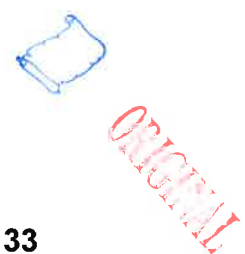


## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Chairman of the Board

P.O. Box 433, Quilcene, WA 98376 360-765-3333 fax: 360-765-0133

Commissioner Herbert Beck  
Commissioner Melody Bacchus



**BOARD FOR VOLUNTEER FIREFIGHTERS PENSION & RELIEF BUSINESS:** Chair Commissioner Art Frank signed Carrie Thompson's retirement papers.

**CALL TO ORDER:** Chair Commissioner Art Frank called the Regular meeting of the Board of Commissioner of May 10, 2021 to order at 7:00 pm. Commissioner Art Frank, Chief Tim McKern, Deputy Chief Don Svetich and Secretary Jean Morris were in attendance personally, Commissioner Melody Bacchus, Executive Assistant David Neuenschwander were in attendance via Zoom and Commissioner Herbert Beck was in attendance via phone.

**APPROVAL OF AGENDA: MOTION:** Commissioner Art Frank moved to accept the agenda with the addition of 4. ILA Agreement with Port Ludlow Fire and 5. Burn permits under New Business. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF MINUTES: MOTION:** Commissioner Herbert Beck moved to accept and sign the minutes of the April 12, 2021 Regular meeting as presented. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF VOUCHERS:** Upon review of the vouchers prior to the meeting by Commissioner Art Frank and Chief Tim McKern: **MOTION:** Commissioner Herbert Beck moved to approve and sign the General Fire Vouchers in the amount of \$34,639.03 and the EMS vouchers in the amount of \$29,664.26 as presented. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

**MONTHLY FINANCIAL REPORTS:** The Monthly financial Reports were reviewed.

### **CHIEF'S REPORT AND OFFICIER REPORTS:**

Chief Tim McKern discussed the Fire inspection test and retake.

FIRE CHIEF

Tim McKern

- ***Governance and Administration:***

- New EMS Protocols complete we are rolling out new Meds and training on them
- COVID 19 Vaccines offered at JGH until May 31. Tri County Pharmacy and Out reach program.
- Vaccine Numbers are dropping around the County and State. We can see the Mass Vaccine clinics turning back to the local clinics and Dr's
- Had our Zoom Department Meetings in April to communicate "What's Happening " Here.

- ***Goals and Objectives:***

- Station 22 Station insulation complete, Water System, Tree Cleanup just to name a few.
- EMS / Non-Combat PPE gear to be ordered
- PPE for Fire Ground Grant went into AFG and no news yet.
- Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead and working with the West Sound Training group to build Training 2021 and beyond.
- EMS Levy renewal 2021 . Put on the ballot Aug /Nov , Resolution under new business.
- Web Update to include new Pic's. We are starting our EMS Social Media Blitz.

- **Financial Resources:**
  - BIAS – Moving Forward third payroll and vouchers are in.
  - GEMT funds still rolling in and working with BIAS on the reports due to HCA
  - Burn Permits and future plans – See email from DC Svetich
- **Physical Resources and Quality of Life (QOL):**
  - Working with POE on Server on-site along with the current cloud and two new computers ordered and in soon.
  -
- **Health and Safety**
  - Review of Policies and Safety programs – Safety Committee meets with Officers 1<sup>st</sup> 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 2<sup>nd</sup> Qtr 2021
  - Working with County DEM on outreach programs for potential Vaccine Clinics.
  - On the West Region IMO as a LIAISON and doing activity from here.
- **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:**

This month EMS calls where up, make up 65% of our calls this month. We rolled on 27 EMS Calls. Most where BLS, however, 9 incidents required ALS. We had 4 incidents that where fires. The wildland fire season, spring version, has started. The Crews are working on getting up and running for what could be a hot dry summer, the end of June will tell us more.

**1. April 2021 Responses**

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	9.76%

Rescue & Emergency Medical Service	27	65.85%
Hazardous Condition (No Fire)	2	4.88%
Good Intent Call	6	14.63%
False Alarm & False Call	1	2.44%
Special Incident Type	1	2.44%
<b>TOTAL</b>	<b>41</b>	<b>100%</b>

**2. April 2021 Incidents by Zone**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>
<b>Zone: 21 - Quilcene</b>	<b>27</b>
<b>Zone: 22 - Coyle</b>	<b>4</b>
<b>Zone: 16D04 Brinnon Fire Department</b>	<b>4</b>
<b>Zone: 16D05 Discovery Bay Fire Department</b>	<b>3</b>
<b>Zone: 16D01 East Jefferson Fire &amp; Rescue</b>	<b>2</b>
<b>Zone: 16D03 Port Ludlow Fire &amp; Rescue</b>	<b>1</b>

**Historical Call numbers for each year:**

- Finished April 2021 with **41** Responses vs **37** in 2020
- To date 2021 total to date of **156** Responses vs **154** in 2020

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

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

5. **Training and Competency:** Target Solutions deployment and engagement with Training Consortium. Starting to roll out to the Department first of May. Have several larger training events in the works, how big will depend on Covid restrictions in the summer months.

6. **Emergency Medical Services: Our EMS Responses were 54.05% for 2021 and the First Quarter are at 59.13%**

**5. Human Resources and Staffing:**

a. **Remains stable, meeting each incident needs.** When needed mutual aid. We will be monitoring.

b. Will take time off as needed. Trying to schedule a knee replacement surgery in July or early August at the latest. Depending on Covid and US Govt.

**6. Other: Any Questions?**

**End of April 2021, Report. DFC D. Svetich**

**Apparatus Readiness:**

- B21 has been serviced by Clallam County Fire. The pressure gauge has been replaced with a liquid filled gauge and is now working properly. The rear brakes have been completely replaced. Pads, rotors and calipers. Training is being conducted through the crews on the uses of the emergency brake.
- A new set of bolt cutters have been purchased for the GMC aid unit. This was because the bolt cutters that were on the aid car previously were 42-inch cutters. They were way too large for the vehicle, so they were replaced with 36-inch cutters to match the rest of the apparatus.
- U21 is experiencing battery issues. There appears to be a heavy drain on the battery while the vehicle is sitting. I will be looking into this issue and contacting a mechanic to fix the issue if I cannot find a resolve.

**Training and Competency:**

- Department training has been postponed due to COVID-19. However, online and shift training is continuing.
- AEMT Course appears to be on schedule for September.
- Search and rescue training will be beginning soon with the use of the old County shop. Dist. 5 will be donating pallet walls to use inside the structure to create changeable pathways for this exercise.
- I have attended the webcast "Lead, Survive, and Thrive: Developing Fire Service Leaders" hosted by Fire Engineering. I have also attended the Northwest Leadership Seminar with Dr. Dale Henry and Gordon Graham.

**Physical Resources and Quality of Life:**

- I am currently researching a newer refrigerator for the Crew Quarters. There are more responders at the Crew Quarters than before, and crews are finding that there is not quite enough room.
- I would like to revisit the previous quote to redo the kitchen area at Station 21. I am sure that the prices of the items have changed.

**Staffing (next 30 days):**

- Currently we are short staffed for only 1 day for the Month of May. We have a few volunteers that are moving through training as a 3<sup>rd</sup> that I am hoping they will be able to pick up the remaining day as a second once their training is completed.

**1. Significant Events and Service Delivery:**

- On 04/05 we responded to a confined space rescue for a dog on Little Quil RD.
- 

**2. Training and Competency:**

- I completed the OTEP Evaluator class on April 17<sup>th</sup>.

**3. Physical Resources and Quality of Life:**

- We are still waiting to hear back if we can purchase the items submitted on the quote from Silke Communications (Formally known as Action Communications) for accessories for the new Pagers and radios for purchase using the remainder of the AFG Grant.
- The Server set up and 2 new computers for the department have been ordered through POE. POE will contact me for setup when they arrive.
- The Surface Go mount for E21 has been ordered but it sounds like one of the parts for it is on back order. Silke will keep me updated on when they expect to receive the part.

**4. Staffing (next 60 days):**

- I will be out of the state May 21-23

**1. Significant Events and Service Delivery:**

- C Shift had no significant change in call volume for the month of April. Most of these calls were medical in nature.
- Water usage report sent to PUD with approximately 2000 gallons used.
- Burn permit issued for local customer. Upon inspection of the property a burn pile was noted to be located too close to a structure. The property owner was educated on clearance distances per the guidelines and was compliant.

**2. Apparatus Readiness:**

- A broken coupling lock was noted by another shift on one of our 4" supply hoses on E21. This lock has not been replaced but is still operational and will remain in service until I can order a new lock and replace the existing lock.

**3. Training and Competency:**

5. I did not pass the Inspector 1 IFSAC written test. I will be planning to retake the written test before the end of the year. **Significant Events and Service Delivery:**

- On 04/05 we responded to a confined space rescue for a dog on Little Quil RD.

- 

**6. Training and Competency:**

- I completed the OTEP Evaluator class on April 17<sup>th</sup>.

**7. Physical Resources and Quality of Life:**

- We are still waiting to hear back if we can purchase the items submitted on the quote from Silke Communications (Formally known as Action Communications) for accessories for the new Pagers and radios for purchase using the remainder of the AFG Grant
- The Server set up and 2 new computers for the department have been ordered through POE. POE will contact me for setup when they arrive.
- The Surface Go mount for E21 has been ordered but it sounds like one of the parts for it is on back order. Silke will keep me updated on when they expect to receive the part.

**8. Staffing (next 60 days):**

- I will be out of the state May 21-23
- 
- Continue to complete EMS Connect training videos and train on updated protocols on shift.
- Firefighter fundamentals training with Damon Edwards has started and this training will take place based on the IFSAC FF1 skills sheets.

- Tyson Svetich and I participated in a Wildland urban interface live burn exercise with all Jefferson county fire districts. This was a great opportunity to get all the fire districts together, burn a structure, and train for a similar scenario for the upcoming hot and dry weather.
- Submitted completed FFT1 task book to DNR for FF Tyson Svetich with the help of Deputy Chief Svetich.
- Continue to work with Volunteers on fundamentals.

#### 4. Physical Resources and Quality of Life:

- Full Structural PPE for FF/EMT Ellis has been ordered and should arrive within the next 4-8 weeks.
- Structural PPE was not ordered for EMT Edwards. We were able to find in service PPE in house that he will be able to use for Fire Academy.
- The Non-Combat PPE (Helmets, headlamps, eye pro, pants, and trousers) have been ordered. I will be working with individual personnel to work out boot and glove sizes for the order. The original boots that were included in the proposal are on back order for the next 6-7 weeks. I will be exploring other options for boots.
  - The eye pro and headlamps have been received from DNR Cache
- A new par of structural gloves has been ordered, received, and issued to Lt. McCrehin.
- A Velcro strap was purchased for the set of irons in A212. This will keep the axe and halligan together and more secure in the compartment.

#### 5. Staffing (next 60 days):

- NTR.

#### 6. Other:

- NTR.

#### UNFINISHED BUSINESS:

1. **STATION 22:** Got water and the rest of the installation has been ordered.
2. **BIAS UPDATE:** Executive Assistant David Neuenschwander reported that the May 5<sup>th</sup> payroll and April claims payables are done. Financial reports were late due to the Treasurer's office getting the reports to us. Discussed the IRS situation. David Neuenschwander was appointed the position of Executive assistant.
3. **JEFF COMM:** New furniture ordered. New floor. New IT tech hired.
4. **RURAL REDUCTION PROGRAM:** Trying to meet with the new navigator. Definite need for mental health. Narcan to be handled through the South County Clinic.

#### NEW BUSINESS:

1. **POLICIES:** None this month.
2. **SURPLUS BOAT: MOTION:** Commissioner Art Frank moved to accept and Sign Resolution # 2021-S04 Surplus Z-Ray Inflatable Boat. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.
3. **STATE AUDITOR UPDATE:** The public special meeting with the State Auditor scheduled for 1:00 pm on Monday, May 10, 2021 was canceled due to troubles with Zoom. The Auditor did

meet with Chief Tim McKern, Commissioner Art Frank and Secretary Jean Morris. The Auditor stated that it was a real good audit with no findings. The areas audited were Account Payable, Payroll and Procurements. Next audit 2024.

**4. ILS WITH PORT LUDLOW:** Port Ludlow's Chief is on Administrative leave and wants District #2 to support them like they did us. **MOTION:** Commissioner Art Frank move to sign the ILA agreement with Port Ludlow. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

**5. BURN PERMITS:** Upon agreement District No 2. Will continue selling Burn permits. This item will be discussed at the June 14, 2021 Commissioner's meeting.

**SECRETARY REPORT:** Secretary Morris stated due to current health issues she will be in and out of the office for a while.

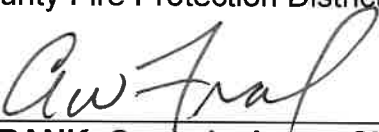
**SEMINARS/CONFERENCES/SPECIAL EVENTS:** None.

**PUBLIC INPUT-GOOD OF THE ORDER:** Commissioner Herbert Beck discussed the meeting at the school on May 13, 2021 about DNR.

**EXECUTIVE SESSION:** None.

**ADJOURNMENT:** Chair Commissioner Art Frank called for adjournment at 7:38 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