



## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Board Chair  
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

Commissioner Herbert Beck  
Commissioner Melody Bacchus

### MINUTES

## BOARD OF FIRE COMMISSIONERS REGULAR MEETING

July 18, 2022, 7:00 p.m.

Station 21 and on Zoom

### ATTENDANCE:

Commissioner/Chair Art Frank – In Person  
Commissioner Melody Bacchus – In Person  
Commissioner Marcia Kelbon – In Person  
District Secretary Robert Rewitzer – In Person  
Chief Tim McKern – In Person  
Captain Mark McCrehin – In Person  
Volunteer Thane Grooms – In Person

### CALL TO ORDER:

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

### PLEDGE OF ALLEGIANCE:

Captain McCrehin led the pledge.

### PUBLIC COMMENTS:

No comments received.

### BUSINESS RELATED TO THE BOARD FOR VOLUNTEER FF/PENSION & RELIEF:

No business.

### APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the addition of the following New Business items: **1 Surplus Ambulance**; **2 Believe in Recovery**; and **3 Kelbon Waiver of Fire Commissioner Compensation**. Commissioner Bacchus seconded. The motion carried.

### APPROVAL OF MINUTES:

Commissioners reviewed the minutes of the June 20, 2022 Regular Meeting. Commissioner Kelbon moved to accept the minutes. Commissioner Frank seconded. The motion carried.

### APPROVAL OF VOUCHERS:

Commissioner Frank reviewed the individual vouchers. Commissioner Bacchus asked about the higher EMS Fund expenditures which Secretary Rewitzer explained was due to an invoice for two quarters of ALS service (\$15,000) and an invoice for sales tax on the cots and loading systems for the aid cars (\$10,061). Commissioner Bacchus moved to approve the vouchers totaling \$97,337.18. Commissioner Kelbon seconded. The motion carried.

## MONTHLY REPORTS:

- **Monthly Financial Report** – Commissioners were provided with the Treasurer’s Report and the Budget Position report. District Secretary Rewitzer reported that Fire Suppression and EMS Operations expenditures were holding at 47% with 50% of the year elapsed.

Commissioner Kelbon asked about the *Uniforms* and *Services Not Otherwise Classified* line items which showed significantly over budget. Secretary Rewitzer explained that *Uniforms* included a large one-time purchase of t-shirts and sweat-shirts that will outfit volunteers for multiple years in the future. Secretary Rewitzer explained that the *Services Not Otherwise Classified* line item is being used to track software and service/maintenance agreement expenses that were not classified correctly in the budget. This will help with budget building going forward.

There was general discussion about the impact of fuel and utility costs as well as fuel surcharges on the budget. Secretary Rewitzer is cautiously optimistic, based on current tracking, that no budget adjustments will need to be made.

- **Accounting System Report** – Executive Assistant Neuenschwander’s report was provided to the Commissioners in written form.
- **Chief’s and Officer’s Reports** – Chief McKern provided a status update. Issues with the septic systems have surfaced at the District’s Quilcene facilities. The holding tanks for the crew quarters and the rental house were pumped out. Roots have intruded into the rental house system and nearby trees should be removed.
- **District Secretary’s Report** – District Secretary Rewitzer provided a status update.

The District is under a routine audit by the Department of Retirement Services which is taking considerable staff time.

The District’s annual insurance audit resulted in the underwriter requesting detailed information about the condition of District properties. The underwriter declined to provide coverage for the above ground fuel tanks.

The District will be reporting ambulance cost, utilization, revenue, and other service characteristics to the Medicare Ground Ambulance Data Collection Instrument for the period July 1, 2022 to June 30, 2023.

Minor repairs to the Administration building now allow the door and windows to be open for cooling instead of using the air conditioner.

A dehumidifier was obtained for the basement to reduce excessive humidity where District records are stored.

## **CORRESPONDENCE:**

A notecard was received from Kathi Cherry praising Lt. Winn and Volunteer Cassella-Blackburn for their assistance (Incident 2022-181).

An email was received from DNR Olympic Region Manager Mona Griswold thanking the Commissioners for their letter in support of timber sales.

## **UNFINISHED BUSINESS:**

1. **Station 22** – Volunteer Grooms provided an update. The brakes on Brush 22 are out (again). The generator will be removed. Contact has been made with a contractor regarding grading the front lot. A painter is being sought. A light is needed for the flagpole.
2. **Water Tank** – Tabled for a future meeting.
3. **Parcel 992600053** – Tabled for a future meeting.
4. **EMT School Costs** – Tabled for a future meeting.

## **NEW BUSINESS:**

1. **Surplus Ambulance** – Commissioner Frank inquired about District apparatus S21, a 1996 Ford E-350 Econoline which is a decommissioned ambulance in storage at Station 23. Chief McKern reported that the vehicle has exceeded its planned service life and is no longer needed or necessary for current or future District purposes. Discussion involved Center Valley Animal Rescue's interest in the vehicle. Secretary Rewitzer reported that, per legal counsel, the District would have to received fair market value for the vehicle.

Secretary Rewitzer presented resolution 2022-007-S Declaring Certain Property of the District Surplus and Authorizing Disposal. Commissioner Frank moved to adopt the resolution. Commissioner Bacchus seconded. The motion carried. Secretary Rewitzer was directed to post for sealed bids to be received by 4:00 p.m. on August 9, 2022 so the Board can open them at the August 15, 2022 regular meeting.

2. **Believe in Recovery** – Discussion involved a new program that will provide assessments, relapse prevention, and outpatient services for south county residents with substance use disorder. Services will be provided from a mobile unit (RV) that will need to be parked for regularly scheduled blocks of time for client access. Chief McKern offered the parking lot of Station 21. Commissioners were supportive.
3. **Kelbon Waiver of Fire Commissioner Compensation** – Commissioner Kelbon requested the Board allow her to waive Fire Commissioner compensation. Commissioner Frank moved to allow the waiver. Commissioner Bacchus seconded. The motion carried.

**SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:**

Chief McKern reported that staff will watch for commissioner training opportunities.

**GOOD OF THE ORDER:**

Commissioners and attendees were reminded that the August 15, 2022 regular meeting of the Board of Fire Commissioners will take place at the Coyle Community Center.

**ADJOURNMENT:**

The meeting was adjourned at 7:47 p.m.

**ATTACHMENTS:**


- General Certificate for Claims:** Payroll Check/Warrant Register dated 7/6/2022  
Claims Check/Warrant Register dated 7/14/2022
- Reports:** June 2022 Treasurer’s Report  
Monthly Fire Chief’s Report
- Resolution:** 2022-007-S Surplus Property

**APPROVED** this 15 day of AUGUST, 2022 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, Chair of the Board

  
MELODY BACCHUS, Commissioner

  
MARCIA KELBON, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary

## CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:27:26 Date: 07/06/2022

07/01/2022 To: 07/06/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
388	07/01/2022	Payroll	20	EFT	Lynn Cassella-Blackburn	1,169.02	2022.07 Payroll
397	07/01/2022	Payroll	20	EFT	Kimberly Kinser	1,052.79	2022.07 Payroll
398	07/01/2022	Payroll	20	EFT	Sophia Knutzen	55.41	2022.07 Payroll
402	07/01/2022	Payroll	20	EFT	Mark A McCrehin	3,836.99	2022.07 Payroll
403	07/01/2022	Payroll	20	EFT	Timothy M McKern	6,314.90	2022.07 Payroll
404	07/01/2022	Payroll	20	EFT	Timothy Mickelson	152.38	2022.07 Payroll
406	07/01/2022	Payroll	20	EFT	Robert J Rewitzer	1,800.00	2022.07 Payroll
407	07/01/2022	Payroll	20	EFT	Nicholas Singleton	4,360.19	2022.07 Payroll
411	07/01/2022	Payroll	20	EFT	Zachary D Torres	1,555.13	2022.07 Payroll
412	07/01/2022	Payroll	20	EFT	Kevin R Winn	4,115.01	2022.07 Payroll
413	07/01/2022	Payroll	20	EFT	HRA VEBA - YA20437	500.00	Pay Cycle(s) 07/01/2022 To 07/01/2022 - HRA VEBA
414	07/01/2022	Payroll	20	EFT	US Treasury	6,033.33	941 Deposit for Pay Cycle(s) 07/01/2022 - 07/01/2022
415	07/01/2022	Payroll	20	EFT	WA Dept of Retirement Systems	3,914.51	Pay Cycle(s) 07/01/2022 To 07/01/2022 - LEOFF2; Pay Cycle(s) 07/01/2022 To 07/01/2022 - PERS2
416	07/01/2022	Payroll	20	EFT	WA Employment Security Dept-PFMLA		Recalculating because PFMLA uses factor to 7th decimal pt vs BIAS at 5th decimal pt.
417	07/01/2022	Payroll	20	EFT	WA Employment Security Dept	179.15	2nd Quarter Unemployment: 04/01/2022 - 06/30/2022
422	07/06/2022	Payroll	20	EFT	WA Employment Security Dept-PFMLA	348.93	Pay Cycle(s) 04/01/2022 To 06/30/2022 - PFMLA
386	07/01/2022	Payroll	20	1213	Melody Bacchus	236.42	2022.07 Payroll
387	07/01/2022	Payroll	20	1214	David Blohm	152.38	2022.07 Payroll
389	07/01/2022	Payroll	20	1215	Jacob Ellis	13.85	2022.07 Payroll
390	07/01/2022	Payroll	20	1216	Roland Faragher-Horwell	263.20	2022.07 Payroll
391	07/01/2022	Payroll	20	1217	Art Frank	236.42	2022.07 Payroll
392	07/01/2022	Payroll	20	1218	Harry Goodrich	27.70	2022.07 Payroll
393	07/01/2022	Payroll	20	1219	Thane Grooms	277.05	2022.07 Payroll
394	07/01/2022	Payroll	20	1220	Kristina M Heidt	53.31	2022.07 Payroll
395	07/01/2022	Payroll	20	1221	Marcia Kelbon	118.20	2022.07 Payroll
396	07/01/2022	Payroll	20	1222	Bailey M Kieffer	221.64	2022.07 Payroll
399	07/01/2022	Payroll	20	1223	Viviann Kuehl	457.13	2022.07 Payroll
400	07/01/2022	Payroll	20	1224	Andrew J Lewis	803.44	2022.07 Payroll
401	07/01/2022	Payroll	20	1225	Krystal McCrehin	76.97	2022.07 Payroll
405	07/01/2022	Payroll	20	1226	James L Pinks	152.38	2022.07 Payroll
408	07/01/2022	Payroll	20	1227	Donald Svetich	202.05	2022.07 Payroll
409	07/01/2022	Payroll	20	1228	Thais Svetich	41.56	2022.07 Payroll
410	07/01/2022	Payroll	20	1229	Tyson Svetich	641.52	2022.07 Payroll
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
419	07/01/2022	Payroll	20	1231	Nationwide Retirement Solutions	780.99	Pay Cycle(s) 07/01/2022 To 07/01/2022 - 457 Plan; Pay Cycle(s) 07/01/2022 To 07/01/2022 - 457 Plan Roth
420	07/01/2022	Payroll	20	1232	Trusted Plans Service Corporation	5,753.46	Pay Cycle(s) 07/01/2022 To 07/01/2022 - Medical; Pay Cycle(s) 07/01/2022 To 07/01/2022 - Dental

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:27:26 Date: 07/06/2022

07/01/2022 To: 07/06/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
421	07/01/2022	Payroll	20	1233	WA Dept of Labor & Industries-FD2	5,067.02	2ND Quarter L&I: 04/01/2022 - 06/30/2022
						32,760.27	
001 General Fund 662 600 71						18,390.91	
040 EMS Fund 662 610 71							
						51,151.18 Payroll:	51,151.18

## CHECK REGISTER REPORT

**PURPOSE:** Check one.

**PAYROLL:** *No General Certificate required.\**

*BARS Codes for Payroll Checking Account reimbursement Claims:*

General Fund: 589.99.00.000.1 Payroll Clearing--GEN

EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

**CLAIMS:** *Required--General Certificate.\**



Preparer

7/6/2022

Date



Auditing Officer

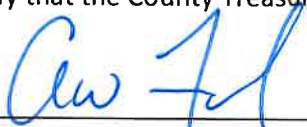
07/06/2022

Date

### GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

In accordance with RCW 52.16.050 (3), I certify that the Board of Commissioners for Jefferson County Fire Protection District No 2 has audited, reviewed and approved the payrolls and bills giving rise to the warrants included in this Register.

I further certify that the County Treasurer is authorized to pay these warrants.



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

7.18.2022

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: 11:29:30 Date: 07/14/2022

07/01/2022 To: 07/31/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
429	07/18/2022	Claims	10	620493	AT&T Mobility	413.94	Monthly Cell Phone Charges
430	07/18/2022	Claims	10	620494	Boundtree Medical LLC	623.94	Medical Supplies
431	07/18/2022	Claims	10	620495	Canon Financial Services, Inc	54.44	Monthly Printer Charges
432	07/18/2022	Claims	10	620496	Cooper Fuel	1,606.65	Diesel Fuel - Tank Refill
433	07/18/2022	Claims	10	620497	Diesel Truck and Fleet	504.12	Vehicle Repair - B22 - Brakes; Vehicle Repair - C202 - Axel Seals
434	07/18/2022	Claims	10	620498	Double D Electric	1,235.56	Annual Generator Service
435	07/18/2022	Claims	10	620499	EMS Connect LLC	112.00	Monthly EMS Training
436	07/18/2022	Claims	10	620500	EMS Special Agency Fund	85.00	Ambulance Transport Fees
437	07/18/2022	Claims	10	620501	ESO Solutions, Inc.	299.43	Monthly RMS Fees
438	07/18/2022	Claims	10	620502	Division of Stryker Sales Flex Financial	10,061.44	Aid Cots/Load Sys - WA Tax Due
439	07/18/2022	Claims	10	620503	Good Man Inc	101.43	Monthly Restroom - Station 22
441	07/18/2022	Claims	10	620504	Jamestown Networks	458.41	Monthly Internet & Telephone
440	07/18/2022	Claims	10	620505	JC Fire District #2 Payroll	51,151.18	2022.07.01 Payroll Reimbursement
442	07/18/2022	Claims	10	620506	Jefferson Propane	289.50	Propane Tank Refill - Station 21; Propane Tank Refill - Station 23
443	07/18/2022	Claims	10	620507	Lexipol LLC	3,340.96	Annual Fire Policy Manual
444	07/18/2022	Claims	10	620508	Timothy M McKern	100.00	Monthly PCD Stipend
445	07/18/2022	Claims	10	620509	Murrey's Disposal Co Inc	51.88	Monthly Garbage
446	07/18/2022	Claims	10	620510	Northwest Communications Inc	496.41	Pager Replacement/Programming; Pager Replacement/Programming; Pager Replacement/Programming
447	07/18/2022	Claims	10	620511	Olympic Springs Inc	39.06	Monthly Water
449	07/18/2022	Claims	10	620512	Pacific Office Equipment	527.46	Monthly Computer & Printer Support
450	07/18/2022	Claims	10	620513	Peninsula Pest Control Inc	81.83	Monthly Pest Control
451	07/18/2022	Claims	10	620514	Port Ludlow Fire & Rescue	15,000.00	ALS Service 2nd & 3rd Quarter
448	07/18/2022	Claims	10	620515	PUD	642.06	Monthly Electric & Water - Admin Bldg; Monthly Electric & Water - Crew Quarters; Monthly Electric & Water - Station 21; Monthly Electric - Station 22; Monthly Electric - Station 23; Monthly Electric -
452	07/18/2022	Claims	10	620516	Systems Design West LLC	7,993.34	Monthly EMS Billing; 2021 GEMT Fees
453	07/18/2022	Claims	10	620517	US Bank	1,619.94	0070 - Alt Fueled Vehicle Training; 0070 - Uniform Pants McCrehin, Torres; 0070 - Uniform Insignia McCrehin; 0070 - Fuel Filter for A21; 3856 - Turnout Gear Cleaner; 4651 - Monthly Zoom Charge; 5799 -
454	07/18/2022	Claims	10	620518	Wave Broadband	214.10	Monthly Cable/Internet
455	07/18/2022	Claims	10	620519	Westbay Auto Parts	233.10	Vehicle Repair - U22 - Battery/Maintainer; Vehicle Maint - A21/T21 - DEF

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

39,827.41  
57,509.77

97,337.18 Claims: 97,337.18

**CHECK REGISTER**

Jefferson County Fire Distr #2

Time: 11:29:30 Date: 07/14/2022

07/01/2022 To: 07/31/2022

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.\**

Ribt Rewitz

7-14-2022

Preparer

Date

SMC/K

7-14-2022

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 Ful

7-18-2022

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

Date

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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: 13:40:52 Date: 07/11/2022  
Page: 1

06/01/2022 To: 06/30/2022

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	896,906.77	12,755.44	33,381.70	876,280.51	0.00	1,451.07	0.00	877,731.58
040 EMS Fund 662 610 71	498,306.07	35,146.45	29,961.50	503,491.02	0.00	128.00	0.00	503,619.02
070 Capital (Reserve) Fund 662 631 71	1,383,260.06	1,457.36	50.00	1,384,667.42	0.00	0.00	0.00	1,384,667.42
	<b>2,778,472.90</b>	<b>49,359.25</b>	<b>63,393.20</b>	<b>2,764,438.95</b>	<b>0.00</b>	<b>1,579.07</b>	<b>0.00</b>	<b>2,766,018.02</b>

# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

Time: 13:40:52 Date: 07/11/2022  
Page: 2

06/01/2022 To: 06/30/2022

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	361,406.77	42,696.54	63,322.80	340,780.51	0.00	0.00	340,780.51
20 Payroll-1st Security	60,000.00	39,414.65	39,414.65	60,000.00	0.00	1,579.07	61,579.07
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	498,306.07	35,146.45	29,961.50	503,491.02	0.00	0.00	503,491.02
70 Capital (Reserve)-JeffCo	1,858,260.06	1,457.36	50.00	1,859,667.42	0.00	0.00	1,859,667.42
<b>Total Cash:</b>	<b>2,778,472.90</b>	<b>118,715.00</b>	<b>132,748.95</b>	<b>2,764,438.95</b>	<b>0.00</b>	<b>1,579.07</b>	<b>2,766,018.02</b>
	<b>2,778,472.90</b>	<b>118,715.00</b>	<b>132,748.95</b>	<b>2,764,438.95</b>	<b>0.00</b>	<b>1,579.07</b>	<b>2,766,018.02</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Jefferson County Fire Distr #2

06/01/2022 To: 06/30/2022

As Of: 06/30/2022 Date: 07/11/2022

Time: 13:40:52 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	187	04/04/2022	Payroll	20	1174	David Blohm	304.75	2022.04 Payroll
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	322	06/01/2022	Payroll	20	1203	David Blohm	13.85	2022.06 Payroll
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	65	02/04/2022	Payroll	20	1212	Art Frank	236.42	2022.02 Payroll
							1,579.07	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	1,451.07	1,451.07
040 EMS Fund 662 610 71	0.00	128.00	128.00
	0.00	1,579.07	1,579.07

**TREASURER'S REPORT**  
**Signature Page**

Jefferson County Fire Distr #2

Time: 13:40:52 Date: 07/11/2022  
Page: 4

06/01/2022 To: 06/30/2022

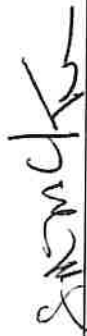
REVIEWED AND APPROVED



Preparer

7-11-2022

Date



Auditing Officer

7-11-2022

Date



Jefferson County

**Jefferson County Invest Pool  
Fund 66231118 - Fire Dist #2 Capital Projects  
Investments by Fund  
June 30, 2022**

CUSIP	Investment #	Issuer	Purchase Date	Remaining Cost	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Maturity Days To Maturity
3130AS3Z0	10181	Federal Home Loan Bank	05/26/2022	100,000.00	100,000.00	100,000.00	3.000	2.958	3.000	11/26/2024	879
		<b>Subtotal and Average</b>		<b>100,000.00</b>	<b>100,000.00</b>	<b>100,000.00</b>		<b>2.959</b>	<b>3.000</b>		<b>879</b>
		<b>Total Investments and Average</b>		<b>100,000.00</b>	<b>100,000.00</b>	<b>100,000.00</b>		<b>2.959</b>	<b>3.000</b>		<b>879</b>

**Federal Agency Coupon Securities**



# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For June 2022

## 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:**
  - COVID 19 is slowing down. Now onto boosters x 2
  - JeffCom Crew Force and Hiring are the key focus at this time
  - BOCC Burn Restrictions in effect 070122 to 093022
  
- **Goals and Objectives:**
  - Station 22 Station pending ramp grade, Pavement, and Exterior Painting
  - Support 22 ready for surplus and rehab on Utility 21
  - PPE 9 (SECOND Set) through the LNI Fiire Program. This also includes Plastic Totes for storage of gear.
  - 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 2022 and beyond. We are looking into the budget impact if any.
  - AFG 2021 applied for new battery extrication tools and Rams – No update yet
  
- **Financial Resources:**
  - BIAS – David has report
  - GEMT funds still rolling in and working with BIAS on the reports due to HCA
  - CMS (Medicare) Data Collection Project for 2022 July 1,2022 – June 30 2023
  
- **Physical Resources and Quality of Life (QOL):**
  - Stryker Gurneys and Stair chairs ordered and Braun NW to install on arrival.
  
- **Health and Safety**
  - Review of Policies and Safety programs – Safety Committee meets with Officers 2nd Wednesday of each month.
  - FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 3<sup>rd</sup> quarter requirements and are presenting our successes today.
  
- **Essential Resources**
  - Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
  
- **External Relationships**
  - Working with Jeffcom on new CAD program that included response plans, Crew Force
  - Working with JeffCom / MedeVac Providers to set up App for each provider.
  
- **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
  
- **Strategic Plan review at Leadership updating with recent Stryker Gurney Overview**
  - Review Fire Levy for potential Lid Lift TBD

**Significant Events and Service Delivery:**

For the month of June call volumes appear to be lower than this time last year. EMS / Rescue calls totaled 36 responses, making up 66 % of our calls for June. Most were BLS, several were upgraded to ALS. We responded to 4 fires, a structure fire in Discovery Bay, a car fire on Center Road and a shed fire in Leland. As with all of our fires this year, we had a great internal response and great support from our neighboring partners. We are seeing an increase in vehicle accidents in District and around the County. Summer is here, the trend, unfortunately is cooler than normal and higher chances for rain! Covid cases continue, in Jefferson County, at a high rate the last month or so. The BA.5 variant is running its course right now. We are still watching trends closely as variants continue to cause problems around the country. The Crews are still handling each EMS call as if they are handling a positive case.

**Historical Call numbers for 2021 as compared to 2022:**

- Finished Jun 2022 with 35 Responses vs 54 in 2021
- To date 2022 total year to date of 232 Responses vs 253 in 2021
- **Emergency Medical Services: Our EMS Responses were 73% for 2022 total responses; this is still slightly above average.**

**Operations:**

- **Training and Competency:** Capt. McCrehin will report.
- **EMT Class:** Lewis, Svetich and Heidt have all passed their final practical's and passed their NREMT tests. Congratulations to all three!
- **Training:** I will be working with Capt. McCrehin to set up additional events.
- **Human Resources and Staffing:**  
No HR issues. We are still working on covering the second person on some shifts. (this has been improvement.) We are still meeting each incident needs. As always, leadership continues to monitor this closely. We are always looking for new volunteers.
- **Admin / HR / PTO:** No time scheduled at this time, subject to change.
- **Other: Any Questions?**

**End of June 2022 Report.**

**DFC D. Svetich**



**Monthly Incident break down by response zones:**

**June 2022 Incidents:**

INCIDENT TYPE	# INCIDENTS
<b>Zone: 21 - Quilcene</b>	
111 - Building fire	1
131 - Passenger vehicle fire	1
321 - EMS call, excluding vehicle accident with injury	17
361 - Swimming/recreational water areas rescue	1
444 - Power line down	1
500 - Service Call, other	1
611 - Dispatched & cancelled en route	1
622 - No incident found on arrival at dispatch address	1
641 - Vicinity alarm (incident in other location)	1
<b>Zone: 22 - Coyle</b>	
321 - EMS call, excluding vehicle accident with injury	3
<b>Zone: 23 - Dabob</b>	
733 - Smoke detector activation due to malfunction	1
<b>Zone: Brinnon - 16D04 Brinnon Fire Department</b>	
611 - Dispatched & cancelled en route	2
<b>Zone: Discovery Bay - 16D05 Discovery Bay Fire Department</b>	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	2
<b>Zone: East Jeff - 16D01 East Jefferson Fire &amp; Rescue</b>	
111 - Building fire	1

Apparatus Readiness:

- The GMC Aid unit will remain at Station 21 until parts arrive to outfit Autoloaders. When parts arrive at Braun, then the GMC Aid unit will also go in for repairs to backup camera. Hopefully this will finalize the repairs needed for the electrical system.
- The Ram Aid unit is due for a fuel filter and water separator service. I have already ordered the proper parts and am awaiting their arrival.

Training and Competency:

- Target Solutions has 22 overdue assignments.
- I am continuing to go through training files to update ERS.
- I attended an Incident Safety Officer course hosted by Mason County Dist. 4. I have completed and passed the NFA test and have received my certification as an Incident Safety Officer.

Physical Resources and Quality of Life:

- July 14, Sholds will be on site at Station 21 to inspect septic systems at Station 21, Crew Quarters, and the Rose St. rental. July 18, Strait Pumping will be on site to pump each septic system.
- The current tenant at the Rose St. house will be out of the house at the end of July. There will be several maintenance and repair items to address both inside and outside of the property before it will be ready to occupy again. I believe that most of these items will be able to be handled in house.

Staffing (next 30 days):

- July Duty Calendar is looking good! There are only 2 open shifts for the month.
- I have vacation time scheduled for July 29, 30

Notes:

A Local 3811 union member from PLFR, FF/EMT Tye Seeley, completed his final shift on July 13<sup>th</sup>. Following his completion there will be a "Goodbye Breakfast" hosted by Station 31 to congratulate him on his retirement and say goodbye.

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

- 06/18/2022 B-Shift responded mutual aid w/ Dist 5 to a Residential Structure Fire

**2. Training and Competency:**

- Lt Singleton, Kimberly, and I completed a CPR Instructor class on July 11<sup>th</sup> in Mason County. We will soon be offering CPR classes to the community.
- Our 2 EMT Students have passed their National Testing.

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

- The department RMS System ERS will be going through conversion to ESO over next few months. I have created and transferred all to data to our local server and cloud.
- We have been using CrewForce on a couple of department devices. CrewForce is working great and I will be assigning logins to a few of our department members as we get more devices on the app.
- I am looking into Tablet options to run CrewForce on.
- The New Styker Gurneys, Stair chairs and auto loaders have been ordered and will be delivered, installed and in service in the next couple months.
- FF/EMT Andrew Lewis is now WA state EMT Certified.

**4. Staffing (next 30 days):**

- I have no Vacation Planned for the month of July.



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

- C Shift responded to 10 incidents during the month of May. Notable incidents include:
  - Evaluation of kayaker who flipped canoe near Lindsay beach. Kayaker was uninjured and QFR assisted in recovery of kayak.
  - Fire in 10x10 pump house with exposure to vehicles and extension into surrounding vegetation. The fire was extinguished quickly with no injuries and no damage to exposures.
- The 2022 Quilcene Gravel Unravel bike race on the 18<sup>th</sup> went smoothly with no calls for service needed for injuries or medical. Looking forward to providing medical and fire services next year!
- Water usage report sent to PUD with approximately 500 gallons used for training.

**2. Apparatus Readiness:**

- Both, B21 and T21 are checked, inventoried, and ready for wildland deployments this season. Hoping to deploy B21 to eastern Washington this year with FF/EMT Tyson Svetich.

**3. Training and Competency:**

- Hoping to complete by wildland Engine Boss position task book on wildland assignments over the next 2 years.
- Scheduled for CPR instructor class on July 11<sup>th</sup> and I am really looking forward to providing this training to our local community members in the near future.
- Scheduled for Fire Officer 1 class mid- September and hoping to attend an EMT-IV Technician course in September/October. I have the books for both classes and have been pre-reading the material.
- Documenting consistent shift training with volunteers covering a wide range of topics with many hours.
- FF/EMT Zak Torres has been trained and checked off on the updated protocol skills and medications. This class includes training on additional medications for EMTs to include Albuterol, Ipratropium Bromide, Zofran, Benadryl, and Afrin. Additional skills include Nebulizer and CPAP administration.
- EMT Kristofer Heidt has scheduled shifts for orientation and shift fundamentals check-offs.
- Continuing with Blue card and EMS Connect CE's
- **Congratulations to FF/EMT Andrew Lewis and FF/EMT Tyson Svetich!** Both have recently passed their NREMT tests and have been extremely committed to training this last year to obtain FF1, HazMat, and EMT certifications. They both did this while working full time jobs and maintaining awesome attitudes and fantastic effort. QFR is lucky to have them both as volunteers.

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

- Our new bunker gear has a scheduled ship date of end of July to early August.

- Non-Combat PPE for FGS Bailey Kieffer was ordered months ago and still has not arrived. I will follow-up on that order with the MES rep Mark LeMay.
- Researching costs to update our cribbing on E21 and get our airbag lifting system back in service.
- Also researching costs to acquire slightly larger progressive hose bags for B21 and B22 to make them easier to assemble. The current bags are too small and make it difficult to efficiently load the hose into the bag.

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

- NTR.

**6. Other:**

- QFR will be applying for a bicycle helmet grant to purchase bicycle helmets to hand out to our Quilcene customers. The grant closes at the end of July and we should hear back within a few weeks of the closing date.
- Performed a partial fire inspection/training of the Quilcene school district with Mason county fire chief Mike Patti who demonstrated his fire inspection process and provided tips on starting as new fire inspectors. The information was entered into ERS and a report was generated and sent to QSD operations manager Lance Fay. I have been in contact with Lance and plan to follow-up and perform another inspection within the coming weeks.





# 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

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

<b>IN THE MATTER OF DECLARING CERTAIN PROPERTY OF THE DISTRICT SURPLUS AND AUTHORIZING DISPOSAL</b>	) ) )	<b>RESOLUTION NO. 2022-007-S</b>
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**WHEREAS**, the Fire Chief of Jefferson County Fire Protection District No. 2 ("District") has reported to the Board of Fire Commissioners that the following described vehicle has exceeded its planned service life and is now no longer needed or necessary for current District purposes, nor is there a need for it in the foreseeable future:

**1996 Ford E-350 Econoline, VIN 1FDJE30F3THA78351, Apparatus ID S21**

**WHEREAS**, the Board of Fire Commissioners formally finds that the vehicle listed above serves no valid function for the present or future needs of the District; and

**WHEREAS**, pursuant to RCW 52.12.021 the District has full authority to dispose of District owned real and personal property;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2**, as follows:

Section 1: The Property is declared to be surplus property of the District.

Section 2: The Fire Chief is authorized to dispose of the Property in accordance with District Policy 713 Surplus Property Disposal.

**ADOPTED** by the following vote this 18 day of JULY, 2022 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