



## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Board Chair

Commissioner Herbert Beck  
Commissioner Melody Bacchus

P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

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### MINUTES

## BOARD OF FIRE COMMISSIONERS REGULAR MEETING

April 18, 2022, 7:00 p.m.

Station 21 and on Zoom

### ATTENDANCE:

Commissioner/Chair Art Frank – In Person  
Commissioner Melody Bacchus – In Person  
Commissioner Herb Beck – Absent  
District Secretary Robert Rewitzer – In Person  
Chief Tim McKern – In Person  
Deputy Chief Don Svetich – In Person  
Executive Assistant David Neuenschwander – In Person  
Captain Mark McCrehin – In Person  
Volunteer Thane Grooms – In Person

### PUBLIC COMMENTS:

District Secretary Rewitzer explained that recent legislation (HB 1329) requires that the governing body of a public agency shall provide an opportunity for public comment at or before every regular meeting at which final action is taken.

No comments received.

### BUSINESS RELATED TO THE BOARD FOR VOLUNTEER FF/PENSION & RELIEF:

Chief McKern reported that Kimberly Fosson is unable to continue service and was released as a volunteer. Commissioner Frank moved to drop Ms. Fosson from the rolls. Commissioner Bacchus seconded. The motion carried.

### CALL TO ORDER:

Commissioner Frank called the regular meeting to order at 7:00 p.m.

### PLEDGE OF ALLEGIANCE:

Captain McCrehin led the pledge.

### APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda. Commissioner Bacchus seconded. The motion carried.

### APPROVAL OF MINUTES:

Commissioner Frank moved to accept the minutes of the March 21, 2022 Regular Meeting. Commissioner Frank seconded. The motion carried.

## **APPROVAL OF VOUCHERS:**

Commissioners reviewed the vouchers. Commissioner Frank moved to approve the vouchers totaling \$60,482.02. Commissioner Bacchus seconded. The motion carried.

## **MONTHLY REPORTS:**

- **Monthly Financial Report** – District Secretary Rewitzer reported that with 25% of the year elapsed, Fire Suppression and EMS Operations expenditures are holding at 24.9%. Revenues will see an increase following the April property tax payments.
- **Accounting System Report** – Executive Assistant Neuenschwander provided a BIAS system update.
- **Chief's and Officer's Reports** – Chief McKern provided a status update. Discussion involved paving at Stations 21 and 22, the Easter egg hunt, prescription drug 'take back', and Naloxone distribution.
- **District Secretary's Report** – District Secretary Rewitzer provided information from the Snure Seminar and reported on updates to the [www.quilcenefirerescue.org](http://www.quilcenefirerescue.org) website.

## **CORRESPONDENCE:**

Nothing sent or received.

## **UNFINISHED BUSINESS:**

1. **Station 22** – Chief McKern provided a status update. Discussion of paving options at Station 22 occurred during the Chief's report.
2. **Water Tank** – Tabled for a future meeting.

## **NEW BUSINESS:**

1. **Resolution 2022-005** – Chief McKern and District Secretary Rewitzer presented a resolution to adjust emergency medical fees relating to ambulance transport. Fees are collected pursuant to a billing services contract with Systems Design. The existing fees were approved in 2013. The proposed fees are consistent with neighboring jurisdictions and Medicare/Medicaid standards and limitations. Commissioner Frank moved to adopt the resolution. Commissioner Bacchus seconded. The motion carried.
2. **Resolution 2022-006** – District Secretary Rewitzer presented a resolution to transfer excess funds from the General Fund to the Capital fund. The proposed transfer of \$475,000.00 would leave a balance of \$258,000.79 in the General Fund. Commissioner Frank moved to adopt the resolution. Commissioner Bacchus seconded. The motion carried.

**3. Investment of District Funds** – District Secretary Rewitzer requested Board approval to work with the County Treasurer to invest excess District funds. Following a discussion, Commissioner Frank moved the following:

*Authorize the District Secretary as Investment Officer to place investments with and as allowed by the County Treasurer, for investments other than the State Local Government Investment Pool, up to a maximum of \$100,000. The Investment Officer shall exercise prudent and reasonable discretion and considering market conditions may invest all, some, or none of the maximum.*

Commissioner Bacchus seconded. The motion carried.

**SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:**

The celebration for retired District Secretary Jean Morris will be held at Station 21 on Sunday, April 24, 2022, from 2:00 to 4:00 p.m.

**GOOD OF THE ORDER:**

Nothing added.

**ADJOURNMENT:**

The meeting was adjourned at 7:54 p.m.

**ATTACHMENTS:**

**General Certificate for Claims:** Payroll Check/Warrant Register dated 3/31/2022

Claims Check/Warrant Register dated 4/18/2022

**Reports:** March 2022 Treasurer's Report

Monthly Fire Chief's Report

**Resolutions:** 2022-005 Transport Fees

2022-006 Transfer Excess Funds

**APPROVED** this 16 day of MAY, 2022 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

BOARD OF FIRE COMMISSIONERS  
JEFFERSON CO. FIRE PROTECTION DIST. #2



ART FRANK, Chair of the Board

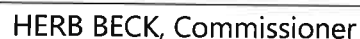


MELODY BACCHUS, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary



# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:33:57 Date: 03/31/2022

04/04/2022 To: 04/04/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
188	04/04/2022	Payroll	20	EFT	Lynn Cassella-Blackburn	1,543.04	2022.04 Payroll
196	04/04/2022	Payroll	20	EFT	Kimberly Kinser	27.70	2022.04 Payroll
197	04/04/2022	Payroll	20	EFT	Sophia Knutzen	493.29	2022.04 Payroll
201	04/04/2022	Payroll	20	EFT	Mark A McCrehin	3,564.92	2022.04 Payroll
202	04/04/2022	Payroll	20	EFT	Timothy M McKern	5,963.90	2022.04 Payroll
204	04/04/2022	Payroll	20	EFT	Timothy Mickelson	55.41	2022.04 Payroll
206	04/04/2022	Payroll	20	EFT	Robert J Rewitzer	2,435.02	2022.04 Payroll
207	04/04/2022	Payroll	20	EFT	Nicholas Singleton	3,719.44	2022.04 Payroll
211	04/04/2022	Payroll	20	EFT	Zachary D Torres	1,302.03	2022.04 Payroll
212	04/04/2022	Payroll	20	EFT	Kevin R Winn	3,373.26	2022.04 Payroll
213	04/04/2022	Payroll	20	EFT	HRA VEBA - YA20437	1,500.00	Pay Cycle(s) 03/04/2022 To 03/04/2022 - HRA VEBA; Pay Cycle(s) 02/01/2022 To 02/28/2022 - HRA VEBA; Pay Cycle(s) 04/04/2022 To 04/04/2022 - HRA VEBA
214	04/04/2022	Payroll	20	EFT	US Treasury	4,665.90	941 Deposit for Pay Cycle(s) 04/04/2022 - 04/04/2022
215	04/04/2022	Payroll	20	EFT	WA Dept of Retirement Systems	3,543.57	Pay Cycle(s) 04/04/2022 To 04/04/2022 - LEOFF2; Pay Cycle(s) 04/04/2022 To 04/04/2022 - PERS2
216	04/04/2022	Payroll	20	EFT	WA Employment Security Dept-PFMLA	359.59	Pay Cycle(s) 01/01/2022 To 03/31/2022 - PFMLA
217	04/04/2022	Payroll	20	EFT	WA Employment Security Dept	184.60	1st Quarter Unemployment: 01/01/2022 - 03/31/2022
186	04/04/2022	Payroll	20	1173	Melody Bacchus	118.20	2022.04 Payroll
187	04/04/2022	Payroll	20	1174	David Blohm	304.75	2022.04 Payroll
189	04/04/2022	Payroll	20	1175	Jacob Ellis	27.70	2022.04 Payroll
190	04/04/2022	Payroll	20	1176	Roland Faragher-Horwell	207.79	2022.04 Payroll
191	04/04/2022	Payroll	20	1177	Kimberly J Fosson	221.64	2022.04 Payroll
192	04/04/2022	Payroll	20	1178	Art Frank	118.20	2022.04 Payroll
193	04/04/2022	Payroll	20	1179	Harry Goodrich	13.85	2022.04 Payroll
194	04/04/2022	Payroll	20	1180	Thane Grooms	235.49	2022.04 Payroll
195	04/04/2022	Payroll	20	1181	Bailey M Kieffer	180.08	2022.04 Payroll
198	04/04/2022	Payroll	20	1182	Viviann Kuehl	346.31	2022.04 Payroll
199	04/04/2022	Payroll	20	1183	Andrew J Lewis	595.66	2022.04 Payroll
200	04/04/2022	Payroll	20	1184	Krystal McCrehin	104.67	2022.04 Payroll
203	04/04/2022	Payroll	20	1185	Quinn M McMahan	277.05	2022.04 Payroll
205	04/04/2022	Payroll	20	1186	James L Pinks	152.38	2022.04 Payroll
208	04/04/2022	Payroll	20	1187	Donald Svetich	202.05	2022.04 Payroll
209	04/04/2022	Payroll	20	1188	Thais Svetich	27.70	2022.04 Payroll
210	04/04/2022	Payroll	20	1189	Tyson Svetich	567.41	2022.04 Payroll
218	04/04/2022	Payroll	20	1190	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 04/04/2022 To 04/04/2022 - Union Dues
219	04/04/2022	Payroll	20	1191	Nationwide Retirement Solutions	767.77	Pay Cycle(s) 04/04/2022 To 04/04/2022 - 457 Plan; Pay Cycle(s) 04/04/2022 To 04/04/2022 - 457 Plan Roth
220	04/04/2022	Payroll	20	1192	Trusteed Plans Service Corporation	6,542.58	Pay Cycle(s) 04/04/2022 To 04/04/2022 - Medical; Pay Cycle(s) 04/04/2022 To 04/04/2022 - Dental

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:33:57 Date: 03/31/2022

04/04/2022 To: 04/04/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
221	04/04/2022	Payroll	20	1193	WA Dept of Labor & Industries-FD2	4,937.20	1ST Quarter L&I: 01/01/2022 - 03/31/2022
		001 GEN FND 662 600 71				27,103.38	
		040 EMS FND 662 610 71				21,763.52	
						48,866.90	Payroll: 48,866.90

## CHECK/WARRANT REGISTER

**PURPOSE:** See Note below and check one.

- PAYROLL CHECK/WARRANT REGISTER:** *No General Certificate is required.*  
*BARS Codes for a Payroll Checking Account reimbursement Claim:*  
 General Fund: 589.99.00.000.1 Payroll Clearing--GEN  
 EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

- CLAIMS CHECK/WARRANT REGISTER:** *General Certificate IS required (see below).*

Robt Rewitzer 3-31-2022  
 Preparer Date

Smock 3-31-2022  
 Auditing Officer Date

## GENERAL CERTIFICATE FOR CLAIMS

In accordance with RCW 52.16.050 (3), I certify that the Board of Commissioners for Jefferson County Fire Protection District No 2 has audited, reviewed and approved payrolls and bills giving rise to the warrants included in this Register.

I further certify that the County Treasurer is authorized to pay these warrants.

AW [Signature] 4-18-2022  
 Chair (or Acting Chair) of the Board of Fire Commissioners Date

**Note:** District Procedure 805 *Issuance of Warrants by the District* requires or allows the following approvals by the Commission:

- Accounts Payable Claims are approved by the Commission in advance of payment.
- Payroll Claims are approved by the Commission in arrears when appearing on a Claims Register.

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 10:04:32 Date: 04/18/2022

04/01/2022 To: 04/30/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
229	04/18/2022	Claims	10	620405	Active911, Inc.	283.66	CFS Alerting System
228	04/18/2022	Claims	10	620406	AT&T Mobility	464.56	Monthly Cell Phone Charges
230	04/18/2022	Claims	10	620407	Boundtree Medical LLC	358.02	Medical Supplies; Medical Supplies; Medical Supplies
231	04/18/2022	Claims	10	620408	Cooper Fuel	557.94	Heating Oil Tank Refil - Headquarters
232	04/18/2022	Claims	10	620409	EMS Connect LLC	105.00	Monthly EMS Training Service
233	04/18/2022	Claims	10	620410	EMS Special Agency Fund	269.00	MonthlyTransport Fees
234	04/18/2022	Claims	10	620411	ESO Solutions, Inc.	449.14	Monthly RMS Fees (March Correction); Monthly RMS Fees
235	04/18/2022	Claims	10	620412	Good Man Inc	101.43	Monthly Restroom - Station 22
236	04/18/2022	Claims	10	620413	Thane Grooms	283.89	Jackets for Coyle Crew
237	04/18/2022	Claims	10	620414	Henery Hardware	17.66	B22 Repairs - fitting and valve
238	04/18/2022	Claims	10	620415	IMS Alliance	15.93	Passport Tags
241	04/18/2022	Claims	10	620416	Jamestown Networks	495.15	Monthly Service
239	04/18/2022	Claims	10	620417	JC Dept of Public Works	581.79	Monthly Gasoline Used
240	04/18/2022	Claims	10	620418	JC Fire District #2 Payroll	48,866.90	2022.03.31 Payroll Reimbursement
242	04/18/2022	Claims	10	620419	Jefferson Propane	2,036.16	Propane Tank Refill; Propane Tank Refill; Propane Tank Refill
243	04/18/2022	Claims	10	620420	Les Schwab Tire Center	108.79	Tire Repair - A21
244	04/18/2022	Claims	10	620421	Timothy M McKern	100.00	Monthly Chief's Stipend
245	04/18/2022	Claims	10	620422	Municipal Emergency SVCS	196.97	Captain Badges
246	04/18/2022	Claims	10	620423	Murrey's Disposal Co Inc	51.88	Monthly Dumpster Service - Station 21
247	04/18/2022	Claims	10	620424	Olympic Springs Inc	48.82	Monthly Water Service
249	04/18/2022	Claims	10	620425	Pacific Office Equipment	691.00	Monthly Charges
250	04/18/2022	Claims	10	620426	Peninsula Pest Control Inc	81.83	Monthly Pest Control
248	04/18/2022	Claims	10	620427	PUD	1,455.35	Monthly Utility Service - Station 21; Monthly Utility Service - Annex; Monthly Utility Service - Station 22; Monthly Utility Service - Station 23; Monthly Utility Service - Crew Quarters; Monthly Util
251	04/18/2022	Claims	10	620428	Systems Design West LLC	371.60	Monthly EMS Billing
252	04/18/2022	Claims	10	620429	Tarboo Fire Extinguisher Protection LLC	269.97	Annual Fire Extinguisher Inspection
254	04/18/2022	Claims	10	620430	US Bank	1,398.62	0070 - Thread for uniforms; 9508 - Trash Bags; 9508 - Training Supplies; 5799 - Car Seat & Office Supplies; 3856 - Small Tools; 4651 - Apparatus Repair C202; 4651 - Monthly Zoom Subscription; 4651 - A
253	04/18/2022	Claims	10	620431	US Bank Business Credit Card	606.86	9834 - Office Supplies, Office 365 Sub; 0026 Monthly Adobe Subscription; 7334 - Refund, Window, Fuel, Supplies; 3250 - Small Engine Maintenance Tools & Supplies; 3243 - Monthly Zoom Subscription
255	04/18/2022	Claims	10	620432	Wave Broadband	214.10	Monthly Cable/Internet
						34,934.17	
						25,547.85	

001 GEN FND 662 600 71  
040 EMS FND 662 610 71

**CHECK REGISTER**

Jefferson County Fire Distr #2

Time: 10:04:32 Date: 04/18/2022

04/01/2022 To: 04/30/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
							Claims: 60,482.02
							60,482.02

**CHECK REGISTER REPORT**

**PURPOSE:** Check one.

**PAYROLL:** *No General Certificate required.\**

*BARS Codes for Payroll Checking Account reimbursement Claims:*

General Fund: 589.99.00.000.1 Payroll Clearing--GEN

EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

**CLAIMS:** *Required--General Certificate.\**

*Robt Rewitz*

4-18-2022

Preparer

Date

*Sam K...*

4-18-2022

Auditing Officer

Date

**GENERAL CERTIFICATE FOR CLAIMS** (not required for Payroll)

In accordance with RCW 52.16.050 (3), I certify that the Board of Commissioners for Jefferson County Fire Protection District No 2 has audited, reviewed and approved the payrolls and bills giving rise to the warrants included in this Register.

I further certify that the County Treasurer is authorized to pay these warrants.

*Aw ...*

4-18-2022

Chair (or Acting Chair) of the Board of Fire Commissioners

Date

\* **Note:** District Procedure 805 *Issuance of Warrants by the District* allows or requires the following:

Paragraph 805.3 authorizes Payroll to be paid without approval of the Commission.

Paragraph 805.4 requires Commission approval of Claims (including Payroll Reimbursements) in advance of payment.

# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

03/01/2022 To: 03/31/2022

Time: 08:05:02 Date: 04/07/2022  
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 GEN FND 662 600 71	728,833.95	42,420.42	37,320.58	733,933.79	0.00	972.65	0.00	734,906.44
040 EMS FND 662 610 71	422,921.65	32,110.57	36,136.73	418,895.49	0.00	282.95	0.00	419,178.44
070 CAP FND 662 631 71	1,381,523.08	264.33	13.22	1,381,774.19	0.00	0.00	0.00	1,381,774.19
	<b>2,533,278.68</b>	<b>74,795.32</b>	<b>73,470.53</b>	<b>2,534,603.47</b>	<b>0.00</b>	<b>1,255.60</b>	<b>0.00</b>	<b>2,535,859.07</b>



# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

03/01/2022 To: 03/31/2022

Time: 08:05:02 Date: 04/07/2022  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 GEN-JeffCo	668,333.94	78,553.22	73,453.37	673,433.79	0.00	0.00	673,433.79
20 Payroll-1st Security	60,000.01	39,055.17	39,055.18	60,000.00	0.00	1,255.60	61,255.60
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	422,921.65	32,110.57	36,136.73	418,895.49	0.00	0.00	418,895.49
70 CAP-JeffCo	1,381,523.08	264.33	13.22	1,381,774.19	0.00	0.00	1,381,774.19
<b>Total Cash:</b>	<b>2,533,278.68</b>	<b>149,983.29</b>	<b>148,658.50</b>	<b>2,534,603.47</b>	<b>0.00</b>	<b>1,255.60</b>	<b>2,535,859.07</b>
	<b>2,533,278.68</b>	<b>149,983.29</b>	<b>148,658.50</b>	<b>2,534,603.47</b>	<b>0.00</b>	<b>1,255.60</b>	<b>2,535,859.07</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Jefferson County Fire Distr #2

As Of: 03/31/2022 Date: 04/07/2022  
 Time: 08:05:02 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	685	12/06/2021	Payroll	20	EFT	WA Employment Security Dept-PFMLA	153.98	Pay Cycle(s) 11/01/2021 To 12/31/2021 - PFMLA
2021	687	12/06/2021	Payroll	20	1131	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 12/06/2021 To 12/06/2021 - Union Dues
2022	31	01/05/2022	Payroll	20	1151	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/05/2022 To 01/05/2022 - Union Dues
2022	65	02/04/2022	Payroll	20	1155	Art Frank	236.42	2022.02 Payroll
2022	79	02/04/2022	Payroll	20	1160	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 02/04/2022 To 02/04/2022 - Union Dues
2022	127	03/04/2022	Payroll	20	1165	Art Frank	118.20	2022.03 Payroll
2022	141	03/04/2022	Payroll	20	1170	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 03/04/2022 To 03/04/2022 - Union Dues
							1,255.60	

Fund	Claims	Payroll	Total
001 GEN FND 662 600 71	0.00	972.65	972.65
040 EMS FND 662 610 71	0.00	282.95	282.95
	0.00	1,255.60	1,255.60

**TREASURER'S REPORT**  
**Signature Page**

03/01/2022 To: 03/31/2022

REVIEWED AND APPROVED

Robt Lewitz

Preparer

4-7-2022

Date

SMC/K

Auditing Officer

4-7-2022

Date



# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For March-2022

## Our Mission

*"Provide competent and professional fire, rescue, and medical services to the citizens and visitors of Quilcene and Coyle while ensuring the safety, education, and well-being of its members."*

## Our Vision

*"Provide services to the Quilcene and Coyle communities in the form of fire, rescue and medical incident responses, and public safety, fire prevention and public affairs. These services will be provided in an environment of inclusion of all its members and the communities."*

## Our Core Values

The five QFR Core values in priority order are:

1. FIREFIGHTER SAFETY
2. FIRE PREVENTION & PUBLIC EDUCATION
3. EFFICIENT OPERATIONS
4. PROFESSIONAL BEHAVIOR
5. CLEAR POLICY /CONCISE PROCEDURE

*"We serve to save"*

- **Governance and Administration:**
  - COVID 19 is slowing down. Now onto boosters x 2
  - JeffCom working on an ILA re: Crew Force ILA
- **Goals and Objectives:**
  - Station 22 Station pending ramp grade, Pavement, and Exterior Painting
  - Support 22 ready for surplus and rehab on Utility 21
  - PPE 9 (SECOND Set) through the LNI Fire Program. This also includes Plastic Totes for storage of gear.
  - Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead and working with the West Sound Training group to build Training 2022 and beyond. We are looking into the budget impact if any.
  - AFG 2021 applied for new battery extrication tools and Rams – No update yet
- **Financial Resources:**
  - BIAS – David has report
  - GEMT funds still rolling in and working with BIAS on the reports due to HCA
  - CMS (Medicare) Data Collection Project for 2022
- **Physical Resources and Quality of Life (QOL):**
  - POE and need for new printer at Station. We can purchase at 2000 or lease for a \$1 at the end .
- **Health and Safety**
  - Review of Policies and Safety programs – Safety Committee meets with Officers 1<sup>st</sup> Wednesday of each month.
  - FIIRE Program update – VAP Survey complete and working on RTW, Risk Assessment, other safety topics. We have completed first quarter requirements and are presenting our successes today.
- **Essential Resources**
  - Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- **External Relationships**
  - Working with Jeffcom on new CAD program that included response plans, Crew Force
  - Working with JeffCom / MedeVac Providers to set up App for each provider. Along with Live training in April
- **Fire Prevention**
  - ☒ Community Risk Reduction programs to start with IFSTA Essentials of CRR programs for staff
  - ☒ Working with Coyle Area on Road Access and Addressing
- Strategic Plan updated and sent to the Board and Leadership.
  - ☒ Review Fire Levy for potential Lid Lift 2023
  - ☒ Safer for three more career staff 2023/2024

**Significant Events and Service Delivery:**

This will be a short report this month as I am still focused on rehabbing after knee surgery. Which is going very well. Will be in the Station and responding to incidents more this month. The month of March, call volumes appear to be settling into normal average for this time of year. EMS / Rescue calls totaled 20 responses, making up 74 % of our calls this month. Most were BLS, several were upgraded to ALS. We responded to 2 fires, a chimney fire, and a grass fire in East Jeff. We had 4 good intentions and cancelled and return to quarters. Covid cases continue, we are in a low point right now with cases. We are still watching trends close as a new variant is causing problems around the country. We are still using current protocols for patient contacts. The Crews are still handling each EMS call as if, they are handling a positive case.

**Historical Call numbers for 2021 as compared to 2020:**

- Finished **March 2022** with **27** Responses vs **36** in **2021**
- To date 2022 total year to date of **113** Responses vs **115** in 2021
- **Emergency Medical Services: Our EMS Responses were 69% for 2022 total responses;** this is above average by about 1.5% point. Will need a couple of months to see if it stays consistent with 2021 year or continues a 2.5% growth each month. (Update, with the continued decline of COVID cases, growth is going to stabilize at about 1%.)

**Operations:**

- **Apparatus Readiness / Milage Report:** Capt. McCrehin
- **Training and Competency: Target Solutions using is ongoing.**
- **EMT Class:** Now down to two members attending EMT class. Two other have dropped out.
- **Human Resources and Staffing:**  
No HR issues. We are still working on covering the second person on some shifts. We are still meeting each incident needs. When needed, mutual aid has been used to cover or assist with calls at times. Especially when we get hit with a second or third incident. As always, leadership continues to monitor this closely. Maybe time to look at increasing career staffing.
- **Admin / HR / PTO:** On going rehab for knee surgery, good well! Should be able to return to lite duty.
- **Other: Any Questions?**

**End of March 2022 Report.**  
**DFC D. Svetich**

**See attachments below:**

**Monthly Incident break down by response zones:**

**March 2022 Incidents:**

INCIDENT TYPE	#
<b>Zone: 21 - Quilcene</b>	
114 - Chimney or flue fire, confined to chimney or flue	1
321 - EMS call, excluding vehicle accident with injury	13
322 - Motor vehicle accident with injuries	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	2
<b>Zone: 22 - Coyle</b>	
321 - EMS call, excluding vehicle accident with injury	2
322 - Motor vehicle accident with injuries	1
<b>Zone: 23 - Dabob</b>	
321 - EMS call, excluding vehicle accident with injury	1
400 - Hazardous condition, other	1
611 - Dispatched & cancelled en route	1
<b>Zone: Brinnon</b>	
321 - EMS call, excluding vehicle accident with injury	1
<b>Zone: Discovery Bay</b>	
321 - EMS call, excluding vehicle accident with injury	1
<b>Zone: East Jefferson</b>	
142 - Brush or brush-and-grass mixture fire	1
Total for the Month of March	27



Apparatus Readiness:

- C202 has returned from Circle and Square Automotive. They were unable to repair the leaking axle seal. The apparatus was taken to what was once Shorts Truck Repair and is now Diesel Fleet & Service. They have diagnosed and found no leak; however, the front differential was low on fluid.
- The Ram aid unit refrigeration unit is repaired and will be returned to Station 21 by a Braun Rep soon. Once returned I will reinstall the unit into the aid unit for service.
- B22 is back in service. It was also taken to the old Shorts Truck Repair. They were able to quickly diagnose and fix the braking issue. It appears that the ABS module for 90's Fords is easily overlooked when bleeding brakes. This was apparently overlooked while at Mountain Mechanic.
- A212 is having electrical issues and will need to go to the dealership for repairs. We did have a frontend alignment and tire repair last week.

Training and Competency:

- Target Solutions has 21 overdue assignments.
- I have begun going through each members training file to update training records. I am approximately halfway through. I have completed all files on ERS. Next, I will go through the physical training files and update ERS as necessary.
- I have registered for an Incident Safety Officer course. This will be in Shelton June 3/4.

Physical Resources and Quality of Life:

- Lazy Boy will be on site on April 22<sup>nd</sup> to complete warranty work on the recently purchased recliners.
- Due to weather conditions, I have not yet been able to replace the kitchen window in the Crew Quarters.

Staffing (next 30 days):

- There are currently 8 days remaining open on the Duty Calendar for April. There is still a chance that they will be filled by volunteers. I have been making myself available as much as possible to assist with the days that there is not a second person on shift.

Notes:

- I would like to thank the Commissioners and Chief McKern for my new appointment of Captain. I am honored to hold this position and look forward to assisting in the development of a bright future for Quilcene Fire Rescue.



Fleet Tracking #	Apparatus	Make/Model	Year Manf.	Dept . Function	VIN	Monthly Mileage
B7209C	C201	Ford Expedition Max	2020	Chief Command Rig	1FMJK1GTXLEA22336	24347.9
B3139C	C202	Chevy Silverado 2500	2005	DC Command Rig	1GCHK29U45SE25196	106491
82171C	E21	Freightliner	2005	Fire Engine@ Station 21	1FVACYDJ35HV01149	39082
55851C	E22	Ford F800	1996	Fire Engine @ Station 22	1FDYF80E9VVA02430	27093.6
71820C	T21	Freightliner MR2	2018	Tender @ Station 21	3ALACYFEXJDJZ8029	5291.9
B6128C	A21	GMC 4500	2016	Aid Unit @ Station21	1GD32WCG1GF152830	46414
C6410C	A21	RAM 5500	2018	Aid Unit @ Station21	3C7WRTBL6JG346370	35797.9
B4486C	B21	Ford F550	2008	Brush Engine @ Station 21	1FDAX57R98EA86274	75102.5
36251C	B22	Ford F350	1995	Brush Engine @ Station 22	2FDKF38G7SCA04130	29570
91128C	U21	Chevy Silverado 2500	2005	Utility/Support Rig @ Station 21	1GCHK29U15E279239	195047
A2604C	U22	Ford Expedition	2008	Utility/Support Rig @ Station 22	1FMFU166568LA61351	120,372.60
40842C	S21	Ford E350	1996	O.O.S. Support Rig	1FDJE30F3THA78351	33919



1. **Significant Events and Service Delivery:**
  - N/A
  
2. **Training and Competency:**
  - Working on setting up CPR / First Aid Instructor with ASHI.
  - Helicopter Training at Ranger Station 04/23/2022 10-2 Airlift, Life flight, and Coast Guard.
  - EMS Training with EMS Council May 7<sup>th</sup> Saturday
  - Have 2 in EMT Class doing well with completion on May 21
  
3. **Physical Resources and Quality of Life:**
  - The department RMS System ERS is going through conversion to ESO over next few months and longer. I have created and transferred all to data to our local server and cloud.
  - Active 911 Alert App is working well, and I have added Hydrants and LZ to it along with other pre-fire items
  - Our CAD server from Jeffcom is OOS and we are waiting for the install of Crew Force App that works with new Enterprise System
  
  - Conversation to Enterprise went well still working on Response Plan updates as we find them
  
  - I am talking to Stryker about upgrading our aging gurneys and stair chairs with newer equipment and the gurney autoloading equipment. Stryker will give as a trade in value on our current equipment and are offering a 5 year 0% interest promo with annual payments each year. Stryker will be here Wednesday the 20<sup>th</sup> to evaluate the condition of our current equipment to tell us if we need to upgrade and the expected life left in them.
  
  - On Wednesday the 20<sup>th</sup> stryker will also be dropping off a Lucas CPR device for us to demo and present to the MPD during the May 7<sup>th</sup> county wide EMS training.
  
4. **Staffing (next 30 days):**
  - I have no Vacation Planned for the month of April.



**1. Significant Events and Service Delivery:**

- C Shift responded to 5 incidents during the month of March. Notable incidents include:
  - Response to a chimney fire contained to the chimney.
- Water usage report sent to PUD with approximately 1000 gallons used for training.

**2. Apparatus Readiness:**

- Continue to work on inventory lists for B21 and T21 and continue to assess equipment needs for the 2022 Wildland season.
- Approved the Hose and Ladder testing quote from Pacific NorthWest Hydro. Expecting to receive a call within the next couple of months to schedule testing for the fall.

**3. Training and Competency:**

- 2022 RT-130 Wildland refresher is complete, and the paperwork has been submitted to DNR to receive our red cards. I expect the red cards within the next couple of weeks.
- Continue to work with Volunteers on fundamentals checkoffs.
- Started Firefighter 1 curriculum with EMT Sophia Knutzen. We are continuing training and looking into an in-house volunteer academy hosted by the Brinnon Fire Department that will meet the WAC standards for interior firefighters.
- MCO Training with BFD covering water supply and pump fundamentals.
- Continuing with Blue card CEs.
- EMS training with PLFR planned for later in April.

**4. Physical Resources and Quality of Life:**

- QFR has been awarded the \$10,000 grant from the L&I FIIRE program for 6 sets of bunker gear. This grant will cover 55% of the \$18,00 for the 6 sets. Steve Lynn from Cascade Fire Equipment came to Station 21 to size QFR personnel for this new gear and the order has been placed with an estimated 6-month lead time.
- DNR has a new grant opportunity for rural departments called the 1168 Operations grant. QFR has applied for this new grant and requested approximately \$9,800 to replace hose, fittings, gated wyes, nozzles, hose packs and various other pieces of equipment on B21. The deadline for this 1168 grant was 3/31/22 and I expect to hear back from DNR within the coming weeks.
- Started the annual maintenance on all QFR's small engine tools and will have the maintenance complete by the end of April.
- The row machine ordered for the Crew Quarter's gym was defective and has been returned. A new one will be ordered soon.

**5. Staffing (next 60 days):**

- NTR.

**6. Other:**

- NTR.



# Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Board Chair  
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

Commissioner Herbert Beck  
Commissioner Melody Bacchus

## BEFORE THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2

IN THE MATTER OF ADJUSTING EMERGENCY )  
MEDICAL FEES RELATING TO AMBULANCE )  
TRANSPORT )

RESOLUTION NO.  
**2022-005**

**WHEREAS**, Section 52.12.131 RCW allows a fire protection district which provides emergency medical services to establish and collect reasonable charges for these services; and,

**WHEREAS**, the Board of Fire Commissioners at its regular meeting of December 9, 2013 approved Resolution 2013-04 establishing fees for emergency medical services; and,

**WHEREAS**, the Board of Fire Commissioners finds it necessary to adjust ambulance transport fees to be consistent with neighboring jurisdictions and fire agencies, as well as Medicare and Medicaid standards and limitations,

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2**, that the following schedule shall be implemented effective May 1, 2022:

### Emergency Medical Services Ambulance Transport Fees

Basic Life Support (BLS-NE and BLS-E)	\$ 700.00
Advanced Life Support, Level 1 (ALS1-E)	\$ 800.00
Advanced Life Support, Level 2 (ALS2)	\$ 900.00
Mileage Charge	\$ 19.00 per mile

**ADOPTED** by the following vote this 18 day of April, 2022 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 in regular session at Quilcene, Washington, then signed by its membership and attested to by its Secretary in authorization of such adoption:

2 YEA; 0 NAY; 0 ABSTAIN; AND 1 ABSENT.

BOARD OF FIRE COMMISSIONERS  
JEFFERSON CO. FIRE PROTECTION DIST. #2

  
ART FRANK, Chair of the Board

ATTEST:

  
ROBERT REWITZER, District Secretary

HERBERT BECK, Commissioner

  
MELODY BACCHUS, Commissioner



Jefferson County Fire Protection District No. 2  
▪ **QUILCENE FIRE RESCUE** ▪

70 Herbert Street  
PO Box 433  
Quilcene, WA 98376  
360.765.3333

**BEFORE THE BOARD OF FIRE COMMISSIONERS  
OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2**

**IN THE MATTER OF AUTHORIZING** ) **RESOLUTION NO.**  
**TRANSFER OF EXCESS FUNDS FROM THE** ) **2022-006**  
**GENERAL FUND TO THE CAPITAL FUND** )

**WHEREAS**, the General Fund holds cash for operating expenditures,

**WHEREAS**, the Capital Fund acts as a reserve and investment account for the General Fund,

**WHEREAS**, excess funds in the General Fund that are not needed for expenditures should be transferred to the Capital Fund,

**WHEREAS**, the Cash Balance in the General Fund at the end of March 2022 was \$733,933.79,

**WHEREAS**, District policy requires maintaining a minimum of six months of projected cash disbursements in the General Fund,

**WHEREAS**, six months of cash disbursements in the General Fund are projected to be no more than \$250,000.00,


**WHEREAS**, the Cash Balance in the General Fund has \$483,933.79 in excess funds (*\$733,933.79 balance minus \$250,000.00 to be maintained*),

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2**, that the Investment Officer is hereby authorized to transfer \$475,000.00 of excess funds from the General Fund to the Capital Fund.

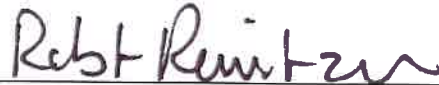
**ADOPTED** by the following vote this 18 day of April, 2022 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 in regular session at Quilcene, Washington, then signed by its membership and attested to by its Secretary in authorization of such adoption:

2 YEA; 0 NAY; 0 ABSTAIN; AND 1 ABSENT.

BOARD OF FIRE COMMISSIONERS  
JEFFERSON CO. FIRE PROTECTION DIST. #2

  
ART FRANK, Chair of the Board

ATTEST:

  
ROBERT REWITZER, District Secretary

HERBERT BECK, Commissioner

  
MELODY BACCHUS, Commissioner