



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

March 18, 2025

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

PLEDGE OF ALLEGIANCE

1. **Agenda Changes** – Excuse Carmody Absence
2. **Consent Agenda**
 - A. Approve Minutes from the February 18, 2025 Regular Board Meeting TAB 2A

Vouchers

- Approve General Fire expenditure warrants dated February 27, 2025, March 3, 2025 and March 7, 2025, totaling, **\$148,074.20**
- Approve EMS expenditure warrants dated February 27, 2025, March 3, 2025 and March 7, 2025, totaling, **\$28,152.64**
- Approve payroll expenditure warrants dated February 19, 2025, March 4, 2025, totaling, **\$865,759.37**

3. **Correspondence** – TAB 3
4. **Public Comment** – *(for items not on agenda, 3 minutes per person)*
5. **Presentations** – BOC Sharepoint Access
6. **Announcements and Acknowledgements**
 - A. EJFR Media Spotlight – TAB 6A
 - B. Other Acknowledgments
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
 - C. ALS ILA between D1 and D2
- 13. New Business**
- A. Policy/SOG Updates TAB 13A
 - 1. Policy 6012 Electronic Funds Transfer
 - 2. SOG 6012a Electronic Funds Transfer
 - 3. SOG 4001e Fire Hose Inventory
 - 4. SOG 4010b Probationary Firefighter Requirements
 - 5. SOG 4010c Training Advisory Committee
 - 6. MSO MOU and Updated Job Description
 - B. Resolution 25-04 Surplus Property TAB 13B
 - C. Fire Code Inspections of EJFR Facilities
- 14. Upcoming Topics/Events** TAB 14
- WFCA Annual Conference
 - Volunteer Appreciation Party 4/26/25
 - Region 9 Workshop 4/12/25
 - Professional Development SOG (FF2, FO, etc.)
 - Implementation of SharePoint
 - Drug Free Workplace SOG update
 - Pancake Breakfast May 3rd
 - All County Preparedness Day (replaces All County Picnic) *Tentative 6/28/25*

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 February 18, 2025**

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, Geoff Masci, Ed Davis, Dave Seabrook and Steve Craig. Gene Carmody was absent.

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

1. AGENDA CHANGES – None

2. CONSENT AGENDA

- Approve Minutes from January 21, 2024 Regular Board Meeting.

VOUCHERS

- Approve General Fire expenditure warrants dated January 13, 2025, January 23, 2025, January 29, 2025 and February 6, 2025 totaling **\$637,379.38**
- Approve EMS expenditure warrants dated January 13, 2025, January 23, 2025, January 29, 2025 and February 6, 2025 totaling **\$77,624.22**
- Approve payroll expenditure warrants dated December 19, 2024, January 17, 2025 and February 4, 2025 totaling **\$885,064.91**

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

3. LIST OF CORRESPONDENCE – The Board reviewed correspondence received.

4. PUBLIC COMMENT – No public comment given.

5. PRESENTATIONS – Chief Black gave a summary of the 2024 Wildland Season. He highlighted the Community Wildfire Defense Grant, which would exceed \$2,000,000 for the entire county. This grant would help reduce the risk of wildfire. The grant is due February 28th.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – Included in board packet.

7. STAFF REPORTS

Fire Chief

Black noted the letter of support he wrote for the Mill Rd. improvement project. He also pointed out the DNR Grant Addendum for \$26,750 which will be funding 100 wildfire ready home visits among other administrative costs. We are anticipating a renewal of this grant in June.

February 18, 2025

There is now a current promotional list for Lieutenants. Black congratulated all 7 highly qualified candidates on the list for their great work.

MSO

MSO Ridgway reported the new video laryngoscopes were put into service last Thursday and there has since been 5 intubations at a 100% success rate.

Complete staff reports are included in the board packet.

8. COMMITTEE/WORKGROUP REPORTS

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

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

C. Community Risk Reduction Group No report, did not meet.

D. Apparatus Committee – BC Fletcher reported he attended the pre-build meeting for the ambulance last month, it is expected in early 2026. The proposal for the Ambulance remount has been signed and we are hoping a delivery in the next 120 days.

E. Facilities Committee – Due to an event of theft at Station 8 in December, a security assessment was done on all of our facilities. Long and short term security measures were determined for all facilities. We will be moving forward with the short term items this year at a total estimated cost of \$13,021.00. The long term items will be addressed in the 2026 budget.

9. JeffCom Report –Craig noted the amount of workshops and meetings required of Director Stewart is quite significant.

10. LOCAL 2032 REPORT – None.

11. PUBLIC COMMENT - Agenda items only – None.

12. OLD BUSINESS

A. Strategic Plan – Implementation Tool (updates)

Recent focus on Initiative #4 with resiliency training or 1st responders. Black asked the Board to be thinking of any updates they would want to see for the strategic plan in 2026.

B. St 5 Update

We have engineered drawings and are working on an RPF process.

13. NEW BUSINESS

A. Policy/SOG Updates –

Policy 6005 – Ambulance Billing – Cray noted the policy hadn't been reviewed in a while and a couple of small changes were made to grammar and the option of a risk management write off was added.

Policy 6006 – Purchasing – Changes to spending limits discussed at our last meeting have been made.

MOTION: Masci moved to approve policies 6005 and 6006 as presented. Davis seconded the motion which passed unanimously.

SOG 3000d – Electric Vehicle Charging – Stewart noted that we have a few employees who use electric vehicles and some who use block heaters, both of which may need to plug in to our power when at work. Finance Manager Lirio completed an analysis on what the cost would be. As a public entity we can't gift public funds so the SOG is needed. Seabrook noted there are other areas that provide pro-social incentives. He said he would be willing to do some research and possibly provide a future presentation.

B. - JC Comprehensive Plan Update – Cray reviewed the final submission to the Board, stating input was received from several members. The document was submitted at the end of January to the County.

C. ALS ILA between D1 and D2 – The board reviewed the 2024 summary of calls between the Districts and Lirio provided an estimated cost for calls that were cancelled in route or only an evaluation was done. It was determined the cost to provide the service was in line with our annual fee. A meeting will need to be scheduled to include all stakeholders per the ILA. Cray will reach out to get a date on the calendar.

D. Resolution 25-03 Authorizing the Acquisition of Personal Property and Financing Contract for Remount Ambulance– This resolution solidifies the purchase of the remount ambulance with the use of Local Loan money. **MOTION:** Masci moved to approve Resolution 25-03 as presented. Craig seconded the motion which passed unanimously.

14. UPCOMING TOPICS/EVENTS –

Stewart announced a tentative date of 4/26/25 for our Volunteer Appreciation Party – save the date. The Jefferson County Fire Commissioners and Admin Professional Meeting is 2/20/25.

GOOD OF THE ORDER –

Black thanked Craig for his time interviewing candidates for Volunteer Coordinator.

Black relayed a success story from his ride along with the CARES team.

There will be some emergency management meetings at the Jefferson County Library in May and July. Seabrook noted his work on food system resiliency.

Stinson and Black met our newest County Commissioner Heather Dudley-Nolette who reached out for the meeting.

ADJOURNMENT

Stinson adjourned the meeting at 4:42pm.

Jefferson County Fire District 1

Deborah Stinson, Chair

Dave Seabrook, Vice Chair

Geoffrey Masci, Commissioner

Steve Craig, Commissioner

Ed Davis, Commissioner

Absent
Gene Carmody, Commissioner

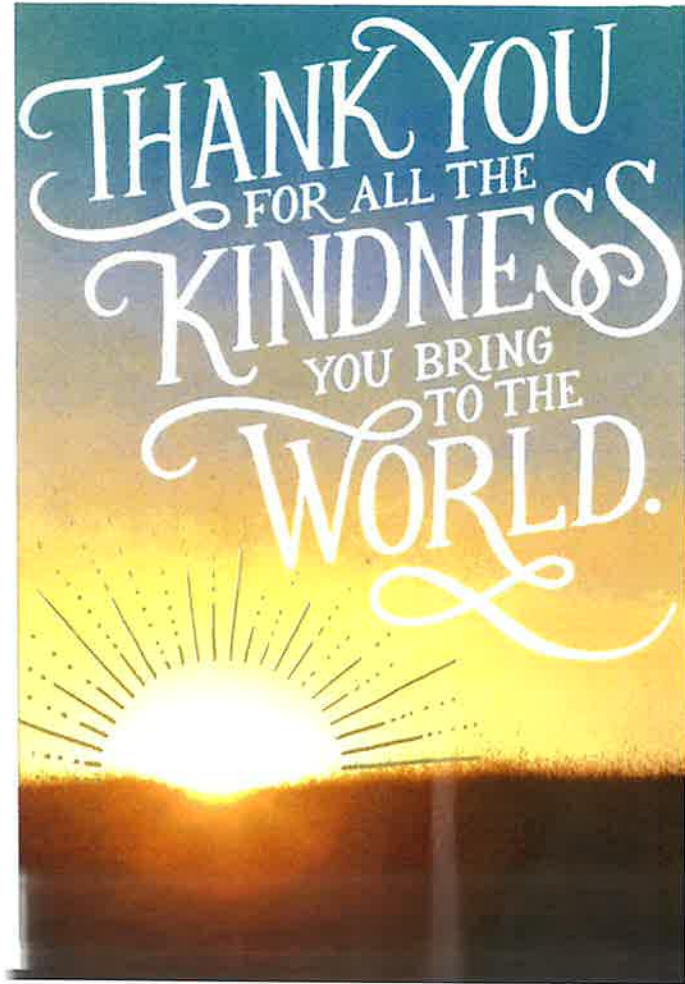
ATTEST:

Tanya Cray, District Secretary

Jeff & Aron,

THANK YOU FOR ALL YOU
DO FOR THE CLIENTS

- Ruby -



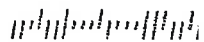
Olympic Area Agency on Aging
Senior Information & Assistance
2500 West Sims Way, Suite 203
Port Townsend WA 98368

TACOMA WA 983

27 FEB 2025 PM 1

The Cares Team
24 Seton RD.
Port Townsend, WA. 98368

98368-979924



For correspondence

From Emily Stewart <estewart@ejfr.org>

Date Tue 3/11/2025 10:57 AM

To Tanya Cray <tcray@ejfr.org>; Bret Black <bblack@ejfr.org>; Alex Sviridovich <asviridovich@ejfr.org>; Reece Chambers <rchambers@ejfr.org>

I received a complimentary call from a patient's mother – Reece and Alex, you attended to her son while he was having a seizure and she was thankful and grateful for your help – said you took great care of him. The call was on 3/6/25.

Thanks for all you do!

Emily Stewart

East Jefferson Fire Rescue

Business & Human Resource Manager

360.385.2626

Rec 2/3/25

1/28/2025

Bret Black
Fire Chief
East Jefferson Fire and Rescue
24 Seton Road
Port Townsend, WA 98368

Dear Bret Black,

On behalf of the Port Townsend Police Department's men and women and our entire community, please accept my sincere appreciation for your support during the People's March in Port Townsend on January 18, 2025. With your support, and the assistance of your staff, we were able to provide an environment where all parties expressed their Constitutional Rights in a safe and civil manner.

Your department was one of five that participated and/or assisted in planning this event. Using accurate intelligence gathering and great teamwork, we built and executed a well-designed action plan.

In closing, I want to personally thank you, and your department, for being a part of our team. We may all wear different patches on our shoulders, but our mission and goals are the same. Please do not hesitate to call upon the Port Townsend Police Department for assistance. We will be there!

With gratitude,



Thomas A. Olson
Chief of Police
Port Townsend Police Department



3/6/25



**JEFFERSON COUNTY
PUBLIC NOTICE OF TYPE III LAND USE APPLICATION
SUB2025-00007**

APPLICANT:

PORT OF PORT TOWNSEND
2701 JEFFERSON ST
PORT TOWNSEND, WA 98368
ATTN: DAVE NAKAGAWARA

Application Received Date: January 16, 2025
Application Complete Date: January 28, 2025
Application Notice Date: March 5, 2025

LEGAL DESCRIPTION OF PROPERTY AND SITE ADDRESS:

Parcel Number 001331005 (BSP site) & 001334041 (road access), S33 T30 R1W SW NE (LESS TAX 50), located opposite 714 Four Corners Road, Port Townsend, WA 98368

PROJECT DESCRIPTION AND REQUIRED PERMITS/STUDIES:

TYPE III BINDING SITE PLAN – Eleven (11) Lot Binding Site Plan in the Airport Essential Public Facility (AEPF) zone and Airport Overlay III for a rural light industrial development park per Jefferson County Code JCC 18.35 Article V Binding Site Plans. This land division requires a public notice and a 14-day comment period, and a public hearing with a decision by the Jefferson County Hearings Examiner. A separate notice of public hearing will be published when the hearing is scheduled. This project requires SEPA (State Environmental Policy Act) review and determination by Jefferson County. A SEPA Checklist, Geotechnical Report and Traffic Impact Analysis have been submitted for this application.

SEPA ENVIRONMENTAL REVIEW:

The optional DNS process of the State Environmental Policy Act (SEPA), Washington Administrative Code (WAC) 197-11-355 is being used. This may be the only opportunity to comment on the environmental impacts of the proposal. DCD has reviewed the proposed project for probable adverse environmental impacts and expects to issue a DNS for this proposal. This determination is based upon a review of the SEPA Checklist, project submissions, and other available information. Additional conditions or mitigation measures may be required under SEPA.

presentation, Wildfire Preparedness. This presentation will be held at 3:30 p.m. and again at 5:30 p.m. on **Thursday, April 17**, at the Jefferson County Library.

“As the risk of wildfire increases here in Jefferson County, EJFR has expanded its campaign to provide wildfire prevention information to residents. Through an understanding of how wildfires move and grow, and how building zones of defensible space around your home can mitigate the impact of wildfire on your property, attendees will be better armed with information and resources to better protect their properties and neighborhoods,” Wittenberg said.

If you have any questions about the services East Jefferson Fire Rescue provides, contact us at 360-385-2626.

Meet Your Firefighters

by Ron Dawson, EJFR Volunteer, Community Outreach



Meet Roy Lirio, Finance Director for East Jefferson Fire Rescue. Roy joined the Department in July 2024. He has worked for over 30 years in various accounting and finance positions in private companies and public entities.

Originally from the Philippines, he came to the United States and has lived in Houston, Philadelphia, and Seattle. His family moved around, which allowed Roy to experience various areas of the United States. After Seattle, Roy and his family decided to move to Port Townsend in 2021.

As one of six children, all of whom finished college, his family is a success story after coming to the United States. Roy is married to his wife Shannon; their daughter Natalie, aged twelve, lives with them, while his three older children, Gabrielle, Nicolas, and Nathanael, live out of state with their families.

Away from work, Roy enjoys spending time with and communicating with family, camping, traveling, and playing his violin.

The thing he likes best about his job is the opportunity to continually learn. He likes the fact that the department is mission driven, with a paramilitary structure, and with exceptional people highly committed to public service. He is working to simplify his financial world, and find ways to effectively communicate to stakeholders. The fire district is growing with new residents and developments, so financial processes are being tackled to help EJFR handle this growth.

Roy is a very personable gentleman with excellent experience who is a capable asset to the department.

2025 Statistics for East Jefferson Fire Rescue

Effective 01/01/2023 Port Ludlow Fire & Rescue merged with East Jefferson Fire Rescue. Our monthly statistics will now include information for the entire Fire District.

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

January Alarms

Fires.....	9
Rescue/Emergency Medical	329
Good Intent	24
Hazardous Conditions	3
False Alarms	19
Service Call	68
Total Alarms	452

Ambulance Transports

911 Transports.....	216
Hospital Requested Transport	1
Non Transports.....	119
Total Transports	217

CARES Contacts..... 124

Girl Scouts Get-together

It’s a tea party! If you were a former member of the Girl Scouts, there’s a lovely group of women getting together to talk about their experiences with the Girl Scouts. Roz Greene and Barbara Burke, who still have a passion for Girl Scouting, are hosting a tea. It’s on **Wednesday, March 26** at 1:30 p.m. Please contact Roz at rpgreene@aol.com for additional details.



EAST JEFFERSON FIRE RESCUE

Robert Wittenberg

Community Risk Manager

24 Seton Road, Port Townsend, WA 98368

www.ejfr.org

Contact: Robert Wittenberg

Office: (360) 385-2626

Cell Phone: (360) 302-1799

Email: rwittenberg@ejfr.org

NEWS RELEASE

FOR IMMEDIATE RELEASE

March 3, 2025

EJFR Highlights Value of Volunteers, Announces New Volunteer Coordinator

PORT TOWNSEND, WA — East Jefferson Fire Rescue (EJFR) is pleased to announce the hiring of Michael Harte as the District's new Volunteer Coordinator.

As a combination fire department, EJFR is currently staffed with 58 career firefighters, nine administrative personnel, and 43 volunteers who serve in various roles including emergency response, public education, and administrative support roles. As the new Volunteer Coordinator, Harte will support all aspects of the organization's volunteer program including recruitment, testing, scheduling, outreach, and development of volunteers.

"Volunteerism has a proud history in Jefferson County's fire service and EJFR is fortunate to continue to attract volunteers who serve alongside career staff throughout the organization every day." According to Deborah Stinson, Chair of the Board of Fire Commissioners. "We have long recognized the value that these dedicated volunteers provide to EJFR and the community we serve. Establishing this new Volunteer Coordinator role should be viewed as further commitment to the importance of volunteers in our efforts."

Harte began his fire career in 1977, first serving in the United States Air Force and then in fire departments in Wyoming and Colorado. Following his retirement and a move to Port Townsend in 2018, he continued his service as a volunteer with EJFR as the lead for Station 5 on Marrowstone Island.

"EJFR is an exceptional organization due to our people. I have never worked in an organization where everyone, both career and volunteer, significantly exceed expectations daily" according to Fire Chief Bret Black. "Mike embodies this trait and his dedication to the community and our people is exemplary. He is kindhearted and well respected by his peers and our community; I have never seen him have a bad day. Mike was awarded the 2024 Fire Chief's award for these very reasons. I know that he will be attentive to the needs of our volunteers and bolster their esprit de corps."

Harte hopes to be a connection between career duty crews and the volunteer members of the Department. "I will be able to foster, facilitate, and match the skill sets, interests, and abilities of our volunteer members to ensure the best fit in support of EJFR's community-wide commitment of service."

Harte will begin his new role on Monday, March 10, 2025.

For more information or to apply to be a volunteer, visit www.ejfr.org or call (360) 385-2626.

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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 – February 2025

Call Summary

Call Statistics		
	February '25	February '24
Fires	9	8
Rescue/EMS	343	306
Service Call	58	50
Good Intent	33	19
False Alarm	14	17
Hazardous Condition	8	13
Special Incident	1	3
Total	466	416
February Transports		
911	214	
Hospital Requested	0	
Total	214	
CARES Contacts		
February Contacts	82	

EJFR Responses By Area for February 2025	
Mutual Aid Given	11
City of PT	197
GlenCove/Jacob Miller	32
Cape George	9
Ocean Grove/Beckett Pt.	2
Kala point	15
Hadlock/Irondale	63
Marrowstone Is.	20
South Discovery	4
Chimacum	23
Oak Bay	5
Northern Ludlow	45
Southern Ludlow	26
Other/CARES	14

Fire Chief General Activities Jefferson County Library District requested assistance in the selection process for their new director, FC participated in several interview panels. The Jefferson County Wildfire Coordinating Group continues to move several priorities into development including grant opportunities and evacuation planning. The comprehensive evacuation plan is being finalized, which will utilize software and facilitate several evacuation exercises. DNR evaluated a final draft for the Community Wildfire Defense Grant (CWDG), providing valuable feedback.

EJFR FC and Chair met with our new County Commissioner, Heather Dudley-Nollette. We reviewed the state of the District and provided context for potential future fiscal challenges. FC and MSO attended the OCH Board meeting at Seven Cedars for annual review of the youth CPR training in collaboration with JH and Chimacum School District. FC and DC continue to attend the Washington Fire Chief's virtual legislative summits.

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

FC and Commissioner Craig interviewed volunteer coordinator finalists. FC partnered with DEM to help several Emergency Preparedness Committees (EPC) in their efforts to update their practices. FC is supporting the All-County Preparedness Day planning group. This year's event will be at Finnrivier on June 28th. FC has been active with the WFC – WSRB workgroup in hopes of updating some of the rating criteria.



“Coffee with the Chief” at the Nordland Store in coordination with the Marrowstone Island Foundation (MIF).

Other Projects

- Meet and confer with 2032.
- Extensive time dedicated to HR/personnel topics.
- All County Preparedness Day planning group meetings.
- EJFR CRR meeting, planning for upcoming events.

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
JEFFCOM Board Meeting		

Miscellaneous Provided consultation with several local disaster prep groups. FC took admin staff out to lunch for check in meetings. FC renewed his EMS certification, downgrading to Emergency Medical Responder (EMR). 1st Quarter Battalion Chief meeting, see minutes.

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*

February 26, 2025

RE: Planning Advisory Committee (PAC) for the Port Townsend International Airport

We cordially invite you to participate as a member of the Planning Advisory Committee (PAC) for the Port Townsend International Airport Master Plan Update.

The Airport Planning Study is being prepared to address key issues, objectives, and goals pertinent to the airport's development for the next 20-year planning period. The work effort will address the needs of the airport, provide a program for realistic development, and analyze existing and future operations to determine ultimate facility needs including:

- Forecasts of aviation demand over the planning period
- Improvements necessary to accommodate future demand (e.g. Aircraft Storage Hangar Development, Runway Configuration and geometry, etc.)
- Land use recommendations to protect the airport and its environs including non-aero development
- Financial and Capital Improvement Plan
- Updating the Airport Layout Plan (ALP) Set Sheets

The Planning Study team will be led by KSA (Consultant) in partnership with Precision Approach Engineering (PAE) and the Port of Port Townsend personnel.

Goal of the PAC:

As valuable stakeholders in the future of the Airport, members of the PAC will assist the consultant team, airport staff, and Federal Aviation Administration (FAA) in preparing a comprehensive planning document for the airport. This study will identify facility, infrastructure, and other needs to ensure the airport adequately serves its aviation users and the community. PAC members provide perspective, technical expertise, and guidance to the project team from a variety of different professions and roles in the community. As a member of the PAC, you will be presented key findings for review at distinct phases of the study including inventory, aviation demand forecasts, airport facility requirements, development alternatives, and financial/capital improvement plan.

Study Timeline and Anticipated Meeting Schedule:

We anticipate the study to begin in March 2025. As a member of the PAC, you will be expected to attend **no more than four (4) meetings** over the course of the approximate 10-12 month duration of the study. **Each meeting is expected to be 1.5 hours and held at a location to be determined.**

Your input as a member of the PAC will be invaluable to our project team. This collaborative effort will help clarify a vision for the future of the airport as a valuable economic contributor to the region.

We greatly appreciate your consideration of this request and are thankful for your time and effort. Please respond **no later than Wednesday, March 5** if you are willing to participate.

Sincerely,

Matthew Klontz

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Matthew Klontz
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Matthew Klontz
Director of Capital Projects & Port Engineer
Port of Port Townsend



*WFC/WSRB
Committee Meeting
February 27, 2025*



In Attendance:

Chief Nathan Craig – Yakima County Fire District 12; Deputy Chief Jeremy Huff – Cowlitz 2 Fire and Rescue; Chief Mike Bucy - Stevens County Fire District 1; Chief Dennis Doan and Leslie Medved – Gig Harbor Fire & Medic One; Chief Eric Linn and Deputy Chief Niel Vargas - Grant County Fire District 10; Steve Brooks - Executive Director Washington Fire Chiefs; Deputy Chief Joel Byam – Yakima County Fire District 5; Chief Bret Black – East Jefferson Fire and Rescue; Chief Matt Vinci - Spokane County Fire District 9; WSRB - Robert Ferrell; Eric Cunningham; Jason Sanders; Jim Antush; Cori Medrano

This meeting was held on Teams as a virtual meeting. The topic for this meeting was the distance to station rules in the Public Protection Classification Manual. Ms. Medrano shared that changes to this rule would have a more immediate impact.

Ms. Medrano provided an update on WSRB’s research into the possibility of using travel time as an element in determining a protection class for a property.

Executive Director Brooks shared that he spoke with Darkhorse Emergency, a third party predictive analytics vendor that is collecting and analyzing data that we may be able to use.

Chief Matt Vinci shared that Spokane County Fire District 9 is engaging with Darkhorse Emergency and offered to partner with WSRB to performing testing of this tool.

Chief Nathan Craig shared that he sees value in evaluating the possibility of time vs distance, as a time-based metric may favor some properties in his district but not others and understands that is not something that could be implemented this year.

Research into the usage of more comprehensive predictive analytics tools that could include travel time and other important performance metrics will continue in the coming months.

Ms. Medrano provided an overview of the proposed W classifications. The W classifications account for properties that are between 5 and 7 miles from a station and have a water source. Insurance companies associate a numerical factor to each protection class. That factor is one element in the rating algorithm that produces the

property premium.

Deputy Chief Jeremy Huff asked if NFPA 1142 Water Systems are considered as a water source.

Robert Ferrell advised that for a water system to be recognize as a hydrant, the minimum requirement is 250 gallons a minute for two hours plus any consumption. That is 30,000 gallons of water. If the 1142 water system has that capacity it can be counted as a hydrant. If it has something less than that capacity, then it can be, factored in on tender credit as a refill point for the tenders.

The group agreed to talk about this item in further detail in a future meeting.

Executive Director Brooks shared that the committee is in favor of moving forward with the W classifications. Next steps were discussed and WSRB agreed to provide an estimated timeline of when the filing will be ready to send to the OIC in the coming weeks.

Executive Director Brooks agreed to talk with the subcommittee regarding their preference for reviewing the entire grading schedule or reviewing items in a priority order. WSRB will also discuss the best course of action and follow up with Executive Director Brooks.

The next meeting date and topic will be determined in the near future.



EAST JEFFERSON FIRE RESCUE

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

Mike Glenn, CEO
Jefferson Healthcare
834 Sheridan Street
Port Townsend, WA 98368

Dear Mr. Glenn:

On behalf of East Jefferson Fire Rescue (EJFR), I am writing in strong support of Jefferson Healthcare's Community Project Funding request of \$2.625 million for the Patient Imaging project in Port Ludlow.

Jefferson Healthcare is a trusted partner for our region's healthcare needs and having access to enhanced diagnostic imaging for our older and rural population in Jefferson County is a critical need. The Jefferson project is a \$5 million initiative which will bring these services to Eastern Jefferson County and greatly enhance medical access for our community. This initiative extends Jefferson Healthcare's commitment to providing high-quality, patient-centered care to underserved areas, ensuring residents of Port Ludlow and neighboring communities of Brinnon and Quilcene have access to advanced imaging technologies. By addressing the challenges of distance and accessibility, the project aims to allow patients to get imaging services quicker and closer to home which will improve health outcomes such as early cancer detection rates while reducing the burden on patients and their families. Our aged population will undoubtedly benefit from increased access to diagnostic imaging, cancer screening and mammography services.

EJFR is the primary 911 response provider for fire and medical emergencies in Eastern Jefferson County. With limited personnel and resources, we struggle to meet the service demands of our community. This project would reduce our EMS transport workload for local patients that regularly need to be transported to Port Townsend or Kitsap for imaging. As a result of this project, EJFR's availability for significant 911 events will be enhanced.

This project deserves support from the federal government. Jefferson Healthcare has been a crucial community resource during the COVID-19 pandemic and operating at peak levels to keep our community safe. This project represents a sustainable, cost-effective community health investment that will create needed care options for Jefferson County residents needing diagnostic imaging and cancer screening. We are pleased to stand with Jefferson Healthcare in support of this project and urge Congress to include it for funding.

Sincerely,

Best Regards,
Fire Chief - Bret Black

Serving the Communities of

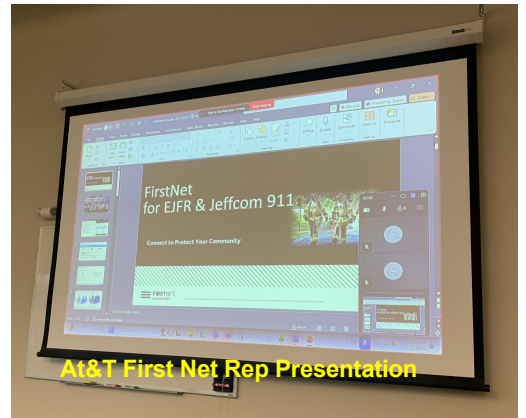
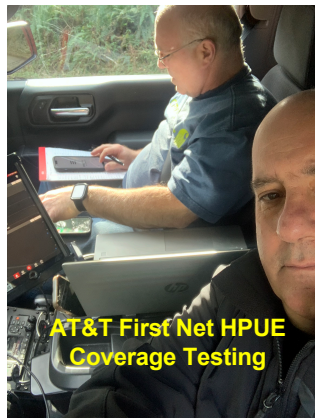
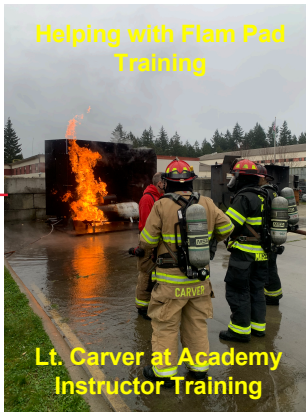
*Port Hadlock Paradise Bay Port Townsend Shine Chimacum Bridgehaven Irondale Mats Mats
Kala Point Swansonville Port Ludlow Cape George Beaver Valley Marrowstone Island South Point*

March 2025

Operations Report
DC Pete Brummel

<p>Operations</p>	<p style="text-align: center;">2025 Goals and Objectives Progress Continued Oversight (Ongoing) Photos of Events Jefferson County MCI Workgroup and MCI Plan Outline</p> <p>2025 Goals and Objective Progress: <u>Goal #1: Improve Operational Resiliency:</u> <i>Objective 1.1: Strengthen Mutual and Automatic Aid Agreements: In Progress</i></p> <ul style="list-style-type: none">✓ Meeting on Wednesday 3/12 with Clallam Fire Operations Group for second meeting discussing operational agreements and resource sharing <p><i>Objective 1.2: Prepare for Mass Casualty Incidents (MCI): In Progress</i></p> <ul style="list-style-type: none">✓ Reorganizing Jefferson County MCI plan (2006/2015): See attached scoping document and plan outline. EJFR work group meeting in the near future. <p><u>Goal #2: Improve Technology and Innovation</u> <i>Objective 2.1: Modernize Response Plans and Improve Asset Management with Advanced Technology: Updated to 3/10/25:</i></p> <ul style="list-style-type: none">✓ Using Vector Check-It application to manage facilities work tickets and infrastructure/asset management. Completed and in operation a 3/7/25.✓ Received AT&T First Net High Powered User Equipment (HPUE) for testing cellular coverage district and county-wide. The result was 100% coverage with no disconnect of service. Working with AT&T for cost estimate. <p><u>Goal #3: Prioritize Health and Safety Initiatives</u> <i>Objective 3.2 Strengthen Decontamination Procedures:</i></p> <ul style="list-style-type: none">✓ Drafting LNI FIIRE Safety Improvement Plan (SIP) as the precursor for applying to FIIRE Grant program for new PPE extractor at Station 7. Current extractor is 25 years old, and is at its end of service life. SIP Due 3/31/25, grant application due early May. <p>Continuing Oversight Update:</p> <ul style="list-style-type: none">✓ Convened Jefferson County Local Environmental Planning Committee (LEPC) on 2/17/25 with presentation by Dept. of Ecology and great attendance from public and private stakeholders. Next meeting April 17, 2025. LEPC has dedicated State grant funding available for equipment and training.✓ Working with BC Clouse for final equipment inventory at Cape George station 3 for surplus. Several small tools to post on auction after BOC action.✓ Completed 4 SOG's: Air Resources (Medevac), Training Advisory Committee, Probationary FF Training Requirements, Fire Hose Inventories.✓ Drafted SOG's: EMT and Paramedic Training Requirements (in review)✓ Worked with FF Kinney (light-duty) to complete a variety of operational punch-list items. 100% completion, thanks to FF Kinney and his outstanding work ethic and dedication.
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- ✓ Appointed to Board of Advisors at the University of Washington Foster School of Business Emerging Leaders Program for the Fire Service.
- ✓ Presenting at the 2025 PNW Fire Conference at Clearwater Casino with two-day fire service leadership seminar "What's Your Mission"
- ✓ Guest Speaker at Eastside fire agencies leadership workshop on March 19, 2025 in Issaquah, WA.



Meetings and Events

- 2/3: JCFCFA Chiefs Meeting (1hr)
- 2/4: KCFTA Live Fire MCO's 1403 Training Cadre (8hr)
- 2/10: Clallam Fire Ops Group Meeting (Initial) (2hr)
- 2/11: Meet and Confer (2hr)
- 2/13: C-Shift Live Fire 1403 Training Cadre (10hr)
- 2/18: Lunch with Chief and CRR Wittenberg (1hr)
- 2/19: JeffCo LEPC Meeting (Chair) (2hr)
- 2/21: AT&T First Net HPUE Presentation (2hr)
- 2/24: Meeting with Chief and Kinney: WSRB hose requirements (1hr)
- 2/28: 1st Qtr. BC/DC Meeting (2hr)

Vector Check-It, LNI FIIRE, various in-person, meetings, virtual meetings, station visits and discussions.

2025 Jefferson County MCI Plan Revision Workplan

Initiation and Planning

- 1. Form the Workgroup:**
 - Identify workgroup members (internal EJFR)
 - Define roles and responsibilities.
- 2. Set Objectives and Timeline:**
 - Define the goals of the revision
 - Develop a project timeline with milestones.
 - Establish project sections (Operations/Planning/Logistics/Finance)
- 3. Review Existing Plan:**
 - Conduct a gap analysis of the current mass casualty plan.
 - Collect feedback from member input

Drafting the Revision

- 1. Develop a Draft:**
 - The workgroup revises the plan based on feedback and identified gaps.
 - Focus on key areas such as triage systems, communication protocols, and resource distribution.
- 2. Conduct Internal Reviews:**
 - Review draft within the workgroup for clarity and practicality.
- 3. Engage Primary Stakeholders**
 - Invite Quilcene, Brinnon, Disco, JGH, MPD. Analyze their strengths and weaknesses to support plan (operations, planning, logistics)

Stakeholder Feedback

- 1. Distribute the Draft:**
 - Share the draft with regional stakeholders.
 - Provide clear instructions for review and feedback.
- 2. Host Stakeholder Workshops:**
 - Conduct workshops to gather feedback, address concerns, and build consensus.
- 3. Incorporate Feedback:**
 - Revise the plan based on stakeholder input.
 - Ensure the plan aligns with regional and State standards

Regional Coordination

1. **Coordinate with Regional Leadership:**
 - Present the revised draft to regional leaders for approval.
 - Ensure alignment with larger emergency management plans.
2. **Run Tabletop Exercises:**
 - Conduct regional tabletop exercises to test the plan's feasibility.
 - Gather insights and adjust as needed.
3. **Finalize the Draft:**
 - Address any outstanding issues raised during exercises.
 - Prepare the plan for formal approval.

Training and Education

1. **Develop Training Materials:**
 - Create guides, checklists, and SOPs based on the revised plan.
 - Include visual aids and quick-reference materials.
2. **Conduct Training Sessions:**
 - Train stakeholders and response personnel on the updated plan.
 - Include hands-on practice with scenarios.
3. **Public Awareness:**
 - If applicable, inform the public about key aspects of the plan (e.g., shelter locations, contact information).

Implementation and Evaluation

1. **Launch the Plan:**
 - Distribute the final mass casualty plan to all stakeholders.
 - Implement necessary changes to infrastructure or systems.
2. **Conduct a Full-Scale Drill:**
 - Organize a large-scale exercise to test the updated plan in a realistic setting.
3. **Gather Post-Drill Feedback:**
 - Analyze the results of the drill and make minor adjustments if needed.
4. **Formalize and Archive:**
 - Publish the final plan.
 - Establish a review cycle (e.g., every 1-2 years) for future updates.
5. **Close the Project:**
 - Document lessons learned and archive materials.
 - Transition to the maintenance phase.

Mass Casualty Incident (MCI) Plan

1. Introduction

1.1 Purpose & Scope

This Mass Casualty Incident (MCI) Plan establishes a coordinated framework for responding to incidents involving multiple casualties. It integrates best practices from existing plans to enhance preparedness, response, and recovery efforts.

1.2 Authority & Compliance

This plan aligns with the National Incident Management System (NIMS), the Incident Command System (ICS), and applicable local, state, and federal regulations.

2. Incident Command & Control

2.1 Incident Command Structure (ICS)

- The first arriving unit assumes **Initial Incident Command (IC)** until relieved.
- Unified Command will be established if multiple agencies are involved.
- The **Medical Group Supervisor** oversees triage, treatment, and transportation.

2.2 Activation & Notification

- The MCI Plan is activated when **casualty count exceeds local EMS capabilities**.
- Incident Commander (IC) notifies dispatch, hospitals, and mutual aid partners.
- Emergency Operations Center (EOC) may be activated for coordination.

3. Triage & Patient Care

3.1 Triage Procedures

- **START Triage (Simple Triage and Rapid Treatment)** method used for adults.
- **JumpSTART** method applied for pediatric patients.
- Triage categories: **Immediate (Red), Delayed (Yellow), Minor (Green), Expectant (Black)**.

3.2 Treatment & Stabilization

- Designated treatment areas established based on triage category.
- Field personnel provide stabilization before transport.

- Advanced Life Support (ALS) and Basic Life Support (BLS) teams assigned accordingly.

4. Transportation & Hospital Coordination

4.1 Ambulance & Air Transport

- Transportation Officer coordinates patient movement.
- Pre-designated hospitals notified based on capacity and specialty services.
- Air ambulances activated for critical patients if ground transport is delayed.

4.2 Hospital & Receiving Facility Coordination

- **Regional Medical Coordination Center (RMCC)** facilitates hospital distribution.
- Surge capacity protocols activated for hospital emergency departments.
- Hospitals provide real-time status updates on bed availability.

5. Communication Protocols

5.1 Radio & Interoperability

- Common **radio frequencies & talk groups** established for unified command.
- Backup communication systems (e.g., satellite phones, mobile command units) available.

5.2 Public Information & Media

- **Public Information Officer (PIO)** provides official statements.
- Media staging areas designated to prevent interference with operations.
- Family assistance and victim information centers activated.

6. Resource Allocation & Logistics

6.1 Mutual Aid & Personnel Staging

- Pre-established **mutual aid agreements** activated as needed.
- Staging areas designated for arriving personnel and resources.
- Volunteers coordinated through Emergency Management.

6.2 Equipment & Supply Management

- Medical caches deployed to MCI sites.

- Portable triage kits, stretchers, and rapid treatment supplies pre-positioned.
- **Resupply requests** routed through Logistics Section.

7. Training, Drills & Continuous Improvement

7.1 Training & Certification

- Annual MCI response drills required for EMS, fire, law enforcement, and hospitals.
- Personnel trained on NIMS/ICS, triage methods, and patient tracking systems.

7.2 After-Action Review & Plan Updates

- Post-incident debriefs conducted to identify strengths and areas for improvement.
- MCI Plan reviewed annually and updated as needed.
- Lessons learned incorporated into future training and exercises.

8. Recovery & Documentation

8.1 Incident Documentation & Reporting

- IC ensures all patient care reports (PCRs) and ICS forms are completed.
- Data submitted to local and state emergency management for review.

8.2 Psychological Support & Family Assistance

- Mental health resources provided for responders and victims.
- Family reunification and victim assistance services coordinated through the EOC.

Plan Approval & Signatures:

(Insert approval signatures from relevant agencies here)

Appendices:

- Appendix A: Contact List & Mutual Aid Agreements
 - Appendix B: Hospital Surge Capacity Plans
 - Appendix C: Equipment & Resource Inventory
 - Appendix D: ICS Forms & Documentation Templates
-

Meeting Minutes
BC/DC 1st Quarter Meeting
February 28, 2025
0830-100
Station 6

Presentations: None

Agenda Items: 0900-1030

Crew Force/Response Sequence (Brummel/Macdonald)

Discussion on the leader's intent to reduce radio traffic with Jeffcom on routine comms such as going available after a response or cleared from a response from units on scene. The goal is to move to using iPad by April 1 for single unit BLS/ALS, and other non-priority EMS calls. Fire responses would remain with mobile radios so the BC/IC can hear units responding such as Tenders, external Mutual and Auto aid agencies, etc. An Ops Notice and brief training module will be published.

Volunteer Coordinator input (Black)

Mike Harte has been appointed to Volunteer Coordinate and will work on a varied 20-hour work schedule. He will be meeting with Chief Black and Capt. Bergen for a work plan. The intent is for VC Harte to communicate with BC's on a weekly basis (morning brief) to advise of upcoming volunteer training and/or events that include volunteers (Farmer Markets, football games, etc.)

Volunteer Tender Response (Brummel/Black)

Brummel/Black will confirm with all Support Services personnel at 4, 5 and 7 when a unit is dispatched, and qualified support services personnel arrive at their respective stations, they respond with the appropriate unit (Air or Tender). They are instructed to respond unless canceled by IC and/or Jeffcom. They shall not contact the IC for permission or need.

Action: Brummel to draft Ops Notice for Support Services/Volunteer personnel

HPUE (Brummel/Kauzlarich)

EJFR will be testing ATT First Net High Performance User Equipment (HPUE) for increased cellular power and coverage. This has been industry proven for dedicated cellular power and will enable continuity of connectivity for cellular use (Crew Force, phone calls, etc.) The testing will be in operation for 1 month. JSCO is also participating.

Action: Brummel/Kauzlarich will perform area coverage by driving EJFR's entire response area and additional county dead areas.

Geofencing for IQ status (Brummel/MacDonald)

Macdonald looking at reducing Geofencing with Jeffcom to improve connectivity when crews return to quarters and place unit available IQ. HUPE may solve that issue. TBD

Staging/On Scene time stamping (Brummel MacDonald)

The group agreed that Level-1 staging shall count as "arriving at-scene" for time stamping purposes. All other staging (LE scenes, Level-2, etc.) would remain as "Staging" per Jeffcom.

Check-It (Brummel)

Check-it is moving forward with a soft-opening as crews are beginning to use it for daily apparatus checks. Additionally, Check It is now set up for facility work tickets with Chad. Go-live April 1.

Action: Brummel to confirm all inventories for fire apparatus, NFPA checklists, work tickets and receiving at NKFR shop (they use Check-It also). Need to work with MSO on EMS inventories and EMS rooms for detailed kits inventory and replacement of kits with EMS supplies

LDH Hose 1200' (Brummel/Kinney)

Brummel presented the SOG Fire Hose Inventory for input. FF Kinney has added detailed inventories for all engines, tenders, wildland, ladder and backstock at Station 2 and 7.

Action: Brummel to have final SOG ready for March BOC meeting.

Decon Kits (Brummel)

Decon kits are on engines and (15) 1 3/4" to 7/8" GH reducers have been ordered and will go in the decon kits. The reducers will not be part of the minimum brass inventory.

MCI Plan (Brummel)

A planning group has been established by Brummel to revise the Jefferson County MCI plan. There will be many stakeholders that will provide input and direction. More to follow the initial planning meeting with Black, Bergen, Ridgway and Brummel scheduled in the next week.

Inspections and Preplanning Update (Wittenberg)

Nothing to report. Waiting for JCFMO as well.

Mednet Radio Update (Black)

Agreed to maintain status quo and continue to hold monthly testing through the BC's. Maybe rotate through each station but will wait for formal input from JGH.

KCFTC Command/IC Board (Brummel)

Nothing to report

Medivac Update, new provider

Navy SAR is available as a medevac provider in certain cases. JeffCom has protocols and contact information.

Action: Brummel drafted SOG Air Resources (Medevac) for review. IT will be ready for the March BOC meeting.

Shift Photos for Website (Wittenberg)

Discussion of getting shift pictures taken. Difficult to coordinate and there is a cost involved.

Training Captain Responses (Brummel)

TRNG 1 is on most response plans for fires, CPR and threshold events. There is validity to have an additional staffed resource available to operate in a flexible capability: respond to scene for Safety, cover the district as 2nd BC or other assignment. The same goes for MSO. Discretion should be used for TRNG-1 to respond as first-in or based on call-type and incident complexity.

Tac2 comm verbiage (MacDonald)

Macdonald suggested that the communication sequence would go as follows: IC contacts JeffCom and advised that incident will move operations to TAC-2, JeffCom would confirm and announce to on-scene and incoming units that the incident has moved to TAC-2.

Action: Macdonald to confirm with JeffCom on notice of change. This would require Jeffcom to revise their procedures.

Safety Calendar Roll Out (Bergen)

Action: Bergen provides Vector Training activity to reflect Resiliency Training and additional mental health discussions.

Off-Duty Callback for Structure Fires (Kauzlarich)

The group agreed to move Off-Duty Callback to 2nd alarms on fire response plans and gave latitude for IC to request off-duty callback and any time, when needed.

Action: Kauzlarich to revise response plans to reflect off-duty callback to 2nd alarms only.

Darkhorse Analytics

Brummel scheduled the vendor demonstration of 3/21 to review data platform for COOP, Standards of Cover, Station Location, etc.

Ad Hoc Additions

L1/E1 Responses (Grimm)

Discretionary to BC's however, response plans reflect EJFR's ladder truck capability and when the response plans call for L1/E1, the units should respond with split crews unless the call is complex or need dictates other.

Grants

Brummel advised that FEMA grants are on hold and there are three local area grants that we are submitting:

- 1. Firehouse Foundation (fire equipment)*
- 2. WA State Dept. of Ecology (Hazmat Ops equipment)*
- 3. LNI FIIRE: Decon: asking for third extractor for Station 7*

WSRB Committees

Black advised that we are contributing to many WSRB workgroup committees and pressing for change at the legislative level. More to follow.

Meeting adjourned at 1030.

Date Prepared: 3/10/25

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"> • 3/7 Connectivity Summit Day 1 – Youth Career Fair, 40+ Students <p>Adult Events</p> <ul style="list-style-type: none"> • 2/19 Fire Safety Presentation, Admiralty Apartments, Port Townsend, 8 Adults • 3/1 Jefferson County Home Show, 100 Adults • 3/5 Timberton Ridge Neighborhood Walkthrough, 10 Adults • 3/8 Connectivity Summit Day 2, Community Engagement, 40 People
<p>Community Partnerships</p>	<ul style="list-style-type: none"> • 2/10 DNR/Wildfire Ready Neighbors Campaign Meeting • 2/28 Quarterly BC/DC Meeting • 2/28 Fort Worden/State Park Meeting • 3/3 Jefferson County Fire Chiefs Meeting • 3/4 Disability Awareness Starts Here (DASH) Meeting
<p>Smoke Alarm Installations</p>	<ul style="list-style-type: none"> • February – 23 Alarms Installed • 2025 Total – 41 Alarms Installed
<p>Public Information Officer (PIO)</p>	<p>Media Releases</p> <ul style="list-style-type: none"> • 3/3 EJFR Highlights Value of Volunteers, Announces New Volunteer Coordinator <p>Social Media Posts</p> <ul style="list-style-type: none"> • 2/25 Lupine Rd Fire • 3/10 EJFR Announces New Volunteer Coordinator <p>Social Media Followers</p> <ul style="list-style-type: none"> • Facebook - 3,627, down 4 followers • Instagram – 667, up 2 followers
<p>Professional Development</p>	<p>Community Risk Reduction</p> <ul style="list-style-type: none"> • 2/18 Planning Meeting for Child Passenger Safety Technician Course • 2/21 CRR Committee Meeting <p>Health & Wellness</p> <ul style="list-style-type: none"> • 2/10 Resiliency Training (Online)

<p>Plan Review, Inspections, Investigations</p>	<p>Concerns</p> <ul style="list-style-type: none"> • 2/27 Code Compliance Inspection, Port Townsend • 3/3 Driveway Access Assessment • 3/5 Discovery View Retirement Re: Cooking Safety Course <p>Meetings</p> <ul style="list-style-type: none"> • 2/13, 2/20, 3/6 New Development Reviews with City of Port Townsend • 2/13 Port of Port Townsend, Sims Way Fence Consultation • 2/14 Madrona Ridge Final Plat Meeting with City and Developer <p>Burn Permit</p> <ul style="list-style-type: none"> • 2/11 Burn Permit Inspection, Port Townsend <p>Wildfire Assessments February – 16 Assessments Completed Year to Date – 25 Assessments Completed Contract Period – 27 Assessments Completed</p> <ul style="list-style-type: none"> • 2/12 Port Ludlow • 2/12 Port Ludlow • 2/12 Port Ludlow • 2/12 Port Ludlow • 2/13 Port Townsend • 2/14 Port Ludlow • 2/14 Port Ludlow • 2/14 Port Ludlow • 2/14 Port Ludlow • 2/17 Port Ludlow • 2/17 Port Ludlow • 2/17 Port Ludlow • 3/3 Port Ludlow • 3/3 Port Ludlow • 3/5 Port Ludlow • 3/6 Port Ludlow
<p>Personal</p>	<ul style="list-style-type: none"> • 2/25, 2/26 Sick Days
<p>Agency Preparedness</p>	<ul style="list-style-type: none"> • 2/25 Planning Meeting with John Bethel



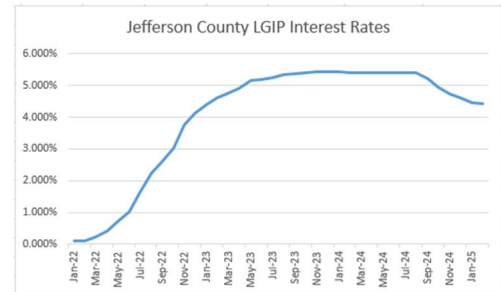
FINANCIAL REPORT FOR FEBRUARY 2025

Fund Balance February 2025

	General	EMS	SubTotal	Fire Capital	EMS Capital	Reserve	Total
Beginning of Year	2,703,017	3,228,501	5,931,518	1,366,733	978,794	501,400	8,778,445
Change YTD	(940,517)	(412,603)	(1,353,120)	9,725	6,937	3,493	(1,332,964)
Ending Fund Balance	1,762,500	2,815,898	4,578,398	1,376,458	985,731	504,893	7,445,481

Financial Highlights:

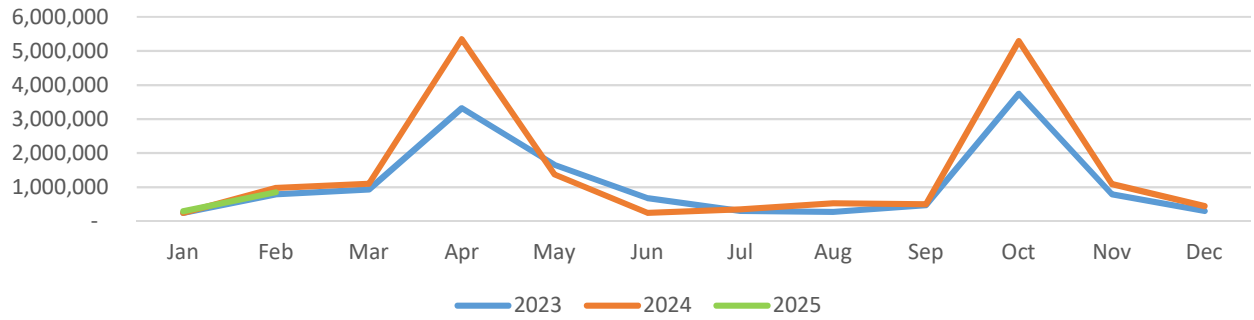
- Year-to-Date financials and trending graphs (attached). February YTD appears to be trending as expected
- Investment Earnings. LGIP gross interest = 4.428% in February 2025. Interest rate has declined the last 7 consecutive months
- 95.9% of EJFR's Fund Balance is in LGIP Investments



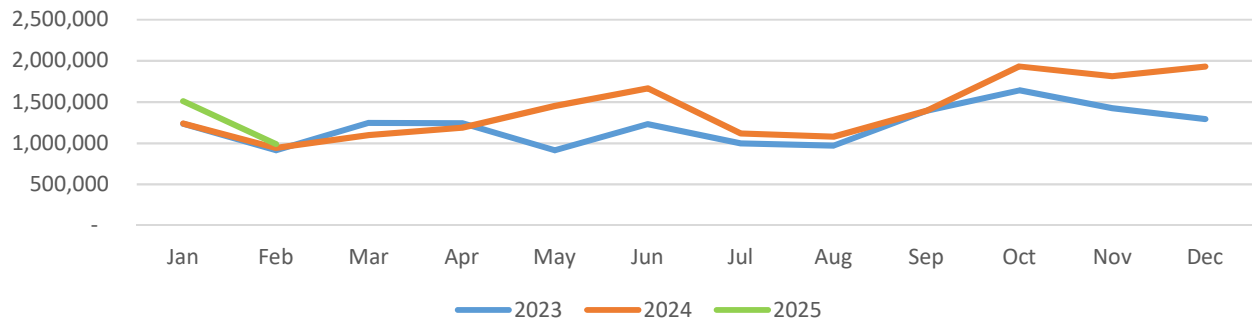
Other Highlights:

- Attended trainings on Annual Reporting sponsored by SAO and Spring Brook
- Attended 2/26 training on Fraud, Cash Receipting, and Cybersecurity sponsored by the City of PT
- Met and trained additional Program Managers regarding 2025 budgets
- Attended 3/8 Connectivity Summit in Chemicum

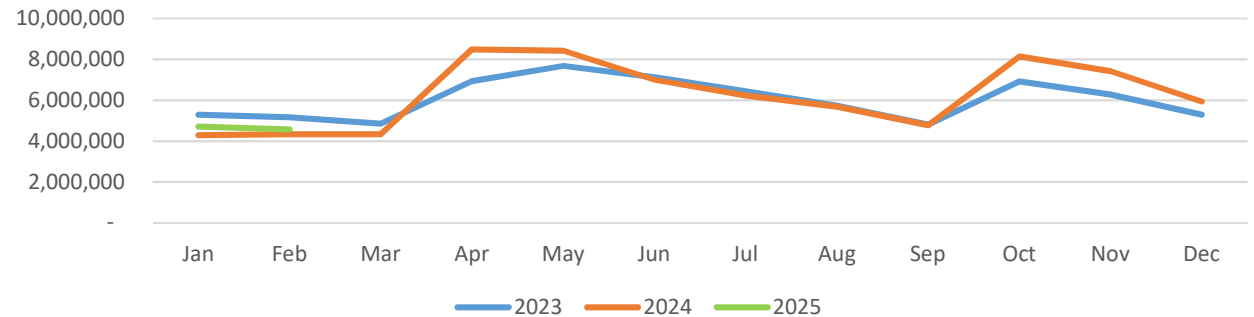
East Jefferson Fire Rescue FIRE General & EMS Funds Revenues



East Jefferson Fire Rescue FIRE General & EMS Funds Expenditures



East Jefferson Fire Rescue FIRE General & EMS Funds Fund Balance



2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:12:49 Date: 03/06/2025

Page: 1

001 Fire Fund #656001010		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	10,790,550.00	547,367.57	10,243,182.43	94.9%
390	272,000.00	0.00	272,000.00	100.0%
Fund Revenues:	11,062,550.00	547,367.57	10,515,182.43	95.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
000	162,200.00	10,779.15	151,420.85	93.4%
210 Administrative	1,881,880.00	329,319.07	1,552,560.93	82.5%
211 Legislative	240,195.00	27,645.79	212,549.21	88.5%
220 Suppression	6,417,524.00	994,629.93	5,422,894.07	84.5%
230 Prevention	22,000.00	202.93	21,797.07	99.1%
245 Training	112,333.00	7,530.75	104,802.25	93.3%
250 Facilities	422,414.00	39,021.74	383,392.26	90.8%
260 Vehicles & Equipment	468,450.00	73,163.32	395,286.68	84.4%
520 Fire Control	9,726,996.00	1,482,292.68	8,244,703.32	84.8%
590 Debt, Capital & Transfers	1,958,785.50	6,354.31	1,952,431.19	99.7%
Fund Expenditures:	11,685,781.50	1,488,646.99	10,197,134.51	87.3%
Fund Excess/(Deficit):	(623,231.50)	(941,279.42)		

FIRE OT Summary Report

Jefferson Co FPD No. 1

Time: 10:14:34 Date: 03/06/2025

Page: 1

001 Fire Fund #656001010

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 20 10 000-0 FF/EMT (40%)	2,872,983.00	468,582.61	2,404,400.39	83.7%
522 20 10 019-0 OVERTIME (40%)	519,147.00	79,531.39	439,615.61	84.7%
220 Suppression	3,392,130.00	548,114.00	2,844,016.00	83.8%
520 Fire Control	3,392,130.00	548,114.00	2,844,016.00	83.8%
Fund Expenditures:	3,392,130.00	548,114.00	2,844,016.00	83.8%
Fund Excess/(Deficit):	(3,392,130.00)	(548,114.00)		

2025 BUDGET POSITION

Jefferson Co FPD No. 1

Time: 10:13:14 Date: 03/06/2025

Page: 1

101 EMS Fund #657001100		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Revenue	6,460,354.00	599,254.46	5,861,099.54	90.7%
Fund Revenues:	6,460,354.00	599,254.46	5,861,099.54	90.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
272 EMS Operations	6,611,439.00	1,006,006.72	5,605,432.28	84.8%
274 EMS Training	108,940.00	5,850.88	103,089.12	94.6%
520 Fire Control	6,720,379.00	1,011,857.60	5,708,521.40	84.9%
590 Debt, Capital & Transfers	190,000.00	0.00	190,000.00	100.0%
Fund Expenditures:	6,910,379.00	1,011,857.60	5,898,521.40	85.4%
Fund Excess/(Deficit):	(450,025.00)	(412,603.14)		

EMS OT Summary Report

Jefferson Co FPD No. 1

Time: 10:15:12 Date: 03/06/2025

Page: 1

101 EMS Fund #657001100

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Fire Control				
522 72 10 000-1 FF/EMT (60%)	4,309,474.00	702,873.95	3,606,600.05	83.7%
522 72 10 019-1 OVERTIME (60%)	778,721.00	119,297.12	659,423.88	84.7%
272 EMS Operations	5,088,195.00	822,171.07	4,266,023.93	83.8%
520 Fire Control	5,088,195.00	822,171.07	4,266,023.93	83.8%
Fund Expenditures:	5,088,195.00	822,171.07	4,266,023.93	83.8%
Fund Excess/(Deficit):	(5,088,195.00)	(822,171.07)		

Date Prepared: 3/7/25

Subject: Human Resource Report

Prepared By: Emily Stewart

Meetings & Training:	<ul style="list-style-type: none">• 2/5 HR Mtg• 2/6 CARES ride along• 2/8 Policy Mtg• 2/11 M&C• 2/12 HR Mtg• 2/13 Payroll Mtg• 2/14 How to Communicate w/ Tact Professionalism & Diplomacy – Skillpath Training• 2/18 Skillpath planning mtg, BOC Mtg• 2/19 Post BOCV Mtg Mtg• 2/21 CRR Mtg• 2/26 The Supervisors Role as Trainer & Coach – Skillpath Training• 2/26 Resiliency Training• 2/27 Uniform Committee Mtg
Human Resources	Employee Wellness <ul style="list-style-type: none">• 2/3 FTS Introduction• 2/10 & 2/12 Resiliency Training Volunteer Coordinator <ul style="list-style-type: none">• 2/7 Interviews completed (5)• 2/12 Volunteer coordinator 2nd Interviews (4) FIT Program <ul style="list-style-type: none">• 2/5 Virtual FIT orientation• 2/8 FIT on-boarding 2025 HR Schedule (hiring/promotional testing) <ul style="list-style-type: none">• February – Volunteer Coord. Selection• March – PM student testing (4 applicants)• May – Entry level FF testing (tentative)
Presentations / Tours/Other/Misc	<ul style="list-style-type: none">• 1/26 – 2/3 Skication!• 2/23 Fire & EMS Appreciation Sunday – San Juan Baptist Church – thank you to all those that attended

EJFR Staff and Volunteers, February 2025

2/25	A SHIFT	B SHIFT	C SHIFT
BC	1-MacDonald	4-Clouse	7-Fletcher
LT	6-Rogers	1-Lueders	1-Kilgore
LT	7-Kauzlarich	5-Gregory	5-W. McGuffey
LT	8-Sanders	6-Grimm	8-Martin
LT	2-Morris	7-Chambers	2-Dean
LT	3-Carver	8-White	4-Dalrymple
PM	4-Whiting	5-Yelaca	2-Spellman
PM	3-Minker	7-Wagner	6-C. Johnson
PM	6- Pulido	8-Welander	7-Rudnick
PM		2-Whitson	
FF	1-Secondez	2-Kithcart	1-Holbrook
FF	2-Walker	2-Kinney	3-Parker
FF	4-Cordova	3-G.Williams	3-Sheehan
FF	5-B.Grimm	4-Severin	4-Kaldahl
FF	7-Sviridovich	6-Fairbanks	6-Richter
FF	8-Archuleta	8-P. Williams	7-Beery
FF	8-Wright	8-Boe	8-Chapman
FF	2-Jeske	3-Floberg	2-Le
FF	5-N. McGuffey		2-Wells
FF			8-Heydon
Res	Barton	Sanchez	Bentzen
Res	Holmes	Harvey	Loverich
Res			
MSO	FF/PM Ridgway		
Cares	FF/PM Woods		
	Captain Bergen FF/PM		
Total 58			

Admin	
Chief	Black
DC	Brummel
CRM	Wittenberg
DS	Cray
HR	Stewart
AA	Sanders
AA	Murray
FT	Lawson
FD	Lirio
Total 9	
Volunteer	Position(s)
BERRY	Admin
CHAPMAN	Admin
DAWSON	Admin
DOOLIN	Admin
HORVATH	Admin
KEPLINGER	Admin
KRYSINSKI	Admin
TILLMAN	Admin
Total 8	
AVERY	EMS
BLANCHARD	EMS
GONNELLA	EMS
SHORT	EMS
STEWART	EMS
REICHHELD	EMS
Total 6	

Volunteer	Position(s)
BAZINET	FF/EMS
BUCKHAM	FF/EMS
COREY	FF/EMS
MCNERTHNEY	FF/EMS
MONTONE	FF/EMS
NOKES	FF/EMS
STEWART	FF/EMS
STONE	FF/EMS
THOMAS	FF/EMS
Total 9	
BARTON	FIT
BENTZEN	FIT
HARVEY	FIT
HOLMES	FIT
LOVERICH	FIT
SANCHEZ	FIT
Total 6	
ANDERSON	Support/EMS
HARTE	Support/EMS
MOORE	Support/EMS
Total 3	
BACKUS JACKSON	Support
BETHEL	Support
Total EJFR Members 116	

Volunteer	Position(s)
COULTER	Support
DUDDY	Support
FLANAGANMATA	Support
FLEISCHMAN	Support
FORCE	Support
MATACHACON	Support
MICHELSON	Support
NATHAN	Support
SMITH	Support
Total 11	
Commissioner	District
Carmody	1
Craig	3
Davis	1
Masci	4
Seabrook	2
Stinson	5
Total 6	
Total Career FF 58	
Total Admin staff 9	
Total Volunteers 43	
Total Commissioners 6	

From: [Emily Stewart](#)
To: [EJFRAll](#)
Subject: Volunteer Coordinator
Date: Wednesday, February 26, 2025 11:31:02 AM

Congratulations are in order for our newest EJFR employee – Mike Harte, current EJFR Volunteer, will begin his new role as our Volunteer Coordinator on Monday, March 10th.

A little about Mike:

“I’ve been a Volunteer EMT with EJFR since joining in 2018. I began my Fire Service career in 1977 when I enlisted in the military, immediately after graduating high school. After completing my 4 year tour of duty, and still enjoying the Fire Service greatly, I served 5 years with a Volunteer Fire Department while attending college. A short time later, I served 9 years with a Wildland Fire Crew in Colorado. 9/11 was my first day on the job with my career Fire Department, as an ARFF/EMT in Cheyenne, WY. I concurrently served as a Volunteer FF/EMT in Wellington, CO, where we lived at the time. I retired from both in 2018 and 2016, respectively, moving to Port Townsend, where our kids live. I’ve been the Volunteer Lead at EJFR’s Station 5, on Marrowstone Island for 4 years. In my off-duty time I enjoy hiking, running, kayaking, beekeeping, and leather-working.

I look forward to my new duties as EJFR’s Volunteer Coordinator, and will put forth my very best effort working with all career and volunteer members to build and coordinate optimal relationships and outcomes for volunteers serving in this incredible fire department.”



Mike is the first to fill this role for EJFR, and we look forward to furthering our program. He will work out of the Administrative Office as well as other District

locations. This is a part-time position and his exact hours are still being determined.
Congrats Mike!

Emily Stewart

**East Jefferson Fire Rescue
Business & Human Resource Manager
360.385.2626**

Date Prepared: 3/11/25

Subject: *Executive Assistant/District Secretary Report*

Prepared By: *Tanya Cray*

<p>Meetings & Events:</p>	<ul style="list-style-type: none"> • 2/5 Teams Mtg w/ Ready Rebound • 2/10 Resiliency Training • 2/11 Meet & Confer • 2/18 BOC Meeting • 2/19 Post BOC Meeting • 2/26 SAO Training in PT • 2/27 Uniform Committee Mtg • 2/28 LOCAL Prog. Documents Mtg
<p>Notable Projects</p>	<ul style="list-style-type: none"> • PL Voice Submission • Board Meeting packet preparation • Documents Purge at Station 7 • GovDeals posting of surplus items • Completed Jeff #3 COVID Grant Management Closeout
<p>BOC Trainings & Registrations</p>	<p>4/12 Region 9 Workshop – Stinson, Carmody, Davis, Craig, Black, Brummel, Lirio and Cray registered</p> <p>WFCA Annual Conf. – Hotel Booked for – Stinson, Craig, Cray, Black, Stewart, Lirio (2 Rooms still available)</p>
<p>2025 Ready Rebound YTD</p>	<p>Year to Date Usage: 8 # of Wait Days Saved: 23 Total OT Savings Estimate: \$12,455 Total Cases to MD: 2 Total Cases to Imaging: 2 Total Cases to Physical Therapy: 4 Total Cases to Surgery: 0</p>

	<p>**As a reminder to all members, Ready Rebound isn't only for employees. Family members, Commissioners and retirees all are able to utilize this program.</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>

Date: 3/9/2025

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 followup on Crewforce Cross Staffing • HR Stewart regarding responder mental health 2025 • HR Stewart Policy Committee 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 188 • BC11 responded to 20 incidents in the last month • 2 Residential Structure Fire (Denny Ave and Lupine) • 1 Vehicle Fire • 5 MVCs • 2 CPRs
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • A-Shift training 324.5 hours completed • EMS connect • 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 Annual report prep/Marrowstone Stats Submitted to Wittenberg/Black • Scheduling 2025 • Vacation/Holiday/SL leave accruals/Audits 2025
<p>Planning and ongoing projects</p>	<ul style="list-style-type: none"> • Cross staffing and crewforce (Lt. Kauzlarich/MacD) • Response Plans and Station Assignments (Kauz/MacD) • Jeffcom Director Stewart & DC Brummel regarding tablet usage. • Oxygen bottle program update

Program Budgets Update	Program Budget	BARS	Amount	Spent	Remaining
	CrewForce (Kauz)	522 20 41 0200	\$5,000.00	\$0.00	\$5,000.00
	Radios (Kauz)	522 20 42 0102	\$8,200.00	\$0.00	\$8,200.00
	SCBA (B. Grimm)	522 20 31 0300	\$50,500.00	\$892.51	\$49,607.49
	Wildland (Sanders)	522 20 35 0050	\$21,480.00	\$200.82	\$21,279.18
	Small Tools (Secondez)	522 20 35 0100	\$3,000.00	\$0.00	\$3,000.00
	Beds 7/8 (Carver)	522 50 31 0100	\$9,500.00	\$0.00	\$9,500.00

Date: March 6th, 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 9 incidents in February. • Established or assumed command of 6 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 1 New Hire
<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

ESO	<ul style="list-style-type: none"> • Nothing new to report.
Personal Protective Equipment	<ul style="list-style-type: none"> • New gear is continually coming in, being inventories and issued.
Technical Rescue	<ul style="list-style-type: none"> • Bi-annual Confined Space rescue training is scheduled for this month.
Wellness Program	<ul style="list-style-type: none"> • Nothing new to report.
Facilities Maintenance	<ul style="list-style-type: none"> • Station 1- New fire alarm panel was completed. • Station 2- EMS room completed, Training room update planning. • Station 3- Nothing • Station 4- Nothing • Station 5- Engineering for annex complete, get permit and go to bid. • Station 6- Heating issue repairs completed, diagnose power issues. • Station 7- Nothing. • Station 8- Nothing. • Station 9- Nothing • Admin- Heating issue resolved.

Program Budget	BARS	Amount	Spent	Remaining
Wellness (Gregory)	522 20 41 0600	\$3,000.00	\$0.00	\$3,000.00
Fitness Program (Gregory)	522 72 41 0601	\$3,000.00	\$0.00	\$3,000.00
Annual Physicals (Gregory)	522 10 41 0160	\$55,000.00	\$0.00	\$55,000.00
Ready Rebound (Kinney)	522 72 41 0601	\$14,000.00	\$0.00	\$14,000.00
Hose (Kinney)	522 20 35 0100	\$25,000.00	\$0.00	\$25,000.00
FF PPE (Lueders)	522 20 20 0609	\$170,000.00	\$0.00	\$170,000.00
Special Ops Rope (White)	522 20 35 0500	\$4,567.00	\$0.00	\$4,567.00
Fire Alarm Panel 1 (Lawson)	594 22 64 0100	\$22,500.00	\$0.00	\$22,500.00
H2O Heaters St 2 & 7	594 22 64 0100	\$36,500.00	\$0.00	\$36,500.00
St 2 Storage Bldg. (Lawson)	594 22 62 0630	\$75,718.00	\$0.00	\$75,718.00

Date: 3/9/25

Subject: *Battalion Chief 13 Report*

Prepared By: *Justin Fletcher*

<p>BC 13 Administrative Meetings</p>	<ul style="list-style-type: none"> • Daily Shift meetings • Visit each station and collaborate with crews at least once per tour • BOC Meeting • WSRB Tender and Hose meeting with Kinney, Black and Brummel • 1st Quarter BC Meeting
<p>BC 13 911 Responses</p>	<ul style="list-style-type: none"> • Responded to 21 incidents in February- None of any significance • Worked during the snowstorm and helped keep the stations plowed and ready for response
<p>Continuing Education/ Training</p>	<ul style="list-style-type: none"> • Shift level training (C Shift completed 372 hours of training) • Continued probationary testing for PFF/PM Rudnick • Onboard training with new FIT Loverich • Resiliency Training • C Shift live fire training
<p>Administrative Duties</p>	<ul style="list-style-type: none"> • Several apparatus updates see separate report • Callbacks for all staffing needs • Scheduling maintenance, repairs and new apparatus builds • Attended a potluck lunch with crews at the San Juan Baptist Church • Worked with FF Kinney on his modified duty projects related to apparatus • Worked on Capital Improvement Plan regarding apparatus replacement
<p>Shift Programs</p>	<ul style="list-style-type: none"> • New FIT's officially started working as of Feb 10 • LT Dean and FF Kaldahl participated in Volunteer Coordinator interviews • FF Kaldahl worked on making sure that all current FIT's were prepared for fire academy that starts on 3/10

Program	Program Manager	Budget	Spent	Remaining
Marine Program	Dalrymple	\$37,620.00	\$2,955.68	\$34,664.32
Apparatus Maintenance	Fletcher	\$264,250.00	\$26,935.76	\$237,314.24
Ladders	Parker	\$3,000.00	\$0.00	\$3,000.00
Volunteer Program	Dean	\$80,420.00	\$0.00	\$80,420.00

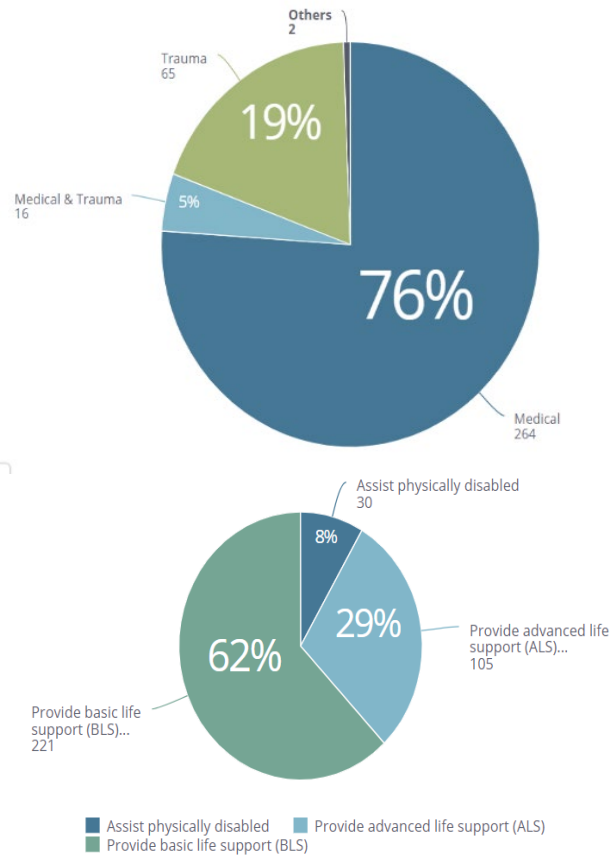
BOC Report, MSO

February 2025

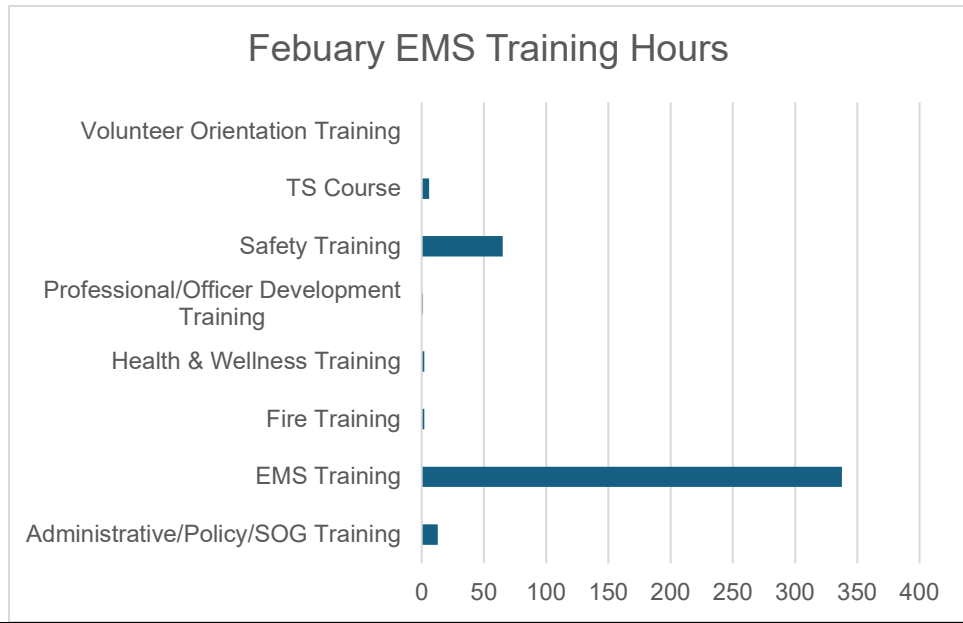
Submitted by: Tammy Ridgway

Meetings	<ul style="list-style-type: none">• EMS Council• OCH Networking• Jefferson Health Care• OCH monthly review• Chief and HR• BHC• Check in with Chief• Weekly meeting with new PMs, preceptors, LTs and Training Captain regarding progress
Continuing Education & Training	<ul style="list-style-type: none">• Base Station• Resiliency Training• EMS Connect• Volunteer drill CPR• Provided a workshop for personnel interested in testing for paramedic training• SEI Training with DOH
Administrative Duties	<ul style="list-style-type: none">• Audit of all controlled substances used for previous month• Weekly supply checks along with ordering• Continuing to reorganize the new EMS supply room as time permits.• CPR class and review of their new AED at the Port Townsend senior center for 7 people• Dan and Chad are doing well at paramedic training and now running calls on their own

EMS Calls



Department Wide EMS Related Training Hours



**CARES
Contacts**

6. CONTACT TYPE

● INITIAL CONTACT	16
● FOLLOW UP CONTACT	66
● UNABLE TO CONTACT	18



**Training In
Action**



Training at base station with our new video laryngoscopes. These were paid for by the Kala Point donation along with donations from both Friends of EJFR and the Firefighters association. They are now in service and in the first month they have already been used 7 times on critical patients or CPR calls

February 2025

Page 1

Monthly Naloxone Distribution Survey - Jefferson County EMS Leave Behind

Date Survey Completed

03-08-2025 10:06:18

Community Naloxone Distribution

How many naloxone kits did your program distribute to clients or participants February 2025? 2

How many clients or participants did your program train on overdose response in February 2025? 2

How many clients or participants reported using their last naloxone kit to reverse an overdose in February 2025? 2

February's Expenses

Description	BARS	Budgeted Amount	Spent	Remaining
EMS Supplies	522 72 31 0101	\$80,500.00	1838.54	\$78,661.46
EMS Medications	522 72 31 0151	\$50,000.00	7,701.31	\$42,298.69
CPR Program	522 74 45 0101	\$4,000.00		\$4,000.00
Training/Conferences	522 74 45 0201	\$14,600.00		\$14,600.00
DOH Training Grant	522 72 35 0251	\$766.00		\$766.00
Required Training	522 74 45 0501	\$12,300.00	1922	\$10,378.00



EAST JEFFERSON FIRE RESCUE

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

From: Tammy Ridgway, Medical Service Officer

Date: March 6, 2025

February Monthly Report

February was a busy and productive month for the CARES team, marked by significant activity. We received 18 new referrals and engaged with clients 82 times. The team successfully closed 31 cases—an impressive number—and initiated 16 new ones. Most referrals came from 911, but we also received one from Brinnon Fire, one from Port Townsend PD, and seven from OCH.

A key milestone this month was our meeting with Bayside Housing, a new contact for us. We had the opportunity to connect with their caseworkers and learn more about their services. Bayside provides low-income and transitional housing for community members in need, making them a valuable resource for our clients.

One ongoing challenge is the lack of reliable communication for individuals without cell phones. This creates difficulties when the CARES team, doctors, case managers, or loved ones need to reach them for appointments or follow-ups. While low-cost cell phones are available, many struggle to afford monthly bills or additional minutes, limiting their ability to stay connected.

February Case Highlight

The CARES team was referred to a 72-year-old woman by the Jefferson County Sheriff's Department due to concerns of failure to thrive. Upon meeting her, the team quickly recognized signs of mild to moderate dementia, which impacted her ability to care for herself. Her only means of transportation was a motorized wheelchair, which frequently left her stranded when the battery died on trips to town for groceries. She was also unable to chop wood or maintain a fire in her wood stove, leaving her home without adequate heat. With no family or friends to assist her, she was struggling to meet her basic needs.

When asked if she would be interested in moving to an assisted living facility, she immediately said yes. The team arranged a tour of a facility in Tacoma with available openings, and she loved it, eager to move in as soon as possible. Fortunately, her case was already being managed by the Olympic Area Agency on Aging, which had all the necessary paperwork ready for her transition. The CARES team then transported her and her belongings to Tacoma, assisted with her move, and ensured she settled in comfortably. She has now been living happily in her new home for three weeks.

Serving the Communities of

Port Townsend Port Hadlock Chimacum Irondale Kala Point Cape George Marrowstone Island

February Training Captain Report

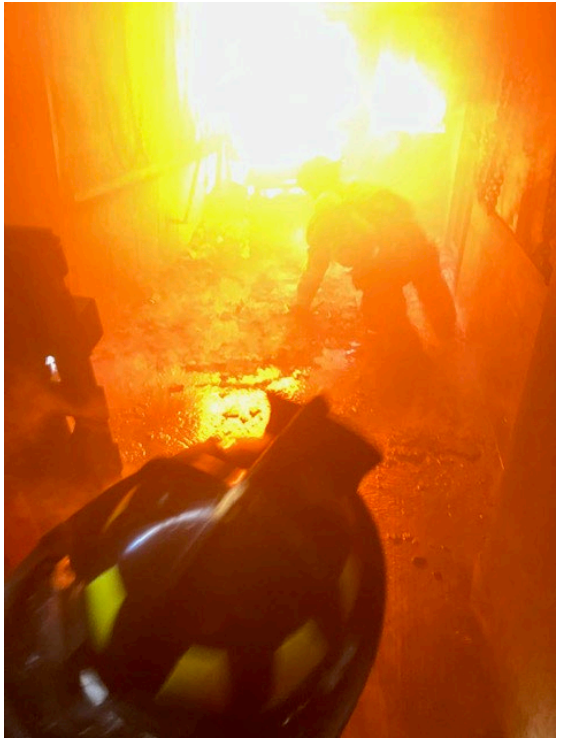
March 5th, 2025

Submitted by: Captain Trevor Bergen

Overview Training Hours:	<ul style="list-style-type: none">• WSRB Hours for January: 663.71 hours• February total training Hours: 1342 hours• 4th Quarter Credential hours: 3585.20 hours
Overview:	<ul style="list-style-type: none">• Volunteer Coordinator Interviews• C Shift live Fire• 5 year Burn Box Inspection• BC Meeting
Volunteer Coordinator Interviews	<ul style="list-style-type: none">• Conducted interviews of 5 great candidates at station 7.• Interviewed candidates to assess qualifications, experience, and alignment with the organization's mission.
C Shift Annual Live Fire	<ul style="list-style-type: none">• Prepped and conducted annual live fire training• 23 Members participated.• Conducted hose deployment evolutions, ventilation, search and multi-company evolutions with Live Fire.
5 Year Burn Box Inspection	<ul style="list-style-type: none">• Bill from WRG came to EJFR Training Facility to conduct NFPA 1403 5 year inspection on burn box.• Replaced several fire tiles, mailed a NFPA compliant sign, instructed some welding to make box compliant
Probationary Members	<ul style="list-style-type: none">• Met with Probationary Paramedics and reviewed evaluations establishing short and long term goals.• Successful completion of section Written, Map Test and Practical

BC Meeting	<ul style="list-style-type: none"> • Attended BC/DC Meeting. • Built an activity on Vector Solutions to log and make sure information is shared. 										
	<h3>Training Hours By Shift</h3> <table border="1"> <caption>Training Hours By Shift Data</caption> <thead> <tr> <th>Shift</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Support and volunteer</td> <td>165</td> </tr> <tr> <td>C Shift</td> <td>370</td> </tr> <tr> <td>B Shift</td> <td>390</td> </tr> <tr> <td>A Shift</td> <td>335</td> </tr> </tbody> </table>	Shift	Hours	Support and volunteer	165	C Shift	370	B Shift	390	A Shift	335
Shift	Hours										
Support and volunteer	165										
C Shift	370										
B Shift	390										
A Shift	335										

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	522 45 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



The **C Shift Live Fire After-Action Review (AAR)** is used to evaluate and document the performance, decision-making, and safety considerations during live fire training exercises. It provides a structured process for crews to review their actions, identify strengths, and address areas for improvement in firefighting tactics, communication, and accountability and presents them to all department members in a discussion format.

This AAR ensures compliance with **Washington Administrative Code (WAC) 296-305**, which governs firefighter safety and training, including live fire scenarios. Additionally, it aligns with **NFPA 1403: Standard on Live Fire Training Evolutions**, which establishes the minimum requirements for conducting safe and effective live fire training. These regulations and standards help maintain firefighter safety, reinforce best practices, and improve operational readiness through structured feedback and analysis.

C Shift Live Fire After-Action Review

Date: Feb. 13, 2025

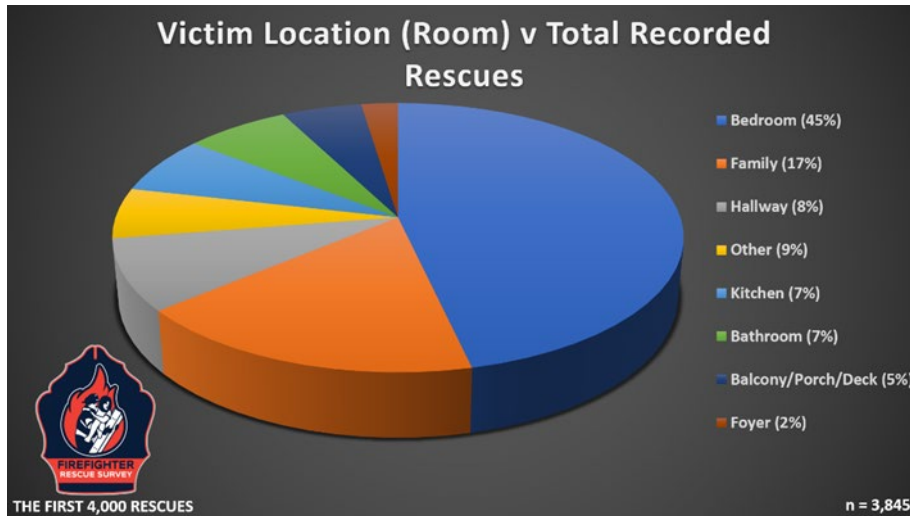
Incident/Training Name: C-Shift Live Fire

Location: 35 Critter Ln. Port Townsend, WA 98368

Discussion Topics:

1. Door Procedures – LFL (Life, Fire, Layout)

- Life- Check behind the door, call out, listen for coughing etc
- Fire- Watch the intake, Did the smoke lift, Fire above or below.
- Layout- Scan the layout and report back to nozzleman where the fire is.
- Ensure proper LFL techniques before making entry.
- Are we consistently checking for heat and smoke conditions before opening doors?
- What improvements can be made to our door control discipline to enhance tenability for victims and crews?



2. Search – Making a Search Efficient and Effective

- Starting out search closest to the fire.
- Touch base with Fire attack team and search back.
- Use Thermal Imager if available
- How can we be more efficient with limited personnel?
- Are we maintaining proper coordination between search teams and hose line advancement?
- How do we ensure proper orientation within the structure?

3. Ventilation with Smooth Bore Nozzles

- Leave the tip on.
- Thumb over the end or half bale were both effective.
- Water on fire then move to ventilation to improve visibility and survivability for victims.
- How can we improve coordination between ventilation and suppression efforts?

4. Communication – Emergency Button Use & Crew Relief

- Emergency Button should be disconnected, doesn't connect to others.
- What is the safest and most effective way to relieve and replace crews during extended operations? What needs to be stated?
- Communicating our need to recycle before our bell rings and making transfer inside versus outside.
- How can we improve radio communication?

5. First Arriving Crew Assignments & Officer Reintegration

- How should we split first arriving crews of four for maximum efficiency?

- Officer/Firefighter fighting fire?
 - Officer in the yard?
- How do we reintegrate officers back into their crews after initial assignments?

6. Smooth Bore Nozzle – Flow and Maneuverability

- Reported that Flow and Maneuverability was good with the low pressure smooth bore.
- Didn't have issues with kinking but had a unrealistic amount of people to move house around corners.

7. P- Can Evolution – Initial Fire Growth & Suppression Tactics

- Should we implement a burn-to-learn phase before using larger water streams to warm the fire box?
- How do we prevent excessive water application in early evolutions?
- Prewarming of the box with Heaters?

Strengths of the Training

- The MCO format benefited us by eliminating interruptions from calls.
- The training pace was appropriate.
- Having the training off-shift with all personnel together improved learning.
- Multiple evolutions provided enough hands-on practice.
- Preplanning was effective in ensuring smooth coordination between instructors and cadre.
- Air management was well executed.
- The number of personnel and crews challenged the Battalion Chief overseeing crews.

9. Weaknesses of the Training

- The first evolution did not fully incorporate search procedures.
- A second means of egress was not effectively established during MCO's
- Visibility wasn't limited; adding a smoke machine on the second floor could improve realism.
- Attending training immediately after shift led to fatigue; separating training from shift days may improve performance.
- The door prop was not fully utilized.
- Keeping the box warm while maintaining the training pace was challenging.
- Key pinch points were staffed with personnel that was unrealistic.
- Realism was reduced due to compressed time and pre-laid lines.
- Training engines should be fully outfitted with proper equipment.
- More discussion is needed on splitting crews and fast-acting Incident Command (IC).

Action Items & Improvements:

- Reinforce proper door control discipline with LFL procedures.

- Improve search coordination and communication.
- Evaluate ventilation timing and its impact on suppression.
- Standardize crew relief procedures.
- Develop a structured approach to first-arriving crew assignments and officer reintegration.
- Optimize nozzle techniques based on scenario demands.
- Implement a consistent approach to fire development in training evolutions for realism.
- Increase realism in initial evolutions, including visibility limitations and search operations.
- Ensure proper use of door props and emphasize the importance of a second means of egress.
- Ensure training engines are fully equipped to reflect real-world operations.
- Continue discussions on effective crew splitting and incident command strategies.

Conclusion:

The live fire training was a valuable and enjoyable experience that allowed us to refine our skills in a controlled environment. It is essential that we continue honing our craft through consistent practice and training. Use these discussion points to engage with your crews, reinforce best practices, and identify areas for improvement. By maintaining a focus on tactical proficiency and teamwork, we will continue to enhance our effectiveness on the fireground.



EAST JEFFERSON FIRE RESCUE

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

CRR Committee Minutes Friday, February 21, 2025 1000-1100

- I. Call to Order 10:01
- II. Approval of Meeting Minutes: Motion to approve by Com. Stinson- Second by Chief Black
- III. New Business
 - a. Farmer's Markets Schedule
 - i. Port Townsend
 1. April 5: Wildfire Ready Neighbors
 - a. Opening day for market, partnership with DNR to get individual home assessments. More to follow.
 2. May 3: Wildfire Preparedness Day
 - a. More focused info but continuation of Wildfire Ready Neighbors. Add crews and apparatus to this day.
 3. June 7: Fire Extinguishers
 - a. Have the prop, more days possible
 4. July 12: Poison Control
 - a. Alex from poison center will be attending, focus on medications poison info
 5. July 26: Sidewalk CPR
 - a. Support Tammy for this
 6. August 2: **TBD (Addressing, Electrical, Car Seats)**
 - a. Leaning towards Addressing, partner with DCD, bring tender to show clearance. See if Secondez would like to help.
 7. September 13: Sidewalk CPR
 - a. Support Tammy for this
 8. October 4: Fire Prevention Week Theme / (Promote Fire Rescue Fest)
 9. November 8: Cooking/Kitchen Fire (Pre-Thanksgiving)
 - a. Pan and lid combo got the most attention last year.
 10. December 6: Heating Safety
 - a. Always good info to get out as it gets colder
 - ii. Chimacum
 1. May 4: Wildfire Preparedness Day
 - a. Same info as PT event
 2. October 5: Fire Prevention Week Theme / (Promote Fire Rescue Fest)
 - a. Theme won't be out until maybe July
 - b. Wildfire Prevention
 - i. Wildfire Ready Neighbors Campaign – Partnership with DNR

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. DNR Funding – Go to individual homes to give advice on actions that can be taken. We get a range of people. Some that have done nearly all the work to people that haven't started yet. Reinforce smoke alarms, fire extinguishers, fire safety conversations.
 2. Assessments (25 Completed, Raised from 50 to 100) – 100 assessments will be reimbursed before June. Number may change later.
 - a. Volunteers - Anderson and Bethel have gone with Robert on a few. He would like to add more volunteers and/or career people to do assessments.
 3. Equipment (2 iPads) – We have one, need another.
 4. Administration (25 hours) – Hours are to be reimbursed for scheduling, billing, etc.
 5. ASIP Training (Virtual 2-day March) - Robert will be attending NFPA March 13-14th virtually. He would like to get some volunteers to virtual courses as well in the future.
 6. Signs (Four Fire Danger Level signs) – Discussion on where to place them. Stations may be the best option. Station 4, 5, 6, 7, 8. Customized signs with locking adjustable level indicators. Look into sign restrictions for county.
 7. Media Campaign (April and May) – DNR working with us to fund full campaign. Media, radio, mailers, etc.
 - a. Launch Event Week of 4/14 – Congresswoman Emily Randall, county commissioners, fire commissioners, local elected will be invited. The goal of the launch will be to demonstrate importance of what we're doing. Possibly hold at Station 7, the woods surrounding it would be good for demonstration. People are having their home fire insurance cancelled in Port Ludlow. There is a possibility to do one or two houses in a neighborhood then do a group meeting or presentation to others.
Of course, we can do more than 100 on our own cost.
- ii. Community Wildfire Protection Plan (CWPP) – County run program, we are participating.
1. \$3 Million Grant Application – Program through USDA. We requested money for each station to prepare.
 - a. 3.0 FTE, Wildfire Administrator and 2 Mitigation Specialists
 - b. WUI Demonstration Sites at Stations 6, 7, 8, and Quilcene
 - c. Forest Demonstration Sites Chimacum Ridge Community Forest and Quimper Wildlife Corridor
 - d. Evacuation Training
 - e. Education Campaign (Awareness, Hub Site, Demo Sites, Evacuations, FD Response) – This is the big piece for EJFR. We can give out info on availability of fire crews to respond during a major event and educate the public on what they can do to mitigate risks and evacuate.
 - c. Quarterly Newsletter – The plan is to release it next week, provide messaging info, inform people of who we are, what we do and how we're doing it.

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*

- i. Feb/May/Aug/Nov – Proposed schedule for release.
- d. Child Passenger Safety Technician Course -
 - i. \$6,945 grant to cover cost of two instructors.
 - ii. Week of September 22nd, four class days, followed by ½ day Car Seat Clinic
 - iii. Held at Station 6
 - iv. 10 Students – EJFR, Community Partners – Fee is \$65 for textbook and certificate. Robert is reaching out to see if those costs can be covered as well. Partners include Police, Sheriff, hospital, DSHS, etc.
- e. Fire Rescue Fest – October 11, 2025, 10:00am-2:00pm
 - i. Sims Banner Permit – **10/4 – 10/11**
 - 1. Update Banner to Sign Store – Erin will contact them
 - ii. Permit Application - Robert will work on it in the next week or so. It is involved.
 - iii. County and City Proclamations (Robert)
 - iv. Layout
 - 1. Lawrence Street from Van Buren to Fillmore – We would like two blocks cordoned off.
 - 2. Two Stage Areas for Presentations
 - v. Opening Ceremony - 10am at Station 1, bell tower didn't work as planned last year.
 - 1. Puget Sound Pipes and Drums (Caton) – Robert will touch base with Caton on that.
 - 2. National Anthem – Christa?
 - 3. Lands Acknowledgement – Backups?
 - vi. Trailers
 - 1. SFMO Fire Sprinkler Trailer Reserved
 - 2. County Safety Trailer not included.
 - vii. Demonstrations – We will work on those later in the year
 - 1. Clouse Hand Pump
 - 2. Bucket Brigade
 - 3. Hose Make and Break Contest
 - 4. Kitchen Oil Fires
 - 5. Technical Rescue
 - viii. Community Partners
 - 1. PUD, PTPD, Jeff Co Sheriff, Friends of EJFR, JeffCom, City of PT, LifeFlight, Airlift NW, PT Library, ORCAA, Believe in Recovery, DEM
 - 2. Open to Commercial Vendors; Olympic Ambulance, Tarboo, etc.
 - ix. Artwork – Get with Hannah on the graphic design option if she's interested.
 - 1. Coloring Contest (Distribution to Schools, PT Leader)
 - 2. Northwind Arts and Peninsula College
 - 3. High School Art Courses
- Separate Badge Pinning from FRF:**
- x. Badge Pinning
 - 1. Evening Ceremony in Station 1 App Bay –Make a separate event and not combine with FRF. Sidebar to brainstorm possibilities. More formal event at a Station at some point in the year.
 - 2. Separate from Chili Cookoff – Add this to Volunteer Appreciation Event

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*

- IV. Old Business - None
- V. Good of the Order –
 - a. Chief - April 26th Marrowstone Station 5, AAWU annual kitchen tour fundraiser. Using Station 5 as what a firehouse kitchen looks like. Get volunteers to staff station for event. Volunteer BBQ is later that same day, should not interfere.
 - b. Commissioner Stinson – Discussed library event
 - c. Admiralty apartments – Robert had great visit discussing fire safety.
 - d. Chief – Discussion on Airport Days, not sure if mission alignment is there. Focus is on flying, not emergency response. Jeff M. would like to take a tender to the event. (August 2nd weekend maybe)
 - e. Commissioner Stinson – All county preparedness day, there is a meeting later today to finalize. Moving date and venue, hoping to move to a Saturday in Chimacum or Hadlock area. Proposed date of June 28th, first half at Chimacum school campus, info sharing by all partners. Then the second half shifts to Finn River for more community, family friendly fun part. EJFR could do the obstacle course or something else engaging.
- VI. Next Meeting – Plan next one in May, then have them more frequently, timing of save the date, loop in Hannah for design (Emily) get some in time for the farmer’s market.
- VII. Adjournment – Close at 11:01

Overview

- During the March 2024 BOC meeting the board approved the following financing option moving forward with apparatus purchases

Equip. For Financing	Est. Total Cost	Updated Costs as of 10/2024	Estimates as of 1/2025	Est Delivery Date
2 Fire Engines	\$2,285,000	\$2,190,219	\$2,190,219	TBD: will be notified when it goes to the line, 3-4 months after that
Brush Truck	\$175,000	\$210,000	\$210,000	Chassis- Nov '24, Est. Box completion March '25, Delivery in May '25
Ambulance	\$275,000	\$350,000	\$340,000	Feb '26
Ambulance Remount		\$185,000	\$241,470	Mid Aug 2025
Rescue	\$250,000	postponed	n/a	n/a
	\$2,985,000	\$2,935,219	\$2,981,689	

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.
 - On 1/21 PM Wagner and myself went to Braun Northwest and conducted our prebuild meeting for the new ambulance. They advised us at the time that they currently have our ambulance slated to be completed in February of 2026.
- 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-** Wickem Weld is in the process of assembling the box for delivery to Mallory Safety & Supply. Estimated completion of the box is March.
- **Update-** Mallory will begin installing the box, pump, plumbing as well as electronics come late March and expected delivery is May of '25
- Ambulance Remount (EJ239)
 - 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 has been received from Braun Northwest for \$194,734.00 not including taxes. Additional costs have been added on an approved by the BOC in January's meeting to include radios, decaling, tax and any unforeseen costs incurred by Braun after tearing down the ambulance and assessing need for repairs. The total purchase price is approved at \$241,470. The proposal has been signed and returned which has started our build clock for the remount.
 - **Update-** New chassis agreement paperwork has been signed and submitted which will prompt Braun to order our new chassis.
 - **Update-** We are expecting a pre-build meeting within the next two months and delivery of the vehicle to Braun by late May for construction for a final completion in Mid August.

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 been in contact with RWC, which is the International dealer. They advised that they do believe that it is the anti-lock brake control module. The module was replaced and while being driven home the alarm went off again. The vehicle was returned to RWC and they are working on a wiring overlay of the entire system to identify the cause of the alarm.
 - NKFR has been advocating for us regarding the ongoing issue related to the brake alarm that started nearly from the original arrival of the unit by PLFR. RWC has acknowledged that the issues are documented since the vehicle was new and is working on covering this repair under warranty. Update and actual costs to follow.
 - **Update-** As of 3/7 the rig was returned to service and we are hoping that this is the final report
- **Battalion 13 (EJ2244) Final Report**
 - 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.
 - **Update-** The transmission has been repaired under warranty and has since returned to service. GM has issued a recall on the transmission valve body for all similar models, which we have four of, and has extended the warranty to 15 years or 150,000 miles.
- **F Series Ambulances (EJ595/EJ596)**
 - We currently have two Ford F450 4x4 ambulances that have reached 100,000 miles that near simultaneously developed the “death wobble” which means that while driving the front axel becomes unbalanced and begins to shake the front of the vehicle violently side to side which is reciprocated in the steering wheel with an extreme violent jerking back and forth.
 - Both vehicles have been placed out of service and a mobile alignment company has been called out to replace various parts of the front end to prevent the issue from occurring again. There is no singular component that has been identified for the issue which is forcing us to replace most of the suspension components of the front end including the front tires. Repairs will be completed in early March.



DIRECTOR'S REPORT

February 27, 2025

❖ Projects:

- **Radio consoles** work continued, most notably with the West End law radio being switched by IT staff from Opnet over microwave to a network connection over cellular and satellite. This is our first repeater site with connection redundancy and monitoring – this is a goal for the east-county simulcast sites in our next major project. Diagnosis of clipping the end of dispatcher transmissions continues with the radio console manufacturer, and Pencom has ordered the equipment needed to connect our two systems.
- **Refresh of simulcast system** has been estimated by potential contractors at \$1MM to \$3MM. These are budgetary estimates intended to provide Jeffcom a general scope of the draft project and the funding that would be required, not attempts at procurement. Each estimate was based on the concept that Jeffcom would supply a redundant network connection to each site over a combination of microwave, satellite, cellular and fiber, and the communications vendors would then build and install a simulcast system that was network-based, resilient with at least two main control points, monitorable and provided better receive coverage to make portable radios usable in major current dead zones.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own network connections, and the proposed use of Starlink as a tertiary connection is still pending.
- **Policies and procedures:**
 - ◆ 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.
- **Telecommunicator Certification:** Training coordinator completed first-time certification of existing staff and submitted for certification of our first new hire released from training. The state's new platform for online CE was released, and staff have begun using the new system to resume required continuing education. We are still awaiting an answer from the state board about the future fill-in use



of law-enforcement officers in telecommunications since dual certification of them for occasional purposes would be overly burdensome.

- **Tower leasing:** IT staff are negotiating with NOAA for the possible relocation of a weather radio transmitter system to our shelter and tower at Maynard and are also in discussions with Day Wireless regarding possible addition of a private radio system to another tower.
- **Strategic plan:** Continuing discussions and research, including locating the original Jeffcom plan and related communications in old files.

❖ **Budgetary Items:**

- **Recruiting:** The lateral employee who started January 1 progressed quickly due to experience at Pencom and was released from training this month. The remaining lateral candidate declined the position. Candidate sit-ins, testing and interviews continue but less urgently. The most recent trainee who did not complete training effectively completed some backlogged administrative work and is now a JCSO employee.
- **Current staffing** is ten full-time, non-trainee communications staff. Eight Communications Officers are on 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, and the ninth CO is working Wednesday through Saturday 1000-2000. Part-time employees and JCSO deputies continue to fill shifts. Reaching ten full-time communications staff released from training means the end of the contractually defined staffing shortage and its compensatory provisions.
- **CAD maintenance credit** discussed previously will be applied to our 2025 invoices from Tyler, which have begun to arrive. Pass-through billing of specific line items that were added through the years to meet agency needs will resume this year, primarily to law-enforcement agencies but also for mobile devices.
- **Transition to Tyler cloud-based hosting** has been tabled and the state equipment grant that was to fund part of it declined.

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

- January communications-staff overtime was 155.5 hours (December's was 183.5; November's 239; October's 212) among the nine full-time, non-trainee employees on staff these months.
- Found Therapy Services continued sit-in appointments with all shifts this month. Working toward a day of offsite, elective private appointments for staff in cooperation with other agencies.

❖ **External Relationships:**

- **User Group February 25** occurred after this report was prepared. Verbal update will be provided.

❖ **CFS and Call Data: January 1 through February 21, 2025**• **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	816	778
QFR	72	100
BFD	87	75
DBVFR	17	19
Total	992	972

• **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	2095	1721
PTPD	1211	1184
Total	3306	2905

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

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	2195	99.55	n/a
11-15 sec	8	99.91	90%
16-20 sec	2	100.00	95%
21-40 sec	0	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
Total	2205		

• **911 Call Averages**

Metric	YTD Average
Ring time	3.01 sec
Hold time	0.52 sec
Talk time	109.55 sec

• **Non-911 Calls**

Metric	YTD
Number of outgoing calls	1072
Number of incoming calls	2401
0-10 sec pick-up time	99.08%
Average ring time	3.42 Sec
Average hold time	2.87 sec
Average talk time	103.86 sec

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. Fall 2024 ▪ 1/2025 Tanya and Roy are meeting will program managers to help them with purchasing and budget management for their programs. Getting great feedback.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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 ▪ Roy is working with Fleet and Facilities Managers to establish capital replacement planning documents. 3/25

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. ▪ Website update is in development. ▪ Quarterly Newsletter is in development. 	<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
<p>1.4 Continue to strengthen our relationship with our partners with a focus on aligning expectations and updating agreements.</p>	<ul style="list-style-type: none"> ▪ Meet with Jefferson County and the City of Port Townsend to clarify roles and responsibilities. ▪ Adapt our charter and Interlocal Agreements to meet the needs of the community and partners. 	<ul style="list-style-type: none"> ▪ FC 	<ul style="list-style-type: none"> ▪ Update City & County ILAs ▪ Clarify and refine EJFR's roles and responsibilities 	<ul style="list-style-type: none"> ▪ In progress, Fall/Winter 2023. City ILA expires 12/23 ▪ City ILA fee structure extended to July 24, is again being extended to initiate further collaboration. ▪ 4/11/24 Fire Prevention Services ILA will only include the City at this time. ▪ Final Draft approved by The City 6/2024 ▪ 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. ▪ Negotiations underway with Fort Worden SP for ILA. 3/25

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
Initiative 2. Strengthen our core emergency response services.				
2.1	Adopt deployment performance goals as District.	<ul style="list-style-type: none"> FC/Admin 	<ul style="list-style-type: none"> Adopted minimum staffing January 2023 Establish other performance goals per Title 52 	<ul style="list-style-type: none"> Completed 1/2023 Completed 5/2023 5/2024 implemented alternate ALS response plan. 10/24 Updating districtwide response plans. Cross-staffing implemented December 2024.
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. CAD is being configured for push button response. 3/25

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.3 Increase daily staffing to improve response performance and crew safety.	<ul style="list-style-type: none"> ▪ Establish minimum staffing as required RCW Title 52 to include ALS/BLS. ▪ Optimize crew resource management and adapt our response plans to right size our response and increase our unit-hour utilization. <ul style="list-style-type: none"> ○ Evaluate the advantages of a peak demand model and/or alternate shift schedule. 	<ul style="list-style-type: none"> ▪ FC & Staff 	<ul style="list-style-type: none"> ▪ Adopt policy in compliance with Title 52 ▪ Update Response Plans and Run Cards 	<ul style="list-style-type: none"> ▪ Completed 5/2023 ▪ ALS response proposed 2/2024 ▪ 4/1/24 New ALS response plan initiated. ▪ 10/24 3 extra PM's are finishing training, increasing PM workforce.
2.4 Prioritize and implement resources to provide the best return to our customers.	<ul style="list-style-type: none"> ▪ Maintain our Washington State Rating Board score in Fall 2022. ▪ Enhance related data capture. ▪ Identify substandard metrics, such as number of engines, volunteers, etc. ▪ Establish Training Officer position to enhance proficiencies and support professional development. 	<ul style="list-style-type: none"> ▪ Brummel 	<ul style="list-style-type: none"> ▪ Complete amended WSRB Rating ▪ DONE! 	<ul style="list-style-type: none"> ▪ WSRB rating complete, to be published in 12/2024. PT score will improve. ▪ 2025 Training Plan is being finalized.
2.5 Maintain EJFR's high EMS standards and return of spontaneous circulation rate.	<ul style="list-style-type: none"> ▪ Work with established groups to formalize long-standing efforts, including: <ul style="list-style-type: none"> ○ Community outreach and health promotion. ○ Participate in local and regional committees to advance funding for alternative EMS services. ▪ Continue to leverage evolving best practices to enhance patient outcomes including CVA outcomes, cardiac recovery rates, etc. ▪ Maintain a strong culture of continuous improvement. 	<ul style="list-style-type: none"> ▪ MSO 	<ul style="list-style-type: none"> ▪ Re-ignite the CPR program ▪ Recruitment of new CPR instructors is underway ▪ Update Patient Care Procedures (PCP) and response procedures. 	<ul style="list-style-type: none"> ▪ Initiated and growing ▪ MSO is working on several new and expanded efforts for layperson CPR. 2/2024 ▪ EMS bylaws update complete 8/24 ▪ Working with partner agencies for potential MIH. Fall 2024. ▪ New Video Laryngoscopes and ultrasound. 3/25

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
2.6 Address immediate and long-term facility needs.	<ul style="list-style-type: none"> ▪ Develop an interim facilities plan describing how we would invest levy funds beginning in 2024. This plan should address: <ul style="list-style-type: none"> • Future uses/development of the undeveloped Jefferson County Airport parcels. • Disposition of Harrison Street residence. Sold 11/2023 • District Training, Fleet Maintenance, EOC and Dispatch facilities. • Stations 12, 13 and 14 improvements or relocation. • Station 15 improvements. ▪ Initiate planning to develop the Jefferson County International Airport site to prospectively include administrative offices and a fire station with an engine, EMS and Aircraft Rescue and Fire Fighting resources. 	<ul style="list-style-type: none"> ▪ FC 	<ul style="list-style-type: none"> ▪ Spring 2023, establish facility work group, prioritizing station improvements, facility development, locations and possible property disposal 	<ul style="list-style-type: none"> ▪ Hiring of Facility Tec DONE 7/1/2024
Initiative 3. Provide additional services to increase community health and well-being.				
3.1 Increase our self-reliance and address unique regional risks by making strategic investments in special rescue teams	<ul style="list-style-type: none"> ▪ Increase trained responders to ensure we meet District-set minimum capability standards in identified risk groups. 	<ul style="list-style-type: none"> ▪ DFC Brummel 	<ul style="list-style-type: none"> ▪ Proposed for 2024 Budget 	<ul style="list-style-type: none"> ▪ Two EJFR members have started Medic 1 ▪ One additional EJFR member to start Boston program spring of 2025. ▪ Implemented per diem PM program. ▪ Third PM student start the Boston Program 4/25 ▪ Spring 2025 PM testing underway.
3.2 Expand our fire prevention program to reduce risks to fire fighters and community members	<ul style="list-style-type: none"> ▪ Prioritize crew visits to low frequency/high risk facilities. ▪ Initiate reengagement with the community for life/safety inspections. 	<ul style="list-style-type: none"> ▪ CRM Wittenberg ▪ CRM Wittenberg ▪ 	<ul style="list-style-type: none"> ▪ Resetting interagency roles ▪ Inspections were restarted in January 2023. ▪ Implemented interim fire prevention service contract with the City. 	<ul style="list-style-type: none"> ▪ CRM and CRA hired 5/2024

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
<p>3.3 Partner with our community to prevent and respond to increasing wildland fire risks</p>	<ul style="list-style-type: none"> Continue to engage Jefferson County and the City of Port Townsend in establishing best practices and safety messaging to the community. Education may include topics such as Firewise landscaping and preplanning for evacuation. Support county-wide efforts to establish a Community Wildfire Protection Plan (CWPP). Improve our wildfire competencies among the workforce. 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> Develop content and format for community messaging Messaging at Famer's Markets and other public outreach Collaborate with County/City partners and establish CWPP 	<ul style="list-style-type: none"> 4/1/24 CWPP is DONE! 10/24 CWPP project tracking has begun. Working with DEM for evacuation plan implementation, 1/25. This has stalled a bit, but in progress. Community Wildfire Defense Grant in final development with other county partners >\$2,000,000.
<p>3.4 Collaborate with regional partners to establish a robust community risk reduction program</p>	<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 <p style="text-align: center; color: green;">Fire Chief</p>	<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. Updating JC CEMP 	<ul style="list-style-type: none"> Grant submitted Completed 2023 and 2024 CRR committee established 12/24 4/11/24 EJFR Admin reorg, CRM recruitment underway. New support FTE (Erin). New smoke detector install program started in summer 2024.

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
3.5 Collaborate with regional partners to establish a robust mobile integrated healthcare program	<ul style="list-style-type: none"> 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. Case migration underway. Connect2 UI is live and being used by CARES.
Initiative 4. Enhance our workforce resilience and development.				
4.1 Update EJFR's workforce practices identifying industry best practices that enhance the safety, health and wellness of our workforce	<ul style="list-style-type: none"> Provide training for members of the Health and Safety Committee to include relevant standards, practices and legal mandates. Instill the 16 Life Safety Initiatives (LSI) into the organization as relevant. 	<ul style="list-style-type: none"> DFC Brummel 	<ul style="list-style-type: none"> Seek funding and grants 	<ul style="list-style-type: none"> In progress

Goals	Short-term Action Steps	Lead	Key Milestones & Deliverables	Notes
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 No more PIC's. All stations are NFPA 1021 compliant. 3/25
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: Electronic Fund Transfer

Policy Number: 6012

Date of Implementation: 8/20/24

Replaces: Updated 2/27/25

Signature of Approval:

Date:

SECTION 1.0 POLICY/PURPOSE

East Jefferson Fire Rescue recognizes the use of electronic payment method as a safe and efficient method to process certain disbursements. East Jefferson Fire Rescue is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs) to ensure safeguarding the district's funds, that applicable oversight is in place for the use of EFTs and proper protocols are followed in accordance with RCW 39.58.750 and Washington State Auditors requirements.

All EFTs to vendors are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

SECTION 2.0 SCOPE

EJFR utilizes EFTs for the transmittal of payroll, payments to vendors associated with payroll, and monthly payments of procurement cards. EFTs are also utilized for other disbursements where practical or required. All EFT transactions will utilize the same procedures.

EJFR receives EFTs receipts directly at its depository bank account or through the Jefferson County Treasurer's Office.

SECTION 3.0 RELATED SOG'S

- See following SOG's: 6012a



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 6012a

Electronic Fund Transfers

SECTION 1.0 PURPOSE

- 1.1 To establish the scope of types of disbursements that can be paid by an Electronic Fund Transfer (EFT).
- 1.2 To establish applicable oversight is in place for the use of EFTs.
- 1.3 To establish the guidelines and procedures to ensure that proper protocols are followed for EFTs.

SECTION 2.0 SCOPE

- 2.1 East Jefferson Fire Rescue (EJRF) utilizes EFTs for the transmittal of payroll, payments to payroll vendors, and monthly procurement cards statements. EFTs are also utilized for other disbursements where practical or required.
- 2.2 All EFT payments to EJFR are received directly through the Jefferson County Treasurer's Office.
- 2.3 Follow Electronic Fund Transfer Policy 6012

SECTION 3.0 OVERSIGHT

- 3.1 All EFT payments will be initiated by Administration. The HR/Business Manager or Finance Director or their designee will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system.
- 3.2 This policy will be reviewed on an annual basis for accuracy and process verification.
- 3.3 At month-end, the Jefferson County Treasurer's Office cash reports and bank statement will be reconciled against the internal accounting software reports. This reconciliation ensures that all deposits provided to the Treasurers' Office have been properly recorded in the District's funds, all EFT disbursements have cleared, and that all ending fund balances are correct.

SECTION 4.0 PROCEDURE

4.1 GENERAL

All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services. If a more inexpensive mechanism can be used to effect payment of the obligation (i.e., paper check), Administration shall reserve the right to effect payment with the more inexpensive mechanism.

The Administration is the only department authorized to initiate EFTs. Administration staff shall be responsible for the review of EFT requests in order to assure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by

the HR/Business Manager or the Finance Director or their designee. To promote the safety of EJFR funds in the EFT environment, the following procedures will be used by all EJFR staff involved in processing payments via EFTs:

- The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment method.
- EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State laws and regulations and accepted business practices.
- Authentication of new EFT requests and changes to existing EFTs are required prior to the transactions being input in the computer-based banking system and includes the following steps:
 - **Validate:** All new electronic payment instruction requests received, even if the request is internal.
 - **Contact:** The supplier or requestor must be contacted directly by phone to confirm any requests for payment method or payment instruction changes. Do not use the contact information provided on the request to change payment method or payment instructions. Contact information known to be genuine must be used, such as the contact information in the master file or information collected from the original contract. The contact must confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account name, number, and routing information).
 - **Verify:** The new information provided on the payment instructions must be verified with the known contact (i.e., contact bank to confirm correct account name, number, and routing information).
 - **Document:** The verification process that was followed must be documented to validate payment instructions. The person responsible for entering/updating instructions and the person approving the new/updated wire instructions must approve the record of verification.
- When ACH payments are approved, they will be set up in the master file database in the financial accounting system by individuals authorized to perform vendor maintenance.
- All invoices will be approved by the responsible staff and entered into the financial accounting system by Accounts Payable.
- Transmission of the ACH file from financial system to bank will occur through secure single user account login by authorized staff, verifying the number of EFT's submitted to the bank and that the total matches the report in the financial accounting system.
- Bank balances will be monitored periodically for unusual or unexpected transactions.
- Reconciliation of banking activity will be accomplished in a timely manner with investigation and resolution of reconciling items. EJFR will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving EJRR when required for the conduct of the statutory audit. Such information will also be supplied if EJFR changes banks.

4.2 Payroll Direct Deposit: For payroll, each employee is required to complete a Direct Deposit Authorization Form. This form must contain bank information documentation in order to assure

proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number. The form is signed by the employee and provided to Human Resources. Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. If evidence of such is present, the employee will be contacted to verify the information. In addition, if a void check which does not contain the employee's name is submitted, the employee will be contacted to verify the information. The outcome of these communications will be documented on the direct deposit form. Suspicious or fraudulent situations should be routed to the HR/Business Manager and Finance Director. After the form has been reviewed for accuracy, information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. This information is limited to Human Resources personnel and staff responsible for payroll.

4.3 Payroll Withholding: EJFR currently pays certain invoices relating to payroll expenses through an EFT process. Upon completion of a payroll cycle, the vendor and invoice amount are identified. Through a secure single user account, payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The information including vendor, disbursement amount, and payroll cycle is maintained along with a confirmation that the ACH disbursement was accepted by the vendor.

4.4 EFT Receipts: EFT receipts are received directly at its depository bank account or through the Jefferson County Treasurer's Office. Once the deposit is received, EJFR records the revenues in the accounting financial system.

INTERNAL CONTROLS

The following internal controls have been adopted to validate all available safety precautions are utilized:

- Implementation of bank offered security measures to prevent unauthorized individuals from initiating or modifying a transfer.
- Each user initiating or approving wire transfers must have a separate banking user id.
- The initiating and approval of the EFT must be performed by separate authorized individuals.
- Utilization of computer standards, policies and procedures to protect the computers and computing processes used for EFTs from computer malware.
- Ensuring a secure process for creating, securing, sending and authenticating direct deposit transmittal files to prevent unauthorized modification or submission.
- At the end of each month, the Jefferson County Treasurer's Office cash report, payroll bank account statement, and depository bank account statement are reconciled against the internal accounting software reports.
- If banking fraud is discovered in the EFT process, the fraud must be reported to the HR/Business Manager and Finance Director immediately. The Finance Director must notify the Fire Chief of the possible fraud as soon as possible after it is detected. Steps will be taken with EJFR's financial institution to mitigate the fraud and the appropriate entities will be notified as necessary.

EFFECTIVE DATE: 8/1/24

REPLACES: Updated
2/27/25

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 4001a

Fire Hose Inventory

SECTION 1.0 PURPOSE

To provide a standard inventory of fire hose for all EJFR fire apparatus and reserve storage, to meet or exceed the minimum industry standard.

SECTION 2.0 SCOPE

This SOG applies to fire hose that is included on fire apparatus and station hose storage racks. Hose diameter, length and type includes, but not limited to, attack hose, supply hose, draft (hard) suction, and wildland hose.

SECTION 3.0 DEFINITIONS

Attack Hose: Hose that is used for fire attack, typically: 1", 1 ¾", 2 ½" (diameter)

Supply Hose: Hose that is used for water supply, typically: 2 ½", 4" (diameter)

Draft (Hard) Suction: Rigid supply hose sections used for drafting only, typically, 2 ½", 4" (diameter)

SECTION 4.0 PROCEDURES

4.1. Daily Inventory:

Fire apparatus hose inventory shall be maintained daily through daily apparatus checks and/or when hose is deployed, reloaded/restocked from reserve inventory or after annual hose testing.

4.2. Minimum Apparatus Inventory:

EJFR fire apparatus shall maintain a minimum hose load inventory per apparatus type:

4.2.1 Engines (1500 GPM Pump): By hose bed

- LDH (4") hose bed: 1200'
- Pony section LDH: 25'x1, 35'x1
- Front bumper (if applicable): 100'
- 1 ¾" Crosslay: (2) 200' each
- 1 ¾" Apartment bundle: (2) 100' each
- 2 ½" Dead load: 400'
- 2 ½" Preconnected handline: 200'
- 2 ½" Ground monitor: 200'
- 1.5" wildland: 200' in progressive hose pack, 200' loose on apparatus
- 1" progressive hose pack: 100', 100' loose on apparatus

Tenders (1500 GPM Pump), not including 765 T-7):

- LDH (4") hose bed: 400'
- 2 ½" Dead load: 200'
- 1 ¾" Attack: 200'
- 1.5" Wildland: 200'
- 1" Wildland: 100'

Ladder Truck (1500 GPM Pump):

- LDH (4") Hose bed: 800'
- 2 ½" Dead load: 400'
- 2 ½" Preconnected handline: 200'
- 1 ¾" Crosslay: (2) 200' each
- 1 ¾" Appartment bundle: (2) 100' each
- 1 ¾" Front bumper line: 100'

Wildland Engines:

- 2 ½" Hard Suction Supply: (2) 10' sections
- 1.5" Wildland Hose: 800' (200' in hose pack, 600' loose on apparatus)
- 1" Wildland Hose: 700' (100' in hose pack, 600' loose on apparatus)
- 2.5" Supply: 50'
- 1 ¾" Supply: 50'
- 7/8" Wildland "Toy" Hose: 600'

Reserve Hose (Station 2 Rack)

- LDH (4") supply: 600'
- 2 ½": 450'
- 1 ¾": 550'
- 1.5" Wildland: 600'
- 1" Wildland: 600'
- ¾" Toy hose: 600'

Reserve Hose (Station 7 Rack)

- LDH (4") supply: 600'
- 2 ½": 450'
- 1 ¾": 550'
- 1.5" Wildland: 600'
- 1" Wildland: 600'
- ¾" Toy hose: 600'

4.3 Hose Testing Certification:

Annual hose testing shall be performed by a third-party provider to meet all applicable industry standards. Hose testing records shall be kept in a secure location.

4.4 Expired Hose:

Fire hose that fails annual hose pressure testing specifications shall be removed from inventory and subject to surplus through appropriate industry requirements and disposal procedures.

4.5 Out of Service Replacement:

When a section hose is deemed OOS place a flag of tape over the damaged area with a brief description of the issue, then knot the coupling, place it on the hose rack, replace, and send an email the hose program leads.

EFFECTIVE DATE:

REPLACES:

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 4010b

Probationary Firefighter Requirements

SECTION 1.0 PURPOSE

The purpose of this SOG is to identify the minimum training requirements for a career probationary firefighter to perform their job duties as NFPA 1001/1002-compliant, structural firefighter. Personnel must meet the minimum mandatory training requirements, including, but not limited to, performance measures, skill retention and evaluation, based on the respective job description.

SECTION 2.0 SCOPE

The minimum training opportunities to meet the mandatory requirements shall be provided by the employer. All training shall be based on standard competency requirements to meet the National Fire Protection Association (NFPA), International Fire Service Accreditation Congress (IFSAC), Washington State Patrol Office of the Fire Marshal Job Performance Requirements (JPR's) and Washington Administrative Code (WAC) 296-305, Washington State Safety Standards for Firefighters, Washington Survey and Ratings Bureau (WSRB) as well as other related fire service organizations.

Performance measures, skill retention and evaluation requirements shall include be delivered through assignment of a probationary firefighter task book. The task book shall reflect tasks and objectives that are updated to the latest professional standards.

SECTION 3.0 DEFINITIONS

Probationary Firefighter Task Book: a task book assigned at the beginning of career employment consisting of monthly objectives, associated references, and competency checklists.

Job Performance Requirements (JPR): skill sheet evaluation forms that are used to validate the performance competency of a respective NFPA FFI/FFII skill.

Quizzes and Exams: written evaluation tools to evaluate the cognitive mastery of the probationary firefighter. Evaluations can be in the format of multiple choice, fill in the blank (mapping quizzes), and/or written answers.

SECTION 4.0 PROCEDURES

The probationary period for a new firefighter is a structured, one-year process designed to ensure competency in essential skills and knowledge. Below is a detailed breakdown of the process:

4.1 Initial Probationary Period Onboarding

- Upon being hired, the probationary firefighter is assigned a probationary task book by the Training Division.

- The probationary firefighter is briefed on expectations, performance standards, and deadlines by the company officer that assigned to oversee the probationary firefighter's progress.

4.2 Obtaining & Understanding the Probationary Task Book

- The firefighter must review the task book, which includes:
 - Standard operating procedures (SOPs)
 - Equipment and maintenance
 - Fire suppression tactics
 - Emergency medical procedures
 - Station duties
 - Physical fitness requirements
- The officer in charge explains the process for tracking progress, getting signatures, and completing evaluations.

4.3 Monthly Requirements

Each month, the firefighter must demonstrate progress in practical skills, complete written evaluations, and meet performance benchmarks. Typical monthly tasks may include, but not limited to:

4.3.1 Practical Skills Evaluation

- Hose deployment and advancement
- Ladder operations
- Search and rescue techniques
- SCBA (Self-Contained Breathing Apparatus) proficiency
- Pump operations and hydraulics
- Fire behavior and suppression tactics
- Forcible entry techniques
- Ventilation strategies
- Emergency medical skills (BLS/ALS depending on certification level)

4.3.2 Written Evaluations

Monthly quizzes or tests covering curriculum from internal district documents IFSTA Essentials, current edition and any other curriculum provided to the probationary firefighter prior to evaluation.

- Fire department policies
- Fire behavior and science
- Tactical considerations
- EMS protocols
- Hazardous materials response
- Building construction and fireground operations

4.3.3 Performance Reviews

Supervising officers conduct formal monthly evaluations, addressing:

- Attitude, teamwork, and adaptability
- Physical fitness and readiness
- Practical skill proficiency
- Incident command understanding

Any deficiencies must be corrected through additional training, coaching and /or counseling.

4.4 Final Evaluation & Task Book Completion

In the final three months, the probationary firefighter must:

- Complete all remaining task book items.
- Successfully pass a cumulative practical skills assessment.
- Pass a comprehensive written exam.
- Obtain final sign-offs from supervising officers.

4.4.1 Submission for Fire Chief Approval

- The completed probationary task book, along with all evaluations and assessments, is submitted to the fire chief.
- The fire chief (or designated officer) reviews the documentation and performance reports.
- Upon final approval from the Fire Chief, the probationary firefighter shall have met the probationary firefighter evaluation requirements.
- If deficiencies exist, an extension of probation or additional training may be required.

EFFECTIVE DATE:

REPLACES:

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 4010c

Training Advisory Committee

SECTION 1.0 PURPOSE

The Training Advisory Committee (TAC) provides guidance, recommendations, and oversight for fire department training programs to ensure effectiveness, safety, and compliance with industry standards.

SECTION 2.0 SCOPE

The TAC focuses on the planning, development, evaluation, and continuous improvement of fire department training programs. The scope includes, but is not limited to:

- Reviewing and recommending improvements to training programs.
- Ensuring compliance with NFPA, OSHA, NIMS, and state/local training mandates.
- Evaluating new firefighting techniques, equipment, and training technology.
- Assessing training effectiveness through performance metrics and post-incident reviews.
- Providing recommendations on certification requirements and continuing education.
- Enhancing firefighter safety through training initiatives.
- Identifying emerging risks and necessary training adaptations.

SECTION 3.0 DEFINITIONS

National Fire Protection Association (NFPA)

The National Fire Protection Association (NFPA) is a global nonprofit organization established in 1896 that develops and publishes fire and life safety codes and standards. The NFPA's mission is to reduce fire and related hazards through research, education, training, and the establishment of consensus-based standards. NFPA 1500 Standard on Fire Department Occupational Safety, Health, and Wellness Program, which provides guidelines for firefighter safety and training.

International Society of Fire Service Instructors (ISFSI)

The International Society of Fire Service Instructors (ISFSI) is a professional organization dedicated to advancing the knowledge and effectiveness of fire service training. The ISFSI provides educational resources, certification programs, and leadership development for fire instructors worldwide. ISFSI provides compliance training for NFPA 1403 Standard on Live Fire Training Evolutions.

WAC 296-305 Safety Standards for Firefighters

The Washington Administrative Code (WAC) 296-305 outlines the Safety Standards for Firefighters in the state of Washington. These regulations, enforced by Washington State Department of Labor & Industries (L&I), set workplace safety requirements for fire departments, including:

- Personal protective equipment (PPE) requirements
- Firefighter training and competency standards
- Incident command and accountability systems
- Respiratory protection guidelines
- Health and wellness programs for firefighters

National Wildfire Coordinating Group (NWCG)

The National Wildfire Coordinating Group (NWCG) is an interagency organization that develops and maintains wildland firefighting training standards, qualifications, and operational guidelines. NWCG is composed of multiple federal, state, tribal, and local agencies involved in wildland fire management. It provides essential training materials, such as the Incident Response Pocket Guide (IRPG), and certification programs for wildland firefighters, ensuring consistency and effectiveness in wildfire response efforts.

SECTION 4.0 PROCEDURES

4.1 Membership

4.1.1 Committee Composition

1. Training Division Chief (Chair)
2. Fire Chief and/or Deputy Fire Chief
3. Human Resources Representative/Safety Officer (For legal/compliance guidance)
4. Firefighter Representatives (At least one from each career rank and volunteer position)
5. MSO
6. Subject Matter Expertise (training topic specific: ex: special operations, etc.)

4.1.2 Membership Term

- Members serve a **two-year** term, with staggered appointments to maintain continuity.
- Appointments made by the Fire Chief with input from department leadership.

4.2. Meeting Requirements

4.2.1 Frequency

- The TAC meets **quarterly**, with special meetings as needed for urgent training issues.

4.2.2 Agenda & Minutes

- Agenda distributed at least **one week in advance**.
- Minutes recorded and stored for reference.

4.2.3 Quorum

- A **simple majority** of members must be present for decision-making.

4.3 Subject Matter Expertise

4.3.1 Core Training Areas

1. Fireground Tactics & Strategy
2. Hazardous Materials Response
3. EMS & Rescue Operations
4. Incident Command System (ICS) & NIMS
5. Firefighter Health & Safety
6. Technical Rescue (Rope, Confined Space, Water, etc.)
7. Wildland Firefighting
8. Training Technology & Simulation

4.3.2 Guest Experts

- External specialists (e.g., NFPA representatives, legal advisors, industry experts) may be invited as needed.

4.4 When to Utilize the Committee

4.4.1 Review & Development of Training Programs

- Ensuring training meets **NFPA, OSHA, and local/state regulations**.
- Recommending curriculum updates based on operational needs.

4.4.2 Evaluation of New Equipment & Techniques

- Reviewing new fire suppression methods or equipment.
- Assessing firefighter safety and effectiveness.

4.4.3 After-Action Reviews & Policy Updates

- Analyzing training outcomes after major incidents.
- Providing recommendations for policy changes based on lessons learned.

4.4.4 Certification & Compliance Oversight

- Ensuring personnel meet required certifications and continuing education.

4.5 Evaluation & Approval Process

4.5.1 Performance Metrics

- Tracking training completion rates and competency assessments.
- Monitoring real-world incident performance improvement.

4.5.2 Approval Workflow

- TAC reviews recommendations → Submits to Training Division Chief → Final approval by Fire Chief.

4.5.3 Feedback & Continuous Improvement

- Conducting periodic surveys from firefighters.
- Updating programs based on TAC evaluations.

4.5.4 Annual Review

- TAC submits an **annual report** to fire department leadership on training effectiveness and areas for improvement.

EFFECTIVE DATE:

REPLACES:

FIRE CHIEF:



EAST JEFFERSON FIRE RESCUE

24 Seton Rd • Port Townsend WA 98368
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MEMORANDUM OF UNDERSTANDING

By and between the

EAST JEFFERSON FIRE RESCUE

And

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL NO 2032

Regarding: Updating MSO future job description

This memorandum of Understanding (MOU) is entered into by and between East Jefferson Fire Rescue “the District” and the International Association of Fire Fighters, Local No. 2032 (IAFF.)

EJFR and Local No. 2032 recognize the importance of job descriptions accurately depicting expectations and qualifications. Both organizations also recognize that positions may evolve over time.

EJFR and Local No. 2032 agree to update the Medical Services Officer (MSO) job description to match current practice as soon as possible in 2025.

EJFR and Local 2032 also agree to negotiate in 2025, an update of expectations and qualifications, including a path for professional development with the intent of establishing any future MSO as a company officer position. The negotiations will include recommendations from the Training Advisory Committee.

This MOU shall be deemed executed and effective as of the date of signature.

For the District:

For the IAFF:

Bret Black 3/6/2025
Bret Black Date
Fire Chief

Caton White 3/11/2025
Caton White Date
President IAFF Local No. 2032

Serving the Communities of

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



EAST JEFFERSON FIRE RESCUE

JOB DESCRIPTION

Number: 0018

Medical Services Officer (MSO)

SECTION 1.0 PURPOSE

To establish a job description for the Medical Services Officer of East Jefferson Fire Rescue.

SECTION 2.0 SCOPE

The Medical Services Officer (MSO) oversees the emergency medical services (EMS) program for the District. This includes but is not limited to emergency medical response, supplies and equipment, infection/exposure control, and EMS related instruction, teaching, training such as case review, quality control, EMS related content and evaluations.

The MSO is considered a reclassification from the Firefighter/Paramedic and/or the Lieutenant/Paramedic position. The pay scale of the MSO will be that of a Lieutenant/Paramedic.

For the purposes of gaining officer level responsibilities and experience, any time spent in this position may be counted as years of experience applicable towards qualifications to test for Battalion Chief.

SUPERVISION RECEIVED

The Medical Services Officer works under the general supervision of the Fire Chief (or designee) as related program management through verbal and written orders. Daily duties and supervision will be managed by the duty chief.

SUPERVISION EXERCISED

The position provides supervision and training of EMS related duties to all shift and volunteer personnel. Supervision may also be exercised at EMS related emergencies and at other times in the absence of senior officers.

SECTION 3.0 TYPICAL DUTIES

- 3.1** Reviews and evaluates the emergency medical response delivery for the District. Includes performing ALS and BLS review of medical incident reports in ESO for protocol compliance.
- 3.2** Monitoring the EMS OTEP program for ALS and BLS providers. Ensure minimum training and continuing education is compliant with Jefferson County EMS requirements as established by the Medical Program Director (MPD).
- 3.3** Serves as Program Manager for new or ongoing programs as designated by the Fire Chief or designee. Manages and prepares related policy and SOG's.
- 3.4** Implements and maintains Quality Assurance program in concert with other Districts and county level EMS organizations.

- 3.5** Responds to incidents for fire suppression and emergency medical alarms as needed within the scope of his/her training and qualifications.
- 3.6** In coordination with the Training Division, trains, supervises and evaluates personnel as relevant to emergency medical services which includes an annual EMS continuing education calendar.
- 3.7** Supervises CARES and serves as the program lead, including quality assurance, operational logistics, documentation review, serving as liaison to partnering agencies related to the CARES program.
- 3.8** Learns and maintains awareness of and adheres to Jefferson County EMS protocols and procedures. Maintains, updates and develops related policies and procedures as directed.
- 3.9** Maintains Washington State and EJFR required firefighter and Paramedic certification. Maintains skills and competency by working in the capacity of a dual-role paramedic, at least monthly. This assignment shall usually occur during normal MSO duty hours or as a result of shift OT.
- 3.10** Upon appointment, obtains commensurate training and maintains qualification for the positions of Medical Group Supervisor, Incident Safety Officer, Company Officer and others as directed by the Fire Chief.
- 3.11** Plans and prepares budget requests associated with emergency medical services.
- 3.12** Makes purchases of EMS equipment, medications, and supplies as needed and directed within the parameters of the EMS budget. Maintains the controlled substance safes and accountability procedures. Under the direction of the MPD, administers controlled substances policies and guidelines to include ordering, distribution and disposal of controlled substances.
- 3.13** Oversees the CPR program.
- 3.14** Infectious disease control training and compliance. Upon appointment, obtains commensurate training and maintains qualification for the position Designated Infection Control Officer (DICO) and the EJFR Exposure Control Officer.
- 3.15** Acts as a District liaison/representative with:
 - Paramedic Training UW Harborview
 - Jefferson County EMS Agencies
 - Jefferson County EMS Council
 - Regional EMS Council
 - Receiving medical facilities (hospitals), area urgent cares, medical treatment and long term care facilities, other EMS transport/rescue partners (air transport, etc.).
- 3.16** Participates as a member of the management team in planning and implementation of Department goals and objectives.
- 3.17** Attends meetings, seminars, schools and/or training sessions as may be assigned to keep abreast of modern EMS training and techniques.

SECTION 4.0 MINIMUM QUALIFICATIONS

- 4.1 Five (5) years as a career firefighter/paramedic and/or career lieutenant/paramedic.
- 4.2 Holds and maintains EMT-P certification.
- 4.3 Possesses and maintain a valid Washington State driver's license.
- 4.4 Must have no felony convictions including no convictions in domestic violence, crimes against children, elderly or sex offense convictions.
- 4.5 Must be insurable by the District's insurance carrier.
- 4.6 Current EVIP certification.
- 4.7 Computer literate, keyboard knowledgeable and able to learn, adapt and supervise others in using EJFR electronic record-keeping system.
- 4.8 Demonstrated competency in speaking, reading, and writing the English language as well as an ability to understand, complete and maintain all necessary forms, logs and other records as designated or required.
- 4.9 Knowledgeable of basic management supervisory practices; ability to effectively direct, motivate and evaluate the performance of employees; skilled in effective interpersonal communications.
- 4.10 Ability to maintain a harmonious working relationships with supervisors, co-workers and the general public; interacting with them courteously and effectively; i.e. enforce laws and ordinances with firmness, tact and impartiality.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned by the Fire Chief or designee, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.

SECTION 5.0 WORKING CONDITIONS

Primarily works in the field while supporting duties cited herein and occasional office duties, with emergency response requirements as currently defined for the position of Firefighter/Paramedic.

EFFECTIVE DATE: 3/6/25	REPLACES: 2025 Version
FIRE CHIEF: <i>Bret Black</i>	

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT No. 1
RESOLUTION NO. 25-04**

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

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

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

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

WHEREAS, the SCBA Bottles are near their end of service life and are not in compliance with hydro testing and,

WHEREAS, the OHTSU tires are beyond their 7 year service life per NFPA standards and,

WHEREAS, the Michelin tires are no longer of use to the District and,

WHEREAS, the miscellaneous equipment is past its useful life and has no value to 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 18th day of March, 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

SCBA Bottles				
QTY	Item Description	Serial Number	End of Service Date	Hydro Test Status
1	2010 60' MSA SCBA Bottle	ON 125411	11/30/2025	Expired
1	2010 60' MSA SCBA Bottle	ON 662651	11/30/2025	Expired
1	2010 60' MSA SCBA Bottle	ON 134022	11/30/2025	Expired
1	2010 60' MSA SCBA Bottle	ON 134044	11/30/2025	Expired
Tires				
6	OHTSU/Double Coin 11 R 22.5			
4	Michelin Primacy A/S			
Misc Equipment				
3	Lifejack PPV Gas Powered Ventilation Fans			
1	Honda PPV Gas Powered Ventilation Fan			
1	Stihl TS 510AV Rotary Saw			
1	Genesis iMAC Rescue Tool Set			

2025 Upcoming Events

Group	Event	Date
2025		
March		
EJFR	Connectivity Summit	3/7,3/8,3/9
April		
BOC/Admin	WFCA Spring Series -Suquamish	4/5/2025
BOC/Admin	Region 9 - Central Mason	4/12/2025
EJFR	Volunteer Appreciation Day	4/26/2025
EJFR	Kitchen Tour - Marrowstone	4/26/2025
May		
EJFR	Pancake Breakfast	5/3/2025
EJFR	Rhody Fest	5/14-5/18
June		
BOC/Admin	WFCA Spring Series - Lake Chelan	6/7/2025
EJFR	All County Preparedness Day	Tent: 6/28/25
August		
EJFR	Jefferson County Fair	8/8-8/10
October		
BOC/Admin	WFCA Annual Conference	10/22-10/25