



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

MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

February 13, 2023, 7:00 p.m.

Station 21 and Zoom

ATTENDANCE:

Commissioner/Chair Frank – In Person

Commissioner Bacchus – In Person

Commissioner Kelbon – In Person

Secretary Rewitzer – In Person

Chief McKern – In Person

Exec. Assistant Neuenschwander – In Person

Captain M. McCrehin – In Person

Lt. K. Winn – In Person

Volunteer D. Svetich – In Person

FF T. Svetich - Zoom

Volunteer T. Grooms – In Person

Volunteer K. Heidt – In Person

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Lt. Winn led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Kelbon moved to accept the agenda with the removal of new business item 1. **MOU** at Chief McKern's request. Commissioner Frank seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioners received minutes of the January 9, 2023 Regular Meeting. Commissioner Frank moved to accept the minutes. Commissioner Kelbon seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. As authorized by the Board, Secretary Rewitzer had paid outstanding monthly claims for January that came in after the January 9, 2023 meeting. Those vouchers, prepared on January 23, 2023, totaled \$11,111.98. Vouchers for February 13, 2023 totaled \$114,571.13. Commissioner Frank moved to approve both sets of vouchers. Commissioner Kelbon seconded. The motion carried. Commissioner Frank signed the Payroll and Claims check registers.

MONTHLY REPORTS:

- **Monthly Financial Report** – Commissioners were provided with a Treasurer's Report and a 2023 Budget Position report. Secretary Rewitzer reported details on individual line items.

- **Chief's and Officer's Reports** – Commissioners were provided with the Monthly Fire Chiefs Report. Total team training has been scheduled for April 22, 2023. Chief McKern reported on the CARES program and the SAFER grant application. Lt. Winn reported on updates made to grant-funded community-based AEDs.
- **District Secretary's Report** –Secretary Rewitzer reported that the DRS audit correction concerning non-LOEFF employer compensation has been completed. An error regarding the ownership record of the Annex (old fire hall) was discovered and resolved. New ID badges will be issued to members.

CORRESPONDENCE:

None received.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – Captain McCrehin reported that the crew quarters bathroom remodel will begin the week of February 20, 2023 and should take a week to complete.
2. **Station 22 Facilities** – Volunteer Grooms reported that the new water tank is being set up. Engine 22 is at Station 21 while Engine 21 is out-of-service.
3. **DNR Trust Lands** – Commissioner Kelbon and Chief McKern met with County Commissioner Greg Brotherton and Northwest Watershed Institute Director Peter Bahls on February 8, 2023 (at Mr. Bahls request) to discuss trust land transfer issues. The DNR will hold a public hearing on February 28, 2023 to provide information and receive public testimony on a proposed Dabob Bay Inter-Trust Exchange. Commissioner Kelbon provided a review of several bills concerning timber trust lands introduced in the latest legislative session. Discussion involved how trust land transfers impact the District. Commissioners were generally neutral about transfers provided the District is made financially whole when timber revenue is lost. Commissioner Kelbon and Chief McKern will communicate the Board's concerns when they meet with area legislators on February 17, 2023.
4. **Chief Contract** – Commissioner Frank called for an Executive Session under Section 42.30.110(1)(g) RCW to review the performance of a public employee. A 10-minute **Executive Session** of Commissioners and Chief McKern commenced at 7:50 p.m. The session ended at 8:00 p.m. with no action reported. Per the existing Employment Agreement with Chief McKern, the term will automatically extend for an additional twelve months.

NEW BUSINESS:

No new business.

SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:

Commissioner Kelbon and Chief McKern will attend Legislative Day at the State Capitol on February 17, 2023. Commissioners were provided with information about upcoming webinars and seminars from Snure and Washington Fire Commissioners Association. Secretary Rewitzer will handle registrations.

GOOD OF THE ORDER:

Volunteer Grooms reported that the Toandos Emergency Preparedness Association (TEPA) is gearing up for post-Covid activities.

ADJOURNMENT:

The meeting was adjourned at 8:11 p.m.

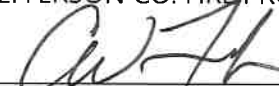
ATTACHMENTS:


General Certificate for Claims: Payroll Check/Warrant Register dated 1/31/2023
Claims Check/Warrant Register dated 1/23/2023
Claims Check/Warrant Register dated 2/13/2023

Reports: January 2023 Treasurer's Report
January 2023 Monthly Fire Chief's Report

APPROVED this 20 day of MARCH, 2023 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


MELODY BACCHUS, Commissioner


MARCIA KELBON, Commissioner

ATTEST:


ROBERT REWITZER, District Secretary

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 14:05:59 Date: 01/31/2023

01/31/2023 To: 01/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
70	01/31/2023	Payroll	20	EFT	Lynn Cassella-Blackburn	642.62	2023.01 Payroll
73	01/31/2023	Payroll	20	EFT	Mark A McCrehin	4,445.02	2023.01 Payroll
74	01/31/2023	Payroll	20	EFT	Timothy M McKern	6,357.19	2023.01 Payroll
75	01/31/2023	Payroll	20	EFT	Robert J Rewitzer	2,968.37	2023.01 Payroll
76	01/31/2023	Payroll	20	EFT	Nicholas Singleton	3,921.15	2023.01 Payroll
77	01/31/2023	Payroll	20	EFT	Tyson J Svetich	4,799.12	2023.01 Payroll
78	01/31/2023	Payroll	20	EFT	Zachary D Torres	4,486.17	2023.01 Payroll
79	01/31/2023	Payroll	20	EFT	Kevin R Winn	4,063.69	2023.01 Payroll
80	01/31/2023	Payroll	20	EFT	HRA VEBA - YA20437	600.00	Pay Cycle(s) 01/31/2023 To 01/31/2023 - HRA VEBA
81	01/31/2023	Payroll	20	EFT	US Treasury	4,599.93	941 Deposit for Pay Cycle(s) 01/31/2023 - 01/31/2023
82	01/31/2023	Payroll	20	EFT	WA Dept of Retirement Systems	5,555.60	Pay Cycle(s) 01/31/2023 To 01/31/2023 - LEOFF2; Pay Cycle(s) 01/31/2023 To 01/31/2023 - PERS2
69	01/31/2023	Payroll	20	1305	Melody Bacchus	118.20	2023.01 Payroll
71	01/31/2023	Payroll	20	1306	Art Frank	118.20	2023.01 Payroll
72	01/31/2023	Payroll	20	1307	Krystal McCrehin	187.79	2023.01 Payroll
83	01/31/2023	Payroll	20	1308	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/31/2023 To 01/31/2023 - Union Dues
84	01/31/2023	Payroll	20	1309	Nationwide Retirement Solutions	825.00	Pay Cycle(s) 01/31/2023 To 01/31/2023 - 457 Plan; Pay Cycle(s) 01/31/2023 To 01/31/2023 - 457 Plan Roth
85	01/31/2023	Payroll	20	1310	Trusteed Plans Service Corporation	8,446.94	Pay Cycle(s) 01/31/2023 To 01/31/2023 - Medical; Pay Cycle(s) 01/31/2023 To 01/31/2023 - Medical Pre; Pay Cycle(s) 01/31/2023 To 01/31/2023 - Dental; Pay Cycle(s) 01/31/2023 To 01/31/2023 - Dental Pre
						27,902.86	
						24,418.88	
						52,321.74	Payroll: 52,321.74

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 14:05:59 Date: 01/31/2023

01/31/2023 To: 01/31/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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 Rewitzer 1-31-2023
 Preparer Date

[Signature] 1-31-2023
 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.

[Signature] 2/13/2023
 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.

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 09:34:00 Date: 01/23/2023

01/23/2023 To: 01/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
55	01/23/2023	Claims	10	620698	AT&T Mobility	543.84	Monthly Cell Service
56	01/23/2023	Claims	10	620699	Elite Extrication & Equipment	6,779.00	Extrication Tools - Additional
57	01/23/2023	Claims	10	620700	JC Dept of Public Works	509.51	Monthly Fuel
58	01/23/2023	Claims	10	620701	Jamestown Networks	458.41	Monthly Internet/Telephone
59	01/23/2023	Claims	10	620702	Jefferson Propane	1,756.01	Monthly Propane - Annex; Monthly Propane - Annex; Monthly Propane - Station 22; Monthly Propane - Station 23; Monthly Propane - Generator; Monthly Propane - Station 23; Monthly Propane - Annex
60	01/23/2023	Claims	10	620703	Murrey's Disposal Co Inc	51.88	Monthly Garbage
61	01/23/2023	Claims	10	620704	Olympic Springs Inc	39.06	Monthly Water
62	01/23/2023	Claims	10	620705	Peninsula Pest Control Inc	81.83	Monthly Pest Control
63	01/23/2023	Claims	10	620706	US Bank	678.34	3856 - Materials for Fire Training; 4651 - Printer Cartridge; 4651 - Monthly Zoom; 3299 - Clipboard; 3299 - Toilet Replacement Parts; 3299 - St 23 door lock; toilet paper; 3299 - Replacement Toilet; 3
64	01/23/2023	Claims	10	620707	Wave Broadband	214.10	Monthly Cable/Internet
						3,269.96	
						1,063.02	
						6,779.00	
						11,111.98	Claims: 11,111.98

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 09:34:00 Date: 01/23/2023

01/23/2023 To: 01/31/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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.**



Preparer

1-23-2023

Date



Auditing Officer

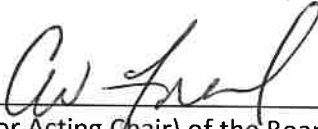
1-23-2023

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.



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

2/13/2023

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.

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:25:04 Date: 02/13/2023

02/01/2023 To: 02/28/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
90	02/13/2023	Claims	10	620708	AT&T Mobility	952.51	Monthly Cell Service; iPad for E21
91	02/13/2023	Claims	10	620709	Amazon Capital Services	158.85	Office Supplies; Office Supplies
92	02/13/2023	Claims	10	620710	Boundtree Medical LLC	713.71	Monthly Medical Supplies; Monthly Medical Supplies; Monthly Medical Supplies; Monthly Medical Supplies; Monthly Medical Supplies; Monthly Medical Supplies; Monthly Medical Supplies; Monthly Medical Su
93	02/13/2023	Claims	10	620711	Canon Financial Services, Inc	54.44	Monthly Printer Lease
94	02/13/2023	Claims	10	620712	Cooper Fuel	3,130.38	Monthly Fuel; Monthly Heating Oil - Admin; Monthly Heating Oil - Crew
95	02/13/2023	Claims	10	620713	Department of Retirement Systems	1,363.27	NLEC Payment from Prior Year Mobilizations
96	02/13/2023	Claims	10	620714	Double D Electric	3,277.73	Emergency Repair to Station 22 - Insured
97	02/13/2023	Claims	10	620715	EMS Connect LLC	89.00	Monthly EMS Training
98	02/13/2023	Claims	10	620716	EMS Special Agency Fund	153.00	Monthly Ambulance Transport Fee
99	02/13/2023	Claims	10	620717	ESO Solutions, Inc.	299.43	Monthly RMS Fee
100	02/13/2023	Claims	10	620718	East Jefferson Fire Chiefs Assn	50.00	Annual Dues
101	02/13/2023	Claims	10	620719	East Jefferson Fire Rescue	7,500.00	Quarterly ALS Service
102	02/13/2023	Claims	10	620720	Good Man Inc	101.43	Monthly Restroom - Station 22
103	02/13/2023	Claims	10	620721	Health Care Authority	20.44	SFY2020 GEMT Final Settlement
104	02/13/2023	Claims	10	620722	JC Dept of Public Works	700.16	Monthly Fuel
105	02/13/2023	Claims	10	620723	JC Fire District #2 Payroll	52,321.74	2023.01.31 Payroll Reimbursement
106	02/13/2023	Claims	10	620724	JC Treasurer	197.88	Property Tax - Station 21; Property Tax - Station 21 (Parking); Property Tax - Station 22; Property Tax - Station 23; Property Tax - Admin Building; Property Tax - Rental & Crew; Property Tax - Fire S
107	02/13/2023	Claims	10	620725	Jamestown Networks	458.41	Monthly Internet/Telephone
108	02/13/2023	Claims	10	620726	Jefferson Healthcare	104.55	Physical Exam - Mark McCrehin
109	02/13/2023	Claims	10	620727	Jefferson Propane	1,350.35	Monthly Propane - Finance Charge; Monthly Propane - Annex; Monthly Propane - Station 22; Monthly Propane - Station 23; Propane Tank Rental - Station 21; Propane Tank Rental - Station 22; Propane Tank
110	02/13/2023	Claims	10	620728	L N Curtis & Sons	4,032.34	SCBA Testing; SCBA Hydrostatic Testing
111	02/13/2023	Claims	10	620729	Les Schwab Tire Center	1,592.31	Tire Repair - Aid 21
112	02/13/2023	Claims	10	620730	Mark A McCrehin	41.25	Headliner Repair Materials - C202
113	02/13/2023	Claims	10	620731	Timothy M McKern	100.00	Monthly Personal Device Stipend
114	02/13/2023	Claims	10	620732	Municipal Emergency SVCS	278.21	Duty pants - Singleton
115	02/13/2023	Claims	10	620733	Murrey's Disposal Co Inc	51.88	Monthly Garbage
116	02/13/2023	Claims	10	620734	North Hood Canal Chamber of Commerce	45.83	General Membership - 11 mo prorated
117	02/13/2023	Claims	10	620735	North Kitsap Fire & Rescue	1,531.84	Repair Brakes - B22
118	02/13/2023	Claims	10	620736	Olympic Springs Inc	19.53	Monthly Water

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:25:04 Date: 02/13/2023

02/01/2023 To: 02/28/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
119	02/13/2023	Claims	10	620737	PUD	1,873.78	Monthly Electric/Water - Admin; Monthly Electric/Water - Crew; Monthly Electric/Water - Station 21; Monthly Electric - Annex; Monthly Electric - Station 22; Monthly Electric - Station 23
120	02/13/2023	Claims	10	620738	Pacific Office Equipment	453.12	Monthly Printer Usage - Admin; Monthly Printer Usage - Station 21; Monthly Computer Support; Monthly GMAIL
121	02/13/2023	Claims	10	620739	PageFreezer Software, Inc.	2,518.00	Social Media Archiving Service
122	02/13/2023	Claims	10	620740	Paladin Background Screening	51.00	Background - Brotherton
123	02/13/2023	Claims	10	620741	Peninsula Pest Control Inc	81.83	Monthly Pest Control
124	02/13/2023	Claims	10	620742	Stryker Flex Financial	22,113.06	Annual cot/load system payment
125	02/13/2023	Claims	10	620743	Systems Design West LLC	350.88	Monthly EMS Billing Service
126	02/13/2023	Claims	10	620744	Vector Solutions Target Solutions	3,639.40	Annual Training Contract
127	02/13/2023	Claims	10	620745	Tovah Carter	1,000.00	Transport Water Tanks to St 22 & 23
129	02/13/2023	Claims	10	620746	US Bank	1,461.86	5799 - Office Supplies - Refund (#9 envelopes); 5799 - Monthly Adobe; 5799 - Postage Stamps; 3856 - Fuel Can & Bucket; 4651 - Tablet Mounts & Charger; 4651 - Office Supplies; 4651 - Case for iPad; 329
128	02/13/2023	Claims	10	620747	US Bank Business Credit Card	43.63	Annual Ring Subscription
130	02/13/2023	Claims	10	620748	Washington Fire Chiefs	80.00	WFC Legislative Day - Kelbon, McKern
131	02/13/2023	Claims	10	620749	Wave Broadband	214.10	Monthly Cable/internet

001 General Fund 662 600 71
040 EMS Fund 662 610 71

	51,009.40	
	63,561.73	
	114,571.13	Claims: 114,571.13

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:25:04 Date: 02/13/2023

02/01/2023 To: 02/28/2023

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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

Preparer

2-13-2023

Date

Sam Chen

Auditing Officer

2-13-2023

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.

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AF

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

2/13/2023

Date

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

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TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

01/01/2023 To: 01/31/2023 Time: 14:23:21 Date: 02/07/2023
 Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	447,054.30	43,311.81	78,825.66	411,540.45	0.00	29,575.71	0.00	441,116.16
040 EMS Fund 662 610 71	517,893.79	24,463.51	52,229.86	490,127.44	0.00	24,470.08	0.00	514,597.52
070 Capital (Reserve) Fund 662 631 71	1,885,553.48	6,237.46	6,779.00	1,885,011.94	0.00	0.00	0.00	1,885,011.94
	2,850,501.57	74,012.78	137,834.52	2,786,679.83	0.00	54,045.79	0.00	2,840,725.62

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 14:23:21 Date: 02/07/2023
Page: 2

01/01/2023 To: 01/31/2023

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	386,554.30	71,122.79	78,733.78	378,943.31	0.00	0.00	378,943.31
20 Payroll-1st Security	60,000.00	55,717.71	108,039.45	7,678.26	0.00	54,045.79	61,724.05
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	517,893.79	24,463.51	27,810.98	514,546.32	0.00	0.00	514,546.32
70 Capital (Reserve)-JeffCo	1,885,553.48	6,237.46	6,779.00	1,885,011.94	0.00	0.00	1,885,011.94
Total Cash:	2,850,501.57	157,541.47	221,363.21	2,786,679.83	0.00	54,045.79	2,840,725.62
	2,850,501.57	157,541.47	221,363.21	2,786,679.83	0.00	54,045.79	2,840,725.62

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 14:23:21 Date: 02/07/2023
Page: 5

01/01/2023 To: 01/31/2023

REVIEWED AND APPROVED



Preparer

2-7-2023

Date



Auditing Officer

2-7-2023

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For January 2023

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 – Flu Vaccine – Washington in Purple (Highest in US) RSV for adults as well
- JeffCom Hiring Staff is the Key focus and Director has been relieved of her duties
- CARES Volunteer Program

Goals and Objectives:

- Station 22 Station pending ramp grade, Pavement, and Exterior Painting
- LNI Fiire Program for the year 2 moving forward along with grant as well
- Training Program plan with potential change to Action Training due to cost and ease of use.
- AFG 2021 applied and was awarded Battery Operated Extrication Tools. Some items have arrived and tools on the 14 Feb.

Financial Resources:

- BIAS – enhancing what we have for day-to-day reports along with enhancing state reports .
- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- CMS (Medicare) Data Collection Project for 2022 July 1,2022 – June 30 2023

Physical Resources and Quality of Life (QOL):

- Stryker Gurneys and Stairchair are in service and working well.

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets working on SIP and APP plan for adoption and forward to the FIIRE program
- FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 1st quarter 2nd year requirements.

Essential Resources

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS

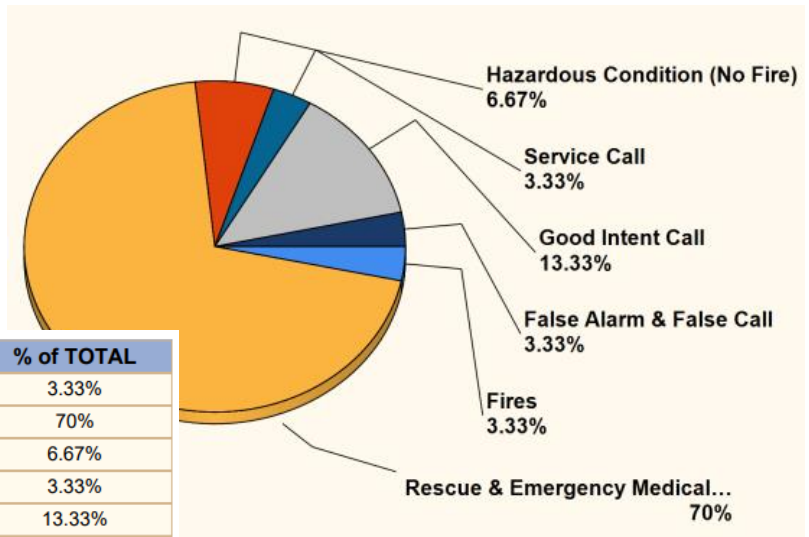
External Relationships

- 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 a new DOH state Air Transport Committee to review the process and procedures they follow. Bottom Line is to call one provider for service by either company.

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing
- Strategic Plan review at Leadership updating with recent Stryker Gurney Overview
- Review Fire Levy for potential Lid Lift TBD
- Safer grant for 3 to 4 FF in Feb 2023

January 2023 Incidents



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	3.33%
Rescue & Emergency Medical Service	21	70%
Hazardous Condition (No Fire)	2	6.67%
Service Call	1	3.33%
Good Intent Call	4	13.33%
False Alarm & False Call	1	3.33%
TOTAL	30	100%

Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 01/01/2023 | End Date: 01/31/2023

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 21 - Quilcene		
321 - EMS call, excluding vehicle accident with injury	Reviewed	11
324 - Motor vehicle accident with no injuries.	Reviewed	1
400 - Hazardous condition, other	Reviewed	1
445 - Arcing, shorted electrical equipment	Reviewed	1
730 - System malfunction, other	Reviewed	1
Zone: 22 - Coyle		
122 - Fire in motor home, camper, recreational vehicle	Reviewed	1
321 - EMS call, excluding vehicle accident with injury	Reviewed	4
551 - Assist police or other governmental agency	Reviewed	1
Zone: Brinnon - 16D04 Brinnon Fire Department		
611 - Dispatched & cancelled en route	Reviewed	1
622 - No incident found on arrival at dispatch address	Reviewed	1
Zone: Discovery Bay - 16D05 Discovery Bay Fire Department		
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
322 - Motor vehicle accident with injuries	Reviewed	2
324 - Motor vehicle accident with no injuries.	Reviewed	1
Zone: East Jeff - 16D01 East Jefferson Fire & Rescue		
322 - Motor vehicle accident with injuries	Reviewed	1
Zone: Port Ludlow - 16D03 Port Ludlow Fire & Rescue		
611 - Dispatched & cancelled en route	Reviewed	2
		30

Apparatus Readiness:

- Both Aid Units have returned from Braun with the new Power Loaders installed. Both units have had electrical issues repaired and appear to be working properly.
- The Ram Aid Unit made a trip to Les Schwab for new rear tires. While it was there the brakes were inspected and passed. The front shocks were also inspected and passed. Technicians at Les Schwab state that the front shocks are fine for now, however will need to be replaced soon.
- Currently B21 has returned from NKFR. The fuel leak has been repaired as well as a few pulleys replaced and a new fan belt. B21 is currently ready for the 2023 brush fire season.
- C202 has quite the repair list. Most items are somewhat smaller. So far, I have been able to make all the repairs myself.

Training and Competency:

- Target Solutions still has 11 overdue assignments.
- I have been researching Action Training for our online training program. We are currently using Vector Solutions. I have received a trial issue and have been going through a few lessons. I will be reaching out to them once again to see about pricing.
- LTs. Winn and Singleton will be attending an Incident Safety Officer class in Lacey, WA in March. This course is designed for Fire and EMS responders who may be designated by the Incident Commander as an ISO while working within an Incident Command System. Once completed, all 3 officers will be Incident Safety Officers.
- I have received several calls from people in the community about AEDs that they have that are out of date. We have been able to accommodate these people with updating parts needed and incorporating a CPR class, so everyone is aware of how to properly use the AED.

Physical Resources and Quality of Life:

- We are scheduled with Nieman Construction around the 2nd week of January. The start date may vary though because Dan Nieman would like to make sure he has all items ordered on hand and various sub-contractors scheduled correctly before placing the bathroom out of service. It seems that lead times for a shower stall are very extensive. Dan Nieman has offered to install a tile shower with a prefabricated shower pan. Usually this is a more expensive unit, however Dan has assured me that he will install the upgraded shower at the same cost.
- New ADA compliant toilets have been installed in Station 21 as well as Admin. The Woman's room at Station 21 has been repainted.

Staffing (next 30 days):

- I have been able to assist Chief McKern with Duty Officer time. I have over 60 hours logged between January and February.
- The Duty Calendar is looking much better with additional hires now onboard. There is still a shift or 2 open. I have messaged members about the open shifts.

Report Date		2/7/2023											
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age		In Svc Dt*	In Svc Miles**	In Svc Hrs***	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles****	Avg Ann Hrs****	
				In Yrs	In Svc Dt*								
11 - Engine	E22	96.Ford.55851C.2430	1996	27	1/1/1999	Unknown	Unknown	27,463	0	1,013	0		
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	40,492	2,040	2,236	113		
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	29,841	0	1,105	0		
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	75,505	0	4,996	0		
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	5,654	318	1,414	62		
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	Unknown	195,834	N/A	10,812	N/A		
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	N/A	120,758	N/A	8,051	N/A		
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	N/A	47,685	1,889	7,948	266		
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	N/A	47,520	829	15,840	162		
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	Unknown	110,842	N/A	6,120	N/A		
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	N/A	33,011	181	16,505	58		

Significant Events and Service Delivery:

- On 01/28/2023 we responded to a MVA on HWY 104
- On 01/31/2023 We responded to 2 MVAs on HWY 20.

Training and Competency:

- N/A

Physical Resources and Quality of Life:

- Hydrotesting for our G1 SCBA Bottles is scheduled for Feb 25th.
- All G1 SCBAs and masks have received their annual flow testing.
- I will be working with central welding to get our Medical O2 bottles Hydrotested.
- The New Styker Auto Loaders and Power Pro Gurneys have been installed and are currently in service on A21 and A212.
- Lt Singleton and I taught a CPR/First Aid Class for Center Valley Animal Rescue Jan 28th. It was well received by CVAR.
- We will teaching a public CPR class on February 28th.
- We are still working on getting Chief Svetich's cell phone and number released to him.
- We have a new CrewForce iPad for E21 that will be installed son.

Staffing (next 30 days):

- I have no vacation planned for the month of February.



Significant Events and Service Delivery:

- C-Shift responded to 9 incidents during the month of January with multiple responses to aid calls, a MVC in Discovery Bay, and a fire. Notable incidents include:
- Responded mutual aid to District 5 for report of a vehicle vs. semi-truck with entrapment. The driver has lost control attempting to pass a semi with icy roads and the semi was not involved. He self-extricated from the vehicle and was evaluated on scene without transport.
- Responded to Coyle for a fully involved 5th wheel trailer with venting propane tanks. Occupants were initially unaccounted for but later confirmed off-site and safe. The fire was extinguished, and difficult overhaul was completed without injuries.
- Water usage report sent to PUD with approximately 3500 gallons used between incidents, training, and maintenance.

Apparatus Readiness:

- NTR.

Training and Competency:

- Obtained certificate of completion from IV Tech class and cleared to Start IVs on January 13th. Looking forward to continuing to improve on this skill!
- First aid/CPR Class for Center Valley Animal Rescue completed on the 27th with Lt. Winn. The class went smoothly, and the feedback was amazing.
- FF/EMT Tyson Svetich is working on his drive time for E21. Expecting to have him checked off on the drive time, EVIP rodeo, pump operations, and inventory by the first week of February.
- Attended the county EMS training at Station 21. The training was broken down into 3 stations and covered CPR, airway management, and lung sounds.
- Caught up on EMS connect trainings.
- Planning the 2023 Wildland RT-130 Refresher for late March. This will be a joint training with Brinnon Fire Department and will have multiple instructors.

Physical Resources and Quality of Life:

- Updated arrival date for the new extrication tools is February 14th.

Staffing (next 60 days):

- NTR.

Other:

- Meeting scheduled with Center Valley Animal Rescue scheduled for February 9th to assist them in developing their Emergency Action Plan and assist with other needs.