



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

October 16, 2023, 7:00 p.m.

Station 21 and Zoom

ATTENDANCE:

Commissioner/Chair Frank – In Person

Captain M. McCrehin – Zoom

Commissioner Bacchus – In Person

Lieutenant Winn – In Person

Commissioner Kelbon – Zoom

Volunteer Grooms – In Person

Secretary Rewitzer – In Person

Volunteer Kinser – In Person

Chief McKern – In Person

Volunteer Cassella-Blackburn – In Person

Exec. Assistant Neuenschwander – In Person

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Chief McKern led the pledge.

PUBLIC COMMENTS:

Volunteer Neuenschwander commented that the Quilcene Community Center will host a meeting regarding a proposed county wide sales and lodging tax to support a swimming pool in Port Townsend. The meeting will occur on October 19, 2023 at 5:00 pm.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the addition of **Unfinished Business 5. New Engine**. Commissioner Bacchus seconded. The motion carried unanimously.

APPROVAL OF MINUTES:

Commissioners reviewed draft minutes of the September 18, 2023 Regular Meeting.

Commissioner Bacchus moved to accept the minutes. Commissioner Frank seconded. The motion carried unanimously.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Vouchers totaled \$97,483.49. Commissioner Frank moved to approve the vouchers. Commissioner Bacchus seconded. The motion carried unanimously. Commissioner Frank signed the Payroll and Claims check registers.

MONTHLY REPORTS:

▪ **Chief's and Officer's Reports** – Commissioners were provided with the Monthly Fire Chiefs Report.

- Chief McKern reported: County is working on a draft Community Wildfire Protection Plan (CWPP); QFR participated with Tender 21 in the 2023 Fire & Rescue Fest in Port

Townsend on October 14th; Coyle Women's Club salmon dinner on October 14th raised \$247 for the QFR CARES program; Gabbie Caudill of Believe in Recovery will be working with the QFR CARES team; Lucas tool trial extended to the end of the year; L&I's Firefighter Injury and Illness Reduction (FIIRE) program extended – QFR will apply for a grant to purchase patient lift assist devices; apparatus replacement plan is in progress; Lt. Winn and Executive Assistant Neuenschwander have been working through issues with ESO.

- Lt. Winn reported: beta testing occurring with a new mapping application in CrewForce; Lucas tool deployed on September 19th; commissioners queried staff on how the Lucas tool assisted in the positive patient outcome.

- **Monthly Financial Report** – Commissioners were provided with a Treasurer's Report and a 2023 Budget Position report. Secretary Rewitzer reported an NLEC entry was omitted from the General Ledger resulting in the Payroll Account balance being off by \$741.21. The issue was uncovered through the account reconciliation process and has been corrected. Commissioner Frank signed an amended 9/5/2023 Payroll check register reflecting the correction. Operating expenditures are 70.8% of budget with 75% of the year elapsed. Letters have been sent to recipients holding uncashed payroll and payroll liability checks; arrangements have been made with IAFF Local 2032 to clear up seven outstanding checks issued to Local 3811.
- **District Secretary's Report** – Secretary Rewitzer reported status of current activities including GEMT cost reporting and ESO's medical billing process.
- **Commissioner's Report** – Commissioner Frank observed that East Jefferson Fire Rescue, with 8 commissioners and 5 admin staff, now holds a majority voting position in the Jefferson County Fire Commissioners and Secretaries Association. Discussion involved what impact that has.

CORRESPONDENCE:

A letter was received from Washington Surveying and Ratings Bureau (WSRB) regarding an on-site visit in 2024 to update the District's protection class rating.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – Chief McKern reported interior painting of the Crew Quarters is nearly complete.
2. **DNR Trust Lands** – Nothing to report.
3. **Staff Deployments for State Mobilizations** – Commissioners reviewed a year-to-date status report on mobilizations and expenses.
4. **Policy 507** – Commissioners reviewed a draft Community Assistance Referral and Education Services (CARES) policy incorporating content requested at the last meeting.

Commissioners discussed the CARES program. Commissioner Frank moved to adopt the policy. Commissioner Bacchus seconded. The motion carried unanimously.

- 5. New Engine** – Commissioner Frank noted that apparatus replacement should be guided by the strategic plan. Commissioners discussed apparatus status and the need for updated apparatus information in the strategic plan.

NEW BUSINESS:

- 1. BVFF Business** – Retired volunteer Steve Monroe requested a lump sum settlement from BVFF in lieu of a monthly retirement pension. Acting as the local board, commissioners reviewed the request. Commissioner Frank moved to approve the payment. Commissioner Bacchus seconded. The motion carried unanimously. Commissioner Frank and Secretary Rewitzer signed the BVFF form.
- 2. 2024 Preliminary Budget** – Secretary Rewitzer presented a preliminary budget that retained the two temporary hire firefighter positions and added a third temporary hire. Commissioners reviewed the budget by line item. Overtime expense was a concern and commissioners requested more information. Discussion involved inclusion of grant funding and capital project expenses in the budget. Commissioners agreed that grants and capital expenses should be addressed ad hoc and didn't need to be in the budget. A draft budget will be prepared for a budget hearing to occur in conjunction with the next regular meeting on November 20, 2023.

- 3. District Secretary Contract** – Commissioners were provided with the current contract.

A 15 minute **Executive Session** was called at 8:33 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee. The Executive Session was extended for an additional 7 minutes at 8:48 p.m. The Executive Session was extended for an additional 5 minutes at 8:55 p.m. The meeting was called back to order at 9:00 p.m.

Commissioner Frank moved to approve a 2024 District Secretary contract with Robert Rewitzer that incorporated six modifications to the current contract. The modifications were presented by Chief McKern and had been discussed with Secretary Rewitzer during his performance evaluation. Incorporation of a seventh modification, involving legal defense, was pending review as to form. Commissioner Bacchus seconded. The motion carried unanimously.

SEMINARS/CONFERENCES/SPECIAL EVENTS:

Commissioners are registered for the October 25, 2023 annual Laws Update Seminar from Snure Seminars via Zoom.

GOOD OF THE ORDER:

Volunteer Grooms noted there has been confusion surrounding the status of the open burning and whether there continue to be restrictions. Chief McKern reported that the

Jefferson County Fire Chiefs will be discussing the problems with the current system at their next meeting.

ADJOURNMENT:

The meeting was adjourned at 9:11 p.m.

ATTACHMENTS:


General Certificate for Claims: 10/5/2023 Payroll Check Register.
10/16/2023 Claims Check Register.

Reports: September 2023 Treasurer's Report
September 2023 Monthly Fire Chief's Report

APPROVED this 20TH day of NOVEMBER, 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: 14:17:42 Date: 10/05/2023

10/02/2023 To: 10/05/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
587	10/05/2023	Payroll	20	EFT	Lynne Cassella-Blackburn	1,006.94	2023.09 Payroll
592	10/05/2023	Payroll	20	EFT	Kimberly Kinser	246.31	2023.09 Payroll
593	10/05/2023	Payroll	20	EFT	Sophia Knutzen	69.26	2023.09 Payroll
598	10/05/2023	Payroll	20	EFT	Mark A McCrehin	4,435.20	2023.09 Payroll
599	10/05/2023	Payroll	20	EFT	Timothy M McKern	12,435.23	2023.09 Payroll
600	10/05/2023	Payroll	20	EFT	Timothy Mickelson	166.23	2023.09 Payroll
602	10/05/2023	Payroll	20	EFT	Robert J Rewitzer	2,500.00	2023.09 Payroll
603	10/05/2023	Payroll	20	EFT	Nicholas Singleton	4,289.90	2023.09 Payroll
606	10/05/2023	Payroll	20	EFT	Tyson J Svetich	3,495.27	2023.09 Payroll
608	10/05/2023	Payroll	20	EFT	Zachary D Torres	3,247.54	2023.09 Payroll
609	10/05/2023	Payroll	20	EFT	Kevin R Winn	3,576.90	2023.09 Payroll
610	10/05/2023	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 10/05/2023 To 10/05/2023 - HRA VEBA
611	10/05/2023	Payroll	20	EFT	US Treasury	7,522.15	941 Deposit for Pay Cycle(s) 10/05/2023 - 10/05/2023
612	10/05/2023	Payroll	20	EFT	WA Dept of Retirement Systems	6,844.83	Pay Cycle(s) 10/05/2023 To 10/05/2023 - NLEC Liability; Pay Cycle(s) 10/05/2023 To 10/05/2023 - LEOFF2; Pay Cycle(s) 10/05/2023 To 10/05/2023 - PERS2
613	10/05/2023	Payroll	20	EFT	WA Employment Security Dept-LTCA	904.26	Pay Cycle(s) 07/01/2023 To 09/30/2023 - LTCA
614	10/05/2023	Payroll	20	EFT	WA Employment Security Dept-PFMLA	907.51	Pay Cycle(s) 07/01/2023 To 09/30/2023 - PFMLA
615	10/05/2023	Payroll	20	EFT	WA Employment Security Dept	306.79	3rd Quarter Unemployment: 07/01/2023 - 09/30/2023
584	10/05/2023	Payroll	20	1375	Melody Bacchus	117.46	2023.09 Payroll
585	10/05/2023	Payroll	20	1376	David Blohm	96.97	2023.09 Payroll
586	10/05/2023	Payroll	20	1377	Ken Brotherton	540.25	2023.09 Payroll
588	10/05/2023	Payroll	20	1378	Roland Faragher-Horwell	138.52	2023.09 Payroll
589	10/05/2023	Payroll	20	1379	Art Frank	117.46	2023.09 Payroll
590	10/05/2023	Payroll	20	1380	Thane Grooms	387.87	2023.09 Payroll
591	10/05/2023	Payroll	20	1381	Bailey M Kieffer	13.85	2023.09 Payroll
594	10/05/2023	Payroll	20	1382	Viviann Kuehl	41.56	2023.09 Payroll
595	10/05/2023	Payroll	20	1383	Oscar Levine	221.64	2023.09 Payroll
596	10/05/2023	Payroll	20	1384	Andrew J Lewis	96.97	2023.09 Payroll
597	10/05/2023	Payroll	20	1385	Krystal McCrehin	118.52	2023.09 Payroll
601	10/05/2023	Payroll	20	1386	James L Pinks	193.93	2023.09 Payroll
604	10/05/2023	Payroll	20	1387	Donald Svetich	96.97	2023.09 Payroll
605	10/05/2023	Payroll	20	1388	Thais Svetich	55.41	2023.09 Payroll
607	10/05/2023	Payroll	20	1389	Ryan Tillman	609.51	2023.09 Payroll
616	10/05/2023	Payroll	20	1390	IAFF Local 2032	255.00	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Union Dues
617	10/05/2023	Payroll	20	1391	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 10/05/2023 To 10/05/2023 - 457 Plan; Pay Cycle(s) 10/05/2023 To 10/05/2023 - 457 Plan Roth
620	10/02/2023	Payroll	20	1392	Trusteed Plans Service Corporation		Misprint
619	10/05/2023	Payroll	20	1393	WA Dept of Labor & Industries-FD2	9,563.44	3RD Quarter L&I: 07/01/2023 - 09/30/2023

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 14:17:42 Date: 10/05/2023

10/02/2023 To: 10/05/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
618	10/05/2023	Payroll	20	1394	Trusted Plans Service Corporation	9,447.35	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Medical; Pay Cycle(s) 10/05/2023 To 10/05/2023 - Dental
001 General Fund 662 600 71						41,401.61	
040 EMS Fund 662 610 71						35,082.89	
						<u>76,484.50</u>	Payroll: 76,484.50

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

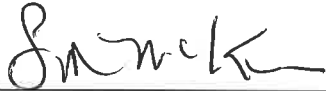
CLAIMS: Required--General Certificate.*



10-2-2023

Preparer

Date



10-2-2023

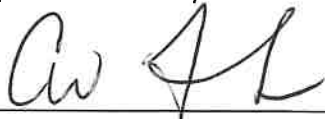
Auditing Officer

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.



10-16-2023

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: 13:43:40 Date: 10/16/2023

10/01/2023 To: 10/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
625	10/16/2023	Claims	10	620997	A&M Ent.	222.41	Repair C201 - spark plugs
626	10/16/2023	Claims	10	620998	AT&T Mobility	543.76	Monthly Cellular Service
627	10/16/2023	Claims	10	620999	Amazon Capital Services	102.98	Printer paper, dividers, coffee
628	10/16/2023	Claims	10	621000	Boundtree Medical LLC	451.81	Monthly Medical Supplies
658	10/16/2023	Claims	10	621001	Canon Financial Services, Inc		Misprinted check - reissued on 621030
659	10/16/2023	Claims	10	621002	Cooper Fuel		Misprinted check - reissued on 621031
660	10/16/2023	Claims	10	621003	Department of Natural Resources		Misprinted check - reissued on 621032
661	10/16/2023	Claims	10	621004	Department of Natural Resources		Misprinted check - reissued on 621033
662	10/16/2023	Claims	10	621005	Double D Electric		Misprinted check - reissued on 621034
663	10/16/2023	Claims	10	621006	EMS Connect LLC		Misprinted check - reissued on 621035
664	10/16/2023	Claims	10	621007	EMS Special Agency Fund		Misprinted check - reissued on 621036
665	10/16/2023	Claims	10	621008	ESO Solutions, Inc.		Misprinted check - reissued on 621037
666	10/16/2023	Claims	10	621009	East Jefferson Fire Rescue		Misprinted check - reissued on 621038
667	10/16/2023	Claims	10	621010	Good Man Inc		Misprinted check - reissued on 621039
668	10/16/2023	Claims	10	621011	Henery Hardware		Misprinted check - reissued on 621040
669	10/16/2023	Claims	10	621012	IMS Alliance		Misprinted check - reissued on 621041
670	10/16/2023	Claims	10	621013	JC Dept of Public Works		Misprinted check - reissued on 621042
671	10/16/2023	Claims	10	621014	JC Fire District #2 Payroll		Misprinted check - reissued on 621043
672	10/16/2023	Claims	10	621015	Jamestown Networks		Misprinted check - reissued on 621044
673	10/16/2023	Claims	10	621016	Jefferson Propane		Misprinted check - reissued on 621045
674	10/16/2023	Claims	10	621017	Timothy M McKern		Misprinted check - reissued on 621046
646	10/16/2023	Claims	10	621018	Timothy M McKern	100.00	Monthly Device Stipend
675	10/16/2023	Claims	10	621019	Municipal Emergency Svcs		Misprinted check - reissued on 621047
676	10/16/2023	Claims	10	621020	Murrey's Disposal Co Inc		Misprinted check - reissued on 621048
677	10/16/2023	Claims	10	621021	Olympic Springs Inc		Misprinted check - reissued on 621049
678	10/16/2023	Claims	10	621022	PUD		Misprinted check - reissued on 621050
679	10/16/2023	Claims	10	621023	PUD		Misprinted check - reissued on 621051
680	10/16/2023	Claims	10	621024	Pacific Office Equipment		Misprinted check - reissued on 621052
681	10/16/2023	Claims	10	621025	Paladin Background Screening		Misprinted check - reissued on 621053
682	10/16/2023	Claims	10	621026	Robert J Rewitzer		Misprinted check - reissued on 621054
683	10/16/2023	Claims	10	621027	Streamline		Misprinted check - reissued on 621055

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:43:40 Date: 10/16/2023

10/01/2023 To: 10/31/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
656	10/16/2023	Claims	10	621028	US Bank	3,621.33	3299 - Fire Prevention Week Supplies; 3299 - Paper Towels; 3299 - Soap, toilet paper, brush, stop; 3299 - WSW Fluid; 3856 - water, gatorade for rehab; 3856 - 2-stroke oil; 4651 - Disputed shipping cha
657	10/16/2023	Claims	10	621029	Wave Broadband	214.10	Monthly Cable Internet
629	10/16/2023	Claims	10	621030	Canon Financial Services, Inc	54.44	Monthly Printer Lease
630	10/16/2023	Claims	10	621031	Cooper Fuel	1,793.87	Monthly Fuel - Diesel
631	10/16/2023	Claims	10	621032	Department of Natural Resources	407.05	Wildland pants/fuel bottles from DNR Cache
632	10/16/2023	Claims	10	621033	Department of Natural Resources	424.40	Wildland equipment from DNR Cache
633	10/16/2023	Claims	10	621034	Double D Electric	411.08	Generator Repair
634	10/16/2023	Claims	10	621035	EMS Connect LLC	96.50	Monthly EMS Training
635	10/16/2023	Claims	10	621036	EMS Special Agency Fund	272.00	Monthly Ambulance Transport Fee
636	10/16/2023	Claims	10	621037	ESO Solutions, Inc.	299.43	Monthly RMS Fee
637	10/16/2023	Claims	10	621038	East Jefferson Fire Rescue	7,500.00	3rd Quarter ALS Fee
638	10/16/2023	Claims	10	621039	Good Man Inc	111.57	Monthly Restroom
639	10/16/2023	Claims	10	621040	Henery Hardware	7.38	Hardware for Station 22
640	10/16/2023	Claims	10	621041	IMS Alliance	34.97	Passport tags
641	10/16/2023	Claims	10	621042	JC Dept of Public Works	548.12	Monthly Fuel - Gasoline
642	10/16/2023	Claims	10	621043	JC Fire District #2 Payroll	77,225.71	2023.10.05 Payroll Reimbursement; 2023.09.05 Payroll Reimbursement Correction
643	10/16/2023	Claims	10	621044	Jamestown Networks	458.41	Monthly Internet/Phone
644	10/16/2023	Claims	10	621045	Jefferson Propane	345.99	Monthly Propane
645	10/16/2023	Claims	10	621046	Timothy M McKern	296.04	Per Diems for Mobilizations (DNR reimbursed)
647	10/16/2023	Claims	10	621047	Municipal Emergency Svcs	246.95	Uniforms - Kinser
648	10/16/2023	Claims	10	621048	Murrey's Disposal Co Inc	51.88	Monthly Garbage Service
649	10/16/2023	Claims	10	621049	Olympic Springs Inc	9.76	Monthly Water Service
650	10/16/2023	Claims	10	621050	PUD	270.60	Monthly Electric/Water
651	10/16/2023	Claims	10	621051	PUD	405.77	Monthly Water/Electric
652	10/16/2023	Claims	10	621052	Pacific Office Equipment	686.80	Monthly Computer and Printer
653	10/16/2023	Claims	10	621053	Paladin Background Screening	102.00	Background checks: Palmer;
654	10/16/2023	Claims	10	621054	Robert J Rewitzer	16.38	Mileage expense to Brinnon meeting
655	10/16/2023	Claims	10	621055	Streamline	150.00	Monthly website
						50,458.39	
001 General Fund 662 600 71						47,025.10	
040 EMS Fund 662 610 71							
						97,483.49	Claims: 97,483.49

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:43:40 Date: 10/16/2023

10/01/2023 To: 10/31/2023

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.**



Preparer

10-16-2023

Date



Auditing Officer

10-16-2023

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.



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

Date

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TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 13:56:03 Date: 10/04/2023
Page: 1

09/01/2023 To: 09/30/2023

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	738,328.75	42,811.63	51,894.87	729,245.51	0.00	2,022.34	0.00	731,267.85
040 EMS Fund 662 610 71	797,067.18	10,991.80	46,095.63	761,963.35	0.00	66.30	0.00	762,029.65
070 Capital (Reserve) Fund 662 631 71	1,943,741.92	12,485.63		1,956,227.55	0.00	0.00	0.00	1,956,227.55
	3,479,137.85	66,289.06	97,990.50	3,447,436.41	0.00	2,088.64	0.00	3,449,525.05

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

09/01/2023 To: 09/30/2023

Time: 13:56:03 Date: 10/04/2023

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	386,421.38	88,536.66	97,249.29	377,708.75	0.00	0.00	377,708.75
20 Payroll-1st Security	75,000.00	72,315.23	73,056.44	74,258.79	0.00	2,088.64	76,347.43
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	423,474.55	10,991.80	45,725.03	388,741.32	0.00	0.00	388,741.32
70 Capital (Reserve)-JeffCo	2,593,741.92	12,485.63	0.00	2,606,227.55	0.00	0.00	2,606,227.55
Total Cash:	3,479,137.85	184,329.32	216,030.76	3,447,436.41	0.00	2,088.64	3,449,525.05
	3,479,137.85	184,329.32	216,030.76	3,447,436.41	0.00	2,088.64	3,449,525.05

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

09/01/2023 To: 09/30/2023

As Of: 09/30/2023 Date: 10/04/2023
 Time: 13:56:03 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	203	04/04/2022	Payroll	20	1185	Quinn M McMahan	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	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	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	583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll
2023	83	01/31/2023	Payroll	20	1308	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/31/2023 To 01/31/2023 - Union Dues
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
2023	333	06/05/2023	Payroll	20	1342	IAFF Local 2032	255.00	Pay Cycle(s) 06/05/2023 To 06/05/2023 - Union Dues
2023	381	07/05/2023	Payroll	20	1346	David Blohm	55.41	2023.06 Payroll
2023	382	07/05/2023	Payroll	20	1347	Ken Brotherton	96.97	2023.06 Payroll
							2,088.64	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	2,022.34	2,022.34
040 EMS Fund 662 610 71	0.00	66.30	66.30
	0.00	2,088.64	2,088.64

TREASURER'S REPORT
Signature Page

09/01/2023 To: 09/30/2023

REVIEWED AND APPROVED


Preparer

10-4-2023
Date


Auditing Officer

10-4-2023
Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
September 2023

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:

- JeffCom Hiring Staff is the Key focus and Budget 2024 going forward and CBA approved
- CARES Volunteer Program – Kimberly and Kevin and the team are making great strides and moving this program forward. Coyle presentations Oct 14 6pm.
- Station 22 Open House and Recruitment went well and follow up with a few interest.

Goals and Objectives:

- Windows and exterior painting Station 21 Crew Quarters , Rental , and Admin
- AFG Safer 2022 applied and should have news anyday.
- Crew Qtrs painting nearing completion.

Financial Resources:

- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- CMS (Medicare) Data Collection Project for 2022 July 1,2022 – June 30 2023. OIC report complete on this project.
- EJFR ALS Contract completed. Next Step is a meeting to discuss potential guideline for EJFR on patient recommendation. This will be with EJFR Admin, MSO, and MPD

Physical Resources and Quality of Life (QOL):

- Lucas CPR Devise in place for the pilot project . 2 so far including one save. We will continue until end of year and putting a Capital Purchase plan in place for 2024.
- Working with staff on potential apparatus replacement plan for next few years.

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets working on SIP and APP plan for adoption and forward to the FIIRE program
- FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 3rd quarter 2nd year requirements. There will also be a 3rd year to this program as well. We will be putting in for a lifting devise next year.

Essential Resources

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- Contract with Target Solutions is ending and we are moving forward with Action Training for EMS and Fire programs.

External Relationships

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- We have a number of Fire Prevention events this month and will start moving into Holiday Plans with the Association.

Fire Prevention

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

Apparatus Readiness:

- U22 is having an issue that I am working through with the engines variable valve timing. I currently have parts on order.

Training and Competency:

- Target Solutions still has 10 overdue assignments. However, beginning 2024 we will be moving over to Action Training for our Fire and EMS training. Hopefully, this will end the reoccurring overdue assignments.
- Members have begun to train on the new ESO software. There have been a few bumps in the road, but overall is a much better program.

Physical Resources and Quality of Life:

- Crews are continuing to repaint the interior of the Crew Quarters. I have emailed Dan Nieman at Nieman Const. to see about a bid for new windows and siding for the Crew Quarters and new windows for the Admin office and the Rental house.
- I am working with Bob to build our awards program through ESO. I have completed quarterly points for the final time on Emergency Reporting.

QFR Events:

- October 8 kicks off Fire Prevention week. I am working with FF Torres and the Quilcene School to schedule a time to visit the Elementary School for a small presentation. QFR has purchased informational packets for kids with fire safety activities. This years theme is Preventing Kitchen Fires.
- On October 14, EJFR is presenting Fire & Rescue Fest. 2023. This is to celebrate Fire Prevention Week. FF Zak Torres will be taking T21 to assist and participate in the festivities.
- On October 31st, QFR will be participating in Quilcene's annual Trunk or Treat event. QFR will be staffing our 2nd out Aid unit with volunteers and decorating the Aid unit in the spirit of Halloween.

		10/11/2023											
		Report Date											
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	27	1/1/1999	Unknown	Unknown	27,853	N/A	1,002	N/A		
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	41,479	2,096	2,208	112		
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	30,126	N/A	1,076	N/A		
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	76,173	N/A	4,825	N/A		
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	6,209	362	1,242	63		
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	N/A	196,329	N/A	10,451	N/A		
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	N/A	121,505	N/A	8,100	N/A		
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	N/A	50,559	2,027	7,223	261		
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	N/A	56,024	1,198	14,006	207		
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	N/A	111,073	N/A	5,912	N/A		
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	N/A	4,329	N/A	1,443	N/A		

Significant Events and Service Delivery:

- On 9/25 we responded to a Head on MVA

Training and Competency:

- N/A

Physical Resources and Quality of Life:

- We are still doing our 60-day field testing of the Stryker Mechanical CPR Lucas Device. We are looking at extending our trial period. The Lucas Device is in service on A21 and will be deployed on CPR calls.
- QFR Responded to CPR in progress on 9/19. With the combination of a quick response, bystander CPR, High Quality CPR from our crew and Lucas device and early defibrillation our patient survived. The patient was released from the hospital and returned home a few days later.
- We went live with ESO on September 18th. So far things have been going really well with the new reporting system. We had a few minor hiccups, but we were able to work through them easily. The crews seem happy with ESO.
- With help from Capt. McCrehin and Lt. Singleton we are working on transferring all our assets from Emergency reporting to ESO. We are rebuilding the inventory system, so it is accurate going forward on ESO.
- Our QFR CARES Program is going great. Kimberly is doing a great job and has already contacted a few individuals in our district who need help. Kimberly has done a great job being a patient advocate and has gone above and beyond to help our QFR CARES Customers. Kimberly has also been getting out in the community to get the word out about our CARES Program. Kimberly has been working with Lynne and Viviann to train them to handle CARES Calls.
- I have been attending the Monthly Jeffcom User Meetings to voice any questions, comments, issues, or concerns QFR has when it comes to working with our Jeffcom partners and topics regarding response and dispatch.
- Saturday Sept 16th was the Quilcene Fair and Parade. The event went great Zak and Tyson did a great job organizing the parade and booth.
- On Sept 16th there was also a 50k and 25k marathon called Mountain Peaks Racing. The event went well without any incident.
- On September 17th we had the Quilcene Oyster Race Half marathon. The event went well without any incident.
- October 8th – 14th is Fire Prevention Week. We will be doing In-school visits to teach kids about fire safety and posting educational material on our Facebook page each day.
- October 13th we will be attending the Coyle Women's Clubs Salmon Feed.
- On October 21st we will be teaching a CPR/First Aid Class to the community and on Oct 24th we will be teaching a class to the Quilcene School Transportation Department.

Staffing (next 30 days):

- I have no vacation planned for the Month of October.

Significant Events and Service Delivery:

- C-Shift responded to a total of 25 incidents during the month of September. Notable incidents include:
- Mutual aid to Discovery Bay for a large hazard tree on fire. B21 arrived first on scene, extinguished, and briefed DNR resources who later assumed command of the fire.
- Assisted as LZ manager in E21 for B-Shift CVA Medevac.
- Responded to a riding lawnmower fire off a DNR Rd near Pete Beck Rd. The fire had high potential to spread to the surrounding brush and timber but was quickly extinguished by the owner with tools and bottles of water.
- Responded to assist B-shift with an ALS CPR. ROSC was achieved thanks to rapid family member CPR and successful defibrillation. The patient was airlifted to Seattle and made a full recovery several days later.
- Water usage report sent to PUD with approximately 3000 gallons used between incidents, maintenance, and training.

Apparatus Readiness:

- NTR.

Training and Competency:

- Scheduled to instruct on CPR and LUCAS device skills at the district wide EMS skills day on October 7th.
- FF/EMT Svetich and I are working with PM Ryan Tillman on creating a training video for the county on an efficient way to deploy and use the LUCAS device. The video will be presented at EMS Base Station on October 3rd and shared with the department soon after.
- Onboarding and fundamentals training with Volunteer Oscar Levine is progressing well and he is approximately 50% complete with his skills lists. A detailed excel training spreadsheet has been started for him and will be shared each month with the leadership team.
- Oscar has his NREMT certification, and we are working to complete his WA state EMT certification application. Signatures from Chief McKern and Dr. Carlbom will be obtained at the October 7th EMT skills day, and the application will be mailed to WA DOH on the next business day. We expect a couple of weeks for him to receive his certification to practice as an EMT.
- Working to get caught up on EMS Connect videos and check off remaining skills with Chief McKern as we are both due to recertify with WA DOH at the beginning of 2024.
- Planning training with interested EMTs from neighboring districts who want to learn more about the LUCAS device. They have been invited to stop in at Station 21 anytime C-Shift is on duty.
- Attended ESO training and have had little to no issues using ESO while on incidents.
- Attended the EJFR BC meeting with chief McKern to discuss the county wildland coordinator positions, state mobilization procedure, and listen to feedback from Jeffcom on various subjects.

- Actively searching for an AEMT class to attend this Fall/Winter.
- Expected to sit on the County committee for EMS protocol updates that will start later this year.
- Reached out to TNT, the manufacturer of our battery powered extrication tools to inquire about taking the service tech class. This would allow in house annual maintenance of our extrication tools and save QFR from the annual 3rd party maintenance cost.

Physical Resources and Quality of Life:

- Annual small engine maintenance will start this fall.
- FF/EMT Svetich will be assigned designee of all hose, appliances, ladders, and hand tools which includes oversight of annual 3rd party testing. An announcement to QFR personnel with changes will be made soon for everyone's situational awareness.

Staffing (next 60 days):

- 48 hours of PTO scheduled for the middle of October.

Other:

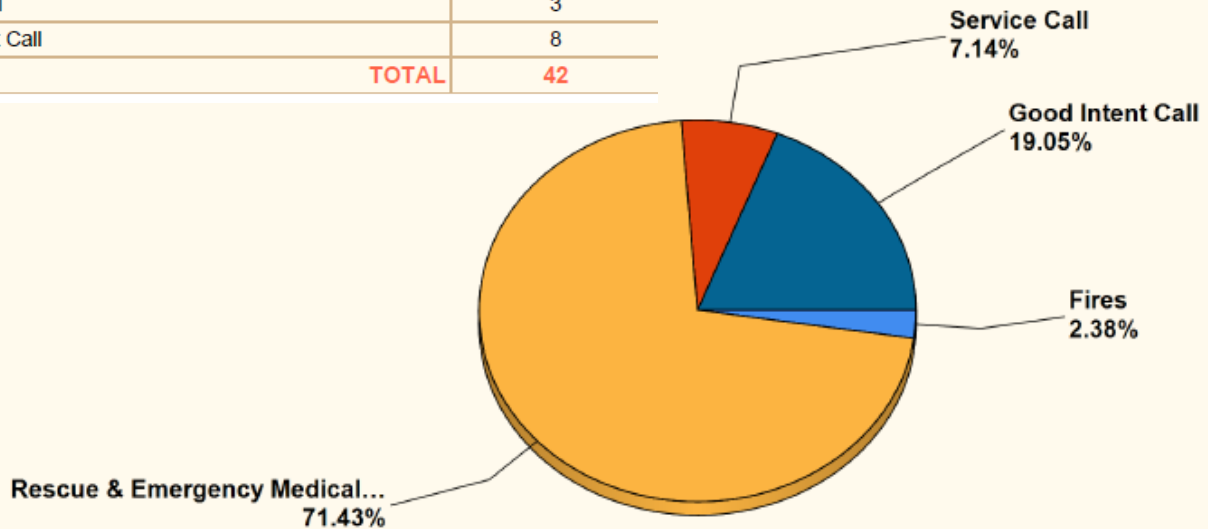
- FF/EMT Svetich is coordinating a fire extinguisher use class for a couple of classes at the Quilcene School.
- Working to schedule a few open community CPR/First aid classes and a couple for local businesses.



September 2023 Incidents

Through September 17, 2023 (from EmergencyReporting.com):

MAJOR INCIDENT TYPE	# INCIDENTS
Fires	1
Rescue & Emergency Medical Service	30
Service Call	3
Good Intent Call	8
TOTAL	42



INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 21 - Quilcene		
321 - EMS call, excluding vehicle accident with injury	Reviewed	22
322 - Motor vehicle accident with injuries	Reviewed	2
324 - Motor vehicle accident with no injuries.	Reviewed	1
361 - Swimming/recreational water areas rescue	Reviewed	1
561 - Unauthorized burning	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1
Zone: 22 - Coyle		
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
651 - Smoke scare, odor of smoke	Reviewed	1
Zone: Brinnon - 16D04 Brinnon Fire Department		
561 - Unauthorized burning	Reviewed	2
611 - Dispatched & cancelled en route	Reviewed	4
Zone: Discovery Bay - 16D05 Discovery Bay Fire Department		
141 - Forest, woods or wildland fire	Reviewed	1
321 - EMS call, excluding vehicle accident with injury	Reviewed	2
Zone: East Jeff - 16D01 East Jefferson Fire & Rescue		
611 - Dispatched & cancelled en route	Reviewed	1
Zone: Port Ludlow - 16D03 Port Ludlow Fire & Rescue		
311 - Medical assist, assist EMS crew	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1

September 18 to September 30, 2023 (from ESO):

Incident Date between 2023-09-18 and 2023-09-30

Incident Type Breakdown

Incident Type Group	Incidents
300 - Rescue & EMS	11
400 - Hazardous Condition (No Fire)	3
500 - Service Call	2
600 - Good Intent Call	5
700 - False Alarm	1
	22

