



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

January 21, 2025

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

PLEDGE OF ALLEGIANCE

1. Agenda Changes

2. Consent Agenda

A. Approve Minutes from the December 17, 2024 Regular Board Meeting **TAB 2A**

Vouchers

- Approve General Fire expenditure warrants dated December 17, 2024, December 30, 2024 and December 31, 2024 totaling **\$222,182.60**
- Approve EMS expenditure warrants dated December 17, 2024, December 30, 2024 and December 31, 2024 totaling **\$44,762.30**
- Approve payroll expenditure warrants dated December 19, 2024, January 2, 2024 and January 3, 2024 totaling **\$1,120,122.43**
- Approve 4th Quarter Volunteer Stipend warrants dated December 20, 2024, totaling **\$7,669.44**

3. Correspondence –

TAB 3

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

5. Presentations – None

6. Announcements and Acknowledgements

PL Voice Article – Wayne Kier

TAB 6

7. Staff Reports -

TAB 7

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

**Deputy Chief Brummel
Finance Director
CRR Manager
Battalion Chiefs**

- 8. Committee/Workgroup Reports**
- A. Budget Committee - *budget complete.*
 - B. Data Group - *Did not meet*
 - C. Community Risk Reduction TAB 8C
 - 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 6006 Purchasing
 - B. Notice of Consumer Rights – Balance Billing Protection Act TAB 13B
 - C. JC Comprehensive Plan Update and EJFR CIP TAB 13C
 - D. Resolution 25-01 Form of Reimbursement TAB 13D
 - E. Resolution 25-02 Surplus District Equipment – Vehicle Parts TAB 13E
 - F. ALS ILA between D1 and D2 TAB 13F

Executive Session: Pursuant to RCW 42.30.140(4)(b) relating to adopting a strategy or position during collective bargaining, negotiations or grievance proceedings

- 14. Upcoming Topics/Events** TAB 14
- WFCA/WFC Legislative Day
 - 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****



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

**BOARD OF COMMISSIONERS
MEETING MINUTES FROM DECEMBER 17, 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, and Ed Davis. Commissioners Dave Seabrook and Steve Craig were absent.

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

1. AGENDA CHANGES – Move acknowledgements to immediately follow the Consent agenda.

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.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

Black introduced Navy SAR Whidbey Is. Commander Pickworth and 4 crewmembers via zoom. Cmdr. Pickworth gave an overview their mission and the night they were tapped to help out with our airlift call. Lt. White thanked the crew noting that when Airlift and Lifeflight are unable to fly, it can be very lonely. He added that the crew was directly responsible for saving a life that night. Black passed on condolences for the recent tragic loss of two aviators. Stinson thanked the crew on behalf of the Board and noted that there is not enough acknowledgment for the safety of our people.

Black acknowledged FF/PM Derrick Whitson who successfully completed Fire Academy and graduated last week. He was congratulated for his efforts.

FF/PM Rudnick was acknowledged for recently being signed off to work on his own as a paramedic.

December 17, 2024

MSO Ridgway was acknowledged for applying for and successfully earning an \$1100 grant from the NW Region.

3. LIST OF CORRESPONDENCE – Provided in Board packet.

4. PUBLIC COMMENT – No public comments.

5. PRESENTATIONS – None.

7. STAFF REPORTS

Brummel

FEMA grant submitted requesting \$968,531.00. If fully granted it would include a new Tender, Brush Truck and CARES vehicle. A total match required would be \$88,000.00. This grant can be partially funded.

Financial

Finance Director Lirio reported that ambulance billing collections are as expected, Systems Design is doing a great job. Stinson expressed her appreciation for the thorough reports.

Complete staff reports are included in the board packet.

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 – No report, did not meet.

E. Apparatus Committee – We have received our final drawings back on the engines. The brush truck chassis was delivered and the box is being mounted. Delivery expected around April/May. We will pay out of pocket for the brush and be reimbursed for the total from the Local program.

9. JeffCom Report – Currently fine tuning the consoles. Still moving forward on cross-staffing and it is working as it should.

10. LOCAL 2032 REPORT – Union President White thanked the administrative team for working together collaboratively. He gave thanks to Finance Director Lirio for presenting to the union. His dedication is apparent, his knowledge was beneficial and much appreciated.

White also thanked the administrative staff for creating an avenue to donate sick leave to line personnel who may not have enough hours to cover injuries/family leave. This shows we are trying to take care of each other.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Highlights include: Initiative #1, Lirio and Cray will meet with all program managers for help with budgeting and tracking.

CWPP – CRM Wittenberg discussed a CWDG federal grant that we now qualify for with the

County as the lead. There are no required matching funds for the potential \$1 million grant that we would use to update 3 of our stations to Firewise standards. Drafts are due by Friday.

B. St 5 Update

We are waiting on engineered drawings in order to get bids.

13. NEW BUSINESS

A. Policy/SOG Updates –

Policy 2002 - Staffing– This policy was updated with collaboration from 2032. Effective 12/31/24 we will no longer use the PIC position, only Lt. or Act. Lt. MOTION: Masci moved to approve policy 2002-Staffing. Davis seconded the motion which was unanimously approved.

Policy 7003 – Health and Safety Program – This policy was updated to reflect the Fire Chief as the District Safety Officer in place of the Assistant Chief. The Fire Chief has the ability to delegate the duties of the Safety Officer position. MOTION: Masci moved to approve Policy 7003 as presented. Carmody seconded the motion which carried unanimously.

Policy 5001 – Per Diem Paramedic Staffing – Black noted that the use of per diems is already part of our CBA. We have received 4 applications for per diem paramedic and 2 have been fully approved. With upcoming holiday and vacations, we may have some opportunities to use this.

MOTION: Masci moved to approve policy 5001 as presented. Davis seconded the motion which carried unanimously.

The Board reviewed the following SOG's:

SOG 2002a Staffing: Included callbacks workflow.

SOG 5011a Per Diem Paramedic Responsibilities

SOG 1002a Public Records Disclosure: language added due to a new ruling, language added to formalize.

SOG 3000a Use of District Properties: adding which areas are considered public spaces.

B. 2025 Administrative Work Plan - Cray gave an overview of the working document to the Board. This will be used as a tool for all to keep up with the upcoming monthly tasks, deadlines and important events.

C. 2025 Programs, Projects, and Committees – Cray reviewed the document, which shows the supervisors and members who are in charge of and participate in each program, project or committee. This will help others to know who to contact for questions or information. This will be valuable during budget season to know who is in charge of each specific program budget.

D. 2024 Annual Report – Stinson requested input from all. She encouraged suggestions on likes/dislikes, timelines, layout etc. It would be good to call out new challenges as well as the good we are doing. We should focus on language that is easy to understand. Masci suggested a glossary for terms/abbreviations that may not be known to those outside the fire service. Possibly add a station map.

Wittenberg is looking at what other districts have done to get ideas. He recommended the report be completed around the end of the 1st quarter or beginning of the 2nd. Lirio suggested possibly release close to Rhody Festival time.

E. 2025 Training Plan – Training Captain Bergen gave the Board a preview of the 2025 plan. The format was taken from Fresno Fire. Each month has a focus for training plus monthly WAC driven trainings. Each activity includes a comment that denotes the SOG etc. Some trainings are pre-built

in vector solutions and other are larger scale. Includes quarterly credentialing to maximize hours for WSRB. This plan documents what we are doing how WSRB needs it. The Board thanked Bergen for his hard work on this very organized plan.

F. Resolution 24-24 New Depository and Signatures – Lirio explained that the County Treasurers Office receipts payments on behalf of all local governments in our county. They often have to try to determine which payments belong to which agency. This new depository is only for payments to our agency. Creating less work for the treasurer and no extra work for us once it is set up. This keeps the same internal controls for us and helps out the Treasurer. **MOTION:** Masci moved approve Resolution 24-24 as presented. Carmody seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS – We are using SharePoint, but not to its full potential yet.

GOOD OF THE ORDER –

Carmody noted the WFCRA has proposed some changes to the Public Records Act.

Brummel reported that Station 1 crews noted a traffic hazard with the parking in front of that station. The City of PT quickly put up no parking signs.

Masci stated his appreciation for the large number of line personnel in attendance.

Black announced CRR week is coming in January. Wittenberg is working with the City and County on proclamations for January 13th at the County Commissioner meeting and a presentation at Salish Coast Elementary on Jan 22nd.

Black encouraged everyone to keep two of our members who are very sick in our hearts and minds over the holidays.

ADJOURNMENT

Stinson adjourned the meeting at 4:18pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

absent
Dave Seabrook, Vice Chair

Geoffrey Masci, Commissioner

absent
Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

From: Longcrier, Heather <hlongcrier@jeffersonhealthcare.org>

Sent: Wednesday, October 30, 2024 10:12 AM

To: BBlack@ejfr.org

Subject: Re: Tammy Ridgway

Dear Brett Black and EJFR Commissioners,

I would like to take a moment to express my heartfelt gratitude to Tammy Ridgway. My (at the time) 18-year-old daughter, Sage Arce, had shown an interest in pursuing a career as an EMT. She contacted EJFR, where Tammy facilitated ride-along opportunities for her. Sage completed two to three ride-alongs with Caton White, who was also exceptional and opened her eyes further to this profession. Following these experiences, she decided to pursue this career path and subsequently secured a position as a wheelchair van driver at another Company. During this time, she was also enrolled in courses to become an EMT, which were designed to be *self-taught* and completed in three to six months.

Sage performed well in her studies and excelled during her fieldwork with EMTs. However, she faced challenges with her NREMT tests, failing the first, second, and third attempts. At that point, she reached out to Tammy for guidance. Tammy recommended that Sage take a remediation course and try again. After completing the course and studying diligently, Sage faced another setback by failing once more. Feeling disheartened, she considered giving up. However, Tammy took the time to study with her, reviewing scenarios and helping her understand the questions on the test. Tammy's support and encouragement helped restore Sage's confidence, and I am pleased to share that she finally passed on her fifth attempt, thanks in large part to Tammy's assistance.

I am genuinely impressed by Tammy's ability to identify and cultivate Sage's potential. The support she offered greatly surpassed what my daughter received from her own company. I am immensely appreciative of being part of a community that includes individuals like Tammy, who are committed to supporting, empowering, and inspiring young women to become leaders in our community.

Thank you for your time,

Heather Longcrier
Patient Access Supervisor
Jefferson Healthcare
360.385.2200 EXT 3204
Cell. 360.302.6535

From: Sage <sagearce@gmail.com>

Sent: Wednesday, October 30, 2024 11:04 AM

To: Longcrier, Heather <hlongcrier@jeffersonhealthcare.org>; BBlack@ejfd.org

Subject: Re: FW: Re: Tammy Ridgway

Caution: This sender is from outside of Jefferson Healthcare. Do not click on any links or open attachments unless you are expecting links/attachments from this sender. If suspicious, please report by clicking the "Phish Alert Report" button above.

Thank you to my mom for articulating how grateful we both are but i also would like to say thank you! I appreciate the support more than anyone knows it's genuinely the only reason i kept striving to pass after failing so many times. I'm so excited and honored to be in this field alongside so many amazing, kind and passionate people. Thank you EJFD and specifically Tammy!! you all will always hold a special place in my heart for letting me see how rewarding this career path is.

Thank you again!! Sage :)

LEGISLATIVE

DAY

February

8:00 - 10:00 am 6th

[Register Now!](#)

Contact - Elisa Grabner

events@washingtonfirechiefs.org
(360) 352-0161

State Capitol: Columbia Room

416 Sid Snyder Avenue SW
Olympia, WA 98504

**Proudly hosted by the Washington Fire Commissioners
& the Washington Fire Chiefs Associations.**

This annual event, which includes a continental breakfast, workshop, and time to meet with your legislators, provides an excellent opportunity for members to discuss issues with their legislators that directly impact the fire service.

Make Appointments with your Legislative Representatives and Senators. Call the office, introduce yourself, tell the legislator or the legislative assistant what you would like to discuss, and make an appointment for a visit. Use the "[Find your Legislator](#)" option to find the phone numbers. Plan your visit carefully. Be clear about what it is you want to achieve.

Be Prompt and Patient. When it is time to meet with a member, be punctual and be patient. It is not uncommon for a member to be late, or to have a meeting interrupted due to the member's crowded schedule. If interruptions do occur, be flexible. When the opportunity presents itself, continue your meeting with a member's staff.

Be Prepared. Whenever possible, bring information and materials supporting your position. Members are required to take positions on many different issues. In some instances, a member may lack important details about the pros and cons of a particular matter. It is helpful to share information and examples that demonstrate clearly the impact or benefits associated with a particular issue or piece of legislation.

Be Informed. Members want to represent the best interests of their district or state. Wherever possible, demonstrate the connection between what you are requesting and the interests of the member's constituency. If possible, describe how you or your group can be of assistance to him/her. Where it is appropriate, remember to ask for a commitment. Remember that the member does not have to be in your political party to help.

Be Responsive. Be prepared to answer questions or provide additional information, in the event the member expresses interest or asks questions. Follow up the meeting with a thank you letter that outlines the different points covered during the meeting, and send along any additional information and materials requested.

Plan Your Visit Carefully. Be clear about what it is you want to achieve.



2025 Election Calendar

Candidate filing Period: May 5-9, 2025 *First day to receive declarations by mail: April 21, 2025*

	Feb 11, 2025 Special Election	April 22, 2025 Special Election	Aug. 5, 2025 Primary Election	Nov 4, 2025 General Election	Feb 10, 2026 Special Election
Cutoff for Ballot Resolutions (60 days) Feb / April (Special Elections)	Dec. 13, 2024	Feb. 21, 2025	—	—	Dec. 12, 2025
Cutoff for Ballot Resolutions Primary – Fri before filing week General – Day of Primary	—	—	May 2, 2025	Aug. 5, 2025	—
Military & Overseas Mailed Special – 30 days Prim & Gen – 45 days	Jan. 10, 2025	March 21, 2025	June 20, 2025	Sept. 19, 2025	Jan. 9, 2026
Ballots Mailed (20 days prior to election)	Jan. 22, 2025	April 2, 2025	July 16, 2025	Oct. 15, 2025	Jan. 21, 2026
Cutoff for New Registrations & Transfers Online, Mail, MV <i>(8 days prior to Election)</i>	Feb. 3, 2025	April 14, 2025	July 28, 2025	Oct. 27, 2025	Feb. 2, 2026
New Registrations & Transfers <u>In-Person</u> ONLY in Auditor's Office up till 8:00 p.m. <i>(Election Day)</i>	Feb. 11, 2025	April 22, 2025	Aug. 5, 2025	Nov. 4, 2025	Feb. 10, 2026
Election is Certified Feb / April – 10 days Primary – 14 days General – 21 days	Feb. 21, 2025	May 2, 2025	Aug. 19, 2025	Nov. 25, 2025	Feb. 20, 2026

District Validation Report to be used for the 2025 Election Cycle

November 5, 2024 General Election - 11/05/2024

Jefferson County, Washington

County	District Name	Registered Voters	Voted	Turnout
Jefferson	Brinnon Cemetery District No. 1	1,172	980	83.62 %
Jefferson	Brinnon Fire District No. 4	1,181	988	83.66 %
Jefferson	BRINNON I - 3801	587	472	80.41 %
Jefferson	BRINNON II - 3802	594	516	86.87 %
Jefferson	BRINNON SCHOOL DISTRICT NO. 46	1,181	988	83.66 %
Jefferson	Brinnon Water District No. 2	5	5	100.00 %
Jefferson	CAPE GEORGE I - 2202	788	727	92.26 %
Jefferson	CAPE GEORGE II - 2203	768	708	92.19 %
Jefferson	CENTER - 3503	788	647	82.11 %
Jefferson	CHIMACUM - 2501	685	572	83.50 %
Jefferson	CHIMACUM SCHOOL DISTRICT NO. 49	10,820	9,365	86.55 %
Jefferson	City of Port Townsend	8,898	7,964	89.50 %
Jefferson	Clearwater Fire District No. 7	18	17	94.44 %
Jefferson	CONGRESSIONAL DISTRICT 6	28,535	24,927	87.36 %
Jefferson	CONSERVATION DISTRICT 1	28,535	24,927	87.36 %
Jefferson	COUNTY COMMISSIONER DISTRICT 1	9,676	8,618	89.07 %
Jefferson	COUNTY COMMISSIONER DISTRICT 2	9,342	8,067	86.35 %
Jefferson	COUNTY COMMISSIONER DISTRICT 3	9,517	8,242	86.60 %
Jefferson	Court of Appeals, Division 2, District 2	28,535	24,927	87.36 %
Jefferson	COYLE - 3702	707	614	86.85 %
Jefferson	Coyle-Thorndyke Park and Recreation Dist. No. 1	452	384	84.96 %
Jefferson	DISCOVERY BAY - 3206	905	793	87.62 %
Jefferson	Discovery Bay Fire District No. 5	495	423	85.45 %
Jefferson	District Court	28,535	24,927	87.36 %
Jefferson	East Jefferson County Hospital District No. 2	28,289	24,781	87.60 %
Jefferson	EAST JEFFERSON FIRE COMM. DIST. NO. 1	5,288	4,724	89.33 %
Jefferson	EAST JEFFERSON FIRE COMM. DIST. NO. 2	4,542	3,850	84.76 %
Jefferson	EAST JEFFERSON FIRE COMM. DIST. NO. 3	4,837	4,251	87.89 %
Jefferson	EAST JEFFERSON FIRE COMM. DIST. NO. 4	4,849	4,310	88.88 %
Jefferson	EAST JEFFERSON FIRE COMM. DIST. NO. 5	4,827	4,308	89.25 %

Jefferson	EAST JEFFERSON FIRE DISTRICT NO. 1	24,343	21,443	88.09 %
Jefferson	FIRE DISTRICT 1	17	14	82.35 %
Jefferson	FIRE DISTRICT 3	444	396	89.19 %
Jefferson	FOUR CORNERS I - 2204	725	642	88.55 %
Jefferson	FOUR CORNERS II - 2205	672	570	84.82 %
Jefferson	Gardiner Cemetery District No. 3	444	396	89.19 %
Jefferson	GLEN COVE - 2301	796	624	78.39 %
Jefferson	IRONDALE I - 2303	796	635	79.77 %
Jefferson	IRONDALE II - 2304	789	633	80.23 %
Jefferson	Jefferson Superior Court	28,535	24,927	87.36 %
Jefferson	KALA POINT - 2302	802	766	95.51 %
Jefferson	LEGISLATIVE DISTRICT 24	28,535	24,927	87.36 %
Jefferson	Library District 1	19,637	16,963	86.38 %
Jefferson	NORDLAND - 2401	940	864	91.91 %
Jefferson	NORTH JACOB - 1201	778	654	84.06 %
Jefferson	OAK BAY I - 2502	833	720	86.43 %
Jefferson	OAK BAY II - 3504	784	692	88.27 %
Jefferson	Paradise Bay Water District No. 1	171	141	82.46 %
Jefferson	PORT HADLOCK - 2305	748	606	81.02 %
Jefferson	PORT LUDLOW I - 3601	820	740	90.24 %
Jefferson	PORT LUDLOW II - 3602	799	748	93.62 %
Jefferson	PORT LUDLOW III - 3603	812	754	92.86 %
Jefferson	PORT LUDLOW IV - 3604	891	807	90.57 %
Jefferson	PORT LUDLOW V - 3605	799	676	84.61 %
Jefferson	Port of Port Townsend	28,535	24,927	87.36 %
Jefferson	Port of Port Townsend Commissioner District No. 1	9,676	8,618	89.07 %
Jefferson	Port of Port Townsend Commissioner District No. 2	9,342	8,067	86.35 %
Jefferson	Port of Port Townsend Commissioner District No. 3	9,517	8,242	86.60 %
Jefferson	PORT TOWNSEND I - 1101	912	855	93.75 %
Jefferson	PORT TOWNSEND II - 1102	822	742	90.27 %
Jefferson	PORT TOWNSEND III - 1103	782	717	91.69 %
Jefferson	PORT TOWNSEND IV - 1104	860	785	91.28 %
Jefferson	PORT TOWNSEND IX - 1109	783	655	83.65 %

Jefferson	PORT TOWNSEND SCHOOL DISTRICT NO. 50	14,196	12,648	89.10 %
Jefferson	PORT TOWNSEND TRANSPORTATION BENEFIT DISTRICT	8,898	7,964	89.50 %
Jefferson	PORT TOWNSEND V - 1105	813	739	90.90 %
Jefferson	PORT TOWNSEND VI - 1106	798	705	88.35 %
Jefferson	PORT TOWNSEND VII - 1107	821	758	92.33 %
Jefferson	PORT TOWNSEND VIII - 1108	742	603	81.27 %
Jefferson	PORT TOWNSEND X - 1110	778	692	88.95 %
Jefferson	PORT TOWNSEND XI - 1111	787	713	90.60 %
Jefferson	Public Utility District	28,535	24,927	87.36 %
Jefferson	Public Utility District - Commissioner No. 1	9,676	8,618	89.07 %
Jefferson	Public Utility District - Commissioner No. 2	9,342	8,067	86.35 %
Jefferson	Public Utility District - Commissioner No. 3	9,517	8,242	86.60 %
Jefferson	QUEETS / CLEARWATER SCHOOL DISTRICT NO. 20	107	59	55.14 %
Jefferson	QUILCENE - 3701	785	637	81.15 %
Jefferson	Quilcene Cemetery District No. 2	1,696	1,427	84.14 %
Jefferson	Quilcene Fire District No. 2	1,824	1,531	83.94 %
Jefferson	QUILCENE SCHOOL DISTRICT NO. 48	1,696	1,427	84.14 %
Jefferson	QUILLAYUTE VALLEY SCHOOL DISTRICT 402	139	87	62.59 %
Jefferson	QUILLAYUTE VLY SD 402 - DIRECTOR DIST 1	139	87	62.59 %
Jefferson	Road District 1	19,637	16,963	86.38 %
Jefferson	SCHOOL DIST. NO. 48 DIRECTOR DIST. NO. 1	582	485	83.33 %
Jefferson	SCHOOL DIST. NO. 48 DIRECTOR DIST. NO. 2	476	384	80.67 %
Jefferson	SCHOOL DIST. NO. 48 DIRECTOR DIST. NO. 3	638	558	87.46 %
Jefferson	SCHOOL DIST. NO. 49 DIRECTOR DIST. NO. 1	2,023	1,718	84.92 %
Jefferson	SCHOOL DIST. NO. 49 DIRECTOR DIST. NO. 2	1,944	1,563	80.40 %
Jefferson	SCHOOL DIST. NO. 49 DIRECTOR DIST. NO. 3	2,076	1,726	83.14 %
Jefferson	SCHOOL DIST. NO. 49 DIRECTOR DIST. NO. 4	2,433	2,195	90.22 %

Jefferson	SCHOOL DIST. NO. 49 DIRECTOR DIST. NO. 5	2,344	2,163	92.28 %
Jefferson	SCHOOL DIST. NO. 50 DIRECTOR DIST. NO. 1	4,829	4,379	90.68 %
Jefferson	SCHOOL DIST. NO. 50 DIRECTOR DIST. NO. 2	4,538	3,963	87.33 %
Jefferson	SCHOOL DIST. NO. 50 DIRECTOR DIST. NO. 3	4,829	4,306	89.17 %
Jefferson	SEQUIM SCHOOL DISTRICT 323	396	353	89.14 %
Jefferson	SEQUIM SD 323 - DIRECTOR DIST 3	396	353	89.14 %
Jefferson	SUPREME COURT	28,535	24,927	87.36 %
Jefferson	Transit District 1	28,535	24,927	87.36 %
Jefferson	West (Forks) Jefferson County Hospital Dist. No. 1	246	146	59.35 %
Jefferson	WEST END - 3901	246	146	59.35 %



Front image: Winter Rhododendron in the Quimper Wildlife Corridor by Wendy Feltham.



FARMS, FISH, and FORESTS FOREVER

Jefferson Land Trust — Your Trusted Partner for a Thriving Community
Together, we're working to protect Jefferson County's most important places and shape a future that includes vibrant local farms, thriving fish and wildlife, verdant forests, and the next generation of people who love this land.



Jefferson Land Trust

1033 Lawrence Street, Port Townsend, WA 98368

360.379.9501 | info@saveland.org

www.saveland.org

*Helping the community preserve open space,
working lands, and habitat forever.*



Dear Neighbor,

Happy holidays! All of us at Jefferson Land Trust hope that you and yours are doing well. We wanted to let you know what we've been up to at Chai-yahk-wh Preserve near you. This year, our staff and volunteers created new standing snags for wildlife in the alder/salmonberry forest and continued long-term habitat monitoring. Next year, we plan to plant conifer trees around newly created standing snags to enhance forest diversity in alder/salmonberry forest.

Thank you for being a good neighbor. You also help care for the preserve by staying on designated trails and visitor areas, leashing dogs, and otherwise respecting plants and wildlife. Please also share your observations or questions about the preserve! Your help will ensure these special places remains healthy and for plants, wildlife, and people for generations to come.

Want to do more? Please consider joining us on our Tuesday community work party days—go to www.saveland.org to see what seasonal task and preserve is coming up next.

We are excited to be your neighbor, value your partnership, and thank you for your support in helping us ensure this habitat is a refuge for plants and wildlife.

Sincerely,



Carrie Clendaniel, Preserve Manager, and all the Jefferson Land Trust team

Contact: email cclendaniel@saveland.org, or phone 360.379.9501 ext 109



Did you know?

Protected lands in Jefferson, Clallam, and Kitsap counties absorb 1.2 billion cubic feet of water and filter 82,300 tons of pollutants, resulting in \$1.09 million less spent in stormwater management each year. They also store \$4.23 billion of carbon and remove \$168 million of carbon from the atmosphere annually.

Visit us online: www.saveland.org

JEFFERSON LAND TRUST

1033 Lawrence Street
Port Townsend WA 98368

TACOMA WA 983
OLYMPIA WA
16 DEC 2024 PM 4 L



Jefferson Co Fire District #1
24 Seton Rd
Port Townsend, WA 98368-9799

98368-9799



You're Invited!

Please join us for our annual
Holiday Open House
at Jefferson Land Trust's Office

Join us for warm drinks and yummy treats as we
ring in the New Year.



Monday, December 30th

10:00 - 3:00

1033 Lawrence Street, Port Townsend



1/10/25
Clallam County Fire District 3 Volunteer Association
PO Box 772
Carlsborg, WA 98324
Non-Profit 501(c)(3)

December 15, 2024

Dear Easr Jefferson Fire & Rescue,

Clallam County Fire District 3's Volunteer Association, would like to thank you for your generous donation to our fundraiser. The 2024 Crab Feed was a resounding success due to your donation and the donations from others in our wonderful community.

The proceeds from the Crab Feed are used to fund the Dale Kruse Memorial Scholarship. This scholarship is offered to students that are interested in a career as first responders in the health care field. It was also an opportunity for First Responders from all over the North Olympic Peninsula to get together.

Again, your support is invaluable to us and we wanted to let you know how much you are appreciated.

We look forward to working with you in 2025!

Thank you,

Terry Wood, Crab Feed Committee Lead
Clallam County Fire District 3
Volunteer Firefighter Association
Federal ID #30-0733597

Item Donated: 280.00 Seattle Kraken Tickets

Thank
you

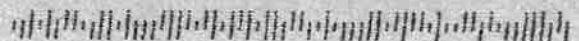
Dear Erin All,

Thank you so much for having us
cater your event this year!
what a great party and fun group.
It's a honor to be a part of it.
Thank you for all you do for
our community. God Bless,
Thyssen + Debi Scott
+ The GBF Catering Crew

TACOMA WA 983
OLYMPIA WA
GBF Catering
PO Box 4364
Port Hadlock, WA 98339



Erin Murray
24 Seton Rd.
Port Townsend WA 98368

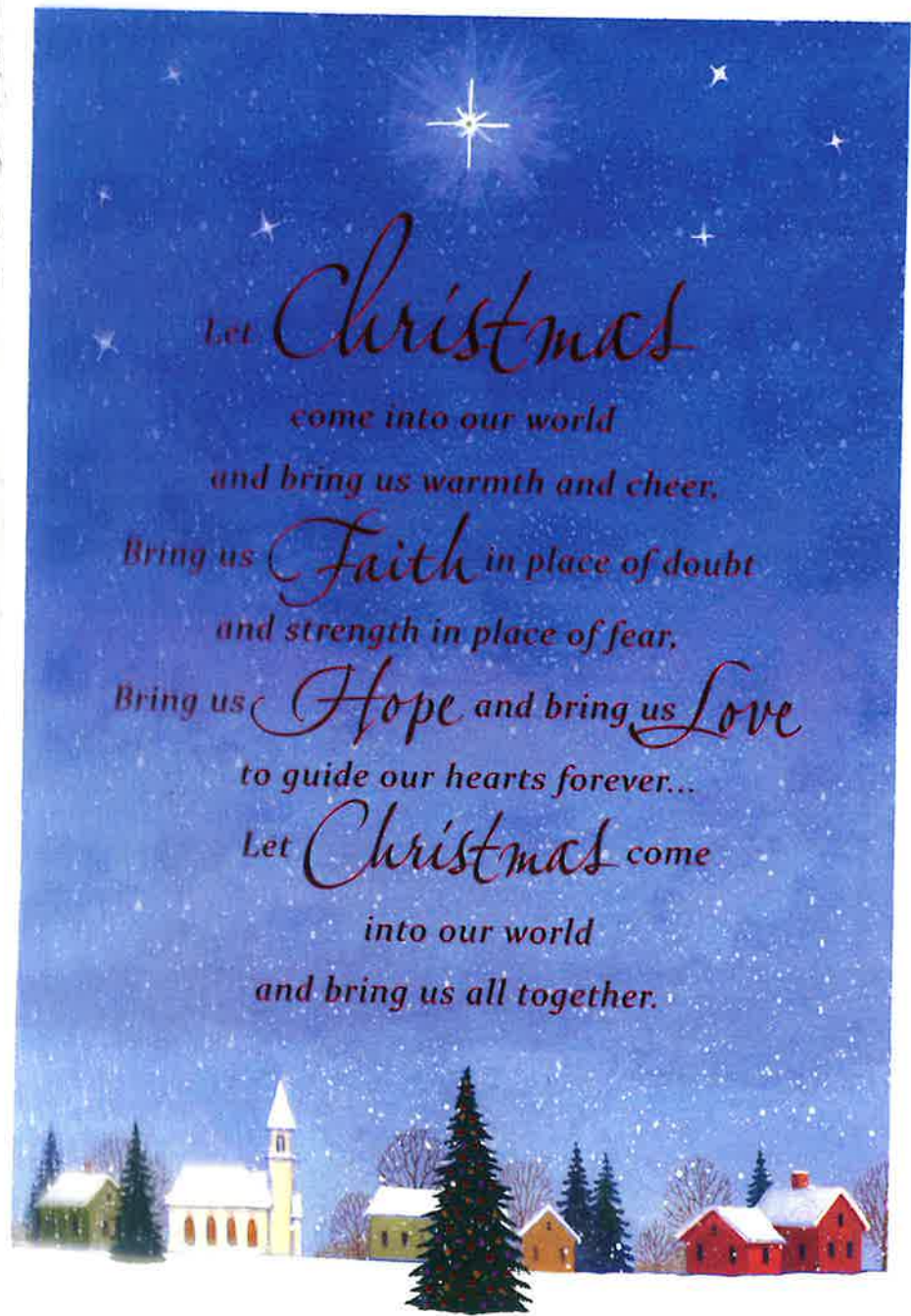


GBF Catering
PO Box 1364
Port Hadlock, WA 98339

May the joys and blessings
of the season be yours.

Wishing you all a Merry
Christmas and Happy New Year!
Cheers to good food in 2025!
God Bless,

Thyssen, Debi + the
GBF Catering Crew



Jefferson Transit
63 Four Corners Road
Port Townsend, WA 98368



As we reflect on the year gone by, we are grateful for the trust and collaboration of the community we serve.

Wishing you a season of peace, joy, and a bright year ahead.

Thank you for being an essential part of our shared success. *Dakota*

*Julie
miranella*

Jayne

Lisa

Kelly

From all of us at Jefferson Transit

Desiree

Misti

Amy

Anna

Sara

Cheryl



East Jefferson Fire,

Thank you so much
for taking time out
of your schedules to
teach infant CPR at
Jefferson. We deeply
appreciate you!!

Warmly,
Family Birm & JH



Faith
Peace
Love
Family
Lots of health
Good wishes

For this Christmas

Wish Granter

Merry Christmas!

Thank you for giving me the opportunity to give gifts to my children this Christmas. Couldn't have done it without you!! Thank you
XOXO

Dovehousejc.org

Jeff Woods

24 Seton

Port Townsend WA 98368

...and

GRATITUDE

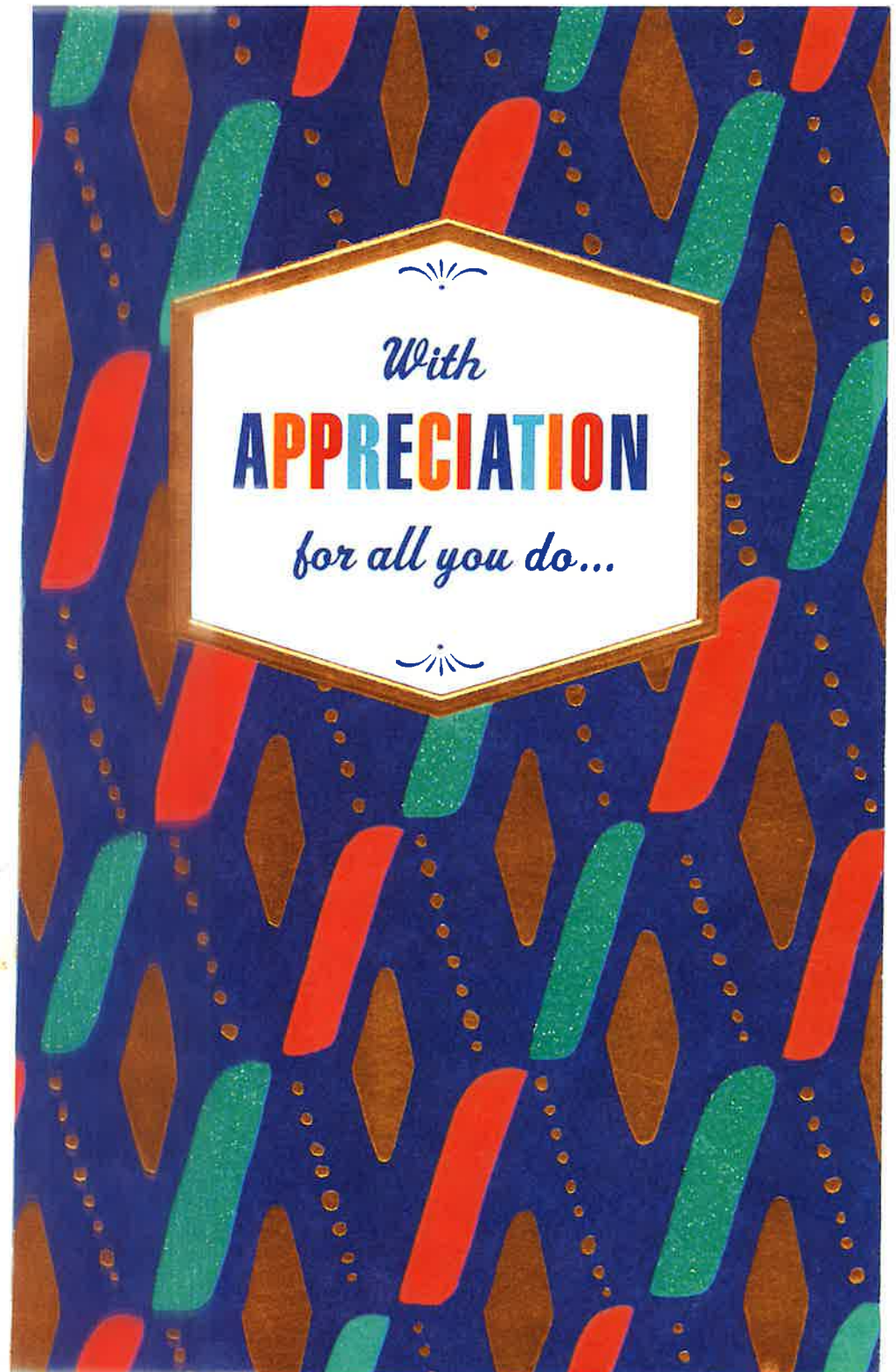
for who you are.

THANK YOU

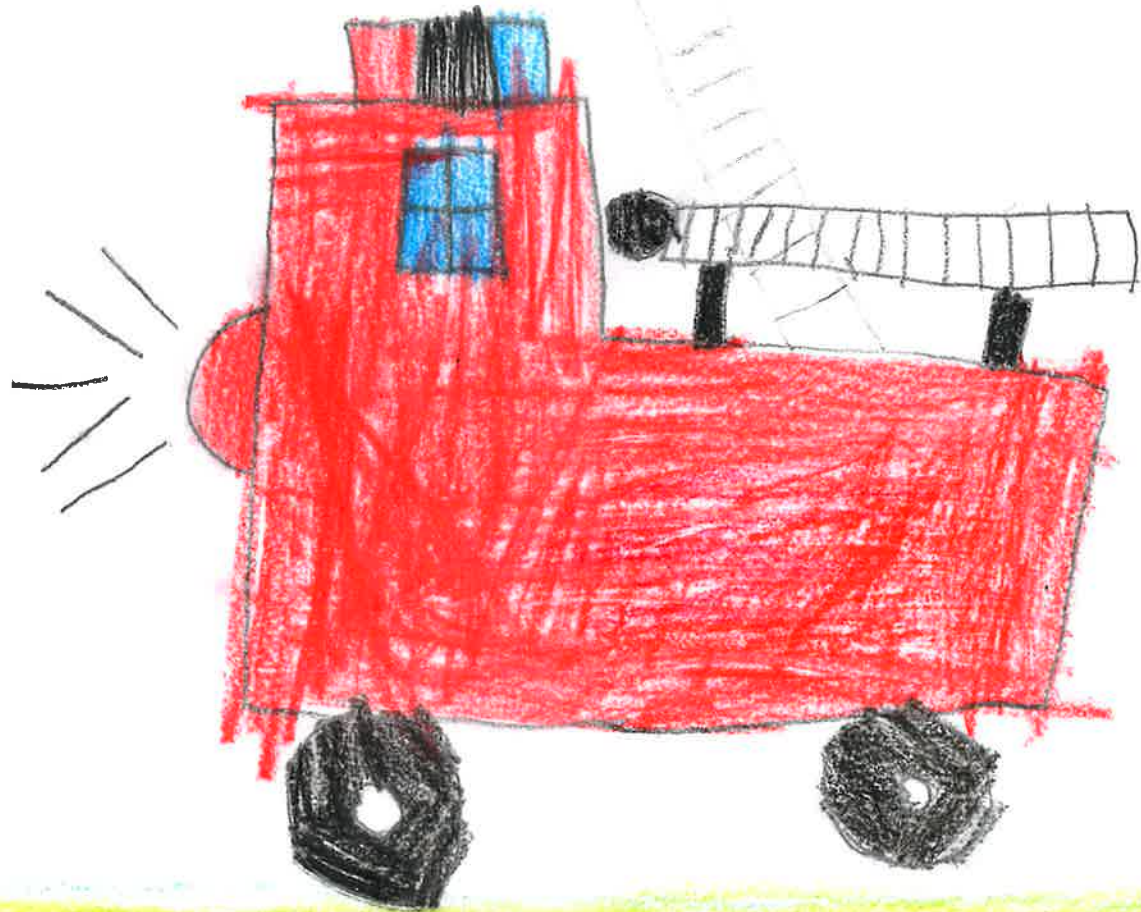
I want to send my
sincere thanks to all
of you folks who have
answered our calls
for assistance so many
times over the past
months and year.
I am thankful for
all of you.

Sincerely Darlene

Husband John

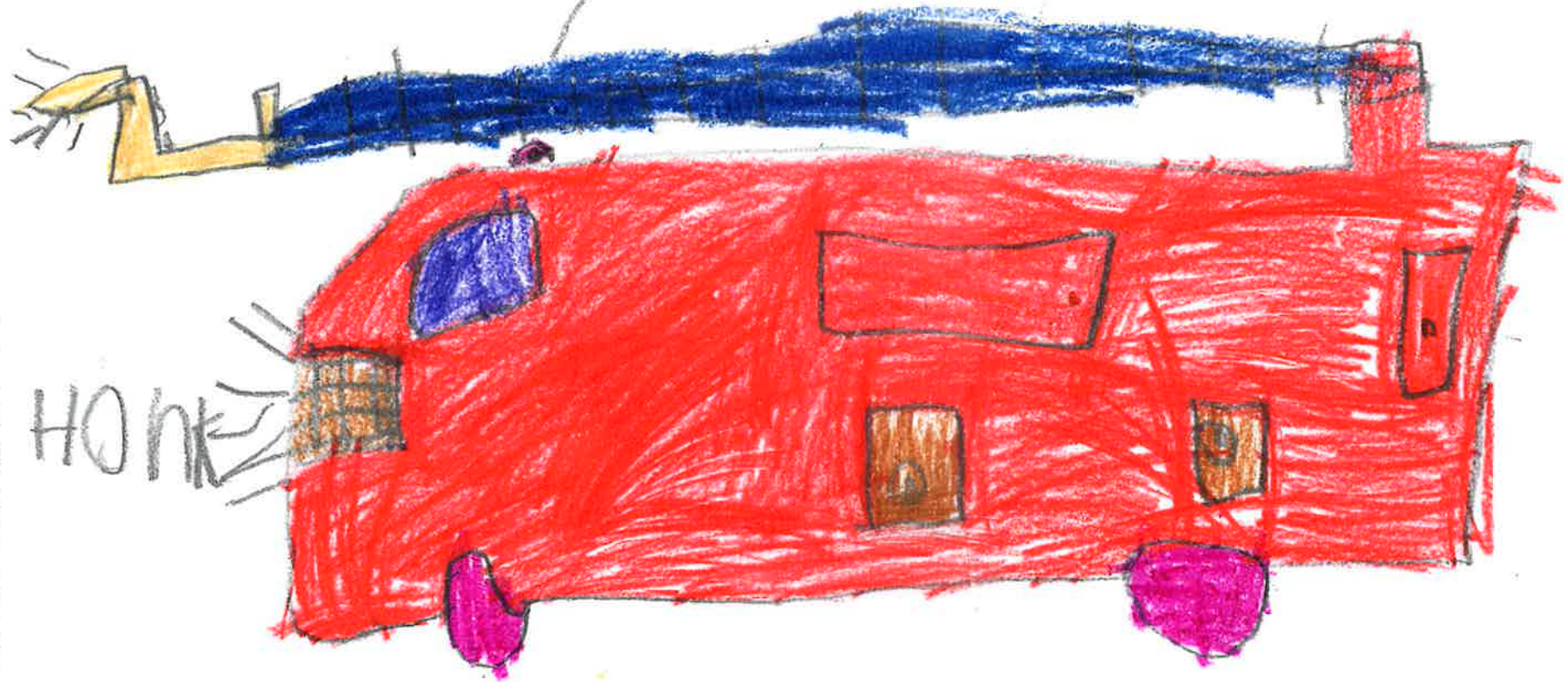


Thank you! From Quinn



Thank you! From

BRUNY



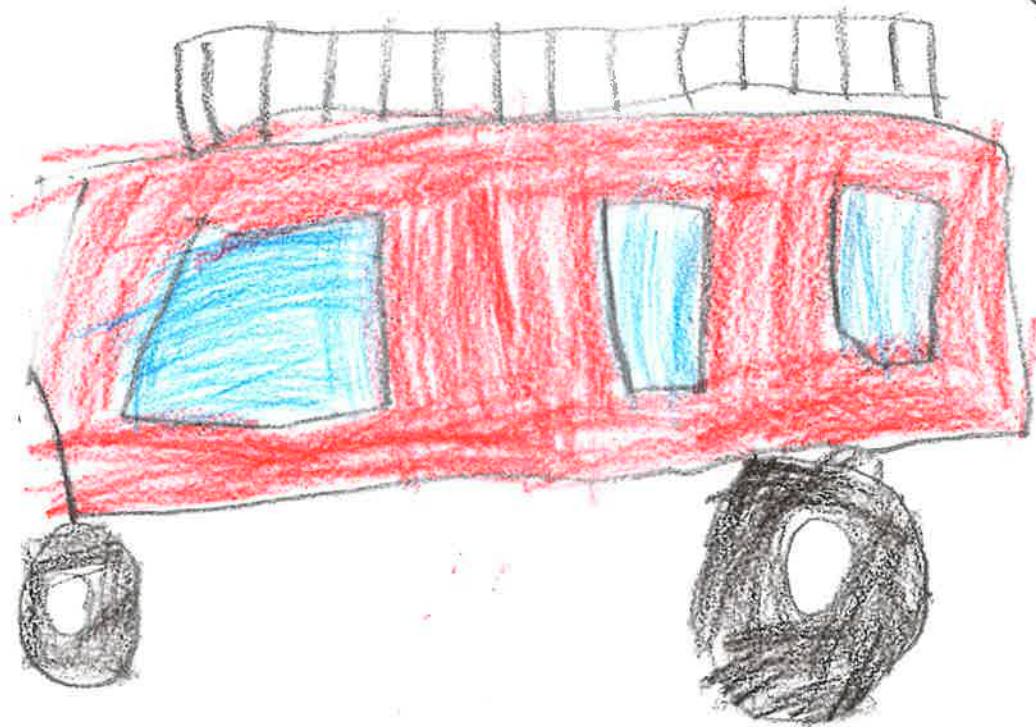
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THANK YOU!

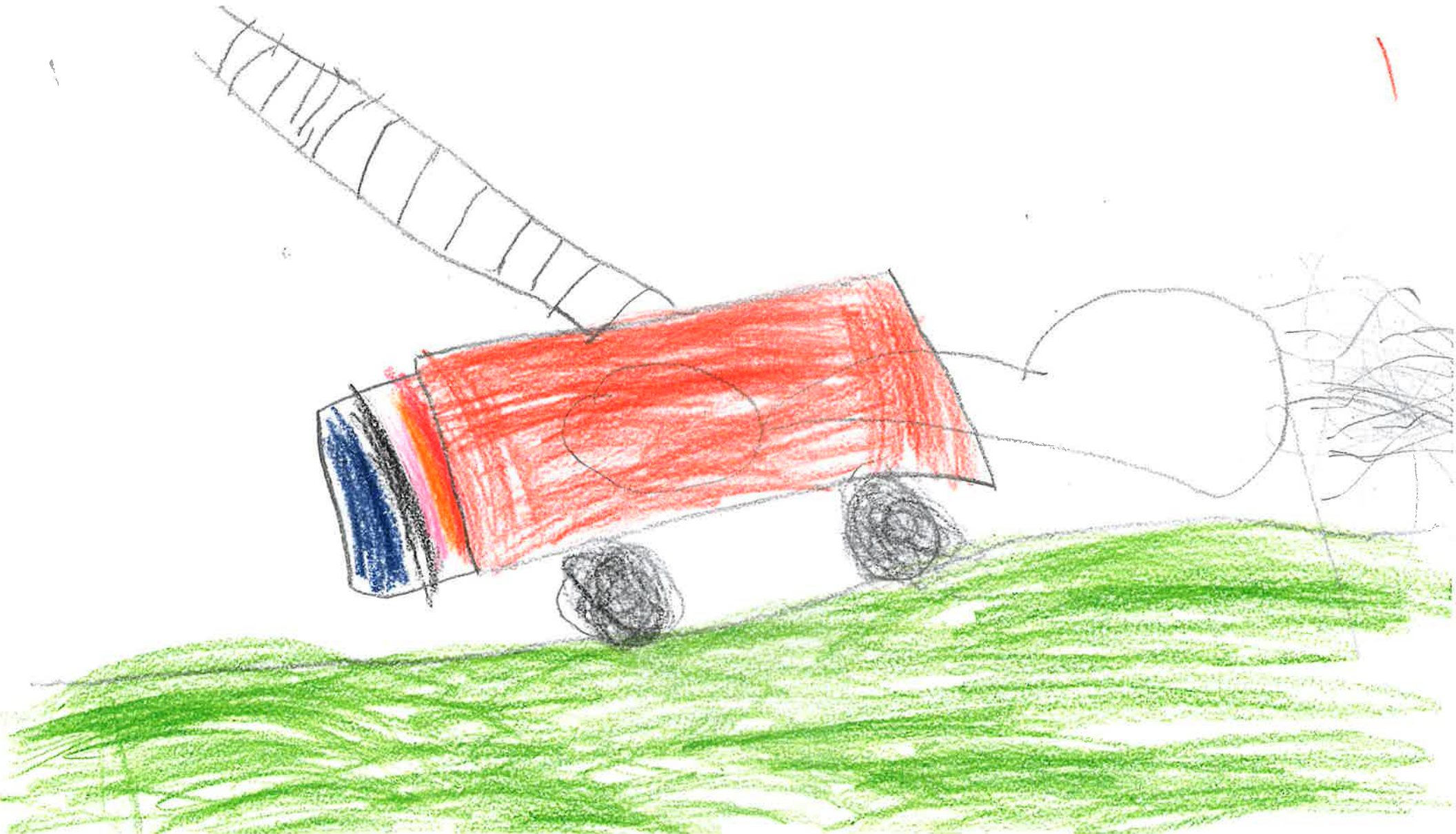
FROM EVERYONE



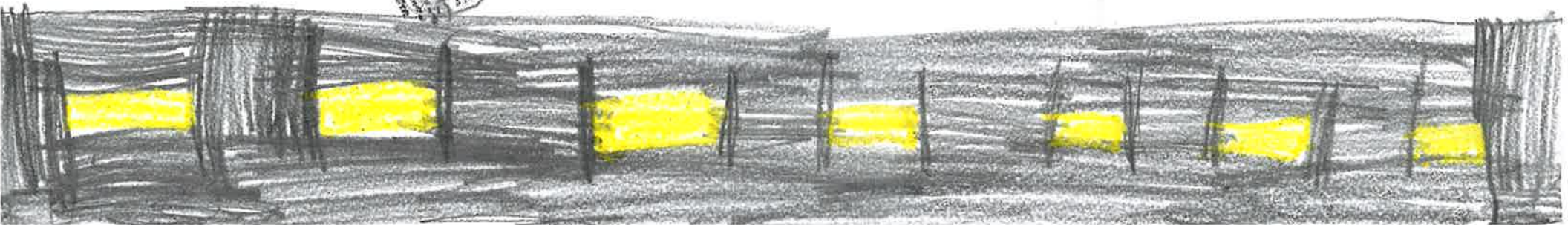
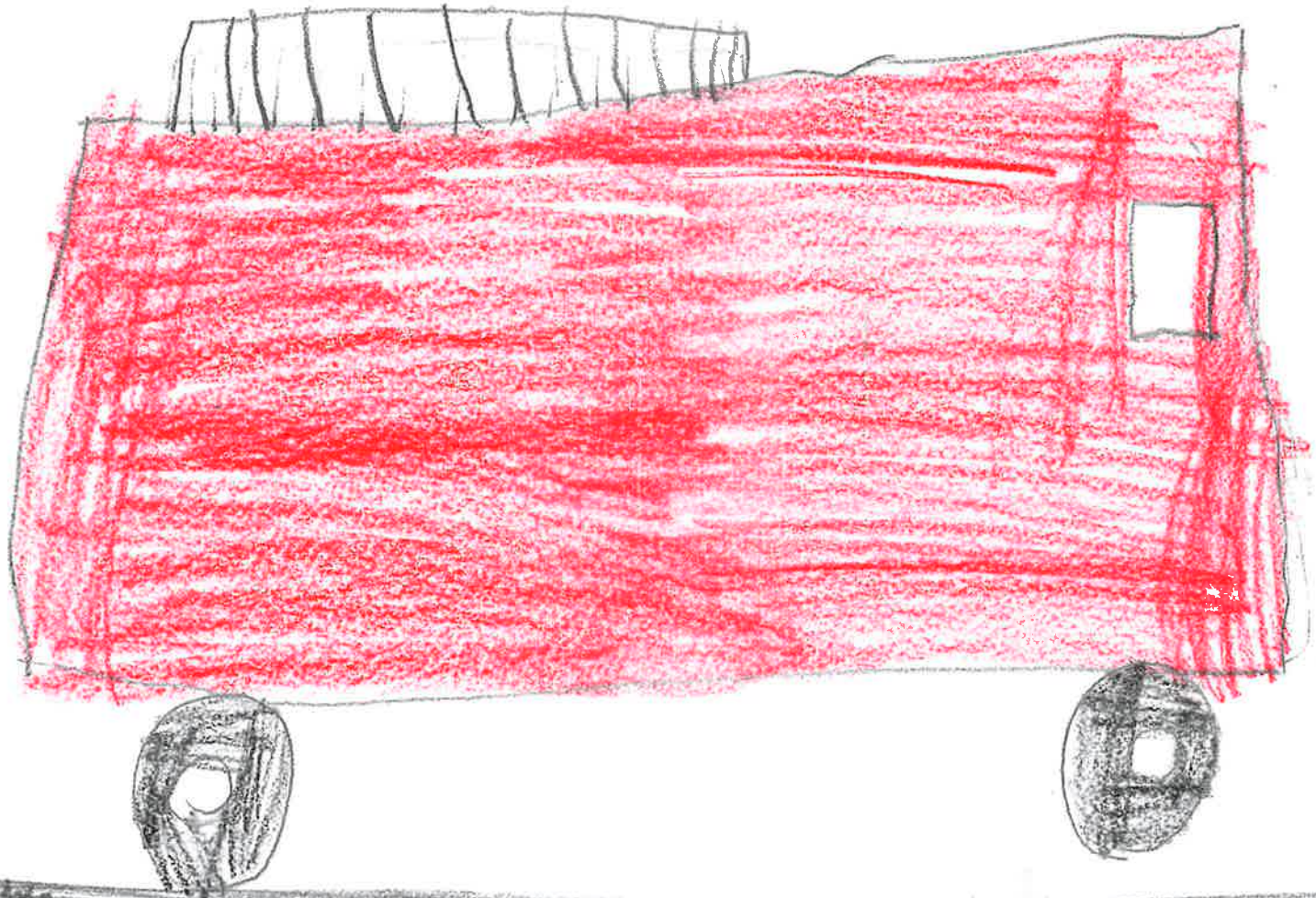
Thank you From
Rylee



Thank You | From Lael



Thank you! From Appie



thank you! From
NANA



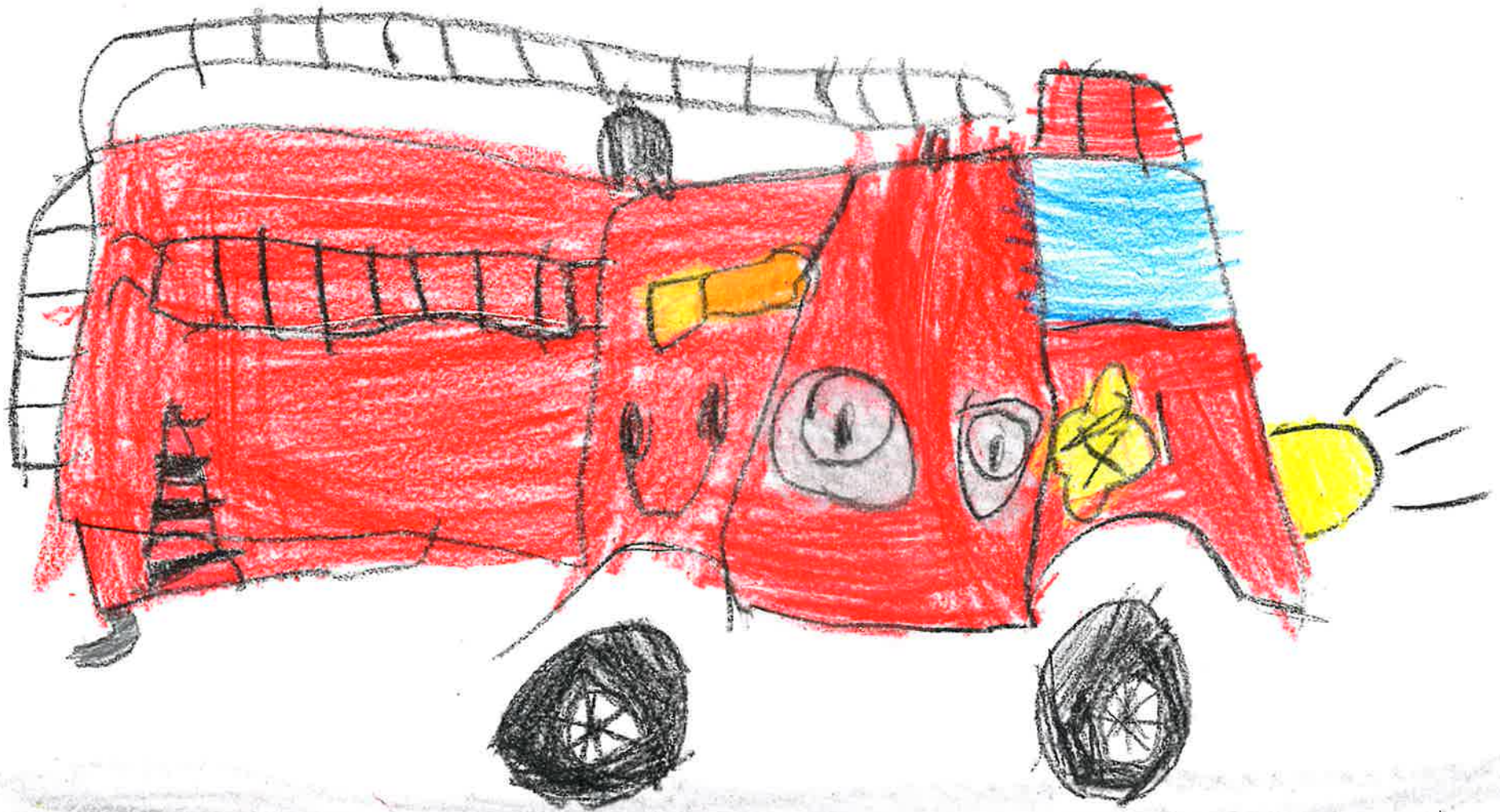
Thank you! From Azan



Thank You! From Kenzie



Thank you! From Lucas



Thank you! From Carman



Thank You! Form

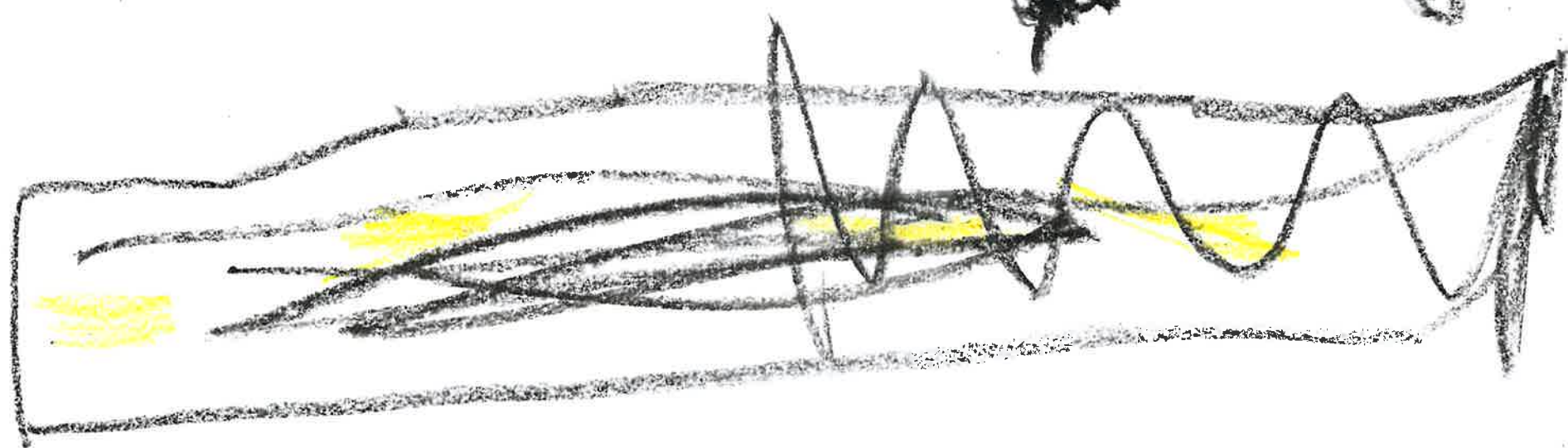
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Thank you!
from Ivo!!!



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Features & Stories

Porch Talk with Wayne Kier

by Donna Geer, Staff Writer



Wayne Kier with his granddaughter Riley Jane Swanson and station dog Blaze.

Submitted photo

For years, he's backed in his truck on the driveway, knowing every second counts when a fire is raging. Did I notice his truck was facing the garage? he asked, when I stepped onto the porch. It was a life-long habit he was still trying to break. Forty-five years of working for the fire department will do that to you.

Wayne Kier grew up south of Seattle in White Center, a community known as Rat City because of the World War II Military Relocation and Training Center that used to be there. Though it was a poor, working-class neighborhood, rough-and-tumble with lots of taverns, he says he had a "Tom Sawyer, Huck Finn" childhood full of free play, the get-out-and-get-dirty kind that kids love.

Ever since he'd been a child, Wayne wanted to be a firefighter, just like his Uncle Robert. He played the part,

decking out his bicycle with old playing cards clipped to the bike spokes. When he cruised through the streets of Rat City, his bicycle growled like a fire engine and his bike horn with a red squeaky ball let out a high-pitched whine that wavered just like a siren. Every kid dreams of being something big, even if he's small.

After high school, Wayne was drafted for Vietnam in 1966, but a shoulder injury kept him out of the military. He was classified as 1Y, which meant they'd enlist him if the conflict was officially declared a war. He told me he always regretted that he couldn't go to Vietnam like his buddies, so he turned his attention to the Fire Department, thinking that was another way he could serve his country. But the fire department had a height requirement of 5'8". Wayne was 5'6".

Once again, he was unable to serve, so he worked in the grocery business and then in lumber until the late 70's when the fire department changed the height requirement. He was 29 when he became a volunteer for King County Fire District 44, and from the very first day, he was "hook, line, and sinker." When he was hired as a full-time professional a few years later, his "little boy dream" became a reality.

It was never work for him; it was never just a job. He flourished in the state academy, even when the drill master, on the very first morning, said he should go home because he was too small. Wayne told him he was only leaving two ways – by graduating or dying before he could. He admits he had a big chip on his shoulder, but that drill master really "cranked him up." Wayne graduated second in his class, but he was most proud of the inspiration award he received from his peers. Despite his size, they said he was the guy they'd want at their side.

Wayne said he always wanted to be in the right seat of the fire engine truck, the lieutenant with the red hat, the guy in charge. He did better than that. In just nine years, he became the Assistant Fire Chief, moving through the ranks rather quickly. In 1997, he was the Fire Chief for Port Ludlow. When the Nisqually earthquake rendered a large crack throughout the old firehouse the day before it was supposed to be torn down, the current East Jefferson Fire Rescue Station 7 was built under his watch. In 2003, he was named the Fire Chief of the Year for the entire state of Washington.

He became Assistant Fire Chief for North Kitsap in 2005. At the same time, he was training fire recruits for the Olympic College. When he retired from North Kitsap in 2012, they brought him back part-time for a couple of years in the same role he'd retired from. Eventually, he joined East Jefferson Fire and Rescue as a volunteer fire investigator, and this past October, he finally put away his gear after 45 years of service.

Wayne's had his share of obstacles and barriers. He notes that barriers can be impossible to circumvent but says you can get around the obstacles if you try hard enough. That's what he tells his ten-year-old granddaughter, Vivienne. She's been sick for a long while, so he shares stories about the barriers and obstacles he's come across. Everyone has them, he tells her. When she's too sick to go to school, he reminds her she can crawl over or under the obstacles in her way. They're only temporary, he says, just like he's sure her illness is.

Wayne likes to keep busy building things, and he says his wife Tracy is "in charge of cute." Their backyard reminds me a little of Alice in Wonderland, but Tracy says she was inspired by Winnie the Pooh. A fence with thirteen wooden carrot posts, one for each grandchild, surrounds a garden area that doesn't get as much sun as it used to because the tall cedar trees huddled close to the backyard shed tower above the yard. There's a wheelbarrow next to the garden's gate holding wooden baby carrots—one for each of their great-grandchildren. Tracy designed the fence and Wayne carved all the carrots. He says he's a little short on the "greats," but he's got more time to make them now.

They've been married 15 years, and they've known each other for 36. Wayne says he had PTSD from all the horrible fire calls he went on, and his late wife's death put him over the top. Tracy saved his life, he said. Now he spends his time working on projects for Tracy and his family. When you step out the front door, look carefully for the round steppingstones the grandkids made for his retirement party. There's shiny glass, brightly colored marbles, and Hot Wheel cars turned on their sides like they're ready to pop a wheely and roll onto the pavement. But those Hot Wheels aren't going anywhere now. They're retired, too, just like Wayne and his truck.

Got a story you want to share? Let's sit on the porch and share a cup of tea, coffee if you prefer. You can reach me at sports@plvoice.org to start the conversation. Looking forward to hearing from you!

American Memorials

by Milt Lum, Staff Writer

South of the National Mall, with the Capitol building at one end and the Washington Monument at the other, is the Tidal Basin. It is a man-made reservoir designed to use tidal action of the Potomac River to maintain a silt-free Washington channel. The 107 acres surrounding the Tidal Basin is a large park belonging to us, the citizens of the United States. Within this park are memorials to Thomas Jefferson, Franklin Delano Roosevelt, and Martin Luther King, Jr. They are fellow Americans whose dedication to the principles established by the founding fathers have helped to make America the nation we live in. Let's take a walk around the basin and review the vision those Americans had for our nation through the memorials established to honor them.

Located at the south end of the basin is the Jefferson Memorial, an open-air marble rotunda supported by Ionic columns. It is the earliest of the three memorials dedicated on April 14, 1943, on the 200th birthday of its namesake. In the center of the rotunda is a 19-foot statue of Jefferson holding the Declaration of Independence, and on the surrounding walls are carved abbreviated quotations from some of his most notable writings and speeches.

On the wall of the Southwest Portico are the opening words he wrote in the Declaration of Independence, "We hold these truths to be self-evident: that all men are created equal, that they are endowed by their Creator with certain inalienable rights, among these are life, liberty, and the pursuit of happiness, that to secure these rights governments are instituted among men." Carved on the wall of the Northeast Portico is this statement from his writings, "Commerce between master and slave is despotism. Nothing is more certainly written in the Book of Fate than that these people are to be free."

Thomas Jefferson served our nation as one of the founding fathers, shepherding 13 individual factions into one, as secretary of state under George Washington, as vice president under John Adams, and as our third president who purchased land from France, extending the borders of this fledgling nation to the Pacific coast. He also owned slaves, even as his writings eschewed the practice of slavery. That perspective of him 248 years later may tarnish his image but does not negate his accomplishments. However, it does give us pause to reflect on the power of words and the responsibility of the speaker to adhere to his beliefs.



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 – December 2024

Call Summary

Call Statistics		
	2024 Jan - Dec	2023 Jan - Dec
Fires	77	98
Overpressure/Overheat	6	4
Rescue/EMS	3994	4058
Service Call	934	903
Good Intent	454	381
False Alarm	258	250
Hazardous Condition	82	65
Special Incident	8	6
Total	5813	5765
December Transports		
911	228	
Hospital Requested	0	
Total	228	
CARES Contacts		
December Contacts	104	

Returned from Vacation December 4 but attended several virtual meetings while out of town.

Fire Chief General Activities Participated in several Community Wildfire Defense Grant (CWDG) application team meetings along with various CWPP partners. Quarterly [CWPP Hub Site](#) meeting with the team. Supporting evacuation User Interface (UI), attended workshops for [Ladris](#). Admin staff and 2032 interviewed per diem paramedics for Clallam County. Took off some time to spend with family.

Other Projects

- Extensive time dedicated to HR/personnel topics
- EJFR Company Officer Meeting
- CRR Fire Rescue Fest after action planning meeting
- Meet and Confer continues

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

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 supporting Jefferson Community Foundation with change management curriculum.

	<p style="text-align: center;">2025 Goals and Objectives</p> <p><u>Goal 1: Enhance Operational Resiliency</u></p> <p><i>Objective 1.1: Strengthen Mutual and Automatic Aid Agreements</i></p> <ul style="list-style-type: none">• Conduct a comprehensive review of current agreements with neighboring agencies in Kitsap, Jefferson, and Clallam counties.• Establish updated agreements with clearly defined roles, response protocols, and resource-sharing plans.• Conduct joint training exercises quarterly to ensure seamless interoperability.
	<p><i>Objective 1.2: Prepare for Mass Casualty Incidents (MCI)</i></p> <ul style="list-style-type: none">• Develop and implement a countywide MCI response plan.• Acquire and maintain sufficient MCI equipment, including triage kits and transport resources.• Provide biannual MCI training to all personnel and participating agencies. <p><i>Objective 1.3: Expand Capabilities in Special Operations and Wildland Interface</i></p> <ul style="list-style-type: none">• Train and certify additional personnel in technical rescue, marine operations, and wildland firefighting.• Collaborate with regional stakeholders (Fire, DNR, USFS) to enhance wildland fire mitigation and response efforts. Identify and prioritize high-risk wildland interface areas for pre-planning and response simulations. <p><u>Goal 2: Improve Technology and Innovation</u></p> <p><i>Objective 2.1: Modernize Response Plans with Advanced Technology</i></p> <ul style="list-style-type: none">• Fully implement the Crew Force application to streamline incident management and resource deployment.• Ensure all personnel are trained on the new system by Q2 2025. <p><i>Objective 2.2: Establish Common Terminology Across Regional Jurisdictions</i></p> <ul style="list-style-type: none">• Collaborate with Kitsap, Jefferson, and Clallam counties to standardize terminology and communication protocols.• Integrate common terminology into training sessions and operational procedures. <p><i>Objective 2.3: Leverage Data Analytics for Decision-Making</i></p> <ul style="list-style-type: none">• Implement a data-driven approach to analyze response times, coverage gaps, and resource utilization.• Use findings to optimize deployment and equipment distribution. <p><i>Objective 2.4: Integrate High Performance User Equipment (HPUE) for 2026</i></p> <ul style="list-style-type: none">• Work with Firstnet Vendor (AT&T) for demonstration in 2025• Use findings to optimize cellular technology coverage• Invite regional stakeholders (Fire, LE, School Districts, PUD, Jefferson Transit)

Goal 3: Prioritize Health and Safety Initiatives

Objective 3.1: Strengthen Rapid Intervention Team (RIT) Capabilities

- Conduct annual RIT proficiency drills and assessments for all crews.
- Invest in advanced RIT equipment, including thermal imaging cameras and rescue tools.

Objective 3.2: Strengthen Decontamination Procedures

- Implement new decon kits by March 1, 2025
- Apply for LNI FIIRE Grant Program for new PPE extractor at Station 7
- Improve PPE extraction centers at Station 1, 6 & 7.

Objective 3.3: Bolster Preparedness for Domestic Terrorism Response

- Partner with local law enforcement to develop joint domestic terrorism response protocols for active shooter/scenes of violence
- Conduct regional training exercises simulating complex and coordinated attacks.
- Ensure all personnel are familiar with the National Incident Management System (NIMS) and Incident Command System (ICS) frameworks.

Performance Metrics for 2025

1. **Operational Resiliency:** Achieve a 15% improvement in mutual aid response times and conduct two major regional joint exercises (including NRNW 91).
2. **Technology and Innovation:** Fully integrate the Crew Force application with a 100% user compliance by April 1, 2025.
3. **Health and Safety:** Reduce critical incident stress leave by 10% through enhanced support initiatives.
4. **Special Operations and Wildland Interface:** Certify 25% more personnel in wildland firefighting and technical rescue by December 2025.

Continuing Project Update:

1. Crew Force "Check-It" Working towards implementation for daily apparatus checks, equipment inventory and maintenance. Second phase will build "store rooms" for EMS supplies and consumables.
2. Jefferson County Local Environmental Planning Committee (LEPC): The LEPC will convene in February for a bi-annual meeting. Our charter documents have been sent to Washington State DEM for approval.

12/2-12/4: Virtual Instructor 2 Class (16 hours)

12/6: Instructor 2 Exam (2hr)

12/11: EJFR Officer Meeting (3hr)

12/12: SFD/ELA Cohort 5 Review (Virtual 4hr)

12/17: EJFR BOC Meeting (2hr)

12/20-12/27: Vacation

Vector Check-It development, AFG data, various in-person, meetings, virtual meetings, station visits and discussions.

Meetings and Events

Date Prepared: 1/13/25

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"> • 12/13 Salish Coast School Visit to Station 1, 60 Students • 1/2 Naval League Cadet Corp Visit to Station 1, 12 Students <p>Adult Events</p> <ul style="list-style-type: none"> • 12/7 Port Townsend Farmers Market – Heating Safety • 12/4 Fire Extinguisher Training - Isol8, Port Townsend, 3 Adults • 12/18 Susan Harter Mural Papers Fire Safety Pre-Meeting
<p>Community Partnerships</p>	<ul style="list-style-type: none"> • 12/10 CWPP Implementation Meeting • 12/10 CWPP Hub Site Meeting • 12/16, 1/6 Wildfire Ready Neighbors Planning with DNR • 12/20 Assist EMS Patient to Return Home to Port Ludlow • 1/2 Fire Rescue Fest Sims Road Banner Submission • 1/6 Jefferson County Fire Chiefs Meeting • 1/9 Grant Award from WA Child Passenger Safety to hold CPST Course • 1/10 Washington State Department of Health on Fall Prevention Program
<p>Smoke Alarm Installations</p>	<ul style="list-style-type: none"> • December – 0 Alarms Installed • 2024 Total – 255 Alarms Installed
<p>Public Information Officer (PIO)</p>	<p>Media Releases</p> <ul style="list-style-type: none"> • 12/17 Port Townsend Paper Mill Fire • 12/20 Center Road Fatality Accident <p>Social Media Posts</p> <ul style="list-style-type: none"> • 12/13 PFF Whitson Academy Graduation • 12/17 Port Townsend Paper Mill Fire • 12/20 Center Road Fatality Accident • 12/30 Chief Pomeroy Announcement • 1/6 Volunteer Coordinator Announcement • 1/7 2024 Awards Announcement <p>Social Media Followers</p> <ul style="list-style-type: none"> • Facebook - 3,606, up 207 followers • Instagram – 662, up 5 followers <p>Media Interviews</p> <ul style="list-style-type: none"> • 1/10 Facilitate Interview of Chris Moore Volunteer of the Year with PT Leader.

<p>Professional Development</p>	<p>Community Risk Reduction</p> <ul style="list-style-type: none"> • 12/10-12/12 Erin Murray at Best Practices in CRR Course • 1/8 WPF E Board Member Meeting
<p>Plan Review, Inspections, Investigations</p>	<p>Concerns</p> <ul style="list-style-type: none"> • 1/3 Chimacum Chevron Electrical Panel Clearance <p>Meetings</p> <ul style="list-style-type: none"> • 12/12, 1/2, 1/9 New Development Review with City of Port Townsend • 12/13 Meeting with Production Alliance for First Night Layout • 11/21 Meeting with City for Developing Fire Access Standards • 1/8 Meeting with PT Golf Course regarding Vegetation Abatement <p>Burn Permit</p> <ul style="list-style-type: none"> • 12/17 Port Ludlow • 1/7 Port Townsend <p>Investigations</p> <ul style="list-style-type: none"> • 1/7 Garten Rd Fire
<p>Personal</p>	<ul style="list-style-type: none"> • Holiday Vacation 12/21/24 – 1/2/25



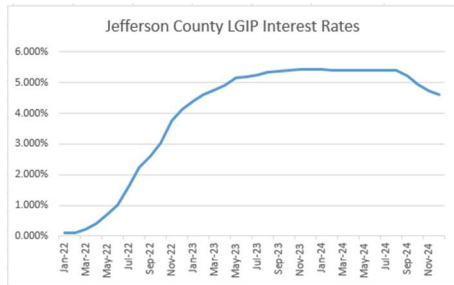
FINANCIAL REPORT FOR DECEMBER 2024

Fund Balance December 2024 YTD

	General	EMS	SubTotal	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	2,949,357	2,339,283	5,288,640	773,663	513,015	-	6,575,318
Change YTD	(246,340)	889,218	642,878	593,070	465,779	501,400	2,203,127
Ending Fund Balance	<u>2,703,017</u>	<u>3,228,501</u>	<u>5,931,518</u>	<u>1,366,733</u>	<u>978,794</u>	<u>501,400</u>	<u>8,778,445</u>

Finance Highlights:

- Year-to-Date financials and trending graphs (attached)



- Investment Earnings. LGIP gross interest = 4.602% in December 2024. The District earned \$215,874 and \$299,296 in investment interest in 2023 and 2024, respectively.

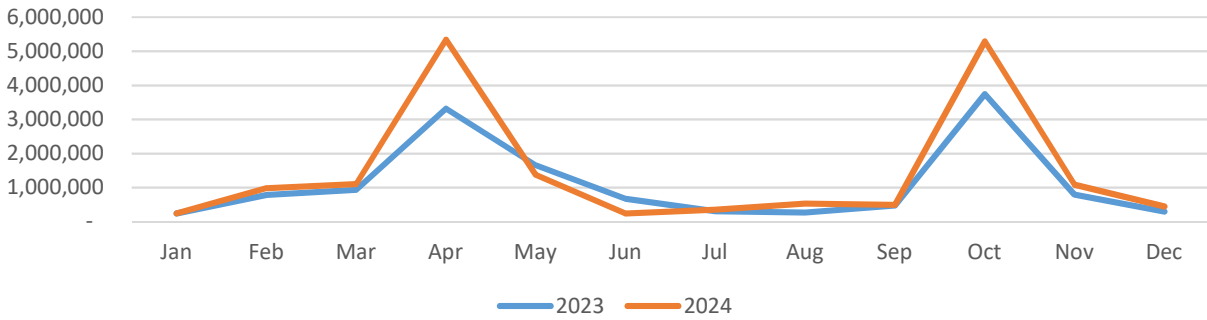
- 2024 in Brief:

- Policy 6004 – Met required reserve 25% of operating budget (attached)
- 2024 increased levy funds helped to:
 - Support 3 additional FF/PM FTE and Facility Technician positions
 - Fund specialty training such as National Assoc of State Boating Law Admin class
 - Cover previous years' deficit and increasing salaries and operational costs
 - Establish Reserve Fund with \$500k and fund FIRE & EMS Capital Funds
- Ordered two engines, ambulances and brush truck. Expended \$76k in 2024 for brush truck chassis. Local Program debt will be drawn in 2025 and 2026 corresponding with delivery dates.
- CARES program mostly funded by grants. New OCH grant will help with sustainable funding.
- Refer to attached 2024 Budget to Actual variance analysis (attached)

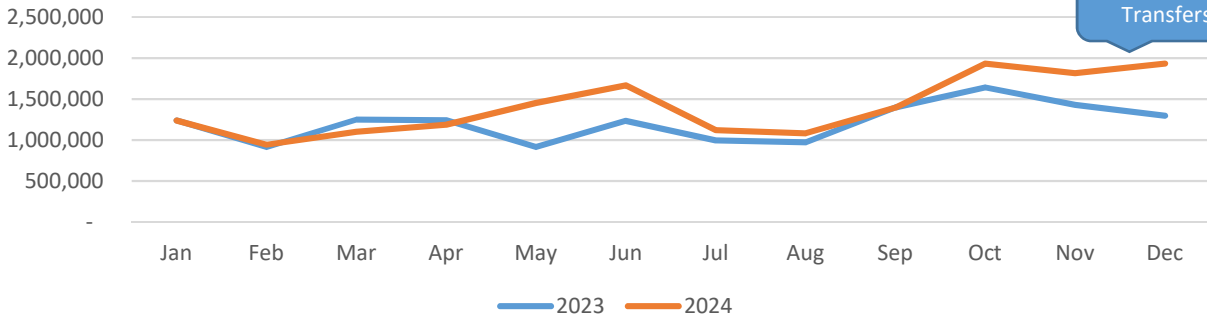
- Other highlights:

- 12/17/24 Shared information on financial literacy/deferred compensation during 2032 meeting
- Meet with Program Managers in January regarding 2025 budgets
- Continue to work on Capital Improvement Plan
- Required Local Program paperwork (reimbursement resolutions) for Brush Truck

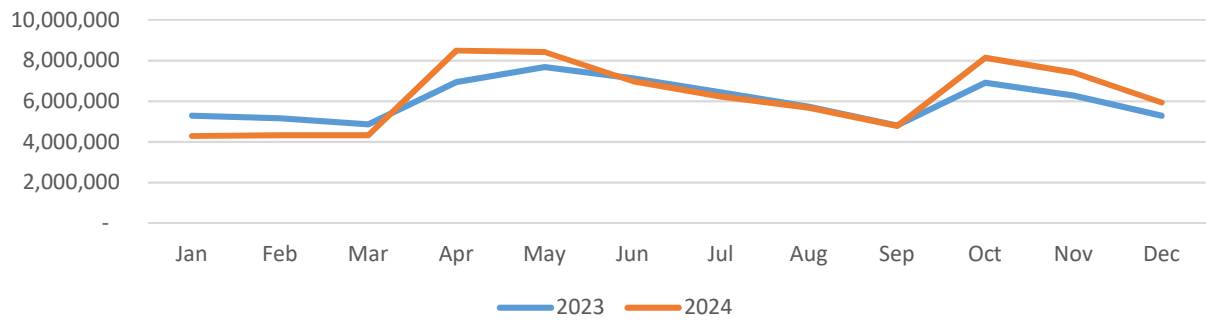
East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



East Jefferson Fire Rescue FIRE General & EMS Funds Expenditures



East Jefferson Fire Rescue FIRE General & EMS Funds Fund Balance



2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 08:54:36 Date: 01/08/2025

Page: 1

001 Fire Fund #656001010 01/01/2024 To: 12/31/2024

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,721,100.00	10,698,468.45	22,631.55	0.2%
330	373,160.00	0.00	373,160.00	100.0%
390	0.00	5,908.63	(5,908.63)	0.0%
Fund Revenues:	11,094,260.00	10,704,377.08	389,882.92	3.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
000	265,035.00	132,096.95	132,938.05	50.2%
210 Administrative	1,854,474.00	1,816,284.72	38,189.28	2.1%
211 Legislative	258,228.00	245,883.89	12,344.11	4.8%
220 Suppression	6,348,646.00	5,607,943.65	740,702.35	11.7%
230 Prevention	15,600.00	12,339.22	3,260.78	20.9%
241 Training Equipment	0.00	36.21	(36.21)	0.0%
245 Training	93,014.00	129,328.48	(36,314.48)	0.0%
250 Facilities	420,857.00	460,252.26	(39,395.26)	0.0%
260 Vehicles & Equipment	418,450.00	435,437.04	(16,987.04)	0.0%
520 Fire Control	9,674,304.00	8,839,602.42	834,701.58	8.6%
590 Debt, Capital & Transfers	1,398,179.00	2,111,114.86	(712,935.86)	0.0%
Fund Expenditures:	11,072,483.00	10,950,717.28	121,765.72	1.1%
Fund Excess/(Deficit):	21,777.00	(246,340.20)		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 08:40:19 Date: 01/08/2025

Page: 1

001 Fire Fund #656001010

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,711,765.00	2,528,009.71	183,755.29	6.8%
522 20 10 019-0 Overtime (40%)	712,316.00	433,549.80	278,766.20	39.1%
220 Suppression	3,424,081.00	2,961,559.51	462,521.49	13.5%
520 Fire Control	3,424,081.00	2,961,559.51	462,521.49	13.5%
Fund Expenditures:	3,424,081.00	2,961,559.51	462,521.49	13.5%
Fund Excess/(Deficit):	(3,424,081.00)	(2,961,559.51)		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 08:55:04 Date: 01/08/2025

Page: 1

101 EMS Fund #657001100 01/01/2024 To: 12/31/2024

Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,334,175.00	6,743,603.51	(409,428.51)	0.0%
330	559,740.00	54,954.66	504,785.34	90.2%
390	0.00	0.00	0.00	100.0%
Fund Revenues:	6,893,915.00	6,798,558.17	95,356.83	1.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,556,277.00	5,671,866.84	884,410.16	13.5%
274 EMS Training	91,400.00	43,609.01	47,790.99	52.3%
276 EMS Maintenance	0.00	0.00	0.00	100.0%
520 Fire Control	6,647,677.00	5,715,475.85	932,201.15	14.0%
590 Debt, Capital & Transfers	215,000.00	193,864.28	21,135.72	9.8%
Fund Expenditures:	6,862,677.00	5,909,340.13	953,336.87	13.9%
Fund Excess/(Deficit):	31,238.00	889,218.04		

2024 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 08:16:11 Date: 01/09/2025

Page: 1

101 EMS Fund #657001100 01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,067,648.00	3,825,566.20	242,081.80	6.0%
522 72 10 004-1 Paramedic Student	0.00	0.00	0.00	100.0%
522 72 10 019-1 Overtime (60%)	1,125,941.00	653,044.15	472,896.85	42.0%
272 EMS Operations	5,193,589.00	4,478,610.35	714,978.65	13.8%
520 Fire Control	5,193,589.00	4,478,610.35	714,978.65	13.8%
Fund Expenditures:	5,193,589.00	4,478,610.35	714,978.65	13.8%
Fund Excess/(Deficit):	(5,193,589.00)	(4,478,610.35)		

**East Jefferson Fire Rescue
Policy 6004 - Required 25% Reserve Calculation**

FINAL: a/o 1/8/25

2025 Expenditures:	Actual YTD	Budget
FIRE General Expenditures	\$ -	\$ 11,685,782
EMS Fund Expenditures	-	6,910,379
Total Expenditures	\$ -	\$ 18,596,161

1/1/25 Beginning Fund Balance	Actual	Estimate	Difference
FIRE General	\$ 2,703,017	2,867,434	\$ (164,417)
EMS Fund	3,228,501	2,739,957	488,544
Sub total (Operating Fund Balance)	5,931,518	5,607,391	324,127
% of 2025 Operating Budget	31.9%	30.2%	
FIRE Capital	1,366,733	1,362,847	3,886
EMS Capital	978,794	975,381	3,413
Reserve	501,400	500,000	1,400
Total Fund Balance	\$ 8,778,445	\$ 8,445,619	\$ 332,826
% of 2025 Operating Budget	47.2%	45.4%	1.8%

25% policy requirement met

Policy 6004

SECTION 1.0 POLICY

The District budget shall balance operating expenditures with operating revenues. The General Fund shall not be balanced with appropriating from the General Fund Reserve if to do so would drop the fund balance below 25% of expenditures.

The reserve funds, for all governmental fund types, as established by the Board of Fire Commissioners, shall have amounts sufficient to cover contingent expenses, meet seasonal cash flow shortfalls and upgrade or maintain the District's credit rating. To protect these expenditure areas, the District shall maintain a designated and undesignated fund balance of at least 25% of estimated annual expenditures as measured on 12/31 of each year. If designated and undesignated funds are used to resolve a contingency, including but not limited to those listed below, and the reserve fund balances fall below 25%, then the District shall rebuild the balance within a period not to exceed three fiscal years.

East Jefferson Fire Rescue
2024 Budget to Actual Variances

FIRE General + EMS Combined

	2024 Budget	2024 Actual	Diff
Beginning Fund Balance	\$ 5,000,000	\$ 5,288,640	\$ 288,640
Revenues	17,988,175	17,502,935	(485,240)
Expenditures	17,335,160	15,375,057	(1,960,103)
Transfer Out	(600,000)	(1,485,000)	(885,000)
Ending Fund Balance	<u>\$ 5,053,015</u>	<u>\$ 5,931,518</u>	<u>\$ 878,503</u>

Explanations

Revenues:

Leasehold 3-year cleanup revenue	136,023
SAFER Grant Revenues, not awarded	(932,900)
GEMT	216,662
Grants BHAC and OCH	155,575
Investment Earnings	124,048

Expenditures:

Salaries (FIT; partly from unawarded SAFER grant)	473,528
Over Time (conservative budget)	751,662
Benefits (conservative budget, partly from unaward SAFER grant)	409,372
Brush Truck Chassis (include in local program financing in 2025)	(75,579)
Unused allocated local program	247,167
Facilities R/M	(61,954)
Fuel	67,409

Transfers:

Reserve	(500,000)
EMS Capital (leasehold)	(135,000)
FIRE Capital (Local Prg)	(250,000)

Other net favorable variances (catch all) 252,490

Total 878,503

Date Prepared: 1/10/25

Subject: Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	<ul style="list-style-type: none">• 12/2 Student Advisor Mtg• 12/3 Developing your Emotional Intelligence – Skillpath Course• 12/5 Safety Mtg• 12/5 HR Mtg• 12/5 Per Diem Mtg• 12/6 CRR Mtg• 12/6 Skillpath Mtg• 12/11 EJFR Officers Mtg – Wildland Finance presentation• 12/11 Completed BAS 390 Human Resource Management• 12/14 EJFR Holiday Party• 12/17 BOC Mtg• 12/18 Post-Board Mtg Mtg• 12/19 JC/CC Admin staff lunch• 12/20 FIT Mtg• 12/24 HR Mtg <p>Winter Qtr HR Classes begin 1/6/25</p> <ul style="list-style-type: none">• BAS 420 Labor Relations• BAS 430 Training & Development
Human Resources	<p>Per Diem Paramedics</p> <ul style="list-style-type: none">• Three Per Diem Paramedics have been added to the call-back list• 1st per diem PM to be utilized 1/15/24 <p>Volunteer Coordinator</p> <ul style="list-style-type: none">• Volunteer Coordinator position posted• 2 applications have been received as of 1/10/25 <p>FIT Program</p> <ul style="list-style-type: none">• Four FIT’s have been selected from nine candidates – will begin early February 2025• FIT’s Brebberman, Dotson and Dower received job offers with Fire Districts and completed their last shifts in December 2024 or January 2025 <p>Policies/SOG’s – in progress or updated</p> <ul style="list-style-type: none">• January 2025 Policy/Guideline Committee scheduled two meetings – review of priorities and update schedule <p>2025 Top Priorities:</p>

	<ul style="list-style-type: none"> • Drug Free Workplace & Vehicle Accident testing, pre-employment screening; Caton, MacDonald, Emily - NKFR? - MacDonald will look for other agencies examples. • Comprehensive Risk Mgmt Plan - Emily • Infectious Disease Control Plan - MacDonald will look at with Tammy • Preceptor SOG - MacDonald will procure example <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	<ul style="list-style-type: none"> • 12/6 Admin Holiday Celebration • 12/8 Pizza Party for coloring contest winner

EJFR Staff and Volunteers, December 2024

1/25	A SHIFT	B SHIFT	CSHIFT	Admin		Volunteer	Position(s)	Volunteer	Position(s)
BC	1-MacDonald	4-Clouse	7-Fletcher	Chief	Black	BAZINET	FF/EMS	COULTER	Support
LT	6-Rogers	1-Lueders	1-Kilgore	DC	Brummel	BUCKHAM	FF/EMS	DUDDY	Support
LT	7-Kauzlarich	5-Gregory	5-W. McGuffey	CRM	Wittenberg	COREY	FF/EMS	FLANAGANMATA	Support
LT	8-Sanders	6-Grimm	8-Martin	DS	Cray	MCNERTHNEY	FF/EMS	FLEISCHMAN	Support
LT	2-Morris	7-Chambers	2-Dean	HR	Stewart	MONTONE	FF/EMS	FORCE	Support
LT	3-Carver	8-White	4-Dalrymple	AA	Sanders	NOKES	FF/EMS	MATACHACON	Support
PM	4-Whiting	5-Yelaca	2-Spellman	AA	Murray	STEWART	FF/EMS	MICHELSON	Support
PM	3-Minker	7-Wagner	6-C. Johnson	FT	Lawson	STONE	FF/EMS	NATHAN	Support
PM	6-Pulido	8-Welander	7-Rudnick	FD	Lirio	THOMAS	FF/EMS	SMITH	Support
PM	7-Ponte	2-Whitson		Total 9		Total 9		Total 11	
FF	1-Secondez	2-Kithcart	1-Holbrook	Volunteer	Position(s)	BARTON	FIT	Commissioner	District
FF	2-Walker	2-Kinney	3-Parker	BERRY	Admin	BENTZEN	FIT	Carmody	1
FF	4-Cordova	3-G.Williams	3-Sheehan	CHAPMAN	Admin	BREBBERMAN	FIT	Craig	3
FF	5-B.Grimm	4-Severin	4-Kaldahl	DAWSON	Admin	DOTSON	FIT	Davis	1
FF	7-Sviridovich	6-Fairbanks	6-Richter	DOOLIN	Admin	DOWER	FIT	Masci	4
FF	8-Archuleta	8-P. Williams	7-Beery	HORVATH	Admin	Total 5		Seabrook	2
FF	8-Wright	8-Boe	8-Chapman	KEPLINGER	Admin	ANDERSON	Support/EMS	Stinson	5
FF	2-Jeske	3-Floberg	2-Le	KRYSINSKI	Admin	HARTE	Support/EMS	Total 6	
FF	5-N. McGuffey		2-Wells	TILLMAN	Admin	MOORE	Support/EMS		
FF			8-Heydon	Total 8		Total 3			
Res	Barton		Bentzen	AVERY	EMS	BACKUS JACKSON	Support	Total Career FF	59
Res				BLANCHARD	EMS	BETHEL	Support	Total Admin staff	9
Res				GONNELLA	EMS			Total Volunteers	42
MISO		FF/PM Ridgway		SHORT	EMS			Total Commissioners	6
Cares		FF/PM Woods		STEWART	EMS				
		Captain Bergen FF/PM		REICHHELD	EMS				
		Total 59		Total 6		Total EJFR Members 116			

EJFR would like to recognize and thank our extraordinary employees and volunteers from our 2024 Awards Banquet!

- Volunteer of the Year - Vol. EMT Chris Moore
- Firefighter of the Year - FF Sarah Chapman
- Chief's Award - Vol. EMT Mike Harte
- 1st Annual Chief Kier Award - Lt. Alex Morris
- Mac Marriott Award - Capt. Trevor Bergen
- Firefighter in Training of the Year - Henry Brebberman

Congrats to all - and extra credit to those that chose to participate in the Very Viking Holiday theme.



	2015		2025
	1 Chief		1 Chief
	1 Deputy Chief		1 Deputy Chief
	1 Assistant Chief/Fire Prevention		1 CRM
	1 District Secretary		1 Finance Manager
	1 Admin Assistant		1 District Secretary
	0.75 PIO		1 HR
	0.5 Part-time Admin Assistant		1 Admin Assistant
	1 Ludlow Chief		1 Admin Assistant
	1 Ludlow Admin Assistant		0.5 part-time Vol Coordinator
	8.25		8.5
	27 EJFR FF's		59 EJFR FF's
	12 PLFR FF's		1 Facilities Tech
	39		60
	20 EJFR		43 Vols
	10 PLFR Vols, Including Vol PIO		
	30		43
	77.25 2015 Total Personnel		111.5 2025 Total Personnel

Date Prepared: 1/9/25

Subject: *Executive Assistant/District Secretary Report*

Prepared By: *Tanya Cray*

<p>Meetings & Events:</p>	<ul style="list-style-type: none"> • 12/5 Safety Meeting • 12/6 Admin Holiday Party • 12/9 Agenda Prep Meeting • 12/11 Officer Meeting • 12/13 GEMT Close Out Mtg • 12/17 BOC Meeting • 12/18 Post BOC Review Mtg • 12/19 Admin Luncheon <p>Vacation 12/25-1/1</p>
<p>Notable Projects</p>	<ul style="list-style-type: none"> • PL Voice Submission • Board Meeting packet preparation
<p>2024 Ready Rebound Summary</p>	<p>Year to Date Usage (2024 Total): 11 # of Wait Days Saved: 255 Total OT Savings Estimate: \$138,094 Total Cases to Date: 11 Total Cases to MD: 8 Total Cases to Imaging: 4 Total Cases to Physical Therapy: 11 Total Cases to Surgery: 2</p> <p><i>ROI Calculation</i> <i>1) Days Saved = Average Wait - Days to Appointment</i> <i>2) Backfill Months Saved = Days Saved / 28</i> <i>3) Overtime Shifts Saved = Backfill months * # shifts per month</i> <i>4) Overtime Backfill Saved = Shifts Saved * Overtime Backfill</i> <i>5) Total Overtime Savings = Sum of Overtime Saved for Given Time Period ** Courtesy Cases are not included in Overtime Savings</i></p>

<p>Upcoming</p>	<p>2025 Elections – Positions up for Election in Nov 2025:</p> <ul style="list-style-type: none">• Position 1: Current Commissioners, Davis /Carmody. Will reduce down to 1 Commissioner from this District. If more than 2 candidates run, we will be participating in both the 2025 Primary and General Elections.• Position 2: Current Commissioner, Seabrook. <p>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> <p>EJFR BOARD Following 2025 Election:</p> <p>District 1 (Person elected in 2025) - term expires 12/2031 District 2 (Person elected in 2025) - term expires 12/2031 District 3 Steve Craig - term expires 12/2027 District 4 Geoffrey Masci - term expires 12/2029 District 5 Deborah Stinson - term expires 12/2027</p>
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Date: 1/8/2025

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 • Meet with Roy Lirio to discuss time off 2025
<p>BC 11 911 Responses</p>	<ul style="list-style-type: none"> • "A" Shift Responses 161 • BC11 responded to 10 incidents in the last month • 1 Chimney Fire • 3 MVCs • 1 Vehicle Fire
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • A-Shift training 568 hours completed • EMS connect • Final Probationary Test FF Naaman McGuffey completed congratulations! • Section 5 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 implementation 12/3/2025 completed and functioning • Scheduling 2025 • Vacation/Holiday leave accruals 2025 • Rewrite and submit SOP 2002 SOGs 2002a and 2000l

<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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Program Budget</th> <th style="text-align: left;">BARS</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">Spent</th> <th style="text-align: right;">Remaining</th> </tr> </thead> <tbody> <tr> <td>CrewForce (Kauz)</td> <td>522 20 41 0200</td> <td style="text-align: right;">\$4,000.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$4,000.00</td> </tr> <tr> <td>Radios (Kauz)</td> <td>522 20 42 0102</td> <td style="text-align: right;">\$25,000.00</td> <td style="text-align: right;">\$26,334.97</td> <td style="text-align: right;">-\$1,334.97</td> </tr> <tr> <td>SCBA (B. Grimm)</td> <td>522 20 31 0300</td> <td style="text-align: right;">\$25,070.00</td> <td style="text-align: right;">\$26,073.44</td> <td style="text-align: right;">-\$1003.44</td> </tr> <tr> <td>Wildland (Sanders)</td> <td>522 20 35 0050</td> <td style="text-align: right;">\$16,048.00</td> <td style="text-align: right;">\$14,063.73</td> <td style="text-align: right;">\$1,984.27</td> </tr> <tr> <td>Small Tools (Morris)</td> <td>522 20 35 0100</td> <td style="text-align: right;">\$8,000.00</td> <td style="text-align: right;">\$1,583.01</td> <td style="text-align: right;">\$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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Small Tools (Morris)	522 20 35 0100	\$8,000.00	\$1,583.01	\$6,416.99																															

Date: January 10th, 2025

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 6 incidents in December. Was on K days 1 rotation. • Established or assumed command of 4 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
<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 Spring academy • IFSAC Test for Port Angeles • 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- Help move into/set up EMS Supply Room. • Station 3- Nothing • Station 4- Lighting replacement bids • Station 5- Waiting on engineering for annex building. • Station 6- On going heating issue diagnosis. • Station 7- Station generator is completed and signed off. Bids for water heater replacement. • Station 8- Security enhancement options. • Station 9- Nothing • Admin- Nothing

Date: 1/9/25

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

BC 13 Administrative Meetings	<ul style="list-style-type: none">• Daily Shift meetings• Visit each station and collaborate with crews at least once per tour• BOC Meeting• Quarterly Officers Meeting• Met with MSO and PFF/PM Rudnick to discuss his status as a PM and released him to work as a solo paramedic as of 12/25
BC 13 911 Responses	<ul style="list-style-type: none">• Responded to 21 incidents in December, several water rescues and two significant motor vehicle collisions• Worked a Duty Chief shift on 12/27
Continuing Education/ Training	<ul style="list-style-type: none">• Shift level training (C Shift completed 627 hours of training)• Completed probationary testing for FF Heydon• Continued probationary testing for PFF/PM Rudnick• Worked with FF Kaldahl, FF Parker and FF Richter on Acting Lieutenant Books and Lieutenant Testing Prep
Administrative Duties	<ul style="list-style-type: none">• Several apparatus updates see separate report• Callbacks for all staffing needs• Scheduling maintenance, repairs and new apparatus builds
Shift Programs	<ul style="list-style-type: none">• No new updates

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	\$ 16,749.61	\$ (5,249.61)
Upgrades for Marine 7 (Dalrymple)	522 60 48 0650	\$8,700.00	\$ 3,484.61	\$ 5,215.39
AIS Transceiver class B (Dalrymple)	522 60 48 0650	\$4,500.00	\$ 4,496.73	\$ 3.27

<p>MSO Administrative Meetings</p>	<ul style="list-style-type: none">• Weekly meetings with Dr. Carlbom• CARES Meeting x 2• JHC monthly meeting• Weekly check in with Severin and Holbrook• Multiple meeting with Chief Black regarding new paramedics• Multiple meeting with Captain Bergen
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none">• EMS connect, target solutions and other required training• Working with preceptors and new paramedics on EMS sign offs• Base Station
<p>Administrative duties and ongoing projects</p>	<ul style="list-style-type: none">• Supplies/Medications/Controlled substance audits• QA/QI• Leave at home Narcan program• Code stat reports• We were able to purchase 4 video laryngoscopes with Kala Point donations along with Friends of EJFR and the Firefighters Association pick up the extra costs• Infant CPR for family members at Jefferson Health Care



To: Jacob Ewing - Special Projects Coordinator, Association of Washington Cities

From: Tammy Ridgway, Medical Service Officer

Date: January 9, 2025

Subject: December Monthly Report

Monthly Report for December 2025

December was a productive month for the CARES team. We received 42 referrals, 36 of which involved individuals new to our services. The team successfully made 85 contacts, either by phone or in person, while 19 individuals remained unreachable. Notably, 28 cases were successfully closed this month, a significantly higher number than usual.

Training for the Olympic Connect grant began in December and concluded during the first week of January. This grant provides funding to help sustain and potentially expand our CARES program. Additionally, it offers access to a new documentation platform and, we anticipate, a wealth of new referral resources. Collaboration with the OCH team is set to begin later this month.

The recurring need for a warm handoff from our team to the staff at Believe in Recovery highlights the positive outcomes of close collaboration with local partners. To provide the highest level of care to the community, the CARES team must continue to strengthen and nurture these professional relationships.

December Case

The CARES team received a referral from EMS for a physical therapy evaluation involving a 47-year-old male presenting with tense shoulders, cramping, and agitation. The individual has a history of mental health challenges and anger issues. He shared that numerous attempts have been made to help him in the past had been unsuccessful and expressed distrust toward the healthcare system, including hospitals and doctors. After four encounters, the CARES team successfully coordinated arrangements with Believe in Recovery for anger management and mental health counseling.

January Training Captain Report

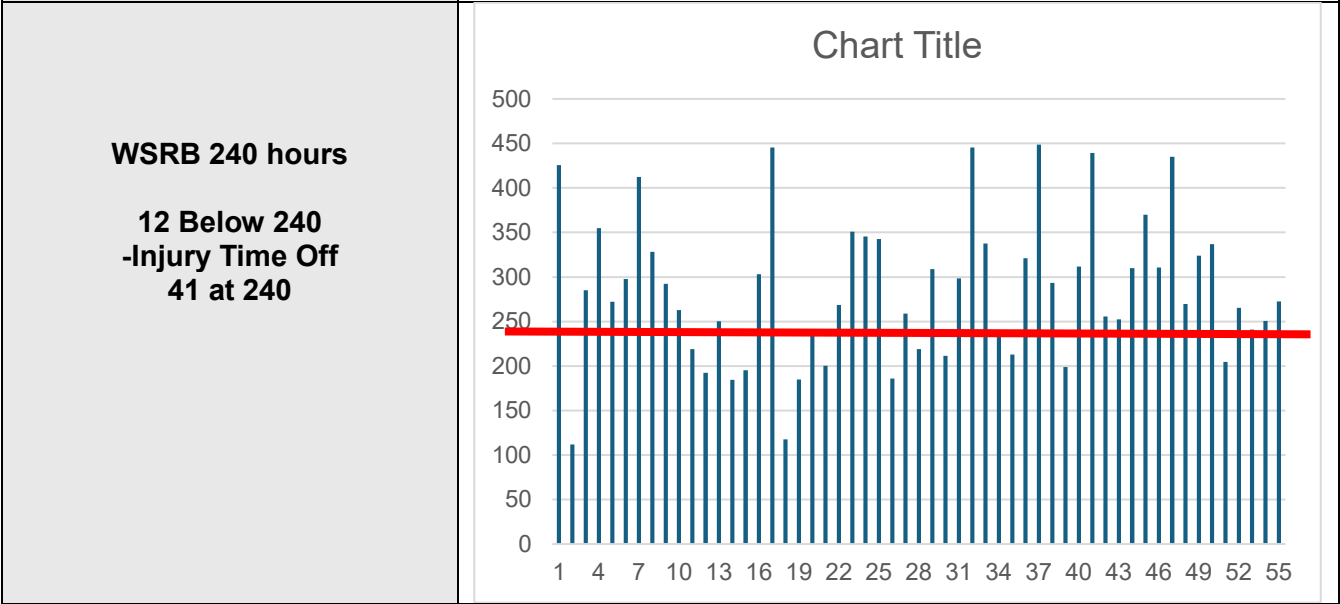
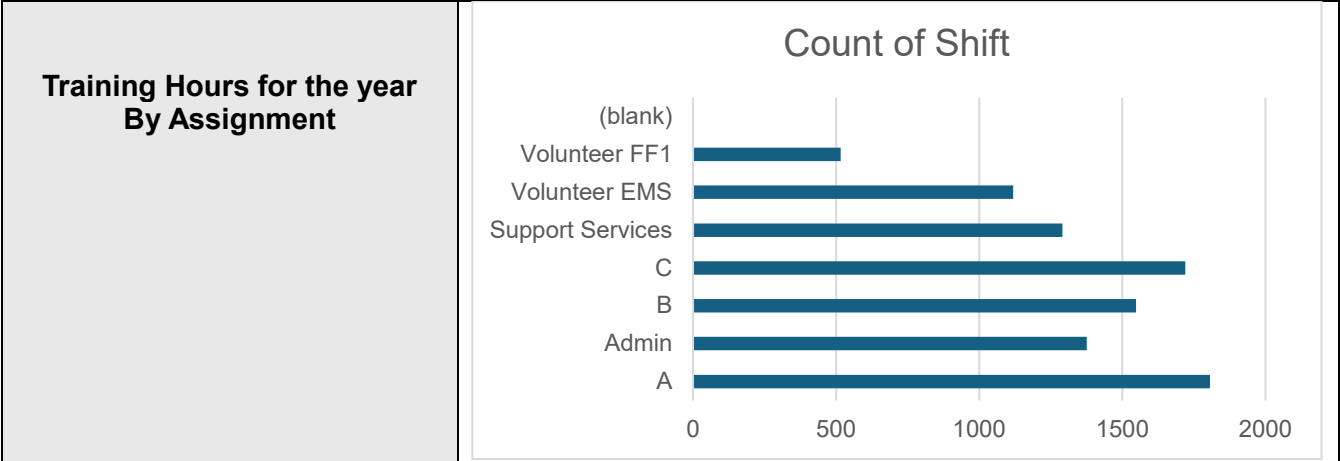
January 5th, 2025

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none">• WSRB Hours for October: 1198.15 hours• December total training Hours: 2064 hours• 4th Quarter Credential hours: 4265 hours
Overview:	<ul style="list-style-type: none">• Vector Solutions Training• Member Training• Drill Tower Preparation• Kitsap Fire Academy Graduation
Drill Tower Preparation	<ul style="list-style-type: none">• Acquired Pallets for Live fire training• Moved Pallets inside for storage• Preparing for Live fire Training Feb.
Vector Solutions Training	<ul style="list-style-type: none">• Prepared Launch of 2025 1st quarter Credential• Following training Calander for compliance with WAC• Launched Volunteer Mandatory training, EMS Credential, and 1st quarter training• Final Probationary Evolutions for two members.
Member Training	<ul style="list-style-type: none">• Two Probationary members completed Final Written, Map and Practical test as probation time ends January 1st.• Shift training at stations with Crews.
Multi Company Operations-Night	<ul style="list-style-type: none">• Conducted MCO's for all three shifts at Chimacum Elementary.• Practiced Search and Rescue in large areas.• Using artificial smoke and Thermal imaging Cameras.

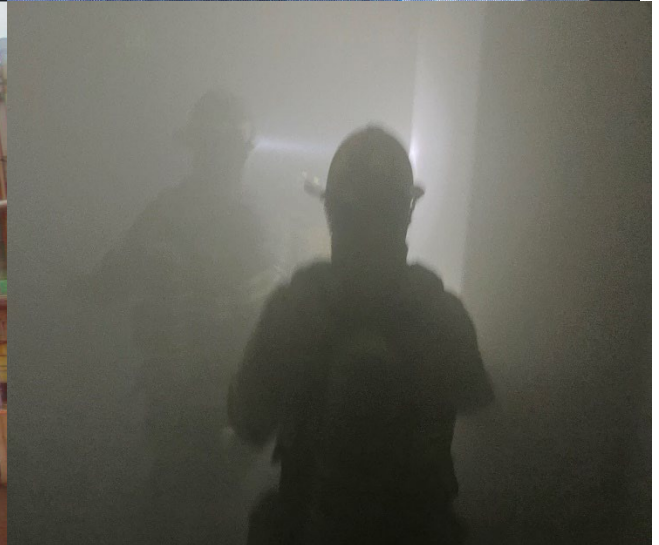
Kitsap Fire Academy Graduation

- **Five EJFR members attended Derrik Whitson's Graduation from Fire Academy!**



Topic	BARS	Amount	Spent	Remaining
2025 Classesandprops Budget.xlsx	522 45 40 0600	\$ 15,331.00		\$ 15,331.00
2025 Classesandprops Budget.xlsx	522 45 35 0100	\$ 4,655.00		\$ 4,655.00
2025 Classesandprops Budget.xlsx	522 45 49 0200	\$ 1,500.00		\$ 1,500.00
2025 Conferences and IFSAC Classes.xlsx	522 45 40 0500	\$ 40,000.00		\$ 40,000.00
2025 Subscriptions.xlsx	522 45 49 0100	\$ 1,540.00	\$ 1,125.00	\$ 415.00

2025 Subscriptions.xlsx	52245.40.0020	\$ 2,750.00		\$ 2,750.00
2025 Subscriptions.xlsx	522 20 10 0190	\$ 73,963.00		\$ 73,963.00
2025 Subscriptions.xlsx	522 45 40 0600	\$ 1,950.00		\$ 1,950.00





EAST JEFFERSON FIRE RESCUE

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

CRR Committee – Fire and Rescue Fest after action Friday, December 06, 2024, 900-1000 Agenda

- I. Call to Order: 9:02 Attendees – Wittenberg, Michelson, Clouse, Murray, E., Stewart, White. No Davis
- II. Fire and Rescue Fest
 - a. Next FRF date – 10/1/25
 - i. Shorten day to 10:00-14:00
 - ii. Have the badge pinning again the same night, shortened window allows more time for it
- III. FRF Events
 - a. Have events every 45 minutes vs every hour
 - i. Stages
 1. Have two set up, one with bleachers and one for the interactive demos
 - ii. Location
 1. People polled liked the location
 2. Go down Lawrence further instead of on side streets
 3. Robert – Check with city on permit
 - iii. Demos/booths
 1. Decide on demos sooner in year – Make someone in charge of each
 2. Fire Extinguisher Prop
 3. Other agency demos (drone, PUD, etc.)
 4. Sprinkler trailer reserved already
 5. Safety trailer – have at fair, not at FRF
 6. Food vendors? Maybe have food vendors at Farmers Market moved closer to events
 7. Robert – Make sure LE gets good booths spots
 8. Boat demo or on hand – Dalrymple?
 9. Volunteers bring tenders
 10. Obstacle course – talk to phone company to use grass next to their building
 - a. Need new dress up clothes
 - iv. Opening Ceremony
 1. Tower Bell not audible, use Dept bell for moment of silence
 2. National Anthem – great, use her again
 3. Caton – Work on reserving pipe and drum core now
 4. Blessing – Options in case previous presenters are unavailable
 - v. Misc.

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*

1. Robert - Get proclamation from County? Commissioner or Mayor to read?
2. Sound system – Rent one?
3. Presenters – Use expert on topics during demos, Chief intro, Robert interviews
4. Revisit Staffing for events
- vi. Coloring Contest
 1. Contact North Wind arts and Peninsula College about adult submissions
 2. Art Classes in high schools
 3. Youth organizations wanting badges
- vii. Promotion
 1. Banner, flyers, PSA, ads, socials
 2. Aaron Wasson's wife – Graphic designer – help?
 3. Update banner – Robert to submit application 02JAN25

- IV. Good of the Order - Nothing
- V. Next Meeting - undetermined
- VI. Adjournment at 9:59

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*

PROCLAMATION

COMMUNITY RISK REDUCTION WEEK

WHEREAS, East Jefferson Fire Rescue responded to over 6,826 calls for service in 2023, including 102 fire-related calls, and 5,095 medical calls; and

WHEREAS, Quilcene Fire Rescue responded to over 572 calls for service in 2023, including 23 fire-related calls, and 365 medical calls; and

WHEREAS, Brinnon Fire Department responded to over 536 calls for service in 2023, including 27 fire-related calls, and 362 medical calls; and

WHEREAS, Discovery Bay Fire & Rescue responded to over 108 calls for service in 2023, including 5 fire-related calls, and 103 medical calls; and

WHEREAS, most fire-related and many medical calls for service are preventable with an integrated Community Risk Reduction program; and

WHEREAS, Community Risk Reduction is a data-informed process to identify and prioritize local risks, followed by integrated and strategic investment of resources to reduce their occurrence and impact; and

WHEREAS, the goal of Community Risk Reduction is to reduce the occurrence and impact of emergency events for our community members and our emergency responders through deliberate action in the areas of the five E's of Education, Engineering, Enforcement, Emergency Response, and Economic Incentive; and

WHEREAS, the value of community support from local, county, and state partners to address community risks is recognized to meet the demands on career and volunteer members of the fire service agencies in Jefferson County; and

WHEREAS, Monday, January 20, 2025, is Martin Luther King Day and is nationally recognized as a National Day of Service and an opportunity to reduce the risk in the community through a series of educational and other programs; and

NOW, THEREFORE, BE IT RESOLVED THAT the Jefferson County Commissioners hereby recognize January 20-26, 2025 as

COMMUNITY RISK REDUCTION WEEK

to raise awareness of the importance of Community Risk Reduction and an opportunity to make the community safer.

PROCLAIMED this 13th day of January 2025.

SEAL:



ATTEST:

Carolyn Galaway, CMC Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
FROM: Adiel McKnight, Deputy Clerk of the Board
DATE: January 13, 2024
SUBJECT: PROCLAMATION re: Proclaiming the week of January 20-26, 2025 as
Community Risk Reduction Week.

STATEMENT OF ISSUE:

The week of January 20-26 is recognized nationally as Community Risk Reduction Week. The Board has an opportunity to recognize the positive impact of risk reduction on the citizens and emergency services of Jefferson County through the adoption of a proclamation.

ANALYSIS:

Community Risk Reduction is a data-informed process to identify and prioritize local risks, followed by integrated and strategic investment of resources to reduce their occurrence and impact. Additional background information on Community Risk Reduction Week can be found at www.crrweek.org.

FISCAL IMPACT:

There is no fiscal impact to Jefferson County.

RECOMMENDATION:

Approve Proclamation re: Proclaiming the week of January 20-26, 2025 as Community Risk Reduction Week.

REVIEWED BY:



Mark McCauley, County Administrator

12/17/24
Date

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
 - 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.
 - 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.
 - **Update**- The final spec has been approved with a few minor modifications, see attached drawings. Wickem Weld is expecting to start build in February and it will be approximately 30 days build time for the box.

- 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.

- **Ambulance Remount**
 - It was determined during budgetary conversations that we are going to rechassis one of our current ambulances.
 - Remounting an ambulance means that we will be taking one of our old ambulances we currently own taking the box off of the current chassis and then putting it onto a new chassis. The box will also be receiving a makeover including new paint and replacing any parts that are worn or damaged. A remount of an ambulance saves a significant amount of money as compared to a new build and also has a build time of only approximately 90 days after the chassis is received. This means that we should be expecting this to be completed by midyear of 2025.
 - The ambulance to be remounted is EJ239 which is a 2010 E450 with approximately 200,000 miles on it. It is currently at station 5 and was moved out of the normal ambulance rotation several years ago due to its age and reliability.
 - Bruan NW met with us several months ago to look over the ambulance and determine which pieces would be replaced and which pieces would remain the same.
 - A proposal should be submitted prior to the January BOC meeting and will need approval to move forward with the rebuild.

Surplus Apparatus and Equipment

- **Update**- See resolution to sell center consoles from Chevrolets and tonneau covers that were on the Ram trucks prior to getting canopies.

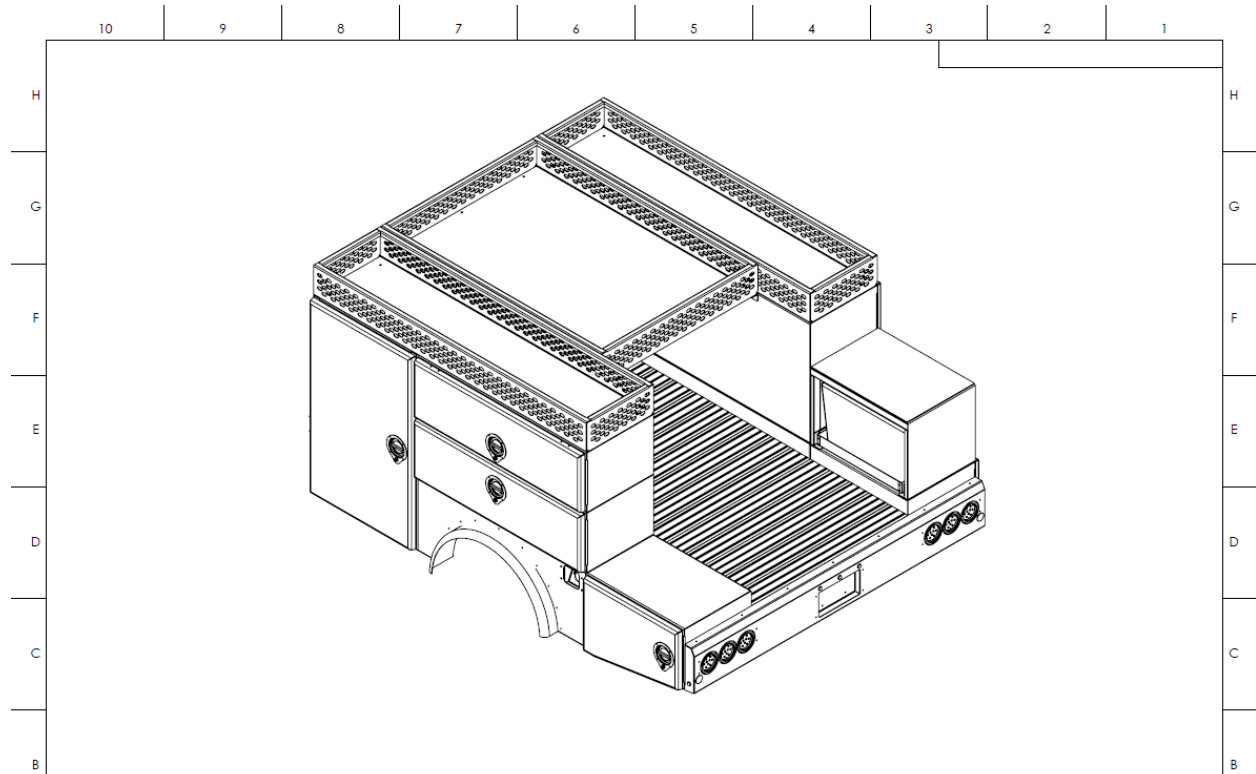
Pending Large Apparatus Repairs

- 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 determined that there is one last part that has not been replaced and are working on ordering and replacing the part now. Total cost will be approximately \$4,000.

- Marine 1
 - **Update**- NKFR serviced the fire pump motor and it is now back to full operational capabilities.

- **Battalion 13 (EJ2244)**
 - The transmission began to have shifting issues and was taken to the dealer with approx 400 miles left on its powertrain warranty. The dealer determined that there was a problem, and they found metal in the transmission fluid. GM corporate stated they would not warranty the transmission based off of this because there was no error code of catastrophic failure. The dealer is now working on tearing down the transmission to find the exact failure point and will resubmit the claim to GM.



QUANTITY

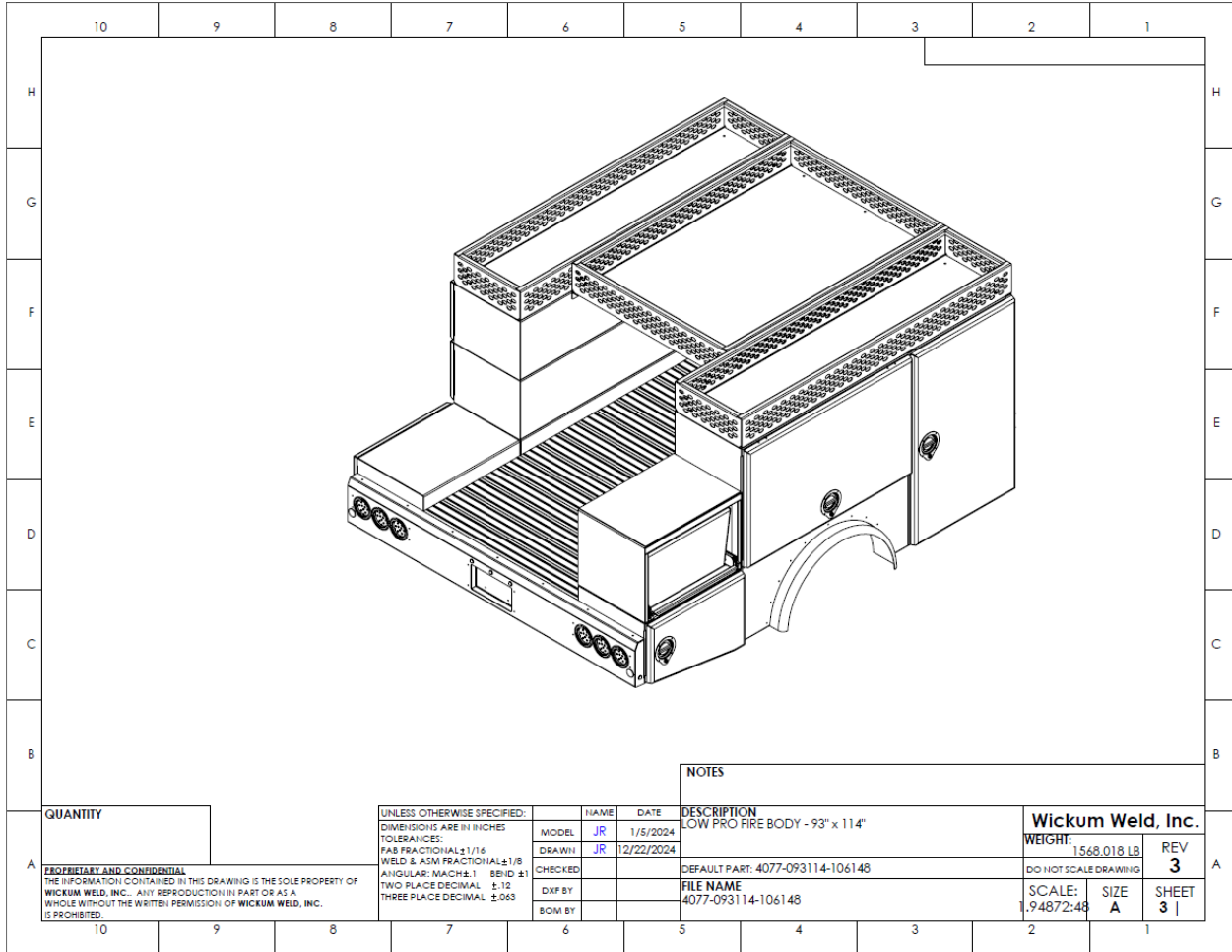
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UNLESS OTHERWISE SPECIFIED:	
DIMENSIONS ARE IN INCHES	
TOLERANCES:	
FAB FRACTIONAL ±1/16	
WELD & ASM FRACTIONAL ±1/8	
ANGULAR: MACH ±.1°	SEID ±.1°
TWO PLACE DECIMAL ±.10	
THREE PLACE DECIMAL ±.003	

MODEL	JR	DATE	1/5/2024
DRAWN	JR	DATE	12/22/2024
CHECKED			
DXF BY			
BOM BY			

NOTES	
DESCRIPTION	LOW PRO FIRE BODY - 93" x 114"
WEIGHT:	1568.018 LB
DO NOT SCALE DRAWING	REV 3
FILE NAME	4077-093114-106148
SCALE:	1.331:48
SIZE	A
SHEET	2

10 9 8 7 6 5 4 3 2 1



NOTES

QUANTITY

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UNLESS OTHERWISE SPECIFIED:	MODEL	NAME	DATE
DIMENSIONS ARE IN INCHES	JR	JR	1/5/2024
TOLERANCES:	DRAWN	JR	12/22/2024
FAB FRACTIONAL ±1/16	CHECKED		
WELD & ASM FRACTIONAL ±1/8	DXF BY		
ANGULAR: MACH ±1	BOM BY		
BEND ±1			
TWO PLACE DECIMAL ±.12			
THREE PLACE DECIMAL ±.043			

DESCRIPTION
LOW PRO FIRE BODY - 93" x 114"
DEFAULT PART: 4077-093114-106148
FILE NAME 4077-093114-106148

Wickum Weld, Inc.		
WEIGHT:	1568.018 LB	REV
DO NOT SCALE DRAWING		3
SCALE:	SIZE	SHEET
1:94872:48	A	3

10 9 8 7 6 5 4 3 2 1



DIRECTOR'S REPORT

December 19, 2024

❖ Projects:

- **Radio consoles** work continues with diagnosis of clipping the end of dispatcher transmissions and switching the West End law radio over to an IP connection. We continue discussing project close-out with the contractor and possibly an alternate contractor for the complex interconnection project with Pencom's similar system.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own network connections. We wrote and met directly with state contractor Comtech to suggest that they follow our lead and were advised that they are working on revised connection paths but still with no ETA.
- **Policies and procedures:**
 - ◆ Dispatch SOP manual has been moved to the shared OneNote system. Routine efforts to fill gaps and incorporate changes to procedures will continue without end but are more manageable thanks to the overall update and new system. Non-dispatch policies, notes from staff meetings and user-group meetings and other important documentation has also been compiled in OneNote.
 - ◆ Revised Communications Supervisor job description is a project for the upcoming weeks, and second quarter of 2025 is potentially when we would advertise the promotional opportunity for a second supervisor.
 - ◆ Org chart has been updated to show current staff and vacancies. Note that the previous version (undated but from 2021 or 2022) contained three additional vacant positions: Ops Supervisor, Admin Supervisor and GIS. The two supervisor positions are not believed to have been authorized by the board, and the GIS position was depreciated in 2021 in favor of a second network-intensive position while GIS duties are contracted with additional work by the director and the Pencom GIS analyst.
- **Strategic plan:** Continuing discussions and research, including locating the original Jeffcom plan and related communications in old files.



❖ Budgetary Items:

- **Recruiting:** One lateral candidate will start January 1. A second is considering this opportunity versus another, and the third continues to work on a complex geographic relocation and final testing.
- **Current staffing** is nine full-time, non-trainee communications staff, bringing days and nights to four COs each. The eight Communications Officers are on the normal 4/3/3/4 twelve-hour shifts except when covering for leave and training. The Communications Supervisor is working Monday through Thursday 1000-2000 except when covering shifts. Part-time employees and JCSO deputies continue to fill shifts. Reaching ten full-time communications staff as expected on January 1 will mean the end of the contractually defined staffing shortage and its compensatory provisions.
- **CAD maintenance credit** invoices have been resolved as discussed at the previous meeting. Jeffcom's credits total \$412,779.10. Of that, Jeffcom has directed Tyler to transfer a credit of \$82,841.07 to the City of Port Angeles account to cover what Jeffcom owes PA for our one-third share of maintenance charges for core CAD components for three years. The next portion of our credit will be applied to our outstanding balance of \$209,306.21 for 2024-25 CAD support. That will leave a credit balance of \$120,631.82 (Tyler's math says \$123,632.50) on our account to be applied to our 2025 invoice.
- **Agency billing of pass-through Tyler charges** will resume with the 2025-26 Tyler invoice and/or the move to cloud-based CAD. Agencies' pass-through portions of CAD maintenance for 2023-24 and 2024-25 invoices will not be billed. The amounts credited back to Jeffcom after they were paid by agencies for previous years and the amounts that were owed by agencies for these latest years were roughly equivalent. This primarily applies to law-enforcement mobile, records and reporting charges but also CrewForce and ShieldForce.
- **Jeffcom, Pencom, Jefferson County Sheriff's Office and Clallam County Sheriff's Office** will need to make decisions in coming weeks and months about pass-through billing once we move to a single invoice to the City of Port Angeles for cloud services. Tyler does not itemize invoices for this service, other than these big buckets: CAD, mobile, field reporting, LE records, corrections and integrations. Jeffcom and Pencom have an ILA defining a one-thirds, two-thirds split, but we need to determine whether this is appropriately applied to each bucket and how much of each bucket Jeffcom would pass through to law (mostly) or fire (minimally) agencies. New ILAs may be required depending on these decisions.

❖ Health, Safety and Quality of Life:

- November communications-staff overtime was 239 hours (October's was 212; September's was 256.5; August's 169.5; July's 217) among the nine full-time, non-trainee employees on staff these months.

- 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:**

- **User Group December 17** occurred subsequent to this report being published. Update will be provided verbally.

❖ **CFS and Call Data: January 1 through December 13, 2024**

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	5538	5505
QFR	548	535
BFD	571	506
DBVFR	132	135
Total	6789	6681

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	12223	13941
PTPD	8541	8111
Total	20764	22052

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	17609	99.02	n/a
11-15 sec	118	99.69	90%
16-20 sec	28	99.84	95%
21-40 sec	28	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	17783		

- **911 Call Averages**

Metric	YTD Average
Ring time	3.40 sec
Hold time	1.24 sec
Talk time	100.59 sec

- **Non-911 Calls**

Metric	YTD
Number of outgoing calls	8735
Number of incoming calls	18657
0-10 sec pick-up time	98.60%
Average ring time	3.60 sec
Average hold time	5.82 sec
Average talk time	102.86 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.	<ul style="list-style-type: none"> Establish an internal budget committee. Update financial-related policies and procedures. Empower program managers to run their projects with greater autonomy while ensuring they follow financial practices. 	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"> Use software to optimize our resource inventory, including operations and maintenance, as well as repairs. Integrate software for resource management. CHECK-IT to be implemented for inventory and repair tracking Maintain a strong culture of resource stewardship. 	<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"> 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"> FC & Staff 	<ul style="list-style-type: none"> Adopt policy in compliance with Title 52 Update Response Plans and Run Cards 	<ul style="list-style-type: none"> Completed 5/2023 ALS response proposed 2/2024 4/1/24 New ALS response plan initiated. 10/24 3 extra PM's are finishing training, increasing PM workforce.
2.4	Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> Brummel 	<ul style="list-style-type: none"> Complete amended WSRB Rating DONE! 	<ul style="list-style-type: none"> WSRB rating complete, to be published in 12/2024. PT score will improve. 2025 Training Plan is being finalized.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<p>2.5 Maintain EJFR’s high EMS standards and return of spontaneous circulation rate.</p>	<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.
<p>2.6 Address immediate and long-term facility needs.</p>	<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

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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"> 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. Implemented per diem PM program.
3.2	Expand our fire prevention program to reduce risks to fire fighters and community members	<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"> 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, Winter 24/25 Working with DEM for evacuation plan implementation, 1/25. CRR is performing wildfire home assessments in partnership with DNR. CRR secured grant for seat installation class.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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.
3.5 Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> Continue to seek funding opportunities and explore interest among key partners, including Jefferson County Public Health, Jefferson Healthcare and others. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Pursue grants for continued CARES funding Cultivating input from various stakeholders We are supporting a grant proposal from BHC to analyze frequent callers and CARES impact. 	<ul style="list-style-type: none"> Completed 2/2023 In progress AWC CARES grant funded \$202K for 2024/25 CARES received \$265K for 2025. 1/2025 implementing Olympic Connect user interface for CARES.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 4. Enhance our workforce resilience and development.				
4.1	Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> 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. Training scheduled for 2/2025.
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
4.4	Ensure recruitment efforts align with the needs of the organization	<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: Purchasing

Policy Number: 6006

Date of Implementation: 11/19/24

Replaces: Policy 706, SOG A04-03, 12/17 version, 3/17/21, 3/15/23 versions

Signature of Approval:

Date:

SECTION 1.0 PURPOSE

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

SECTION 2.0 DEFINITIONS

Federal Funds.

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

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

Budget: The formally adopted budget of the District

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

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

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

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

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

- **Sourcewell:** Sourcewell is a local government unit, public corporation and public agency under the laws of Minnesota. It was created by state law as a service cooperative to provide programs and services to education and government. Sourcewell was established with the statutory purpose to assist public agencies in meeting specific needs which are more efficiently delivered cooperatively than by an entity individually. Sourcewell is authorized to establish competitively awarded cooperative purchasing contract on behalf of itself and its participating agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell cooperative purchasing contracts are made available through the joint exercise of powers law Minn. Stat. § 471.59 to participating agencies.

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

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

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

1. Equipment, Materials and Supplies Purchases.
 - a. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - b. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - c. Whether the bidder can perform the contract within the time specified;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws relating to the contract or services; and

- f. Such other information as may be secured having a bearing on the decision to award the contract.

2. Public Works Projects.

- a. Contractor must have valid certificate of registration.
- b. Contractor must have valid State UBI number.
- c. Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
- d. Contractor cannot have been disqualified from bidding on any previous public works contract.
- e. Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
- f. Contractor must meet the statutory public works training requirements under RCW 39.04.350.

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

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

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

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

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

Purchases that exceed these limits shall be approved by the fire chief or designee.

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

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

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

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

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

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

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

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

SECTION 3.0 POLICY

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

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

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

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

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

SECTION 4.0 RELATED SOG'S

- See following SOG's beginning with 6006a

Your Rights and Protections Against Surprise Medical Bills and Balance Billing in Washington state *Effective January 1, 2025*

When you get emergency care or are treated by an out-of-network provider at an in-network hospital or ambulatory surgical center, you are protected from surprise billing or balance billing.

What is “balance billing” (sometimes called “surprise billing”)?

When you see a doctor or other health care provider, you may owe certain out-of-pocket costs, such as a copayment, coinsurance, and/or a deductible. These costs are called cost-sharing. You may have other costs or have to pay the entire bill if you see a provider or visit a health care facility that isn't in your health plan's network.

“Out-of-network” describes providers and facilities that haven't signed a contract with your health plan. Out-of-network providers may be permitted to bill you for the difference between what your plan agreed to pay, and the full amount charged for a service. This is called “balance billing.” This amount is likely more than in-network costs for the same service and might not count toward your annual out-of-pocket limit.

“Surprise billing” is an unexpected balance bill. This can happen when you can't control who is involved in your care—like when you take an ambulance ride, have an emergency or when you schedule a visit at an in-network facility but are unexpectedly treated by an out-of-network provider.

Insurers are required to tell you, via their websites or if you ask, which providers, hospitals, and facilities are in their networks. Hospitals, surgical facilities, providers, behavioral health emergency services providers and ground ambulance providers must tell you which provider networks they participate in on their website or if you ask.

You are protected from balance billing for:

Emergency services

If you have an emergency medical condition, mental health or substance use disorder condition and get emergency services from an out-of-network provider or facility, the most the provider or facility may bill you is your plan's in-network cost-sharing amount (such as copayments and coinsurance). You can't be balance billed for these emergency services. This includes receive in a hospital or in facilities that provide crisis services to people experiencing a mental health or substance use disorder emergency. You can't be balance billed for these emergency services, including services you may get after you're in a stable condition, ground or air ambulance rides, and care you

Contact: OIC Policy | 360-725-7171 | policy@oic.wa.gov

When you get services from an in-network hospital or ambulatory surgical center, certain providers there may be out-of-network. In these cases, the most these providers may bill you is your plan's in-network cost-sharing amount.

You also aren't required to get care out-of-network. You can choose a provider or facility in your plan's network.

When can you be asked to waive your protections from balance billing:

Health care providers, including hospitals, emergency behavioral health services providers, and ground or air ambulance providers, can never require you to give up your protections from balance billing. If you have coverage through a self-funded group health plan, in some limited situations, a provider can ask you to consent to waive your balance billing protections, but you are never required to give your consent. Please contact your employer or health plan for more information.

When balance billing isn't allowed, you also have the following protections:

- You are only responsible for paying your share of the cost (like the copayments, coinsurance, and deductibles that you would pay if the provider or facility was in-network). Your health plan will pay out-of-network providers and facilities directly
- Your health plan generally must:
 - Cover emergency services without requiring you to get approval for services in advance (prior authorization).
 - Cover emergency services by out-of-network providers.
 - Base what you owe the provider or facility (cost-sharing) on what it would pay an in-network provider or facility and show that amount in your explanation of benefits.
 - Count any amount you pay for emergency services or out-of-network services toward your deductible and out-of-pocket limit.

If you believe you've been wrongly billed, you may file a complaint with the federal government at <https://www.cms.gov/nosurprises/consumers> or by calling 1-800-985-3059; and/or file a complaint with the Washington state Office of the Insurance Commissioner at [their website](#) or by calling 1-800-562-6900.

Visit <https://www.cms.gov/nosurprises> for more information about your rights under federal law.

Visit the [Washington state Office of the Insurance Commissioner's website](#) for more information about your rights under Washington state law.

Contact: OIC Policy | 360-725-7171 | policy@oic.wa.gov



Info Request for Jefferson County Capital Facilities Appendix Update (EJFR)

From Michelle Ellsworth <michellee@berkconsulting.com>
Date Mon 12/16/2024 1:13 PM
To Tanya Cray <tcray@ejfr.org>
Cc info <info@ejfr.org>; Jessie Hartmann <jessie@berkconsulting.com>

1 attachment (46 KB)

Jefferson County Capital Facilities Appendix - Fire District - District 1.docx;

Hi Tanya,

I am contacting you on behalf of Joel Peterson with the Jefferson County Planning Division and Shawn Frederick with Jefferson County Central Services. I am a consultant working with the County staff on the 2025 Comprehensive Plan Periodic Update. This includes updating the Capital Facilities Element and Capital Facilities Technical Appendix, which coordinates capital facility planning with fire districts and other public service providers to ensure adequate services as the County grows.

In support of this periodic update, we are requesting information regarding current and future needs from each fire district. Attached is a word document to review and update. Please provide **by January 10**. I understand if not all information may not be available. Any information that can be confirmed or revised is helpful as we update the Capital Facilities Element and its Technical Appendix.

Please let us know if you have any questions. We look forward to your review, response, and update!

Thank you,

Michelle Ellsworth

she/her

206.493.2382 | **DIRECT**

[www.berkconsulting.com]www.berkconsulting.com



STRATEGY | ANALYSIS | COMMUNICATIONS

Helping Communities and Organizations Create Their Best Futures

Jefferson County Fire District #1 (East Jefferson Fire & Rescue)

Request: Please review the following information related to current and future needs. Correct and update as needed.

Current Information

Topic	Information	Correct? (Yes / No / Unknown / N/A)	Corrected Information (if applicable)
Ex. Current Amount of Fire Suppression Units	4	No	5
Service Area (Sq. Mi)	123 sq. mi		
Total Population Served	28,435		
Adopted Level of Service	0.29 EMS units per 1,000 pop.		
Fire Suppression Units	17		
Life Support Units	13		

Station Details

Districts and Stations	Address	Correct?	
FPD No. 1—Operating as East Jefferson Fire & Rescue			Include edits if not correct
Station 1-1 (Staffed)	701 Harrison St., Port Townsend	No	Station 1 (Staffed)
Station 1-2 (Staffed)	35 Critter Lane, Port Townsend	No	Station 2 (Staffed)
Station 1-3 (Unstaffed)	3850 Cape George Rd., Port Townsend	No	Station 3(Unstaffed)
Station 1-4 (Unstaffed)	50 Airport Rd., Port Townsend	No	Station 4(Unstaffed)
Station 1-5 (Unstaffed)	6693 Flagler Rd., Nordland	No	Station 5 (Unstaffed)
Station 1-6 (Staffed)	9193 Rhody Drive, Chimacum	No	Station 6 (Staffed)
Station 1-7 (Staffed)	7650 Oak Bay Road, Port Ludlow	No	Station 7 (Staffed)
Station 1-8 (Staffed)	101 South Point Road, Port Ludlow	No	Station 8 (Staffed)
Station 1-9 (Unstaffed)	121 West Alder Street, Port Ludlow	No	Station 9 (Unstaffed)

Inventory

Apparatus / Unit Id	Year Built	Make and Model	Capabilities / Description	Correct? If not correct, include edits.
1-1 Station – 701 Harrison Street, Port Townsend				No- Station 1
Ladder 16	1988	Suphen Quint	90' aerial, 1500 GPM, 300-gallon tank	No - Sutphen
Engine 16	2012	Crimson Engine	1500 GPM, 750-gallon tank	No- 2009 Darley/Spartan Engine, 1500 GPM, 750 gallon tank
Medic 16	2014	Ford E-450	ALS Medic Unit	No- M1 2020, Braun/Ford E-450
Aid 16	2008	Ford/Braun F-350 4x4	BLS Unit	No- A1 2016, Braun/Ford E-450
Battalion 16	2003	Ford 4x4 Excursion	Command vehicle	No- This is utility 1
Marine 1 "Guardian"		33' Fire Boat	Moored in the Port of Port Townsend	No- 2011, 33' Lee Shore Fire Boat, 1,250 GPM pump, FLIR
Utility 1				No- See above
1-2 Station – 35 Critter Lane, Port Townsend				No- Station 2
Engine 15	2012	Crimson Engine	1500 GPM pump 750 Gallon Tank	No- E2, 2010 Spartan Engine, 1500 GPM, 750 GPM
Engine 15 2	2000	Pierce Reserve Engine	1500 GPM pump 750 Gallon Tank	No- This vehicle is at station 4
Aid 15	2008	Ford/Braun E-450	BLS Aid Unit	No- A2/M2 2018 Ford/Braun F-450 4x4, BLS or ALS depending on staffing
Medic 15	2010	Ford/Braun E-450	ALS Medic Unit	No- Can be removed
Brush 15	2006	Ford F-450 4X4	350 Gallon Brush Engine / Snow Plow	No- Brush 2
Medic 152	2002	Ford/Braun E-450	Reserve ALS Medic Unit	No- A2A- 2002 Ford E450, Reserve ambulance
Marine 2				No Surplused to Brinnon Fire 02/2024 - Remove
Utility 2				No- 1993 Dodge 2500 and a 2007 Ford Expedition
1-3 Station – 3850 Cape George Road, Port Townsend				No- Station 3
Antique Engine	1941	Chevrolet Pumper	Not applicable	
Engine 3				No- 1988 Sutphen Engine, 1500 GPM, 750 gallon tank
1-4 Station – 50 Airport Road, Port Townsend				No- Station 4
Engine 4	1988	Sutphen Engine	1500 GPM pump, 750-gallon tank	No- 2000 Pierce Saber, 1500 GPM, 750 gallon tank

Apparatus / Unit Id	Year Built	Make and Model	Capabilities / Description	Correct? If not correct, include edits.
Tender 4	1992	White / E-One	2500-gallon Water Tender	No- 1500GPM and 2500 gallon tank
Air/Support Truck 4	1999	Ford/Medtec E-450	BLS Mass Casualty Unit	No- Air 4, 1997 Freightliner, Mobile SCBA Air Storage and Rehab Unit
1-5 The Marrowstone Island Station, Nordland				No- Station 5
Engine 5	2001	Ford/E-One Engine	1250 GPM pump 750 Gallon tank	
Aid 5	2000	Ford/Braun E-450	BLS Aid Unit	No- 2010 Ford/Braun E-450
Antique Engine	1955	Ford Antique Engine	Not applicable	
Tender 5				No- 1993 International/Randco, 2500 Gallon tank 350 GPM, 6x6
1-6 Station – 9193 Rhody Drive, Chimacum				No- Station 6
Engine 6	2013	Spartan Engine	1500 GPM pump, 750 Gallon tank	No- 2012 Spartan Engine, 1500GPM, 750 gallon tank
Tender 6	1993	International 6X6	2500 Gallon Water Tender	No- 1992 Simon Duplex, 2500 gallon tank, 1250 GPM
Medic 6	2010	Ford/Braun E-450	ALS Medic Unit	No- 2018 Ford/Braun F-450 4x4
Aid 6	2003	Ford/Braun F-350 4X4	BLS Aid Unit	No- 2014 Ford/Braun E450
Brush 6	2008	Ford F-450 4X4	350 Gallon Brush Engine	
Air 11	1992	Chevrolet 1-ton 4wd/Becker Utility Truck	Articulating Light Tower and breathing air cascade system	No- This vehicle is at 4
Battalion 11, 12, 13, & 14				No- Utility 6 2003 Ford F-250
1-7 Station – 7650 Oak Bay Road, Port Ludlow				No- Station 7
Duty Chief	2008	Chevy Tahoe		No Fire CARES Unit
Duty Officer/ Reserve Unit	2006	GMC Envoy		No Surplused/Sold 7/2021 - remove
Engine 7	2010	Darley/Spartan Fire Engine	1250 GPM Pump w/ CAFS, 750-gallon tank	No- 2010 Spartan 1500GPM, 750 gallon tank
Tender 7	2003	Freightliner FL-112	Class A Pumper/Tender, 1250 GPM pump, 2500 Gallon tank	No- Pierce/Freightliner
Medic 7	2016	International TerraStar Ambulance		No Surplused/sold 01/2024 remove and replace with rig in comment

Apparatus / Unit Id	Year Built	Make and Model	Capabilities / Description	Correct? If not correct, include edits.
Rescue 7	1997	Ford E-450 SuperDuty	Technical Rescue Unit (Back up ALS/BLS transport Unit)	No- 2019 Chevrolet 3500HD, Technical Rescue Unit
Marine 7		29' Life Timer Boat	via partnership with North Kitsap Fire	No Purchased from NKFR 11/2023 also it is a 2001 with a 500GPM pump
Aid 31	2003	Ford F-350	BLS Ambulance (Back up ALS Ambulance)	No- Unit is at a different station
Pickup 31	2000	Ford F-250	Utility Pickup	No- Utility 7 2005 Ford Expedition
Trailer 31	2010	Bull Ex Fire Safety Trailer	KitchenFire Training, Natural Disaster, Home Escape Drills, Kids Fire Safety	No Surplused to Brinnon 04/2021 - remove
Brush 7				No- 1994 Ford F700, 350 gallon tank
Investigation Task Force Truck				No- 2004 Ford F250 with equipment to support fire investigation
1-8 Station – 101 South Point Road, Port Ludlow				No- Station 8
Brush 32	1994	Ford F700	Wildland Unit	No- This vehicle is at station 7
Engine 8				No- 2003 Pierce/Freightliner, Class A Pumper/Tender, 1250 gpm pump, 2500 Gallon tank
Aid 8				No- 2022 Ford/Braun F350 4x4 BLS Ambulance
1-9 Station – 121 West Alder Street, Port Ludlow				No- Station 9
Aid 33	2009	Ford E-450	ALS Ambulance	No- 2019 International/Horton, Backup ambulance
Tender 33	2003	Freightliner FL-112	Class A Pumper/Tender, 1250 gpm pump, 2500 Gallon tank	No- This vehicle is located at station 8
Staff Vehicles		Not Assigned to a Specific Location		
Facilities Van	2022	Ford E350 Box Van		
Comm. Risk Mgr	2016	Ford Expedition		
Comm. Risk Reduction	2024	Ford Transit Van		
Battalion Chief 11	2022	Chevrolet 1500		

Apparatus / Unit Id	Year Built	Make and Model	Capabilities / Description	Correct? If not correct, include edits.
Battalion Chief 12	2022	Chevrolet 1500		
Battalion Chief 13	2020	Chevrolet 1500		
Battalion Chief 14	2019	Dodge Ram 2500		
Medical Services Off.	2020	Chevrolet 1500		
Training 1	2019	Dodge Ram 2500		
101	2023	Ford Escape		
102	2022	Chevrolet 1500		

Response Times

Request: Please review.

In 2022, EJFR underwent a performance evaluation and the Board of Commissioners adopted response standards by utilizing a 90th percentile. The District is meeting its response time goal. However, the average travel time in Port Townsend is slower than its goal by 0:56 seconds, with an average travel time of 4:56 minutes

Exhibit 0-1. East Jefferson Fire and Rescue Response Times (2018-2021)

Response Time	90th Percentile Performance	Best Practice	Difference from Best Practice
All			
Call Processing / Dispatch (All)	2:54	1:30	93%
Crew Turnout (All)	2:32	2:00	27%
District Wide			
First-Unit Travel	9:23	8:00	17%
First Unit Call to Arrival	11:28	11:30	0%
ERF Call to Arrival	23:14	19:30	19%
City of Port Townsend			
First-Unit Travel	8:49	4:00	120%
First Unit Call to Arrival	10:41	7:30	42%
ERF Call to Arrival	N/A	11:30	N/A

Source: EJFR, 2022; BERK, 2024.

Future Capital Project and Plans

Request: Please respond to the following questions.

1. Are there any capital projects planned for the next six years that would serve Jefferson County. If so, what are the estimated costs and funding sources (if available)? See table below
2. Do you anticipate a need for any capital projects for 6-20 years in the future that would serve Jefferson County? If so, is any information available on possible sites/stations, costs, and funding sources? Add info to table below

Capital Project	Station	Estimated Cost	Expected Timing	Funding Source (if available)
<i>Example: new fire engine</i>	<i>Station 1-4</i>	<i>\$1,053,736</i>	<i>2026 Delivery</i>	<i>Not identified yet</i>
Fire Engines (2)	TBD	\$2,190,219	2026 Delivery	LOCAL Loan Prog.
Brush Truck	TBD	\$210,000	2025 Delivery	LOCAL Loan Prog.
Ambulance	TBD	350,000	2026 Delivery	Local Loan Prog.

Ambulance Re-Mount TBD \$185,000 2025 Local Loan Prog.

3. Please review the accuracy of this paragraph based on the current status for District #1

Drafted	Jefferson County Fire Protection District No. 1—Operating as East Jefferson Fire & Rescue: The Fire District has no capital project list available currently. In 2019, the Fire District annexed the City of Port Townsend to the Fire District. In 2022, Port Ludlow Fire & Rescue merged with East Jefferson Fire Rescue. The Fire District Board of Commissioners will vote on a resolution to raise the Ambulance Transport Fees and a vote in 2026 for a levy lid lift in 2027.
Edits	Jefferson County Fire Protection District No. 1—Operating as East Jefferson Fire & Rescue: In 2023, Port Ludlow Fire & Rescue merged with East Jefferson Fire Rescue. The Fire District Board of Commissioners will need likely need to place a levy lid lift on the ballot in 2026 for collection in 2027.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION No. 25-01**

TO APPROVE LOCAL PROGRAM FUNDS USED TO REIMBURSE THE DISTRICT

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

Section 2. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations are for the full cost of the Brush Truck, including the chassis and build out of the T6 Lo Pro Body and Skid Unit.

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

Section 4. The maximum principal amount of Reimbursement Obligations expected to be issued for the property described in Section 2 is \$210,000.

The passage of this resolution effectively rescinds Resolution 24-25 which reflects a lower Reimbursement Obligation.

Approved this 21st day of January 2025.

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

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 25-02**

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

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

WHEREAS, East Jefferson Fire Rescue owns the equipment listed on the attached Exhibit A “Vehicle Parts” and,

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

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

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

Approved this 21st day of January, 2025.

Deborah Stinson, Chair

David Seabrook, Vice-Chair

Geoff Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Gene Carmody, Commissioner

ATTEST:

Tanya Cray, District Secretary

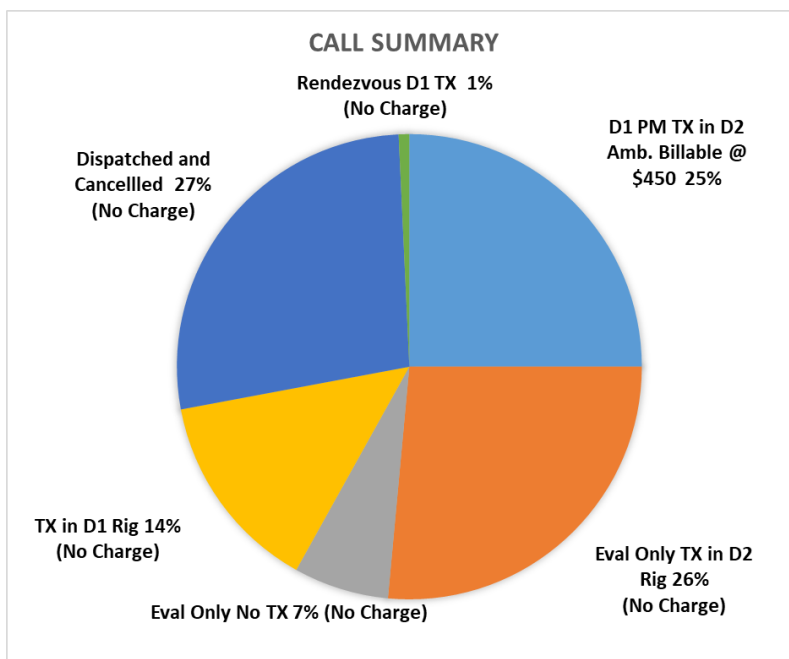
Exhibit A

Vehicle Parts

Qty	Make/Model	Description
1	2022 Chevrolet 1500 Custom	Flip-Up Center Seat/Console
1	2022 Chevrolet 1500 Custom	Custom Flip-Up Center Seat/Console With under seat Heater Vent
1	Retrax PRO MX Retractable Tonneau Cover Part #F04-1031 w/ Rails and Drain Tube	
1	Retrax PRO MX Retractable Tonneau Cover Part #F04-1031 w/ Rails 6 Clamps and Drain Tube, also includes Rhino Rack over-bed basket	

2024 Summary of the ALS ILA Between EJFR (D1) and Quilcene Fire (D2)

2024 Call Type Totals		Cost Breakdown	
D1 PM TX in D2 Amb.			
Billable @ \$450	34	Total Billable Call Amount	\$ 15,300.00
Eval Only TX in D2 Rig	37	Annual ILA Fee	\$ 15,000.00
Eval Only no TX	9	Total Annual ILA Cost	\$ 30,300.00
TX in D1 Rig	19	Previous Contract Amount	\$ 30,000.00
Dispatched and Cancelled	37	Difference	\$ 300.00
Rendezvous W/ D1 TX	1		
Total Dispatches	137		



2025 Rates

Per our ILA, the rates for 2025 will increase by 4% based on the CPI-U, resulting in the annual ILA fee increasing to \$15,600 and the billable call rate increasing to \$468.

ILA Review

We have not had a review session with D2 since June 2024. We reached out to D2 to schedule a meeting and provided these new rates in October, but have not received a response. We will offer up some dates that work for our people to attend and see if they are agreeable. Each agency also has a new CBA and per the ILA we should hold a review when that occurs.

2025 Upcoming Events

Group	Event	Date
2025		
January		
	CRR Week	1/20-1/26
February		
BOC/Admin	WFC/WFCA Legislative Day	2/6/2025
April		
BOC/Admin	Region 9 - Save the Date	4/12/2025