



## Jefferson County Fire Protection District No. 2

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

Commissioner Melody Bacchus  
Commissioner Marcia Kelbon

### MINUTES

## BOARD OF FIRE COMMISSIONERS REGULAR MEETING

June 12, 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  
Volunteer D. Svetich – Zoom  
Volunteer Grooms – In Person  
PUD Commissioner Toepper – In Person

### CALL TO ORDER:

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

### PLEDGE OF ALLEGIANCE:

Volunteer Grooms led the pledge.

### PUBLIC COMMENTS:

No comments received.

### APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with no changes. Commissioner Bacchus seconded. The motion carried.

### APPROVAL OF MINUTES:

Commissioners received minutes of the May 15, 2023 Regular Meeting. Commissioner Kelbon moved to accept the minutes. Commissioner Bacchus seconded. The motion carried.

### APPROVAL OF VOUCHERS:

Commissioners reviewed individual invoices. Vouchers totaled \$83,437.06. Secretary Rewitzer reported that the US Bank OneCard statement would not be available until June 13, 2023. Recorded credit transactions totaled \$1,579.02. Commissioner Frank moved to approve the vouchers and authorize Secretary Rewitzer to pay up to \$1,600.00 on the US Bank OneCard account. Commissioner Bacchus seconded. The motion carried. Commissioner Frank signed the Payroll and Claims check registers.

### MONTHLY REPORTS:

- **Chief's and Officer's Reports** – Commissioners were provided with the Monthly Fire Chiefs Report as well as a verbal report from Chief McKern:
  - Chief McKern was mobilized by the DNR the week of June 5<sup>th</sup> to respond to the Iron Creek fire near Randle, WA as a liaison on a Type 3 Incident Management Team.

- East Jefferson Fire Rescue's Community Assistance, Referral, and Education Services (CARES) team recently helped with two local at-risk individuals. Volunteer Kinser is working with several QFR volunteers to develop a CARES program for the district. On average QFR responds to two calls a month with a nexus to adult protective services.
- QFR will be piloting the LUCAS device for CPR intervention in July. The device straps to a cardiac arrest patient and automatically provides chest compressions, freeing responders to focus on treatment.
- Chief Black of East Jefferson Fire Rescue told Chief McKern that a new contract for ALS services has been sent to their legal team for review. There were no details shared with QFR about what that proposed contract contains. Service continues status quo.
- QFR is still waiting to learn the results of the SAFER grant application.
- **Monthly Financial Report** – Commissioners were provided with a Treasurer's Report and a 2023 Budget Position report. Secretary Rewitzer reported \$7,450 Timber sale revenue and \$13,933 interest revenue were received in May. Year-to-date timber sale revenue was \$183,382 which was unexpected. Operating expenditures are at 37.5% with 41.6% of the year elapsed.
- **District Secretary's Report** – Secretary Rewitzer reported the District's Annual Report was filed with the State Auditor's Office on May 18, 2023. A process has been developed to help streamline reporting going forward. Current and future activities include Medicaid Ground Ambulance Data Collection for FY July 2022 to June 2023; billing for the Chief's DNR mobilization; and Assistance to Firefighters Grant (AFG) application for an exhaust system at stations 21 and 22.
- **Commissioner's Report** – No report.

#### **CORRESPONDENCE:**

A letter was received from Brinnon Fire Department requesting support for their application for an Advanced Life Support (ALS) license. Commissioners discussed the impact and were reluctant to support the effort without more data.

A thank you note for the crew that responded to a medical call (2023-185) was shared with Commissioners. The note included special thanks to volunteer medic Ryan Tillman.

#### **UNFINISHED BUSINESS:**

1. **Station 21 Facilities** – Captain McCrehin reported the contractor will begin work on the Crew Quarters kitchen remodel on or about July 1, 2023. Also, the contractor located less expensive cabinets.

**2. Station 22 Facilities** – Volunteer Grooms reported that a painting contractor has been located. Tom Hoffman is a retired painter for Childrens Hospital; he does good work and comes highly recommended. An estimate of \$13,092 was received to pressure wash, prepare, and paint Station 22. The estimate includes paint and supplies; workers will be paid the prevailing wage. A painting contractor for Station 22 had been sought without success for over a year (see Board of Fire Commissioners Regular Meeting Minutes going back to February 21, 2022). The estimate received from Hoffman is below the \$30,000 threshold so competitive bidding is not required. Commissioner Frank moved to accept the quote and engage Hoffman to perform the work. Commissioner Kelbon seconded. The motion carried. Commissioners signed a Capital Budget Request Form. Work is expected to start near the end of August.

Volunteer Grooms reported the new water tank is being set up with scavenged and purchased fittings. Lt Singleton will be sourcing a water pump. The tank at Station 23 will be set up similarly.

- 3. DNR Trust Lands** – Commissioner Kelbon reported that the June 15, 2023 meeting of the Jefferson County Fire Commissioners and Secretaries Association in Brinnon will provide a good opportunity to discuss timber issues because County Commissioners Brotherton and Eisenhour, State Representatives Chapman and Tharinger, and a representative from the Olympic Peninsula Fire Commissioners Association will all be there. Commissioner Kelbon will attend the meeting prepared to engage on the issue.
- 4. District Website** – Secretary Rewitzer presented the results of the Request for Proposal for website design, development, and hosting services. CivicPlus quoted \$3,795 per year; Streamline quoted \$1,800 per year. Both vendors met the requirements outlined in the RFP, however, Streamline’s payment processing system is included at no additional cost. Secretary Rewitzer recommended contracting with Streamline to develop and support the District website. Commissioners discussed the website options and agreed with the recommendation.

**NEW BUSINESS:**

- 1. Resolution 2023-002 Authorizing Transfer of Excess Funds** – Secretary Rewitzer presented a resolution to transfer \$270,000 in excess funds from the General Fund to the Capital Fund, and \$380,000 in excess funds from the EMS Fund to the Capital Fund. Fund balance after transfer would be \$407,278 in the General Fund, \$300,494 in the EMS Fund, and \$2,565,206 in the Capital Fund. Commissioner Frank moved to adopt the resolution. Commissioner Bacchus seconded. The motion carried.

**SEMINARS/CONFERENCES/SPECIAL EVENTS:**

Chief McKern reported the following upcoming events:

- Friday, June 16, 2023 Quilcene School District Family Beach Party at Herb Beck Marina Park.
- Saturday, June 17, 2023 Gravel Unravel endurance bike race in the Olympic National Forest.
- Saturday, June 24, 2023 Helicopter Training for volunteers and paid staff at Olympic National Forest Headquarters LZ.
- Saturday, July 8, 2023 Community BBQ at Station 21.

**GOOD OF THE ORDER:**

PUD Commissioner Toepper reported that PUD crews will be working to address fire flow issues with the water system in Coyle. The broadband project continues to be a challenge for PUD and the engineering firm contracted to implement it.

Chief McKern reported that wait times at St. Michaels hospital in Silverdale are currently 20 to 30 minutes, which is much more reasonable than they had been.

Volunteer D. Svetich reported on the fireworks ordinance. Restrictions may occur based on fuels and weather conditions. The Sheriff's Office is responsible for enforcement.

**ADJOURNMENT:**

The meeting was adjourned at 8:15 p.m.

**ATTACHMENTS:**

- General Certificate for Claims:** Payroll Check Register dated 6/1/2023.  
 Claims Check Register dated 6/12/2023.
- Reports:** May 2023 Treasurer's Report  
 May 2023 Monthly Fire Chief's Report
- Resolution:** 2023-002 Authorizing Transfer of Excess Funds

**APPROVED** this 17 day of July, 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: 07:42:50 Date: 06/01/2023

06/05/2023 To: 06/05/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
321	06/05/2023	Payroll	20	EFT	Lynne Cassella-Blackburn	1,265.99	2023.05 Payroll
323	06/05/2023	Payroll	20	EFT	Mark A McCrehin	3,861.94	2023.05 Payroll
324	06/05/2023	Payroll	20	EFT	Timothy M McKern	6,676.84	2023.05 Payroll
325	06/05/2023	Payroll	20	EFT	Robert J Rewitzer	2,500.00	2023.05 Payroll
326	06/05/2023	Payroll	20	EFT	Nicholas Singleton	4,582.72	2023.05 Payroll
327	06/05/2023	Payroll	20	EFT	Tyson J Svetich	3,970.80	2023.05 Payroll
328	06/05/2023	Payroll	20	EFT	Zachary D Torres	3,820.84	2023.05 Payroll
329	06/05/2023	Payroll	20	EFT	Kevin R Winn	4,230.40	2023.05 Payroll
330	06/05/2023	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 06/05/2023 To 06/05/2023 - HRA VEBA
331	06/05/2023	Payroll	20	EFT	US Treasury	5,009.14	941 Deposit for Pay Cycle(s) 06/05/2023 - 06/05/2023
332	06/05/2023	Payroll	20	EFT	WA Dept of Retirement Systems	5,518.57	Pay Cycle(s) 06/05/2023 To 06/05/2023 - LEOFF2; Pay Cycle(s) 06/05/2023 To 06/05/2023 - PERS2
320	06/05/2023	Payroll	20	1340	Melody Bacchus	118.20	2023.05 Payroll
322	06/05/2023	Payroll	20	1341	Art Frank	118.20	2023.05 Payroll
333	06/05/2023	Payroll	20	1342	IAFF Local 2032	255.00	Pay Cycle(s) 06/05/2023 To 06/05/2023 - Union Dues
334	06/05/2023	Payroll	20	1343	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 06/05/2023 To 06/05/2023 - 457 Plan; Pay Cycle(s) 06/05/2023 To 06/05/2023 - 457 Plan Roth
335	06/05/2023	Payroll	20	1344	Trusteed Plans Service Corporation	7,754.13	Pay Cycle(s) 06/05/2023 To 06/05/2023 - Medical; Pay Cycle(s) 06/05/2023 To 06/05/2023 - Dental

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

27,689.48  
24,410.79

52,100.27 Payroll: 52,100.27

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 07:42:50 Date: 06/01/2023

06/05/2023 To: 06/05/2023

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.\**

Rebt Ruzicka 6-1-2023  
Preparer Date

[Signature] 6-1-2023  
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] 6/12/2023  
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: 13:20:47 Date: 06/12/2023

06/01/2023 To: 06/30/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
339	06/12/2023	Claims	10	620849	AT&T Mobility	492.99	Monthly Cellular Service
340	06/12/2023	Claims	10	620850	Amazon Capital Services	329.40	Gate valves for Station 22 water
341	06/12/2023	Claims	10	620851	Boundtree Medical LLC	1,630.09	Monthly EMS Supply
342	06/12/2023	Claims	10	620852	Canon Financial Services, Inc	54.44	Monthly Printer Lease
343	06/12/2023	Claims	10	620853	Central Welding Supply Co Inc	132.84	Medical Oxygen
344	06/12/2023	Claims	10	620854	Department of Natural Resources	217.89	Wildland fire gear from DNR Cache
345	06/12/2023	Claims	10	620855	EMS Connect LLC	96.50	Monthly EMS Training
346	06/12/2023	Claims	10	620856	EMS Special Agency Fund	340.00	Monthly Ambulance Transport Fee
347	06/12/2023	Claims	10	620857	ESO Solutions, Inc.	5,432.15	Annual RMS Fee
348	06/12/2023	Claims	10	620858	ESO Solutions, Inc.	299.43	Monthly RMS Fee
349	06/12/2023	Claims	10	620859	East Jefferson Fire Rescue	7,500.00	ALS Service - Q2
350	06/12/2023	Claims	10	620860	Good Man Inc	101.43	Monthly Restroom Service
351	06/12/2023	Claims	10	620861	Henery Hardware	76.54	Painting, Landscape Supplies
352	06/12/2023	Claims	10	620862	JC Dept of Public Works	353.65	Monthly Fuel
353	06/12/2023	Claims	10	620863	JC Fire District #2 Payroll	52,100.27	2023.06.05 Payroll Reimbursement
354	06/12/2023	Claims	10	620864	Jamestown Networks	458.41	Monthly Internet/Telephone
355	06/12/2023	Claims	10	620865	JeffCom 911 Communications	4,752.47	Quarterly Dispatch Fee - Q3
356	06/12/2023	Claims	10	620866	Timothy M McKern	100.00	Monthly Device Stipend
357	06/12/2023	Claims	10	620867	Murrey's Disposal Co Inc	51.88	Monthly Garbage Service
358	06/12/2023	Claims	10	620868	NVFC	21.00	Annual subscription - Chief
359	06/12/2023	Claims	10	620869	Olympic Springs Inc	156.23	Monthly Water
360	06/12/2023	Claims	10	620870	PUD	255.81	Monthly Utilities
361	06/12/2023	Claims	10	620871	PUD	468.53	Monthly Utilities
362	06/12/2023	Claims	10	620872	Pacific Office Equipment	591.55	Monthly Printer & Computer
363	06/12/2023	Claims	10	620873	Peninsula Pest Control Inc	81.83	Monthly Pest Control
364	06/12/2023	Claims	10	620874	Swift Plumbing & Heating	850.63	Admin building furnace repair
365	06/12/2023	Claims	10	620875	The Leader	26.00	Legal ad for RFP 2023-01
366	06/12/2023	Claims	10	620876	US Postal Service	166.00	Annual PO Box Fee
367	06/12/2023	Claims	10	620877	VFIS	3,660.00	Quarterly Portfolio Policy
368	06/12/2023	Claims	10	620878	VFIS	2,425.00	Quarterly Commercial Auto Policy
369	06/12/2023	Claims	10	620879	Wave Broadband	214.10	Monthly Cable/Internet
						39,298.81	
						44,138.25	
						<u>83,437.06</u>	Claims: 83,437.06

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:20:47 Date: 06/12/2023

06/01/2023 To: 06/30/2023

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.\*

Rebb Reuter 6-12-2023

Preparer

Date

Smock 6-12-2023

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.

W.F.F. 6-12-2023

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:

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



# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 07:11:25 Date: 06/14/2023

06/14/2023 To: 06/14/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
373	06/14/2023	Claims	10	620880	US Bank	1,561.95	5799 - Monthly Adobe; 3299 - Station Supplies; 3299 - Battery for Admin door lock; 9508 - Bridge toll; 4651 - Prevention Supplies; 9508 - Travel during State Mobilization; 4651 - Monthly Zoom Subscrip
						1,129.11	
						432.84	
						<hr/>	
						1,561.95	
							Claims: 1,561.95

## CHECK REGISTER REPORT

**PURPOSE:** Check one.

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*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

6-14-2023  
Date

  
Auditing Officer

6-14-2023  
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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Chair (or Acting Chair) of the Board of Fire Commissioners

Date

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# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

Time: 08:43:51 Date: 06/05/2023  
Page: 1

05/01/2023 To: 05/31/2023

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	642,821.86	73,978.18	39,522.04	677,278.00	0.00	1,891.00	0.00	679,169.00
040 EMS Fund 662 610 71	650,064.06	58,898.68	28,468.54	680,494.20	0.00	173.20	0.00	680,667.40
070 Capital (Reserve) Fund 662 631 71	1,906,342.89	8,863.38		1,915,206.27	0.00	0.00	0.00	1,915,206.27
	<b>3,199,228.81</b>	<b>141,740.24</b>	<b>67,990.58</b>	<b>3,272,978.47</b>	<b>0.00</b>	<b>2,064.20</b>	<b>0.00</b>	<b>3,275,042.67</b>

# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

05/01/2023 To: 05/31/2023

Time: 08:43:51 Date: 06/05/2023  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	567,321.86	102,446.72	67,990.58	601,778.00	0.00	0.00	601,778.00
20 Payroll-1st Security	75,000.00	51,058.78	51,058.78	75,000.00	0.00	2,064.20	77,064.20
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	650,064.06	58,898.68	28,468.54	680,494.20	0.00	0.00	680,494.20
70 Capital (Reserve)-JeffCo	1,906,342.89	8,863.38	0.00	1,915,206.27	0.00	0.00	1,915,206.27
<b>Total Cash:</b>	<b>3,199,228.81</b>	<b>221,267.56</b>	<b>147,517.90</b>	<b>3,272,978.47</b>	<b>0.00</b>	<b>2,064.20</b>	<b>3,275,042.67</b>
	<b>3,199,228.81</b>	<b>221,267.56</b>	<b>147,517.90</b>	<b>3,272,978.47</b>	<b>0.00</b>	<b>2,064.20</b>	<b>3,275,042.67</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Jefferson County Fire Distr #2

05/01/2023 To: 05/31/2023

As Of: 05/31/2023 Date: 06/05/2023

Time: 08:43:51 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	79	02/04/2022	Payroll	20	1160	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 02/04/2022 To 02/04/2022 - Union Dues
2022	203	04/04/2022	Payroll	20	1185	Quinn M McMahon	277.05	2022.04 Payroll
2022	218	04/04/2022	Payroll	20	1190	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 04/04/2022 To 04/04/2022 - Union Dues
2022	279	05/02/2022	Payroll	20	1199	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 05/02/2022 To 05/02/2022 - Union Dues
2022	339	06/01/2022	Payroll	20	1209	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 06/01/2022 To 06/01/2022 - Union Dues
2022	418	07/01/2022	Payroll	20	1230	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 07/01/2022 To 07/01/2022 - Union Dues
2022	476	08/01/2022	Payroll	20	1240	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 08/01/2022 To 08/01/2022 - Union Dues
2022	583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll
2023	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
2023	139	03/01/2023	Payroll	20	1314	Krystal McCrehin	118.52	2023.02 Payroll
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
2023	204	04/03/2023	Payroll	20	1324	Bailey M Kieffer	27.70	2023.03 Payroll
2023	209	04/03/2023	Payroll	20	1327	Krystal McCrehin	104.67	2023.03 Payroll
2023	216	04/03/2023	Payroll	20	1329	Thais Svetich	13.85	2023.03 Payroll
2023	268	05/05/2023	Payroll	20	1336	Art Frank	118.20	2023.04 Payroll
							2,064.20	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	1,891.00	1,891.00
040 EMS Fund 662 610 71	0.00	173.20	173.20
	0.00	2,064.20	2,064.20

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

05/01/2023 To: 05/31/2023

REVIEWED AND APPROVED

Robt Rewitzer  
Preparer

6-5-2023  
Date

[Signature]  
Auditing Officer

6-5-2023  
Date



# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For May 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:**

- JeffCom Hiring Staff is the Key focus and New Director Matt Stewart ( Starts July 1)
- CARES Volunteer Program – Kimberly is working with me on this new project and will ride with CARES Team upon her return. Local CARES is assisting with some of our neighbors. We are meeting with DSHS Senior services resource availability.

**Goals and Objectives:**

- Station 22 Station Exterior Painting
- Training Program plan 2023 June 25 MedVac Training
- AFG Safer 2022 applied and should have news sometime in May or June.
- Crew Qtrs Kitchen and floors in about 4 weeks

**Financial Resources:**

- BIAS – Submitted the annual report to the State Auditor in May
- 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
- EJFR ALS Contract review with Commissioner Kelbon , Chief and EJFR Committee Update at the meeting.

**Physical Resources and Quality of Life (QOL):**

- Stryker Gurneys and Stairchair are in service and working well.
- Working with staff on new extrication tools and mounting on E21

**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 2nd quarter 2<sup>nd</sup> year requirements.

**Essential Resources**

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

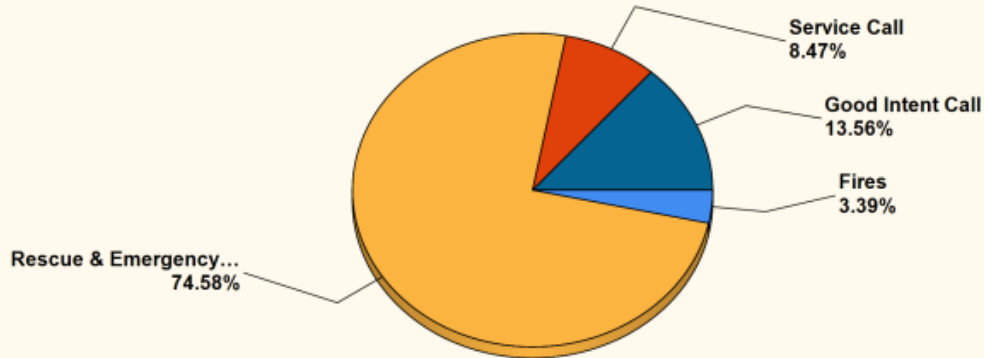
**External Relationships**

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- Working with partner agencies on the June 17 Gravel Unravel bike race

**Fire Prevention**

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing – partnership with DCD
- Strategic Plan review at Leadership updating with recent Stryker Gurney Overview
- Potential Lid Lift to 1.25 in August 2024

## May 2023 Incidents



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	3.39%
Rescue & Emergency Medical Service	44	74.58%
Service Call	5	8.47%
Good Intent Call	8	13.56%
<b>TOTAL</b>	<b>59</b>	<b>100%</b>

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
<b>Zone: 21 - Quilcene</b>		
111 - Building fire	Reviewed	1
321 - EMS call, excluding vehicle accident with injury	Reviewed	21
322 - Motor vehicle accident with injuries	Reviewed	2
324 - Motor vehicle accident with no injuries.	Reviewed	1
550 - Public service assistance, other	Reviewed	4
554 - Assist invalid	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1
622 - No incident found on arrival at dispatch address	Reviewed	2
<b>Zone: 22 - Coyle</b>		
321 - EMS call, excluding vehicle accident with injury	Reviewed	7
324 - Motor vehicle accident with no injuries.	Reviewed	1
<b>Zone: 23 - Dabob</b>		
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
<b>Zone: Brinnon - 16D04 Brinnon Fire Department</b>		
311 - Medical assist, assist EMS crew	Reviewed	3
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	2
<b>Zone: Discovery Bay - 16D05 Discovery Bay Fire Department</b>		
311 - Medical assist, assist EMS crew	Reviewed	3
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
322 - Motor vehicle accident with injuries	Reviewed	1
324 - Motor vehicle accident with no injuries.	Reviewed	2
611 - Dispatched & cancelled en route	Reviewed	2
<b>Zone: Port Ludlow - 16D03 Port Ludlow Fire &amp; Rescue</b>		
140 - Natural vegetation fire, other	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1



**Apparatus Readiness:**

- We are still on the waiting list to get the rest of our Fire Apparatus into NKFR for annual inspections. As per usual they are overbooked and understaffed.

**Training and Competency:**

- Target Solutions still has 10 overdue assignments.
- We are currently looking at moving our online training to Lexipol. This will allow us to have all our training in one spot (Policies, Fire and EMS).
- June 24, we have Helicopter operations and safety training scheduled with our Medivac partners. This is a great training opportunity that allows all members the training needed to safely operate around helicopters along with a great chance to speak with pilots and flight nurses to get any questions answered.

**Physical Resources and Quality of Life:**

- I have turned over all collected information about Apparatus Bay Exhaust Systems to the District Secretary to investigate grant information.
- I have spoken with Dan Nieman about a start date for the Crew Quarters project. He has told me he is shooting for around the first of July.

**QFR Events:**

QFR has several events for June.

- Quilcene High School Awards-June 6. QFR will be attending the Awards ceremony and presenting a QFR T shirt and Structural Fire helmet with personalized shield to Lane Lont, Graduating Senior. Lane is a special needs student who has spent several of his high school years here at QFR assisting crews with station chores as well as training. FF/EMT Zak Torres took charge of procuring the new helmet with his own funds. Several members have also chipped in to offset the cost.
- Quilcene School Field Day-June 13. QFR crews will be at the Quilcene School participating in Field Day. This is a day for the younger students to celebrate end of the school year. There are several different stations that present different challenges. QFR is always on site with E21 and A21. Some years if there is enough heat and personnel then students have been able to spray water with a wildland hose with crews' assistance. We are also on site to render any aid if needed.
- Quilcene School Beach Party-June 16. This is an event for all hosted by the Quilcene School. QFR is onsite with A21 and E21. There are usually several events that are occurring, along with food and beverages.
- Gravel Unravel-June 17. QFR will be at the park at the Worthington Mansion and throughout the planned trail to provide aid to any injured riders. We will be assisted by Dist. 4 for this event.

Report Date		6/6/2023											
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age In Yrs	In Svc Dt*	In Svc Miles**	In Svc Hrs***	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles****	Avg Ann Hrs****		
11 - Engine	E22	96.Ford.55851C.2430	1996	27	1/1/1999	Unknown	Unknown	27,650	N/A	1,007	N/A		
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	40,882	2,062	2,217	112		
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	29,927	N/A	1,108	N/A		
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	75,647	N/A	4,900	N/A		
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	6,001	343	1,500	63		
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	N/A	196,223	N/A	10,642	N/A		
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	N/A	120,821	N/A	8,055	N/A		
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	N/A	48,927	1,945	8,155	262		
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	N/A	52,241	1,029	13,060	189		
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	N/A	111,073	N/A	6,024	N/A		
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	N/A	36,936	N/A	12,312	N/A		

**Significant Events and Service Delivery:**

- On 5/26/2023 we responded to a fatal motorcycle accident on HWY 101 in Brinnon.

**Training and Competency:**

- N/A

**Physical Resources and Quality of Life:**

- I will be working with central welding to get our Medical O2 bottles Hydrotested.
- Our CPR class at the Assembly of God Church on 5/17 went great.
- I will be contacting Stryker to set up a LUCAS Device Demo approved by Dr Carlbom.
- We have Been notified by Stryker about a safety recall on our new gurneys. So far, we have not encountered the issue reported and are coordinating with Stryker to have our gurneys updated and the recall fixed before we have an issue. If we observe any of the issues Stryker listed, we will take the gurney(s) out of service per Stryker's recommendation.
- POE has finished setting up the new Office365 subscription setup.
- We will be presenting a fire helmet to QHS Senior Lane Lont on June 6<sup>th</sup> at the Quilcene School Awards Ceremony. The Fire Helmet was purchased privately by QFR Staff Members. Lane is a disabled teen from the Quilcene school who would come by the station as part of a school program to help teach him basic life skills and to help him improve his social skills by interacting with the duty crew. Lane loves coming to the fire station, and he is beloved by QFR Staff. We are very excited to present him with this ceremonial helmet.
- We have been working closely with FIRE CARES to work on a solution for a local resident who has dementia and has been having trouble navigating Quilcene and taking care of himself. We are happy to report he has been moved from Quilcene to his brothers in Montesano with help from FIRE CARES and APS.

**Staffing (next 30 days):**

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

**Significant Events and Service Delivery:**

- C-Shift responded to 22 incidents during the month of May. These incidents were mostly aid in nature with a few traffic incidents, and a structure fire. Notable incidents include:
- Single vehicle MVC on Highway 104 from vehicle losing control. Both patients were uninjured and non-transport.
- Mutual aid to D5 for single vehicle MVC with two patients. One patient AMA, the second patient was transported BLS by A21 to JHC for evaluation.
- Fire in the wood shake roof of an older wood frame two-car garage in Quilcene near Station 21. The fire was contained to the roof with minimal water needed for extinguishment.
- Mutual aid to Port Ludlow for a brush fire. The fire was a 15x15' slash pile that had reignited after having burned over 2 months ago. Worked with Port Ludlow and E91 to extinguish fire.
- Water usage report sent to PUD with approximately 2500 gallons used between incidents, training, and maintenance.

**Apparatus Readiness:**

- An issue with B21's foam system was found during a rig check. Worked with Don Svetich and his knowledge of this apparatus to troubleshoot and fix.

**Training and Competency:**

- Red card paperwork has been submitted for 2023 and we anticipate receiving the cards within the next couple of weeks. Tyson Svetich has completed all tasks for his ICT5 task book and that has been submitted. Svetich's next step will be to complete the S-290 intermediate fire weather online class to prepare for his next training qualification.
- Assisted with instruction for Central Mason's Wildland Academy of 30 students with Svetich.
- Continue to work on EMS skills check-offs with Svetich.
- Completed assessment and vital signs training with Coyle volunteers.

**Physical Resources and Quality of Life:**

- CPR manikin upgrade kit has been ordered. Unfortunately, this kit is on backorder through the end of July.

**Staffing (next 60 days):**

- NTR.

**Other:**

- NTR.



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

**IN THE MATTER OF AUTHORIZING** ) **RESOLUTION NO.**  
**TRANSFER OF EXCESS FUNDS** ) **2023-002**  
)

**WHEREAS**, the District has three Funds that are used to manage fiscal obligations: General Fund, EMS Fund, and Capital Fund;

**WHEREAS**, the General Fund and EMS Fund are operating funds, holding cash for operating expenses;

**WHEREAS**, District policy requires maintaining at a minimum six months of projected cash disbursements in the operating funds;

**WHEREAS**, cash not needed for planned operational or capital expenditures are considered Excess Funds;

**WHEREAS**, the General Fund contains \$270,000 in excess funds and the EMS Fund contains \$380,000 in excess funds;

**WHEREAS**, the Capital Fund acts as a reserve account, holding excess funds;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2**, that the Investment Officer is hereby authorized to transfer \$270,000 in excess funds from the General Fund to the Capital Fund and \$380,000 in excess funds from the EMS Fund to the Capital Fund.

**ADOPTED** by the following vote this 12 day of JUNE, 2023 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; 0 NAY; 0 ABSTAIN; AND 0 ABSENT.



ATTEST:

*Robert Rewitzer*  
ROBERT REWITZER, District Secretary

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

*Art Frank*  
ART FRANK, Chair of the Board

*Melody Bacchus*  
MELODY BACCHUS, Commissioner

*Marcia Kelbon*  
MARCIA KELBON, Commissioner