

Jefferson County Fire Protection District No. 2



**Commissioner Art Frank
Chairman of the Board**

**Commissioner Herbert Beck
Commissioner Melody Bacchus**

P.O. Box 433, Quilcene, WA 98376 360-765-3333 fax: 360-765-0130

BOARD FOR VOLUNTEER FF/PENSION AND RELIEF BUSINES: MOTION: Commissioner Art Frank moved to accept David Blohm to the rolls. Commissioner Herbert Beck seconded the motion. The motion carried with 2 yes votes.

CALL TO ORDRER: Chair Commissioner Art Frank called the Regular meeting of the Board of Commissioners of December 13, 2021 to order at 7:00 pm. Commissioner Art Frank, Chief Tim McKern, Deputy Chief Donald Svetich, Secretary Jean Morris, Executive Assistant David Neuenschwander, and Administrative Assistant Bob Rewitzer were in attendance and Thane Grooms and David Blohm were in attendance via zoom.

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 2. RATS and 3, Amazon Sales Tax. Commissioner Herbert Beck seconded the motion. The motion carried.

APPROVAL OF MINUTES: MOTION : Commissioner Herbert Beck moved to accept the minutes of the November 8, 2021 Regular meeting. Commissioner Art Frank seconded the motion. The motion carried with 2 yes votes.

APPROVAL OF VOUCHERS: Upon review of the voucher prior to the meeting by Commissioner Art Frank **MOTION:** Commissioner Art Frank moved to accept the General Fire Vouchers in the amount of \$55,294.44 and EMS vouchers in the amount of \$43,949.68. Commissioner Herbert Beck seconded the motion. The motion carried with 2 votes.

CORRESPONDENCE: None.

DAVID NEUENSCHWANDER, EXECUTIVE ASSISTANT MONTHLY REPORTS AND BIAS REPORT:

Quilcene Fire Rescue
Commission Meeting
December 13, 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

• **Recommendation**

- Change the Commission Meeting Date to the third Monday of each month.
- Add the following Resolutions to this month's agenda and adopt it.

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.¹

- **Background**

- As discussed last month, the County Treasurer's Office may not always provide reports in enough time to prepare financial statements for the Commission.

- **Discussion**

- We have had discussions with the Treasurer. Although her office is getting better (this month's reports were out on the third business day), she could not guarantee consistency.

1 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.

C:\Users\David\Documents\1 Nonprofit Accounts\JCFPD2\2021 Reports\2021.10 Financial Reports\2021.12.13 BIAS Discussion for Commission.docx

Last Saved 09 Dec 2021

Page 1 of 2

BIAS Financial Statements

- **Budget Position Report (All Funds): Recall the following:**
 - Revenue includes 11 months (91.66% of year).
 - Total Revenues To Date are 117.3% of budget, primarily due to
 - 330 Intergovernmental Revenues (Radio Grants and GEM T Receipts)
 - 340 Charges for Goods and Services (Ambulance Services)
 - Expenditures:
 - Payroll expenditures include 11 months (91.66% of year).
 - All Other expenditures include only 10 months from February through November (83.33% of year).
 - Total Operating Expenditures are 81.2% of budget.
 - Bottom Line: Surplus of \$218,415.54
- Treasurer's Report o Total Cash and Investments: \$2,653,434.77

BIAS Payroll

- December payroll was exceedingly difficult. All told, we spent in excess of 6 hours working on it. Below are some difficulties we encountered.
 - Even though three of us noted that 96 hours of Holiday Pay was due to Union Employees, we failed to enter those hours.
 - Chief caught our oversight and we had to rework the payroll.
 - Department of Retirement Services (DRS) reporting:
 - There was considerable discussion regarding whether Holiday Pay is reportable to DRS. After discussion with BIAS and a review of the applicable RCW and WAC, we determined that in our case it was, indeed, reportable and processed payroll accordingly.
 - Yet because other Districts asserted that Holiday Pay is not reportable we requested an opinion from DRS. The DRS employee I spoke with says DRS considers this area murky and that everything depends on Collective Bargaining Agreement contract language. We sent that off for review, but as of this writing, we have not had a definitive opinion.
- All monthly and quarterly reports were prepared and liabilities paid.

BIAS Payables

- Completed timely.

Questions

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

CHIEF'S REPORTS AND OFFICER'S REPORTS:

FIRE CHIEF

Tim McKern

- ***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
- ***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.
 - AFG 2021 applying for new battery extrication tools and Rams
- ***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 need for new printer at Station. We can purchase at 2000 or lease for a \$1 at the end .
- **Health and Safety**
 - Review of Policies and Safety programs – Safety Committee meets with Officers 1st Wednesday of each month.
 - FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed first quarter requirements and are presenting our successes today.
- **Essential Resources**
 - Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- **External Relationships**
 - Working with Jeffcom on new CAD program that included response plans, Crew Force
 - Working with JeffCom / MedeVac Providers to set up App for each provider. Along with Live training in January
- **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*

Significant Events and Service Delivery:

The month of November was a one of our slower months with a total of 36 responses. EMS calls totaled 18 responses, making up 69 % of our calls this month. Most were BLS, a couple were upgraded to ALS. We responded to zero fires and only 2 service calls and 14 good intentions. After last month's run at Hwy. 101 Mile Post 302.5, the signage is working. Only a couple of calls back to the part of Mt. Walker. Burning season continues to be relatively quiet. We have sold 11 permits so far this year. Covid cases continue to be a concern within the County. Does seem that we have hit a plateau, case numbers hovering around 20 to 20 a month. The State and Federal levels are expecting a new surge this coming holiday season, with a new variant being reported. Current protocols are being followed very closely. The Crews are still handling each EMS call as if, they are handling a positive case.

Historical Call numbers for 2021 as compared to 2020:

- Finished November 2021 with **36** Responses vs **30** in 2020
- To date 2021 total to date of **528** Responses vs **436** in 2020

- **Emergency Medical Services: Our EMS Responses were 59% for 2021 total responses;** this has been stayed consistent on the 2021 year and is comparable to 2020.

INCIDENT TYPE	NOV
False Alarm & False Call	1
Good Intent Call	14
Overpressure Rupture, Explosion, Overheat(no fire)	1
Rescue & Emergency Medical Service Incident	18
Service Call	2
Total	36

Operations:

- **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 will from the reports I

received. Both have completed Fire Fighter 1, including practical and written tests, HAZMAT Awareness, practical and written tests and are currently working on the final section of the Academy HAZMAT Operations. They are schedule to graduate on December 28th, 2021. Starting the planning process for 2022 training season.

- **EMT Class:** We have two scheduled for EMT class, with a possibility of more.
- **Human Resources and Staffing:**

No HR issues. We are still working on covering the second person on some shifts this month. We are still meeting each incident needs. When needed mutual aid has been used to cover or assist with calls at times. Especially when we get hit with a second or third incident. As always, continue to monitor this closely.

- **Admin / HR:** No update. Knee replacement surgery still in play, just don’t know when I can get it scheduled.

Vehicle Milage for November:

Apparatus	Year	Monthly Mileage, Oct.	November	Miles Driven
CMD 202	2005	104508	104973	465
CMD 201,	2020	20194	20918	724
E21,	2005	38435	38626	191
E22,	1996	26968	27011	43
Tender 21,	2018	5166	5196	30
A21, GMC	2016	31021	32018	997
A21, Dodge	2018	44288	44470	182
Brush 21,	2008	75036	75036	0
Brush 22,	1995	29375	29393	18
Utility 21,	2005	192566	193663	1097
U22,	2008	120269	120269	0

Support 21,	1996	34347	34347	0
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A-SHIFT OFFICERS REPORT

LT. MARK MCCREHIN

Apparatus Readiness:

- The GMC Aid Unit has returned from Titus Will Chevrolet with a new torque converter. All systems seem to be operational. There has been water damage noticed in the headliner that appears to be coming from the cab lights. I have spoken with a tech at Titus Will Chevrolet. It appears that the cab lights have separated from the cab enough to lose the seal. The tech states that there should be no gap and he believes that is the source of or leak. I will be placing a bead of clear silicone around all the cab lights to re seal them.

Training and Competency:

- Target Solutions has been slow however, responders are working through the first set of training that was delivered.
- Blue Card IC training has been completed. This training was done alongside of responders with PLFR. The class was instructed by Chief Brummel of EJFR.
- All 3 Lieutenants have split the list compiled by Knox Inc. for our Knox Box Program. We are testing each Knox Box or gate that we have throughout the community. We are making sure that the box is accessible, clean inside with proper keys or codes. Our current list is outdated. If crews find a box, gate or key or code that is defective or inaccurate then we will contact the owners and make them aware of the issue. Having this list updated with all the necessary information assists us with our pre fire plans.

Physical Resources and Quality of Life:

- Peninsula Pest Control has established rodent traps throughout the Crew Quarters and Admin offices. They have currently been back 3 times to check traps and have found nothing. The crews have reported no signs of any rodents as well.
- 2 new electric heaters have been ordered for the Apparatus Bay. These are to replace the 2 heaters that have quit working.
- There is still no ETA for parts for Bay door 1. The original parts that were ordered were on back order. Once the parts arrived it was discovered that they were the wrong parts. As a temporary fix the clutch on the opener has been adjusted to its max to stop the slipping of the door.

Staffing (next 30 days):

- Staffing for December is very bare. Unfortunately, there are quite a few open shifts. We have a lot of new volunteers that are wrapping up their fundamental training and will hopefully be able to fill in some of the empty shifts.

1. Significant Events and Service Delivery:

- On 11/27 we responded to the report of a GSW CPR in progress on McClinnis Rd
- On 11/21 we responded to an MVA on HWY 101
- On 11/0 we responded to an MVA on HWY 101

2. Training and Competency:

- Completed Blue Card Training
- BLS CPR and First Aid Class completed.

3. Physical Resources and Quality of Life:

- Our annual Fit testing has been completed
- My Unication G1 pager was sent in for repairs and replaced with a new one.
- Our G1 SCBAs are due for a flow test I have a quote and will be scheduling that soon.
- We purchased 12 Guardian Angel lights. 6 were bought by the Coyle women's club and were sent to Coyle and the 6 that the Department bought were assigned to department vehicles.
- We have purchased a new training laptop and this one seems to be working great.

4. Staffing (next 60 days):

I have no Vacation Planned for the month of December

1. Significant Events and Service Delivery:

- C Shift responded to 13 incidents during the month of November. Notable incidents include two traffic collisions with injury and a vehicle lock-out with kids in the vehicle.
- Water usage report sent to PUD with approximately 3000 gallons used.

2. Apparatus Readiness:

- All structural hose and ladders received their annual service test by NHTS on the 22nd. Only one hose failed, and it has been marked out of service. Once I receive the documentation from NHTS it will be filed for WSRB review.
- The oil change for the mounted pump on B22 is complete with the help of Volunteer Jim Pinks who graciously donated an oil filter and his expertise. This concludes the annual service and oil changes for all small engines on apparatus. I am working on a schedule to streamline the process for next year.

3. Training and Competency:

- The Blue card incident command training concluded with three days of “sets and reps” at Station 21 led by EJFR Chief Brummel. Over these three days we reviewed the important content included in the online course and applied that to develop communications and size-up skills by using scenarios from the Blue Card program in stations set up throughout Station 21. Each of us in the class rotated through being the initial arriving unit, arriving chief officer who would assume command, and next in apparatus who would receive an assignment. This is a great course with loads of content that truly benefits those of us in a rural area with minimal, structured incident command training.

With a limited number of instructors in the area qualified to teach this course, Chief McKern is looking into an instructor class for me to get certified as a Blue Card instructor and be able to assist Chief Brummel and Lieutenant McGuffey in the future.

- Attended the Mason County fire academy live burn at the North Bend state fire training academy. Due to a limited number of instructors, I had the opportunity to step up into a higher role and was assigned an engine company of five recruits to lead them through each station. The recruits from this academy were at the “putting it all together” stage of their training and spent their time rotating through two live fire attack stations and a ladder station getting in as many repetitions as possible to build on their fundamental skills and smooth out the process. At the end of the day they were evaluated officially by an IFSAC evaluator on their live fire attack skills sheets and they all passed without issue. Though I did not get to work with recruits Andrew Lewis or Tyson Svetich on this live burn day, I had a chance to talk with their instructors who had nothing but great things to say about our QFR recruits.
- Planned a trauma and CPR training with PLFR Paramedic Richard Spellman for the 5th of December and extended the invite to QFR volunteers who are looking to train and improve their trauma and CPR skills.
- Volunteer fundamentals training with Bailey Kieffer and Quinn McMahon are progressing well. Andrew Lewis’ fundamentals training is on hold while he finishes fire academy.
- Working on the 2021 annual wildland response and training report for DNR. Once complete, this report will be sent to Tisha Anderson at DNR and will streamline the Red Card renewal process for 2022.

4. Physical Resources and Quality of Life:

- QFR was awarded a \$500 grant from the Quilcene Brinnon Garden Club for the purchase of smoke/CO detectors to be used for Quilcene customers in need. An awards event was held by QBGC at the Quilcene community center where we had received the grant money and had the opportunity talk with QBGC members about what the money will be used for.
- QFR is applying for a micro grant to upgrade our extrication equipment on E21. If awarded, this grant will allow us to purchase a brand-new battery-powered cutter, spreader, and hydraulic ram, worth approximately \$45,000.
- Replaced a dust cap on one of the hydraulic extrication hoses on E21 after the cord detached and it was lost during use.
- Received the oil vacuum pump for performing oil changes on small engines.
- Ordered suspenders for volunteers that requested them for the Non-Combat PPE. Suspenders will be standard issue for this PPE moving forward.
- Ordered passport boards for U22 after we found there were no boards in place on U22. They have been received and have been placed in U22.
- Inspecting Knox boxes around the district and updating information as available and as needed.
- Will be reaching out to County GIS mapping for updated large maps of our response area to hang in Station 21 and 22.

5. Staffing (next 60 days):

- Vacation scheduled for December 17th and 18th.

6. Other:

- NTR.

OLD BUSINESS

1. **Station 22:** Insulation working good. Want to get to the grating.
2. **JEFF COMM UPDATE:** Moving forward.
3. **RURAL REDUCTION PROGRAM:** Moving forward with Narcan leave at home. Quilcene empowers Teens meeting one a month.
4. **STRATEGIC PLAN:** Tabled until next month.
- 5: **MEETING DATE CHANGE: MOTION:** Commissioner Art Frank moved to change the Regular Business meeting of the Board of Commissioners to the 3rd Monday of each month and to accept the sign Resolution #2021.08. Commissioner Herbert Beck seconded the motion the motion carried with 2 yes votes.

NEW BUSINESS

1. **DISTRICT SECRETARY:** Chief Tim McKern mentioned that the Secretary is retiring after 38 years. Presented Bob Rewitzer's contract. **MOTION:** Commissioner Art Frank moved to accept and sign Bob Rewitzer's contract as Administrative Assistant. Commissioner Herbert Beck seconded the motion. The motion carried with 2 yes votes.
2. **RATS:** Commissioner Herbert Beck discussed the Rat problem. Secretary Jean Morris mentioned the we now have Peninsula Pest Control. Secretary Jean Morris mentioned that she have purchased several bait boxes and bait a year ago. Also mentioned that the last time Peninsula Pest Control check he stated that there was no problem found.
3. **AMAZON SALES TAX:** Commissioner Herbert Beck mentioned that he had checked with the Treasurer and their share of sales tax from Amazon is \$350,000.00 to \$400,000.00 that the city and county get. David Neuenschwander checked with the Treasurer and the Laws state that Junior Taxing districts do no get any monies from sales tax.

SECRETARY REPORT: None.

SEMINAS/CONFERENCES/SPECIAL EVENTS: None.

PUBLIC INPUT-GOOD OF THE ORDER: None.

EXECUTIVE SESSION: None.

ADJOURNMENT: Chair Commissioner Art Frank called for adjournment at 7:37 pm.

SIGNED for Jefferson County Fire Protection District No. 2

BY: Art Frank
ART FRANK, Commissioner, Chair of the Board

BY: Herbert Beck
HERBERT BECK, Commissioner

BY: _____
MELODY BACCHUS, Commissioner

ATTEST
BY: Robt Rewitzer
~~Helen Jean Morris, District Secretary~~
Robt Rewitzer