



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



ORIGINAL

MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

February 21, 2022, 7:00 p.m.

Station 21 and on Zoom

ATTENDANCE:

Commissioner/Chair Art Frank – By Zoom
Commissioner Melody Bacchus – By Zoom
District Secretary Robert Rewitzer – In Person
Chief Tim McKern – In Person
Executive Assistant David Neuenschwander – In Person
Lieutenant Mark McCrehin – By Zoom
Lieutenant Nicholas Singleton – In Person
Volunteer Thane Grooms – By Zoom

ADD:

COMMISSIONER HERB BECK
WAS ABSENT - EXCUSED.

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

The Board reviewed the application of Kimberly Fosson to become a volunteer member. Commissioner Frank moved to accept Ms. Fosson to the rolls. Commissioner Bacchus seconded. The motion carried.

The Board reviewed the status of Hunter Hodges who was released as a volunteer on February 14, 2021. Commissioner Frank moved to drop Mr. Hodges from the rolls. Commissioner Bacchus seconded. The motion carried.

CALL TO ORDER:

Commissioner Frank called the regular meeting to order at 7:01 p.m.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda as presented. Commissioner Bacchus seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioner Frank moved to accept the minutes of the January 17, 2022 Regular Meeting. Commissioner Bacchus seconded. The motion carried.

Commissioner Frank moved to accept the minutes of the January 24, 2022 Special Meeting. Commissioner Bacchus seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Bacchus moved to accept the vouchers in the amount of \$59,783.30 (General Fire \$33,703.05 and EMS \$26,080.25). Commissioner Frank seconded. The motion carried.

CORRESPONDENCE:

District Secretary Rewitzer reported on correspondence with the IRS regarding a payment demand and the District's mailing address.

MONTHLY REPORTS:

District Secretary Rewitzer presented a financial report.

Executive Assistant Neuenschwander presented an accounting system report.

Chief McKern presented staff reports.

UNFINISHED BUSINESS:

1. **Station 22** – Chief McKern presented a status update on Station 22; the plan is to have the station pressure washed and painted.
2. **JEFFCOM911 Update** – Chief McKern presented a status update.
3. **Rural Reduction Program** – Chief McKern presented a status update.
4. **Strategic Plan** – Discussion held for the next regular meeting.

NEW BUSINESS:

1. **Jefferson County EMS Behavioral Health Response** – Chief McKern presented information about the draft response plan for behavioral health emergencies.
2. **US Bank One Card Program** – District Secretary Rewitzer presented information about the District's current US Bank business credit card account and proposed changing to a US Bank commercial card program called One Card. Commissioner Frank moved to authorize the change. Commissioner Bacchus seconded. The motion carried.
3. **Water Tower** – Chief McKern presented information about a leak in the water tank next to Station 21. The tank is no longer used and is not used for operations. Staff was directed to explore options and action was held for a future meeting.
4. **Resolution 2022-004** – District Secretary Rewitzer presented resolution 2022-004 Authorizing Adoption of a Health Reimbursement Arrangement (HRA) Plan for eligible employees. Commissioner Frank moved to adopt Resolution 2022-004. Commissioner Bacchus seconded. The motion carried.
5. **Contract Amendments** – District Secretary Rewitzer presented an amendment to the District's contract with Chief McKern to allow his participation in the Health Reimbursement Arrangement (HRA) plan. Commissioner Frank moved to adopt the amendment. Commissioner Bacchus seconded. The motion carried.

District Secretary Rewitzer presented an amendment to the District's contract with himself to allow his participation in the Health Reimbursement Arrangement (HRA) plan and to provide health insurance in place of a stipend because the District's insurance provider does not permit eligible employees to opt out of the group plan. Commissioner Frank moved to

tentatively adopt the amendment pending final action at the next regular meeting, after the Board has reviewed the budget impact. Commissioner Bacchus seconded. The motion carried. Staff was directed to provide budget and contract information for review.

- 6. Investment Policy** – Executive Assistant Neuenschwander presented information about an investment plan for District cash currently earning minimal interest in the Washington State Local Government Investment Pool. Staff was directed to create a policy in Lexipol, and action was held for a future meeting.

SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:

Chief McKern reported on upcoming events.

PUBLIC INPUT – GOOD OF THE ORDER: None.

EXECUTIVE SESSION: None.

ADJOURNMENT:

The meeting was adjourned at 7:58 p.m.

ATTACHMENTS:

General Certificate for Claims: Check Register 02/01/2022 to 02/28/2022

Resolutions: 2022-004 Authorizing Adoption of a Health Reimbursement Arrangement (HRA) Plan


Reports: January 2022 Treasurer’s Report
Monthly Fire Chief’s Report
Accounting System Report
District Secretary’s Report

APPROVED this 21 day of MARCH, 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: 09:01:15 Date: 02/21/2022

02/01/2022 To: 02/28/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
94	02/21/2022	Claims	10	620345	AT&T Mobility	464.56	January 2022 Cell Phone Service
95	02/21/2022	Claims	10	620346	Board for Volunteer Firefighters	90.00	BVFF Fee - Kimberly Fosson
96	02/21/2022	Claims	10	620347	Boundtree Medical LLC	220.83	EMS Supplies; EMS supplies
97	02/21/2022	Claims	10	620348	Cascade Fire Equipment	2,468.93	Turnout Coat/Pants - JACOB ELLIS
98	02/21/2022	Claims	10	620349	Costco Wholesale Membership	120.00	Costco Membership - McCrehin
102	02/21/2022	Claims	10	620350	East Jefferson Fire Chiefs Assn	50.00	2022 Chief's Assn Dues
99	02/21/2022	Claims	10	620351	EMS Connect LLC	105.00	Monthly EMS Training Sub
100	02/21/2022	Claims	10	620352	EMS Special Agency Fund	221.00	January 2022 Ambulance Transports
101	02/21/2022	Claims	10	620353	ESO Solutions, Inc.	149.72	February Monthly RMS
103	02/21/2022	Claims	10	620354	Greentree Communication Inc	1,962.00	2022 Annual Maynard trunked repeater service
104	02/21/2022	Claims	10	620355	Henery Hardware	47.06	C202 Bulbs; Training Rope & Car Wash Soap
108	02/21/2022	Claims	10	620356	Jamestown Networks	495.15	February 2022 Phones & Internet
105	02/21/2022	Claims	10	620357	JC Dept of Public Works	1,315.50	December 2021 Fuel Usage; January 2022 Fuel
106	02/21/2022	Claims	10	620358	JC Fire District #2 Payroll	39,946.17	2022.02.01 Payroll
107	02/21/2022	Claims	10	620359	JC Treasurer	148.20	Tax Parcel 937200550 - Station 21; Tax Parcel 937201058 - Headquarters; Tax Parcel 937201055 - Crew Quarters; Tax Parcel 937200551 - St 21 Parking; Tax Parcel 601273014 - Station 22; Tax Parcel 801332
109	02/21/2022	Claims	10	620360	Timothy M McKern	100.00	Jan Cell Phone Stipend
110	02/21/2022	Claims	10	620361	Municipal Emergency SVCS	1,493.90	Uniform Shirts for Volunteers
111	02/21/2022	Claims	10	620362	Murrey's Disposal Co Inc	51.88	Station 21 Garbage Service
112	02/21/2022	Claims	10	620363	Olympic Springs Inc	26.02	January 2022 Drinking Water
114	02/21/2022	Claims	10	620364	Pacific Office Equipment	496.19	Station 21 Printer - January 2022 Charges; Headquarters Printer - January 2022 Charges; Computer Support - February 2022 Charges; GMAIL - February 2022
115	02/21/2022	Claims	10	620365	Paladin Background Screening	184.00	Background Check - Blohm; Background Check - Hodges
116	02/21/2022	Claims	10	620366	Peninsula Pest Control Inc	81.83	Monthly rodent service
113	02/21/2022	Claims	10	620367	PUD	1,726.88	Crew Quarters - Electric & Water; Headquarters - Electric & Water; Station 21 - Electric & Water; Annex - Electric; Station 22 (Coyle) - Electric; Station 23 (Dabob) - Electric
117	02/21/2022	Claims	10	620368	Systems Design West LLC	357.38	December 2021 EMS Billing
118	02/21/2022	Claims	10	620369	US Bank Credit Card	5,313.94	Business cards for Chiefs & Lieutenants; Propane - Station 21 (Quilcene); Propane - Station 22 (Coyle); Propane - Station 23 (Dabob); 2 Recliners for Crew Quarters; 14 Roadside Emergency Triangles; US
119	02/21/2022	Claims	10	620370	Washington Fire Commissioners Assn	1,500.00	2022 WFCOA Annual Dues
120	02/21/2022	Claims	10	620371	Wave Broadband	214.10	February 2022 Cable/Internet
121	02/21/2022	Claims	10	620372	Westbay Auto Parts	433.06	Batteries for C202 & A212
						001 GEN FND 662 600 71	33,703.05
						040 EMS FND 662 610 71	26,080.25
							Claims: 59,783.30
							59,783.30

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 09:01:15 Date: 02/21/2022

02/01/2022 To: 02/28/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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 Rewitzer

Preparer

2-21-2022

Date

Smucker

Auditing Officer

2-21-2022

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.

Robt Rewitzer (on behalf of BOARD CHAIR FRANK OUT OF STATE MEETING ON ZOOM)

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

2-22-2022

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

Commissioner Herbert Beck
Commissioner Melody Bacchus



Original

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

IN THE MATTER OF AUTHORIZING THE)	RESOLUTION NO.
ADOPTION OF A HEALTH REIMBURSEMENT)	2022-004
ARRANGEMENT (HRA) PLAN)	

WHEREAS Jefferson County Fire Protection District No. 2 ("Employer") has determined that it is in the best interest of the Employer and its employees to adopt a health reimbursement arrangement (HRA) plan, which provide tax-free, defined contribution accounts for employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the employees and their qualified dependents; and

WHEREAS the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Trust") offers and administers an HRA plan (the HRA VEBA Plan) with one or more types of HRA coverage for the benefit of participating employers who adopt the Plan and Trust and their employees and plan participants; and

WHEREAS the Employer desires to adopt the HRA VEBA Plan and to use the services of the Trust to administer its HRA plan; and

WHEREAS eligibility of employees for contributions to the HRA VEBA Plan is determined based upon policies of the Employer, collective bargaining agreements, and applicable law; and

WHEREAS the HRA VEBA Plan will be administered in accordance with the Plan documents provided by the Trust, as amended from time to time.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2 that the Employer hereby elects to adopt and participate in the HRA VEBA Plan and Trust for the benefit of eligible employees as defined by Employer policies or collective bargaining agreements.

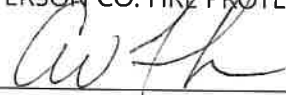
AND BE IT ALSO RESOLVED that the Plan will be funded with Employer contributions, determined from time to time pursuant to policies of the Employer, collective bargaining agreements, and applicable law, and will be further subject to the terms and conditions set forth in the Plan documents and policies and procedures of the HRA VEBA Plan and Trust.

AND BE IT ALSO RESOLVED that the District Secretary is authorized to execute documents and establish procedures and provide direction to any Plan representatives, service providers, and advisors, consistent with Plan and Trust provisions and applicable Employer policies and collective bargaining agreements necessary to effect the adoption and administration of the Plan.

ADOPTED by the following vote this 21 day of FEBRUARY, 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:

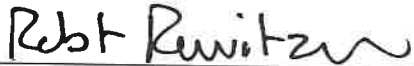
2 YEA; 0 NAY; 0 ABSTAIN; AND 1 ABSENT.

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



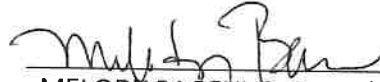
ART FRANK, Chair of the Board

ATTEST:



ROBERT REWITZER, District Secretary

HERBERT BECK, Commissioner



MELODY BACCHUS, Commissioner

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 08:11:05 Date: 02/08/2022
Page: 1

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

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 GEN FND 662 600 71	740,254.04	21,695.38	39,014.32	722,935.10	0.00	1,478.25	0.00	724,413.35
040 EMS FND 662 610 71	440,781.78	17,212.62	30,249.25	427,745.15	0.00	315.95	0.00	428,061.10
070 CAP FND 662 631 71	1,381,313.01	106.59	5.33	1,381,414.27	0.00	0.00	0.00	1,381,414.27
	2,562,348.83	39,014.59	69,268.90	2,532,094.52	0.00	1,794.20	0.00	2,533,888.72

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 08:11:05 Date: 02/08/2022
Page: 2

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

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 GEN-JeffCo	679,754.04	55,597.96	69,259.35	666,092.65	0.00	0.00	666,092.65
20 Payroll-1st Security	60,000.00	43,946.66	43,946.66	60,000.00	0.00	1,794.20	61,794.20
40 EMS-JeffCo	440,781.78	17,210.97	33,905.15	424,087.60	0.00	0.00	424,087.60
70 CAP-JeffCo	1,381,313.01	101.26	0.00	1,381,414.27	0.00	0.00	1,381,414.27
100 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
Total Cash:	2,562,348.83	116,856.85	147,111.16	2,532,094.52	0.00	1,794.20	2,533,888.72
	2,562,348.83	116,856.85	147,111.16	2,532,094.52	0.00	1,794.20	2,533,888.72

TREASURER'S REPORT Outstanding Vouchers

Jefferson County Fire Distr #2

As Of: 01/31/2022 Date: 02/08/2022
Time: 08:11:05 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	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
2022	12	01/05/2022	Payroll	20	1142	Viviann Kuehl	415.57	2021.12 Payroll
2022	18	01/05/2022	Payroll	20	1146	Quinn M McMahan	290.90	2021.12 Payroll
2022	31	01/05/2022	Payroll	20	1151	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/05/2022 To 01/05/2022 - Union Dues
							1,794.20	

Fund	Claims	Payroll	Total
001 GEN FND 662 600 71	0.00	1,478.25	1,478.25
040 EMS FND 662 610 71	0.00	315.95	315.95
	0.00	1,794.20	1,794.20

TREASURER'S REPORT
Signature Page

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

REVIEWED AND APPROVED

Robert R. ...

Preparer

2-15-2022

Date

James ...

Auditing Officer

2-15-2022

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For January -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:**
 - COVID 19 is slowing down. Now onto boosters x 2
 -
- **Goals and Objectives:**
 - Station 22 Station pending ramp grade, Gravel, and Exterior Painting
 - Support 22 ready for surplus and rehab on Utility 21
 - PPE 9 (SECOND Set) through the LNI Fire Program. This also includes Plastic Totes for storage of gear.
 - 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 2022 and beyond. We are looking into the budget impact if any.
 - AFG 2021 applied for new battery extrication tools and Rams – No update yet
- **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 April
- **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 January 2022 has started this year off busy. The month's totals are near or above normal for Januarys in the past. EMS calls totaled 33 responses, making up 67 % of our calls this month. Most were BLS, several were upgraded to ALS, including the use of 2 medevacs. We responded to 1 fire, a chimney fire at a residence we have been to before. We had 14 good intentions and cancelled and return to quarters. Burning season continues to be relatively quiet. The big story for January is the lack of the snow and wind events, very calm weather month. Covid cases continue to be a concern within the County, does appear that we have peak. 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 January 2022 with **49** Responses vs **42** in 2021
- To date 2022 total year to date of **49** Responses vs **42** in 2021
- **Emergency Medical Services: Our EMS Responses were 67% for 2022 total responses;** this is above average by about 2.5% point. Will need a couple of months to see if it stays consistent with 2021 year or continues a 2.5% growth each month.

Operations:

- **Apparatus Readiness:** No units out of service.
- **Training and Competency:** Have a confirmed date for EMT class, 1 March.
- **EMT Class:** We have five individuals scheduled to attend EMT class for 2022. Lewis, Svetich, Fosson, Blohm and Hopkins.
- **Human Resources and Staffing:**
No HR issues. We are still working on covering the second person on some shifts in January. 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, leadership continues to monitor this closely.
- **Admin / HR / PTO:** Knee replacement surgery scheduled February 18, 2022. Anticipate being unavailable for four to six weeks. Will be able to perform some office duties from home, after the first week.

Other: Any Questions?

End of January 2022 Report.

DFC D. Svetich

See attachments below:

Monthly Incident break down by response zones:

January 2022 Incidents:

INCIDENT TYPE	# of Incidents
Zone: 21 - Quilcene	
321 - EMS call, excluding vehicle accident with injury	22
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled en route	2
Zone: 22 - Coyle	
114 - Chimney or flue fire, confined to chimney or flue	1
321 - EMS call, excluding vehicle accident with injury	4
611 - Dispatched & cancelled en route	3
Zone: 23 - Dabob	
321 - EMS call, excluding vehicle accident with injury	1
324 - Motor vehicle accident with no injuries.	1
Zone: Brinnon - Brinnon Fire	
321 - EMS call, excluding vehicle accident with injury	2
480 - Attempted burning, illegal action, other	1
611 - Dispatched & cancelled en route	2
Zone: Discovery Bay - Discovery Bay Fire	
321 - EMS call, excluding vehicle accident with injury	1
324 - Motor vehicle accident with no injuries.	1
611 - Dispatched & cancelled en route	3
Zone: East Jeff - East Jefferson Fire & Rescue	
611 - Dispatched & cancelled en route	3
Zone: Port Ludlow - Port Ludlow Fire & Rescue	
611 - Dispatched & cancelled en route	1
Total Incidents for January 2022	49



Apparatus Readiness:

- The GMC aid unit was overfilled with oil. I was able to drain oil out of the motor and replace oil to the correct level.
- 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. I was unable to connect with a Braun Representative, so I have asked Chief to take point on this issue and connect with Braun.

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. There are only a few boxes left on Coyle to check. I am hoping to have them completed before the Commissioner Meeting.
- We have a couple new volunteers that have been coming into Station 21 for fundamental training. Our new Volunteers (Kimberly Fosson, Hunter Hodges, David Blohm) will be attending EMT class beginning March 1.

Physical Resources and Quality of Life:

- 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.

After inspection from Sholds, a plumber was recommended for further inspection to see how to decommission the reservoir and still have the 2 yard hydrants.

I spoke with a local plumber that recommended I test the 3 valves that located in the pump house. I turned off all 3 valves and discovered that the 2 yard hydrants are still active. I believe that the reservoir tank will be able to be decommissioned without extensive work to the well or plumbing.

Staffing (next 30 days):

- There are a few days that remain open during the month of February. There is still a chance that they will be filled by volunteers. I have been making myself available as much as possible to assist with the days that there is not a second person on shift.



1. **Significant Events and Service Delivery:**
 - On 01/21 we responded to a 2 vehicle MVA.

2. **Training and Competency:**
 - N/A

3. **Physical Resources and Quality of Life:**
 - I have transferred most of our data from Emergency Reporting onto our Department server. It is still a work in progress, but it is fictional for pulling some of our most used documents and data.

 - I sent a pager in for repair

 - I have been assigned new volunteer Hunter Hodges and have begun his fundamentals training.

4. **Staffing (next 30 days):**

I have no Vacation Planned for the month of February



1. Significant Events and Service Delivery:

- C Shift responded to 14 incidents during the month of January. Most of these were BLS/ALS with one Chimney fire contained to the chimney.
- One Smoke/CO detector installed for a customer on Rhodendron Drive on Coyle.
- Water usage report sent to PUD with approximately 2000 gallons used.
-
- Bunker gear quote update
- P-Can Fixed
- Hose testing Quotes
-

2. Apparatus Readiness:

- Currently working on master inventory lists and assessing inventory needs for both, B21 and T21. Inventory lists are required if either one of these apparatus are deployed on wildland assignment but will also help with training members on familiarization.
- Also working on a wildland mobilization documentation folder for B21 and T21. This folder will hold all the required documents, forms, and checklists to help streamline the mobilization process.

3. Training and Competency:

- MCO training with PLFR led by paramedic Richard Spellman at Station 33 covering Cardiac related incidents.
- FF Andrew Lewis has completed all his required fundamental's checklists and has been evaluated by Lt. McCrehin. FF Lewis will continue his training getting drive time on B21 and E21 and will also learn pump fundamentals on both apparatus.
- FF Tyson Svetich is currently working on his Wildland ICT5 task book and will get this signed off as he is available to respond to local incidents and perform his command tasks.
- Fire Officer 1 class for February has been cancelled by the WA State Fire Training Academy due to multiple factors. I have been enrolled in the September course and will continue to study.
- The wildland RT-130 refresher is scheduled for Sunday, March 27th. Currently working with Brinnon Fire Department's FF Jerry Rule to hold a joint Quilcene and Brinnon Wildland training.
- Completed the Wildland S-230/231 scenario based field day training with DNR's Matt Cervenka and Deputy Chief Svetich instructing the class. Paperwork sent to DNR and received certifications. With the coursework complete, the focus will now be on completing my Engine boss task book on wildland incidents.

4. Physical Resources and Quality of Life:

- Fixed Pressurized water can after it was found to have a non-working pressure gauge. Ordered new gauge, replaced, and placed back in service on E21.

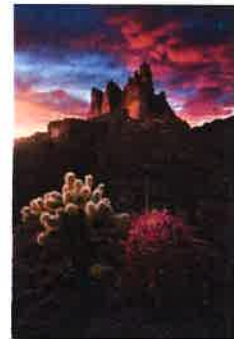
- Received quotes for new sets of bunker gear that will be payed for by L&I's FIIRE program. If awarded, QFR will receive funds to from the FIIRE program to cover 80% of the cost of 5 sets of bunker gear.

5. Staffing (next 60 days):

- NTR.

6. Other:

- NTR.



Quilcene Fire Rescue Commission Meeting February 21, 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

- Discussions (if any) regarding the Financial Statements will be provided by the District Secretary.
- Problems and resolutions
 - Incomplete written procedures allowed payroll expenditures to be incorrectly distributed between General and EMS Funds. The error was *relatively* minor (it amounted to \$3,657.55). Entries have been made to correct the problem on the February statements.

BIAS Payroll

- IRS Forms W2 processed timely.
- Payroll setups:
 - Setups were completed as required by the new Collective Bargaining and the District Secretary Employment Agreements prior to the February 4th payroll.
 - These were quite complicated and took many hours (including calls to BIAS Support) to implement correctly.
- February 4th payroll:
 - Completed timely, although unexpected difficulties made the process to take most of a day.
- Destroyed paycheck:
 - A member reported a destroyed paycheck.
 - This caused us to research appropriate RCWs and prepare an affidavit form regarding lost, stolen or destroyed warrants.
 - We believe we have the capability in BIAS to reissue the check on receipt of an affidavit.

BIAS Payables

- Completed timely.

Questions

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



District Secretary's Report

Significant activity since the last Board meeting includes:

- Renewal of our **Ambulance Service Verified License** with the Washington State Department of Health (see attached).
- Completion of **OSHA Form 300A – Summary of Work-Related Injuries and Illnesses** for 2021.
- Submittal of our **W-2 Forms** through the Social Security Administration Business Services Online.

Quilcene School Superintendent Frank Redmond administered the Oath of Office for District Secretary to me.

I now have access to our State Agency accounts (for payroll reporting). Department of Retirement Services (DRS) was very helpful and walked me through some changes and a required test upload. Employment Security has not been as easy to work with. I am still waiting for a response regarding an amount we reportedly owe on our PFMLA account.

With the assistance of County Treasurer Stacie Prada, I obtained access and signing authority on the 1st Security Bank claims and payroll accounts.

Access to the US Bank accounts has been frustratingly slow. I had to travel to the Poulsbo branch to meet with a banker. I now have access to the petty cash checking account as well as the old payroll account. Access and control over the credit card account continues to be an issue which may be resolved by moving to a different program (see NEW BUSINESS – US Bank One Card Program).

The process of setting up the HRA/VEBA Plan has begun (see NEW BUSINESS – Resolution 2022-004).

With David Neuenschwander's guidance I am continuing to master the BIAS accounting system.