



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

December 19, 2022, 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

Deputy Chief Svetich – In Person

Exec. Assistant Neuenschwander – In Person

Captain McCrehin – Zoom

Lt. Singleton – In Person

Volunteer Grooms – Zoom

Volunteer Tyson Svetich – In Person

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Lt. Singleton led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Kelbon requested to add old business item **6. Covid Policy**. Commissioner Frank moved to accept the agenda with Commissioner Kelbon's addition. Commissioner Bacchus seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioners received minutes of the November 21, 2022 Regular Meeting. Commissioner Bacchus moved to accept the minutes. Commissioner Kelbon seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Secretary Rewitzer advised the Board that payment of \$26,328.19 to Department of Retirement Services was the result of a required correction notice to report a former employee. Commissioner Frank moved to approve listed vouchers totaling \$134,281.28. Commissioner Kelbon seconded. The motion carried. Commissioner Frank signed the Payroll and Claims check registers.

MONTHLY REPORTS:

- **Monthly Financial Report** – Commissioners were provided with a Treasurer's Report and a Budget Position report. Secretary Rewitzer reported that the overall fund balance had increased by \$321,732.37 since the beginning of the year. Fire Suppression and EMS Operations expenditures were at 94% of budget.

- **Chief's and Officer's Reports** – Commissioners were provided with the Monthly Fire Chiefs Report. Chief McKern reported that Tyson Svetich will be hired as a temporary Firefighter/EMT effective January 1, 2023. Deputy Chief Svetich will retire from Deputy Chief duties at the end of the year. Commissioners thanked DC Svetich for his many years of service. DC Svetich thanked commissioners and the District for the opportunity to serve.
- **District Secretary's Report** –Secretary Rewitzer reported that the final correction requirement from the Department of Retirement Services audit involved a complicated calculation involving mobilization pay.

CORRESPONDENCE:

A letter was received from the University of Nebraska Medical Center thanking Chief McKern for his participation and leadership in the evaluation of the ISTARI patient transport device.

A letter was received from North Hood Canal Chamber of Commerce inviting membership in the organization. Annual dues are \$50.00. Commissioners were supportive of the District joining the Chamber.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – A bid of \$28,780.00 was received from Nieman Construction Co. Inc. to remodel the Crew Quarters bathroom. Chief McKern recommended acceptance. Sales tax was calculated to be an additional \$2,619.00. Commissioner Frank moved to approve a capital request of \$31,399.00 to move forward with Nieman Construction to remodel the Crew Quarters bathroom. It was understood that this motion overruled the Board's previous action on October 24, 2022 which authorized \$25,000.00 for the project. Commissioner Bacchus seconded. The motion carried. Commissioner Kelbon abstained due to a conflict of interest.

Chief McKern reported that the overhead garage door at the rental house will be replaced as it is no longer serviceable. Olympic Garage Door will perform the work.

2. **Station 22 Facilities** – Chief McKern reported that the building's electrical power service mast and meter were damaged by a fallen tree during the winter storm on November 30, 2022. Double D Electric and PUD made emergency repairs and a claim has been made with our insurance carrier.

Volunteer Grooms reported all three apparatus are in service. Commissioner Frank commended Grooms for his repair of Brush 22's pump. Grooms was able to diagnose the problem and locate a replacement part which saved the District significant repair expense. Commissioner Frank would like input on an incentive program to recognize members for cost-saving measures.

3. **DNR Trust Lands** – Deputy Chief Svetich and Commissioner Kelbon provided an update. The Board of County Commissioners sent a letter to the DNR asking for more details about the carbon offset program and its financial effects. Commissioner Kelbon reported that company that was to broker carbon credits for the State has suddenly pulled out of the project.
4. **Collaborative Services Agreement with Fire District 5** – Discussion regarding what issue(s) the agreement is addressing. Commissioner Frank suggested handling issues through strategic planning. Chief McKern will discuss this with DBVF&R Chief Knoepfle. Commissioners declined further action for now.
5. **Social Media Retention** – Secretary Rewitzer provided information regarding retention options. Commissioners recognized the necessity of having a system and directed staff to have a proposal for the next regular meeting.
6. **Covid Policy** – Commissioner Kelbon inquired about how unvaccinated volunteer applicants might be handled. Discussion regarding existing requirements and accommodations. Commissioners should be part of the decision process should a circumstance arise. Action tabled until then; carry over.

NEW BUSINESS:

1. **Levy Lift** – Secretary Rewitzer provided historic and current information regarding the District's general fire and EMS levy. Discussion regarding levy lift options. Chief McKern reported that the federal Staffing for Adequate Fire and Emergency Response (SAFER) grant opportunity should be opening for applications soon. Commissioners were interested in pursuing grant funding before committing to a levy lift. Action tabled – to be readdressed in July.
2. **Resolution 2022-009-S** – Lt. Singleton sought to surplus an expired structural helmet assigned to Firefighter Torres. Resolution 2022-009-S was prepared for Board review. Commissioner Frank moved to adopt the resolution with the stipulation that Chief McKern resolve any legal or ethical barriers regarding disposition of the helmet. Commissioner Kelbon seconded. The motion carried.
3. **District Secretary Contract** – Commissioners were provided with a contract to employ Robert Rewitzer as District Secretary in 2023. No change from the amended 2022 contract except salary was left open to negotiation. Discussion regarding contract term and compensation. Commissioner Frank called for an Executive Session under Section 42.30.110(1)(g) RCW to review the performance of a public employee. A 15-minute Executive Session attended by Commissioners and Chief McKern commenced at 8:36 p.m. The session ended at 8:51 p.m. with no action reported. Commissioner Frank moved to accept the contract with a 6% salary increase. Commissioner Bacchus

seconded. The motion carried. Secretary Rewitzer accepted, and the contract was executed.

4. 2023 Meeting Dates – Commissioners were advised that several regular monthly meeting dates conflict with holidays in 2023. A commissioner had a conflict with meetings occurring the next business day as allowed by Section 42.30.070 RCW. Commissioner Frank moved to adopt resolution 2022-010 establishing that the regular monthly meeting of the Board occurring in January, February, and June shall be held on the second Monday of the month. Commissioner Bacchus seconded. The motion carried.

SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:

Nothing added.

GOOD OF THE ORDER:

Commissioners were advised of their exemption from that the reporting requirements of Section 42.17A.700 RCW (Public Disclosure).

ADJOURNMENT:

The meeting was adjourned at 8:56 p.m.

ATTACHMENTS:

- General Certificate for Claims:** Payroll Check/Warrant Register dated 12/1/2022
Claims Check/Warrant Register dated 12/19/2022
- Resolutions:** 2022-090-S Declaring Certain Property Surplus
2022-010 Establishing the Dates of Regular Meetings
- Reports:** November 2022 Treasurer’s Report
Monthly Fire Chief’s Report

APPROVED this 9th day of JANUARY, 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: 07:47:56 Date: 12/01/2022

12/01/2022 To: 12/01/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
712	12/01/2022	Payroll	20	EFT	Lynn Cassella-Blackburn	1,681.56	2022.11 Payroll
714	12/01/2022	Payroll	20	EFT	Sophia Knutzen	138.52	2022.11 Payroll
717	12/01/2022	Payroll	20	EFT	Mark A McCrehin	4,229.90	2022.11 Payroll
718	12/01/2022	Payroll	20	EFT	Timothy M McKern	7,036.41	2022.11 Payroll
719	12/01/2022	Payroll	20	EFT	Robert J Rewitzer	2,000.00	2022.11 Payroll
720	12/01/2022	Payroll	20	EFT	Nicholas Singleton	4,014.80	2022.11 Payroll
723	12/01/2022	Payroll	20	EFT	Zachary D Torres	1,326.13	2022.11 Payroll
724	12/01/2022	Payroll	20	EFT	Kevin R Winn	4,368.65	2022.11 Payroll
725	12/01/2022	Payroll	20	EFT	HRA VEBA - YA20437	500.00	Pay Cycle(s) 12/01/2022 To 12/01/2022 - HRA VEBA
726	12/01/2022	Payroll	20	EFT	US Treasury	5,269.41	941 Deposit for Pay Cycle(s) 12/01/2022 - 12/01/2022
727	12/01/2022	Payroll	20	EFT	WA Dept of Retirement Systems	4,115.90	Pay Cycle(s) 12/01/2022 To 12/01/2022 - LEOFF2; Pay Cycle(s) 12/01/2022 To 12/01/2022 - PERS2
711	12/01/2022	Payroll	20	1279	Melody Bacchus	236.42	2022.11 Payroll
713	12/01/2022	Payroll	20	1280	Art Frank	236.42	2022.11 Payroll
715	12/01/2022	Payroll	20	1281	Viviann Kuehl	277.05	2022.11 Payroll
716	12/01/2022	Payroll	20	1282	Andrew J Lewis	207.79	2022.11 Payroll
721	12/01/2022	Payroll	20	1283	Donald Svetich	109.70	2022.11 Payroll
722	12/01/2022	Payroll	20	1284	Tyson Svetich	406.82	2022.11 Payroll
728	12/01/2022	Payroll	20	1285	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 12/01/2022 To 12/01/2022 - Union Dues
729	12/01/2022	Payroll	20	1286	Nationwide Retirement Solutions	816.56	Pay Cycle(s) 12/01/2022 To 12/01/2022 - 457 Plan; Pay Cycle(s) 12/01/2022 To 12/01/2022 - 457 Plan Roth
730	12/01/2022	Payroll	20	1287	Trusteed Plans Service Corporation	5,753.46	Pay Cycle(s) 12/01/2022 To 12/01/2022 - Medical; Pay Cycle(s) 12/01/2022 To 12/01/2022 - Dental

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

26,716.21
16,196.04

42,912.25 Payroll: 42,912.25

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 07:47:56 Date: 12/01/2022

12/01/2022 To: 12/01/2022

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.**

Robt Reintzer 12-1-2022
 Preparer Date

Samuel K 12-1-2022
 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.

AW Froul 12-29-2022
 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: 13:57:36 Date: 12/19/2022

12/01/2022 To: 12/31/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
737	12/19/2022	Claims	10	EFT	WA Dept of Retirement Systems		Was set up as EFT but needs check
738	12/19/2022	Claims	10	620643	AT&T Mobility	313.39	Monthly Cell Service
739	12/19/2022	Claims	10	620644	Annas Consulting Inc	447.28	Annual Breathing Air Testing
740	12/19/2022	Claims	10	620645	Boundtree Medical LLC	1,360.43	Medical Supplies; Medical Supplies; Medical Supplies
741	12/19/2022	Claims	10	620646	Canon Financial Services, Inc	54.44	Monthly Printer Lease
742	12/19/2022	Claims	10	620647	Cooper Fuel	1,553.94	Heating Oil Refill - Admin; Heating Oil Refill - Crew Quarters; Diesel Tank Refill
743	12/19/2022	Claims	10	620648	Costco Wholesale Membership	120.00	Annual Subscription
744	12/19/2022	Claims	10	620649	Cruise Master Engraving Inc	316.55	Retirement Plaque - D. Svetich
745	12/19/2022	Claims	10	620650	Double D Electric	7,481.31	Electrical Repair - Rental; Repair Heater - Station 21; Generator Repair
746	12/19/2022	Claims	10	620651	EMS Connect LLC	125.00	Monthly EMS Training
747	12/19/2022	Claims	10	620652	EMS Special Agency Fund	340.00	Monthly EMS Transport Fee
748	12/19/2022	Claims	10	620653	ESO Solutions, Inc.	299.43	Monthly RMS Fee
749	12/19/2022	Claims	10	620654	Elite Extrication & Equipment	29,760.00	Extrication Equipment - AFG Grant
750	12/19/2022	Claims	10	620655	Good Man Inc	101.43	Monthly Restroom - Station 22
751	12/19/2022	Claims	10	620656	Henery Hardware	77.43	Apparatus Headlight & Antifreeze
752	12/19/2022	Claims	10	620657	JC Dept of Public Works	480.71	Monthly Fuel - November
753	12/19/2022	Claims	10	620658	JC Fire District #2 Payroll	42,912.25	2022.12.01 Payroll
754	12/19/2022	Claims	10	620659	Jamestown Networks	458.41	Monthly Telephone/Internet
755	12/19/2022	Claims	10	620660	Jefferson Propane	1,967.02	Propane Refill - Station 23; Propane Refill - Station 22; Propane Refill - Station 21; Propane Refill - Station 21; Propane Refill - Station 23; Propane Refill - Station 22; Propane Tank Refill - Stat
756	12/19/2022	Claims	10	620661	Magellan Healthcare Inc	3,164.00	Annual Employee Assistance Plan Subscription
757	12/19/2022	Claims	10	620662	Krystal McCrehin	361.92	Volunteer Banquet Dinner Supplies
758	12/19/2022	Claims	10	620663	Mark A McCrehin	54.68	Volunteer Banquet Supplies - Challenge Coins
759	12/19/2022	Claims	10	620664	Timothy M McKern	100.00	Monthly Personal Device Stipend
760	12/19/2022	Claims	10	620665	Murrey's Disposal Co Inc	51.88	Monthly Garbage
761	12/19/2022	Claims	10	620666	Olympic Springs Inc	39.06	Monthly Water
762	12/19/2022	Claims	10	620667	PUD	1,526.63	Monthly Electric/Water - Admin; Monthly Electric/Water - Crew Quarters; Monthly Electric/Water - Station 21; Monthly Electric - Station 22; Monthly Electric - Station 23; Monthly Electric - Annex
763	12/19/2022	Claims	10	620668	Pacific Office Equipment	542.27	Monthly Printer - Admin; Monthly Printer - Station 21; Monthly Computer Support; Monthly Gmail
764	12/19/2022	Claims	10	620669	Peninsula Pest Control Inc	81.83	Monthly Pest Control
765	12/19/2022	Claims	10	620670	Stryker Medical	1,060.80	Lifepak Replacement Battery; Lifepak Replacement Batteries
766	12/19/2022	Claims	10	620671	Swift Plumbing & Heating	1,273.87	Oil Furnace Service - Admin, Crew, Rental
767	12/19/2022	Claims	10	620672	Systems Design West LLC	461.60	Monthly EMS Billing

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:57:36 Date: 12/19/2022

12/01/2022 To: 12/31/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
769	12/19/2022	Claims	10	620673	US Bank	3,083.46	3856 - Refund of returned item; 3856 - CPR Cards; 3856 - Engine Part; 4651 - Monthly Zoom; 4651 - iPad Charger for C202; 5799 - Postage; 5799 - Monthly Adobe; 5799 - Annual MRSC Roster Subscription; 5
768	12/19/2022	Claims	10	620674	US Bank Business Credit Card	39.99	7334 - Annual Business Advantage - Northern Tool
770	12/19/2022	Claims	10	620675	VFIS	6,086.00	Quarterly Commercial Auto Policy; Quarterly Portfolio Policy
771	12/19/2022	Claims	10	620676	Washington Fire Commissioners Assn	1,500.00	Annual Membership Subscription
772	12/19/2022	Claims	10	620677	Washington State Fire Fighters Assn	100.00	Annual Agency Subscription
773	12/19/2022	Claims	10	620678	Wave Broadband	214.10	Monthly Cable/Internet
774	12/19/2022	Claims	10	620679	Westbay Auto Parts Inc	41.98	DEF for A21
775	12/19/2022	Claims	10	620680	WA Dept of Retirement Systems	26,328.19	DRS Contributions 2014-2021 for Morris
						104,400.18	
						29,881.10	
						134,281.28	Claims: 134,281.28

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:57:36 Date: 12/19/2022

12/01/2022 To: 12/31/2022

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CHECK REGISTER REPORT

PURPOSE: Check one.

PAYROLL: *No General Certificate required.**

BARS Codes for Payroll Checking Account reimbursement Claims:

General Fund: 589.99.00.000.1 Payroll Clearing--GEN

EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

CLAIMS: *Required--General Certificate.**

Robt Reink 12-19-2022
Preparer Date

JM M 12-14-2022
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.

AW 12 19 22
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.



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

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

IN THE MATTER OF DECLARING CERTAIN)
PROPERTY OF THE DISTRICT SURPLUS AND)
AUTHORIZING DISPOSAL)

RESOLUTION NO.
2022-009-S

WHEREAS, the Fire Chief of Jefferson County Fire Protection District No. 2 ("District") has reported to the Board of Fire Commissioners that the following described personal protective equipment (PPE) expired June 3, 2020 and is no longer permitted to remain in service pursuant to National Fire Protection Association (NFPA) 1851, Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting:

Bullard LT Series Structural Helmet, Ser. No. 000001

WHEREAS, the Board of Fire Commissioners formally finds that expired and non-serviceable PPE serves no valid function for the present or future needs of the District; and

WHEREAS, pursuant to RCW 52.12.021 the District has full authority to dispose of District owned real and personal property;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, as follows:

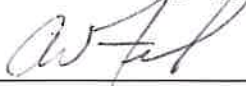
Section 1: The listed PPE is declared to be surplus property of the District.

Section 2: The Fire Chief is authorized to dispose of the listed PPE in accordance with District Policy 713 Surplus Property Disposal.

ADOPTED by the following vote this 19 day of DECEMBER, 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:

3 YEA; 0 NAY; 0 ABSTAIN; AND 0 ABSENT.

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


ART FRANK, Chair of the Board


MELODY BACCHUS, Commissioner


MARCIA KELBON, Commissioner

ATTEST:


ROBERT REWITZER, District Secretary



Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Board Chair

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

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

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF ESTABLISHING THE DATES OF REGULAR MEETINGS OF THE BOARD OF FIRE COMMISSIONERS) RESOLUTION NO. 2022-010

WHEREAS, Section 52.14.090 RCW requires the Board of a Fire Protection District to hold regular monthly meetings at a place and date as it determines by resolution; and

WHEREAS, Resolution 2021-08 fixes the date of the Board's regular monthly meeting as the third Monday of each month; and

WHEREAS, Section 42.30.070 RCW establishes that if at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day; and

WHEREAS, the following holidays occur on the third Monday of the month: Martin Luther King Jr. Day (January), President's Day (February), and Juneteenth Day (June); and

WHEREAS, holding a regular meeting on Tuesday conflicts with the Board's decades-long practice of holding its regular meeting on Monday;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, as follows:

The regular monthly meeting of the Board occurring in January, February, and June shall be held on the second Monday of the month and the regular monthly meeting of the Board occurring in March, April, May, July, August, September, October, November, and December shall be held on the third Monday of the month.

AND BE IT ALSO RESOLVED that all other particulars of Resolution 2021-08 regarding the time and place of regular monthly meetings shall remain in effect.

ADOPTED by the following vote this 19 day of DECEMBER, 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:

3 YEA; 0 NAY; 0 ABSTAIN; AND 0 ABSENT.

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

Signature of Art Frank
ART FRANK, Chair of the Board

Signature of Melody Bacchus
MELODY BACCHUS, Commissioner

Signature of Marcia Kelbon
MARCIA KELBON, Commissioner

ATTEST:

Signature of Robert Rewitzer
ROBERT REWITZER, District Secretary



Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Board Chair

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

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

REGULAR MEETINGS

of the

BOARD OF FIRE COMMISSIONERS

to be held in

2023

January 9

February 13

March 20

April 17

May 15

June 12

July 17

August 21

September 18

October 16

November 20

December 18

Regular meetings are held at 7:00 p.m. at Bob Wilson Fire Station 21

Board meetings may be attended remotely by Zoom at:

<https://us06web.zoom.us/j/5395075683>

Meeting ID: 539-507-5683

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 14:00:32 Date: 12/05/2022
Page: 1

11/01/2022 To: 11/30/2022

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	492,185.33	105,318.92	67,725.55	529,778.70	0.00	2,282.36	0.00	532,061.06
040 EMS Fund 662 610 71	505,232.62	42,167.39	36,171.03	511,228.98	0.00	51.20	0.00	511,280.18
070 Capital (Reserve) Fund 662 631 71	1,873,163.17	6,664.69	50.00	1,879,777.86	0.00	0.00	0.00	1,879,777.86
	2,870,581.12	154,151.00	103,946.58	2,920,785.54	0.00	2,333.56	0.00	2,923,119.10

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 14:00:32 Date: 12/05/2022
Page: 2

11/01/2022 To: 11/30/2022

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	431,685.34	141,439.95	103,846.59	469,278.70	0.00	0.00	469,278.70
20 Payroll-1st Security	59,999.99	58,081.05	58,081.04	60,000.00	0.00	2,333.56	62,333.56
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	505,232.62	42,167.39	36,171.03	511,228.98	0.00	0.00	511,228.98
70 Capital (Reserve)-JeffCo	1,873,163.17	6,664.69	50.00	1,879,777.86	0.00	0.00	1,879,777.86
Total Cash:	2,870,581.12	248,353.08	198,148.66	2,920,785.54	0.00	2,333.56	2,923,119.10
	2,870,581.12	248,353.08	198,148.66	2,920,785.54	0.00	2,333.56	2,923,119.10

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

11/01/2022 To: 11/30/2022

As Of: 11/30/2022 Date: 12/05/2022

Time: 14:00:32 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	187	04/04/2022	Payroll	20	1174	David Blohm	304.75	2022.04 Payroll
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	322	06/01/2022	Payroll	20	1203	David Blohm	13.85	2022.06 Payroll
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	387	07/01/2022	Payroll	20	1214	David Blohm	152.38	2022.07 Payroll
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	515	09/01/2022	Payroll	20	1244	Melody Bacchus	118.20	2022.08 Payroll
2022	576	10/03/2022	Payroll	20	1253	David Blohm	124.67	2022.09 Payroll
2022	583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll
2022	587	10/03/2022	Payroll	20	1262	Knystal McCrehin	21.56	2022.09 Payroll
2022	670	11/01/2022	Payroll	20	1276	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 11/01/2022 To 11/01/2022 - Union Dues
							2,333.56	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	2,282.36	2,282.36
040 EMS Fund 662 610 71	0.00	51.20	51.20
	0.00	2,333.56	2,333.56

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 14:00:32 Date: 12/05/2022
Page: 4

11/01/2022 To: 11/30/2022

REVIEWED AND APPROVED



Preparer

12-5-2022

Date



Auditing Officer

12-5-2022

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For November 2022

Our Mission

"Provide competent and professional fire, rescue, and medical services to the citizens and visitors of Quilcene and Coyle while ensuring the safety, education, and well-being of its members."

Our Vision

"Provide services to the Quilcene and Coyle communities in the form of fire, rescue and medical incident responses, and public safety, fire prevention and public affairs. These services will be provided in an environment of inclusion of all its members and the communities."

Our Core Values

The five QFR Core values in priority order are:

1. FIREFIGHTER SAFETY
2. FIRE PREVENTION & PUBLIC EDUCATION
3. EFFICIENT OPERATIONS
4. PROFESSIONAL BEHAVIOR
5. CLEAR POLICY /CONCISE PROCEDURE

"We serve to save"

Governance and Administration:

- COVID 19 – Flu Vaccine – Washington in Purple (Highest in US) RSV for adults as well
- JeffCom Hiring Staff is the Key focus and Director has been relieved of her duties
- Chief Manly and Chief Black now Chair and Vice JCFA

Goals and Objectives:

- Station 22 Station pending ramp grade, Pavement, and Exterior Painting
- LNI Fiire Program for the year 2 moving forward
- Training Program plan with potential change to Action Training due to cost and ease of use.
- AFG 2021 applied and was awarded Battery Operated Extrication Tools. Board action last month to order TNT Tools with 4-6 weeks out. We will follow up with remainder of grant to mounts for E21.

Financial Resources:

- GEMT funds still rolling in and working with BIAS on the reports due to HCA
- CMS (Medicare) Data Collection Project for 2022 July 1,2022 – June 30 2023

Physical Resources and Quality of Life (QOL):

- Stryker Gurneys and Stairchair ordered and Braun NW to install on arrival. Should be by end of month

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets with Officers 2nd Wednesday of each month.
- FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 4th 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 and MediVac Providers to set up App for each provider. Along with a new DOH state Air Transport Committee to review the process and procedures they follow.

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing

Strategic Plan

- Review at Leadership updating with recent Stryker Gurney Overview
- Review Fire Levy for potential Lid Lift TBD
- Safer grant for 3 to 4 FF

Significant Events and Service Delivery:

- Total call volumes are below last year this time, difference in call volume is 69 calls more in 2021. For the month of November, we responded to 58 incidents. EMS / Rescue calls totaled 38 responses of November's responses, making up 65% of our calls for this month. We are at 71% for the year for EMS calls (329 incidents) of our total call volume for the year, 460 total incidents. Most were BLS, couple were upgraded to ALS. We responded to 4 fires and 2 hazardous conditions.
- Quality work on all incidents by QFR responders. Again, when we need them the most, we are getting a solid response from the volunteers. As always, we received great mutual aid support from our neighboring partners.
- We are now into winter weather with all that brings. County and State looking at their inclement weather response and planning for paved road systems. Private roads are becoming challenging at times with leaf litter and poor drainage.
- The County and Schools is seeing a huge upswing in RSV and flu the last month and a half. Covid infection rates continue to be part of the mix with an elevated level after the Thanksgiving break. There is a lot of pressure on the Hospital system from health issues and staffing issues. We are still watching trends closely as variants continue to cause problems around the country.

Historical Call numbers for 2021 as compared to 2022:

- Finished **November 2022** with **58** Responses vs **37** in **2021**
- To date 2022 total year to date of **460** Responses vs **529** in 2021
- **Emergency Medical Services:** Our EMS Responses were 72% for 2022 total responses; this is still above 2021 average of 59%. Total call volume has decreased, year to date.

Operations:

- **Operational Update:** No major operational changes for November. On going meetings over Timber Trust lands, carbon sequestration, (the BOCC has asked the DNR for an updated financial assessment for this project.), Big Quilcene / Little Quilcene River Flood mitigation plan, Jefferson County (CWPP) community wildfire preparation plan and the rewrite on the County ordinance covering fire restrictions. All of which will carry over into 2023.
- **Training and Competency:** Capt. McCrehin, also has facilities and apparatus maintenance.
- **EMS & IT:** Lt Winn, also has radios and pagers.
- **Small engines / powered equipment:** Lt. Singleton, also has wildland fire equipment / certification process.
- **Human Resources and Staffing:** Staffing is looking a little thin for December, which is a normal occurrence this time of year. Tyson Svetich, Andrew Lewis, and Sophie Knutzen have been able to fill some of November and December's short falls. This will be my last regular report, I will have special updates on the above listed projects.

Monthly Incident break down by response zones:

November 2022 Incidents:

INCIDENT TYPE	# INC
21 - Quilcene	
114 - Chimney or flue fire, confined to chimney	1
122 - Fire in motor home, camper	2
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident / injury	18
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	1
444 - Power line down	1
600 - Good intent call, other	1
611 - Dispatched & cancelled enroute	1
622 - No incident found on arrival at dispatch address	1
813 - Wind storm, tornado/hurricane assessment	1
911 - Citizen complaint	1
22 - Coyle	
321 - EMS call, excluding vehicle accident / injury	7
324 - Motor vehicle accident with no injuries.	1
23 - Dabob	
322 - Motor vehicle accident with injuries	1
Brinnon	
321 - EMS call, excluding vehicle accident / injury	1
324 - Motor vehicle accident with no injuries.	1
611 - Dispatched & cancelled enroute	3
Discovery Bay	
321 - EMS call, excluding vehicle accident / injury	3
324 - Motor vehicle accident with no injuries.	1
611 - Dispatched & cancelled enroute	2
East Jefferson FR	
611 - Dispatched & cancelled enroute	3
Port Ludlow FR	
122 - Fire in motor home, camper	1
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled enroute	2
	58

Apparatus Readiness:

- Both Aid units are still awaiting delivery of the Auto loaders. The GMC Aid Unit will then have the rear camera and electrical issues resolved by Braun.
- B22 is back in service. NKFR replaced the front calipers and rotors. They also replaced the brake booster and a few lines. They were able to get more air out of the rear of the brakes. The brakes are now remarkably better.
- Currently B21 is at NKFR. They have fixed the open-door light and are doing a bumper-to-bumper examination on the rest of the apparatus, so it is ready for the 2023 brush fire season.
- Our new Extrication equipment has been ordered. Once it arrives, I will be looking at different mounting options for E21.

Training and Competency:

- Target Solutions still has 13 overdue assignments.
- I am continuing to go through training files to update ERS.
- SCBA Fit Testing is complete, and files are being updated.
- Our CPR Instructors have quite a bit of interest in CPR classes with several on the schedule.
- I have begun training with DC Svetich on organizing volunteers' quarterly points. I will be doing this with DC Svetich in December for fourth quarter points, so I am able to do first quarter points for 2023 on my own. I have also received all the potential training files from DC Svetich for the 2023 year.

Physical Resources and Quality of Life:

- Dan Nieman of Nieman Const. has provided us with a quote for the remodel of the Crew Quarters Bathroom. His bid is slightly above the threshold that the commissioners provided. It is my recommendation that the threshold is raised, and his bid accepted.
- We have been provided a quote to replace the rotting garage door at the Rose St. rental. The current door is rotting and difficult to operate or secure.
- I have begun installing the new toilets and ADA grab bars at Station 21.
- Double D was onsite to repair the onsite generator. The battery was replaced, and the coolant sensor was replaced.
- I am working with the Masonic Hall Members with the Zoll defibrillator that they have on site. The pads are extremely expired, and batteries are dead.

Staffing (next 30 days):

- The December Duty Calendar has its challenges. However, a few volunteers and our temp hire have been assisting with filling shifts where they can. I am also trying to fill in where I can on empty shifts.
- I returned 2 applications to Bob from potential volunteers. I reached out to both applicants and did not receive any responses.

		Report Date		11/15/2022											
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	26	1/1/1999	Unknown	Unknown	28,350	0	1,054	0				
11 - Engine	E21	05.Freightliner.82171C.1149	2005	17	3/26/2007	Unknown	Unknown	40,139	2,019	2,245	113				
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	27	9/6/1995	0	Unknown	29,664	0	1,099	0				
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	14	10/24/2016	Unknown	Unknown	75,432	0	5,069	0				
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	4	8/15/2018	0	Unknown	5,603	311	1,401	64				
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	17	Unknown	Unknown	N/A	195,817	N/A	10,950	N/A				
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	14	1/1/2008	0	N/A	120,754	N/A	8,625	N/A				
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	6	9/20/2016	0	N/A	46,718	1,852	7,786	269				
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	4	3/14/2019	0	N/A	46,145	772	15,382	158				
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	17	3/30/2016	Unknown	N/A	109,814	N/A	6,141	N/A				
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	2	3/16/2020	0	N/A	31,610	139	15,805	48				
*ID may be reassigned from time to time															
**In Service Date is date of possession by QFR.															
***In Service Miles and In Service Hours are as In Service Date. If Unknown, may include use by prior owner.															
****Computed from Mfg Date if In Service Date, In Service Miles, or In Service Hours are Unknown. If any are Unknown, may include data from previous owner.															

Significant Events and Service Delivery:

- On 11/19 we responded to a MVA at 104 and Center Loop Rd.

Training and Competency:

N/A

Physical Resources and Quality of Life:

- The department RMS System ERS will be going through conversion to ESO over next few months. I have created and transferred all to data to our local server and cloud.
- CrewForce is still working Great. A few updates have come out improving its functionality.
- The new Styker Auto Loaders have been delivered to Braun NW. The new gurneys should arrive around Dec 21st and we will look at getting them installed beginning of January.
- Lt Singleton will be teaching a CPR/First Aid Class for Center Valley Animal Rescue early January the Nov 30th class was canceled due to weather.
- We will be planning public CPR classes and plan to announce them in Jan.
- SCBA #8 from E22 was OOS due to a Pass Device Pressure gage issue. It has been fixed and returned and is now back in service.
- SCBA Fit testing has been completed.

Staffing (next 30 days):

- I will be gone on Vacation out of state December 16th -27th and will return to work the 28th.

Significant Events and Service Delivery:

- C-Shift responded to 17 incidents during the month of November with multiple responses to motor vehicle collisions. Notable incidents include:
- Responded to an abandoned motor home fire on the Forest Service 27 Road near Penny Creek Rd. The motorhome had ignited and burned for hours before and smoldering when it was found and reported. Extinguished smoldering wreckage and reported to DNR.
- A single vehicle rollover involving a vehicle fleeing from law enforcement. A21 assessed one non-injured patient and transported one critical patient with medic on board.
- Mutual aid with PLFR for MVC at the hood canal bridge with multiple patients. A21 transported one patient BLS to Jefferson healthcare.
- Mutual aid with BFD to Mt. Walker for non-injury MVC caused by black ice.
- Water usage report sent to PUD with approximately 500 gallons used for training.

Apparatus Readiness:

- NTR.

Training and Competency:

- Enrolled in an Electrical vehicle response for emergency responders' course on December 10th. This course will cover a wide range of material related to EV's and is being offered for free in Port Angeles.
- FF/EMT's Andrew Lewis and Tyson Svetich have completed the training for the new medications and received additional training on our county EMS protocols. They will continue to work on developing their skills as EMTs and gain experience.
- Cancelled CPR/First aid class for Center Valley Animal Rescue staff due to weather. Will reschedule for first half of January as snow permits.
- Completed online EMS Connect videos and submitted for NREMT recertification. The recertification was approved and processed. Next NREMT Recertification is 2025.
- Successfully completed all 10 IV sticks in classroom and on patients for the IV tech class. Continuing with book work and skills. Final written test and meeting with Dr. Carlbor for certification will be some time in the end of December.

Physical Resources and Quality of Life:

- The new extrication tools have been ordered and should arrive mid-January. Once the tools arrive they will be inspected, inventoried, and a plan will be formed with the leadership on how to rearrange existing tools and store the tools on E21. The free day of training with the E3 extrication sales rep will be scheduled soon for all QFR personnel to receive some hands-on training.

Staffing (next 60 days):

- NTR.

Other:

- Quilcene Fire Rescue responded locally to a total of 5 natural vegetation fires this year, down from 18 responses in 2021. All 5 responses this year totaled approximately 8

burned acres and 60 personnel hours. 7.5 acres came from a single incident on Hwy 104. The Hwy 104 fire was a multi-agency response with Forest service, DNR and multiple fire Jefferson County fire districts. This fire was wind driven and burning in grass, brush, and timber during red flag conditions with potential to jump the highway and continue south towards Quilcene. With a very high potential for spread, this fire was contained within a few hours and B21 and 2 personnel were hired by DNR to stay and assist with reinforcing containment lines. There were several other motor vehicle and structure fires throughout the year that extended into the nearby natural vegetation with minimal spread, that data is not included in this report.

- Chief McKern spent a total of 42 days on deployment with the northwest incident management team, most of those days he was assigned to the Bolt Creek fire. The Bolt creek fire evolved into a very complex and extended incident due to changes in weather and persistent risks with local target hazards in that area. While assigned to the Bolt Creek fire, Chief McKern completed his tasks for his Public information officer-III qualification. His completed task book was submitted to DNR and after 3 years of training and he is now fully qualified.
- Unfortunately, B21 was unable to deploy on state mobilization to eastern Washington due to mechanical issues with B22 and the need to keep a Brush resource in district. The goal for next year is to deploy a QFR brush unit on state mob for personnel to obtain experience and meet training tasks for open position task books.

