



## Jefferson County Fire Protection District No. 2

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

Commissioner Melody Bacchus  
Commissioner Art Frank

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**MINUTES of the SPECIAL MEETING of the BOARD OF FIRE COMMISSIONERS  
of JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2  
held at BOB WILSON STATION 21 in QUILCENE, WA  
on APRIL 13, 2026, at 6:00 p.m.  
in JOINT SESSION with the BOARD OF FIRE COMMISSIONERS  
of JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 4  
and OFFICIALS of JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 5**

### **ATTENDANCE DISTRICT 2:**

Commissioner/Chair Kelbon  
Commissioner Bacchus (via Zoom)  
Commissioner Frank  
Chief McKern  
Secretary Rewitzer  
Office Assistant Brush

Exec. Assistant Neuenschwander (via Zoom)  
Lt. Winn (via Zoom)  
Lt. Singleton  
FF/EMT T. Svetich (via Zoom)  
FF/EMT B. Matheson

### **ATTENDANCE DISTRICT 4:**

Commissioner/Chair Matheson (via Zoom + In-person)  
Commissioner Gleason  
Commissioner Ventura

Chief T. Manly  
Secretary C. Manly  
Administrative Assistant B. Ellis (via Zoom)

### **ATTENDANCE DISTRICT 5:**

Commissioner Carson  
Chief Knoepfle

### **ATTENDANCE OTHER:**

Alex Morris, IAFF Local 2032 Vice President (via Zoom)  
Tanya Cray (via Zoom)

### **CALL TO ORDER:**

District 2 Commissioner Kelbon called the meeting to order at 6:01 p.m. and verified that District 2 had a quorum. District 4 Commissioners Ventura and Gleason verified that District 4 had a quorum. District 4 chair/commissioner Matheson was delayed and appeared initially via Zoom, then in-person at 6:15 p.m. District 5 did not have a quorum.

### **PLEDGE OF ALLEGIANCE:**

FF/EMT B. Matheson led the pledge.

### **PUBLIC COMMENTS:**

No comments received.

### **REGIONAL ALS PROGRAM:**

Chief Manly led a third joint board discussion on the establishment of a regional ALS program between Districts 2, 4, and 5. Chief Manly noted the districts are aligned on concept (sprint car model with paramedic supporting but not replacing existing BLS transport); discussion should now focus on structure and implementation direction.

Chief Manly reported chiefs and board representatives teleconferenced with attorney Snure regarding how a regional ALS program could be structured. Snure proposed three options: 1) one agency runs the entire program and bills the other two agencies; 2) a joint consortium is formed via an inter-local agreement (ILA) that defines relationships and responsibilities; or 3) a separate non-profit corporation is formed that runs the entire program. Participants at the time agreed option 2 (joint consortium) was preferable and directed Snure to draft a joint consortium ILA. The resulting draft ILA was distributed for review. It establishes a shared regional consortium with a joint board of commissioners but does not establish employer, administrator, or cost allocation at this stage.

Chief Manly reported Districts 2 and 4 had begun working up preliminary budgets and asked Secretaries Rewitzer and C. Manly to collaborate on a draft budget for the program. Chief Manly asked for direction regarding the employment model, confirmation that governance remains with a joint board, and direction for legal counsel to refine the ILA.

Commissioner Kelbon led a discussion on operations. Consensus for governance to be held jointly with equal representation by District, not proportional to contribution or population. Consensus for single employer model.

Commissioner Ventura led a discussion of various funding metrics – call volume, assessed property value, population, and budget percentages. Commissioner Frank noted that availability of service and call time are additional factors to consider. While there was consensus to avoid overly complex formulas and a preference for a simple, static allocation (reviewed periodically), there was no clear decision. Chief Manly proposed that legal counsel be tasked with identifying a defensible cost-sharing model after reviewing data from the districts. Commissioner Frank noted it will still be up to the commissioners to decide.

Commissioners reviewed operational considerations such as vehicle procurement, staffing, and implementation timelines. Chief Manly noted that full operations were unlikely to begin before April 2027 however service delivery could begin sooner utilizing per diem medics.

Tanya Cray asked several questions (via Zoom chat) and Chief Manly responded. Have Districts determined affordability of the agreement? (Still being evaluated; Districts will need to confirm affordability before final commitment). Exit strategy if unaffordable? (Yes, language will be included in the ILA). Will medics participate in EMS mutual aid? (Yes, including mutual aid with District 1). Will GEMT be affected? (No.) Will each District bill their own transports? (Yes.)

To conclude the meeting, the chiefs agreed to conference with legal counsel and the secretaries agreed to compile budget data. Commissioner Frank stressed the budget should focus on cost – the Boards need to know their cost for the program.

The next joint board meeting is scheduled for April 27, 2026 at 6:00 p.m. at Station 21 in Quilcene, WA. The focus will be on roles (employer, administrative, fiscal) and cost allocation.

**ADJOURNMENT:**

Commissioner Kelbon moved, Commissioner Frank seconded, to adjourn the meeting at 7:12 p.m. The motion carried. District 4 also voted to adjourn their official session.

APPROVED this 20<sup>th</sup> day of APRIL, 2026 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

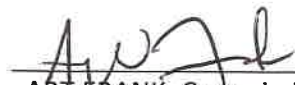
BOARD OF FIRE COMMISSIONERS  
JEFFERSON CO. FIRE PROTECTION DIST. #2



MARCIA KELBON, Commissioner/Chair



MELODY BACCHUS, Commissioner



ART FRANK, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary