

Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Chairman of the Board

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Commissioner Herbert Beck
Commissioner Melody Bacchus



BOARD FOR VOLUNTEER FIREFIGHTERS/PENSION AND RELIEF BUSINESS: MOTION:

Commissioner Art Frank moved to accept and sign Bruce Stratton's retirement papers with the Board for Volunteer Firefighters. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

CALL TO ORDER: Chair Commissioner Art Frank called the regular meeting of February 8, 2021 to order at 7:00 pm. Commissioner Art Frank, Chief Tim McKern, Secretary Jean Morris and Lieutenant Nick Singleton were in attendance in person and Administrative Assistant Bob Rewitzer, Administrative Assistant Dave Neuenschwander, Deputy Chief Don Svetich and Lieutenant Mark McCrehin were in attendance via zoom.

APPROVAL OF AGENDA: MOTION: Commissioner Herbert Beck moved to accept the minutes of the January 11, 2021 Regular meeting as presented. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

APPROVAL OF VOUCHERS: MOTION: Upon review of the vouchers prior to the meeting by Chief Tim McKern and Commissioner Art Frank **MOTION:** Commissioner Herbert Beck moved to accept the General Fire vouchers in the amount of \$83,485.98 and the EMS vouchers in the amount of \$34,691.68 as presented. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

MONTHLY FINANCIAL REPORT: Dave Neuenschwander explained the new Monthly Financial Reports.

CORRESPONDENCE: Secretary Morris read the list of monthly correspondence.

CHIEF'S AND OFFICER'S REPORTS:

In addition to the written Chief's report Chief Tim McKern mentioned that they are working on an EMT A class in the County. Also working on a BLS instructors class and an Airway class. Covid jumped 42 in the last 2 weeks.. Working on a Mass vaccine clinic. Jefferson General Hospital staying in charge. Out of vaccines now. Macco grant in. Trying to get a battery extrication machine. Getting a generator for St. 22 from DNR surplus.

- ***Governance and Administration:***

- New EMS Protocols complete we are rolling out new Meds and training on them
- COVID 19 Vaccines offered and both doses on board. Station 21 may be the site of Mobile Mass Vaccine Clinic.
- On-going Facebook Live once a month on Tuesday after board meeting we are going to focus on EMS starting this month .
- Did our First of many Zoom Department Meetings to communicate "What's Happening " Here.

- ***Goals and Objectives:***

- Station 22 Station clean-up and Insulation install with bid from HMP in Sequim. Just waiting for product

from manufacturer. Install should be this week.

- EMS / Non-Combat PPE inventory ongoing / We applied for DNR 50/50 Phase 2 grant 15 February will be announcement of that grant
- PPE for Fire Ground Grant went into AFG .
- Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead.
- ESO Patient Care RMS – Has a large price tag so may only use the alerting feature that is free.
- EMS Levy renewal 2021 . When to put on the ballot? Aug /Nov?
- Web Update to include new Pic's

- **Financial Resources:**

- BIAS – Moving Forward second payroll and vouchers are rolling out.
- GEMT review and new rate for next 12 months is 3455
- Burn Permits and future plans – Other Fire Agencies issuing them leave to ORCAA and DNR ?
-

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

- Working with POE on Server on-site along with the current cloud
- Jefferson County COVID Vaccines are going out and next phase starts next week

- **Health and Safety**

- Review of Exposure Control and Safety programs – Safety Committee meets with Officers 1st Wednesday of each month.

- **Essential Resources**

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS

- **External Relationships**

- Company Officer Blue Card ICS Training-Table Top and Sit/Rep in 1st Qtr 2021

- **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*

Deputy Chiefs Report

Don Svetich

Significant Events and Service Delivery:

1. January was very steady, maybe even slightly busy month! We had Twenty-three EMS calls. They were a mix of BLS / ALS aid calls or BLS that upgraded to ALS. Variety of sick people. Several where mutual aid to Discovery Bay. We responded to three motor vehicle calls, one of which had injured passengers. We had one chimney fire response, to Port Ludlow. A couple of agency or public assists and some Hazcon response for trees in power lines. We also had 8 cancel and return to stations. The number of transports saw a slight increase as well. Operational we hosted our first Department wide Zoom meeting, I received positive feed back form several folks. For those that attended thanks

again! We are fast approaching a new way of delivering training, Target So9lutions. Lt McCrehin is working hard to get the Department set up in the system, he will have additional in his report. Working on setting up several larger scale training events for the summer and early fall, hoping to see some easing of the Covid restrictions by then.

2.

INCIDENT TYPE	# INCIDENTS
Zone: 21 - Quilcene	
311 - Medical assist, assist EMS crew	2
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	15
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
400 - Hazardous condition, other	2
611 - Dispatched & cancelled enroute	3
Zone: 22 - Coyle	
321 - EMS call, excluding vehicle accident with injury	1
551 - Assist police or another governmental agency	1
743 - Smoke detector activation, no fire - unintentional	1
Zone: 23 - Dabob	
400 - Hazardous condition, other	1
Zone: 24 - Out Of District	
114 - Chimney or flue fire, confined to chimney or flue	1
321 - EMS call, excluding vehicle accident with injury	5
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled enroute	6
	42

Historical Call numbers for each year:

- Finished January 2021 with 42 Responses vs 38 in 2020
- To date 2021 total to date of 42 Responses vs 38 in 2020

3. **Apparatus Readiness:** Lt. McCrehin's report will cover:

4. **Vehicle Replacement Plan (2018-2045):** No input

5. **Training and Competency:** Have training scheduled with JSAR in January: UPDATE: Training was rescheduled for February due to weather. Lieutenants McCrehin and Singleton will be working with EJFR's Chief Brummel and Matt Stewart from Country Roads on burn to learn opportunities at Sta. 15 and the Old Quilcene Road Shop. With Target Solutions deployed to the member we can start ramping up online training.

6. **Emergency Medical Services:** Crews continue to handle some very difficult calls. We are starting to see back-to-back EMS calls coming in. We have management to date, with mutual aid. With the increase of Covid cases National, Sate wide and within Jefferson County, new variants being identified, I anticipate

the back-to-back will be the norm! We will need to monitor the situation closely. Volunteer response back to Station for the second call is very important now! This will be a topic of discussion at this month's Officers meeting. I will continue to monitor the situation.

5. Human Resources and Staffing: Staffing:

- a. **Remains stable, meeting each incident needs.** With mutual aid. We will be monitoring.
- b. We will need to pro-active and creative in our recruitment of volunteers. High Priority
- c. We also, need to develop a long-term staffing plan. Highest Priority.
- d. I have no time planned off.

6. Other: Any Questions?

End of January 2021, Report. DFC D. Svetich

A-SHIFT OFFICERS REPORT

LT. MARK MCCREHIN

Apparatus Readiness:

- B22 has returned to Station 21. There appears to be a remaining issue with the brakes. There is too much brake pedal and not enough response. The apparatus is scheduled to go back to Mountain Mechanic. Mechanics speculate that there is brake fluid leaking inside the rear axle. Currently there is no scheduled ETA for return to service.
- Utility 21 had to return to EVS to add a relay to the light controller. The current light bar on the cab is an older style and requires more power than newer LED style. Because of this, fuses were constantly blowing. With the relay in place, it allows enough power to operate all the lights and not comprise any fuses or wiring.

Training and Competency:

- I have been working with Target Solutions and Chief Brummel to get Target Solutions out to our members by early February.

Physical Resources and Quality of Life:

- 2 out of 3 Heaters in the Apparatus Bay are currently not working. After speaking with Double D Electric, it was determined that the 2 heaters need to be replaced. I am currently awaiting quotes for the new heaters.
- Currently awaiting quotes from 2 other businesses for Resonate heaters to possibly replace current inefficient heaters.

Staffing (next 30 days):

- The Duty Calendar for February is supporting a full staff.

1. Significant Events and Service Delivery:

- Nothing to Report.

2. Training and Competency:

- I have completed Training on the New EMS Protocols and Medications.

3. Physical Resources and Quality of Life:

- The Radio plates for the Ambulances have arrived and I will be contacting Whistler Communication to get the rest of the radios installed in the remaining apparatus.
- So far the new radios and pagers seem to be working appropriately
- Quite a few members in our department have received the second COVID-19 vaccine dose.
- The 6 Surface Go 2s and 2 new Galaxy Smartphones we purchased through FirstNet have arrived and over the next couple weeks I will work on getting the new devices set up and getting rig mounts for the tablets.
- I have contacted Silke Communications (Formally known as Action Communications) for a quote on accessories for the new Pagers and radios.
- I should be receiving a quote from POE for Server and PC equipment.

4. Staffing (next 60 days):

- I have no vacation or time off planned for the month of February.

1. Significant Events and Service Delivery:

- C Shift experienced an increased call volume for the month of January. Most of these incidents were ALS calls that were cardiac in nature.
- Water usage report sent to PUD with approximately 500 gallons used for maintenance.

2. Apparatus Readiness:

- C Shift started the rotation of aid cars on the two-week schedule and both aid cars are now in service.

3. Training and Competency:

- Continue to complete EMS Connect training videos and train on updated protocols on shift.
- Updated EMS protocol training is underway with 5 of our EMTs recently checked off on the updated protocol medications. There was a delay in starting these check offs because we were hoping to receive

either training video or training outline to base this training from. We received neither and have been using the protocol book as our training outline. Leading up to the training, EMTs were encouraged to review the treatment guidelines and the pharmacology for the new medications. The class is averaging about 3 hours and includes protocol review with heavy discussion, pharmacology, emphasis on medical control contact, emphasis on calling a medic for respiratory related incidents, medication administration skills, and encouraging a continual review of the 2020 protocols. I will continue to reach out to our EMTs and schedule training on the new protocols.

- Continue to run EMTs through daily on shift training scenarios.
- Successfully submitted WA DOH EMT certification. Unfortunately, I was not able to renew my EMS evaluator certification. The EMS evaluator certification requires a refresher class and the soonest a refresher class will be available is Mid-April. My evaluator cert will lapse and will be renewed as soon as I can complete the refresher course. This will not affect renewal of my actual EMT cert.
- Bi-annual CPR refresher is complete.
- Annual HazMat training is complete thanks to a free online webinar.
- EMT Shelby Coryell has started her online training for initial wildland red card certification. She is interested in wildland firefighting, has been instructed on the training requirements, and has started physically training for her pack test.
- I am working with Deputy Chief Svetich on our annual wildland RT-130 training outline. We have received the 2021 core requirements and will be using that as the base for our outline. The 2021 training will prove to be a challenge with the social distancing restrictions and the thought is to break up the training for each shift to perform and document. Deputy Chief Svetich and I are still in discussion about the most efficient way to complete this training and will have a decision when I return to him with the rough draft of our training outline.
- I am currently reviewing all wildland training modules in Target solutions for Lt. McCrehin. Once my review of these modules is complete, I will be work with Deputy Chief Svetich on how to best incorporate these into next year's RT-130 refresher.
- I have completed many training hours via free online EMS, fire, and HazMat training from multiple agencies and still have dozens of hours of content left to watch. These are a great training resource and have been encouraging our volunteers to watch these videos as they have time.

4. Physical Resources and Quality of Life:

- The hydraulic lines for the extrication power head have been replaced and are no longer leaking.
- We had a brief issue with the new chainsaw on E21 not wanting to start. It appeared to be an isolated issue as the saw was inspected and passed without issue. I will continue to monitor this saw and its operation.
- Deputy Chief Svetich contacted the Knox company and received a current list of Quilcene Knox box customers. Recently added a new customer to the master list and will be creating a plan with Dep Chief Svetich to check all existing Knox boxes within the district.
- I have updated the Roles and responsibilities point of contact list that was initially created by Chief Montone. This list will be sent out to all QFR personnel after our leadership meeting on February 3rd and will aid in chain of command for reporting issues with department assets.

- I still have not heard from DNR about the award of the Phase 2 grant. We are hoping for an announcement this month and I will have an update in next months report.
- QFR will be reapplying for the Bunker gear AFG Grant and I will update in next months report.

5. Staffing (next 60 days):

- NTR.

6. Other:

- NTR.

UNFINISHED BUSINESS:

1. **STATION 22:** Waiting on foam.
2. **BIAS UPDATE:** Dave explained the reports. Working through some issues.
3. **JEFF COMM UPDATE:** New Director on board. New It Administrator on Board. Sharing CAD software with Clallam County.
4. **RURAL REDUCTION PROGRAM:** Meeting focus is on vaccines. Trying to find where to get Narcan for free or reduced rate.
5. **SAFETY TRAILER:** Nothing this month.

NEW BUSINES:

1. **POLICIES #1002, 1003, 1004, 1018, 1021, 1024: MOTION:** Commissioner Art Frank moved to accept the above policies. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.
2. **EMS LEVY:** The EMS levy is due to come up this year. It is .44 now and needs to be .50. Suggested putting it on the August and November ballot. Good for 6 years. Going to do Zoom, Web page and Facebook campaign. Chief Tim McKern moving forward with the Resolutions to put on the ballot.

SECRETARY REPORT: Secretary Jean Morris thanked Dave Neuenschwander for all the help with BIAS.

SEMINARS/CONFERNECES/SPECIAL EVENTS: Nothing.

PUBLIC INPUT-GOOD OF THE ORDER: Nothing.

EXECUTIVE SESSION: None.

ADJOURNMENT: Chair Commissioner Art Frank called for adjournment at 7:35 pm.

SIGNED for Jefferson County Fire Protection District No. 2

BY: 
ART FRANK, Commissioner, Chair of the Board

BY: 
HERBERT BECK, Commissioner

BY: 
MELODY BACCHUS, Commissioner

ATTEST
BY: 
Helen Jean Morris, District Secretary