



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

MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on September 21, 2026

ATTENDANCE:

Commissioner/Chair Kelbon (via Teams)	Lt. Winn
Commissioner Bacchus	FF/EMT Torres
Commissioner Frank	FF/EMT T. Svetich (via Teams)
Chief McKern	Capt. Grooms
District Secretary Rewitzer	Administrative Assistant Brush
Executive Assistant Neuenschwander	CARES Specialist Chesney
Deputy Chief D. Svetich, ret. (via Teams)	Michael Miller (via Teams)

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Lt. Winn led the Pledge of Allegiance.

PUBLIC COMMENTS:

No comments were received.

APPROVAL OF AGENDA:

Commissioner Frank moved, and Commissioner Bacchus seconded, to approve the agenda. The motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Frank moved, and Commissioner Bacchus seconded, to approve the minutes from the following meetings:

- August 17, 2026 Regular Meeting
- September 1, 2026 Special Meeting
- September 4, 2026 Special Meeting with an edit requested by Commissioner Bacchus

The motion carried unanimously.

APPROVAL OF VOUCHERS:

The Board reviewed the vouchers in advance of the meeting. Commissioner Frank moved, and Commissioner Bacchus seconded, to approve vouchers totaling \$132,637.09. The motion carried unanimously.

REPORTS:

The Board reviewed the Monthly Fire Chief's Report, Treasurer's Report, and Budget Position Report in advance of the meeting. Additional discussion included the following:

- **Chief McKern:** Reported that Quilcene Days went well; EMT Palmer and EMT Miller had returned from deployment to the Backbone Fire; the District had received a staff member's resignation; and recruitment for a new firefighter would begin promptly.
- **Lt. Winn:** Provided an update on radio, wiring, and lighting repairs for Brush 21.

- **Deputy Chief D. Svetich, ret.:** Reported on the successful promotion of the Wildfire Ready Neighbors program at the Quilcene Fair and reviewed upcoming weather patterns, noting that the Fire Danger Risk Level would likely remain Moderate for the near term.
- **CARES Specialist Chesney:** Thanked CARES Specialist Kinser for her contributions to the community and discussed current CARES program participation and grant funding.
- **Capt. Grooms:** Discussed increased staffing at Station 22 and noted near-100% completion of wildland fire training for all Station 22 volunteers.
- **Secretary Rewitzer:** Discussed timber revenue, the impact of increased fuel costs, and savings on email and cellular services.

CORRESPONDENCE:

A resignation letter from a staffer was received. No further discussion was held.

UNFINISHED BUSINESS:

1. **Fire Chief Position:** Chief McKern led a discussion on the Fire Chief position, noting the job opening will be posted in October or November with a likely start date of January 2027. A general discussion ensued regarding preferred qualifications. Commissioner Frank moved, and Commissioner Bacchus seconded, to approve Procedure 1006 Fire Chief job description. The motion carried unanimously.

Commissioner Kelbon then led a discussion regarding compensation for the position. The Commissioners agreed on a salary range and directed Administrative Staff to post the opening as soon as possible.

2. **Proposed Interim Services Discussion Framework with Fire District 4:** The Commissioners agreed that no further discussion or action was needed at this time and directed that the item be removed from future agendas.
3. **Formation of ALS Community Roundtable:** Commissioner Frank led a discussion regarding the formation of an ALS Community Roundtable. The Commissioners agreed on posting a statement on QuilceneFireRescue.org to connect with interested parties. Commissioner Kelbon led a discussion regarding the structure and content of the document included in the Agenda Packet. Chief McKern recommended refining the document outside the meeting and returning it to the Board for final review before publication. The Commissioners concurred.

NEW BUSINESS:

1. **Reserve Study; Policy 219 Reserve Funds:** Executive Assistant Neuenschwander led a discussion regarding Reserve Funds and Reserve Studies. Commissioner Bacchus moved, and Commissioner Frank seconded, to approve Policy 219 Reserve Funds. The motion carried unanimously.

Neuenschwander then led a discussion regarding individual Reserve Studies and Funding Plans for Apparatus, Facilities, and Equipment, and asked the Board to make a motion to approve the individual Reserve Studies and Funding Plans. Commissioner Frank followed with a discussion regarding the proposed spending schedule in relation to actual expenditures. Sec'y Rewitzer recommended, and all Commissioners agreed, to incorporate the Funding Plans in the preliminary 2027 budget at the Regular Meeting on October 19, 2026. The Commissioners agreed to table motions of approval until the next Regular Meeting so that Commissioner Kelbon's recommendations could be incorporated.

2. **Policies: 200 Organizational Structure, 207 Staffing, 213 Purchasing and Procurement, 217 Physical Asset Management, 501 Medical Supplies:** Commissioner Kelbon recommended edits to sections 200.5 and 200.8.2 of Policy 200 Organizational Structure, which Secretary Rewitzer recorded. Commissioner Bacchus then led a discussion regarding Policy 207 Staffing. The Commissioners agreed to table Policy 207 so that the feedback could be incorporated into a revised draft. Commissioner Frank moved, and Commissioner Bacchus seconded, to approve Policy 200 with the recommended edits and Policies 213, 217, and 501 as presented. The motion carried unanimously.

EXECUTIVE SESSION:

The Board did not call an executive session.

GOOD OF THE ORDER:

Captain Grooms led discussions regarding Policy 207 and volunteer staffing and the Apparatus Reserve Fund and apparatus assigned to Station 22. No action was taken.

ADJOURNMENT:

The meeting adjourned at 8:32 p.m.

ATTACHMENTS:

General Certificate for Claims: 9/3/2026 Payroll Check Register
9/21/2026 Claims Check Register

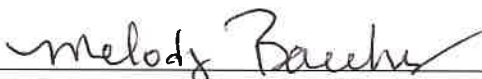
Reports: August 2026 Monthly Fire Chief's Report
August 2026 Treasurer's Report

APPROVED this 19th day of OCTOBER, 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

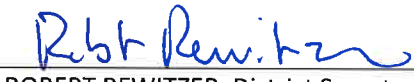


MELODY BACCHUS, Commissioner



ART FRANK, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:31:56 Date: 09/01/2026

09/03/2026 To: 09/03/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
550	09/03/2026	Payroll	20	EFT	Melody Bacchus	147.76	2026.09 Payroll
551	09/03/2026	Payroll	20	EFT	William Brush	3,139.68	2026.09 Payroll
552	09/03/2026	Payroll	20	EFT	Angela B Chesney	1,621.29	2026.09 Payroll
554	09/03/2026	Payroll	20	EFT	Marcia Kelbon	147.76	2026.09 Payroll
555	09/03/2026	Payroll	20	EFT	Kimberly Kinser	1,758.10	2026.09 Payroll
556	09/03/2026	Payroll	20	EFT	Brady W Matheson	7,519.91	2026.09 Payroll
557	09/03/2026	Payroll	20	EFT	Mark A McCrehin	4,963.15	2026.09 Payroll
558	09/03/2026	Payroll	20	EFT	Timothy M McKern	8,571.15	2026.09 Payroll
559	09/03/2026	Payroll	20	EFT	Robert J Rewitzer	4,215.31	2026.09 Payroll
560	09/03/2026	Payroll	20	EFT	Nicholas Singleton	8,818.33	2026.09 Payroll
561	09/03/2026	Payroll	20	EFT	Alyssa Sturm	1,270.12	2026.09 Payroll
562	09/03/2026	Payroll	20	EFT	Tyson J Svetich	4,043.85	2026.09 Payroll
563	09/03/2026	Payroll	20	EFT	Zachary D Torres	5,042.94	2026.09 Payroll
564	09/03/2026	Payroll	20	EFT	Kevin R Winn	5,021.13	2026.09 Payroll
565	09/03/2026	Payroll	20	EFT	HRA VEBA - YA20437	900.00	Pay Cycle(s) 09/03/2026 To 09/03/2026 - HRA VEBA
566	09/03/2026	Payroll	20	EFT	US Treasury	11,560.63	941 Deposit for Pay Cycle(s) 09/03/2026 - 09/03/2026
567	09/03/2026	Payroll	20	EFT	WA Dept of Retirement Systems	9,686.60	Pay Cycle(s) 09/03/2026 To 09/03/2026 - LEOFF2; Pay Cycle(s) 09/03/2026 To 09/03/2026 - PERS2
553	09/03/2026	Payroll	20	1719	Art Frank	443.25	2026.09 Payroll
568	09/03/2026	Payroll	20	1720	IAFF Local 2032	600.00	Pay Cycle(s) 09/03/2026 To 09/03/2026 - Union Dues
569	09/03/2026	Payroll	20	1721	Nationwide Retirement Solutions	4,367.70	Pay Cycle(s) 09/03/2026 To 09/03/2026 - 457 Plan; Pay Cycle(s) 09/03/2026 To 09/03/2026 - 457 Plan Roth
570	09/03/2026	Payroll	20	1722	Trusteed Plans Service Corporation	11,728.70	Pay Cycle(s) 09/03/2026 To 09/03/2026 - Medical; Pay Cycle(s) 09/03/2026 To 09/03/2026 - Dental
571	09/03/2026	Payroll	20	1723	Washington State Support Registry	769.53	Pay Cycle(s) 09/03/2026 To 09/03/2026 - Child Sppt

001 General Fund 662 600 71

51,407.25

040 EMS Fund 662 610 71

44,929.64

96,336.89 Payroll: 96,336.89

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:31:56 Date: 09/01/2026

09/03/2026 To: 09/03/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CHECK REGISTER REPORT

PURPOSE: Check one.

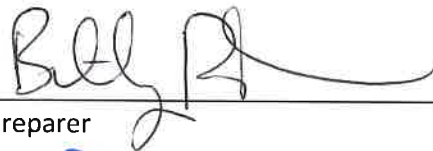
☒ **PAYROLL:** No General Certificate required.*

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

9/1/26
Date



Auditing Officer

9/1/26
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

9/21/26

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: 13:00:07 Date: 09/21/2026

09/01/2026 To: 09/30/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
577	09/21/2026	Claims	10	622132	AT&T Mobility	645.64	Monthly Cellular Service
578	09/21/2026	Claims	10	622133	Boundtree Medical LLC	485.22	Monthly EMS Medical Supply Order
579	09/21/2026	Claims	10	622134	Canon Financial Services, Inc	54.64	Monthly Lease for Sta21 Printer
580	09/21/2026	Claims	10	622135	Cooper Fuel	1,174.05	Monthly Diesel Fuel
581	09/21/2026	Claims	10	622136	EMS Connect LLC	122.09	Monthly Fee for EMS Training Content
582	09/21/2026	Claims	10	622137	EMS Special Agency Fund	238.00	Monthly Fee to Fund EMS Council
583	09/21/2026	Claims	10	622138	Good Man Inc	144.30	Monthly Restroom Service for Sta22
584	09/21/2026	Claims	10	622139	Thane Grooms	249.28	Hardware for E22 LED Light Mounts; Traffic Signs: Emergency Scene Ahead; LED Scene Lights for E22
585	09/21/2026	Claims	10	622140	Health Care Authority	3,864.59	SFY2023 GEMT Final Settlement
586	09/21/2026	Claims	10	622141	J & D Painting Services, Inc	657.00	Prep & Paint Sta21 Flagpole
587	09/21/2026	Claims	10	622142	JC Dept of Public Works	1,074.66	Monthly Fuel for July
588	09/21/2026	Claims	10	622143	JC Dept of Public Works	1,204.50	Monthly Fuel for August
589	09/21/2026	Claims	10	622144	JC Fire District #2 Payroll	97,727.06	2026.09.03 Payroll Reimbursement; 2026.09.09 Payroll Correction Reimbursement
590	09/21/2026	Claims	10	622145	Brinnon Fire Dept JC Fire District #4	2,079.96	Firefighter Backfill - 2 Shifts
591	09/21/2026	Claims	10	622146	Brinnon Fire Dept JC Fire District #4	500.00	Mutual ALS Aid
592	09/21/2026	Claims	10	622147	JeffCom 911 Communications	6,324.95	Quarterly Fees for 911 Dispatch Services
593	09/21/2026	Claims	10	622148	Jefferson Co Fire District No. 2	14.26	WA DOR Excise Tax Interest
594	09/21/2026	Claims	10	622149	Kimberly Kinser	26.27	Keyed Cable Lock for CARES Client
595	09/21/2026	Claims	10	622150	MES Service Company LLC	783.43	Thermal Imager for B21
596	09/21/2026	Claims	10	622151	MES Service Company LLC	642.77	Wildland Hosepacks for B21
597	09/21/2026	Claims	10	622152	Richard Marchesano	1,140.80	Reimburse Overpayment for Transport
598	09/21/2026	Claims	10	622153	Timothy M McKern	100.00	Monthly Reimbursement for Use of Personal Device
599	09/21/2026	Claims	10	622154	Luke Miller	859.53	Reimbursement for Backbone Fire
600	09/21/2026	Claims	10	622155	Murreys Disposal Co Inc	125.42	Monthly Garbage Service
601	09/21/2026	Claims	10	622156	Murreys Disposal Co Inc	45.02	Monthly Recycling Service
602	09/21/2026	Claims	10	622157	Nicholson & Associates	3,200.00	Annual Renewal for Accident & Health Policy
603	09/21/2026	Claims	10	622158	North Olympic Peninsula Data Centers	89.95	Monthly Internet Service
604	09/21/2026	Claims	10	622159	Olympic Springs Inc	87.16	Monthly Drinking Water
605	09/21/2026	Claims	10	622160	Pacific Office Equipment	1,080.02	Monthly Printer, Support, and MSFT Fees
606	09/21/2026	Claims	10	622161	Peninsula Pest Control Inc	82.13	Quarterly Pest Control Service
607	09/21/2026	Claims	10	622162	Stryker Sales, LLC	5.01	Stair PRO Ankle Restraint Strap
608	09/21/2026	Claims	10	622163	Stryker Sales, LLC	112.89	Stabilization Strap for LUCAS Machine
609	09/21/2026	Claims	10	622164	Systems Design West LLC	470.58	Monthly EMS Billing Service
610	09/21/2026	Claims	10	622165	US Bank Credit Card	7,225.91	3012-Stamp for CPR Training; 3012-Fee for Dist Secy Job Posting; 3012-Stamps; 2998-Bases for Traffic Signs; 2998-Traffic Signs for Sta21 Rigs; 9142-Sta21 Apparatus Maintenance; 9508-Monthly Adobe Acro

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:00:07 Date: 09/21/2026

09/01/2026 To: 09/30/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 General Fund 662 600 71			69,318.38	
			040 EMS Fund 662 610 71			63,318.71	
						<u>132,637.09</u>	Claims: 132,637.09

CHECK REGISTER REPORT

PURPOSE: Check one.

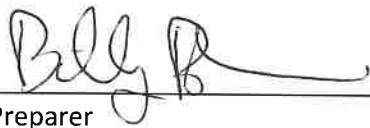
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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
August 2026

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: Jeffcom and Pencom continue to research cloud-based CAD; IT continues to work on extending IP network to the towers; Emergency Medical Dispatch is going to APCO and is in legal review now. Working on 2027 budget, and we will be going up to \$30,708 from \$25,299 due to increase call responses.
- CARES Program: Working with OCH to enhance our programs to get closer to our deliverables continues. We met with OCH Leadership who informed us that after this year our contract will be 18 months, which sets the stage for a wind down of the program. We submitted an RHTP DOH grant for the program that will help sustain our financial side of CARES. We are going to have stakeholder meetings with JGH to enhance our programs.
- Grant Updates: FIIRE Program Grant was submitted, and we were awarded seeking new non-PFAS Wildland PPE for all Red Card members.
- DOH Workforce Grant: Ongoing with a continued focus on 'Recruit and Retention' as we address transportation issues and lack of resources.
- Ongoing stakeholder meetings regarding timber sales and trust lands.

External Relationships

- Ongoing dialog with the Quilcene Emergency Volunteers Association on 2026 events and plans for new missions.

Fire Prevention

- Community Risk Reduction is starting back up with the funding from US Wildland and the interest around the Quilcene compound. D/C Svetich is also working with the County for partnerships as they also own land next to the compound. The CWPP grant that was applied for last year is opening back up and the County is applying.
- Monday night drills have resumed and are going well; Discovery Bay continues to participate.

Upcoming Events

- 9/19/2026: Quilcene Fair & Parade
- 9/20/2026: Oyster Run



Apparatus Readiness

- EMT Luke Miller has been deployed in the GMC aid unit. He will be joining EMT Brady Palmer. He will be relieving FF/EMT Antonio Rubal from Dist. 4.
- Crews have returned to the Ram aid unit.
- I have purchased new sparkplug wires for C202. There seems to be an issue with current wires previously installed.
- U21 air conditioning is OOS. It appears that the pulley and belt that drives the a/c pump is broken. I have purchased a new pulley and belt. Awaiting installation.

Station 21 Building Maintenance:

- I have been unsuccessful in completing repairs to the Annex Heater. I will be reaching out to an HVAC service tech to diagnose the issue.
 - UPDATE: I have reached out to Forsberg Electric to attempt scheduling for repairs.



Report Date: 08/31/2026

Apparatus ID	Year & Make	Station Assignment	Mileage
BLS unit			
A21	2018 Dodge Ram 3500	21 Quilcene	82250.1
A21A	2016 GMC K3500	21 Quilcene	73374
Brush truck			
B21	2016 Ford	21 Quilcene	79681.9
B21A	2008 Ford	21 Quilcene	78196.5
B22	2024 Ford	22 Coyle	1,667.10
Chief officer car			
C201	2020 Ford	Chief	71027.2
C202	2005 Chevrolet	Deputy Chief	115,911
Engine			
E21	2005 Freightliner	21 Quilcene	46438.1
E22	1996 Ford	22 Coyle	31,169.50
Tanker or tender			
T21	2018 Freightliner	21 Quilcene	8696.6
Support apparatus, other			
CARES21	2019 Ford Edge	21 Quilcene	61029.5
U21	2005 Chevrolet	21 Quilcene	202482
U22	2008 Ford	22 Coyle	123,415.40



Significant Events and Service Delivery

- B-Shift responded to 24 calls in August.

Physical Resources and Quality of Life Old News

- 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.
- We have an issue with our Kenwood Radios not being fully compatible with Jeffcom's repeaters. Kenwood has rolled out a fix, and we should be implementing that into our radios after EJFR and Jeffcom tests the update. We will also be programming MDC 1200 radio IDs into each of our radios so Jeffcom can identify what unit is radioing in. Once Jeffcom and EJFR come up with the exact MCD 1200 Codes and confirm they work on EJFR radios, we will work with EJFR and Jeffcom to get the codes and fix program into our radios.
- I am continuing to work alongside Scott when it comes to WEMSIS. No further updates at this time.

Physical Resources and Quality of Life New Business

- The new security cameras have been installed around the Administration building. Billy has set up the app so the duty phone can view it as needed.
- CPR class with the City of PT on Aug 28th was a success, and we are planning on having additional classes scheduled for the community, VFW, and other organizations in the coming months.
- Tyson has completed the online training to be a CPR instructor. He just needs to sit in on a class to complete his training.
- Brady will be taking online training to be a CPR Instructor trainer so he can help certify new instructors.
- Nick, Brady, and I have all renewed our CPR instructor certification.
- We have purchased the 2025 HSI CPR/First Aid Training program. This will replace the current curriculum we are using from the 2020 edition that will be phased out in December.
- The LUCAS Device neck strap and ankle strap for one of the stair chairs went missing. Both have been replaced.
- Stryker will be here on Oct 7th to do our annual maintenance on our LUCAS Device, LP15, and LP35s. They had to reschedule from the original Sept 1st date.
- Stryker will be here on Sept 24th to do our annual maintenance on our Gurneys and Auto loaders.
- Our LifePak 35s had a recall notice. I made the appropriate corrective actions suggested and submitted the paperwork required by Stryker.
- Our Pro Care plan for our Gurneys and auto loaders is about to expire. We were given a quote to extend it 5 years. Our current contract covers the Aug 24th PM on our Gurneys and Auto loaders. This Pro Care plan has already covered a couple minor repairs and one major repair to our Gurneys. That info should be in your commissioner packet.

- Our ESO tablets are starting to age and may need replacement soon. I will be looking into possible replacements with FirstNet. This has been put on hold pending possible changes to our billing prices being lowered. Billy and I are planning on having a meeting with FirstNet in the coming weeks.
- I will be looking into ways to track and notify our members of open shifts but more specifically when it comes to Backfill assignments with BFD. I have talked to BFD and EJFR about their experience with Vector Solutions scheduling software, and both agencies had very positive things to say about it and said it helped with scheduling, filling open shifts, tracking volunteer points, and payroll. I will be looking more into this task and getting quotes in the coming weeks.
- Silke will be here on Sept 25th to install a second radio in B21 for tac channel use.
- I will be working with Jeffcom and Lt Chris Kauzlarich to fix some of the run cards and get trained on the run card maintenance software.
- We currently have CrewForce installed on the personal devices of the Chief, Staff, and Line Officers. While this has been a useful tool and we have not experienced any significant issues with members using CrewForce on personal devices, Chief McKern recently identified potential legal and record-related concerns that we had not fully considered. Out of an abundance of caution, Chief McKern has decided that CrewForce access should be restricted to department-owned devices going forward. I will be working with Jeffcom to identify personal devices that currently have access to CrewForce and have that access removed. I will also be working with Thane and the other officers to identify possible solutions, including other software options and/or issuing department-owned devices when appropriate so that individuals can continue to access CrewForce when serving in a command role outside of their normal shift or when responding as a volunteer officer on the Coyle. The goal is to maintain the operational benefits of CrewForce while ensuring we are appropriately protecting both department and member information and limiting potential legal exposure.
- EJFR will be switching from Active Alert to First Due for phone-based call alerts beginning September 19. We have looked into First Due in the past, and EJFR has been doing a soft launch of the system. So far, they seem to prefer it over Active Alert. I'll check in with EJFR after they have had some more time using the system to see how things are going. I'll also look into the cost and whether switching to First Due would be a cost-effective option for us. First Due may also provide a potential solution for replacing CrewForce access on personal devices. The First Due mobile app can provide call information and real-time CAD note updates as they are entered, which could allow officers to continue receiving important incident information without needing CrewForce installed on their personal devices.
- October 4th is the start of fire safety week. I will be planning on doing a PR post on FB regarding this year's NFPA Fire Safety topic, "Safe Charging Is a Superpower!", regarding the risk of lithium-ion battery fires and keeping homes and communities safer. We will also touch on other fire safety-related topics.
- On September 1 at approximately 21:40, Brady and I were returning from JGH on Center Road in the GMC ambulance, A21, with me driving. A deer fawn suddenly ran into the roadway in front of the ambulance, leaving very little time to react. Despite immediately

braking and taking evasive action to avoid the deer, it was sideswiped by the driver's side of A21. Unfortunately, the deer did not survive the collision. The ambulance sustained minor damage to the diamond-plate step and the lower diamond-plate cover on the ambulance box. There were no injuries to personnel. The incident was immediately reported to Jeffcom. Upon returning to Station 21, I notified Vehicle Maintenance Supervisor Capt. McCrehin of the collision and the damage to A21, and an accident report was completed and submitted.

Staffing (next 30 days)

- I have vacation planned for September.

Significant Events and Service Delivery

- C-Shift responded to 22 incidents in August with a preliminary review indicating a typical seasonal increase in service demand related to summer activity and wildfire conditions. Several notable incidents include a CPR in progress on the top of Mt. Walker, a high-speed motor vehicle collision in Brinnon with 3 red patients flown, and a 20-acre wildfire in Port Ludlow with high spread potential, multiple safety hazards, and significant fire behavior for our area. A region-wide AAR for the Wildfire Incident is scheduled for the first week of October.
- County Weather Watch meetings continue weekly to review weather, fuels, and fire danger. DNR and USFS are expected to lower fire danger to moderate, while Jefferson County restrictions remain unchanged; legal recreational campfires on state and federal lands may still increase local response risk.
- Community risk reduction effort for September will be focused around the Quilcene Fair, Parade, and Oyster Run where in addition to EMS standby and general public education and Q&A, we will be providing Wildfire Readiness Home Visit signups and education at a booth, along with having our new Brush engine on display.
- Scheduled a 1:1 check-in visit in Mid-September with DOH to review our workforce development, set goals for 2027, and identify gaps.
- Received Grant Award of approximately \$6,300 from L&I to purchase 24 sets of new Wildland Shirts, Pants, and Helmet Shrouds to mitigate PFAS/PFOS exposure to personnel via legacy textile manufacturing standards. Based on demand for wildland PPE this time of year, some common shirt and pant sizes are on backorder. These items will be monitored to availability and the order for this PPE will be placed when all items are available, likely in the beginning to middle of October.
- Continued coordination through EMS Council, Fire Defense Committee, Leadership Team, Board of Fire Commissioners, and regional wildfire partners to support readiness, workforce development, and mutual aid.

Training and Competency

- Reviewed the August 3 UL/FSRI EV Battery Fire Response Guidance and Tactical Decision Aid as an evidence-based foundation for future QFR safety, strategy, and tactical guidance.
- Finalizing a training operations guide that outlines required training and standards for Q4 of 2026 through to the end of 2028.
- Continued implementation of training record, qualification tracking, onboarding, and compliance systems to improve documentation, accountability, and WSRB audit readiness.
- Volunteer FF/EMT Palmer completed the Wildland FFT1/ICT5 task book; final review is underway before DNR submission. Qualification will allow progression toward an Engine Boss task book and future leadership of a brush engine on state assignments.
- FF/EMT Matheson is scheduled for an IFSAC Fire and Life Safety Educator course in Snohomish County at month-end; the certification will support future WSRB public education criteria.

- Two personnel may qualify for regional EMT IV Technician courses offered within the next six months; eligibility will be assessed by month-end.

Physical Resources and Quality of Life

- Uniform items in the Admin building have been inventoried and an order of several common sizes of ¾ zip Job shirts will be needed as the weather starts to cool in the coming months.
- Non-Combat PPE to be issued to newer volunteers with most sizes available in inventory and ready to be issued.
- New STIHL MS362c-m 25" chainsaw, spare chains, hose packs, hand tools, fuel line/valves, and thermal imager camera purchased with the DNR 1168 Operations grant have been received, inventoried, and placed in service. Remaining items to be purchased with this grant include a new front bumper/brush guard with winch and lights, a high-pressure portable pump, and a portable GPS unit that will be purchased as available.

Staffing Outlook (Next 60 Days)

- Provide coverage for upcoming A & B-Shift PTO and Duty Officer as available via the rotation.

Apparatus

- E22, B22, and U22 are in service.
- E22: Replaced old Halogen scene lights with brighter LED floodlights that run on 12 volts. Added "Emergency Scene Ahead" sign. Replaced all rub-rail screws with stainless thru bolts.
- B22: DNR Gate Keys on board & secured. Added "Emergency Scene Ahead" sign.
- U22: Added "Emergency Scene Ahead" sign.

Volunteers - Coyle Team Availability

- Captain Thane Grooms FGS, Billy Brush FGS, Steve Sund FGS/EMT, Tim Mickelson FGS, John Hansen FGS, Angie Chesney-Mattison, Clo Copass, Seth Krueger

Completed Training

- 8/16/26: Communications, BlueCard, 360/Scene Size Up, Incident Command.

Upcoming Training

- EVIP Cone Rodeo and driver certification.

Incidents

- 8/13/26 06:09 Camp Discover Rd, ALS Ab Pain: Coyle volunteers stood down.
- 8/15/26 11:25 Camp Harmony Rd, BLS Transport Request: Coyle volunteers stood down.
- 8/16/26 05:14 Hazel Point Ct, ALS Chest Pain: U22 assisted with assessment & loading.
- 8/16/26 15:48 Penny Creek Rd, Brush Fire: E22 for water supply, B22 responded & stood down.
- 8/17/26 08:48 Coyle Rd, Traffic Collision: U22 assisted with search.
- 8/29/26 12:16 Hazel Point Rd, Power Lines Down: B22 responded, PUD already on scene.
- 9/2/26 14:36 Coyle Rd, ALS Confusion: Coyle volunteers stood down.
- 9/3/26 21:18 Payne Rd, BLS, LOC, Fall, Broken finger: U22 assisted with assessment and loading.
- 9/5/26 07:27 Bear Rd, DOA: U22 confirmed, assisted law and Kosecs.
- 9/9/26 05:46 Coyle Rd, BLS Investigation: Steve Sund, Art Frank responded POV and assisted.

Other Activities

- Created new written procedure for SCBA & Mask testing. Finished documentation on the first aid kits for E22 & B22. PUD stopped providing public Wi-Fi, so we are exploring a replacement option. **Note:** All of our current and completed projects are open for all QFR to review on the Station 22 SharePoint site.



Monthly Activity

- Quilcene Fire CARES continues to serve Quilcene, Brinnon, and Discovery Bay Fire Districts, as well as referrals from Olympic Connect.
- As of September 9, we have 25 clients enrolled in Olympic Connect. We recently received our first referral from the Clallam County Jail's "Re-Entry Program," but the duty crew remains our primary referral source.
- Angie, Alyssa, and Kimberly currently make up the CARES team, but Kimberly will be retiring at the end of September. Kimberly's legacy of compassion, strong client advocacy, and love of community will continue to guide this program as it navigates future challenges and opportunities. Mimi Sudlow-Evans, an Emergency Department Technician at Jefferson Healthcare, will start with CARES in early November.
- September's OCH partner meeting will be held on September 24th. Quilcene Fire CARES continues to operate with a significant financial buffer, but funding for our current grant will end on July 1, 2028. As such, we have started researching new funding opportunities and recently applied for a grant from Washington State's Healthcare Authority under the Rural Health Transformation Provider Technology Fund.

DISTRICT SECRETARY REPORT

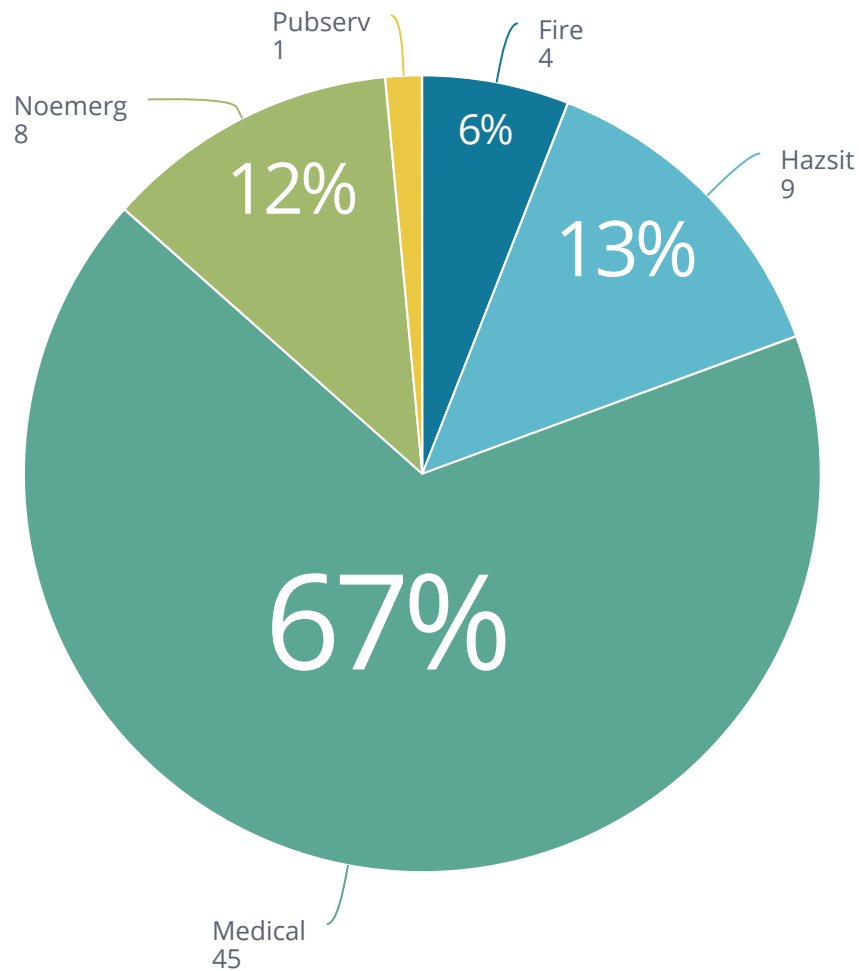
Sec'y Bob Rewitzer

- **August payroll** processed on schedule.
- **Financial Accounts** successfully reconciled for the month of August.
- **DOR Excise Tax Account** electronic payment waiver was granted. Penalty relief request is being processed.
- **Springbrook Express** configuration error identified that resulted in erroneous tax withholding from an employee. Correction made with assistance of SBX support.
- **Levy** election results were transmitted to the County Assessor's Office for calculation of tax assessments. The Assessor's calculations are usually received the first week of October and are a critical component in creation of the preliminary budget for the District.
- **GEMT Cost Report** for SFY 2025 is under routine review by WA Health Care Authority's contract auditor (Myers & Stauffer). Staff is working with PCG to respond to audit queries.
- **Public Records Requests:** Four records requests and one employment verification were received. A complex request concerning the levy initiative and Assistant Chief posting is still in progress with anticipated completion by September 30th. The other three requests and verification were handled within a day of receipt.
- **District Secretary** position was advertised on the District's website, Facebook page, WFCA Job Board, Washington Association of Public Records Officers (WAPRO), GovernmentJobs.com, and through outreach to other local agencies. Applicants were encouraged to submit application materials by September 13, 2026, for initial consideration. Staff developed a comprehensive and structured evaluation process that includes application review, a written assessment, structured interviews, and reference checks. The objective is to identify the candidate best qualified to assume the responsibilities of this complex position.
- **Google Workspace to M365 Transition** is complete. Google Workspace and Zoom accounts have been deactivated, reducing monthly expenses for these services by 51.1% for an annual savings of \$3,366.

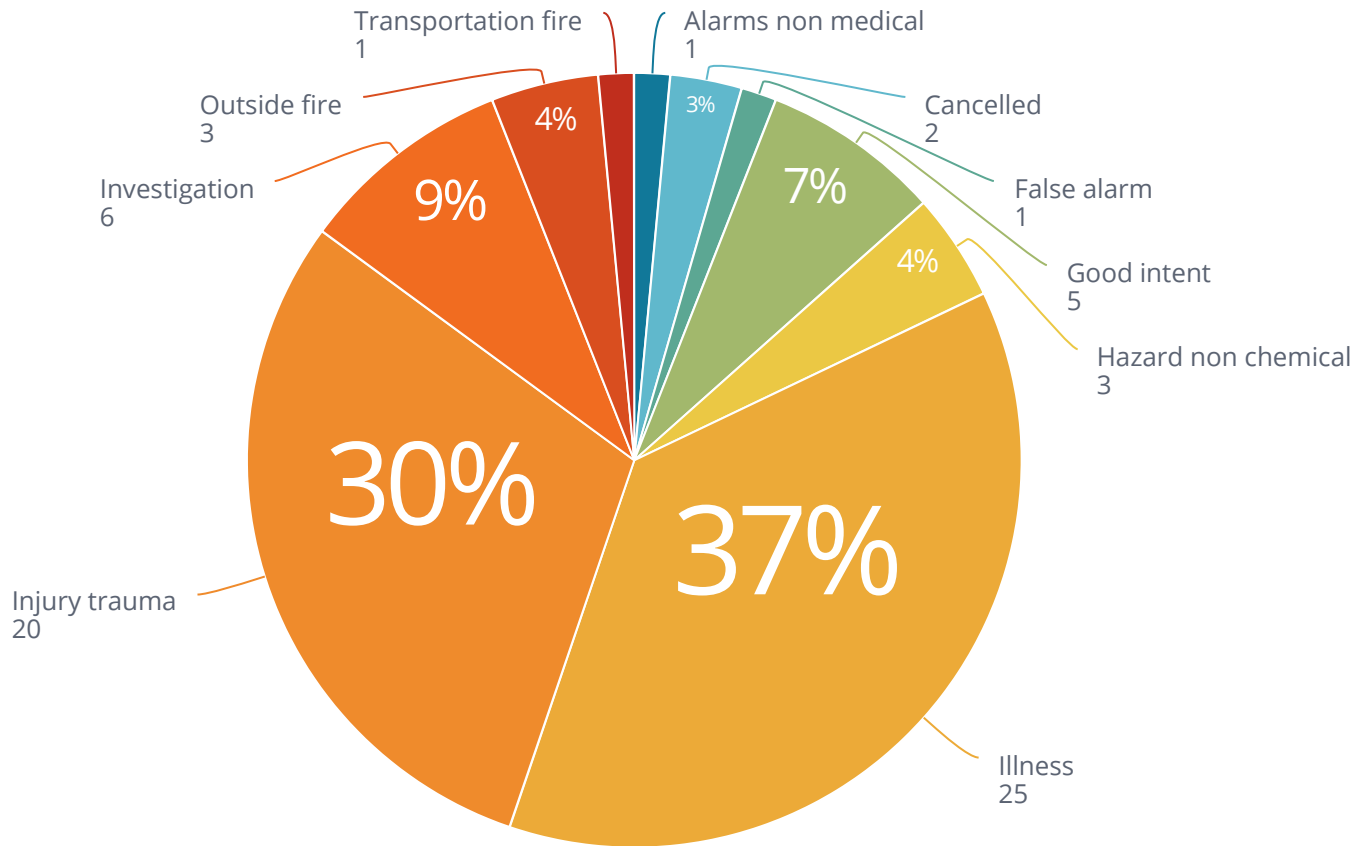
QFR Response Stats - August 2026

Total Incidents	Medical Incidents	Fire Incidents	Other Incidents	Mutual Aid
Count of Incidents 67	Count of EMS Calls 45	Count of Fire Calls 4	Count of Other Calls 18	Aid Given 17
Count of Exposures 0	Percent of EMS Calls 67.16%	Percent of Fire Calls 5.97%	Percent of Other C... 26.87%	Aid Received 18

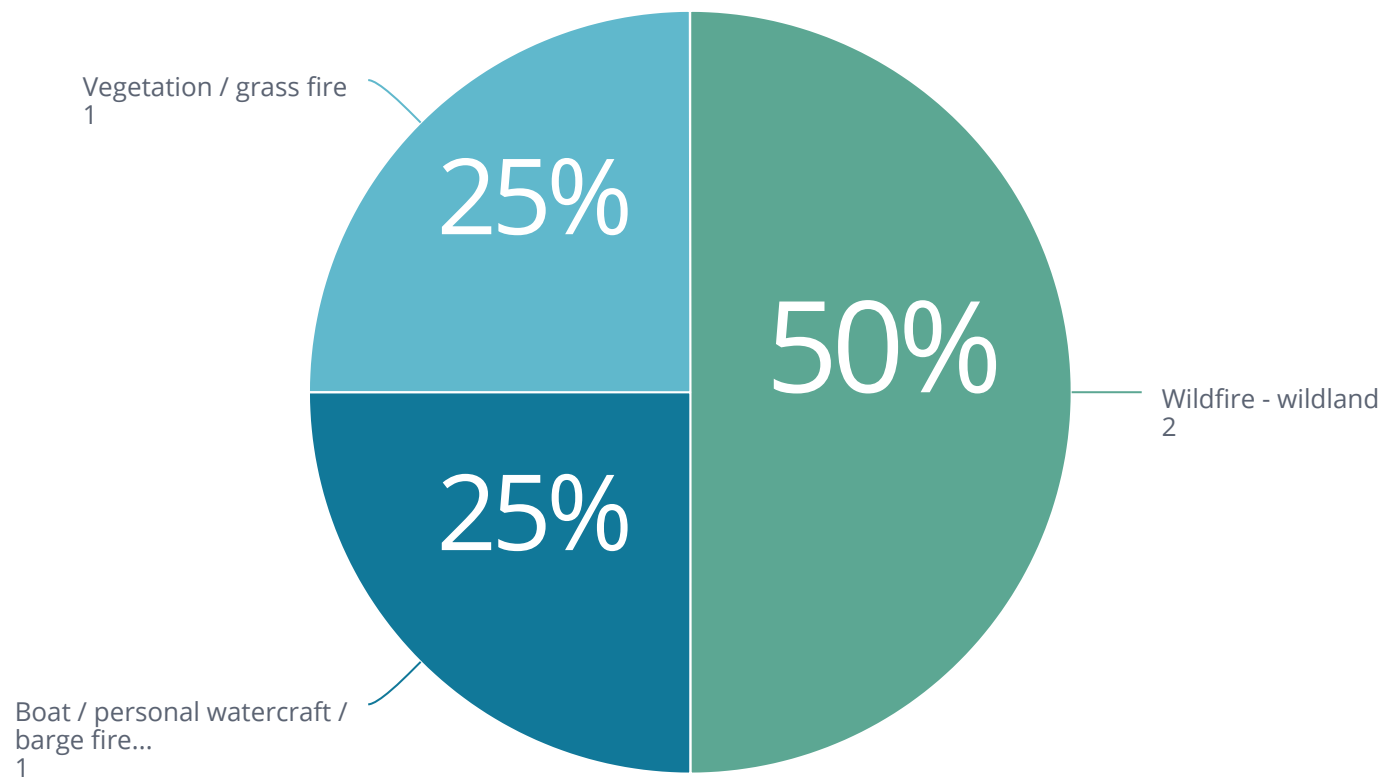
Incidents by Type



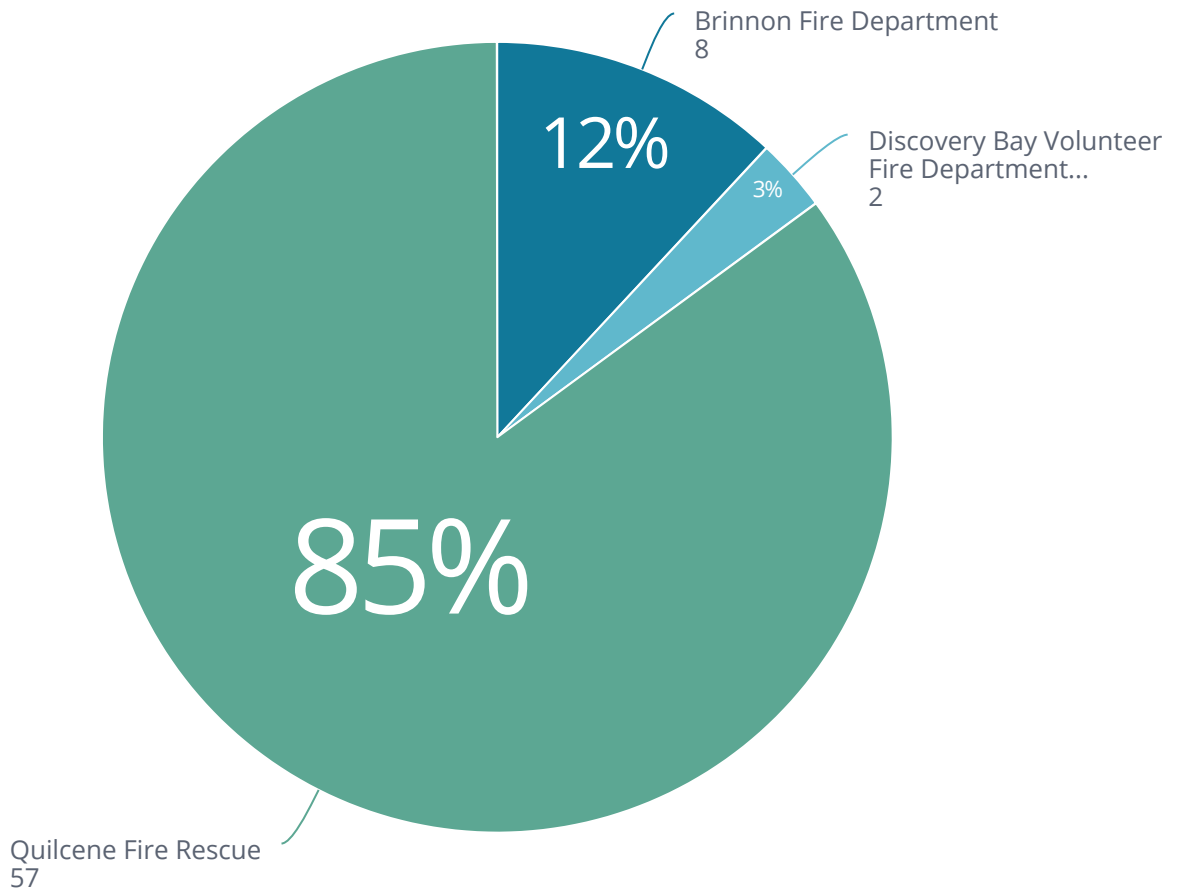
Incidents by Sub Category



Fire Incidents



Incidents by District



QFR Response Stats - YTD through 8/31/2026

Total Incidents

Count of Incidents
415

Count of Exposures **5**

Medical Incidents

Count of EMS Calls
290

Percent of EMS Calls **69.88%**

Fire Incidents

Count of Fire Calls
24

Percent of Fire Calls **5.78%**

Other Incidents

Count of Other Calls
101

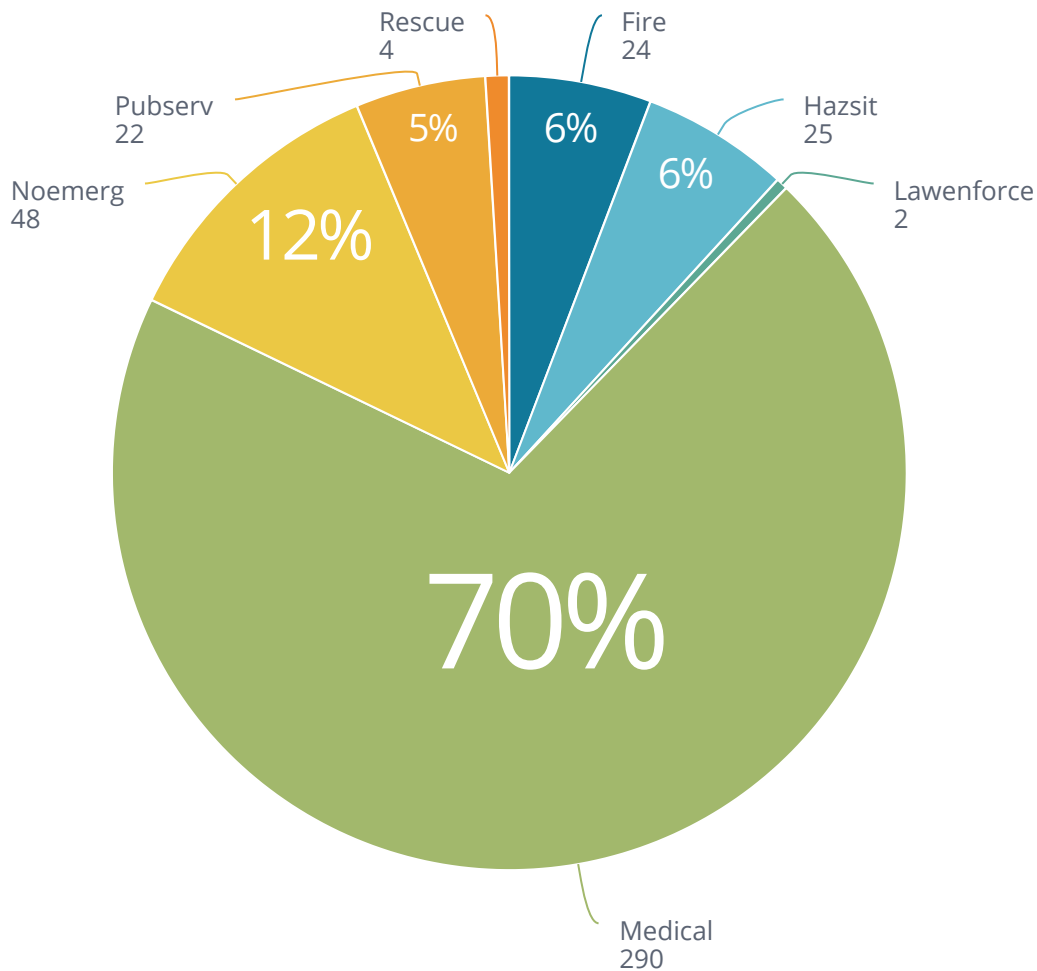
Percent of Other C... **24.34%**

Mutual Aid

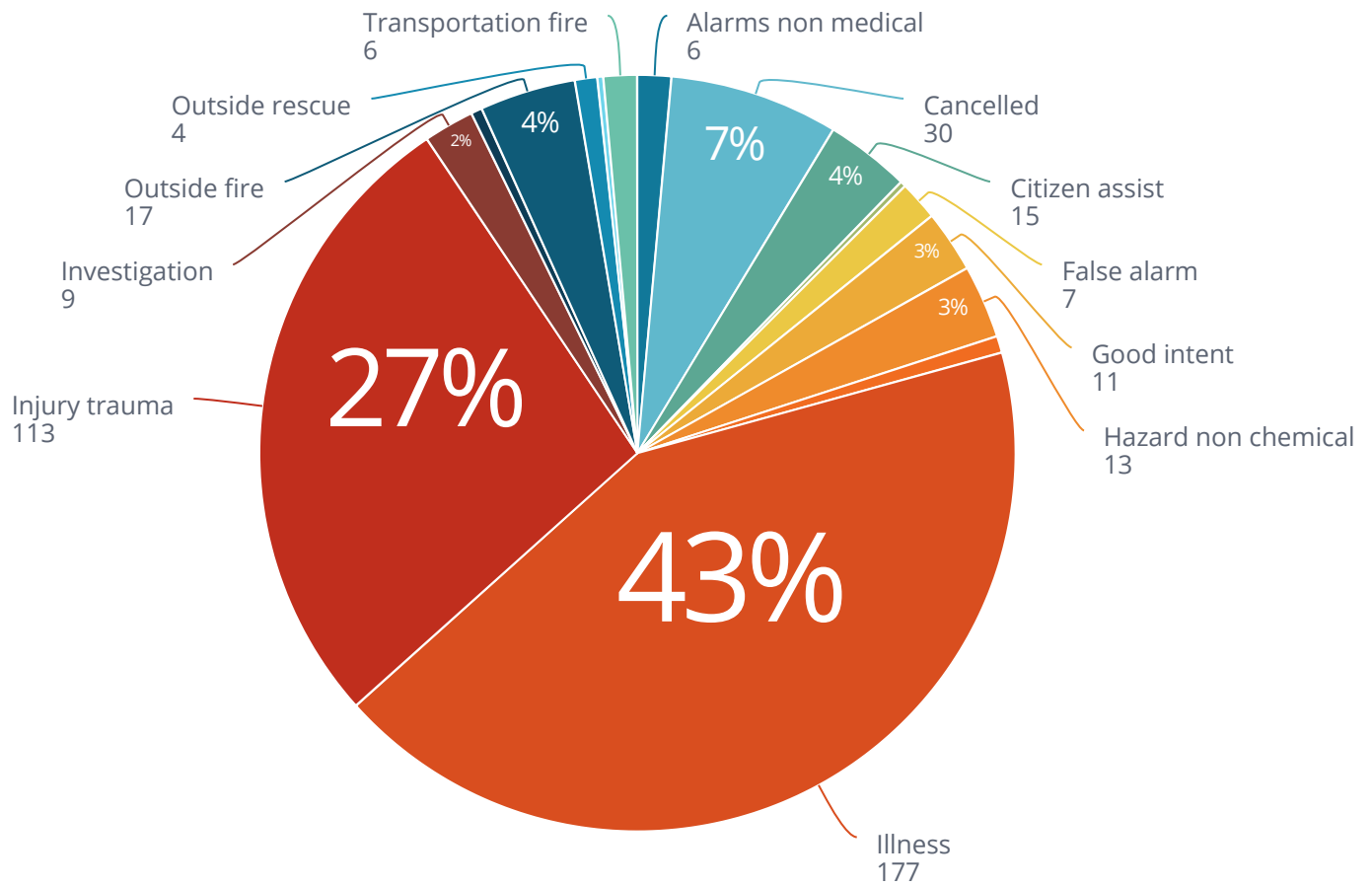
Aid Given
118

Aid Received **134**

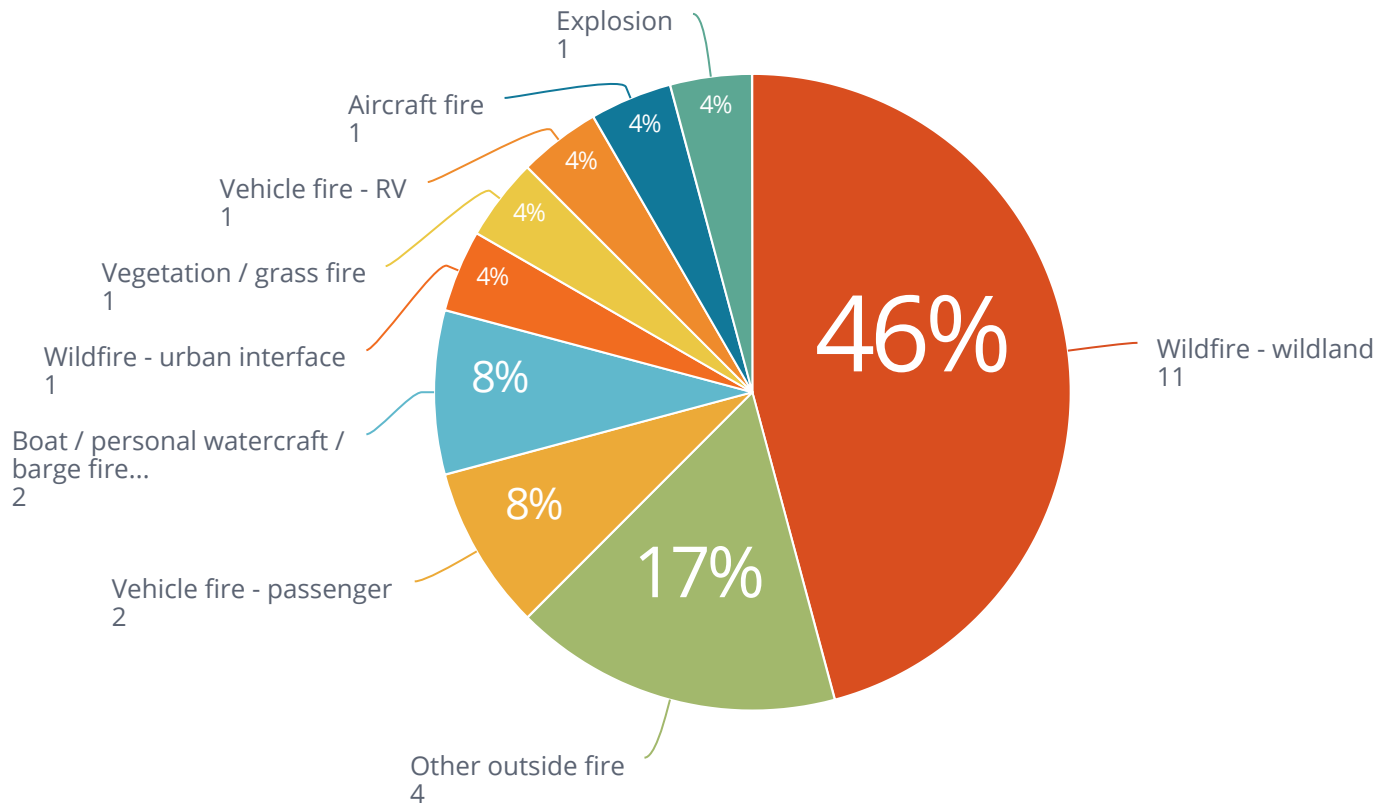
Incidents by Type



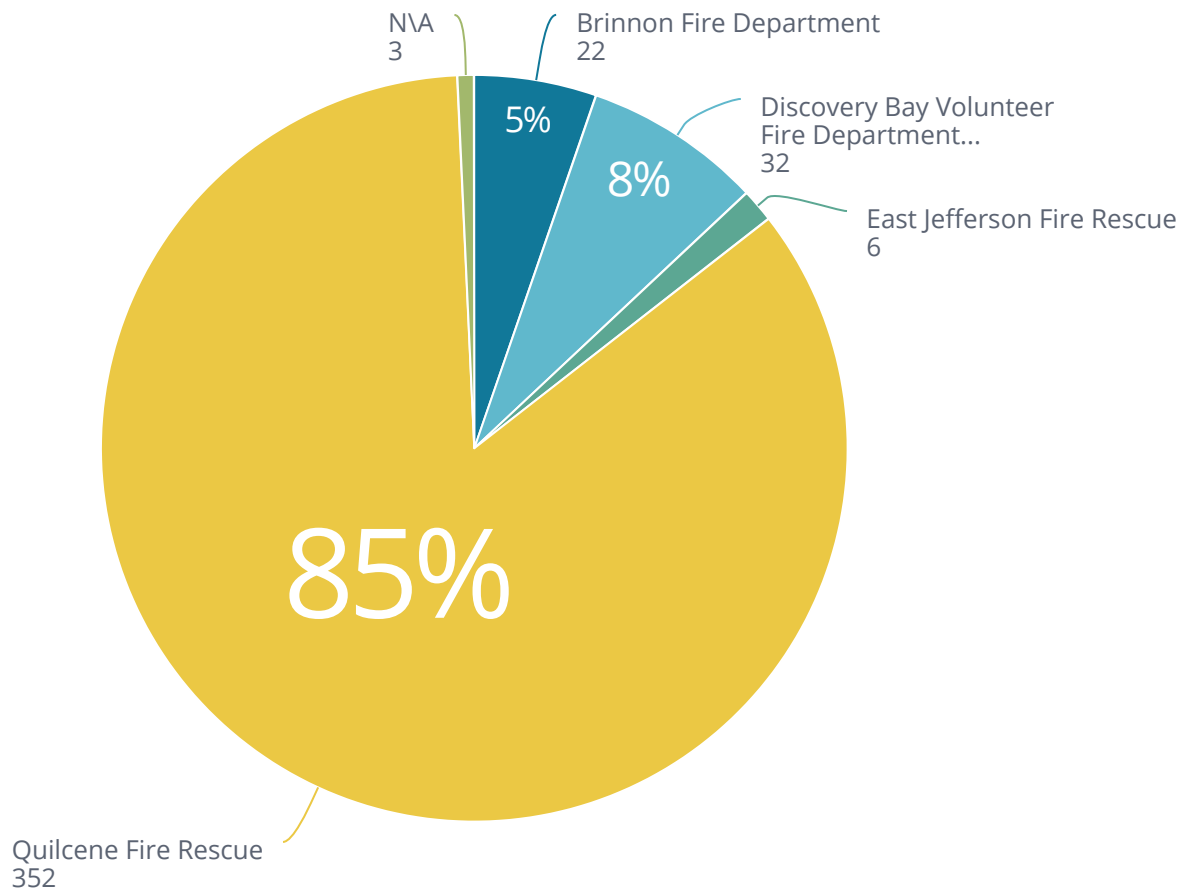
Incidents by Sub Category



Fire Incidents

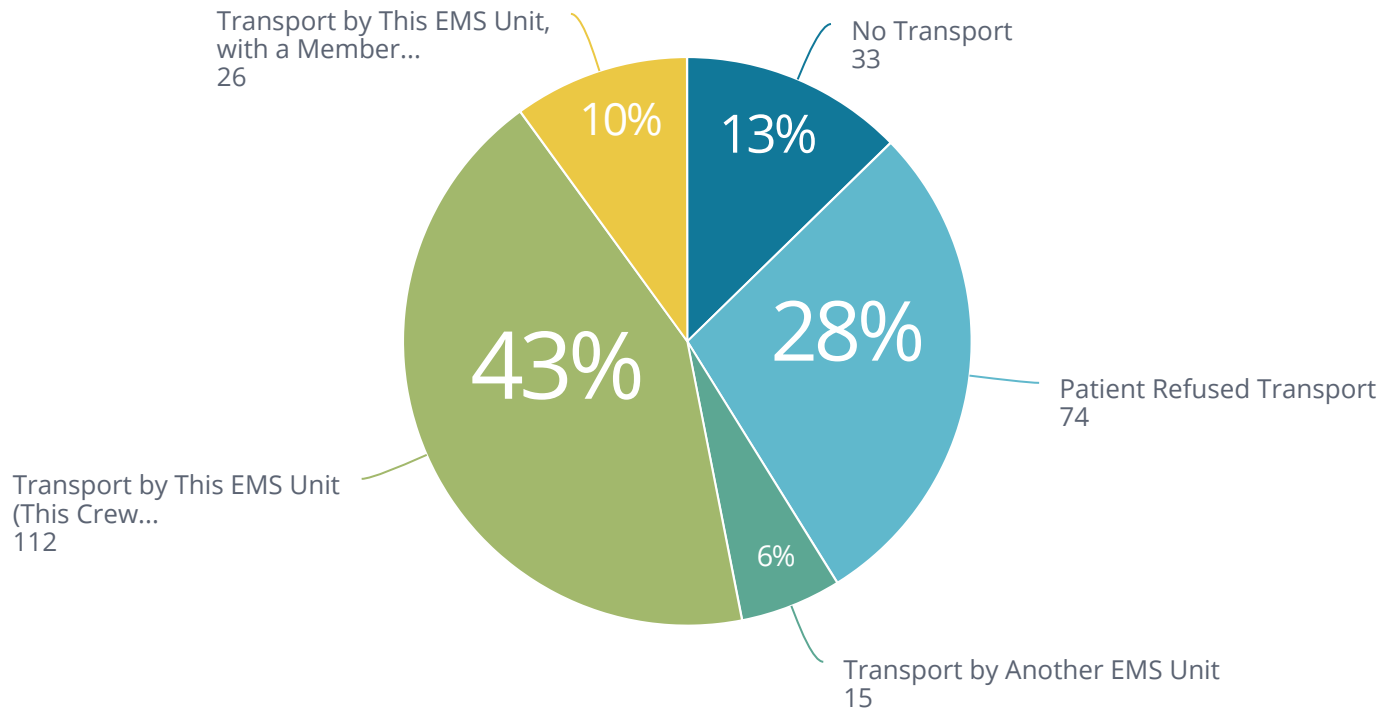


Incidents by District



QFR Transport Dispositions - 1/1/2026 to 8/31/2026

Transport Disposition



Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
No Transport	33	13%
Patient Refused Transport	74	28%
Transport by Another EMS Unit	15	6%
Transport by This EMS Unit (This Crew Only)	112	43%
Transport by This EMS Unit, with a Member of Another Crew	26	10%
Grand Total	260	100%

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

08/01/2026 To: 08/31/2026
 Time: 13:35:09 Date: 09/07/2026
 Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	664,876.04	15,784.90	67,274.20	613,386.74	0.00	600.00	0.00	613,986.74
040 EMS Fund 662 610 71	557,746.43	44,044.32	58,443.02	543,347.73	0.00	0.00	0.00	543,347.73
070 Capital (Reserve) Fund 662 631 71	2,782,346.91	7,601.62		2,789,948.53	0.00	0.00	0.00	2,789,948.53
	4,004,969.38	67,430.84	125,717.22	3,946,683.00	0.00	600.00	0.00	3,947,283.00

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

08/01/2026 To: 08/31/2026 Time: 13:35:09 Date: 09/07/2026 Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General @ JeffCo	539,305.80	74,164.76	125,654.06	487,816.50	0.00	0.00	487,816.50
20 General Payroll @1st Security	125,070.24	96,800.50	96,800.50	125,070.24	0.00	600.00	125,670.24
25 General Petty Cash @ US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS @ JeffCo	557,746.43	44,044.32	58,443.02	543,347.73	0.00	0.00	543,347.73
70 Capital Projects @ JeffCo	2,782,346.91	7,601.62	0.00	2,789,948.53	0.00	0.00	2,789,948.53
Total Cash:	4,004,969.38	222,611.20	280,897.58	3,946,683.00	0.00	600.00	3,947,283.00
	4,004,969.38	222,611.20	280,897.58	3,946,683.00	0.00	600.00	3,947,283.00

TREASURER'S REPORT
Outstanding Vouchers

Jefferson County Fire Distr #2

08/01/2026 To: 08/31/2026

As Of: 08/31/2026 Date: 09/07/2026
Time: 13:35:09 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	503	08/04/2026	Payroll	20	1715	IAFF Local 2032	600.00	Pay Cycle(s) 08/04/2026 To 08/04/2026 - Union Dues
							<u>600.00</u>	
Fund								
001 General Fund 662 600 71								
							Claims	Payroll
							0.00	600.00
							<u>0.00</u>	<u>600.00</u>
							0.00	600.00
							<u>0.00</u>	<u>600.00</u>

TREASURER'S REPORT
Signature Page

Time: 13:35:09 Date: 09/07/2026
Page: 4

08/01/2026 To: 08/31/2026

REVIEWED AND APPROVED

R. R. Penick

Preparer

9-7-2026

Date

S. M. Penick

Auditing Officer

9-7-2026

Date