



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

November 19, 2024

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

- A.** Approve Minutes from the October 15, 2024 Regular Board Meeting TAB 2A
Approve Minutes from the November 1, 2024 BOC Budget Workshop

Vouchers

- Approve General Fire expenditure warrants dated October 8, 2024, October 11, 2024, October 22, 2024, November 1, 2024 and November 8, 2024 totaling **\$328,357.58**
- Approve EMS expenditure warrants dated October 8, 2024, November 1, 2024 and November 8, 2024 totaling **\$283,161.99**
- Approve payroll expenditure warrants dated October 18, 2024 and November 4, 2024 totaling **\$774,833.40**
- Approve 3rd Quarter Volunteer Stipend warrants dated October 15, 2024 totaling **\$7,669.75**

3. Correspondence –

TAB 3

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

5. Presentations –

Chief Black/Lt. White - EJFR Staffing/Overtime Review

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*

- B. Data Group - *Did not meet*
 - C. Community Risk Reduction
 - D. Apparatus Committee
 - E. Facilities Committee – *Did not meet* 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
 - 1. Policy 6006 Purchasing w/ SOG TAB 13A
 - B. 2025 Budget Approval TAB 13B
 - 1. Resolution 24-21 2025 Budget Expenditures
 - 2. Resolution 24-22 2025 General/EMS Tax Levies
 - 3. Resolution 24-23 2025 General/EMS Tax Levy Increase
 - 4. 2025 Levy Certification
 - C. LT. Promotional Exam Announcement TAB 13C
 - D. Firefighter PM Per Diem Announcement TAB 13D
 - E. OCH Grant Agreement TAB 13E
 - F. Excuse Commissioner Absences from 11.1.24 Workshop
 - G. Local Program Documentation TAB 13G
 - 1. Resolution 24-24 Authorizing Resolution
 - 2. Resolution 24-25 Reimbursement Resolution
- 14. Upcoming Topics/Events** TAB 14
- Professional Development SOG (FF2, FO, etc.)
 - Implementation of Sharepoint
 - Annual Work Plan Development
 - Drug Free Workplace SOG update

Good of the Order –

Adjournment

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



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM OCTOBER 15, 2024**

CALL TO ORDER

Board Chair Deborah Stinson called the meeting to order at 3:00 PM at St 6 and virtually via “Zoom”, call in number 1 (253) 205-0468, Meeting ID 89551714887.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson and Gene Carmody attended in person. Ed Davis, Steve Craig and Geoff Masci attended via zoom. Dave Seabrook was absent.

Admin Staff: DC Brummel, HR/Business Manager Stewart, Finance Director Lirio, MSO Ridgway, BC Fletcher and District Secretary Cray attended in person. Chief Black, and Community Risk Manager Wittenberg attended via zoom.

1. AGENDA CHANGES –

2. CONSENT AGENDA

- Approve Minutes from September 17, 2024 Regular Board Meeting

VOUCHERS

1. Approve General Fire expenditure warrants dated September 24, 2024 and September 30, 2024 totaling **\$484,439.48**
2. Approve EMS expenditure warrants dated September 24, 2024, and September 30, 2024 totaling **\$16,628.98**
3. Approve payroll expenditure warrants dated September 18, 2024, October 4, 2024 and October 7, 2024 totaling **\$801,795.16**

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

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – No public in attendance.

5. PRESENTATIONS – None scheduled.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – None.

7. STAFF REPORTS

Chief Black

Full report included in meeting materials.

Brummel

October 15, 2024

Brummel reported that cross staffing will go live for A shift on 10/27 & 10/28. They will review and assess and hopefully introduce a second shift. He will report on this during the November meeting.

Finance

Finance Director Lirio reported the audit has concluded and was recently published with a clean opinion. We will now move to a yearly audit cycle due to our larger revenue base. CRM Wittenberg wrote a press release to let the public know. Lirio has begun forecasting our finances and all indications show we will have a surplus to begin 2025. The committee is also looking at forecasting to determine when we will need to go for the next levy lid lift. The budget committee met six times and we are currently looking for scheduling feedback from the Commissioners for the board workshop.

Community Risk

Wittenberg stated the Fire Fest was a great success and thanked Murray, Stewart, Clouse and everyone else who made the event happen.

8. COMMITTEE/WORKGROUP REPORTS

A. Budget Committee – See Finance report.

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

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

D. Community Risk Reduction Group – Minutes included in meeting materials.

E. Apparatus Committee – BC Fletcher reported the engines we are getting will now have the motors with a reduced price, saving us a collective \$160,000. The new ambulance will be \$302,000 plus tax and it is a 520-560 day completion date from the day we sign the contract. The brush chassis has been ordered, the box order is moving forward and the hope is to receive it in April/May.

9. JeffCom Report – The console upgrade has been completed.

10. LOCAL 2032 REPORT – Union President Caton White expressed his appreciation for the district's negotiation team and stated they have tentatively agreed on the contract. Stinson also thanked union negotiating team of White, Morris and Johnson for their time and effort during this process.

FF/PM Minker gave the Board a brief overview of his experience using Ready Rebound. The process was well beyond his expectations. He had an off duty injury which tore the tendon from his bone. There was no one on the Peninsula who could perform the surgery. He went to Gig harbor and within one day Ready Rebound found a surgeon for him. They checked in with him daily and they are continuing to check in weekly with him. He was thoroughly impressed with the service and highly recommends the district continue contracting with them.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Black noted the Stewart has been teaching the rest of the administrative staff to use the Teams app. Full implementation tool is in board materials.

B. St 5 Update

We are still in the design phase and are awaiting more information.

C. St 7 Update

The old generator has been removed and the new one is set. The gas has been plumbed and Facility Tech Lawson is following the required checklist from the vendor before it can be powered up.

D. Policy/SOG Updates –

Policy 6008 – Admin Benefits Policy Proposal – The Board had time to review the red lined proposal from the September meeting. They discussed each proposed change. Veba would change from \$200 per month to \$250 per month for each administrative employee. Vacation accruals would now be tied to years of service, prior to that, a set amount of 136 annual hours were the standard. The deferred comp match would change from \$5300 annually to \$7500 and was now separate from the CBA language. Administrative employees may receive a retiree medical benefit of a one-time lump sum amount worth 36 months of the employer portion of the employee only medical/dental/vision premium, placed into the retirees HRA/VEBA account. It was noted that this same retiree benefit is written into the CBA and the Chief’s contracts.

Masci stated this proposal was reasonable and is in favor of it. Stinson asked if being a member of LEOFF was a catalyst for receiving this benefit. It was determined that it wasn’t. She also wondered if this benefit might pressure other agencies to offer a similar benefit. Craig noted that this is a small amount of money in the grand scheme and a small pool of employees. This gives them parity to the union which is very important. **MOTION:** Masci moved to approve policy 6008 as presented effective January 1, 2025. Davis seconded the motion which passed unanimously.

13. NEW BUSINESS

A. Resolution 24-20 Ambulance Billing Fees – Lirio described the process he used to come up with the new suggested rates and stated the change would net the District less than \$50,000 due to Medicare/Medicaid fee schedules. The board discussed the rates and methods used to set the suggested changes. Masci noted he would like to raise the ALS2 rate by \$100.00. **MOTION:** Masci moved to accept Resolution 24-20 as presented. Craig seconded the motion which passed unanimously.

B. DP – Apparatus Committee Recommendation – BC Fletcher reviewed recent changes to the apparatus purchasing plan. He explained the need to adjust our initial plan due to higher than anticipated costs. Ambulances are the biggest need currently and he recommended that postpone the purchase of the Rescue and add a re-mount ambulance. This change, along with \$160,000 savings on the motors for the engines will keep us within the previously approved financing amount. Black added his thanks to Fletcher for his work on this plan and his good work. Craig thanked Fletcher and the budget committee, adding that Commissioners shouldn’t be making granular decisions and people like Fletcher are in place to make the recommendations. **MOTION:** Masci moved to approve the apparatus committee recommendation. Carmody seconded the motion which carried unanimously.

Executive Session – At 4:12pm Stinson called an executive session pursuant to RCW 42.30.140 (b) relating to collective bargaining issues and negotiations and RCW 42.30.110 (I)(G) to review the

performance of a public employee for 45 minutes. The session will last until 4:57pm. Black, Brummel, Lirio, Stewart and Cray remained in session with the Board.

At 4:23 Stewart exited the session.

At 4:57 the session was extended 5 minutes until 5:02pm.

Stinson called the meeting back to order at 5:02pm stating no decision were made.

C. HR/Business Manager Contract – The Board requested the Chief to negotiate the contract with the HR/Business Manager and come back in November. Craig thanked Stewart for her work as a utility player and all she brings to her work. Masci, Carmody and Stinson concurred.

D. CBA 2025-2027 – MOTION: Masci moved to approve the CBA as presented. Carmody seconded the motion. There was great appreciation from the Board for both management and the union. Motion passed unanimously.

E. Fire Chief Evaluation – MOTION: Craig moved to approve the 3.8% COLA and a 1% merit increase as recommended in executive session. Masci seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS – WFOA Annual Conference in Spokane coming up

GOOD OF THE ORDER –

Cray thanked all who participated the Friends of EJFR Raffle, which raised \$2400.00.

ADJOURNMENT

Stinson adjourned the meeting at 5:09pm.

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

October 15, 2024



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

**BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES FROM NOVEMBER 1, 2024**

CALL TO ORDER

Chairman Stinson called the meeting to order at 4:30 PM. In Person & Virtual via “ZOOM”, call in number 1 (253) 215-8782, Meeting ID 896 3519 5927.

COMMISSIONERS & ADMINISTRATIVE STAFF

District 1 Commissioners: Deborah Stinson, Gene Carmody, Geoff Masci and Ed Davis.

Absent: Dave Seabrook and Steve Craig

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

NEW BUSINESS

A. 2025 Budget Workshop: Lirio explained that this review would be a high level view of the budget and he would not be drilling down into the details unless necessary. This is not a balanced budget due to several mitigating factors which include: the addition of three paramedics that added to staffing (will not backfill for the next 3 firefighter vacancies); transferring money to the Reserve Fund for 2024/2025; budgeting conservatively. The board discussed these factors.

Lirio reviewed the process used by the budget committee to get to this point. The group started with a baseline budget for rollover costs. Many requests were received and the committee had to determine what would be approved, denied or postponed. He gave an overview of the CARES program, anticipated debt services and the capital and reserve funds.

He provided a 5 year forecast and was able to show that we would likely need to pass a levy lid lift in 2026 for collection in 2027. He ended his presentation with a look at the future needs of the District, which include new apparatus, SCBA’s, facility needs and possible site development for a future station/administration facility.

C. Public Comment – None

GOOD OF THE ORDER – None.

ADJOURNMENT

Commissioner Stinson adjourned the meeting at 5:35pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Absent
Dave Seabrook, Vice Chairman

Geoffrey Masci, Commissioner

Absent
Steve Craig, Commissioner

Gene Carmody, Commissioner
ATTEST:

Ed Davis, Commissioner

Tanya Cray, District Secretary

Thank you for letting us
use your training facilities

- Clallam County regional
fire academy

Thanks!
Tom Terrell

Thank you
-Ali Money

thanks!
-Stefano Perruccio

Thank you
-Tasha Cant

THANKS
FOR HOSTING US!
-ANNAUSA MILLO

Brighton

JAKE HUDSON

Johannes

Cory Barnes

Thanks! -the
course was
challenging!

Kyle

Had a great time!
Thanks McQuitty!
-Pat Robinson

Thank you so much
~ Libby Swartzberg
CCFD3

Y'all rock! Thank
you for being
amazing!
-Molli
MBSS

THANK YALL
-T. DANIELSON

Josiah Long

Libby Swartzberg
182 Home Lane
Port Angeles, WA 99301

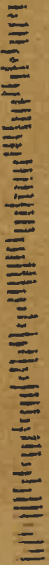
TACOMA WA 983
OLYMPIA WA
OCT 2024 PM 2 L



ETFR

24 Seton Rd.
Port Townsend, WA 98368

98368-97924



Dear E JFD,



On 9/9 in the wee hours
you came to 630 N. ~~Bald~~
Way + took care of my
husband — and me — in
an emergency trip to
St Michael's. It was our
first ER call and you

Your kindness brought
a big smile to my face.

were all so kind.
Many, many thanks.
We are fans.
Jan Canoga



RE: SEA MARINE Invoice for work on Marine 1

From Bret Black <bblack@ejfr.org>

Date Fri 11/1/2024 11:46 AM

To Andrew Dalrymple <adalrymple@ejfr.org>; Roy Lirio <rlirio@ejfr.org>

Cc Justin Fletcher <jfletcher@ejfr.org>; Tanya Cray <tcray@ejfr.org>; Caton White <cwhite@ejfr.org>; Alex Morris <amorris@ejfr.org>; Emily Stewart <estewart@ejfr.org>; Pete Brummel <pbrummel@ejfr.org>

Lieutenant Dalrymple,

I want to express my appreciation for your diligence and professionalism in handling this important issue. Clearly your expertise was also a big factor. Ensuring that we spend the public's money in a responsible manner is vitally important and a priority for our board. The previous emails and articulate description of the billing errors ensured that EJFR is getting what we pay for.

Thank you!

Emily, please add to his file.

Tanya, please add to BOC acknowledgements.

Bret Black - Fire Chief

Cell 360-381-0292

bblack@ejfr.org



From: Andrew Dalrymple <adalrymple@ejfr.org>

Sent: Friday, November 1, 2024 8:57 AM

To: Roy Lirio <rlirio@ejfr.org>

Cc: Bret Black <bblack@ejfr.org>; Justin Fletcher <jfletcher@ejfr.org>

Subject: SEA MARINE Invoice for work on Marine 1

Good morning Roy,

As you may have seen, I cc'ed you on my last email to the manager at Sea Marine stating that we will pay the invoice minus the credit for the overcharge of the prop work. That total is **\$994.97** and should be subtracted from the original invoice. Let me know if you have any questions.

Thank you,

Andy Dalrymple

Lieutenant - C Shift

adalrymple@ejfr.org

360-773-7166

East Jefferson Fire Rescue





Kudos for Gavin Williams, Brandon Jeske, Pat Williams, and Michael Archuleta

From Robert Wittenberg <rwittenberg@ejfr.org>

Date Fri 11/1/2024 12:59 PM

To Tanya Cray <tcray@ejfr.org>; Bret Black <bblack@ejfr.org>; Emily Stewart <estewart@ejfr.org>

Hello,

I want to note exceptional performance by Gavin Williams, Brandon Jeske, Pat Williams, and Michael Archuleta.

They were kind enough to join Erin and me at a school visit at Salish Coast Elementary on Thursday, October 24, 2024, where we presented fire safety information and apparatus tours for about 70 kindergartners with tremendous energy and enthusiasm.

Once the Kindergarten classes were gone and our crews were ready to head out, one older child in a wheelchair and his caregiver came up to look at the engine. Gavin, Pat, Brandon, and Michael immediately engaged with him and gave him their full energy and enthusiasm, just as they had just shown with the Kindergarten classes. For twenty minutes they focused on him and showed him all the tools, donned PPE and SCBA, and answered all his questions. I was so happy to get to watch them share their time with 70 students, and then with one student, in such a memorable way.

I received the following note from the teacher after the event:

“Hi Robert,

The kinder teachers would like to thank you and your team for such a wonderful visit to the school. We were very impressed with how smoothly it went and how engaging you all were with our youngest learners. We look forward to more collaborations in the future!
Take care.”

I appreciate the crews effort in contributing our community partnerships with the schools through their work that day.

Regards,

Robert Wittenberg

East Jefferson Fire Rescue

Community Risk Manager

office 360.385.2626

cell 360.302.1799

rwittenberg@ejfr.org



EAST JEFFERSON FIRE RESCUE

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

Fire Chief's Monthly Report – October 2024

Call Summary

Call Statistics		
	2024 Jan - Oct	2023 Jan - Oct
Fires	71	87
Overpressure/Overheat	6	3
Rescue/EMS	3321	3418
Service Call	780	763
Good Intent	376	328
False Alarm	211	205
Hazardous Condition	69	51
Special Incident	8	5
Total	4842	4860
September Transports		
911	231	
Hospital Requested	0	
Total	231	
CARES Contacts		
October Contacts	159	

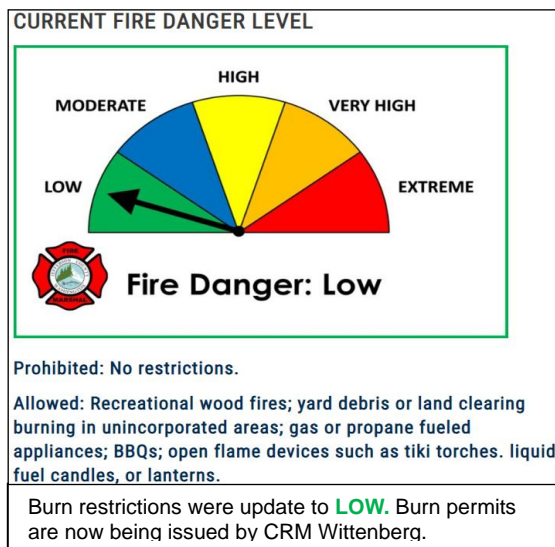
Fire Rescue Festival 2024 EJFR hosted our third Fire Rescue Fest with numerous partner agencies.



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*

CWPP The CWPP Advisory Group (CWPPAG) has now transitioned into an interagency oversight workgroup tasked with managing the planning and implantation of CWPP initiatives. The FC and Community Risk Manager are the EJFR representatives. The new [CWPP project tracker hub site](#) is live. The group met several times to prioritize projects and pursue grant opportunities. The group is considering a grant opportunity with a cap of \$10,000,000 from the USDA’s Community Wildfire Defense Grant (CWDG). The purpose of the CWDG is to assist at-risk local communities with planning for and mitigating against the risk created by wildfire with three goals:



- **Restore and Maintain Landscapes:** Landscapes across all jurisdictions are resilient to fire-related disturbances, in accordance with management objectives.
- **Create Fire Adapted Communities:** Human populations and infrastructure can withstand a wildfire without loss of life and property.
- **Improve Wildfire Response:** All jurisdictions participate in making and implementing safe, effective, efficient risk-based wildfire management decisions.

The CWPPAG is considering a project that would include an interagency education/marketing campaign to include demonstration forests, FIREWISE landscaped facilities (fire stations), evacuation plan along with relevant WUI materials and resources. The County is tasking their grant writer as the project lead.



Fire Chief General Activities CRM Wittenberg, CRA Murray and Chief Black attended the Washington State Fire Marshal’s [Fire Prevention Institute](#) at Lake Chelan. Topics included data and fire inspections, energy storage systems, member wellness, fireworks, youth fire-setters, report writing, fire causes and CRR, paint spraying, kitchen hoods, smoke dampers, and fire sprinklers and historic districts. EJFR attended the Community Risk Reduction Track.

CRM Wittenberg was nominated and elected to the Board of the Washington Public Fire Educators (WPFE) for a two-year term. WPFE is a sub-section of the Washington Fire Chiefs that focusses on public education programs around the state. The group’s mission is to support and develop public fire and life safety through standardizing messaging, supporting program development, providing educational opportunities, and holding Fire and Life Safety Educator certification courses. WPFE provides this information through quarterly meetings, newsletter and the Community Risk Reduction Track at the annual Fire Prevention Institute.



The Board consists of Public Educators/PIOs/CRR Managers from fire districts in Spokane, Seattle Metro Area, Vancouver, and now East Jefferson County, as well as the Washington State Fire Marshals Office. To our knowledge, this is the first time EJFR has been appointed to this board. EJFR benefits from having a position on the WPFE Board as we develop our new Community Risk Division and by providing prospectives to WPFE as a small, rural Fire/EMS organization. **Well done Robert.**

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Paradise Bay Shine Bridgehaven Mats Mats Swansonville Port Ludlow Beaver Valley South Point*



EJFR received notice of funding for CARES from the Olympic Community of Health (OCH) for \$262,500 in 2025. This closes a significant funding shortfall for CARES. In addition, OCH is developing a digital interface for EJFR for client/case management. We will also be their test agency for data tracking and performance metrics analysis.

Separate but related, Jefferson Healthcare (JH) leadership, EJFR CARES and Dr. Carlbom met in person to review the potential for a partnership. JH proposed CARES access to EPIC for enhanced efficiency of case management. JH also proposed an assigned nurse to the CARES unit. The session had the tone of a brainstorming session, but several great ideas were discussed. JH seemed sincere in their interest in collaborating with CARES, more to come.



Storytime at the Library Each year EJFR partners with Jefferson County Library during National Fire Prevention Week to read to the kids (parents too). General home safety tips are covered, the event is very popular.



Other Projects

- Statewide DOH meetings for National IV fluid shortage.
- 2025-2027 CBA has been ratified. Meet and Confer continues for several tangential topics.
- Budget Committee finalized the 2025 budget. Hearings are pending.
- Attended post incident debriefing for the internet disruption. EJFR, DEM and JH participated.
- Met with EJFR Training Division to review draft 2025 training calendar.

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	REAL Team	WSRB

Miscellaneous

FC met with CISM contractor to explore enhancing our post-incident capabilities. FC met with JeffCom and DEM at Station 1 to review telecom, HAMM and radio needs. FC attended several WADOH meetings for IV saline shortage. FC and CRM were invited to walkthrough a County parcel where some thinning is being planned. Annual appraisals for admin staff were finalized. FC toured several JeffCom transceiver sites.

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<p>Overview</p>	<p style="text-align: center;">Strategic Improvements to Operations Division Programs Pacific NW Fire Conference Cadre Kitsap Fire Academy Live Fire Training</p>
<p>Operations</p>	<p>Strategic Improvements to Operations Division Programs: Since January of 2024, the Operations Division has worked on several significant projects that build on improving CAD response plans and prioritizing incident responses (call-typing), cross-staffing stations (unit availability), and implementing Vector Check-It (apparatus check and inventory program).</p> <ul style="list-style-type: none">• CAD Response Plans: EJFR has customized our response plans to reflect what type and how many units respond to a particular incident. This type of deployment planning sends the appropriate resources to an emergency incident. The intent is to "right-size" the incident based on call-type description from Jeffcom and keeps units available for additional responses.• Cross-Staffing: This enables stations to place units in and out of service using the "Crew Force" applications on our iPads and reducing radio traffic for Jeffcom. This improves safety, reduces missed communication with dispatchers and improves our response time data. It is beneficial for stations that have 4-person staffing (Station 1) and when staffing is above minimum at Stations 2, 6 & 7. A 2-day test was implemented in "real-time" with Jeffcom and Station 6. The system worked as designed with no problems. <i>EJFR will go live by December 1, 2024 at all staffed stations.</i>• Vector-Check-It: The inventory program is part of our overall contract with Vector Solutions, LLC (Crew Sense Staffing, Target Solutions Training platform, and Check-It Inventory). The program is designed to capture daily and weekly apparatus checks, high-value inventory items (hose, ladders, tools, etc.) and provide detailed data for inventory management and apparatus maintenance, all from the use of an iPhone or iPad. DC Brummel will provide a demonstration at the December BOC meeting. This program will vastly improve our inventory management by consolidating and reducing individualized program management, providing current inventory status and tracking the lifespan of various high-value equipment such as SCBA and fire hose. Implementation date is projected for January 2025. <p>2024 PNW Fire Conference Cadre: DC Brummel provided overall planning and logistics for a regional fire conference hosted by a regional chapter of the "Fraternal Order of Leatherheads Society (F.O.O.L.S.) and supported by the Fire Nuggets, LLC, a national organization of firefighters. Held at the Clearwater Casino, the conference hosted national speakers from New York, Boston, Los Angeles, Denver and many regional fire departments. Nearly 400 attendees participated in three days of lectures and 100 personnel participated in 2 days of "hands-on training" (HOT). 7 members of EJFR attended the lectures and 1 attended the HOT classes. The event and venue gained national recognition by fire service leaders and departments from around the United States. The HOT classes were located in North Kitsap, Bainbridge Island and Bremerton.</p>

Meetings and Events

Kitsap Fire Academy Live Fire: DC Brummel and Capt. Bergen participated and assisted with providing the 24-02 Kitsap Fire Academy (KFA) with live fire training at the EJFR training tower and Class A Fire (wood pallets) burn box and the Class B (liquid propane) live fire training facility in Bremerton. The opportunity for EJFR personnel to assist with this type of specialized training enhances our professional relationship with Kitsap fire agencies. Our representation is recognized by all Kitsap Fire Chiefs and EJFR is a known commodity in regional fire service operations and training.

- 10/1-10/2 Tyler Response Plan Training (16 hours)
 - 10/3: Discuss Marine Program (1hr)
 - 10/3: Review 3-year Training Calendar (1hr)
 - 10/7: JCFOA Meeting (1hr)
 - 10/7: Mandatory LNI FIIRE Program meeting (virtual 2hr)
 - 10/8: BOC Agenda review (1hr)
 - 10/8: Fire Chief annual review meeting (1hr)
 - 10/14-10/18 Acting Fire Chief
 - 10/15: October BOC meeting (2hr)
 - 10/16: Jefferson County LEPC meeting Chair (2hr)
 - 10/22: Legal meeting with Maverick Assoc. (1hr)
 - 10/22: JeffCom User Group meeting (2hr)
 - 10/24-10/27: PNW Fire Conference Logistics Chief
 - 10/30: Live Fire instructor EJFR (8hr)
 - 10/31: Live Fire instructor Bremerton (8hr)
- Various in-person, meetings, virtual meetings, station visits and discussions.

*2024 PNW Fire Conference
Lectures and Hands-On
Training Venues*



KFA Live Fire Training



Cross Staffing Planning

Vent, Enter, Search (VES) training in Bremerton. FF Alex Sviridovich catching the "baby toss" from the trapped victim!

Date Prepared: 11/4/24

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"> • 10/7 Jefferson County Library, Storytime with the Chief, 30 Children, 10 Adults • 10/24 Salish Coast Elementary – Aid and Engine Tours, 70 Children (Kindergarten) • 10/30 Chimacum Trunk or Treat • 10/31 Port Townsend Halloween Parade • 10/31 Port Ludlow Trunk or Treat <p>Adult Events</p> <ul style="list-style-type: none"> • 10/6 Chimacum Farmers Market – Fire Prevention Week, 20 Adults, 10 Children • 10/8 Firewise Assessment – Port Townsend • 10/8 Lockbox Consultation – Port Townsend • 10/12 Fire & Rescue Festival, 200 Adults, 100 Children • 10/22 Edgewood Village Neighborhood Meeting – Port Ludlow, 10 Adults • 10/29 Petrel St Neighborhood Wildfire Assessment – Port Townsend, 4 Adults • 11/2 Port Townsend Farmers Market – Cooking/ Smoke Alarms, 30 Adults, 10 Children
<p>Community Partnerships</p>	<ul style="list-style-type: none"> • 10/7 Jefferson County Fire Chiefs Meeting • 10/9 Forest Harvest Site Walkthrough – Port Townsend • 10/10 DNR Check-In Meeting • 10/22 CWPP Implementation Advisory Group Meeting
<p>Smoke Alarm Installations</p>	<ul style="list-style-type: none"> • October – 14 Alarms • Year to Date – 210 Alarms
<p>Public Information Officer (PIO)</p>	<p>Media Releases</p> <ul style="list-style-type: none"> • 10/9 Media Release on Audit Results <p>Social Media Posts</p> <ul style="list-style-type: none"> • 10/1 Fire Danger Level to LOW • 10/3 Fire Prevention Week • 10/7 Storytime with the Fire Chief • 10/8 Fire & Rescue Fest Promotion • 10/10 Fire & Rescue Fest Promotion • 10/10 Fire & Rescue Fest Recap • 10/31 Halloween Safety and Events • 11/1 Daylight Savings Smoke Alarm Testing

	<p>Social Media Followers</p> <ul style="list-style-type: none"> • Facebook - 3,373, up 26 followers • Instagram – 651, up 4 followers
<p>Professional Development</p>	<p>Community Risk Reduction</p> <ul style="list-style-type: none"> • 10/13-10/18 Fire Prevention Institute – Chelan, WA • 10/22 Elected to Washington Public Fire Educators Board
<p>Plan Review, Inspections, Investigations</p>	<p>Concerns</p> <ul style="list-style-type: none"> • 10/23 Burn Permit Inspection – Marrowstone Island • 10/23 Quimper Mercantile with City of PT • 10/23 Fire Sprinkler Concern - West Harbor Apartments, Port Townsend • 11/1 Life Care Center follow up <p>Meetings</p> <ul style="list-style-type: none"> • 10/7, 10/24, 10/31 New Development Review with City of Port Townsend
<p>Personal</p>	<ul style="list-style-type: none"> • N/A



FINANCIAL REPORT FOR OCTOBER 2024

Fund Balance October 2024 YTD

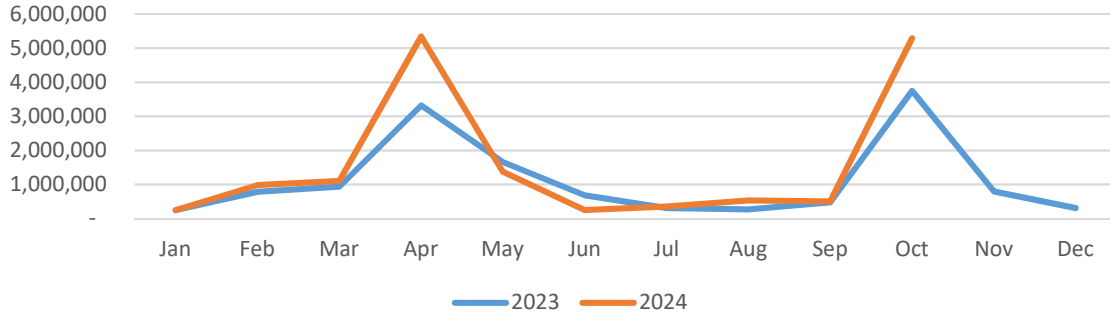
	General	EMS	SubTotal	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	2,949,357	2,339,283	5,288,640	773,663	513,015	-	6,575,318
Change YTD	1,647,629	1,208,175	2,855,804	333,031	323,539		3,512,374
Ending Fund Balance	4,596,986	3,547,458	8,144,444	1,106,694	836,554	-	10,087,692

Finance Highlights:

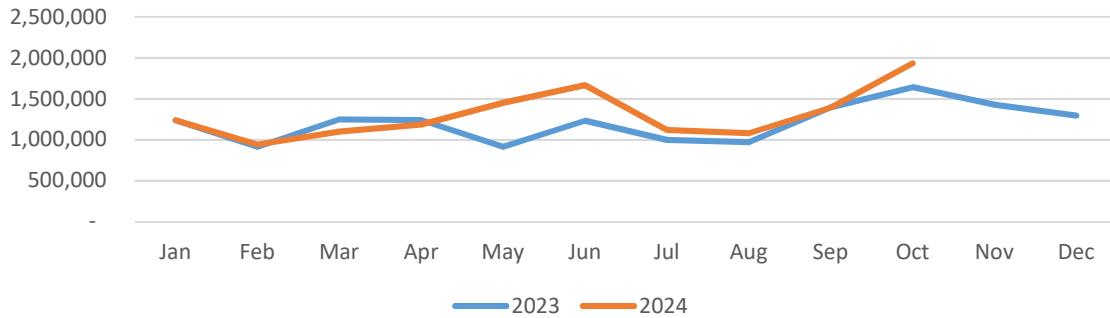
- Year-to-Date financials and trending graphs (see below)
- Upcoming large fund transfers to:

<u>Account</u>	<u>Amt</u>	<u>Period</u>	<u>Source of Funds</u>
○ EMS Capital	\$135k	November 2024	Leasehold Excise Tax 3-year correction
○ FIRE Capital	\$250k	November 2024	Unspent 2024 allocated Local Program
○ Reserve	\$500k	December 2024	Favorable variance
- 2025 Budget development Update
 - 10/11/24 Last Budget Committee meeting – (refer to meeting notes)
 - 11/01/24 Board of Commissioners Special Meeting (Budget Workshop)
 - 11/19/24 Board of Commissioners Special Meeting (Public Hearing & Adoption)
 - By 11/30/24 Adopted Budget will be submitted to Jefferson County
- Other highlights:
 - **Local Program (Debt).** Initial use of debt funds in February 2025 for Brush Truck purchase. Required paperwork (resolutions and certification) are being prepared.
 - **Cash to Investment Transfers.** Between 10/18/24 and 11/7/24 transferred \$4.37m and \$3.29m from Cash to Investments for General and EMS, respectively to maximize investment earnings.
 - **Uncollectable Receivable.** \$14,339.90 from Fort Worden PDA, under Receivership. Elliott Bay Asset Solutions, LLC appointed as General Receiver. Submitted our claim. Will also discuss with WA State Park as part of Fire Control ILA discussions.
 - **CARE Grant** – Olympic Community of Health (OCH) – awarded \$225k per year for 12/1/24 – 12/31/25, and likely ongoing.

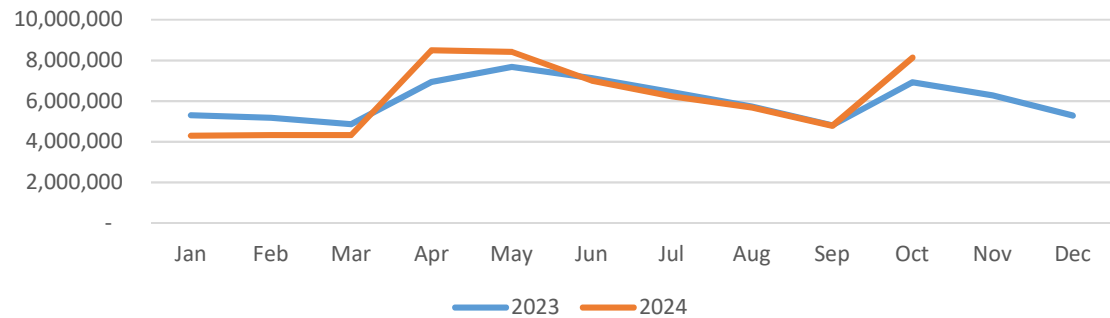
East Jefferson Fire Rescue FIRE & EMS General Funds Revenues



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: 12:56:59 Date: 11/06/2024

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	October	YTD	Remaining	
300 Revenue	13,721,100.00	3,461,877.27	12,915,062.25	806,037.75	5.9%
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:	14,094,260.00	3,461,877.27	12,920,970.88	1,173,289.12	8.3%
Expenditures	Amt Budgeted	October	YTD	Remaining	
000	265,035.00	9,450.34	98,202.91	166,832.09	62.9%
210 Administrative	1,854,474.00	184,563.78	1,567,647.04	286,826.96	15.5%
211 Legislative	258,228.00	12,992.94	203,159.04	55,068.96	21.3%
220 Suppression	6,348,646.00	350,807.55	4,777,846.73	1,570,799.27	24.7%
230 Prevention	15,600.00	1,319.39	9,890.03	5,709.97	36.6%
241 Training Equipment	0.00	0.00	36.21	(36.21)	0.0%
245 Training	93,014.00	2,701.60	102,873.72	(9,859.72)	0.0%
250 Facilities	420,857.00	15,745.84	392,223.18	28,633.82	6.8%
260 Vehicles & Equipment	418,450.00	55,909.14	368,821.15	49,628.85	11.9%
520 Fire Control	9,674,304.00	633,490.58	7,520,700.01	2,153,603.99	22.3%
590 Debt, Capital & Transfers	1,398,179.00	600,428.41	803,285.07	594,893.93	42.5%
Fund Expenditures:	11,072,483.00	1,233,918.99	8,323,985.08	2,748,497.92	24.8%
Fund Excess/(Deficit):	3,021,777.00	2,227,958.28	4,596,985.80		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 13:02:57 Date: 11/06/2024

Page: 1

001 Fire Fund #656001010

Expenditures	Amt Budgeted	October	YTD	Remaining	
520 Fire Control					
522 20 10 000-0 FF/EMT (40%)	2,711,765.00	218,342.98	2,090,065.48	621,699.52	22.9%
522 20 10 019-0 Overtime (40%)	712,316.00	29,721.98	373,351.72	338,964.28	47.6%
220 Suppression	3,424,081.00	248,064.96	2,463,417.20	960,663.80	28.1%
520 Fire Control	3,424,081.00	248,064.96	2,463,417.20	960,663.80	28.1%
Fund Expenditures:	3,424,081.00	248,064.96	2,463,417.20	960,663.80	28.1%
Fund Excess/(Deficit):	(3,424,081.00)	(248,064.96)	(2,463,417.20)		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 12:58:11 Date: 11/06/2024

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	October	YTD	Remaining	
300 Revenue	8,334,175.00	1,784,506.73	8,285,455.06	48,719.94	0.6%
330	559,740.00	45,947.62	51,034.72	508,705.28	90.9%
Fund Revenues:	8,893,915.00	1,830,454.35	8,336,489.78	557,425.22	6.3%
Expenditures	Amt Budgeted	October	YTD	Remaining	
272 EMS Operations	6,556,277.00	504,729.74	4,567,638.73	1,988,638.27	30.3%
274 EMS Training	91,400.00	4,334.31	31,117.67	60,282.33	66.0%
520 Fire Control	6,647,677.00	509,064.05	4,598,756.40	2,048,920.60	30.8%
590 Debt, Capital & Transfers	215,000.00	190,142.66	190,275.72	24,724.28	11.5%
Fund Expenditures:	6,862,677.00	699,206.71	4,789,032.12	2,073,644.88	30.2%
Fund Excess/(Deficit):	2,031,238.00	1,131,247.64	3,547,457.66		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 12:59:57 Date: 11/06/2024

Page: 1

101 EMS Fund #657001100

Expenditures	Amt Budgeted	October	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	333,005.69	3,158,582.70	909,065.30	22.3%
522 72 10 019-1 Overtime (60%)	1,125,941.00	44,582.95	562,747.05	563,193.95	50.0%
272 EMS Operations	5,193,589.00	377,588.64	3,721,329.75	1,472,259.25	28.3%
520 Fire Control	5,193,589.00	377,588.64	3,721,329.75	1,472,259.25	28.3%
Fund Expenditures:	5,193,589.00	377,588.64	3,721,329.75	1,472,259.25	28.3%
Fund Excess/(Deficit):	(5,193,589.00)	(377,588.64)	(3,721,329.75)		

Budget Committee Notes 10.11.24

Attendance: Black, Brummel, Stinson, Craig, Lirio, Cray, Bergen, Stewart

- This is the final committee meeting
- All requests have been reviewed with one outstanding (temporary building)
- We are still at a \$1.1 million deficit
- The BOC will vote on a resolution to raise our Ambulance Transport fees at the next meeting
- There is a current tentative agreement on the CBA which has a 3.8% COLA and a 4.7% salary adjustment
- We are getting better at predicting OT and reduced based on trends
- EMS meds from JHC were reduced from \$70k -50k based on itemized billing

Lirio presented a 5 year forecast and showed that we can put \$500k into reserve in 2024 and 2025.

We will likely need to have a vote in 2026 for a levy lid lift that will be collected in 2027. Discussion on future facility and station upgrades needed.

FIT Program – reviewed current costs of the program and discussed how many to plan for in future years. Possibly having 6 in 2025 and 3 in 2026.

Temporary Storage Building – 3 options

1 - \$110k carport building with 3 bay openings, to include concrete. Not sure if it could be done by July1st.

2 – \$250k Pole barn permanent structure (not likely)

3 – Rent a storage facility for \$6k annually for 2 units. This would likely be used in conjunction with option 1

Mental Health/CISM Enhancement \$10k requested

Pt Time Volunteer Coordinator - \$28k annually, will benefit the District both administratively and for the volunteers. Able to provide set time for volunteers and not put the extra time onto program managers.

Black thanked the committee for their hard work, being honest and forthright resulting in a good work product.

Date Prepared: 11/5/24

Subject: Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	<ul style="list-style-type: none">• 10/1 CRR Mtg• 10/2 Negotiations• 10/4 Budget Mtg• 10/7 Negotiations• 10/8 Public Records Mtg• 10/8 HR/Budget planning• 10/9 HR Mtg x 2• 10/10 Safety Mtg• 10/11 Budget Mtg• 10/11 HR Mtg• 10/14 Uniform Committee Mtg• 10/15 BOC Mtg• 10/18 HR Mtg• 10/22 HR Mtg• 10/31 CISM Mtg
Presentations / Tours/Other/Misc.	<ul style="list-style-type: none">• 10/5 PT Farmers Market – fire Prevention Week• 10/12 Fire & Rescue Fest• 10/12 2024 Badge Pinning Ceremony• 10/13 Bike Rodeo @ Blue Heron Middle School• 10/31 PT Halloween Parade
Human Resources:	<ul style="list-style-type: none">• Policy/Guideline review• Volunteer assistance• Coordination of Office/task coverage per staff external training• CBA Negotiations & completion! (10/23/24) <p>Upcoming:</p> <ul style="list-style-type: none">• Volunteer testing/onboarding – 16 applicants• SOG/Policy Updates• Update of Safety Committee process/paperwork• Volunteer Coordinator position development• LT testing (Jan 25) & PM student testing (March 25)• 2025 preparations

EJFR Staff and Volunteers, October 1, 2024

Oct-24	A SHIFT	B SHIFT	C SHIFT
BC	1-MacDonald	4-Clouse	7-Fletcher
LT	6-Rogers	1-Lueders	1-Kilgore
LT	7-Kauzlarich	5-Gregory	5-W. McGuffey
LT	8-Sanders	6-Grimm	8-Martin
LT	2-Morris	7-Chambers	2-Dean
LT	3-Carver	8-White	4-Dalrymple
PM	4-Whiting	5-Yelaca	2-Spellman
PM	3-Minker	7-Wagner	6-C. Johnson
PM	6-Pulido	8-Welander	7-Rudnick
PM	7-Ponte	2-Whitson	
FF	1-Secondez	2-Kithcart	1-Holbrook
FF	2-Walker	2-Kinney	3-Parker
FF	4-Cordova	3-G.Williams	3-Sheehan
FF	5-B.Grimm	4-Severin	4-Kaldahl
FF	7-Sviridovich	6-Fairbanks	6-Richter
FF	8-Archuleta	8-P. Williams	7-Beery
FF	8-Wright	8-Boe	8-Chapman
FF	2-Jeske	3-Floberg	2-Le
FF	5-N. McGuffey		2-Wells
FF			8-Heydon
Res	Sanchez	Dower	Brebberman
Res	Dotson		Bentzen
Res	Barton		
MSO	FF/PM Ridgway		
Cares	FF/PM Woods		
	Captain Bergen FF/PM		
Total 59			

Admin	
Chief	Black
DC	Brummel
CRM	Wittenberg
DS	Cray
HR	Stewart
AA	Sanders
AA	Murray
FT	Lawson
FD	Lirio
Total 9	

Volunteer	Position(s)
BERRY	Admin
CHAPMAN	Admin
DAWSON	Admin
DOOLIN	Admin
HORVATH	Admin
KEPLINGER	Admin
TILLMAN	Admin
Total 7	

AVERY	EMS
BLANCHARD	EMS
GONNELLA	EMS
SHORT	EMS
STEWART	EMS
REICHHELD	EMS
Total 6	

Volunteer	Position(s)
BAZINET	FF/EMS
BUCKHAM	FF/EMS
DUKE	FF/EMS
MCNERTHNEY	FF/EMS
MONTONE	FF/EMS
NOKES	FF/EMS
STEWART	FF/EMS
STONE	FF/EMS
THOMAS	FF/EMS
Total 9	

BARTON	FIT
BENTZEN	FIT
BREBBERMAN	FIT
DOTSON	FIT
DOWER	FIT
SANCHEZ	FIT
Total 6	

ANDERSON	Support/EMS
HARTE	Support/EMS
MOORE	Support/EMS
Total 3	

BACKUS JACKSON	Support
BETHEL	Support

Total EJFR Members	
116	

Volunteer	Position(s)
COULTER	Support
DUDDY	Support
FLANAGANMATA	Support
FLEISCHMAN	Support
FORCE	Support
KRYSINSKI	Support
MATACHACON	Support
MICHELSON	Support
NATHAN	Support
SMITH	Support

Total 12	
Commissioner	District
Carmody	1
Craig	3
Davis	1
Masci	4
Seabrook	2
Stinson	5
Total 6	

Total Career FF	59
Total Admin staff	9
Total Volunteers	42
Total Commissioners	6

Date Prepared: 11/7/24

Subject: Executive Assistant/District Secretary Report

Prepared By: Tanya Cray

<p>Meetings & Events:</p>	<ul style="list-style-type: none"> • 10/4 Budget Committee Meeting • 10/7 Negotiations • 10/8 Meet with OESD - PRR • 10/8 Agenda Review • 10/10 3rd Qtr Safety Meeting • 10/11 Budget Committee Meeting • 10/12 Fire Rescue Fest/Badge Pinning • 10/15 Reg BOC Meeting • 10/17 JC Commissioners & Admin Professionals Association <p>Used 2 vacation days and 1.5 comp days</p>
<p>Notable Projects</p>	<ul style="list-style-type: none"> • PL Voice Submission • Board Meeting packet preparation • GovDeals – Post and Monitor Items
<p>Highlights</p>	<ul style="list-style-type: none"> • 2025 Budget Prep • Sold Surplused Ambulance (former M17) for \$ 4850.00 • Friends of EJFR raised \$2400 from the raffle at Fire Fest
<p>Ready Rebound Summary</p>	<p>Year to Date Usage: 6 On/Off Duty: 1/5 # of Wait Days Saved: 179 Total OT Savings Estimate: \$96,936 Total Cases to Date: 6 Total Cases to Imaging: 1 Total Cases to Physical Therapy: 1 Total Cases to Surgery: 1</p>

	<p>ROI Calculation</p> <p>1) <i>Days Saved = Average Wait - Days to Appointment</i></p> <p>2) <i>Backfill Months Saved = Days Saved / 28</i></p> <p>3) <i>Overtime Shifts Saved = Backfill months * # shifts per month</i></p> <p>4) <i>Overtime Backfill Saved = Shifts Saved * Overtime Backfill</i></p> <p>5) <i>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.</p> <p>If we have more than 2 candidates run, we will be participating in both the 2025 Primary and General Elections.</p> <p>The County Elections Coordinator provided the following estimates for election costs:</p> <p>2025 August Primary: \$30,000</p> <p>2025 November General: \$15,000</p> <p>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: 11/4/2024

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 • Meet with Lt Sanders Regarding remaining wildland expenditures 2024 • Meet with FF B. Grimm regarding SCBA program and purchasing 2024 • Meet with Director Matt Stewart, DC Brummel, LT Kauzlarich Cross Staffing implementation • Meet with Chief Black, HR Stewart, and Found Therapy regarding responder mental health 2025
<p>BC 11 911 Responses</p>	<ul style="list-style-type: none"> • "A" Shift Responses 179 • BC11 responded to 21 incidents in the last month • 1 Chimney Fire • 1 Cooking Fire • 3 MVCs • 2 Cardiac Arrests
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • A-Shift training 323.5 hours completed • EMS connect • Section 9 for one PFF successful completion • Section 3 for on PFF successful completion • CAD/Cross staff training Tyler Communication • Base Station • 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 • Cross Staffing testing & plan for implementation, training module build out • Scheduling 2025 • Vacation/Holiday leave accruals 2025

<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 																														
<p>Program Budgets Update</p>	<table border="1"> <thead> <tr> <th>Program Budget</th> <th>BARS</th> <th>Amount</th> <th>Spent</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>CrewForce (Kauz)</td> <td>522 20 41 0200</td> <td>\$4,000.00</td> <td>\$0.00</td> <td>\$4,000.00</td> </tr> <tr> <td>Radios (Kauz)</td> <td>522 20 42 0102</td> <td>\$25,000.00</td> <td>\$18,108.67</td> <td>\$6,891.33</td> </tr> <tr> <td>SCBA (B. Grimm)</td> <td>522 20 31 0300</td> <td>\$25,070.00</td> <td>\$26,073.44</td> <td>-\$1003.44</td> </tr> <tr> <td>Wildland (Sanders)</td> <td>522 20 35 0050</td> <td>\$16,048.00</td> <td>\$14,063.73</td> <td>\$1,984.27</td> </tr> <tr> <td>Small Tools (Morris)</td> <td>522 20 35 0100</td> <td>\$8,000.00</td> <td>\$1,583.01</td> <td>\$6,416.99</td> </tr> </tbody> </table> <p>Crews have made some final purchases for 2024 and will come out next month.</p>	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	\$18,108.67	\$6,891.33	SCBA (B. Grimm)	522 20 31 0300	\$25,070.00	\$26,073.44	-\$1003.44	Wildland (Sanders)	522 20 35 0050	\$16,048.00	\$14,063.73	\$1,984.27	Small Tools (Morris)	522 20 35 0100	\$8,000.00	\$1,583.01	\$6,416.99
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Small Tools (Morris)	522 20 35 0100	\$8,000.00	\$1,583.01	\$6,416.99																											

Date: November 5th, 2024

Subject: *BC-12 Report*

Prepared By: *Justin Clouse*

<p>BC Administrative Meetings</p>	<ul style="list-style-type: none"> • Daily Shift Meetings • At least once per tour visit to each station for crew contact and assistance • Weekly administrative staff meetings • IFSAC Testing meeting • Meetings with facility maintenance tech • CRR Meetings
<p>BC 911 Responses</p>	<ul style="list-style-type: none"> • Responded to 12 incidents in October. • Established or assumed command of 7 of those incidents.
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • Daily Shift level training • EMS Connect • Base Station • Probationary Manual with 2 New Hires • Acting Lieutenant Task Book with 2 Sr. FF's
<p>Administrative duties</p>	<ul style="list-style-type: none"> • Shift based training oversight and compliance • Staffing and callback • Run Shift Training reports • ESO report review • Facility Maintenance program oversight • Budget requests
<p>Planning and ongoing projects</p>	<ul style="list-style-type: none"> • Training Committee • IFSAC Testing Technical Advisory Committee • IFSAC testing- Prep for Kitsap Fall academy • Budget requests • Facility maintenance planning • Burn Tower Prop Repair

<p>ESO</p>	<ul style="list-style-type: none"> • Nothing new to report.
<p>Personal Protective Equipment</p>	<ul style="list-style-type: none"> • New gear is continually coming in, being inventories and issued.
<p>Technical Rescue</p>	<ul style="list-style-type: none"> • Nothing new to report.
<p>Wellness Program</p>	<ul style="list-style-type: none"> • Nothing new to report.
<p>Facilities Maintenance</p>	<ul style="list-style-type: none"> • Station 1- Diagnose and repair multiple fire alarm panel activations. Moving forward with having the panel replaced. Unplug/fix plumbing on kitchen sink. Fix stove power disconnect. Diagnose Station bay heaters. • Station 2- EMS Supply Room. The rooms are currently being painted, the door hung and trim completed. Installed garage door signal blocker to fix the door coming down with the radio being keyed. Have not had a problem since. • Station 3- Nothing • Station 4- Nothing • Station 5- Waiting on engineering for annex building. • Station 6- Diagnose and repair multiple outside light issues. Replace interior lights and several ballasts. • Station 7- Remove and replace the old generator. Secure the new unit to the concrete slab. Work with contractors to get it wired and plumbed. Complete the pre-fire checklist and pictures to schedule to initial start up. The soap dispenser for the turnout gear extractor is still having issues. The soap dispenser is going to be replaced with the same unit we are using at Station 1 and 6. • Station 8- Nothing • Station 9- Nothing • Admin- Nothing

Date: 11/7/24

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

BC 13 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Visit each station and collaborate with crews at least once per tour• Issued two burn permits• BOC Meeting
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 16 incidents in October, none of any significance
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 566 hours of training)• Probationary Testing for PFF Heydon and PFF Rudnick• Worked with FF Kaldahl, FF Parker and FF Richter on Acting Lieutenant Books
Administrative Duties	<ul style="list-style-type: none">• Several apparatus updates see separate report• Callbacks for all staffing needs• Scheduling maintenance, repairs and new apparatus builds
Shift Programs	<ul style="list-style-type: none">• Marine 1 completed additional scheduled maintenance that placed the fire pump back in service.• LT Dean and I worked on turnover of the program and worked on scheduling a onboarding process of volunteers. A date has been set and the workload is being divided between LT Dean and FF Kaldahl. FF Kaldahl will be the new lead for FIT's.

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

October Training Captain Report

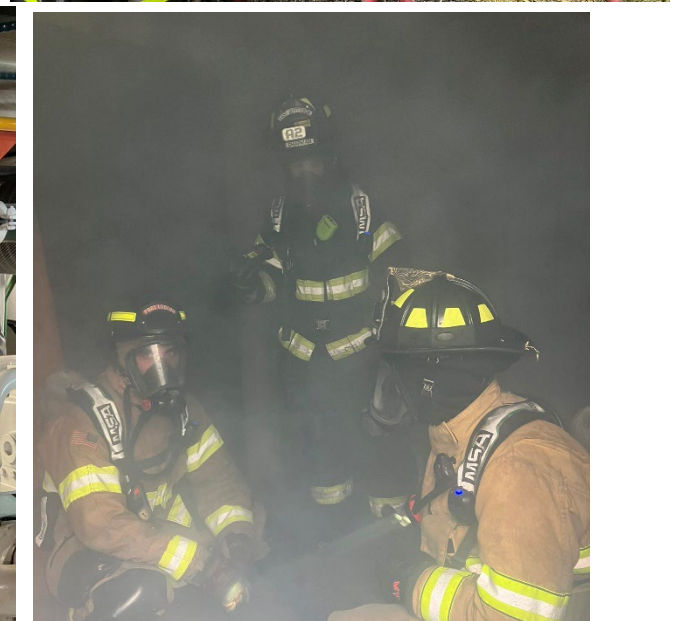
November 3, 2024

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none">• WSRB Hours for October: 892 hours• October total training Hours: 1723 hours• 4th Quarter Credential hours: 1298 hours
Overview:	<ul style="list-style-type: none">• Vector Solutions Training• Member Training• Drill Tower Preparation• Live Fire Training Kitsap Fire Academy
Drill Tower Preparation	<ul style="list-style-type: none">• Installed doors interior for training evolutions• Acquired Pallets for Live fire training• Fixed broken window for safety.
Vector Solutions Training	<ul style="list-style-type: none">• 6 hour Vector Solutions training class held by Vector Solutions engineers and customer support staff.• Went over the LMS platform, Evals plus, Check it and scheduling software.• Learned tricks and tips to be more efficient.
Member Training	<ul style="list-style-type: none">• Two Probationary members completed Section 9 Written and Practical
Live Fire Kitsap	<ul style="list-style-type: none">• Over 20 members participated in Live Fire (Class A) burning at drill tower.• Participated in the live fire as a liaison and ignition team

Shift Training

- Participated in Ladder position and victim rescue crew level training.
- Developed more activities for 2025 credentials
- Started MCO (Dec) Training Plan



Overview

- During the March 2024 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.
- **Update**- Due to the recent availability of the current generation of motors for the engines we have signed another change order to go with the “L9” motor vs the “X10”. The horsepower and torque outputs are near identical and the savings that will be received are \$80,257.00 per engine or overall savings of \$160,514.
- The new work order stated there was still an 800 day expectancy to receive our engines however, the dealer is optimistic that it will be significantly less time.
- **Update**- Engine committee has completed the needs list for the new apparatus to total approximately \$225,000. This amount has been added to the '25 budget for purchase.
- Ambulance 4x4
 - Budgeted for \$275,000
 - A preliminary ballpark price provided by Braun Northwest puts the ambulance build at \$310,000- \$320,000 before taxes.
 - A final proposal is supposed to be presented on 10/11 with finalized pricing.
- Medium Duty Rescue
 - Budgeted for \$250,000
 - A new preliminary ballpark price provided by Braun Northwest puts the Rescue Build at \$245,000- \$255,000 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.
 - A letter of intent was submitted through WA DES for the purchase of a new '24 F-550 crew cab chassis for nearly \$77,000 after tax. Vehicles expected delivery date is late December of '24.
 - **Update**- We have signed an agreement with GSA for the purchase of a box through Mallory Safety & Supply for up to \$130,931.99. Our detailed specifications have been sent to Wickum Weld who will be manufacturing the box and they are working on getting a technical drawing for it and more firm pricing.

- Because the chassis will arrive before the box has been built the chassis will be scheduled to be moved over to Mallory for them to work on completing all the preparatory work on the chassis to be ready for box installation.
- 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.
- 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 Whittenberg on what the decaling will look like and then I will work on ordering.

Surplus Apparatus and Equipment

- 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.
 - **Update**- The auction for this vehicle closed on 10/17 and was sold for \$4,850.00 to a private party. The vehicle has since been picked up and the title has been signed over. There will be no further updates on this vehicle.

Pending Large Apparatus Repairs

- 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.
 - **Update**- After a head gasket replacement and prior to pump testing it was found that the pump casing had experienced significant damage and the entire casing and pump impeller needed to be replaced. The engine was out of service starting on September 30th and is returning to service on November 8th.
 - **Update**- Total cost for repairs of the head gasket and pump replacement with pump testing are approximately \$20,000
- 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 can not get the alarm to

quit going off. It has been placed out of service until NKFR can find a permanent fix for the issue.

- Aid 9 (EJ119)
 - The transmission developed a leak of ATF recently. After consultation with NKFR they said that it could just be a seal but a lot of times this type of leak means that the transmission has gone bad and will need to be replaced.
 - NKFR attempted to replace the seal to see if it would fix the issue. The repair held for a little less than a week and it was determined that the ambulance will need a new transmission. Repairs are being scheduled.
 - **Update**- The vehicle was sent to Sound Ford for a transmission replacement on 9/16 and is still having repairs completed. Estimated costs are approximately \$7,000.
- **Marine 1**
 - **Update**- The leaking seal on the pump has been replaced after the boat was taken out of the water and the motor is waiting on an annual tune up now from NKFR to return to full capacity.
 - **Update**- The cabin heater has not been working for several months as well and we have been working with Sea Marine to fix the problem. They so far have not been able fully diagnose the problem yet and the part has been sent back to the manufacturer to conduct further diagnostics.
 - **Update**- There was some discrepancies with the bill that were identified by LT Dalrymple and after several conversations back and forth with Sea Marine the issue has come to resolution and is being paid out correctly.



DIRECTOR'S REPORT

October 24, 2024

❖ Projects:

- **Radio consoles:**

- ◆ Fine-tuning continues, mostly with comms and IT staff working together to test and verify issues and solve them.
- ◆ Rich was able to work with an alternate radio contractor while they were onsite to resolve the audio-level problem on the primary law channel.
- ◆ We are discussing project close-out with the primary contractor for the project, including both some minor operational complains and the major subproject of connecting Jeffcom and Pencom radios, replacing OPNET for voice communication between centers and allowing APSAP radio dispatching. We may seek agreement from Pencom to use an alternate contractor for the complex interconnection project.

- **West End law radio** is now connected directly to the new radio consoles via Starlink with a cellular backup. It is installed in parallel with the analog connection through the OPNET fiber system, but we will test and transition to the new connection then disconnect OPNET.

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

- ◆ Our move to redundant trio of connections to the internet is completed. It is also faster and less expensive than the suite of connections we previously maintained. Pencom has completed their similar upgrades using only two connections but one of which is Starlink.
- ◆ The primary and secondary connections to the ESINet for 911 calls remain provided and managed by the state contractor Comtech. We wrote and met directly with Comtech to suggest that they follow our lead and were advised that they are working on revised connection paths but without an ETA. There is also the option of an alternate route through Pencom to Jeffcom and through Jeffcom to Pencom if our network connections remain workable if the ESINet connections failed, but this would require work to both phone systems at cost to both agencies.

- **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.
- ◆ Revised Communications Officer job description draft is with the Teamsters local for comments. 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.
- **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. One is expected to complete training signoffs and take a shift mid November. Two lateral applicants are in the final stages of the hiring process, and a third has applied.
- **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 part-time employees and JCSO deputies filling shifts.
- **WCIA risk pool** this month approved splitting their catch-all risk group for non-city entities into categories by agency type, including one for the nearly PSAPs in the pool. The estimate they quoted prior to voting to do so was that premiums for PSAPs would drop 28% if implemented in 2025 – but the exact impact remains to be seen prior to actual implementation January 1, 2026. The change will also provide an opportunity to pool members in that group to leave the pool without the one-year waiting period otherwise required. We continue to work on a quote for alternate insurance coverage for comparison.
- **CAD maintenance credit invoices** remain outstanding due to vacation at Tyler and both agencies. The draft credits total \$412,779.10 covering fees paid to Tyler from April 2020 through the current maintenance agreement but are incomplete, leaving Jeffcom having paid for unused items. 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.

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

- September communications-staff overtime increased due to leave coverage to 256.5 hours (August's was 169.5; July's 217; June's 191.25) among the eight full-time, non-trainee employees on staff these months.
- 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 continues those monthly on two days to catch both shifts on both halves of the week. Working toward a day of offsite, elective private appointments for staff, potentially in cooperation with other agencies.
- Revised Communications Supervisor job description is a project for the upcoming weeks, because it will be necessary as staffing increases to the point where we can consider that and need the additional supervisory oversight.

❖ External Relationships:

- **Public Education:** We continue outreach events as staffing allows and have ordered a tent, tablecloth, folding table and educational items to hand out.
- **Fire response plans:** Tyler instructor, Pencom, Jeffcom and agencies in both counties held a class in Carlsborg on October 1 and 2. Staff now have the technical knowledge to implement more resilient response plans and related items like station cross staffing, and I advised the Fire Chiefs Association that most of the progress in that direction depends on their direction to staff.
- **APCO-NENA fall meeting** in Spokane was attended by me and communications supervisor Marlo last week. Marlo attended public-records sessions and others, and I attended administrative and technical sessions and spoke about our progress with Pencom GIS on updating data and usability in our CAD and mobile maps. Side meetings included the following:
 - ◆ Spoke with radio console vendor about our dissatisfaction to date with progress toward project completion and the amount of work completed by Jeffcom staff rather than the contractor.
 - ◆ Spoke with manufacturer representative and alternate contractor for the radio consoles regarding possibility of using another contractor to complete the final complex steps of the project.
 - ◆ Spoke with Comtech about the ESInet connection issues described above and requested a plan and ETA for improvements.
 - ◆ Spoke with Intrado about potential improvements to our phone system including the interconnection with Pencom described above, which leads to the question of whether at the same time we should implement the I3 standard for cell-call location and whether we should make investments at all in onsite equipment versus shifting to a remote node of a multi-site host/remote system run by a larger PSAP.
 - ◆ Discussed screen recording and the possibility of a public-facing archive of radio recordings with our logging-recorder contractor.

- ◆ Set a meeting for next week with one potential supplier of a refresh of the two-channel simulcast system to obtain budgetary pricing we can utilize to make financial plans for that project, requested the same numbers again from another potential supplier and was quoted \$2MM as an approximate price of a very similar system currently being deployed for another county.
- **User Group October 22** occurred subsequent to this report being published. Update will be provided verbally.

❖ **CFS and Call Data: January 1 through October 21, 2024**• **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	4713	4680
QFR	467	458
BFD	499	431
DBVFR	112	116
Total	5791	5685

• **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	10616	12022
PTPD	7325	7004
Total	17941	19026

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	15131	98.95	n/a
11-15 sec	110	99.67	90%
16-20 sec	27	99.85	95%
21-40 sec	23	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	15291		

• **911 Call Averages**

Metric	YTD Average
Ring time	3.42 sec
Hold time	1.29 sec
Talk time	101.40 sec

• **Non-911 Calls**

Metric	YTD
Number of outgoing calls	7473
Number of incoming calls	16072
0-10 sec pick-up time	98.56%
Average ring time	3.61 sec
Average hold time	6.19 sec
Average talk time	103.45 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 Director	<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 Implemented 3/2023 2024 workbooks posted on sharepoint New Finance Director has started updating our SOP/SOG's Fall 2024. Program managers are being mentored by Finance Director.
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 TEAMS implementation has started. 2024 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 Business/HR Manager Stewart is training staff to be more efficient and increase communication. Initiated 12/23 Finance Director and program managers are updating. Fall 2024

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.3 Build community support for revenue opportunities and provide robust ongoing public communications.	<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 \$

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
1.4 Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.	<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 Met with Ft. Worden for post-PLA transition and update EJFR Fees. CARES received \$265K for 2025. AFG 2025 just opened. Staff proposing two vehicles.
Initiative 2. Strengthen our core emergency response services.				
2.1 Adopt deployment performance goals as District.	<ul style="list-style-type: none"> Establish performance goals as required RCW Title 52. Clarify our service model and standards district-wide for EMS and fire service, establishing density triggers or other criteria for applying urban/suburban standards vs. rural standards of service. 	<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. 10/24 Updating districtwide response plans.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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. 10/24 Updated dispatch tones, improving call processing times. Cross-staffing underway, Fall of 2024.
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. 10/24 3 extra PM's are finishing training, increasing PM workforce.
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. 2025 Training Plan is being finalized.

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 ▪ Working with partner agencies for potential MIH. Fall 2024.
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 EJFR 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"> CRM Wittenberg CRM Wittenberg 	<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! 10/24 CWPP project tracking has begun. Large scale interagency grant development underway, Fall 2024
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/CRM 	<ul style="list-style-type: none"> Pursue grant funding for CRS position Prepare Levy Initiative Working with EJFR Prevention to retool towards CRR initiatives Expand and initiate programs targeted in our CRA. 	<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). New smoke detector install program started in summer 2024.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.5	Collaborate with regional partners to establish a robust mobile integrated healthcare program	<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 CARES received \$265K for 2025.
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"> DFC Brummel 	<ul style="list-style-type: none"> 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"> BC MacDonald Brummel 	<ul style="list-style-type: none"> 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 New contractor secured for CISM and MH services, Fall 2024.
4.3	Formalize and strengthen professional development and career track processes	<ul style="list-style-type: none"> DFC Brummel & Training Officer 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Training Captain implemented 1/2024

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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"> ▪ 	<ul style="list-style-type: none"> ▪ 2/2024 Establishing PM eligibility list. ▪ 4/11/24 Three new PM FTE's offered employment. ▪ Lt. promotional exam, January 2025.

GRANT AGREEMENT
Care Coordination Partner – Olympic Connect

Grantee Legal Name: Jefferson County Fire Protection District #1 (DBA East Jefferson Fire Rescue)

Grant ID: Care Connect – Care Coordination Partner

Care Coordination Model: Complex

Dear Chief Bret Black:

It is my pleasure to inform you that Olympic Community of Health (hereinafter “OCH”) has authorized a grant to Jefferson County Fire Protection District #1 (DBA East Jefferson Fire Rescue) (“*Grantee*”) in the maximum amount of \$262,500 (Two-hundred sixty-two thousand, five-hundred) (the “*Grant*”), payable on a cost reimbursement basis as set forth below, subject to Grantee’s acceptance of, compliance with or the making of, as the case may be, the terms, conditions, agreements, warranties, representations, and other provisions set forth in this agreement (this “*Agreement*”).

The Grant originates with the Washington Healthcare Authority (the “*HCA*”) and shall be used for the purpose of delivering community-based care coordination activities in Kitsap County and supporting a regionwide system for community-based care coordination in the Olympic region which consists of Clallam, Jefferson, and Kitsap counties (collectively, the “*Purpose*”) and in accordance with the Project Deliverables and Scope of Work (“*SOW*”) in Exhibit B and Exhibit C.

Grantee and OCH acknowledge, agree, and consent to the following terms, conditions, agreements, warranties, representations, and other provisions, which either relate to or are attached to the Grant:

1) *Payment of Grant Funds.*

- a) **Payment Process.** Grantee will submit invoices to OCH for all amounts to be paid on a cost reimbursement basis in accordance with Exhibits A and Exhibit B, attached hereto and incorporated herein. Invoices are due no later than the 15th day of the month following the month of services provided and must provide detailed information as requested. Invoices shall be delivered electronically with all backup documentation to Connect@OlympicCH.org. All invoices must be approved by OCH prior to payment; approval will not be unreasonably withheld. OCH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the scope of work and budget. OCH will return all incorrect or incomplete invoices and will not pay for services that occur outside the period of performance. Grantee will not invoice for services if they are entitled to payment, have been, or will be paid by any other source for that service. OCH will issue payment within 45 days of approving an invoice and approving the deliverable(s), if any. OCH must receive correct and complete invoices within 15 days of the contract expiration date. Failure to submit a properly completed IRS form W9 may result in delayed payments.

- b) **Nonpayment by OCH.** OCH shall be excused from payments if funds allocated cease to be available for any cause other than misfeasance of OCH itself. This may be predicated by unforeseen events such as government shutdowns, grant cancellations and any other event in which the OCH is no

longer funded to support this Agreement or associated SOW. The Grantee acknowledges that its compensation for this Agreement comes from external funding, and that its compensation will depend on whether OCH receives and continues to receive funding from its funders. As a result, subject to this Section, OCH disclaims and makes no assurances or guarantees that (1) these funds will be available to OCH or (2) the Grantee will be guaranteed full compensation.

- c) **Unspent Funds.** If the Grant funds are not fully expended by Grantee in accordance with the Budget as set forth in Exhibit A, Grantee will disclose this to OCH. Due to the cost reimbursement nature of this contract, unspent funds will not be available for carry over and will go unallocated.
- d) **Rights Of Recapture and Redistribution of Funds.** OCH may recapture and redistribute all or part of the Grant funds awarded or made available to Grantee. OCH may perform such a recapture under its own discretion, but will be required to consider a recapture and redistribution based on the following:
 - i) Grantee does not complete tasks as set out in Exhibit B and Exhibit C; or
 - ii) Grantee's performance actuals or expenditures do not meet targets or projections specified in Exhibit B and Exhibit C.
- e) **Grant Award Contingency.**
 - i) The Grantee acknowledges and understands that this Grant is contingent on funding received from the HCA and as such there are specific requirements that are required for the Grantee to receive the funds. This includes HCA approval of the Grantee. If the HCA determines that Grantee is ineligible for the Grant then this Agreement terminates and OCH is released from all liability.
 - ii) Grantee further acknowledges and understands that the ongoing nature of the Grant is subject to HCA discretion and HCA, in its sole discretion may withdrawal, reduce, limit or modify the Grant. In the event of any such action by HCA, the Grantee will release OCH and HCA from any obligations contained in this Agreement.

2) **Representations, Warranties, and Covenants.** Grantee makes the following representations, warranties, and covenants:

- a) **Generally.** Grantee is a government entity duly formed, validly existing, and in good standing in the state of its formation or incorporation with all government power, authority, and permits necessary to carry on its activities, including the Purpose of the Grant. The execution and performance of this Agreement have been duly authorized by all necessary action on the part of Grantee.
- b) **Grant Fund Restrictions.** The Purpose of the Grant is limited to the deliverables in Exhibit B and the Grantee warrants that the Grant will not be used in any manner that is not within the limited scope, unless approved otherwise by prior written consent of OCH.
- c) **Performance.** Grantee represents and warrants that it has the required skill, experience, and qualifications to perform the services indicated in Exhibit A, Exhibit B, and Exhibit C; Grantee shall perform the work in a professional and workmanlike manner in accordance with best industry standards for similar services; and Grantee shall devote sufficient resources to ensure that the Services are performed in a timely and reliable manner;

- d) **Lobbying Activity.** The parties acknowledge that OCH will not direct nor control Grantee's interactions with any government officials or employees. Grantee will not engage in any lobbying activity.
- e) **Compliance with the Law.** Grantee complies with, and will continue to comply with, all applicable local, state, federal, and foreign laws, statutes, rules, and regulations, as amended from time to time.
- f) **Restriction on Referral Fees.** Grantee will ensure that any contract that Grantee is a party to or that Grantee enters into in connection with this Grant will include prohibitions on the payment of referral fees, commissions or similar arrangements to any person or entity whatsoever.
- g) **Subgrantees.** If budgeted for, Grantee may select subgrantees or subcontractors of its choice to assist Grantee in furtherance of the Purpose and as set forth in Exhibit A and Exhibit B. Grantee confirms that OCH has not required either in writing or orally that Grantee select any specific subcontractor. Grantee is responsible for ensuring that all subcontractor's use Grant funds solely in a manner that is consistent with this Agreement.
- h) **Accurate Information.** All information relating to the Grant heretofore provided to OCH by Grantee or to be provided to OCH by Grantee during the Term (as defined below) has been, and for the duration of the Term (and for so long as any obligations pursuant to this Agreement remain outstanding) will at all times continue to be true, accurate and complete in all material respects.
- i) **Ownership:** All works shall be the Grantee's original work (except for material in the public domain or provided by OCH) and do not nor will not violate or infringe upon the intellectual property right or any other right whatsoever of any person, firm, corporation, or other entity. The Grantee will receive written authorization from OCH prior to using any non-original material not provided by OCH.

3) **Intellectual Property.**

- a) **Ownership.** All works created under this Agreement are considered "works for hire" as defined by the U.S. Copyright Act and shall be owned exclusively by the HCA. HCA shall be considered the author of such works. In the event the works are not considered "works for hire" under the U.S. Copyright laws, Grantee hereby irrevocably assigns all right, title, and interest in Materials any work produced under this Agreement, including all intellectual property rights, to HCA effective from the moment of creation of such materials.
- b) **Incorporation of Pre-Existing Material.** For works that are delivered under this Agreement, but that incorporate Grantee's pre-existing works not produced under this Agreement, Grantee hereby grants to HCA a nonexclusive, royalty-free, irrevocable, sub-licensable license in such works to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. Grantee will identify any pre-existing work incorporated into the final work. Grantee warrants and represents that Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to HCA.

- c) **Use of Artificial Intelligence for Training.** Grantee shall not use any data provided by OCH to train any artificial intelligence or machine learning engine or system, neural network, or similar system except as expressly permitted by OCH in writing and such written consent may be withheld by OCH in its sole discretion. Grantee will not use any artificial intelligence in the creation of works under this Agreement or any SOW.

4) **Records.** Grantee will maintain and preserve, as applicable:

- a) **Maintenance.** Accurate and complete records of receipts and expenditures made from Grant funds; and
- b) **Archival Requirements.** All back-up files, papers, software code, instructions, specifications, materials, and documentation relating to, comprising, constituting, and/or necessary for the use of this Agreement during the Term and for six (6) years thereafter. Upon the request of OCH or a governmental entity, Grantee shall make such records available for inspection by OCH, the governmental entity, or any representatives during normal business hours, and Grantee shall cooperate and assist with the review of such records. This provision survives termination. In the event of termination of this Agreement, OCH may, in writing, request that Grantee provide OCH with such records or access to such records, and Grantee will provide all such materials to OCH or access to such materials within ten (10) business days of OCH's written request.

5) **Reporting and Information.**

- a) **Reporting.** Grantee will promptly provide OCH with the grant reporting described in Exhibit B. Any report will include at least the following:
 - (i) a confirmation that the Grant funds have been spent exclusively toward the Purpose in accordance with the budget and scope of work and have not been used to carry on propaganda, influence legislation, fund any political campaign, influence the outcome of any election, carry on any voter registration drives, violate any applicable local, state, federal, or foreign law, or used to undertake any activities for a non-charitable purpose;
 - (ii) a narrative of what was accomplished by the use of such funds during the reporting period (including a description of progress made in fulfilling the Purpose of the Grant) as well as any supporting documentation; and
 - (iii) a confirmation of Grantee's compliance with the terms of this Agreement. Grantee shall also inform OCH of any material change in its operating budget and expenses. Grantee also agrees to provide OCH with a copy of all materials developed or published using the Grant. Moreover, the Grant Reports shall include any other information requested by OCH reasonably in advance of the due date of the relevant Grant Report.
- b) **Required Notifications.** Grantee will:
 - i) immediately furnish OCH with any information concerning a threatened, proposed, or actual change in Grantee's status as a Qualifying Grantee; or
 - ii) provide OCH prompt written notice:
 - (1) if any of the events in Section 7 (Termination) of this Agreement occurs,
 - (2) of each and every event which, at the giving of notice or lapse of time, could reasonably be expected to constitute an event described in Section 7 (Termination) of this Agreement, or

- (3) if any civil or criminal complaint, demand, claim, investigation, or adversarial proceeding is asserted or threatened against Grantee, any other entity engaged in the Purpose, or any of their respective employees, contractors, or subgrantees.

6) **Confidentiality.** The Grantee acknowledges that as part of the work performed under this Agreement, it will have access to confidential and proprietary information. Such information includes, but is not limited to, personal information of OCH clients, participants in OCH programs, intellectual property of OCH, and any reports, information, and data given to or prepared or assembled by the Grantee under this Agreement (collectively referred to as "*Confidential Information*"). The Grantee agrees that it will keep all Confidential Information confidential and that the Confidential Information shall not be made available to any individual or organization by the Grantee without prior written approval of OCH, a court order, or proper legal process. The Grantee also agrees to comply with all laws regarding the storage, transmission and maintenance of Confidential Information, including but not limited to the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act. The Grantees obligations under this provision shall survive the termination of this Agreement.

7) **Term.** The term of this Agreement will commence as of November 1, 2024 (the "*Effective Date*") and will expire December 31, 2025 unless terminated earlier as provided herein (the "*Term*"). Notwithstanding the foregoing, Grantee shall adhere to the Grant budget set forth in Exhibit A.

8) **Termination.**

- a) **Termination.** This Agreement may be terminated by OCH if any of the following has occurred, it being understood and agreed that the determination of whether any such condition or event has occurred will be made by OCH in its sole discretion:
 - i) Any of the warranties or representations made by Grantee in this Agreement is or becomes untrue in any respect;
 - ii) Grantee uses any portion of the Grant for any purpose other than the Purpose without the prior written consent of OCH;
 - iii) Grantee, or any representative thereof, has materially misrepresented to OCH its activities or financial condition;
 - iv) Grantee fails to comply with any of the provisions of this Agreement including, but not limited to, the Budget and Milestones/Deliverables in Exhibit A and Exhibit B, respectively;
 - v) The source of funds that is supporting OCH is no longer present.
 - vi) Grantee fails to maintain the requisite insurance as provided in Section 9 (Insurance)
- b) **Effect of Termination.** The effective date of OCH's termination of this Agreement (the "*Termination Effective Date*") shall be determined by OCH as either (a) the date notice is given by OCH to Grantee of the termination, or (b) the date on which the event triggering the right of termination occurred. The Grantee will still be required to maintain the reporting for the period through termination and after.
- c) **Payment Obligation; Return of Funds.** In the event that OCH terminates this Agreement pursuant to the terms hereunder, OCH shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the Termination Effective Date.

9) **Insurance.** Grantee must provide insurance coverage as set out in this section. The intent of the required insurance is to protect OCH should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of Grantee or subcontractor, or agents of either, while performing under the terms of this Agreement. Grantee must provide insurance coverage that is maintained in full force and effect during the term of this Agreement. The Grantee must provide proof of the following:

- a) **Commercial general liability insurance:** Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence/\$2,000,000 general aggregate. Additionally, Grantee is responsible for ensuring that any subcontractor maintains adequate insurance coverage for the activities arising out of subcontracts.
- b) **Professional liability errors and omissions insurance:** Provide a policy with coverage of not less than \$1,000,000 per claim/\$2,000,000 general aggregate.
- c) **Business automobile liability insurance:** In the event that services delivered pursuant to this Agreement involve the use of vehicles, either owned, hired, or non-owned by the Grantee, automobile liability insurance is required covering the risks of bodily injury (including death) and property damage, including coverage for contractual liability. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a combined single limit for bodily injury and property damage.
- d) **Insurance requirements.** The commercial general liability and the business automobile liability policies must name HCA, OCH, its agents and employees, as additional insureds under the insurance policy/ies. All policies must be primary to any other valid and collectable insurance. In the event of cancellation, non-renewal, revocation or other termination of any insurance coverage required by this Agreement, Grantee must provide written notice of such to OCH within one (1) Business Day of Grantee's receipt of such notice. Failure to buy and maintain the required insurance may, at OCH's sole option, result in this Agreement's termination.

10) ***Indemnity and Liability.***

- a) **Indemnity.** Grantee shall indemnify, defend and hold harmless OCH, and its officers, directors, founders, managers, employees, and agents and each of their affiliates (collectively, the "*Indemnified Parties*"), from and against, any liability, damage, loss or expense (including reasonable attorneys' fees and expenses of litigation) incurred or imposed upon the Indemnified Parties in connection with any claims, suits, actions, demands or judgments, arising out of or related to (a) any act or omission of Grantee, its employees or agents in applying for or accepting the Grant; (b) the expending of Grant funds furnished pursuant to this Agreement; or (c) the carrying out of any programs or projects funded by the Grant. OCH shall not be liable for any losses, damages, claims or other liabilities arising out of Grantee's activities. It is expressly understood that OCH, by making the Grant and entering into this Agreement, has no obligation to provide other or additional support to Grantee.
- b) **Liability.** OCH will not be liable to Grantee, regardless of the form of action, for consequential, incidental, indirect, or special damages except any claim related to bodily injury or death; a breach of confidentiality or cybersecurity; or a claim or demand based on patent, copyright, or other

intellectual property right infringement. OCH will not be liable for damages arising from causes beyond their reasonable control and without that party's own fault or negligence.

11) **Force Majeure.** In the event of a delay caused by inclement weather, fire, flood, act of God, terrorist act, earthquake, health crisis, governmental regulations, or any other cause beyond the control of the Parties, the Party or Parties so affected shall be excused from performance hereunder for the period of time attributable to such delay, provided that such affected Party uses reasonable efforts to overcome such delay. In the event of any such delay, the Parties may revise this Agreement by changing the performance period and other provisions, as appropriate by mutual written agreement, or if an event of force majeure continues for 30 days or is reasonably anticipated to continue for 30 days, the disadvantaged Party may terminate this Agreement upon 5 business days' notice unless the event is resolved within such notice period.

12) **Grant Publicity.**

- a) **Automatically Allowable uses.** Grantee may include the name and logo of OCH in a general list of Grantee's supporters without prior permission, provided that Grantee treats OCH in the same manner that it treats its other similarly situated donors and supporters and provided further that Grantee complies with the terms of OCH's trademark usage guidelines as provided by OCH from time to time. Grantee may disclose the Grant as required by required by law or regulation, provided that Grantee provides OCH with at least three (3) business days' advance notice of any such disclosure and agrees to cooperate with OCH to revise such disclosure as reasonably requested by OCH.
- b) **Permissive uses.** Except as otherwise set forth above, if Grantee desires to use the name or logo of the name of OCH, or link to OCH, directly or indirectly (*i.e.*, speaking events, press interviews, press release, professional or trade publication, website, advertisement, or other public document or announcement), Grantee shall obtain **prior written consent** from OCH for such use, reference, or link. Grantee shall seek such consent at least three (3) business days in advance of Grantee's proposed publicity, and shall provide the Grant ID, content to be approved, as well as the timing and outreach strategy. Grantee shall send all such information to och@olympicch.org and shall designate a Grantee point of contact with email address and telephone number for such request and future requests.
- c) **Grantee's rights.** Notwithstanding the foregoing, the Parties recognize that this Section does not affect Grantee's rights to publish any materials or research funded with this Grant or to release public statements or information about activities or research funded with this Grant to the extent such materials, research, statements, or information do not mention the Grant, this Agreement, or OCH.

13) **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Washington, and shall be performable and enforceable in Jefferson County, Washington. The sole and exclusive jurisdiction for any dispute arising under or related to this Agreement shall be in the state district courts of Jefferson County, Washington, and Grantee irrevocably submits in advance to personal jurisdiction in the state superior courts of Jefferson County, Washington. EACH PARTY TO THIS AGREEMENT HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR

RELATING TO THIS AGREEMENT.

- 14) **Disputes.** Except as otherwise provided in this Agreement, when a dispute arises and cannot be resolved by direct negotiation, the Parties agree to participate in good faith non-binding mediation in good faith. The mediator shall be chosen by agreement of the Parties. If the parties cannot agree on a mediator, then OCH shall propose three mediators for the dispute, the Grantee shall then select one of the mediators from that list within a reasonable time. Nothing in this Agreement shall be construed to limit the Parties' choice of a mutually acceptable alternative resolution method such as a disputes hearing. The cost of the mediation will be borne by each party individually, with the cost for the mediation split equally, unless agreed to differently in mediation.
- 15) **Waiver.** Any waiver of any kind by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach. Either party's delay or omission in exercising any right, power, or remedy pursuant to a breach or default by the other party shall not impair any right, power, or remedy which that party may have.
- 16) **Severability.** If any provision of this Agreement becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, such provision shall be ineffective only to the extent of such illegality or unenforceability. The remainder of this Agreement shall remain in full force and effect, and the parties shall amend or otherwise modify this Agreement to replace the affected provision or portion thereof with an effective and valid provision that gives effect to the intent of the parties to the maximum extent possible.
- 17) **Assignment.** This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective permitted successors, assigns, heirs and legatees; *provided, however,* Grantee cannot assign, or otherwise transfer, its rights or delegate any of its obligations, without the prior written consent of OCH, which consent OCH may withhold, condition or delay in its sole discretion.
- 18) **No Third Party Rights.** Except for the Indemnified Parties as set forth in Section 10 (Indemnity and Liability) of this Agreement, it is the explicit intention of the parties that no person or entity other than the parties is or shall be entitled to bring any action to enforce any provision of this Agreement and that the covenants and agreements set forth herein shall be solely for the benefit of and enforceable only by the parties or their respective successors and assigns as permitted hereunder.
- 19) **Remedies.** The rights and remedies provided in this Agreement are cumulative in nature and shall be in addition to any such other rights and remedies available at law or in equity. Grantee acknowledges and agrees that there can be no adequate remedy at law for any breach by Grantee of this Agreement, that any such breach may result in irreparable harm to OCH for which monetary damages would be inadequate to compensate OCH, and that OCH shall have the right, in addition to any other rights available under applicable law, to obtain injunctive relief to restrain any breach or threatened breach of, or otherwise to specifically enforce, any covenant or obligation of Grantee under this Agreement, without the necessity of posting any bond or security.
- 20) **Independent Parties.** This Agreement shall not be deemed to create any relationship of agency, partnership, or joint venture between the parties hereto. The sole relationship between the Grantee and OCH hereunder is that of an independent contractor. Grantee acknowledges and agrees that it will conduct all activities funded by the Grant in its own name and that Grantee's employees and

agents are not, and will not hold themselves out to be, agents or representatives of OCH for any purpose.

- 21) **Tax Returns.** All tax returns or filings by the Grantee with any governmental authority shall be prepared in accordance with the terms of this Agreement, including that Grantee compensation has been received by it as an independent contractor and not as an employee of the OCH.
- 22) **Survival.** The provisions of Section 2 (Representations, Warranties, and Covenants), Section 3 (Intellectual Property), Section 4 (Records), Section 6, (Confidentiality), Section 10 (Indemnity and Liability), Section 13 Governing Law and Venue), and Section 14 (Disputes) shall survive any expiration or termination of this Agreement, further, each Party shall remain obligated under any other provisions that expressly or by their nature survive any expiration or termination of this Agreement.
- 23) **Grantee and Grantor Contract Managers.** Grantee's Contract Manager will have prime responsibility and final authority for the work performed provided under this Contract and be the principal point of contact for OCH Contract Manager for all business matters, performance matters, and administrative activities. OCH's Contract Manager is responsible for monitoring the Grantee's performance and will be the contact person for all communications regarding Contract performance and deliverables. OCH Contract Manager has the authority to reject any services that OCH Contract Manager reasonably determines do not comply with the terms of the Contact. The contact information provided below may be changed by written notice of the change (email acceptable) to the other party.

GRANTEE CONTRACT MANAGER INFORMATION

Name: Bret Black
Title: Fire Chief
Address: 24 Seton Road
Phone: 360.381.0292
Email: bblack@ejfr.org

OCH CONTRACT MANAGER INFORMATION

Name: Miranda Burger
Title: Director of Programs
Address: 1322 Washington St., #641, Port Townsend, WA 98368
Phone: 360.633.9579
Email: Connect@OlympicCH.org

OCH FINANCE MANAGER & INVOICING INFORMATION

Name: Debra Swanson
Title: Operations Manager
Address: 1322 Washington St., #641, Port Townsend, WA 98368
Phone: 360.509.7713
Email: Connect@OlympicCH.org

- 24) **Multiple Counterparts.** This Agreement may be signed in multiple counterparts, which may be signed by the parties separately, but together shall constitute a single agreement.
- 25) **Entire Agreement.** This Agreement supersedes any prior oral or written understanding or

communications between the parties or any representative thereof and constitutes the entire agreement of the parties with respect to the subject matter hereto. This Agreement may not be amended or modified, nor any of its provisions waived, except in a written document (which may include electronic mail) signed by an authorized representative of Grantee and OCH Grants Manager or other authorized representative. All exhibits hereto constitute part of this Agreement and are expressly incorporated herein.

We look forward to our Grant assisting your organization in accomplishing its mission and charitable goals.

Sincerely,

Olympic Community of Health

By: Celeste Schoenthaler Name: _____

Celeste Schoenthaler
Title: Executive Director

Date: 10/30/2024

ACCEPTED AND AGREED: East

Jefferson Fire Rescue

By: Bret Black Name: Bret Black

Title: Fire Chief Date: 10/30/2024

**EXHIBIT A
BUDGET**

1. Commencement Date

All Grant spending will commence on the Effective Date;

End Date. All Grant spending will be concluded by no later than December 31, 2025.

2. **Use of Grant Funds.** The Grant will be used exclusively for and directly related to the Purpose/deliverables, are included in the Budget below, and are in strict compliance with the terms of this Agreement. The Grantee will provide a full, detailed accounting of expenditures of grant funding.
3. **Material Changes.** Grantee must inform OCH of any material change in its operating budget and expenses, including but not limited to material variations in executive compensation.

Funding Model

The funding model for Care Coordination Partner contracts will largely be cost reimbursement based; partners will be asked to submit regular invoices for review, approval, and payment by OCH*.

Element	Care coordination for those with more complex needs
Purpose/overview	Provide care coordination for <i>Olympic Connect</i> clients who require more intensive and/or longer-term support. These clients may be managing both health and social needs.
Annual funding level (up to amount) per 1.0 FTE of the Community-Based Workforce (contracts to be prorated based on actual FTE of the CBW and length of contract)	\$150,000*
Payment mechanism	Cost reimbursement via monthly invoice submittal

*** Contracted partners may invoice OCH for the following eligible expenses in alignment with the scope of work:** Salary and benefits for the Community-Based Worker(s) and their immediate supervisor, in-region travel, supplies, phone and phone plan, computer and/or tablet, internet/hot spot, outreach materials (must be approved by OCH), training/professional development for the CBW and their immediate supervisor, admin/indirect.
Contracted partners may contact OCH to inquire about other expenses and OCH will review on a case-by-case basis.

EXHIBIT B REPORTING SCHEDULE

Project Report Requirements

All deliverables and reports will be completed by Grantee as soon as practicable. The annual project report shall provide the following:

1. a narrative of what was accomplished by the use of such funds during the reporting period (including a description of progress made in fulfilling the Purpose of the Grant and deliverables completed) as well as any supporting documentation (the “Grant Report”);
2. a confirmation that the Grant funds have been spent exclusively toward the purpose/deliverables in accordance with the budget and scope of work and have not been used in any way that is not charitable as defined by the Code (defined in the Grant Agreement), such as to carry on propaganda, influence legislation, fund any political campaign, influence the outcome of any election, carry on any voter registration drives, or violate any applicable local, state, federal, or foreign law; and
3. a confirmation of Grantee’s compliance with the terms of the Grant Agreement. Grantee shall also inform OCH of any material change in its operating budget and expenses. Grantee also agrees to provide OCH with a copy of all materials developed or published using the Grant. Moreover, the Grant Reports shall include any other information requested by OCH reasonably in advance of the due date of the relevant Grant Report.

Reporting Requirements

- Most data can be pulled directly from the provided cloud-based software. Contractors are therefore required to maintain timely, accurate, and detailed documentation within the provided system in order to ensure data quality and accuracy.
- In addition to documentation, contractors will be required to complete surveys including a partner network analysis, community-based worker survey, and others as needed.
- Contractors will be asked to provide qualitative data such as success stories, photos, and client quotes in addition to quantitative data.
- From time to time, contractors will be asked to take short surveys, participate in short key-informant interviews, or provide feedback for continuous hub improvement.

**EXHIBIT C
SCOPE OF WORK**

Purpose: Partners under contract for Community-Based Care Coordination (CBCC) for those with more complex needs will focus on Olympic Connect clients that require more intensive care coordination services and/or longer-term support compared with the full-service CBCC partners. Olympic Connect clients will be assigned to these partners based on intake criteria set by OCH in alignment with partner expertise and service limitations. The workforce that will support these clients will have more experience and expertise in supporting people with both social and health needs. These partners will focus on care coordination and case management and are not required do proactive outreach to identify new clients and will focus on key elements of the care coordination workflow of engagement, assessment & goal setting, action planning, resources & referrals, progress updates, and discharge. It is anticipated these partners will manage an Olympic Connect client caseload of 20-30 clients at any given time.

Deliverable	Description	Infrastructure or Care Coordination*
Hire, train, develop, engage the Community-Based Workforce	Partners are required to dedicate staff from the Community-Based Workforce (CBW) to support this project. CBW are individuals dedicated to helping connect people to the care and support they need to be healthy and thriving. These staff go by many job titles including Community Health Workers, Care Coordinators, Case Managers, etc. CBWs and their direct supervisors are required to successfully complete 18 hours of Olympic Connect Care Coordination Partner training prior to providing services for this project. Partners must provide timely notification to OCH of staff absences and/or turnover so prevent delays in client care.	Infrastructure
Supervision of the Community-Based Workforce	Partners are required to dedicate time to supervising the CBW. Supervisors have a role to play in monitoring the CBW, supporting them, and participating in learnings and convenings. Direct supervisors are also required to successfully complete 18 hours of Olympic Connect Care Coordination Partner training prior to providing services for this project.	Infrastructure
Implement care coordination services in adherence with OCH protocols and best practices	Learn and follow policies, procedures, and workflows. Utilize provided hub technology and provide timely documentation in the system. Provide excellent, consistent, and reliable customer service. Build trust through engagement, assessment, support, and connection with hub clients. OCH will assign clients that are identified as having more complex needs based on set intake and screening criteria. Complex needs could include people with multiple identified social and health needs, health needs with high impact on ability to	Care Coordination

	meet social needs, and social needs requiring specialized expertise. From time to time, OCH may reassign clients if assessments reveal a need for more or less complex care coordination.	
Learning and Convening with OCH	Active participation in hub onboarding and ongoing learning and convening across the region. Training on hub technology and applicable privacy policies. Participate in quarterly meetings with other Olympic Connect care coordination partners, up to monthly check-ins with OCH, and quarterly regional CBW convenings. Use of learning management software. Peer mentorship and networking across the region.	Infrastructure
Contribute to and update regional resource directory	Via standard workflows, provide ongoing feedback to OCH to maintain a robust and accurate regional resource directory. OCH will provide access to a regional resource directory and mechanisms for additions and edits.	Care Coordination
Review, sign, and adhere to all associated policies	Partners are required to review, sign and adhere to a participation agreement, privacy policy, data sharing agreement, and other policies as needed. OCH will provide policies for review and signature.	Care Coordination
Data and reporting	Fully utilize provided cloud-based software. Participate in required surveys including OCH partner network analysis survey, CBW survey, and others as requested. Partners will be asked to provide success stories or other qualitative data and may, from time to time, ask partners to take other short surveys or provide feedback for continuous hub improvement. Most data can be pulled directly from the cloud-based software, and partners are required to maintain timely and accurate documentation to ensure data accuracy.	Care Coordination
Surge/ Emergency support	As emergencies, natural disasters, and other needs for surge support arise, OCH may ask partners to provide additional care coordination services to meet community needs. OCH will work with partners on a case-by-case basis to discuss capacity for additional surges during emergencies.	Care Coordination

* Needed for invoicing

Washington State Agency Privacy Principles



Purpose Statement

The government performs a variety of functions that require personal information. Public agencies have an obligation to handle personal information about Washington residents responsibly and in a fair and transparent way. The purpose of this document is to articulate fundamental privacy principles to guide agency practices and establish public trust. See RCW 43.105.369(3)(c).

PRINCIPLE	IMPLEMENTATION
<p>Lawful, fair, & responsible use</p> <p>Collection, use and disclosure is:</p> <ul style="list-style-type: none"> • Based on legal authority; • Not deceptive; • Not discriminatory or harmful; and • Relevant and reasonably necessary for legitimate purposes. 	<p>Only collect, use, and disclose information with appropriate legal authority.</p> <p>Collect, use, and disclose information fairly, meaning at a minimum that processing is not deceptive or unduly harmful.</p> <p>Collect, use, and disclose information responsibly and ethically. This includes taking steps to ensure information gathered is accurate and correcting information that is not.</p> <p>Collecting, using and disclosing information in a lawful, fair and responsible way includes considering stricter standards when handling information about vulnerable populations and persons at risk. It also includes using stricter standards for particularly sensitive information. Potential impacts should be evaluated holistically. Information that does not appear especially sensitive on its own can become highly sensitive when combined with other available information. It can also become highly sensitive when viewed in context, which may require considering cultural, geographic, religious or political circumstances.</p>

PRINCIPLE	IMPLEMENTATION
<p>Data minimization</p> <p>The minimum amount of information is collected, used, or disclosed to accomplish the stated purpose for collecting the information.</p>	<p>Collect only the minimum amount of information needed to accomplish a specific purpose. Minimize data use and disclosure by only allowing access to the minimum amount of information by the minimum number of people or organizations to accomplish a specific purpose. This includes utilizing de-identified or anonymous information when possible. Retain information only for the length of time that is necessary for its original purpose and applicable retention requirements.</p>
<p>Purpose limitation</p> <p>The reasons for gathering information are identified before it is collected. Use and disclosure is limited to what is reasonably necessary in relation to the specific reasons the information was collected.</p>	<p>Specifically state the reasons for collecting information. Unless a person provides consent, the information should not be used or disclosed for purposes that are not reasonably necessary to, or compatible with, the original purpose for collecting the information. Examples of compatible purposes include public archiving, research, or disclosures required by law.</p>
<p>Transparency & accountability</p> <p>Transparency means being open and transparent about what personal information is collected, for what purposes, and who it is shared with under what circumstances. Accountability means being responsible and answerable for following data privacy laws and principles.</p>	<p>Provide notice that is clear, honest and open about what information is collected, how it is used, and who it is shared with. When information is inappropriately used or disclosed, give timely notice to affected individuals. Ensure accountability for adherence to these principles, any applicable privacy laws, and the public's expectations for the appropriate use of personal information. Accountability includes creating and maintaining policies and other records to demonstrate compliance and appropriate information handling. It also includes processes for monitoring or auditing, receiving and responding to complaints, and redress for harmed individuals.</p>

PRINCIPLE	IMPLEMENTATION
<p>Due diligence Taking reasonable steps and exercising care before and after entering into an agreement or arrangement with a third party that includes sharing personal information.</p>	<p>Exercise due diligence when sharing information with third parties. Appropriate due diligence will vary based on the circumstances, but may include:</p> <ul style="list-style-type: none"> • Ensuring authority for the recipient to receive the information. • Evaluating whether sharing is consistent with the original purpose of collecting the information. • Requiring the third party to adhere to the same data use and security standards as the agency, including agency policies, these principles and applicable privacy laws. • Verifying and monitoring the third party's security and privacy practices.
<p>Individual participation Give people control of their information when possible.</p>	<p>Involve people in the collection and management of their personal information whenever practicable and consistent with the government functions being performed. Individual participation may include accessible processes to:</p> <ul style="list-style-type: none"> • Provide, revoke or manage consent. • Opt-out or restrict collection or use. • Access information. • Request corrections to inaccurate information. • Learn who information has been shared with. • Timely response to requests for information.
<p>Security Appropriate administrative, technical and physical security practices to protect the confidentiality, integrity, availability and control of personal information.</p>	<p>Establish, implement and maintain reasonable security controls. Cybersecurity and non- technical controls must be appropriate to the amount and type of personal information being protected. Determining which security practices are reasonable includes considering what technology is available, the cost of implementation and assessment of risk.</p>



Olympic Community of Health *Olympic Connect* – Privacy Policy

Olympic Community of Health (“Olympic Community of Health” or “we” or “our”) operates *Olympic Connect* in collaboration with local health-serving partners (“Service Providers”). Service Providers include social service, community, government (tribal, state, and local) physical health, and behavioral health organizations. The “Service Providers” talked about in this policy are any service organizations that have signed agreements with Olympic Community of Health.

If you choose to give Olympic Community of Health and Service Providers written permission to collect, use, and share your personal health information (“Information”), be sure to review this Privacy Policy. It explains:

- What Information we collect.
- How Information is used and shared.
- How we protect your Information.
- Your rights.

If you do not sign an authorization for the use and sharing of Information, you will still have access to services.

What Information we collect

Information about you, your care, and your needs

We may collect:

- Your name and contact details.
- Names and contact details of family or caregivers. This will only happen if you give permission and share their contact Information.
- Services you get from Service Providers.
- Your date of birth, gender, race, ethnicity, tribal affiliation, or tribal enrollment.
- Details about your health insurance coverage and any needs you may have, such as income, employment, transportation, housing, access to health care, etc.
- Health care information that may be protected by state, tribal, and federal privacy laws, such as information about your medical providers, health conditions, health needs, and goals.

How we collect your Information



We may collect information from:

- You and your family.
- Your Service Providers, such as your care team, care coordinator(s), and any other person involved in your care.

How information is used and shared

To contact or serve you

We may use your Information or share it with a Service Provider to:

- Contact you.
- Help Service Providers provide, coordinate, or refer you to services.
- Learn which services you qualify for.

We may share your information with public health to monitor and improve the health of our community.

To improve, help fund, and study our services

Sometimes we may combine your Information with a large number of other people's Information. Combining Information into large groups allows the Information to be studied or used while protecting your privacy. After your Information has been combined, you cannot be identified.

After your Information is combined with others so your privacy is protected, it could be used to:

- Evaluate how effective our services and programs are.
- Improve our services.
- Help others learn from our work.
- Help us to apply for funding.
- Report to organizations that fund our work.
- Share with others to analyze (study) our services.

We may continue to use your Information in these ways if your permission has expired, but not if you cancel your permission.

How we protect your Information

Our privacy practices

It is our practice to:



- Follow all state, tribal, and federal security requirements for protecting health Information.
- Protect the privacy of Information that we collect.
- Protect your Information from loss or misuse.

Service Providers that have signed agreements with Olympic Community of Health:

- Agree to only access and share Information that is needed to serve you.
- Are required to protect your Information even if it is no longer protected under applicable privacy laws.

We will not:

- Use your Information to market products or services to you.
- Share your Information with law enforcement without a lawful subpoena, warrant, or court order.
- Sell your information.

Technology risks

Our goal is to protect your privacy. No technology can guarantee complete security of any Information that it collects, stores, or shares.

- No security measure is foolproof.
- No method of data storage or transmission can be guaranteed against unauthorized access, interception, or misuse.

We may not be able to prevent the use or misuse of your Information by other people or entities if they obtain your Information by:

- Unauthorized access, interception, or misuse.
- In violation of our signed agreements.

In case of breach

If there is access to your Information that is not allowed under this Privacy Policy (a breach), we or your Service Provider will contact you.

Your rights

Review and manage your Information

You have rights when it comes to your Information.



- You can ask to be contacted in a way that protects your privacy. This can include being called at a certain number or sent mail to a different address.
- You can get a copy of the Information we have about you. Ask one of your Service Providers for a copy.
- You can ask to have your Information corrected. Ask one of your Service Providers to correct any Information that is wrong or incomplete.
- You can ask to see who has accessed your Information. Ask one of your Service Providers for a list.

Get a copy of this notice

You can get a copy of this Policy at any time.

- You can view or print a copy online.
- You can ask one of your Service Providers for a paper copy.
- You can email Olympic Community of Health at Connect@OlympicCH.org and request to be mailed a paper copy or receive an electronic copy via email.

Voice your concerns

You can voice your concerns if you feel we violated your rights. We will not retaliate against you. To voice your concerns, contact Olympic Community of Health by email at Connect@OlympicCH.org or by mail at PO Box 641, Port Townsend, WA 98368.

Changes and updates to this Policy

This policy is effective as of August 1, 2024. Please review it from time to time to check for updates.

- From time to time, we may change this Policy to address new issues or changes to our practices.
- We may add contracted Service Providers at any time. Our current Service Providers are listed at <https://www.olympicch.org/our-partners>.

Questions?

Please contact us by email at Connect@OlympicCH.org if you have any questions or concerns about this policy.



Olympic Community of Health *Olympic Connect* – Consent for Services

Name: _____

Date of Birth: _____

Olympic Connect, a Community Care Hub of Washington, is a unified network of partners working to connect people across Clallam, Jefferson, and Kitsap counties to services and resources that address social needs. *Olympic Connect* is a service provided by Olympic Community of Health in collaboration with local health-serving partners (“Service Providers”).

***Olympic Connect* requests your written permission to provide services to you.** If you choose to sign this form, *Olympic Connect* can provide services to you, and can collect and use your personal and health information (“Information”) to help provide those services.

What Information do we collect and use?

Information from you and other sources

This form covers, without restriction, all Information shared with us by:

- You
- Your family
- Service Providers, such as your care team and any other person involved in your care

Different types of Information

Information that may be collected and used includes, without restriction:

- Your name and contact details.
- Names and contact details of family or caregivers. This will only happen if you give permission and share their contact information.
- Services you receive from Service Providers.
- Your date of birth, gender, race, ethnicity, tribal affiliation, or tribal enrollment.
- Details about your health insurance and any needs you may have, such as income, employment, or housing.



- Health care information that may be protected by state, tribal, and federal privacy laws, such as information about your medical providers, health conditions, health needs, and goals.

Signature

By signing below, you agree that:

- You have read this form or that someone has read it to you.
- You understand the terms of this form.
- You have had the chance to ask questions.
- You agree to receive services from *Olympic Connect* as described in this form.

Signature: _____ Date: _____

If signed by someone other than the client, please write that person's name and relationship to the client:

Name: _____ Relationship to Client: _____



Olympic Community of Health *Olympic Connect* – Authorization for Sharing Information

Olympic Connect, a service provided by Olympic Community of Health, provides a way for network partners (“Service Providers”) to share information to coordinate your care. Service Providers include social service, community, government (tribal, state, and local), physical health, and behavioral health organizations.

Olympic Community of Health and the Service Providers request your written permission to share your Information. Being able to share your Information allows Olympic Community of Health and Service Providers to better coordinate your care. This can result in improved access to the care and support you need and prioritize.

If you choose to sign this form, Olympic Community of Health and each Service Provider can share your Information with each other and with other organizations and Tribes to better:

- learn about your needs.
- coordinate your care.
- provide services to you.

Our goal is to protect your privacy. Please review the ***Olympic Connect Privacy Policy*** at <https://tinyurl.com/nff9e9dy>. The Privacy Policy explains what Information gets collected, how your Information is used, shared, and protected, and your rights.

Who will receive my Information if I sign?

Service Providers

Your Information will be shared with Service Providers. Service Providers may be changed at any time. Our current Service Providers are listed at <https://www.olympicch.org/our-partners>.

Service Providers:

- Agree to only access and share Information that is needed to serve you.



- Are required to protect your Information even if it is no longer protected under applicable privacy laws.

We will only share your tribal affiliation or tribal enrollment with Service Providers approved by the Indigenous Nations Committee.

At the end of this form, you can choose to give permission (or not) to allow sharing about sensitive topics, such as healthcare, mental health, substance use, and HIV/AIDS information.

Other organizations and Tribes

Your Information may be shared by Service Providers with other organizations and Tribes, as needed, to qualify you for programs, benefits, and services. These can include:

- Insurance or managed care organizations.
- Government agencies and Tribes.
- Utility companies.

Your Information can be shared to respond to a lawful subpoena, warrant, or court order.

Our technology providers

Our technology providers will also have access to your Information, but only as needed to run, improve, or repair the technology we use to protect and share your Information.

Why will my Information be shared?

To contact or serve you

We may share your information with a Service Provider to:

- Contact you.
- Help Service Providers provide, coordinate, or refer you to services.
- Learn which services you qualify for.

We may share your information with public health to monitor and improve the health of our community.



To improve and help fund our work

Sometimes we may combine your Information with a large number of other people's Information. Combining Information into large groups allows the Information to be studied or used while protecting your privacy. After your Information has been combined, you cannot be identified.

After your Information is combined with others so your privacy is protected, it could be used to:

- Evaluate how effective our services are.
- Improve our services.
- Help others learn from our work.
- Help us apply for funding.
- Report to organizations that fund our work.

We may continue to use your Information in these ways after your permission has expired, but not if you cancel your permission.

When will this authorization expire?

Expires after 2 years

Unless you cancel before, this form will expire 2 years after the date you sign it.

Cancel at any time

You can cancel this form at any time by informing one of your Service Providers.

If you cancel, it will only affect future sharing. It will not affect any Information that has already been shared as described in this Form.

Permission to share sensitive Information

We need your special permission to share Information about certain types of sensitive Information.

This Information may be protected by state, tribal, and federal privacy laws. **You have a choice.**

- If you give your permission, this sensitive information will only be shared by us and Service Providers as described in this authorization form.
- If you do not give your permission, you will still have access to services.

I give permission to share health diagnosis and treatment information.



Yes

No

I give permission to share mental health diagnosis and treatment Information.

Yes

No

I give permission to share alcohol and drug use disorder diagnosis and treatment Information.

Yes

No

I give permission to share testing, diagnosis, and treatment for sexually transmitted disease, including but not limited to HIV/AIDS.

Yes

No

Signature

By signing below, you agree that:

- You have read this form or that someone has read it to you.
- You understand the terms of this Form.
- You have had the chance to ask questions.
- You authorize Olympic Community of Health and Service Providers to share your Information as described in this form.

Signature: _____

Date: _____

If signed by someone other than the client, please write that person's name and relationship to the client:

Name: _____

Relationship to Client: _____





Community Information Exchange Participation Agreement

This Community Information Exchange Participation Agreement (“Agreement”) by and between Olympic Community of Health and the “Participant” named at the signature page. Olympic Community of Health and Participant are each referred to herein as a “Party” and collectively the “Parties.” Once executed, this Agreement shall be effective as of the date of mutual execution (the “Effective Date”).

Recitals

A. WHEREAS, Olympic Community of Health operates an electronic Community Information Exchange (“CIE”) which provides services designed to help members of the general public (“Clients”) connect with community resources to assist in obtaining medical care, including mental health and behavioral health services; housing, food, and other community services; government benefits; and other services;

B. WHEREAS, Participant is a health care provider or other entity that desires to improve the coordination of health care or other services for Clients;

C. WHEREAS, Participant desires to participate in the CIE to coordinate the services that are provided to the Clients; and

D. WHEREAS, As part of the Participant’s ability to participate in the CIE, the Participant will also enter into agreements concerning OCH’s Policies and Procedures (as defined below), a Community Information Exchange Data Sharing Agreement (“Data Use Agreement”), and a Business Associate Agreement.

Agreement

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1.0 Definitions.

1.1. “Applicable Law” means all laws which govern the subject matter of this Agreement, including without limitation all federal, tribal, state, and local laws which govern the privacy and security of personally identifiable information under state law and protected health information under both state and federal laws and regulations.

1.2. “Authorization” refers to the written authorization using the template authorization form provided by Olympic Community of Health satisfying the requirements of 45 CFR Section 164.508 or other Applicable Law that requires a patient’s express written permission for the disclosure of health or other information. Notwithstanding the foregoing, Participant shall only disclose drug or alcohol use information created by a substance use disorder program subject to 42 CFR Part 2 if Olympic Community of Health provides Participant with written notice that such information may be disclosed

to the CIE.

1.3. “Authorized User” means an individual designated by a Participant to access and use the CIE, including without limitation an employee or Business Associate of the Participant. Participant is responsible and liable for any violation of this Agreement by an Authorized User.

1.4. “Client” means an individual receiving health care, mental health care, behavioral health services, community services, or government benefits from one (1) or more Participants, or referral services from the CIE, whose information will be shared pursuant to this Agreement with other Participants. Client does not mean or include those clients whose information is not entered into Shared Data.

1.5. “Client Information” means identifiable information relating to a Client, including without limitation, personally identifiable information and Protected Health Information, and may include the Client’s name, address and contact information, demographic information, community services needs, health conditions, the history of delivered services, care team members, and other information relevant to the provision of services to a Client.

1.6. “Participants” means the individuals or entities, including Participant, that have entered into a Participation Agreement with Olympic Community of Health. References to Participants include their employees, agents, contractors, and Authorized Users if and to the extent such individual accesses the CIE, Shared Data, or Client Information.

1.7. “Permitted Use” means the submitting, viewing, accessing, using, disclosing and exchanging, and retrieving Client Information to and from the CIE solely for the purpose of providing treatment, payment, and/or healthcare operations, as defined by 45 CFR §164.501, public health activities, as set forth under 45 CFR §164.512(b), the determination of eligibility for government or other benefits, or care coordination of a Client including referral and government program enrollment assistance, as permitted by Applicable Law and the Client’s Authorization.

1.8 “Security Incident” means the successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an electronic information system containing Client Information and shall include an incident that is a “security incident” under 45 CFR §164.304 or a “breach of unsecured PHI” under 45 CFR §164.402. A “Security Incident” does not include pings and other broadcast attacks on the CIE’s firewall, port scans, unsuccessful log-on attempts, denials of service and any combination of the above, so long as no such incident results in unauthorized access, use or disclosure of Client Information.

1.9. “Shared Data” means information that is collected and stored by the CIE and shared by the CIE with Participants, including but not limited to:

- (i) A directory of resources offered by Participants and other agencies, businesses, and community organizations to help meet Client needs;
- (ii) Client Information that may be provided by the Client or that has been collected by Participant or other Participants and, with the Client’s Authorization, is shared on the CIE;
- (iii) With the Client’s Authorization, a record of the services that were sought by the Client or requested for the Client along with the services actually delivered; and

- (iv) With the Client's Authorization, a listing of members of the care team for the Client, comprising individuals and organizations that are providing health and community services to the Client, and other information.

2.0 Introduction.

2.1. Role of the CIE. The CIE operated by Olympic Community of Health allows Participants to refer Clients to community resources and access Shared Data on the CIE for the Permitted Use. Olympic Community of Health will only permit Participants that have entered into a Participation Agreement on terms and conditions substantially similar to those stated herein to access the CIE.

2.2. Participant Policies and Procedures. From time to time, Olympic Community of Health may adopt, amend, repeal, and replace policies and procedures that pertain to use of the CIE and Shared Data ("Policies and Procedures"). Participant shall comply with all Policies and Procedures. The Policies and Procedures will provide guidance to Participant on such topics as security measures required to protect Shared Data, notifying Olympic Community of Health in the event the Participant experience a Security Incident, referral acceptance/rejection response times and outcome reporting requirements, among other things. The Policies and Procedures may be posted on the Olympic Community of Health website. Olympic Community of Health may modify, amend, or replace the Policies and Procedures, in its sole discretion, from time to time, and the change or modification shall be deemed effective and binding upon Participant on the date they are posted to Olympic Community of Health's website or provided to the Participant. Modifications to the Policies and Procedures that are required by Applicable Law shall not be deemed a material change and Participant shall comply with all such modification to the Policies and Procedures.

3.0 Term and Termination.

3.1. Term. The "Initial Term" of this Agreement shall commence on the Effective Date and shall continue for three (3) years, after which the Agreement shall automatically renew for successive three (3) year terms (each a "Renewal Term" and, together with the Initial Term, the "Term"), unless either Party notifies the other in writing of its intent not to renew not less than thirty (30) days prior the end of the current Initial Term or any Renewal Term.

3.2. Right of Termination. Either Party may terminate this Agreement (i) without cause with sixty (60) days' prior written notice to the other Party; (ii) in the event the other Party fails to cure a material breach of this Agreement, to be effective within thirty (30) days of receipt of notice specifically describing the breach; or (iii) upon written notice to the other Party in the event of the other Party's bankruptcy or insolvency, or the proper commencement of proceedings under bankruptcy or insolvency code or similar law, whether voluntary or involuntary, by or against such other Party, or in the event that such other Party is dissolved or liquidated.

3.3. Automatic Termination. This Agreement shall automatically terminate upon the termination of the Business Associate Agreement or Data Sharing Agreement, as applicable, between the parties.

3.4. Effect of Termination. Participant's access to the CIE shall cease immediately upon termination of this Agreement, and Participant will not be permitted to access, submit data to, or retrieve Shared Data under this Agreement. Participant's duties and obligations to protect the privacy and security of any Client Information and Shared Data maintained by Participant shall survive the

termination of this Agreement. All Client Information entered into Shared Data by Participant up through the date of termination will continue to be used and maintained by Olympic Community of Health and the CIE following termination in accordance with this Agreement.

4.0 Participation in CIE.

4.1. Use of CIE by Participant. Olympic Community of Health hereby grants to the Participant a fully paid-up, non-exclusive, non-transferable, revocable, royalty-free right to: (i) access the CIE solely for the Permitted Use; and (ii) view, download, and use the Shared Data made available to Participant through the CIE, or by delivery through an integration with another software application as may be mutually agreed by Olympic Community of Health and Participant, solely for the Permitted Use, in accordance with the terms of this Agreement. Participant will use, and shall ensure that Authorized Users use, the CIE in accordance with this Agreement. Except as expressly set forth in this Agreement, Olympic Community of Health retains all rights, title and interest in and to the CIE, and all intellectual property rights therein. Olympic Community of Health reserves all rights not expressly granted to Participant under this Agreement.

4.2. Use and Disclosure of Client Information by the CIE. Participant acknowledges and agrees that Olympic Community of Health may use and disclose Client Information provided by Participant to the CIE for purposes of: (i) providing access to the CIE and Shared Data to the Participants in CIE; (ii) providing related support services to Participants; (iii) the CIE's proper management and administration; (iv) as required by Applicable Law; and (v) as otherwise permitted under this Agreement or, as applicable, the Data Sharing Agreement or Business Associate Agreement between Olympic Community of Health and Participant. In addition, Olympic Community of Health may de-identify and aggregate Client Information provided by Participants and use and disclose such de-identified and aggregated Client Information to administer, facilitate, and improve the CIE, and to develop and provide additional or new services.

4.3. Maintenance of Data. Participant shall use commercially reasonable efforts to ensure the accuracy, currency, and completeness of all data that Participant provides to the CIE, including but not limited to the resources available to Clients, other information about the Participant, and all Client Information, and shall promptly correct or update such data if Participant discovers the data is incorrect, incomplete or has changed.

4.4. Client Authorization. Participant is responsible for: (i) accurately obtaining and maintaining documentation of all Authorizations to disclose Client Information to the CIE and other Participants; (ii) protecting Client Information in its control from unlawful use or disclosure, or from use or disclosure in violation of CIE Policies and Procedures; (iii) accurately obtaining and maintaining documentation of revocation of Authorization to disclose Client Information by a Client; (iv) providing to the CIE immediately any changes or restrictions on a Client's Authorization, including revocation by the Client; (v) notifying Olympic Community of Health immediately of a Security Incident; and (vi) compliance with Applicable Law. Participant shall not disclose Client Information to Olympic Community of Health, the CIE, and other Participants, unless Participant is permitted or required to disclose Client Information under Applicable Law. Further, Participant shall not permit the CIE, Olympic Community of Health, and other Participants to access Client Information unless Participant is permitted or required to disclose Client Information under Applicable Law. Participant

will promptly provide the CIE with an electronic copy of each Client's Authorization prior to uploading or disclosing the Client Information to the CIE. Participant shall immediately provide to the CIE notification if its Client revokes Authorization to share Client Information or if Participant has agreed to a restriction on the disclosure of Client Information. Participant warrants and represents that the Client's Authorization will conform to the requirements of Federal and State law.

4.5. Scope of Participation. Participant shall not use or disclose, or permit others to use or disclose Client Information, or access Shared Data for any purpose other than the Permitted Use. Participant shall not sell, view, access, use, download or disclose Client Information retrieved from Shared Data, except to the extent necessary in connection with the Permitted Use. Participant shall not provide access to Shared Data or to Client Information via or obtained from Shared Data to third parties who are not Participants of CIE or use or disclose Client Information in connection with any marketing, fundraising, or other activity that is outside the Permitted Use.

4.6. Feedback. Participant hereby assigns to Olympic Community of Health, and shall cause Participant's employees, contractors, and agents to assign, all right, title, and interest in all comments, questions, suggestions, or the like related to the CIE ("Feedback"), and Olympic Community of Health is free to use, without any attribution or compensation to Participant or any third party, any ideas, know-how, concepts, techniques, or other intellectual property rights contained in the Feedback, for any purpose whatsoever. Olympic Community of Health is not required to use any Feedback.

5.0 Participant's Use of the CIE.

5.1. Minimum Necessary Use of Client Information. Whether Client Information is obtained through Shared Data, or directly from Olympic Community of Health, the CIE, or one of the other Participants, Participant shall implement safeguards to limit the information accessed, retrieved, or requested to the minimum necessary to deliver and obtain payment for the services provided to the Client, for referral or for other lawful purposes consistent with Applicable Law.

5.2. Authorized Users. Participant shall train its Authorized Users on the proper use of Client Information and the means and methods for protecting Client Information from disclosure before allowing such Authorized User to access the CIE or Shared Data. In addition, Participant shall implement and train its Authorized Users on network privacy, including Health Insurance Portability and Accountability Act of 1996 ("HIPAA") awareness training, and cultural competence on a regular basis, not less than annually.

5.3. Connection to CIE. Participant, at Participant's sole cost and expense, will use commercially reasonable efforts to obtain and maintain a secure internet connection to the CIE or Shared Data via the CIE with an internet browser and computer equipment and software that meets or exceeds the minimum configuration and security requirements and specifications recommended by Olympic Community of Health. Olympic Community of Health may upgrade or adopt new or different specifications for connecting to the CIE or Shared Data from time to time and will notify Participant of any material changes to its specifications not less than thirty (30) days in advance if feasible. Olympic Community of Health shall not be liable for any lack of connectivity or loss in functionality due to hardware or software issues.

5.4. Participant Security Requirements. Participant shall, at its sole cost and expense,

implement, maintain, and update as needed, internal security systems, specifications and monitoring procedures to ensure that its computer servers, software, and internet connections meet or exceed the security standards and specifications established by Olympic Community of Health, and Applicable Law and regularly monitor its systems and Personnel to protect the privacy and security of Client Information in compliance with this Agreement and Applicable Laws.

5.5. Participant's Limited Use of Shared Data, Documentation. Participant shall not (and it shall not permit others) to: (i) interfere with or disrupt the CIE and Shared Data; (ii) sell, assign, license, sub-license or otherwise provide access to Shared Data or documentation related to Shared Data to anyone other than those employees, agents or contractors who have a need to know the Shared Data; (iii) use or disclose Shared Data, any Shared Data documentation, or Client Information for commercial purposes; (iv) by reverse engineering or by other process, create or attempt to create, or recreate Shared Data; (v) copy, modify, or distribute any portion of Shared Data or any documentation related to Shared Data or Client Information other than for the Permitted Use; (vi) transfer or assign any of its rights hereunder; (vii) create any derivative works based on Shared Data or its documentation; or (viii) export, re-export, divert or transfer Shared Data or its documentation outside the United States.

5.6. Participant Resource Profile. Participant shall continuously maintain up-to-date information that accurately describes the programs and services offered by the Participant to Clients, eligibility requirements for such programs and contact information for processing referral requests submitted to Participant by Olympic Community of Health, other Participants, or Clients through the CIE.

5.7. Referral Requests. As the CIE facilitator, Olympic Community of Health may refer Clients to any participant in CIE ("Referral Request"). In the event a Client is referred to Participant by Olympic Community of Health, Participant shall promptly respond to a Referral Request in the manner and within the timeframe specified by the CIE in the Policies and Procedures.

6.0 Services and Administration.

6.1. CIE Operations. Olympic Community of Health will: (i) operate the CIE, and the Shared Data contained therein, including a resource directory of services offered by Participant and Client Information, and facilitate the electronic storage, use and sharing of Client Information and Shared Data with other participants in CIE; (ii) provide user support for the CIE to Participant and its Authorized User(s) via a helpdesk; and (iii) comply with Applicable Law.

6.2. Support Services. Olympic Community of Health, either directly or through a subcontractor, will provide reasonable support services to assist Participant in configuring its access to the CIE. Support will be available on the dates and at the times as identified in Policies and Procedures. Olympic Community of Health may change the level of support, and its availability or cost, from time to time, provided, however, Participant shall be notified of any material changes not less than thirty (30) days in advance.

6.3. Shared Data Records. The CIE will maintain records of the dates, times and the Client Information accessed by Participant and Authorized Users for the period of time required by Applicable Law. Within thirty days of a written request from Participant, Olympic Community of Health may provide Participant a copy of such records.

6.4. Disaster Recovery. Olympic Community of Health will coordinate with key contractors to establish, implement, and update a disaster recovery plan for the CIE which addresses the retrieval of

lost, or corrupted Client Information in the event of Force Majeure, or a Security Incident. Notwithstanding the foregoing, Olympic Community of Health shall not be liable, under any theory, for lost, corrupted, irretrievable, inaccurate, or incomplete Client Data, Shared Data, or any other data.

7.0 WARRANTY DISCLAIMER; RELEASE OF LIABILITY.

7.1. Disclaimer regarding Accuracy of Information.

OLYMPIC COMMUNITY OF HEALTH IS NOT RESPONSIBLE FOR AND SHALL NOT BE LIABLE FOR THE CONTENT, USE, OR DISCLOSURE OF CLIENT INFORMATION OR SHARED DATA COLLECTED, STORED, ACCESSED, RETRIEVED OR TRANSMITTED TO OR FROM THE PARTICIPANTS IN CIE. PARTICIPANT ACKNOWLEDGES THAT THE CLIENT INFORMATION VIEWED OR ACCESSED THROUGH SHARED DATA IS EITHER SELF REPORTED BY THE CLIENT OR COMES FROM ONE OF THE PARTICIPANTS AND THAT SUCH CLIENT INFORMATION MAY NOT BE COMPLETE, ACCURATE OR UP-TO-DATE. *PARTICIPANT AND ITS AUTHORIZED USERS ARE SOLELY RESPONSIBLE FOR CONFIRMING THE COMPLETENESS, ACCURACY AND TIMEFRAME OF ALL CLIENT INFORMATION RETRIEVED FROM SHARED DATA, AND FOR THE USE, DISCLOSURE, OR OMISSION OF SUCH CLIENT INFORMATION IN CONNECTION WITH A CLIENT'S CARE OR COORDINATION OF CARE AND RELATED SERVICES.* OLYMPIC COMMUNITY OF HEALTH SHALL NOT BE LIABLE FOR ANY ACT OR OMISSION OF THE PARTICIPANTS.

7.2. WARRANTY DISCLAIMER.

OLYMPIC COMMUNITY OF HEALTH DOES NOT REPRESENT OR WARRANT THAT THE SERVICES WILL MEET THE REQUIREMENTS OUTSIDE OF THIS AGREEMENT, WILL OPERATE ERROR-FREE OR CONTINUOUSLY, AND OLYMPIC COMMUNITY OF HEALTH MAKES NO OTHER REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OR REPRESENTATIONS CONCERNING MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE CIE. PARTICIPANT AGREES THAT OLYMPIC COMMUNITY OF HEALTH HAS MADE NO AGREEMENTS, REPRESENTATIONS OR WARRANTIES OTHER THAN THOSE EXPRESSLY SET FORTH IN THIS AGREEMENT, AND THAT NO FUTURE AGREEMENT, REPRESENTATION OR WARRANTY OF OLYMPIC COMMUNITY OF HEALTH WITH REGARD TO INFORMATION AND SERVICES PROVIDED UNDER THIS AGREEMENT SHALL BE EFFECTIVE UNLESS EXPRESSLY STATED IN AN AMENDMENT TO THIS AGREEMENT. NO STATEMENT OR DESCRIPTION INCLUDED IN ANY ATTACHMENT, GUIDANCE, AMENDMENT, ADDENDUM OR OTHER DOCUMENTATION PUBLISHED BY OLYMPIC COMMUNITY OF HEALTH FOR ANY PURPOSE SUBJECT TO OR INCLUDED UNDER THIS AGREEMENT SHALL BE DEEMED AN AMENDMENT OF THIS PROVISION UNLESS IT EXPRESSLY STATES THAT IT IS INTENDED AS SUCH AN AMENDMENT.

7.3. DISCLAIMER REGARDING HEALTH RECOMMENDATION.

PARTICIPANT'S USE OF THE CIE IS INTENDED FOR REFERENCE AND DECISION SUPPORT PURPOSES ONLY AND DO NOT REPRESENT OLYMPIC COMMUNITY OF HEALTH'S RECOMMENDATIONS. *PARTICIPANT ACKNOWLEDGES THAT THE CIE IS NOT DESIGNED OR INTENDED FOR USE IN ANY ENVIRONMENT IN WHICH THE UNAVAILABILITY OF CIE COULD LEAD TO DEATH, PERSONAL INJURY, OR SEVERE PHYSICAL OR ENVIRONMENTAL DAMAGE.* PARTICIPANT ACKNOWLEDGES AND AGREES THAT THE SHARED DATA ARE NOT INTENDED TO BE STATEMENTS OF FACT OR TRUTH. OLYMPIC COMMUNITY OF HEALTH ASSUMES NO RESPONSIBILITY FOR THE ACCURACY, UP-TO-DATE STATUS, OR COMPLETENESS OF THE SHARED DATA, NOR THE SHARED DATA'S COMPLIANCE WITH LEGAL REQUIREMENTS OR STANDARD.

7.4. DISCLAIMER REGARDING THE INTERNET.

THE CIE MAY BE USED TO ACCESS AND TRANSFER INFORMATION OVER THE INTERNET. PARTICIPANT ACKNOWLEDGES AND AGREES THAT OLYMPIC COMMUNITY OF HEALTH AND ITS VENDORS AND LICENSORS DO NOT OPERATE OR CONTROL THE INTERNET AND THAT: (A) VIRUSES, WORMS, TROJAN HORSES, OR OTHER UNDESIRABLE DATA OR SOFTWARE; OR (B) UNAUTHORIZED USERS (E.G., HACKERS) MAY ATTEMPT TO OBTAIN ACCESS TO AND DAMAGE SHARED DATA, WEB SITES, COMPUTERS, OR NETWORKS. OLYMPIC COMMUNITY OF HEALTH WILL NOT BE RESPONSIBLE FOR SUCH ACTIVITIES

7.5. SHARED DATA.

ACCESS TO SHARED DATA, SHARED DATA ITSELF, AND THE DATA VIEWED OR RETRIEVED THEREFROM IS PROVIDED BY THE CIE "AS IS" AND "AS AVAILABLE." *OLYMPIC COMMUNITY OF HEALTH DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES OF ANY KIND AS THEY MAY PERTAIN TO THE FUNCTIONALITY OF SHARED DATA OR THE ACCURACY, COMPLETENESS OR TIMELINESS OF THE DATA INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. PARTICIPANT ALSO ACKNOWLEDGES AND AGREES THAT THE CIE AND SHARED DATA ARE NOT INTENDED TO BE MEDICAL ADVICE OR INSTRUCTIONS FOR MEDICAL DIAGNOSIS, TREATMENT, OR CARE OF PERSONS BY OLYMPIC COMMUNITY OF HEALTH.* THE CIE AND SHARED DATA ARE NOT A SUBSTITUTE FOR PROFESSIONAL MEDICAL ADVICE, EXAMINATION, DIAGNOSIS, OR TREATMENT AND SHOULD NOT BE USED TO DIAGNOSE, TREAT, CURE, OR PREVENT ANY DISEASE WITHOUT THE SUPERVISION OF A DOCTOR OR QUALIFIED HEALTHCARE PROVIDER.

7.6. RELEASE OF LIABILITY.

PARTICIPANT IS SOLELY RESPONSIBLE FOR AND HEREBY RELEASES OLYMPIC COMMUNITY OF HEALTH, ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS OF AND FROM ALL LIABILITY ARISING OUT OF ANY AND ALL ACTS OR OMISSIONS, TAKEN OR MADE BY PARTICIPANT, IN RELIANCE ON SHARED DATA, THE CIE, CLIENT INFORMATION, DISCLOSURE OF CLIENT INFORMATION, OR THE FAILURE OF ONE OR MORE OF THE PARTICIPANTS TO OBTAIN A CLIENT'S AUTHORIZATION TO DISCLOSE A CLIENT'S DATA TO OLYMPIC COMMUNITY OF HEALTH, THE CIE AND OTHER PARTICIPANTS WHEN REQUIRED TO DO SO UNDER THIS AGREEMENT OR APPLICABLE LAW.

7.7. LIMITATION OF LIABILITY.

EXCLUDING CLAIMS FOR INDEMNITY, AND NOT WITHSTANDING ANYTHING TO THE CONTRARY STATED ELSEWHERE IN THIS AGREEMENT TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, *THE AGGREGATE LIABILITY OF OLYMPIC COMMUNITY OF HEALTH TO PARTICIPANT, REGARDLESS OF THEORY OF LIABILITY OR CHARACTERIZATION OF DAMAGES, SHALL BE LIMITED TO AN AMOUNT THAT IS EQUAL TO ONE-HALF THE ANNUAL AGGREGATE PARTICIPATION FEES OR FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00), WHICHEVER IS LESS.* IN NO EVENT SHALL OLYMPIC COMMUNITY OF HEALTH OR ITS PARENT, SUBSIDIARY, AFFILIATE, LICENSOR OR SUPPLIER, BE LIABLE TO PARTICIPANT FOR ANY INDIRECT, SPECIAL, INCIDENTAL AND/OR CONSEQUENTIAL DAMAGES, INCLUDING PUNITIVE OR MULTIPLE DAMAGES, OR ANY FAILURE TO REALIZE EXPECTED SAVINGS, LOSS OF DATA, EQUIPMENT DOWNTIME, LOSS OF USE, LOSS OF GOODWILL OR LOSS OF REVENUE OR PROFIT SUFFERED BY PARTICIPANT FOR ANY REASON, WHETHER FORESEEABLE OR NOT. NOTWITHSTANDING THE FOREGOING, IN NO EVENT SHALL OLYMPIC COMMUNITY OF HEALTH BE RESPONSIBLE FOR ANY PENALTIES, DAMAGES OR OTHER LOSSES INCURRED BY PARTICIPANT AS THE RESULT OF ANY EVENT, OCCURRENCE OR FAILURE TO PERFORM BY OLYMPIC COMMUNITY OF HEALTH WHICH WAS

CAUSED BY PARTICIPANT'S OR AN AUTHORIZED USER'S FAILURE TO COMPLY WITH AN OBLIGATION UNDER ANY APPLICABLE REQUIREMENT OF THIS AGREEMENT OR WITH ANY LAW OR REGULATION. IN ADDITION, PARTICIPANT AGREES TO RELEASE AND COVENANTS NOT TO SUE ANY AND ALL OTHER USERS OR PARTICIPANTS, PROVIDED THAT SUCH OTHER PARTY HAS SIMILARLY COVENANTED, FROM AND FOR ANY AND ALL CLAIMS THAT MAY ARISE OUT OF OR WHICH ARE IN ANY WAY CONNECTED TO PARTICIPANT'S OR SUCH OTHER PARTICIPANTS' OR SUCH OTHER USERS' NON-RECKLESS, NON-NEGLIGENT, AND NON-INTENTIONAL USE OF THE CIE OR SHARED DATA.

8.0 INDEMNIFICATION.

8.1. INDEMNIFICATION. Each Party ("Indemnifying Party") will indemnify, hold harmless and defend the other Party and its directors, officers, employees, and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs, and other expenses arising directly out of a third party claim ("*Claim*") against an Indemnified Party to the extent caused by (a) any negligent, willful or reckless act or omission of the Indemnifying Party in the performance of its obligations under this Agreement; (b) the Indemnifying Party's violation of Applicable Law; or (c) any material breach of this Agreement on the part of the Indemnifying Party under this Agreement. The foregoing indemnification obligations are contingent upon the Indemnified Party promptly notifying the indemnifying Party in writing of such claim, loss, liability, etc. and permitting the indemnifying Party sole authority to control the defense or settlement of such claim and providing such indemnifying Party reasonable assistance (at such indemnifying Party's sole expense) in connection therewith. Notwithstanding the foregoing, the Indemnifying Party shall not, without the written consent of an Indemnified Party as part of any settlement or compromise (i) admit to liability on the part of the Indemnified Party; (ii) agree to an injunction against the Indemnified Party; or (iii) settle any matter in a manner that separately apportions fault to the Indemnified Party.

9.0 Insurance.

9.1. Participant's Insurance. Unless otherwise agreed or set forth in Policies and Procedures, Participant, at its sole cost and expense, shall obtain and keep in force, an insurance policy or policies, or self-insure in an amount sufficient to cover any liability of Participant under this Agreement, Applicable Law or other act or omission giving rise to a claim for indemnity. Such policies shall provide general liability, professional liability, and cyber risk insurance coverage.

9.2. CIE Insurance. Olympic Community of Health shall obtain and keep in force, at all times during the Term, insurance covering the CIE activities as contemplated by this Agreement, including, but not limited, general liability, professional liability, and cyber risk insurance. Olympic Community of Health shall provide Participant with a certificate of coverage within ten (10) business days of a written request.

10.0 General Provisions.

10.1. No Exclusion. The Parties each warrant and represent that neither they nor any of their related parties have been placed on the sanctions list issued by the office of the Inspector General of the Department of Health and Human Services pursuant to the provisions of 42 U.S.C. 1320a(7) or have been excluded from government contracts by the General Services Administration. A Party will provide the other immediate notice in the event either is excluded from government contracts or placed on the sanctions list.

10.2. Severability. If any provision of this Agreement is determined to be invalid or

unenforceable, such provision shall be changed so as to best accomplish the objectives of the Parties within the limits of applicable law, provided, however, if that is not possible or feasible, such provision will be severed from this Agreement to the extent of such determination without affecting the validity or enforceability of such remaining provisions.

10.3. Governing Laws. This Agreement is governed by and shall be interpreted in accordance with the laws of the State of Washington. The parties waive any objections and agree to the venue and personal jurisdiction of the courts of the State of Washington and the federal courts situated in King County over any action arising out of or relating to this Agreement.

10.4. Force Majeure. No Party shall be liable to the other for any failure to perform its obligations under this Agreement, where such failure results from any act of God or other cause beyond such Party's reasonable control, including, without limitation, any mechanical, electronic, or internet communications failure, terrorist acts, cyber terrorism, or malicious mischief.

10.5. Notices. Except as otherwise provided herein, all notices, requests, demands, and other communications required or permitted by this Agreement will be in writing and shall be deemed to have been duly given, made and received on the date when delivered to the other Party at the address stated below the signature line when actually delivered by a nationally recognized courier service, or on the third business day following the day when deposited in the United States mail, certified, postage prepaid, return receipt requested. A Party may change its address for Notice, at any time, by giving Notice of such change as provided herein.

10.6. Independent Contractors; No Third Party Beneficiaries. Olympic Community of Health and Participant are independent contractors, and nothing contained in this Agreement shall be construed to place them in the relationship of partners, principal and agent, employer/employee, or joint ventures. Neither party shall have the power or right to bind or obligate the other party, nor shall it hold itself out as having such authority. Nothing in this Agreement is intended to confer upon any third party any rights, remedies, or obligations.

10.7. Modifications. Except as specifically provided herein, no modification to the terms of this Agreement or its attachments shall be valid, unless in writing and signed by the Parties hereto.

10.8. Complete Agreement. The terms of this Agreement and its attachments and exhibits collectively represent the entire understanding between the Parties and supersede all previous agreements, whether oral or in writing. The attachments and/or exhibits attached to this Agreement are fully incorporated and made a part of this Agreement by this reference as if fully stated herein.

10.9. Survival. Notwithstanding termination of this Agreement, those provisions which by their meaning are intended to survive termination, including, or in addition to the following provisions of this Agreement relating to the following matters, shall survive termination in accordance with their terms: Section 1 (Definitions), Section 7 (Warranty Disclaimer; Release Of Liability), Section 8 (Indemnification), and Section 10 (General Provisions). Termination of this Agreement by a Party shall not relieve the other Party hereto from any liability that at the time of termination already accrued to the other Party or which thereafter may accrue in respect of any act or omission of such Party prior to termination or any continuing obligation imposed by applicable law.

10.10. Authorized Agent Signature. By signing this Agreement, the undersigned represents and warrants that he or she has received and read a copy of this Agreement, inclusive of attachments and exhibits, and that he or she is either (a) the Participant or, (b) if the Participant is an organization, an

individual acting on the Participant's behalf who is authorized to sign and enter into this Agreement.

10.11. Rules of Interpretation. If, and to the extent there is a conflict between the definition given a term by this Participation Agreement and the Data Use Agreement, Business Associate Agreement, or other attachment, the definition stated in the Data Use Agreement, Business Associate Agreement or attachment shall govern.

10.12. Counterpart Signatures and Facsimile Signatures. This Agreement may be executed and delivered in counterparts, all of which taken together shall constitute one single agreement between the parties. A facsimile transmission of the executed signature page of this Agreement shall constitute due and proper execution and delivery of this Agreement.



Signatures:

For Olympic Community of Health

DocuSigned by:
Celeste Schoenthaler 10/30/2024
4F4AF34D58C54AE...
 Signature Date
 celeste schoenthaler Executive Director

Printed Name and Title

Address for notice: 41 Colwell St., port hadlock, WA 98339

For East Jefferson Fire Rescue (Participant)

Signed by:
Bret Black 10/30/2024
84F07D0FBB464AE...
 Signature Date
 Bret Black Fire Chief

Printed Name and Title

Address for notice: 24 Seton Road, port Townsend, WA 98368



Community Information Exchange Data Sharing Agreement

This Data Sharing Agreement (this “**Agreement**”) is entered into by and between Olympic Community of Health, a Washington nonprofit corporation and the “**Participant**” named at the signature page, each a “**Party**” and collectively the “**Parties**”. This Agreement shall be effective on the date last signed below, as indicated at the signature page, or the effective date of the Community Information Exchange Participation Agreement (“**Participation Agreement**”) entered into by the Parties, whichever effective date is earlier.

RECITALS

A. WHEREAS, Olympic Community Health provides and maintains the Community Information Exchange (“**CIE**”) which connects health care providers with end users (“**Clients**”);

B. WHEREAS pursuant to the Community Information Exchange Participation Agreement (“the Participation Agreement”), Olympic Community of Health will provide Participant with access to the CIE and the Parties will receive, use, and disclose Client Information (as defined below), including Protected Health Information (“**PHI**”), as defined by the Health Insurance Portability and Accountability Act of 1996 (“**HIPAA**”) in connection with the CIE pursuant to written authorizations from the Clients; “**Client Information**” means personally identifiable information relating to a Client that Participant has provided to, or accessed from, the CIE, including without limitation, PHI, and may include identifying information such as name, address and contact information, demographic information, community services needs, health conditions, and other information relevant to the provision of services; and

C. WHEREAS, the Parties agree to safeguard all Client Information received, used, and disclosed in connection with the CIE in compliance with this Agreement, and any relevant laws.

D. WHEREAS, As part of the Participant’s ability to participate in the CIE, the Participant will also enter into agreements concerning Policies and Procedures (as defined in the Participation Agreement), a Participation Agreement, and a Business Associate Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1.0 Definitions.

1.1 Definition of Capitalized Terms. Unless otherwise defined in this Agreement, capitalized



terms shall have the meaning set forth in privacy laws, the Participation Agreement, and this Agreement.

1.2 Rules of Interpretation. If, and to the extent there is a conflict between the definition given a term by this Agreement and the Participation Agreement or other attachment, the definition stated in this Agreement shall govern.

1.3 "Client Information" means personally identifiable information relating to a Client that Participant has provided to, or accessed from, the CIE, including without limitation, Protected Health Information, and may include identifying information such as name, address and contact information, demographic information, community services needs, health conditions, and other information relevant to the provision of services.

1.4 "Community Information Exchange" means a collaborative network of organizations, including but not limited to social services, hospitals, physical and behavioral health centers and providers, serving a community that shares Client Information to improve care coordination and better connect communities to care. CIE technology is used as a tool to support the exchange of information for a CIE.

1.5 "Privacy Laws" means and refers to the laws applicable to the Parties' use and disclosure of Client Information, which may include the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the regulations promulgated thereunder by the U.S. Department of Health and Human Services (45 CFR Parts 160, 162 and Subparts A, C, D and E of Part 164, the "HIPAA Regulations"), the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH Act") Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5 (February 17, 2009), and the Washington State Uniform Health Care information Act, RCW 70.02 et seq.

1.6 "Protected Health Information" means any information, whether oral or recorded in any form or medium, including electronic Protected Healthcare Information: (i) that relates to the past, present, or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term at 45 CFR §160.103.

1.7 "Public Health Activities" means public health activities and purposes as defined in HIPAA (45 CFR 164.512(b)).

1.8 "Research" means scholarly analytic and evaluation activities conducted by an organization that may not be Olympic Community of Health or one of the Participants, with the intent of making results available to the community at large to increase the stock of knowledge and allow other organizations to learn from the CIE efforts and improve their own initiatives.

1.9 "Security Incident" means the successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an electronic information system containing Client Information and shall include an incident that is a "security incident" under 45 CFR §164.304 or a "breach of unsecured PHI" under 45 CFR §164.402. A "Security Incident" does not include pings and other broadcast attacks on the CIE's firewall, port scans, unsuccessful log-on attempts, denials of service and any combination of the above, so long as no such incident results in unauthorized access, use or disclosure of Client Information.



1.10 "Subcontractor" means a contractor to Olympic Community of Health or the Participant that performs services related to the function of, or participation in, the CIE.

2.0 Compliance with Privacy Laws.

2.1 Parties Mutual Obligation to Comply with Privacy Laws. When accessing, using, or disclosing Client Information, each Party shall observe and comply with the duties and obligations of the privacy laws applicable to such Party.

2.2 Effect of this Agreement. This Agreement amends, supplements, and is made a part of the Participation Agreement between the Parties. To the extent the terms and conditions of the Participation Agreement are inconsistent or conflict with the terms of this Agreement, this Agreement shall govern.

3.0 Use and Disclosure of Client Information.

3.1 Permitted Uses and Disclosures: Parties may use or disclose Client Information only to the extent permitted by the Participation Agreement or this Agreement, provided such use or disclosure would not violate applicable Privacy Laws.

3.2 Management and Administration. Olympic Community of Health may use and disclose Client Information to properly manage and administer the business of the CIE and carry out the legal responsibilities of operating the CIE.

3.3 Data Aggregation. Olympic Community of Health may aggregate and use Client Information in such a way that individual Clients cannot be identified: (i) in order to evaluate effectiveness of the CIE or service delivery, evaluate community needs and gaps in service, or improve CIE-related products and services, if such aggregated Client Information is used only by the CIE or disclosed only to Participant or Olympic Community of Health Subcontractors; (ii) to obtain funding in support of service delivery or other CIE activities if aggregated Client Information is disclosed only to the funding organization within the terms of an agreement that it not be redisclosed; (iii) to report to funding organizations as required by the terms of the agreement under which funding was provided and within terms that it not be redisclosed; or (iv) to help other organizations providing similar services to the CIE learn from our work, and only when approved by the Olympic Community of Health.

3.4 Data Aggregation for Research. Olympic Community of Health may use and disclose aggregated Client Information for Research purposes of if: (i) the Research has been approved by the Olympic Community of Health; (ii) the Client has provided written authorization to participate in the Research; and (iii) if aggregated Client Information is disclosed under the terms and limitations specified in that written authorization.



3.5 Disclosure for Public Health Activities. Olympic Community of Health may use and disclose Client Information for Public Health Activities if disclosure for a given Public Health Activity has been approved by the Olympic Community of Health or as required by applicable law.

3.6 Disclosure as required by Operation of Law. Olympic Community Health may use and disclose Client Information upon the order of any court or administrative agency; or to the extent compelled by legal process or required or requested pursuant to subpoena, interrogatories, or other discovery requests; or per any public disclosure laws as applicable to Olympic Community Health and CIE.

3.7 Minimum Necessary. Parties shall use or disclose only the minimum necessary amount of Client Information to accomplish the intended purpose of such use or disclosure.

4.0 Obligations of the Parties.

4.1 Nondisclosure. Participant shall not use, access, or disclose Client Information other than as permitted or required by the Participation Agreement or this Agreement, provided such use, access, or disclosure would not violate applicable law.

4.2 Safeguards. Participant shall adopt, implement, and update administrative, physical, and technological safeguards that reasonably and appropriately protect the privacy, integrity, and security of Client Information and to comply with the applicable standards of the applicable laws regarding privacy of Client Information and other standards established and specified by Olympic Community of Health in the Policies and Procedures (As defined in the Participation Agreement). The Olympic Community of Health shall have the right to review such privacy and security policies and procedures of the Participant, from time to time, upon not less than five (5) business days' notice to the Participant.

4.3 Report Unauthorized Use or Disclosures. Participant shall report to Olympic Community of Health any use or disclosure of Client Information not provided for by the Participation Agreement or this Agreement that is not otherwise required by Law. Olympic Community of Health shall report to Participant any use or disclosure of Client Information of Participant not provided for by the Participation Agreement or this Agreement, whether identified by Olympic Community of Health or reported by one of the other participants of the CIE to Olympic Community of Health.

4.4 Subcontractors. Each Party will take reasonable steps to ensure those of its subcontractors and the subcontractor's employees, representatives or agents, that collect, receive, maintain, or transmit Client Information on behalf of the Party agree to substantially the same restrictions, conditions, and requirements, including but not limited to the requirements for reporting any unauthorized use or disclosure of Client Information as apply to such Party herein.

4.5 Client Access to Client Information. Olympic Community of Health shall make all Client Information stored by the CIE available to Participant within ten (10) business days of a written request from Participant. In the event that the Olympic Community of Health directly receives a



request to access Client Information provided to the CIE by Client, Olympic Community of Health shall forward such request to Participant.

4.6 Accounting to Individual of Disclosures. Olympic Community of Health shall maintain within the CIE, and within twenty (20) days of a written request from Participant, provide an accounting of disclosures of Client Information maintained in the CIE. In the event that Olympic Community of Health directly receives a request for an accounting of disclosures of Client Information provided to the CIE by Client, Olympic Community of Health shall forward such request to Participant.

4.7 Compliance Audit. Olympic Community of Health and Participant shall make internal policies and procedures of the CIE's and Participant's use and disclosure of Client Information available to the other Party upon request for purposes of determining compliance with this Agreement or to investigate any Security Incident (as defined below).

4.8 Marketing or Sale of Client Information. Parties shall not directly or indirectly receive remuneration from a third party in exchange for any Client Information. For the avoidance of doubt, this prohibition shall not apply to the fees paid by the Participant for services provided by the CIE under the Participation Agreement.

4.9 Export of Client Information. Parties, their agents, employees, or subcontractors, shall not perform any services that require the export of Client Information outside the United States of America. This includes the use of servers outside of the United States to maintain Client Information.

4.10 Notice and Opportunity to Oppose Disclosure. In the event Participant is required by law to disclose Client Information pursuant to a court order or other legal proceeding or investigation, the Participant shall promptly notify Olympic Community of Health of such requirement so as to afford Olympic Community of Health sufficient time to take appropriate action to oppose the disclosure in Olympic Community of Health's sole discretion.

5.0 Obligations of Participant.

5.1 Client Authorization. Participant will not disclose or provide to the CIE, Olympic Community of Health, or any Olympic Community Health employee, agent, subcontractor any Client Information without written authorization by the Client.

5.2 Disclosure of Health Information. Participant will only disclose or provide to the CIE or Olympic Community of Health Subcontractors physical health, mental health, or behavioral health information, including substance use treatment information, about a Client if such disclosure or provision is in furtherance of the Permitted Use, as defined in the Participation Agreement, and only with written authorization of the Client.

5.3 Identification of Health Information. If Participant discloses or provides to the CIE physical health, mental health, or behavioral health information about a Client, with written authorization,



the Participant agrees to properly identify the information as health information.

5.4 Obtaining Client Authorization. Participant will verify, through Client Information provided by the CIE, that written authorization has been obtained and has not expired or been revoked or. In the event the Client's written authorization has not yet been obtained, has expired, or was revoked, Participant shall obtain or renew Client's written authorization prior to sharing Client Information with the CIE and provide an electronic copy of the new or renewed authorization to the CIE.

5.5 Restriction on Use or Disclosure. Participant will immediately notify CIE of any restriction on the use or disclosure of Client Information requested by a Client. Olympic Community Health will take all commercially reasonable steps to conform to the requested restriction, but makes no guarantee as to its ability to conform with the desired restriction.

5.6 Revocation of Authorization. Participant will immediately notify Olympic Community Health if a Client makes a written request to terminate the written authorization to use or disclose Client Information. Participant shall obtain written documentation of the Client's request to terminate authorization and provide an electronic copy of the request to CIE and Olympic Community Health.

5.7 Privacy Policy. Olympic Community of Health maintains and publishes, on its web site and/or through other means, a Privacy Policy for the CIE that describes the Client Information that may be collected, stored, used, and shared on the CIE, the obligation of Olympic Community of Health to protect Client Information, how Client Information may be used, and Client rights regarding Client Information. Participant must develop and publish a privacy policy that meets, at a minimum, the same restrictions on use and Client's rights. Olympic Community of Health may update its Privacy Policy from time to time, and Participant agrees to make updates to its privacy policy as necessary to comply with the Privacy Policy.

6.0 Obligations of Olympic Community of Health.

6.1 Client Authorization. Olympic Community of Health prohibits other Participants from disclosing a Client's Client Information to the CIE if the Participant has not obtained a written authorization from the Client.

6.2 Communicating Authorization. The CIE will maintain electronic copies of a Client's written authorization, and if applicable, electronic copies of the written documentation of a Client's request to terminate authorization.

7.0 Security Incident.

7.1 Notification of Security Incidents. Participant shall provide prompt notice to Olympic Community of Health of any Security Incident, but no later than five (5) business days after Participant becomes aware of a Security Incident, affecting Client Information. Olympic Community of Health shall provide



notice to Participant of any Security Incident discovered by Olympic Community of Health in connection with the CIE that affects the Participant's Client Information. A Party shall be deemed to be aware of a Security Incident as of the first day on which such Security Incident is actually known or reasonably should have been known by any of its officers, employees, agents, or subcontractors.

7.2 Investigation and Corrective Action. The Parties will cooperate with each other in good faith in the investigation of the Security Incident. Parties will promptly take such steps as are reasonable to mitigate any harmful effects of such Security Incident. The Party responsible for the Security Incident will provide the other Party, no later than twenty (20) days after discovery of the Security Incident the following information: (i) the identity of each individual whose Client Information was impacted by the Security Incident; and (ii) actions taken by the Party to mitigate any harmful effect of such Security Incident; (iii) the corrective action such Party has taken and will take to prevent future similar Security Incidents; and (iv) any other action required by applicable laws pertaining to the Security Incident. Participant acknowledges and agrees that Olympic Community of Health is permitted, in its sole discretion, to notify other participants of the CIE whose Client Information is, or may be, affected by a Security Incident.

8.0 Term and Termination.

8.1 Term. The Term of this Agreement shall commence on the Effective Date and terminate upon the termination of the Participation Agreement.

8.2 Termination for Cause. Either Party may terminate this Agreement (and the Participation Agreement) immediately upon Notice for "Cause." "Cause" shall mean and refer to a Party's failure to cure a material breach of this Agreement within thirty (30) days of notice of such breach.

9.0 Miscellaneous Provisions.

9.1. Contradictory Terms; Construction of Terms. Any capitalized term or provision of the Participation Agreement that contradicts one or more terms and conditions of this Agreement, including the definition of a Capitalized Term, shall be superseded by the definitions and term and conditions set forth in this Agreement.

9.2. Modification. This Agreement shall be amended from time to time as is necessary in order for a Party to comply with the requirements of the Privacy Laws and/or CIE Policy and Procedures. All amendments must be in writing and executed by both Parties to be effective.

9.3. Interpretation. This Agreement represents the Parties' entire understanding and supersedes any and all prior agreements between the Parties whether written or oral, as they may pertain to the subject matter of this Agreement. Any ambiguity in this Agreement shall be interpreted to permit or require compliance with the Privacy Laws and published CIE Privacy Policy. The terms and conditions stated in this Agreement shall control over any conflicting or varying terms and conditions in the Participation Agreement.

9.4. Survival. Those obligations of a Party which by their meaning are intended to survive termination, including, but not limited to the obligations to protect the privacy and security of



Client Information from unlawful disclosure or disclosure in violation of the published CIE Privacy Policy, shall continue in effect.

9.5. Notices. Any notice required of any Party shall be in writing and shall be sent by first class U.S. Mail or overnight carrier, return receipt requested, and delivered to the address provided by such Party below, or to such change of address as a Party may specify by Notice.

9.6. Severability. The provisions of this Agreement shall be severable, and the invalidity or unenforceability of any provision (or part thereof) of this Agreement shall in no way affect the validity or enforceability of any other provision (or remaining part thereof) provision contained in this Agreement is determined to by a court of competent jurisdiction to be invalid, illegal, or incapable of being enforced, the provision shall be interpreted in a manner so as to enforce it to the fullest extent permitted by law.

9.7. Debarment, Suspension. Participant certifies that neither it, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal or state regulation.

9.8. Attorney's Fees. Each party shall bear its own costs in connection with any legal action or proceeding brought to enforce, enjoin, or interpret this Agreement or the rights and obligations of a Party hereto.

9.9. Jurisdiction/Venue. This Agreement is governed by and shall be interpreted in accordance with the laws of the State of Washington. The parties waive any objections and agree to the venue and personal jurisdiction of the courts of the State of Washington and the federal courts situated in King County over any action arising out of or relating to this Agreement.

9.10. Authorized Agent Signature. By signing this Agreement, the undersigned represents and warrants that he or she has received and read a copy of this Agreement, inclusive of attachments and exhibits, and that he or she is either (a) the Participant or, (b) if the Participant is an organization, an individual acting on the Participant's behalf who is authorized to sign and enter into this Agreement.

9.11. Counterpart Signatures and Facsimile Signatures. This Agreement may be executed and delivered in counterparts, all of which taken together shall constitute one single agreement between the parties. A facsimile transmission of the executed signature page of this Agreement shall constitute due and proper execution and delivery of this Agreement.



Signatures:

For Olympic Community of Health

DocuSigned by:
Celeste Schoenthaler 10/30/2024
4F4AF34D58C54AE...

Signature Date
Celeste Schoenthaler Executive Director

Printed Name and Title

For East Jefferson Fire Rescue (Participant)

Signed by:
Bret Black 10/30/2024
84F07D0FBB464AE...

Signature Date
Bret Black Fire Chief

Printed Name and Title



Olympic Community of Health *Olympic Connect* – Documentation and Data Collection

Policy

The Community-Based Worker is an employee or contractor, of a health or social service provider, that provides services to individuals and participates with the Community Information Exchange; and is responsible for completing all mandatory documentation in their designated client management system (CMS) to document their work with clients, including consent and demographic information.

Procedure

- All Olympic Connect documentation must be signed and dated appropriately. This includes the Community-Based Worker's full name, title, full date, and time. Entry in the designated CMS is considered signed and recorded by the user with the appropriate timestamp.
- The Supervisor must regularly review all documentation in the designated CMS by their Community-Based Workers and perform chart audits.
- The client chart is a legal document. Entering data in the chart that has been falsified or created for additional payment or other purposes will result in disciplinary action or may result in termination of contract or employment.
- When a client encounter is completed, it is assumed that all required questions on each section or form have been asked, and the responses documented appropriately.
- Documentation of progress related to all goals, referrals and services must be updated in the designated CMS.
- All documentation related to client activities completed in a workday should be completed before the end of that workday.
- All client encounters and outreach attempts should be documented in the designated CMS.





Olympic Community of Health *Olympic Connect* – Health-Related Social Needs Screening

Policy

It is the responsibility of the Community-Based Worker (employee or contractor of a health or social service provider that provides services to individuals and participates with the Community Information Exchange; and is to complete the Health-Related Social Needs (HRSN) Assessment with all Olympic Connect clients if a screening from another provider cannot be accessed. This is a critical component to hub workflow.

Procedure

- The Community-Based Worker will learn about their clients' HRSN needs and barriers they are experiencing by completing the HRSN Assessment or by accessing a screening conducted by another provider in the past 30 days.
- The Community-Based Worker will document completion of the HRSN Assessment in the Client Management System (CMS).
- The Community-Based Worker will use the information from the HRSN Assessment to support hub clients in setting goals and begin looking for resources and making referrals to meet the needs identified by the client.
- Members of the client's care team who are authorized by the client and added as care team members in the CMS can access the HRSN assessment if the client gives permission.
- Another HRSN Assessment will be conducted prior to client discharge to assess changes in HRSN.

	EAST JEFFERSON FIRE RESCUE	
	POLICY	
	Title of Policy: Purchasing	
	Policy Number: 6006	
	Date of Implementation: 3/15/23	
	Replaces: Policy 706, SOG A04-03, 12/17 version, 3/17/21 version	
Signature of Approval: _____		
Date: _____		

SECTION 1.0 PURPOSE

It is the purpose of this policy to provide direction to the process of purchasing of goods and services by the District in order to maintain an accountable procurement process. It is also the intention of the board to allow for the flexible application of this policy & following guidelines for more efficient and cost effective purchases where their strict application would not be in the District’s best interest.

SECTION 2.0 DEFINITIONS

Federal Funds.

If the District is using federal funds for a purchase of equipment, materials, supplies, services or public works District staff shall follow the Federal Procurement Rules attached as Exhibit A otherwise procurement should be conducted in accordance with the following rules.

Best Value. The basis for awarding bids for equipment, materials and supplies which includes consideration of various factors determined by the District when going to bids, with price being a primary factor.

Budget: The formally adopted budget of the District

Commercially Reasonable Means. Any method of purchasing property that insures the District and its taxpayers are getting the best deal possible. Examples could include negotiated, purchases, bidding procedures, obtaining multiple quotes, etc.
Emergency: Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).

Designated Purchasing Cooperatives: The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.

- **KCDA:** The King County Directors’ Association “KCDA” is a purchasing cooperative established by Washington’s public school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.
- **State Purchasing Cooperative:** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.

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- **Department of Information Services:** The Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software and information services through the Department of Information Services complies with the statutory bidding and procurement requirements.
- **Houston Galveston Area Council (H-GAC):** H-GAC's Cooperative Purchasing Program, known as HGACBuy, was established pursuant to Texas Interlocal Cooperation Act [Texas Local Government Code, Title 7, Chapter 791]. The Act allows local governments and certain non-profits to contract or agree under the terms of the Act to make purchases or provide purchasing services and other administrative functions appropriately established by another government entity. The Interlocal Contract (ILC) is the required legal document that establishes a link between the End User (local governments and certain non-profits) and HGACBuy, and gives the End User access to HGACBuy contracts.

HGACBuy contracts are established based on the requirements of [Texas Local Government Code, Chapter 252]. Products and services are contracted after having been subjected to either a competitive bid (IFB) or competitive proposal (RFP) process. Contracts are blanket type, usually for a term of two or three years. Use of HGACBuy for purchases by any End Users is strictly at the discretion of that entity. End Users issue their purchase orders to and pay directly the HGACBuy Contractor.

Bid Exemptions: RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.

Lowest Responsible Bidder: The lowest bidder on a competitively bid purchase of equipment, material or supplies or a public work as determined by the statutory criteria established under RCW 43.19.1911.

Responsible Bidder. In determining whether the bidder is a responsible bidder, the agency must consider the following elements:

1. Equipment, Materials and Supplies Purchases.

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- Whether the bidder can perform the contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services; and
- Such other information as may be secured having a bearing on the decision to award the contract.

2. Public Works Projects.

- Contractor must have valid certificate of registration.
- Contractor must have valid State UBI number.
- Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
- Contractor cannot have been disqualified from bidding on any previous public works contract.

e. Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.

f. Contractor must meet the statutory public works training requirements under RCW 39.04.350.

Public Work: Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

Cooperative Purchase: A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

General Expenditures: Minor expenditures for the ongoing operations of the Department. Typical general expenditures would include office supplies, vehicle maintenance supplies, cleaning and household supplies.

Program Expenditures: Expenditures for the ongoing operations of specific programs. Typical program expenditures are radios and radio parts, EMS supplies, vehicle parts, training supplies and props, protective clothing and uniforms. Purchases that exceed these limits shall be approved by the fire chief or designee. Expenditure limitations:

- Administration (Fire Chief, Assistant Chiefs, Battalion Chiefs, Business Manager, Finance Manager, District Secretary and MSO) shall be \$5,000.
- Non-assigned Travel Cards (used for State Mobilization, and Department of Natural Resource deployments) shall be \$5,000
- Officers (Lieutenants, Administrative Clerks, other line personnel) shall be \$1,000

Purchases that exceed these limits shall be approved by the fire chief or designee. Expenditures not approved via the budget in excess of these limits require approval of the Board of Commissioners.

Administrative Expenditures: Expenditures for the ongoing administration of Fire and EMS services offered by the Department. Typical Administrative expenditures include professional services, EMS billing contracts, other service contracts and insurance premiums.

Payroll expenditures: Expenditures for the salary and benefits of administrative and career employees, Commissioners, and volunteer stipends.

Vehicle Purchasing: Shall be in accordance with procurement process stipulated in RCW 52.14.110 and 54.14.120.

Small Works Roster A process authorized by RCW 39.04.155 that allows the District to publish and maintain a roster of contractors available to perform public works contracts. The District can establish and maintain its own roster or joint a cooperative roster such as MRSC Rosters.

Single Trade Public Works Project: Projects that require only a single contractor performing a single trade as identified in chapter 296-127 Washington Administrative Code.

Multi Trade Public Works Project: Projects that require contractors or subcontractors to perform two or more of the trades as identified in chapter 296-127 Washington Administrative Code.

Sole Source Procurement: Non-competitive selection process to procure a product of service from a sole source vendor. If an item, even a specific name brand, is available from more than one vendor, it is not appropriate to declare the purchase sole source.

Vendor List. A process authorized by RCW 39.04.190 that allows the District to publish and maintain a roster of vendors available to sell equipment and supplies to the District. The District can establish and maintain its own roster or join a cooperative roster such as MRSC Rosters.

SECTION 3.0 POLICY

The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. Expenditures within specified budgetary limits shall not require any further Board approval beyond the approval of the budget. Purchases of goods or services outside of budgetary limits shall require approval by the Board.

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Deleted: The Board shall also review and approve all vouchers on at least a monthly basis.

Purchases made using a Bid Exemption shall require formal action of the Board in the form of a Resolution approving use of the Bid Exemption.

The Fire Chief, or designee, shall approve all budgeted purchases of goods or services in excess of \$10,000.00. The Fire Chief shall notify and inform the Board of all purchases or contracts with a value in excess of \$50,000.00.

Deleted: in the Fire Chief's absence an Assistant Fire Chief

The Finance Director, or Finance Director's designee shall certify that materials have been received, the services rendered or the labor performed prior to payment of claims. The Board shall also review and approve all vouchers on at least a monthly basis.

Deleted: Manager

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Deleted: approve all budgeted purchases of \$10,000 or less.

In the event of an emergency the Fire Chief, or designee, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board. In the absence of the Fire Chief a designee may make an emergency purchase within budgetary limits but in excess of the \$10,000 limit.

Deleted: in the Fire Chief's absence an Assistant Fire Chief

Deleted: and Assistant Fire Chiefs, the Finance Manager

SECTION 4.0 RELATED SOG'S

- See following SOG's beginning with 6006a



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 6006a

Purchasing Procedures

SECTION 1.0 PURPOSE

It is the purpose of this policy to provide guidelines for the purchase of goods and services by the District in order to maintain an accountable procurement process.

SECTION 2.0 PURCHASING PROCEDURES

2.1 Purchases under ~~\$75,500~~: No statutory process requirements. Staff shall use commercially reasonable means to make such purchases.

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Purchases from ~~\$75,500 to \$150,000~~: ~~Purchases must be made from one of the District's Vendor List, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if the purchase price exceeded \$150,000.~~

Deleted: 10,000 to \$50,000

2.5 Purchases over ~~\$150,000~~:

~~Purchases over \$150,000. Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption. Bids shall be awarded to the Lowest Responsible Bidder as defined in the bid documents or the Bidder providing the Best Value to the District as defined in the bid documents.~~

Deleted: Purchases must be made from one of the District's Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. ¶

If purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$50,000. ¶

Deleted: Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.

SECTION 3.0 PURCHASE ORDERS/APPROVALS

3 Staff Purchases: The routine re-ordering of materials, supplies and equipment, as defined and limited by the Fire Chief or designee, may be made by staff members without requiring any additional advance approval.

The Department will maintain a number of open signature accounts with vendors. Designated employees will be allowed to purchase items within their spending limitations by signing receipts for purchase and submitting receipts.

Deleted: <#>Purchase Orders: All purchases exceeding program expenditure limits, except for those involving existing contracts or open purchase orders, shall be made with a purchase order or written approval. Open purchase orders will be used on an annual basis. Purchase orders and approval processes are intended to encumber funds. Warrants or department credit cards shall be used for the actual payment. Employees may produce purchase orders per established instructions. ¶

Non Budgeted Purchases. Purchases of goods or services outside of budgetary limits shall require approval by the Fire Chief or designee and/or Board of Commissioners.

Deleted: a Small Purchase Tracking form.

3.1 Credit Card and Account Card Purchasing: See SOG 6010a

3.2

SECTION 4.0 PUBLIC WORKS

4 Single Trade Public Works projects under \$75,500. No statutory bidding procedures required. Staff

Deleted: <#>Fuel Cards: Fuel cards may be issued when individuals leave the district in a department vehicle. The cards may be checked out from the Admin office. ¶

shall use commercially reasonable means to contract for such Public Works.

5 Multi Trade Public Works projects under \$150,000. No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such Public Works.

6 Single Trade Public Works Projects \$75,500 - \$350,000. The District shall establish and use a Small Works Roster.

7 Multi Trade Public Works Projects \$150,000- \$350,000. The District shall establish and use a Small Works Roster.

8 Public Works projects over \$350,000. Formal Sealed bidding shall be used except in case of an emergency. Bids shall be awarded to the Lowest Responsible Bidder as defined in the bid documents.

9

9.1 Competitive Bidding Exemptions

Formal sealed bidding shall not be required for:

- a. The purchase of any materials, supplies, or equipment if the cost will not exceed the sum of \$10,000. However, whenever the estimated cost does not exceed \$50,000, the Commissioners may by resolution use the process provided in RCW 39.04.190 to award contracts
- b. Contracting for work to be done involving the construction or improvement of a fire station or other buildings where the estimated cost will not exceed the sum of \$300,000 which includes the costs of labor, material, and equipment;
- c. Contracts using the small works roster process under RCW 39.04.155
- d. Any contract for purchases or public work pursuant to RCW 39.04.280 if an exemption contained within that section applies to the purchase or public work.
- e. Purchases that are clearly and legitimately limited to a single source of supply
- f. Purchases involving special facilities or market conditions
- g. Purchases in the event of an emergency
- h. Purchases of insurance or bonds
- i. Public works in the event of an emergency

9.2 Sole Source Declaration

In order to conform with the declaration of a sole source provider, Sole Source Request and Sole Source Justification Forms will be completed and presented to the Board of Commissioners for consideration. The Sole Source Justification Form includes the following categories:

- a. Compatibility to existing District standard or to existing equipment, inventory, systems, data, programs, or service
- b. Licensed or patented product with only one dealer
- c. Authorized Service Provider, Repair, and/or Warranty Services
- d. Unique Design
- e. Used Item
- f. Delivery Date
- g. Project or Research Continuity
- h. Requirement by Funding Source
- i. Legal Monopoly
- j.

SECTION 4.0 SERVICES – ARCHITECT AND ENGINEER

The District shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

Deleted: <#>Insofar as practicable, purchases and any public works by the District shall be based on competitive bids. A formal sealed bid procedure shall be used as standard procedure for purchases and contracts for purchases executed by the Board of Commissioners. Unless otherwise authorized by the Board of Commissioners purchases in excess of \$10,000 - \$50,000 must follow one of the following procedures: (1) Public Bidding, (2) Purchase from the State of Washington Vendor list, (3) Purchase through established contract, (4) Purchase through intergovernmental contract to take advantage of competitive pricing from another jurisdiction.¶

<#>¶
<#>Open Competitive Bidding For purchases requiring competitive bidding, the District shall purchase supplies, materials, and equipment from the lowest responsive bidder, provided that the District reserves the right to reject any and all bids and call for new bids. The District also reserves the right to waive procedural irregularities. The following factors, in addition to price, may be taken into account by the Board of Commissioners in determining the lowest responsive bidder:¶

<#>Any preference provided by law to Washington products and vendors¶
<#>The best value, considering the quality of the supplies, materials and equipment to be purchased¶

<#>The conformity of the supplies, material and equipment to the District specifications¶
<#>The purpose for which the supplies, materials and equipment are required¶

<#>Time of delivery of the supplies, materials and equipment¶

<#>The character, integrity, reputation, judgment, experience, and efficiency of the bidder¶

<#>Such other information as may have a bearing on the decision to purchase the supplies, materials and equipment.¶

<#>¶

<#>Public Works¶

<#>Notice of the call for bids shall be given by publishing the notice in a newspaper of general circulation within the district at least thirteen days before the last date upon which bids will be received. If no bid is received on the first call, the Commissioners may re-advertise and make a second call, or may enter into a contract without a further call.¶

<#>A public work involving three or more specialty contractors requires that the district retain the services of a general contractor as defined in RCW 18.27.010.¶

<#>A low bidder who claims error and fails to enter into a contract with a fire protection district for a public works project is prohibited from bidding on the same project if a second or subsequent call for bids is made for the project.¶

<#>¶

<#>Public Works projects under \$20,000: No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such Public Works. Public Works contracts will require prevailing wages when required.¶

<#>¶

... [1]

Commented [ES1]: This part wasn't in Snure's new example policy

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The District is a member of the MRSC Rosters consultant roster and shall use the Statements of Qualifications submitted to MRSC Rosters to select a qualified architect, engineer or land surveyor.

Commented [ES2]: Is the consultant roster different from what we are a member of?

SECTION 5.0 SERVICES – TELECOMMUNICATIONS AND DATA PROCESSING

The District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services unless the purchase is made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption t.

Deleted: If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.¶

SECTION 6.0 SERVICES – OTHER

No statutory procedures required. District staff shall use commercially reasonable means to identify and contract with service providers.

APPENDIX

- **SAMPLE** sole source justification form
- **SAMPLE** sole source request form
- [Fire Protection District/RFA Bid Law Matrix](#)

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EFFECTIVE DATE: 12/20/17	REPLACES:	Policy 129 Policy 706 SOG A04-03
FIRE CHIEF:		

Insofar as practicable, purchases and any public works by the District shall be based on competitive bids. A formal sealed bid procedure shall be used as standard procedure for purchases and contracts for purchases executed by the Board of Commissioners. Unless otherwise authorized by the Board of Commissioners purchases in excess of \$10,000 - \$50,000 must follow one of the following procedures: (1) Public Bidding, (2) Purchase from the State of Washington Vendor list, (3) Purchase through established contract, (4) Purchase through intergovernmental contract to take advantage of competitive pricing from another jurisdiction.

Open Competitive Bidding For purchases requiring competitive bidding, the District shall purchase supplies, materials, and equipment from the lowest responsive bidder, provided that the District reserves the right to reject any and all bids and call for new bids. The District also reserves the right to waive procedural irregularities. The following factors, in addition to price, may be taken into account by the Board of Commissioners in determining the lowest responsive bidder:

- Any preference provided by law to Washington products and vendors
- The best value, considering the quality of the supplies, materials and equipment to be purchased
- The conformity of the supplies, material and equipment to the District specifications
- The purpose for which the supplies, materials and equipment are required
- Time of delivery of the supplies, materials and equipment
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- Such other information as may have a bearing on the decision to purchase the supplies, materials and equipment.

Public Works

Notice of the call for bids shall be given by publishing the notice in a newspaper of general circulation within the district at least thirteen days before the last date upon which bids will be received. If no bid is received on the first call, the Commissioners may re-advertise and make a second call, or may enter into a contract without a further call.

A public work involving three or more specialty contractors requires that the district retain the services of a general contractor as defined in RCW 18.27.010.

A low bidder who claims error and fails to enter into a contract with a fire protection district for a public works project is prohibited from bidding on the same project if a second or subsequent call for bids is made for the project.

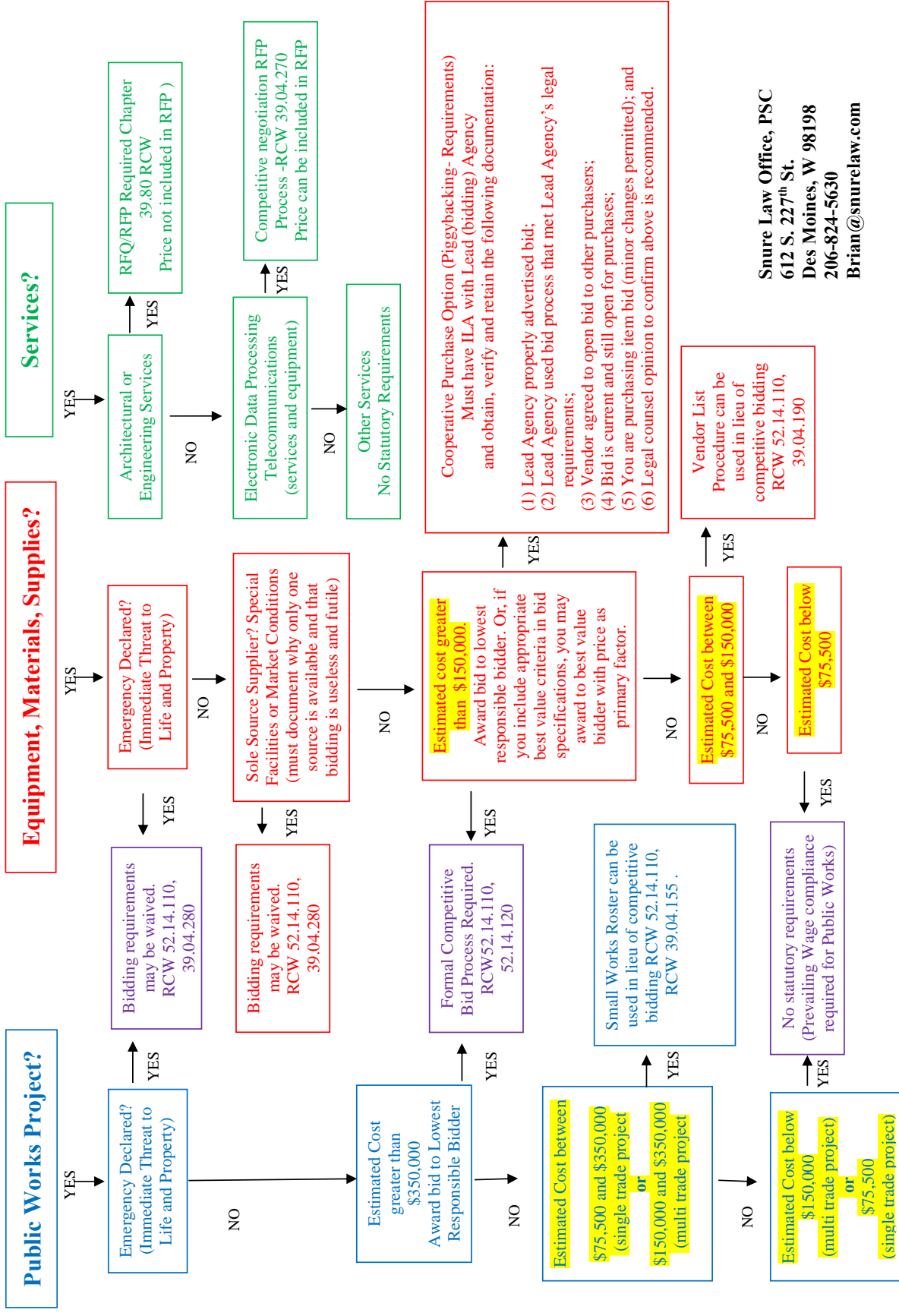
Public Works projects under \$20,000: No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such Public Works. Public Works contracts will require prevailing wages when required.

Public Works projects from \$20,000 - \$300,000: The District shall establish and use a Small Works Roster established with MRSC Rosters.

Public Works projects over \$300,000: Formal Sealed bidding shall be used except in case of an emergency.

FIRE PROTECTION DISTRICT/RFA BID LAW MATRIX – 2024

Yellow Highlighted Sections Will be effective July 1, 2024



Snure Law Office, PSC
 612 S. 227th St.
 Des Moines, W 98198
 206-824-5630
 Brian@snurelaw.com

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 24-21**

A RESOLUTION TO APPROVE BUDGET EXPENDITURES FOR 2025

WHEREAS, The Board of Commissioners for Jefferson County Fire Protection District No. 1 has met and considered its expenditures for the calendar year 2025; and,

WHEREAS, The District’s expenditures for 2025 are budgeted as follows:

General Operating	\$11,685,782.50
EMS Operating	\$6,910,379.00
LTGO Bond 2019	\$403,872.50

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

1. That the Budget schedules approved in the following amounts dated November 19, 2024 will serve as the Operating and Debt Service Budgets for 2025.

General Operating	\$11,685,782.50
EMS Operating	\$6,910,379.00
LTGO Bond 2019	\$403,872.50
2. That one copy of this resolution together with Exhibit “A” is to be delivered to each of the following: Board of County Commissioners and Auditor of Jefferson County, Washington.

Adopted at a meeting of the Board of Commissioners of Jefferson County Fire Protection District No. 1 this _____ day of November 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

SIGNED:

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

2025 BUDGET TOTALS

Jefferson Co FPD No. 1

Time: 09:26:25 Date: 11/13/2024

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001 Fire Fund #656001010

01/01/2025 To: 12/31/2025

REVENUES

300 Revenue

308 91 00 000-0	BEGINNING CASH & INVESTMENT UNRESERVED	2,867,434.00
311 10 00 000-0	REAL & PERSONAL PROPERTY TAXES	10,374,000.00
322 90 00 010-0	LAND CLEARING PERMITS	2,500.00
337 00 00 010-0	PT FIRE CARES GRANT	146,800.00
337 40 10 000-0	TIMBER EXCISE TAX - TAV	5,500.00
342 21 00 000-0	WILDLAND PAYMENTS	11,000.00
342 21 22 010-0	FIRE CONTROL INTERGOV: PARKS,PORT(airport),SCHOOL	50,000.00
342 21 25 010-0	INTER GOV FIRE EMERGENCY SERVICE DNR	12,250.00
361 11 00 000-0	INVESTMENT INTEREST	80,000.00
362 00 00 000-0	FACILITIES LEASES (LONG TERM)	10,000.00
362 00 00 020-0	TRAINING TOWER SERVICES ILA	1,500.00
369 91 00 000-0	OTHER MISCELLANEOUS REVENUE	1,000.00
369 91 00 050-0	MISC REVENUE (REIMBURSEMENTS)	96,000.00

300 Revenue		13,657,984.00
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390

397 00 00 005-0	TRANSFER IN FROM FIRE CAPITAL	247,000.00
397 00 00 101-0	TRANSFER IN FROM EMS CAPITAL	25,000.00

390		272,000.00
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Fund Revenues:		13,929,984.00
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EXPENDITURES

520 Fire Control

522 10 41 040-0	PROF SERV - BELIEVE IN RECOVERY (CARES)	162,200.00
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000		162,200.00
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522 10 10 019-0	OVERTIME ADMIN	11,000.00
522 10 10 020-0	CHIEF WAGES	215,888.00
522 10 10 022-0	CRM/FIRE INVESTIGATION	114,180.00
522 10 10 023-0	SICK/VACATION BUYOUTS	50,000.00
522 10 10 024-0	DEPUTY CHIEF	190,736.00
522 10 10 026-0	HR/BUSINESS MANAGER	108,738.00
522 10 10 027-0	ADMIN ASSISTANT (FULL-TIME)/FINANCE DIR/VOL COORD	221,769.00
522 10 10 028-0	ADMIN CRR/ASSISTANT	60,518.00
522 10 20 010-9	SOCIAL SECURITY TAX	28,029.00
522 10 20 015-9	MEDICARE TAX	14,107.00
522 10 20 020-9	RETIREMENT LEOFF	24,292.00
522 10 20 021-9	RETIREMENT DEFERRED COMP	33,847.00
522 10 20 022-9	RETIREMENT PERS	41,513.00
522 10 20 030-9	DEPT OF LABOR & INDUSTRICTS	31,613.00
522 10 20 031-9	STATE UNEMPLOYMENT INSURANCE	1,480.00
522 10 20 032-9	PAID FAMILY MEDICAL LEAVE	1,804.00
522 10 20 041-9	ADMIN - VEBA	24,000.00
522 10 20 042-9	DISABILITY - ADMIN	7,212.00

2025 BUDGET TOTALS

Jefferson Co FPD No. 1

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001 Fire Fund #656001010

01/01/2025 To: 12/31/2025

EXPENDITURES

520 Fire Control

522 10 20 045-9	MEDICAL/DENTAL INSURANCE PROGRAM	149,516.00
522 10 20 070-9	UNIFORMS (ADMIN)	5,000.00
522 10 31 010-0	OFFICE SUPPLIES	10,000.00
522 10 35 010-0	SMALL TOOLS/MINOR EQUIPMENT	20,700.00
522 10 41 000-0	PROFESSIONAL SERVICES - MISC	10,000.00
522 10 41 005-0	PROF SERV - LEGAL	17,000.00
522 10 41 010-0	PROF SERV - PLFR SPRINGBROOK ARCHIVE ONLY	12,875.00
522 10 41 015-0	PROF SERV - MEDICAL/BACKGROUNDS	12,000.00
522 10 41 016-0	PROF SERV - MEDICAL (ANNUAL AUDIO) READY REBOUND MED CK	55,000.00
522 10 41 030-0	PROF SERV - IT SERVICES (OESD)	55,000.00
522 10 41 060-0	PROF SERV - STATE AUDIT	15,000.00
522 10 41 070-0	PROF SERV - HOSE/LADDER TESTING	18,000.00
522 10 41 080-0	PROF SERV - ER.COM/ESO	28,000.00
522 10 41 090-0	PROF SERV - IT NOT OESD	11,990.00
522 10 41 091-0	PROF SERV - SCHED SOFTWARE (CREWSENDS/DIGITAL DASH)	19,492.00
522 10 42 010-0	COMMUNICATIONS - LAND LINES	4,700.00
522 10 42 020-0	COMMUNICATIONS - CELL, DATA CARDS	36,359.00
522 10 42 030-0	SNET	11,400.00
522 10 42 045-0	COMMUNICATIONS - WAVE, NOP DATA	24,000.00
522 10 42 060-0	COMMUNICATIONS - POSTAGE	2,000.00
522 10 43 010-0	TRAVEL - ADMIN	8,000.00
522 10 44 010-0	ADVERTISING	5,000.00
522 10 46 010-0	INSURANCE - COMMERCIAL/AUTO	150,122.00
522 10 49 002-0	MISCELLANEOUS	7,000.00
522 10 49 010-0	MISC - DUES, SUBSCRIP/MEMBERSHIP	13,000.00

	210 Administrative	1,881,880.00
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522 11 10 010-0	COMMISSIONERS PAY	30,000.00
522 11 10 015-0	DISTRICT SECRETARY WAGES	105,556.00
522 11 20 010-9	SOCIAL SECURITY TAX	8,404.00
522 11 20 015-9	MEDICARE TAX	1,966.00
522 11 20 021-9	RETIREMENT - DCP	6,000.00
522 11 20 022-9	RETIREMENT - PERS	9,616.00
522 11 20 030-9	DEPT OF LABOR & INDUSTRIES	300.00
522 11 20 031-9	STATE UNEMPLOYMENT INSURANCE	287.00
522 11 20 032-9	PAID FAMILY MEDICAL LEAVE	185.00
522 11 20 041-9	LEGISLATIVE - VEBA	3,000.00
522 11 20 042-9	DISABILITY	601.00
522 11 20 045-9	MEDICAL/DENTAL INSURANCE PREMIUM	20,280.00
522 11 40 000-0	ELECTION COSTS	40,000.00
522 11 43 010-0	TRAVEL	6,500.00
522 11 49 020-0	BANQUET/EMPLOYEE RECOGNITION	7,500.00

	211 Legislative	240,195.00
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522 20 10 000-0	FF/EMT (40%)	2,872,983.00
522 20 10 019-0	OVERTIME (40%)	519,147.00
522 20 10 023-0	VAC/SICK BUY OUTS	131,522.00
522 20 11 000-0	VOL POINT/REIMBURSEMENTS	11,400.00
522 20 15 000-0	FIT'S (FIREFIGHTER-IN-TRAINING (6) 40%	30,240.00

2025 BUDGET TOTALS

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001 Fire Fund #656001010

01/01/2025 To: 12/31/2025

EXPENDITURES

520 Fire Control

522 20 20 010-9	SOCIAL SECURITY TAX	12,105.00
522 20 20 015-9	MEDICARE TAX	51,697.00
522 20 20 020-9	RETIREMENT LEOFF	187,458.00
522 20 20 021-9	RETIREMENT DEFERRED COMP	106,083.00
522 20 20 022-9	PERS 2 FACILITIES	2,798.00
522 20 20 023-9	RETIREMENT MERP 40%	21,240.00
522 20 20 030-9	DEPT OF LABOR & INDUSTRIES	139,661.00
522 20 20 031-9	STATE UNEMPLOYMENT INSURANCE	4,513.00
522 20 20 032-9	PAID FAMILY MEDICAL LEAVE	7,538.00
522 20 20 041-9	SUPPRESSION - VEBA (60/40)	72,000.00
522 20 20 045-9	MEDICAL/DENTAL INSURANCE PREMIUM 100%	1,331,417.00
522 20 20 050-9	BOARD OF VOL FIREFIGHTERS (INS & PENSION FEES)	6,500.00
522 20 20 060-9	STRUCTURAL PPE (BUNKERS/ACCESSORIES)	210,000.00
522 20 20 065-0	WILDLAND PPE	21,480.00
522 20 20 070-9	UNIFORM ALLOWANCE	50,000.00
522 20 20 075-9	UNIFORMS - VOLUNTEERS/Other	10,000.00
522 20 20 080-9	DISABILITY/LIFE INSURANCE FOURNIER/EAP	13,000.00
522 20 31 020-0	OPERATING SUPPLIES	32,400.00
522 20 31 030-0	SCBA SUPPLIES/REPAIRS	43,200.00
522 20 32 010-0	FUEL	135,000.00
522 20 32 015-0	FUEL - MARINE PROGRAM	4,000.00
522 20 32 020-0	FUEL - AGREEMENT TRANSIT/CARDLOCK	2,970.00
522 20 35 010-0	SMALL TOOLS/MINOR EQUIP (NOZZLES, HOSE, GAS DET.)	31,450.00
522 20 35 030-0	MARINE PROGRAM EQUIPMENT	2,500.00
522 20 35 050-0	TECH RESCUE EQUIPMENT	4,567.00
522 20 41 010-0	DISPATCH FEES (100%)	316,122.00
522 20 41 020-0	CREW FORCE APPLICATION	5,000.00
522 20 41 060-0	PROF SERV - WELLNESS PROGRAM	4,400.00
522 20 42 010-0	RADIO - PURCHASE/REPAIR	8,200.00
522 20 43 050-0	TRAVEL (CAREEER & VOL)	4,000.00
522 20 43 060-0	FIT TRAVEL	10,933.00

	220 Suppression	6,417,524.00
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522 30 31 010-0	CRR - OPERATING SUPPLIES	7,500.00
522 30 31 050-0	PREV / INV - OPERATING SUPPLIES	2,000.00
522 30 35 020-0	PES- SMALL TOOLS MINOR EQUIPEMENT	2,500.00
522 30 41 010-0	CRR EVENTS	8,000.00
522 30 45 003-1	CRR TRAVEL	2,000.00

	230 Prevention	22,000.00
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522 45 31 020-0	TRAINING SUPPLIES	823.00
522 45 35 010-0	TRAINING EQUIPMENT ST/ME	9,589.00
522 45 40 001-0	TRAINING ADMIN (CLASSES)	14,500.00
522 45 40 002-0	TRAINING TOWER REPAIRS/MAIN FROM MEMBER FEES	3,000.00
522 45 40 020-0	KCFTA FIRE ACADEMY - FIT's	7,500.00
522 45 40 031-0	PES - TRAINING/CONFERENCE/SEMINAR	8,000.00
522 45 40 050-0	TRAINING CLASSES - CAREER	55,458.00
522 45 40 060-0	TRAINING REGISTRATIONS - VOLUNTEER	11,923.00
522 45 49 010-0	TRAINING DUES, SUBSCRIPT/MEMBERSHIP	1,540.00

2025 BUDGET TOTALS

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001 Fire Fund #656001010

01/01/2025 To: 12/31/2025

EXPENDITURES

520 Fire Control

245 Training	112,333.00
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522 50 31 010-0	BLDG/CLEANING SUPPLIES	9,750.00
522 50 31 020-0	BLDG MAIN SUPPLIES (SUPPLIES/MATERIAL ONLY)	30,000.00
522 50 45 010-0	RENTS/LEASES	12,664.00
522 50 47 010-0	UTILITIES - ELECTRIC	60,000.00
522 50 47 020-0	UTILITIES - WATER/SEWER	17,000.00
522 50 47 030-0	UTILITIES - GARBAGE	16,000.00
522 50 47 040-0	UTILITIES - HEATING OIL	7,000.00
522 50 47 050-0	UTILITIES - PROPANE	40,000.00
522 50 48 010-0	FACILITIES - REPAIR / MAINT CONTRACTS (NO SUPPLIES)	230,000.00

250 Facilities	422,414.00
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522 60 48 020-0	NKFR VEHICLE R/M CONTRACTED	175,000.00
522 60 48 030-0	VEHICLE REPAIRS OTHER 100% FIRE	264,250.00
522 60 48 060-0	REPAIR & MAINTENANCE - MARINE 7	7,000.00
522 60 48 065-0	REPAIR & MAINTENANCE - MARINE 1 - GUARDIAN	22,200.00

260 Vehicles & Equipment	468,450.00
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520 Fire Control	9,726,996.00
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590 Debt, Capital & Transfers

591 22 70 000-0	LEASES (OLYMPIC STORAGE, CANON COPIERS, CGI LEASE PRG)	65,635.00
591 22 70 010-0	SOFTWARE LEASES>12MOS (SPRINGBROOK,MS365, INSIGHT 100%)	36,260.00
594 22 62 063-0	STATION 2 TEMPORARY FACILITY	69,518.00
594 22 64 010-0	MACHINERY & EQUIPMENT	283,500.00
597 22 64 030-0	TRANSFER OUT - FIRE CAPITAL FUND	300,000.00
597 22 64 035-2	TRANSFER OUT - EMS CAPITAL FUND	300,000.00
597 22 64 040-0	TRANSFER OUT - RESERVE	500,000.00
597 22 70 020-0	TRANSFER TO LOCAL PRGM PRINCIPAL	36,000.00
597 22 71 201-9	TRANSFER FROM GEN TO 2019 BOND PRINCIPAL	305,000.00
597 22 81 201-9	TRANS FROM GEN TO 2019 BOND INTEREST	48,872.50
597 22 83 020-0	TRANSFER TO LOCAL PRGM INTEREST	14,000.00

590 Debt, Capital & Transfers	1,958,785.50
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Fund Expenditures:	11,685,781.50
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Excess/Deficit:	2,244,202.50
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2025 BUDGET TOTALS

003 FIRE CAPITAL FUND 656001042

01/01/2025 To: 12/31/2025

REVENUES

300 Revenue

308 91 00 000-3	BEG CASH & INVESTMENT BALANCE	1,362,847.00
361 11 00 000-3	INTEREST EARNED	55,000.00
397 00 00 000-3	TRANSFER IN - VEHICLE REPLACEMENT FUND	300,000.00

300 Revenue 1,717,847.00

Fund Revenues: 1,717,847.00

EXPENDITURES

590 Debt, Capital & Transfers

597 00 00 000-3	TRANSFER OUT	247,000.00
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590 Debt, Capital & Transfers 247,000.00

Fund Expenditures: 247,000.00

Excess/Deficit: 1,470,847.00

2025 BUDGET TOTALS

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004 EMS CAPITAL FUND 657001110

01/01/2025 To: 12/31/2025

REVENUES

300 Revenue

308 91 00 000-4	BEGINNING CASH & INVESTMENT UNRESERVED	975,381.00
361 11 00 000-4	INTEREST EARNED	39,000.00
397 00 00 000-4	TRANSFER IN	300,000.00
300 Revenue		1,314,381.00

Fund Revenues: 1,314,381.00

EXPENDITURES

590 Debt, Capital & Transfers

597 00 00 000-4	TRANSFER OUT TO EMS	25,000.00
590 Debt, Capital & Transfers		25,000.00

Fund Expenditures: 25,000.00

Excess/Deficit: 1,289,381.00

2025 BUDGET TOTALS

005 RESERVE

01/01/2025 To: 12/31/2025

REVENUES

300 Revenue

308 91 00 000-7	BEG CASH & INVESTMENT BALANCE	500,000.00
361 11 00 000-7	INTEREST EARNINGS	20,000.00
397 00 00 000-7	TRANSFER IN - FIRE GENERAL	500,000.00

300 Revenue 1,020,000.00

Fund Revenues: 1,020,000.00

Excess/Deficit: 1,020,000.00

2025 BUDGET TOTALS

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101 EMS Fund #657001100

01/01/2025 To: 12/31/2025

REVENUES

300 Revenue

308 51 00 000-1	BEGINNING CASH & INVESTMENT UNRESERVED	2,739,957.00
311 10 00 000-1	REAL & PERSONAL PROPERTY	4,001,000.00
332 93 40 000-1	GEMT	670,000.00
334 04 90 005-1	DOH-EMS PARTICIPATION GRANT	554.00
337 00 00 000-1	TIMBER EXCISE TAX - TAV	5,400.00
337 00 00 010-1	PT FIRE CARES GRANT	175,200.00
342 21 25 020-0	QUILCENE ALS ILA	30,000.00
342 21 26 080-1	EMS SERVICE NON TRANSPORT	3,200.00
342 60 00 000-0	AMBULANCE & ER AID FEES	1,498,000.00
361 11 00 000-1	INVESTMENT INTEREST	60,000.00
367 00 10 010-1	PRIVATE CONTRIBUTIONS	2,000.00
369 91 00 050-1	MISC REVENUE (REIMBURSEMENTS)	15,000.00

300 Revenue		9,200,311.00
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Fund Revenues:		9,200,311.00
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EXPENDITURES

520 Fire Control

522 72 10 000-1	FF/EMT (60%)	4,309,474.00
522 72 10 019-1	Overtime (60%)	778,721.00
522 72 10 023-1	Vac/Sick Buy Outs	196,212.00
522 72 11 000-1	Volunteer Points (60%)	17,100.00
522 72 15 000-1	FIT's Firefighter-in-Training (6) 60%	45,360.00
522 72 20 010-9	SOCIAL SECURITY TAX	3,873.00
522 72 20 015-9	MEDICARE TAX	77,530.00
522 72 20 020-9	RETIREMENT LEOFF	281,131.00
522 72 20 021-9	RETIREMENT DEFERRED COMP	159,125.00
522 72 20 022-9	RETIREMENT PERS	4,198.00
522 72 20 023-9	RETIREMENT MERP 60%	31,860.00
522 72 20 030-9	DEPT OF LABOR & INDUSTRIES	243,872.00
522 72 20 031-9	STATE UNEMPLOYMENT INSURANCE	6,769.00
522 72 20 032-9	PAID FAMILY MEDICAL LEAVE	11,780.00
522 72 20 041-9	EMS - VEBA (60/40)	108,000.00
522 72 31 010-1	EMS SUPPLIES	80,500.00
522 72 31 015-1	EMS MEDICATION	50,000.00
522 72 31 020-1	OPERATING EXPENSES	3,300.00
522 72 35 010-1	EMS EQUIPMENT	15,000.00
522 72 35 020-1	IT COMPUTERS	2,000.00
522 72 35 025-0	DOH TRAINING GRANT	554.00
522 72 41 010-1	PROF SERVICE-AMB BILLING	67,200.00
522 72 41 010-5	PROF SERVICE OTHER (EMS LOGIC) NARCBOX	1,000.00
522 72 41 020-0	SYSTEMS DESIGN/PUBLIC CONSULTING GROUP (GEMT)	37,500.00
522 72 41 060-1	PROF SERV - WELLNESS PROGRAM	27,000.00
522 72 42 000-1	COMMUNICATION AT&T	2,500.00
522 72 43 010-1	FERRY FEES- WSDT	1,000.00
522 72 49 010-1	REIMBURSE AMB BILLING ERRORS	4,000.00
522 72 49 060-1	TRANSPORT FEES (EMS COUNCIL)	44,880.00

2025 BUDGET TOTALS

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101 EMS Fund #657001100

01/01/2025 To: 12/31/2025

EXPENDITURES

520 Fire Control

272 EMS Operations	6,611,439.00
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522 74 45 010-1 TRAINING SUPPLIES	4,000.00
522 74 45 020-1 REQUIRED EMS TRAINING	14,600.00
522 74 45 025-0 VOL EMT TRAINING	20,000.00
522 74 45 040-1 PM TRAINING EXPENSE	58,040.00
522 74 45 050-1 TRAINING REG INCLUDES EMS CONNECT	12,300.00

274 EMS Training	108,940.00
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520 Fire Control	6,720,379.00
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590 Debt, Capital & Transfers

591 22 70 000-1 STRYKER LEASE	190,000.00
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590 Debt, Capital & Transfers	190,000.00
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Fund Expenditures:	6,910,379.00
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Excess/Deficit:	2,289,932.00
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2025 BUDGET TOTALS

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219 LTGO BOND 2019 FUND

01/01/2025 To: 12/31/2025

REVENUES

390		
397 22 83 201-9	TRANSFER FROM GENERAL TO 2019 BOND INTEREST	48,872.50
390		48,872.50

590 Debt, Capital & Transfers

397 00 00 201-9	TRANSFER FROM GENERAL TO 2019 BOND	305,000.00
590 Debt, Capital & Transfers		305,000.00

Fund Revenues:			353,872.50
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EXPENDITURES

590 Debt, Capital & Transfers

591 22 71 021-8	2019 BOND PRINCIPAL PAYMENT	305,000.00
592 22 83 021-8	2019 BOND INTEREST PAYMENT	48,872.50
590 Debt, Capital & Transfers		353,872.50

Fund Expenditures:			353,872.50
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Excess/Deficit:			0.00
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2025 BUDGET TOTALS

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220 WA STATE LOCAL PRGM COP

01/01/2025 To: 12/31/2025

REVENUES

590 Debt, Capital & Transfers

397 00 00 022-0	TRANSFER FROM GENL TO LOCAL PRGM PRINCIPAL	36,000.00
397 22 83 022-0	TRANSFER FROM GENL TO LOCAL PRGM INTEREST	14,000.00

590 Debt, Capital & Transfers 50,000.00

Fund Revenues: 50,000.00

EXPENDITURES

590 Debt, Capital & Transfers

591 22 71 022-0	LOCAL PROGRAM COP PRINCIPAL PAYMENT	36,000.00
592 22 83 022-0	LOCAL PROGRAM COP INTEREST PAYMENT	14,000.00

590 Debt, Capital & Transfers 50,000.00

Fund Expenditures: 50,000.00

Excess/Deficit: 0.00

2025 BUDGET TOTALS

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Fund	Revenues	Expenditures	Net
001 Fire Fund #656001010	13,929,984.00	11,685,781.50	2,244,202.50
003 FIRE CAPITAL FUND 656001042	1,717,847.00	247,000.00	1,470,847.00
004 EMS CAPITAL FUND 657001110	1,314,381.00	25,000.00	1,289,381.00
005 RESERVE	1,020,000.00	0.00	1,020,000.00
101 EMS Fund #657001100	9,200,311.00	6,910,379.00	2,289,932.00
219 LTGO BOND 2019 FUND	353,872.50	353,872.50	0.00
220 WA STATE LOCAL PRGM COP	50,000.00	50,000.00	0.00
	27,586,395.50	19,272,033.00	8,314,362.50

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1
RESOLUTION 24-22**

**REQUEST FOR APPROPRIATE TAX LEVIES AND DEPOSITS WITH
RELATED BUDGETS**

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

1. That the County Assessor has notified the Commissioners of Jefferson County Fire Protection District No. 1 the preliminary assessed valuation of real properties lying within the boundaries of said Fire District for the calendar year of 2024 is \$8,344,181,736 Regular Levy & \$8,354,392,485 EMS Levy.

2. That the Honorable Board of County Commissioners of Jefferson County, Washington, be and are hereby requested to make the appropriate tax levies and refunds for the year of 2025 for Jefferson County Fire Protection District No. 1 to total \$14,375,000.

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

- A. \$ 10,374,000 into the Current Expense Fund of said District.
- B. \$ 4,001,000 into the Current EMS Expense Fund of said District.

4. Pursuant to RCW 84.52.125, as amended by chapter 196 of the Laws of 2017 it is the intent of the fire district/regional fire authority, acting by and through its board of commissioners, to protect the district's/regional fire authority's tax levy from prorationing under RCW 84.52.010(2), by imposing up to a total of twenty-five cents (\$0.25) per thousand dollars of assessed valuation of the tax levies authorized under RCW 52.16.140 and RCW 52.16.160 [RCW 52.26.140 for RFA's], or either of them, outside of the five dollars and ninety cents per thousand dollars of valuation limitation established under RCW 84.52.043(2), if those taxes would otherwise be prorated under RCW 84.52.010(2)(e).

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

Adopted at a meeting of the Board of Commissioners of Jefferson County Fire Protection District No. 1 this 19 day of November, 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

SIGNED:

Deborah Stinson, Chair

Dave Seabrook, Commissioner

Geoff Masci, Commissioner

Steve Craig, Commissioner

Gene Carmody, Commissioner

Ed Davis, Commissioner

ATTEST:

By: _____
Tanya Cray, District Secretary

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 24-23**

PROPERTY TAX INCREASE FOR GENERAL LEVY AND EMS LEVY

WHEREAS, the Board of Commissioners of Jefferson County Fire Protection District No. 1 has properly given notice of the public hearing held on November 19, 2024, to consider Jefferson County Fire District No. 1’s current General and EMS expense budgets for the 2025 calendar year, pursuant to RCW 84.55.120;

AND WHEREAS, the Board of Commissioners of Jefferson County Fire Protection District No. 1, after hearing, and duly considering all relevant evidence and testimony presented, has determined that Jefferson County Fire Protection District No. 1 requires an increase in property tax revenue from the previous year for its General Levy and EMS Levy, in addition to the increase resulting from the addition of new construction and improvements to property, and any increase due to re-levying for refunds and net cancellations/supplements from the previous year, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of Jefferson County Fire Protection District No. 1, and in its best interest,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Jefferson County Fire Protection District No. 1 that an increase in the regular property tax levy, in addition to any amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property and any increase due to re-levying for refunds and net cancellations/supplements from the previous year, is hereby authorized as for the 2025 General levy in the amount of \$10,304,202.29 which is a percentage increase of 1% percent (\$102,021.80) from the previous year and for the 2025 EMS levy in the amount of \$3,940,476.50 which is a percentage increase of 1% percent (\$39,014.62) from the previous year.

Adopted at a meeting of the Board of Commissioner of Jefferson County Fire Protection District No. 1 this 19 day of November 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

SIGNED:

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary



EAST JEFFERSON FIRE RESCUE

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

INTERNAL EXAM ANNOUNCEMENT

POSITION: Lieutenant

FINAL FILING DATE: December 31, 2024 (End of Business Day)

ASSESSMENT CENTER DATE: January 22, 2025 tactical & interview (tentative)

APPLICATION:

East Jefferson Fire Rescue will be creating a Lieutenant eligibility list, commencing January 22, 2025. All interested members shall submit a letter of intent to the Chief of the Department via email to humanresources@ejfr.org, before **4 pm** on December 31, 2024. All EJFR Acting Lieutenants are eligible for this exam.

SUMMARY:

This is a compensated represented position, which requires firefighting abilities as detailed in NFPA 1001, Standard for Fire Fighter Professional, supervision abilities as detailed in NFPA 1021 Standard for Fire Officer Professional, and minimum certification as a Washington State Emergency Medical Technician (EMT).

QUALIFICATIONS:

- Possess and maintain a valid Washington State Driver's License and must be insurable
- Certification as IFSAC Firefighter 1/Hazmat Operations
- Certification as a Washington State EMT-B or EMT-P
- Completion of Acting Lieutenant Taskbook prior to test
- Certification as IFSAC Fire Officer 1, IFSAC Fire Instructor 1, IFSAC Firefighter 2 at time of appointment

SELECTION PROCEDURES:

Qualified applicants will be invited to participate in an assessment program which may include one or more of the following:

- Practical tactical evaluation
- Panel interview
- Fire Chief interview

EQUAL OPPORTUNITY EMPLOYER:

East Jefferson Fire Rescue is an equal opportunity employer. East Jefferson Fire Rescue promotes employment opportunity without regard to race, color, national origin, ancestry, religious creed, age, marital status, disability, medical condition, sexual orientation, pregnancy or pregnancy related condition.

Serving the Communities of

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



East Jefferson Fire Rescue now accepting applications for Per Diem Firefighter/Paramedic

FINAL FILING DATE: Position open until filled.

COMPENSATION

Hourly Rate: \$69.49 (2024) \$75.52 (2025) rate is equivalent to top step FF/PM OT

This position accrues Sick Leave according to Washington State Law.

EJFR shall pay the employers share of all required taxes and benefits including L&I, SUI, PFML, etc.

Schedule: 24 hour shifts as assigned.

APPLICANT REQUIREMENTS

Required qualifications must be satisfied at time of hire.

- Employees must have a diploma or GED certificate and be 18 years of age.
- Possess and maintain a valid Washington State Paramedic or National Registry Certification. Possess and maintain a current PALS and ACLS Certification.
- IFSAC FFI & Hazmat Certification
- Possess a valid WA State Driver's License, with a driving record free of any significant moving violations as determined by EJFR. Maintain insurability to drive/operate a motor vehicle in Washington State.
- Ability to pass a Background Check with no fail criteria.
- Currently employed as a Washington State Paramedic Firefighter and member of the IAFF.

APPLICATION PROCESS

Completed application packets including a resume and copies of all applicable certifications and licenses may be emailed to: humanresources@ejfr.org

East Jefferson Fire Rescue - 360.385.2626 - <http://bit.ly/EJFREmployment>

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 24-24

**AUTHORIZATION FOR THE ACQUISITION OF PERSONAL PROPERTY (BRUSH TRUCK)
AND EXECUTION OF A FINANCING CONTRACT AND RELATED DOCUMENTATION
RELATING TO THE ACQUISITION OF SAID BRUSH TRUCK**

WHEREAS, Jefferson County Fire Protection District No. 1 (the “Local Agency”) has executed a Notice of Intent to the Office of State Treasurer, in the form of Exhibit A (the “NOI”) to the form of Local Agency Financing Contract attached hereto (the “Local Agency Financing Contract”), in relation to the acquisition of and the financing of the acquisition of the Property, as defined below, under the provisions of RCW ch 39.94; and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency acquire the equipment and/or personal property identified in the NOI (the “Property”); and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency enter into the Local Agency Financing Contract with the Office of the State Treasurer in an amount not to exceed **\$210,000**, plus related financing costs, in order to acquire the Property and finance the acquisition of the Property;

WHEREAS, the Local Agency will undertake to acquire the Property on behalf of and as agent of the Washington Finance Officers Association (the “Corporation”) pursuant to the terms of the Local Agency Financing Contract, and in accordance with all applicable purchasing statutes and regulations applicable to the Local Agency; and

WHEREAS, the Local Agency desires to appoint the individuals set forth in Exhibit C to the form of Local Agency Financing Contract as the representatives of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract (each an “Authorized Agency Representative”);

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

Section 1. The individuals holding the offices or positions set forth in Exhibit C to the form of Local Agency Financing Contract are each hereby appointed as a representative of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract and all other related documents. A minimum of two (2) Authorized Agency Representatives shall be required to execute any one document in order for it to be considered duly executed on behalf of the Local Agency.

Section 2. The form of the Local Agency Financing Contract attached hereto is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Financing Contract, in an amount not to exceed **\$210,000**, plus related financing costs, and in substantially the form attached hereto with such changes as may be approved by the Authorized Representatives, for the acquisition of the Property and financing of the acquisition of the Property.

Section 3. The Local Agency hereby authorizes the acquisition of the Property as agent of the Corporation in accordance with the terms and provisions of the Local Agency Financing Contract.

Section 4. The Authorized Representatives are hereby authorized to execute and deliver to the Office of State Treasurer all other documents, agreements and certificates, and to take all other action, which they deem necessary or appropriate in connection with the financing of the Property, including, but not limited to, any amendment to the NOI and agreements relating to initial and ongoing disclosure in connection with the offering of securities related to the financing.

Section 5. This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Commissioners of Jefferson County Fire Protection District No. 1, at a regular/special meeting thereof held this 19 day of November, 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 BOARD OF COMMISSIONERS

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

Attachment

Form of Local Agency Financing Contract

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 24-25**

TO APPROVE LOCAL PROGRAM FUNDS USED TO REIMBURSE THE DISTRICT

Section 1. The Jefferson County Fire Protection District No. 1 (the “Local Agency”) reasonably expects to reimburse the expenditures described herein with the proceeds of a financing contract to be entered into by the Local Agency (the “Reimbursement Obligation”).

Section 2. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations are for the chassis of the 2024 F550 4WD Brush Truck per quote #2024-9-11

Section 3. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from General Expenditure Fund.

Section 4. The maximum principal amount of Reimbursement Obligations expected to be issued for the property described in Section 2 is \$75,878.92.

Approved this 19th day of November 2024.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1 BOARD OF COMMISSIONERS

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

2024 Upcoming Events

Group	Event	Date
November		
	Election Day	11/5
	Veteran's Day	11/11
BOC	Public Budget Hearing/BOC Meeting	11/19
December		
BOC/Admin	JC Commissioners & Admin. Assoc Banquet	12/5
CRR	Farmer's Market - Heating Safety	12/7
EJFR	Annual Recognition Banquet	12/14
EJFR	BOC Meeting	12/17