

## 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



ORIGINAL

### 2022 BUDGET HEARING:

After hearing comments from the public **MOTION:** Commissioner Art Frank moved to accept Resolution #2021.06 Property Tax increase Resolution General Fire. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

**MOTION:** Commissioner Art Frank moved to accept Resolution #2021.07 Property Tax increase Resolution EMS. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

### BOARD FOR VOLUNTEER FIREFIGHTERS PENSION AND RELIEF BUSINESS:

**MOTION:** Commissioner Art Frank moved to add Quinn McMahon to the rolls. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

Damon Edwards, Shelby Coreyell, and Josh Washburn will be dropped from the rolls.

**CALL TO ORDER:** Chair Commissioner Art Frank call the Regular meeting of the Board of Commissioner of November 8, 2021 to order at 7:23 pm. Commissioner Art Frank, Commissioner Melody Bacchus, Chief Tim McKern, Secretary Jean Morris, Executive Assistant Dave Neuenschwander were in attendance and Thane Groom, Bob Rewitzer, Mark McCrehin were in attendance via zoom and Commissioner Herbert Beck was in attendance via phone.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was said.

**APPROVAL OF AGENDA: MOTION:** Commissioner Art Frank moved to accept the agenda with the addition of Amazon sales tax under Good of the order. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF MINUTES: MOTION:** Commissioner Herbert Beck moved to accept the minutes of the October 11, 2021 meeting. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF VOUCHERS:** Upon review of the vouchers prior to the meeting: **MOTION:** Commissioner Art Frank moved to accept the General Fire Vouchers in the amount of \$25,446.40 and the EMS Vouchers in the amount of \$36,454.34 as presented. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

**CORRESPONDENCE:** None to be read this month.

**DAVID NEUENSCHWANDER, EXECUTIVE ASSISTANT MONTHLY REPORTS AND BIAS REPORT:**

**Quilcene Fire Rescue  
Commission Meeting  
November 8, 2021**

**STAFF REPORT: BIAS Financial Accounting and Reporting Systems**

*This is a staff report only. Recommendations may require action by the Commission.*

**Financial Statement Calendar**

• **Problem.**

- The County Treasurer Staff is currently taking six business days after month end to provide financial reports to us.
  - Their goal is five business days.
- Jean does not work on Fridays.
- Even if the County Treasurer could achieve their goal, there will be six months in 2022 when financial reports cannot be prepared before the Commission meeting (see highlighted months in calendar below).
  - Also the County Treasurer stated in an email that due to additional year end work, getting the December records out in January simply will not happen in five business days.

**Calendar for year 2022 (United States)**



January	February	March
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April	May	June
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July	August	September
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October	November	December
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

• **Possible solutions.**

- *Do nothing*
  - Just be aware that half the year financial statements are not likely to be ready for the Commission meeting.
- *Change the Commission Meeting Date* from the second to the third Monday
  - This will allow sufficient time for statement preparation.

• **Recommendation**

- *Change the Commission Meeting Date* to the third Monday of each month.
- *Procedure:*
  - *Include* the following Suggested Resolution on the Agenda for your December meeting and

after discussion, adopt it (or an amended version of it).

▪ **Suggested Resolution:**

- RESOLVED, that pursuant to Paragraph 2 of RCW 52.14.090 and commencing on January 1, 2022 (the "Effective Date"), the Board of Fire Commissioners fixes the time and date of its regular monthly meeting at 7:00 pm on the third Monday of each month, and

- RESOLVED FURTHER, that the place of its regular monthly meeting shall be Fire Station 21, and
  - RESOLVED FURTHER, that if on occasion and no more than once per quarter, it may be determined that another time and place for a regular monthly meeting would serve the needs of the District, then on action by the Board of Fire Commissioners and on thirty days' public notice by the Secretary, the regular monthly meeting may be held at the time and place so designated, and
  - RESOLVED FURTHER, that as of the Effective Date any prior Resolution fixing the time and date of regular monthly meetings will be hereby rescinded.
- *Note:* See text of RCW in footnote.<sup>1</sup>

## BIAS Financial Statements

- Might not be available prior to meeting due to timing issues with County (see above).
  - See *Financial Statement Calendar* below for further discussion.
- *Budget Position Report (All Funds):* Recall the following:
  - *Revenue* includes 10 months (83.33% of year).
    - Second half of Property Tax is received in October.
  - *Payroll* expenditures include 10 months (83.33% of year).
  - All *Other* expenditures include only 9 months from February through October (75% of year).
- *Budget Position Report (By Fund):*
  - *On Demand Report:* Will only be run from time to time.
  - *Bottom Line* (in September, likely similar for October)
    - Positive for General Fund.
    - Negative for EMS Fund.
  - *Reasons*
    - *Wages*
      - For qualified EMTs wages have been split 60-40 (60% to EMS and 40% to GEN).
      - We will review and change wage allocations for year.
    - *Other Categories*
      - *Three categories*
        - *Consumable Supplies*
        - *Professional & Training Services*
        - *Govt Permit/License/Operating Fees*
      - These three categories are higher in EMS than in GEN.
      - This is the nature of the service and no attempt will be made to change these allocations.

## BIAS Payroll

- November payroll processed more smoothly (roughly two hours).
  - Paper files have been reorganized.
  - Checklists created.
- All monthly reports were prepared and liabilities paid.

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<sup>1</sup> Paragraph 2 of RCW 52.14.090 Office-Meetings reads as follows:

(2) *The board shall hold regular monthly meetings at a place and date as it determines by resolution, and may adjourn its meetings as required for the proper transaction of business. Special meetings of the board shall be called at any time under the provisions of RCW 42.30.080.*

## BIAS Payables

- Completed timely.

## BIAS Budgeting

- A *smooth* budget is available by Budget Hearing time.
- Approval is due in November.
- Resolution and budget submission to the County is due by November 30.

## IRS Communications

- No response to our fax of 10 October in response to an IRS Notice of overpayment.
- The *alleged* overpayment was made as a result of a discussion with an IRS Agent.
- Who knows what the outcome will be.

## Questions

- Staff is available to answer questions during the meeting.
- Please direct questions outside the meeting to the Chief.

## CHIEF REPORT AND OFFICER REPORTS:

### FIRE CHIEF

Tim McKern

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- ***Governance and Administration:***
  - New EMS Protocols complete we are rolling out new Meds and training on them
  - COVID 19 is slowing down. Now onto boosters
  - Getting back to Facebook live and “Coffee with the Chief” several times this month.
- ***Goals and Objectives:***
  - Station 22 Station pending ramp grade and potential gravel.
  - Support 22 ready for surplus and rehab on Utility 21
  - PPE for Fire Ground Grant with AFG received turndown but we have the LNI Fiire Program.
  - 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. We are looking into the budget impact if any.
  - New emails going out with the QFR2.org , Working well so far.
- ***Financial Resources:***
  - BIAS – David has report
  - GEMT funds still rolling in and working with BIAS on the reports due to HCA
- ***Physical Resources and Quality of Life (QOL):***
  - POE and complete email transition
- ***Health and Safety***
  - Review of Policies and Safety programs – Safety Committee meets with Officers 1<sup>st</sup> Wednesday of each month.
  - FIIRE Program update – VAP Surviv complete and working on RTW, Risk Assessment, other safety topics.

- **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> Next week here
  - Working with Jeffcom on new CAD program that included response plans, Crew Force
  - Working with JeffCom / MedeVac Providers to set up App for each provider.
- **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*
- *Strategic Plan updated and sent to the Board and Leadership.*
  - ☐ *Review Fire Levy for potential Lid Lift 2022*
  - ☐ *Safer for three more career staff 2022/2023*

## Deputy Chiefs Report

Don Svetich

### **Significant Events and Service Delivery:**

The month of October was a very busy month with a total of 61 responses. EMS calls totaled 42 responses, making up 69 % of our calls this month. Most were BLS, several were upgraded to ALS. We responded to 4 fire and several service calls and good intentions. Seems that we were living at Mile Post 302.5 for a good part of the month. At least 8 different accidents occurred at this point, all included speed as a base cause. The first month of burning has been relatively quiet with no real burn complaints. Covid cases continue to decrease in the County. Does seem that we have hit a plateau. The State and Federal levels are expecting sixth surge this coming holiday season due to this plateau. The Crews are still handling each EMS call as if, they are positive. Current protocols are being followed very closely.

### **Historical Call numbers for each year:**

- Finished October 2021 with **61** Responses vs **40** in 2020
- To date 2021 total to date of **492** Responses vs **406** in 2020
- **Emergency Medical Services: Our EMS Responses were 60% for 2021 total responses;** this has been stayed consistent on the 2021 year.
- **Apparatus Readiness:** Lt. McCrehin's report will cover:
- **Vehicle Replacement Plan (2018-2045):** Due for annual review.
- **Training and Competency:** Lewis and Svetich continue with their training in Mason County, they are doing well from the reports I received. We continue to look for good candidates to be volunteers.
- **Human Resources and Staffing:**  
No HR issues. We are still working on covering the second person on shifts. We are still meeting each incident needs. When needed mutual aid has been used to cover or assist with calls at times. We will be monitoring.
- **Admin / HR:** No update.

**Other: Any Questions?**  
**End of October 2021, Report. DFC D. Svetich**  
**See attached graphs on Incidents and Vehicle Milage.**

**October 2021 Incidents by Zone**

<b>INCIDENT TYPE</b>	<b>#</b>
<b>Zone: 21 - Quilcene</b>	
131 - Passenger vehicle fire	1
321 - EMS call, excluding vehicle accident with injury	20
357 - Extrication of victim(s) from machinery	1
361 - Swimming/recreational water areas rescue	1
733 - Smoke detector activation due to malfunction	1
744 - Detector activation, no fire - unintentional	1
<b>Zone: 22 - Coyle</b>	
100 - Fire, other	1
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	3
<b>Zone: 23 - Dabob</b>	
321 - EMS call, excluding vehicle accident with injury	2
322 - Motor vehicle accident with injuries	1
<b>Zone: Brinnon</b>	
322 - Motor vehicle accident with injuries	6
324 - Motor vehicle accident with no injuries.	1
551 - Assist police or other governmental agency	1
611 - Dispatched & cancelled en route	6
<b>Zone: Discovery Bay</b>	
321 - EMS call, excluding vehicle accident with injury	5
322 - Motor vehicle accident with injuries	2
400 - Hazardous condition, other	1
444 - Power line down	1
<b>Zone: East Jeff</b>	
141 - Forest, woods or wildland fire	1
611 - Dispatched & cancelled en route	1
<b>Zone: Port Ludlow</b>	
611 - Dispatched & cancelled en route	3
<b>Total Calls For October</b>	<b>61</b>

**Vehicle Milage for the Month: September**

Fleet Tracking #	Apparatus	Year Manf.	Monthly Mileage, Sept.	October	Miles Driven
B3139C	CMD 202, Chevy Truck	2005	103796	<b>104508</b>	<b>712</b>
B7209C	CMD 201, Ford XL Expedition	2020	19490	<b>20194</b>	<b>704</b>
82171C	E21, Freightliner	2005	38153	<b>38435</b>	<b>282</b>
55851C	E22, Ford F800	1996	26955	<b>26968</b>	<b>13</b>
71820C	Tender 21, MR2 Freightliner	2018	5119	<b>5166</b>	<b>47</b>
B6128C	A21, Dodge 5500 Diesel	2016	29674	<b>31021</b>	<b>1347</b>
C6410C	A212, GMC 4500	2018	44288	<b>44288</b>	<b>00</b>
B4486C	Brush 21, Ford F550, Type 6	2008	75034	<b>75036</b>	<b>2</b>
36251C	Brush 22, Ford F350, Type 6	1995	29318	<b>29375</b>	<b>57</b>
91128C	Utility 21, Chevy 2500 Truck	2005	191178	<b>192566</b>	<b>1388</b>
A2604C	U22, Ford SUV	2008	120243	<b>120269</b>	<b>26</b>
40842C	Support 21, Ford E350	1996	34340	<b>34347</b>	<b>7</b>

## A-SHIFT OFFICERS REPORT      LT. MARK MCCREHIN

### **Apparatus Readiness:**

- The GMC Aid Unit is in for repairs at Titus Will Chevrolet in Olympia. I received notification that the torque converter is faulty and will need replaced. This will cost around \$3900. Unfortunately, the power train warranty has expired. It is slated to be finished on Nov. 8 or 9.
- Items from S21 have been moved to U21. S21 has been removed from the Annex and relocated to Station 23. U21 has relocated from the rear of the bay at Station 21 to the Annex.

### **Training and Competency:**

- Target Solutions has been slow however, responders are working through the first set of training that was delivered.

### **Physical Resources and Quality of Life:**

- Recently we have found ourselves with a rodent problem. We have had traps around Station 21 that have not been able to trap anything. I spoke with Chief McKern about poison pellets. I spoke with several of our neighbors about the issue and the possibility of poison so they could be mindful of their dogs. Several of residents were concerned for their cats as well. So, on Nov. 11 there will be an exterminator at Station 21 to eval and set their own traps with weekly inspections. After the rodent problem is mitigated, the duct work at the Crew Quarters will need professionally inspected and cleaned.
- Station 21 was contacted by Quilcene School about a group of students that had an incident on a field trip. Mr. Moss, Principal at the school, did not want to have to suspend them due to the already difficult school year. Mr. Moss asked QFR if the students could come to Station 21 for some firework safety information and some "hard labor". DC Don Svetich worked with 4 students over an accumulative 6 hours where the students were introduced to some informational firework safety videos as well as some real-life lessons from a few of our various responders. The students also cleaned and organized 3 of our storage locations.
- Halloween was successful this year. Krystal McCrehin was able to stuff 100 bags of candy through a donation from a local community member Mike Kimball. The Quilcene Food Bank donated a 350+ pound pumpkin. Krystal and McCrehin and Sophie Knutzen were able to carve a Fireman with flames on the front. The Duty crew (Lt. Singleton and EMT Cassella Blackburn) staged the A21 outside to receive trick or treaters that came by to visit. All in all, a successful Halloween.

### **Staffing (next 30 days):**

- Staffing for November has been a little tight. Unfortunately, we have lost 2 of our core responders, with another gone for the winter. This leaves us with just 2. FF/EMT Zak Torres and EMT Lynne Cassella Blackburn have taken extra shifts for the month of November to assist in filling the gaps.

### **B-Shift Officers Report**

Lt. Kevin Winn

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

- On 10/18 we respond to a residential structure fire on Sea Home Rd.
- On 10/29 We responded to a Vehicle Fire on HWY 104.

#### **2. Training and Competency:**

- Torres and I helped instruct live fire training with Tyson and Andrews fire academy at North Bend.



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

- The New Emails are working great.
- The G1 SCBAs that was sent in for repairs due to a faulty low air alarm has returned and is back in service.
- Our G1 SCBAs are due for a flow test I have a quote and will be scheduling that soon.
- We have demoed Guardian Angel Lights. We liked them and will be ordering a few for rigs and Coyle volunteers with help from a donation from the Coyle woman's club.
- Our virtual Fire Prevention Week went well.

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

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

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## C- Shift Officers Report

LT Nick Singleton

### 1. Significant Events and Service Delivery:

- C Shift responded to 16 incidents during the month of October. Notable incidents include multiple traffic collisions on Mt. Walker's stretch of Highway 101 and a fully involved structure fire on Coyle.
- Water usage report will be sent to PUD on November 5<sup>th</sup> reporting approximately 4500 gallons used for incidents.
- A basic fire extinguisher class was organized and taught to 3 separate classes from Quilcene School district's culinary arts program. The goal of this training was to familiarize the QSD students with how to safely use an extinguisher and how to correctly identify the type of fuel burning to select the correct type of extinguisher. The training was held at Station 21 with a small live Class B fire for each student to extinguish with an ABC extinguisher. The class was very successful, and I hope to provide more training opportunities like this in the future.
- Provided an EMS standby with A21 at the Quilcene school for a high school football game. No significant events to report for that game.
- Will be working with Deputy Chief Svetich to provide the 2021 annual wildland report.

### 2. Apparatus Readiness:

- Ordered 4- 5-gallon jugs of Class A firefighting foam. The remainder of our stock in the annex was used to refill E21 after the Sea Home Road fire.
- Oil changes complete on E22's fan and generator. An oil change will be performed on B22's pump on the November the 7<sup>th</sup>. This will conclude all small engine annual maintenance for Station 22. A manual oil suction canister has been ordered for cleaner and more efficient oil changes on our small engines in the future.
- The hose load for all preconnected hose on E21, E22, and T21 have changed to a more standardized and well recognized hose load. The hose bed on E21 will be rearranged once the cargo net is installed. Information and training videos will be created and sent to the department when the project is finished.

### 3. Training and Competency:

- Blue card online modules are complete. The certification class is scheduled to take place November 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>.
- Continuing with EMS connect and EMS base station videos.
- Planning to attend the Mason County recruit academy as an instructor for a live burn at North Bend. This instruction will count as the live burn required every 2-3 years for our FF1 certification.
- Hose fundamental training at Station 22 scheduled for November 7<sup>th</sup>. This training will cover hose deployment and reloading, hose handling, communications, and defensive tactics for our Coyle volunteers.
- Met with DNR regional supervisor Matt Cervenka and discussed scheduling training with DNR for the 2022 Wildland season. More information on this in the coming months.

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

- All equipment from the DNR phase 2 grant has been received and inventoried. The paperwork for the 50% reimbursement has been submitted to DNR and QFR should expect to receive a check soon. The 2022 DNR phase 2 grant is expected to open January 2022 and QFR will apply when it opens. A list of purchase needs for that grant is in progress.
- PPE turned in has been inventoried, inspected, and stored in the PPE room.
- Both Positive pressure ventilation fans on E21 and E22 are missing a ball that screws on to the end of the adjustment handle to change the angle. This is an ease-of-use item, and the replacement part will be ordered when a representative calls back with further information.
- Passport tags for one volunteer ordered.
- The hose load for all preconnected hose on E21, E22, and T21 have changed to a more standardized and well recognized hose load. The hose bed on E21 will be rearranged once the net is installed. Information and training videos will be created and sent to the department when the project is finished.
- QFR has been awarded a \$500 grant from the Quilcene/Brinnon garden club for purchase of smoke/CO detectors for our customers. The QBGC will be presenting the check to QFR on November 18<sup>th</sup> at the community center.
- All hose and ground ladders are scheduled for their annual inspection and testing on November 22<sup>nd</sup>.

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

- Vacation scheduled for November 12<sup>th</sup> and December 17<sup>th</sup> and 18<sup>th</sup>.

### 6. Other:

- NTR.

### UNFINISHED BUSINESS

1. **Station 22:** Nothing
2. **JEFF COMM UPDATE:** Nothing
3. **RURAL REDUCTION PROGRAM:** Received the Narcan okay.
4. **STRATEGIC PLAN:** Passed out to all Commissioners. Will vote on it next month.

**NEW BUSINESS:** None.

**SECRETARY REPORT:** None.

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

**PUBLIC INPUT-GOOD OF THE ORDER:** Commissioner Herbert Beck asked about the Amazon sales tax that Jefferson County receives. The Jefferson County Treasurer was contacted about this and advised that District No. 2 Fire does not participate in this sales tax.

**EXECUTIVE SESSION:** None.

**ADJOURNMENT:** The meeting was adjourned at 7:45 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