



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

MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

November 21, 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 – In Person
Volunteer Kinser – Zoom
Volunteer Grooms – In Person
Volunteer Tyson Svetich – In Person
DBVF&R Chief Knoepfle – In Person

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Exec. Assistant Neuenschwander led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the addition of new business item **5. Social Media - Facebook**. Commissioner Kelbon seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioners received minutes of the October 17, 2022 Regular Meeting; October 24, 2022 Special Meeting; and November 14, 2022 Budget Hearing. Commissioner Frank moved to accept minutes of all three meetings. Commissioner Bacchus seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Commissioner Frank moved to approve listed vouchers totaling \$103,796.59. 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 Fire Suppression and EMS Operations expenditures were at 83.5% of budget. The Budget Position report was changed to omit interfund transfers that distort the overall financial picture.

- ♦ An accounting report was provided showing a positive return to the District for the wildland fire mobilizations. Expenses have been promptly reimbursed by DNR.
- **Chief's and Officer's Reports** – The Monthly Fire Chiefs Report was provided in written form. Chief McKern reported that Stryker stair chairs are in service but the cots and loading systems may not be in service until January.
- **District Secretary's Report** –Secretary Rewitzer provided a status update. The Board was advised of pending actions to correct the findings of the DRS audit. A financial correction will be presented to the Board at the December meeting. The annual GEMT report was submitted to Washington Health Care Authority. A \$45,585 settlement is expected.

CORRESPONDENCE:

Secretary Rewitzer sent a letter to Jefferson County Professional Firefighters Local 3811 requesting the union either deposit or submit a loss claim for six outstanding checks issued by the District for payment of member's dues. The earliest outstanding check was issued nine months ago.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – Chief McKern reported that one bid has been received to remodel the Crew Quarters bathroom and another bid is expected soon. A bid was also received for Crew Quarters flooring. The Board was assured that the bathroom remodel was priority.
2. **Station 22 Facilities** – Volunteer Grooms reported that the problem with Utility 22 may have been identified. Also, a power outage will likely cause a delay in apparatus responding from the station while doors are opened; there is sufficient auxiliary power on the engine if needed. Work on the approach is pending.
3. **DNR Trust Lands** – Deputy Chief Svetich and Commissioner Kelbon provided an update. The DNR has a pilot program to place trust lands into a protected status for carbon sequestration and sale of carbon offsets credits. The revenue from the sale of these carbon credits is estimated to be only 10-20% of what would result from timber harvest. Over 3,000 acres of trust lands in the District are proposed for inclusion.

Commissioners reviewed a letter prepared by Commissioner Kelbon to express concerns about the DNR's carbon offset pilot program. Commissioners all signed the letter to be sent to Jefferson County Board of Commissioners, Washington State Department of Natural Resources, and Washington State District 24 Legislators.

NEW BUSINESS:

- 1. Inter-Local Agreement with Fire District 5** – Chief McKern and Discovery Bay Volunteer Fire & Rescue Chief Knoepfle presented a Collaborative Services Agreement between District 2 and District 5. The agreement would create a joint executive committee, foster collaborative training, and establish closest forces and shared duty chief protocols. Discussion involved what need is being met by the agreement. Commissioners wanted time to consider the proposal. Item continued to next meeting.
- 2. Temp Hire** – Chief McKern explained the imperative to hire a temp firefighter/EMT to address staffing and comply with DRS requirements. Commissioner Frank moved to authorize one temp hire effective December 1, 2022. Commissioner Bacchus seconded. The motion carried.
- 3. Extrication Tools** – The District received an AFG grant award of \$40,436.62 for battery powered extrication tools. An RFQ was conducted by Lt. Singleton. Commissioners received information about staff evaluation and selection of a vendor. TNT tools through Elite Extrication & Equipment were the unanimous choice of staff. Commissioner Frank moved to accept the Elite quote of \$33,196 for TNT tools. Commissioner Kelbon seconded. The motion carried. Commissioners signed the Capital Budget Request Form.
- 4. WA State of Emergency** – Chief McKern reported on the termination, effective October 31, 2022, of the Governor’s proclamations associated with COVID-19. Discussion involved vaccination. Commissioners agreed that existing COVID-19 vaccination requirements should be maintained due to District associations with State agencies.
- 5. Social Media – Facebook** – Commissioner Frank reported that social media posts and comments have records retention requirements. Discussion involved how to address the issue. Staff was directed to explore options.

SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:

WFCR Region 9 Conference will be April 15, 2023 in Kitsap County.

GOOD OF THE ORDER:

Nothing added.

ADJOURNMENT:

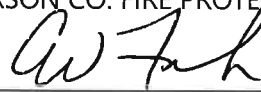
The meeting was adjourned at 8:42 p.m.

ATTACHMENTS:

General Certificate for Claims:	Payroll Check/Warrant Register dated 11/1/2022 Claims Check/Warrant Register dated 11/21/2022
Reports:	October 2022 Treasurer’s Report Monthly Fire Chief’s Report

APPROVED this 19 day of DECEMBER, 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, Commissioner/Chair




MELODY BACCHUS, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary



MARCIA KELBON, Commissioner

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:37:50 Date: 11/01/2022

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
655	11/01/2022	Payroll	20	EFT	Lynn Cassella-Blackburn	1,612.30	
657	11/01/2022	Payroll	20	EFT	Kimberly Kinser	315.57	
660	11/01/2022	Payroll	20	EFT	Mark A McCrehin	5,661.90	
661	11/01/2022	Payroll	20	EFT	Timothy M McKern	13,293.19	
662	11/01/2022	Payroll	20	EFT	Robert J Rewitzer	2,000.00	
663	11/01/2022	Payroll	20	EFT	Nicholas Singleton	5,320.12	
665	11/01/2022	Payroll	20	EFT	Zachary D Torres	1,024.45	
666	11/01/2022	Payroll	20	EFT	Kevin R Winn	5,826.47	
667	11/01/2022	Payroll	20	EFT	HRA VEBA - YA20437	500.00	Pay Cycle(s) 11/01/2022 To 11/01/2022 - HRA VEBA
668	11/01/2022	Payroll	20	EFT	US Treasury	8,902.14	941 Deposit for Pay Cycle(s) 11/01/2022 - 11/01/2022
669	11/01/2022	Payroll	20	EFT	WA Dept of Retirement Systems	5,433.27	Pay Cycle(s) 11/01/2022 To 11/01/2022 - LEOFF2; Pay Cycle(s) 11/01/2022 To 11/01/2022 - PERS2
654	11/01/2022	Payroll	20	1271	Melody Bacchus	236.42	
656	11/01/2022	Payroll	20	1272	Art Frank	236.42	
658	11/01/2022	Payroll	20	1273	Viviann Kuehl	484.84	
659	11/01/2022	Payroll	20	1274	Andrew J Lewis	277.05	
664	11/01/2022	Payroll	20	1275	Donald Svetich	155.87	
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
671	11/01/2022	Payroll	20	1277	Nationwide Retirement Solutions	860.82	Pay Cycle(s) 11/01/2022 To 11/01/2022 - 457 Plan; Pay Cycle(s) 11/01/2022 To 11/01/2022 - 457 Plan Roth
672	11/01/2022	Payroll	20	1278	Trusteed Plans Service Corporation	5,753.46	Pay Cycle(s) 11/01/2022 To 11/01/2022 - Medical; Pay Cycle(s) 11/01/2022 To 11/01/2022 - Dental
001 General Fund 662 600 71						35,494.53	
040 EMS Fund 662 610 71						22,586.51	
						58,081.04	Payroll: 58,081.04

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:37:50 Date: 11/01/2022

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

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.**

Rbt Reitzen
Preparer

11-1-2022
Date

JMSMCK
Auditing Officer

11-1-2022
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.

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

11-21-2022
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: 12:48:20 Date: 11/21/2022

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
679	11/21/2022	Claims	10	620614	AT&T Mobility	546.95	Monthly Cell Phone
680	11/21/2022	Claims	10	620615	Boundtree Medical LLC	430.45	Medical Supplies
681	11/21/2022	Claims	10	620616	Canon Financial Services, Inc	54.44	Monthly Printer Lease - Station 21
682	11/21/2022	Claims	10	620617	Cascade Fire Equipment	18,492.45	Turnouts - 6 sets - FIIRE Grant
683	11/21/2022	Claims	10	620618	Cooper Fuel	2,953.93	Diesel Fuel Tank Refill; Diesel Fuel Finance Charge; Heating Oil - Admin Building; Heating Oil - Crew Quarters
684	11/21/2022	Claims	10	620619	EMS Connect LLC	125.00	Monthly EMS Training
685	11/21/2022	Claims	10	620620	EMS Special Agency Fund	272.00	Ambulance Transport Fee
686	11/21/2022	Claims	10	620621	ESO Solutions, Inc.	299.43	Monthly RMS
687	11/21/2022	Claims	10	620622	Good Man Inc	101.43	Monthly Restroom - Station 22
688	11/21/2022	Claims	10	620623	Henery Hardware	46.88	Furnace Filter - Admin Building; CMD 202 - Motor Oil
689	11/21/2022	Claims	10	620624	IMS Alliance	16.20	Passport Tags
690	11/21/2022	Claims	10	620625	JC Dept of Public Works	492.34	Solid Waste Disposal; Monthly Fuel
691	11/21/2022	Claims	10	620626	JC Fire District #2 Payroll	58,081.05	2022.11.01 Payroll Reimbursement
692	11/21/2022	Claims	10	620627	JC Treasurer	44.12	Tax Parcel 937201059 - Rental House
693	11/21/2022	Claims	10	620628	Jamestown Networks	458.41	Monthly Internet/Phone
694	11/21/2022	Claims	10	620629	Jefferson Propane	516.77	Propane Tank Refill - Station 22; Propane Tank Refill - Station 23
695	11/21/2022	Claims	10	620630	Timothy M McKern	100.00	Monthly Personal Device Stipend
696	11/21/2022	Claims	10	620631	Murrey's Disposal Co Inc	51.88	Monthly Garbage
697	11/21/2022	Claims	10	620632	Olympic Springs Inc	39.06	Monthly Water
698	11/21/2022	Claims	10	620633	PUD	618.59	Monthly Electric/Water - Station 21; Monthly Electric - Annex; Monthly Electric - Station 22; Monthly Electric - Station 23; Monthly Electric/Water - Crew Quarters; Monthly Electric/Water - Admin
699	11/21/2022	Claims	10	620634	Pacific Office Equipment	533.00	Monthly Printer - Admin; Monthly Printer - Station 21; Monthly Computer Support; Monthly GMail & Domain
700	11/21/2022	Claims	10	620635	Paladin Background Screening	75.00	Background - Short
701	11/21/2022	Claims	10	620636	Peninsula Pest Control Inc	163.66	Monthly Pest Control; Monthly Pest Control
702	11/21/2022	Claims	10	620637	Springbook Software Springbrook Holding Co	8,425.80	BIAS Annual Subscription
703	11/21/2022	Claims	10	620638	Stryker Medical	5,347.54	Lifepak Defib 2022 Annual Maint X 2; Battery Replacement for Cots
704	11/21/2022	Claims	10	620639	Systems Design West LLC	368.12	Monthly EMS Billing
705	11/21/2022	Claims	10	620640	US Bank	4,127.99	5799 - Office Supplies; 5799 - Office Supplies (Coffee); 5799 - Monthly Adobe; 5799 - Crew Quarters Replacement Lamp; 5799 - Office Supplies - Copy Paper; 5799 - ADA Toilets; 3299 - Station Supplies -
706	11/21/2022	Claims	10	620641	Washington Fire Chiefs	800.00	Agency Membership Subscription
707	11/21/2022	Claims	10	620642	Wave Broadband	214.10	Monthly Cable/Internet

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

67,675.56
36,121.03

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 12:48:20 Date: 11/21/2022

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

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
							Claims: 103,796.59
							103,796.59

CHECK REGISTER REPORT

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BARS Codes for Payroll Checking Account reimbursement Claims:

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EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

CLAIMS: *Required--General Certificate.**

Rbt Rewitzer

11-21-2022

Preparer

Date

Smcku

11-21-2022

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 7-f

11-21-22

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.

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 13:34:09 Date: 11/07/2022
Page: 1

10/01/2022 To: 10/31/2022

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	399,007.63	148,688.62	55,510.92	492,185.33	0.00	2,111.31	0.00	494,296.64
040 EMS Fund 662 610 71	474,279.70	75,465.36	44,512.44	505,232.62	0.00	63.20	0.00	505,295.82
070 Capital (Reserve) Fund 662 631 71	1,868,909.25	4,303.92	50.00	1,873,163.17	0.00	0.00	0.00	1,873,163.17
	2,742,196.58	228,457.90	100,073.36	2,870,581.12	0.00	2,174.51	0.00	2,872,755.63

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

10/01/2022 To: 10/31/2022 Time: 13:34:09 Date: 11/07/2022
 Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	338,507.63	193,151.06	99,973.35	431,685.34	0.00	0.00	431,685.34
20 Payroll-1st Security	60,000.00	61,038.20	61,038.21	59,999.99	0.00	2,174.51	62,174.50
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	474,279.70	75,465.36	44,512.44	505,232.62	0.00	0.00	505,232.62
70 Capital (Reserve)-JeffCo	1,868,909.25	4,303.92	50.00	1,873,163.17	0.00	0.00	1,873,163.17
Total Cash:	2,742,196.58	333,958.54	205,574.00	2,870,581.12	0.00	2,174.51	2,872,755.63
	2,742,196.58	333,958.54	205,574.00	2,870,581.12	0.00	2,174.51	2,872,755.63

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

10/01/2022 To: 10/31/2022

As Of: 10/31/2022 Date: 11/07/2022
 Time: 13:34:09 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	578	10/03/2022	Payroll	20	1254	Jacob Ellis	27.70	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	Krystal McCrehin	21.56	2022.09 Payroll
							2,174.51	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	2,111.31	2,111.31
040 EMS Fund 662 610 71	0.00	63.20	63.20
	0.00	2,174.51	2,174.51



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

November 2, 2022

JC Professional Firefighters Local 3811
PO Box 65035
Port Ludlow, WA 98365

To whom it may concern,

Our records show that the following checks issued to and mailed to JC Professional Firefighters Local 3811 for the union dues of members McCrehin, Singleton, and Winn have not been presented for payment to 1st Security Bank:

<u>Date Issued</u>	<u>Warrant #</u>	<u>Payroll Period</u>	<u>Amount</u>
02/04/2022	1160	January 2022	\$186.75
04/04/2022	1190	March 2022	\$186.75
05/02/2022	1199	April 2022	\$186.75
06/01/2022	1209	May 2022	\$186.75
07/01/2022	1230	June 2022	\$186.75
08/01/2022	1240	July 2022	\$186.75

The Fire District wants these cleared so that they do not continue to show as outstanding in our system. Please deposit these checks or, if they have been lost or destroyed, then complete the accompanying AFFIDAVIT OF LOSS for each check for which a claim is made (make copies of the form as needed). Original, signed forms will need to be returned to me for each claim.

Please contact me if you have any questions.

Kind regards,

Robert Rewitzer
District Secretary

CC: Captain Mark McCrehin

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 13:34:09 Date: 11/07/2022
Page: 4

10/01/2022 To: 10/31/2022

REVIEWED AND APPROVED

Robert Lewinton

Preparer

11-7-2022

Date

Simon C. K...

Auditing Officer

11-7-2022

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For October 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 – All proclamations lifted, Need a plan for mandates
- JeffCom Hiring Staff is the Key focus
- DNR Olympic Region announced no Brush Rigs for Region
- 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
- 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 along with possible switch to Action Training
- AFG 2021 applied and was awarded Battery Operated Extrication Tools. After looking at many tools we are getting updated quotes and evals from Staff

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 / MedeVac 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 Fire Levy for potential Lid Lift TBD

Significant Events and Service Delivery

- For the month of October, we responded to 43 incidents. Call volumes are again below last year this time, call volume is off by 14 calls. EMS / Rescue calls totaled 31 responses of October responses, making up 72% of our calls for this month. We are at 73% for the year for EMS calls (291 incidents) of our total call volume for the year 402 total incidents. Most were BLS, couple were upgraded to ALS. We responded to 1 fire 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.
- It looks like the weird weather is continuing, we are currently experiencing one of the driest October / Novembers on record. Although we had nearly 1.5 inches of rain at the end of October that is about all we have received to date. We have as a County removed burn restrictions and are currently issuing burn permits. Campfire allowed in developed fire rings.
- Covid infection rates continue to drop but are still at elevated levels. We are starting to see other types of illnesses make a resurgence with universal precautions being eased. 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 **October 2022** with **43** Responses vs **61** in **2021**
- To date 2022 total year to date of **402** Responses vs **492** in 2021
- **Emergency Medical Services:** Our EMS Responses were 73% for 2022 total responses; this is still above 2021 average of 58%. Total call volume has decreased, year to date.

Operations

- **Operational Update:** Currently monitoring our burning activities with the District response area, with the weather stay on the dry side.
- **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:** No major HR issues. We are still having a problem covering the second person on some shifts. There has been improvement due to personnel finishing their EMT licensing process, but very much an up and down scenario. We are still meeting each incident needs. As always, leadership continues to monitor this closely. We are always looking for new volunteers. Need to start looking at long range staffing needs, as we continue to have a difficult time finding volunteers, who want to be both Fire and EMS.
- **Admin / HR / PTO:** No time scheduled at this time, subject to change.

Monthly Incident break down by response zones:

October 2022 Incidents:

Zone: 22 - Coyle	
140 - Natural vegetation fire, other	1
321 - EMS call, excluding vehicle accident with injury	3
480 - Attempted burning, illegal action, other	1
611 - Dispatched & cancelled en route	1
Zone: 23 - Dabob	
321 - EMS call, excluding vehicle accident with injury	1
Zone: Brinnon	
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	3
611 - Dispatched & cancelled en route	4
Zone: Discovery Bay	
321 - EMS call, excluding vehicle accident with injury	3
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	1

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 remains OOS. Diesel Truck and Fleet has been paid and B22 is currently at Station 21. B22 will now move to NKFR to fix the brake issue.

Training and Competency:

- Target Solutions still has 14 overdue assignments.
- I am continuing to go through training files to update ERS.
- Unfortunately, the Captains Academy that I was scheduled to attend in Wenatchee was cancelled due to possible inclement weather over Snoqualmie Pass.
- The testing is complete for the extrication equipment. We have concluded that we like the TNT equipment best. Lt. Singleton is working to complete the process. I have been looking at different mounting options for the new equipment.

Physical Resources and Quality of Life:

- I have contacted Dan Nieman of Nieman Const. on the remodel work for the crew quarters bathroom. Currently, he is scheduled to come to Station 21 to get eyes on the project and provide a quote.
- All the electrical work that was needed at the Rose St. rental house, is now complete.
- Double D Electric had to be called in to repair a heater in the Apparatus Bay. The heater has a fuse that was blown apart. The heater is now operational.
- Double D was also called in to service the onsite generator at Station 21. It appears that the generator has an issue with a loss of coolant and low battery voltage.
- New toilets were ordered for Station 21 and Admin. The new toilets will be ADA approved. I have also ordered ADA approved grab bars to be installed as well.

Staffing (next 30 days):

- The November Duty Calendar is looking full!

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	27,350	0	1,017	0
11 - Engine	E21	05.Freightliner.82171C.1149	2005	17	3/26/2007	Unknown	Unknown	40,076	2,014	2,241	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	S21	96.Ford.40842C.8351. OOS	1996	26	Unknown	Unknown	N/A	33,919	N/A	1,261	N/A
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	17	Unknown	Unknown	N/A	195,698	N/A	10,944	N/A
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	14	1/1/2008	0	N/A	120,709	N/A	8,622	N/A
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	6	9/20/2016	0	N/A	46,585	836	7,764	122
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	4	3/14/2019	0	N/A	44,954	721	14,985	148
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	30,819	116	15,409	40

*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:

N/A

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. I will be working with Bob and Jeffcom to get our current and future burn permits added to the Crewforce map
- I have finished assisting Dist. 5 with getting their iPads setup with CrewForce.
- The New Styker Stair chairs have arrived and are now in service on A21 and A212.
- The New Styker Auto Loaders have been delivered to Braun NW. We are just waiting for the new gurney to arrive before we install them in A21 and A212.
- We received a Demo Lucas CPR device to use on calls and share with Brinnon. Unfortunately EJFR and Dr Carlbom are not ready for testing and have decided to wait to do testing until the new rumored Lucas device is released.
- Lt Singleton will be teaching a CPR/First Aid Class for Center Valley Animal Rescue Nov 30th.
- We will be planning public CPR classes and plan to announce one for early December.
- The Quilcene and Brinnon Garden Club has awarded QFR \$500 in grant money for our CPR/First Aid Program
- Fire Prevention Week was Oct 9th – 15th. We did our normal virtual education on FB and did in person demonstrations at the Quilcene School.
- SCBA #8 from E22 is OOS due to a Pass Device Pressure gage issue. It has sent into MES for repair. I was notified that it has been fixed and will be delivered soon.
- SCBA Fit testing is planned for Nov 26th.

Staffing (next 30 days):

- I have no Vacation Planned for the month of November.

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.
- Planning to put on a class for FF/EMT Andrew Lewis and FF/EMT Tyson Svetich to train and check them off on the new meds added to the EMT's scope of practice in 2020. Now that Lewis and Svetich are EMT's this additional training will allow them to administer new medications like Albuterol, Benadryl, Zofran, and Afrin. They will also be trained on the use of the CPAP device and critical changes to our EMS protocols.
- QFR's First CPR/First aid class taught at the Coyle Community Center went great and the feedback from the students was spectacular. I am looking forward to teaching more CPR classes to our community and have another class scheduled for Center Valley Animal Rescue employee and volunteers at the end of November.
- Working on getting caught on Ems Connect videos.
- Currently in training through the county to obtain my IV-Tech certification. Training is going well and I am almost done with my training sticks and field sticks on patients.

Physical Resources and Quality of Life:

- A decision has been made about the purchase of new extrication equipment with the awarded grant. Please see recommendation documentation to follow.
- After much delay, the new bunker gear purchased with the FIIRE grant money has arrived. It has been inventoried and assigned to personnel. This additional PPE will be a back-up set for personnel working regular shifts and will allow them to change into a clean set of PPE and wash the contaminated PPE immediately after a fire, rather than having to wear it for the rest of shift. This will reduce carcinogen exposure, which was the purpose of the grant. PPE used for fires will also be stored in bins in the apparatus bay to reduce the exposure of exhaust on to the PPE and exposure of off-gassing PPE into the working space. New shelves will be purchased for the change in the PPE storage.
- FF/EMT Andrew Lewis has enthusiastically taken on a construction project of creating a wooden pre-connected hose tray for training at the station. Lewis was instructed to draw up and report a construction plan, materials required, and materials costs. Once received, this plan will be reviewed and information will be forwarded to Chief McKern for the purchase.

Staffing (next 60 days):

NTR.

Other:

- QFR participated in Quilcene's annual Halloween Trunk-or-Treat. A212 was thoroughly decorated by EMT Lynne Cassella-Blackburn and Volunteer Kystal McCrehin. The decorated aid car was well received by the children and a ton of candy was handed out.

