



## 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

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### MINUTES of the SPECIAL MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on April 15, 2024

#### ATTENDANCE:

Commissioner/Chair Frank  
Commissioner Bacchus  
Commissioner Kelbon  
Secretary Rewitzer

Chief McKern  
Lt. Winn  
Temp Firefighter Torres  
Temp Firefighter T. Svetich

#### CALL TO ORDER:

Commissioner Frank called the meeting to order at 9:00 a.m.

#### PLEDGE OF ALLEGIANCE:

Temp Firefighter Torres led the pledge.

#### VOLUNTEER FIREFIGHTERS RELIEF & PENSION BOARD BUSINESS:

Commissioners reviewed the application of Wayne Vettleon to become a volunteer member. Mr. Vettleon is a neighbor of Volunteer Stansbury in Coyle who was accepted at the last meeting. Commissioner Frank moved to accept Mr. Vettleon as a volunteer and add him to the rolls. Commissioner Bacchus seconded. The motion carried unanimously.

Commissioners discussed the importance of volunteer candidates understanding the commitment of volunteer service to the District. Commissioners agreed volunteer candidates should first spend some time (*8 hours was suggested*) engaged with the District before being considered for enrollment.

#### PUBLIC COMMENTS:

No comments.

#### APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda. 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 Kelbon moved to approve the Consent Agenda. Commissioner Frank seconded. The motion carried unanimously.

1. Approval of March 18, 2024 Regular Meeting Minutes
2. Approval of April 15, 2024 Vouchers in the Amount of \$106,577.31
3. Adoption of Resolution 2024-001 Increasing the Balance Maintained in the Payroll Account

#### REPORTS:

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

- Chief McKern reported that WA DOH reached out regarding a federal grant they are applying for that would strengthen EMS workforce in rural areas through recruitment,

retention, and financial and operational strategies. The District could be a likely recipient of funding if the DOH application is awarded.

- Chief McKern reported that Engine 21 has a leak in the water tank that is being addressed.
- Lt. Winn reported that Volunteer Kinser has returned and will be working on QFR CARES program activities.
- Commissioners reviewed financial reports. Secretary Rewitzer reported the Staffing for Adequate Fire and Emergency Response (SAFER) grant application was submitted. The application requests funding for three permanent firefighter/EMT positions.
- Commissioners discussed timber revenue from DNR trust lands. A recent income report from DNR shows the Penny Wise timber sale will continue to provide distributions through 2024.

### **CORRESPONDENCE**

No correspondence.

### **UNFINISHED BUSINESS:**

1. **DNR Trust Lands** – Commissioners discussed this item during REPORTS.
2. **PUD Easement Request** – Commissioners discussed PUD’s request. Commissioners agreed there is no advantage to the District in granting an easement and expressed concerns about future problems that would be caused by an easement at the location. Commissioners directed staff to notify PUD that the District is not interested in moving forward with an easement.
3. **Levy Lid Lift** – Commissioners received general information on levy lifts for their future reference. Chief McKern expressed confidence in the SAFER grant application, which would help the District address funding gaps. SAFER awards should be announced by the end of June.

### **NEW BUSINESS:**

1. **Community Wildfire Protection Plan (CWPP)** – Volunteer D. Svetich and District 4 officials were unable to attend as planned. Chief McKern provided an update. CWPP is going forward, but it is complex, and a facilitator is going to be needed to continue momentum. Public meetings to solicit input on CWPP will be held over the coming weeks.
2. **Out-of-District Response Memorandum of Understanding (MOU)** – Commissioners agreed the draft MOU did not address their concerns regarding response to District 5. Commissioners preferred an interlocal agreement (ILA) modeled more like the ALS contract with District 1. Commissioners would like Chief McKern and a Commissioner to meet with Chief Knoepfle and a District 5 Commissioner to work out an ILA. Commissioners agreed that eliminating automatic aid to District 5 would address concerns in the meantime.

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

Jefferson County Fire Commissioners and Administrative Professionals will meet by Zoom on April 18, 2024 at 6:00 p.m.

### **GOOD OF THE ORDER:**

Chief McKern reported that Independence Day is coming soon; county fire chiefs are currently working to have fire and fireworks guidance prepared well in advance.

Chief McKern was one of 9 individuals and organizations recognized by Jefferson County Public Health for their contributions in creating a healthier and more resilient community. Chief McKern was commended for his leadership and dedication to public safety and emergency preparedness.

The 26th National Prescription Drug Take Back Day is Saturday, April 27, 2024. The Sheriff's Office will be at Station 21 to receive prescription medications that are expired or no longer used. Commissioner Frank asked staff to clarify the location because the Sheriff's Office Facebook page posted a flyer indicating the event location is Brinnon.

The next Board meeting will be on May 20, 2024 at 9:00 a.m.

**ADJOURNMENT:**

The meeting was adjourned at 10:00 a.m.

**ATTACHMENTS:**

- General Certificate for Claims:** 4/5/2024 Payroll Check Register  
4/11/2024 Claims Check Register  
4/15/2024 Claims Check Register
- Resolution:** 2024-001 Increasing the Balance Maintained in the Payroll Account
- Reports:** March 2024 Monthly Fire Chief's Report  
March 2024 Treasurer's Report

**APPROVED** this 20 day of May, 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: 16:20:15 Date: 04/01/2024

04/05/2024 To: 04/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
201	04/05/2024	Payroll	20	EFT	Lynne Cassella-Blackburn	365.57	2024.03 Payroll
212	04/05/2024	Payroll	20	EFT	Mark A McCrehin	4,852.94	2024.03 Payroll
213	04/05/2024	Payroll	20	EFT	Timothy M McKern	6,660.26	2024.03 Payroll
214	04/05/2024	Payroll	20	EFT	Timothy Mickelson	41.56	2024.03 Payroll
217	04/05/2024	Payroll	20	EFT	Robert J Rewitzer	3,000.00	2024.03 Payroll
218	04/05/2024	Payroll	20	EFT	Nicholas Singleton	4,580.10	2024.03 Payroll
220	04/05/2024	Payroll	20	EFT	Tyson J Svetich	5,037.25	2024.03 Payroll
222	04/05/2024	Payroll	20	EFT	Zachary D Torres	4,064.31	2024.03 Payroll
223	04/05/2024	Payroll	20	EFT	Kevin R Winn	4,443.93	2024.03 Payroll
224	04/05/2024	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 04/05/2024 To 04/05/2024 - HRA VEBA
225	04/05/2024	Payroll	20	EFT	US Treasury	6,333.73	941 Deposit for Pay Cycle(s) 04/05/2024 - 04/05/2024
226	04/05/2024	Payroll	20	EFT	WA Dept of Retirement Systems	6,565.19	Pay Cycle(s) 04/05/2024 To 04/05/2024 - LEOFF2; Pay Cycle(s) 04/05/2024 To 04/05/2024 - PERS2
227	04/05/2024	Payroll	20	EFT	WA Employment Security Dept-LTCA	728.72	Pay Cycle(s) 01/01/2024 To 03/31/2024 - LTCA
228	04/05/2024	Payroll	20	EFT	WA Employment Security Dept-PFMLA	664.12	Pay Cycle(s) 01/01/2024 To 03/31/2024 - PFMLA
229	04/05/2024	Payroll	20	EFT	WA Employment Security Dept	331.44	1st Quarter Unemployment: 01/01/2024 - 03/31/2024
199	04/05/2024	Payroll	20	1455	Melody Bacchus	147.76	2024.03 Payroll
200	04/05/2024	Payroll	20	1456	Ken Brotherton	263.20	2024.03 Payroll
202	04/05/2024	Payroll	20	1457	Roland Faragher-Horwell	221.64	2024.03 Payroll
203	04/05/2024	Payroll	20	1458	Art Frank	147.76	2024.03 Payroll
204	04/05/2024	Payroll	20	1459	Thane Grooms	346.31	2024.03 Payroll
205	04/05/2024	Payroll	20	1460	Toby Heggie	2,626.22	2024.03 Payroll
206	04/05/2024	Payroll	20	1461	Kristina M Heidt	136.42	2024.03 Payroll
207	04/05/2024	Payroll	20	1462	Marcia Kelbon	147.76	2024.03 Payroll
208	04/05/2024	Payroll	20	1463	Viviann Kuehl	13.85	2024.03 Payroll
209	04/05/2024	Payroll	20	1464	Oscar Levine	180.08	2024.03 Payroll
210	04/05/2024	Payroll	20	1465	Andrew J Lewis	138.52	2024.03 Payroll
211	04/05/2024	Payroll	20	1466	Krystal McCrehin	104.67	2024.03 Payroll
215	04/05/2024	Payroll	20	1467	Brady T Palmer	1,492.80	2024.03 Payroll
216	04/05/2024	Payroll	20	1468	James L Pinks	207.79	2024.03 Payroll
219	04/05/2024	Payroll	20	1469	Keith Stansbury	27.70	2024.03 Payroll
221	04/05/2024	Payroll	20	1470	Ryan Tillman	96.97	2024.03 Payroll
230	04/05/2024	Payroll	20	1471	IAFF Local 2032	510.00	Pay Cycle(s) 04/05/2024 To 04/05/2024 - Union Dues
231	04/05/2024	Payroll	20	1472	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 04/05/2024 To 04/05/2024 - 457 Plan; Pay Cycle(s) 04/05/2024 To 04/05/2024 - 457 Plan Roth
232	04/05/2024	Payroll	20	1473	Trusteed Plans Service Corporation	9,701.60	Pay Cycle(s) 04/05/2024 To 04/05/2024 - Medical; Pay Cycle(s) 04/05/2024 To 04/05/2024 - Dental
233	04/05/2024	Payroll	20	1474	WA Dept of Labor & Industries-FD2	9,225.74	1ST Quarter L&I: 01/01/2024 - 03/31/2024

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

43,935.93  
31,987.48

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 16:20:15 Date: 04/01/2024

04/05/2024 To: 04/05/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						75,923.41	Payroll: 75,923.41

## 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 Register 4-1-2024  
Preparer Date

SMCK 4-2-2024  
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 FH 4/8-24  
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: 13:12:34 Date: 04/11/2024

04/01/2024 To: 04/30/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
237	04/15/2024	Claims	10	621211	AT&T Mobility	414.28	Monthly Cellular Service
238	04/15/2024	Claims	10	621212	Amazon Capital Services	272.74	Security camera system - Station 22
239	04/15/2024	Claims	10	621213	Boundtree Medical LLC	81.80	Monthly Medical Supplies
240	04/15/2024	Claims	10	621214	Canon Financial Services, Inc	54.44	Monthly Printer Lease
241	04/15/2024	Claims	10	621215	EMS Connect LLC	96.50	Monthly EMS Training
242	04/15/2024	Claims	10	621216	EMS Special Agency Fund	272.00	Monthly Ambulance Transport Fee
243	04/15/2024	Claims	10	621217	East Jefferson Fire Rescue	9,150.00	Quarterly ALS Service
244	04/15/2024	Claims	10	621218	Elite Truck	3,666.75	B22 Side Boxes
245	04/15/2024	Claims	10	621219	Good Man Inc	111.57	Monthly Restroom Service
246	04/15/2024	Claims	10	621220	Henery Hardware	80.04	Rental repair & Station supplies
247	04/15/2024	Claims	10	621221	IMS Alliance	60.55	Passport tags; Passport tags
248	04/15/2024	Claims	10	621222	JC Dept of Public Works	1,026.68	Monthly Fuel; Dump tip fee - Station 21 cleanup
249	04/15/2024	Claims	10	621223	JC Fire District #2 Payroll	75,923.41	2024.03.31 Payroll Reimbursement
250	04/15/2024	Claims	10	621224	Jamestown Networks	458.41	Monthly Internet & Telephone
251	04/15/2024	Claims	10	621225	JeffCom 911 Communications	5,155.89	Quarterly Dispatch Fee
252	04/15/2024	Claims	10	621226	Jefferson Propane	731.45	Monthly Propane
253	04/15/2024	Claims	10	621227	Kitsap County EMS & TCC	500.00	IV Tech Course - Svetich
254	04/15/2024	Claims	10	621228	Timothy M McKern	100.00	Monthly Device Stipend
255	04/15/2024	Claims	10	621229	Murrey's Disposal Co Inc	52.54	Monthly Garbage Service
256	04/15/2024	Claims	10	621230	Olympic Springs Inc	39.06	Monthly Drinking Water
257	04/15/2024	Claims	10	621231	Pacific Office Equipment	717.27	Monthly Computer Service
258	04/15/2024	Claims	10	621232	Paladin Background Screening	180.00	Backgrounds - Stansbury, Miller, Vettleson
259	04/15/2024	Claims	10	621233	Systems Design West LLC	482.68	Monthly EMS Billing Service
260	04/15/2024	Claims	10	621234	Tarboo Fire Extinguisher Protection LLC	570.36	Annual Fire Extinguisher Service
261	04/15/2024	Claims	10	621235	The Station Signs & Screen Painting. Inc	526.95	Decals for B22, C203, CARES; Spare apparatus decals
262	04/15/2024	Claims	10	621236	US Bank	5,536.54	3299 - CREDIT return uniform pants (AP2656); 3299 - Uniform pants - Heggie; 3299 - T-shirts & Hats; 3299 - Wheel chock caddy for B21; 3856 - Helmet - Heggie; 3856 - Gas cans for E21; 3856 - Liquid han
263	04/15/2024	Claims	10	621237	WA Dept of Revenue	77.04	Leasehold Excise Tax - Station 23 rental
264	04/15/2024	Claims	10	621238	Wave Broadband	214.10	Monthly Cable Internet
265	04/15/2024	Claims	10	621239	Westbay Auto Parts Inc	24.26	Torx tool set and DEF

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

	57,324.05	
	49,253.26	
	106,577.31	Claims: 106,577.31

**CHECK REGISTER**

Jefferson County Fire Distr #2

Time: 13:12:34 Date: 04/11/2024

04/01/2024 To: 04/30/2024

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.\**

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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 Reinitz*

Preparer

4-11-2024

Date

*Smacku*

Auditing Officer

4-11-2024

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.

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*awjh*

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

4-15-2024

Date

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# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 07:01:41 Date: 04/15/2024

04/01/2024 To: 04/30/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
266	04/15/2024	Claims	10	621240	JC Fire District #2 Payroll	25,000.00	RES 2024-001 Payroll Acct Increase
			001 General Fund 662 600 71			14,350.00	
			040 EMS Fund 662 610 71			10,650.00	
						<u>25,000.00</u>	Claims: 25,000.00

## CHECK REGISTER REPORT

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EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

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

Robt Reintzo 4-15-2024  
 Preparer Date

SM MCK 4-15-2024  
 Auditing Officer Date

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GW FH 4-15-24  
 Chair (or Acting Chair) of the Board of Fire Commissioners Date

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# Jefferson County Fire Protection District No. 2

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

Commissioner Melody Bacchus  
Commissioner Marcia Kelbon  
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

## BEFORE THE BOARD OF FIRE COMMISSIONERS

<b>IN THE MATTER OF INCREASING THE</b>	)	<b>RESOLUTION NO.</b>
<b>BALANCE MAINTAINED IN THE PAYROLL</b>	)	<b>2024-001</b>
<b>ACCOUNT</b>	)	

**WHEREAS**, The District maintains a checking account at 1st Security Bank for the purpose of processing payroll claims and liabilities; and

**WHEREAS**, A balance of \$75,000.00 is maintained in said account for payroll clearing; and

**WHEREAS**, The District's payroll has increased and will at times be more than \$75,000.00;

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

The balance in the District's payroll checking account at 1st Security Bank shall henceforth be maintained at \$100,000.00.

**AND BE IT ALSO RESOLVED** that \$25,000.00 from the claims checking account (\$14,350.00 from General Fund and \$10,650.00 from EMS Fund) shall be transferred to the payroll checking account to attain the required balance in the payroll checking account.

**ADOPTED** by the following vote this 15 day of APRIL, 2024 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



# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For  
March 2024

## 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 staffing is getting better, short and long term goals being looked at. Equipment upgrades and financial stability continue to be the forefront.
- 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. Looking into a DOH grant for the continuation of the program with more of a prevention side to this program.

**Goals and Objectives:**

- Windows and exterior painting Station 21 Crew Quarters, Rental, and Admin
- SAFER FY2023 application submitted. Received review from IAFF grant writing team in Wash DC; also received a letter of endorsement from Rep. Kilmer for this and AFG.
- Crew Qtrs interior painting nearing completion. Apparatus Committee working hard on a plan for the future. (See Capt. McCrehin's report)
- Current Staff Officers will be advancing to EMT-A in 2024
- All Shifts doing well and 3 new Volunteers welcomed to the team.

**Financial Resources:**

- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- EJFR ALS Contract review ongoing transports in respective rigs. A few challenges last month.

**Physical Resources and Quality of Life (QOL):**

- Lucas CPR device in place and ready for use. Education with our ALS partners is critical.
- Working with Community and Staff for Fiscal Plan along with Strategic Plan update.
- Entry of equipment in ESO for inventory Management.

**Health and Safety**

- Review of Policies and Safety programs – Safety Committee meets working on updating the 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 1<sup>st</sup> quarter 3<sup>rd</sup> year requirements. We will be putting in for a lifting device this year.

**Essential Resources**

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- We are moving forward with Action Training for EMS and Fire programs. Some challenges with the program. We are committed for 2024 but will evaluate before end of year.
- AFG for new exhaust systems for Station 21/22 submitted.

**External Relationships**

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- We are putting together for Social Media Buzz about Weather Changes

**Fire Prevention**

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing – partnership with

**Apparatus Readiness:**

- We are currently awaiting the arrival of the new Brush 22
- Apparatus maintenance has been turned over to FF/EMT Torres
- C203 has had a full brake inspection. The only issue found is the brake fluid seems old and could be causing some of the current issues. The recommendation is to flush and refill the brake fluid and a proper brake bleed. New decals have been applied. The QFR logo as well as the reflective striping down the sides. The old decals and striping were cracked and beginning to come off.

**Training and Competency:**

- Action Training did not roll out quite as planned. There were quite a few issues. These issues have been moved along to Chief McKern, who is dealing with higher ups at Action Training to have issues resolved. The EVIP Rodeo was not very successful. Due to the lack of completed training I was able to go to Station 22 and complete the EVIP road test with Thane Grooms and Roland Faragher-Horwell. Lt. Winn was able to complete the training at Station 21 with EMT Viviann Kuehl.
- Ken Brotherton has completed EMT training. He has passed his practical exam and is scheduled to take his NREMT test in the next couple of weeks.
- FF/EMT Tyson Svetich began his IV Tech class on April 2<sup>nd</sup>. FF/EMT Svetich is now able to start IV's in the field under supervision of an IV Tech or Paramedic.
- FF/EMT Zak Torres and FF/EMT Tyson Svetich have completed their Instructor 1 class and are awaiting testing results.
- Tarboo Extinguishers was onsite at Station 21 to examine and maintain all our fire extinguishers and water cans.
- Lt. Winn and I have completed our EVIP Train the Trainer course and have passed the test. This certification is good for 3 years and allows us to EVIP certify all our responders for our apparatus.
- Extensive cleaning has taken place across the street from Station 21. Overgrown trees and bushes have been removed as well as random items that have been collected over the years. Commissioner Art Frank was able to donate his dump trailer and Commissioner Melody Bacchus was able to donate her tractor. This project would not have been possible without the assistance of those tools. All this effort was to have the ability to use the concrete pad once again for vehicle extrication training. As reported last month, I have procured several vehicles from our community to use as training.
- April 13<sup>th</sup> QFR conducted its annual RT-130 Wildland Refresher. This is an annual training that is required to maintain Wildland Red Cards.

**Physical Resources and Quality of Life:**

- NTR

**QFR Events:**

- Saturday, March 30<sup>th</sup> we held our Annual Easter Breakfast and Egg Hunt. It was once again quite a success! We served approximately 160 to 170 plates. All the children had a

great time hunting eggs! Thank you to Chief McKern for cooking pancakes,  
Commissioner Melody Bacchus, and Marcia Kelbon for serving all those plates!

**Duty Officer Coverage:**

- I will be covering as Duty Officer for Chief McKern April 15<sup>th</sup>- April 18<sup>th</sup>.

**Notes:**

- I was contacted by a student at Quilcene School. He is interested in a Cadet Program with Quilcene Fire Rescue. He is currently a part of West Sound Tech going through the Fire Program. He lives here in Quilcene and is interested in a fire career for his future. I am in contact with Quilcene School to find old record of our previous Cadet Program. Bob is in contact with VFIS to cover insurance concerns. I would like to see this program brought back and flourish

**Apparatus Usage Report:**

Report Date 4/1/2024

Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age In Yrs	In Svc Dt*	Rpt Dt Miles	Avg Ann Miles	Avg Ann Hrs
11 - Engine	E22	96.Ford.55851C.2430	1996	28	1/1/1999	28,105	994	N/A
11 - Engine	E21	05.Freightliner.82171C.1149	2005	19	3/26/2007	42,214	2,192	111
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	29	9/6/1995	30,273	1,081	N/A
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	16	10/24/2016	76,173	4,685	N/A
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	6	8/15/2018	6,387	1,277	60
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	19	Unknown	196,982	10,227	N/A
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	16	1/1/2008	121,887	7,618	N/A
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	8	9/20/2016	52,756	7,537	257
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	6	3/14/2019	58,877	11,775	213
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	19	3/30/2016	44,008	2,285	75
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	4	3/16/2020	45,800	11,450	N/A

**Significant Events and Service Delivery:**

- B-Shift ran 15 calls in March.
- Responded to a MVA with Dist 5 on 4/12
- Responded to a MVA with Dist 4 on 4/22

**Training and Competency:**

- Completed & Passed EVIP Instructor Class

**Physical Resources and Quality of Life:**

- 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 left for Mexico and Lynne has stepped up to take over her visits while she is gone. Kimberly should be back this month.
- Zak is Scheduling our annual SCBA flow testing.
- Our Annual Mako Compressor maintenance was completed on 4/8.
- 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.
- Our Community CPR/First Aid Class March 16<sup>th</sup> went great.
- Community Easter Party and Egg hung went great and we had a good turnout by the community.

**Staffing (next 30 days):**

- I have no vacation planned for the Month of April.



**Significant Events and Service Delivery:**

- C-Shift responded to a total of 17 incidents during the month of March. Notable incidents include:
- Mutual aid to District 5 for very sick cardiac patient requiring defibrillator intervention. The initial critical rhythm was corrected, and patient transported to SMMC.
- Responded as 205 on A-Shift to report of CPR in progress. Assumed command and CPR were efforts ceased. Released A21 so they could return to service and did not need to stand by for County Deputies.
- Responded on A21A on B-Shift with Chief McKern to Coyle for ALS while A21 was committed to another incident.
- Responded to the area of the Jefferson-Clallam County line on Highway 101 for report of head on motor vehicle Collision. Collision found to be just inside Clallam #3 fire district response area and Jefferson County units provided aid until released by Clallam units.
- Mutual aid to District 4 for initial report of Semi-truck vs. passenger vehicle with multiple patients and vehicle possibly on fire. Brinnon units found only one passenger vehicle involved with one red patient. We provided traffic control to units on scene and then released.
- A21 encountered a confused and tired adult male walking in the middle of the highway near the bridge while returning from SMMC transport. We temporarily blocked traffic and assisted the male into A21 before moving to a safe location to wait for law enforcement. The male was given a courtesy ride home by County Deputy and A21 returned to district.
- Water usage report for February 2024 sent to PUD with approximately 4000 gallons used between incidents, maintenance, and training.

**Apparatus Readiness:**

- Ongoing: FF/EMT Svetich has completed data input of hose and ladders into ESO. He is currently verifying physical locations, making sure labeling is adequate, and verifying out of service hose quantities and serial numbers.
- Planning to test all nozzles along with hose and ladders for 2024 for additional WSRB credit.
- Working to place hand tools and First aid kit on T21.
- Volunteer Jim Pinks will be performing the annual maintenance on all small engines at Station 22. I will be ordering the needed parts and fluids for him to complete this.
- Continue to inventory equipment and PPE.
- Annual extinguisher service completed by Tarboo extinguishers:
- One 10lb ABC extinguisher replaced due to age with refurbished extinguisher at discounted cost.
- One 5lb ABC extinguisher replaced due to age with refurbished extinguisher at discounted cost.
- Valve stem of 2.5 Gallon water extinguisher fixed after stem became stuck after use on incident.

- Met with Volunteer Thane Grooms to establish plan for outfitting new B22 once it arrives.

### **Training and Competency:**

- Planned Wildland refresher and field day for April 13<sup>th</sup> on a private clear cut on Coyle. Training will involve Quilcene, Brinnon, and Discovery Bay Fire personnel with instructors from DNR, Airlift NW, and US Forest Service.
- Attended Brinnon FD live fire training with FF Brady Palmer for skills check offs. FF Palmer successfully passed skills evaluations and is now qualified to for interior structural suppression as a QFR volunteer under WAC training. FF Palmer is now working full time with DNR; however, we will continue to train on IFSAC skills and knowledge as he is available so he can challenge his test.
- Communicating with local DNR and USFS personnel to coordinate more training on C-Shift throughout the fire season.
- Onboarding and skills evaluations with FF/EMT Toby Heggie are progressing well. He has successfully completed drive time and inventory testing on the aid units and has attended multiple county training days.
- County EMS protocol review continues. Changes to the first 17 pages have been voted on.
- EMS Council training subcommittee is focusing on county training supplies and establishing a scope and mission for the committee.
- Attending wildland ignition boss class in Central WA for 3-days from April 26<sup>th</sup>-28<sup>th</sup>. This course will cover common firing devices/techniques and will include live fire.
- Difficulty completing modules on action training due to layout and have offered to work with action training to provide feedback on modules.
- QFR SIP plan is approximately 50% complete and will be reviewed with Bob and Chief McKern to present to L&I within the next week.
- Worked with Jeffcom director Matt Stewart to build an updated physical map book for South Jefferson County. This new map book will be printed and go on apparatus to replace the outdated maps and should be finalized by the end of April.
- Water tanks at Coyle/Thorndyke and Station 22 will be added to the CAD map.
- Completed MCO RIT training with Brinnon FD personnel on C-Shift.
- Fire District Summit meeting at DNR's Forks scheduled for May 16th.

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

- Ordered, received, and inventoried 50% Phase 1 grant order of wildland equipment from DNR.
- Received free DNR surplus of 5 BK radios for use on wildland incidents.
- Will need to order size large wildland shirts as we do not have any to issue.
- Reordered box of carcinogen removing Hero Wipes for skin.
- Ordered and received passports for new personnel.
- PPE inventory continues and the PPE storage area in the admin building will be organized and secured in cabinets from the basement.
- Brushing and clean up of the south end of the property has been completed.



- Returned stair stepping machine to USFS.
- Volunteer applicant Luke Miller and FF Brady Palmer have started a project for a multi-use FF rescue and roof ventilation prop. They are mostly complete and hope to have a presentation of a finalized product at the next BoFC meeting. (Please see example photos at end of report)

**Staffing (next 60 days):**

- Nothing major to report. Will be available to respond from home as weather warms and call volumes increase.

**Other:**

- Example Denver Drill/Ventilation prop photos:



# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

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03/01/2024 To: 03/31/2024

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	791,928.86	42,557.73	43,657.85	790,828.74	0.00	801.37	0.00	791,630.11
040 EMS Fund 662 610 71	737,516.70	34,771.37	40,323.50	731,964.57	0.00	486.90	0.00	732,451.47
070 Capital (Reserve) Fund 662 631 71	2,012,304.95	13,146.69		2,025,451.64	0.00	0.00	0.00	2,025,451.64
	<b>3,541,750.51</b>	<b>90,475.79</b>	<b>83,981.35</b>	<b>3,548,244.95</b>	<b>0.00</b>	<b>1,288.27</b>	<b>0.00</b>	<b>3,549,533.22</b>

# TREASURER'S REPORT

## Account Totals

03/01/2024 To: 03/31/2024

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	440,021.49	83,647.23	83,981.35	439,687.37	0.00	0.00	439,687.37
20 Payroll-1st Security	75,000.00	57,089.61	57,089.61	75,000.00	0.00	1,288.27	76,288.27
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	363,924.07	34,005.37	40,323.50	357,605.94	0.00	0.00	357,605.94
70 Capital (Reserve)-JeffCo	2,662,304.95	13,146.69	0.00	2,675,451.64	0.00	0.00	2,675,451.64
<b>Total Cash:</b>	<b>3,541,750.51</b>	<b>187,888.90</b>	<b>181,394.46</b>	<b>3,548,244.95</b>	<b>0.00</b>	<b>1,288.27</b>	<b>3,549,533.22</b>
	<b>3,541,750.51</b>	<b>187,888.90</b>	<b>181,394.46</b>	<b>3,548,244.95</b>	<b>0.00</b>	<b>1,288.27</b>	<b>3,549,533.22</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Jefferson County Fire Distr #2

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 04/04/2024  
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
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	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	707	11/01/2023	Payroll	20	1402	Bailey M Kieffer	13.85	Replacement for lost check #1259	
2024	1	01/05/2024	Payroll	20	1413	Chloe G Austin	13.85	2023.12 Payroll	
2024	15	01/05/2024	Payroll	20	1424	Andrew J Lewis	83.11	2023.12 Payroll	
2024	79	02/05/2024	Payroll	20	1434	Ken Brotherton	332.46	2024.01 Payroll	
2024	141	03/05/2024	Payroll	20	1446	Ken Brotherton	346.31	2024.02 Payroll	
2024	145	03/05/2024	Payroll	20	1449	Oscar Levine	166.23	2024.02 Payroll	
							1,288.27		
Fund	Claims	Payroll	Total						
001 General Fund 662 600 71	0.00	801.37	801.37						
040 EMS Fund 662 610 71	0.00	486.90	486.90						
	0.00	1,288.27	1,288.27						

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

Jefferson County Fire Distr #2

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03/01/2024 To: 03/31/2024

REVIEWED AND APPROVED



Preparer

4-4-2024

Date



Auditing Officer

4-4-2024

Date