

Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Chairman of the Board

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Commissioner Herbert Beck
Commissioner Melody Bacchus



ORIGINAL

BOARD FOR VOLUNTEER FIREFIGHTERS PENSION AND RELIEF BUSINESS: Chair Commissioner Art Frank signed the Participation Form and Harry Goodrich's physical form.

CALL TO ORDER: Chair Commissioner Art Frank called the Regular Meeting of the Board of Commissioners of March 8, 2021 to order at 7:00 pm. Commissioner Art Frank, Chief Tim McKern, Secretary Jean Morris were in attendance in person and Thane Grooms, Roland Faragher-Horwell, Deputy Chief Don Svetich, Administrative Assistant Bob Rewitzer, Administrative Assistant Dave Neuenschwander and Commissioner Herbert Beck, Commissioner Melody Bacchus, and Lieutenant Mark McCrehin were in attendance via zoom.

APPROVAL OF AGENDA: MOTION: With the addition of 4. Brush Truck and the removal of policy #301 under New Business Commissioner Art Frank moved to accept the agenda. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

APPROVAL OF MINUTES: MOTION: Commissioner Herbert Beck moved to accept the minutes of the February 8, 2021 Regular meeting. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

APPROVAL OF VOUCHERS: Upon review of the voucher prior to the meeting by Commissioner Art Frank and Chief Tim McKern **MOTION:** Commissioner Art Frank moved to accept and sign the General Fire Vouchers in the amount of \$31412.30 and the EMS Vouchers in the amount of \$45,023.68 as presented. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

MONTHLY FINANCIAL REPORT: The Monthly Financial Report was reviewed.

CORRESPONDENCE: Secretary Morris read the list of correspondence.

CHIEF' REPORT AND OFFICER REPORTS:

In addition to his written report Chief McKern mentioned that Brian Snure is working on the EMS Levy Resolutions. Changing things on the Web Site. Lieutenant Kevin Winn is now in charge of the web page. Changing e-mail carriers. Staff going to an EMT-A and BLS evaluators course coming in April. School getting vaccines. Discussed vaccination sites.

FIRE CHIEF

Tim McKern

- **Governance and Administration:**
 - New EMS Protocols complete we are rolling out new Meds and training on them
 - COVID 19 Vaccines offered and both doses on board. South County may be part of Mobile Mass Vaccine Clinic.
 - Our next of many Zoom Department Meetings in April to communicate "What's Happening " Here.
- **Goals and Objectives:**
 - Station 22 Station clean-up and Insulation install complete.
 - EMS / Non-Combat PPE inventory ongoing / We applying for DNR 50/50 Phase 1 grant this spring.
 - PPE for Fire Ground Grant went into AFG .
 - 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 2021 and beyond.
- EMS Levy renewal 2021 . Put on the ballot Aug /Nov , Brian Snure to work up Resolution and Election language for next meeting.
- Web Update to include new Pic's. We are starting our EMS Social Media Blitz.
- **Financial Resources:**
 - BIAS – Moving Forward second payroll and vouchers are rolling out.
 - GEMT review and new rate for next 12 months is 3455
 - Burn Permits and future plans – Other Fire Agencies issuing them leave to ORCAA and DNR ?
 -
- **Physical Resources and Quality of Life (QOL):**
 - Working with POE on Server on-site along with the current cloud
 - Jefferson County COVID Vaccines are starting to increase
- **Health and Safety**
 - Review of Exposure Control and Safety programs – Safety Committee meets with Officers 1st Wednesday of each month.
- **Essential Resources**
 - Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- **External Relationships**
 - Company Officer Blue Card ICS Training-Table Top and Sit/Rep in 2nd Qtr 2021
- **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*

Deputy Chiefs Report

Don Svetich

Significant Events and Service Delivery:

1. February was steady, compared to recent years it was an average response month. We had Twenty-one EMS calls of varies types. They were a mix of (mostly) BLS / ALS aid calls or BLS that upgraded to ALS. Variety of sick people. Several where mutual aid to Discovery Bay, generally to the same address.. We responded to five motor vehicle calls, two of which had injured passengers. We had one chimney fire response and a structure fire response to Port Ludlow. A couple of Hazcon and public assets. We had 8 cancel and return to stations. The number of transports saw a slight increase as well. Target Solutions is still being set-up, Lt. McCrehin is getting close. The County Chiefs had a

zoom meeting with Representatives from Rayonier Timber Company, working our way thru a couple of issues, gate keys and over all access and who is contacts for varies areas.

2.

Incident Type per Zone for February 2021

INCIDENT TYPE	# INCIDENTS
Zone: 21 - Quilcene	
114 - Chimney or flue fire, confined to chimney or flue	1
321 - EMS call, excluding vehicle accident with injury	14
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
400 - Hazardous condition, other	1
600 - Good intent call, other	1
651 - Smoke scare, odor of smoke	1
Zone: 22 - Coyle	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	3
Zone: 24 - Out of District	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	1
321 - EMS call, excluding vehicle accident with injury	2
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled enroute	8
Total Incidents for February	37

Historical Call numbers for each year:

- Finished February 2021 with 37 Responses vs 42 in 2020
- To date 2021 total to date of 79 Responses vs 80 in 2020

3. **Apparatus Readiness:** Lt. McCrehin's report will cover:

4. **Vehicle Replacement Plan (2018-2045):** No input

5. **Training and Competency:** Target Solutions deployment.

6. **Emergency Medical Services:** Crews continue to handle some very difficult calls. We have management to date, with mutual aid. We will need to monitor the situation closely. Volunteer response back to Station for the second call is very important now! This will be a topic of discussion at this month's Officers meeting. I will continue to monitor the situation.

5. Human Resources and Staffing: Staffing:

- a. **Remains stable, meeting each incident needs.** With mutual aid. We will be monitoring.
- b. I have no time planned off.

6. Other: Any Questions?

End of February 2021, Report. DFC D. Svetich

A-SHIFT OFFICERS REPORT

LT. MARK MCCREHIN

Apparatus Readiness:

- B22 has been returned to Mountain Mechanic for brake issues. Unfortunately, they have been unable to determine what is causing the issues.
- Utility 21 has returned from EVS with the new light bar installed and interior switches cleaned up and updated. All lights are functioning as they should. New tires have also been installed by Kitsap Tire through the state contract.
- Our ILA with Clallum Fire has been completed and they are awaiting our first vehicle.
- Crews have been rotating the aid cars as "first out" every two weeks to keep mileage as equal as possible.

Training and Competency:

- Department training has been postponed due to COVID-19. However, online and shift training is continuing.
- All three Lieutenants have completed a Fire Inspector 1 course. Testing was held at Brinnon Fire Dept. All practical tests have been passed and we are awaiting the written test results from Washington State.
- The Safety Trailer is currently at Station 23. I have received all the paperwork and computers. Research has begun as to operations and maintenance.

Physical Resources and Quality of Life:

- I would like begin considerations for more maintenance to our compound this spring/summer. Items such as:
 - Painting Admin, Crew Quarters, and Annex
 - Rain gutters for Crew Quarters
 - New concrete sidewalk in front of Admin
 - New roof for the south storage building
- A new air compressor has been ordered for Station 22 that is large enough to accommodate the needs of the apparatus stationed there.

- The insulation project at Station 22 is almost completed. All of the old insulation has been removed and new spray on insulation has been installed. Currently the walls are completed and are awaiting more product to complete the ceiling.
- Chief McKern was able to procure a large 10k generator from the US Fire Cache. I picked up the generator in Tumwater and delivered it to Station 22. Thane Grooms volunteered his backhoe with forks to unload the generator and move it inside Station 22.

Staffing (next 30 days):

- We are missing one of our core volunteers for a few months while she is down in Mexico. So, we are a few days short of having a full staff for March. Currently there will be 4 days with only 1 staff member. I am hoping that there will be another volunteer that will be able to fill in those 4 days

B-Shift Officers Report

Lt. Kevin Winn

1. Significant Events and Service Delivery:

- Nothing to Report.

2. Training and Competency:

- I have completed the IFSAC Inspector 1 class and I am waiting for my test results.

3. Physical Resources and Quality of Life:

- A21, A212 and T21 now have new Kenwood Radios Installed.
- The 6 Surface Go 2s and 2 new Galaxy Smartphones we purchased are in service with Active CAD installed and are working great.
- We have submitted the quote from Silke Communications (Formally known as Action Communications) for accessories for the new Pagers and radios for purchase using the remainder of the AFG Grant.
- Still working with POE on getting a Server set up for the department.
- I am working on getting tablet mount prices for E21.

4. Staffing (next 60 days):

- I have no vacation or time off planned for the month of March.

With all my focus on directed towards the IFSAC Fire Inspector 1 class for most of February, I have minimal information to report this month:

1. Significant Events and Service Delivery:

- C Shift saw a decreased call volume compared to January and most calls this month were medical in nature.
- Water usage report sent to PUD with approximately 500 gallons used for maintenance.

2. Apparatus Readiness:

- NTR.

3. Training and Competency:

- Fire inspector 1 class is complete. The IFSAC testing was on the 28th of February and all skills stations were passed successfully. The written test will take approximately 3-4 weeks to be graded and receive a result in the mail. I will have an update in next month's report.
- Continue to complete EMS Connect training videos and train on updated protocols on shift.
- Jefferson County EMS base station has uploaded the last 5-6 months of training videos. I plan to go back and watch them all within the next couple of months and review for on shift training.
- Continue to run EMTs through daily on shift training scenarios.
- I am working with Deputy Chief Svetich on our annual wildland RT-130 training outline. We have received the 2021 core requirements and will be using that as the base for our outline. The 2021 training will prove to be a challenge with the social distancing restrictions and the thought is to break up the training for each shift to perform and document. Deputy Chief Svetich and I are still in discussion about the most efficient way to complete this training and will have a decision when I return to him with the rough draft of our training outline.
- I am currently reviewing all wildland training modules in Target solutions for Lt. McCrehin. Once my review of these modules is complete, I will be work with Deputy Chief Svetich on how to best incorporate these into next year's RT-130 refresher.

4. Physical Resources and Quality of Life:

- Deputy Chief Svetich contacted the Knox company and received a current list of Quilcene Knox box customers. Recently added a new customer to the master list and will be creating a plan with Dep. Chief Svetich to check all existing Knox boxes within the district.
- Chief McKern has been working closely with DNR to resubmit our DNR phase 2 grant that was not received DNR initially. This seems to be a technical issue I hope to have positive news on my next report.

5. Staffing (next 60 days):

- NTR.

6. Other:

- NTR.

UNFINISHED BUSINESS:

1. **St. 22:** Insulation there. Generator to big. Will use for Administrative building and Crew Quarters. Air compressor in. Working on water. Discussing painting the building. Discussing an apron out front. Needs to get the trees cleared up.
2. **Bias Update:** Dave gave an update on Bias. Requesting direct deposits from members.
3. **JEFF COMM UPDATE:** Working on several items. Chief and Art attending a zoom meeting Wednesday about a new location for the Dispatch Center.
4. **Rural Reduction Program:** Moving slow. This is regarding Narcan and a needle drop off. The School does not want Narcan.
5. **Safety Trailer:** The safety trailer is a St. 23 for now. In a holding pattern. Discussed this with the other Districts. Brinnon wants it.

NEW BUSINESS:

1. **Policy #203: MOTION:** Commissioner Art Frank moved to approve Policy #203. Training policy. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.
2. **MOU: MOTION:** Commissioner Art Frank moved to approve the MOU IV Tech pay with the IAFF. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.
3. **LUCAS TOOL PURCHASE:** This item was dropped because the Jefferson County Medical Program Director does not want them in the County at this time.
4. **BRUSH 22:** Out of service. Has been for at least 5 months. Brake problems. Not enough brakes. Does the Commissioner want to explore to get a new chassis and cab? Will call Brawn. Will be taken from Mountain Mechanic and then taken somewhere else.

SECRETARY REPORTS: Secretary Morris reported that the Washington State Auditor's office called and is starting an audit.

SEMINARS/CONFERENCES/SPECIAL EVENTS: Nothing.

PUBLIC INPUT-GOOD OF THE ORDER: Thane Grooms discussed the number of volunteers at Coyle and if they should recruit more. The Commissioners agreed to recruit.

Roland asked about a EVAP Rodeo.

EXECUTIVE SESSION: None.

ADJOURNMENT: Chair Commissioner Art Frank called for adjournment at 8:45 pm.

SIGNED for Jefferson County Fire Protection District No. 2

BY: Art Frank
ART FRANK, Commissioner, Chair of the Board

BY: Herbert Beck
HERBERT BECK, Commissioner

BY: Melody Bacchus
MELODY BACCHUS, Commissioner

ATTEST
BY: Helen Jean Morris
Helen Jean Morris, District Secretary