



Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Board Chair

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

August 21, 2023, 7:00 p.m.

Station 21 and Zoom

ATTENDANCE:

Commissioner/Chair Frank – In Person

Commissioner Bacchus – In Person

Commissioner Kelbon – In Person

Secretary Rewitzer – In Person

Chief McKern – In Person

Exec. Assistant Neuenschwander – In Person

Captain M. McCrehin – Zoom

Lieutenant Winn – In Person

Lieutenant Singleton – Zoom

Firefighter T. Svetich – In Person

Volunteer Grooms – In Person

Volunteer Kinser – In Person

EJFR Commissioner Tillman – In Person

EJFR Commissioner Clemens – Zoom

Tanya Cray – 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:

Chief McKern led the pledge.

PUBLIC COMMENTS:

Tanya Cray, a citizen of the District, read a prepared statement regarding the need to contract for ALS services; her written statement was received as correspondence to the Board.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the addition of **New Business 3.**

Volunteer Firefighters Relief & Pension Board Business. Commissioner Kelbon

seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioners reviewed draft minutes of the July 17, 2023 Regular Meeting. Commissioner

Kelbon moved to accept the minutes. Commissioner Bacchus seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Vouchers totaled \$141,879.03.

Commissioner Frank moved to approve the vouchers. Commissioner Bacchus seconded. The

motion carried. Commissioner Frank signed the Payroll and Claims check registers.

The following item was addressed by the Board early in the meeting in consideration of people attending for whom the item was of particular interest.

UNFINISHED BUSINESS:

- 4. Contracting for ALS Services** – Commissioners reviewed a revised draft of an Emergency Services Interlocal Agreement (ILA) between District 1 and District 2 for ALS services. Commissioner Kelbon revised the draft ILA following a meeting with District 1 officials on August 3rd. The revised ILA calls for a \$15,000 annual payment to District 1 for ALS services as well as a \$450 payment to District 1 when their paramedic transports in a District 2 ambulance.

Commissioner Kelbon moved to approve the revised ILA with the understanding that the effective date of July 1, 2023 may be modified based upon the ratification and execution of the ILA. Further moved that Commissioner Frank is authorized to sign on behalf of the District. Commissioner Bacchus seconded. The motion carried. The revised ILA has not been reviewed or approved by District 1; Secretary Rewitzer will transmit the revised draft ILA as well as a clean copy to District 1.

MONTHLY REPORTS:

- **Chief's and Officer's Reports** – Commissioners were provided with the Monthly Fire Chiefs Report and a Northwest Interagency Coordination Center status report, as well as a verbal report from Chief McKern:
 - Volunteer D. Svetich identified a potential 'hot spot' near Snow Creek on infrared satellite imagery.
 - Volunteer Kinser is actively involved in the rollout of QFR CARES Program. CARES (Community Assistance, Referral, and Education Services) provides community outreach and assistance to residents.
 - Captain McCrehin reported that the pump on Engine 21 failed to operate at the Schoolhouse Road fire in Brinnon. The engine is at North Kitsap for repair.
- **Monthly Financial Report** – Commissioners were provided with a Treasurer's Report and a 2023 Budget Position report. Secretary Rewitzer reported the total fund balance increased by \$22,575 in July. Revenues included \$55,404 from timber sales. Operating expenditures are at 54.3% of budget with 58.3% of the year elapsed.
- **District Secretary's Report** – Commissioners were provided with a written report as well as a verbal report from Secretary Rewitzer:
 - The State Health Care Authority is auditing GEMT providers, including the District. The turnaround time to provide supporting documentation is very short.
 - IRS notified the District that overpayments of withholding taxes were applied to a disputed tax liability from 2019 and a disputed penalty from 2022. Subsequent IRS notification abated the 2022 penalty. The 2019 liability is still in dispute.

- The new website design through Streamline has positive feedback.

▪ **Commissioner's Report** – No report.

CORRESPONDENCE:

Commissioners received the following:

- Letter from East Jefferson Fire Rescue Chief Black thanking the District for response to the Beaver Valley fire on 8/1/2023.
- Email from Brinnon Fire Department Chief Manly thanking the District for response to the Schoolhouse Road fire on 8/16/2023.

Secretary Rewitzer reported notification dated August 16, 2023 was received from the IRS agreeing to the District's March 15, 2023 request for penalty abatement.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – Chief McKern reported contractor work on the Crew Quarters has been completed. The kitchen and flooring work came in below estimate. Members will do interior painting.
2. **Station 22 Facilities** – Volunteer Grooms reported the exterior painting has been completed. Members will work on signage and lighting.
3. **DNR Trust Lands** – Commissioner Kelbon provided a draft letter to Hilary Franz, Commissioner of Public Lands, Department of Natural Resources (DNR), regarding the impact on local taxing districts from a proposal to participate in Natural Climate Solutions investments and an extended Trust Land Transfer program. Participation was enthusiastically supported by the Jefferson County Board of County Commissioners (BOCC) in a June 27, 2023 letter to Commissioner Franz (a copy of the BOCC letter was provided to Commissioners for review).

Commissioner Kelbon noted that the District was not consulted by the BOCC on the specific land purchases and conservation transfers proposed by the county – even though the proposal involved land within District boundaries.

Commissioners were concerned about the potential diminishment of revenue from the County's proposal. The letter requested that the DNR consider relevant factors and consult with local taxing districts before proceeding with purchases and transfers of trust lands. Commissioner Frank moved to send the letter as drafted. Commissioner Bacchus seconded. The motion carried. Commissioners signed the letter and Secretary Rewitzer will transmit the letter to Commissioner Franz.

5. **Staff Deployments for State Mobilizations**– Commissioners reviewed information on backfill expenses. During June and July there were four fire mobilizations. The District

paid \$674 in duty officer standby and overtime pay but reimbursement from the DNR reduced District payroll expenses by \$7,566.

While Commissioners acknowledged the importance of aiding other communities experiencing emergency incidents, they were concerned about the impact of time away from the District and will continue to monitor.

NEW BUSINESS:

- 1. Resolution 2023-004** – Commissioner Kelbon requested the Board consider a resolution authorizing participation in the Olympic Peninsula Fire Commissioners Association. The association was formed to foster education and improvements in the fire and EMS service in the Olympic Peninsula region. As an example, Commissioner Kelbon provided information regarding the Firefighter Cancer Support Network which she received from the Association. Commissioner Kelbon moved to adopt the resolution. Commissioner Bacchus seconded. The motion carried.
- 2. Policy Updates: 319 Hazardous Materials Response, 322 Child Abuse Reporting, 325 Adult Abuse, 605 Hazardous Materials (HAZMAT) Training** – Secretary Rewitzer presented Lexipol updates of existing District policies. The updates involve minor legislative housekeeping and ongoing quality maintenance and do not alter operations. Commissioner Frank moved to accept the updates. Commissioner Kelbon seconded. The motion carried.
- 3. Volunteer Firefighters Relief & Pension Board Business** – Commissioners reviewed the application of Oscar Levine to become a volunteer member. Mr. Levine is a wildland firefighter and an EMT. Commissioner Frank moved to accept Mr. Levine as a volunteer and add him to the rolls. Commissioner Kelbon seconded. The motion carried.

SEMINARS/CONFERENCES/SPECIAL EVENTS:

The Washington Fire Commissioners Association conference is October 25-28, 2023 at Tulalip Resort and Casino.

The annual Laws Update Seminar from Snure Seminars will be October 25, 2023, also at Tulalip, or available via Zoom. Secretary Rewitzer will enroll interested commissioners in the Zoom offering.

GOOD OF THE ORDER:

Lt. Singleton is working on identifying DNR gate keys.

Volunteer Grooms noted that there is confusion about burn ban notifications and suggested better signage which he will look in to.

Chris McLane noted that a tree is threatening a power line near Fisherman's Harbor but the PUD was not responsive to the issue. Chief McKern will reach out to PUD.

ADJOURNMENT:

The meeting was adjourned at 8:15 p.m.

ATTACHMENTS:

General Certificate for Claims: Payroll Check Register dated 8/1/2023.
Claims Check Register dated 8/21/2023.

Reports: July 2023 Treasurer’s Report
July 2023 Monthly Fire Chief’s Report

Resolution: 2023-004 Authorizing participation in the Olympic Peninsula Fire Commissioners Association

APPROVED this 18th day of SEPTEMBER, 2023 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

Time: 09:55:10 Date: 08/01/2023

08/05/2023 To: 08/05/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
448	08/05/2023	Payroll	20	EFT	Lynne Cassella-Blackburn	1,196.72	2023.07 Payroll
450	08/05/2023	Payroll	20	EFT	Mark A McCrehin	4,564.01	2023.07 Payroll
451	08/05/2023	Payroll	20	EFT	Timothy M McKern	11,760.66	2023.07 Payroll
452	08/05/2023	Payroll	20	EFT	Robert J Rewitzer	2,500.00	2023.07 Payroll
453	08/05/2023	Payroll	20	EFT	Nicholas Singleton	4,622.44	2023.07 Payroll
454	08/05/2023	Payroll	20	EFT	Tyson J Svetich	3,694.28	2023.07 Payroll
455	08/05/2023	Payroll	20	EFT	Zachary D Torres	3,596.54	2023.07 Payroll
456	08/05/2023	Payroll	20	EFT	Kevin R Winn	4,870.12	2023.07 Payroll
457	08/05/2023	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 08/05/2023 To 08/05/2023 - HRA VEBA
458	08/05/2023	Payroll	20	EFT	US Treasury	7,207.57	941 Deposit for Pay Cycle(s) 08/05/2023 - 08/05/2023
459	08/05/2023	Payroll	20	EFT	WA Dept of Retirement Systems	7,069.94	Pay Cycle(s) 08/05/2023 To 08/05/2023 - LEOFF2; Pay Cycle(s) 08/05/2023 To 08/05/2023 - PERS2; Pay Cycle(s) 08/05/2023 To 08/05/2023 - NLEC Liability
447	08/05/2023	Payroll	20	1362	Melody Bacchus	117.46	2023.07 Payroll
449	08/05/2023	Payroll	20	1363	Art Frank	117.46	2023.07 Payroll
460	08/05/2023	Payroll	20	1364	IAFF Local 2032	255.00	Pay Cycle(s) 08/05/2023 To 08/05/2023 - Union Dues
461	08/05/2023	Payroll	20	1365	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 08/05/2023 To 08/05/2023 - 457 Plan; Pay Cycle(s) 08/05/2023 To 08/05/2023 - 457 Plan Roth
462	08/05/2023	Payroll	20	1366	Trusted Plans Service Corporation	7,754.13	Pay Cycle(s) 08/05/2023 To 08/05/2023 - Medical; Pay Cycle(s) 08/05/2023 To 08/05/2023 - Dental
						32,289.47	
						29,454.36	
						61,743.83	Payroll:
							61,743.83

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 09:55:10 Date: 08/01/2023

08/05/2023 To: 08/05/2023

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.**

Robt Reutter

Preparer

8-1-2023

Date

J. M. Clark

Auditing Officer

8-1-2023

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.

AW Fl

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

8/21/23

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: 07:22:07 Date: 08/21/2023

08/01/2023 To: 08/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
467	08/21/2023	Claims	10	620908	AT&T Mobility	492.98	Monthly Cellular Service
468	08/21/2023	Claims	10	620909	Across the Street Productions	425.00	Annual Blue Card renewal
469	08/21/2023	Claims	10	620910	Amazon Capital Services	228.67	Valve & fittings for St 23 water tank
470	08/21/2023	Claims	10	620911	Boundtree Medical LLC	760.34	Monthly Medical Supplies
471	08/21/2023	Claims	10	620912	Canon Financial Services, Inc	54.44	Monthly Printer Lease
472	08/21/2023	Claims	10	620913	Cooper Fuel	1,318.86	Monthly Fuel/Heating Oil
473	08/21/2023	Claims	10	620914	EMS Connect LLC	96.50	Monthly EMS Training
474	08/21/2023	Claims	10	620915	EMS Special Agency Fund	187.00	Monthly Transport Fee
475	08/21/2023	Claims	10	620916	ESO Solutions, Inc.	299.43	Monthly RMS Fee
476	08/21/2023	Claims	10	620917	Fire Protection District No. 4	480.04	Burn Restrictions signs
477	08/21/2023	Claims	10	620918	Good Man Inc	111.57	Monthly Restroom Service - Station 22
478	08/21/2023	Claims	10	620919	Henery Hardware	5.30	Washers to attach Burn Ban signs
479	08/21/2023	Claims	10	620920	Hoffman Painting	13,092.00	Station 22 Painting Project
480	08/21/2023	Claims	10	620921	IMS Alliance	16.20	Passport tags - Brotherton
481	08/21/2023	Claims	10	620922	JC Dept of Public Works	355.28	Monthly Fuel
482	08/21/2023	Claims	10	620923	JC Fire District #2 Payroll	61,743.83	2023.08.05 Payroll Reimbursement
483	08/21/2023	Claims	10	620924	Jamestown Networks	458.41	Monthly Internet & Telephone
484	08/21/2023	Claims	10	620925	Laerdal Medical Corporation	1,033.78	CPR Manikin Electrical Kit
485	08/21/2023	Claims	10	620926	Timothy M McKern	100.00	Monthly Personal Device Stipend
486	08/21/2023	Claims	10	620927	Municipal Emergency Svcs	83.11	Class B shirt - Lynne
487	08/21/2023	Claims	10	620928	Murrey's Disposal Co Inc	51.88	Monthly garbage service
488	08/21/2023	Claims	10	620929	Nieman Construction Co., Inc.	49,740.87	Crew Quarters Kitchen Remodel
489	08/21/2023	Claims	10	620930	Nieman Construction Co., Inc.	5,495.37	Crew Quarters Flooring
490	08/21/2023	Claims	10	620931	Northwest Communications Inc	15.00	Shipping for pager repair
491	08/21/2023	Claims	10	620932	Olympic Springs Inc	107.41	Monthly Water Service
492	08/21/2023	Claims	10	620933	Pacific Office Equipment	602.44	Monthly Computer Service
493	08/21/2023	Claims	10	620934	Peninsula Pest Control Inc	81.83	Quarterly Pest Control
494	08/21/2023	Claims	10	620935	Quilcene Village Store	141.28	Fuel (replace warrant 620483)
495	08/21/2023	Claims	10	620936	Streamline	150.00	Monthly Website
496	08/21/2023	Claims	10	620937	Systems Design West LLC	687.00	Monthly EMS Billing (June & July)
497	08/21/2023	Claims	10	620938	US Bank	3,194.08	3299 - Tires for Aid 212; 3299 - Fastener for T21; 3299 - Oil & Flush for U22; 3299 - Dishwasher for Crew Quarters; 3299 - Pump Engine Service B21; 3299 - Wall File Organizer; 3299 - Credit for Return
498	08/21/2023	Claims	10	620939	Wave Broadband	214.10	Monthly Internet/Cable - Crew Quarters
499	08/21/2023	Claims	10	620940	Westbay Auto Parts Inc	55.03	DEF for A21

001 General Fund 662 600 71

106,017.30

040 EMS Fund 662 610 71

35,861.73

 Claims: 141,879.03

141,879.03

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 07:22:07 Date: 08/21/2023

08/01/2023 To: 08/31/2023

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.**

Robert Reintzer

Preparer

8-21-2023

Date

J. M. ...

Auditing Officer

8-21-2022

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.

Ad ...

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

8/21/23

Date

* **Note:** District Procedure 805 *Issuance of Warrants by the District* allows or requires the following:

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TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 15:50:27 Date: 08/03/2023
Page: 1

07/01/2023 To: 07/31/2023

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	646,113.64	60,759.38	42,797.23	664,075.79	0.00	2,722.46	0.00	666,798.25
040 EMS Fund 662 610 71	729,618.64	41,696.46	47,586.97	723,728.13	0.00	342.50	0.00	724,070.63
070 Capital (Reserve) Fund 662 631 71	1,922,486.43	10,503.15		1,932,989.58	0.00	0.00	0.00	1,932,989.58
	3,298,218.71	112,958.99	90,384.20	3,320,793.50	0.00	3,064.96	0.00	3,323,858.46

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 15:50:27 Date: 08/03/2023
 Page: 2

07/01/2023 To: 07/31/2023

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	300,613.64	108,346.35	90,384.20	318,575.79	0.00	0.00	318,575.79
20 Payroll-1st Security	75,000.00	70,492.00	70,492.00	75,000.00	0.00	3,064.96	78,064.96
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	349,618.64	41,696.46	47,586.97	343,728.13	0.00	0.00	343,728.13
70 Capital (Reserve)-JeffCo	2,572,486.43	10,503.15	0.00	2,582,989.58	0.00	0.00	2,582,989.58
Total Cash:	3,298,218.71	231,037.96	208,463.17	3,320,793.50	0.00	3,064.96	3,323,858.46
	3,298,218.71	231,037.96	208,463.17	3,320,793.50	0.00	3,064.96	3,323,858.46

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

07/01/2023 To: 07/31/2023

As Of: 07/31/2023 Date: 08/03/2023
 Time: 15:50:27 Page: 3

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	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	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	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	583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll	
2023	83	01/31/2023	Payroll	20	1308	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/31/2023 To 01/31/2023 - Union Dues	
2023	139	03/01/2023	Payroll	20	1314	Krystal McCrehin	118.52	2023.02 Payroll	
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll	
2023	209	04/03/2023	Payroll	20	1327	Krystal McCrehin	104.67	2023.03 Payroll	
2023	333	06/05/2023	Payroll	20	1342	IAFF Local 2032	255.00	Pay Cycle(s) 06/05/2023 To 06/05/2023 - Union Dues	
2023	380	07/05/2023	Payroll	20	1345	Melody Bacchus	234.94	2023.06 Payroll	
2023	381	07/05/2023	Payroll	20	1346	David Blohm	55.41	2023.06 Payroll	
2023	382	07/05/2023	Payroll	20	1347	Ken Brotherton	96.97	2023.06 Payroll	
2023	390	07/05/2023	Payroll	20	1352	Viviann Kuehl	27.70	2023.06 Payroll	
2023	396	07/05/2023	Payroll	20	1354	James L Pinks	110.82	2023.06 Payroll	
2023	399	07/05/2023	Payroll	20	1355	Donald Svetich	55.41	2023.06 Payroll	
2023	400	07/05/2023	Payroll	20	1356	Thais Svetich	69.26	2023.06 Payroll	
2023	410	07/05/2023	Payroll	20	1358	IAFF Local 2032	255.00	Pay Cycle(s) 07/05/2023 To 07/05/2023 - Union Dues	
							3,064.96		
Fund							Claims	Payroll	Total
001 General Fund 662 600 71							0.00	2,722.46	2,722.46
040 EMS Fund 662 610 71							0.00	342.50	342.50
							0.00	3,064.96	3,064.96

TREASURER'S REPORT
Signature Page

07/01/2023 To: 07/31/2023

REVIEWED AND APPROVED

Robert R. Wittman

Preparer

8-3-2023

Date

Donna C. ...

Auditing Officer

8-3-2023

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For July 2023

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 Hiring Staff is the Key focus and Budget 2024 being developed
- CARES Volunteer Program – Kimberly is working with me on this new project and she I rode with CARES Team. . Local CARES is assisting with some of our neighbors. She and I will be meeting to discuss Guidelines and next steps.

Goals and Objectives:

- Station 22 Station Exterior Painting
- AFG Safer 2022 applied and should have news sometime in July
- Crew Qtrs Kitchen and floors completed and the project is about 90% complete.

Financial Resources:

- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- CMS (Medicare) Data Collection Project for 2022 July 1,2022 – June 30 2023
- EJFR ALS Contract review with Commissioner Kelbon , Chief and EJFR Committee Update at the meeting.

Physical Resources and Quality of Life (QOL):

- Lucas CPR Devise in place for the Summer Pilot project . 1 so far
- Working with staff on new extrication tools and mounting on E21

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets working on SIP and APP plan for adoption and forward to the FIIRE program
- FIIRE Program update – VAP Surviver complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 2nd quarter 2nd year requirements.

Essential Resources

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- Working on ending the contract with Target Solutions and moving forward new ENS and Fire Project.

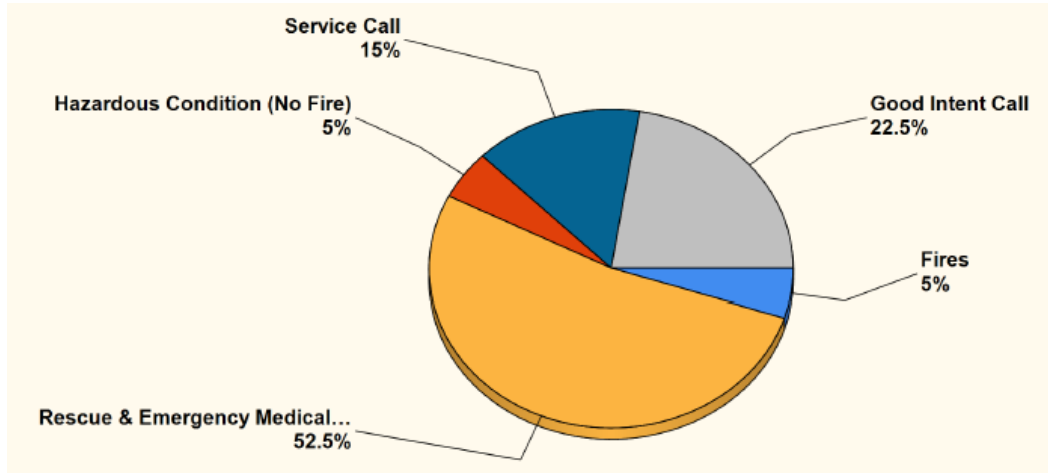
External Relationships

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- A number of special events over next three months with limited impact on the agency

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing – partnership with DCD
- Strategic Plan review at Leadership updating with recent Stryker Gurney Overview

July 2023 Incidents



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	5%
Rescue & Emergency Medical Service	21	52.5%
Hazardous Condition (No Fire)	2	5%
Service Call	6	15%
Good Intent Call	9	22.5%
TOTAL	40	100%

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 21 - Quilcene		
321 - EMS call, excluding vehicle accident with injury	Reviewed	10
511 - Lock-out	Reviewed	1
561 - Unauthorized burning	Reviewed	3
611 - Dispatched & cancelled en route	Reviewed	1
Zone: 22 - Coyle		
321 - EMS call, excluding vehicle accident with injury	Reviewed	4
400 - Hazardous condition, other	Reviewed	1
551 - Assist police or other governmental agency	Reviewed	1
600 - Good intent call, other	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1
Zone: 23 - Dabob		
321 - EMS call, excluding vehicle accident with injury	Reviewed	3
444 - Power line down	Reviewed	1
500 - Service Call, other	Reviewed	1
Zone: Brinnon - 16D04 Brinnon Fire Department		
142 - Brush or brush-and-grass mixture fire	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1
Zone: Discovery Bay - 16D05 Discovery Bay Fire Department		
311 - Medical assist, assist EMS crew	Reviewed	2
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
322 - Motor vehicle accident with injuries	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	4
Zone: East Jeff - 16D01 East Jefferson Fire & Rescue		
141 - Forest, woods or wildland fire	Reviewed	1
Zone: XX - Other Out Of District		
611 - Dispatched & cancelled en route	Reviewed	1

Apparatus Readiness:

- E21 had a visit to NKFR for the Pump Interlink connection. The computer for the pump was not seeing that the parking brake had been applied. NKFR replaced a sensor behind the parking brake valve and not the pump is working as it should. While NKFR was working they found a small air leak for the air gauges. The new gauges have been ordered, but of course they are on back order. Once they arrive NKFR will hopefully be able to be at Station 21 to replace them.

Training and Competency:

- Target Solutions still has 10 overdue assignments.
- Lt. Kevin Winn has begun training with our new reporting software, ESO. Lt. Winn has been able to get some training to the other officers on areas that we will be using extensively. I have done training in Personnel Management, and Asset Inventory. I currently have moved all training and certifications from ERS to ESO.

Physical Resources and Quality of Life:

- Nieman Const. is almost finished with the work at the Crew Quarters. The kitchen remodel is complete!

QFR Events:

- FF/EMT Svetich and Torres are meeting with officials and working to set QFR up during Quilcene Day. We will have an appearance in the parade, as well as a space for the Safety Trailer and information booth. I will be picking up the Safety Trailer the day before at Station 41 and returning it to Station 41 the day after.

		Report Date		8/16/2023											
Apparatus Type	ID*	Vehicle Number	Mfg Dt	In Yrs	Age	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	27	1/1/1999	Unknown	Unknown	Unknown	27,689	N/A	1,002	N/A			
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	Unknown	41,023	2,068	2,202	111			
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	Unknown	30,054	N/A	1,113	N/A			
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	Unknown	75,786	N/A	4,848	N/A			
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	Unknown	6,005	343	1,201	61			
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	Unknown	N/A	196,329	N/A	10,537	N/A			
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	Unknown	N/A	120,911	N/A	8,061	N/A			
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	Unknown	N/A	49,552	1,983	8,259	260			
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	Unknown	N/A	54,341	1,064	13,585	189			
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	Unknown	N/A	111,073	N/A	5,961	N/A			
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	Unknown	N/A	36,936	N/A	12,312	N/A			

Significant Events and Service Delivery:

- On 07/21 we assisted Dist. 5 with a 2 vehicle MVA on Hwy 101.
- On 08/01 we assisted EJFR with a Wildland Fire on Beaver Valley Rd.

Training and Competency:

- ESO Admin Training Completed

Physical Resources and Quality of Life:

- Our Child and Babysitting Safety Class (CABS) we held on July 16th went great and was well received. We plan to schedule additional classes in the future.
- Our CPR/First Aid Class held for July 22nd went great and had a decent student turnout.
- On 07/24 I taught a BLS CPR class to Dist. 5 members.
- We are still doing our 60-day field testing of the Stryker Mechanical CPR Lucas Device. The Lucas Device is in service on A21 and will be deployed on CPR calls. C-Shift used the Lucas device on a CPR call. The Lucas Device was a beneficial tool on that call and received high praise from all responders on scene. Dr Carlbom has received and reviewed the data from that call.
- I am continuing to work on getting ESO set up for our transition to it from Emergency Reporting in September. I have completed setting up the Medical and Fire Reporting system settings and configurations. I have also completed installing ESO on our Surface Go's for our medical reporting. Department training on ESO will be announced soon.
- With help from Capt. McCrehin and Lt. Singleton we are working on transferring all our assets from Emergency reporting to ESO. We are rebuilding the inventory system, so it is accurate going forward on ESO.
- I have been training a few of our department members as ESO "Super Users". These department members have received in-depth training ahead of our official department training. These users are testing out the system to give me feedback and will be the go-to point of contact for members needing help.
- I have been assisting Dist. 5 with setting up their ESO Fire and Medical Reporting Models.
- I have been working with Kimberly and the Chief to get our own FIRE CARES program started. Kimberly has completed ride alongs with EJFR and Poulsbo Fires Care programs. Kimberly has earned a great deal of information that will be beneficial to building our own cares program.
- Luckily the 4th of July was uneventful for our district. We only responded to 1 illegal burn call that night.
- 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. My next meeting is Aug 30th.

- I have been working with Volunteer Ken Brotherton on his fundamentals training. Ken has been doing great with his training and enjoys being here. He has already pulled a 48 hr shift.
- FF/EMT Zak Torres is heading up organizing our participation in the Quilcene Fair's Parade this year.
- FF/EMT Tyson Svetich is heading up organizing our Departments Booth at the Quilcene Fair and Parade this year.

Staffing (next 30 days):

- I have vacation planned for the month of August on the 25th and 26th.

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 Ages: 12 and Up
 Training: 3 to 4 hours for CABS CABS & CPR/First Aid 3 to 4 hours each over 2 days

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 Email Us: districtsecretary@qfr2.org
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Significant Events and Service Delivery:

- C-Shift responded to 18 incidents during the month of July. Notable incidents include:
- Vehicle lock-out assist after owner's dog hit the interior lock button as they were leaving a recreation area on a hot day. The crew was able to create a gap in the door and use a hook to fish out the keys and the dog was unharmed.
- Mutual aid to District 4 for a small 0.10-acre wildland fire that was the result of illegal burning next to a home. The fire was burning with a slow rate of spread in brush/timber and was quickly knocked down. Mop-up was difficult due to fuels and soil but was done efficiently and turned over to DNR.
- Responded to an accidental self-inflicted gunshot wound. The patient was stable with wounds to soft tissue, missing all major vessels and bones. Patient transported BLS to Silverdale.
- Water usage report sent to PUD with approximately 4000 gallons used between incidents, training, and maintenance.

Apparatus Readiness:

- The K12 cutoff saw on E21 is having some difficulty starting. It is being monitored and will receive a further diagnostic if the issue worsens.
- Added the Stihl 044 Chainsaw to T21 with fuel bottles for mixed fuel and bar oil. T21 needs a set of irons for forcible entry, and I am researching a new set.
- Annual maintenance is due on B21 and B22 pumps, with B21's pump needing extensive preventative maintenance due to age. Captain McCrehin has requested a maintenance ticket for B21's pump and will be performing that maintenance.
- An issue was noted with E21's pump not maintaining pressure during a morning rig check. The issue was documented and E21 taken OOS for maintenance. E22 was brought up to Station 21 while E21 was OOS.

Training and Competency:

- Met the seasonal DNR Crew staffing E-1101 out of Eaglemount Rd for relationship development and apparatus familiarization. C-Shift is planning training with E-1101, Led by FF Oscar Levine, for the coming months on interoperability, communications, EMS, strategies, and tactics. Next training will be progressive hose lay training at Station 21, followed by portable pumps and water use at the river.
- FF/EMT Zak Torres completed his field day, and all paperwork has been sent to DNR to receive his initial FFT2 Wildland Red Card. DNR is busy this time of year and I have no ETA for his RC but expect it to be within a couple of weeks from submittal.
- DNR E-1101 from Eaglemount Rd attended and trained during the field day for Torres. This was a great opportunity for interagency training and intros with the seasonal DNR crew.

- Working with LUCAS each shift that time allows with many hours logged. The LUCAS device was used on a CPR incident with mutual aid resources and received great feedback from medics.

Physical Resources and Quality of Life:

- CPR manikin upgrade kit has been received, installed, and is working well. The real time feedback on compressions, ventilations, and timing will allow for amazing growth in CPR skills!
- Ordered fittings and valves for Water tanks at Station 22 and 23. The water fittings for the tank at Station 22 have been installed and the tank is in service.
- With updates to water related incident policies, more PFDs will be ordered to ensure greater availability for QFR personnel.
- Two wildland BK radios are malfunctioning and have been sent in for repair.
- PPE and Passport tags have been issued to Volunteer Ken Brotherton.

Staffing (next 60 days):

- NTR.

Other:

- Spent a few hours cleaning up Station 23 with lawn trimming, string trimming, brushing, pressure washing apron, cleaning windows, sweeping bay, and picking up trash. Will return soon to finish pressure washing, cleaning the interior, and cleaning gutters.



Jefferson County Fire Protection District No. 2

▪ QUILCENE FIRE RESCUE ▪

70 Herbert Street
PO Box 433
Quilcene, WA 98376
360.765.3333

BEFORE THE BOARD OF FIRE COMMISSIONERS
OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2

IN THE MATTER OF AUTHORIZING DISTRICT) RESOLUTION NO.
PARTICIPATION IN THE OLYMPIC PENINSULA) 2023-004
FIRE COMMISSIONERS ASSOCIATION)

WHEREAS, elected or appointed officials of fire protection districts, regional fire protection service authorities, and emergency services organizations on the Olympic Peninsula have duly formed the Olympic Peninsula Fire Commissioners Association to foster education and improvements in the fire and EMS service on the Olympic Peninsula of the State of Washington;

WHEREAS, RCW 52.12.031(5) expressly provides for the formation of such associations to secure information of value in suppressing and preventing fires and other district purposes, to hold and attend meetings, and to promote more economical and efficient operation of the associated fire districts;

WHEREAS, this District desires to support the objectives of the Olympic Peninsula Fire Commissioners Association by paying the duly adopted annual dues of the Association;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, that the District shall support the Olympic Peninsula Fire Commissioners Association by paying the annual dues adopted, or to be adopted by the Association officers, not to exceed one-hundred dollars (\$100.00) per year, per participating commissioner, until such time as this resolution is superseded, modified, or repealed.

ADOPTED by the following vote this 21st day of AUGUST, 2023 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 in regular session at Quilcene, Washington, then signed by its membership and attested to by its Secretary in authorization of such adoption:

3 ✓ YEA; 0 NAY; 0 ABSTAIN; AND 0 ABSENT.



BOARD OF FIRE COMMISSIONERS
JEFFERSON CO. FIRE PROTECTION DIST. #2


ART FRANK, Chair of the Board


MELODY BACCHUS, Commissioner


MARCIA KELBON, Commissioner

ATTEST:

ROBERT REWITZER, District Secretary