



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 November 20, 2023

ATTENDANCE (In Person):

Commissioner/Chair Frank
Commissioner Bacchus
Commissioner Kelbon
Secretary Rewitzer
Chief McKern
Exec. Assistant Neuenschwander
Captain M. McCrehin
Volunteer Grooms
Volunteer D. Svetich
Volunteer Kinser
Robert Winslow, Department of Natural Resources
Greg Brotherton, Commissioner, Jefferson County
Peter Bahls, Northwest Watershed Institute
Jean Ball

ATTENDANCE (Zoom):

Lieutenant Singleton
Temp Firefighter Torres
Temp Firefighter T. Svetich

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Volunteer Grooms led the pledge.

PUBLIC COMMENTS:

Volunteer Neuenschwander commended the documentation provided for the meeting.

APPROVAL OF AGENDA:

Commissioner Frank requested **Unfinished Business 1. DNR Trust Lands** be handled immediately following approval of the consent agenda as a courtesy to those in attendance. Commissioner Frank requested **Consent Agenda 6. Approval of Easement to Jefferson County PUD** be removed and considered as a New Business item. Commissioner Kelbon moved to accept the agenda as modified. Commissioner Bacchus 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 Frank moved to approve the Consent Agenda. Commissioner Bacchus seconded. The motion carried unanimously.

1. Approval of October 16, 2023 Regular Meeting Minutes
2. Approval of November 20, 2023 Vouchers
3. Approval of 2024 District Secretary Contract
4. Adoption of Resolution 2023-007 Appointment of Claims Agent
5. Adoption of Resolution 2023-008 Appointment of Public Records Officer
7. Approval of Capital Budget Request – LUCAS 3 Chest Compression System

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – DNR Trust Land Transfer (TLT) Program Coordinator Robert Winslow presented information about a proposed transfer of 786.56 acres to the Dabob Bay Natural Resources Conservation Area. A portion of the property is currently managed as State Forest Land, which supports Jefferson County and sub-taxing districts. An inter-trust exchange proposal will be presented to the Board of Natural Resources on December 5, 2023. Discussion occurred with comments by Jefferson County Commissioner Greg Brotherton, Northwest Watershed Institute Director Peter Bahls, and volunteer Don Svetich. Commissioner Kelbon requested information regarding timber harvest schedules of the transfer properties.

REPORTS:

Commissioners were provided with the Monthly Fire Chiefs Report, Treasurer’s Report, 2023 Budget Position report, and District Secretary’s Report. Captain McCrehin clarified that Brush 22 can no longer be driven in emergency mode due to mechanical issues. Volunteer D. Svetich provided an update on the Community Wildfire Protection Plan (CWPP).

BUDGET HEARING:

Commissioner Frank opened the Budget Hearing at 8:03 p.m. Secretary Rewitzer presented an overview of the Draft 2024 Budget. Commissioners reviewed line items and asked questions. The levy resolutions and certifications were presented for review. No public comments were received. The Budget Hearing was closed at 8:16 p.m.

UNFINISHED BUSINESS:

2. **2024 Budget** – Commissioner Frank moved to approve the Draft 2024 Budget with \$1,223,000 expenses against \$1,163,000 revenues, resulting in a deficit of \$60,000. Commissioner Bacchus seconded. The motion carried unanimously. Commissioner Frank moved to approve resolution 2023-005 Authorizing General Fire Property Tax Levy and 2023-006 Authorizing EMS Property Tax Levy. Commissioner Kelbon seconded. The motion carried unanimously.

NEW BUSINESS:

1. **Easement to Jefferson County PUD** – Information from Russ Miller, PUD Staking Engineer was distributed to the Board. PUD requests an easement to place pad-mount transformer equipment near the southeast corner of parcel 937201058. Commissioners expressed concern about encumbering the parcel and requested additional information from PUD.

SEMINARS/CONFERENCES/SPECIAL EVENTS:

Commissioner Kelbon will attend the Jefferson County Fire Commissioners & Secretaries Association Installation & Holiday Banquet at 7 Cedars Hotel and Casino on December 6, 2023.

GOOD OF THE ORDER:

- Chief McKern provided feedback to the Board regarding the ALS agreement with East Jefferson Fire Rescue as well as auto-aid to Fire District 5.
- Commissioner Frank requested that a rental market analysis be added to the agenda for the December 18, 2023 meeting.
- Commissioner Kelbon was elected November 7, 2023 to the Commissioner position to which she had been appointed following Commissioner Beck’s death.

ADJOURNMENT:

The meeting was adjourned at 8:40 p.m.

ATTACHMENTS:

- General Certificate for Claims:** 11/3/2023 Payroll Check Register.
11/20/2023 Claims Check Register.
- Reports:** October 2023 Treasurer’s Report
October 2023 Monthly Fire Chief’s Report
- Resolutions:** 2023-005 Authorizing General Fire Property Tax Levy
2023-006 Authorizing EMS Property Tax Levy
2023-007 Appointment of Claims Agent
2023-008 Appointment of Public Records Officer
- Certifications:** 2024 Levy Certification
2024 Budget Certification

APPROVED this 18 day of DECEMBER, 2023 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: 10:11:56 Date: 11/01/2023

11/03/2023 To: 11/03/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
689	11/03/2023	Payroll	20	EFT	Lynne Cassella-Blackburn	1,335.25	2023.10 Payroll
692	11/03/2023	Payroll	20	EFT	Mark A McCrehin	6,187.23	2023.10 Payroll
693	11/03/2023	Payroll	20	EFT	Timothy M McKern	8,128.29	2023.10 Payroll
694	11/03/2023	Payroll	20	EFT	Robert J Rewitzer	2,500.00	2023.10 Payroll
695	11/03/2023	Payroll	20	EFT	Nicholas Singleton	5,596.56	2023.10 Payroll
696	11/03/2023	Payroll	20	EFT	Tyson J Svetich	4,483.22	2023.10 Payroll
697	11/03/2023	Payroll	20	EFT	Zachary D Torres	4,678.12	2023.10 Payroll
698	11/03/2023	Payroll	20	EFT	Kevin R Winn	5,613.78	2023.10 Payroll
699	11/03/2023	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 11/03/2023 To 11/03/2023 - HRA VEBA
700	11/03/2023	Payroll	20	EFT	US Treasury	7,330.05	941 Deposit for Pay Cycle(s) 11/03/2023 - 11/03/2023
701	11/03/2023	Payroll	20	EFT	WA Dept of Retirement Systems	5,859.23	Pay Cycle(s) 11/03/2023 To 11/03/2023 - LEOFF2; Pay Cycle(s) 11/03/2023 To 11/03/2023 - PERS2; Pay Cycle(s) 11/03/2023 To 11/03/2023 - NLEC Liability
687	11/03/2023	Payroll	20	1395	Melody Bacchus	117.46	2023.10 Payroll
688	11/03/2023	Payroll	20	1396	Ken Brotherton	332.46	2023.10 Payroll
690	11/03/2023	Payroll	20	1397	Art Frank	117.46	2023.10 Payroll
691	11/03/2023	Payroll	20	1398	Oscar Levine	872.71	2023.10 Payroll
702	11/03/2023	Payroll	20	1399	IAFF Local 2032	255.00	Pay Cycle(s) 11/03/2023 To 11/03/2023 - Union Dues
703	11/03/2023	Payroll	20	1400	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 11/03/2023 To 11/03/2023 - 457 Plan; Pay Cycle(s) 11/03/2023 To 11/03/2023 - 457 Plan Roth
704	11/03/2023	Payroll	20	1401	Trusteed Plans Service Corporation	8,600.74	Pay Cycle(s) 11/03/2023 To 11/03/2023 - Medical; Pay Cycle(s) 11/03/2023 To 11/03/2023 - Dental
						34,308.19	
						30,116.87	
						64,425.06	Payroll: 64,425.06

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 10:11:56 Date: 11/01/2023

11/03/2023 To: 11/03/2023

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

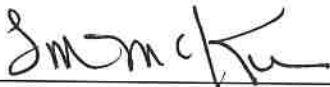
CLAIMS: *Required--General Certificate.**



Preparer

11-1-2023

Date



Auditing Officer

11-1-2023

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

11-20-2023

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: 07:44:38 Date: 11/20/2023

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
726	11/20/2023	Claims	10	621056	AT&T Mobility	543.98	Monthly Cellular Service
727	11/20/2023	Claims	10	621057	Boundtree Medical LLC	2,588.92	Replacement Backboards; Monthly EMS Supplies
728	11/20/2023	Claims	10	621058	Canon Financial Services, Inc	54.44	Monthly Printer Lease
729	11/20/2023	Claims	10	621059	Lynne Cassella-Blackburn	34.39	Uniform pants (reimbursement)
730	11/20/2023	Claims	10	621060	Cooper Fuel	1,437.86	Monthly Fuel & Heating Oil
731	11/20/2023	Claims	10	621061	EMS Connect LLC	96.50	Monthly EMS Training
732	11/20/2023	Claims	10	621062	EMS Special Agency Fund	255.00	Monthly Transport Fee
733	11/20/2023	Claims	10	621063	Good Man Inc	111.57	Monthly Restroom Service
734	11/20/2023	Claims	10	621064	Henery Hardware	39.27	Wash Machine Hoses - Crew Quarters
735	11/20/2023	Claims	10	621065	JC Dept of Public Works	879.62	Monthly Fuel
736	11/20/2023	Claims	10	621066	JC Dept of Public Works	33.94	Solid Waste Fee
737	11/20/2023	Claims	10	621067	JC Fire District #2 Payroll	64,425.06	2023.11.03 Payroll
738	11/20/2023	Claims	10	621068	JC Sheriff	106.06	Road Flares
739	11/20/2023	Claims	10	621069	Jamestown Networks	458.41	Monthly Internet & Phone
740	11/20/2023	Claims	10	621070	JeffCom 911 Communications	4,752.46	Quarterly Dispatch Fees (4th Quarter)
741	11/20/2023	Claims	10	621071	Jefferson Co FPD #2 Payroll	1,188.36	Reimburse Imprest Acct
742	11/20/2023	Claims	10	621072	Jefferson Propane	685.92	Monthly Propane
743	11/20/2023	Claims	10	621073	MRSC Rosters	135.00	Small works roster subscription
744	11/20/2023	Claims	10	621074	Timothy M McKern	100.00	Monthly Device Stipend
745	11/20/2023	Claims	10	621075	Murrey's Disposal Co Inc	52.54	Monthly Garbage Service
746	11/20/2023	Claims	10	621076	North Hood Canal Chamber of Commerce	50.00	Annual Membership
747	11/20/2023	Claims	10	621077	Olympic Springs Inc	78.12	Monthly Water
748	11/20/2023	Claims	10	621078	Pacific Office Equipment	607.10	Monthly Services
749	11/20/2023	Claims	10	621079	Springbook Software Springbrook Holding Co	8,847.10	Annual SaaS Fee - Financial Accounting System
750	11/20/2023	Claims	10	621080	Streamline	150.00	Monthly Website
751	11/20/2023	Claims	10	621081	Tyson J Svetich	10.86	Strapping material
752	11/20/2023	Claims	10	621082	Systems Design West LLC	982.44	Monthly EMS Billing (Sept & Oct)
753	11/20/2023	Claims	10	621083	US Bank	1,371.51	3299 - Valve Timing Solenoid - U22; 3299 - Valve Timing Solenoid - U22; 3299 - Elect Recept, Plates - Crew Quarters; 3299 - Range Hood - Rose St Rental; 5799 - Postage - SCBA Air Sample; 5799 - Monthl
754	11/20/2023	Claims	10	621084	Wave Broadband	214.10	Monthly Cable Internet
						47,072.17	
001 General Fund 662 600 71						43,218.36	
040 EMS Fund 662 610 71							
						90,290.53	Claims: 90,290.53

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 07:44:38 Date: 11/20/2023

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

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 Rewitzer 11-20-2023
 Preparer Date

Smolter 11-20-2023
 Auditing Officer Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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AW FH 11-20-2023
 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.

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

10/01/2023 To: 10/31/2023

Time: 09:23:35 Date: 11/06/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	727,952.81	143,858.71	50,087.78	821,723.74	0.00	2,456.49	0.00	824,180.23
040 EMS Fund 662 610 71	761,233.38	87,337.23	46,654.50	801,916.11	0.00	136.50	0.00	802,052.61
070 Capital (Reserve) Fund 662 631 71	1,956,227.55	10,983.24		1,967,210.79	0.00	0.00	0.00	1,967,210.79
	3,445,413.74	242,179.18	96,742.28	3,590,850.64	0.00	2,592.99	0.00	3,593,443.63

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

10/01/2023 To: 10/31/2023

Time: 09:23:35 Date: 11/06/2023

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	376,416.05	190,883.81	97,483.49	469,816.37	0.00	0.00	469,816.37
20 Payroll-1st Security	74,258.79	77,225.71	76,484.50	75,000.00	0.00	2,592.99	77,592.99
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	388,011.35	87,337.23	47,025.10	428,323.48	0.00	0.00	428,323.48
70 Capital (Reserve)-JeffCo	2,606,227.55	10,983.24	0.00	2,617,210.79	0.00	0.00	2,617,210.79
Total Cash:	3,445,413.74	366,429.99	220,993.09	3,590,850.64	0.00	2,592.99	3,593,443.63
	3,445,413.74	366,429.99	220,993.09	3,590,850.64	0.00	2,592.99	3,593,443.63

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

10/01/2023 To: 10/31/2023

As Of: 10/31/2023 Date: 11/06/2023

Time: 09:23:35 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	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	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	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
2022	476	08/01/2022	Payroll	20	1240	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 08/01/2022 To 08/01/2022 - Union Dues
2022	583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll
2023	83	01/31/2023	Payroll	20	1308	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/31/2023 To 01/31/2023 - Union Dues
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
2023	333	06/05/2023	Payroll	20	1342	IAFF Local 2032	255.00	Pay Cycle(s) 06/05/2023 To 06/05/2023 - Union Dues
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	605	10/05/2023	Payroll	20	1388	Thais Svetich	55.41	2023.09 Payroll
2023	616	10/05/2023	Payroll	20	1390	IAFF Local 2032	255.00	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Union Dues
							2,592.99	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	2,456.49	2,456.49
040 EMS Fund 662 610 71	0.00	136.50	136.50
	0.00	2,592.99	2,592.99

TREASURER'S REPORT

Signature Page

Jefferson County Fire Distr #2

10/01/2023 To: 10/31/2023

Time: 09:23:35 Date: 11/06/2023

Page: 4

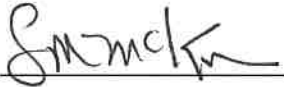
REVIEWED AND APPROVED



Preparer

11-6-2023

Date



Auditing Officer

11-6-2023

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
October 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 and Kevin and the team are making great strides and moving this program forward. Believe and 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 anyday.
- Crew Qtrs painting nearing completion.
- Apparatus Committee working hard on a plan for the future.

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 EJFR on patient recommendation. This will be with EJFR Admin, MSO, and MPD. So far 5 Transports for EJFR and 4 QFR.

Physical Resources and Quality of Life (QOL):

- Lucas CPR Devise in place for the pilot project . 2 so far including one save. We will continue until end of year and putting a Capital Purchase plan in place for 2023
- 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 devise 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 have a number of Fire Prevention events this month and will start moving into Holiday Plans with the Association.

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing – partnership with DCD
- Received \$500 grant from Garden Club for smoke and carbon dioxide detectors

Apparatus Readiness:

- B22 has been moved to a non-priority status. This means that it will still respond to incidents, it just will not be able to respond with lights and sirens.
- Apparatus Committee has been researching various apparatus along with different ideas for vehicle placement.

Training and Competency:

- We are moving closer to going live with our Action Training platform. I have been working with our sales rep from Action Training and we will be ready to go starting in January.
- Members have begun to train on the new ESO software. There have been a few bumps in the road, but overall is a much better program.
- On Nov. 27 there is a report writing training at Station 21. This training is to be taught by a member of System Design. This training will be able to teach crews a better understanding of System Design and how it affects our ability to receive payment.
- One of our newest members, EMT Oscar Levine, has completed his onboarding training and his required driving training.
- Ken Brotherton has also completed his driver training and is now a certified EVIP driver.

Physical Resources and Quality of Life:

- Crews are continuing to repaint the interior of the Crew Quarters. I have spoken with Dan Nieman at Nieman Const. to see about a bid for new windows and siding for the Crew Quarters and new windows for the admin office and the Rental house. He says he will have a quote to me before the upcoming Commissioners Meeting.

QFR Events:

- December 2 is our Annual Holiday Party. This year we have once again booked the Masonic Hall for our location. RSVP deadline is November 17th.
- November 16th QFR received a grant award from the Quilcene Garden Club.
- November 23rd is Thanksgiving Day. Happy Thanksgiving!!

Report Date		11/15/2023										
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age		In Svc Miles**	In Svc Hrs***	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles****	Avg Ann Hrs****	
				In Yrs	In Svc Dt*							
11 - Engine	E22	96.Ford.55851C.2430	1996	27	1/1/1999	Unknown	Unknown	27,962	N/A	1,003	N/A	
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	41,669	2,110	2,207	112	
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	30,142	N/A	1,077	N/A	
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	76,173	N/A	4,796	N/A	
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	6,209	362	1,242	62	
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	N/A	196,329	N/A	10,398	N/A	
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	N/A	121,748	N/A	8,117	N/A	
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	N/A	50,930	2,046	7,276	260	
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	N/A	56,524	1,228	14,131	209	
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	N/A	44,008	1,437	2,331	76	
92 - Chief Officer Car	C203	20.Ford.B7209C.2336	2020	3	3/16/2020	0	N/A	4,329	N/A	1,443	N/A	

Significant Events and Service Delivery:

- On 11/1 we responded to an MVA with dist 5
- On 11/5 we responded to an MVA with dist 5

Training and Competency:

- N/A

Physical Resources and Quality of Life:

- We are still doing our field testing of the Stryker Mechanical CPR Lucas Device. We are looking at extending our trial period. The Lucas Device is in service on A21 and will be deployed on CPR calls.
- On Oct 21st we taught a public CPR/First Aid class to the community and on October 24th we taught a CPR/First Aid class to the Quilcene School Transportation Department. Both classes went great
- 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.
- Things with ESO are still going well. I have added a few minor things to the reporting side to make things easier for the crews. Bob and Dave have been working on learning the AD-Hoc system and how to generate reports.
- Systems Design will be putting on an EHR Report Writing class for our department Nov 27th at 1pm. This class will update our EMTs on new requirements from Medicare and other insurance agencies on what we need to include in our reports and to help us improve areas we are lacking in our SOAP Reports. This class should help improve our ability to collect transport payments from insurance companies.
- 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 been working and going out on CARES calls with Gabby from believe in recovery. The program has been making a real difference in our community.
- 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.
- I will be working with Dr, Carlbom and ESO to set up a "Parent Account" for Dr. Carlbom to use to review all EMS calls in Jefferson County. This account will be paid for by the EMS Counsel.
- We sent our 2 scoop stretchers over to Seattle on Airlifts. We were unable to recover this equipment even with help from Dr. Carlbom, LifeFight and Airlift. We had to replace this

equipment and have outfitted them with Apple AirTags so we can recover them in the future.

- The Coyle Women's Club Salmon Feed went great, and we were able to raise some money for the CARES program.
- Fire Safety Week went great. We did a well-received online PR campaign and did in person demonstrations at the Quilcene School.

Staffing (next 30 days):

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

Significant Events and Service Delivery:

- C-Shift responded to a total of 20 incidents during the month of October. Notable incidents include:
- High speed rear end traffic collision at Center and 104. EJFR was first on scene, A21 transported one green patient with minor injuries to JHC.
- A report of an illegal burn near Lake Leland. This was from a natural vegetation fire escaped containment during a wind gust and spotted a range of 50ft to dried lumber and grass. Multiple spot fires had established with a slow rate of spread and were extinguished.
- A tree into powerlines over East Quilcene Rd that knocked out power to over 400 customers. The primary power line snapped, and the breaker had failed to activate which led to high voltage arcing in the brush and a slow-moving brush fire. QFR shut down the road for PUD until lines could be rendered safe and the smoldering fire could be extinguished.
- An allergic reaction from a bee sting that occurred in a remote area. Patient contact was difficult and delayed as they were unsure of their exact location and were mobile in their POV. We worked with Jeffcom and the RP to locate, assess, treat, and transport to JHC.
- Water usage report sent to PUD with approximately 1500 gallons used between incidents, maintenance, and training.

Apparatus Readiness:

- Annual Hose and Ladder testing is scheduled for November 27th and is being coordinated by FF/EMT Svetich, who is now the designee for Hose and ladders.

Training and Competency:

- Instructed CPR and LUCAS skills for the County EMS training at Station 21.
- With the help of FF/PM Ryan Tillman's experience, C-Shift created a training video for rapid deployment of the LUCAS device on a cardiac arrest. This video was presented at the EMS Base Station training, was well received, and will be used as a guide for future county trainings.
- Onboarding and fundamentals training with Volunteer EMT Oscar Levine is progressing well and he is 98% complete with his onboarding skills checkoffs. The last item on the list for his is his EVIP Rodeo and Road Test for the Aid unit. This will be scheduled for as soon as possible in November. A detailed excel training spreadsheet will continue to be updated.
- EMT Levine received his WA State EMT certification and teched his first patient transport this month! He will continue to work on his EMS skills.
- Caught up on EMS Connect training videos and will be working with Chief McKern for the remaining skills signoffs.

- My WA State EMT recertification is due in February of next year and there should be no problems.
- Actively searching for an AEMT class to attend this Fall/Winter.
- Have been given the opportunity to be a part of a county training committee and an EMS protocol review committee. The Training committee will meet quarterly to assess training and equipment needs for 2024. There is not yet a start date for the EMS protocol committee.
- Reached out to TNT, the manufacturer of our battery powered extrication tools to inquire about taking the service tech class. I have not heard back from the representative but will continue to try to gather information on a class.
- Attended EJFR's driver and pump operator IFSAC course taught by BC Justin Clouse and Lt. Alex Morris. This was a very thorough pumping class with knowledge and skills that will be passed along to EMT Levine and FF/EMT Svetich. Unfortunately, I was not notified of the class soon enough to read the book and take the test. I plan to read the book over the next couple of weeks and then look for a class to challenge the test and receive the two IFSAC certifications.

Physical Resources and Quality of Life:

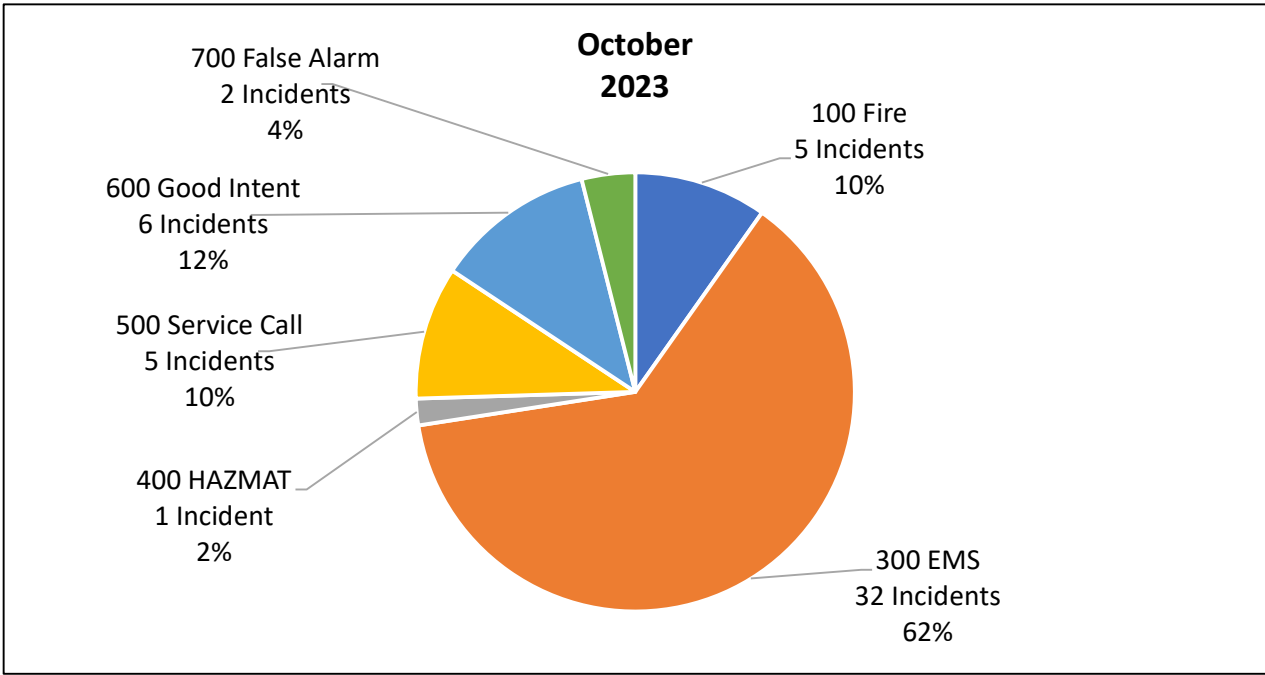
- Annual small engine maintenance will start this fall.
- FF/EMT Svetich will be assigned designee of all hose, appliances, ladders, and hand tools which includes oversight of annual 3rd party testing. An announcement to QFR personnel with changes will be made soon for everyone's situational awareness.
- Inventory of PPE and Equipment in to ESO has started and will be completed in the next couple of months.

Staffing (next 60 days):

- NTR.

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.



Incident Type Details		
111	Building fire	1
131	Passenger vehicle fire	1
140	Natural vegetation fire, other	1
142	Brush or brush-and-grass mixture fire	1
150	Outside rubbish fire, other	1
311	Medical assist, assist EMS crew	1
321	EMS call, excluding vehicle accident with injury	29
322	Motor vehicle accident with injuries	1
324	Motor vehicle accident with no injuries	1
444	Power line down	1
500	Service call, other	5
611	Dispatched & cancelled en route	6
700	False alarm or false call, other	2
Total		51



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

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF AUTHORIZING A) RESOLUTION NO.
GENERAL FIRE PROPERTY TAX LEVY IN) **2023-005**
ACCORDANCE WITH RCW 84.55.120)

WHEREAS, the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 held a hearing on November 20, 2023 to consider its budget for the 2024 calendar year; and

WHEREAS, the Board, after hearing and considering all relevant evidence, determined that the District requires a **General Fire Levy of \$497,601.33** notwithstanding exclusions; and

WHEREAS, the District's actual levy amount from the previous year was \$492,674.58; and

WHEREAS, the population of the District is less than 10,000; and now therefore

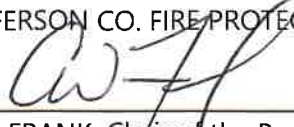
BE IT RESOLVED by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 that an increase in the property tax levy is hereby authorized for the general fire levy to be collected in the 2024 tax year; and

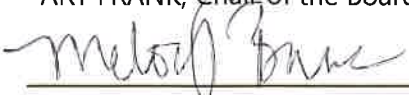
BE IT ALSO RESOLVED that the dollar amount of the increase over the actual levy amount from the previous year shall be \$4,926.75 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction and improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the following vote this 20 day of NOVEMBER, 2023 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



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

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF AUTHORIZING AN EMS) RESOLUTION NO.
PROPERTY TAX LEVY IN ACCORDANCE WITH) **2023-006**
RCW 84.55.120)

WHEREAS, the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 held a hearing on November 20, 2023 to consider its budget for the 2024 calendar year; and

WHEREAS, the Board, after hearing and considering all relevant evidence, determined that the District requires an **EMS Levy of \$281,460.59** notwithstanding exclusions; and

WHEREAS, the District's actual levy amount from the previous year was \$278,673.85; and

WHEREAS, the population of the District is less than 10,000; and now therefore

BE IT RESOLVED by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 that an increase in the property tax levy is hereby authorized for the EMS levy to be collected in the 2024 tax year; and


BE IT ALSO RESOLVED that the dollar amount of the increase over the actual levy amount from the previous year shall be \$2,786.74 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction and improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the following vote this 20 day of NOVEMBER, 2023 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



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

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF APPOINTMENT OF AN
AGENT TO RECEIVE CLAIMS FOR DAMAGES

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RESOLUTION NO.
2023-007

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, all claims for damages against a local governmental entity or against any local governmental entity's officers, employees, or volunteers, acting in such capacity shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, that the agent listed below is appointed to receive any claims for damages made under Chapter 4.96 RCW:

Agent Appointed: Robert Rewitzer, District Secretary
Office Address: 61 Herbert St / PO Box 433
Quilcene, WA 98376
Office Hours: Monday – Thursday, 8:00 a.m. – 3:30 p.m.

AND BE IT ALSO RESOLVED that the District Secretary shall record this document with the Jefferson County Auditor.

ADOPTED by the following vote this 20th day of November, 2023 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
ART FRANK, Chair of the Board

Melody Bacchus
MELODY BACCHUS, Commissioner

Marcia Kelbon
MARCIA KELBON, Commissioner

ATTEST:

Robert Rewitzer
ROBERT REWITZER, District Secretary





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

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF APPOINTMENT OF A
PUBLIC RECORDS OFFICER

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RESOLUTION NO.
2023-008

WHEREAS, the Board finds RCW 42.56.580 requires each local agency to appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements of Chapter 42.56 RCW.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, that the official listed below is appointed as the Public Records Officer for Jefferson County Fire Protection District No. 2:

Public Records Officer: Robert Rewitzer, District Secretary
Office Address: 61 Herbert St / PO Box 433
Quilcene, WA 98376
Office Hours: Monday – Thursday, 8:00 a.m. – 3:30 p.m.

AND BE IT ALSO RESOLVED that the name and contact information of the District's Public Records Officer shall be posted at the District office and on its website.

ADOPTED by the following vote this 20th day of November, 2023 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.



ATTEST:

Robert Rewitzer
ROBERT REWITZER, District Secretary

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

Art Frank
ART FRANK, Chair of the Board

Melody Bacchus
MELODY BACCHUS, Commissioner

Marcia Kelbon
MARCIA KELBON, Commissioner

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Robert Rewitzer (Name),
District Secretary (Title), for Jefferson Co. Fire Protection District No. 2 (District name),
do hereby certify to the Jefferson (Name of county) County legislative authority
that the Commissioners (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11-20-2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* EMS
Total certified levy request amount, which includes the amounts below.	507,000.00	288,000.00
Administrative refund amount	459.06	192.70
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Robert Rewitzer Date: 11-20-2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2.
BUDGET FOR THE YEAR OF 2024**

CERTIFICATION

STATE of WASHINGTON)
COUNTY of JEFFERSON)

I, Robert Rewitzer, District Secretary of Jefferson County Fire Protection District No. 2, do hereby certify that the following is a true and correct copy of the Budget for the year 2024, adopted by the Board of Fire Commissioners of said District and appearing in the minutes of a public meeting held on the November 20, 2023 requesting the Board of Commissioners of Jefferson County to levy taxes as follows:

A.	Current Expense Fund:	
1.	Regular Levy	\$ <u>507,000.00</u>
2.	Emergency Medical Services (EMS) Levy	\$ <u>288,000.00</u>
3.	Excess Levy	\$ _____
4.	Timber Tax Regular Levy	\$ <u>8,100.00</u>
	Timber Tax EMS Levy	\$ <u>9,200.00</u>
B.	Reserve Fund	\$ _____
C.	Registered Warrant Fund	\$ _____
D.	G. O. Bond Fund	\$ _____
E.	Other: _____	\$ _____
F.	TOTAL TAXES REQUIRED	\$ <u>812,300.00</u>

Given under my hand and the official seal of Jefferson County Fire Protection District No. 2 on this 20 day of NOVEMBER 2023.

Signed: Robert Rewitzer
District Secretary

ATTEST: BY: Art Frank
Art Frank, Commissioner, Chair of the Board

BY: Melody Bacchus
Melody Bacchus, Commissioner

BY: Marcia Kelbon
Marcia Kelbon, Commissioner

2024 APPROVED BUDGET

Jefferson County Fire Protection District No. 2

All Funds

Revenue

Property Taxes	809,000.00
Permits	3,000.00
Grants	76,100.00
Timber & Leasehold Entitlements/Taxes	45,200.00
Ambulance & Fire Control Svcs	101,200.00
Interest, Rents, Leases & Misc Income	125,500.00
Operating Insurance Recoveries	3,000.00

Total Revenue	1,163,000.00
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Operating Expenditures

Salaries, Wages & Compensation	615,596.00
Payroll Taxes	57,584.00
Employee Medical/Dental Insurance	138,490.00
Retirement & Disability	39,130.00
Uniforms	4,800.00
Other Personnel Benefits	6,400.00
Consumable Supplies	25,300.00
Fuel Consumed	25,200.00
Equipment & Tools Under \$5K	18,500.00
Professional & Training Services	62,300.00
Communications	24,400.00
Travel	1,350.00
Govt Permit/License/Operating Fees	40,200.00
Rentals & Leases	660.00
Insurance	29,000.00
Utilities	36,690.00
Repairs & Maintenance	46,900.00
Services Not Otherwise Classified	27,500.00
Total Operating Expenditures	1,200,000.00

Capital Expenditures

Equipment & Machinery Over \$5K	23,000.00
Total Capital Expenditures	23,000.00

Total Expenditures	1,223,000.00
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Excess/Deficit	(60,000.00)
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Fund Summary

	Revenues	Expenditures	Net
General Fund	578,700.00	648,297.00	(69,597.00)
EMS Fund	504,300.00	574,703.00	(70,403.00)
Capital (Reserve) Fund	80,000.00	0.00	80,000.00
	1,163,000.00	1,223,000.00	(60,000.00)