

## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Chairman of the Board

Commissioner Herbert Beck  
Commissioner Melody Bacchus

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ORIGINAL

**BOARD FOR VOLUNTEER FIREFIGHTERS PENSION AND RELIEF:** One volunteer will be removed from the rolls.

One volunteer was placed on Administrative leave.

**CALL TO ORDER:** Chair Commissioner Art Frank called the Regular meeting of the Board of Commissioner of April 12, 2021 to order at 7:00 pm. Commissioner Art Frank, Chief Tim McKern and Secretary Jean Morris were in attendance. Bob Rewitzer, Commissioner Melody Bacchus, Dave Neuenschwander, Thane Grooms, Roland Faragher-Horwell, Deputy Chief Don Svetich and Lieutenant Mark McCrehin were in attendance via Zoom and Commissioner Herbert Beck was in attendance via phone.

**APPROVAL OF AGENDA: MOTION:** Commissioner Art Frank moved to accept the agenda with the addition of 3. Non combat PPE and 4. State Auditor's update under New Business. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF MINUTES: MOTION:** Commissioner Herbert moved to approve and sign the minutes of the March 8, 2021 Regular meeting. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF VOUCHERS:** Upon review of the voucher prior to the meeting by Commissioner Art Frank and Chief Tim McKern: **MOTION:** Commissioner Art Frank moved to accept and sign the General Fire Vouchers in the amount of 39,840.15 and the EMS vouchers in the amount of \$31,463.43 for a total of \$71,303.58 as presented. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

**MONTHLY FINANCIAL REPORT:** The Monthly financial Report was reviewed.

### **CHIEF'S REPORT & OFFICER REPORTS:**

Vaccinated about 150 people last Saturday.

Discuss selling burn permits. We are the only District that does so. Will discontinue next fall.

FIRE CHIEF

Tim McKern

#### • **Governance and Administration:**

- New EMS Protocols complete we are rolling out new Meds and training on them
- COVID 19 Vaccines offered at JGH , Tri County Pharmacy and Out reach program.
- Our next of many Zoom Department Meetings in April to communicate "What's Happening " Here.

#### • **Goals and Objectives:**

- Station 22 Station insulation complete, Water System, Tree Cleanup just to name a few.
- EMS / Non-Combat PPE gear to be ordered
- PPE for Fire Ground Grant went into AFG and no news yet.
- Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead and working with the West Sound Training group to build Training 2021 and beyond.
- EMS Levy renewal 2021 . Put on the ballot Aug /Nov , Resolution under new business.
- Web Update to include new Pic's. We are starting our EMS Social Media Blitz.

- **Financial Resources:**
  - BIAS – Moving Forward third payroll and vouchers are in.
  - GEMT review and new rate for next 12 months is 3455
  - Burn Permits and future plans – Other Fire Agencies issuing them leave to ORCAA and DNR ?
- **Physical Resources and Quality of Life (QOL):**
  - Working with POE on Server on-site along with the current cloud
  -
- **Health and Safety**
  - Review of Exposure Control and Safety programs – Safety Committee meets with Officers 1<sup>st</sup> Wednesday of each month.
- **Essential Resources**
  - Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- **External Relationships**
  - Company Officer Blue Card ICS Training-Table Top and Sit/Rep in 2<sup>nd</sup> Qtr 2021
  - Partnered with the Lions Club and the Quilcene Museum to give out Easter Baskets, This is in place of Egg hunt.
  - Working with County DEM for the Vaccine Outreach Clinic. April 10 Quilcene School. 300 doses.
- **Fire Prevention**
  - ☐ *Community Risk Reduction programs to start with IFSTA Essentials of CRR programs for staff*
  - ☐ *Working with Coyle Area on Road Access and Addressing*

**Significant Events and Service Delivery:**

This month the key to the 14 EMS Calls for service were falls. We do have a County Fall Prevention program and JGH will be following up with the patients. We had a meeting our agency partners to set direction for next quarter.

**1. March 2021 Responses**

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
114 - Chimney or flue fire, confined to chimney or flue	1	2.78%
321 - EMS call, excluding vehicle accident with injury	14	38.89%
322 - Motor vehicle accident with injuries	4	11.11%
400 - Hazardous condition, other	1	2.78%

611 - Dispatched & cancelled en route	11	30.56%
651 - Smoke scare, odor of smoke	1	2.78%
735 - Alarm system sounded due to malfunction	1	2.78%
743 - Smoke detector activation, no fire - unintentional	2	5.56%
745 - Alarm system activation, no fire - unintentional	1	2.78%
<b>TOTAL INCIDENTS:</b>	<b>36</b>	<b>100%</b>

## 2. First Quarter 2021

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	4.35%
Rescue & Emergency Medical Service	68	59.13%
Hazardous Condition (No Fire)	5	4.35%
Service Call	2	1.74%
Good Intent Call	30	26.09%
False Alarm & False Call	5	4.35%
<b>TOTAL</b>	<b>115</b>	<b>100%</b>

### Historical Call numbers for each year:

- Finished March 2021 with 36 Responses vs 37 in 2020
  - To date 2021 total to date of 115 Responses vs 117 in 2020
3. **Apparatus Readiness:** Lt. McCrehin's report will cover:
  4. **Vehicle Replacement Plan (2018-2045):** No input
  5. **Training and Competency:** Target Solutions deployment and engagement with Training Consortium.
  6. **Emergency Medical Services:** Our EMS Responses were 54.05% for 2021 and the First Quarter are at 59.13%
5. **Human Resources and Staffing: Staffing:**
- a. **Remains stable, meeting each incident needs.** With mutual aid. We will be monitoring.
  - b. Just Returned from a week off in Montana
6. **Other: Any Questions?**

**End of March 2021, Report. DFC D. Svetich**

Easter Basket Program



A-SHIFT OFFICERS REPORT

LT. MARK MCCREHIN

### **Apparatus Readiness:**

- B22 has been returned from Mountain Mechanic for brake issues. Brake system was reassessed. Brakes were readjusted and appear to be working great! B22 has returned to service at Station 22 with no new issues.
- B21 has been serviced by Clallam County Fire. They have fixed the pressure gauge on the pump panel that was previously not working. It appears that there is a damper behind the gauge to help eliminate needle bounce. The damper has broken. So, a new liquid filled gauge is on order to eliminate the damper and not have needle bounce. The other item that was serviced was the emergency brake. It appears that the brake was set and then driven, wearing the brake down to a point where it does not hold the vehicle on an incline. The rear brakes are going to need to be replaced. This will include the pads, rotors and calipers. The front brakes will need to be replaced before the 2022 brush season.
- Crews have been rotating the aid cars as “first out” every two weeks to keep mileage as equal as possible. The Ram aid unit will be scheduled to go to Les Schwab for tire alignment after its next rotation.

### **Training and Competency:**

- Department training has been postponed due to COVID-19. However, online and shift training is continuing.
- We are currently still awaiting test results from the Fire Inspector 1 course.
- Several members of QFR will be attending an urban interface wildland training with EFJR on April 10<sup>th</sup>.
- We have at least 3 members attending the EJFR Pump Operations Academy that begins on April 30.

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

- The new air compressor has been installed at Station 22. Thane Grooms has handled the install after delivery of the compressor.
- The insulation project at Station 22 is completed. All the old insulation has been removed and new spray on insulation has been installed.

- LED lights have been purchased to replace the current fluorescent lighting in the Training room and the Kitchen. I contacted the PUD in an attempt at a rebate for energy efficient lighting. Unfortunately, Jefferson County does not have one.
- Saturday March 27<sup>th</sup> QFR attended the Community Easter Basket Project hosted at the Worthington Mansion by the Quilcene Museum, QFR, and the Lions Club. Easter baskets were collected and distributed out to various residents throughout Quilcene and Brinnon.

**Staffing (next 30 days):**

- Currently we are short staffed for only 1 day for the Month of April. We have a few volunteers that are moving through training as a 3<sup>rd</sup> that I am hoping they will be able to pick up the remaining day as a second once their training is completed.

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

- On 3/26 we responded to Dist 5 for a Chimney Fire on HWY 20.

**2. Training and Competency:**

- I am still waiting for my written test results on the IFSAC Inspector 1 class.
- I will be taking the OTEP Evaluator class on April 17<sup>th</sup>.

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

- The missing Kenwood Radio was located by Whistler Communications and returned to us.
- One of our Surface Go 2 Tablets was accidentally damaged, but we were able to get a replacement through our insurance with AT&T and the replacement device is now in service.
- We are still waiting to hear back if we can purchase the items submitted on the quote from Silke Communications (Formally known as Action Communications) for accessories for the new Pagers and radios for purchase using the remainder of the AFG Grant.
- Still working with POE on getting a Server set up for the department. POE will be here Wednesday April 7<sup>th</sup> to begin setting up for the server.
- I have picked out a mount for E21's tablet and am waiting for a quote from Silke.
- On 4/1 we assisted the school with setting up an easter egg hunt for the kids.

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

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

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

- C Shift had no significant change in call volume for the month of March. Most of these calls were medical in nature or canceled en-route.
- Water usage report sent to PUD with approximately 500 gallons used.

**2. Apparatus Readiness:**

- A broken coupling clip was noted by another shift on one of our 4" supply hoses on E21. I will be ordering a new clip to replace and will update in ERS once a maintenance ticket has been opened.
- Received more ¼ turn couplings through the DNR phase 1 grant. This grant allows us to purchase certain equipment through the online DNR cache at 50% cost. The ¼ turn couplings will be inventoried and placed in service on B21.

**3. Training and Competency:**

- I still have not received any update on my IFSAC Fire inspector 1 certification.
- Continue to complete EMS Connect training videos and train on updated protocols on shift.
- Firefighter fundamentals training with Damon Edwards has started and this training will take place based on the IFSAC FF1 skills sheets.
- Jacob Ellis has moved back to Quilcene and is in the process of going through refresher training.
- I am still working with Deputy Chief Svetich on our annual wildland RT-130 training outline. We have received the 2021 core requirements and will be using that as the base for our outline. The 2021 training will prove to be a challenge with the social distancing restrictions and the thought is to break up the training for each shift to perform and document. Deputy Chief Svetich and I are still in discussion about the most efficient way to complete this training and will have a decision when I return to him with the rough draft of our training outline.
- I am currently reviewing all wildland training modules in Target solutions for Lt. McCrehin. Once my review of these modules is complete, I will be work with Deputy Chief Svetich on how to best incorporate these into next year's RT-130 refresher.

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

- Wildland PPE ordered through DNR Phase 2 has been received. It will be inventoried and placed in service on B21.
- A Capital budget request for non-combat PPE will be submitted to the board for review and approval.
- Bunker gear for Damon Edwards and Jacob Ellis will be ordered when they can both get sized by the Cascade fire sales Rep. The Sizing will take place on the 7<sup>th</sup> of this month and the order will be placed shortly after.

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

- NTR.

**5. Other:**

- NTR.

**UNFINISHED BUSINESS:**

1. **Station 22:** Finished with the installation. Want to meet with Thane and Roland. Will meet about the Trees. Will gravel the apron.
2. **Bias Update:** Dave Neuenschwander gave an update on Bias.
3. **JEFF COMM Update:** Jefferson County has applied for a Federal Grant for 1 ½ million dollars.
4. **Rural Reduction Program:** Had several meetings. Mental Health is out of control. The county is not prepared.
5. **Safety Trailer:** Nothing this month. This item will be dropped from the agenda for now.

**NEW BUSINESS:**

1. **Policies 211, 506, 1001, 1006: MOTION:** Commissioner Art Frank moved to accept policy #211, 506, 1001, 1006 with the changes discussed. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 votes. Evaluations will be performed yearly on permanent employees and every 3 months for probation employees.
2. **EMS Levy:** Will run the EMS Levy in August 2021 for .50 per 1000. **MOTION:** Commissioner Art Frank move to accept and sing Resolution No. 2021-01 Resolution to Submit an EMS Levy. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.
3. **PPE Non-Combat: MOTION:** Commissioner Art Frank moved to purchase \$16,680.00 in PPE Non-Combat gear for 16 people from Capital Expenditures. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.
4. **State Auditor's Update:** Chief explained what the Auditor is looking for this audit and where the audit stands to date.

**SECRETARY REPORT:** Nothing.

**SEMINARS/CONFERENCES/SPECIAL EVENTS:** Nothing.

**PUBLIC INPUT-GOOD OF THE ORDER:**

Commissioner Herbert Beck would like to see more printing on both sides of the paper is possible.

Bob Rewitzer and Chief are applying for the Firehouse Subs grant.

Discussed the Fire inspectors class.

Three Firefighters and Josh Washburn will be taking the EMT-A class.

**EXECUTIVE SESSION:** Chair Commissioner Art Frank called for an Executive session under RCW 42.30.110. G. for an evaluation of an employee at 7:51 pm for 10 minutes. Stated that action would be taken. Returned @ 8:02 pm asked for another 10 minutes. Chair Commissioner Art Frank called the meeting back to order at 8:15 pm. **MOTION:** Commissioner Art Frank moved to extend Chief Tim McKern's contract to 3/31 2022. The contract will remain the same with the change of salary to have a 3% increase effective 4/1/2021 and no more than 160 hours of vacation can be banked on the anniversary date and section 4.6 they added a 90 day out clause for either party. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

**ADJOURNMENT:** Chair Commissioner Art Frank called for adjournment at 8:20 pm.

SIGNED for Jefferson County Fire Protection District No. 2

BY:   
ART FRANK, Commissioner, Chair of the Board

BY: \_\_\_\_\_  
HERBERT BECK, Commissioner

BY:   
MELODY BACCHUS, Commissioner

ATTEST  
BY:   
Helen Jean Morris, District Secretary