



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 of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on December 18, 2023

ATTENDANCE:

Commissioner/Chair Frank	Lt. Winn
Commissioner Bacchus	Temp Firefighter Torres
Commissioner Kelbon	Volunteer D. Svetich
Secretary Rewitzer	Volunteer Grooms
Chief McKern	Volunteer Kinser (Zoom)
Exec. Assistant Neuenschwander	Jimmy Scarborough, Jeff. Co. PUD (Zoom)
Captain M. McCrehin	

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Lt. Winn led the pledge.

PUBLIC COMMENTS:

No comments.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda as posted. Commissioner Kelbon seconded. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA:

Items listed below were distributed to the Board in advance for review and enactment in one motion. Commissioner Bacchus moved to approve the Consent Agenda. Commissioner Frank seconded. The motion carried unanimously.

1. Approval of November 20, 2023 Regular Meeting Minutes
2. Approval of December 18, 2023 Vouchers in the Amount of \$73,995.32

REPORTS:

Commissioners were provided with the Monthly Fire Chiefs Report, Treasurer's Report, Budget Position report, and District Secretary's Report.

- Chief McKern reported that FEMA was unable to fund the District's SAFER grant application; reapplication will occur in 2024. Chief McKern commended Lt. Winn for his work on the ESO transition.
- Captain McCrehin provided a status report on apparatus replacement and window replacement for Station 21 facilities (Crew Quarters, Rental House, and Administration buildings). Both projects are awaiting vendor response and further analysis.
- Volunteer D. Svetich provided an update on the Community Wildfire Protection Plan (CWPP) and explained risk areas and areas of concern in the District.
- Commissioner Kelbon attended the Jefferson County Fire Commissioners & Secretaries Association meeting on December 6, 2023; even with recent mergers, no one district holds

a majority voting position in the association. Commissioner Kelbon and Chief McKern will partner with Clallam Co. fire officials during the upcoming WFCAL Legislative Day.

CORRESPONDENCE

Chief McKern presented an updated Interagency Agreement for State Fire Service Mobilization that had just been received from the Washington State Patrol. Commissioners would like more time to review and set the item for consent at the next meeting.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – *This item was addressed by Captain McCrehin during REPORTS.*
2. **DNR Trust Lands** – Commissioner Kelbon reviewed information received from Bob Winslow; there are likely to be reductions in timber revenue for the District based on timber harvest schedules of the transfer properties. Volunteer D. Svetich reported the DNR just announced that 2,000 acres of trust land were going to be set aside for carbon sequestration; nearly half the set aside involves parcels in District 2. Commissioners discussed the importance of the public being informed about the consequences of these transfers and set asides and would like the County and/or the State to provide better information regarding the financial impacts.
3. **PUD Easement** – Jimmy Scarborough, Electrical Engineering Manager for Jefferson County PUD addressed Commissioner concerns regarding the easement request. PUD will consider a property line survey, more focused language in the easement document, and removal of the nearby power pole. Continued to a future meeting.
4. **FirstNet/ATT Device Plan** – Commissioners received information regarding cellular devices used by the District. Commissioners accepted Lt. Winn's proposal to drop three devices from the plan which will result in ~ \$130 savings each month.

NEW BUSINESS:

1. **2024 Meeting Schedule** – District Secretary Rewitzer presented a proposed meeting schedule for 2024 that continues holding regular meetings on the third Monday of each month except for January and February when state-designated holidays conflict. Commissioner Frank moved to accept the schedule as presented. Commissioner Bacchus seconded. The motion carried unanimously. Commissioners were satisfied to continue the 7:00 p.m. start time.
2. **Rental House** – Information regarding the rental market in Quilcene and Jefferson County was presented to the Board. Commissioners discussed the status of the rental house and current rent. District Secretary Rewitzer reported professional property management is no longer used because the house is leased to an employee; prior fees appeared to be ~ 10% of rent collected in addition to an annual fee. Action deferred pending completion of remodeling.
3. **Chief Contract** – Commissioner Kelbon presented updates to the Chief's contract. The current contract was approved in 2022 and extended to March 31, 2024. Commissioners discussed how medical insurance premiums are addressed. Continued to a future meeting.

EXECUTIVE SESSION:

A 5 minute Executive Session was called at 8:15 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee. The session was extended for an additional 10 minutes at 8:20

p.m. The session was extended for an additional 5 minutes at 8:30 p.m. The meeting was called back to order at 8:35 p.m. No action was taken during the session.

SEMINARS/CONFERENCES/SPECIAL EVENTS:

Commissioners received information regarding WFCAL Legislative Day on January 23, 2024.

GOOD OF THE ORDER:

- Volunteer Thane Grooms reported that a newly acquired back-up power supply will allow easier access to Station 22 apparatus and equipment during power outages. District Secretary Rewitzer noted that Volunteer Grooms saved the District ~ \$350 by managing the purchase.
- Commissioners were notified that their compensation will increase from \$128 to \$161 per day, effective January 1, 2024.

ADJOURNMENT:

The meeting was adjourned at 8:41 p.m.

ATTACHMENTS:

General Certificate for Claims:

12/5/2023 Payroll Check Register.
12/18/2023 Claims Check Register.


Reports:

November 2023 Monthly Fire Chief’s Report
November 2023 Treasurer’s Report
2024 Regular Meeting Schedule

APPROVED this 22 day of JANUARY, 2024 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: 10:38:33 Date: 11/30/2023

12/05/2023 To: 12/05/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
760	12/05/2023	Payroll	20	EFT	Lynne Cassella-Blackburn	1,335.25	2023.11 Payroll
765	12/05/2023	Payroll	20	EFT	Mark A McCrehin	4,420.60	2023.11 Payroll
766	12/05/2023	Payroll	20	EFT	Timothy M McKern	6,625.31	2023.11 Payroll
767	12/05/2023	Payroll	20	EFT	Robert J Rewitzer	2,500.00	2023.11 Payroll
768	12/05/2023	Payroll	20	EFT	Nicholas Singleton	3,866.54	2023.11 Payroll
769	12/05/2023	Payroll	20	EFT	Tyson J Svetich	3,535.74	2023.11 Payroll
770	12/05/2023	Payroll	20	EFT	Zachary D Torres	3,273.61	2023.11 Payroll
771	12/05/2023	Payroll	20	EFT	Kevin R Winn	3,536.19	2023.11 Payroll
772	12/05/2023	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 12/05/2023 To 12/05/2023 - HRA VEBA
773	12/05/2023	Payroll	20	EFT	US Treasury	4,903.10	941 Deposit for Pay Cycle(s) 12/05/2023 - 12/05/2023
774	12/05/2023	Payroll	20	EFT	WA Dept of Retirement Systems	5,226.13	Pay Cycle(s) 12/05/2023 To 12/05/2023 - LEOFF2; Pay Cycle(s) 12/05/2023 To 12/05/2023 - PERS2
758	12/05/2023	Payroll	20	1404	Melody Bacchus	117.46	2023.11 Payroll
759	12/05/2023	Payroll	20	1405	Ken Brotherton	193.93	2023.11 Payroll
761	12/05/2023	Payroll	20	1406	Art Frank	117.46	2023.11 Payroll
762	12/05/2023	Payroll	20	1407	Kristina M Heidt	122.57	2023.11 Payroll
763	12/05/2023	Payroll	20	1408	Marcia Kelbon	117.46	2023.11 Payroll
764	12/05/2023	Payroll	20	1409	Oscar Levine	595.66	2023.11 Payroll
775	12/05/2023	Payroll	20	1410	IAFF Local 2032	255.00	Pay Cycle(s) 12/05/2023 To 12/05/2023 - Union Dues
776	12/05/2023	Payroll	20	1411	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 12/05/2023 To 12/05/2023 - 457 Plan; Pay Cycle(s) 12/05/2023 To 12/05/2023 - 457 Plan Roth
777	12/05/2023	Payroll	20	1412	Trusteed Plans Service Corporation	8,600.74	Pay Cycle(s) 12/05/2023 To 12/05/2023 - Medical; Pay Cycle(s) 12/05/2023 To 12/05/2023 - Dental
						27,645.12	
						24,115.13	
						51,760.25	Payroll:
							51,760.25

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 10:38:33 Date: 11/30/2023

12/05/2023 To: 12/05/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CHECK REGISTER REPORT

PURPOSE: Check one.

PAYROLL: *No General Certificate required.**

BARS Codes for Payroll Checking Account reimbursement Claims:

General Fund: 589.99.00.000.1 Payroll Clearing--GEN

EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

CLAIMS: *Required--General Certificate.**

Robt Rewitz 11-30-2023
 Preparer Date

S. M. C. K. 11-30-2023
 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.

A. J. E. 12-18-2023
 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: 07:18:34 Date: 12/18/2023

12/01/2023 To: 12/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
781	12/18/2023	Claims	10	621085	AT&T Mobility	543.98	Monthly Wireless
782	12/18/2023	Claims	10	621086	Action Training Systems Inc	3,360.00	Annual Fire & EMS Training Program
783	12/18/2023	Claims	10	621087	Board for Volunteer Firefighters	2,100.00	BVFF enrollment: Palmer & Austin; Annual BVFF Remittance
784	12/18/2023	Claims	10	621088	Boundtree Medical LLC	730.84	Monthly EMS Supplies
785	12/18/2023	Claims	10	621089	Canon Financial Services, Inc	54.44	Monthly Printer Lease
786	12/18/2023	Claims	10	621090	Cooper Fuel	2,121.70	Monthly Fuel & Heating Oil
787	12/18/2023	Claims	10	621091	Cruise Master Engraving Inc	262.80	Member recognition plaques
788	12/18/2023	Claims	10	621092	EMS Connect LLC	96.50	Monthly EMS Training
789	12/18/2023	Claims	10	621093	EMS Special Agency Fund	170.00	Monthly Ambulance Transport Fee
790	12/18/2023	Claims	10	621094	ESO Solutions, Inc.	110.45	Annual - ESO Activities Module
791	12/18/2023	Claims	10	621095	Good Man Inc	111.57	Monthly Restroom
792	12/18/2023	Claims	10	621096	Thane Grooms	1,046.88	Reimbursement for St 22 Power Supply
793	12/18/2023	Claims	10	621097	JC Auditor	204.50	Recording Fee - Res 2023-007
794	12/18/2023	Claims	10	621098	JC Dept of Public Works	289.87	Monthly Fuel
795	12/18/2023	Claims	10	621099	JC Fire District #2 Payroll	51,760.25	2023.12.05 Payroll Reimbursement
796	12/18/2023	Claims	10	621100	Jamestown Networks	458.41	Monthly Internet & Phone
797	12/18/2023	Claims	10	621101	Jefferson Propane	1,185.15	Monthly Propane
798	12/18/2023	Claims	10	621102	Magellan Healthcare Inc	3,164.00	Annual EAP Subscription
799	12/18/2023	Claims	10	621103	Krystal McCrehin	1,500.00	Reimbursement for Member Dinner Caterer
800	12/18/2023	Claims	10	621104	Timothy M McKern	100.00	Monthly Device Stipend
801	12/18/2023	Claims	10	621105	Murrey's Disposal Co Inc	52.54	Monthly Garbage Service
802	12/18/2023	Claims	10	621106	Olympic Springs Inc	146.47	Monthly Water
803	12/18/2023	Claims	10	621107	Pacific Office Equipment	694.36	Monthly Computer Support
804	12/18/2023	Claims	10	621108	Payment Resolution Services, LLC	95.56	Refund insurance payment
805	12/18/2023	Claims	10	621109	Sea-Western Fire Apparatus Inc	338.05	Extrication Gloves, bunker gear cleaner
806	12/18/2023	Claims	10	621110	Snure Law Office PSC	110.00	Legal review
807	12/18/2023	Claims	10	621111	Streamline	150.00	Monthly Website
808	12/18/2023	Claims	10	621112	Systems Design West LLC	366.50	Monthly EMS Billing Service
809	12/18/2023	Claims	10	621113	US Bank	2,338.05	3299 - Deadbolt, doormat - Crew Quarters; 3299 - Toilet bowl cleaner; 3299 - Sponge; 3299 - Member Banquet Dessert; 3299 - Member Banquet supplies; 3299 - Vent hood light bulbs - rental house; 3299 -;
810	12/18/2023	Claims	10	621114	Washington State Department of Revenue	118.35	Use tax remittance
811	12/18/2023	Claims	10	621115	Wave Broadband	214.10	Monthly Internet/Cable
						41,189.71	
						32,805.61	
						<u>73,995.32</u>	Claims: 73,995.32

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 Preparer Date

JMK 12-18-2023
 Auditing Officer Date

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AWZ 12-18-2023
 Chair (or Acting Chair) of the Board of Fire Commissioners Date

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
November 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 bringing back up to safe levels; working on equipment upgrades needed.
- CARES Volunteer Program – Kimberly, Lynne and Kevin and the team are making great strides and moving this program forward. Believe In Recovery staff have been an asset.

Goals and Objectives:

- Windows and exterior painting Station 21 Crew Quarters, Rental, and Admin
- AFG Safer 2022 applied and should have news any day.
- Crew Quarters interior painting nearing completion.
- Apparatus Committee working hard on a plan for the future.
- Current Staff Officers will be advancing to EMT-A by June 2024

Financial Resources:

- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- EJFR ALS Contract completed. Next Step is a meeting to discuss potential guideline for the future

Physical Resources and Quality of Life (QOL):

- Lucas CPR Devise in place for the pilot project. New Lucas Tool ordered for delivery in January.
- 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 device 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 are putting together for Social Media Buzz about Holiday Safety tips.

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:

- I have been researching various apparatus for vehicle replacement possibilities for Station 21 and Station 22. Engines, Tenders and Brush trucks. I have various emails, texts and phone calls out to numerous companies and Fire Departments requesting more information.

Training and Competency:

- Action Training will begin in January of 2024. I will be contacting our sales representative in December to allow me a few weeks to line up a training plan for the year for our members.
- We have received a new section of ESO that will allow us to track points for volunteers. I will be working with Bob to complete this task.
- On Nov. 27 EMTs completed a training session with System Design to streamline medical reports for collecting payments.

Physical Resources and Quality of Life:

- I have received 2 bids for window replacement both at the Rose St. rental as well as the Crew Quarters. I have attempted to reach out to both companies to clarify a few items on their bids but have not received a response yet.
- A new vent hood was purchased for the Rose St. rental. I have since replaced the old hood with the new one. The old vent hood was an original and was well past its prime! The new hood is energy efficient with LED lighting.

QFR Events:

- As you know, the Annual QFR Holiday Party was a success.
- Currently there are no other events planned for the remainder of 2023.
- Merry Christmas and Happy New Year!



		Report Date		12/8/2023											
Apparatus Type	ID*	Vehicle Number	Mfg Dt	In Yrs	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	Unknown	27,689	N/A	991	N/A			
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	Unknown	41,349	2,076	2,183	110			
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	Unknown	30,060	N/A	1,074	N/A			
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	Unknown	75,786	N/A	4,753	N/A			
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	Unknown	6,005	343	1,201	58			
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	Unknown	N/A	196,329	N/A	10,363	N/A			
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	Unknown	Unknown	121,027	N/A	8,068	N/A			
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	Unknown	Unknown	49,702	1,993	7,100	251			
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	Unknown	Unknown	55,075	1,150	13,769	194			
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	Unknown	Unknown	111,073	N/A	5,863	N/A			
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	Unknown	Unknown	44,502	N/A	14,834	N/A			

Significant Events and Service Delivery:

- On 11/23/2023 we responded to the Zalatched Point Navy Base for an automatic fire alarm.
- On 12/01/2023 we responded mutual aid with Dist 4 for a shed fire.

Training and Competency:

- Systems Design Documentation Class Completed

Physical Resources and Quality of Life:

- We are still doing our field testing of the Stryker Mechanical CPR Lucas Device. We will continue field testing the LUCAS Device until our newly purchased Lucas Device arrives.
- We are planning on teaching a CPR/First Aid Class to the City of Port Townsend and Center Valley Animal Rescue. Still working on scheduling the classes.
- I am working on linking our ESO with the other districts so we can transfer patient data on calls.
- Systems Design put on a documentation class on Nov 27th. The class was very informative.
- 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 still going great. Kimbely has eft for Mexico and Lynne has stepped up to take over her visits while she is gone.
- 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.

Staffing (next 30 days):

- I have no vacation planned for the Month of December



Significant Events and Service Delivery:

- C-Shift responded to a total of 13 incidents during the month of November. Notable incidents include:
 - Report of large slash piles burning on Thorndyke Rd with increased winds and spotting near the piles. E22 and B21 responded with Capt. McCrehin and FF/EMT Svetich who knocked down the spot fires. I arrived at Station 21 for staffing and coordination with DNR. This was a complex incident with no active permits though QFR, DNR, or ORCAA. Initially appeared to be on Rayonier land. We later received information that the land was sold to a private party with minimal information. All details were forwarded to Michael Becker with DNR for follow-up.
 - Responded to Dabob Bay for a woman stuck in the mud up to her waist approx. 100-150ft from the shoreline. QFR units arrived to find she was 15-20ft from shore and up to her waist in thick, clay mud with hypothermia and needed to be extricated. Once additional resources arrived on scene, QFR and BFD personnel used backboards as a mobile platform to reach the patient and extricate her from the mud. She was moderate-severely hypothermic, treated, and transported ILS to JHC.
 - Dispatched ALS in the area of East Quilcene for an unstable hemorrhagic patient who was hypotensive. He was rapidly loaded for a rendezvous with M6 while en route to the Quilcene Forest Service LZ and flown to HMC where he was stabilized.
- Water usage report sent to PUD with approximately 5000 gallons used between incidents, maintenance, training, and hose testing by NHTS.

Apparatus Readiness:

- Annual Hose and Ladder testing is complete with no failed hose or ladders. This is FF/EMT Svetich's first year as the designee of this process and all hose and ladders will be uploaded to ESO with appropriate documentation.
- FF/EMT Svetich has completed his project of replacing and organizing the wooden cribbing on E21. He researched the needs, cost of materials, and formulated a plan for mobile crib packs to replace the cribbing in the milk crates. The lumber and ratchet straps were purchased to build crib packs that are easily carried to the working area. He will also be replacing the wooden ramps used to chain up E21 for snow/ice and will be purchasing one more section of lumber soon to replace those.

Training and Competency:

- EMT Oscar Levine and Ken Brotherton completed their EVIP Rodeo and Road Tests, they now meet all requirements to receive their EVIP card and fully operate the support

vehicles and the aid units. EMT Levine is still working on familiarization as in EMT operating in the back of A21, but has started drive time and familiarization on B21, which will be his next apparatus checkoff.

- The focus of shift training has been with EMT Levine, who has completed his onboarding checklist and has been signed off by the training officer. We are working to finish the detailed EMS skills and have moved into Structural Fire and FGS training. He is approximately 80% completed with both check lists.
- Still actively researching and consulting on an AEMT class. Working with Chief McKern about the possibility of endorsement training in lieu of a whole class.
- County EMS training and protocol committee meetings are starting soon, more information to follow.
- All EMS Connects are completed.
- WA State DOH recertification application is in progress and will be sent soon.
- Actively studying to challenge IFSAC Pump operator written and skills test.
- Training with PM Ryan Tillman regularly when he is on C-Shift. We are working on a training aid to address low frequency, high risk dialysis patients and how to manage them.
- Will be instructing spinal immobilization and packaging at the county EMS skills day at Station 51 on January 6th.
- An annual performance review that includes a self-assessment for FF/EMT Svetich is scheduled for the first C-Shift in December, update to follow.
- A fitness plan has been developed for FF/EMT Svetich to prep for his CPAT, both on an off shift.

Physical Resources and Quality of Life:

- I am working to create an annual small engine check list and the annual small engine maintenance for QFR will start soon.
- 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.
- Inventory of PPE and Equipment in to ESO has started and will be completed in the next couple of months prior to the WSRB review.

Staffing (next 60 days):

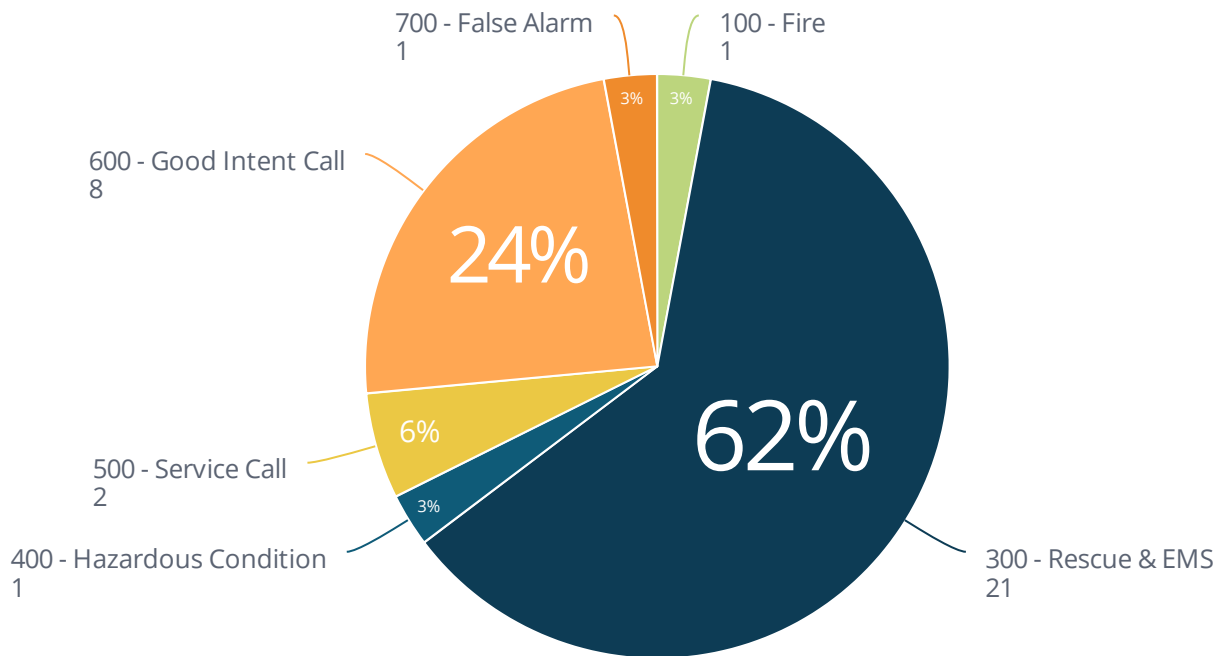
- Expected to take 1-2 shifts off for sick leave in the middle of December for a complex wisdom teeth removal.

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.

QFR Incident Types

Percentage of Incident Type Group



Count of Total Incidents

Count of Incidents
34

Fire Calls

Count of Fire Calls
1
Percent of Fire Calls **2.9%**

EMS Calls

Count of EMS Calls
21
Percent of EMS Calls **61.8%**

Other Calls

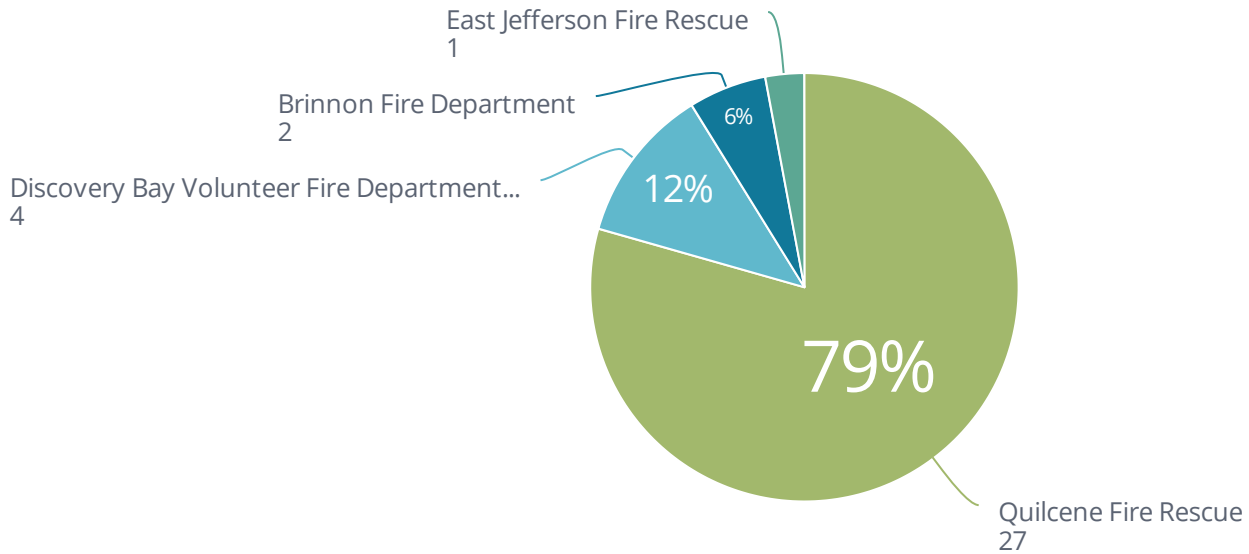
Count of Other Calls
12
Percent of Other Calls **35.3%**

Count of Incidents by Type

Incident Type Group	Incident Type	Incident Type Code	Count of Incidents	
			11/2023	Grand Total
100 - Fire	Natural vegetation fire, other	140	1	1
300 - Rescue & EMS	Emergency medical service incident, other	320	1	1
	EMS call, excluding vehicle accident with injury	321	12	12
	Extrication, rescue, other	350	1	1
	Medical assist, assist EMS crew	311	3	3
	Motor vehicle accident with injuries	322	2	2
	Motor vehicle accident with no injuries.	324	2	2
300 - Rescue & EMS Total			21	21
400 - Hazardous Condition	Electrical wiring/equipment problem, other	440	1	1
500 - Service Call	Service Call, other	500	2	2
600 - Good Intent Call	Dispatched & canceled en route	611	8	8
700 - False Alarm	Alarm system activation, no fire - unintentional	745	1	1
Grand Total			34	34

QFR Incidents by District


Count of Incidents by District



Count of Total Incidents

Total Incidents
34

Incident Types

District 	Incident Type Group	Incident Counts	Distribution Within Each District
Quilcene Fire Rescue	100 - Fire	1	3.70%
	300 - Rescue & EMS	16	59.26%
	400 - Hazardous Condition	1	3.70%
	500 - Service Call	2	7.41%
	600 - Good Intent Call	6	22.22%
	700 - False Alarm	1	3.70%
East Jefferson Fire Rescue	300 - Rescue & EMS	1	100.00%
Discovery Bay Volunteer Fire Department	300 - Rescue & EMS	4	100.00%
Brinnon Fire Department	600 - Good Intent Call	2	100.00%

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 07:59:25 Date: 12/06/2023
Page: 1

11/01/2023 To: 11/30/2023

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	821,723.74	67,799.31	47,072.17	842,450.88	0.00	838.29	0.00	843,289.17
040 EMS Fund 662 610 71	801,916.11	48,031.00	43,218.36	806,728.75	0.00	214.50	0.00	806,943.25
070 Capital (Reserve) Fund 662 631 71	1,967,210.79	12,248.71		1,979,459.50	0.00	0.00	0.00	1,979,459.50
	3,590,850.64	128,079.02	90,290.53	3,628,639.13	0.00	1,052.79	0.00	3,629,691.92

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 07:59:25 Date: 12/06/2023
Page: 2

11/01/2023 To: 11/30/2023

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	469,816.37	111,017.67	90,290.53	490,543.51	0.00	0.00	490,543.51
20 Payroll-1st Security	75,000.00	65,746.16	65,746.16	75,000.00	0.00	1,052.79	76,052.79
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	428,323.48	48,031.00	43,218.36	433,136.12	0.00	0.00	433,136.12
70 Capital (Reserve)-JeffCo	2,617,210.79	12,248.71	0.00	2,629,459.50	0.00	0.00	2,629,459.50
Total Cash:	3,590,850.64	237,043.54	199,255.05	3,628,639.13	0.00	1,052.79	3,629,691.92
	3,590,850.64	237,043.54	199,255.05	3,628,639.13	0.00	1,052.79	3,629,691.92

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

11/01/2023 To: 11/30/2023

As Of: 11/30/2023 Date: 12/06/2023
 Time: 07:59:25 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	203	04/04/2022	Payroll	20	1185	Quinn M McMahon	277.05	2022.04 Payroll
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
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
2023	585	10/05/2023	Payroll	20	1376	David Blohm	96.97	2023.09 Payroll
2023	604	10/05/2023	Payroll	20	1387	Donald Svetich	96.97	2023.09 Payroll
2023	688	11/03/2023	Payroll	20	1396	Ken Brotherton	332.46	2023.10 Payroll
2023	707	11/01/2023	Payroll	20	1402	Bailey M Kieffer	13.85	Replacement for lost check #1259
							1,052.79	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	838.29	838.29
040 EMS Fund 662 610 71	0.00	214.50	214.50
	0.00	1,052.79	1,052.79

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 07:59:25 Date: 12/06/2023
Page: 4

11/01/2023 To: 11/30/2023

REVIEWED AND APPROVED

Rust Ruvitz
Preparer

12-6-2023
Date

J. M. Muck
Auditing Officer

12-6-2023
Date



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

REGULAR MEETINGS

of the

BOARD OF FIRE COMMISSIONERS

to be held on the following Mondays in

2024

January 22

February 12

March 18

April 15

May 20

June 17

July 15

August 19

September 16

October 21

November 18

December 16

Regular meetings are held at 7:00 p.m. at Bob Wilson Fire Station 21

Board meetings may be attended remotely by Zoom at:

<https://us06web.zoom.us/j/5395075683>

Meeting ID: 539-507-5683