



Jefferson County Fire Protection District No. 2

Commissioner Marcia Kelbon
Board Chair

Commissioner Melody Bacchus
Commissioner Art Frank

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

**MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS
held at BOB WILSON STATION 21 in QUILCENE, WA on June 15, 2026**

ATTENDANCE:

Commissioner/Chair Kelbon
Commissioner Bacchus
Commissioner Frank
Chief McKern
District Secretary Rewitzer
Executive Assistant Neuenschwander

Deputy Chief D. Svetich
Administrative Assistant Brush
FF/EMT T. Svetich
FF/EMT Matheson
Captain Grooms

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

FF/EMT Svetich led the Pledge of Allegiance.

PUBLIC COMMENTS:

No comments were received.

APPROVAL OF AGENDA:

Commissioner Kelbon moved, and Commissioner Bacchus seconded, to adopt the agenda with the addition of New Business item #5, MOU with EJFR for AFG for Regional Rehab Unit. The motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Kelbon moved, and Commissioner Bacchus seconded, to approve the minutes from the following meetings:

- May 18, 2026 Special Meeting
- June 1, 2026 Special Meeting (Joint Board Meeting) with the edit, "Quilcene will need time to review as their commissioners only just received a revised version of the document."

The motion carried unanimously.

APPROVAL OF VOUCHERS:

The Board reviewed the vouchers prior to the meeting. Commissioner Bacchus asked about the upcoming changes in service provided by Pacific Office Equipment. Administrative Assistant Brush explained the changes and reduction in expenses. Commissioner Kelbon moved, and Commissioner Frank seconded, to approve vouchers totaling \$112,298.28. The motion carried unanimously.

REPORTS:

The Board reviewed the Monthly Fire Chief's Report, Treasurer's Report, and Budget Position Report in advance. Additional updates included:

- **Chief McKern:** Reported on previous and upcoming informational events for the District's General Fire Levy proposition (August 4, 2026, Primary ballot). Previous presentations included June 5 (Quilcene Yacht Club), June 8 (Masonic Hall with VFW), and June 13 (Laurel B. Johnson Community Center in Coyle). Additional presentations include June 25 (Station 21) and Coffee with the Chief at 10:00 a.m. on Monday mornings until the Primary ballot (Station 21). Also reported on the Quilcene

15th Annual Family Beach Party and Gravel Unravel, noting that both events were successful despite their challenges; led a discussion on the new Jefferson County Fireworks Ban, effective June 15, 2027; and expressed extra thanks and kudos to Lt. Winn, FF/EMT Svetich, and FF/EMT Mattheson for the additional shifts they've covered throughout June.

- **FF/EMT Matheson:** Provided an update on the Cadet Program noting continued success; CPR certification for all cadets; and training ranging from hydrants to radio communications. Proceeds from the Brinnon Shrimp Fest on June 20, sponsored by the Brinnon Fire Association, will be donated to the Cadet Program. Commissioner Frank asked how the proceeds will be passed to the Cadet Program, and Matheson agreed to research the matter and provide an answer.
- **FF/EMT Svetich:** Provided an update on B21 noting its return from Clallam County to Station 21; the installation of new tires; and an upcoming quote for new apparatus decals. Chief McKern noted B21 will be put into service on July 1 regardless of decal application.
- **Commissioner Kelbon:** Led a discussion on the GMC Aid Unit and its continued service over the Ram Unit. FF/EMT Svetich explained the GMC Unit has roughly 12,000 fewer miles on it, and the intention is to even out the wear-and-tear on the two units. Chief McKern and Sec'y Rewitzer also noted the cost of unleaded fuel for the GMC Unit is less than the current cost of diesel fuel for the Ram Unit.
- **Commissioner Bacchus:** Led a discussion on the Quilcene Fire CARES program and the upcoming retirement of CARES Specialist, Kimberly Kinser. Chief McKern noted the District is currently working on backfilling the position. Bacchus asked if the CARES program has been successful in achieving its benchmark goals. McKern noted that, after a meeting with Olympic Community Health, CARES Specialists will update their documentation process which will increase the current client count and satisfy the benchmark goals. McKern also noted the new logo on the CARES vehicle.
- **Captain Grooms:** Reported on the continued onboarding of new Coyle volunteers and expects they will start responding to calls as observers by the end of June. Also noted an atypical uptick in Coyle emergency response calls in April and May.
- **Secretary Rewitzer:** Provided a financial update, noting immediate cost savings on propane after a vendor change and upcoming savings with Pacific Office Equipment resulting from a migration from Google to Microsoft services. Also noted the ongoing challenges with the State Department of Revenue to establish the process of paying state tax on CPR classes taught by the District; an upcoming change in VoIP vendors as the current vendor, Jamestown Networks, will discontinue this service on July 31, 2026; a timber sales payment of approximately \$250,000 for Last Crocker Sorts within two weeks; and an increase in election costs due to the District's General Fire Levy proposition.
- **Commissioner Kelbon:** Reported on the Olympic Peninsula Fire Commissioners Association meeting and led a discussion on a lawsuit filed against the Forest Practices Board, noting that several counties and districts may join the lawsuit. Kelbon did not recommend any action by the District.
- **Board Discussion:** Commissioner Frank led a discussion on increased logging along Coyle and Thorndyke Roads and its potential consequences for the upcoming wildfire season.

CORRESPONDENCE:

Chief McKern led a discussion regarding a letter he received on June 11, 2026, from Port Townsend resident David Ginsberg concerning Port Townsend Paper Company's White Liquor – HAZMAT Preparedness. While no action needs to be taken by the District, McKern will provide an update after the Jefferson County Local Emergency Planning Committee (LEPC) meeting on July 8, 2026. A discussion ensued regarding the recent white liquor incident in Longview, WA, and the Port Townsend Paper Company.

UNFINISHED BUSINESS:

- 1. DNR Trust Lands:** Secretary Rewitzer reiterated that a timber sales payment of approximately \$250,000 is expected within two weeks. Also noted that any action on Skidder Hill is unlikely before 2027. Commissioner Kelbon discussed the potential correlation between a drop in timber revenue and increase in the District's budget deficits in recent years.
- 2. Regional ALS Program:** – Chief McKern provided updates:
 - The EMS Council voted to move forward with an assessment to determine min-max numbers.
 - Brinnon Fire Department recently published a Facebook post regarding the Regional ALS Program; McKern reiterated the need for transparency between Districts 2, 4, and 5.
 - District 2 is acting as the temporary regional fiscal agent regarding a bill from Attorney Snure that will be split evenly between Districts 2, 4, and 5.
- 3. District Funding:** Commissioner Kelbon led a discussion regarding the ongoing informational events for the District's Genery Fire Levy proposition and the challenges in explaining the decreasing levy rate. Commissioners discussed attending the informational event at Station 21 on June 25.
- 4. Firefighter Backfill Interlocal Agreement:** Chief McKern discussed revisions in the latest version of the ILA, and Commissioner Frank noted that the rate paid should be made clear. The topic was tabled until the next Board meeting on July 20, 2026, so that all have ample time to review the latest version.

NEW BUSINESS:

- 1. Resolution 2026-003 – General Fee Schedule:** Commissioner Kelbon led a discussion regarding the revised fee schedule and questioned whether the burn permit fee increase of \$10 might dissuade compliance. Sec'y Rewitzer enumerated the burn permit fees charged by various agencies throughout the state, noting the District's proposed fee of \$120 is within established parameters. Rewitzer also noted the increased cost to the District to deposit cash receipts at the nearest bank in Port Hadlock. Commissioner Frank proposed an increase in Station 23 Garage Stall Rent from \$200- to \$300/month beginning on August 1, 2026, to cover the increased costs of propane. Sec'y Rewitzer proposed commencing all general fee increases on August 1. Commissioner Kelbon moved, and Commissioner Frank seconded, to approve Resolution 2026-003 adopting a revised general fee schedule for District services and permits, rescinding Resolution 2024-002 and all prior conflicting fee schedules. The motion carried unanimously.
- 2. Resolution 2026-004 – Ambulance Transport Fees:** Chief McKern led a discussion on the importance of establishing consistent ambulance transport fees in the region, especially in pursuit of a Regional ALS Program with Districts 4 and 5. Sec'y Rewitzer noted the proposed rates are aligned with the average statewide rates. Commissioner Kelbon led a discussion regarding collections for unpaid ambulance transport fees. McKern noted that he evaluates each case and, ultimately, sends very few to collections. Commissioner Frank asked about frequent users who are uninsured. McKern explained the process of signing applicable patients up for state assistance,

which qualifies the District for GEMT reimbursement, and noted the new process of ambulance billing tracking with Systems Design West. Administrative Assistant Brush explained the new process. Commissioner Kelbon moved, and Commissioner Bacchus seconded, to approve Resolution 2026-004 adopting a revised fee schedule for District medical fees relating to ambulance transport, which includes an annual increase based on consumer price index, rescinding Resolution 2022-005 and all prior conflicting fee schedules. The motion carried unanimously.

3. **Resolution 2026-005 – Cancel Warrants:** The County Treasurer’s Office requested warrant 621548, which has remained unredeemed, be canceled by passage of a resolution of the governing body. Commissioner Kelbon moved, and Commissioner Frank seconded, to approve Resolution 2026-005 canceling warrant number 621548 issued February 10, 2025, in the amount of \$21.60. The motion carried unanimously.
4. **Assistant Chief Job Description:** Chief McKern explained the only change from the previous job description for Division Chief was in the job title from Division Chief to Assistant Chief and confirmed the financial impact is the same. Commissioner Kelbon moved, and Commissioner Frank seconded, to approve Procedure 1005 Assistant Chief Job Description. The motion carried unanimously.
5. **MOU with EJFR for AFG for Regional Rehab Unit:** Chief McKern explained that the Assistance to Firefighters Grant (AFG) requires MOUs between EJFR and their regional partners for EJFR’s regional rehab unit grant application. The District will only incur costs if it employs the rehab unit; otherwise, there is no cost to the District. All Commissioners expressed their support for Chief McKern to sign the MOU with EJFR.

GOOD OF THE ORDER:

There was no discussion.

ADJOURNMENT:

The meeting adjourned at 8:09 p.m.

ATTACHMENTS:

General Certificate for Claims: 6/3/2026 Payroll Check Register
6/15/2026 Claims Check Register

Reports: May 2026 Monthly Fire Chief’s Report
May 2026 Treasurer’s Report

APPROVED this ____ day of _____, 20____ 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

MARCIA KELBON, Commissioner/Chair

MELODY BACCHUS, Commissioner

ATTEST:

ROBERT REWITZER, District Secretary

ART FRANK, Commissioner