



Jefferson County Fire Protection District No. 2

Commissioner Marcia Kelbon
Board Chair
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

Commissioner Melody Bacchus
Commissioner Art Frank

MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on March 16, 2026

ATTENDANCE:

Commissioner/Chair Kelbon	Office Assistant Brush
Commissioner Bacchus	Captain McCrehin
Commissioner Frank	Lieutenant Singleton (via Zoom)
Chief McKern	Captain Grooms
Secretary Rewitzer	CARES Specialist Kinser (via Zoom)
Executive Assistant D. Neuenschwander	

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Captain Grooms led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Kelbon moved, Commissioner Bacchus seconded, to adopt the agenda with the addition of an Executive Session, RCW 42.30.110(1)(g) to review the performance of a public employee, after the Good of the Order. Motion carried.

APPROVAL OF MINUTES:

Commissioner Kelbon moved, Commissioner Frank seconded, to approve minutes from the February 23, 2026 Regular Meeting, with an edit to note that Commissioner Frank joined the meeting via Zoom after the approval of the Minutes and Vouchers. Motion carried.

Commissioner Kelbon moved, Commissioner Frank seconded, to approve minutes from the March 9, 2026 Special Meeting. Motion carried.

APPROVAL OF VOUCHERS:

Commissioners received vouchers for review prior to the meeting. Commissioner Kelbon moved, Commissioner Bacchus seconded, to approve vouchers totaling \$117,593.69. Motion carried.

REPORTS:

Commissioners received the Monthly Fire Chief's Report, Treasurer's Report, and Budget Position Report. In addition:

- Chief McKern reported on working through the ongoing challenges with NERIS reporting.
- CARES Specialist Kinser reported on working with Sec'y Rewitzer on a QFR CARES job description that will incorporate the *Compensation and Benefits for Non-Represented Employees* document. Both documents will be used to hire a new CARES team member. Commissioner Bacchus led a discussion regarding CARES program funding based on the 2026 OCH contract. All agreed on the importance of tracking revenues and expenditures related to QFR CARES.
- Captain McCrehin provided an update on Engine 21 and the new Brush 21.
- Captain Grooms provided an update on Engine 22 and reported that new volunteer applications are expected for Station 22 in the coming months.

- Lieutenant Singleton reported on continued challenges with FEMA training for volunteers and wildland red card applicants.
- Sec’y Rewitzer provided a financial update and noted an increase in payroll taxes due to an increase in L&I rates after the 2026 Budget was approved. The increase will be partially offset by credits from overpayment to L&I in previous months. Commissioner Kelbon asked about two public records requests made to the District, and Sec’y Rewitzer reported the requests were standard.
- Commissioner Kelbon provided a reminder that recertification is required every four years for the Open Public Meetings Act and Public Records Act. Kelbon also reported on a BOCC discussion relating to the Revenue Advisory Committee and an update from Jim Buck regarding 10-year average timber yield.
- Commissioner Frank led a discussion on the ongoing county-wide deliberation regarding a fireworks ban.

CORRESPONDENCE:

No correspondence received.

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – Commissioners received the DNR’s 2025 Quarterly Income Report – 4th Quarter for Jefferson County. The report showed an expectation of revenue in 2026 from timber sales under contract. County Treasurer Prada is investigating an alleged payment by DNR that will generate about \$4K in revenue for the District. Sec’y Rewitzer reported on his attendance at the DNR quarterly report to the Board of County Commissioners on March 16, 2026. A payment of \$1.5M is expected to the County this April for Last Crocker Sorts with an estimated revenue of \$250K for the District.
2. **Dabob Bay TLT Funding Letter** – Chief McKern led a discussion on the Dabob Bay TLT Funding Letter. Commissioner Frank noted the letter should concisely convey that the District supports actions that protect both the District’s natural resources and financial solvency. All Board members signed a provided copy of the letter which will be sent to Kenny Ockler, TLT Program Manager.
3. **Regional ALS Program** – Chief McKern reported on his meeting with Chief Manly and Chief Knoepfle and the need to align ambulance billing rates amongst the three Districts. Also reported on Lt. Ellis’ work with A Shift and the lack of news on reinstating SAFER grants. Commissioner Bacchus asked for data comparing the costs between hiring a Firefighter/Medic versus a Medic. Chief McKern agreed to research the data. The next joint board meeting will take place on March 23, 2026.

NEW BUSINESS:

1. **Reserve Study** – EA Neuenschwander led a discussion on a proposed Building Reserve Study to inventory and assess the condition of the District’s Buildings and prepare a 30- to 50-year plan for major maintenance and repair. This study will not include the District’s apparatuses. Once the study is complete, the District may choose to establish a Reserve Fund with the County Treasurer to earmark funds for ongoing maintenance and repair. Four RFPs were submitted and one was returned from a firm that focuses on municipal buildings.

Commissioner Kelbon asked for clarification between a Reserve Fund and a Capital Fund and about the flexibility of utilizing funds within the Reserve Fund. A discussion ensued regarding the

similarities and differences between the two funds and the benefits gained from the study. The Board agreed to move forward with the Reserve Study.

- Moser Memorial** – Retired volunteer Steve Monroe wrote a letter to commissioners proposing that the District rename Coyle Station 22 in honor of Moe and Marni Moser for their service to the District. Captain Grooms led a discussion on the matter and proposed the focus should remain on the organization and not the people who pass through it. Commissioner Frank suggested moving forward with a commemorative bench or plaque and reaching out to the Quilcene Emergency Volunteers Association for funding. All in attendance agreed with this approach.

EXECUTIVE SESSION:

A 12-minute Executive Session was called by Commissioner Kelbon at 8:23 p.m. per RCW 32.30.110(1)(g) to review the performance of a public employee. The Executive Session was extended for an additional 10 minutes at 8:35 p.m. The meeting was called back to order at 8:45 p.m. No action was taken.

GOOD OF THE ORDER:

Commissioners were advised of the upcoming WFCA Spring Series Training as well as the Region 9 Workshop. Chief McKern asked to reschedule the Regular Board Meeting from 7:00 p.m. on May 18, 2026, to 9:00 a.m. on May 18, 2026. Board Chair Kelbon will schedule this Special Meeting at the next Regular Board Meeting on April 20, 2026.

ADJOURNMENT:

The meeting adjourned at 8:46 p.m.

ATTACHMENTS:

General Certificate for Claims: 3/4/2026 Payroll Check Register
3/16/2026 Claims Check Register

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

APPROVED this 20TH day of APRIL, 2025 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

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



MARCIA KELBON, Commissioner/Chair



MELODY BACCHUS, Commissioner



ART FRANK, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:21:03 Date: 03/02/2026

03/04/2026 To: 03/04/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
136	03/04/2026	Payroll	20	EFT	Melody Bacchus	147.76	2026.03 Payroll
137	03/04/2026	Payroll	20	EFT	William Brush	1,748.07	2026.03 Payroll
138	03/04/2026	Payroll	20	EFT	Lynne Cassella-Blackburn	346.31	2026.03 Payroll
139	03/04/2026	Payroll	20	EFT	William Dixon	27.70	2026.03 Payroll
141	03/04/2026	Payroll	20	EFT	Marcia Kelbon	147.76	2026.03 Payroll
142	03/04/2026	Payroll	20	EFT	Kimberly Kinser	964.14	2026.03 Payroll
143	03/04/2026	Payroll	20	EFT	Brady W Matheson	4,409.21	2026.03 Payroll
144	03/04/2026	Payroll	20	EFT	Mark A McCrehin	5,083.37	2026.03 Payroll
145	03/04/2026	Payroll	20	EFT	Timothy M McKern	7,630.18	2026.03 Payroll
146	03/04/2026	Payroll	20	EFT	Luke Miller	55.41	2026.03 Payroll
148	03/04/2026	Payroll	20	EFT	Robert J Rewitzer	5,010.70	2026.03 Payroll
149	03/04/2026	Payroll	20	EFT	Nicholas Singleton	6,467.49	2026.03 Payroll
150	03/04/2026	Payroll	20	EFT	Alyssa Sturm	27.70	2026.03 Payroll
151	03/04/2026	Payroll	20	EFT	Tyson J Svetich	5,386.10	2026.03 Payroll
152	03/04/2026	Payroll	20	EFT	Debbie Tillman	879.06	2026.03 Payroll
153	03/04/2026	Payroll	20	EFT	Zachary D Torres	3,106.24	2026.03 Payroll
154	03/04/2026	Payroll	20	EFT	Kevin R Winn	5,714.01	2026.03 Payroll
155	03/04/2026	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 03/04/2026 To 03/04/2026 - HRA VEBA
156	03/04/2026	Payroll	20	EFT	US Treasury	8,473.25	941 Deposit for Pay Cycle(s) 03/04/2026 - 03/04/2026
157	03/04/2026	Payroll	20	EFT	WA Dept of Retirement Systems	8,039.25	Pay Cycle(s) 03/04/2026 To 03/04/2026 - LEOFF2; Pay Cycle(s) 03/04/2026 To 03/04/2026 - PERS2
140	03/04/2026	Payroll	20	1678	Art Frank	147.76	2026.03 Payroll
147	03/04/2026	Payroll	20	1679	Brady T Palmer	27.70	2026.03 Payroll
158	03/04/2026	Payroll	20	1680	IAFF Local 2032	600.00	Pay Cycle(s) 03/04/2026 To 03/04/2026 - Union Dues
159	03/04/2026	Payroll	20	1681	Nationwide Retirement Solutions	3,254.99	Pay Cycle(s) 03/04/2026 To 03/04/2026 - 457 Plan; Pay Cycle(s) 03/04/2026 To 03/04/2026 - 457 Plan Roth
160	03/04/2026	Payroll	20	1682	Trusted Plans Service Corporation	10,880.61	Pay Cycle(s) 03/04/2026 To 03/04/2026 - Medical; Pay Cycle(s) 03/04/2026 To 03/04/2026 - Dental
161	03/04/2026	Payroll	20	1683	WASHINGTON STATE SUPPORT REGISTRY	769.53	Pay Cycle(s) 03/04/2026 To 03/04/2026 - Child Sppt
						44,400.40	
						35,743.90	
						80,144.30	Payroll: 80,144.30

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:21:03 Date: 03/02/2026

03/04/2026 To: 03/04/2026

Page: 2

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

PURPOSE: Check one.

PAYROLL: *No General Certificate required.**

BARS Codes for Payroll Checking Account reimbursement Claims:

General Fund: 589.99.00.000.1 Payroll Clearing--GEN

EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

CLAIMS: *Required--General Certificate.**

Robt Rewitz 3-2-2026
Preparer Date

Smuel K 3-2-2026
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.

[Signature] 3/16/26
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

Time: 09:35:41 Date: 03/16/2026

03/16/2026 To: 03/16/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
167	03/16/2026	Claims	10	621945	AT&T Mobility	606.16	Monthly Cellular Service
168	03/16/2026	Claims	10	621946	Canon Financial Services, Inc	54.50	Monthly Copier Lease
169	03/16/2026	Claims	10	621947	Cooper Fuel	3,455.50	Monthly Diesel Fuel; Monthly Heating Oil
170	03/16/2026	Claims	10	621948	DSHS	3,324.73	GEMT Overpayment Reimbursement
171	03/16/2026	Claims	10	621949	DSHS	495.81	GEMT Overpayment Reimbursement
172	03/16/2026	Claims	10	621950	EMS Connect LLC	137.05	Monthly EMS Training
173	03/16/2026	Claims	10	621951	EMS Special Agency Fund	306.00	Reissue warrant 621767
174	03/16/2026	Claims	10	621952	EMS Special Agency Fund	306.00	Reissue warrant 621796
175	03/16/2026	Claims	10	621953	EMS Special Agency Fund	306.00	Monthly Ambulance Transport Fee
176	03/16/2026	Claims	10	621954	East Jefferson Co. Fire Chiefs Assn	100.00	Annual Association Dues
177	03/16/2026	Claims	10	621955	Good Man Inc	122.13	Monthly Restroom Service
178	03/16/2026	Claims	10	621956	JC Fire District #2 Payroll	80,144.30	2026.03.04 Payroll Reimbursement
179	03/16/2026	Claims	10	621957	JC Treasurer	307.39	Annual Property Tax
180	03/16/2026	Claims	10	621958	Jamestown Networks	95.99	Monthly Telephone Service
181	03/16/2026	Claims	10	621959	JeffCom 911 Communications	6,324.96	Quarterly Dispatch Fee - 1st
182	03/16/2026	Claims	10	621960	JeffCom 911 Communications	6,324.96	Quarterly Dispatch Fee - 2nd
183	03/16/2026	Claims	10	621961	Jefferson Propane	394.02	Monthly Propane - St 22
184	03/16/2026	Claims	10	621962	Timothy M McKern	100.00	Monthly Device Stipend
185	03/16/2026	Claims	10	621963	Murreys Disposal Co Inc	126.54	Monthly Garbage Service
186	03/16/2026	Claims	10	621964	North Olympic Peninsula Data Centers	95.41	Monthly Internet Service
187	03/16/2026	Claims	10	621965	Olympic Springs Inc	65.19	Monthly Drinking Water
188	03/16/2026	Claims	10	621966	Pacific Office Equipment	1,098.98	Monthly Computer Support
189	03/16/2026	Claims	10	621967	Systems Design West LLC	607.62	Monthly EMS Billing Service
190	03/16/2026	Claims	10	621968	Debbie Tillman	117.55	Reimbursement for Smoke Detectors
191	03/16/2026	Claims	10	621969	US Bank Credit Card	3,606.91	3012-SBX Rally Lyft Ride from Airport to Hotel; 3012-SBX Rally Lyft Ride from Hotel to Airport; 3012-SBX Rally Final Hotel Charges; 3012-SBX Rally Lunch Per Diem on 2/12/26; 3012-SBX Rally Dinner Per;
192	03/16/2026	Claims	10	621970	VFIS	569.00	Commercial Auto Insurance - Add New B21
193	03/16/2026	Claims	10	621971	VFIS	2,858.00	Quarterly Commercial Auto Insurance
194	03/16/2026	Claims	10	621972	VFIS	5,490.00	Quarterly Property & Liability Insurance
195	03/16/2026	Claims	10	621973	Westbay Auto Parts Inc	52.99	Air filter & DEF

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

61,434.95
56,158.74

117,593.69
Claims: 117,593.69

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Preparer

3/16/26
Date



Auditing Officer

3/16/26
Date

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
February 2026

Our Mission

"Provide competent and professional fire, rescue, and medical services to the citizens and visitors of Quilcene and Coyle while ensuring the safety, education, and well-being of its members."

Our Vision

"Provide services to the Quilcene and Coyle communities in the form of fire, rescue and medical incident responses, and public safety, fire prevention and public affairs. These services will be provided in an environment of inclusion of all its members and the communities."

Our Core Values

The five QFR Core values in priority order are:

1. FIREFIGHTER SAFETY
2. FIRE PREVENTION & PUBLIC EDUCATION
3. EFFICIENT OPERATIONS
4. PROFESSIONAL BEHAVIOR
5. CLEAR POLICY /CONCISE PROCEDURE

"We serve to save"

Governance and Administration:

- JeffCom- Response Plans being updated to go out several calls and ensure our District incidents are getting a response. Criteria Based Dispatch (CBD) is being switched to APCO format along with Pencom and others.
- CARES Program – The 2026 OCH grant program is moving forward; we are working through our objectives set by the grant. While we had a lower response volume, we have seen an increase in responses from the 911 system over past few weeks.
- Grant Updates – L&I's FIIRE Program continues for a fourth year. We are preparing a grant proposal for a gas removal system in the apparatus bays. Program objectives have been reduced but management requirements have increased. The Accident Prevention Plan (APP) will be updated with a focus on apparatus placement, based on recent history around the state.
- DOH Grant pending in the fall for EMT-Advanced programs. In addition, the County just received approval to put on an EMR Class (68 Hours) which will be perfect for the Coyle. We have several in the last EMT class that are going to test at the lower level as the CME are more realistic with their busy schedules.
- FEMA AFG grant will roll out in fall if funding is provided. All AFG, including SAFER, are on hold until FEMA is funded.
- On-going meetings with DNR, Land Trust, and NW Watershed Institute on trust land transfers (TLT); exploring short- and long-term plans.

External Relationships

- On-going quarterly EMS training around the County. Wildfire update on March 28 at Camp Parsons to include a live burn as well.
- The new brush engine received from DNR is getting prepared for graphics and overview from the shop. This unit should be in service by April 1st.
- CADET program with Brinnon Fire at Quilcene School is moving forward. The program is supported by school administration and other schools in the county are also interested. More information as we get closer to rollout.
- On-going dialog with the Quilcene Emergency Volunteers Association on 2026 Events and plans for new missions.

Fire Prevention

- Community Risk Reduction is starting back up with the funding from DNR. Working on a plan with the team and HOA that are interested in home assessments.
- Completed a Monday night drill on Feb 9th covering HazMat Refresher.

Upcoming Events

- Easter Egg Hunt / Breakfast April 4th Masonic Hall

Apparatus Readiness:

- Crews are currently in the Ram Aid Unit for the remainder of the season
- B21 and B21A are still awaiting service. I have attempted to schedule this with NKFR. They are saying that they are currently too busy to be able to get them in and serviced. I have attempted to contact Clallam County as well to see if they are able to complete the service.
- E21 will need to return to Clallam County to redo its pump test due to the test machine breaking. The Engine was failing the test when this occurred. This was either due to a leaking valve on the Engine or the machine itself failing. I am currently awaiting a scheduling time from Clallam County.

Station 21 Building Maintenance

- All project bids are currently on hold. Chief McKern is developing a standardized template that I will provide to prospective vendors. This template will ensure that all relevant updates and required information are consistently reflected in their submitted bids.
- Annual inspection of our water heaters with HSB is due. I have scheduled inspection for April 20th.
- I have been attempting to repair the heater in the Annex. It appears that the transformer within the heater has caused damage to the start/run capacitor as well as the blower motor. I have replaced the blower motor and the start/run capacitor. I have ordered the transformer. Once it arrives I will install it.

Apparatus Usage Report:

Report Date		3/5/2026								
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age		Rpt Dt	Rpt Dt	Avg Ann	Avg Ann	
				In Yrs	In Svc Dt	Miles	Hrs	Miles	Hrs	
11 - Engine	E22	96.Ford.55851C.2430	1996	30	1/1/1999	30,638	N/A	1,015	N/A	
11 - Engine	E21	05.Freightliner.82171C.1149	2005	21	3/26/2007	45,742	2,354	2,159	111	
16 - Brush Truck	B22	24.Ford.E2797C.1212	2024	2	1/1/2025	1,377	N/A	1,377	N/A	
16 - Brush Truck	B21	16.Ford.E7607C.8509	2016	10	pending	78,079	N/A	N/A	N/A	
16 - Brush Truck	B21A	08.Ford.B4486C.6274	2008	18	10/24/2016	77,953	N/A	4,286	N/A	
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	8	8/15/2018	8,590	547	1,227	67	
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	21	Unknown	200,873	N/A	9,481	N/A	
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	18	1/1/2008	123,173	N/A	6,843	N/A	
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	10	9/20/2016	66,055	2,726	7,339	268	
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	8	3/14/2019	81,197	2,323	13,533	284	
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	21	3/30/2016	114,791	N/A	5,418	N/A	
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	6	3/16/2020	65,940	N/A	13,188	N/A	
QFR Cares Vehicle	Cares21	19.Ford.E6296C.4420	2019	7	12/10/2025	59,224	N/A	N/A	N/A	

Significant Events and Service Delivery:

- B-Shift responded to 9 calls in Jan.

Training and Competency:

- N/A

Physical Resources and Quality of Life Old News:

- 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 attending the Monthly Jeffcom User Meetings to voice any questions, comments, issues, or concerns QFR has when it comes to working with our Jeffcom partners and topics regarding response and dispatch.
- We have an issue with our Kenwood Radios not being fully compatible with Jeffcom's repeaters. Kenwood has rolled out a fix, and we should be implementing that into our radios after EJFR and Jeffcom Tests the update.
- I will continue to assist with the South County medic Program from the Unions side.

Physical Resources and Quality of Life New Business:

- NERIS and ESO's New Fire incident module Went live Jan 1st and crews have been completing reports with some hiccups but that is expected with the new module.
- Our Ambulance license has been approved.
- We are planning on teaching CPR classes to the city of Pt and Center Valley Animal Rescue.
- I am working with Scott Culp to configure or ESO reports to be more compatible with WEMSYS.
- I will be working with Michele Roman on getting her EMR.
- We have ordered new Kenwood radios with DBVFR to fill our backstock

Staffing (next 30 days):

- I will be on vacation out of country from Feb 12-18

Significant Events and Service Delivery:

- C-Shift personnel responded to roughly 16 incidents during the month of February 2026. Still working to generate monthly incident summaries by shift and personnel efficiently from NERIS.
- Hydrant water usage for Quilcene totaled approximately 2,500 gallons used:
 - Incidents: 0 Gallons used for incidents.
 - Training: 2,000 gallons used for drills and pump operations review
 - Maintenance: 500 gallons used for cleaning equipment and pump checks.
 - 0 water use reported from Coyle for February.
- PUD is set to start their Coyle water main replacement project this month. No new updates to report.
- Wildfire Readiness Program planning for public outreach and education in Quilcene and Coyle is in progress.
- CVAR CPR/First Aid class scheduled for March and planning for quarterly community CPR/First Aid courses with Lt. Winn.
- Assist DBFR with training and support as needed.

Training and Competency:

- Completed HSI 2025 CPR/First Aid curriculum update with FF/EMT Matheson.
- Registered as Training Officer through VFISu and evaluating their courses while simultaneously setting up training dashboard and preparing to roll out to QFR personnel for Federal and State compliance training.
- Multi-agency WUI exercise scheduled for late March in Brinnon.
- FEMA website shutdown and personnel are unable to complete courses for initial Red Card and causing delay. Alternate training resources provided by DNR for ICS classes and S-130 Field Day will be held in April or May if needed.
- EVIP classroom refresher planned for Monday night drill in March.
- Nine personnel documented a total of 60-hours of apparatus drive time using Google Forms QR code/link.
- Congratulations to EMT Sturm for passing her NREMT and receiving her WA EMT certification within the span of one week. Initial EMT field training is in progress.
- Completed EVIP 4.0 refresher. FF/EMTs Svetich and Matheson received their initial EVIP instructor certifications and are certified to teach the course.
- Scheduled to take DNR S-200 Initial Attack Incident Commander Class on April 21-23rd in Port Angeles. This class is only available for qualified single resource bosses and is a prerequisite class for Incident Commander Type 4.
- Upcoming State and Regional FDC meetings for 2026 Wildland Season.

Physical Resources and Quality of Life:

- PPE ordered for Lt. Winn to replace expiring set.
- DNR Phase I and 1168 Grants open for Wildland PPE and equipment.
- New Brush engine insured and license plates received on the 2/12. The pump has been assessed and needed tune-up work identified. Inventory is in progress and Capt.

McCrehin is scheduling DOT inspection through mechanics and decals through The Station Signs for as soon as possible.

- Continue to check and operate surplus B22 engine while waiting for pick up from Station 21.

Staffing (next 60 days):

- Vacation scheduled for June 2026.
- Provide shift and Duty Officer coverage as needed.

Expected Building Maintenance

- Replace broken window.
- Outdoor frost-free hose hydrants will need to be replaced in the next year.

Apparatus

- E22 in service, B22 in service, U22 is in service.
- Clallam County Engine 22 repairs - transmission position sensor replaced, rear air brake repair, fire pump primer repair, tank to pump valve rebuild.

Volunteers - Coyle Team Availability

- Cpt. Thane Grooms FGS, Billy Brush FGS, Steve Sund FGS/EMT
- Tim Mickelson, John Hansen unavailable over the next month

Training

- The water tank on Coyle Road north of Thorndyke has been filled, confirmed, tested and modified for ease of operation. Its capacity is 10,000 gallons. The water is clean enough for use. It has a 1.5 inch air vent at the rear. The 4" butterfly valve has been lubricated. Added a double STORZ adapter and a 2.5" swivel NH female adapter. A 10ft suction hose easily reaches the ground level. Photos below...

**Incidents**

- 2/20/26 22:06 Hazel Point, Water Rescue – U22 Assisted with initial search. Conducted beach operations and communications with marine resources.
- 2/23/26 22:02 Bear Rd, BLS – Coyle volunteers unavailable
- 2/28/26 23:07 Camp Discovery Rd, BLS – Coyle volunteers stood down
- 3/1/26 12:00 Payne Rd, ALS – U22 assisted with A21 & M7

Weather and Rainfall Update

- Dry conditions from January continued into February, leaving East Jefferson County 4.5 inches below average for the year so far. Drought remains in the eastern Olympic Peninsula, and statewide mountain snowpack is near record lows; as of March 3, Olympic snowpack is at 62% of normal. With winter ending, prospects for significant snowpack improvement are low. Although weather models predict a wetter, cooler pattern, little mountain snow is expected, and rainfall may only reach normal levels.

Significant Events

- During this month, I was not involved in any significant incidents or noteworthy events.
- Wildfire Alliance: Our most recent planning meeting was postponed because new details about the grant process needed to be reviewed.

EMS and Fire Incidents and Deputy Chief Activities.

- February remained uneventful for me. Had a couple periods I provided Duty Chief coverage, with no significant incidents requiring my response.

Monthly Activity

Quilcene Fire CARES continues to be available to meet the needs of QFR, Brinnon and Discovery Bay fire districts as well as referrals through Olympic Connect.

- As of March 2, we have 17 clients enrolled in Olympic Connect. Following up on 911 calls and referrals from the Duty Crew continues to be our primary source of clients.
- Debbie Tillman is currently in the field with Jamillah of the REAL team.
- Kimberly, while working with client caring for her father with dementia, has become aware of a grant through Olympic Area Agency on Aging (O3A) to establish an adult day care in Jefferson County. O3A is hoping that a community of faith will be called to start a program, as is the case in Sequim. Kimberly has been reaching out to the Quilcene church community. This service would be a huge help our constituents.

With the most recent activity and a lack of support from the REAL Team we are moving forward hiring a second case worker. We have two that are interested and will get out a job description once completed this week. We are using Alyssia as a volunteer so Debbie Tillman has a partner until we fill the position, this is a high priority and OCH is aware of our needs and are looking as well.

Monthly Activity

- February payroll was processed without incident.
- All accounts reconciled for February.
- The USBank petty cash and old payroll accounts will be closed once OCH's EFT process using the new 1st Security 'grants' account is verified.
- Following an audit, the Washington State Health Care Authority (HCA) has demanded immediate repayment of Ground Emergency Medical Transportation (GEMT) overpayments caused by inaccurate processing within the ProviderOne system. Consequently, the District will repay nearly \$4,000 regarding four specific transports. Additionally, we are required to revise and resubmit the SFY2025 GEMT Cost Report. This event underscores the complexity of GEMT billing and the importance of focusing District resources on compliance and reconciliation.
- We processed a complex income withholding order from the State and updated the payroll system to ensure full compliance. Two weeks later we received an 'updated' notice which required the entire process to be repeated. We also identified a state reporting requirement involving hiring that we were unaware of and will now implement. The redirection of resources to comply with state mandates remains an on-going issue.
- After a lengthy visit to the County Courthouse, I obtained tax-exempt license plates for the brush truck received from DNR. There seemed to be some confusion among Auditor staff about whether the District owed sales tax for the value of the donated fire apparatus (no).
- Two public records requests were processed.

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

02/01/2026 To: 02/28/2026

Time: 07:44:19 Date: 03/04/2026
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	462,827.46	28,463.55	49,599.33	441,691.68	0.00	211.70	0.00	441,903.38
040 EMS Fund 662 610 71	360,003.50	51,551.55	43,593.49	367,961.56	0.00	245.40	0.00	368,206.96
070 Capital (Reserve) Fund 662 631 71	2,735,412.39	6,734.39		2,742,146.78	0.00	0.00	0.00	2,742,146.78
	3,558,243.35	86,749.49	93,192.82	3,551,800.02	0.00	457.10	0.00	3,552,257.12

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 07:44:19 Date: 03/04/2026
Page: 2

02/01/2026 To: 02/28/2026

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General @ JeffCo	337,257.22	72,057.04	93,192.82	316,121.44	0.00	0.00	316,121.44
20 General Payroll @ 1st Security	125,070.24	79,016.09	79,016.09	125,070.24	0.00	457.10	125,527.34
25 General Petty Cash @ US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS @ JeffCo	360,003.50	51,551.55	43,593.49	367,961.56	0.00	0.00	367,961.56
70 Capital Projects @ JeffCo	2,735,412.39	6,734.39	0.00	2,742,146.78	0.00	0.00	2,742,146.78
Total Cash:	3,558,243.35	209,359.07	215,802.40	3,551,800.02	0.00	457.10	3,552,257.12
	3,558,243.35	209,359.07	215,802.40	3,551,800.02	0.00	457.10	3,552,257.12

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

02/01/2026 To: 02/28/2026

As Of: 02/28/2026 Date: 03/04/2026
 Time: 07:44:19 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1	01/05/2024	Payroll	20	1413	Chloe G Austin	13.85	2023.12 Payroll
2026	83	02/04/2026	Payroll	20	1673	Art Frank	443.25	2026.02 Payroll
							457.10	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	211.70	211.70
040 EMS Fund 662 610 71	0.00	245.40	245.40
	0.00	457.10	457.10

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 07:44:19 Date: 03/04/2026
Page: 4

02/01/2026 To: 02/28/2026

REVIEWED AND APPROVED

R.bf Rewitzer

Preparer

3-4-2026

Date

Gwencker

Auditing Officer

3-4-2026

Date