as priorities: IFSAC FF 2 Academy, IFSAC Fire Officer 1 and IFSAC Continuing Ed.
- Reduced training while keeping WSRB in mind
- Bergen will combine backfill for all approved classes into one amount.

Date Prepared: 9/9/24

Subject: Executive Assistant/District Secretary Report

Prepared By: Tanya Cray

| | |
|-------------------------------|--|
| Meetings & Events: | <ul style="list-style-type: none">• 8/6 Budget Review Meeting• 8/8 Negotiations• 8/9 Jeff Co Fair• 8/12 Agenda Prep Meeting• 8/14 Notary for CARES Team• 8/14 Budget Review Meeting• 8/15 Negotiations• 8/19 VEBA Plan Meeting• 8/20 BOC Meeting• 8/21 Post BOC Meeting Review• 8/21 Budget Review Meeting• 8/29 Audit Status Meeting• 8/29 Budget Committee Meeting• 8/30 Admin Safety Meeting |
| Notable Projects | <ul style="list-style-type: none">• PL Voice Submission• Board Meeting packet preparation• GovDeals – Post and Monitor Items |
| Highlights | <ul style="list-style-type: none">• 2025 Budget Prep• One Notary visit with CARES Team• 3 Commissioners attending WFCB Conference |

| | |
|-------------------------------------|--|
| <p>Ready Rebound Summary</p> | <p>Year to Date Usage: 3 On/Off Duty: 0/3 # of Wait Days Saved: 160 Total OT Savings Estimate: \$86,647 Total Cases to Date: 3 Total Cases to Imaging: 1 Total Cases to Physical Therapy: 1 Total Cases to Surgery: 1</p> <p><i>ROI Calculation</i> <i>1) Days Saved = Average Wait - Days to Appointment</i> <i>2) Backfill Months Saved = Days Saved / 28</i> <i>3) Overtime Shifts Saved = Backfill months * # shifts per month</i> <i>4) Overtime Backfill Saved = Shifts Saved * Overtime Backfill</i> <i>5) Total Overtime Savings = Sum of Overtime Saved for Given Time Period ** Courtesy Cases are not included in Overtime Savings</i></p> |
| <p>Upcoming</p> | <p>2025 Elections – We will have an election for the Port Ludlow District Commissioner Vacancy. This will bring us to a total of 5 Commissioners. If we have more than 2 candidates run, we will be participating in both the 2025 Primary and General Elections. The County Elections Coordinator provided the following estimates for election costs: 2025 August Primary: \$30,000 2025 November General: \$15,000 2025 End of Year Indirect Billing: \$18,000</p> <p>As a reminder the 2025 filing period will be May 5-9, 2025</p> |

Date Prepared: 9/6/24

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

| | |
|---|---|
| <p>Public Education, Events, and Presentations</p> | <p>Children’s Events</p> <ul style="list-style-type: none"> • 8/9 – 8/11 Jefferson County Fair, ~300 Children Run Through Obstacle Course and ~40 Families Run Through Fire Safety Trailer • 8/27 Community Opportunity Fair in Port Ludlow <p>Adult Events</p> <ul style="list-style-type: none"> • 8/18 All County Picnic, ~50 Participants through Fire Extinguisher Training • 8/24 Ocean Grove Association – ~40 Participants through Fire Extinguisher Training • 8/25 Chimacum Farmers Market – Addressing • 9/5 Smoke Detector Installations – 13 Alarms in 4 Homes, Port Townsend |
| <p>Community Partnerships</p> | <ul style="list-style-type: none"> • 8/13 Meet with Ryen Helzer, Jefferson Land Trust • 8/20 Wooden Boat Festival Meeting • 8/21 2620 Road Fire ICP visit in Brinnon. • 8/22 Meeting with DNR regarding Fire Assessment Funding • 8/27 All County Picnic Debrief Meeting • 8/27 Place-based Learning Professional Development Workshop at Salish Coast School • 8/30 Emailed Invitation to Community Agencies to Participate in Fire Rescue Fest • 9/4 Jeff Co Incident Management Team Meeting • 9/4 Meeting with PTHS Forensic Science Program • 9/5 Meet with Tarboo Fire and Henery Hardware re: Fire Extinguisher Event • 9/6 Wooden Boat Festival - Fire Inspections |
| <p>Public Information Officer (PIO)</p> | <ul style="list-style-type: none"> • 8/27 Jeff Co Chiefs Meeting regarding Fire Danger Level Change • 8/30 Demo with First Due regarding Community Connect platform. |
| <p>Social Media Engagement:</p> | <p>Facebook</p> <ul style="list-style-type: none"> • 3,332 Followers • Posts: 5 <p>Instagram</p> <ul style="list-style-type: none"> • 648 Followers • Posts: 4 |
| <p>Professional Development</p> | <p>Fire Inspections</p> <ul style="list-style-type: none"> • 8/14 High-Piled Storage Commodity Classifications – WSAFM Webinar • 9/4 Effective Participation in Codes and Standards Webinar - CRR Academy |

| | |
|---|--|
| Plan Review, Inspections, Investigations | Concerns <ul style="list-style-type: none">• 8/16 Assessment of Pizza Oven at Port Townsend Vineyards Meetings <ul style="list-style-type: none">• 8/22, 8/29, & 9/5 New Development Review with City of Port Townsend• 8/28 Mason Street Development Project Meeting in Port Hadlock |
| Personal | <ul style="list-style-type: none">• 8/14, 8/15 Bereavement Leave |

| | |
|--|---|
| <p>MSO Administrative Meetings</p> | <ul style="list-style-type: none">• Weekly meetings with Dr. Carlbom• CARES Meeting X 2• JHC monthly meeting• Commissioners meeting• Met with Dan Severin and Chad Holbrook regarding upcoming paramedic training• Several meeting with Capt Bergen regarding budget, new paramedic and other ongoing training• BHC Meeting |
| <p>Continuing Education/ Training</p> | <ul style="list-style-type: none">• EMS connect, target solutions and other required training• Mega codes and other training with the 3 new paramedics• Working with preceptors and new paramedics on EMS sign offs• Blended response training EMS/Law Enforcement |
| <p>Administrative duties and ongoing projects</p> | <ul style="list-style-type: none">• Supplies/Medications/Controlled substance audits• Completed a full remodel of kits and compartments on all ambulances• QA/QI• Leave at home Narcan program• Code stat reports• Completed training for two people to cover CARES team in Jeffs absence• Completed budget requests• Gavin Williams interviewed and was accepted into the Boston Paramedic Program• Dan Severin and Chad Holbrook successfully completed A&P and will begin Paramedic Training at Harborview on September 9th• CPR/First aid certification class for all dispatchers at Jeff Com |

Date: 9/8/2024

Subject: *Battalion Chief 11 Report*

Prepared By: *Jason MacDonald*

| | |
|--|---|
| <p>BC 11 Administrative Meetings</p> | <ul style="list-style-type: none"> • Daily Shift meetings • Once per tour visit to all stations for crew contact and assistance • 102 regarding CrewSense and increased tablet usage • Capt Bergen re: Probationary testing cars for section 8 testing • MSO Ridgway, PM Preceptor Whiting and PM Ponte re: Aug preceptor progress • Meet with Lt Sanders Regarding remaining wildland expenditures 2024 • Meet with FF B. Grimm regarding SCBA program and purchasing 2024 • Meet with FF/PM Wagner regarding Oxygen bottles program |
| <p>BC 11 911 Responses</p> | <ul style="list-style-type: none"> • "A" Shift Responses 180 • BC11 responded to 12 incidents in the last month • 1 Grass Fire • 1 Marine Rescue |
| <p>Continuing Education/ Training</p> | <ul style="list-style-type: none"> • A-Shift training 354.5 hours completed • EMS connect • Section 7 for one PFF successful completion • Section 2 for on PFF successful completion • Ongoing Shift level training and scheduling |
| <p>Administrative duties</p> | <ul style="list-style-type: none"> • Shift based training oversight and compliance • Staffing and Callbacks • ESO Insights Dashboards |
| <p>Planning and ongoing projects</p> | <ul style="list-style-type: none"> • Cross staffing and crewforce (Lt. Kauzlarich/MacD) • Response Plans and Station Assignments (Kauz/MacD) • Build response stats for publication in ESO • MPD Request for ESO dashboards • On going meetings with ESO, Jeffcom IT, and Jeffcom Director Stewart & DC Brummel regarding tablet usage. • Oxygen bottle program update |

| Program Budgets Update | Program Budget | BARS | Amount | Spent | Remaining |
|-----------------------------------|-----------------------|----------------|---------------|--------------|--------------------|
| | CrewForce (Kauz) | 522 20 41 0200 | \$4,000.00 | \$0.00 | \$4,000.00 |
| | Radios (Kauz) | 522 20 42 0102 | \$25,000.00 | \$0.00 | \$25,000.00 |
| | SCBA (B. Grimm) | 522 20 31 0300 | \$25,070.00 | \$10,000.00 | \$15,070.00 |
| | Wildland (Sanders) | 522 20 35 0050 | \$16,048.00 | \$2340.09 | \$13,707.91 |
| | Small Tools (Morris) | 522 20 35 0100 | \$8,000.00 | \$1,223.01 | \$6,776.99 |
| | | | | | |

Date: 9/8/24

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

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|--|--|
| <p>BC 13 Administrative Meetings</p> | <ul style="list-style-type: none"> • Daily Shift meetings • Visit each station and collaborate with crews at least once per tour • Attended BOC meeting via zoom • Pre Budget Workshop at Station 7 • Attended first two budget meetings with the full committee |
| <p>BC 13 911 Responses</p> | <ul style="list-style-type: none"> • Responded to 12 incidents in August none of any significance |
| <p>Continuing Education/ Training</p> | <ul style="list-style-type: none"> • Shift level training (C Shift completed 186 hours of training) • Probationary Testing for PFF Heydon • Worked with FF Kaldahl, FF Parker and FF Richter on Acting Lieutenant Books |
| <p>Administrative Duties</p> | <ul style="list-style-type: none"> • Several apparatus updates see separate report • Callbacks for all staffing needs • Budget prep and answering questions from members on all different shifts • Oversight of pump testing • Attended Preconstruction meeting at Spartan in South Dakota • Started building apparatus checks with Lt Grimm, through “Check It” to move from paper forms to electronic • Worked with fuel delivery providers to determine most appropriate fuel delivery vendor and most cost-effective pricing. Fuel is now to be delivered to Stations 2 and 7 monthly without calling to keep tanks and highest capacity. |
| <p>Volunteer Program</p> | <ul style="list-style-type: none"> • Volunteer interviews are scheduled for 9/9 with approx. 15 new candidates • Volunteers at Station 4 completed sealing of driveway over two different weekends |

| Program Budget | BARS | Allocated | Spent | Remaining |
|--|----------------|------------------|--------------|------------------|
| Ladder Maint/Upkeep (Parker) | 522 22 35 0100 | \$ 2,500.00 | \$ - | \$ 2,500.00 |
| Ladder Storage Racks (Parker) | 522 20 31 0200 | \$ 1,000.00 | \$ - | \$ 1,000.00 |
| Hose/Ladder/Nozzle Testing (Fletcher) | 522 10 41 0700 | \$ 19,000.00 | \$ 17,051.33 | \$ 1,948.67 |
| Hose/Ladder/Nozzle Testing OT (Fletcher) | | \$ 5,000.00 | \$ - | \$ 5,000.00 |
| Trailer Towing Equipment (Fletcher) | 522 60 48 0300 | \$ 3,500.00 | \$ 2,238.73 | \$ 1,261.27 |
| Station 4 Driveway Upgrades (Fletcher) | 522 50 48 0100 | \$ 400.00 | \$ - | \$ 400.00 |
| Fuel - Marine <i>partially approved (12,000 for trng)</i> (Dalrymple) | 522 20 32 0150 | \$14,000.00 | \$ 161.76 | \$ 13,838.24 |
| Engine Maintenance Guardian (Dalrymple) | 522 60 48 0650 | \$2,500.00 | \$ 1,876.64 | \$ 623.36 |
| Pump Maintenance Guardian (Dalrymple) | 522 60 48 0650 | \$2,000.00 | \$ - | \$ 2,000.00 |
| Hull Maintenance Guardian (Dalrymple) | 522 60 48 0650 | \$7,000.00 | \$ 6,049.56 | \$ 950.44 |
| Hull check/maintenance Marine 7 (Dalrymple) | 522 60 48 0650 | \$1,500.00 | \$ 1,856.18 | \$ (356.18) |
| Upgrades for Marine 7 (Dalrymple) | 522 60 48 0650 | \$7,200.00 | \$ 1,257.65 | \$ 5,942.35 |
| AIS Transceiver class B (Dalrymple) | 522 60 48 0650 | \$4,500.00 | \$ - | \$ 4,500.00 |

July Training Captain Report

August 6th, 2024

Submitted by: Captain Trevor Bergen

| | |
|--|---|
| Overview Training Hours: | <ul style="list-style-type: none">• WSRB Hours for July: 273 hours• July total training Hours: 1003 hours• 3rd Quarter Credential hours:1553 hours |
| Overview: | <ul style="list-style-type: none">• Meetings• Flow lab• Active Shooter Drill• Camp Parsons• Budget Preparation• Member Training |
| Meetings: | <ul style="list-style-type: none">• Budget Meeting for EMS with MSO Ridgway• Budget Meeting with Deputy Chief Brummel.• Budget Meeting representative. |
| Active Shooter Drill Washington State Ferries | <ul style="list-style-type: none">• Accompanied Deputy Chief Brummel to WSF Active shooter drill.• Spoke with local resources in preparation.• Deputy Chief Brummel spoke on Fire Department Response to group. |
| Camp Parsons | <ul style="list-style-type: none">• Accompanied Deputy Chief Brummel for a Level 3 Incident management team operation for the Brinnon Fire.• Spoke with Incident Command and Chief McKern gave a tour. Was able to witness the Command team and see what their objectives where. |

Budget Preparation

- **Collecting Estimates from training resources**
- **Wrote justifications for upcoming budget meetings.**
- **Spoke with members responsible for different programs/ projects on forecasted training next year.**
- **Submitted budget requests for review.**

Member Training

- **Three Probationary members completed Section 7 Written and Practical**
- **Two Probationary members completed Engine Module of training and were recommended to count towards staffing.**
- **Participated in Monthly Tactics and hands on training.**



| # | Date | Event | Type | # of Adults | # of Kids | Hours | Community Risk Assessment referenced? | Non-Certified Instructor (Name) | Certified Public Educator (CPE Name) | CPE w/ 5 yrs | Notes |
|---|----------|---------------------------------|----------------------------------|-------------|-----------|-------|---------------------------------------|--|--------------------------------------|--------------|---|
| 1 | 1/20/24 | Smoke Detector Installs | Smoke Detector Program | 24 | 0 | 3.5 | Yes | Anderson, Murray, Stewart, Coulter, F | Wittenberg | | 30 smoke alarms installed |
| 1 | 1/23/24 | Fire Extinguisher Training | Business Education | 7 | 0 | 1 | Yes | Tracer/Stewart | | | Group home |
| 1 | 1/30/24 | Fire Extinguisher Training | Business Education | 18 | 0 | 2 | Yes | Tracer/Murray | | | Paper Mill |
| 1 | 2/3/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 0 | 1 | Yes | Mike Harte | | | ? smoke alarms installed, Marrowstone |
| 1 | 2/3/24 | Smoke Detector Installs | Smoke Detector Program | 3 | 0 | 1 | Yes | Murray/Michelson/Force | | | 4 smoke alarms installed, 31 Forrester Ln, Ludlow |
| 1 | 2/8/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 3 | 1 | Yes | Stewart/Michelson | | | 3 smoke alarms installed, 5623 SR 20, PT |
| 1 | 2/8/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 0 | 2 | Yes | Murray/Kier/Force | | | 5 smoke alarms installed, 71 Harms Ln, Ludlow |
| 1 | 2/13/24 | Fire Extinguisher Training x 2 | Business Education | 35 | 0 | 2 | Yes | Murray/Tracer | | | Wooden Boat School, two classes |
| 1 | 2/21/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 0 | 0.45 | Yes | Murray/Michelson | | | 3 smoke alarms installed, 110 2nd Ave, PH |
| 1 | 3/2/24 | Fire Extinguisher Training | Multiple Categories | 24 | 0 | 1 | Yes | Stewart/Nathan/Montone/Anderson | | | 1,2 & 5 CERT Class |
| 1 | 3/2/24 | JC Home Show | Multiple Categories | 75 | 5 | 7 | Yes | ay/Stewart/Wittenberg/Harte/Force/B | Wittenberg | | 1,4,5 Smoke Alarms/Kitchen Safety/Wildland Prep |
| 1 | 3/2/24 | Fire Extinguisher Training | Business Education | 3 | 0 | 1 | Yes | Tracer/Murray | | | Farmers Market Staff |
| 1 | 2/17/24 | CERT Training - ICS | Multiple Categories | 30 | 0 | 3 | Yes | Black | | | Assisted DEM with several topics for new CERT cohort. |
| 1 | 3/8/24 | CPR Training | Multiple Categories | 10 | 80 | 2 | Yes | Chapman | Ridgway | Yes | Blue Heron Middle School |
| 1 | 3/14/24 | Smoke Detector Installs | Smoke Detector Program | 5 | 0 | 3 | Yes | Murray/Montone/Michelson | | | 12 alarms installed in 4 homes, Port Townsend |
| 1 | 3/15/24 | Fire Extinguisher Training x 2 | Business Education | 12 | 0 | 2 | Yes | Tracer/Murray/Montone/Blanchard | | | Paper Mill |
| 1 | 3/14/24 | CPR/AED/First Aid | Business Education | 8 | | 2 | Yes | | Ridgway/Bergen | | The Nest |
| 1 | 3/17/24 | Smoke Detector Installs | Smoke Detector Program | 14 | 0 | 4 | Yes | urray, Michelson, Montone, Bethel, Fo | Wittenberg | | 40 alarms installed in 7 homes, Port Ludlow |
| 1 | 3/20/24 | Naloxone Training | Business Education | 8 | | 0.5 | Yes | | Ridgway | | Training for concerned citizen business |
| 1 | 3/20/24 | CPR/AED/First Aid | Multiple Categories | 18 | 2 | 2 | Yes | Chapman | Ridgway | Yes | Community CPR |
| 1 | 3/25/24 | CPR/AED/First Aid | Business Education | 20 | | 2 | Yes | | Ridgway/Bergen | Yes | Public Works employess |
| 1 | 3/30/24 | Smoke Detector Installs | Smoke Detector Program | 5 | 0 | 2 | Yes | Nathan, Anderson, Flanaganmata, Matachacon | | | 1 alarm installed, batteries changed in others |
| 1 | 4/6/24 | Fire Extinguisher Training | Business Education | 30 | 0 | 1 | Yes | Stewart/Murray | | | PLYC (Category 1 & 2) |
| 1 | 4/13/24 | Kala Point EPC Presentation | | | | | | | | | |
| 1 | 4/20/24 | Marrowstone Island Open House | Multiple Categories | 50 | | 4.5 | Yes | Stewart/Black/Murray | Ridgway | Yes | 1, 2, 4, 5 |
| 1 | 4/19/24 | CPR/AED/First Aid | Multiple Categories | 2 | 26 | 6 | Yes | Chapman/Kaldahl/Grimm/Le/Pulido | Ridgway/Bergen | Yes | |
| 1 | 5/11/24 | Smoke Detector Installs | Smoke Detector Program | 1 | 0 | 1 | Yes | Anderson/E. Stewart | | | 1 alarm installed |
| 1 | 5/17/24 | Smoke Detector Installs | Smoke Detector Program | 7 | 0 | 3 | Yes | /Michelson/Force/Flanaganmata/Matachacon | | | 15 alarms installed, 5 homes |
| 1 | 5/28/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 0 | 1 | Yes | Force/Michelson | | | 5 alarms installed |
| 1 | 6/1/24 | Port Townsend Farmers Market | Multiple Categories | 50 | 15 | 6 | Yes | Force/Michelson | Wittenberg | | Multiple Groups trained in Fire Extinguishers |
| 1 | 6/5/24 | Firewise Assessment | Home Safety Inspections | 2 | 0 | 1 | Yes | Tracer | Wittenberg | | Wildfire Assessment |
| 1 | 6/5/24 | Cape George Safety Presentation | Home Safety Inspections | 25 | 0 | 2 | Yes | Murray | Wittenberg | | Community Fire Safety Presentation |
| 1 | 6/9/24 | Chimacum Farmers Market | Home Safety Inspections | 30 | 10 | 4 | Yes | Force/Murray | Wittenberg | | Multiple Groups trained in Fire Extinguishers |
| 1 | 6/10/24 | Smoke Detector Installs | Smoke Detector Program | 9 | 0 | 2 | Yes | Murray/Force/Kier | Wittenberg | | 19 alarms installed, 4 homes, batteries changed in a 5th home |
| 1 | 6/10/24 | BBQ Safety Q&A | Home Safety Inspections | 6 | 0 | 1 | Yes | Tracer / Wittenberg | Wittenberg | | HOA Fire Safety Meeting |
| 1 | 6/11/24 | Fire Extinguisher Training | Home Safety Inspections | 30 | 0 | 2 | Yes | Murray/Michelson | Wittenberg | | Fire Extinguisher Training |
| 1 | 6/12/24 | Towne Point Safety Presentation | Wildland Urban Interface Program | 20 | 10 | 2 | Yes | Murray | Wittenberg | | Community Fire Safety Presentation |
| 1 | 6/15/24 | Smoke Detector Installs | Smoke Detector Program | 1 | 0 | 1 | Yes | Anderson/Stewart | | | 3 alarms installed |
| 1 | 6/18/24 | Firewise Assessment | Wildland Urban Interface Program | 2 | 0 | 1 | Yes | Wittenberg | Wittenberg | | Towne Point neighborhood |
| 1 | 6/29/24 | Port Townsend Farmers Market | Home Safety Inspections | 50 | 15 | 5 | Yes | | Bergen/Wittenberg | | Sidewalk CPR |
| 1 | 7/1/24 | NW Maritime Center | Business Education | 20 | 0 | 1 | Yes | | Wittenberg | | Summer Sailing Program Staff Training |
| 1 | 7/2/24 | Rose Theater | Business Education | 15 | 0 | 2 | Yes | Murray/Force | Wittenberg | | Staff Fire Extinguisher, Evacuation, CPR Training |
| 1 | 7/6/2024 | Port Townsend Farmers Market | Home Safety Inspections | 50 | 20 | 5 | Yes | Stewart | Wittenberg | | Home Safety/Calling 911 |
| 1 | 7/10/24 | Habitat for Humanity | Home Safety Inspections | 7 | 1 | 1 | Yes | | Wittenberg | | Homeowner Fire Safety Course |
| 1 | 7/14/24 | Chimacum Farmers Market | Home Safety Inspections | 50 | 20 | 4 | Yes | Murray | Wittenberg | | Home Safety/Calling 911 |
| 1 | 7/16/24 | Smoke Detector Installs | Smoke Detector Program | 6 | 0 | 3 | Yes | Murray, Force, Montone | | | 16 alarms installed in 4 homes |
| 1 | 7/23/24 | Smoke Detector Installs | Smoke Detector Program | 4 | 0 | 2 | Yes | Murray, Michelson, Force | | | alarms installed in 3 homes, ran out of alarms |
| 1 | 7/25/24 | Firewise Assessment | Wildland Urban Interface Program | 3 | 0 | 2 | Yes | | Wittenberg | | Port Ludlow |

| | | | | | | | | | | |
|---|---------|--------------------------------------|----------------------------------|----|----|---|-----|----------------------------------|------------|---|
| 1 | 8/1/24 | Firewise Assessment | Wildland Urban Interface Program | 5 | 0 | 1 | Yes | Black | Wittenberg | Port Ludlow with DNR |
| 1 | 8/2/24 | SKP Park Wildfire Assessment | Wildland Urban Interface Program | 10 | 0 | 2 | Yes | | Wittenberg | Wildfire Assessment |
| 1 | 8/18/24 | All County Picnic | Home Safety Inspections | 40 | 10 | 5 | Yes | Murray, Flanaganmata, Matachacon | Wittenberg | Fire Extinguisher Training |
| 1 | 8/24/24 | Ocean Grove Neighborhood Safety Fair | Home Safety Inspections | 30 | 0 | 3 | Yes | Murray, Flanaganmata, | Wittenberg | FE Training |
| 1 | 8/25/24 | Chimacum Farmers Market | Home Safety Inspections | 15 | 0 | 3 | Yes | Michelson | Wittenberg | Addressing |
| 1 | 8/31/24 | Port Townsend Farmers Market | Multiple Categories | 20 | 10 | 5 | Yes | Ridgway | | Sidewalk CPR |
| 1 | 9/5/24 | Smoke Detector Installs | Smoke Detector Program | 4 | 0 | 3 | Yes | Murray, Flanaganmata, Matachacon | | SFMO alarms installed - 13 alarms installed in 4 houses |
| 1 | 9/7/24 | Port Townsend Farmers Market | Senior Citizen | 40 | 10 | 5 | Yes | Kepplinger | Wittenberg | Senior Safety with ECHHO |
| 1 | 9/8/24 | Chimacum Farmers Market | Senior Citizen | 20 | 10 | 4 | Yes | Kepplinger | Wittenberg | Senior Safety |
| 1 | 9/11/24 | Timberton HOA Firewise | Wildland Urban Interface Program | XX | 0 | 2 | Yes | | Wittenberg | Wildfire Assessment |
| 1 | 9/14/24 | Fire Extinguisher Exchange | Home Safety Inspections | XX | XX | 4 | Yes | Murray/Force | Wittenberg | Fire Extinguisher Training |
| | | | | | | | | | | |
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59

983 247 145.95

Any program that teaches fire safety is eligible. Programs established from a current Community Risk Assessment will be counted as two programs. Examples:

- 1 • Senior Citizen Education
- 2 • Business Education
- 3 • Newsletter/Media Information
- 4 • Wildland Urban Interface Program
- 5 • Smoke Detector Program
- 6 • Home Safety Inspections

Overview

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

| Adjusted Financing Scenario #2 | | |
|---|-----------------------------|---------------------------|
| Equipment for Financing | Estimated Total Cost | Est. Delivery Date |
| 2 Fire Engines | \$2,285,000.00 | Fall '26 |
| Brush Truck | \$175,000.00 | Spring '25 |
| Ambulance | \$275,000.00 | Winter '25/'26 |
| Rescue | \$250,000.00 | Winter '25/'26 |
| | \$2,985,000.00 | |
| Purchase Outright - Using a portion of the \$380,000 budgeted in 2024 for Financing payments | | |
| Chief SUV | \$50,000.00 | Purchased |
| Maintenance Truck | \$70,000.00 | Purchased |
| PIO Van | \$50,000.00 | Purchased |
| | \$170,000.00 | |
| Total | \$3,155,000.00 | |

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.
- Preliminary reports back from Spartan are that total cost of changes made equal approximately \$10,000 per vehicle. We were able to add back in almost all of our original wants which earlier on in the process we were told that somethings wouldn't work because of size and configuration problems.
- The newest drawing is attached to this report.
- Engine committee is currently working on an equipment needs list for the new engines so we can begin to start making purchases to be prepared for the arrival of the engines.
- Ambulance 4x4
 - Budgeted for \$275,000
 - A preliminary price will be quoted 9/12, the dealer stated that base price on a 4x4 F-series ambulance is currently over \$300,000 before taxes.
- Medium Duty Rescue
 - Budgeted for \$250,000
 - A detailed price has yet to be quoted but estimates from the manufacturer are in the \$215,000 range before taxes.
- Brush Truck
 - Budgeted for \$175,000
 - The vision is to build something similar to a DNR spec that increases storage space from what we currently have.
 - Preliminary pricing is estimating the total cost of the vehicle to be closer to \$225,000 which would include the purchase of the chassis, the rear mount on unit, radios, decaling and some new equipment to outfit the rig.
 - The deadline to purchase a '24 chassis is on 9/11 and a chassis will be ordered on 9/9 through the state bid.
 - Additional funds will need to be freed up for the purchase of this vehicle. Equipment costs cannot be pulled from the LOCAL Program only the cost of the vehicle and body can be paid for by those funds.
- Facilities Maintenance Technician Vehicle
 - Budgeted for \$70,000, purchased for \$46,595.52 and received on 5/22/24
 - The van is a former Hertz rental van with only 11,000 miles
 - Lettering has been added to the vehicle as of 7/25
 - Chad has been purchasing equipment and shelving for the vehicle and it is near completion.
- PIO/Public Education Van
 - Budgeted at \$50,000, purchased for \$39,733.41 and received on 5/28/24

- Purchased a new 2023 Ford Transit Connect with cargo storage in the rear
- Working with CRM Wittenberg on what the decaling will look like and then I will work on ordering.

Surplus Apparatus and Equipment

- Two Chevy center consoles were found at Station 3 that we no longer had use for. These items were sold on GovDeals. Both consoles have received payment and one of the center consoles has been collected by the buyer, we are awaiting the other buyer to collect the final center console.
- 2001 Ford Econoline Ambulance
 - This vehicle is the former interfacility transport vehicle and has since been replaced by a new ambulance. It has not been in service for over a year and was going to potentially be repurposed as a temporary facilities tech vehicle. Now that we have purchased a facility tech van there is no longer a need for this vehicle.
 - Decals have been removed from the vehicle and it will be listed for early September.

Pending Large Apparatus Repairs

- Engine 7 (EJ231)
 - A piece of baffling in the tank has come free and was floating around in the tank. It has been since secured but will need to be taken to True North's facility and re-welded. After this is done it will need to have its annual pump test completed.
- Engine 6 (EJ877)
 - The head gasket is leaking and after EJ231 returns from its repairs it will need to be taken to Cummins to get the leak fixed. After this has been completed it will also need to have its annual pump test completed.
- Medic 7 (EJ736)
 - There has been an alarm related to the braking system that has been causing problems with the vehicle not long after PLFR received the vehicle. NKFR has replaced nearly every part of the braking system and cannot get the alarm to quit going off. It has been placed out of service until NKFR can find a permanent fix for the issue.



CHASSIS: SPARTAN METRO STAR MFD 10RR
 ENGINE: CUMMINS X10 450HP
 TRANSMISSION: ALLISON 3000 EVS
 AXLES: 2,500# FRONT / 27,000# REAR
 MODEL: STAR PUMPER
 WATER/FOAM: 750 / 10 GALLONS
 PUMP: WATEROUS CXS 1500GPM
 FOAM SYSTEM: WATEROUS AQUIS 3.0
 GENERATOR:

| DOOR FRAMED OPENINGS | |
|----------------------|---------------------|
| COMPARTMENT | DOOR FRAMED OPENING |
| L1 | 45.0-W X 65.0-H |
| L2 | 62.0-W X 35.5-H |
| L3 | 44.0-W X 65.0-H |
| R1 | 45.0-W X 65.0-H |
| R2 | 62.0-W X 35.5-H |
| R3 | 44.0-W X 65.0-H |
| B1 | 38.0-W X 31.0-H |

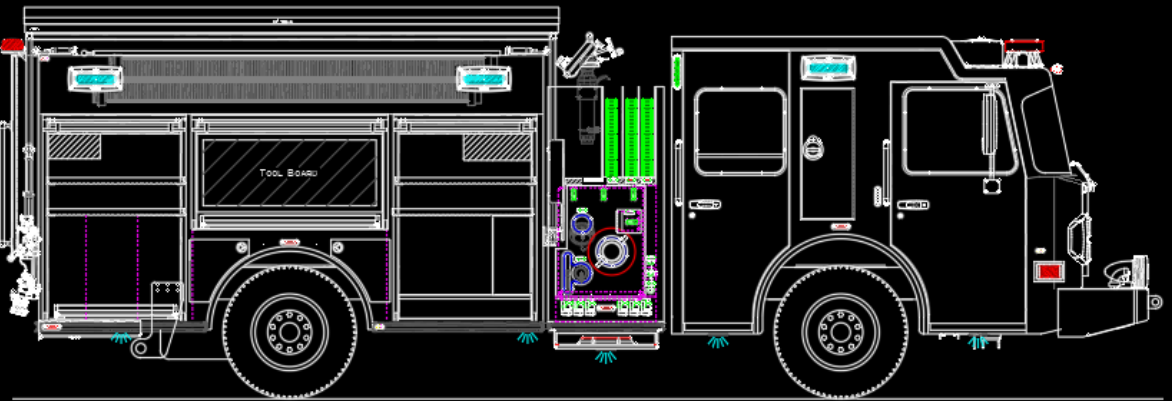
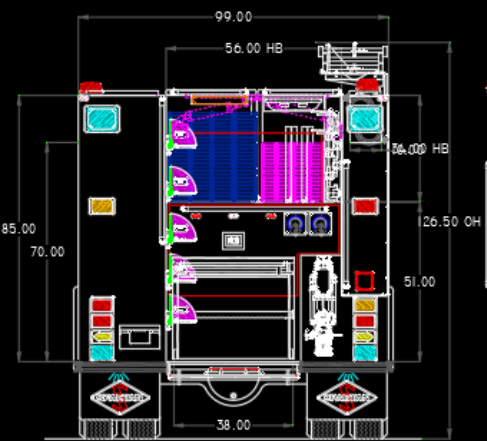
SPECIAL NOTES:
 THE PUMP PANEL LAYOUT IS REFERENCE ONLY.
 THE LOCATION OF COMPONENTS WILL CHANGE AS
 REQUIRED FOR DESIGN AND CUSTOMER INPUT POST
 THE PRE CONSTRUCTION MEETING.

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| REV | DATE | DESCRIPTION | NAME |
|-----|----------|------------------|----------|
| 4 | 08/26/24 | PRECON | DD/BT/SB |
| 3 | 07/23/24 | PRECON REVIEW | BT/DD/SB |
| 2 | 06/06/24 | CHANGES | R.H. |
| 1 | 05/29/24 | NEW FILES | R.H. |
| 0 | 04/17/24 | INITIAL PROPOSAL | R.H. |

SCALE: NOT TO SCALE
 CUSTOMER: EAST JEFFERSON
 FIRE-RESCUE
 TRUCK NUMBER: 224080
 DEALER: TRUE NORTH
 EMERGENCY VEHICLES





DIRECTOR'S REPORT

August 22, 2024

❖ Projects:

- **Radio consoles:**

- ◆ Jeffcom IT staff completing programming fire toning and transitioning toning to the new system last week. This was held awaiting a fix from Tyler for the 1500ms delay that CAD was inserting into each break between two-tone pairs. That delay is now configurable by IT.
- ◆ Work continues on setting volumes in the new consoles. Last week, tone volume was balanced against voice transmissions. The same needs to be done for alert tones, priority markers and voice transmissions.
- ◆ The contractor is returning to Jeffcom the week of September 9th to deploy the remaining consoles and remove the old system.

- **Network connections, redundancy and cloud-based CAD:**

- ◆ Jeffcom is transitioning to a faster, less expensive option for our NoaNet/PUD fiber connection to the internet, which has become our primary connection.
- ◆ Jeffcom and Pencom continue to have a Astound (Wave) fiber connection as Jeffcom's secondary and Pencom's primary connection. Pencom's secondary connection will be through Starlink, after which both centers will discontinue their direct fiber route through NoaNet/JNet.
- ◆ Because the recent outage exposed Astound lessened redundancy, Jeffcom is working directly with PUD on redundant routes to their center and is likely to move to Starlink as our secondary connection in place of Astound.
- ◆ The primary and secondary connections to the ESINet for 911 calls are provided and managed by the state contractor Comtech and are NoaNet and Astound. The state informed us they are also looking at enabling Starlink backhaul to that system, which could provide the resiliency that was found lacking during the outage.
- ◆ Tyler has informed us that they will be discontinuing onsite CAD installations in the coming years and are encouraging all customers to transition to cloud hosting of CAD. We and Pencom have been awarded state grants to pay for the CAD portion of the cloud system transition and first year between now



and June 30, 2025. The costs to the agencies for mobile, corrections and records have yet to be determined.

- **Policies and procedures:**
 - ◆ Dispatch SOP manual updates in SharePoint continue.
 - ◆ Finance Manager job description has been drafted including Clerk of the Administrative Board duties and will be proposed for consideration by the Board shortly.
- **Strategic plan:** Continuing discussions and research, including ongoing board conversations about funding mechanisms and research of recent strategic planning by other agencies

❖ **Budgetary Items:**

- **Recruiting:** Two Communications Officer trainees that started July 1 and July 17 continue to progress through training. Applications, preliminary testing and occasional interviews continue to establish a list for potential hiring once a trainee position is open.
- **Current staffing** is eight full-time, non-trainee communications staff, bringing days and nights to four COs each. Everyone is on a normal 4/3/3/4 schedule except when covering for leave and training. We continue to benefit from assistance from part-time employees and JCSO deputies.
- **CAD maintenance credit invoices** by Tyler have been received and total \$412,779.10 covering fees paid to Tyler from April 2020 through the current maintenance agreement. They are being audited for overlap with our original invoices and with Pencom's. We are also working with Tyler to determine which portion of Jeffcom's credit (somewhat more than one third of it) is owed by Jeffcom to Pencom for our portion of those items that are billed once to them for the joint CAD so will be applied to the Pencom invoice for 2024. The remainder will be applied to the Jeffcom 2024 invoice.
- **SECO Equipment Grant** application was approved. This is limited to items that can be funded by SECO and excludes radio infrastructure. It includes some minor equipment already deployed as well as the move to cloud-based CAD.
- **2025 budget** draft will be presented for initial consideration today. Recent discussions about potential modifications to agency fee structure cannot be implemented in this budget, as any such changes would require modification to the attachment to the primary interlocal agreement founding Jeffcom.

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

- July communications-staff overtime was 217 hours among the eight full-time, non-trainee employees on staff that month. (June's was 191.25 with eight employees; May 312.5 with seven; April 324 with seven).
- Last week was our busiest of the year by telephone call volume, with 33% more incoming and outgoing calls than our weekly average for the year.

- Still working on setting up an online store with new logo from which staff can order their allotment of uniform shirts.
- Found Therapy Services, which focuses on first-responder mental health, began sit-alongs in the center in July and will continue to do so approximately monthly.
- Revised Communications Officer job description draft is circulating. This revises the 2013 document and aligns it with the national APCO effort to seek federal recognition that the public-safety-telecommunicator occupation has advanced far beyond the clerical work as which it remains federally classified.

❖ External Relationships:

- **Public Education:** We continue outreach events as staffing allows and will be ordering a tent, folding table and educational items to hand out in coming months.
- **Fire response plans:** Tyler instructor, Pencom, Jeffcom and agencies in both counties are working to schedule a two-day class October 1 and 2. Prior to and in preparation for the training, I am interested in meeting with each fire chief and/or each district's potential trainees to work through some response-plan scenarios.
- **Jefferson County Fire Marshal** has expressed interest in becoming a Jeffcom customer in the future, a topic on the agenda today.
- **Medivac providers** primary (Airlift Northwest) and secondary (Life Flight Network) arrangement is working well to date. We continue to work with both providers to clean up the list of LZs shown in their web-based request systems and to address communication problems during launch requests.
- **User Group July 30**
 - ◆ Attended by JCSO, EJFR, BFD and the MPD.
 - ◆ Discussed radio issues including low dispatcher volume, radio console project, fire use of tac channels on recent working incidents, use of callsigns and untracked units calling Jeffcom with status updates.
 - ◆ Discussed multiagency attendance at upcoming training on fire response plans (October 1 and 2), Tyler regional conference (November 5) and Tyler national conference (May 11-14).
 - ◆ Mentioned recent change to primary/secondary medivac procedure with no noted problems so far.
 - ◆ Discussed additional use of CrewForce app by fire personnel and proposed interagency public-education effort to encourage 911 calls for emergencies in lieu of calls to unstaffed offices and duty phones.
 - ◆ Discussed CAD updates including new map deployed for dispatchers, continued software updates annually in February and March and the Jeffcom's ability to display caller location on agency maps in addition to the main CFS location.

❖ CFS and Call Data: January 1 through August 19, 2024

• Fire/EMS calls by agency

| Agency | CFS count YTD | CFS count LYTD |
|--------------|---------------|----------------|
| EJFR | 3593 | 3682 |
| QFR | 374 | 336 |
| BFD | 381 | 326 |
| DBVFR | 95 | 96 |
| Total | 4443 | 4440 |

• Law Enforcement calls by agency

| Agency | CFS count YTD | CFS count LYTD |
|--------------|---------------|----------------|
| JCSO | 8315 | 9463 |
| PTPD | 5613 | 5425 |
| Total | 13928 | 14888 |

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

| Pick-up Time | Call count YTD | Cum. % YTD | Standard |
|--------------|----------------|------------|----------|
| 0-10 sec | 11710 | 98.93 | n/a |
| 11-15 sec | 89 | 99.68 | 90% |
| 16-20 sec | 21 | 99.86 | 95% |
| 21-40 sec | 17 | 100.0 | n/a |
| 41-60 sec | 0 | 100.0 | n/a |
| 61-120 sec | 0 | 100.0 | n/a |
| 120+ sec | 0 | 100.0 | n/a |
| Total | 11837 | | |

• 911 Call Averages

| Metric | YTD Average |
|-----------|-------------|
| Ring time | 3.45 sec |
| Hold time | 1.40 sec |
| Talk time | 102.07 sec |

• Non-911 Calls

| Metric | YTD |
|--------------------------|------------|
| Number of outgoing calls | 5818 |
| Number of incoming calls | 12544 |
| 0-10 sec pick-up time | 98.60% |
| Average ring time | 3.65 sec |
| Average hold time | 6.55 sec |
| Average talk time | 102.84 sec |

East Jefferson Fire Rescue: Implementation Tool

| Goals | Short-term Action Steps | Lead | Key Milestones & Deliverables | Notes |
|--|---|---|--|---|
| Initiative 1. Ensure our service levels and community expectations align with our fiscal resources. | | | | |
| 1.1 | Refine and update our fiscal processes to ensure our fiscal resilience. | FC/Finance Manager | <ul style="list-style-type: none"> Internal Budget Committee Established summer/2022 Credit Card and Procurement Policy/SOG update March 2023 Establish external budget advisory committee Establish financial forecast template Program workbooks establish March 2023 | <ul style="list-style-type: none"> Adopt related SOGs for permanence. Updated 3/2023 |
| | <ul style="list-style-type: none"> Establish an internal budget committee. Update financial-related policies and procedures. Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices. | | | <ul style="list-style-type: none"> Implemented 3/2023 2024 workbooks posted on sharepoint |
| 1.2 | Seize opportunities to make more efficient use of existing resources. | <ul style="list-style-type: none"> Emily Lead -Wes Lueders Plus Pete/Tanya/Terri Tanya/Terri | <ul style="list-style-type: none"> Sharepoint Spring/Summer Fall 2023 Check-it has been procured U.I. is being loaded with current inventory. Update capital replacement procedures and restore appropriate funding | <ul style="list-style-type: none"> Migration to Sharepoint began 12/23 Initiated 12/23 Adopted balanced 2024 budget. |
| | <ul style="list-style-type: none"> Use software to optimize our resource inventory, including operations and maintenance, as well as repairs. Integrate software for resource management. CHECK-IT to be implemented for inventory and repair tracking Maintain a strong culture of resource stewardship. | | | |

| Goals | Short-term Action Steps | Lead | Key Milestones & Deliverables | Notes |
|---|--|--|--|--|
| <p>1.3 Build community support for revenue opportunities and provide robust ongoing public communications.</p> | <ul style="list-style-type: none"> ▪ Benchmark funding levels with comparable agencies. ▪ Set reasonable goals identified in our Community Risk Assessment (CRA) and community surveys. ▪ Start Community Service Specialist (CSS) work with existing personnel. ▪ Review and refine our community messaging and positions. ▪ Keep website and social media updated and look for opportunities to expand our social media presence. | <ul style="list-style-type: none"> ▪ FC and Staff | <ul style="list-style-type: none"> ▪ Update comparable analysis and maintain data ▪ Establish response standards, charter and policy statement ▪ AFG FP&S grant for CRS ▪ Expand efforts to reach out to various stakeholder groups such as DEM, NPREP, etc. | <ul style="list-style-type: none"> ▪ In progress ▪ In progress ▪ Completed 5/2023 ▪ Denied 12/23 ▪ 4/11/24 CARES, SAFER, AFG, FPS grants have been submitted, almost \$3 million. ▪ Updating DEM & Jeffcom procedures 12/23 ▪ 5/2024 EJFR created two new positions, CRM and CRA. ▪ 5/2024 CARES received \$202,000 from the AWC. ▪ Applied to OCH for 2025 CARES \$. ▪ Applied to 10th of 1% for 2025-2026 CARES \$ |
| <p>1.4 Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.</p> | <ul style="list-style-type: none"> ▪ Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities. ▪ Adapt our charter and Interlocal Agreements to meet the needs of the community and partners. | <ul style="list-style-type: none"> ▪ FC | <ul style="list-style-type: none"> ▪ Update City & County ILAs ▪ Clarify and refine EJFR's roles and responsibilities | <ul style="list-style-type: none"> ▪ In progress, Fall/Winter 2023. City ILA expires 12/23 ▪ City ILA fee structure extended to July 24, is again being extended to initiate further collaboration. ▪ 4/11/24 Fire Prevention Services ILA will only include the City at this time. ▪ Final Draft approved by The City 6/2024 |

| Goals | Short-term Action Steps | Lead | Key Milestones & Deliverables | Notes |
|---|---|--|---|---|
| Initiative 2. Strengthen our core emergency response services. | | | | |
| 2.1 | Adopt deployment performance goals as District. | <ul style="list-style-type: none"> FC/Admin | <ul style="list-style-type: none"> Adopted minimum staffing January 2023 Establish other performance goals per Title 52 | <ul style="list-style-type: none"> Completed 1/2023 Completed 5/2023 5/2024 implemented alternate ALS response plan. |
| 2.2 | Reduce call processing and crew turnout times to more closely align with best-practice goals. | <ul style="list-style-type: none"> FC & Staff | <ul style="list-style-type: none"> Increase capability and capacity for staff to generate reports. | <ul style="list-style-type: none"> In progress Jeffcom CAD configuration updated 6/2024 improves the analytics. |
| 2.3 | Increase daily staffing to improve response performance and crew safety. | <ul style="list-style-type: none"> FC & Staff | <ul style="list-style-type: none"> Adopt policy in compliance with Title 52 Update Response Plans and Run Cards | <ul style="list-style-type: none"> Completed 5/2023 ALS response proposed 2/2024 4/1/24 New ALS response plan initiated. |
| 2.4 | Prioritize and implement resources to provide the best return to our customers. | <ul style="list-style-type: none"> Brummel | <ul style="list-style-type: none"> Complete amended WSRB Rating DONE! | <ul style="list-style-type: none"> WSRB rating complete, to be published in 12/2024. PT score will improve. January 2024, TO is developing training plan |

| Goals | Short-term Action Steps | Lead | Key Milestones & Deliverables | Notes |
|--|--|---|--|--|
| 2.5 Maintain EJFR's high EMS standards and return of spontaneous circulation rate. | <ul style="list-style-type: none"> ▪ Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> ○ Community outreach and health promotion. ○ Participate in local and regional committees to advance funding for alternative EMS services. ▪ Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc. ▪ Maintain a strong culture of continuous improvement. | <ul style="list-style-type: none"> ▪ MSO | <ul style="list-style-type: none"> ▪ Re-ignite the CPR program ▪ Recruitment of new CPR instructors is underway ▪ Update Patient Care Procedures (PCP) and response procedures. | <ul style="list-style-type: none"> ▪ Initiated and growing ▪ MSO is working on several new and expanded efforts for layperson CPR. 2/2024 ▪ EMS bylaws update complete 8/24 |
| 2.6 Address immediate and long-term facility needs. | <ul style="list-style-type: none"> ▪ Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> • Future uses/development of the undeveloped Jefferson County Airport parcels. • Disposition of Harrison Street residence. Sold 11/2023 • District Training, Fleet Maintenance, EOC and Dispatch facilities. • Stations 12, 13 and 14 improvements or relocation. • Station 15 improvements. ▪ Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources. | <ul style="list-style-type: none"> ▪ FC | <ul style="list-style-type: none"> ▪ Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal | <ul style="list-style-type: none"> ▪ Hiring of Facility Tec DONE 7/1/2024 |
| Initiative 3. Provide additional services to increase community health and well-being. | | | | |
| 3.1 Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams | <ul style="list-style-type: none"> ▪ Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups. | <ul style="list-style-type: none"> ▪ DFC Brummel | <ul style="list-style-type: none"> ▪ Proposed for 2024 Budget | <ul style="list-style-type: none"> ▪ Two EJFR members have started Medic 1 ▪ One additional EMFR member to start Boston program spring of 2025. |

| Goals | Short-term Action Steps | Lead | Key Milestones & Deliverables | Notes |
|---|--|---|--|---|
| 3.2 Expand our fire prevention program to reduce risks to fire fighters and community members | <ul style="list-style-type: none"> ▪ Prioritize crew visits to low frequency/high risk facilities. ▪ Initiate reengagement with the community for life/safety inspections. | <ul style="list-style-type: none"> ▪ AC Tracer ▪ Tracer | <ul style="list-style-type: none"> ▪ Resetting interagency roles ▪ Inspections were restarted in January 2023. ▪ Implementing interim fire prevention service contract with the City. | <ul style="list-style-type: none"> ▪ CRM and CRA hired 5/2024 |
| 3.3 Partner with our community to prevent and respond to increasing wildland fire risks | <ul style="list-style-type: none"> ▪ Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation. ▪ Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). ▪ Improve our wildfire competencies among the workforce. | <ul style="list-style-type: none"> ▪ FC | <ul style="list-style-type: none"> ▪ Develop content and format for community messaging ▪ Messaging at Famer's Markets and other public outreach ▪ Collaborate with County/City partners and establish CWPP | <ul style="list-style-type: none"> ▪ 4/1/24 CWPP is DONE! |
| 3.4 Collaborate with regional partners to establish a robust community risk reduction program | <ul style="list-style-type: none"> ▪ Continue to apply community risk reduction principles in every call, every interaction with members of the public. ▪ Communicate the benefits of a robust community risk reduction program to community members in advance of the proposed 2023 levy increase. | <ul style="list-style-type: none"> ▪ FC | <ul style="list-style-type: none"> ▪ Pursue grant funding for CRS position ▪ Prepare Levy Initiative ▪ Working with EJFR Prevention to retool towards CRR initiatives | <ul style="list-style-type: none"> ▪ Grant submitted Completed 2023 and 2024 ▪ CRR committee established 12/24 ▪ 4/11/24 EJFR Admin reorg, CRM recruitment underway. New support FTE (Erin). |
| 3.5 Collaborate with regional partners to establish a robust mobile integrated healthcare program | <ul style="list-style-type: none"> ▪ Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others. | <ul style="list-style-type: none"> ▪ FC | <ul style="list-style-type: none"> ▪ Pursue grants for continued CARES funding ▪ Cultivating input from various stakeholders ▪ We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact. | <ul style="list-style-type: none"> ▪ Completed 2/2023 ▪ In progress ▪ AWC CARES grant funded \$202K for 2024/25 |

| Goals | Short-term Action Steps | Lead | Key Milestones & Deliverables | Notes |
|--|---|--|---|--|
| Initiative 4. Enhance our workforce resilience and development. | | | | |
| 4.1 | Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce | <ul style="list-style-type: none"> Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates. Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant. | <ul style="list-style-type: none"> DFC Brummel Seek funding and grants | <ul style="list-style-type: none"> In progress |
| 4.2 | Establish the culture and resources necessary to support the mental and physical health and wellness of our team | <ul style="list-style-type: none"> Establish a workgroup to recommend new and updated Standard Operating Procedures/Standard Operating Guidelines. Establish benchmark awareness training for all members. Continue to make incremental improvements in our fitness facilities. Broaden workforce participation in fitness/wellness practices. | <ul style="list-style-type: none"> BC MacDonald Brummel Broaden annual medical evals and injury recovery | <ul style="list-style-type: none"> 4/11/24 Ready Rebound Vitality assessments are complete. HealthForce medical assessments provided to all members 5/2024 |
| 4.3 | Formalize and strengthen professional development and career track processes | <ul style="list-style-type: none"> Begin planning for medium-term efforts. | <ul style="list-style-type: none"> DFC Brummel & Training Officer | <ul style="list-style-type: none"> Training Captain implemented 1/2024 |
| 4.4 | Ensure recruitment efforts align with the needs of the organization | <ul style="list-style-type: none"> Identify current and future retention and recruitment needs of the organization. Establish staffing and recruitment plans. | <ul style="list-style-type: none"> E1 | <ul style="list-style-type: none"> 2/2024 Establishing PM eligibility list. 4/11/24 Three new PM FTE's offered employment. |

Date: 8/14/2024

Subject: Policy 6008 Update

Prepared By: Emily Stewart

Background:

Proposed update to Policy 6008 Administrative Benefits:

- Increase in VEBA contribution from \$200.00 to \$250.00/month
Annual increase for 8 Admin employees: \$4,800
- Vacation Accrual step increases – currently the Fire Chiefs accrue 240 hours annually. The rest of Admin accrues 136 – there has not been an increase since 2019. *Some Admin hires have negotiated a starting bank of vacation.

| | | |
|--------|----------------|---------|
| Step 1 | Upon Hire | 84 Hrs |
| Step 2 | After 1 year | 96 Hrs |
| Step 3 | After 5 years | 120 Hrs |
| Step 4 | After 10 years | 168 Hrs |
| Step 5 | After 15 years | 204 Hrs |
| Step 6 | After 20 years | 240 Hrs |

Vacation is a benefit that encourages retention and longevity – there are soft costs, but no hard costs associated with this benefit until the employee cashes out their accruals. Admin is currently allowed to carry over the same amount of hours that they would earn in one year, so the annual liability does not compound.

Comparable Vacation Hours:

| District | Start | 5 yrs | 10 yrs | 15yrs | 20yrs | 25yrs | Total hours for years 1 - 10 | Total hours for years 11 - 20 |
|------------------------|---------------|--------------|----------------|----------------|----------------|----------------|------------------------------|-------------------------------|
| Camano Island | 80.04 | 120 | 159.96 | 159.96 | 159.96 | 159.96 | 1000.2 | 1599.6 |
| King 2 Kittitas Valley | 80 | 120 | 150 | 180 | 220 | 220 | 1000 | 1650 |
| North Whatcom | 96 | 120 | 144 | 168 | 192 | 240 | 1080 | 1560 |
| Poulsbo | 79.92 | 96 | 120 | 144 | 168 | 192 | 879.6 | 1320 |
| Average | 92.776 | 124.8 | 153.192 | 173.592 | 191.192 | 205.592 | 1087.88 | 1633.92 |
| | | | | | | | | 0 |
| Proposed EJFR | 84 | 120 | 168 | 204 | 240 | 240 | 1020 | 1860 |

- Increase in employer match for DCP contribution
Annual increase up to \$17,545.76
- Separation of service/retirement medical benefit
This is already negotiated into the Chief contract with limitations on number of employee and timing for this benefit
Annual cost: up to \$26,360.64 per retiree

Fiscal Impact: \$4,800 to \$48,706.40 Annually for 8 Admin employees, not including the vacation variables.

Recommendations: Review and approve updates to Policy 6008. All of the above changes aim to increase the health and well-being of our Admin employees by encouraging time off and successful retirement planning.

Proposed Motion:



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Administrative Benefits

Policy Number: 6008

Date of Implementation: 1/1/2018

Replaces: Previous version

Signature of Approval:

Date:

SECTION 1.0 PURPOSE

This policy is to establish benefits that are not contractually defined for full-time administrative employees.

SECTION 2.0 VEBA

2.1 East Jefferson Fire Rescue (“Employer”) has adopted the HRA VEBA plans offered and administered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (collectively the “Plans”): the Standard HRA Plan, which shall be integrated with the Employer’s or another qualified group health plan and to which the Employer shall remit contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted by applicable law from time to time; and the Post-separation HRA Plan to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer’s or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer shall contribute to the Plans on behalf of all non-represented employees (“Group”) defined as eligible to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form or enroll online to become an eligible participant and become eligible for benefits under the Plans.

2.2 Direct Employer contributions.

Eligibility is limited to fulltime administrative employees. Employer contributions shall be equal to \$250.00, which shall be contributed on a monthly basis on behalf of all eligible Group employees.

SECTION 3.0 HOLIDAYS

The following days shall be observed as paid holidays:

- | | |
|-------------------------------|---------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King's Birthday | Veterans Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Juneteenth | Christmas Day |
| Independence Day | Floating Holiday (Personal Day) |

SECTION 4.0 BANKED TIME OFF

4.1 Exempt executive employees that work outside of their normal 40-hour work week may be eligible to bank time.

- 4.2 Exempt executive staff working outside of normal business hours may bank time hour for hour to use in the future. For example, an employee may bank two hours for attending a Commissioner meeting on Wednesday and then work a six hour day on a Friday.
- 4.3 Exempt executive staff are generally expected to work/be available during the District’s regular business hours. In addition, this position will involve routinely working outside of regular business hours and on the weekends – as well as some travel, both within and outside of Washington State. Exempt executive staff required to work on a weekend and/or holiday, in excess of four hours will earn 8 hours of banked time off (the equivalent to one day) to use during the work-week, Monday – Friday. Examples include duty chief rotations, public education and outreach events such as the Jefferson County Fair, All County Picnic, etc.
- 4.4 Banked hours have no monetary value and therefore will not be cashed out at the end of an Exempt Executive staff members’ employment.

*Exempt Employee Special Compensation is addressed in Policy 6009.

SECTION 5.0 VACATION ACCRUAL

5.1 Vacation leave for employees shall accrue at the following annual rates. Employees may utilize annual vacation in accordance with District Policy. The maximum amount of annual leave that can be carried over into the next calendar year is equal to the total hours earned for the current year. If an employee cannot use their annual vacation leave by the end of the calendar year, they may request to have the value of said vacation paid out on the last pay period of the year according to District policy. Upon termination of employment, the employee shall be paid 100% of their accrued vacation leave balance at their current rate of pay.

| | | |
|--------|----------------|---------|
| Step 1 | Upon Hire | 84 Hrs |
| Step 2 | After 1 year | 96 Hrs |
| Step 3 | After 5 years | 120 Hrs |
| Step 4 | After 10 years | 168 Hrs |
| Step 5 | After 15 years | 204 Hrs |
| Step 6 | After 20 years | 240 Hrs |

5.2 Employees hired before August 1, 2024 with an accrual rate above the rate schedule shall maintain their current vacation accrual until the schedule catches up, at which time the accrual increases will resume. One year of part-time employment shall count as ½ of a year should a part-time employee be promoted to full time and begin receiving vacation accruals.

SECTION 6.0 DEFERRED COMPENSATION BENEFITS

6.1 The Employer will match 50% of the employees contribution to an approved Deferred Compensation Program up to \$7,500 annually.

SECTION 7.0 Administrative Retiree Medical Benefit

1. The retiree medical benefit described in this Appendix shall apply to service retirements and end-of-service post 20 years with the District. Employees who are receiving L&I disability payments (other than lump sum settlement), or are on medical layoff/retirement are disqualified from the incentive.

2. To be eligible for consideration of the medical benefit described herein, the employee must have worked for East Jefferson Fire Rescue (also referred to herein as "The District") no less than 5 years.
3. The District will guarantee a minimum of one slot per year for the Administrative Retiree Medical Benefit. It is at the Employer's sole determination of how many members, greater than one, may retire and receive the benefit described in this Policy. To that end, the employee agrees that the District's discretionary decision as to the number of employees that may receive this benefit, above the agreed upon minimum, shall not be subject to a grievance process. The number of employees granted the retiree medical benefit will be approved by the Board of Commissioners. If the District receives more written requests from employees to retire and receive this type of benefit in any particular year then the District determines it can accommodate, the District will grant the benefit on the basis of seniority.
4. Regardless of any other term of this Policy, the District shall not pay any retiree medical benefit to any employee or former employee who reaches Medicare age.
5. Employees agree to work up to the date of their chosen retirement. Accrued, but unused, Vacation, Holiday and Compensation time shall be compensated at their regular rate of pay on their final paycheck to the extent required by the employee's agreement.
6. Employees wishing to retire must notify the District in writing no less than six months prior to their chosen retirement date.
7. An Employee who announces retirement and to whom the District grants a retirement slot eligible to receive benefits pursuant to the terms and conditions of this Policy, but who is unable to work either at his/her regular assignment or in light duty assignment due to an on-the-job injury may retain his/her slot until his/her scheduled retirement date.
8. If an employee gives notice to the District, and then does not retire, retiree medical benefits under this contract provision will be forfeited forever by said employee.
9. Effective the retirement date of the employee, a lump sum one-time allowance equivalent to the employer's monthly contribution cost (multiplied by 36) of the "Employee Only" Medical, Dental, and Vision insurance of the District's current plans will be placed into the retiree's HRA/VEBA account not to exceed \$30,000. The employee may then utilize the foregoing for qualified medical expenses (including health insurance premiums) as the retiree chooses.
10. Exceptions to the time frame for notification and retirement may be considered on a case-by-case basis and approved if deemed to be mutually beneficial to the member and the District. Any exceptions or changes will only be granted upon mutual approval of the Board of Commissioners. Neither party shall assert that any such changes constitute a past practice. Employees who are terminated for cause or who resign in lieu of termination shall not be eligible for the retiree medical benefit.
11. The Employee agrees to indemnify, defend, and hold the District harmless from any and all liability, claims, demands, suits, tax implications, or any other loss, damage or injury to persons or property arising from, or related to, the provisions of this Policy or retiree medical benefits.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 24-19**

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

WHEREAS, East Jefferson Fire Rescue owns the equipment listed on the attached Exhibit A “Firefighting Personal Protective Equipment (PPE)”

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

WHEREAS, The PPE is no longer compliant with NFPA 1852 and has no ability to be repaired due to it being beyond its’ 10 year life cycle.

WHEREAS, the equipment has zero value and is unfit to donate,

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.

Approved this 17th day of September, 2024.

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

EXHIBIT A

Firefighting Personal Protective Equipment

Firefighting Protective Coats:

| Serial Number | Date of Manufacture | Type of Damage |
|---------------|---------------------|---------------------|
| 3210806 | 2006 | Liner/ shell damage |
| 3420412 | 2007 | Liner /shell damage |
| 4438396 | 2012 | Liner /shell damage |
| 3794103 | 2009 | Shell damage |
| | | |

Firefighting Protective Pants:

| Serial Number | Date of Manufacture | Type of Damage |
|---------------|---------------------|---------------------|
| 4061185 | 2010 | Shell damage |
| 3210842 | 2006 | Shell damage |
| 3210829 | 2006 | Shell damage |
| 3926289 | 2009 | Shell damage |
| 4438366 | 2012 | Shell/ liner damage |
| 4576459 | 2013 | Shell damage |
| | | |

Firefighting Protective Boots:

| Serial Number | Date of Manufacture | Type of Damage |
|---------------|---------------------|----------------------|
| WP310579988 | 2007 | Separated Sole |
| 4789956 | 2013 | Damaged upper |
| WP310617516 | 2007 | Damaged upper |
| WP310648014 | 2008 | Damaged upper |
| WP310680160 | 2008 | Torn upper |
| WP310656401 | 2008 | Torn upper |
| WP310667959 | 2008 | Torn upper |
| WP310725985 | 2009 | Torn upper |
| WP310607141 | 2007 | Torn upper |
| R5104M063365 | 2010 | Cut in sole |
| 4708795 | 2014 | Toe cap worn through |

Firefighting Protective Helmets:

| Serial Number | Date of Manufacture | Type of Damage |
|---------------|---------------------|-----------------------|
| 104289037 | 2018 | Shell damage/ cracked |

| # | Date | Event | Type | # of Adults | # of Kids | Hours | Community Risk Assessment referenced? | Non-Certified Instructor (Name) | Certified Public Educator (CPE Name) | CPE w/ 5 yrs | Notes |
|---|----------|--------------------------------------|----------------------------------|-------------|-----------|-------|---------------------------------------|--|--------------------------------------|--------------|---|
| 1 | 1/20/24 | Smoke Detector Installs | Smoke Detector Program | 24 | 0 | 3.5 | Yes | Anderson, Murray, Stewart, Coulter, | Wittenberg | | 30 smoke alarms installed |
| 1 | 1/23/24 | Fire Extinguisher Training | Business Education | 7 | 0 | 1 | Yes | Tracer/Stewart | | | Group home |
| 1 | 1/30/24 | Fire Extinguisher Training | Business Education | 18 | 0 | 2 | Yes | Tracer/Murray | | | Paper Mill |
| 1 | 2/3/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 0 | 1 | Yes | Mike Harte | | | ? smoke alarms installed, Marrowstone |
| 1 | 2/3/24 | Smoke Detector Installs | Smoke Detector Program | 3 | 0 | 1 | Yes | Murray/Michelson/Force | | | 4 smoke alarms installed, 31 Forrester Ln, Ludlow |
| 1 | 2/8/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 3 | 1 | Yes | Stewart/Michelson | | | 3 smoke alarms installed, 5623 SR 20, PT |
| 1 | 2/8/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 0 | 2 | Yes | Murray/Kier/Force | | | 5 smoke alarms installed, 71 Harms Ln, Ludlow |
| 1 | 2/13/24 | Fire Extinguisher Training x 2 | Business Education | 35 | 0 | 2 | Yes | Murray/Tracer | | | Wooden Boat School, two classes |
| 1 | 2/21/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 0 | 0.45 | Yes | Murray/Michelson | | | 3 smoke alarms installed, 110 2nd Ave, PH |
| 1 | 3/2/24 | Fire Extinguisher Training | Multiple Categories | 24 | 0 | 1 | Yes | Stewart/Nathan/Montone/Anderson | | | 1,2 & 5 CERT Class |
| 1 | 3/2/24 | JC Home Show | Multiple Categories | 75 | 5 | 7 | Yes | ay/Stewart/Wittenberg/Harte/Force/8 | Wittenberg | | 1,4,5 Smoke Alarms/Kitchen Safety/Wildland Prep |
| 1 | 3/2/24 | Fire Extinguisher Training | Business Education | 3 | 0 | 1 | Yes | Tracer/Murray | | | Farmers Market Staff |
| 1 | 2/17/24 | CERT Training - ICS | Multiple Categories | 30 | 0 | 3 | Yes | Black | | | Assisted DEM with several topics for new CERT cohort. |
| 1 | 3/8/24 | CPR Training | Multiple Categories | 10 | 80 | 2 | Yes | Chapman | Ridgway | Yes | Blue Heron Middle School |
| 1 | 3/14/24 | Smoke Detector Installs | Smoke Detector Program | 5 | 0 | 3 | Yes | Murray/Michelson | | | 12 alarms installed in 4 homes, Port Townsend |
| 1 | 3/15/24 | Fire Extinguisher Training x 2 | Business Education | 12 | 0 | 2 | Yes | Tracer/Murray/Montone/Blanchard | | | Paper Mill |
| 1 | 3/14/24 | CPR/AED/First Aid | Business Education | 8 | 1 | 2 | Yes | | Ridgway/Bergen | | The Nest |
| 1 | 3/17/24 | Smoke Detector Installs | Smoke Detector Program | 14 | 0 | 4 | Yes | rray, Michelson, Montone, Bethel, Fo | Wittenberg | | 40 alarms installed in 7 homes, Port Ludlow |
| 1 | 3/20/24 | Naloxone Training | Business Education | 8 | 0 | 0.5 | Yes | | Ridgway | | Training for concerned citizen business |
| 1 | 3/20/24 | CPR/AED/First Aid | Multiple Categories | 18 | 2 | 2 | Yes | Chapman | Ridgway | Yes | Community CPR |
| 1 | 3/25/24 | CPR/AED/First Aid | Business Education | 20 | 0 | 2 | Yes | | Ridgway/Bergen | Yes | Public Works employess |
| 1 | 3/30/24 | Smoke Detector Installs | Smoke Detector Program | 5 | 0 | 2 | Yes | Nathan, Anderson, Flanaganmata, Matachacon | | | 1 alarm installed, batteries changed in others |
| 1 | 4/6/24 | Fire Extinguisher Training | Business Education | 30 | 0 | 1 | Yes | Stewart/Murray | | | PLYC (Category 1 & 2) |
| 1 | 4/13/24 | Kala Point EPC Presentation | | | | | | | | | |
| 1 | 4/20/24 | Marrowstone Island Open House | Multiple Categories | 50 | | 4.5 | Yes | Stewart/Black/Murray | Ridgway | Yes | 1, 2, 4, 5 |
| 1 | 4/19/24 | CPR/AED/First Aid | Multiple Categories | 2 | 26 | 6 | Yes | Chapman/Kaldahl/Grimm/Le/Pulido | Ridgway/Bergen | Yes | |
| 1 | 5/11/24 | Smoke Detector Installs | Smoke Detector Program | 1 | 0 | 1 | Yes | Anderson/E. Stewart | | | 1 alarm installed |
| 1 | 5/17/24 | Smoke Detector Installs | Smoke Detector Program | 7 | 0 | 3 | Yes | Michelson/Force/Flanaganmata/Matachacon | | | 15 alarms installed, 5 homes |
| 1 | 5/28/24 | Smoke Detector Installs | Smoke Detector Program | 2 | 0 | 1 | Yes | Force/Michelson | | | 5 alarms installed |
| 1 | 6/1/24 | Port Townsend Farmers Market | Multiple Categories | 50 | 15 | 6 | Yes | Force/Michelson | Wittenberg | | Multiple Groups trained in Fire Extinguishers |
| 1 | 6/5/24 | Firewise Assessment | Home Safety Inspections | 2 | 0 | 1 | Yes | Tracer | Wittenberg | | Wildfire Assessment |
| 1 | 6/5/24 | Cape George Safety Presentation | Home Safety Inspections | 25 | 0 | 2 | Yes | Murray | Wittenberg | | Community Fire Safety Presentation |
| 1 | 6/9/24 | Chimacum Farmers Market | Home Safety Inspections | 30 | 10 | 4 | Yes | Force/Murray | Wittenberg | | Multiple Groups trained in Fire Extinguishers |
| 1 | 6/10/24 | Smoke Detector Installs | Smoke Detector Program | 9 | 0 | 2 | Yes | Murray/Force/Kier | Wittenberg | | 19 alarms installed, 4 homes, batteries changed in a 5th home |
| 1 | 6/10/24 | BBQ Safety Q&A | Home Safety Inspections | 6 | 0 | 1 | Yes | Tracer / Wittenberg | Wittenberg | | HOA Fire Safety Meeting |
| 1 | 6/11/24 | Fire Extinguisher Training | Home Safety Inspections | 30 | 0 | 2 | Yes | Murray/Michelson | Wittenberg | | Fire Extinguisher Training |
| 1 | 6/12/24 | Towne Point Safety Presentation | Wildland Urban Interface Program | 20 | 10 | 2 | Yes | Murray | Wittenberg | | Community Fire Safety Presentation |
| 1 | 6/15/24 | Smoke Detector Installs | Smoke Detector Program | 1 | 0 | 1 | Yes | Anderson/Stewart | | | 3 alarms installed |
| 1 | 6/18/24 | Firewise Assessment | Wildland Urban Interface Program | 2 | 0 | 1 | Yes | Wittenberg | Wittenberg | | Towne Point neighborhood |
| 1 | 6/29/24 | Port Townsend Farmers Market | Home Safety Inspections | 50 | 15 | 5 | Yes | | Bergen/Wittenberg | | Sidewalk CPR |
| 1 | 7/1/24 | NW Maritime Center | Business Education | 20 | 0 | 1 | Yes | | Wittenberg | | Summer Sailing Program Staff Training |
| 1 | 7/2/24 | Rose Theater | Business Education | 15 | 0 | 2 | Yes | Murray/Force | Wittenberg | | Staff Fire Extinguisher, Evacuation, CPR Training |
| 1 | 7/6/2024 | Port Townsend Farmers Market | Home Safety Inspections | 50 | 20 | 5 | Yes | Stewart | Wittenberg | | Home Safety/Calling 911 |
| 1 | 7/10/24 | Habitat for Humanity | Home Safety Inspections | 7 | 1 | 1 | Yes | | Wittenberg | | Homeowner Fire Safety Course |
| 1 | 7/14/24 | Chimacum Farmers Market | Home Safety Inspections | 50 | 20 | 4 | Yes | Murray | Wittenberg | | Home Safety/Calling 911 |
| 1 | 7/16/24 | Smoke Detector Installs | Smoke Detector Program | 6 | 0 | 3 | Yes | Murray, Force, Montone | | | 16 alarms installed in 4 homes |
| 1 | 7/23/24 | Smoke Detector Installs | Smoke Detector Program | 4 | 0 | 2 | Yes | Murray, Michelson, Force | | | alarms installed in 3 homes, ran out of alarms |
| 1 | 7/25/24 | Firewise Assessment | Wildland Urban Interface Program | 3 | 0 | 2 | Yes | | Wittenberg | | Port Ludlow |
| 1 | 8/1/24 | Firewise Assessment | Wildland Urban Interface Program | 5 | 0 | 1 | Yes | Black | Wittenberg | | Port Ludlow with DNR |
| 1 | 8/2/24 | SKP Park Wildfire Assessment | Wildland Urban Interface Program | 10 | 0 | 2 | Yes | | Wittenberg | | Wildfire Assessment |
| 1 | 8/18/24 | All County Picnic | Home Safety Inspections | 40 | 10 | 5 | Yes | Murray, Flanaganmata, Matachacon | Wittenberg | | Fire Extinguisher Training |
| 1 | 8/24/24 | Ocean Grove Neighborhood Safety Fair | Home Safety Inspections | 30 | 0 | 3 | Yes | Murray, Flanaganmata, | Wittenberg | | FE Training |
| 1 | 8/25/24 | Chimacum Farmers Market | Home Safety Inspections | 15 | 0 | 3 | Yes | Michelson | Wittenberg | | Addressing |
| 1 | 8/31/24 | Port Townsend Farmers Market | Multiple Categories | 20 | 10 | 5 | Yes | Ridgway | | | Sidewalk CPR |
| 1 | 9/5/24 | Smoke Detector Installs | Smoke Detector Program | 4 | 0 | 3 | Yes | Murray, Flanaganmata, Matachacon | | | SFMO alarms installed - 13 alarms installed in 4 houses |
| 1 | 9/7/24 | Port Townsend Farmers Market | Senior Citizen | 40 | 10 | 5 | Yes | Kepplinger | Wittenberg | | Senior Safety with ECHHO |
| 1 | 9/8/24 | Chimacum Farmers Market | Senior Citizen | 20 | 10 | 4 | Yes | Kepplinger | Wittenberg | | Senior Safety |
| 1 | 9/11/24 | Timberton HOA Firewise | Wildland Urban Interface Program | XX | 0 | 2 | Yes | | Wittenberg | | Wildfire Assessment |
| 1 | 9/14/24 | Fire Extinguisher Exchange | Home Safety Inspections | XX | XX | 4 | Yes | Murray/Force | Wittenberg | | Fire Extinguisher Training |

2024 Upcoming Events

| Group | Event | Date |
|------------------|---|-------------|
| September | | |
| BOC/Admin. | JC Commissioners and Admin. Prof. Association | 9/12 |
| CRR | Fire Extinguisher Exchange | 9/14 |
| CRR | Farmers Market/Sidewalk CPR | 9/29 |
| October | | |
| CRR | Farmers Market/Sidewalk CPR | 10/5 |
| CRR | Fire Prevention Week | 10/6-10/12 |
| EJFR | Fire Rescue Fest/Badge Pinning | 10/12 |
| WFCA | Snure Legal Seminar | 10/23 |
| WFCA | Annual Conference - Spokane | 10/23-10/26 |
| | | |