



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



ORIGINAL

MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

JANUARY 17, 2022, 7:00 p.m.

Station 21 and on Zoom

ATTENDANCE:

Commissioner/Chair Art Frank – In Person
Commissioner Melody Bacchus – In Person
Commissioner Herbert Beck – By Telephone
District Secretary Robert Rewitzer – In Person
Deputy Fire Chief Donald Svetich – In Person
Executive Assistant David Neuenschwander – In Person
Lieutenant Nicholas Singleton – In Person
Volunteer Thane Grooms – By Zoom
Volunteer Sophia Knutzen – In Person

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

The Board reviewed the application of Hunter Hodges to become a volunteer member. A **MOTION to accept Mr. Hodges to the rolls** was moved by Commissioner Art Frank and seconded by Commissioner Melody Bacchus. The motion **carried by unanimous vote**.

CALL TO ORDER:

Commissioner Frank (Chair) called the regular meeting to order at 7:05 p.m. Deputy Chief Svetich led the Pledge of Allegiance.

APPROVAL OF AGENDA:

A **MOTION to accept the agenda with the addition of NEW BUSINESS item 2 Chair of the Board** was moved by Commissioner Frank and seconded by Commissioner Bacchus. The motion **carried by unanimous vote**.

APPROVAL OF MINUTES:

A **MOTION to accept the minutes of the December 13, 2021 Regular Meeting** was moved by Commissioner Frank and seconded by Commissioner Beck. The motion **carried by unanimous vote**.

APPROVAL OF VOUCHERS:

A **MOTION to accept the vouchers** in the amount of \$69,259.35 (General Fire \$35,354.20 and EMS \$33,905.15) was moved by Commissioner Frank and seconded by Commissioner Beck. The motion **carried by unanimous vote**.

CORRESPONDENCE:

The District received a 'Thank You' note from Mike McGrath and Dianna Walker.

MONTHLY FINANCIAL REPORT AND BIAS:

Executive Assistant Neuenschwander presented his staff report (attached).

CHIEF'S REPORT & OFFICER REPORTS:

Deputy Chief Svetich presented staff reports (attached).

UNFINISHED BUSINESS:

1. **Station 22** – Discussion about the recent weather impact on the Coyle peninsula
2. **JEFFCOM911 Update** – Discussion about the need for public safety dispatchers
3. **Rural Reduction Program** – Discussion held for the next regular meeting
4. **Strategic Plan** – Discussion held for the next regular meeting

NEW BUSINESS:

1. **Resolutions** – Acting District Secretary Rewitzer presented Resolution 2022-001 Appointment of District Secretary and Investment Officer. A **MOTION to adopt Resolution 2022-001** was moved by Commissioner Frank and seconded by Commissioner Bacchus. The motion **carried by unanimous vote.**

Acting District Secretary Rewitzer presented a Certificate of Appointment of District Secretary. A **MOTION to execute the Certificate of Appointment** was moved by Commissioner Beck and seconded by Commissioner Frank. The motion **carried by unanimous vote.**

District Secretary Rewitzer presented Resolution 2022-002 Authorizing Officers to Sign Warrants or Checks or Approve Electronic Funds Transfers. A **MOTION to adopt Resolution 2022-002** was moved by Commissioner Frank and seconded by Commissioner Bacchus. The motion **carried by unanimous vote.**

District Secretary Rewitzer presented Resolution 2022-003 Authorizing Persons to Access Financial Data of the District. A **MOTION to adopt Resolution 2022-003** was moved by Commissioner Frank and seconded by Commissioner Beck. The motion **carried by unanimous vote.**

Further action on item 1 was suspended pending consideration of item 2. On resolution of item 2, District Secretary Rewitzer read the following into the record for consideration by the Board:

The Board of Fire Commissioners of Jefferson County Fire Protection District #2 affirms the following individuals hold positions within the District as indicated and have authority to sign warrants or checks or approve electronic funds transfers: Chair of the Board of Fire Commissioners – Art Frank; Fire Chief – Timothy McKern; and District Secretary and Investment Officer – Robert Rewitzer. The Board further affirms the

following individuals hold positions within the District as indicated and have authority to obtain all financial information necessary to the conduct of District business: Fire Chief – Timothy McKern; District Secretary and Investment Officer – Robert Rewitzer; and Executive Assistant – David Neuenschwander

A **MOTION to affirm position appointments and authority** was moved by Commissioner Frank and seconded by Commissioner Bacchus. The motion **carried by unanimous vote**.

- 2. Chair of the Board** – Commissioner Frank discussed the Board of Fire Commissioners Chair position. A **MOTION to continue Commissioner Frank as Board Chair** was moved by Commissioner Frank and seconded by Commissioner Bacchus. The motion **carried by unanimous vote**.

DISTRICT SECRETARY REPORT:

District Secretary Rewitzer presented a verbal report and commended retired District Secretary Jean Morris for her invaluable assistance during the transition.

SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS: None.

PUBLIC INPUT – GOOD OF THE ORDER: None.

EXECUTIVE SESSION:

In accordance with Section 42.30.140(4)(a) RCW the Board called an Executive Session to discuss the collective bargaining agreement with IAFF Local 3811 to end at 7:48 p.m. The Executive Session ended with no action taken.

ADJOURNMENT:

Commissioner Frank called for adjournment at 7:50 p.m.

ATTACHMENTS:

General Certificate for Claims: Check Register 01/01/2022 to 01/31/2022

Resolutions: 2022-001 Appointment of District Secretary and Investment Officer
2022-002 Authorizing Officers to Sign Warrants or Checks or Approve Electronic Funds Transfers
2022-003 Authorizing Persons to Access Financial Data of the District

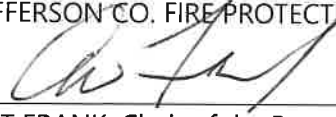
Certificate of Appointment: District Secretary

Financial Reports: 2021 Budget Position
Treasurer's Report

Staff Reports: BIAS Financial Accounting and Reporting Systems
Monthly Fire Chief's Report

APPROVED this 21 day of FEBRUARY, 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

ATTEST:



ROBERT REWITZER, District Secretary

HERBERT BECK, Commissioner



MELODY BACCHUS, Commissioner

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:02:31 Date: 01/18/2022

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
34	01/17/2022	Claims	10	620320	AT&T Mobility	464.80	December 2021 Cell Phone Service
35	01/17/2022	Claims	10	620321	Board for Volunteer Firefighters	90.00	Add BLOHM
36	01/17/2022	Claims	10	620322	Boundtree Medical LLC	951.55	Medical supplies; Medical supplies; Medical supplies
37	01/17/2022	Claims	10	620323	Cooper Fuel	2,679.26	Vehicle Fuel; Headquarters Heating Oil; Crew Quarters Heating Oil
38	01/17/2022	Claims	10	620324	Cruise Masters Prism Inc	191.70	Retirement Plaque
39	01/17/2022	Claims	10	620325	EMS Connect LLC	238.00	November Monthly EMS Training Service; January Monthly EMS Training Service
40	01/17/2022	Claims	10	620326	EMS Special Agency Fund	156.00	December 2021 Ambulance Transports
41	01/17/2022	Claims	10	620327	ESO Solutions, Inc.	598.86	January Monthly RMS; February Monthly RMS
42	01/17/2022	Claims	10	620328	Good Man Inc	98.00	Station 22 (Coyle) restroom service
44	01/17/2022	Claims	10	620329	Jamestown Networks	495.15	January 2022 Phones & Internet
43	01/17/2022	Claims	10	620330	JC Fire District #2 Payroll	43,946.66	2022.01.03 Payroll Reimbursement
45	01/17/2022	Claims	10	620331	L N Curtis & Sons	1,674.69	SCBA Flow testing
46	01/17/2022	Claims	10	620332	Timothy M McKern	100.00	Dec Cell phone stipend
47	01/17/2022	Claims	10	620333	Olympic Garage Door	723.00	Station 22 Opener
49	01/17/2022	Claims	10	620334	Pacific Office Equipment	448.59	Station 21 Printer - December 2021 Charges; Headquarters Printer - December 2021 Charges; Computer Support - January 2022 Charges; GMAIL - January 2022
50	01/17/2022	Claims	10	620335	Peninsula Pest Control Inc	81.83	Pest control at 21
48	01/17/2022	Claims	10	620336	PUD	1,467.16	Crew Quarters - Electric & Water; Headquarters - Electric & Water; Station 21 - Electric & Water; Annex - Electric; Station 22 (Coyle) - Electric; Station 23 (Dabob) - Electric
51	01/17/2022	Claims	10	620337	Janet Reeves	50.00	Return of Knoxbox keys
52	01/17/2022	Claims	10	620338	Springbook Software Springbrook Holding Co	8,024.58	Annual subscription fee
53	01/17/2022	Claims	10	620339	Stericylce Inc	10.36	November med waste billing - Acct now closed
54	01/17/2022	Claims	10	620340	Stryker Medical	3,750.65	AED Battery replacement; AED Annual Maintenance Agreement
55	01/17/2022	Claims	10	620341	Systems Design West LLC	220.44	November EMS Billing
56	01/17/2022	Claims	10	620342	The Leader	72.00	Dist Meeting Date Change Notice
57	01/17/2022	Claims	10	620343	US Bank Credit Card	2,507.97	Garbage bags; Volunteer Xmas gifts; fuses for thermostat in ap bay; Postage stamps; Paper towels; Garbage bags; Adobe Acrobat Pro Subscription; Dabob Propane Fill 12.15.2021; Dabob Propane Fill 12.22.
58	01/17/2022	Claims	10	620344	Wave Broadband	218.10	Monthly cable/internet

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

35,354.20
33,905.15

Claims: 69,259.35
69,259.35

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:02:31 Date: 01/18/2022

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

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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 Reintzer

1-18-2022

Preparer

Date

Smucker

1-19-2022

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.

Heather J. Ba...

1/18/2022

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.



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

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

IN THE MATTER OF THE APPOINTMENT OF A)
DISTRICT SECRETARY AND INVESTMENT)
OFFICER)

RESOLUTION NO.
2022-001

WHEREAS, Section 52.14.080 RCW requires the Board of Fire Commissioners to appoint a Secretary of the District; and,

WHEREAS, Helen Jean Morris resigned this position effective December 31, 2021 and a vacancy exists; and,

WHEREAS, the Board of Fire Commissioners at its regular meeting of December 13, 2021 retained Robert Rewitzer as District Secretary effective January 1, 2021,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, that Robert Rewitzer is hereby appointed as District Secretary and Investment Officer with all the rights and responsibilities of said office.

AND BE IT ALSO RESOLVED that a Certificate of Appointment be executed by the Board.

ADOPTED by the following vote this 17 day of January, 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:

3 YEA; ___ NAY; ___ ABSTAIN; AND ___ ABSENT.

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

Art Frank
ART FRANK, Chair of the Board

Herbert Beck
HERBERT BECK, Commissioner

Melody Bacchus
MELODY BACCHUS, Commissioner

ATTEST:

Robert Rewitzer
ROBERT REWITZER, District Secretary



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 AUTHORIZING OFFICERS) RESOLUTION NO.
TO SIGN WARRANTS OR CHECKS OR)
APPROVE ELECTRONIC FUNDS TRANSFERS) **2022-002**

WHEREAS, the District issues its own warrants and checks for the payment of claims and other obligations of the District; and,

WHEREAS, the District has adopted procedures and internal controls that identify Signing Officers authorized to sign warrants or checks or approve electronic funds transfers; and,

WHEREAS, government and banking officials through which the District conducts its business have a need to know who the District has authorized as signing officers,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, that persons appointed or elected by the Board to the following positions shall be designated as Signing Officers of the District and are hereby authorized to sign warrants or checks or approve electronic funds transfers for all financial accounts of the District including warrant and payroll accounts:

- Chief of the District ("Fire Chief")
- District Secretary
- Chair of the Board of Fire Commissioners.

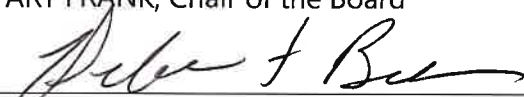
AND BE IT ALSO RESOLVED that no less than two Signing Officers shall be required to sign all warrants and checks prior to disbursement.

ADOPTED by the following vote this 17 day of January, 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:

3 YEA; ___ NAY; ___ ABSTAIN; AND ___ ABSENT.

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


ART FRANK, Chair of the Board


HERBERT BECK, Commissioner


MELODY BACCHUS, Commissioner

ATTEST:


ROBERT REWITZER, District Secretary



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 AUTHORIZING PERSONS) RESOLUTION NO.
TO ACCESS FINANCIAL DATA OF THE)
DISTRICT) **2022-003**

WHEREAS, Resolution 2020-02 authorizes specifically named persons to access financial data from the Jefferson County Auditor and Treasurer; and,

WHEREAS, the District Secretary named in Resolution 2020-02 has retired and another person has been appointed in her place; and,

WHEREAS, government officials through which the District conducts its business have a need to know who the District has authorized to access financial data of the District,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, that persons appointed by the Board to the following positions shall be authorized to obtain financial information necessary to the conduct of District business from all financial accounts of the District including warrant and payroll accounts:

- Chief of the District ("Fire Chief")
- District Secretary
- Executive Assistant

AND BE IT ALSO RESOLVED that David Neuenschwander, as staff for the District, is authorized to obtain financial data such as Treasurer's Monthly Financial Statement and the Auditor's GL summary.

ADOPTED by the following vote this 17 day of January, 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:

3 YEA; ___ NAY; ___ ABSTAIN; AND ___ ABSENT.

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

ART FRANK, Chair of the Board

HERBERT BECK, Commissioner

MELODY BACCHUS, Commissioner

ATTEST:

ROBERT REWITZER, District Secretary

CERTIFICATE OF APPOINTMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF Jefferson)

The undersigned officers of Jefferson County Fire Protection District No. 2 do
(Commission, Council, or Board Making Appointment)

hereby appoint Robert Rewitzer of Chimacum, WA
(Person Appointed) (Address)

to the office of District Secretary. The term for this position
(Office and Position)

will expire on 12-31-2026.

Signed this 17th day of January, 2022

Art Frank
(Signature)

Art Frank, Chair of the Board
(Printed Name, Title)

Herb Beck
(Signature)

Herb Beck, Commissioner
(Printed Name, Title)

Melody Bacchus
(Signature)

Melody Bacchus, Commissioner
(Printed Name, Title)

OATH OF OFFICE

STATE OF WASHINGTON)
) ss.
COUNTY OF Jefferson)

I, Robert Rewitzer, do solemnly swear or affirm that I
(Person Appointed)

am a citizen of the United States and State of Washington; that I am legally qualified to
assume the office of District Secretary; that I will support the
(Office and Position)

Constitution and laws of the United States and the State of Washington; and that I will
faithfully and impartially discharge the duties of this office to the best of my ability.

(Signature)

Robert Rewitzer
(Printed Name)

Subscribed and sworn before me this _____ day of _____, 20____

(Signature)

(Printed Name, Title of Swearing Officer)

2021 BUDGET POSITION

Jefferson County Fire Distr #2

Time: 11:41:54 Date: 01/12/2022

Page: 1

All Funds

Revenues	Amt Budgeted	December	YTD	Remaining	
----------	--------------	----------	-----	-----------	--

031 Revenue

310 Taxes	659,000.00	23,476.67	663,296.38	(4,296.38)	100.7%
320 Permits	2,000.00	215.00	3,310.00	(1,310.00)	165.5%
330 Intergovernmental Revenues	91,060.00	27.57	161,083.37	(70,023.37)	176.9%
340 Charges For Goods & Services	62,150.00	9,353.33	116,046.73	(53,896.73)	186.7%
360 Interest & Other Earnings	27,660.00	1,768.70	23,347.20	4,312.80	84.4%
031 Revenue	841,870.00	34,841.27	967,083.68	(125,213.68)	114.9%

038 Non-Revenue

380 Other Non Revenue	0.00	0.00	1,219.56	(1,219.56)	0.0%
038 Non-Revenue	0.00	0.00	1,219.56	(1,219.56)	0.0%

039 Other Financing

395 Other (Timber/Asset Sales/Misc)	20,000.00	2,229.94	34,683.59	(14,683.59)	173.4%
397 Interfund Transfers	0.00	0.00	8,780.76	(8,780.76)	0.0%
039 Other Financing	20,000.00	2,229.94	43,464.35	(23,464.35)	217.3%

Fund Revenues:	861,870.00	37,071.21	1,011,767.59	(149,897.59)	117.4%
-----------------------	-------------------	------------------	---------------------	---------------------	---------------

Expenditures	Amt Budgeted	December	YTD	Remaining	
--------------	--------------	----------	-----	-----------	--

200 Fire Suppression & EMS Operations

010 Salaries, Wages & Compensation	407,486.00	37,357.95	402,466.51	5,019.49	98.8%
021 Payroll Taxes	38,700.00	7,217.69	41,217.28	(2,517.28)	106.5%
022 Employee Medical/Dental Insurance	56,700.00	4,789.41	57,126.74	(426.74)	100.8%
023 Retirement & Disability	22,200.00	3,435.23	16,665.76	5,534.24	75.1%
024 Uniforms	5,750.00	198.14	852.52	4,897.48	14.8%
025 Other Personnel Benefits	3,000.00	1,803.68	1,803.68	1,196.32	60.1%
031 Consumable Supplies	60,000.00	3,189.50	27,606.55	32,393.45	46.0%
033 Fuel Consumed	13,000.00	1,483.47	11,047.65	1,952.35	85.0%
034 Equipment & Tools Under \$5K	17,000.00	2,205.74	15,853.83	1,146.17	93.3%
040 Professional & Training Services	63,200.00	4,229.95	51,104.90	12,095.10	80.9%
041 Communications	12,900.00	1,948.95	15,680.22	(2,780.22)	121.6%
042 Travel	300.00	0.00	98.00	202.00	32.7%
044 Govt Permit/License/Operating Fees	33,500.00	932.72	34,830.79	(1,330.79)	104.0%
045 Rentals & Leases	2,000.00	187.40	1,497.74	502.26	74.9%
046 Insurance	22,000.00	9,106.00	31,545.00	(9,545.00)	143.4%
047 Utilities	21,000.00	3,687.58	22,362.65	(1,362.65)	106.5%
048 Repairs & Maintenance	41,000.00	9,666.97	26,728.84	14,271.16	65.2%
049 Services Not Otherwise Classified	4,500.00	9.66	2,597.21	1,902.79	57.7%
522 Fire & EMS Operations	824,236.00	91,450.04	761,085.87	63,150.13	92.3%

200 Fire Suppression & EMS Operations	824,236.00	91,450.04	761,085.87	63,150.13	92.3%
--	-------------------	------------------	-------------------	------------------	--------------

900 Capital Expenditures

062 Buildings & Structures Over \$5K	60,000.00	0.00	20,210.03	39,789.97	33.7%
064 Equipment & Machinery Over \$5K	25,000.00	0.00	80,805.51	(55,805.51)	323.2%

2021 BUDGET POSITION

Jefferson County Fire Distr #2

Time: 11:41:54 Date: 01/12/2022

Page: 2

All Funds

Expenditures	Amt Budgeted	December	YTD	Remaining	
<u>594 Capital Expenditures (Non Operating)</u>					
594 Capital Expenditures (Non Operating)	85,000.00	0.00	101,015.54	(16,015.54)	118.8%
900 Capital Expenditures	85,000.00	0.00	101,015.54	(16,015.54)	118.8%
<u>999 Other</u>					
580 Non Expenditures	0.00	0.00	13,303.05	(13,303.05)	0.0%
597 Interfund Transfers	0.00	0.00	8,780.76	(8,780.76)	0.0%
999 Other	0.00	0.00	22,083.81	(22,083.81)	0.0%
Fund Expenditures:	909,236.00	91,450.04	884,185.22	25,050.78	97.2%
Fund Excess/(Deficit):	(47,366.00)	(54,378.83)	127,582.37		

2021 BUDGET POSITION TOTALS

Jefferson County Fire Distr #2

Time: 11:41:54 Date: 01/12/2022

Page: 3

Fund	Revenue	December	Received		Expenditures	December	Spent	
001 GEN FND 662 600 71	532,110.00	20,905.75	609,033.96	114.5%	573,241.00	48,723.90	463,425.38	80.8%
040 EMS FND 662 610 71	329,760.00	16,058.99	401,319.59	121.7%	335,995.00	42,720.82	420,724.12	125.2%
070 CAP FND 662 631 71	0.00	106.47	1,414.04	0.0%	0.00	5.32	35.72	0.0%
	<u>861,870.00</u>	<u>37,071.21</u>	<u>1,011,767.59</u>	<u>117.4%</u>	<u>909,236.00</u>	<u>91,450.04</u>	<u>884,185.22</u>	<u>97.2%</u>

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

12/01/2021 To: 12/31/2021

Time: 11:58:52 Date: 01/12/2022
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 GEN FND 662 600 71	804,776.53	20,905.75	48,723.90	776,958.38	0.00	800.23	0.00	777,758.61*
040 EMS FND 662 610 71	467,443.61	16,058.99	42,720.82	440,781.78	0.00	218.95	0.00	441,000.73
070 CAP FND 662 631 71	1,381,214.63	103.70	5.32	1,381,313.01	0.00	0.00	0.00	1,381,313.01
	2,653,434.77	37,068.44	91,450.04	2,599,053.17	0.00	1,019.18	0.00	2,600,072.35

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

12/01/2021 To: 12/31/2021 Time: 11:58:52 Date: 01/12/2022
 Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 GEN-JeffCo	714,145.36	64,852.80	99,244.12	679,754.04	0.00	0.00	679,754.04
20 Payroll-1st Security	52,196.26	58,684.02	50,880.28	60,000.00	0.00	1,019.18	61,019.18
40 EMS-JeffCo	468,674.18	16,057.28	43,949.68	440,781.78	0.00	0.00	440,781.78
70 CAP-JeffCo	1,381,214.63	98.38	0.00	1,381,313.01	0.00	0.00	1,381,313.01
100 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
Total Cash:	2,616,730.43	139,692.48	194,074.08	2,562,348.83	0.00	1,019.18	2,563,368.01
	2,616,730.43	139,692.48	194,074.08	2,562,348.83	0.00	1,019.18	2,563,368.01

TREASURER'S REPORT Outstanding Vouchers

Jefferson County Fire Distr #2

As Of: 12/31/2021 Date: 01/12/2022
Time: 11:58:52 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	501	09/03/2021	Payroll	20	1101	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 09/03/2021 To 09/03/2021 - Union Dues	
2021	571	10/05/2021	Payroll	20	1116	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 10/05/2021 To 10/05/2021 - Union Dues	
2021	630	11/05/2021	Payroll	20	1126	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 11/05/2021 To 11/05/2021 - Union Dues (Check)	
2021	673	12/06/2021	Payroll	20	1130	Art Frank	118.20		
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	
							1,019.18		
Fund							Claims	Payroll	Total
001 GEN FND 662 600 71							0.00	800.23	800.23
040 EMS FND 662 610 71							0.00	218.95	218.95
							0.00	1,019.18	1,019.18

TREASURER'S REPORT
Signature Page

12/01/2021 To: 12/31/2021

REVIEWED AND APPROVED

Robt Lewitzem

Preparer

1-12-2022

Date

Simon

Auditing Officer

1-13-2022

Date

Quilcene Fire Rescue Commission Meeting January 17, 2022

STAFF REPORT: BIAS Financial Accounting and Reporting Systems

This is a staff report only. Recommendations may require action by the Commission.

BIAS Financial Statements

- *Budget Position Report (All Funds):* Recall the following:
 - *Revenue* includes 12 months (100% of year).
 - *Total Revenues To Date* are 117.4% of budget
 - *Only Interest and Other Earnings* was below budget.
 - *Expenditures:*
 - *Payroll* expenditures include 12 months (100% of year).
 - All *Non-Payroll* expenditures include only 11 months from February through November (91.67% of year).
 - *Total Operating Expenditures* are 97.2% of budget.
 - We might have gone slightly over budget if we had posted 12 months of non-payroll expenditures.
 - *Bottom Line:* Surplus of \$127,582.37
- *Budget Position Report (By Fund)*
 - This report breaks out revenue and expense by individual fund.
 - EMS Fund Deficit.
 - The EMS Fund has a deficit of \$19,404.53.
 - Much of it is because we allocated 60% of EMT pay, taxes and benefits to the EMS fund.
 - In 2022 this allocation will be amount to a 50-50 split between General and EMS.
- *Treasurer's Report*
 - *Total Cash and Investments:* \$2,599,053.17.
 - EMS Fund balance:
 - In spite of the EMS Fund deficit cited above, the EMS Fund still has a balance of \$440,781.78.

BIAS Payroll

- January 5th payroll completed timely.
 - This payroll included Volunteer Points paid on a quarterly basis.
- IRS Forms W2
 - Expect these to be processed timely.
- Payroll setups

- We will be setting up changes to payroll setups as required by the new Collective Bargaining Agreement and by changes to the District Secretary Employment Agreement.

BIAS Payables

- Completed timely.

District Secretary Transition

- We appreciate retiring District Secretary Jean Morris' help in bringing new District Secretary Bob Rewitzer up to speed. Her help has been invaluable.
- It will be challenging for Bob to create new registrations and passwords for all the government and banking entities that will no longer do business with paper documents. It is unfortunate that most of these entities require personal and not corporate registrations.

DNR Payment In Lieu of Taxes (PILT)

- Attached are emails from County Assessor Jeff Chapman explaining DNR PILT.
- The discussion centers on properties in the Department of Natural Resource's (DNR) Dabob Bay Natural Area Program (NAP) and Natural Resource Conservation Area (NRCA).
- Those emails will perhaps provide explanation for how and why the District received about \$15,000 this year as payment in lieu of taxes.

Questions

- Staff is available to answer questions during the meeting.
- Please direct questions outside the meeting to the Chief.

David Neuenschwander

From: Jeff Chapman <JChapman@co.jefferson.wa.us>
Sent: January 11, 2022 10:04
To: David Neuenschwander; Stacie Prada; TreasurerAccountant
Cc: 'Bob Rewitzer'; chief@qfr2.org; 'Don Svetich'
Subject: RE: New BARS Code

David

You are correct that you receive PILT for the Department of Natural Resource's (DNR) Dabob Bay Natural Area Program (NAP) and Natural Resource Conservation Area (NRCA) . This designated area is being expanded every year through various acquisition mechanisms, usually financed through grants. There are a number of BOCC Commission meetings that address these planned grants, usually as a result of Northwest Watershed Institute asking for letters of support for state grants.

Before the property has been transferred into the DNR Dabob Bay Natural Area, the property was either owned privately or in a different forestry designation managed by DNR. As private land, it would have been taxed accordingly (either as timberland or non-timberland) through normal processes. As a different forestry designation, it would likely have been Forest Board lands, which means the FD would have received a share of the timber harvest. That has been a big revenue source as you know. DNR tries to swap the "forest board" with "school trust" lands elsewhere to protect the interest of the taxing districts. School trust lands can be converted to natural area lands through funding sources such as grants, whereas forest board lands can not. The difficulty is finding suitably timber productive lands elsewhere and in the same taxing district for the forest board/school trust swaps.

The Dabob Bay Natural Area acquisitions become lands owned by DNR which henceforth will no longer produce timber or be taxed as private lands. DNR is then required to pay a PILT on these lands which is a calculation I do based on what the land would be taxed at if in the current use open space program.

Whether annual PILT revenue offsets the loss of what would have been future timber and timber tax revenue is a good question. I will say that the state has been good about honoring the annual DNR PILT payments, and it has been reliable. The amount of annual PILT revenue should continue to grow as more property is added into the Dabob Bay Natural Area.

So far, the acquisitions have been mostly prior timberlands and vacant lands. However, the planned expansion area does include a number of residences on the Coyle currently in private ownership. Some are worth over a million dollars so the property tax revenue is substantive. When these go into the Natural Area program, DNR removes the residences, utilities, and septics, and the PILT assessment is based on undeveloped land values. This has already happened a couple of times. There is no question that the taxing districts loose value base with these transactions.

Jeff Chapman | Jefferson County Assessor
P.O. Box 1220 | Port Townsend, WA 98368
360-385-9105

ALERT: BE CAUTIOUS This email originated outside the organization. Do not open attachments or click on links if you are not expecting them.

David Neuenschwander

From: Jeff Chapman <JChapman@co.jefferson.wa.us>
Sent: January 11, 2022 10:28
To: David Neuenschwander; Stacie Prada; TreasurerAccountant
Cc: 'Bob Rewitzer'; chief@qfr2.org; 'Don Svetich'
Subject: RE: New BARS Code

David

I should have mentioned what you are also losing is future value from residential development of the lands being put in the Natural Area. Hard to put a value on that, but it is substantial. Maybe it could have doubled your tax base if fully developed under the current comprehensive plan limitations? This is the problem with adding lands which are not environmentally sensitive or wetlands to a Natural Area designation.

Some of the funding is coming from the Navy to prevent development on the Coyle.

Thanks,
Jeff Chapman | Jefferson County Assessor
P.O. Box 1220 | Port Townsend, WA 98368
360-385-9105



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For December -
2021

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:**
 - New EMS Protocols complete we are rolling out new Meds and training on them
 - COVID 19 is slowing down. Now onto boosters

- **Goals and Objectives:**
 - Station 22 Station pending ramp grade and potential gravel.
 - Support 22 ready for surplus and rehab on Utility 21
 - PPE for Fire Ground Grant with AFG received turndown but we have the LNI Fiire Program.
 - 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. We are looking into the budget impact if any.
 - AFG 2021 applied for new battery extrication tools and Rams

- **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 1st Wednesday of each month.
 - FIIRE Program update – VAP Surview 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 January

- **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 2022
 - ☐ Safer for three more career staff 2022/2023

Significant Events and Service Delivery:

The month of December was a one of our busier months with a total of 50 responses. EMS calls totaled 23 responses, making up 46 % of our calls this month. Most were BLS, several were upgraded to ALS. We responded to 2 fires, one at the Faith Farm that did minor damage to the siding and roof. The other was a Duty Chief response to a commercial fire in Port Townsend, (cancelled). We had 16 good intentions and cancelled and return to quarters. After November's run of crashes on Hwy. 101 Mile Post 302.5, we only responded to 6 MVC. Burning season continues to be relatively quiet. We have sold 12 permits so far this year. The big story for December was the snow and wind event at the end of the month! Had things tied up for several days. Covid cases continue to be a concern within the County. We are now seeing a surge due to the Omicron variant. Current protocols are being followed very closely. 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 December 2021 with **50** Responses vs **39** in 2020
- To date 2021 total to date of **579** Responses vs **476** in 2020
- **Emergency Medical Services: Our EMS Responses were 59% for 2021 total responses;** this has been stayed consistent on the 2021 year and is comparable to 2020.

Operations:

- **Apparatus Readiness:** Lt. McCrehin's report will cover:
- **Vehicle Replacement Plan (2018-2045):** Due for annual review.
- **Training and Competency:** Lewis and Svetich finished their training in Mason County, they are now qualified Firefighter 1. Including practical and written tests for HAZMAT Awareness and Operation. They are schedule to attend the next EMT class in February of 2022.
- **EMT Class:** We have two scheduled for EMT class, with a possibility of more. Moved to February of 2022.
- **Human Resources and Staffing:**
No HR issues. We are still working on covering the second person on some shifts this month. 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, continue to monitor this closely.
- **Admin / HR / PTO:** Knee replacement surgery scheduled for January 31, 2022. Anticipate being unavailable for four to six weeks. Will be able to perform some office duties from home.

Other: Any Questions?

End of December 2021, Report.
DFC D. Svetich

See attachments below:

December 2021 Incidents:

MAJOR INCIDENT TYPE	# INCIDENTS
Fires	2
Rescue & Emergency Medical Service	29
Good Intent Call	18
False Alarm & False Call	1
TOTAL	50

Vehicle Milage for December:

Apparatus	Year Manf.	Monthly Mileage, Nov.	December	Miles Driven
CMD 202	2005	104973	105548	575
CMD 201,	2020	20918	21828	910
E21,	2005	38626	38737	111
E22,	1996	27011	27021	10
Tender 21,	2018	5196	5207	11
A21, GMC	2016	44455	45476	1021
A21, Dodge	2018	31934	32178	244
Brush 21,	2008	75036	75050	14
Brush 22,	1995	29393	29437	44
Utility 21,	2005	193663	194283	620
U22,	2008	120269	120275	6
Support 21,	1996	34347	34347	0



Apparatus Readiness:

- The GMC aid unit needed to be taken offline as first out, early for the monthly rotation due to battery issues. 2 new batteries were purchased and installed.
- The Ram aid unit is once again having issues with the refrigerator. Not too long ago, it needed to be removed and sent to Braun to have the compressor replaced. The refrigerator has since been replaced and in service. Recently however, the unit has stopped working. I have attempted to contact Braun to fix the problem once again.

Training and Competency:

- Target Solutions has been slow however, responders are working through the first set of training that was delivered.
- Blue Card continuing education continues.
- Knox Box updating is almost complete. Inclement weather has put a halt on progress as many roads are snowed in on the Coyle Peninsula.
- On January 4th there was a small ceremony at Station 21 for our 2 recruits that have completed FF1. FF Andrew Lewis and FF Tyson Svetich have received their badges and traditional helmets that signify the certified Fire Fighter 1 accomplishment.

Physical Resources and Quality of Life:

- Peninsula Pest Control has been stopping in to check on rodent traps. Their next scheduled visit is on January 13th. So far there has been nothing found in any of the traps. The crews have reported no signs or sounds of any rodents.
- I have installed 2 new electric heaters in the Apparatus Bay. Both heaters seem to be working great. I still have some work to do for the wall thermostat to have all three heaters working together.
- Apparatus Bay Door 1 has finally been repaired. A new opener was installed. This opener seems to be faster and quieter than the previous.
- The external reservoir tank located in the NE corner of Station 21 parking lot (see attached photos) has sprung a leak. There are also several cracks along the concrete base that have allowed a small water leak. In years prior this tank was used to refill apparatus. We no longer use this to fill apparatus. Now we use the fire hydrant located on the street in front of Station 21. I have left a message with Tim at Sholds Excavating for a quote regarding disconnecting the reservoir from the well. This would leave only the 2 outdoor yard hydrants connected to the well.

Staffing (next 30 days):

- Staffing for January is very bare. Approximately 1/3 of the Duty Calendar remains open.



Significant Events and Service Delivery:

- Responded to multiple Motor vehicle accidents due to weather.
- On 12/28 We responded to a structure fire in Brinnon
- On 12/28 we responded to a structure fire on Hwy 101

1. Training and Competency:

- N/A

2. Physical Resources and Quality of Life:

- Our annual SCBA and mask Flow testing has been completed
- One SCBA mask sent in for repairs

3. Staffing (next 30 days):

- I have no Vacation Planned for the month of January.



1. Significant Events and Service Delivery:

- C Shift responded to 13 incidents during the month of December. Most of these incidents were aid calls but also includes a double dirt bike collision in Brinnon.
- Water usage report sent to PUD with approximately 500 gallons used.

2. Apparatus Readiness:

- NTR.

3. Training and Competency:

- Registered for February 7th-11th IFSAC Fire Officer 1 class at the Washington State Fire Training Academy in North Bend. This a 5-day class with IFSAC testing on the 5th day. Due to COVID, the FTA is not allowing open enrollment students to stay in the onsite dorms as they have done in previous years so a hotel will be reserved in North Bend during that time. Tuition for this course will be free because of the time spent at the FTA in 2017 as a Company Officer. There is a possibility of the class being cancelled due minimum student requirements not being met. If this happens, I plan to register for the September course.
- Continuing EMS skills check offs for EMTs.
- Continuing Blue Card continuing education modules.
- Will be working with FF Lewis to finish his fundamentals check offs in January once Fire academy is complete and he has the free time.
- Will be working with FF Tyson Svetich to check off his wildland Incident Commander Type 5 task book in January.
- Scheduled the classroom component of the Wildland S-230 course. This certification requires an online and a classroom component to be complete. The classroom component is scheduled for January 14th at Station 21 and will be taught by Deputy Chief Svetich and DNR regional supervisor Matt Cervenka using scenarios on a sand table. Once complete, the next step will be to initiate an Engine boss task book and complete the skills for sign off on wildland incidents.
- Completed Trauma and CPR training with PLFR medic Richard Spellman. Scheduled more training with PLFR for January 16th.

4. Physical Resources and Quality of Life:

- Received the order of smoke detectors purchased with the Garden club grant funds. These will be placed on apparatus for the duty crew to give to customers in need.
- The updated trail rescue bag is in service and has been placed on U21 with the stokes basket.

5. Staffing (next 60 days):

- Additional shift scheduled for January 15th for PTO coverage.

- Most stipend shifts (2nd on shift) on C-Shift remain unfilled.

6. Other:

- NTR.



The first issue of Quince's weekly newspaper *The Megaphone* was dated July 17, 1909