



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

MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

October 17, 2022, 7:00 p.m.

Station 21 and Zoom

ATTENDANCE:

Commissioner/Chair Frank – In Person
Commissioner Bacchus – Zoom
Commissioner Kelbon – In Person
Secretary Rewitzer – In Person

Chief McKern – In Person
Deputy Chief Svetich – In Person
Exec. Assistant Neuenschwander – In Person
Chris McLane – In Person

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Exec. Assistant Neuenschwander led the pledge.

PUBLIC COMMENTS:

No comments received.

BUSINESS RELATED TO THE BOARD FOR VOLUNTEER FF/PENSION & RELIEF:

No business.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the addition of new business item **1. Jeffcom Budget**. Commissioner Kelbon amended with the addition of new business item **2. DNR Land Trust Transfer Tool Focus Group**. Commissioner Kelbon seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioners reviewed the minutes of the September 12, 2022 Regular Meeting. Commissioner Frank moved to accept the minutes. Commissioner Kelbon seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Commissioner Frank moved to approve listed vouchers totaling \$99,932.95. Commissioner Bacchus seconded. The motion carried. Commissioner Frank signed the Payroll and Claims check registers.

MONTHLY REPORTS:

- **Monthly Financial Report** – Commissioners were provided with a Treasurer's Report and a Budget Position report.

- ♦ Secretary Rewitzer reported that Fire Suppression and EMS Operations expenditures were holding at 71.4% of budget with 75% of the year elapsed. Certain operating expenditure lines, particularly fuel and utilities, were over budget due to inflation.
 - ♦ An accounting report was provided showing a positive return to the District for Chief McKern and Lt. Singleton's wildland fire mobilizations. Expenses are being promptly reimbursed by DNR.
 - ♦ \$100,000 from the Capital Fund was invested through the County Treasurer in a 3-year agency bond with a 4.08 yield. Exec. Assistant Neuenschwander provided details on the investment.
- **Chief's and Officer's Reports** – The Monthly Fire Chiefs Report was provided in written form. Chief McKern provided a status update. Discussion involved the need to develop long term staffing solutions.
 - **District Secretary's Report** – District Secretary Rewitzer provided a status update. 2023 revenue estimates were received from the County Assessor. A discrepancy involving our EMS levy rate was noted and corrected. A 2023 budget is being put together and should be completed in the next few weeks. Commissioners agreed to hold a budget hearing on November 14th at 7:00 p.m.

CORRESPONDENCE:

A note was received from Patricia Herold thanking Deputy Chief Svetich and Lt. Singleton for their assistance on a medical call.

A letter was received from Chris McLane regarding the condition of the Crew Quarters. Chief McKern noted the difficulty in finding contractors to complete needed work. A statement of work quote that Captain McCrehin recently received was over \$150,000 for major remodeling. Commissioner Kelbon asked about examining the Crew Quarters in - person. Commissioners agreed to hold a special meeting at the Crew Quarters on October 24th at 9:00 a.m. to review the condition.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – (Crew Quarters discussion occurred in Correspondence) A quote of \$38,185.00 was received from K&K Construction for removal of the water tank and base. Staff reported that there is no indication that the water tank is a hazard requiring immediate remediation; Commissioners opted to table action for now.
2. **Station 22 Facilities** – A painter has not been found. The approach needs to be regraded, but an equipment operator has not been found.
3. **Parcel 992600053** – Deputy Chief Svetich reported that several options were explored for developing the parcel into a static water source. All options involved significant costs

and the parcel is only one mile away from an existing 8,000 gallon tank the District maintains on DNR land at 7400 Coyle Rd. Staff reported that development currently was not feasible. Commissioners expressed concern about the permanency of the Coyle Rd tank on land the District does not own. Commissioners opted to table action on the parcel because it would be prudent to hold on to it in case the District were to lose access to the Coyle Rd site.

NEW BUSINESS:

- 1. JeffCom Budget** – Commissioner Frank reported the dispatch fees the District pays JeffCom911 Communications would increase 41% in 2023. All JeffCom users will see increases in dispatch fees. Discussion involved JeffCom’s budget.
- 2. DNR’s Land Trust Transfer Tool Focus Group** – Deputy Chief Svetich provided an update on the DNR’s Land Trust Transfer Tool Focus Group that he and Commissioner Kelbon have been participating in. Discussion involved the financial impact to the District. It was not clear how the transfer tool would address compensation when *inter-* (as opposed to *intra-*) district trust land transfers occurred. Another issue is when trust lands ready for harvest are swapped with recently harvested land. There doesn’t appear to be good advocacy for the junior taxing districts. Commissioners and staff discussed strategies junior taxing districts could use to communicate concerns.

SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:

Nothing to add.

EXECUTIVE SESSION:

Commissioners went into executive session pursuant to Section 42.30.110(1)(g) RCW to evaluate the performance of an employee. The session was called at 9:07 p.m. for 10 minutes. The session ended at 9:17 p.m. with no action taken. Commissioners extended the session at 9:17 p.m. for 3 minutes. The session ended at 9:20 p.m. with no action taken and the meeting was opened to the public.

GOOD OF THE ORDER:

Nothing added.

ADJOURNMENT:

The meeting was adjourned at 9:20 p.m.

ATTACHMENTS:

General Certificate for Claims: Payroll Check/Warrant Register dated 10/4/2022
Claims Check/Warrant Register dated 10/13/2022

Reports: September 2022 Treasurer’s Report
Monthly Fire Chief’s Report

APPROVED this 21st day of NOVEMBER, 2022 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

10/01/2022 To: 10/31/2022

Time: 09:44:36 Date: 10/04/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
577	10/03/2022	Payroll	20	EFT	Lynn Cassella-Blackburn	1,515.33	2022.09 Payroll
584	10/03/2022	Payroll	20	EFT	Kimberly Kinser	925.08	2022.09 Payroll
588	10/03/2022	Payroll	20	EFT	Mark A McCrehin	4,541.86	2022.09 Payroll
589	10/03/2022	Payroll	20	EFT	Timothy M McKern	12,947.20	2022.09 Payroll
590	10/03/2022	Payroll	20	EFT	Timothy Mickelson	180.08	2022.09 Payroll
592	10/03/2022	Payroll	20	EFT	Robert J Rewitzer	2,000.00	2022.09 Payroll
593	10/03/2022	Payroll	20	EFT	Nicholas Singleton	4,416.55	2022.09 Payroll
597	10/03/2022	Payroll	20	EFT	Zachary D Torres	1,374.34	2022.09 Payroll
598	10/03/2022	Payroll	20	EFT	Kevin R Winn	4,161.98	2022.09 Payroll
599	10/03/2022	Payroll	20	EFT	HRA VEBA - YA20437	500.00	Pay Cycle(s) 10/03/2022 To 10/03/2022 - HRA VEBA
600	10/03/2022	Payroll	20	EFT	US Treasury	8,151.12	941 Deposit for Pay Cycle(s) 10/03/2022 - 10/03/2022
601	10/03/2022	Payroll	20	EFT	WA Dept of Retirement Systems	5,431.88	Pay Cycle(s) 10/03/2022 To 10/03/2022 - LEOFF2; Pay Cycle(s) 10/03/2022 To 10/03/2022 - PERS2
602	10/03/2022	Payroll	20	EFT	WA Employment Security Dept-PFMLA		BIAS calculation is incorrect per PFMLA (.0043932)
603	10/03/2022	Payroll	20	EFT	WA Employment Security Dept		Past due amount .01 from previous period rounding
608	10/04/2022	Payroll	20	0	WA Employment Security Dept-PFMLA	374.02	Pay Cycle(s) 07/01/2022 To 09/30/2022 - PFMLA
609	10/04/2022	Payroll	20	0	WA Employment Security Dept	165.52	3rd Quarter Unemployment: 07/01/2022 - 09/30/2022
575	10/03/2022	Payroll	20	1252	Melody Bacchus	118.20	2022.09 Payroll
576	10/03/2022	Payroll	20	1253	David Blohm	124.67	2022.09 Payroll
578	10/03/2022	Payroll	20	1254	Jacob Ellis	27.70	2022.09 Payroll
579	10/03/2022	Payroll	20	1255	Roland Faragher-Horwell	180.08	2022.09 Payroll
580	10/03/2022	Payroll	20	1256	Art Frank	118.20	2022.09 Payroll
581	10/03/2022	Payroll	20	1257	Thane Grooms	304.75	2022.09 Payroll
582	10/03/2022	Payroll	20	1258	Kristina M Heidt	441.18	2022.09 Payroll
583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll
585	10/03/2022	Payroll	20	1260	Viviann Kuehl	346.31	2022.09 Payroll
586	10/03/2022	Payroll	20	1261	Andrew J Lewis	249.34	2022.09 Payroll
587	10/03/2022	Payroll	20	1262	Krystal McCrehin	21.56	2022.09 Payroll
591	10/03/2022	Payroll	20	1263	James L Pinks	235.49	2022.09 Payroll
594	10/03/2022	Payroll	20	1264	Donald Svetich	155.87	2022.09 Payroll
595	10/03/2022	Payroll	20	1265	Thais Svetich	27.70	2022.09 Payroll
596	10/03/2022	Payroll	20	1266	Tyson Svetich	263.20	2022.09 Payroll
604	10/03/2022	Payroll	20	1267	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 10/03/2022 To 10/03/2022 - Union Dues
605	10/03/2022	Payroll	20	1268	Nationwide Retirement Solutions	813.89	Pay Cycle(s) 10/03/2022 To 10/03/2022 - 457 Plan; Pay Cycle(s) 10/03/2022 To 10/03/2022 - 457 Plan Roth
606	10/03/2022	Payroll	20	1269	Trusted Plans Service Corporation	5,753.46	Pay Cycle(s) 10/03/2022 To 10/03/2022 - Medical; Pay Cycle(s) 10/03/2022 To 10/03/2022 - Dental
607	10/03/2022	Payroll	20	1270	WA Dept of Labor & Industries-FD2	4,971.05	3RD Quarter L&I: 07/01/2022 - 09/30/2022

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 09:44:36 Date: 10/04/2022

10/01/2022 To: 10/31/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 General Fund 662 600 71			38,001.03	
			040 EMS Fund 662 610 71			23,037.18	
						<u>61,038.21</u>	Payroll:
							61,038.21

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 Ruzick 10-4-2022
 Preparer Date

J. M. Muck 10/04/22
 Auditing Officer 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.

A. Frank 10/17/2022
 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.

CHECK REGISTER

Jefferson County Fire Distr #2

10/01/2022 To: 10/31/2022

Time: 14:35:54 Date: 10/13/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
616	10/17/2022	Claims	10	620579	AT&T Mobility	544.02	Monthly Cell Phone
617	10/17/2022	Claims	10	620580	Boundtree Medical LLC	246.45	Medical Supplies; Medical Supplies; Medical Supplies
618	10/17/2022	Claims	10	620581	Canon Financial Services, Inc	54.44	Monthly Printer - Station 21
619	10/17/2022	Claims	10	620582	Central Welding Supply Co Inc	190.69	Medical Oxygen
620	10/17/2022	Claims	10	620583	Harrison Medical Center Common Spirit Health	1,443.40	Refund of Insurance Payment
621	10/17/2022	Claims	10	620584	Cooper Fuel	2,858.49	Diesel Fuel; Heating Oil - Rental House
622	10/17/2022	Claims	10	620585	EMS Connect LLC	125.00	Monthly EMS Training
623	10/17/2022	Claims	10	620586	EMS Special Agency Fund	204.00	Monthly Transport Fee
624	10/17/2022	Claims	10	620587	ESO Solutions, Inc.	299.43	Monthly RMS Fee
625	10/17/2022	Claims	10	620588	Good Man Inc	202.86	Monthly Restroom - Station 22 (September); Monthly Restroom - Station 22 (October)
626	10/17/2022	Claims	10	620589	Hadlock Building Supply	4.35	Sheetrock patch - Rental House
627	10/17/2022	Claims	10	620590	Helmets R Us	986.43	Bicycle Helmets - NW EMS Council Grant Funded
628	10/17/2022	Claims	10	620591	Henery Hardware	20.27	Vehicle Cleaning Supplies; Rope for training
629	10/17/2022	Claims	10	620592	JC Dept of Public Works	896.41	Monthly Fuel - August; Monthly Fuel - September
630	10/17/2022	Claims	10	620593	JC Fire District #2 Payroll	61,038.20	2022.10.03 Payroll Reimbursement
631	10/17/2022	Claims	10	620594	JC Fire District #2 US Bank Checking	6.25	Petty Cash Reimb. for Bridge Toll
632	10/17/2022	Claims	10	620595	Jamestown Networks	458.41	Monthly Internet & Telephone
633	10/17/2022	Claims	10	620596	JeffCom 911 Communications	6,952.91	CFS Fee - 3rd & 4th Quarter
634	10/17/2022	Claims	10	620597	Kitsap County EMS & TCC	600.00	EMS Cadaver Lab
635	10/17/2022	Claims	10	620598	Timothy M McKern	100.00	Monthly Personal Device Stipend
636	10/17/2022	Claims	10	620599	Murrey's Disposal Co Inc	78.90	Monthly Garbage
637	10/17/2022	Claims	10	620600	National Hose Testing Specialties Inc	3,258.50	Hose & Ladder Testing
638	10/17/2022	Claims	10	620601	Olympic Springs Inc	29.29	Monthly Water
639	10/17/2022	Claims	10	620602	PUD	754.11	Monthly Utilities - Crew Quarters; Monthly Utilities - Admin Bldg; Monthly Utilities - Rental House; Monthly Utilities - Rental House; Monthly Utilities - Station 21; Monthly Utilities - Annex; Monthly Utilities - Admin; Monthly Printer - Station 21; Monthly Computer Support; Monthly Email
640	10/17/2022	Claims	10	620603	Pacific Office Equipment	507.90	Network Configuration; Monthly Printer - Admin; Monthly Printer - Station 21; Monthly Computer Support; Monthly Email
641	10/17/2022	Claims	10	620604	Peninsula Pest Control Inc	81.83	Monthly Pest Control
642	10/17/2022	Claims	10	620605	Port Ludlow Fire & Rescue	7,500.00	ALS Service - 4th Quarter
643	10/17/2022	Claims	10	620606	Systems Design West LLC	608.70	Monthly EMS Billing
644	10/17/2022	Claims	10	620607	UPS	16.01	Ship SCBA Sample to Lab
645	10/17/2022	Claims	10	620608	US Bank	2,069.46	0070 - Trash bags; 0070 - Fuel for Safety Trailer; 0070 - Car Wash Soap; 0070 - PR Supplies for Children; 0070 - Fire Safety Coloring Books; 3856 - Lodging & Meals for Fire Officer I - Singleton; 3856
646	10/17/2022	Claims	10	620609	VFIS	6,086.00	Quarterly Insurance - Portfolio; Quarterly Insurance - Commercial Auto
647	10/17/2022	Claims	10	620610	WA State Patrol	481.00	Fire Officer 1 - Singleton

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 14:35:54 Date: 10/13/2022
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10/01/2022 To: 10/31/2022

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
648	10/17/2022	Claims	10	620611	Washington Fire Chiefs	770.00	WFC Workshop - McKern, McCrehin
649	10/17/2022	Claims	10	620612	Wave Broadband	214.10	Monthly Cable/Internet
650	10/17/2022	Claims	10	620613	Westbay Auto Parts	245.14	Diesel Exhaust Fluid; Batteries for B21
						55,470.51	
						44,462.44	
						99,932.95	Claims:
						99,932.95	

001 General Fund 662 600 71
040 EMS Fund 662 610 71

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 Reitzner
Preparer

10-13-2022
Date

Smuck
Auditing Officer

10-13-2022
Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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AW Frank
Chair (or Acting Chair) of the Board of Fire Commissioners

10/17/2022
Date

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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

09/01/2022 To: 09/30/2022 Time: 09:39:25 Date: 10/10/2022
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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	418,668.58	18,284.55	37,945.50	399,007.63	0.00	2,122.28	0.00	401,129.91
040 EMS Fund 662 610 71	482,938.67	12,994.65	21,653.62	474,279.70	0.00	51.20	0.00	474,330.90
070 Capital (Reserve) Fund 662 631 71	1,865,332.93	3,626.32	50.00	1,868,909.25	0.00	0.00	0.00	1,868,909.25
	2,766,940.18	34,905.52	59,649.12	2,742,196.58	0.00	2,173.48	0.00	2,744,370.06

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

09/01/2022 To: 09/30/2022 Time: 09:39:25 Date: 10/10/2022
 Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	358,168.58	39,888.73	59,549.68	338,507.63	0.00	0.00	338,507.63
20 Payroll-1st Security	60,000.00	41,457.16	41,457.16	60,000.00	0.00	2,173.48	62,173.48
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	482,938.67	12,994.65	21,653.62	474,279.70	0.00	0.00	474,279.70
70 Capital (Reserve)-JeffCo	1,865,332.93	3,626.32	50.00	1,868,909.25	0.00	0.00	1,868,909.25
Total Cash:	2,766,940.18	97,966.86	122,710.46	2,742,196.58	0.00	2,173.48	2,744,370.06
	2,766,940.18	97,966.86	122,710.46	2,742,196.58	0.00	2,173.48	2,744,370.06

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

09/01/2022 To: 09/30/2022

As Of: 09/30/2022 Date: 10/10/2022
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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	187	04/04/2022	Payroll	20	1174	David Blohm	304.75	2022.04 Payroll
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	322	06/01/2022	Payroll	20	1203	David Blohm	13.85	2022.06 Payroll
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	387	07/01/2022	Payroll	20	1214	David Blohm	152.38	2022.07 Payroll
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	515	09/01/2022	Payroll	20	1244	Melody Bacchus	118.20	2022.08 Payroll
2022	530	09/01/2022	Payroll	20	1249	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 09/01/2022 To 09/01/2022 - Union Dues
							2,173.48	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	2,122.28	2,122.28
040 EMS Fund 662 610 71	0.00	51.20	51.20
	0.00	2,173.48	2,173.48

TREASURER'S REPORT
Signature Page

09/01/2022 To: 09/30/2022

REVIEWED AND APPROVED

Robert Lewinter

Preparer

10-10-2022

Date

S. Smiskin

Auditing Officer

10-10-2022

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For September
2022

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:

- COVID 19 is slowing down. Now onto boosters .
- JeffCom Budget 2023 Approved and Hiring Staff is the Key focus
- BOCC Burn Restrictions with Rec Fires ok for now due to weather
- Spent time at Bolt Creek Fire in Monroe and still doing remote for the Fire

Goals and Objectives:

- Station 22 Station pending ramp grade, Pavement, and Exterior Painting
- LNI Fiire Program for the year 2 moving forward
- 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 2022 and beyond. We are looking into the budget impact if any.
- AFG 2021 applied and was awarded Battery Operated Extrication Tools. We are demoing many tools and will go to RFP by end of this month. Great Training opportunity .

Financial Resources:

- BIAS – David has report
- GEMT funds still rolling in and working with BIAS on the reports due to HCA
- CMS (Medicare) Data Collection Project for 2022 July 1,2022 – June 30 2023

Physical Resources and Quality of Life (QOL):

- Stryker Gurneys and Stairchair ordered and Braun NW to install on arrival. Should be soon

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets with Officers 2nd Wednesday of each month.
- FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 4th quarter requirements and are presenting our successes today.

Essential Resources

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

External Relationships

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- Working with JeffCom / MediVac Providers to set up App for each provider. Along with a new DOH state Air Transport Committee to review the process and procedures they follow.

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing

Strategic Plan review at Leadership updating with recent Stryker Gurney Overview

- Review Fire Levy for potential Lid Lift TBD

Significant Events and Service Delivery:

- For the month of September, call volumes are again below last year this time, call volume is off by 13 calls. EMS/Rescue calls totaled 31 responses, making up 73% of our calls for this month. We are at 73% for the year for EMS calls of our total call volume for the year. Most where BLS, couple were upgraded to ALS. We responded to 1 vehicle fire and 2 natural vegetation fires, both of which were in District #5.
- Quality work on all incidents by QFR responders. Again, when we need them the most, we are getting a solid respond from the volunteers. As always, we received great mutual aid support from our neighboring partners.
- The warm, dry summer continues! I have been sharing data with other Chiefs as this dry period continues, right now, it looks as we may go into the first of November with little or no rain. We are currently at a Moderate fire danger and continue with fire restrictions in place. No permitted land clear or yard debris burning. Campfire allowed in developed fire rings on developed properties.
- Covid infection rates continue to drop but are still at elevated levels. We are still watching trends closely as variants continues to cause problems around the country.

Historical Call numbers for 2021 as compared to 2022:

- Finished **September 2022** with **43 Responses vs 56 in 2021**
- To date 2022 total year to date of **358 Responses vs 431 in 2021**
- **Emergency Medical Services: Our EMS Responses were 73% for 2022 total responses;** this is still above 2021 average of 58%. Total call volume has decreased, year to date.

Operations:

- **Operational Update:** Currently monitoring weather fuels conditions across the District, have been in touch with DNR and Federal co-operators to ensure that we have the most update information on fire danger rating and resource availability. Looking like we will be warm and dry for the near future.
- **Training and Competency:** Capt. McCrehin, also has facilities and apparatus maintenance.
- **EMS & IT:** Lt Winn, also has radios and pagers.
- **Small engines / powered equipment:** Lt. Singleton, also has wildland fire equipment / certification process.
- **Human Resources and Staffing:** No major HR issues. We are still having a problem covering the second person on some shifts. There has been improvement due to personnel finishing their EMT licensing process, but very much an up and down scenario. We are still meeting each incident needs. As always, leadership continues to monitor this closely. We are always looking for new volunteers. Need to start looking at long range staffing needs, as we continue to have a difficult time finding volunteers, who want to be both Fire and EMS.
- **Admin / HR / PTO:** No time scheduled at this time, subject to change.

**Monthly Incident break down by response zones:
September 2022 Incidents:**

Zone: 21 - Quilcene	
321 - EMS call, excluding vehicle accident with injury	19
322 - Motor vehicle accident with injuries	1
341 - Search for person on land	1
480 - Attempted burning, illegal action, other	3
611 - Dispatched & cancelled en route	3
733 - Smoke detector activation due to malfunction	1
Zone: 22 - Coyle	
321 - EMS call, excluding vehicle accident with injury	3
480 - Attempted burning, illegal action, other	1
611 - Dispatched & cancelled en route	1
Zone: 23 - Dabob	
321 - EMS call, excluding vehicle accident with injury	2
Zone: Brinnon	
311 - Medical assist, assist EMS crew	1
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled en route	1
Zone: Discovery Bay	
138 - Off-road vehicle or heavy equipment fire	1
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	2
611 - Dispatched & cancelled en route	1
Zone: East Jefferson	
321 - EMS call, excluding vehicle accident with injury	1
444 - Power line down	1
611 - Dispatched & cancelled en route	5
Zone: Port Ludlow	
210 - Overpressure rupture from steam, other	1
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	4

Apparatus Readiness:

- Both Aid units are still awaiting delivery of the Auto loaders. The GMC Aid Unit will then have the rear camera and electrical issues resolved by Braun.
- B22 remains OOS. I have contacted Diesel Truck and Fleet Services and asked them to locate the part required to fix the brake issue. I have not been able to adequately communicate with this vendor. I have contacted North Kitsap Fire & Rescue. NKFR has assisted with our vehicle maintenance for many years. After speaking with the lead technician there, he advised me to bring him the apparatus and they will get it fixed.

Training and Competency:

- Target Solutions still has 16 overdue assignments.
- I am continuing to go through training files to update ERS.
- Several of the Command Staff have completed an NFPA online training for alternative fueled vehicles.
- Our newest Volunteer Kris Heidt is almost complete with Fundamental Training and will be qualified to be a 2nd on shift soon.
- I am scheduled to attend a Captains Academy at the Chiefs Conference in Wenatchee on November 6,7,8.
- The 2 Lieutenants and I have been testing out a variety of battery powered extrication equipment. We have our last demonstration on Oct. 12. You will notice several cut vehicles at Station 21. I have been able to source these vehicles from residents. This has also made it possible to locate several more of these types of vehicles for future trainings.
- Oct. 9-15 is Fire Prevention Week for 2022. Approximately 4 members of the department, including myself visited Quilcene School and toured through a few of the elementary classes teaching some fire safety items such as making and practicing an exit drill in the home and what are Firefighter looks like in full gear and what we sound like on air.

Physical Resources and Quality of Life:

- I have been attempting to contact companies from the MSRC Roster with minimal success. I have contacted 5 different companies, left messages, and have not received a return call. K&K Const. was on site at Station 21 Thursday, September 6 to look at the Crew Quarters and the removal of the Water Tank. They are putting together a few samples to send over and then will be submitting a bid.
- Almost all the downed trees at Station 21 have been removed by volunteers for firewood. Once these are removed, I will work on removal of the stumps.
- The Rose St. house has had to have quite the overhaul of electrical wiring. There was a very burnt electrical outlet in one of the bedrooms. Double D Electrical was called in to assess and replaced wiring and outlet. The technician noted that all the plugs throughout the house were extremely outdated and in danger of burning. Subsequently, the technician had to replace all the outlets and some wiring.

- University of Washington as well as Pacific Northwest Seismic Network have been on site at Station 21 to complete the installation of a seismic reader. PNSN installed a Seismic Reader on the Bolton Peninsula that will transmit data to Station 21 and through our IP to the University of Washington.

Staffing (next 30 days):

- October Duty Calendar is looking full! There is only 1 day not covered.

Quilcene Fire Rescue

Apparatus Usage

Report Date 10/11/2022

Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age In Yrs	In Svc Dt	In Svc Miles**	In Svc Hrs***	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles****	Avg Ann Hrs****
11 - Engine	E22	96.Ford.55851C.2430	1996	26	1/1/1999	Unknown	Unknown	28,343	0	1,058	0
11 - Engine	E21	05.Freightliner.82171C.1149	2005	17	3/26/2007	Unknown	Unknown	39,795	2,000	2,237	112
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	27	9/6/1995	0	Unknown	29,664	0	1,099	0
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	14	10/24/2016	Unknown	Unknown	75,357	0	5,096	0
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	4	8/15/2018	0	Unknown	5,528	303	1,382	63
60 - Support Apparatus	S21	96.Ford.40842C.8351 OCS	1996	26	Unknown	Unknown	N/A	33,919	N/A	1,266	N/A
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	17	Unknown	Unknown	N/A	195,698	N/A	11,003	N/A
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	14	1/1/2008	0	N/A	120,702	N/A	8,622	N/A
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	6	9/20/2016	0	N/A	46,585	1,836	7,764	271
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	4	3/14/2019	0	N/A	75,357	1,673	25,119	350
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	17	3/30/2016	Unknown	N/A	108,813	N/A	6,118	N/A
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	2	3/16/2020	0	N/A	28,930	950	14,465	342

Significant Events and Service Delivery:

- N/A

Training and Competency:

- Held our first BLS provider CPR Class for the department on Sept 20th. Most of our department members got certified that day. The class went great.
- Lynne, Viviann, Kristofer, and I attended a BLS Cadaver Lab in Kitsap County on Oct 12th.

Physical Resources and Quality of Life:

- The department RMS System ERS will be going through conversion to ESO over next few months. I have created and transferred all to data to our local server and cloud.
- CrewForce is still working Great.
- I am assisting Dist. 5 with getting their iPads setup with CrewForce.
- The New Stryker Gurneys, Stair chairs and auto loaders have been ordered and will be delivered, installed and in service hopefully late October early November. According to Stryker they have been delayed due to supply chain issues.
- We will be receiving a Demo Lucas CPR device to use on calls and share with Brinnon. EJFR will also have a demo unit. After the demo period we will talk to Dr Carlbom about using them in the field.
- Lt Singleton, Kimberly, and I have our first CPR/First Aid class at the Coyle Community center on Oct 22nd. This will be our first public CPR/First Aid class and after completed we will begin announcing classes to the community.
- I have sent a grant application to the Quilcene and Brinnon Garden Club asking for a grant to help with the CPR Manakins.
- Fire Prevention Week is Oct 9th – 15th. We are doing our normal virtual education on FB and will be doing demonstrations at the Quilcene School.
- I participated in the multiple Vehicle extrication equipment demos.
- SCBA #8 from E22 is OOS due to a Pass Device Pressure gage issues. It has been removed from service and replaced with an SCBA off U21. I will contact MES for Repair.

Staffing (next 30 days):

- I have no Vacation Planned for the month of October.

Significant Events and Service Delivery:

- C-Shift responded to 11 incidents during the month of September. Notable incidents include:
 - Mutual aid to district 4 for a septic patient that was transported to the Bloomfield landing zone and airlifted to Harborview.
 - Responded to the 7.5-acre wildland fire on Highway 104 and assumed the engine boss role of B21 working with FF Tyson Svetich. DNR hired B21, FF Svetich, and me to work through the night to assist DNR engine and OCC hand crews in reinforcing containment lines.
 - Single motorcycle accident in Quilcene with injuries. A21 transported BLS to JHC.
 - Fully involved vehicle fire on Coyle Rd. Fire extinguished without issue or injuries to occupant or responders. We also received a great QFR volunteer response!
- Water usage report sent to PUD with approximately 4,500 gallons used between incidents, maintenance, and training.

Apparatus Readiness:

- Hose and ladder testing for 2022 is complete with no failed hose or ladders. We were going to attempt testing with a new company this year due to a lower cost. Unfortunately, the new company raised their costs significantly at the last minute. Thankfully, the company we have used previously had a last-minute opening and was able to complete the testing within a week of our cancellation.

Training and Competency:

- QFR's first in house CPR class went well and most QFR personnel are now BLS CPR certified. A community CPR class is scheduled for late October with more classes for the community being planned.
- Fire officer 1 class at the WSFTA is complete. The IFSAC written and practical evaluations were on the final day and all students passed the practical evaluations. We were told the results from the written test could take anywhere from 3-6 weeks, but I received my passing results and FO 1 certification within a week and a half. The certification was copied and submitted to our training officer for my file.
- Unfortunately, QFR was unable to deploy our brush rig to wildland fires in eastern Washington this year. FF Svetich and I are hoping to get out on deployments next year so we can further our skills, gain experience, and progress our wildland qualifications.

Physical Resources and Quality of Life:

- The career officers have met with multiple extrication gear vendors for tool demos at Station 21 this month. Captain McCrehin was able to obtain multiple vehicles for us to best put these tools to the test and cut up. Our 4th and final vendor demo is scheduled for 10/12. Once the demos are complete, the leadership team will meet and discuss the pros and cons

of each brand of tool, list standards that we want met, and create an RFP. The goal is to have this RFP sent to the vendors by beginning to mid-November.

- QFR received a \$1,000 grant to purchase bicycle helmets to hand out to the community. The bike helmets have been purchased and received and an announcement will be made soon.

Staffing (next 60 days):

- Vacation scheduled for mid-November and vacation time requests submitted for next year.

Other:

- Completed filming with ATS in A212. This was a simple video shoot that covered driving on windy, narrow two-lane roads. ATS would like to come back out this winter to do some more filming in inclement weather.
- Provided a fire extinguisher training class for 4 classes of the Quilcene School at Station 21. The students were taught the basics of fire extinguishers and fuel types and were then able to extinguish a small, live flammable liquids fire. These classes have been well received over the last two years and I will be working to develop a more standardized training outline for next year.

