

Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Chairman of the Board

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Commissioner Herbert Beck
Commissioner Melody Bacchus



ORIGINAL

BOARD FOR VOLUNTEER FIREFIGHTER PENSION & RELIEF BUSINESS: MOTION:

Commissioner Art Frank moved to add Adam Boling and Andrew Lewis to the rolls. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

CALL TO ORDER: Chair Commissioner Art Frank called the Regular meeting of the Board of Commissioner of July 12, 2021 to order at 7:00 pm. Commissioner Art Frank, Commissioner Melody Bacchus, Chief Tim McKern, Secretary Jean Morris, Executive Assistant David Neuenschwander, Lieutenant Kevin Winn, FF Zac Torres were in attendance in person. Commissioner Herbert Beck was in attendance via phone and Robert Rewitizer and Roland Faragher-Howell were in attendance via zoom.

APPROVAL OF AGENDA: Commissioner Art Frank moved to accept the agenda with the addition of 3. Jeff Gerhart's letter and 4. Refrigerator under New Business. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

APPROVAL OF MINUTES: MOTION: Commissioner Herbert Beck moved to accept the minutes of June 14, 2021 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 Commissioner Art Frank and Chief Tim McKern **MOTION:** Commissioner Herbert Beck moved to accept the vouchers in the amount of \$43,758.26 for General Fire and \$47,375.56 for EMS for a total of \$91,133.82 as presented. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

DAVID NEUENSCHWANDER MONTHLY FINANCIAL REPORT AND BIAS:

The monthly financial reports came in about 4:15 this afternoon so David got them prepared and reviewed them.

STAFF REPORT: BIAS Financial Accounting and Reporting Systems

This is a staff report only. It does not require action by the Commission.

BIAS Update on Payroll

- July payroll and liability payments were completed early.
 - The Fourth of July holiday
 - Fell on a Sunday
 - Banks were closed on Monday the 5th
 - Ordinarily payments would have been made on Tuesday the 6th
 - We were able to get payments out on Friday, July 2
- Direct Deposit timing issue
 - We set up an employee for direct deposit after the pay cycle was set up but before checks were run.
 - There is no automatic updating of the pay cycle records. A check was issued instead on this pay cycle. The employee will be paid by direct deposit on the next pay cycle.
- Overtime missed

- We missed entering overtime for one employee
- The employee was gracious enough to allow that overtime to be included in the next payroll
- Both Preparer and Reviewer are now aware of how to check for this problem
- It will be some time before we can complete this process without notes. The process is complex.

BIAS Update on Claims Payable

- Getting better—processed payables pretty much without notes
- Although we missed one step that would have been caught in reconciliation

MUNIS Upload

- The Jefferson County Treasurer requires a comma separated value file to upload our warrants into MUNIS.
- BIAS now creates an upload file that does not meet MUNIS specifications.
 - We have to make manual changes to the BIAS file before uploading.
- So far, the Treasurer and BIAS have not been able to work together on the appropriate file format.

Positive Pay

- We are still working on turning on Positive Pay for our Payroll Account.
- We already have this feature on our Claims (Warrant Account).

BIAS Financial Statements—Not applicable for June

- Treasurers Report (All Funds) Ending Balance: \$.
- 2021 Budget Position Report (All Funds):
 - **NOTE WELL:** Due to system changeover, January records included revenues and payroll expense, but no non-payroll claims expense.

	Year to Date
Revenue	\$
Disbursements	\$
Surplus/(Deficit)	\$

- **Taxes:** Nearly ___% of the budgeted tax revenues for the year has been received. The surplus will be whittled down between now and October when the second half of taxes are due.
- **Timber Sales:** Year to date, the County Treasurer has received only \$___ in Timber Sales funds for distribution to us.

IRS Communications

- The IRS hold on collection activity expired July 11.
- We trust everything is resolved. If not, we will be on the phone again.

Questions

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

CHIEF'S REPORTS AND OFFICER REPORTS:

Chief added that he has signed up for the L & I FIIRE Pilot program.

FIRE CHIEF

Tim McKern

- ***Governance and Administration:***

- New EMS Protocols complete we are rolling out new Meds and training on them
- COVID 19 Vaccines are completed and local clinics and pharmacies have them.
- Getting back to Facebook live and "Coffee with the Chief" several times this month.

- ***Goals and Objectives:***

- Station 22 Station insulation finish this month and onto ramp grade and potential gravel.
- EMS / Non-Combat PPE gear just arrived out to crews next few weeks.
- PPE for Fire Ground Grant went into AFG and no news yet.
- Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead and working with the West Sound Training group to build Training 2021 and beyond. We are looking into the budget impact if any.
- EMS Levy renewal 2021 . Put on the ballot Aug /Nov , Resolution under new business.
- Web Update to include new Pic's. We are starting our EMS Social Media Blitz.

- ***Financial Resources:***

- BIAS – David has report
- GEMT funds still rolling in and working with BIAS on the reports due to HCA

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

- Working with POE on moving out Hostmonster for emails and web.

- ***Health and Safety***

- Review of Policies and Safety programs – Safety Committee meets with Officers 1st 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 2nd September 15, 2021
- Working with Jeffcom on new CAD program that included response plans.
- Working with Jeffcom / MedeVac Providers to streamline the process.

- ***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

- EMS Levy Renewal

- Review Fire Levy for potential Lid Lift 2022

- Safer for three more career staff 2022/2023

Significant Events and Service Delivery:

The month of June was a busy month for EMS calls, 33 responses, make up 66% of our calls this month. Most where BLS, several were upgraded to ALS. We responded to 3 fires and several service calls and good intentions. The several call types increased with folks moving around more. We expected and several patients during the Quilcene Gravel Unravel bike race. We had 3 incidents that where fires. Two of the fires were wildland fires, one from burning. Had several days that hit 75 degrees or above, with a four-day run of 100+ degree days, hit a new high of 111*. The Crews handled all calls professional and with skill. We finished the month with 15 days without rainfall and above average temperatures.

1. Historical Call numbers for each year:

- Finished June 2021 with **50 Responses vs 25** in 2020
- To date 2021 total to date of **249 Responses vs 213** in 2020

2. Apparatus Readiness: Lt. McCrehin' s report will cover:

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

4. Training and Competency: Target Solutions deployment and engagement with Training Consortium. Continue to struggle to get members on the program. Now that Covid restrictions are being lifted expect to plan more in person training events.

5. Emergency Medical Services: Our EMS Responses were 61% for 2021 total responses

6. Human Resources and Staffing:

a. Remains stable, meeting each incident needs. When needed mutual aid has been used to cover or assist with calls at times. We will be monitoring.

5. Will take time off as needed: Will be in Montana early part on July, family. Still trying to schedule a knee replacement surgery.

6. June 2021 Responses

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	6%
Rescue & Emergency Medical Service	33	66%
Hazardous Condition (No Fire)	2	4%
Service Call	1	2%
Good Intent Call	10	20%
False Alarm & False Call	1	2%

7. June 2021 Incidents by Zone

INCIDENT TYPE	INCIDENTS
Zone: 21 - Quilcene	
321 - EMS call, excluding vehicle accident with injury	25
321 - EMS call, excluding vehicle accident with injury	2
322 - Motor vehicle accident with injuries	1
480 - Attempted burning, illegal action, other	1
500 - Service Call, other	1
611 - Dispatched & cancelled en route	2
Zone: 22 - Coyle	
140 - Natural vegetation fire, other	1
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	1
Zone: 23 - Dabob	
400 - Hazardous condition, other	1
745 - Alarm system activation, no fire - unintentional	1
Zone: Brinnon - Brinnon Fire	
141 - Forest, woods or wildland fire	2
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled en route	3
Zone: Discovery Bay - Discovery Bay Fire	
322 - Motor vehicle accident with injuries	2
611 - Dispatched & cancelled en route	1
Zone: East Jeff - East Jefferson Fire & Rescue	
141 - Forest, woods or wildland fire	1
611 - Dispatched & cancelled en route	4
Zone: Port Ludlow - Port Ludlow Fire & Rescue	
322 - Motor vehicle accident with injuries	1
365 - Watercraft rescue	1
Zone: XX - Other Out Of District	
321 - EMS call, excluding vehicle accident with injury	1

7. Other: Any Questions?

End of May 2021, Report. DFC D. Svetich

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Apparatus Readiness:

- Happy to report that all Quilcene Fire Rescue Apparatus are currently in service and available.

Training and Competency:

- Target Solutions has been slow however, responders are working through the first set of training that was delivered.

Physical Resources and Quality of Life:

- I have begun going through the riding lawn mower at Station 21. A complete maintenance kit was ordered along with a few extra items that needed replacing. I am still waiting for a few items to arrive to finish.

Staffing (next 30 days):

- There are still 2 open days for the month of July. We have many responders gone on vacations throughout the summer making the calendar somewhat difficult to fill. Our remaining core responders are stepping up as much as they can to fill the voids.
- We had 3 Community events during the month of June:
 - The Quilcene School Hosted Field Day for the younger students.
 - The Quilcene School along with the YMCA hosted Beach Day at the Herb Beck Marina.
 - The Quilcene Historical Museum hosted the Bon Jon Peda Bender Bike Race.

We were able to sufficiently staff with volunteers for all these events!

1. Significant Events and Service Delivery:

- Nothing to Report.

2. Training and Competency:

- N/A

3. Physical Resources and Quality of Life:

- We are still waiting to hear back if we can purchase the items submitted on the quote from Silke Communications (Formally known as Action Communications) for accessories for the new Pagers and radios for purchase using the remainder of the AFG Grant.
- The Surface Go mount for E21 has been ordered but it sounds like one of the parts for it is still on back order. Silke will keep me updated on when they expect to receive the part.
- I will be working with POE on getting our Emails and Website Domains switched over from Hostmonster and Outlook to Gmail.
- I am scheduling our annual compressor service for our SCBA cascade system with Annas Consultants.
- I will be reaching out to companies that teach AHA CPR Instructor classes and see if they would be willing to teach a class at station 21 for Career staff and any QFR volunteers who are interested. We will also offer the class to neighboring districts.
- B shift assisted with the End of School Beach Party on June 18th.
- Burn ban went into effect June 25th. Burn ban signs have been put out throughout the district.

4. Staffing (next 60 days):

- I have vacation planned for July 30th and 31st for my wedding.

1. Significant Events and Service Delivery:

- C Shift responded to 11 incidents during the month of June. Most incidents were medical and fire in nature. Notable incidents for the month of June include:
 - Dusty Road Fire- 0.10 Acre Wildland Fire on Steep hillside in Brinnon in fresh logging slash and downed trees.
 - Bee Mill Fire- 0.25 Acre Wildland Fire on steep hillside in Brinnon in brush understory.
 - Blueberry Hill Drive Fire- 0.10 Acre Wildland Fire burning underground beneath heavy brush understory.
 - ALS medical incident that transitioned to CPR in progress with rapid and successful resuscitation of patient within 2 minutes of witnessed arrest. Patient air lifted to Harborview
- Water usage report sent to PUD with approximately 2000 gallons used.
- Customer inquired about apparatus access to driveway and a driveway evaluation was scheduled. Customer needed to reschedule. The driveway evaluation but was provided with literature on defensible space for wildland fires and Files of Life for the household. Driveway evaluation TBD.

2. Apparatus Readiness:

- B21 continues to be the focus of readiness with the recent and predicted weather. Time has been spent making sure that all equipment on B21 gets carefully inspected, cleaned, and returned to a ready state after each wildland fire

3. Training and Competency:

- Received Fire Inspector 1 book and will be studying to retake IFSAC written exam. Inspector 1 IFSAC written exam scheduled for August 3rd at station 21. Will also be performing an inspection of the school prior to the test as a refresher.
- The wildland field day hosted by PLFR required a last-minute change in location, which needed last minute site preparations. The location was moved from the old shine quarry to the old Port Ludlow Golf course where the training has been in years past. The training was successful with a great turn out of trainees and instructors. The weather was not in our favor with heavy rains but it was still a great training experience.
- Tyson Svetich has received his FFT1 certification and has an open ICT5 Position Task Book. His ICT5 PTB expired and needed to be resubmitted to DNR in order to reflect him being and ICT5 trainee on his red card.
- Working back through each module on the Blue Card online ICS training.
- Will be working with Deputy Chief Svetich to deliver some fundamental wildland safety training to QFR volunteers at Station 22. Agenda and Date TBD.
- Started the process of obtaining Engine boss wildland certification. The process starts with completing 3 online classes: S-290 Intermediate wildland fire behavior (15-20hrs), S-230 Single resource crew Boss (15-

20hrs), optional S-219 Firing operations course (2-3 hrs). Once the online component is complete, a PTB for Engine boss trainee will be issued and tasks will need to be completed on incidents.

4. Physical Resources and Quality of Life:

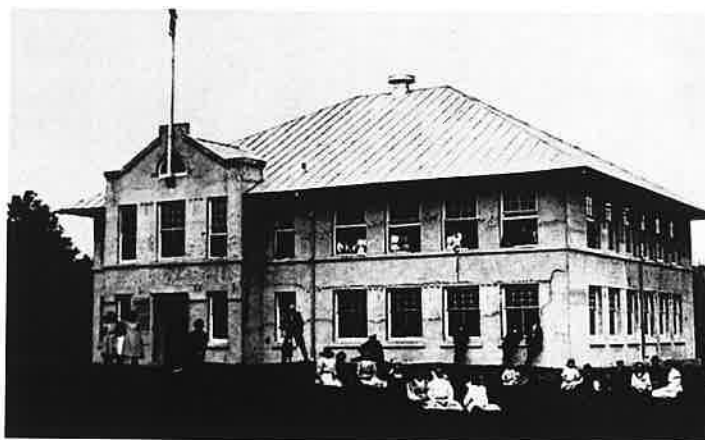
- Will be starting hand tool restoration project for all hand tools by July. This will consist of an inventory and an evaluation of each hand tool to determine its serviceability. Serviceable tools will be cleaned, sharpened, assigned a serial number, and updated in ERS. Non-serviceable tools will be taken out of service.
- Annual small engine maintenance is also on the radar for summer. Each small engine will be evaluated, cleaned, and will receive a minimum of an oil change.
- Non-Combat PPE will be issued to personnel within the second week of July.

5. Staffing (next 60 days):

- NTR.

6. Other:

- NTR.



UNFINISHED BUSIESS:

1. **St. 22:** No date for insulation yet. Will be this month.
2. **JEFF COMM UPDATE:** Nothing this month.
3. **RURAL REDUCTION PROGRAM:** Between Chimacum, Quilcene and Brinnon will receive approximately 1 million dollars towards the program.
4. **STRATEGIC PLAN:** 3 items were placed on the chief's report. Attacking the old plan.

NEW BUSINESS:

1. **POLICIES: MOTION:** Commissioner Art Frank moved to accept the changes to policy #1038. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.
2. **RESOLUTION #2021-04 RESOLUTION TO SUBMIT AN EMS LEVY: MOTION:** Commissioner Art Frank moved to accept Resolution #2021-04. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.
3. **LETTER FROM JEFF GERHART:** Discussed the letter from Jeff Gerhart in regards to the new logo he designed in 2014. Chief Tim McKern will contact Jeff and see what he is asking and ask for an invoice.
4. **REFRIGERATOR:** Discussed the refrigerator in the kitchen and crew quarters and the water from Olympic Springs. No action taken.

SECRETARY REPORT: Secretary Morris reported that she has the GEMT report almost finished.

SEMINARS/CONFERENCES/SPECIAL EVENTS: Nothing.

PUBLIC INPUT-GOOD OF THE ORDER: Commissioner Art Frank would like to see the September meeting held at the Coyle Community Center.

EXECUTIVE SESSION: None.

ADJOURNMENT: Chair Commissioner Art Frank called for adjournment at 7:45 pm.

SIGNED for Jefferson County Fire Protection District No. 2

BY: Art Frank
ART FRANK, Commissioner, Chair of the Board

BY: Herbert Beck
HERBERT BECK, Commissioner

BY: Melody Bacchus
MELODY BACCHUS, Commissioner

ATTEST
BY: Helen Jean Morris
Helen Jean Morris, District Secretary