



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

July 17, 2023, 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

Exec. Assistant Neuenschwander – In Person
Lieutenant Singleton – In Person
Firefighter T. Svetich – In Person
Volunteer D. Svetich – In Person
Volunteer Grooms – In Person

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Firefighter T. Svetich led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the addition of **New Business 5. Volunteer Firefighters Relief & Pension Board Business**. Commissioner Bacchus seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioners received draft minutes of the June 12, 2023 Regular Meeting and the June 21, 2023 Special Meeting. Commissioner Kelbon moved to accept the draft minutes for both meetings with some additional language to be added to the minutes of the Special Meeting for clarity. Commissioner Frank seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Vouchers totaled \$90,525.48. Commissioner Bacchus moved to approve the vouchers. Commissioner Frank seconded. The motion carried. 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 as well as a verbal report from Chief McKern:
 - The LUCAS device for CPR intervention has been placed in service for evaluation.

- Volunteer D. Svetich will be assisting county partners with the Community Wildfire Protection Plan (CWPP).
- Jefferson County fire chiefs met to discuss the fireworks and burn ban that was enacted June 30, 2023.
- **Monthly Financial Report** – Commissioners were provided with a Treasurer’s Report and a 2023 Budget Position report. Secretary Rewitzer reported the total fund balance increased by \$25,240 in June. Operating expenditures are at 45.6% with 50% of the year elapsed.
- **District Secretary’s Report** – Secretary Rewitzer provided a verbal report:
 - The transition from Emergency Reporting to ESO for records management is in progress.
 - Data compilation for the Ground Emergency Medical Transport (GEMT) report and the Medicaid Ground Ambulance Data Collection (MGADC) report is in progress.
 - Data regarding District facilities was collected for the underwriter pending property insurance renewal.
 - The new website will launch July 18, 2023.
- **Commissioner’s Report** – No report.

CORRESPONDENCE:

Secretary Rewitzer reported notification dated June 28, 2023 was received from the IRS. They will take an additional 60 days to consider the District’s March 15, 2023 request for penalty abatement.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – Chief McKern reported the contractor will begin work on the Crew Quarters kitchen remodel the week of July 24, 2023.
2. **Station 22 Facilities** – Volunteer Grooms reported the contractor will start prepping and painting the station exterior later this week. In addition, the 4,000 gallon water tank has been filled and work will now begin on the water tank at Station 23. Commissioner Frank commended staff for cleanup of Station 23.
3. **DNR Trust Lands** – Commissioner Kelbon reported the June meeting of the Jefferson County Fire Commissioners and Secretaries Association, with state and county elected officials attending, provided a good opportunity to discuss timber issues.
4. **Contracting for ALS Services** – Commissioners received a draft ILA from District 1. Discussion involved ALS service and the impact of provisions contained in the ILA.

The Board compared the draft ILA, which provided incident-based fees, to the original agreement entered into with Port Ludlow Fire Rescue in which the District paid a flat annual fee and medics typically boarded District 2 apparatus for ALS transport. The consensus was that the original agreement provided the best patient care and was simple to manage. Commissioners also discussed what appears to be a reduced availability of District 1 ALS units to respond within District 2 and options available for ALS service. Chief McKern will communicate the Board's concerns with the draft ILA to District 1 Chief Black.

NEW BUSINESS:

- 1. Resolution 2023-003** – Secretary Rewitzer presented a resolution to authorize the County Treasurer to cancel a warrant that was never presented for payment. Warrant number 620483 had been issued June 20, 2022 in the amount of \$141.28 to Quilcene Village Store for payment of fuel purchased on the house account. Commissioner Frank moved to adopt the resolution. Commissioner Kelbon seconded. The motion carried. Secretary Rewitzer will prepare a new voucher to pay the vendor.
- 2. Update Policy 313** – Secretary Rewitzer presented an update to Policy 313 Swiftwater Rescue and Flood Search and Rescue Responses that added guidance on use of personal flotation devices (PFDs). Commissioners considered this item and **New Policy 905** at the same time. See item 3 for action taken.
- 3. New Policy 905** – Secretary Rewitzer presented new Policy 905 Personal Flotation Devices and Safety Involving Water Incidents that provided guidance for members who may respond to any type of incident on or around water. Commissioners considered Policy 313 and Policy 905 together. Commissioner Kelbon offered amending language for both policies that clarified PFD use at shore-based water rescue operations. Commissioner Frank moved to adopt both policies as amended. Commissioner Kelbon seconded. The motion carried.
- 4. Staff Deployments for State Mobilizations** – Commissioners discussed deployments and impacts to the District. Commissioner Frank requested an accounting of backfill expenses for Board review at the next regular meeting.
- 5. Volunteer Firefighters Relief & Pension Board Business** – Retired Volunteer Donita French applied to the Board for Volunteer Firefighters and Reserve Officers for a retirement pension. Acting as the local board, commissioners reviewed the certification documents. Ms. French served as a District volunteer from 1989 to 2021 (32 years). Commissioner Frank moved to certify Ms. French's eligibility. Commissioner Kelbon seconded. The motion carried. Commissioner Frank and Secretary Rewitzer signed the Certificate of Eligibility form.

SEMINARS/CONFERENCES/SPECIAL EVENTS:

Chief McKern reported there is a commissioners' conference this fall.

GOOD OF THE ORDER:

Lt. Singleton and Firefighter T. Svetich demonstrated the LUCAS device.

ADJOURNMENT:

The meeting was adjourned at 8:49 p.m.

ATTACHMENTS:

General Certificate for Claims:

Payroll Check Register dated 7/5/2023.

Claims Check Register dated 7/17/2023.

Reports:

June 2023 Treasurer's Report

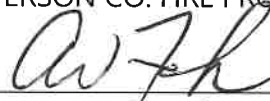
June 2023 Monthly Fire Chief's Report

Resolution:

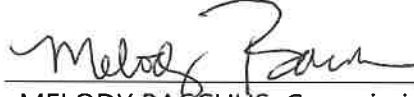
2023-003 Authorizing the County Treasurer to Cancel Warrants

APPROVED this 21 day of AUGUST, 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

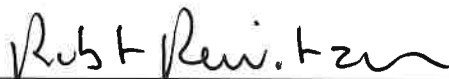


MELODY BACCHUS, Commissioner



MARCIA KELBON, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 15:02:39 Date: 06/28/2023

06/30/2023 To: 07/05/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
383	07/05/2023	Payroll	20	EFT	Lynne Cassella-Blackburn	878.12	2023.06 Payroll
388	07/05/2023	Payroll	20	EFT	Kimberly Kinser		2023.06 Payroll
389	07/05/2023	Payroll	20	EFT	Sophia Knutzen	27.70	2023.06 Payroll
392	07/05/2023	Payroll	20	EFT	Krystal McCrehin		2023.06 Payroll
393	07/05/2023	Payroll	20	EFT	Mark A McCrehin	4,289.18	2023.06 Payroll
394	07/05/2023	Payroll	20	EFT	Timothy M McKern	11,734.71	2023.06 Payroll
395	07/05/2023	Payroll	20	EFT	Timothy Mickelson	41.56	2023.06 Payroll
397	07/05/2023	Payroll	20	EFT	Robert J Rewitzer	2,500.00	2023.06 Payroll
398	07/05/2023	Payroll	20	EFT	Nicholas Singleton	4,161.35	2023.06 Payroll
401	07/05/2023	Payroll	20	EFT	Tyson J Svetich	3,576.21	2023.06 Payroll
403	07/05/2023	Payroll	20	EFT	Zachary D Torres	3,438.00	2023.06 Payroll
404	07/05/2023	Payroll	20	EFT	Kevin R Winn	3,972.24	2023.06 Payroll
405	07/05/2023	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 07/05/2023 To 07/05/2023 - HRA VEBA
406	07/05/2023	Payroll	20	EFT	US Treasury	6,966.08	941 Deposit for Pay Cycle(s) 07/05/2023 - 07/05/2023
407	07/05/2023	Payroll	20	EFT	WA Dept of Retirement Systems	6,746.49	Pay Cycle(s) 07/05/2023 To 07/05/2023 - LEOFF2; Pay Cycle(s) 07/05/2023 To 07/05/2023 - PERS2; Pay Cycle(s) 07/05/2023 To 07/05/2023 - NLEC Liability
408	07/05/2023	Payroll	20	EFT	WA Employment Security Dept-PFMLA	698.77	Pay Cycle(s) 04/01/2023 To 06/30/2023 - PFMLA
409	07/05/2023	Payroll	20	EFT	WA Employment Security Dept	317.90	2nd Quarter Unemployment: 04/01/2023 - 06/30/2023
380	07/05/2023	Payroll	20	1345	Melody Bacchus	234.94	2023.06 Payroll
381	07/05/2023	Payroll	20	1346	David Blohm	55.41	2023.06 Payroll
382	07/05/2023	Payroll	20	1347	Ken Brotherton	96.97	2023.06 Payroll
384	07/05/2023	Payroll	20	1348	Roland Faragher-Horwell	138.52	2023.06 Payroll
385	07/05/2023	Payroll	20	1349	Art Frank	234.94	2023.06 Payroll
386	07/05/2023	Payroll	20	1350	Thane Grooms	304.75	2023.06 Payroll
387	07/05/2023	Payroll	20	1351	Kristina M Heidt	205.69	2023.06 Payroll
390	07/05/2023	Payroll	20	1352	Viviann Kuehl	27.70	2023.06 Payroll
391	07/05/2023	Payroll	20	1353	Andrew J Lewis	277.05	2023.06 Payroll
396	07/05/2023	Payroll	20	1354	James L Pinks	110.82	2023.06 Payroll
399	07/05/2023	Payroll	20	1355	Donald Svetich	55.41	2023.06 Payroll
400	07/05/2023	Payroll	20	1356	Thais Svetich	69.26	2023.06 Payroll
402	07/05/2023	Payroll	20	1357	Ryan Tillman	221.64	2023.06 Payroll
410	07/05/2023	Payroll	20	1358	IAFF Local 2032	255.00	Pay Cycle(s) 07/05/2023 To 07/05/2023 - Union Dues
411	07/05/2023	Payroll	20	1359	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 07/05/2023 To 07/05/2023 - 457 Plan; Pay Cycle(s) 07/05/2023 To 07/05/2023 - 457 Plan Roth
412	07/05/2023	Payroll	20	1360	Trusteed Plans Service Corporation	7,754.13	Pay Cycle(s) 07/05/2023 To 07/05/2023 - Medical; Pay Cycle(s) 07/05/2023 To 07/05/2023 - Dental
413	07/05/2023	Payroll	20	1361	WA Dept of Labor & Industries-FD2	8,683.96	2ND Quarter L&I: 04/01/2023 - 06/30/2023

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

37,359.41
33,132.59

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 15:02:39 Date: 06/28/2023

06/30/2023 To: 07/05/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						70,492.00	Payroll: 70,492.00

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 Ruziter 6-28-2023
Preparer Date

SmcKe 6-28-23
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 Jh
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: 09:46:16 Date: 07/17/2023

07/01/2023 To: 07/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
417	07/17/2023	Claims	10	620881	AT&T Mobility	492.99	Monthly Cellular Service
418	07/17/2023	Claims	10	620882	Amazon Capital Services	53.20	Brass fittings for water tanks
419	07/17/2023	Claims	10	620883	Boundtree Medical LLC	1,591.87	Monthly Medical Supplies; Monthly EMS Supply Order
420	07/17/2023	Claims	10	620884	Canon Financial Services, Inc	54.44	Monthly Printer Lease
421	07/17/2023	Claims	10	620885	Department of Natural Resources	475.19	Wildland gear from DNR Cache
422	07/17/2023	Claims	10	620886	EMS Connect LLC	96.50	Monthly EMS Training
423	07/17/2023	Claims	10	620887	EMS Special Agency Fund	187.00	Monthly Ambulance Transport Fee
424	07/17/2023	Claims	10	620888	Good Man Inc	111.57	Monthly Restroom
425	07/17/2023	Claims	10	620889	JC Dept of Public Works	810.38	Monthly Fuel
426	07/17/2023	Claims	10	620890	JC Fire District #2 Payroll	70,492.00	2023.07.05 Payroll Reimbursement
427	07/17/2023	Claims	10	620891	Jamestown Networks	458.41	Monthly Internet/Telephone
428	07/17/2023	Claims	10	620892	Lexipol LLC	3,608.24	Annual Policy Manual Fee
429	07/17/2023	Claims	10	620893	Timothy M McKern	100.00	Monthly Personal Device Stipend
430	07/17/2023	Claims	10	620894	Murrey's Disposal Co Inc	51.88	Monthly Garbage
431	07/17/2023	Claims	10	620895	PUD	275.30	Monthly Electric/Water
432	07/17/2023	Claims	10	620896	PUD	373.52	Monthly Electric/Water
433	07/17/2023	Claims	10	620897	Pacific Office Equipment	645.63	Monthly Computer/Printer Support
434	07/17/2023	Claims	10	620898	Streamline	150.00	Monthly Website
435	07/17/2023	Claims	10	620899	Streamline	250.00	Website setup
436	07/17/2023	Claims	10	620900	Systems Design West LLC	615.75	Monthly EMS Billing
437	07/17/2023	Claims	10	620901	Systems Design West LLC	7,500.00	Annual GEMT Report Consulting
439	07/17/2023	Claims	10	620902	US Bank	903.09	3299 - Grabage Bags, Paper Towels; 3299 - A212 Maint Supplies; 3299 - A212 Side Marker; 3299 - A212 Oil Filter; 3299 - Printer Cartridge; 9508 - Meal during State Mobilization; 9508 - Meal during Stat
438	07/17/2023	Claims	10	620903	US Bank Business Credit Card	298.93	Water dispenser - Admin
440	07/17/2023	Claims	10	620904	Washington Fire Chiefs	300.00	EVIP Training x 6
441	07/17/2023	Claims	10	620905	Washington State Department of Revenue	364.75	Use tax
442	07/17/2023	Claims	10	620906	Wave Broadband	214.10	Monthly Cable
443	07/17/2023	Claims	10	620907	Westbay Auto Parts Inc	50.74	Solenoid for C202

001 General Fund 662 600 71

42,938.51

040 EMS Fund 662 610 71

47,586.97

 Claims: 90,525.48

90,525.48

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 09:46:16 Date: 07/17/2023

07/01/2023 To: 07/31/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

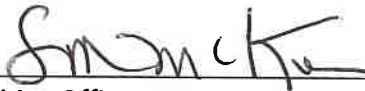
CLAIMS: *Required--General Certificate.**



7-17-2023

Preparer

Date



7-17-23

Auditing Officer

Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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7-17-23

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:

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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: 13:30:28 Date: 07/06/2023
Page: 1

06/01/2023 To: 06/30/2023

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	677,278.00	9,263.56	40,427.92	646,113.64	0.00	2,081.85	0.00	648,195.49
040 EMS Fund 662 610 71	680,494.20	93,695.53	44,571.09	729,618.64	0.00	105.30	0.00	729,723.94
070 Capital (Reserve) Fund 662 631 71	1,915,206.27	7,280.16		1,922,486.43	0.00	0.00	0.00	1,922,486.43
	3,272,978.47	110,239.25	84,999.01	3,298,218.71	0.00	2,187.15	0.00	3,300,405.86

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 13:30:28 Date: 07/06/2023
 Page: 2

06/01/2023 To: 06/30/2023

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	601,778.00	433,834.65	734,999.01	300,613.64	0.00	0.00	300,613.64
20 Payroll-1st Security	75,000.00	52,100.27	52,100.27	75,000.00	0.00	2,187.15	77,187.15
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	680,494.20	93,695.53	424,571.09	349,618.64	0.00	0.00	349,618.64
70 Capital (Reserve)-JeffCo	1,915,206.27	657,280.16	0.00	2,572,486.43	0.00	0.00	2,572,486.43
Total Cash:	3,272,978.47	1,236,910.61	1,211,670.37	3,298,218.71	0.00	2,187.15	3,300,405.86
	3,272,978.47	1,236,910.61	1,211,670.37	3,298,218.71	0.00	2,187.15	3,300,405.86

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

06/01/2023 To: 06/30/2023

As Of: 06/30/2023 Date: 07/06/2023
 Time: 13:30:28 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 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	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	139	03/01/2023	Payroll	20	1314	Krystal McCrehin	118.52	2023.02 Payroll
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
2023	204	04/03/2023	Payroll	20	1324	Bailey M Kieffer	27.70	2023.03 Payroll
2023	209	04/03/2023	Payroll	20	1327	Krystal McCrehin	104.67	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
							2,187.15	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	2,081.85	2,081.85
040 EMS Fund 662 610 71	0.00	105.30	105.30
	0.00	2,187.15	2,187.15

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 13:30:28 Date: 07/06/2023
Page: 4

06/01/2023 To: 06/30/2023

REVIEWED AND APPROVED

Robt Reutter

Preparer

7-6-2023

Date

Smoneke

Auditing Officer

7-8-2023

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For June 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 New Director Matt Stewart (Starts July 1)
- CARES Volunteer Program – Kimberly is working with me on this new project and will ride with CARES Team upon her return. Local CARES is assisting with some of our neighbors. Kimberly riding with both entities.

Goals and Objectives:

- Station 22 Station Exterior Painting
- AFG Safer 2022 applied and should have news sometime in July
- Crew Qtrs Kitchen and floors in about 4 weeks

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
- EJFR ALS Contract review with Commissioner Kelbon , Chief and EJFR Committee Update at the meeting.

Physical Resources and Quality of Life (QOL):

- Stryker Gurneys and Stairchair are in service and working well.
- Working with staff on new extrication tools and mounting on E21
- Pilot project with Lucas CPR tool in service

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 2nd quarter 2nd year requirements.

Essential Resources

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- Working on ending the contract with Target Solutions and getting a new program with

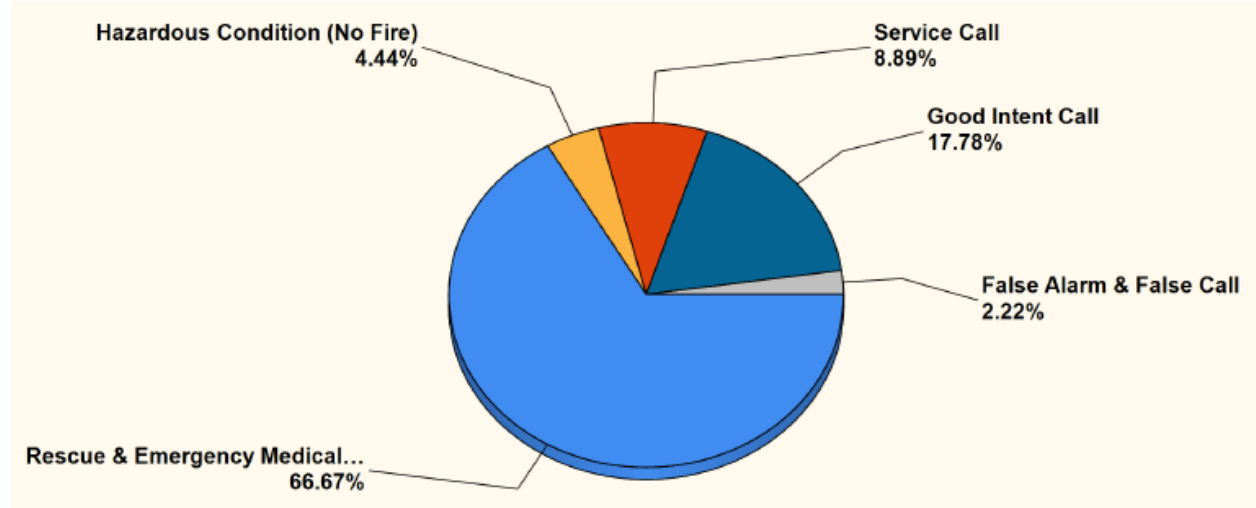
External Relationships

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- A number of special events over next three months with limited impact on the agency

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing – partnership with DCD
- Strategic Plan review at Leadership updating with recent Stryker Gurney Overview

June 2023 Incidents



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	30	66.67%
Hazardous Condition (No Fire)	2	4.44%
Service Call	4	8.89%
Good Intent Call	8	17.78%
False Alarm & False Call	1	2.22%
TOTAL	45	100%

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 21 - Quilcene		
321 - EMS call, excluding vehicle accident with injury	Reviewed	20
324 - Motor vehicle accident with no injuries.	Reviewed	1
444 - Power line down	Reviewed	1
480 - Attempted burning, illegal action, other	Reviewed	1
500 - Service Call, other	Reviewed	1
531 - Smoke or odor removal	Reviewed	1
542 - Animal rescue	Reviewed	1
561 - Unauthorized burning	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1
743 - Smoke detector activation, no fire - unintentional	Reviewed	1
Zone: 22 - Coyle		
321 - EMS call, excluding vehicle accident with injury	Reviewed	4
Zone: Brinnon - 16D04 Brinnon Fire Department		
324 - Motor vehicle accident with no injuries.	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	2
Zone: Discovery Bay - 16D05 Discovery Bay Fire Department		
311 - Medical assist, assist EMS crew	Reviewed	2
321 - EMS call, excluding vehicle accident with injury	Reviewed	2
611 - Dispatched & cancelled en route	Reviewed	4
Zone: East Jeff - 16D01 East Jefferson Fire & Rescue		
551 - Assist police or other governmental agency	Incomplete	1
Zone: Port Ludlow - 16D03 Port Ludlow Fire & Rescue		
611 - Dispatched & cancelled en route	Reviewed	1

Apparatus Readiness:

- We are still on the waiting list to get the rest of our Fire Apparatus into NKFR for annual inspections. As per usual they are overbooked and understaffed.
- The GMC Aid Unit has had the tires replaced at Kitsap Tire. Kitsap Tire was able to replace the original tires that were very worn with Goodyear Wrangler all terrain tires. These will provide the apparatus with some extra traction on snowy roads as well as the dirt roads and driveways that we encounter in our service area. While the GMC is being used as the 2nd out unit, it is scheduled for regular maintenance including an oil change and new spark plugs.

Training and Competency:

- Target Solutions still has 10 overdue assignments.
- We have attempted to move all our online training into one location through Lexipol. However, it was not approved. So, for now, we will be using Lexipol for our policies, Action Training for our Fire Training and EMS Connect for our EMS training.
- The Helicopter Safety Training on June 24th went well. Airlift was slightly delayed due to weather, but they were eventually able to make it and complete the training.
- FF/EMT Torres and Svetich have both passed their Fire Fighter 2 exam. They are now both working to complete their CPAT test. This is the Candidate Physical Agility Test. This is an arduous test that is compiled of various acts that a Firefighter would complete on the fire ground.

Physical Resources and Quality of Life:

- I have turned over all collected information about Apparatus Bay Exhaust Systems to the District Secretary to investigate grant information.
- I spoke with Dan Nieman. He is slated to begin work at the Crew Quarters on July 24th.

QFR Events:

- All events for the month of June (Quilcene School Awards, Field Day, Beach Day and The Gravel Unravel) proceeded without incident.
- The Community BBQ, unfortunately, had to be cancelled this year (or at least postponed). The month of July proved to be too busy for personnel to complete the event.

Report Date													7/12/2023	
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age	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	27,650	N/A	1,004	N/A			
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	40,973	2,067	2,210	111			
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	30,013	N/A	1,112	N/A			
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	75,786	N/A	4,878	N/A			
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	6,005	343	1,501	62			
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	N/A	196,329	N/A	10,591	N/A			
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	N/A	120,839	N/A	8,056	N/A			
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	N/A	49,552	1,983	8,259	263			
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	N/A	52,963	1,064	13,241	192			
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	N/A	111,073	N/A	5,992	N/A			
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	N/A	36,936	N/A	12,312	N/A			

Significant Events and Service Delivery:

- N/A

Training and Competency:

- ESO Admin Training

Physical Resources and Quality of Life:

- I will be working with central welding to get our Medical O2 bottles Hydrotested.
- We have a Child and Babysitting Safety Class (CABS) Scheduled for July 16th.
- We have a CPR/First Aid Class Scheduled for July 22nd.
- We have started our 60-day field testing of the Stryker Mechanical CPR Lucas Device. The Lucas Device is in service on A21 and will be deployed on CPR calls. Brinnon Fire is also field testing a Lucas Device. We are working closely with Dr Carlborn on this project.
- Chief, Bob, and I have been going through the ESO Admin training. We have also been working on getting ESO set up for our transition to it from Emergency Reporting in September. I have been working at getting the Medial and Fire Reporting system settings and configurations set up. I have also been working on getting ESO's EHR apps installed on our Surface Go's for our medical reporting. Department training on ESO will be announced soon.
- We attended Quilcene Schools end of school field day. We gave ambulance tours and taught the kids basic CPR skills.
- I have been working with Kimberly and Chief to get our own FIRE CARES program started.
- 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.
- We had an issue with our WIFI Router. POE came out and updated it and its working great.

Staffing (next 30 days):

- I have no vacation planned for the month of July.

Significant Events and Service Delivery:

- C-Shift responded to 20 incidents during the month of June. These incidents were mostly aid in nature with a few traffic incidents, and a structure fire. Notable incidents include:
- Single vehicle MVC on Mt. Walker lookout Rd. The vehicle had gone off the roadway and was approx. 50ft down steep terrain. Verified with Brinnon Fire units that the vehicle was unoccupied and had been there for several hours.
- An abandoned baby racoon found at Station 21 near the crew quarters was taken to Center Valley Animal Rescue and turned over to CVAR staff. The racoon was severely underweight and dehydrated but is expected to survive.
- False smoke alarm at a residence near Lords Lake. The homeowner was on site and confirmed burnt food but had difficulty resetting alarm due to communications issues with alarm company. Worked with homeowner to reset alarm.
- Water usage report sent to PUD with approximately 1000 gallons used between incidents, training, and maintenance.

Apparatus Readiness:

- The K12 cutoff saw on E21 is having some difficulty starting. It is being monitored and will receive a further diagnostic if the issue worsens.

Training and Competency:

- 2023 Red Cards have been received and sent to personnel. Working with DNR to obtain wildland incidents from Clallam 3 for PM Ryan Tillman in order to update his Red Card.
- FF/EMT Tyson Svetich is officially certified as a Wildland FFT1 and ICT5. He has started on his intermediate wildland fire weather online class and is expected to have it completed by the end of July. From there, he will complete two more online classes Engine and crew boss modules prior to opening a task book for his next qualification.
- Working with Don Svetich to put on an initial wildland field day for FF/EMT Torres and a Brinnon Fire Volunteer, more updates to come.
- Multiple EMS skills checkoffs with Chief McKern and FF Svetich.
- Many sets and reps with the new LUCAS device for general familiarization, workflow, and how we can be most efficient if it needs to be used on a CPR incident. We will continue to train heavily with this device for the next few weeks until we are proficient. A demonstration is planned for the Fire Commissioners on Monday, July 17th.

Physical Resources and Quality of Life:

- CPR manikin upgrade kit has been ordered and received updated ship date of 7/12/23.
- Worked with County Fire Marshal Phil Cecere to inspect and clear the Fireworks stand at the Quilcene Village Store to open. Plan to shadow Fire Marshal Cecere on commercial

inspections around the county to refresh and improve my knowledge and skills and a fire inspector.

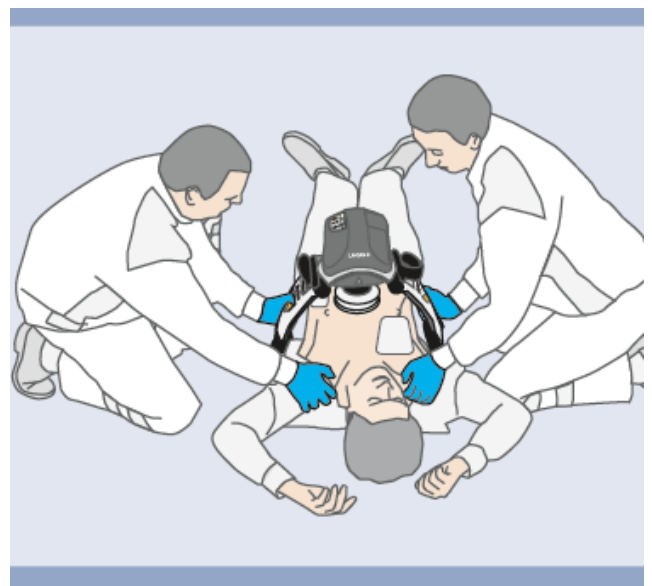
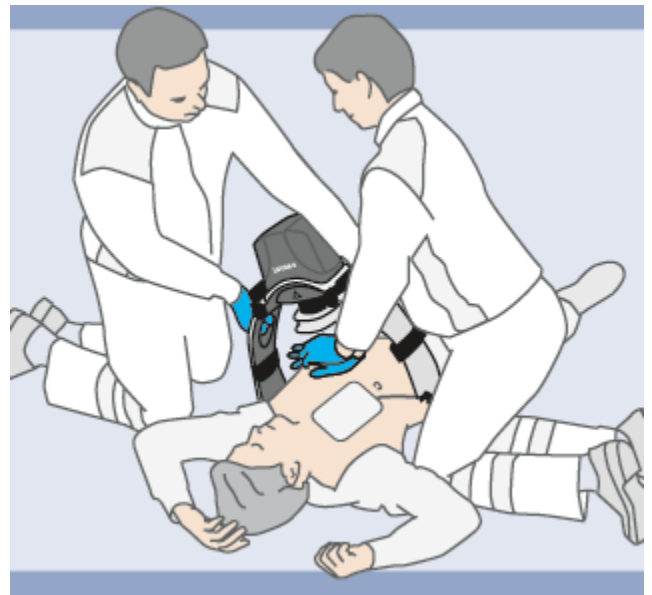
Staffing (next 60 days):

- NTR.

Other:

- NTR.

LUCAS[®]
CHEST COMPRESSION SYSTEM





Jefferson County Fire Protection District No. 2
▪ **QUILCENE FIRE RESCUE** ▪

70 Herbert Street
PO Box 433
Quilcene, WA 98376
360.765.3333

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

**IN THE MATTER OF AUTHORIZING THE) RESOLUTION NO.
COUNTY TREASURER TO CANCEL WARRANTS) 2023-003
)**

WHEREAS, the Board of Fire Commissioners at the regular meeting of June 20, 2022 approved vouchers for payment;

WHEREAS, warrant number 620483 was issued June 20, 2022 in the amount of \$141.28;

WHEREAS, warrant number 620483 has never been presented for payment;


WHEREAS, warrants not presented within one year of the date of issue shall be cancelled by passage of a resolution of the governing body (Ref: RCW 36.22.100);

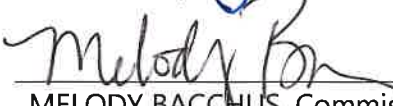
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, that the Jefferson County Treasurer is authorized to cancel warrant number 620483 issued June 20, 2022 in the amount of \$141.28.

ADOPTED by the following vote this 17 day of JULY, 2023 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