

## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Chairman of the Board

P.O. Box 433, Quilcene, WA 98376 360-765-3333 fax: 360-765-0133

Commissioner Herbert Beck  
Commissioner Melody Bacchus



**BOARD FOR VOLUNTEER FF/PENSION & RELIEF BUSINESS:** Received a letter of resignation from Donita French. Chief Tim McKern sent her a thank you letter.

**CALL TO ORDER:** Chair Commissioner Art Frank called the Regular meeting of the Board of Commissioners of January 11, 2021 to order at 7:00 pm. Commissioner Art Frank, Chief Tim McKern, and Secretary Jean Morris were in attendance in person. Commissioner Melody Bacchus, Commissioner Herbert Beck, Deputy Chief Don Svetich, Administrative Assistant Rob Rewitzer, Administrative Assistant Dave Neuenschwander and Roland Faragher-Howell were in attendance via Zoom.

**APPROVAL OF AGENDA: MOTION:** Commissioner Art Frank moved to accept the agenda with the addition of 8. Clallam 3 maintenance ILA. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF MINUTES: MOTION:** Commissioner Melody Bacchus moved to accept the minutes of the December 14, 2020 Regular meeting as presented. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes. **MOTION:** Commissioner Melody Bacchus moved to accept the minutes of the December 22, 2020 Special meeting as presented. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF VOUCHERS:** Upon review of the vouchers prior to the meeting by Chief Tim McKern and Commissioner Art Frank. **MOTION:** Commissioner Art Frank moved to accept the General Fire Vouchers in the amount of \$28,497.03 and the EMS vouchers in the amount of \$6372.55 and the payroll in the amount of \$41965.63 as presented. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

**MONTHLY FINANCIAL REPORT:** Reviewed.

**CORRESPONDENCE:** Reviewed.

FIRE CHIEF

Tim McKern

- **Governance and Administration:**
  - New EMS Protocols complete we are rolling out new Meds and training on them
  - COVID 19 Vaccines offered and both doses on board by this meeting
  - On-going Facebook Live once a month on Tuesday after board meeting we are going to focus on EMS starting this month .
  
- **Goals and Objectives:**
  - Station 22 Station clean-up and Insulation install with bid from HMP in Sequim. Just waiting for product from manufacturer
  - PPE inventory ongoing / We applied for DNR 50/50 Phase 2 grant
  - Radio and Pager inventory / All pagers and Radios are in and are being distributed to staff.

- Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead.
  - ESO Patient Care RMS – Working with PLFR for Joint Venture
  - EMS Levy renewal 2021
  - Web Update to include new Pic's and Server onsite here.
- **Financial Resources:**
    - BIAS – Moving Forward with a January 1,2021. First Payroll went out.
    - GEMT review and new rate for next 12 months is 3455
    - Burn Permits and future plans – Other Fire Agencies issuing them leave to ORCAA and DNR ?
    -
- **Physical Resources and Quality of Life (QOL):**
    - Working with POE on Server on-site along with the current cloud
    - Jefferson County COVID Vaccines are going out and next phase starts next week
- **Health and Safety**
    - Review of Exposure Control and Safety programs – Safety Committee meets with Officers 1<sup>st</sup> Wednesday of each month.
- **Essential Resources**
    - Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- **External Relationships**
    - Company Officer Blue Card ICS Training-Table Top and Sit/Rep in 1<sup>st</sup> Qtr 2021
- **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*

Deputy Chiefs Report

Don Svetich

**Significant Events and Service Delivery:**

1. December was another steady, average month! We had Twenty-Eight EMS calls. They were a mix of BLS / ALS aid calls or BLS that upgraded to ALS. Variety of sick people. Some possible COVID. We responded to seven motor vehicle calls, six of which had injured passengers. We had responded to a boat fire, a vehicle fire and a natural vegetation fire, (Rayonier pile burning.) Rayonier timber company has completed most of their large scale burning, they have two areas left, which they plan on burning sometime in January.

2.

INCIDENT TYPE	# INCIDENTS
<b>Zone: 21 - Quilcene</b>	
131 - Passenger vehicle fire	1
134 - Water vehicle fire	1
140 - Natural vegetation fire, other	1
321 - EMS call, excluding vehicle accident with injury	17
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	1
400 - Hazardous condition, other	1
321 - EMS call, excluding vehicle accident with injury	3
553 - Public service	1
571 - Cover assignment, standby, move-up	1
<b>Zone: 23 - Dabob</b>	
321 - EMS call, excluding vehicle accident with injury	2
400 - Hazardous condition, other	1
500 - Service Call, other	1
<b>Zone: 24 - Out of District</b>	
321 - EMS call, excluding vehicle accident with injury	2
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	1
611 - Dispatched & cancelled enroute	3
Total Call for December, 2020	40

**Historical Call numbers for each year:**

- Finished December 2020 with 40 Responses vs 39 in 2019
- To date 2020 Final total of 476 Responses vs 530 in 2019

3. **Apparatus Readiness:** Lt. McCrehin's report will cover:

4. **Vehicle Replacement Plan (2018-2045):** No input

5. **Training and Competency:** Have training scheduled with JSAR in January. We will have the opportunity to burn to learn at Station 15 in the new year. We are also, working on an opportunity to help County Roads dispose of their building at the old road shop in town.

6. **Emergency Medical Services:** Crews continue to handle some very difficult calls. With the increase of Covid cases National, Sate wide and within Jefferson County, Dr. Carlbom, the MPD, and Jefferson Health Care have tightened their PPE requirements. Crews briefed and ongoing monitoring of the situation is in place.

**5. Human Resources and Staffing: Staffing:**

- a. **Remains stable, meeting each incident needs.** We will be monitoring.
- b. As always, we will need to pro-active and creative in our recruitment of volunteers.
- c. We also, need to develop a long-term staffing plan.
- d. I have no time planned off.

**6. Other: Any Questions?**

**End of December Report. DFC D. Svetich**

A-SHIFT OFFICERS REPORT LT. MARK MCCREHIN

**Apparatus Readiness:**

- B22 has returned from Mountain Mechanic and is currently in service. The issue that was discovered with the headlights randomly turning off turned out to be the headlight switch. It was partially melted over years of use. The switch has been replaced and headlights are in working order. Upon delivery of B22 to Mountain Mechanic there turned out to be an issue with the brakes. It was extremely difficult to stop the vehicle at any speed. It was found that the brake booster was leaking fluid and needed to be replaced. Mechanics discovered that there was a technical service bulletin stating that the original brake booster was too small for the vehicle. A new larger brake booster was ordered and installed, and all seems to be working correctly.
- Utility 21 is scheduled to go to Emergency Vehicle Solutions on Thursday morning to install the rear emergency light bar. It is scheduled to return to service Monday, January 11<sup>th</sup>.
- I have been working with Chief Mckern and Clallum County Fire for an ILA for mechanic services. We have used NKFR for our repair and maintenance work. They have become overwhelmed with work and are short staffed. I have contacted the Maintenance Supervisor for Clallum Fire and Chief Mckern has made contact with their Fire Chief in attempts to expedite the ILA process.

**Training and Competency:**

- Department training has been postponed due to COVID-19. However, online and shift training is continuing.

**Physical Resources and Quality of Life:**

- The leaking window at the Crew quarters was removed and the section of wall replaced inside and out.

**Staffing (next 30 days):**

- The Duty Calendar for January is supporting a full staff with a few shifts with a third member

**B-Shift Officers Report**

**Lt. Kevin Winn**

---

**1. Significant Events and Service Delivery:**

- Responded to an electrical fire on a Boat in the Quilcene Marina on 12/28.

**2. Training and Competency:**

- We attended CPR Protocol Training taught by PM Wagner at station 31.

**3. Physical Resources and Quality of Life:**

- Whistler Communication came and installed radios in some of our apparatus. We are still waiting for new radio plates for the Aid cars and will schedule with Whistler Communications. The radios that are installed are working great.
- Whistler Communications also delivered the new handheld radios and pagers. I have programmed and assigned pagers to department members and they seem to be working great. I have assigned new handheld radios to Chiefs, Career staff and Interior firefighters at this time.
- We will be phasing out the old Minitor 5 Pagers with the new Minitor 6 pagers. The new Kenwood handholds will replace any broken or worn-out Motorola handheld radios, but we will be keeping working Motorola handheld radios in service.
- Quite a few members in our department have received the first COVID-19 vaccine dose and are scheduled to receive the second dose in the coming weeks.
- I have contacted AT&T's FirstNet and Verizon about a First Responder Service plan that save us money and provide us a priority cell service in the event of a Natural or Manmade disaster.
- I am still waiting to hear back from POE on pricing for a server and PC equipment

**4. Staffing (next 60 days):**

- I have no vacation or time off planned for the month of January.

**C- Shift Officers Report**

**LT Nick Singleton**

**1. Significant Events and Service Delivery:**

- C Shift had a relatively low call volume for the final month of 2020. Most calls were medical in nature with one service call for a smoke detector battery change on Dabob Rd. This smoke detector was very difficult to access and required the use of the 24 ft extension ladder. The customer was very thankful we were able to replace the battery.
- Water usage report sent to PUD with approximately 1500 gallons used between maintenance and training
- Received an update from the county on the previously collapsed bridge at 3133 Leland Valley Rd W. QFR received paperwork from the county engineer certifying the newly built bridge for 50,000lbs mid span. This certifies the newly built bridge for all QFR apparatus. The owner of the property was contacted and requested C Shift go out to visually observe and document the new bridge. The property owner also had some concerns regarding her driveway width and turnaround clearance. Her concerns were put at ease with a report that we had adequate access for our biggest apparatus. Photos of the bridge were documented and a file for the bridge has been created on the computer.

**2. Apparatus Readiness:**

- C Shift started the rotation of aid cars on the two week schedule and both aid cars are now in service.

### **3. Training and Competency:**

- Continue to complete EMS Connect training videos and train on updated protocols on shift
- I am working with Chief McKern to put together a training outline for the 2020 EMS protocol updates. Once this outline is complete, I will announce and attempt to schedule a training session with all EMTs individually and get them trained and checked off on the new skills.
- Continue to run EMTs through daily on shift training scenarios.
- EMT Tim Mickelson was taken through EVIP 3.0 modules 1 & 2. He has been checked of for the classroom portion of his annual refresher and will be taken through a road test the next time he is on shift. He will also continue drive time and familiarization of Aid cars. Mickelson will also be working on his fundamentals list.
- EMT Shelby Coryell completed her classroom portion of EVIP 3.0. Coryell passed the written exam and was issued a certificate of completion. She will continue to familiarize with the aid cars.
- Successfully submitted NREMT recertification.
- Will be contacting Colleen Rodrigues to submit WA DOH EMT recertification this week.
- Will be contacting will be completing CPR refresher with Chief Manly the first week of January.
- Contacted Captain Goller with Brinnon Fire department and received info about a local delivery of a Rope rescue course. The information was passed along to the Chiefs and I hope this class can be delivered this year.

### **4. Physical Resources and Quality of Life:**

- The GPS unit is in service and ready for use. The process of placing the new trail rescue aid bag in service on hold until we receive notification on the award of the DNR phase 2 grant. If awarded, we will be purchasing a second back pack to be used with the aid back. The second backpack will be for responder equipment (water, snacks, flashlights, ponchos, etc.) The plan is to wait and place it all in service at the same time. We are still awaiting an update about the Phase 2 grant. I will provide updates as I have them.
- The extrication power head has a small hydraulic leak from one of the low-pressure lines feeding back to the hydraulic fluid reservoir. Tracy Hoffman with West Coast Rescue equipment was contact via phone and was able to identify the correct part verbally. He sent the replacement parts and we received them within a couple days. Tracy insisted on providing these small plastic parts free, at no cost to QFR. Tracy was thanked on behalf of the department for his kind donation. The replacement parts have not yet been installed as the leak is very minor and does not affect tool use. I anticipate having the new parts installed within the first week of January.
- Received 2020 hose and ladder testing documents from National hose testing. The documents have all been copied into a file for 2020 annual testing. The 2020 annual maintenance for the ladders has been recorded in ERS. The annual maintenance update for the hose is going to be a much slower process. I have started auditing and updating hose records in ERS. Each individual hose will be checked, and records updated. Hose listed in ERS that does not show as tested by

national hose testing is out of service and will be placed on a surplus list for future BOC approval. Any hose that is on the national hose testing list and not in ERS, will be added. I anticipate being done with this project by the end of January.

- All wildland PPE, except for a few sets currently issued, has been inspected, inventoried, and updated in ERS. It took approximately 20-30 hours of inventory, inspections, and data entry to update approximately 90% of the wildland PPE. The remaining 10% are sets that are currently issued to personnel and rescue PPE. Hopefully, with the award of the DNR Phase 2 grant, we will be able to purchase all new rescue PPE and phase out the use of the wild PPE as general rescue PPE for support and EMS personnel.
- After months of sitting upstairs in the admin building, I am happy to report all of the surplus structural PPE was picked up and hauled away by Kent Fire and Puget sound fire authority. They plan to use the PPE to outfit their explorers. PPE that isn't used will be donated overseas to foreign agencies.
- Received FF/EMT Washburn's turnouts from Lion after a nearly 10 month wait time. The gear was shipped without "QUILCENE" lettered across the back of the bunker coat. Contacted Aaron with SeaWestern who admitted it was another mistake on SeaWestern's part and came the same day to pick up the coat. Aaron delivered the coat to northwest safety clean that day to have the letters added at no cost and the coat will be shipped when complete. Once the coat is received it will be inventoried and issued to Washburn.
- All district owned fire extinguishers have been inventoried and added to ERS with their locations, this will allow for better accountability and maintenance documentation.
  - The water can on E21 suffered a hardware failure while on the scene of an electrical fire and failed during an attempt to extinguish the fire. Tarboo ridge extinguishers was called able to come out to QFR that afternoon and replace the hardware with an out of service water can. The failure was due to a brass bolt that failed inside the valve stem and allowed all the air pressure to bypass the water and escape. Randy with Tarboo extinguishers stated he had never seen this issue in his career and attributed the failure to aging components in our older water can.
  - The water can that was damaged on the scene of the chimney fire is still out of service. The reason for the delay is the manufacturer shipping the wrong part to Tarboo extinguishers. Randy advised the correct part has been ordered and once the parts arrive they will come out and fix the OOS water can. Once fixed, the water can will be in service as a backup.
- Deputy Chief Svetich contacted the Knox company and received a current list of Quilcene Knox box customers. Recently added a new customer to the master list and will be creating a plan with Dep Chief Svetich to check all existing Knox boxes within the district.
- I will be submitting a small surplus list to Chief McKern for BOC approval.

## **5. Staffing (next 60 days):**

- NTR.

## **6. Other:**

- NTR.

**OLD BUSINESS:**

1. **STATION 22:** Materials being ordered. Done within 10 days.
2. **BIAS UPDATE:** David Neuenschwander wrote a report. See attached.

**NEW BUSINESS:**

1. **JEFF COMM UPDATE:** Elected a New Director and IT. Might be a budget increase in the future.
2. **RURAL REDUCTION PROGRAM:** 2<sup>nd</sup> shots for iA the 1B will start.
3. **SAFETY TRAILER:** Met today but did not discuss this item.
4. **RESOLUTION #2021-01 Raise General Fire Budget: MOTION:** Commissioner Art Frank moved to accept and sign resolution 2021-01 Raise General Fire Budget, Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.
5. **RESOLUTION #2021-02 Raise Payroll Account: MOTION:** Commissioner Art Frank moved to accept and sign resolution 2021-02 Raise Payroll account. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.
6. **POLICIES: MOTION:** Commissioner Art Frank moved to accept policies 501, 912, 1016, 1037, 1100, 1101, 1102 and 1103 are written. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.
7. **Surplus Equipment: MOTION:** Commissioner Art Frank moved to surplus the 7 items on Lieutenant Nicholas Singleton's list. See attached. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.
8. **CLALLAM 3 MAINTENANCE ILA:** We have been using North Kitsap. Want to move to Clallam 3 for our maintenance now. **MOTION:** Commissioner Art Frank moved to accept the ILA with Clallam 3 for maintenance. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

**SECRETARY REPORT:** None.

**SEMINAR/SCONFERENCES/SPECIAL EVENTS:** Will get together with all department about Target Solution and training.

**PUBLIC INPUT-GOOD OF THE ORDER:** None.

**EXECUTIVE SESSION:** None.

**ADJOURNMENT:** Commissioner Art Frank called for adjournment at 7:33 pm.



SIGNED for Jefferson County Fire Protection District No. 2

BY:   
ART FRANK, Commissioner, Chair of the Board

BY:   
HERBERT BECK, Commissioner

BY:   
MELODY BACCHUS, Commissioner

ATTEST  
BY:   
Helen Jean Morris, District Secretary