



## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Board Chair

Commissioner Melody Bacchus  
Commissioner Marcia Kelbon

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

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### MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on January 13, 2025

#### ATTENDANCE:

Commissioner/Chair Frank  
Commissioner Bacchus  
Commissioner Kelbon  
Secretary Rewitzer  
Chief McKern  
Captain McCrehin  
Lieutenant Singleton

FF/EMT Matheson  
Captain Grooms  
Volunteer Neuenschwander  
Volunteer Kinser (via Zoom)  
Volunteer Palmer  
Volunteer Miller

#### CALL TO ORDER:

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

#### PLEDGE OF ALLEGIANCE:

Captain Grooms led the pledge.

#### PUBLIC COMMENTS:

No comments received.

#### APPROVAL OF AGENDA:

Commissioner Kelbon moved, Commissioner Frank seconded, to accept the agenda. Motion carried unanimously.

#### APPROVAL OF MINUTES:

Commissioner Kelbon requested a correction to the draft minutes from the December 16, 2024 Regular Meeting (bullet point 6 under REPORTS, change 'will' to 'may'). Commissioner Frank moved, Commissioner Bacchus seconded, to approve minutes from the December 16, 2024 Regular Meeting as corrected. The motion carried unanimously.

#### APPROVAL OF VOUCHERS:

Commissioners reviewed vouchers and discussed notable expenses. Commissioner Bacchus moved, Commissioner Frank seconded, to approve vouchers totaling \$145,860.02. The motion carried unanimously.

#### REPORTS:

The Board received the Monthly Fire Chiefs Report, Treasurer's Report, Budget Position Report, and District Secretary's Report in advance for review. In addition:

- Chief McKern provided an update on the LIFEPAK 35 purchase. Also discussed partnering with District 4 on an automated overtime notification system provided by Vector Solutions. Commissioner Frank questioned the necessity of an automated system.
- Kimberly Kinser reported the CARES team will introduce themselves to District 4 Fire Commissioners at their meeting on January 14<sup>th</sup> and to District 5 Fire Commissioners at their meeting on January 15<sup>th</sup>.

- Secretary Rewitzer reported the Capital Fund Investments have been completed; locked-in yields are higher than expected. Also, HB 1047 has been introduced in the Washington State Legislature. The bill would create a sales tax exemption for equipment purchased by fire districts in rural counties. The District pays over \$30,000 in sales and use tax annually.
- Commissioner Frank led a discussion regarding expenses and Board concerns over growing costs and diminishing revenue. Commissioner Frank would like ideas on how the District could motivate members to bring forward money-saving ideas. Commissioners reaffirmed they will be scrutinizing expenses closely.

#### **CORRESPONDENCE:**

Thank you note card received from Chris Lund commending the District's EMS and CARES response.

#### **UNFINISHED BUSINESS:**

1. **DNR Trust Lands** – Secretary Rewitzer reported the District received \$180,258 from trust land timber sales in 2024. The Maladjusted Timber Sale has been appealed to Superior Court; 2025 revenue to the District from the sale was expected to be \$116,000. Approximately 60% of the timber harvest of Last Crocker Sorts Resale has been enjoined per court order; 2025 revenue to the District from the sale was expected to be \$183,000 but will now likely be ~ \$73,000.

#### **NEW BUSINESS:**

1. **2025 District Secretary Contract** – Commissioners were provided with the contract with Mr. Rewitzer that expired December 31, 2024.

A 20-minute **Executive Session** was called at 7:30 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee. The meeting was called back to order at 7:50 p.m.

Commissioner Frank moved to approve a 2025 District Secretary contract with Mr. Rewitzer that included a 4% salary increase. Discussion occurred regarding the salary.

A 10-minute **Executive Session** was called at 7:50 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee. The Executive Session was extended for an additional 15 minutes at 8:00 p.m. The meeting was called back to order at 8:15 p.m.

Commissioner Frank moved, Commissioner Kelbon seconded, to withdraw the previous motion and approve a 2025 District Secretary contract with Mr. Rewitzer that included a 17% salary increase. The motion carried unanimously.

2. **Office Assistant Job Description** – Commissioners were provided with a draft job description for the part-time office assistant position that will assist and provide backfill support to the District Secretary position as authorized by the Board in the 2025 budget. Commissioner Frank moved, Commissioner Bacchus seconded, to approve the job description as presented. The motion carried unanimously.

#### **GOOD OF THE ORDER:**

None.

#### **ADJOURNMENT:**

The meeting adjourned at 8:29 p.m.

**ATTACHMENTS:**

**General Certificate for Claims:** 1/3/2025 Payroll Check Register  
1/13/2025 Claims Check Register

**Reports:** December 2024 Monthly Fire Chief’s Report  
December 2024 Treasurer’s Report

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ 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, Commissioner/Chair

ATTEST:

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MELODY BACCHUS, Commissioner

\_\_\_\_\_  
ROBERT REWITZER, District Secretary

\_\_\_\_\_  
MARCIA KELBON, Commissioner

DRAFT