



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

December 17, 2024

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

- A. Approve Minutes from the November 19, 2024 Regular Board Meeting TAB 2A
- Approve Minutes from the November 19, 2024 Public Budget Hearing

Vouchers

- Approve General Fire expenditure warrants dated November 15, 2024, November 25, 2024, November 26, 2024, and December 6, 2024 totaling **\$226,530.87**
- Approve EMS expenditure warrants dated November 15, 2024, November 25, 2024, November 26, 2024, and December 6, 2024 totaling **\$20,429.84**
- Approve payroll expenditure warrants dated November 19, 2024 and December 4, 2024 totaling **\$770,199.66**
- Approve Debt Service (LTGO 2019 Bond) principal and interest payment dated December 1, 2024 totaling **\$326,311.25**

3. Correspondence –

TAB 3

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

5. Presentations –

- A. Chief Black/Lt. White - EJFR Staffing/Overtime Review TAB 5A
- B. Chief Brummel – Vector Check-It Presentation TAB 5B

6. Announcements and Acknowledgements

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 - *budget complete.*
 - B. Data Group - *Did not meet*
 - C. Community Risk Reduction – *Did not meet in November*
 - D. Apparatus Committee TAB 8D
 - E. Facilities Committee – *Did not meet*
- 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
- 13. New Business**
- A. Policy/SOG Updates TAB 13A
 - 1. Policy 7003 Health and Safety Program
 - 2. Policy 5011 Per Diem Paramedic Staffing
 - 3. SOG 5011a Per Diem Paramedic Responsibilities
 - 4. SOG 1002a Public Records Disclosure
 - 5. SOG 3000a Use of District Properties
 - B. 2025 Administrative Work Plan TAB 13B
 - C. 2025 Programs, Projects and Committees TAB 13C
 - D. 2024 Annual Report
 - E. 2025 Training Plan TAB 13E
 - F. Resolution 24-24 New Depository and Signatures TAB 13F
- 14. Upcoming Topics/Events** TAB 14
- Professional Development SOG (FF2, FO, etc.)
 - Implementation of Sharepoint
 - 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****



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM NOVEMBER 19, 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 87867559242.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Admin Staff: Chief Black, Deputy Chief Brummel, Finance Director Lirio, BC Fletcher, HR/Business Manager Stewart, CRM Wittenberg and District Secretary Cray

1. AGENDA CHANGES – Due to the potential of power outages with incoming storm, Stinson moved New Business Items B and G to immediately follow the consent agenda. OT Presentation removed.

2. CONSENT AGENDA

- Approve Minutes from October 15, 2024 Regular Board Meeting and 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**

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

New Business

B. 2025 Budget Approval

1. Resolution 24-21 2025 Budget Expenditures – **MOTION:** Masci moved to approve Resolution 24-21 as presented. Seabrook seconded the motion, which passed unanimously.

2. Resolution 24-22 2025 Budget Expenditures – **MOTION:** Masci moved to approve Resolution 24-22 as presented. Seabrook seconded the motion, which passed unanimously.

3. Resolution 24-23 2025 Budget Expenditures – **MOTION:** Masci moved to approve Resolution 24-23 as presented. Seabrook seconded the motion, which passed unanimously.

G. Local Program Documentation

1. Resolution 24-24 Authorizing Resolution – **MOTION:** Masci moved to approve Resolution 24-24 as presented. Davis seconded the motion which passed unanimously.

2. Resolution 24-25 Reimbursement Resolution – **MOTION:** Masci moved to approve Resolution 24-25 as presented. Craig seconded the motion which passed unanimously

November 19, 2024

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – No public comments.

5. PRESENTATIONS – None.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Black acknowledged Lt. Dalrymple for his attention to detail regarding an invoice that overcharged the District. He was able to communicate to the vendor and show the discrepancy in a professional manner and it saved the district money. Wittenberg acknowledged the FF's Jeske, G. Williams, P. Williams, and Archuleta for their exceptional performance at Salish Coast Elementary. They gave 70 kindergartners tours of the apparatus with energy and enthusiasm. Following the tours, another older student in a wheelchair arrived to see the apparatus and they gave a 20 minute tour just for him with the same amount of energy and enthusiasm.

7. STAFF REPORTS

Chief Black

Black highlighted Wittenberg's election to the Washington Fire Public Educators Board during the Chelan conference they attended. This board can influence how small entities around the state are able to provide public education as well as spread money to these agencies. Full report provided in packet.

Brummel

Many hours were spent on IT platforms. A brief tutorial will be provided in December for the Vector Check-It platform. Brummel attended and helped to facilitate the PNW Fire Conference which was widely attended. He will be submitting for the AFG Grant and we are going to ask for a Tender, Brush Truck and CARES vehicle. These are listed as high priority for FEMA.

Community Risk

Wittenberg reported that over 250 smoke alarms have been installed in our District due to the great work by Erin Murray and our volunteers. He added that we are still trying to get as many alarms as we can from the Red Cross.

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 – Report provided in packet.

9. JeffCom Report – Currently very close to being fully staffed. They are working well with the cross staffing platform and had a good presence at the Fire Rescue Fest. Black noted he took a tour of the tower sites with Rich DePas.

10. LOCAL 2032 REPORT – No report.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Highlights include: Improved district response plans, the CWPP allows us to apply for regional grants and we have a new contractor for mental health.

B. St 5 Update

BC Clouse and Facility Tech Lawson are working with a contractor. There will be two options that we are hoping to see before the end of the year.

C. St 7 Update

The generator is installed and operational. Lawson is doing a great job.

13. NEW BUSINESS

A. Policy/SOG Updates –

Policy 6006 – Purchasing with correlating SOG– Lirio explained the policy was simply updated to include the new thresholds and limits that went into effect on July 1, 2024. **MOTION:** Masci moved to approve the policy as presented. Craig seconded the motion which passed unanimously.

C. Lt. Promotional Exam Announcement – We are going to establish a current promotional list which we currently don't have. Already there have been several letters of interest received.

D. Firefighter Paramedic Per Diem Announcement – Black described the difficulty we have had to fill OT for our paramedics. We have two candidates attending the Medic One Program, one that will be attending the Boston Program and three that are currently being precepted. These will be helpful in the future but right now we are struggling to fill OT.

The CBA already has per diems included. The District and the Union have to mutually agree on the per diem. This option will be the last resort prior to a mandatory hire. We reached out to Clallam 3 and have received 4 applicants for Per Diem PM's. We also reached out to NKFR and they would prefer an ILA for staffing instead.

Per Diems will not be driving our apparatus, they would be considered an extra firefighter. Our primary need is for their paramedic skills. Dr. Carlbom has suggested offering training on our protocols which are very similar.

E. OCH Grant Announcement –Black happily reported that we received a \$262,500 grant from the Olympic Community of Health. He noted this will be on a cost reimbursement basis. It is flexible and adaptable and will teach us to manage it.

F. Excuse Commissioner Absences from 11/1/24 Workshop – **MOTION:** Masci moved to excuse the absence of Commissioners Craig and Seabrook at the budget workshop on November 1, 2024. Stinson seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS –

GOOD OF THE ORDER –

Craig stated the WFCMA conference was well attended. He met the new Mason 5 board members. They inherited a District that was shut down and they are attempting to stand it back up. One of the biggest topics of the conference were Tax Increment Financing (TIF) areas that can take a portion of tax dollars meant for local governments. The 2025 legislative priority will be the 1% cap on tax revenue.

Seabrook stated that we have had a significant election and provided some lines from the oath of office the Board takes. He proclaimed that he plans to support the constitution and urged others to pay attention. He intends to speak up in defense of the constitution and will not be silent.

Stinson suggested that we begin to get messaging out to the public in light our need to go out for a levy lid lift I the coming years. Options include using our annual report and/or quarterly newsletters to keep the public informed.

ADJOURNMENT

Stinson adjourned the meeting at 4:02.

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



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

**BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES FROM NOVEMBER 19, 2024**

CALL TO ORDER

Chairman Stinson called the meeting to order at 2:00PM. In Person & Virtual via “ZOOM”, call in number 1 (253) 215-8782, Meeting ID 847 2159 8900 passcode 417267.

COMMISSIONERS & ADMINISTRATIVE STAFF

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

Admin Staff: Chief Black, Deputy Chief Brummel, Finance Director Lirio, BC Fletcher, HR/Business Manager Stewart, CRM Wittenberg and District Secretary Cray

NEW BUSINESS

A. 2025 Budget Presentation: Lirio presented the 2025 revenues and expenditures. He gave a brief overview of prior years’ budgets. Highlighting the fact that many years were budgeted very conservatively with a deficit that typically ended in a surplus. He also pointed to some transfers that will occur in 2025 to our Capital and Reserve Funds.

The budget process consisted of 6 meetings of the budget committee to review requests that were scrutinized and either approved in full (\$1,088,424), partially approved (\$437,610), postponed (\$3,750,494) or denied (\$894,222). No postponed requests were required. Lirio highlighted the new OCH grant received for our CARES program that totaled \$225,000.00.

A forecast of the next 5 years shows that the due to our property tax revenue being capped at a 1% gain each year and our expenses are growing at a faster rate due to inflation, we will likely need to put a levy lid lift on the ballot in 2026 for collection in 2027.

Craig noted that tons of work went in to creating this budget. He appreciates the new philosophy our budgeting process has created. We are now focusing on putting money in our Capital and Reserve accounts as well as having staff do a lot of the heavy lifting prior to it coming to committee.

Carmody thanked Lirio for the presentation being easy to follow and understand.

C. Public Comment – None

GOOD OF THE ORDER – None.

ADJOURNMENT

Commissioner Stinson adjourned the meeting at 2:49pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chairman

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

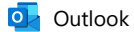
Gene Carmody, Commissioner

Ed Davis, Commissioner

ATTEST:

Tanya Cray, District Secretary

November 15, 2024



RE: Thank you

From Bret Black <bblack@ejfr.org>
Date Mon 12/9/2024 10:54 AM
To Carrie Grace <carrieegrace@gmail.com>
Cc Tanya Cray <tcray@ejfr.org>

Carrie,

I went on vacation right after this and forgot to reply. We had a lot of fun.

Post-pandemic, I think we are all feeling a gap in our lives that is filled by interactions like this. The best part of the job is engaging our community. Your family's visit reminded us of why we love the job.

Merry Christmas.

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



From: Carrie Grace <carrieegrace@gmail.com>
Sent: Wednesday, November 20, 2024 10:53 AM
To: Bret Black <bblack@ejfr.org>
Subject: Thank you

Dear Chief Black,

I wanted to take a moment to express my sincere gratitude for welcoming Avery, her friends, and us into the firehouse.

The food was delightful, and your crew was truly wonderful. It meant so much to see how you and the crew engaged the kids and included them in the fun conversations, especially with the inside scoop on how to prank Charlie—it's been a highlight, and they can't stop talking about it!

I'm certain Avery and her friends will be eager to buy more raffle tickets for the next dinner with the Fire Chief. Thank you again for creating such a memorable experience for all of us.

Carrie and Brendan Grace





RE: Thank you!

From Bret Black <bblack@ejfr.org>

Date Mon 11/18/2024 5:45 PM

To Watson, Kelley <ne-kwatson@jeffersonhealthcare.org>; Sarah Chapman <schapman@ejfr.org>

Cc Tammy Ridgway <tridgway@ejfr.org>; Emily Stewart <estewart@ejfr.org>; Tanya Cray <tcray@ejfr.org>

Great job Sarah! One of these kids might help an old, retired fire chief someday. Thank you!

Bret Black - Fire Chief

Cell 360-381-0292

bblack@ejfr.org



From: Watson, Kelley <ne-kwatson@jeffersonhealthcare.org>

Sent: Monday, November 18, 2024 1:15 PM

To: Sarah Chapman <schapman@ejfr.org>

Cc: Bret Black <bblack@ejfr.org>; Tammy Ridgway <tridgway@ejfr.org>

Subject: Thank you!

Thank you Sarah!

We sincerely appreciate your participation and teaching in today's Healthcare Career Exploration event out in Chimacum! I asked many students what the most useful station was, and nearly all of them said "CPR!"

We greatly appreciate your partnership in these 8th grade events and know that they are making a difference in our communities!

Thank you all very much for sending Sarah and thank you Sarah for being such an engaging and knowledgeable presenter!

Thank you!

Kelley and Caitlin
Jefferson Healthcare Workforce Development Team

Thank you!



The staff and kids
from New Day
Learning Academy

P.T.
Romaine Road

Rec'd 12/2/24

Juniper
yayber

73

BRINLOT

thank you!
my uncle works at
District 5 he is Matt
Kaldhal say hi to him for
me if you can! - Amy

Madison

thank
you!!!!
-BSS

Thank you

Jefferson County Firefighters

for coming to our school and teaching us about fire safety
and bringing your cool fire engine for us to explore!

We appreciate you!!!

-New Day Academy

Stella

PAULUS

Mrs. Opp

Scottie
Jayber

Lati

Sophia

Paulus

Handwritten symbols

Andie

Miss Mandy

Elias

Addison

Rec'd 11/22/24

November 20, 2024

Bret Black.

Dear Sir.

Just a few days ago, Erin, John, and Mike installed two ceiling fire alarms in my house.

This is to thank them for doing the job so quickly and with such grace and warmth.

They, all, are such a compliment and credit to your company, for sure.

Thanks, again, to all of you.

A handwritten signature in black ink, appearing to read 'Donn Trethewey', with a long horizontal flourish extending to the right.

Donn Trethewey
116 33rd
Port Townsend, WA

Thank you so much for the informative lesson!
Rachel F

Dear East Jefferson Fire,
Thank you so much for the Fire Extinguisher Training today!
Dina

Thank you!
Boutique

It was wonderful meeting all of you
Thank you for all that you do!
[Signature]

PASS we got it!
Thank you,
Tara



Thank you for SUPPLYING AIR STREAM!
[Signature]

Great training!
We appreciate you and all that you do. Kind
Thank you for spending time with us!
[Signature]

You guys bring the Heat [Fire Truck Icon]
Thank you!
-Emily

Thanks to your crew & all you do!
-Tessie

Thank you for the great class-- always good to be reminded what to do - PASS!
Beth

Thanks Robert and team!
It was a super interesting + fun training, greatly appreciated!
-Julie

Habitat for Humanity
of East Jefferson County
PO Box 658
Port Townsend, WA 98368
OLYMPIA WA 983
OLYMPIA WA
19 NOV 2024 PM 2 L

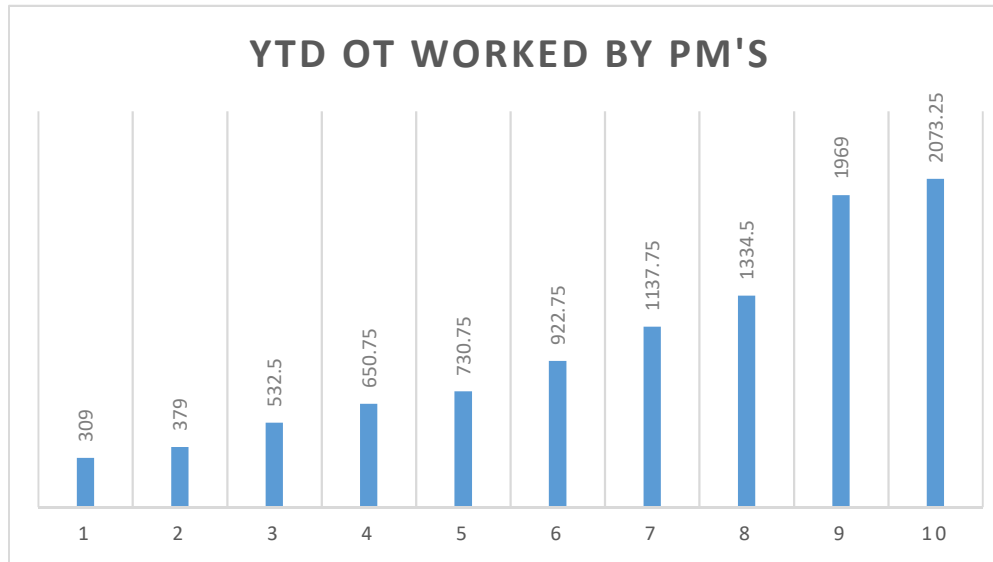


East Jefferson Fire & Rescue
24 Seton Road
Port Townsend, WA 98368

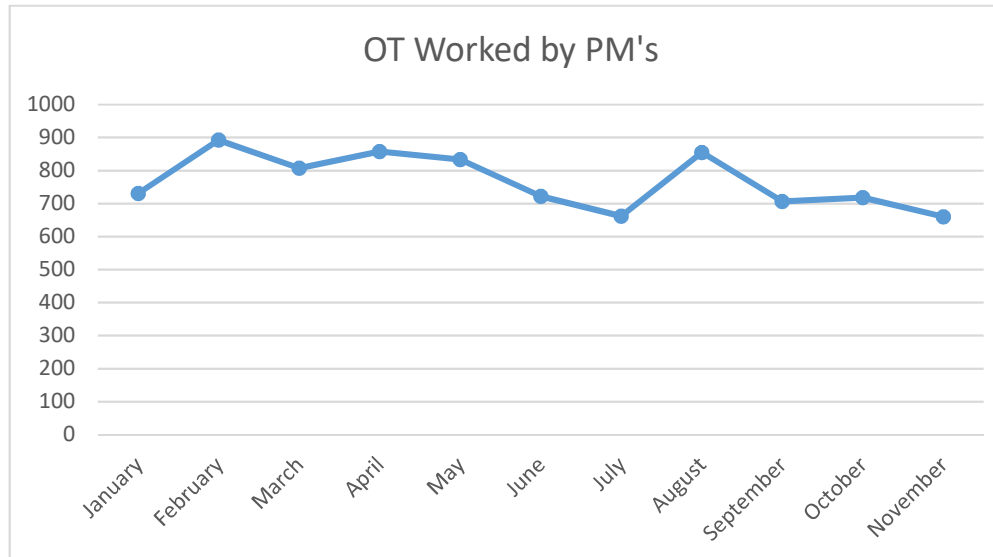
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OT per medic

PM	YTD OT Worked
1	309
2	379
3	532.5
4	650.75
5	730.75
6	922.75
7	1137.75
8	1334.5
9	1969
10	2073.25



Month	OT Worked by PM's
January	730.5
February	892.5
March	807
April	857.5
May	834
June	722.25
July	661.5
August	854.75
September	707
October	717.75
November	660.5



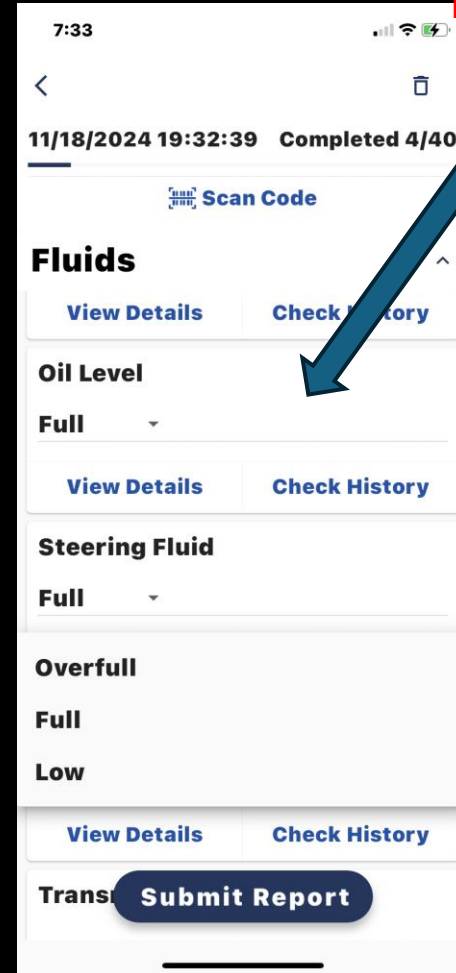
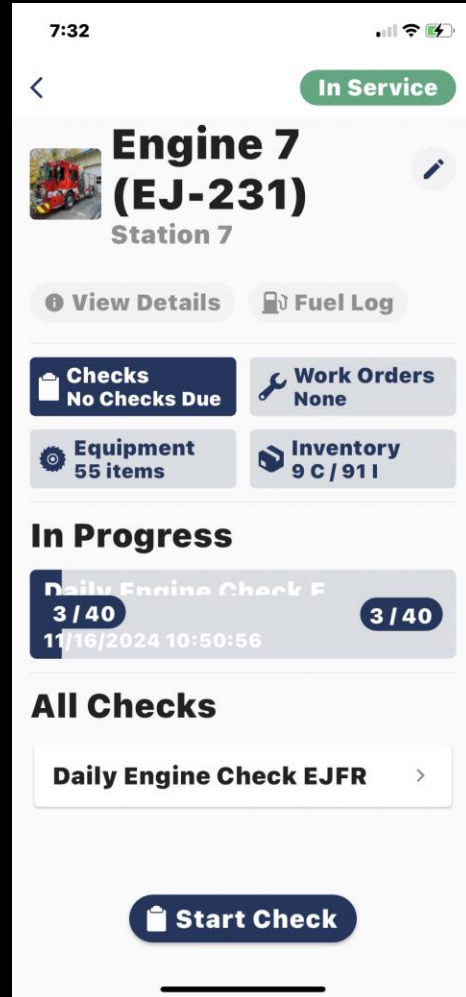
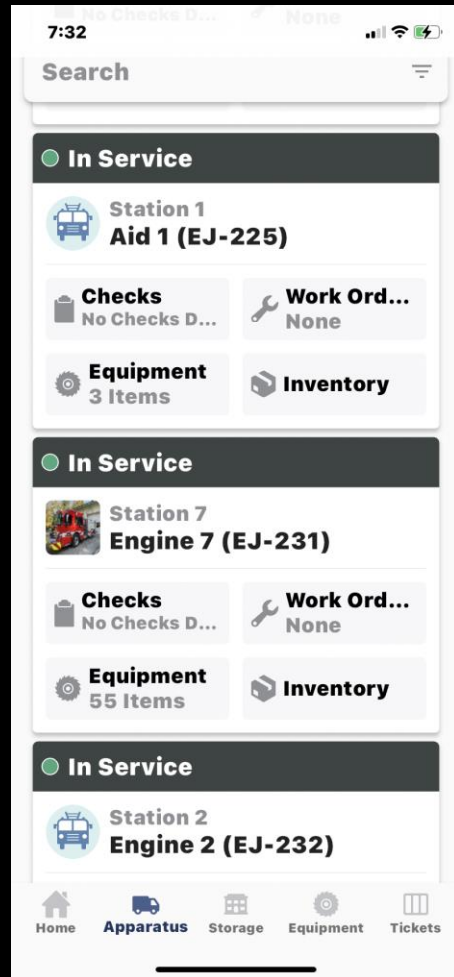
Vector Check-It

Overview & Progress

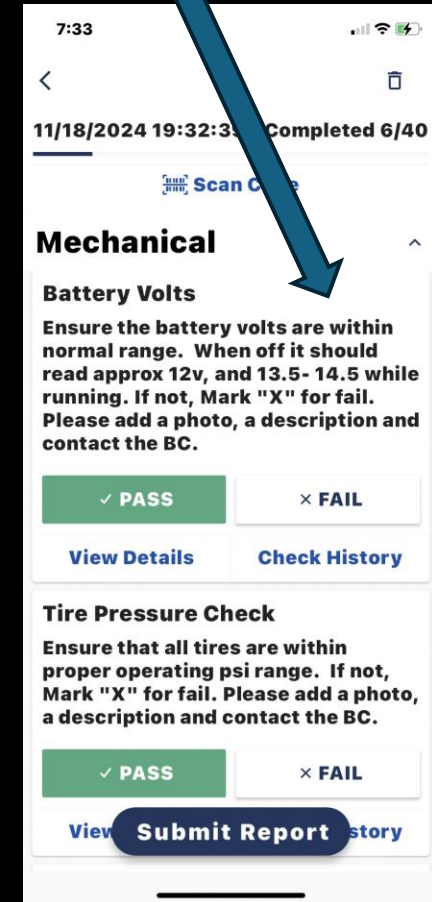
Check-It

- Application in Vector Suite using iOS platform for virtual inventory
 - iPhone or iPad (TBD)
- Equipment Inventory
- Daily and Weekly Apparatus Checks (per NFPA 1911)
- Work Tickets for ANY piece of equipment
- Store Room Inventories:
 - EMS Consumables
 - SCBA
 - Hose

Apparatus Check

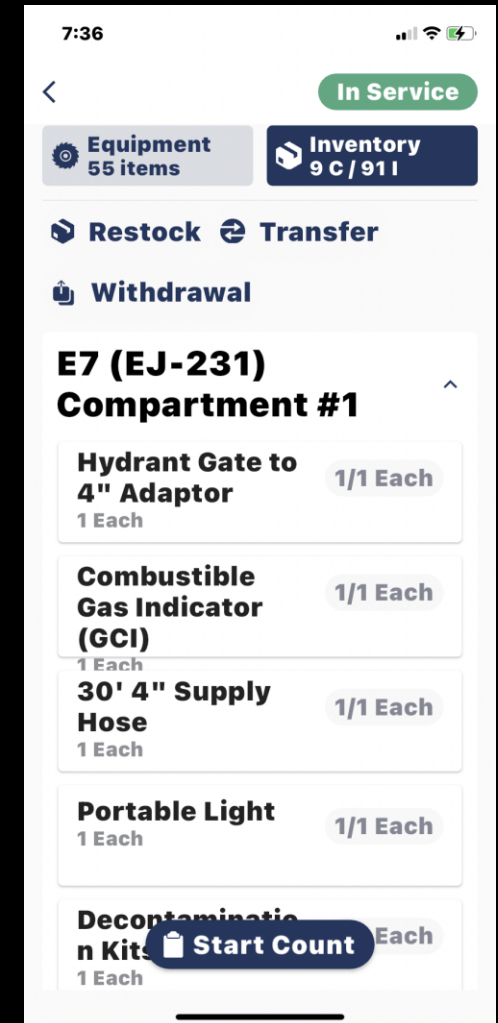
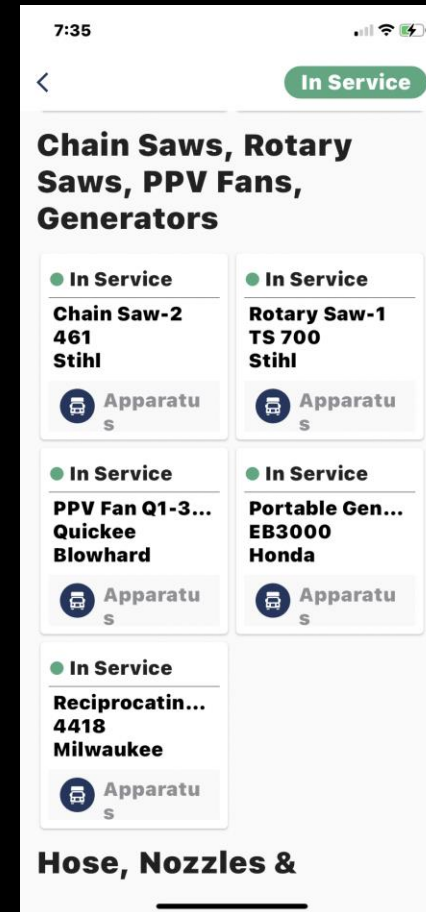


NFPA 1911



Apparatus Inventory

- Equipment: High Value
 - Assigned to Engine 7
 - Saws
 - Fans
 - Rescue Tools
 - SCBA
- Compartments:
 - Contain Regular Equipment
 - Nozzles, Brass
 - Hand Tools
 - Extinguishers



Equipment & Compartment Check

7:33

11/18/2024 19:32:39 Completed 6/40

Scan Code

Equipment

Equipment Check

Ground Ladders

Identifier 24' Ground Ladder NHTS 197

Inspection Ladders - Following NF...

Start Inspection

View Details Check History

Equipment Check

Ground Ladders

Identifier Folding Ladder 10' NHTS 197

Inspection Ladders - Following NF...

Start Inspection

View Details Check History

Submit Report

7:34

11/18/2024 19:32:39 Completed 6/40

Scan Code

Equipment

Compartment Check

E7 (EJ-231) Cab
Not Started

Compartment Check

E7 (EJ-231) Compartment #1
Not Started

Compartment Check

E7 (EJ-231) Compartment #2
Not Started

Compartment Check

E7 (EJ-231) Compartment #3
Not Started

Compartment Check

E7 (EJ-231) Compartment #4
Not Started

Submit Report

7:34

Close Compartment Check Submit

Attached Images

IMG_43 86.JPG

Set All to par

Hydrant Gate to 4" Adaptor 0 +

Combustible Gas Indicator (GCI) 0 +

30' 4" Supply Hose 0 +

Portable Light 0 +

Decontamination Kits & Wipes 0 +

Tool Box 0 +

7:34

Close Compartment Check Submit

IMG_43 86.JPG

Set All to par

Hydrant Gate to 4" Adaptor 1 +

Combustible Gas Indicator (GCI) 1 +

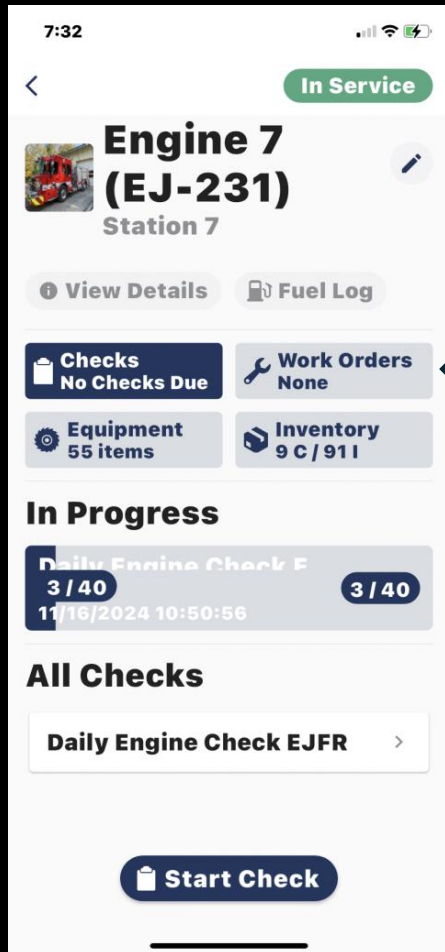
30' 4" Supply Hose 1 +

Portable Light 1 +

Decontamination Kits & Wipes 1 +

Tool Box 1 +

Work Order



- Work Order
 - Apparatus
 - Equipment
 - Fire
 - EMS
 - Routed to Program Manager
 - SCBA: Grimm
 - Apparatus: Fletcher & NKFR
 - NKFR uses Check-It
 - EJFR can clone and assign specific Admin users

Inventory: EMS, Hose, SCBA, Etc.

- Working with MSO Ridgway and PM Welander
 - NARC BOX will remain
 - We will use the Store Room Inventory
 - Draw down Store Room & Keep EMS kits stocked
 - We can use bar code scanning
 - Hose and SCBA are one-time inventories



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	2023
	Jan - Nov	Jan - Nov
Fires	74	91
Overpressure/Overheat	6	4
Rescue/EMS	3640	3759
Service Call	859	831
Good Intent	419	357
False Alarm	236	231
Hazardous Condition	72	61
Special Incident	8	5
Total	5314	5339
November Transports		
911	200	
Hospital Requested	1	
Total	201	
CARES Contacts		
November Contacts	108	

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*



Dinner with the Fire Chief Raffle winners from Marrowstone Island won dinner with the Fire Chief at Fire Station 1. Big thanks to the crew, who helped prepare the dinner. Avery (center) requested smoke ribs, baked beans, cornbread, root beer floats and pie for dessert.

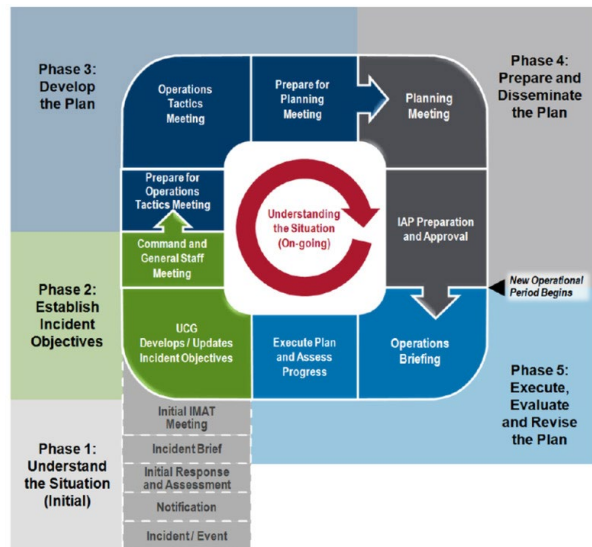
Fire Chief General Activities Vacation from November 20 – December 3 with several meetings and projects completed while on vacation. FC is a member of the Olympic Regional Interagency Taskbook Committee. The committee reviewed and approved nine new certifications such as Taskforce Leader, Engine Boss, Heavy Equipment Boss. These

new positions improve our local response to wildfires. FC and CARES attended an orientation provided by the Olympic Community of Health (OCH) focused towards grantees. FC met with all EJFR volunteers to update expectations and announce the new volunteer coordinator position.

FC was asked to present a change management/leadership lecture for the Jefferson Community Foundation. EJFR's merger, levy lifts, CARES and new positions were discussed for context, emphasizing the value of collaboration with labor and the public. Several templates were presented.

S STRENGTHS	W WEAKNESSES	O OPPORTUNITIES	T THREATS
<ul style="list-style-type: none"> Things your company does well Qualities that separate you from your competitors Internal resources such as skilled, knowledgeable staff Tangible assets such as intellectual property, capital, proprietary technologies etc. 	<ul style="list-style-type: none"> Things your company lacks Things your competitors do better than you Resource limitations Unclear unique selling proposition 	<ul style="list-style-type: none"> Underserved markets for specific products Few competitors in your area Emerging need for your products or services Press/media coverage of your company 	<ul style="list-style-type: none"> Emerging competitors Changing regulatory environment Negative press/ media coverage Changing customer attitudes toward your company

WordStream



Other Projects

- Quarterly BC meeting, see attached minutes.
- FC and BC Fletcher met with Jefferson Transit leadership to review fuel agreement.

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*

- Special EJFR Budget meeting.
- Jefferson County Fire Chiefs, review and update Med/Net procedures.
- Meet and Confer continues.
- CWPP Advisory Group continues to meet and develop grant proposals.
- FC, HR and 2032 interviewed four FFPM per-diem candidates from Clallam D3.

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 helped CRR Team with smoke detector installs. FC and Emily are working with Olympic Educational Service District 114 (OESD) to develop an IT project and infrastructure plan.



Admin Staff Christmas Party
 All admin staff and families attended and this year's ugly-sweater Christmas Party.

 This year's winner was Administrative Specialist, Kindra Sanders.



December 2024

Operations Report
DC Pete Brummel

<p>Overview</p>	<p>Vector "Check-It " Inventory Program Presentation Cross-Staffing Implementation Kitsap Chiefs Summit Meeting AT&T Firstnet Cellular Band 14 AFG Progress: Tender, CARES Unit, Brush Truck Adjunct Faculty North Seattle College IFSAC Instructor II</p> <p>DC Brummel will give a brief 5-slide presentation of Vector "Check-It" apparatus and equipment inventory program (follow-up from November BOC meeting)</p>
<p>Operations</p>	<ul style="list-style-type: none">• Cross-Staffing: EJFR has implemented "Cross-Staffing" into our station response plans. This has been a year-long project with stakeholder discussions, planning, testing and analysis. The program improves our availability of resources and provides a more efficient communication with Jeffcom.• Regional Fire Chiefs Summit: Chief Black and I attended a half-day summit in Silverdale with executive fire chiefs from Central Pierce, Gig Harbor, Mason County, and all of Kitsap County to discuss current issues, challenges and priorities in the fire service today. The "unplugged" session proved to be a very beneficial opportunity to hear what other agencies are doing with staffing, technology and funding.• AT&T FirstNet Band 14 Discussion: Stemming from conversation at the Regional Chiefs Summit, I met with Gig Harbor Fire regarding cellular coverage improvements for public agencies. AT&T is the sole proprietor for "high-power user equipment" (HPUE). Band 14 provides a high power output for cellular coverage where coverage is non-existent but only for public agencies. This could provide significant cost-savings for resiliency and continuity of operations for fire, law, transit and school systems. HPUE would allow for continuous coverage with our "Crew Force" response application on our iPads and phone in area that are problematic such as Cape George, Bywater, Paradise Bay, North Beach and Marrowstone.• FEMA AFG Grant Progress: EJFR is asking FEMA for (1) 2,500 gallon Water Tender, (1) CARES Ford Maverick truck, and (1) Type-6 Brush Truck. Data input is complete and we are editing 10 respective narratives. Each vehicle must have its own project description, cost-benefit description and statement of effect in addition to the overall financial hardship narrative. We will submit on 12/18/24. The project ask will be +/- \$950,000 (under the \$1M cap for rural jurisdictions). IF awarded, the district would need to provide a 10% match, or \$95,000 approximately.• Adjunct Faculty Instructor, North Seattle College Fire Science Program: Thanks to the approval of the Chief Black, I recently accepted an online teaching position at North Seattle College as a fire science instructor. I will be teaching FIRE 110 "Strategy & Tactics in a 100% online/virtual environment for the Winter 2025 quarter.• IFSAC Instructor II: As a commitment to the Agency to foster professional development and comply with NFPA 1403 Live Fire Training, I recently completed IFSAC Fire Instructor II with a final written test and practical skills evaluation this past week. This provides additional points for WSRB as well.

Meetings and Events

Kitsap Fire Academy Graduation: Probationary FF/PM Derrick Whitson will graduate on Friday December 13, 1300 hours at the Naval Undersea Warfare Museum on Kitsap County. He will return to begin his paramedic precepting next week.

- 11/6: JeffCo IMT Meeting (2hrs)
 - 11/12:LNI FIIRE Program progress meeting (1hr)
 - 11/12: Finance Meeting with Roy (1hr)
 - 11/14: Regional Chiefs Meeting (6hrs)
 - 11/15: IT Meeting (Virtual) (1hr)
 - 11/19: BC/DC Quarterly Meeting (3hr)
 - 11/19: November BOC meeting (2hr)
 - 11/19-12/3: Acting Fire Chief
 - 11/20: JeffCom User Group meeting (2hr)
 - 11/21: Jeffcom Board of Commissioners meeting (2hr)
 - 11/25: HR Meeting with Fire Chief and Legal (1hr)
 - 11/25: Site Visit: FirstNet HPUE with Gig Harbor Fire (3hr)
 - 11/27: HR Meeting with Fire Chief (1hr)
- Vector Check-It development, AFG data, various in-person, meetings, virtual meetings, station visits and discussions.



Fire Investigator
Wittenberg & County
AFM Tracer



Regional Fire Chiefs
Summit



Cross-Staffing In-Service
Training

Thanks to BC Macdonald and Lt. Kauzlarich for delivering the in-service training of Cross-Staffing to ALL three shifts prior to "go-live"!!!

Date Prepared: 12/6/24

Subject: Community Risk Division Report

Prepared By: Robert Wittenberg

<p>Public Education, Events, and Presentations</p>	<p>Children’s Events</p> <ul style="list-style-type: none"> • 11/8 Fire Extinguisher Training, NW Maritime Academy, 16 High School Students • 11/22 Port Townsend Cooperative Preschool, E1 Tour with 20 Preschoolers <p>Adult Events</p> <ul style="list-style-type: none"> • 11/4 Fire Extinguisher Training, Habitat for Humanity, 18 Adults • 11/20 Fire Extinguisher Training, JeffCom, 16 Adults • 11/21 Fire Extinguisher Training, Victoria Place, 16 Adults • 12/4 Fire Extinguisher Training, Shipwrights Coop, 60 Adults
<p>Community Partnerships</p>	<ul style="list-style-type: none"> • 11/4 Jefferson County Fire Chiefs Meeting • 11/5 CWPP Implementation Meeting • 11/6 DNR Wildfire Assessment Meeting • 11/8 Fort Worden Knox Box Keys Update • 11/15 Victoria Place Planning Meeting • 11/16 EJFR Volunteer Meeting • 11/19 CWPP Implementation Meeting • 12/2 Jefferson County Fire Chiefs Meeting • 12/2 CWPP Implementation Meeting
<p>Smoke Alarm Installations</p>	<ul style="list-style-type: none"> • November – 42 Alarms Installed • Year to Date – 255 Alarms Installed
<p>Public Information Officer (PIO)</p>	<p>Media Releases</p> <ul style="list-style-type: none"> • 11/21 West Valley Rd Fire • 12/6 2025 Budget Approval <p>Media Interview</p> <ul style="list-style-type: none"> • 11/4 KPTZ <i>Our Town</i> Interview with Maryanne McNellis <p>Social Media Posts</p> <ul style="list-style-type: none"> • 11/14 Live Fire Exercise at Station 2 • 11/21 West Valley Rd Fire • 11/22 Preschool Visit • 11/26 Thanksgiving Cooking Safety • 12/3 Heating Safety • 12/6 2025 Budget Approval

	<p>Social Media Followers</p> <ul style="list-style-type: none"> • Facebook - 3,399, up 23 followers • Instagram – 657, up 6 followers
<p>Professional Development</p>	<p>Community Risk Reduction</p> <ul style="list-style-type: none"> • 11/4 ACT To Save A Life Train the Trainer Class • 11/6 Car Seat Installation Program Meeting • 12/3 WPFE Board Member Meeting
<p>Plan Review, Inspections, Investigations</p>	<p>Concerns</p> <ul style="list-style-type: none"> • 11/7 Inspection of Printery and Sirens with City of Port Townsend • 11/15 Inspection of Pendragon’s Labyrinth with City of Port Townsend <p>Meetings</p> <ul style="list-style-type: none"> • 11/7, 11/14 12/5 New Development Review with City of Port Townsend • 11/21 Meeting with Developer and City for Fire Access Concerns <p>Burn Permits</p> <ul style="list-style-type: none"> • 11/8 Port Ludlow • 11/22 Nordland <p>Wildfire Assessments</p> <ul style="list-style-type: none"> • 11/13 Chimacum • 11/20 Port Townsend
<p>Fire Investigations</p>	<ul style="list-style-type: none"> • 11/22 West Valley Road Fire, Assist DFM Tracer
<p>Personal</p>	<ul style="list-style-type: none"> • N/A



To: Jacob Ewing - Special Projects Coordinator, Association of Washington Cities
From: Tammy Ridgway, Medical Service Officer
Date: December 9, 2024
Subject: November Monthly Report

Monthly Report for November 2024

In November, the CARES team received 23 referrals with 16 of those being individuals not previously encountered by the CARES team. We made 96 successful contacts, either by phone or in person, while 12 individuals were unreachable. Additionally, 20 cases were successfully closed this month.

In November, we received a grant through OCH, providing us with substantial funding. Training will begin this month, and as we receive more details, we'll share additional information.

A recent struggle the CARES team has come across is we primarily serves a geriatric population and often faces challenges helping individuals access essential services that are primarily online or smartphone-based. While the team can assist with sign-ups and scheduling, many struggle to maintain services independently due to limited technical skills. For example, the team helped an 89-year-old veteran set up a VA account requiring a complex two-factor authentication process, which he found difficult even with written instructions. Simplified, user-friendly systems are urgently needed to ensure these individuals can successfully use essential services.

November Case

The CARES Team received a phone call from a 74-year-old man that they've worked with requesting the team to transport him to his pharmacy to pick up medications prescribed to him by the local emergency department to treat his alcohol withdrawal discomfort. The CARES Team has attempted to help the individual address his alcohol abuse for the past year with little to no success due to the individual's lack of follow through with treatment recommendations. After getting his medications and bringing him back to his home, the Cares Team convinced the individual to participate in a substance use disorder evaluation in order to be accepted into a substance use disorder program. The CARES Team conducted the evaluation in the individual's home and diagnosed him with a severe alcohol use disorder. It was during this evaluation that the individual took a major personal step by admitting to himself and the team that he was an alcoholic. A week later, the Cares Team met the individual at Believe in Recovery, an outpatient substance use disorder agency and helped the individual fill out an intake to begin treatment. Two days later, the individual participated in his first recovery group session and remains engaged with his treatment at the time of this report.



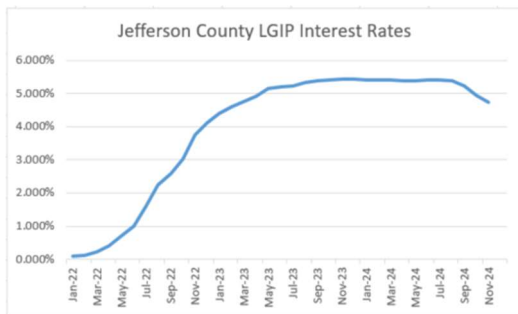
FINANCIAL REPORT FOR NOVEMBER 2024

Fund Balance November 2024 YTD

	General	EMS	SubTotal	Fire Capital	EMS Capital	Reserve	LTGO Bond	Total
Beginning of Year	2,949,357	2,339,283	5,288,640	773,663	513,015	-		6,575,318
Change YTD	895,449	1,234,338	2,129,787	587,798	462,018		326,311	3,505,914
Ending Fund Balance	3,844,806	3,573,621	7,418,427	1,361,461	975,033	-	326,311	10,081,232

Finance Highlights:

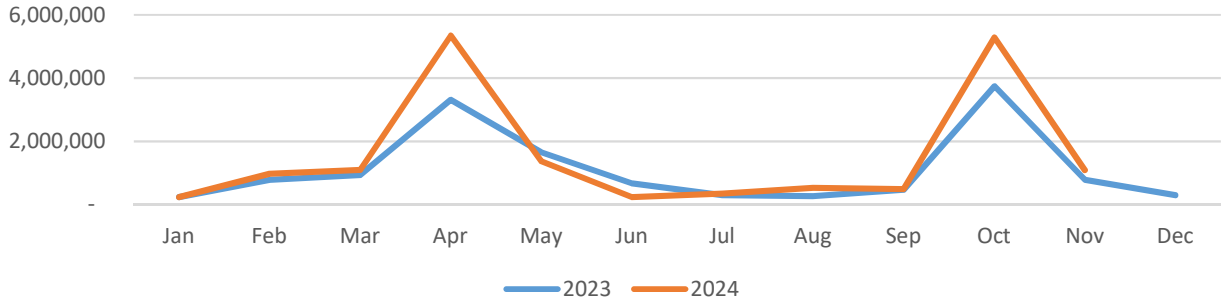
- Year-to-Date financials and trending graphs (attached)
- 2019 LTGO Bond 12/1/24 principal and interest payment
- In December 2024, \$500k to be transferred from FIRE General Fund to Reserve Fund
- LGIP gross interest = 4.726%



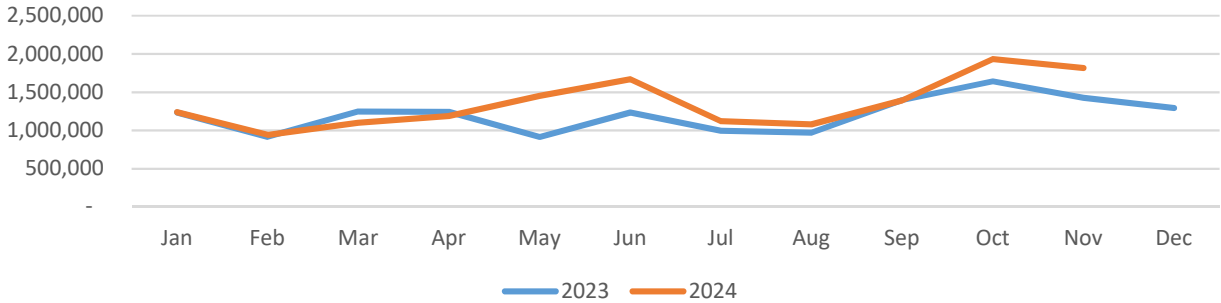
Investment Earnings. For Fire and EMS combined investment earnings for 2023 was \$177,931 and estimated for 2024 to be over \$210,000. Below is the LGIP rates over the last 2 years. Attached is the LGIP trending data from the County Treasurer.

- Systems Design – Ambulance Fees and Collection - Attached are the reports for the period 1/1/24 – 12/9/24.
- Other highlights:
 - **Supplemental 2024 Budget** – Not needed this year.
 - **2025 Budgets** – Approved and submitted to County Commissioner’s Office on 11/25/24
 - Revisiting the **District’s annual budget development & monitoring process.** Will focus on tweaking, enhancing and filling in any gaps, and avoid reinventing
 - Information exchange with Lisa Johnson, Finance Manager JeffCom911
 - Beginning the process to pull together a **Capital Improvement Plan**
 - **Local Program (Debt):**
 - Revised timing of initial use of debt funds to April 2025 for Brush Truck purchase
 - Required paperwork (resolutions and certification) for new Ambulance forthcoming

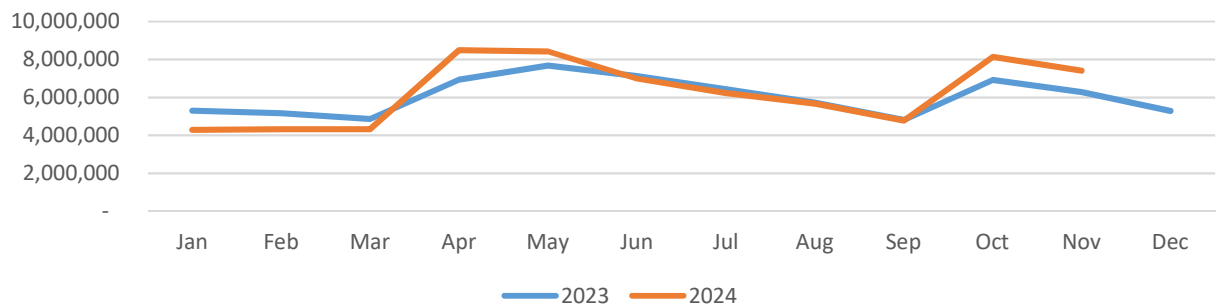
East Jefferson Fire Rescue FIRE & EMS General Funds Revenues



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: 11:52:57 Date: 12/06/2024

Page: 1

001 Fire Fund #656001010

Revenues	Amt Budgeted	November	YTD	Remaining	
300 Revenue	13,721,100.00	618,244.69	13,533,306.94	187,793.06	1.4%
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	618,244.69	13,539,215.57	555,044.43	3.9%
Expenditures	Amt Budgeted	November	YTD	Remaining	
000	265,035.00	10,170.34	108,373.25	156,661.75	59.1%
210 Administrative	1,854,474.00	133,169.23	1,700,816.27	153,657.73	8.3%
211 Legislative	258,228.00	16,785.49	219,944.53	38,283.47	14.8%
220 Suppression	6,348,646.00	321,733.22	5,098,152.33	1,250,493.67	19.7%
230 Prevention	15,600.00	2,196.99	12,087.02	3,512.98	22.5%
241 Training Equipment	0.00	0.00	36.21	(36.21)	0.0%
245 Training	93,014.00	4,120.69	106,994.41	(13,980.41)	0.0%
250 Facilities	420,857.00	36,294.77	428,517.95	(7,660.95)	0.0%
260 Vehicles & Equipment	418,450.00	52,316.43	421,137.58	(2,687.58)	0.0%
520 Fire Control	9,674,304.00	576,787.16	8,096,059.55	1,578,244.45	16.3%
590 Debt, Capital & Transfers	1,398,179.00	793,636.91	1,598,349.60	(200,170.60)	0.0%
Fund Expenditures:	11,072,483.00	1,370,424.07	9,694,409.15	1,378,073.85	12.4%
Fund Excess/(Deficit):	3,021,777.00	(752,179.38)	3,844,806.42		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:56:28 Date: 12/06/2024

Page: 1

001 Fire Fund #656001010

Expenditures	Amt Budgeted	November	YTD	Remaining	
520 Fire Control					
522 20 10 000-0 FF/EMT (40%)	2,711,765.00	216,089.51	2,306,154.99	405,610.01	15.0%
522 20 10 019-0 Overtime (40%)	712,316.00	34,022.88	407,374.60	304,941.40	42.8%
220 Suppression	3,424,081.00	250,112.39	2,713,529.59	710,551.41	20.8%
520 Fire Control	3,424,081.00	250,112.39	2,713,529.59	710,551.41	20.8%
Fund Expenditures:	3,424,081.00	250,112.39	2,713,529.59	710,551.41	20.8%
Fund Excess/(Deficit):	(3,424,081.00)	(250,112.39)	(2,713,529.59)		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:53:57 Date: 12/06/2024

Page: 1

101 EMS Fund #657001100

Revenues	Amt Budgeted	November	YTD	Remaining	
300 Revenue	8,334,175.00	467,895.99	8,753,351.05	(419,176.05)	0.0%
330	559,740.00	3,862.60	54,897.32	504,842.68	90.2%
Fund Revenues:	8,893,915.00	471,758.59	8,808,248.37	85,666.63	1.0%
Expenditures	Amt Budgeted	November	YTD	Remaining	
272 EMS Operations	6,556,277.00	433,682.31	5,001,321.04	1,554,955.96	23.7%
274 EMS Training	91,400.00	8,324.84	39,442.51	51,957.49	56.8%
520 Fire Control	6,647,677.00	442,007.15	5,040,763.55	1,606,913.45	24.2%
590 Debt, Capital & Transfers	215,000.00	3,588.56	193,864.28	21,135.72	9.8%
Fund Expenditures:	6,862,677.00	445,595.71	5,234,627.83	1,628,049.17	23.7%
Fund Excess/(Deficit):	2,031,238.00	26,162.88	3,573,620.54		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 11:57:43 Date: 12/06/2024

Page: 1

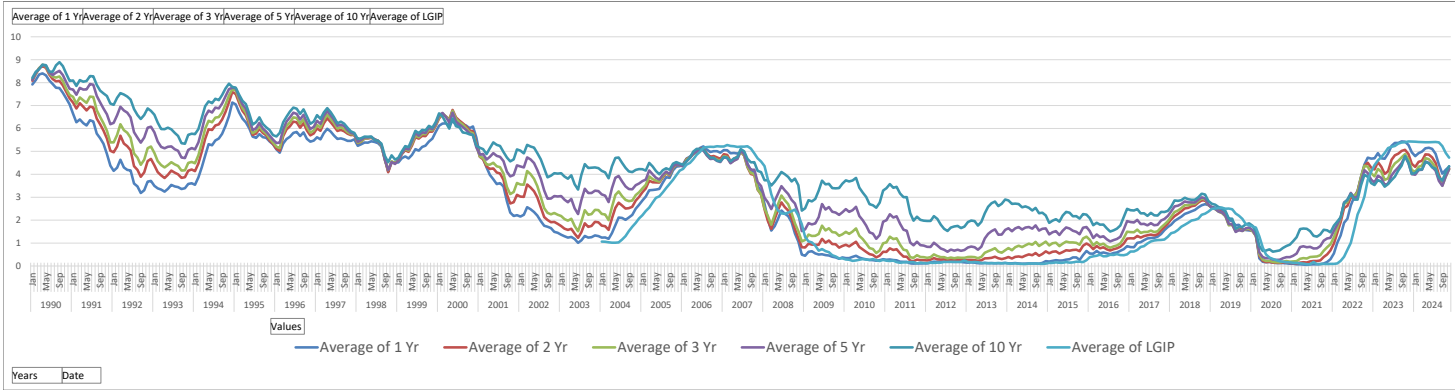
101 EMS Fund #657001100

Expenditures	Amt Budgeted	November	YTD	Remaining	
520 Fire Control					
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	329,320.35	3,487,903.05	579,744.95	14.3%
522 72 10 004-1 Paramedic Student	0.00	62.18	62.18	(62.18)	0.0%
522 72 10 019-1 Overtime (60%)	1,125,941.00	51,034.31	613,781.36	512,159.64	45.5%
272 EMS Operations	5,193,589.00	380,416.84	4,101,746.59	1,091,842.41	21.0%
520 Fire Control	5,193,589.00	380,416.84	4,101,746.59	1,091,842.41	21.0%
Fund Expenditures:	5,193,589.00	380,416.84	4,101,746.59	1,091,842.41	21.0%
Fund Excess/(Deficit):	(5,193,589.00)	(380,416.84)	(4,101,746.59)		

TREASURY RATES & LGIP

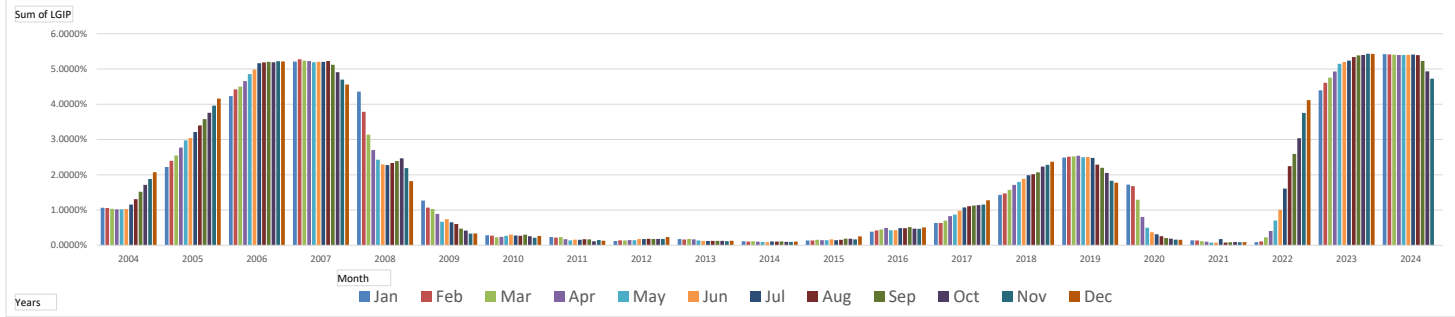
Treasury Rates and LGIP

Prepared by Jefferson County Treasurer



LIQUID INVESTMENTS

Local Government Investment Pool (LGIP)



Sum of LGIP	Column Labels											
Row Labels	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2004	1.0671%	1.0595%	1.0334%	1.0185%	1.0169%	1.0312%	1.1543%	1.3073%	1.5181%	1.7141%	1.8810%	2.0740%
2005	2.2197%	2.3955%	2.5502%	2.7703%	2.9758%	3.0411%	3.2135%	3.3998%	3.5788%	3.7576%	3.9627%	4.1605%
2006	4.2322%	4.4223%	4.5000%	4.6566%	4.8542%	4.9860%	5.1637%	5.1883%	5.2023%	5.1931%	5.2229%	5.2134%
2007	5.2113%	5.2768%	5.2372%	5.2260%	5.1936%	5.2068%	5.2053%	5.2265%	5.1232%	4.9108%	4.6985%	4.5607%
2008	4.3596%	3.7871%	3.1375%	2.6998%	2.4281%	2.2933%	2.2758%	2.3328%	2.3892%	2.4652%	2.1903%	1.8183%
2009	1.2669%	1.0689%	1.0301%	0.8905%	0.6678%	0.7396%	0.6507%	0.6036%	0.4703%	0.4164%	0.3300%	0.3347%
2010	0.2864%	0.2723%	0.2245%	0.2395%	0.2709%	0.3014%	0.2762%	0.2680%	0.2997%	0.2564%	0.2155%	0.2644%
2011	0.2328%	0.2189%	0.2338%	0.1718%	0.1394%	0.1583%	0.1561%	0.1723%	0.1688%	0.1127%	0.1480%	0.1305%
2012	0.1213%	0.1394%	0.1367%	0.1479%	0.1443%	0.1746%	0.1764%	0.1848%	0.1807%	0.1777%	0.1792%	0.2350%
2013	0.1745%	0.1650%	0.1778%	0.1667%	0.1351%	0.1233%	0.1197%	0.1231%	0.1233%	0.1260%	0.1161%	0.1278%
2014	0.1112%	0.1053%	0.1137%	0.1008%	0.0922%	0.0870%	0.1087%	0.1038%	0.1089%	0.0984%	0.0929%	0.1038%
2015	0.1345%	0.1347%	0.1577%	0.1431%	0.1428%	0.1691%	0.1449%	0.1561%	0.1871%	0.1865%	0.1676%	0.2529%
2016	0.3868%	0.4201%	0.4484%	0.4935%	0.4241%	0.4287%	0.4894%	0.4853%	0.5166%	0.4739%	0.4684%	0.5067%
2017	0.6304%	0.6304%	0.6996%	0.8291%	0.8687%	0.9794%	1.0733%	1.1100%	1.1285%	1.1380%	1.1560%	1.2752%
2018	1.4286%	1.4728%	1.5742%	1.7152%	1.7949%	1.8855%	1.9858%	2.0151%	2.0685%	2.2323%	2.2818%	2.3706%
2019	2.4920%	2.5129%	2.5228%	2.5393%	2.4996%	2.5056%	2.4775%	2.2875%	2.1960%	2.0542%	1.8307%	1.7741%
2020	1.7233%	1.6787%	1.2939%	0.8056%	0.4984%	0.3700%	0.3109%	0.2562%	0.2061%	0.1858%	0.1613%	0.1561%
2021	0.1395%	0.1346%	0.1139%	0.1015%	0.0766%	0.0753%	0.1773%	0.0789%	0.0871%	0.0936%	0.0862%	0.0908%
2022	0.0909%	0.1081%	0.2253%	0.4058%	0.7035%	1.0085%	1.6098%	2.2450%	2.5900%	3.0354%	3.7543%	4.1176%
2023	4.3957%	4.6093%	4.7564%	4.9283%	5.1498%	5.1996%	5.2383%	5.3400%	5.3854%	5.3975%	5.4342%	5.4299%
2024	5.4220%	5.4131%	5.4066%	5.3975%	5.3985%	5.4042%	5.4110%	5.3955%	5.2290%	4.9334%	4.7255%	

SYSTEMS DESIGN

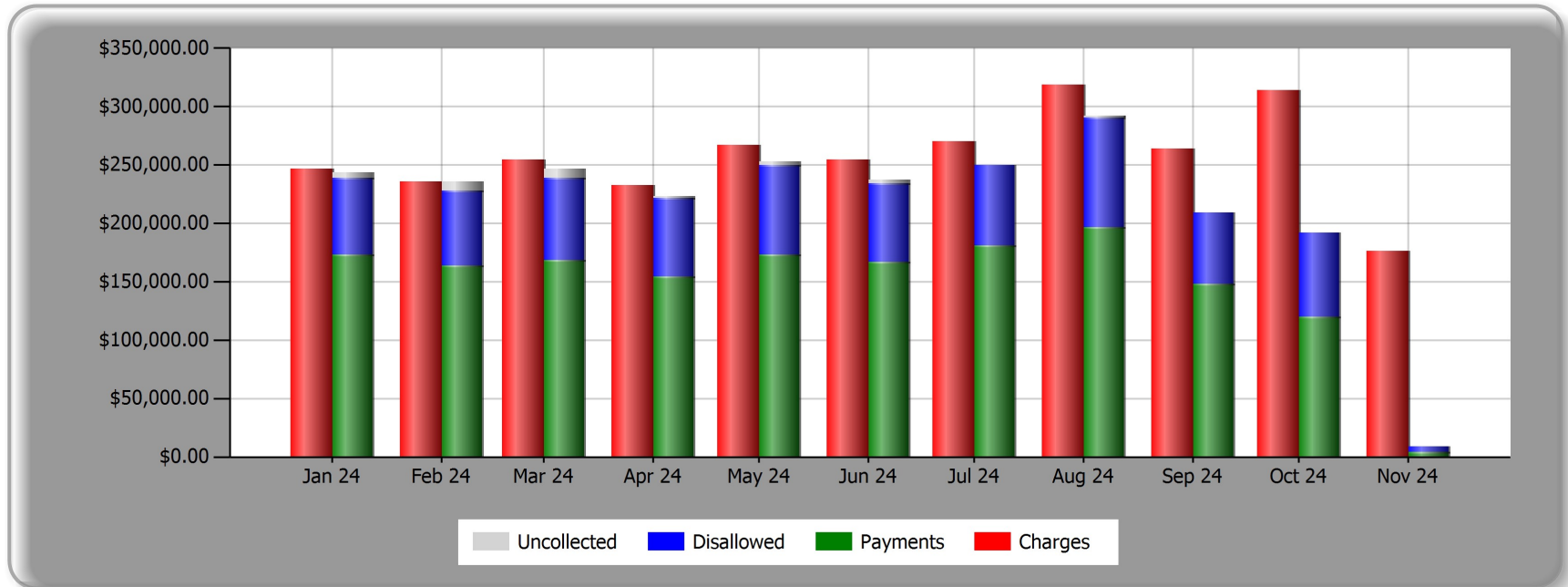
12/9/2024

East Jefferson Fire-Rescue ANNUAL COLLECTION STATISTICS

Date Of Service	1/1/24
Date Of Service	12/9/24
Invoices	0
Company	East Jefferson Fire-Rescue

Month	Tickets	Charges	Payments	%	Disallowed	%	Uncollected	%	Pending	%
Jan 24	210	246,135.40	-173,191.75	70 %	-65,528.41	27 %	-4,527.93	2 %	2,887.31	1 %
Feb 24	203	236,029.20	-163,459.78	69 %	-64,018.34	27 %	-8,634.94	4 %	-83.86	0 %
Mar 24	221	254,021.20	-168,568.40	66 %	-70,438.07	28 %	-7,421.65	3 %	7,593.08	3 %
Apr 24	185	232,420.00	-153,599.20	66 %	-68,088.63	29 %	-2,096.10	1 %	8,636.07	4 %
May 24	220	266,481.80	-173,689.31	65 %	-75,400.06	28 %	-4,546.54	2 %	12,845.89	5 %
Jun 24	224	254,328.80	-166,964.43	66 %	-67,973.36	27 %	-1,681.99	1 %	17,709.02	7 %
Jul 24	226	269,774.60	-181,169.48	67 %	-69,337.73	26 %	0.00	0 %	19,267.39	7 %
Aug 24	222	319,252.20	-196,504.21	62 %	-95,124.29	30 %	-1,237.40	0 %	26,386.30	8 %
Sep 24	221	263,747.00	-147,776.99	56 %	-61,584.99	23 %	0.00	0 %	54,385.02	21 %
Oct 24	234	313,422.20	-120,499.57	38 %	-70,767.42	23 %	0.00	0 %	122,155.21	39 %
Nov 24	202	176,682.20	-4,570.29	3 %	-3,513.31	2 %	0.00	0 %	168,598.60	95 %
2,368		2,832,294.60	-1,649,993.41		-711,774.61		-30,146.55		440,380.03	

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



Systems Design

12/09/24

Ambulance Level of Service Summary

Page 1 of 1

Date Of Service	1/1/24
Date Of Service	12/9/24
Company Code	East Jefferson Fire-Rescue

	<u>Count</u>	<u>Charges</u>	<u>Avg Bill</u>	<u>Payments</u>	<u>Coll %</u>	<u>Levy</u>	<u>Total Paid</u>	<u>Coll %</u>	<u>Avg Paid</u>	<u>Fee Sch</u>	<u>Pvt Adj</u>	<u>Pending</u>
ALS 1 E	734	929,205.20	1,265.95	-585,955.97	63.1 %	0.00	-585,955.97	63.1 %	-798.31	-232,970.96	-7,711.99	102,566.28
ALS 1 NE	7	7,263.20	1,037.60	0.00	0.0 %	0.00	0.00	0.0 %	0.00	0.00	0.00	7,263.20
ALS 2	101	183,659.20	1,818.41	-112,927.05	61.5 %	0.00	-112,927.05	61.5 %	-1,118.09	-47,294.56	-3,014.60	20,422.99
BLS E	1,492	1,673,476.40	1,121.63	-932,390.03	55.7 %	0.00	-932,390.03	55.7 %	-624.93	-423,570.28	-16,302.27	301,213.82
BLS NE	23	14,332.80	623.17	-4,439.19	31.0 %	0.00	-4,439.19	31.0 %	-193.01	-3,956.83	-3,117.69	2,819.09
SCT	11	24,357.80	2,214.35	-14,281.17	58.6 %	0.00	-14,281.17	58.6 %	-1,298.29	-3,981.98	0.00	6,094.65
Totals	2,368	2,832,294.60	1,196.07	-1,649,993.41	58.3 %	0.00	-1,649,993.41	58.3 %	-696.79	-711,774.61	-30,146.55	440,380.03

Adjustments

<u>Description</u>	<u>Count</u>	<u>Total</u>
Uncollectible	30	-7,363.30
Waiver per FD	7	-3,117.69
Small Balance	2	-1.30
W/O to collections	28	-18,558.47
W/O Credit Balance	1	0.81
Financial Assist/Charity	4	-1,106.60
	72	-30,146.55

East Jefferson Fire-Rescue

Payer Production Statistics

Date Of Service	1/1/24
Date Of Service	12/9/24
Company	East Jefferson Fire-Rescue

	Tickets	%	Charges	%	Payments	%	Levy Fund	%	Write Offs	%
Medicare (Fee Schedule)										
MedAdv/Part C	344	15 %	305,236.80	11 %	-163,497.89	10 %	0.00	0 %	-65,455.41	9 %
Medicare Part B	1354	57 %	1,198,034.40	42 %	-779,290.30	47 %	0.00	0 %	-235,698.18	32 %
Group Total	1698	72 %	1,503,271.20	53 %	-942,788.19	57 %	0.00	0 %	-301,153.59	41 %
Medicaid (Fee Schedule)										
Medicaid--AK	3	0 %	2,154.00	0 %	0.00	0 %	0.00	0 %	-716.20	0 %
Medicaid--OR-Mgd Care	1	0 %	1,199.60	0 %	-1,199.60	0 %	0.00	0 %	0.00	0 %
Medicaid--WA	281	12 %	977,983.20	35 %	-548,173.70	33 %	0.00	0 %	-408,602.10	55 %
Group Total	285	12 %	981,336.80	35 %	-549,373.30	33 %	0.00	0 %	-409,318.30	55 %
Commercial										
	56	2 %	46,401.00	2 %	0.00	0 %	0.00	0 %	0.00	0 %
Auto	12	1 %	11,015.40	0 %	-7,219.45	0 %	0.00	0 %	-65.95	0 %
Kaiser	3	0 %	2,181.00	0 %	-1,036.22	0 %	0.00	0 %	-414.18	0 %
Kaiser WA	11	0 %	10,998.20	0 %	-7,734.87	0 %	0.00	0 %	-471.53	0 %
Miscellaneous Insurance	65	3 %	57,984.20	2 %	-30,634.15	2 %	0.00	0 %	-3,672.01	0 %
Premera	27	1 %	23,998.20	1 %	-13,729.61	1 %	0.00	0 %	-933.80	0 %
Regence	42	2 %	41,625.60	1 %	-34,044.35	2 %	0.00	0 %	-938.20	0 %
Tricare	4	0 %	3,739.80	0 %	-2,907.85	0 %	0.00	0 %	-831.95	0 %
Veterans Administration	70	3 %	61,062.00	2 %	-47,919.82	3 %	0.00	0 %	-3,391.85	0 %
Workers Comp	11	0 %	8,941.60	0 %	-4,374.16	0 %	0.00	0 %	-212.04	0 %
Group Total	301	13 %	267,947.00	9 %	-149,600.48	9 %	0.00	0 %	-10,931.51	1 %
Private/Self-pay										
Insurance Research	8	0 %	6,906.20	0 %	-1,229.04	0 %	0.00	0 %	-4,133.16	1 %
Private	76	3 %	72,833.40	3 %	-7,002.40	0 %	0.00	0 %	-16,384.60	2 %
Group Total	84	4 %	79,739.60	3 %	-8,231.44	0 %	0.00	0 %	-20,517.76	3 %

TRANSACTION JOURNAL SUMMARY

Transaction Date	1/1/24
Transaction Date	12/9/24
Amount	0
Company Code	East Jefferson Fire-Rescue

Charges (2368)

2,852,294.60

2,852,294.60**Payments**

	Emergent	Non-Emergent	Total
Ck Ins	-175,332.93	-1,120.14	-176,453.07
Ck Prv	-47,005.29	-2,009.89	-49,015.18
Discover	-701.00	0.00	-701.00
E-Check	-3,027.40	-334.20	-3,361.60
EFT	-1,782,261.56	-2,838.75	-1,785,100.31
ePMT	-212.92	0.00	-212.92
Mstrcrd	-2,901.23	0.00	-2,901.23
Not a covered benefit	0.00	0.00	0.00
Ref Ins	-110.33	0.00	-110.33
Ref Prv	1,433.69	0.00	1,433.69
Refund Rev, Priv	-114.08	0.00	-114.08
Visa	-15,221.98	0.00	-15,221.98

-2,031,758.01**Adjustments**

Bad Debt Payment Reversal	739.35
Balance Forward	-2,704.53
Credit Balance Forward	2,704.53
Financial Assist/Charity	-3,847.95
Small Balance	-1.70
Uncollectible	-15,995.18
W/O Credit Balance	1.01
W/O Fee Schedule	-889,670.64
W/O Patient Deceased	-600.00
W/O to collections	-56,050.91
Waiver per FD	-3,043.67

Date Prepared: 12/6/24

Subject: Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	<ul style="list-style-type: none">• 11/1 Budget Mtg• 11/4 Chiefs Mtg• 11/4 M&C• 11/6 Snure Law Update• 11/15 IT Mtg• 11/15 Policy Mtg• 11/16 Volunteer Mtg• 11/19 BOC Mtg• 11/20 Per Diem Medic Mtg's x 3• 11/21 FIT Interview's x 9• 11/22 Skillpath Training Mtg• 11/22 Finance Mtg• 11/25 HR Mtg• 11/25 FIT Mtg• 11/27 HR Mtg
Human Resources	<p>Per Diem Paramedics</p> <ul style="list-style-type: none">• EJFR received four applications for Per Diem PM's and interviewed them all• Training plan is set• Prepared to launch week of December 9th – 13th <p>Volunteer Coordinator</p> <ul style="list-style-type: none">• Draft of Coordinator JD is in progress – stakeholders are reviewing• Tentative timeline: January recruitment, February interviews and selection, March hire <p>FIT On-boarding</p> <ul style="list-style-type: none">• Two FIT's have been selected from nine candidates – will begin early 2025• Seven candidates are on the eligibility list for future openings – lots of potential• Looking for additional outside funding for this program with a focus on local and diverse candidates <p>Policies/SOG's – in progress or updated</p> <ul style="list-style-type: none">• Time-off• Per Diem program• Drug-free workplace• Safety Program <p>*January 2025 Policy/Guideline Committee Mtg scheduled – review of priorities and update schedule</p> <p>2025 HR Schedule (hiring/promotional testing)</p> <ul style="list-style-type: none">• January – LT Testing• February – FF/PM testing (tentative) / Volunteer Coord. Selection• March – PM student testing• May – Entry level FF testing (tentative)

**Presentations /
Tours/Other/Misc**

- 11/13 Smoke Alarm Installs (PL x 3)
- 11/13 Live Fire photos
- 11/27 Sta 1 Tour – two families
- FIT Funding research
- Staff Training research

EJFR Staff and Volunteers, November 2024

Nov-24	A SHIFT	B SHIFT	CSHIFT
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	Dotson	Dower	Brebberman
Res	Barton		Bentzen
Res			
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
COREY	FF/EMS
MENERTHNEY	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
Total	5

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

BACKUS JACKSON	Support
BETHEL	Support

Total EJFR Members	116
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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: 12/9/24

Subject: Executive Assistant/District Secretary Report

Prepared By: Tanya Cray

<p>Meetings & Events:</p>	<ul style="list-style-type: none"> • 11/1 BOC Budget Workshop • 11/4 Meet & Confer • 11/7 Virtual LOCAL Program Meeting • 11/12 Agenda Review • 11/13 Tour & Lunch @ Chimacum School • 11/19 Public Budget Hearing/Reg BOC Meeting • 11/20 Post BOC Review • 11/22 Dist 1 New Depository Review Mtg <p>Vacation for the last week of November</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 Passed • Port Ludlow Showed up for TOYS FOR TOTS!!! <i>See pics below</i>
<p>Ready Rebound Summary YTD</p>	<p>Year to Date Usage: 9 On/Off Duty: 1/5 # of Wait Days Saved: 177 Total OT Savings Estimate: \$95,853 Total Cases to Date: 9 Total Cases to MD: 7 Total Cases to Imaging: 1 Total Cases to Physical Therapy: 9 Total Cases to Surgery: 1</p>

	<p>ROI Calculation</p> <ol style="list-style-type: none">1) <i>Days Saved = Average Wait - Days to Appointment</i>2) <i>Backfill Months Saved = Days Saved / 28</i>3) <i>Overtime Shifts Saved = Backfill months * # shifts per month</i>4) <i>Overtime Backfill Saved = Shifts Saved * Overtime Backfill</i>5) <i>Total Overtime Savings = Sum of Overtime Saved for Given Time Period ** Courtesy Cases are not included in Overtime Savings</i>
<p>Upcoming</p>	<p>2025 Elections – We will have an election for the Port Ludlow District Commissioner Vacancy. This will bring us to a total of 5 Commissioners. If we have more than 2 candidates run, we will be participating in both the 2025 Primary and General Elections. The County Elections Coordinator provided the following estimates for election costs: 2025 August Primary: \$30,000 2025 November General: \$15,000 2025 End of Year Indirect Billing: \$18,000</p> <p>As a reminder the 2025 filing period will be May 5-9, 2025</p>

2024 Toys for Tots





Wishing everyone Happy Holidays!!!



Date: 12/6/2024

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 Director Matt Stewart, DC Brummel, LT Kauzlarich Cross Staffing implementation • HR Stewart regarding responder mental health 2025 • HR Stewart Policy Committee 2025 • Capt Bergen Lt Assessment Center January 2025 • JeffCom User Group Meeting
<p>BC 11 911 Responses</p>	<ul style="list-style-type: none"> • "A" Shift Responses 151 • BC11 responded to 13 incidents in the last month • 2 Structure Fires (North Beach DR & West Valley Rd) • 2 MVCs • 2 Cardiac Arrests
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • A-Shift training 419 hours completed • EMS connect • Section 10 for one PFF successful completion • Section 4 for on PFF successful completion • CAD/Cross staff training delivered to All Shifts implementation 12/3/2024 • 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) • Prep Stats for 2024 Annual Report due to HR Stewart January 2025 • 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>\$26,334.97</td> <td>-\$1,334.97</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	\$26,334.97	-\$1,334.97	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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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																											

Date: December 6th, 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 • State IFSAC Technical Advisory Group Meeting
<p>BC 911 Responses</p>	<ul style="list-style-type: none"> • Responded to 13 incidents in October. • Established or assumed command of 8 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 planning
<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- Permitting for new alarm panel install. • Station 2- Finishing touches on EMS Supply Room. • Station 3- Nothing • Station 4- Down spout drain extensions. • Station 5- Waiting on engineering for annex building. • Station 6- New alarm panel dialer install. Diagnose heat system problems in bedrooms. Fix heat in training room. • Station 7- Clean gutters. Repair bay door. Fire alarm panel problem resolved. • Station 8- Nothing • Station 9- Nothing • Admin- Water heater replacement at admin.

Date: 12/7/24

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

<p>BC 13 Administrative Meetings</p>	<ul style="list-style-type: none"> • Daily Shift meetings • Visit each station and collaborate with crews at least once per tour • BOC Meeting • BC Quarterly Meeting • Meeting with Jefferson Transit building relationships and talking about fuel partnership
<p>BC 13 911 Responses</p>	<ul style="list-style-type: none"> • Responded to 10 incidents in November, none of any significance
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • Shift level training (C Shift completed 505 hours of training) • Probationary Testing for PFF Heydon and PFF Rudnick • Worked with FF Kaldahl, FF Parker and FF Richter on Acting Lieutenant Books
<p>Administrative Duties</p>	<ul style="list-style-type: none"> • Several apparatus updates see separate report • Callbacks for all staffing needs • Scheduling maintenance, repairs and new apparatus builds • C Shift Vacation Picks
<p>Shift Programs</p>	<ul style="list-style-type: none"> • Marine 1 heater was replaced and is now operational • Testing for new FIT applicates were conducted and two offers were made for a projected start date of January 2025 • Reviewed Volunteer Coordinator Job Description

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
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	\$ 422.46	\$ (22.46)
Fuel - Marine <i>partially approved (12,000 for trng)</i> (Dalrymple)	522 20 32 0150	\$14,000.00	\$ 2,005.74	\$ 11,994.26
Marine 1 Maintenance and Upgrades (Dalrymple)	522 60 48 0650	\$11,500.00	\$ 16,708.15	\$ (5,208.15)
Upgrades for Marine 7 (Dalrymple)	522 60 48 0650	\$8,700.00	\$ 3,251.31	\$ 5,448.69
AIS Transceiver class B (Dalrymple)	522 60 48 0650	\$4,500.00	\$ 4,496.73	\$ 3.27

November Training Captain Report

December 3, 2024

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none">• WSRB Hours for November: 760 hours• November total training Hours: 943 hours• 4th Quarter Credential hours: 2354 hours
Overview:	<ul style="list-style-type: none">• Vector Solutions Training• Member Training• IFSAC Evaluator• BC Meeting
Vector Solutions Training	<ul style="list-style-type: none">• Worked on establishing a Volunteer Credential.• Reviewing an updating Activities to be current• Preparing for new year.
Member Training	<ul style="list-style-type: none">• Four Member Probationary testing• Assist with Tactics preparation.• Participate in crew level drilling.• B Shift Live Fire Training.
Training Calendar	<ul style="list-style-type: none">• Continue to update and increase flow of training calendar.• Started building credentials and reviewing individual activities
Training Budget	<ul style="list-style-type: none">• Scheduling classes and programs for next year• Focus on budget as approved and classes we can have



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.
- Due to the recent availability of the current generation of motors for the engines we have signed another change order to go with the “L9” motor vs the “X10”. The horsepower and torque outputs are near identical and the savings that will be received are \$80,257.00 per engine or overall savings of \$160,514. A change order was signed on 11/8/24 confirming the price reduction.
- The new work order stated there was still an 800 day expectancy to receive our engines however, the dealer is optimistic that it will be significantly less time.
- Engine committee has completed the needs list for the new apparatus to total approximately \$225,000. This amount has been added to the ‘25 budget for purchase.
- Ambulance 4x4
 - Budgeted for \$275,000
 - **Update**- A contract has been signed with Braun Northwest for the build of a 2025 North Star Ambulance through the HGAC buying Co-op for the purchase price of \$301,925.00.
- 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
 - The purchase of this vehicle has been postponed due to budgetary constraints
- 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.
 - **Update**- The chassis was delivered to the dealer in Longview and was then taken over to Mallory Safety & Supply for them to begin upfitting.
 - 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

- Nothing to report

Pending Large Apparatus Repairs

- 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.
 - **Update**- NKFR has taken the ambulance to their shop and is working with International of further diagnosing the problem
- Marine 1
 - 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**- After working on repairing the cabin heater for several months the heater was sent to the manufacturer for a second time and has been since returned and reinstalled and is now functioning normally.



DIRECTOR'S REPORT

November 21, 2024

❖ Projects:

- **Radio consoles** fine-tuning continues, mostly with comms and IT staff working together to test and verify issues and solve them. We continue discussing project close-out and an alternate contractor for the complex interconnection project.
- **West End law radio** remains in transition to the new Starlink-based connection while we resolve an issue of echo within the dispatch center when transmitting on it. For now we remain connected through OPSCAN.
- **ESINet connections** 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 initial round of updates has been completed, along with moving the manual to a shared OneNote system. This allow easier access and updates as procedures are discussed and modified internally and with the User Group. The completion of the overall update and our improved staffing situation allow staff now to begin filling gaps in written documentation and making improvements that have long taken a back seat to keeping the lights on.
 - ◆ Finance Manager job description has been adopted.
 - ◆ Revised Communications Officer job description has been adopted.
 - ◆ Revised Communications Supervisor job description is a project for the upcoming weeks.
- **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:** Communications Officer trainee that started July 1 has completed training and been assigned to a shift beginning November 9. Trainee that began July 17 did not progress adequately through call-taking training and is currently working through the application process with JCSO Corrections while helping staff with project work to wrap up employment with Jeffcom. Two lateral applicants are in the final testing stages of the hiring process, and a third lateral candidate is in background.
- **Current staffing** is nine full-time, non-trainee communications staff, bringing days and nights to four COs each. All eight Communications Officers are on the normal 4/3/3/4 twelve-hour shifts except when covering for leave and training. The one Communications Supervisor is working Monday through Thursday 1000-2000 except when covering shifts. We continue to benefit from part-time employees and JCSO deputies filling shifts.
- **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. We continue to try to explain overlap between our original invoices and Pencom's including through a series of meetings in which Tyler continues to provide minimal and unsatisfactory answers regarding justification for line items. More helpfully, Tyler staff supplied their determination of the portion of Pencom's invoices for the combined system are best allocated to all system users, which will result in a portion of Jeffcom's credit being owed by Jeffcom to Pencom. *It is the director's opinion that duplicate billings will be resolved only by careful consolidation of all invoicing for the combined CAD under the City of Port Angeles, whether as part of the move to cloud-based CAD or prior to it. Re-procurement of the system would also resolve the issue but at considerable expense and likely disruption to operations.*

❖ Health, Safety and Quality of Life:

- October communications-staff overtime dropped to 212 hours (September's was 256.5; August's 169.5; July's 217) among the eight full-time, non-trainee employees on staff these months.
- Director has shifted to working Tuesday through Friday 0800-1800 except when needed on Monday or any other time due to standing meetings or abnormal occurrences.
- First batch of uniform wear is on order through a small-batch process at the local printer.
- Found Therapy Services, which focuses on first-responder mental health, began sit-alongs in the center in July and continues those monthly except a break in

November due to staffing. Working toward a day of offsite, elective private appointments for staff, potentially in cooperation with other agencies.

❖ **External Relationships:**

- **Public Education:** We now have a suitable canopy tent, tablecloth, folding table and new educational items and will seek opportunities to use them as our communications-staff schedule loosens further.
- **OPSCAN system:** From what we can determine from minutes of this board's meetings, neither Jefferson County nor Jeffcom signed the interlocal agreement drafted in 2006 that would have made us a member of the OPSCAN system and board. Minutes from August 2006, March 2010 and July 2011 mention continued discussion and confusion about the issue. Clallam County has stated they have no record of an agreement for Jeffcom to join the system as a member or as a customer. We have been treated as a contracted customer. We continue to use the system and are paying the 2024 invoice but have informed Clallam County of our efforts to move our operations away from OPSCAN to internet connections in the coming months.
- **Fire response plans:** The Fire Chiefs Association discussed the need for chiefs' direction on implementing the recent training to improve our response plans. A draft form for use in that effort is being circulated for their approval.
- **User Group November 20** occurred subsequent to this report being published. Update will be provided verbally.

❖ **CFS and Call Data: January 1 through November 15, 2024**• **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	5098	5103
QFR	511	493
BFD	536	468
DBVFR	120	119
Total	6265	6183

• **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	11430	12918
PTPD	7930	7546
Total	19360	20464

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	16328	98.98	n/a
11-15 sec	113	99.67	90%
16-20 sec	28	99.84	95%
21-40 sec	27	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	16496		

• **911 Call Averages**

Metric	YTD Average
Ring time	3.42 sec
Hold time	1.24 sec
Talk time	101.01 sec

• **Non-911 Calls**

Metric	YTD
Number of outgoing calls	8092
Number of incoming calls	17349
0-10 sec pick-up time	98.59%
Average ring time	3.60 sec
Average hold time	6.01 sec
Average talk time	103.18 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 continues to focus on training staff to be more efficient and increase communication. Finalizing database, presentation by Brummel 12/24 Finance Director tasked and program managers are updating. Fall/winter 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 \$ ▪ Messaging has been assigned to CRR where they will develop template for quarterly newsletter.

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. Cross-staffing implemented December 2024.

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"> Establish realistic standards and monthly reporting. Use training and technology to facilitate compliance. 	<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 complete, Fall of 2024.
2.3 Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> Establish minimum staffing as required RCW Title 52 to include ALS/BLS. Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization. <ul style="list-style-type: none"> Evaluate the advantages of a peak demand model and/or alternate shift schedule. 	<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"> Maintain our Washington State Rating Board score in Fall 2022. Enhance related data capture. Identify substandard metrics, such as number of engines, volunteers, etc. Establish Training Officer position to enhance proficiencies and support professional development. 	<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. ▪ Implemented 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.



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Health & Safety Program

Policy Number: 7003

Date of Implementation:

Replaces: Previous Version

Signature of Approval:

Date:

SECTION 1.0 PURPOSE

The purpose of this policy is to designate a District Safety Officer as well as outline the responsibilities delegated to the Health and Safety Program Manager as it pertains to the adherence to safe practices and record keeping.

The District shall designate a Safety Officer to identify organizational roles and responsibilities, determine system-wide safety and wellness requirements through research and compliance with recognized occupational health and industrial safety laws, standards and guidelines.

SECTION 2.0 SCOPE

The District Safety Officer in conjunction with the Health and Safety Program Manager (HSPM) manages the safety, health and wellness of all District members through the development, maintenance and implementation of a comprehensive risk management plan. The HSPM shall develop a comprehensive risk management plan that includes:

- a. Safety training programs
- b. Occupational Health and Safety Plan
- c. Accident prevention
- d. Accident reporting
- e. Accident record keeping
- f. Safety Committee

SECTION 3.0 DEFINITIONS

WISHA: Washington Industrial Safety and Health Act

WAC 296-800: Core safety rules

WAC 296-305-05017: Safety Standards for Firefighters, Fire Department Health and Safety Officer

NFPA 1521: Standard for Fire Department Safety Officer, 2020 ed.


NFPA 1500: Standard for Fire Department Occupational Safety, Health and Wellness Program, 2021 ed.

SECTION 4.0 DESIGNATION

The Fire Chief shall be the designated District Safety Officer. The duties of the Health and Safety Program Manager shall be delegated via Job Description.

SECTION 5.0 RELATED SOG'S

- See following SOG's beginning with 7003a

	EAST JEFFERSON FIRE RESCUE	
	POLICY	
	Title of Policy: Per Diem Paramedic Staffing	
	Policy Number: 5011	
	Date of Implementation:	
	Replaces: NEW	
Signature of Approval:		Date:

SECTION 1.0 PURPOSE

The District shall utilize per diem paramedic staffing to reduce mandatory callback of EJFR paramedics and maintain minimum, daily, advanced life support (ALS) staffing levels.

SECTION 2.0 POLICY

- 2.1** EJFR shall use per diem paramedics from regional fire agencies through a Memorandum of Understanding or similar agreement.
- 2.2** Per diem paramedics shall be vetted and approved through an interview process.
- 2.3** Per diem paramedics shall not supplant EJFR paramedics without going through a formal callback request by the District.

SECTION 3.0 RELATED SOG'S

- See following SOG's beginning with 5011a



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 5011a

Per Diem Paramedic Responsibilities

SECTION 1.0 PURPOSE

To provide supervisors and per diem paramedics assigned to per diem shifts at EJFR a basis for shift expectations and responsibilities.

SECTION 2.0 SCOPE

This SOG applies to per diem paramedics assigned to per diem shift(s) at EJFR.

SECTION 3.0 DEFINITIONS

Per Diem Paramedic: A Washington State licensed, advanced life support (ALS) provider with minimum IFSAC FF qualifications as listed in the most recent EJFR recruitment materials.

SECTION 4.0 PROCEDURES

4.1 Shift and Station Assignment: The per diem paramedic shall be assigned at the discretion of the Battalion Chief or designee.

4.2 Per Diem Paramedic Responsibilities & Expectations:

- The per diem paramedic shall supply their own Agency-issued, compliant PPE (structural turnout gear) and SCBA facepiece.
- The per diem paramedic shall meet with their respective shift and/or crew supervisors and become familiar with daily station-level and shift-level operations.
- The per diem paramedic shall not operate or drive EJFR apparatus.
- The per diem paramedic shall not precept and supplant an EJFR preceptor
- The per diem paramedic shall follow EJFR's controlled substance policy with the exception that anytime the seal on the CSP is broken, all other actions including wasted, log med use, restock and access to the HQ will be done with another paramedic.

4.3 Shift & Crew Supervisors Responsibilities:

- Supervisors or designees shall meet with the per diem paramedic and provide clear direction for the shift objectives.
- The per diem paramedic shall refrain from or have limited engagement with fire suppression duties in the hot zone (IDLH).
- Per diem paramedic on-duty injuries shall follow EJFR's injury and notification procedures to include notification of the employee's home and agency and WA State Labor and Industries reporting procedures.

EFFECTIVE DATE:

REPLACES: NEW

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 1002a

Public Records Disclosure

SECTION 1.0 PURPOSE

This guideline shall provide our office staff and Records Retention Officer with instructions on how to provide records to the public in a timely manner.

SECTION 2.0 SCOPE

This guideline applies to all District Personnel. Any personnel that receives or is aware of a public record request shall immediately notify the District's Public Record Officer.

SECTION 3.0 DEFINITIONS

- 3.1 Public Records.** Public records of the District include any record containing information relating to the conduct or performance of any governmental function prepared, owned, used or retained by the District as defined in chapter 42.56 RCW. Public records do not include personal records of District employees or officials that may be in the possession of the employee or official or located in their office, lockers or living quarters.
- 3.2 Electronic Public Records.** Electronic public records of the District include all data compilation stored and retained on the District computers and/or social media platforms containing information relating to the conduct or performance of any governmental function prepared, owned, used or retained by the District. Electronic public records do not include personal materials entered or stored on District computers by employees and officials when using the computers for incidental personal use.
- 3.3 Record.** As used in this guideline the "record" available to the public for electronic stored records may be a printout of the stored record.
- 3.4 Copy.** As used in this guideline a "copy" of a record shall mean a duplicate of the record in the same media, except that a "copy" of an electronic stored record shall mean a printout of the record, or in the sole discretion of the District Records Retention Officer an electronic version in a commercially available format.
- 3.5 Records Retention Officer.** The District Records Retention Officer shall be the District Secretary.
- 3.6 District Review Authority.** The District Review Authority shall be the District legal counsel.

SECTION 4.0 RECORDS ACCESS AND COPYING

- 4.1 Computer Network.** In order to maintain the security of the records as required by RCW 42.56.100, District computer hardware shall not be available to the public for review of electronic records.
- 4.2 Public Records Availability.** The records or printouts of all electronic public records of the District as defined above are available for public inspection pursuant to these rules, except as otherwise provided by chapter 42.56 RCW and other applicable statutes.
- 4.3 Location of Records.** The District's public records shall be maintained at the District headquarters station or such other locations as the Chief approves. All records shall be in the custody of the District Records Retention Officer who shall be responsible for the implementation of these rules.
- 4.4 Hours for Inspection and Copying.** Consistent with the requirements of the Public Records Act, the Record Retention Officer will generally be available to schedule times during the hours of 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m., Monday through Friday excluding legal holidays to allow for the inspection or receipt of records. The availability of District staff during these hours may be limited by budgetary constraints, staff workloads, volume of public records requests and other factors related to the District's primary purpose of providing its essential functions in the community.
- 4.5 Requests for Public Records.** In accordance with the provisions of chapter 42.56 RCW public records may be inspected and copied, or copies obtained by members of the public as follows:
- a. Preferably, requests shall be made in writing to the District Records Retention Officer on a form provided by the District.
 - b. In all cases in which a member of the public is making a request it shall be the obligation of the employee to whom the request is made to assist the member of the public in appropriately identifying the public record requested.
- 4.6 Exemption from Public Inspection.**
- a. The District reserves the right to determine that a record requested is exempt in whole or in part from public inspection under chapter 42.56 RCW or other applicable statutes.
 - b. In accordance with RCW 42.56.070 the District reserves the right to delete identifying details when it makes available any public record or printout of a public record in any case where there is reason to believe that disclosure of details would be an invasion of personal privacy protected by chapter 42.56 RCW or other applicable statutes. The employee who deletes information shall fully justify the deletion in writing.
 - c. All denials of requests for copies of public records shall be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record or portion of the record and a brief explanation of how the exemption applies to the record.

4.7 Duties of Records Retention Officer. The Records Retention Officer shall undertake the following analysis with respect to all records requests:

- a. The Records Retention Officer shall review the request form and shall review the requested record to determine the nature of the information contained in the record and to determine whether or not the release of the requested record is exempt from public inspection under chapter 42.56 RCW or other applicable statutes.
- b. If the record requested is classified as a medical record the Records Retention Officer shall determine whether the patient has authorized disclosure of the medical record pursuant to RCW 70.02.030. In the absence of patient authorization the Records Retention Officer shall determine whether the requester is an authorized recipient of the record as defined in RCW 70.02.050.
- c. If the disclosure of the record requested is restricted by any other federal or state statute, the Records Retention Officer shall comply with the restrictions or the procedure required for the release of the requested information.
- d. In the event it is determined that there would be no violation of the right to privacy by the disclosure of the record or any information contained in the record or that the information is not exempt from disclosure, the Records Retention Officer shall determine if the record may be inspected or copied in its entirety and if so, the inspection or copying shall be permitted.
- e. In the event the record contains confidential information and public information, the Records Retention Officer shall segregate the public information from the confidential information, prepare a copy of the record showing only the permitted portion and release or allow copying of only the public information.
- f. In the event the record contains information that affects the privacy interest of a third party and the Records Retention Officer reasonably believes that an argument could be made that the record is exempt, the Records Retention Officer shall provide notice, in accordance with RCW 42.56.540, to the affected third party of the District's intent to disclose the record.

4.8 Response to Request For Records. The Records Retention Officer, within five business days after receipt of the request (within fifteen business days of a patient's request for the patient's medical records) shall take one of the following actions:

- a. In the event the Records Retention Officer determines that the request requires clarification, the Records Retention Officer shall acknowledge receipt of the request and ask the requester to clarify what record the requester is seeking. If the requester fails to clarify the request, the Records Retention Officer shall provide no further response.
- b. In the event the Records Retention Officer determines that a full response will take longer than five business days after receipt of the request the Records Retention Officer shall acknowledge receipt of the request and provide a reasonable estimate of when the District will respond. The determination of the time required to respond to the request will be based on a consideration of the following factors:
 1. Clarity of the request,
 2. Time required to locate and assemble the information requested,

3. Time required to notify third persons or agencies affected by the request,
 4. Time required to determine whether any of the information requested is exempt,
 5. Time required to obtain the consent of a person identified in the record if consent is required by statute.
 6. Current staffing levels and essential job functions that must be performed by staff prior to locating and assembling the record requested.
 7. Volume of pending public records requests. The general policy of the District shall be to respond to records requests on a first come first serve basis. However, the Records Retention Officer retains discretion to respond to requests out of order of receipt when such out of order responses are more efficient.
 8. Impact on Essential Functions. The Records Retention Officer has numerous duties in addition to responding to records requests that are essential to the effective operation of the District. In situations where the Records Retention Officer is unable to perform the essential duties and respond to all pending records requests, the Records Retention Officer shall notify the Chief to determine the appropriate action.
- c. Provide the record for inspection or provide a copy of the record if requested. For large requests the District shall attempt, where feasible, to release the records in reasonable installments as the records become available.
- d. Deny the request.
1. All denials shall contain the information specified in paragraph 4.6c.
 2. Denials of a patient's request for the patient's medical records shall comply with the requirements specified in RCW 70.02.090.

4.9 Review of Denials.

- a. Any person who objects to the denial of a request to inspect or copy a public record may petition for a prompt review of the decision by submitting a written request for review to the District Records Retention Officer.
- b. Upon receipt of a written request for review of a decision denying inspection or copying of a public record, the District Records Retention Officer shall refer it to the District Review Authority. The District Review Authority shall promptly review the matter and either affirm or reverse the denial. The final decision shall be rendered to the individual who requested the record within two business days after the review request.
- c. In the event the request for the record or information from the record is made by an elected or appointed official of the District, the information is deemed to be needed for the proper performance of the official's duties and consent to the release of the information is required but cannot be obtained, the official shall be required to sign a confidentiality agreement before being allowed access to the requested information.
- d. Administrative remedies shall not be considered exhausted until the District has returned the request with the decision or until a period of five business days has elapsed after the denial of the request or after the review of the initial denial.

SECTION 5.0 FEES

The following charges shall be imposed to reimburse the District for costs incurred in providing public records. In the event the District is requested to mail copies an additional charge in the amount of the actual or estimated postage and the cost of the container shall be made.

- 5.1 General Records.** With the exception of medical incident reports the District shall charge a fee of fifteen cents per page for providing a copy of each page of a District record. The Records Retention Officer may waive copying fees as a matter of administrative convenience for small requests.
- 5.2 Electronic Records.** With the exception of medical incident reports the District shall charge a fee of fifteen cents per page for providing a printout of a District electronic record. If records are provided in electronic format the District shall charge a fee of ten cents per scanned page plus the cost of the media on which the record is disclosed (CD, DVD, etc). Default charges of five cents will be charged for every four files delivered to the requester electronically; and ten cents will be charged per gigabyte of electronically transmitted records. The Records Retention Officer may waive fees as a matter of administrative convenience for small requests. At this time it would be “unduly burdensome” for the department to calculate exact costs of electronic file transfers therefore the department has opted to use the default charges. There are costs incurred by the district each time a record is produced for a request – these costs include, but are not limited to; supplies, equipment ownership and/or rental, intellectual expertise, electronic software and continual software and equipment updates. Quantifying the exact cost of these items could take years of data collection and therefore is “unduly burdensome” for the department. If the default charges change the department will shift this SOG to the new default rates.
- 5.3 Medical Incident Reports.** In accordance with chapter 70.02 RCW the District shall charge the rates established by the Department of Health (WAC 246-08-400), which until June 30, 2013 establishes a clerical fee for searching and handling requests for medical incident reports of \$23.00 for each report. In addition the District shall charge \$1.04 per page for the first 30 pages and \$.79 per page for all additional pages of each report copied or printed out. The Records Retention Officer may waive copying fees as a matter of administrative convenience for small requests.
- 5.4 Video and Audio Tapes.** The District shall charge the actual cost it incurs in commercially duplicating audio or visual tape records.

SECTION 6.0 RECORDS INDEX

The District may not maintain a complete current index which provides identifying information as to all of the records maintained by the District when, due to staffing and resource levels, the creation of a complete index would be unduly burdensome to the District.

SECTION 7.0 RESPONSE LANGUAGE

Extended Research Time:

Please allow this letter to acknowledge receipt of your public records request.

Because of the nature of your request, it is likely that it will take more than 5 business days to locate and assemble the records, notify persons or agencies involved by the request, and to determine whether the records are subject to public disclosure. Please be advised that this may be an extensive request and will take more time. We may also be waiting for information from legal counsel about releasing information that occurred in a closed executive meeting.

We will provide you with a response to your request as soon as we have completed our review. You may anticipate that information on or about fourteen (14) business days from the date of this letter.

Redaction:

We have released the portions of the record which are not exempt from disclosure per RCW 42.56 and/or

other statutes. Information redacted is exempt from public disclosure for the following reason(s):
[REASON]

or

Your request has been denied for the following reason(s):

1. Complainant, victim, or witness requested the information not be disclosed. (RCW 42.56.240)(2).
2. Disclosure of the information would endanger a person's life, physical safety, or property. (RCW 42.56.240)(2).
3. Record includes information the non-disclosure of which is essential to effective law enforcement. (RCW 42.56.240)(1).
4. Record contains information the nondisclosure of which is necessary for the protection of a person's right to privacy that (1) would be highly offensive to a reasonable person and (2) is not of legitimate concern to the public. (RCW 42.56.240)(1).
5. Record contains information on a juvenile, which is confidential, and may not be released to the public except by court order under the provisions of RCW 13.50.050 and RCW 13.50.100.
6. The investigative file is currently active with the prosecutor's office and/or a law enforcement agency and non-disclosure is essential to effective law enforcement. (RCW 42.56.240)(1).
7. Non-conviction arrest information is exempt from disclosure (RCW 10.97.080).
8. The record contains Attorney/Client information, protected under RCW 5.60.060(2).
9. The record contains Official Confidential information, protected under RCW 5.60.060(5).
10. Booking photos are protected under RCW 70.48.100.

11. The record contains medical information protected under RCW 70.02.005 and RCW 42.56.240.
12. The driver or vehicle's registration is protected under (RCW 42.56.240).
13. The record contains information on a public employee which is exempt from disclosure. (RCW 42.56.230 and 42.56.250)
14. Results of blood and breath tests submitted at the request of a police officer are protected under provisions of RCW 46.61.506(5) and (7), and/or RCW 70.02.010.
15. Reports and records of autopsies and postmortems are confidential, protected under RCW 68.50.105.
16. Other:

Request Complete:

Your records request for [ITEMS REQUESTED] is considered fulfilled and, therefore, is now closed. Pursuant to RCW 42.56.550(6), you have one year from the date of this letter to seek judicial review of this request. If you have any questions pertaining to this request, please respond within twenty (20) days of this letter.

EFFECTIVE DATE:	REPLACES: Policy 113 Public Records Policy
FIRE CHIEF:	



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 3000a

Public Use of District Properties

SECTION 1.0 PURPOSE AND DEFINITIONS

This guideline shall establish reasonable guidelines regarding the public use of Fire District properties.

Current EJFR Facilities include:

Station 1 – Port Townsend

Station 2 – Critter Lane

Station 3 – Cape George

Station 4 – Airport

Station 5 – Marrowstone Is.

Station 6 – Chimacum

Station 7 – Oak Bay Rd.

Station 8 – South Point Rd.

Station 9 – Paradise Bay Rd.

Administrative Office – Seton Rd

Public Areas

Limited to the main entrance and foyer, public meeting rooms, public parking lot, and any area where an open public meeting is actively being conducted at any EJFR facility.

Non-Public Areas

Includes all areas of EJFR property and facilities not defined as public areas, including but not limited to offices, work areas, crew quarters, apparatus bay, maintenance facilities, staff parking lots, training grounds, and meeting rooms when in use by EJFR personnel for training or emergency operations. All non-public areas will be clearly marked.

SECTION 2.0 PUBLIC USE OF FIRE STATIONS

2.1 EJFR fire stations 1, 2, 3, 6, 7 have designated public spaces, such as training and meeting rooms. These facilities are primarily intended for District activities and business. The activities of agency partners will also be supported at EJFR facilities with designated public spaces, such as public meetings, safety training, EOC operations, etc. Agency partners are groups such as law enforcement, public safety, community health, critical infrastructure, etc. (or similar as determined by the Fire Chief). All Fire District facilities may be used as deemed appropriate for district activities and partner agency use at the discretion of the Fire Chief.

2.2 Public use of EJFR fire stations is limited to stations with designated public spaces, such as training and meeting rooms; fire stations 1, 2, 3, 6, 7. Groups not defined in section 2.1 or 2.3 may rent the training/meeting rooms at EJFR fire stations for a fee of \$100, at the discretion of the Fire Chief. EJFR facilities are not certified as commercial kitchens. Groups planning to serve or prepare food must follow [Jefferson County Public Health](#) food service and permitting procedures (as required). Spaces may not be used for religious or political purposes.

2.3 Facility Use:

- a. The following organizations are exempt from rental fees as grandfathered entities or public safety partners: (this list may be updated as needed as approved by the EJFR BOC):
 1. Jefferson County Emergency Medical Services & Trauma Care Council
 2. Jefferson County Department of Emergency Management
 3. Jefferson County Fire Chief's Association
 4. Jefferson County Search & Rescue
 5. Amateur Ham Radio Club
 6. JeffCom 9-1-1
 7. Cape George Home Owners Association
 8. Jefferson County/Olympic Peninsula Regional Health Coalition Partners
 9. Jefferson County Public Works
 10. Olympus Beach Tracts Water District
 11. Coast Guard Auxiliary – Flotilla 41
 12. Jefferson County Board of Commissioners
 13. IAFF Local 2032

2.4 Housekeeping:

User is responsible for returning the facility to original condition.

- a. Vacuum and /or sweep floors
- b. Dispose of all trash receptacles into dumpster.
- c. Wipe down and reset all tables and chairs.
- d. Clean and power off coffee maker.

SECTION 3.0 RENTAL PROCEDURE

- a. Contact Fire District Administration Office (360) 385-2626
- b. Upon approval, complete and return Facilities Rental Agreement with appropriate rental fee.
- c. Facilities Rental Agreements are available at the Administration Offices or they can be emailed by request. **ALCOHOL IS NOT PERMITTED**

SECTION 4.0 PUBLIC ACCESS TO NON RENTAL FACILITIES AND AREAS

- 4.1 Any area or facility that is not available for use by the public is not considered a public space (example: dorm rooms, day rooms etc.). Fire District personnel must accompany visitors to these areas. Exceptions may be allowed for emergency situations and with permission from the Fire Chief.
- 4.2 Access to non-public areas of EJFR property and facilities shall be limited to EJFR personnel. Exceptions may be granted to members of the public authorized by the Fire Chief or their designee to conduct business with EJFR, or while on an authorized tour of the facility led by EJFR personnel.
- 4.3 Activities that interfere with the ability of EJFR personnel to perform duties or prevent the public from accessing services in public areas are not allowed.
- 4.4 Should any member of the public enter Non-Public Areas, become belligerent, violent, pose a safety risk, disrupt the ability of EJFR personnel to perform their duties, or interfere with the public's access to EJFR services; EJFR personnel shall ask the member of the public to leave.
- 4.5 Should interaction with any member of the public escalate, EJFR personnel should request assistance of local law enforcement and contact their supervisor. At no time shall EJFR personnel use threats, physical action, or verbal assault during escalated interactions with members of the public. Provided, however, RCW 9A.16.110 shall apply to any personnel that take reasonable actions to defend or protect other employees or members of the public as permitted by law.
- 4.6 The Fire Chief or designee may request law enforcement to trespass individuals who have made threats of violence or intimidation of EJFR personnel.

- 4.7** EJFR prohibits the open carry firearms in facilities where the EJFR Governing Board holds its open public meetings. The firearm restriction in such facilities shall be posted as required by RCW 9.41.305(6).
- 4.8** Members of the public are permitted to access Public Areas during front desk hours (Monday through Friday 1000-1400 or when staff is on-site Monday through Friday 0800-1600) to conduct business with EJFR, seek assistance, or attend scheduled meetings. All visitors must check in with the front office of any facilities during business hours.
- 4.9** Any member of the public wishing to visit Non- Public Areas or Public Areas of EJFR Facilities outside of business hours must schedule such visits through the EJFR business office and such visits are subject to availability of EJFR personnel. Visitors who wish to stay in Public Areas beyond business hours must obtain authorization from the shift battalion chief unless attending an open public meeting or have a reservation for use of our facilities.
- 4.10** Members of the public may conduct video and audio recording in/on buildings, property, and emergency scenes when not trespassing in Non-Public Areas, designated by proper signage, scene caution tape, or an area with an expectation of privacy (bathroom, bunk room, the back of an ambulance, etc.) and does not interfere with EJFR’s emergency response responsibilities.

EFFECTIVE DATE:	REPLACES:	Policy 510 11/19/13 Announcement
FIRE CHIEF:		SOG A02-04

Month	Activity	BOC	Admin	CRR	OPS	TRAINING
January <i>New Years Day</i> <i>MLK Day</i>	W-2's/1099's		x			
	Quarterly payments:		x			
	Set Committee assignments for BOC (finance, facilities etc)	x				
	CRR Week			x		
	LT Testing		x			
	Safety Mtg Q4 2024		x			
	Reflect on Status of Prior Year Plan/Metrics		x			
	Policy/SOG Committee Mtg		x			
February <i>President's Day</i>	Labor Mgmt Mtg		x			
	FF/PM Testing (tentative, late February)		x			
	Interview/Hire Volunteer Coordinator		x			
	SAM renewal		x			
March	Ambulance DOH License Renewal		x			
	PM Student Testing		x			
	Annual Report Due		x			
April	Volunteer Interviews (tentative)		x			
	Safety Mtg Q1		x			
	WFCA Region 9 Training	x	x			
	1st Qtr Vol Payroll		x			
	Labor Mgmt Mtg		x			
	Quarterly Payments		x			
	Volunteer Appreciation Week		x	x		
May <i>Memorial Day</i>	Kala Point Expo			x		
	Red Cards Submitted - maybe early May?		x			
	National EMS Week		x	x		
	SAO Annual Report Due		x			
June <i>Juneteenth</i>	National Wildfire Awareness Month		x	x		
	Filing Period for open BOC Positions	x	x			
	Entry-level FF Testing (tentative)		x			
	Marrowstone Strawberry Festival			x		
	Burn Restriction preparations			x		
July <i>Burning Restricted</i> <i>4th of July</i>	Spring WFCA Saturday Seminar	x	x			
	Prepare Volunteer Status letters		x			
	Quarterly Payments		x			
	Staff Evals - Due by Oct 1st		x			
	2nd Qtr Vol Payroll		x			
	Safety Mtg Q2		x			
August <i>Burning Restricted</i>	Labor Mgmt mtg		x			
	Kick-Off Budget Development	x	x	x	x	x
	Community Opportunity Fair			x		
	JC Fair		x	x	x	
	All County Picnic		x	x		
	Review Contracts/Agreements for 2025 Budget		x			
	National Night Out		x	x		
September <i>Burning Restricted</i> <i>Labor Day</i>	FIT Interviews/Hiring (tentative)		x			
	Budget Work Continued	x	x	x	x	
	9/11 Remembrance		x		x	
October						
	Quarterly Payments		x			
	3rd Qtr Vol Payroll					
	Safety Mtg Q3		x			
	Fire & Rescue Fest		x	x	x	x
	Service Awards Banquet	x	x			
	Fire Prevention Week		x	x		
	Budget Work Continued	x	x	x	x	x
	WFCA Annual Conference	x	x			
Labor Mgmt Mtg		x				
November <i>Veterans Day</i>	2nd Volunteer status letters		x			
	Budget Due Nov 30th	x	x			
	Public Hearing	x	x			

Roy added, not sure what this looks like here.

<i>Thanksgiving</i>	Open Enrollment begins (health insurance)		x			
<i>Thanksgiving Friday</i>						
December	4th Qtr Vol Payroll		x			
<i>Christmas</i>	Admin Staff & Commissioner Banquet	x	x			
	Holiday Banquet		x			
	Admin Holiday Party		x			
	Prepare Volunteer pension eligibility letters		x			
	Last Accounts Payable run (usually 12/30)		x			

PROGRAMS/PROJECTS/COMMITTEES

Task **Members** (Lead in **Supervisor** **Scope** (Budget, maintain and develop related training, SOP/SOG's)
BOLD)

Task	Members <small>BOLD)</small>	(Lead in <small>BOLD)</small>	Supervisor	Scope (Budget, maintain and develop related training, SOP/SOG's)
EMS	Ridgway		Black	STEMI Program, Lifepaks, Ventilators, Gurneys, certifications, Q/A
EMS Supplies	Welander		Ridgway	
Gurney Maint	Holbrook/Kaldahl		Ridgway	
Hose, Nozzles & Appliances	Kinney		Clouse	
RIT/TIC	S. Grimm		Clouse	
Special Ops (Rope, Conf)	White, Gregory		Brummel	
PPE	Lueders/Chambers		Clouse	
Ground Ladders	Parker		Fletcher	Maintenance/Testing
Tools & Rescue Equipment	Secondez		MacDonald	
Preplans/iPads	S. Grimm		Clouse	
SimUShare	Richter/White/ MacDonald		Bergen	
Marine Assets	Dalrymple/S. Grimm/Gregory		Brummel	
Dispatch & Communications	MacDonald/KauzlarichLueders/Johnson		Brummel	CAD, CrewForce, Radios, Pagers & Apps, Run Cards
Staffing Management (CrewSense)	MacDonald Fletcher Clouse		Stewart	
Atmospheric Monitors			Brummel	
CISM & Chaplain Program	MacDonald Duke Walker		Black	
Health/Wellness	Gregory/Walker		Brummel	
SCBA	B. Grimm/Whiting Pulido		MacDonald	
Oxygen	Wagner		MacDonald	
Apparatus Committee	Fletcher		Black	Maintenance, Specifications, Annual Testing
EVIP	Clouse		Brummel	
Facilities and Emergency Preparedness	Carver Fairbanks		Clouse	Furniture, disaster supplies, etc.

Facilities	Lawson	Clouse	Repairs/Maintenance
Agency Asset Inventory	Williams	Macdonald	
Station Security (Keys)	Lawson	Clouse	
Volunteers, FITs	Dean, Kaldahl	Fletcher	
Joint Safety Committee	E. Stewart	Black	
Joint Labor Management Committee	White Morris Black Stewart Cray	BOC	
EJFR Finance Committee	Lirio Black Cray Bergen Fletcher	BOC	
Joint Policy Committee	MacDonald +1EJFR Stewart	Black	
Fire Investigations	Wittenberg, Duddy	Black	
Joint Training Advisory Committee (TAC)	Bergen	Brummel	Establish training plans and calendar
Wildland	Sanders, Kaldahl	Brummel	
Knox Keys	Carver	Wittenberg	
Inspections	Wittenberg	Black	

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M15 Marine Vessel Awareness

2-YEAR TRAINING CALENDAR FY 2025 - 2026

	Focus	1st QUARTER				2nd QUARTER				3rd QUARTER				4th QUARTER				WSRB Hours	Annual hours	
		January	February	March	QTR. Total	April	May	June	QTR. Total	July	August	September	QTR. Total	October	November	December	QTR. Total			
INDIVIDUAL TRAINING	EMS	Fire Behavior	MCI		Wildland	Truck	Prevention		Special Ops	ICS	Haz-Mat		FF Survival	Vehicle-EX	Engine		306	338		
	Admin. Dept. Policy Review	TBD-EMS Related	SDG 400c Code Blue Comms.	MCI Plan Review	TBD	SDG 400c Code Blue Comms.	TBD	TBD	TBD	SDG 400c Code Blue Comms.	TBD	TBD	TBD	SDG 400c Code Blue Comms.	TBD	TBD	13	13		
	Driver / Operator	WADOL Drivers License Review	Ready Rebound Program		Insurance Information Renew	Business Inspection Refresher			Positioning App	Operating Fire Pump			Tire Chain Fix Testing	Aerial Ladder Ops			2	8	8	
	Vector Solutions Activities		Operating Fire Pump	Ladder Manual		EVIP Road Test/ module #2 & #3	Aerial Ladder Ops											4	19	19
			Fire Behavior Class				Ladders: Set Up Ground Ladder			Incident Management Training	HAZ-MAT			RIT Operations: Package and remove FF	Paratech Lifting Bags	Fire Attack 13/4 Third Floor Fire Attack		6	19	19
						VEIS (Video)	VEIS (Practical)				MSA SX Overview				RS-Lifting, Cribbing & Rigging	Set up Ground Ladder		3	7	7
						Force Inward Swinging Door											0	1	1	
	Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	Business Inspections	48	48	
	Pre-Fire Plan	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	Pre-fire plan Review	24	24	
	Mandatory	YS Course: Heating Conservation	Fire Extinguishers	Heat Illness Prevention						YS Sexual Harassment Awareness				HAZMAT-Ops		Proper Lifting Techniques		9	18	18
Bloodborne Pathogens		YS Course: Asbestos Awareness (A)	Bi-annual Gear Inspection		WSI/Right to know	Marine Vessel Awareness			SCBA Quarterly With Emergency Procedures	VS-Lock out/Tag out	Bi-annual Gear Inspection		VS Back Injury Prevention	VS Course: NFPA 1500 PTSD		5	26	26		
SCBA Quarterly With Emergency Procedures			VS RT-130 Activity		SCBA Quarterly With Emergency Procedures				Avareness/Ops Level Special Ops				SCBA Quarterly & written test			2	13	13		

FY 2025 - 2026 Training Facility Hours WSRB (A)Personnel (B)NFPA 1500 (C)NFPA 1001 WSP JPR FF1 WSP JPR DO (D)NFPA 1002 (DD)DO JPR's (E)NFP...

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Default Keep Exit New Options Normal Page Break Page Custom Navigation Ruler Gridlines Formula Bar Zoom 100% Zoom to Selection New Arrange Freeze Hide View Side by Side Synchronous Scrolling Switch Windows

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH		
Annual Training (Page 1) <small>ED DIVISION Training Division</small>			License Review	Program							Information Review				Inspection Refresher										SCBA & NIS											
		Driver / Operator		Operating Fire Pump	2	Ladder Manual	2	4	4	4	EVIP Road Test/ module #2 & #3	5	Aerial Ladder Cps	2			7	Positioning App	2	Operating Fire Pump	2		4	Tire Chain Fit Testing	2	Aerial Ladder Cps	2			4	19	19				
		Vector Solutions Activities		Fire Behavior Class	2				2				Ladders: Set Up Ground Ladder	1			1			Incident Management Training	2	HAZ-MAT	8	10	RIT Operations: Package and remove FF	2	Paratech Lifting Bags	2	Fire Attack 13/4 Third Floor Fire Attack	2	6	19	19			
									0		VEIS (Video)	1	VEIS (Practical)	2				3					MSA 5X Overview	1	1		RS-1 Lifting, Cribbing & Rigging	2	Set up Ground Ladder	1	3	7	7			
									0				Force Inward Swinging Door	1																	0	1	1			
		Inspections	Business Inspections	4	Business Inspections	4	Business Inspections	4	12	4	Business Inspections	4	Business Inspections	4	Business Inspections	4	12	4	Business Inspections	4	Business Inspections	4	Business Inspections	4	12	4	Business Inspections	4	Business Inspections	4	Business Inspections	4	12	48	48	
		Pre-Fire Plan	Pre-fire plan Review	2	Pre-fire plan Review	2	Pre-fire plan Review	2	6	2	Pre-fire plan Review	2	Pre-fire plan Review	2	Pre-fire plan Review	2	6	2	Pre-fire plan Review	2	Pre-fire plan Review	2	Pre-fire plan Review	2	6	2	Pre-fire plan Review	2	Pre-fire plan Review	2	6	24	24			
		Mandatory	YS Course: Heating Conservation	2	Fire Extinguishers	2	Heat Illness Prevention	(VS) NFPA 1584 Firefighter Rehab Module 1&2 Alternated annually, Policy 4006, SOG 4006a Rehab WAC 296-305-05004												YS Sexual Harrassment Awareness	3				3	HAZMAT-Ops	8		Proper Lifting Techniques	1	9	18	18			
			Bloodborne Pathogens	3	YS Course: Asbestos Awareness (A)	2	Bi-annual Gear Inspection					Marine Vessel Awareness	2	Awarans Level Special Ops	4	9	SCBA Quaterly With Emergency Procedures	2	VS-Lock out/Tag out	3	Bi-annual Gear Inspection	1	6	VS Back Injury Prevention	3	VS Course: NFPA 1500 PTSD	2				5	26	26			
			SCBA Quaterly With Emergency Procedures	2		VSRT-130 Activity	4	6	Emergency Procedures	2						2	Awarans/Ops Level Special Ops	3					2	SCBA Quaterly & written test	2						2	13	13			
		EMS	EMS Connect	3	EMS Connect	3	EMS Connect	3	9	3	EMS Connect	3	EMS Connect	3	9	EMS Connect	3	EMS Connect	3	EMS Connect	3	9	EMS Connect	3	EMS Connect	3	EMS Connect	3	EMS Connect	3	9		36	36		
			Pediatric Airway Assessment	1	Trauma Assessment (MCO)	1	CPR Recert. Progress	5	7	YS Infectious Disease	2	Mega Code Drill(MCO)	2	Sick Not Sick	4	Pharmacology Delivery (Epi & Narcan) Practical				Trauma Assessment (MCO)	2	Burn Management	1	3	Bag Valve & Oxygen		Mega Code Drill(MCO)	2			2		16	16		
		Drills, Classes, and		Quarterly Tactics	2	MCO Single Family Residence Night Ops	3	5	Wildland Field Day	8	Quarterly Tactics	2	MCO Strip Mall	3	13					Quarterly Tactics	2	MCO Multi Family Operations	3	5	FF Survival	2	Quarterly Tactics	2	MCO Commercial Night Ops	3	7	30	30			
				Firefighter 2 Class	40				40																						0	40	40			

Annual Training (Page 1)

AutoSave Off 2 yr Training Cale... Last Modified: October 1 Search Trevor Bergen

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Default Keep Exit New Options Normal Page Break Preview Custom Views Navigation Ruler Gridlines Formula Bar Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Hide Split View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros

Washington L&I SAFETY AND HEALTH							
East Jefferson Fire Rescue		Training Frequency	WISHA	NFPA	All Suppression Fire	Administration	Chief
EMPLOYEE SAFETY & HEALTH CORE RULES							
Training Frequency:	I – Initial Exposure/New Employee	A – Annual			U – Update/Change		
<input type="checkbox"/>	Asbestos Training	I/A	WAC 296-305-05502(7)		X		Vector-Solutions Asbestos Awareness
<input type="checkbox"/>	Bloodborne Pathogens	I/A	WAC 296-823-12005		X		Vector Solutions-NFPA 1500 Blood borne pathogens safety/EJFR SOG?
<input type="checkbox"/>	First-Aid Training & Certification	I/U	WAC 296-305-01515(1)		X		EMT/PM/First Responder Certifications
<input type="checkbox"/>	Driver Training	I/A	WAC 296-305-04505	NFPA 1010	X	X	EVIP Program, Road Test and Two Modules(Alternated Annually)
<input type="checkbox"/>	Emergency Medical Protection (Infectious Disease)	I/A/U	WAC 296-305-02501		X		Vector Soutions- EMS Infecituous Disease Control
<input type="checkbox"/>	Employee Right to Know Procedures (Hazard Com.)	I/U	WAC 296-901-14016		X	X	Vector Solutions-NFPA 1500 Hazard Communication/ EJFR SOG?
<input type="checkbox"/>	Hearing Loss Prevention	I/U	WAC 296-817-20020		X	X	Vector Solutions- Hearing Conservation & Annual Hearing Test
<input type="checkbox"/>	Heat and Cold Stress	A	WAC 296-305-05004		X	X	Vector Solutions-NFPA 1584 Firefighter Rehabilitation Module 1&2(Alternating Annually)
<input type="checkbox"/>	Incident Management Training	I/A	WAC 296-305-05000	NFPA 1550	X		NIMS/IC Training & Refresher/ Quarterly Tactics
<input type="checkbox"/>	Live Fire Training in Structures	A/3 yrs	WAC 296-305-05502(6 & 7)	NFPA 1400	X		Hands On Drill (Live Fire Drill conducted once a year for one shift, on a three year rotation)
<input type="checkbox"/>	Lock Out/ Tag Out	I/A	WAC 296-45-065		X		Vector Solutions-Lock out/Tag Out
<input type="checkbox"/>	Overhaul	A	WAC 296-305-05002		X		Hands On Drill
<input type="checkbox"/>	Personal Protective Equipment	I/A/C	WAC 296-305-02001		X		Bi-annual Gear Inspections
<input type="checkbox"/>	Portable Fire Extinguishers	I/A	WAC 296-800-30025		X	X	Vector Solutions- Fire Extinguisher safety or NFPA 1001 Portable Fire Extinguishers
<input type="checkbox"/>	Sexual Harassment Awareness	I/5yr	WAC 357-34-100		X	X	Vector Solutions- Sexual harassment Training

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

CREATION OF DEPOSITORY ACCOUNT & SIGNATURES

WHEREAS, on January 25, 2016, 1st Security became the District's Bank for the purpose of payroll expenses and accounts payable;

WHEREAS, the Jefferson County Treasurer recommended the District create a separate depository account with 1st Security Bank for the purpose of collecting payment receipts;

WHEREAS, the Board of Commissioners of Jefferson County Fire Protection District No. 1 designate and authorize those individuals in the following positions to conduct banking transactions for Jefferson County Fire Protection District No. 1,

2. Fire Chief
3. District Secretary
4. Business Manager
5. Finance Director

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

1. Approve the District to create a new depository account with 1st Security Bank under the County Treasurer's banking umbrella with 1st Security Bank for the purpose of collecting payment receipts.
2. Approve the District to obtain an exception from the County Treasurer for the deposit transfer requirement from daily to weekly as outlined in RCW 43.09.240 as it would not be administratively practical or feasible.
3. Appoint the positions of Fire Chief, District Secretary, Business Manager, and Finance Director, the authority to sign checks and conduct banking transactions for the new depository account. Financial staff at the County Treasurer's Office will also be signers for the sole purpose of access and providing instructions in case of emergency.

MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR JEFFERSON COUNTY FIRE PROTECTION DISTRICT No 1 ON DECEMBER 17, 2024

Approved this 17th day of December 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
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
2025		
	WFC/WFCA Legislative Day	2/6/2025
BOC/Admin	Region 9 - Save the Date	4/12/2025