East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Regular Board of Fire Commissioners Meeting
November 03, 2026

Station 91
6:30 PM
Agenda

This meeting will be held in hybrid format, in-person and using Zoom video conferencing. The link and telephone dial-in number are provided below:

Video Conferencing Link: https://us02web.zoom.us/j/81152403475

Dial-In Telephone Number: (253) 215-8782

Meeting ID: 811 5240 3475 and Passcode: 502075

This meeting is being recorded, please silence or turn off your personal cell phones, pagers, etc.

Call to Order

Flag Salute

Agenda Adjustments

Consent Agenda

- Approval of October 20, 2026 Regular Board Meeting Minutes.
- Approval of October 20, 2026 Local BVFF&RO Meeting Minutes.
- Approval of October 29, 2026 Commissioner Staff Workshop Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Public Input

Correspondence

Staff Reports

1. Chief Black's report.
2. Assistant Chief Jacobs.
3. Safety Committee.

Fire District Business

- Purchase Request for procurement and installation of Panasonic Toughbooks in the amount of $16,705.37 (not to exceed $17,500.00), per quotes from Datec, Inc. and Day Wireless.
- Resolution 394-11032026 – Surplus Equipment: Hoses and Nozzles (see Attachment A)
- Adopt SOP 3.1.5 Serious Injury and Line of Duty Death Policy.
- Adopt SOP 3.4.3 PPE Unusual Event Policy.
- Adopt SOP 3.1.4 Exposure and Contamination Control Policy.
- Healthcare Enrollment Form (annual) – to be signed by Commissioner Seeds.

Committee Meetings:

- Communication with Neighboring Elected Officials.
    - City of Camas – next meeting November 17, 2026 at 3:00 PM at Station 91.
    - City of Washougal – next meeting TBA.
- Risk Group – next meeting January 06, 2027 at 8:00 AM at Station 61 or via Zoom.
- East County Ambulance Advisory Board (ECAAB) – November 11, 2026 at 4:00 PM at Station 42.
- Safety Meeting – next meeting December 07, 2026 at 7:30 PM at Station 91.

Commissioner Comments

Public Comment

Local Board for Volunteer Firefighters and Reserve Officers

Upcoming Meetings

- Review of the district's monthly event calendar.
- Next Regular Board Meeting is November 17, 2026 Station 91 at 6:30 PM – hybrid format.
- Next Commissioner Staff Workshop Meeting is November 05, 2026 at 3:00 PM – hybrid format.

Executive Session

RCW 42.30.110 (1) (g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Adjournment

East County Fire and Rescue
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Board of Fire Commissioners Consent Agenda
November 03, 2026

1. Approval of minutes:
    - October 20, 2026 Regular Board Meeting Minutes.
    - October 20, 2026 BVFF Meeting Minutes.
2. Invoices in the amount of $17,824.87, check numbers 16367 through 16370, dated October 20, 2026.
3. Invoices in the amount of $2,524.54, check numbers 16371 through 16374, dated October 28, 2026.
4. Invoice in the amount of $9,406.80, check number 16375, dated October 28, 2026.
5. Approved Commissioner stipends for the period of October 16, 2026 through October 31, 2026 with a November 10, 2026 pay date.

Name	Regular Meeting	Committee Meeting	Special Meeting	Education	Other	Total
Addis	1	1	1	0	0	3
Hofmaster	1	1	1	0	0	3
Holt	1	0	0	0	1	2
Martin	1	0	1	4	0	6
Seeds	1	0	1	0	1	3

6. Voided/Destroyed Claims/Payroll Warrants.
7. Excuse absent Commissioner(s).
8. Payroll/Benefits/EFT's in the amount of $99,904.71 (Payroll). EFT in the amount of $159.32 (Use Tax)

Joshua Seeds, Chairperson

Brendan Addis, Vice Chair

Steve Hofmaster, Commissioner

Eric Holt, Commissioner

Martha Martin, Commissioner

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Regular Board of Fire Commissioners Meeting
October 20, 2026

Station 91
6:30 PM
Draft Minutes

Attendance

Joshua Seeds	Brendan Addis	Martha Martin
Steve Hofmaster	Eric Holt	Chief Steve Black
Asst. Chief Robert Jacobs	Teresa Guard	

Call to Order

Chairperson Joshua Seeds called the meeting to order at 6:30 PM. This meeting was conducted in hybrid format to allow for in-person or video conference participation.

Flag Salute

Commissioner Steve Hofmaster led the flag salute.

Agenda Adjustments

Consent Agenda

- Approval of October 06, 2026 Regular Board Meeting Minutes.
- Approval of October 06, 2026 Local BVFF&RO Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Motion by Commissioner Holt to approve the consent agenda, **seconded by Commissioner Addis. Motion passed unanimously.**

Public Input

No comments.

Correspondence

None.

Staff Reports

1. Chief Black presented the Chief's mid-month financial report; a copy is in the meeting packet.

Some discussion was had between Chief Black and the Board regarding the content and cadence of annual Chief performance reviews, as well as who completes the reviews. The Commissioners discussed the potential paring down of the current review or development of a new model, and whether any policy changes would be necessary if adjustments were to be made to the current review content and/or process. The Board recommended asking staff to narrow the current review model to the most relevant and important feedback.

2. Assistant Chief Jacobs presented his report; a copy is in the meeting packet.
3. Assistant Chief Jacobs reported that since the last board meeting there have been no new accident or injury reports submitted, however there was one near miss when a chainsaw malfunctioned. There is now a plan in place to prevent such occurrences in the future.

Fire District Business

- Purchase Request for annual hose, nozzle/appliance, and ladder testing in the amount of $8,068.14, per quote from/agreement with National Hose Testing Specialties, Inc.
  Motion by Commissioner Hofmaster to approve Purchase Request for annual hose, nozzle/appliance, and ladder testing in the amount of $8,068.14, **seconded by Commissioner Addis. Motion passed unanimously.**

Committee Meetings

1. Communication with neighboring elected officials.
    - City of Camas – November 17, 2026 at 3:30 PM at Station 91.
    - City of Washougal – next meeting October 28, 2026 at 1:00 PM at Washougal Chambers.
2. Next Risk Group Meeting – next meeting January 06, 2027 at 8:00 AM at Station 61 or via Zoom.
3. Next East County Ambulance Advisory Board (ECAAB) – next meeting November 11, 2026 at 4:00 PM at Station 42 or via Teams.
4. Safety Meeting – next meeting December 07, 2026 at 7:30 PM at Station 91.

Commissioners Comments

Commissioner Martin – Reminded the group that she will be heading to Spokane tomorrow for the Washington Fire Commissioners Association Conference.

Commissioner Hofmaster – no comments.

Commissioner Holt – no comments.

Commissioner Addis – no comments.

Commissioner Seeds – Noted his disappointment that the Washington State and Clark County Fire Marshals pulled the burn ban on October 1st despite persistent dry weather and windy conditions that make for an unsafe burning environment.

Public Input

No comments.

Local Board for Volunteer Firefighters and Reserve Officers

Upcoming Meetings

- Review of the district's monthly event calendar.
- Next Regular Board meeting will be November 03, 2026 Station 91 at 6:30 PM, hybrid format.
- Next Commissioner Staff Workshop Meeting October 29, 2026 Station 91 at 3:00 PM, hybrid format.

Both the Commissioner Staff Workshop and regular board meeting will be in hybrid format allowing for in-person or video conference participation. The link for video conference participation is provided on the district's website. (www.ecfr.us).

Adjournment

Motion by Commissioner Holt to adjourn at 7:05 PM, **seconded by Commissioner Hofmaster. Motion passed unanimously.**

Joshua Seeds, Chairperson

Brendan Addis, Vice Chair

Steve Hofmaster, Commissioner

Eric Holt, Commissioner

Martha Martin, Commissioner

Attest

Teresa Guard, District Secretary
Steve Black, Chief (Alternate)

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Local Board for Volunteer Fire Fighters & Reserve Officers Meeting
October 20, 2026

Station 91
Draft Minutes

Attendance

Joshua Seeds
Steve Hofmaster
Asst. Chief Robert Jacobs
Brendan Addis
Eric Holt
Teresa Guard
Martha Martin
Chief Steve Black

Call to Order

Chairperson Joshua Seeds called the meeting to order 7:04 PM. This meeting was conducted in hybrid format to allow for in-person or video conference participation.

Business

No business.

Adjournment

The local board adjourned at 7:04 PM.

Joshua Seeds, Commissioner Chairperson
Brendan Addis, (Alternate)

Martha Martin, Commissioner
Steve Hofmaster (Alternate)

Steven Black, Chief
Robert Jacobs, Assistant Chief (Alternate)

Attest

Teresa Guard, District Secretary
Steven Black, Chief (Alternate)

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Commissioner Staff Workshop Meeting
October 29, 2026

Station 91
3:00 PM
Draft Minutes

Attendance

Martha Martin	Brendan Addis	Joshua Seeds
Steve Hofmaster	Chief Steve Black	Deputy Chief Sammy Brown
Pam Jensen	Teresa Guard	

Call to Order

Chairperson Joshua Seeds called the meeting to order at 3:00 PM. This meeting was in hybrid version in-person/video conference format.

Executive Session

RCW 42.30.110 (1) (g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Board went into Executive Session at 3:01 PM for 20 minutes, to return at 3:21 PM.
Commissioner Seeds extended Executive Session for an additional 15 minutes, until 3:36 PM
The Board reconvened at 3:36 PM.

Commissioner Seeds shared that no decisions will be made following the executive session; the Board is prepared to continue contract discussions in a later meeting.

Fire District Business

Full Budget Review: Fiscal Year 2027

Chief Black opened the review with a high-level overview of the Capital Projects Plan, which covers fiscal years 2027 - 2036, with an emphasis on 2026 achievements and plans for 2027. Plans for 2027 include the purchase of extra sets of extrication tools, regular rotation of inventory (such as SCBA packs and radios), station repair and maintenance, and acquisition of and final payment for the new engine.

Chief Black continued with an overview of the budgeting process, including philosophy and strategies for planning for succeeding years and the actual creation of the annual budget by administrative and line staff. A detailed, line-by-line review of the proposed budget for fiscal year 2027 followed.

Adjournment

Meeting adjourned at 4:52 PM.

Joshua Seeds, Chairperson

Brendan Addis, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Eric Holt, Commissioner

Attest

Teresa Guard, District Secretary
Steven Black, Chief (Alternate)

CHECK REGISTER

East County Fire & Rescue — Time: 12:36:57 Date: 10/29/2026

10/20/2026 To: 10/20/2026 — Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1200	10/20/2026	Claims	6291	16367	CAMAS POWER EQUIPMENT	115.98	Service Order/Invoice # 4972722 - Chainsaw repair; removed and replaced bar studs, bar nuts, and missing chip deflector.
1201	10/20/2026	Claims	6291	16368	LN CURTIS & SONS	573.06	Invoice # INV1104003 - 1" NH dual range, 10-30 gallons per minute wildland nozzle.
1202	10/20/2026	Claims	6291	16369	MES SERVICE COMPANY, LLC	17,064.08	Invoice # IN2595400 - Scott SCBA pack (qty. 1), SCBA bottles (qty. 3) and chest strap assembly (qty. 1).
1203	10/20/2026	Payroll	6291	16370	OPEIU Local 11	71.75	Pay Cycle(s) 10/25/2026 To 10/25/2026 - OPEIU Dues
		001 General Fund				17,824.87	
						17,824.87	Claims: 17,753.12
							Payroll: 71.75

CHECK REGISTER

East County Fire & Rescue — Time: 12:37:36 Date: 10/29/2026

10/28/2026 To: 10/28/2026 — Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1205	10/28/2026	Claims	6291	16371	MES SERVICE COMPANY, LLC	279.58	Invoice # IN2614057 - Compressor service call, labor and parts (hose and crimp fitting) for repair.; Invoice # IN2617309 - Nat'l Institute for Occupational Safety and Health stickers for SCBA (qty. 22
1206	10/28/2026	Claims	6291	16372	NW NATURAL	103.20	Account 2074612-9 - Gas service at Station 91. Service period 09/16/2026 - 10/15/2026.
1207	10/28/2026	Claims	6291	16373	ERIC TIERNEY	750.00	Invoice # 10282026 - November 2026 IT services.
1208	10/28/2026	Claims	6291	16374	WEX BANK - (Union 76)	1,391.76	Invoice # 115900951 - September/October 2026 statement of fuel charges for account 0202-00-111533-6.
		001 General Fund				2,524.54	
						2,524.54	Claims: 2,524.54

CHECK REGISTER

East County Fire & Rescue | Time: 12:38:05 | Date: 10/29/2026

10/28/2026 To: 10/28/2026 | Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1209	10/28/2026	Claims	6292	16375	AIR EXCHANGE	9,406.80	Invoice # 91618112 - Installation of Plymovent system for new water tender (#1025), including ducting, support, and mats, lift rental, and labor costs.
		008 Capital Project Fund				9,406.80	
						9,406.80	Claims: 9,406.80

CHECK REGISTER

East County Fair & Rescue — Time: 12:12:11 Date: 10/29/2026

10/25/2026 To: 10/25/2026 — Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1139	10/25/2026	Payroll	6291	EFT		207.79	
1140	10/25/2026	Payroll	6291	EFT		146.46	
1141	10/25/2026	Payroll	6291	EFT		4,184.92	
1142	10/25/2026	Payroll	6291	EFT		207.79	
1143	10/25/2026	Payroll	6291	EFT		138.52	
1144	10/25/2026	Payroll	6291	EFT		4,623.99	
1145	10/25/2026	Payroll	6291	EFT		3,729.63	
1146	10/25/2026	Payroll	6291	EFT		138.52	
1147	10/25/2026	Payroll	6291	EFT		3,190.86	
1148	10/25/2026	Payroll	6291	EFT		69.26	
1149	10/25/2026	Payroll	6291	EFT		207.79	
1150	10/25/2026	Payroll	6291	EFT		207.79	
1151	10/25/2026	Payroll	6291	EFT		207.79	
1152	10/25/2026	Payroll	6291	EFT		207.79	
1153	10/25/2026	Payroll	6291	EFT		207.79	
1154	10/25/2026	Payroll	6291	EFT		2,917.78	
1155	10/25/2026	Payroll	6291	EFT		1,026.85	
1156	10/25/2026	Payroll	6291	EFT		1,470.37	
1157	10/25/2026	Payroll	6291	EFT		138.52	
1158	10/25/2026	Payroll	6291	EFT		2,339.48	
1159	10/25/2026	Payroll	6291	EFT		1,680.41	
1160	10/25/2026	Payroll	6291	EFT		138.52	
1161	10/25/2026	Payroll	6291	EFT		146.46	
1162	10/25/2026	Payroll	6291	EFT		146.46	
1163	10/25/2026	Payroll	6291	EFT		207.79	
1164	10/25/2026	Payroll	6291	EFT		62.33	
1165	10/25/2026	Payroll	6291	EFT		2,380.52	
1166	10/25/2026	Payroll	6291	EFT		207.79	
1167	10/25/2026	Payroll	6291	EFT		207.79	
1168	10/25/2026	Payroll	6291	EFT		207.79	
1169	10/25/2026	Payroll	6291	EFT		207.79	
1170	10/25/2026	Payroll	6291	EFT		207.79	
1171	10/25/2026	Payroll	6291	EFT		138.52	
1172	10/25/2026	Payroll	6291	EFT		2,991.64	
1173	10/25/2026	Payroll	6291	EFT		207.79	
1174	10/25/2026	Payroll	6291	EFT		146.46	
1175	10/25/2026	Payroll	6291	EFT		207.79	
1176	10/25/2026	Payroll	6291	EFT		207.79	
1177	10/25/2026	Payroll	6291	EFT		2,308.13	
1178	10/25/2026	Payroll	6291	EFT		3,971.32	
1179	10/25/2026	Payroll	6291	EFT		2,901.76	
1180	10/25/2026	Payroll	6291	EFT		207.79	
1181	10/25/2026	Payroll	6291	EFT		1,008.42	
1182	10/25/2026	Payroll	6291	EFT		3,241.14	
1183	10/25/2026	Payroll	6291	EFT		4,354.15	
1184	10/25/2026	Payroll	6291	EFT		146.46	
1185	10/25/2026	Payroll	6291	EFT		2,784.03	
1186	10/25/2026	Payroll	6291	EFT		207.79	
1187	10/25/2026	Payroll	6291	EFT		207.79	
1188	10/25/2026	Payroll	6291	EFT		3,860.28	
1189	10/25/2026	Payroll	6291	EFT		207.79	
1190	10/25/2026	Payroll	6291	EFT		138.52	
1191	10/25/2026	Payroll	6291	EFT		207.79	
1192	10/25/2026	Payroll	6291	EFT	IAFF2444	1,713.95	Pay Cycle(s) 10/25/2026 To 10/25/2026 - IAFF Dues
1193	10/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	11,257.53	Pay Cycle(s) 10/25/2026 To 10/25/2026 - DComp
1194	10/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	397.13	Pay Cycle(s) 10/25/2026 To 10/25/2026 - PERS2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1195	10/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	279.04	Pay Cycle(s) 10/25/2026 To 10/25/2026 - PERS3
1196	10/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	11,520.17	Pay Cycle(s) 10/25/2026 To 10/25/2026 - LEOFF2
1197	10/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	302.21	Pay Cycle(s) 10/25/2026 To 10/25/2026 - Roth DComp
1198	10/25/2026	Payroll	6291	EFT	IRS	12,348.40	941 Deposit for Pay Cycle(s) 10/25/2026 - 10/25/2026
1199	10/25/2026	Payroll	6291	EFT	OR Department of Revenue	1,062.00	Pay Cycle(s) for OR Tax: 10/25/2026 - 10/25/2026
		001 General Fund				99,904.71	
						99,904.71	Payroll: 99,904.71

CHECK REGISTER

East County Fire & Rescue — Time: 12:38:51 Date: 10/29/2026

10/21/2026 To: 10/21/2026 — Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1133	10/21/2026	Claims	6291	EFT	STATE OF WASHINGTON DEPARTMENT OF REVENUE	159.32	Written From Use Tax Report
		001 General Fund				159.32	
						159.32	Claims: 159.32

East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

To: Board of Fire Commissioners

From: Chief Steve Black

Date: November 3rd, 2026

Subject: Chief's Report

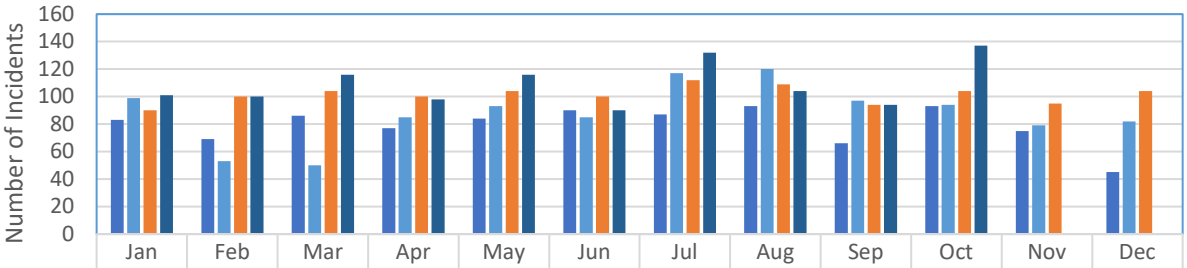
Response Activity

During the month, the District responded to 137 calls for service. Table 1 outlines the distribution of incidents.

Table 1. Response Activity

Incident Type Series	Number
1 - Fire	9
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	92
4 - Hazardous Condition (No Fire)	0
5 - Service Call	12
6 - Good Intent Call	2
7 - False Alarm & False Call	22
9 - Special Incident Type	0
Total Responses	137

Figure 1. Incident Responses by Month 2023-2026



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	83	69	86	77	84	90	87	93	66	93	75	45
2024	99	53	50	85	93	85	117	120	97	94	79	82
2025	90	100	104	100	104	100	112	109	94	104	95	104
2026	101	100	116	98	116	90	132	104	94	137		

Staffing and Deployment

During the month, the district maintained a 90th percentile[1] shift staffing level of 3.81 personnel during the day (07:00-19:00) and 3.90 personnel at night (19:00-07:00). The availability of response from Station 91 was 100.00%.

Daily shift availability for Station 94 was 74% for the month. Station 94 was closed on Oct 1st, 11th, 17th, 18th, 30th, and 31st, and a half day on Oct 5th, 6th, 13th, and 14th.

Table 2. Incidents Impacted by Unavailability for Response from Station 94

Date	Time	FMZ	Priority	Event Type	First Due
10/05/2026	18:41:35	094	3	MVA	E43
10/12/2026	05:49:19	094	2	Breathing Problem	E43
10/30/2026	09:54:31	095	3	Psych	E43
10/31/2026	04:30:28	094	3	Psych	E43
10/31/2026	05:34:21	094	3	Psych	E43

Table 3. Number of volunteers and staffing hours. Hours do not pertain to WTD or Chief Jacobs.

Date	Combat Volunteers	Water Tender Drivers	Hours
08/31/2026	23	5	528
09/30/2026	23	5	492
10/31/2026	23	5	576

Shift Reports

A Shift/Facilities and Community Risk Reduction: Captain Danny Burch

- Working on Station 94 sustainability report.
- Working on quote for shower install at S94.

B Shift/Training: Captain Cody Sorensen

- Captain Sorenson will be attending Blue Card Train the Trainer classes in November. Currently we only have one certified trainer, Captain Burch.
- Continuing to work with PFF Menta.

C Shift/Apparatus and Equipment: Captain John Prasch

[1] Calculation of the 90th percentile reflects the staffing that is available 90% of the time.

- Captain Prasch will also be attending Blue Card Train the Trainer.
- Completed vinyl on C93 and WT91 rigs.
- Prepped surplus tender for auction.
- Drove surplus engine to WSCFF in preparation for shipment to Peru.

Programs and Projects

AFG and Safer Grants: No update.

BLM and Firehouse Subs Grants: A Firehouse Subs grant was submitted to purchase Panasonic Toughbooks for our first out engines.

County Fire Marshal Inspections: The county fire marshal completed inspections at our stations. Teresa coordinated this and it appears we just have some minor issues to address.

Burn Incident: As part of completing the burn incident investigation we recently had the burn box inspected from a third party, Fire Safety Inspection Services. The result was the box can continue to be used for demonstrational fires but personnel should remain on the exterior until repairs are made to the walls and ceiling.

Operational Change: Based on discussions with line staff and CWFD, we identified a need for more consistent command coverage. ECFR does not have dedicated Battalion Chiefs, so chief officers currently provide command response as available. Their availability, response times, and command roles can vary. Battalion 41 currently responds to ECFR for major incidents. To strengthen the relationship between ECFR and CWFD, the departments will begin a six-month trial in which CWFD Battalion Chiefs serve as ECFR's primary BC-level command resource. ECFR chief officers may continue to respond at their discretion.

Recognition and Christmas Party: Email invite went out and planning continues.

Washougal Christmas Parade: ECFR has submitted our intention of having an engine in the Washougal Christmas Parade Thursday, December 3rd at 1700.

Operational Reports with shifts: We have met, or are scheduling meetings, with each crew as part of our alternating-month operational reports. As discussed, these meetings are intended to keep crews and administration closely aligned.

New Engine Update: I've heard that our new engine is now postponed until 2027. It sounds like Captain Prasch and Chief Jacobs will be going back for pre-arrival inspections in February.

IT Services: We've verbally agreed to a new contract. No changes from 2026.

East County Fire and Rescue

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To: Board of Fire Commissioners

From: Assistant Chief Robert Jacobs

Date: November 03, 2026

Subject: Assistant Chief's Report

Training

October DOC training was October 13, 2026.

October EST/Tender training was October 27, 2026.

November DOC training will be November 10, 2026 at 7:00 PM at Station 91.

November EST/Tender training will be November 24, 2026 – Station TBD.

Apparatus

Continuing with minor apparatus repairs.

Annual inspections on E91 and E94 will happen in November.

Safety

Last Safety Committee meeting was October 19, 2026.

Next Safety Committee meeting will be December 07, 2026 at 7:30PM at Station 91.

There have been no new accidents or incidents reported since the last board meeting.

Safety Committee Meeting Minutes

10-19-2026

Attending: AC Jacobs, Commissioners Hofmaster and Addis, Firefighters Menta and Crum.

There were no accident or incident reports to review.

Reviewed station and equipment inspections referred needed repairs to Chief Black, several small repairs have been completed by on duty crews.

Reviewed a near miss report involving a chainsaw, the chain came off the saw and flew across the truck bay while the saw was being tested. Fortunately, no injuries or damage occurred, the cause was stripped studs and nuts that secure the chain bar allowing the chain to loosen and then come off. When adjusting the chain and bar be sure the nuts are secure. Captain Prasch is going to engrave the proper torque for the nuts on our chainsaws and get torque wrenches to use to tighten the nuts. When working on any tools or equipment please take care to be sure that equipment is safe to use! If you are in doubt, check with your Captain or put it out of service until we are sure it is safe to use.

Winter is coming soon, be aware of slick roads and large puddles.

Please review the tire chain installation instructions on the o drive to ensure that chains are installed correctly.

Next Safety Committee meeting 12-7-26 Sta. 91 7:30 PM.

East County Fire and Rescue

600 NE 267th Avenue
Camas WA 98607
(360) 834-4908
(360) 834-5454 (Fax)

Purchase Order

Vendor	
Name	TBD
Address	
Phone	

Date
10/28/2026

Purchase Order #
2026-0061-22

If purchased using a district credit card use "Visa" as the PO # and attach the receipt.

Line Number	Item #/Description	Quantity	Unit Price	Subtotal
594 22 50 001	Panasonic Toughbook CF-33	2	$5,575.00	$11,150.00
594 22 50 001	Extended warranty covers Toughbook for 5 years	2	$650.00	$1,300.00
594 22 50 001	Havis docking station for Panasonic Toughbook	2	$980.05	$1,960.10
	WA State contract #05820 under NASPO Master Agreement			$0.00
				$0.00
594 22 50 001	Installation of Havis docking station by Day Wireless	2	$465.00	$930.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

Subtotal	$15,340.10
Tax Rate	8.90%
Tax	$1,365.27
Shipping & Handling	$0.00
Total	$16,705.37

Special Instructions/Additional Information
One computer, docking station, and extended warranty for E91 and E94.

Clark County Sales Tax 8.0% (cities have different rates)

Sammy Brown — Requested by

10/28/2026 — Date

Authorized by

Signature

Date

DATEC INCORPORATED

Contact: Bob Stein
364 Upland Drive, Seattle, WA 98188
206/909-5272 cell: 206/575-1470 Office
Fed TAX ID 91-0930538
Email Po To: bstein@datecinc.net
Fax PO To: Email Only Please

Quote# Q26J29-01
Date: 10/29/26
Terms: Net 30 Days for Check or ACH payments
Validity: 20-Dec-26

Quote Prepared For:
Chief Sammy Brown
East County Fire and Rescue
sbrown@ecfr.us
360-834-4908

Part Number	*Description*	*Qty*		*Unit Price*	*Ext. Price*
	Budgetary Project Quote				
CF-339A-05BM	BSKU, Win11 Pro, Intel Core i5-1345U vPro (up to 4.7GHz), AMT, 12.0" QHD Gloved Multi Touch+Digitizer, 16GB, Intel Iris Xe, 512GB OPAL SSD, Intel Wi-Fi 6E, Bluetooth, 4G EM7595, GPS, COM Splitter, Dual Pass (Ch1:WWAN/Ch2:GPS), Mic and Infrared 2MP Webcam, 8MP Rear Camera, Standard Batteries (2), TPM 2.0, Flat, Mk3 Premium Keyboard, FZ-SVCTPNF3YR - 3 Year Protection Plus Warranty, FZ-SVC512SSD3Y - 3 Year No Return of Defective Drive, CF-SVCPDEP3Y - 3 Year Premier Deployment, FZ-SVCFESGEN10 - Field Engineering Support	2		$5,575.00	$ 11,150.00
CF-SVCxx	Extended Warranty covers TOUGHBOOK for 5 years total	2		$650.00	$ 1,300.00
DS-PAN-1212N-2	HAVIS: Tablet Form Factor: Docking Station for PAN TOUGHBOOK 33/34 with Standard Port Replication & Dual Pass-Thru Antenna Connections & Havis Power Supply	2		$980.05	$ 1,960.10
				Sub Total	$14,410.10
				8.9% Sales Tax	$ 1,282.50
	WA State NASPO Contract # 05820			**Total**	$15,692.60


Panasonic
TOUGHBOOK




Panasonic
TOUGHBOOK
PMT
PRECISIONMOUNTS.COM
UNDOCK

Panasonic CONNECT

TOUGHBOOK



- First fully rugged product with a 3:2 screen for easier handling and better viewing of business applications
- Optional i7-1270P processor with 12-cores of computing power
- Infrared webcam and Windows Hello enables biometric user authentication
- Optional quick-release SSD includes insertable Smart Card and long life batteries
- Twin battery design enables hot-swap battery replacement for continuous use

12" TABLET EASILY CONVERTS TO A LAPTOP WITH OPTIONAL KEYBOARD.

The Panasonic TOUGHBOOK 33 offers unparalleled flexibility in even the most demanding and extreme environments and is the world's first fully rugged 2-in-1 PC with a 3:2 screen. Inspired by the increasing demands of mobile professionals, the TOUGHBOOK 33 delivers rugged mobility in a highly customizable package that also includes a generation of backward compatibility[1]. It has an optional i7-1270P processor that delivers an amazing 12 cores of computing power. A wide range of integrated options such as serial port, barcode, fingerprint, insertable and contactless Smart Card readers assure TOUGHBOOK 33 can be customized to meet the unique needs of a diverse customer base.

MIL-STD-810H

MIL-STD-461F

IP65

C1D2 HAZ LOC

5-FOOT DROP RATING
(Tablet only)

na.panasonic.com/us/TOUGHBOOK33 | 1-888-245-6344

SPEC SHEET

TOUGHBOOK 33 Mk3

Panasonic CONNECT

TOUGHBOOK

TOUGHBOOK 33

SOFTWARE

- Windows 11 Pro
- Panasonic Utilities and Recovery Partition
- Enterprise ready driver packages including CAB files and one-click driver bundles
- CORE Asset Management

CERTIFICATIONS & DURABILITY

- MIL-STD-810H: 4' drop (5' tablet only) shock, bench handling, vibration, rain, dust, sand, altitude, freeze/thaw, high/low temperature, temperature shock, solar radiation, contamination by fluids, humidity, explosive atmosphere[2]
- MIL-STD-461F[2]
- IP65[2]
- Optional C1D2 (class 1 div 2) groups ABCD
- Magnesium alloy chassis encased with ABS and elastomer edges
- Handle/kickstand (on opt. Premium Keyboard)
- SSD heater, removable SSD[3] or optional quick-release caged SSD[4,5]
- Removable battery
- Raised bezel for LCD impact protection
- Reinforced locking port covers
- Replaceable screen protector

CPU

- Intel Core i5-1245U vPro 10-core processor
  - 1.6GHz with Turbo Boost up to 4.4GHz, 12MB cache
- Intel Core i7-1270P vPro 12-core processor
  - 2.2GHz with Turbo Boost up to 4.8GHz, 18MB cache

STORAGE & MEMORY

- Factory installed 16GB or 32GB RAM (LPDDR4x-4266MHz)[6]
- 512GB or 1TB removable OPAL NVMe SSD with heater[3,6]
- Optional quick-release SSD (comes w/Insertable Smart Card reader and long life batteries)[4,5]

DISPLAY & GRAPHICS

- Display
  - 12.0" 3:2 QHD 2160 x 1440
  - Capacitive gloved touch + digitizer
  - 2-1200 nit
- Direct Bonding
- Anti-reflective (AR) screen treatment
- Graphics
  - Intel Iris Xe Graphics
- Supports up to 4 displays
- Concealed Mode; Day/Night Mode

AUDIO

- Integrated dual array microphone
- Intel High Definition Audio compliant
- Integrated 91db speakers (front-facing)
- On-screen and button volume and mute controls

CAMERAS

- 2MP (1080p) webcam w/privacy cover & dual array mic
  - Infrared with Windows Hello support
- 8MP rear camera with autofocus and triple LED flash

KEYBOARD & INPUT

- IP55 2 button digitizer pen (right click & erase), stylus holder, tether and cleaning cloth
- 5 modes (rain, glove, touch, pen, pen/touch)
- 7 tablet buttons (5 programmable including A1/A2 buttons)
- On-screen QWERTY keyboard
- Optional 87-key emissive keyboards (Lite, Premium) and rubber keyboard (Premium):[7]
  - Backlit (emissive: red, rubber: white) with 4 adjustable levels
- Gen1 resistive touchpad with scrolling

INTERFACE & EXPANSION

- On the tablet:
  - USB-C Thunderbolt 4, 40 Gbps 3A (w/PD)
  - USB-A 5Gbps 1.5A
  - Optional USB-A 0.5Gbps[8]
  - HDMI 4K
  - Ethernet 1Gbps RJ-45
  - Optional Serial (True) D-sub 9-pin[8]
  - Optional MicroSDXC UHS-I[8]
  - Audio In/Out 3.5mm
  - Dual SIM (Nano-SIM 4FF x1, eSIM x1)
- On the optional Premium Keyboard:
  - Docking Connector 25-pin
  - USB-A x3 (5Gbps x2, 0.5Gbps x1)
  - SDXC UHS-II
  - HDMI
  - VGA D-sub 15-pin
  - Ethernet 1Gbps RJ-45
  - Serial (USB) D-sub 9-pin

WIRELESS

- Optional 4G MLP31-W (up to 1 Gbps)
  - 4G (LTE, LTE-A)
  - Multi carrier (AT&T, FirstNet, Verizon)
  - Satellite GPS & CBRS Band 48 Capable[9]
- Optional dedicated GPS (u-blox NEO-M8J)
- Dual antenna pass-through
- Intel Wi-Fi 6E AX211 (up to 2.4 Gbps)
- Bluetooth v5.3 (Class 1)

POWER

- Li-Ion batteries x2:
  - 6.5 hours (14 w/opt. long life batteries)[11]
  - Each standard battery: 11.1V, 2050mAh typical (1990mAh min)
  - Each long life battery: 10.8V, 4420mAh typical (4120mAh min)[12]
- Battery charging time: 3 hours (with parallel charging technology)[13]
- AC Adapter: AC 100V-240V worldwide power, auto-sensing/switching

SECURITY FEATURES

- Intel Hardware Shield
- Secured-core PC
- TPM v.2.0
- NIST BIOS compliant
- Persistence technology by Absolute in BIOS[10]
- Kensington cable lock slots x2 (on tablet and optional Premium Keyboard)
- Encrypted OPAL SSD's
- Optional fingerprint reader[5]
  - Secured-core PC (363 DPI)
  - Active Directory (385 DPI)
- Optional insertable Smart Card reader[5]
- Optional contactless Smart Card reader 13.56MHz (ISO 14443 A/B, ISO 18092)[5]

DIMENSIONS & WEIGHT

- 12.1" x 9.6" x 0.9" (12.3" x 11.4" x 1.8" with optional Premium Keyboard)[13]
- 3.4 lbs. (6.2 lbs. with optional Premium Keyboard)[14]

WARRANTY

- 3-year limited warranty, parts and labor

INTEGRATED OPTIONS

- 4G MLP31-W modem
- Dedicated GPS (u-blox NEO-M8J)
- Choice of 1D/2D capable barcode reader (N6603SR), serial (true), or 2nd USB-A port, or MicroSDXC
- Choice of insertable Smart Card, contactless Smart Card, fingerprint reader or quick-release SSD (comes with insertable Smart Card and long life batteries)
- Optional emissive or rubber keyboards

Please consult your reseller or Panasonic representative to learn more about the TOUGHBOOK 33 and the wide variety of accessories and services offered.

1 Requires purchase of 31 Vehicle Dock Adapter (VDA). VDA has been tested and approved to work with Gamber-Johnson 7160-0318 and Havis PAN-111/112 vehicle docks. Do not use with other vehicle docks without consulting first with your Panasonic representative.

2 Base model tested by national independent third party lab following MIL-STD-810H Method 516.8 Procedure IV for transit drop test and IEC 60529 Sections 13.4, 13.6.2, 14.2.5 and 14.3 for IP. IP rating requires both batteries in tablet.

3 Requires training, approval and/or purchase of a SSD no return service sku through Panasonic, otherwise any damage incurred will be out of warranty and not eligible for advance exchange. Please contact a Panasonic representative for program details.

4 Optional Quick-release SSD (comes with Insertable Smart Card reader and Long Life Batteries) adds a bump out which increases overall height by 0.6" and weight by 1.3 lbs, prohibits use in convertible mode. Not compatible with 33 Tablet Vehicle Dock or rotating hand strap or shoulder strap.

5 Insertable Smart Card, Contactless Smart Card, Fingerprint Readers & optional Quick-release SSD (comes with Insertable Smart Card reader and Long Life Batteries) are mutually exclusive.

6 1GB = 1,000,000,000 bytes. Total usable memory will be less depending upon actual system configuration.

7 Fn keys, I/O ports, reverse docking into convertible mode available on Premium Keyboard only. Lite Keyboard opens at 100° angle.

8 Barcode, Serial (true), USB-A 0.5Gbps and MicroSDXC are mutually exclusive.

9 The module firmware and the device antenna system have obtained technical approval by commercial carriers in the US. It is customer's responsibility to assure that the module firmware and the device antenna system are compatible with the customer's Private LTE network using Band 48.

10 Requires software and activation to enable theft protection.

11 Battery performance features such as charge time and life span can vary according to the conditions under which the computer and battery are used. Battery operation and recharge times will vary based on many factors, including screen brightness, applications, features, power management, battery conditioning and other customer preferences. Battery test results from MobileMark 25 at 250 nit, connected to Wi-Fi and using the Office Productivity and Creativity scenarios. MobileMark 2014 battery life results is 10 hours (20 with optional long life batteries) tested at 150 nit, connected to Wi-Fi and using just the Office Productivity scenario.

12 Long Life Batteries add a bump out which prohibits use in convertible mode. Not compatible with optional Quick-release SSD or with Gamber-Johnson CF-33 Tablet Vehicle Dock when using a rotating hand strap. For units originally ordered with standard batteries, changing to long life batteries requires a hardware retrofit to the unit. Contact the Panasonic National Service Center for information and evaluation.

13 Tablet with Lite Keyboard is 12.1" (L) x 9.6" (W) x 1.5" (H). Optional Long Life Batteries adds 0.4" (H). Optional Quick-release SSD (comes with Insertable Smart Card reader and Long Life Batteries) adds 0.6" (H).

14 Tablet with Lite Keyboard is 4.8 lbs. Optional Long Life Batteries adds 0.8 lbs. Optional Quick-release SSD (comes with Insertable Smart Card reader and Long Life Batteries) adds 1.3 lbs.

TOUGHBOOK 33 Mk3
Panasonic is constantly enhancing product specifications and accessories. Specifications subject to change without notice.
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SPEC SHEET

Quote #QO89475

Customer ID: 33801

Day Management Corp.
Day Wireless Systems
1195 Columbia Blvd
Longview WA 98632
United States

Date 11/02/2026
Terms NET 30
Expires 12/02/2026
Representative Salley, Spencer
Direct Phone (971) 334-0517
E-Mail SSalley@daywireless.com
Shop Phone (360) 423-3690
Customer Contact Sammy Brown
Contact Phone (360) 834-4908
Project Name Tough Book Mount Installs X2

Bill To

East County Fire & Rescue
600 NE 267th Ave
Camas WA 98607-6200
United States

Ship To

East County Fire & Rescue
600 NE 267th Ave
Camas WA 98607-6200
United States

Quantity	Description	Rate	Amount
1	2130 INSTALLATION LABOR Installation of X2 Customer Provided Toughbook Mounts into X2 Fire Engines. Customer to Provide all Parts. *Quote includes labor and travel costs *If you wish to proceed, please sign quote and return.	$930.00	$930.00

Subtotal	$930.00
Tax Total	$74.40
Total	$1,004.40

LEGAL NAME OF PURCHASER

P.O. NUMBER

AUTHORIZED SIGNATURE

DATE

Quote #QO89475

Customer ID: 33801

By approving this quotation, the customer is agreeing to purchase the items listed in the quote. The customer will be invoiced for the items as they arrive at a DWS facility and is expected to pay according to the terms of the quote or Net30. If the customer cancels any part of the order, the equipment must be picked up from the DWS facility. Normally stocked items may be returned for a 20% restocking fee, but non-stock items are not eligible for return and must be picked up and paid for in full at the DWS facility. Shipping and handling charges, as well as any applicable sales tax, may be included on the invoices. The terms of the order are subject to credit review. This quote is subject to review by management for completeness and accuracy, and prices are firm for 30 days unless otherwise stated. If paying by card the processing fee will be charged up to 3.5% of the transaction.

*** Customers should reference the quotation number on any correspondence or purchase orders. ***
*** There may be a $25 charge for insufficient funds and a 1.5% late fee may apply. ***

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Resolution 394-11032026

A resolution providing for disposal of equipment deemed to be surplus to the reasonably foreseeable needs of East County Fire and Rescue.

WHEREAS, assorted hoses and nozzles, shown in attachment A, belonging to East County Fire and Rescue, are in deteriorated condition and no longer serviceable and/or are not used in operations;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire & Rescue as follows:

1. Based upon the findings and recommendations of the Fire Chief, this equipment is surplus to the foreseeable needs of the district.
2. Disposal of this equipment will benefit the district.
3. The fire chief is authorized to dispose of this equipment in a manner that will be to the best advantage of East County Fire and Rescue.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue November 03, 2026, with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Brendan Addis, Vice Chair

Steve Hofmaster, Commissioner

Eric Holt, Commissioner

Martha Martin, Commissioner

Attest

Teresa Guard, District Secretary

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Property Salvage Report (Attachment A)

Tag Number	Description of Asset	Serial Number	Status of Asset (choose one)				Comments
			Lost	Stolen	Sell	Recycle/ Scrap	
0081	1 ¾" Combi Nozzle	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
0076	1 ¾" Combi Nozzle	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
003	1 ½" x 50' Hose	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
018	1 ½" x 50' Hose	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
099	1 ½" x 50' Hose	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
015	1 ½" x 50' Hose	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
005	1 ½" x 50' Hose	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
15-105	1 ¾" x 50' Hose	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
16-103	1 ¾" x 50' Hose	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
191	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.
n/a	1 ½" x 50' Hose	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.
193	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.
197	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.
339	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.
029	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.
028	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.
070	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.
195	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.
196	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.
335	3" x 50' Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3" hose.

East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Tag Number	Description of Asset	Serial Number	Status of Asset (choose one)				Comments
			Lost	Stolen	Sell	Recycle/ Scrap	
198	3” x 50’ Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3” hose.
n/a	3” x 50’ Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3” hose.
n/a	3” x 50’ Hose	*n/a*	☐	☐	☒	☐	Operations do not require 3” hose.
004	1 ½” x 50’ Hose	*n/a*	☐	☐	☒	☐	Old hose/parts - past service life.

Signature	394-11032026	11/03/2026
	Surplus Resolution Number(s)	Date

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
SERIOUS INJURY and LINE OF DUTY DEATH POLICY	3.1.5
Policy Adoption	**Date**
Standard Operating Policy Adoption	**Date**
SBlack	09/08/2026

Purpose

To establish ECFR's responsibility for responding to a serious injury and line-of-duty death, or probable duty-related fatality. This policy is intended to ensure timely notification, preservation of evidence, coordination with investigating authorities, support for the member's family and coworkers, and compliance with applicable requirements.

Scope

This policy applies to all ECFR employees, volunteers, and other members of the organization. It applies to deaths or catastrophic injuries arising from emergency operations, training, station duties, department-authorized activities, occupational illness or exposure, or other circumstances that may reasonably be considered duty related.

Policy

ECFR shall respond to a line-of-duty death, probable duty-related fatality, or serious injury in accordance with current applicable law and nationally recognized fire service guidance.

A serious injury is defined as a work-related injury or illness requiring notification to the Washington State Department of Labor & Industries, including inpatient hospitalization, amputation, or loss of an eye, as provided by applicable WAC.

The Fire Chief or designee shall coordinate the department's response and ensure that:

- Immediate lifesaving and member-safety needs are addressed.
- Required notifications are completed within applicable timeframes.
- The incident scene, equipment, PPE, records, and other potential evidence are preserved.
- The member's family is notified through an appropriate official process before information is publicly released, whenever reasonably possible.
- A family liaison is designated.
- Investigative activities are coordinated with L&I/DOSH, law enforcement, the medical examiner or coroner, legal counsel, labor representatives, and other agencies having jurisdiction.
- Appropriate behavioral-health, peer-support, chaplain, benefits, funeral, and memorial resources are offered.
- Department communications are coordinated through the Fire Chief or designated Public Information Officer.
- Law enforcement and the county medical examiner shall be notified when required by the circumstances of the incident or applicable law. Law-enforcement notification is not required solely because an injury meets L&I reporting criteria.

The following resources shall be used in their current, amended versions:

WAC 296-305-01501 — Firefighter injury and illness reporting
WAC 296-800-320 — Accident investigation and scene preservation
Washington Labor and Industries (L&I) — Workplace injuries and fatalities Workplace Injuries & Fatalities
RCW Chapter 49.17 — Washington Industrial Safety and Health Act
RCW Title 51 — Industrial Insurance
National Fallen Firefighters Foundation
Current International Association of Fire Chiefs line-of-duty-death guidance, when available from the IAFC. https://www.firehero.org/wp-content/uploads/2014/05/06Investigations.pdf

Current law and the direction of the agency having jurisdiction shall control if an external guidance document conflicts with a legal requirement or official investigative direction.

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
PPE UNUSUAL EVENT POLICY	3.4.3
Policy Adoption	**Date**
Standard Operating Policy Adoption	**Date**
SBlack	07/17/2026

Purpose

The purpose of this policy is to establish standardized procedures for the handling, preservation, documentation, evaluation, and disposition of structural firefighting personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) involved in serious injuries, fatalities, equipment failures, or significant damage.

This policy ensures:

- Preservation of evidence for internal and external investigations
- Protection of equipment integrity
- Compliance with NFPA 1850
- Proper evaluation of PPE prior to repair, retirement, or return to service
- Identification of equipment failures that may affect firefighter safety

Scope

This policy applies to all ECFR-issued structural firefighting PPE and SCBA, including:

- Helmet
- Hood
- Protective coat
- Protective pants
- Gloves
- Boots
- SCBA and facepiece
- PASS device
- Portable radio and integrated accessories attached to PPE

Definitions

Unusual Event: Any incident involving PPE or SCBA requiring preservation beyond normal cleaning and inspection procedures.

Examples include:

Mandatory

- Line-of-duty death
- Serious firefighter injury
- Burn injury requiring medical treatment
- SCBA malfunction
- Suspected PPE failure
- Flashover or burnover
- Structural collapse
- Entrapment
- PPE damaged beyond routine wear
- Any event directed by the Fire Chief or Safety Officer

Discretionary

- Significant damage occurs without serious injury
- A near-miss has high learning value
- Equipment performance is questioned
- Manufacturer defect is suspected
- The event may result in litigation

Policy

East County Fire and Rescue requires members who experience an unusual event to complete the steps as listed in the procedure section.

Procedure

The incident commander or safety officer shall remove PPE and SCBA from service immediately. Personnel shall not:

- Clean
- Wash
- Decontaminate
- Repair
- Modify
- Dry
- Replace damaged components

unless necessary to mitigate an immediate life safety hazard

If contamination presents a health hazard, only the minimum actions necessary to protect personnel shall be performed while preserving evidence whenever practical.

Documentation

Immediately following stabilization of the incident and completion of any actions necessary to protect life and prevent further injury, the affected personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) shall be documented prior to movement whenever practical. The objective of

the documentation process is to preserve the condition of the equipment as it existed at the conclusion of the incident and to establish a permanent record for investigative, regulatory, manufacturer, and legal purposes.

The Safety Officer, or designee, shall ensure comprehensive photographic documentation is completed before equipment is removed from the firefighter whenever circumstances permit. When emergency medical treatment requires immediate removal of PPE, documentation shall occur as soon as practical following patient care.

Photographs shall document the overall condition of the complete ensemble as well as each individual component. Particular attention shall be given to evidence of thermal insult, discoloration, char, delamination, seam failure, moisture barrier damage, damaged closures, torn materials, abrasion, impact damage, heat deformation, melting, shrinkage, contamination, and any other conditions that may have affected the performance of the ensemble.

Documentation shall include, at a minimum:

- Overall condition and orientation of the ensemble
- Location and extent of thermal damage
- Burn patterns or areas of heat exposure
- Damaged or missing components
- Helmet condition, including suspension and ear covers
- Hood condition
- Gloves and footwear
- SCBA cylinder pressure, regulator, facepiece, PASS device status, and any electronic data capable of being preserved
- Portable radio placement, microphone routing, and any accessories attached to the ensemble
- Photographs of manufacturer labels, certification labels, serial numbers, and inventory numbers
- Photographs of any repairs or modifications previously performed.

Written documentation shall accompany the photographic record and shall include the incident number, date and time of the event, incident location, member assigned to the equipment, apparatus assignment, description of the emergency, environmental conditions, operational assignment, witnesses, timeline of significant events, description of observed damage, and any preliminary statements concerning suspected equipment performance.

The documentation generated under this section shall become part of the official investigation record.

Preservation of PPE and SCBA

Following documentation, all PPE and SCBA involved in the unusual event shall be removed from service immediately and shall remain out of service until released in accordance with this policy.

The integrity of the equipment shall be preserved to the greatest extent possible. Equipment shall not be cleaned, decontaminated, repaired, dried, altered, disassembled, or otherwise modified except when actions are necessary to eliminate an immediate hazard to personnel or to comply with hazardous materials protocols.

Each ensemble element shall be individually identified and protected from additional damage. Whenever practical, each item shall be placed in a clean paper evidence bag or other breathable container that minimizes degradation while preserving the condition of the equipment. Components shall be packaged separately to prevent cross contamination and inadvertent transfer of debris or evidence between items.

Plastic bags shall not be used for long-term storage due to their potential to retain moisture and accelerate degradation of materials. Plastic bags may be utilized only when required to isolate contaminated equipment presenting a biological or hazardous materials exposure, and only until the equipment can be transferred into an appropriate evidence storage system.

Equipment shall remain in the condition in which it was recovered until released by the lead investigator or the Fire Chief.

Chain of Custody

A documented chain of custody shall be established immediately upon removal of the equipment from service. Maintaining an uninterrupted chain of custody is essential to preserve the evidentiary value of the equipment and to ensure the integrity of subsequent testing or evaluation.

The Safety Officer or designated investigator shall establish and maintain a written chain of custody log documenting every transfer of possession.

The chain of custody record shall include:

- Date and time of transfer
- Identity of the individual relinquishing custody
- Identity of the individual accepting custody
- Purpose of the transfer
- Condition of the equipment at the time of transfer
- Storage location following transfer

Every subsequent transfer, including movement to manufacturers, verified independent service providers (ISPs), testing laboratories, insurance representatives, regulatory agencies, or law enforcement, shall be documented without exception.

Secure Storage

Following preservation, affected PPE and SCBA shall be stored in a secure location designated by the Fire Chief or PPE Program Manager. Access shall be restricted to individuals directly participating in the investigation or evaluation process.

Storage conditions shall protect the equipment from unauthorized handling, contamination, additional physical damage, environmental degradation, or inadvertent repair or cleaning.

The storage location shall maintain environmental conditions that minimize deterioration while ensuring the equipment remains available for examination by investigators, manufacturers, regulatory agencies, or testing laboratories.

Evaluation

Following release by the lead investigative authority, the PPE Program Manager shall coordinate a comprehensive evaluation of the affected equipment.

The evaluation shall be performed by individuals or organizations qualified under NFPA 1850 and may include the equipment manufacturer, a verified ISP, a manufacturer-trained organization, or an independent laboratory possessing expertise in structural firefighting protective ensembles.

The evaluation shall determine whether the ensemble continued to meet its intended protective performance and shall identify any evidence of material degradation, manufacturing defects, maintenance deficiencies, improper use, thermal overload, contamination, or other factors contributing to the event.

Evaluation may include advanced inspection, moisture barrier integrity assessment, thermal liner inspection, seam evaluation, closure inspection, SCBA functional testing, electronic data retrieval, certification review, and failure analysis.

Whenever equipment failure is suspected, destructive testing shall not occur without authorization from the Fire Chief and concurrence of the lead investigative authority.

Manufacturer Notification

Consistent with NFPA 1850, when a known or suspected health or safety concern involving PPE or SCBA is identified, the PPE Program Manager shall provide written notification to the applicable manufacturer and certification organization.

Notification shall include a description of the event, identification of the equipment involved, observed damage, photographs when available, and any preliminary findings developed during the investigation.

Written acknowledgement from the manufacturer or certification organization shall be requested and maintained within the investigation file.

When SCBA performance is questioned, the SCBA manufacturer shall also be notified prior to repair or testing whenever practical.

Regulatory Investigations

When an incident results in a serious injury, fatality, or circumstances requiring notification of a regulatory agency, affected PPE and SCBA shall remain preserved until released by the authority having jurisdiction.

Potential investigative agencies include, but are not limited to:

Washington Department of Labor & Industries
National Institute for Occupational Safety and Health (NIOSH)
Washington State Fire Marshal
Law enforcement agencies
Other authorities having jurisdiction

No destructive examination, repair, cleaning, or alteration of the equipment shall occur without approval from the lead investigative authority.

Return to Service

PPE and SCBA preserved under this policy shall not be returned to operational service until all investigative activities have been completed and the Fire Chief has authorized release.

Prior to returning equipment to service, the PPE Program Manager shall verify that advanced inspection,

necessary repairs, manufacturer recommendations, and any required functional testing have been completed in accordance with NFPA 1850.

Equipment shall only be returned to service when it has been determined that it continues to provide the level of protection for which it was certified and that no condition exists which could reasonably contribute to firefighter injury.

Retirement and Disposal

Any PPE or SCBA determined to have sustained damage beyond manufacturer repair criteria, experienced structural degradation, failed evaluation, or otherwise no longer capable of providing its intended level of protection shall be permanently removed from service.

Retirement decisions shall be based upon manufacturer guidance, NFPA 1850 requirements, recommendations of verified ISPs, findings of investigative agencies, and the judgment of the PPE Program Manager.

Retired equipment shall be disposed of in a manner preventing future emergency service use and in accordance with the department PPE Program.

Records

The PPE Program Manager shall maintain a permanent record for every unusual event involving preserved PPE or SCBA.

The record shall include all photographs, chain of custody documentation, inspection reports, manufacturer correspondence, repair documentation, laboratory reports, investigation findings, disposition decisions, and return-to-service or retirement authorization.

Records generated under this policy shall be retained in accordance with department records retention schedules and applicable state law.

Responsibilities

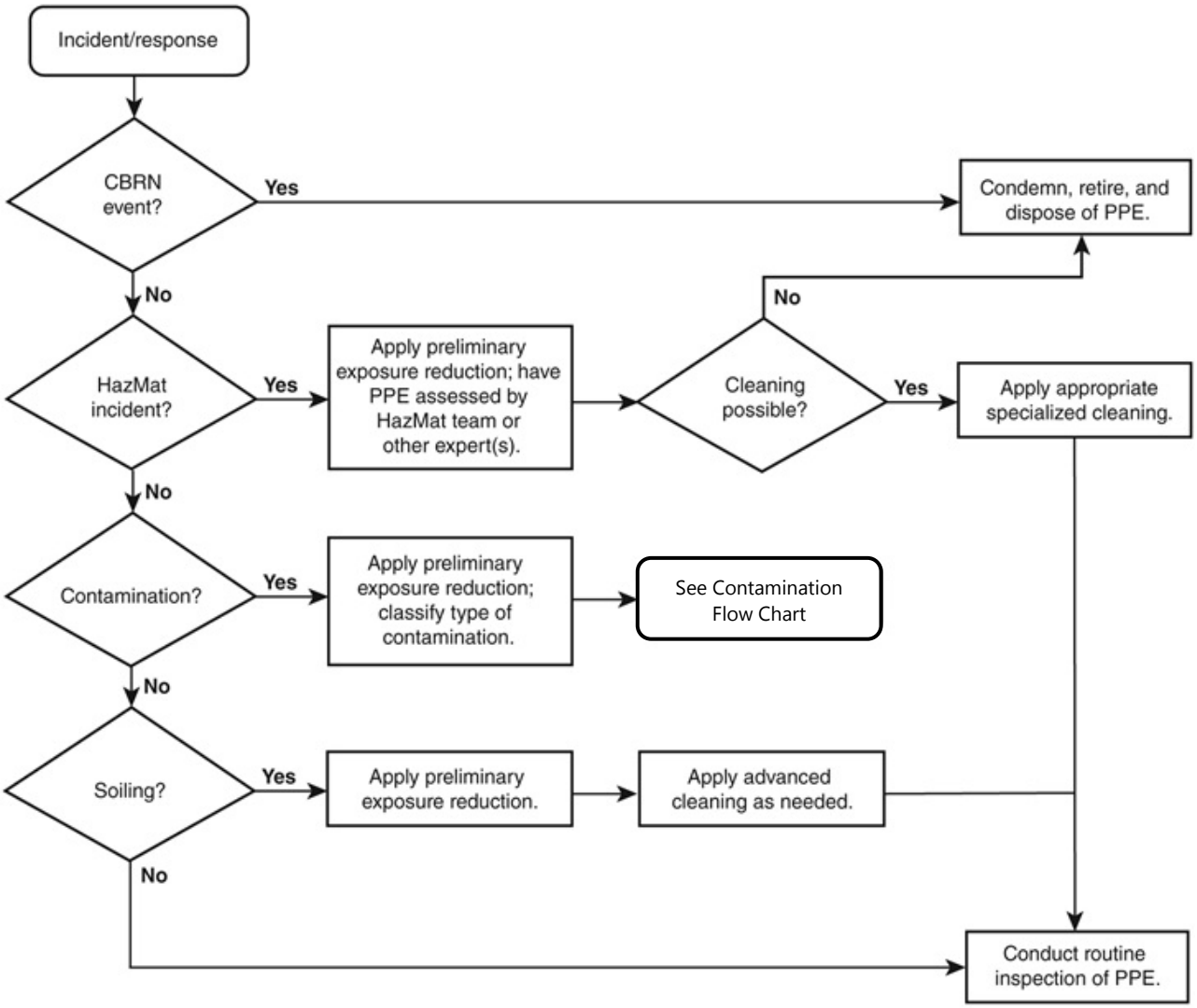
The Fire Chief shall have overall authority for implementation of this policy and shall authorize the final disposition of affected PPE and SCBA.

The Safety Officer shall ensure preservation of evidence, coordinate documentation, establish the chain of custody, and assist with investigative activities.

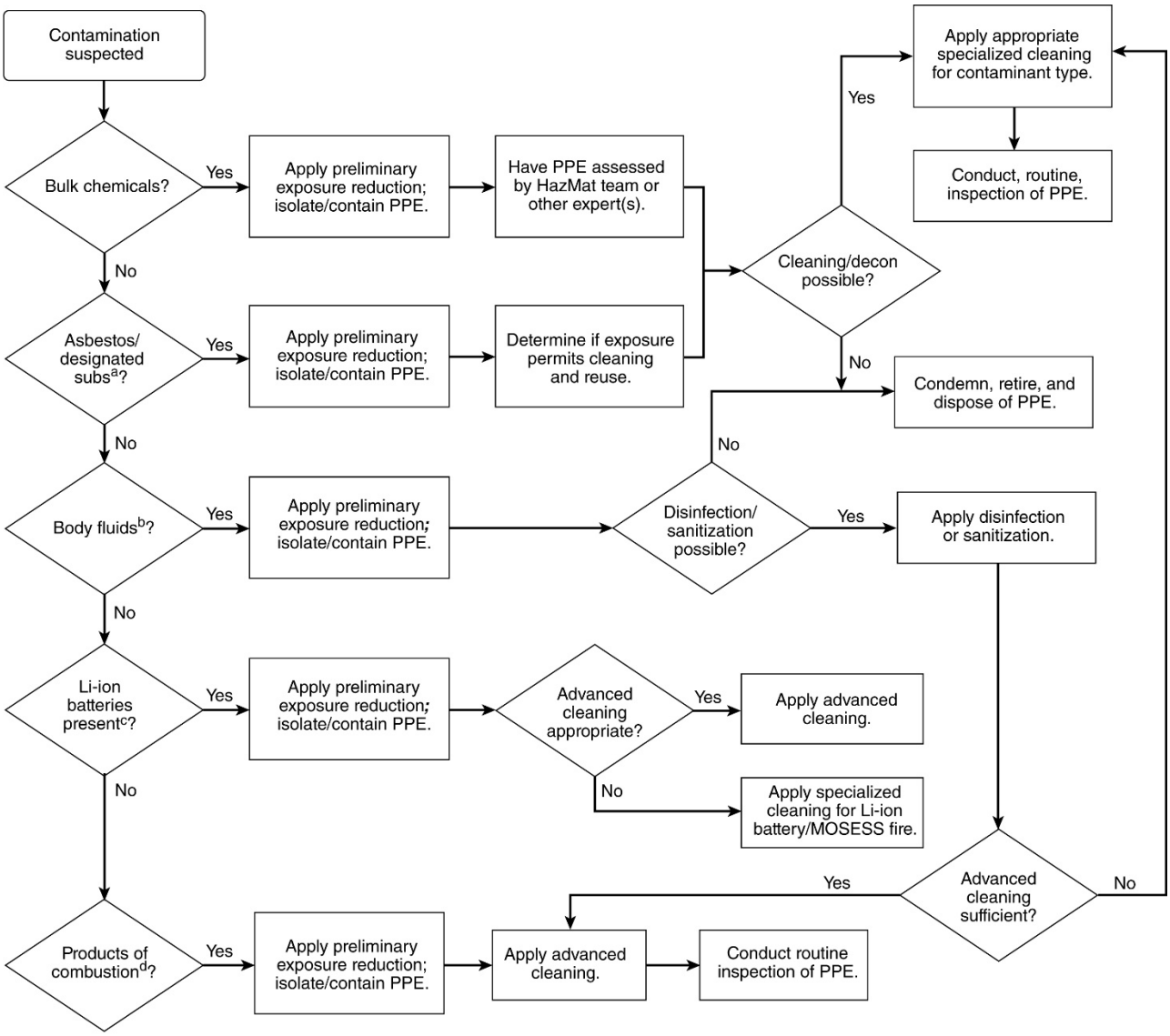
The PPE Program Manager shall coordinate inspections, manufacturer evaluations, recordkeeping, repair recommendations, and retirement decisions consistent with NFPA 1850.

Company officers shall ensure affected equipment is immediately removed from service, prevent unauthorized cleaning or repair, notify the chain of command, and assist with documentation.

Members shall immediately report suspected PPE or SCBA failures, surrender affected equipment upon request, refrain from altering or cleaning equipment subject to this policy, and cooperate fully with all investigative activities.



Note: Contaminants shown in relative hierarchy of exposure risk. Multiple forms of contamination might apply. Clean according to highest risk.



Notes:
[a]And other designated substances
[b]Includes other microbial contamination
[c]Includes mobile and stationary energy storage systems (MOSESS)
[d]Includes any significant structural fire exposure

Training

East County Fire and Rescue shall provide training to all personnel on the requirements of this policy to ensure PPE and SCBA involved in an unusual event are properly preserved, documented, evaluated, and maintained in accordance with department policy and NFPA 1850.

The objective of this training is to ensure that critical evidence is preserved, firefighter safety is enhanced, regulatory requirements are met, and equipment involved in serious incidents is evaluated before being returned to service or permanently retired.

All newly hired career members, volunteer members, and any personnel issued structural firefighting PPE shall receive training on this policy prior to being assigned emergency response duties.

Initial training shall include, at a minimum:

- Recognition of events requiring implementation of this policy

- Immediate removal of PPE and SCBA from service following an unusual event
- Procedures for preserving PPE and SCBA without compromising evidence
- Requirements for documenting equipment damage
- Chain of custody procedures
- Notification requirements
- Responsibilities of individual members and company officers
- Procedures for replacement PPE while equipment is out of service
- Department unusual event procedures
- Lessons learned from firefighter injury investigations
- Changes to NFPA standards
- Manufacturer recommendations affecting department-issued PPE
- Significant PPE failures or near misses occurring within ECFR or the fire service

Officer Training

Chief officers, company officers, Safety Officers, and personnel assigned responsibility for PPE management shall receive additional training regarding:

- Scene responsibilities
- Evidence preservation
- Documentation requirements
- Chain of custody
- Regulatory reporting
- Coordination with manufacturers, verified independent service providers (ISPs), and investigative agencies

Officers shall be capable of initiating this procedure without delay whenever conditions warrant.

PPE Program Manager Training

The PPE Program Manager and personnel responsible for advanced inspection, repair coordination, or management of damaged PPE shall maintain training consistent with the requirements of NFPA 1850.

Whenever this policy is implemented following an actual incident, the unusual event shall be reviewed as part of the department's after-action review process.

Information intended to improve firefighter safety should be shared throughout the organization while protecting confidential medical information and preserving the integrity of ongoing investigations.

Training records shall be maintained in accordance with department records retention requirements.

References

National Fire Protection Association (NFPA)

- NFPA 1850 – Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural and Proximity Firefighting and Open-Circuit Self-Contained Breathing Apparatus (SCBA)
- NFPA 1970 – Standard on Protective Ensembles for Structural and Proximity Firefighting, Work Apparel, Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, and Personal Alert Safety Systems

- NFPA 1500 – Standard on Fire Department Occupational Safety, Health, and Wellness Program

Washington Administrative Code (WAC)

- WAC 296-305 – Safety Standards for Fire Fighters
- WAC 296-800 – Core Rules
- WAC 296-842 – Respirators (where applicable)

Revised Code of Washington (RCW)

- RCW 49.17 – Washington Industrial Safety and Health Act (WISHA)

Washington State Department of Labor & Industries (L&I)

- Applicable Division of Occupational Safety and Health (DOSH) regulations, directives, and guidance

Manufacturer Specifications
Manufacturer instructions, specifications, inspection criteria, care, maintenance, repair, retirement, and service recommendations for department-issued personal protective equipment (PPE) and self-contained breathing apparatus (SCBA).

Where conflicts exist between this policy, manufacturer instructions, applicable laws, or nationally recognized standards, the more restrictive requirement shall apply unless otherwise prohibited by law.

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
EXPOSURE and CONTAMINATION CONTROL	3.1.4
Policy Adoption	**Date**
Standard Operating Policy Adoption	**Date**
SBlack	07/17/2026

Purpose

The purpose of this Standard Operating Policy (SOP) is to establish department requirements and operational practices that reduce firefighter exposure to carcinogens, toxic substances, bloodborne pathogens, infectious diseases, and other hazardous contaminants encountered during emergency incidents, training activities, and routine department operations.

East County Fire and Rescue recognizes that exposure to hazardous contaminants is cumulative throughout a firefighter's career and may contribute to occupational illness, injury, and long-term health consequences. Exposure reduction requires a systematic approach that incorporates engineering controls, administrative controls, personal protective equipment (PPE), decontamination procedures, equipment maintenance, and personal hygiene.

This SOP establishes minimum operational requirements for identifying, controlling, reducing, documenting, and managing exposure hazards while maintaining the department's ability to safely and effectively provide emergency services.

Nothing within this SOP relieves any member of the responsibility to exercise sound judgment or take reasonable actions necessary to protect themselves, fellow members, or the public from exposure hazards.

Scope

This SOP applies to all East County Fire and Rescue personnel, including:

- Career firefighters
- Volunteer members
- Chief Officers
- Company Officers
- Instructors
- Support personnel when assigned to emergency scenes or training activities
- Any individual operating under the authority of East County Fire and Rescue

The requirements of this SOP apply during, but are not limited to:

- Structure fires
- Vehicle fires

- Wildland and interface incidents
- Hazardous materials incidents
- EMS incidents involving bloodborne pathogens or infectious diseases
- Technical rescue operations
- Live fire training
- Non-live fire training
- Apparatus operations
- Equipment maintenance
- Station activities
- PPE cleaning and storage
- Rehabilitation operations
- Post-incident decontamination
- Any incident where members may reasonably encounter hazardous contaminants.

Definitions

For the purposes of this SOP, the following definitions apply.

Advanced Cleaning: Cleaning performed using manufacturer-approved methods intended to remove contaminants that cannot be adequately removed through gross decontamination. Advanced cleaning may be completed by department personnel when permitted by the manufacturer or by an approved Independent Service Provider (ISP).

Biological Contaminants: Bacteria, viruses, fungi, mold, bloodborne pathogens, bodily fluids, or other biological materials capable of causing disease or illness.

Clean Zone: An area intended to remain free of contamination where contaminated PPE, equipment, or personnel are prohibited unless appropriately cleaned.

Contaminated PPE: Protective clothing or equipment that has been exposed to products of combustion, hazardous chemicals, biological contaminants, bodily fluids, asbestos, energized battery products, or any substance capable of creating an exposure hazard.

Contamination: The presence of harmful substances on personnel, PPE, equipment, apparatus, or facilities that may present an exposure risk through inhalation, ingestion, absorption, or injection.

Contamination Reduction Zone (Warm Zone): An area established between the Hot Zone and Cold Zone where gross decontamination and contamination reduction activities occur.

Exposure: Contact with hazardous substances through inhalation, skin absorption, ingestion, injection, or contact with mucous membranes.

Gross Decontamination: The immediate removal or reduction of visible contamination using water, soap, brushes, wipes, or other approved methods while still at the incident scene. Gross decontamination is intended to significantly reduce contaminant loading prior to removal of PPE and transport back to quarters.

Hazard Control Zones: Areas established at an incident to control access and reduce contamination.

These generally include:

- Hot Zone

- Warm Zone
- Cold Zone

Hot Zone: The area where hazardous conditions or contamination are present and where appropriate PPE is required.

Products of Combustion: Solid particles, liquids, gases, vapors, soot, smoke, ash, hydrocarbons, combustion byproducts, and other hazardous materials generated by fire or thermal decomposition.

Rehabilitation (Rehab): A designated area where personnel receive medical monitoring, hydration, rest, cooling or warming, nutritional support, and contamination reduction prior to returning to operations or being released from the incident.

Secondary Contamination: The transfer of contaminants from one person, object, apparatus, or location to another. Examples include contaminated PPE placed inside apparatus cabs, contaminated gloves touching steering wheels or mobile computers, or contaminated equipment stored within living quarters

Policy

East County Fire and Rescue is committed to minimizing occupational exposure through the implementation of recognized best practices, applicable state and federal regulations, and nationally recognized consensus standards.

Exposure reduction shall be considered a routine operational responsibility and shall be incorporated into emergency operations, training activities, station operations, apparatus design, equipment maintenance, and member responsibilities.

Whenever practical, members shall reduce exposure using the hierarchy of controls, including:
- Elimination of the hazard when possible.
- Engineering controls.
- Administrative controls.
- Safe work practices.
- Personal protective equipment.

Members shall use department-issued PPE whenever required and shall wear, maintain, inspect, clean, and store PPE in accordance with department policy and manufacturer recommendations. No operational objective shall unnecessarily expose members to preventable contamination. Known or suspected contaminated PPE, clothing, equipment, or apparatus shall be managed to prevent secondary contamination of personnel, apparatus, stations, and the public. Exposure reduction shall be incorporated into emergency incident planning, tactical decision making, training exercises, rehabilitation operations, and post-incident activities.

All members share responsibility for identifying contamination hazards and taking immediate corrective action when unsafe practices are observed.

Procedure

Fire Chief
The Fire Chief shall:
- Establish and maintain an exposure and contamination control program.
- Ensure department policies remain consistent with applicable regulations and recognized

standards.
- Provide resources necessary to implement this SOP.
- Support training related to exposure reduction and contamination control.
- Ensure contaminated PPE is repaired, cleaned, or replaced when necessary.
- Promote a department culture that prioritizes firefighter health and cancer prevention.

Health and Safety Officer
The Health and Safety Officer shall:
- Monitor implementation of this SOP.
- Review exposure-related incidents.
- Recommend improvements to contamination control practices.
- Assist in evaluating new equipment, products, and procedures intended to reduce occupational exposure.
- Coordinate with command staff regarding significant exposure events.

Incident Commander
The Incident Commander shall:
- Consider contamination reduction as part of the Incident Action Plan.
- Ensure appropriate PPE is utilized.
- Establish hazard control zones whenever practical.
- Provide for rehabilitation and decontamination operations.
- Minimize unnecessary exposure through effective tactical decision making.
- Remove personnel from operations when contamination cannot be adequately controlled.

Company Officers
Company Officers shall:
- Enforce this SOP.
- Ensure assigned personnel utilize appropriate PPE.
- Monitor members for unsafe contamination practices.
- Ensure gross decontamination is completed whenever practical.
- Prevent contaminated equipment from unnecessarily entering clean areas.
- Report damaged or contaminated PPE requiring additional cleaning or removal from service.

Instructors
Personnel conducting training shall:
- Integrate contamination reduction practices into all applicable training activities.
- Ensure training environments are managed to minimize unnecessary exposure.
- Ensure live fire training complies with applicable department policy and NFPA 1403 requirements.
- Require appropriate decontamination following live fire evolutions.

Members
All department members shall:
- Comply with this SOP.
- Properly wear assigned PPE.
- Participate in contamination reduction activities.
- Promptly report damaged PPE, significant contamination, or exposure incidents.
- Maintain department equipment in a clean and serviceable condition.
- Avoid practices that increase unnecessary exposure or create secondary contamination.
- Participate in required exposure reduction training.

Exposure Reduction Principles
Exposure reduction begins before an incident occurs and continues until personnel, apparatus, equipment, and facilities have been returned to a clean operational condition.

Members shall assume that smoke, soot, products of combustion, contaminated runoff, and fire debris contain hazardous substances unless proven otherwise.

Operational decisions should seek to minimize both the intensity and duration of exposure whenever practical while maintaining firefighter and public safety.

The department recognizes that exposure occurs through inhalation, skin absorption, ingestion, and secondary contamination. Operational practices shall address each of these pathways whenever practical.

Members shall avoid unnecessary contact with contaminated materials and shall not intentionally delay contamination reduction activities for convenience.

Personnel shall not eat or drink while wearing contaminated PPE or while operating within contaminated areas.

Members shall wash exposed skin as soon as practical following incidents involving contamination.

Hands shall be cleaned before eating, drinking, using restroom facilities, touching the face, or leaving the incident whenever practical.

Whenever practical, contaminated PPE shall be isolated from clean equipment, apparatus cabs, administrative areas, and living quarters to reduce secondary contamination.

Emergency Operations
Exposure reduction shall be incorporated into emergency operations from initial dispatch through termination of the incident.

The Incident Commander shall evaluate actual and potential contamination hazards throughout the incident and adjust tactical operations as conditions change.

Members shall use the level of PPE appropriate for the hazards reasonably anticipated and shall continue using respiratory protection until the atmosphere has been determined to be safe or the Incident Commander authorizes its removal based on hazard assessment.

Visible smoke conditions shall not be used as the sole indicator that respiratory hazards have been eliminated.

Personnel should avoid standing in smoke plumes, overhaul debris, diesel exhaust, runoff, or other contaminated environments whenever tactical assignments allow.

Emergency operations shall be managed to reduce unnecessary exposure while maintaining life safety, incident stabilization, and property conservation.

Hazard Identification and Risk Assessment
The Incident Commander shall continuously evaluate the incident for actual and potential contamination hazards and incorporate exposure reduction into tactical decision-making throughout the incident.

Hazard identification shall begin upon arrival and continue through termination of the incident. Members shall remain alert for changing conditions that may increase the potential for exposure to hazardous substances.

When evaluating contamination hazards, consideration should be given to, at a minimum:

- Building occupancy and use.
- Construction type.
- Known or suspected hazardous materials.
- Smoke conditions.
- Fire behavior.
- Products of combustion.
- Potential asbestos-containing materials.
- Lead-based paint.
- Lithium-ion batteries and associated thermal runaway products.
- Carbon monoxide and hydrogen cyanide.
- Diesel exhaust.
- Bloodborne pathogens and infectious diseases.
- Contaminated runoff.
- Agricultural chemicals.
- Industrial chemicals.
- Fuel storage.
- Unknown powders, vapors, liquids, or gases.
- Debris generated during overhaul, demolition, or salvage operations.

When contamination hazards cannot be eliminated, the Incident Commander shall implement appropriate engineering controls, administrative controls, operational practices, and PPE requirements to reduce member exposure.

Whenever practical, exposure hazards shall be communicated to operating personnel through face-to-face briefings, radio communications, tactical worksheets, or other appropriate methods.
Members who identify previously unrecognized contamination hazards shall immediately notify their Company Officer or the Incident Commander.

No member shall intentionally enter a contaminated environment without appropriate PPE unless necessary to prevent the immediate loss of life.

Whenever conditions allow, tactical operations shall be modified to reduce unnecessary exposure without compromising firefighter or public safety.

Hazard Control Zones
Hazard control zones shall be established whenever practical to reduce unnecessary exposure and prevent the spread of contamination beyond the immediate work area.

The size and location of each zone shall be determined by the Incident Commander based upon incident complexity, hazards present, weather conditions, operational needs, and available resources.

Personnel shall remain within the appropriate operational zone for their assigned duties.
Only personnel with an operational assignment and appropriate PPE shall enter contaminated areas.

Hot Zone
The Hot Zone includes areas where contamination or hazardous conditions are known or reasonably

suspected to exist.

Examples include:
- Active fire areas.
- Smoke-filled structures.
- Collapse zones with contaminated debris.
- Hazardous materials release areas.
- Vehicle fires.
- Battery thermal runaway incidents.
- Areas containing bloodborne pathogens or other biological hazards.

Personnel operating within the Hot Zone shall wear PPE appropriate for the hazards encountered.

Members shall keep SCBA in service until respiratory hazards have been eliminated or atmospheric monitoring confirms conditions are safe for removal.

Members shall avoid removing gloves, helmets, coats, hoods, or respiratory protection while remaining within the Hot Zone unless required to address an immediate life safety concern.

Food, beverages, and unnecessary personal items shall not be taken into contaminated work areas.

Warm Zone
The Warm Zone serves as the transition area between contaminated operations and clean support activities.

Whenever practical, gross decontamination operations shall occur within the Warm Zone prior to personnel entering clean operational areas.

Activities conducted within the Warm Zone may include:
- Gross decontamination.
- Tool rinsing.
- Equipment wipe down.
- PPE assessment.
- Cylinder exchange.
- Rehabilitation staging.
- Packaging contaminated equipment.
- Personnel accountability.

Personnel shall minimize unnecessary movement between the Hot Zone and Cold Zone to reduce secondary contamination.

Disposable cleaning supplies and contaminated absorbent materials shall be disposed of in accordance with department procedures and applicable regulations.

Cold Zone
The Cold Zone shall remain as free from contamination as practical.

Typical Cold Zone activities include:
- Incident command.
- Medical rehabilitation.
- Resource staging.

- Accountability.
- Logistics.
- Public information.
- Family reunification.
- Media operations.

Contaminated PPE, tools, hose, or equipment should not be brought into the Cold Zone unless operationally necessary.

When contaminated equipment must enter the Cold Zone, reasonable efforts shall be made to isolate or package the contaminated items to reduce secondary contamination.

Whenever practical, personnel entering rehabilitation shall complete gross decontamination prior to reporting to Rehab.

Apparatus Considerations
Apparatus shall be positioned whenever practical to reduce exposure of personnel and equipment to smoke, contaminated runoff, hazardous vapors, and airborne products of combustion.

Whenever incident conditions permit, apparatus should be positioned:
- Upwind of smoke.
- Uphill from contaminated runoff.
- Outside anticipated collapse zones.
- Outside hazardous material isolation zones.
- Away from unnecessary diesel exhaust exposure.

Windows and doors shall remain closed whenever practical while apparatus is operating in contaminated environments.

Vehicle HVAC systems should be operated in recirculation mode whenever practical while operating near smoke or airborne contaminants.

Personnel shall avoid transporting contaminated PPE within passenger compartments whenever practical.

When apparatus storage compartments contain both contaminated and clean equipment, contaminated items should be isolated using department-approved bags, containers, or other methods that reduce secondary contamination.

Reusable contamination barriers shall be cleaned after use.

Members shall avoid placing contaminated PPE on apparatus seating, consoles, mobile computers, headsets, or other frequently touched surfaces whenever practical.

Following incidents involving significant contamination, apparatus interiors, exterior contact surfaces, equipment compartments, grab rails, steering wheels, seating surfaces, radios, MDCs, and commonly touched controls shall be cleaned as soon as practical.

Rehabilitation
Rehabilitation operations shall include measures intended to reduce firefighter exposure in addition to addressing hydration, medical monitoring, nutrition, and recovery.

Whenever practical, rehabilitation areas shall be established within the Cold Zone and located away from smoke, diesel exhaust, contaminated runoff, and other recognized contamination hazards.

Prior to entering rehabilitation, personnel should complete gross decontamination of PPE whenever practical.

Members shall wash or clean their hands prior to eating, drinking, or receiving rehabilitation supplies whenever practical.

Contaminated gloves shall not be worn while consuming food or beverages.

Personnel exhibiting signs or symptoms consistent with contamination-related illness or significant hazardous substance exposure shall immediately notify the Rehabilitation Officer or Incident Commander for further evaluation.

Members sustaining known or suspected significant exposure to hazardous chemicals, biological contaminants, or products of combustion beyond routine fireground exposure shall be evaluated and documented in accordance with department exposure reporting procedures.

Rehabilitation personnel shall make reasonable efforts to maintain contamination control within the rehabilitation area by limiting unnecessary contaminated equipment and directing members to appropriate decontamination resources.

Live Fire Training
Live fire training presents a predictable opportunity for exposure to products of combustion and shall be conducted in a manner that minimizes unnecessary contamination while providing realistic, effective training.

All live fire training conducted by East County Fire and Rescue shall comply with department policy, applicable Washington Administrative Code (WAC), and the requirements of NFPA.

Exposure reduction shall be incorporated into all phases of live fire training, including planning, setup, evolutions, rehabilitation, equipment restoration, and post-training cleanup.

Training objectives shall not take precedence over firefighter health or safety.

Only approved Class A fuels shall be used unless otherwise authorized under NFPA 1403 and department policy.

The use of materials that generate unnecessary toxic products of combustion is prohibited.

Live Fire Planning
The Lead Instructor shall consider contamination control during the planning process.

Planning shall include:
- Location of gross decontamination equipment.
- Rehabilitation area location.
- Clean PPE staging area.
- Contaminated PPE collection area.
- Apparatus placement.
- Personnel accountability.

- Replacement SCBA cylinders.
- Water supply for decontamination.
- Post-burn equipment cleaning.

Whenever practical, clean rehabilitation areas shall be established outside smoke travel paths. Personnel assigned to rehabilitation or accountability should not be unnecessarily exposed to smoke or products of combustion.

During Live Fire Evolutions
Personnel shall wear complete structural PPE and SCBA whenever operating in environments requiring respiratory protection.

SCBA facepieces shall remain in place until personnel have exited the hazardous atmosphere and respiratory protection is no longer required.

Members shall avoid unnecessary time inside the structure after completion of assigned objectives. Instructors shall monitor fire conditions to minimize unnecessary exposure while maintaining instructional value.

Personnel awaiting assignments should remain outside smoke conditions whenever practical. Doors shall not be opened unnecessarily when doing so would increase firefighter exposure or alter intended fire behavior.

Members shall avoid kneeling, sitting, or placing exposed skin directly on contaminated surfaces whenever practical.

Personnel shall avoid removing hoods, gloves, helmets, or protective clothing between evolutions unless located within a clean area.

Between Evolutions
Whenever practical, members shall undergo gross decontamination between live fire evolutions.

Gross decontamination should include:
- Low-pressure water rinse.
- Gentle brushing of visible soot.
- Removal of visible contaminants.
- Cleaning of SCBA facepieces.
- Cleaning gloves when necessary.

Contaminated helmets, gloves, and tools shall not be placed inside clean rehabilitation or staging areas. Replacement PPE should be used whenever available if contamination becomes excessive.

Personnel should hydrate and wash exposed skin before beginning additional evolutions whenever practical.

Post Live Fire Operations
Immediately following completion of live fire training:
- Gross decontamination shall be completed.
- SCBA facepieces shall be cleaned.
- Helmets shall be cleaned.
- Gloves shall be cleaned.

- Tools shall be cleaned.
- Hose used during evolutions shall be evaluated for cleaning.
- Contaminated PPE shall be isolated for transport.

Personnel shall shower as soon as practical following completion of training.

Members should change into clean clothing prior to leaving the training grounds whenever practical.

Contaminated PPE shall not be stored inside personal vehicles unless appropriately isolated.
Live fire instructors shall ensure contamination reduction activities are completed prior to terminating the training event.

Station Contamination Control
Fire stations shall be managed to reduce the transfer of contaminants from emergency incidents into living and administrative areas.

Members shall recognize that contamination frequently occurs after an incident through poor handling of contaminated PPE, equipment, clothing, and apparatus.

Reasonable efforts shall be made to maintain separation between contaminated operational areas and clean-living environments.

Good housekeeping practices are essential to maintaining a healthy work environment.

Red Zone
Red Zones are areas where contaminated PPE, equipment, apparatus, or emergency operations routinely occur.

Examples include:
- Apparatus bays.
- Decontamination areas.
- PPE extractor rooms.
- Equipment cleaning areas.
- SCBA maintenance work areas.
- Utility sinks used for contaminated equipment.

Contaminated PPE may be handled within Red Zones.
Eating, drinking, food preparation, and storage of personal items shall not occur within Red Zones.

Whenever practical, contaminated equipment shall remain within Red Zones until cleaned or appropriately packaged.

Yellow Zone
Yellow Zones serve as transition areas between contaminated and clean portions of the station.

Examples include:
- Locker rooms.
- PPE storage rooms.
- Gear issue areas.
- Transition hallways.
- Equipment receiving areas.

Personnel should remove contaminated PPE prior to entering clean living areas.

Whenever practical, members shall wash exposed skin before entering Green Zones following contaminated operations.

Department uniforms contaminated during emergency incidents shall be changed as soon as practical.

Green Zone
Green Zones are intended to remain as free from contamination as practical.

Examples include:
- Kitchens.
- Dining rooms.
- Day rooms.
- Sleeping quarters.
- Fitness rooms.
- Administrative offices.
- Conference rooms.
- Public reception areas.

Contaminated PPE shall not be worn within Green Zones.

Members shall not store contaminated equipment in kitchens, offices, sleeping areas, or personal lockers intended for clean clothing.

Emergency equipment that cannot reasonably be cleaned prior to entering Green Zones shall be isolated to minimize secondary contamination until cleaning can occur.

Reasonable efforts shall be made to maintain clean HVAC environments by preventing contaminated PPE from unnecessarily entering occupied living spaces.

Personal Hygiene
Members shall wash their hands:
- Before eating.
- Before drinking.
- Before using restroom facilities.
- After removing PPE.
- After handling contaminated equipment.
- Before leaving the station following emergency responses.

Whenever practical, members shall shower as soon as possible following incidents involving smoke, products of combustion, hazardous materials, bloodborne pathogens, or other significant contamination.

Clean uniforms should be worn following showering after contaminated incidents.

Department-issued uniforms shall be laundered whenever contaminated.

Personnel should avoid taking contaminated clothing, uniforms, or PPE into their homes whenever practical.

Station Cleaning
Fire stations shall be routinely cleaned to reduce accumulated contaminants.

Cleaning schedules should include:
- Floors.
- Tables.
- Countertops.
- Kitchens.
- Bathrooms.
- Fitness equipment.
- Door handles.
- Radios.
- Telephones.
- Computer keyboards.
- Touch screens.
- Apparatus cab interiors.
- Frequently touched surfaces.

Cleaning products shall be used in accordance with manufacturer recommendations.
Disposable cleaning materials contaminated with hazardous substances shall be disposed of appropriately.

Members shall report conditions that may increase contamination risks within station facilities.

PPE Management
Personal protective equipment is intended to protect members from operational hazards and shall be maintained in a condition that provides both physical protection and contamination control.

PPE shall be inspected, cleaned, maintained, stored, and removed from service in accordance with manufacturer recommendations, applicable NFPA standards, and department policy.

Members shall not intentionally modify PPE in a manner that reduces its protective performance or interferes with contamination control.

Whenever deficiencies are identified, affected PPE shall be reported to the appropriate Company Officer and evaluated before being returned to service.

For each of the following sections, members should consider the listed bullet points as part of the required actions, when applicable.

PPE Management
- Routine inspection before and after use.
- Criteria for removing PPE from service.
- Documentation of inspections and repairs.
- Manufacturer cleaning limitations.
- Independent Service Provider (ISP) requirements where applicable.
- Storage away from UV, chemicals, diesel exhaust, and moisture.
- Procedures for contaminated PPE awaiting cleaning.
- Second set of PPE (if available).

Equipment Contamination Control

Not just PPE, but:

- SCBA
- Helmets
- Gloves
- Hose
- Ladders
- Hand tools
- Thermal imagers
- Portable radios
- Medical equipment
- Rope/rescue equipment (when applicable)
- Apparatus interiors and equipment compartments

Apparatus Return to Service

- Cab cleaning.
- Decon of commonly touched surfaces.
- Restocking clean supplies.
- Isolation of contaminated equipment.
- Confirmation before returning apparatus to service.

Exposure Reporting

- Immediate notification.
- Documentation requirements.
- Bloodborne pathogen exposures.
- Chemical exposures.
- Significant smoke exposure.
- Medical evaluation when indicated.
- Record retention.

Occupational Illness / Cancer Awareness

- Unusual symptoms.
- Repeated significant exposures.
- Potential occupational illnesses.
- Diagnosed occupational cancers when required for workers' compensation documentation.

Annual/Continued Training

- Cancer prevention.
- Gross decon.
- PPE limitations.
- SCBA contamination.
- Bloodborne pathogens.
- Station contamination control.
- New member orientation.

Officer Responsibilities During Incidents

- Watch for contaminated practices.
- Stop unsafe contamination behavior.
- Ensure decon occurs.
- Verify rehab location.
- Ensure PPE isn't removed prematurely.

Exposure Reduction During Overhaul

- Continue SCBA until monitoring confirms safe atmosphere.
- Minimize unnecessary overhaul personnel.
- Wet debris when appropriate.
- Avoid creating airborne dust.
- Remove personnel once assignments are complete.

EMS Contamination

- Bloodborne pathogens.
- Body fluids.
- Sharps.
- Patient compartment cleaning.
- Disposable PPE.
- Hand hygiene.
- Equipment decontamination.

Lithium-Ion Battery Incidents

- Treat battery fires as contamination events.
- Avoid inhalation of vapors.
- Decontaminate PPE and equipment after incidents.
- Consider runoff contaminated.

Recordkeeping

- Exposure reports.
- PPE inspections.
- Advanced cleanings.
- Repairs.
- PPE retirement.
- Significant contamination events.

PPE or SCBA involved in an unusual event shall be handled in accordance with the PPE Unusual Event Policy. That policy shall take precedence over routine cleaning and decontamination requirements until the equipment is released by the appropriate investigative authority.

References

National Fire Protection Association (NFPA)

- NFPA 1585 – Standard for Exposure and Contamination Control
- NFPA 1403 – Standard on Live Fire Training Evolutions
- NFPA 1550 - Standard for Emergency Responder Health and Safety
- NFPA 1850 – Selection, Care, and Maintenance of Protective Ensembles
- NFPA 1930 – Standard on Fire and Emergency Service Use of Thermal Imagers, Two-Way Portable RF Voice Communication Devices, Ground Ladders, Rescue Tools, Fire Hose, and Fire Hose Appliances
- NFPA 1937 – Inspection, Care, and Maintenance of Rescue Tools
- NFPA 1911 - Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles

Washington Administrative Code (WAC)

- WAC 296-305 – Safety Standards for Fire Fighters
- WAC 296-800 – Core Rules
- WAC 296-842 – Respirators (where applicable)
- WAC 296-823 – Bloodborne Pathogens (EMS and exposure reporting)

Revised Code of Washington (RCW)

- RCW 51.32.185 – Presumption of occupational disease for firefighters and fire investigators (occupational cancer, respiratory disease, infectious disease, etc.)

WASHINGTON FIRE COMMISSIONERS ASSOCIATION
HEALTH CARE PROGRAM
2027 - Employer Application and Eligibility/Contribution Form

PLEASE CHECK APPROPRIATE BOX:

- [X] Renewal January 1
- [ ] New Organization
- [ ] Add Additional Line of Coverage
- [ ] Change in Program
- [ ] Organization Name Change
- [ ] Eligibility Change
- [ ] Address Change
- [ ] Other

I. ORGANIZATION INFORMATION

Employer Tax ID Number: 35-2264177

Fire Service Organization: East County Fire and Rescue

TPSC Case # 69106-000

County: Clark

Street Address: 600 NE 267th Ave City: Camas State: WA Zip: 98607

P.O. Box: City: State: Zip:

Organization Contact: Name: Pam Jensen Title: Finance Officer Phone: 360-834-4908

Email: pjensen@ecfr.us Fax: 360-834-5454 Chief: Steve Black

II. MEDICAL BENEFIT SECTION

Medical administered by TPSC, PO Box 1894, Tacoma, WA 98401-1894

Vision administered by Vision Service Plan, 333 Quality Drive, Rancho Cordova, CA 95670.

Vision is included in all self-funded medical plans

MEDICAL/VISION (●) Yes ( ) No ***If "Yes":*** check all the medical plans you wish to have available to eligible people in your organization

- [ ] Traditional Plan (LEOFF I ONLY)

Combo Plans· Active LEOFF I Dependent(s) only:

- [ ] Combo PP0-100 Plan
- [ ] Combo PP0-300 Plan
- [ ] Combo HD Plan
- [ ] Combo *PPO-Plus Plan
- [ ] Combo PPO-750 Plan

- [x] PP0-100 Plan
- [ ] PP0-300 Plan
- [ ] PP0-750 Plan
- [ ] *PPO·Plus Plan
- [ ] HD Plan

Insured Medical/Vision Options: offered and underwritten by:

- [ ] Kaiser Foundation Health Plan of Washington
  2715 Naches Ave. SW
  Renton, WA 98057
- [x] Kaiser Foundation Health Plan of the Northwest
  500 NE Multnomah St. Suite 100. Portland. OR
  97232·5398

* Enrollment in the PPO Plus Plan is only available to organizations that were enrolled in the PPO Plus Plan before 1/1/2021

III. DENTAL BENEFIT SECTION

Dental administered by: Delta Dental of Washington,
9706 4th Ave NE, Seattle, WA 98115

DENTAL (●) Yes ( ) No **If "Yes", choose only one** (1) of the following Dental plans for all eligible people in your organization:

- (●) PPO INCENTIVE PLAN With Orthodontia
- ( ) PPO INCENTIVE PLAN Without Orthodontia
- ( ) PPO BASIC PLAN With Orthodontia
- ( ) PPO BASIC PLAN Without Orthodontia

IV. LIFE AND AD&D BENEFIT SECTION - Available if organization enrolls in Medical and/or Dental

Plan offered and underwritten by: Standard Insurance Company, 1100 SW 6th Ave, Portland, OR 97204

1. **CORE LIFE AND AD&D PLAN:** $2,000 per employee -automatic for employees and commissioners enrolled in the Traditional, PP0-100, PP0-300, PPO-750 *PPO-Plus, HD. or Combo medical plans
2. **BASIC LIFE / AD&D FOR EMPLOYEES AND COMMISSIONERS** ( ) Yes (●) No
   ( ) $5,000 ( ) $10,000 ( ) $25,000 ( ) $50,000 ( ) $75,000 ( ) $100,000
3. **BASIC LIFE / AD&D FOR VOLUNTEERS** (paid by employer) ( ) Yes (●) No
   If "Yes", Choose Volunteer amount: ( ) $5,000 ( ) $10,000 ( ) $25,000 ( ) $50,000

Fire Organization: East County Fire and Rescue

V. ELIGIBILITY

1. Total number of employees on your payroll: 19
   (*Include full time, union, part-time, temporary people, LEOFF I employees. Do not include volunteers, retirees, or commissioners)*
2. Number TO BE COVERED: 19
2.a. Total number of LEOFF I employees in above figure: 0
2.b. Total number of LEOFF II employees in above figure: 17
2.c. Total number of PERS employees in the above figure: 2
2.d. Total number of LEOFF I Retirees to be covered: 0
2.e. Total number of Non-LEOFF I Retirees to be covered: 0
2.f. Total number of Commissioners to be covered: 0
2.g. Total number of Former Commissioners to be covered: 0
3. TOTAL NUMBER OF ELIGIBLE ENROLLEES TO BE COVERED:
   (2a + 2b + 2c + 2d + 2e + 2f + 2g) 19

VI. DOMESTIC PARTNER ELIGIBILITY SECTION

WASHINGTON STATE REGISTERED DOMESTIC PARTNERS ARE TREATED THE SAME AS A SPOUSE

In addition, Organizations can choose to cover other domestic partners (as described on the WFCA Affidavit of Domestic Partnership)

Do you want to add Domestic Partner Coverage, in addition to State Registered Domestic Partners? ◯ Yes ◉ No

If "Yes", choose one of the following:

◯ Same-sex only*

◯ Opposite-sex only*

◯ Both Same-sex and Opposite-sex

**The Washington State Human Rights Commission may consider same-gender only or opposite-gender only selections to be discriminatory.*

***Washington State Domestic Partner Registry is only applicable when at least one partner is age 62 or older*

VII. 2027 ELIGIBILITY & EMPLOYER CONTRIBUTION LEVELS

Notes for completing this form:

VIII. Fire Service Organization's contributions for an employee's coverage under Medical and Dental must be noted below (either as a dollar amount or as a percentage of premium). Organization contributions can be any amount (including $0)*; *however, all eligible employees must be enrolled* (i.e. the employee cannot waive coverage).
IMPORTANT: The Organization's contribution for an employee's coverage under either the Kaiser Foundation Health Plan of Washington medical plan or the Kaiser Foundation Health Plan of the Northwest medical plan must be at least 50% and contributions must be non-discriminatory.

IX. Organization contributions for dependents' coverage under Medical and Dental must be noted below (either as a dollar amount or as a percentage of premium). Organization contributions can be any amount (including $0).

X. Organization contributions for an employee's coverage under Basic Life must be 100% of the premium.

All Employees	**Eligibility**	**Employer Contribution** (Employee / Dependent)			
		Medical		**Dental**	
☑ Full-time employees**	40 Minimum hours per week*	100	80	100	80
(Maximum of 30 hours / week (Fire service organization can choose hourly requirements ranging from 20 to 30 hours per week))					
☐ Qualified Volunteers‡ (Qualified volunteers must complete the volunteer affidavit)					
☐ Employer contributes towards the premium				N/A	
☐ Self-Pay Basis				N/A	
☐ Part-time employees	From ____ to ____ Hours per week				
☐ Employer contributes towards the premium**				N/A	
☐ Self-Pay Basis‡				N/A	

*The Affordable Care Act (ACA) defines full-time employment for purposes of health care coverage as working an average of 30 hours or more per week. Should fire service organizations wish to provide health care coverage to an employee working less than 30 hours per week, the employee must work no less than 20 hours per week to be eligible for WFCA health care coverage.

**For employees covered under either Kaiser Foundation Health Plan of Washington or Kaiser Foundation Health Plan of the Northwest, the organization contribution must be at least 50%.

‡Volunteers and Part-time employees on a self-pay basis are only eligible for the PPO-300, PPO-750 and HD Plans.

APPLICATION AGREEMENT

To Become a Participating Member of the Washington Fire Commissioners Association Employee Benefit Program:

The undersigned applicant hereby applies for membership in the Washington Fire Commissioners Association Employee Benefit Program and hereby adopts such Program in accordance with the terms, conditions, and representations set forth herein and in the insurance or service contracts. The WFCA health care committee has oversight of the account (the IRSRA) established for purposes of this Program. Trusteed Plans Service Corporation, herein called "Administrator" is hereby requested to approve this application for participation and to request the insurer or service providers to effect desired coverage, subject to group underwriting rules of the insurer, and subject to any required underwriting for employees, including dependents under individual applications for insurance or service which may be submitted by or on behalf of the applicant, its owners, officers and employees, including their dependents.

Applicant hereby represents, covenants, warrants, and agrees as follows:

1) Applicant is a member in good standing of the Washington Fire Commissioners Association. Applicant agrees that at such a time as the preceding statement is no longer true, participation in the program shall automatically terminate without notice, as shall all insurance or other coverage provided through the plans of the Program for the Applicant, its employees and its employees' dependents.

2) Any rights of the Applicant, its employees, or employee's dependents, and the beneficiaries of any of them or any person claiming by or through such person to any insurance, self-funded benefits, or service benefits shall be subject to the terms and conditions, including any future modification thereof, of the standard operating procedures of the Administrator, the self-funded plan document, and of any insurance policy or service contract issued by an insurer or service provider.

3) Any organization enrolling in the Washington Fire Commissioners Association self-funded medical plan accepts that the program is subject to audit by the Office of the State Auditor and review by the Department of Enterprise Services Risk Management Division.

4) Applicant adopts the Washington Fire Commissioners Association Program and appoints Trusteed Plans Service Corporation of Tacoma, WA as Administrator. The Administrator shall have total and exclusive administrative control over the Program. The Administrator may directly bill and collect premiums, self-funded plan rates, contributions, and fees from members. The Administrator shall provide administrative, accounting, and other services as required for the Program. The Administrator is appointed the agent of the Washington Fire Commissioners Association and shall be held harmless by it for any Liability arising out of the performance of its duties, except liability arising out of its own negligence or willful misconduct. It is understood that all computer hardware and software, programs, are the exclusive property of Trusteed Plans. The data and other records are the sole and exclusive property of The Washington Fire Commissioners Association.

5) No coverage shall be in force until the inter-local agreement, this membership application and the individual applications for coverage have been approved, notice of the effective date of each individual's coverage has been furnished to them by the Administrator in writing, and the full premium, self-funded plan rates, and administrative fees has been received by the Administrator or Insurer.

6) Washington Fire Commissioners Association, in its sole discretion, for what it deems the overall benefit of the Program and a majority of the participating members, may accept, deny, and terminate membership in the Program.

7) Applicant will at its own expense provide any and all information and documentation that may be required for the purposes of providing information to comply with an insurer's underwriting rules or the terms of any contract.

8) Applicant will distribute to eligible individuals and/or participants all applicable plan materials and documents as required by Washington Fire Commissioners Association or the Administrator.

9) If dependent children are covered, they are covered through the age of 25 regardless of marital status, student status, or eligibility for coverage under another plan.

10) Applicant agrees that it will submit an individual application for each person as he/she becomes eligible as a member of a covered classification, and the amount of coverage once in force on an insured or covered individual will not change until written application for the change has been made and approved by the insurer or the Administrator and the proper premium has been paid to the Administrator.

11) To control premium costs to applicant, applicant agrees to immediately submit the appropriate notice to the Administrator as soon as the Applicant is aware that a person is no longer eligible under any of the benefit plans.

12) Applicant shall pay all premiums, self-funded plan rates, contributions, and administrative fees billed to it by the Administrator or its agent on or before the due date. Applicant understands that its failure, or the failure on the part of any member firm, to make proper payments on or before the due date could jeopardize the plan for all covered individuals as there would not be sufficient funds to submit the premium to the insurer. Consequently, Applicant understands that coverage will cease retroactively on the due date for all individuals of the Applicant and their dependents if payment is not in the hands of the Administrator or its representatives **ON OR BEFORE THE TENTH OF THE MONTH IN WHICH IT IS DUE**. In order to eliminate any possibility of lapse of coverage due to inadvertent failure to make timely payment, the Administrator will accept two monthly payments initially and bill one month in advance in the future upon your checking "Yes" below.

☐ Yes, we desire to make two monthly payments initially and be billed one month in advance in the future. (If you choose this option, your organization would make a two month initial premium payment. This will ensure that your plan eligibility is always up-to-date and will reduce on-line eligibility delays for your employees, since eligibility is based on payment.)

☐ No, we do not desire to make two monthly payments initially.

13) Applicant certifies that it has established policies and procedures to secure protected health information (PHI), in accordance with the HIPAA privacy and security rules, codified at 45 C.R.F. Parts 160- 164 as it pertains to the Washington Fire Commissioners Association plan.

14) Applicant certifies that it has taken affirmative action by resolution or by ordinance of the local board to adopt the required interlocal agreement in accordance with RCW 48.62.031(2) and RCW 39.34.

15) Upon offering a HSA, HRA, FSA or any other method of contribution, Applicant agrees to sign and adhere to the Association's Certificate of Compliance requirements consistent with Internal Revenue Rules and Regulations found in IRS Publication 969 and WFCA Polices.

16) Applicant acknowledges that it is a crime to knowingly provide false, incomplete, or misleading information to the WFCA for the purposes of defrauding the Healthcare Program. Penalties include imprisonment, fines, and denial of employee health and welfare benefits.

17) It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits

AUTHORIZED SIGNATURE ON BEHALF OF DISTRICT _____ **DATE** _____

PRINT NAME AND TITLE Joshua Seeds, Chairperson

EMAIL COMPLETED and SIGNED FORM to:
WFCA@trusteedplans.com

November 2026

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	**3**	**4**	**5**	**6**	**7**
8	9	10	**11**	**12**	13	14
15	16	**17**	**18**	19	**20**	21
22	23	**24**	25	26	27	28
29	30					

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	**2**	**3**	4	5
6	**7**	**8**	9	**10**	11	12
13	14	**15**	**16**	17	18	19
20	21	22	**23**	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2	3 4:00pm CWFD Board Meeting (Station 42/Zoom) 6:30pm FW: November 03, 2026 Regular	4	5 3:00pm November 05, 2026 Commissioner Staff Workshop Meeting (Station 91)	6	7 5:30pm Silver Star SAR Board Meeting (Station 91 Training Room)
8	9	10	11 4:00pm FW: ECAAB (42) - Shaun Ford	12	13	14
15	16	17 3:30pm ECFR Quarterly Meeting #4 (At East County Station 91) 6:30pm FW: November 17, 2026 Regular	18	19	20 10:00am Quilting Group (Station 91 Training Room)	21
22	23	24	25	26	27	28
29	30	Dec 1 6:30pm FW: December 01, 2026 Regular Board Meeting (Station 91)	2 9:00am All-Hands Meeting (Training Room / Zoom; https://us02web.zoom.us/j/4910851308?o	3 3:00pm FW: December 03, 2026 Commissioner Staff Workshop Meeting (Station 91)	4	5