



## 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

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### MINUTES

## BOARD OF FIRE COMMISSIONERS REGULAR MEETING

September 12, 2022, 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

Deputy Chief Svetich – In Person  
Captain McCrehin – In Person  
Exec. Assistant Neuenschwander – In Person  
Volunteer Torres – Zoom

### CALL TO ORDER:

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

### PLEDGE OF ALLEGIANCE:

Deputy Chief Svetich led the pledge.

At Chief McKern's request, a moment of silence was held for the terrible loss that occurred on September 11, 2001.

### PUBLIC COMMENTS:

No comments received.

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

No business.

### APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the addition of an Executive Session. Commissioner Bacchus seconded. The motion carried.

### APPROVAL OF MINUTES:

Commissioners reviewed the minutes of the August 15, 2022 Regular Meeting. Commissioner Bacchus moved to accept the minutes. Commissioner Kelbon seconded. The motion carried.

### APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Commissioner Frank moved to approve listed vouchers totaling \$59,514.39. Commissioner Kelbon seconded. The motion carried. Commissioner Frank signed the Payroll and Claims check registers.

### MONTHLY REPORTS:

- **Monthly Financial Report** – Commissioners were provided with a Treasurer's Report and a Budget Position report. Secretary Rewitzer reported that a discrepancy in both reports was discovered and corrected. The discrepancy occurred due to how the excess

funds transfer in April 2022 was reported within our accounting software. Fire Suppression and EMS Operations expenditures are holding at 64% of budget with 66.6% of the year elapsed.

- **Chief's and Officer's Reports** – The Monthly Fire Chiefs Report was provided in written form. Chief McKern provided a status update. Discussion involved the challenges of recruitment. Deputy Chief Svetich provided an update on the DNR's Land Trust Transfer Tool Focus Group that he participated in. Discussion involved the financial impact to junior taxing districts when forest land is transferred out of the timber trust. Captain McCrehin provided an update on Station 21 facilities.
- **District Secretary's Report** – District Secretary Rewitzer provided a status update. \$95,230.50 in DNR Timber Sale proceeds were received in August. Chief McKern's mobilization expenses were promptly reimbursed by DNR. Commissioner Frank asked for a mobilization accounting report to be provided at the next meeting.

#### **CORRESPONDENCE:**

No correspondence.

#### **UNFINISHED BUSINESS:**

1. **Station 21 Facilities** – Captain McCrehin provided an update during his officer report. Nearly all repairs have been completed on the rental house. Finding good options for dealing with the obsolete water tank continues to be a challenge.
2. **Station 22 Facilities** – No update; carry over to next meeting.
3. **Parcel 992600053** – No update; carry over to next meeting.
4. **EMT School Policy** – No update; carry over to next meeting.
5. **Investment Authorization** – Secretary Rewitzer requested the Board authorize an additional \$100,000 of excess funds to be invested by the County Treasurer in an investment vehicle other than the Local Government Investment Pool which has a low rate of return. Executive Assistant Neuenschwander provided an explanation of the investment process. Following a discussion, Commissioner Frank moved the following:

*Authorize the District Secretary as Investment Officer to place investments with and as allowed by the County Treasurer, for investments other than the State Local Government Investment Pool, up to a maximum of \$100,000. The Investment Officer shall exercise prudent and reasonable discretion and considering market conditions may invest all, some, or none of the maximum.*

Commissioner Kelbon Seconded. The motion carried.

#### **NEW BUSINESS:**

Chief McKern announced that the District had been awarded an AFG micro-grant from FEMA for cordless extrication rescue tools.

**SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:**

A seminar on laws impacting fire districts is being offered by Snure Law via Zoom on October 26, 2022.

**EXECUTIVE SESSION:**

Commissioners went into executive session pursuant to Section 42.30.110(1)(g) RCW to evaluate the performance of an employee. The session was called at 7:55 p.m. to last 15 minutes. The session ended at 8:10 p.m. with no action taken. Commissioners extended the session at 8:10 p.m. to last 5 minutes. The session ended at 8:15 p.m. with no action taken and the meeting was opened to the public.

**GOOD OF THE ORDER:**

Nothing added.

**ADJOURNMENT:**

The meeting was adjourned at 8:16 p.m.

**ATTACHMENTS:**


**General Certificate for Claims:** Payroll Check/Warrant Register dated 8/31/2022  
Claims Check/Warrant Register dated 9/12/2022

**Reports:** August 2022 Treasurer's Report  
Monthly Fire Chief's Report

**APPROVED** this 17 day of OCTOBER, 20 22 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

ATTEST:

  
ROBERT REWITZER, District Secretary

  
MARCIA KELBON, Commissioner

## CHECK REGISTER

Jefferson County Fire Distr #2

Time: 10:22:27 Date: 08/31/2022

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
517	09/01/2022	Payroll	20	EFT	Kimberly Kinser	869.67	2022.08 Payroll
519	09/01/2022	Payroll	20	EFT	Mark A McCrehin	3,805.58	2022.08 Payroll
520	09/01/2022	Payroll	20	EFT	Timothy M McKern	7,595.32	2022.08 Payroll
521	09/01/2022	Payroll	20	EFT	Robert J Rewitzer	2,000.00	2022.08 Payroll
522	09/01/2022	Payroll	20	EFT	Nicholas Singleton	4,031.39	2022.08 Payroll
525	09/01/2022	Payroll	20	EFT	Zachary D Torres	1,567.18	2022.08 Payroll
526	09/01/2022	Payroll	20	EFT	Kevin R Winn	3,897.35	2022.08 Payroll
527	09/01/2022	Payroll	20	EFT	HRA VEBA - YA20437	500.00	Pay Cycle(s) 09/01/2022 To 09/01/2022 - HRA VEBA
528	09/01/2022	Payroll	20	EFT	US Treasury	5,199.56	941 Deposit for Pay Cycle(s) 09/01/2022 - 09/01/2022
529	09/01/2022	Payroll	20	EFT	WA Dept of Retirement Systems	4,059.44	Pay Cycle(s) 09/01/2022 To 09/01/2022 - LEOFF2; Pay Cycle(s) 09/01/2022 To 09/01/2022 - PERS2
515	09/01/2022	Payroll	20	1244	Melody Bacchus	118.20	2022.08 Payroll
516	09/01/2022	Payroll	20	1245	Bailey M Kieffer	406.82	2022.08 Payroll
518	09/01/2022	Payroll	20	1246	Viviann Kuehl	207.79	2022.08 Payroll
523	09/01/2022	Payroll	20	1247	Donald Svetich	202.05	2022.08 Payroll
524	09/01/2022	Payroll	20	1248	Tyson Svetich	277.05	2022.08 Payroll
530	09/01/2022	Payroll	20	1249	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 09/01/2022 To 09/01/2022 - Union Dues
531	09/01/2022	Payroll	20	1250	Nationwide Retirement Solutions	779.55	Pay Cycle(s) 09/01/2022 To 09/01/2022 - 457 Plan; Pay Cycle(s) 09/01/2022 To 09/01/2022 - 457 Plan Roth
532	09/01/2022	Payroll	20	1251	Trusteed Plans Service Corporation	5,753.46	Pay Cycle(s) 09/01/2022 To 09/01/2022 - Medical; Pay Cycle(s) 09/01/2022 To 09/01/2022 - Dental
001 General Fund 662 600 71						26,004.63	
040 EMS Fund 662 610 71						15,452.53	
						41,457.16	Payroll: 41,457.16

# CHECK REGISTER

Jefferson County Fire Distr #2

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

Time: 10:22:27 Date: 08/31/2022

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.\**

	<u>8-31-2022</u>
Preparer	Date
	<u>8-31-2022</u>
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.

	<u>9-12-2022</u>
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: 11:21:04 Date: 09/12/2022

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
540	09/12/2022	Claims	10	620547	AT&T Mobility	544.02	Monthly Cellular Service
541	09/12/2022	Claims	10	620548	Boundtree Medical LLC	1,349.57	Medical Supplies; Medical Supplies; Medical Supplies; Medical Supplies; Medical Supplies
542	09/12/2022	Claims	10	620549	Canon Financial Services, Inc	54.44	Monthly Printer - Station 21
543	09/12/2022	Claims	10	620550	EMS Connect LLC	125.00	Monthly EMS Training
544	09/12/2022	Claims	10	620551	EMS Special Agency Fund	340.00	Monthly Transport Fee
545	09/12/2022	Claims	10	620552	ESO Solutions, Inc.	299.43	Monthly RMS Fee
546	09/12/2022	Claims	10	620553	Fire Pro	175.00	Rental House - Chimney Cleaning
548	09/12/2022	Claims	10	620554	Good Man Inc	101.43	Monthly Restroom - Station 22
547	09/12/2022	Claims	10	620555	GSB	3,000.00	Annual Insurance - Special Risk Accident
549	09/12/2022	Claims	10	620556	Henery Hardware	83.48	Rental House - Dryer Ducting; Rental House - Keys, Tape; Batteries for CPR AED Trainers; Rental House - Oven Cleaner
550	09/12/2022	Claims	10	620557	IMS Alliance	25.31	Passport Tags (Lewis, Heidt)
554	09/12/2022	Claims	10	620558	Jamestown Networks	458.41	Monthly Internet & Phone
551	09/12/2022	Claims	10	620559	JC Dept of Public Works	521.49	Monthly Gasoline; Solid Waste Disposal - Rental House
552	09/12/2022	Claims	10	620560	JC Fire District #2 Payroll	41,457.16	2022.09.02 Payroll Reimbursement
553	09/12/2022	Claims	10	620561	JC Fire District #2 US Bank Checking	13.25	Petty Cash Reimbursement - DOL Fee
555	09/12/2022	Claims	10	620562	Timothy M McKern	100.00	Monthly Phone Stipend
556	09/12/2022	Claims	10	620563	Municipal Emergency SVCS	822.29	Non-Combat PPE - Kieffer
557	09/12/2022	Claims	10	620564	Murrey's Disposal Co Inc	51.88	Monthly Garbage
558	09/12/2022	Claims	10	620565	Olympic Springs Inc	48.82	Monthly Water
560	09/12/2022	Claims	10	620566	Pacific Office Equipment	428.59	Monthly Printer Charge - Admin; Monthly Printer Charge - Station 21; Monthly Computer Support; Monthly GMAIL Charge
561	09/12/2022	Claims	10	620567	Peninsula Pest Control Inc	81.83	Monthly Pest Control
559	09/12/2022	Claims	10	620568	PUD	665.16	Monthly Water & Electric - Admin; Monthly Water & Electric - Crew Quarters; Monthly Water & Electric - Station 21; Monthly Electric - Station 22; Monthly Electric - Station 23; Monthly Electric - Anne
562	09/12/2022	Claims	10	620569	Sea-Western Fire Apparatus Inc	219.84	Bunker Gear Flashlights (3)
563	09/12/2022	Claims	10	620570	Shold Excavating Inc	1,436.36	Septic Maint/Repair
564	09/12/2022	Claims	10	620571	Snure Law Office PSC	100.00	Laws Update Webinar - Kelbon/Rewitzer
565	09/12/2022	Claims	10	620572	Donald Svetich	202.84	Crew Meal/Rehab - Incident 2022-338
566	09/12/2022	Claims	10	620573	Systems Design West LLC	371.02	Monthly EMS Billing
567	09/12/2022	Claims	10	620574	Tarboo Fire Extinguisher Protection LLC	61.04	Fire Extinguisher Refills
569	09/12/2022	Claims	10	620575	Up n Adam Tree Service	2,182.00	Tree Removal - Rental House
568	09/12/2022	Claims	10	620576	US Bank	2,458.63	0070 - Vehicle Battery Tester; 0070 - Paint Supplies - Rental House; 0070 - Paint Supplies - Rental House; 0070 - Batteries for CPR Training; 0070 - Lightbulbs; 0070 - Carpet Clean - Rental House; 385

# CHECK REGISTER

Jefferson County Fire Distr #2

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

Time: 11:21:04 Date: 09/12/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
570	09/12/2022	Claims	10	620577	VFIS	1,522.00	Annual Insurance - Accident & Sickness
571	09/12/2022	Claims	10	620578	Wave Broadband	214.10	Monthly Cable/Internet
						001 General Fund 662 600 71	37,910.21
						040 EMS Fund 662 610 71	21,604.18
							<hr/>
							Claims: 59,514.39
							<hr/>
							59,514.39

## CHECK REGISTER REPORT

**PURPOSE:** Check one.

**PAYROLL:** No General Certificate required.\*

*BARS Codes for Payroll Checking Account reimbursement Claims:*

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EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

**CLAIMS:** Required--General Certificate.\*

Robt Reinster  
Preparer

9-12-2022  
Date

Smuck  
Auditing Officer

9-12-2022  
Date

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

9-12-2022  
Date

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# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

Time: 09:26:16 Date: 09/08/2022  
Page: 1

08/01/2022 To: 08/31/2022

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	367,556.14	82,227.78	31,115.34	418,668.58	0.00	2,213.59	0.00	420,882.17
040 EMS Fund 662 610 71	468,684.25	36,128.20	21,873.78	482,938.67	0.00	0.00	0.00	482,938.67
070 Capital (Reserve) Fund 662 631 71	1,862,023.24	3,359.69	50.00	1,865,332.93	0.00	0.00	0.00	1,865,332.93
	<b>2,698,263.63</b>	<b>121,715.67</b>	<b>53,039.12</b>	<b>2,766,940.18</b>	<b>0.00</b>	<b>2,213.59</b>	<b>0.00</b>	<b>2,769,153.77</b>



# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

Time: 09:26:16 Date: 09/08/2022  
Page: 2

08/01/2022 To: 08/31/2022

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	307,056.14	104,057.95	52,945.51	358,168.58	0.00	0.00	358,168.58
20 Payroll-1st Security	60,000.00	40,764.77	40,764.77	60,000.00	0.00	2,213.59	62,213.59
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	468,684.25	36,128.20	21,873.78	482,938.67	0.00	0.00	482,938.67
70 Capital (Reserve)-JeffCo	1,862,023.24	3,359.69	50.00	1,865,332.93	0.00	0.00	1,865,332.93
<b>Total Cash:</b>	<b>2,698,263.63</b>	<b>184,310.61</b>	<b>115,634.06</b>	<b>2,766,940.18</b>	<b>0.00</b>	<b>2,213.59</b>	<b>2,769,153.77</b>
	<b>2,698,263.63</b>	<b>184,310.61</b>	<b>115,634.06</b>	<b>2,766,940.18</b>	<b>0.00</b>	<b>2,213.59</b>	<b>2,769,153.77</b>

**TREASURER'S REPORT**  
**Outstanding Vouchers**

Jefferson County Fire Distr #2

08/01/2022 To: 08/31/2022

As Of: 08/31/2022 Date: 09/08/2022  
 Time: 09:26:16 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	187	04/04/2022	Payroll	20	1174	David Blohm	304.75	2022.04 Payroll
2022	203	04/04/2022	Payroll	20	1185	Quinn M McMahon	277.05	2022.04 Payroll
2022	218	04/04/2022	Payroll	20	1190	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 04/04/2022 To 04/04/2022 - Union Dues
2022	279	05/02/2022	Payroll	20	1199	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 05/02/2022 To 05/02/2022 - Union Dues
2022	322	06/01/2022	Payroll	20	1203	David Blohm	13.85	2022.06 Payroll
2022	339	06/01/2022	Payroll	20	1209	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 06/01/2022 To 06/01/2022 - Union Dues
2022	387	07/01/2022	Payroll	20	1214	David Blohm	152.38	2022.07 Payroll
2022	418	07/01/2022	Payroll	20	1230	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 07/01/2022 To 07/01/2022 - Union Dues
2022	470	08/01/2022	Payroll	20	1239	Tyson Svetich	345.06	
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
							<u>2,213.59</u>	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	2,213.59	2,213.59
	0.00	2,213.59	2,213.59

Jefferson County Fire Distr #2

**TREASURER'S REPORT**

Signature Page

Time: 09:26:16 Date: 09/08/2022  
Page: 4

08/01/2022 To: 08/31/2022

REVIEWED AND APPROVED

*Robt Reivitz*

Preparer

*9-8-2022*

Date

*J. W. M. C. K.*

Auditing Officer

*09/08/22*

Date



# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For August 2022

## Our Mission

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

## Our Vision

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

## Our Core Values

The five QFR Core values in priority order are:

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

*"We serve to save"*

**Governance and Administration:**

- COVID 19 is slowing down. Now onto boosters x 3-4, Monkey Pox Moving in.
- JeffCom Crew Force and Hiring are the key focus at this time
- BOCC Burn Restrictions in effect 070122 to 093022

**Goals and Objectives:**

- Station 22 Station pending ramp grade, Pavement, and Exterior Painting
- PPE 9 (SECOND Set) through the LNI Fiire Program. This also includes Plastic Totes for storage of gear.
- Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead and working with the West Sound Training group to build Training 2022 and beyond. We are looking into the budget impact if any.
- AFG 2021 applied for new battery extrication tools and Rams – No update yet ( Just started awarding

**Financial Resources:**

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

**Physical Resources and Quality of Life (QOL):**

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

**Health and Safety**

- Review of Policies and Safety programs – Safety Committee meets with Officers 2nd Wednesday of each month.
- FIIRE Program update – VAP Surviv complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 3<sup>rd</sup> 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.

**Fire Prevention**

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing
- Strategic Plan review at Leadership updating with recent Stryker Gurney Overview
- Review Fire Levy for potential Lid Lift TBD

**Significant Events and Service Delivery:**

For the month of August, call volumes are again below average and is off by 15 calls from this time last year. EMS / Rescue calls totaled 32 responses, making up 73% of our calls for this month. Most were BLS, several were upgraded to ALS. We responded to several calls that had potential, however, were minor in nature or we ended up getting cancelled. The warm, dry summer continues! I have been sharing data with other Chiefs as fuel conditions dry and the possibility of a fire grows. We are going into September warm and dry. We are continuing at a High fire danger! No permitted land clear or yard debris burning. Campfire allowed in developed fire rings. We have been handing out test kits, which indicates we are still see outbreaks in families in the District. We are still watching Covid trends closely as variants continues to cause problems around the country. Also, tracking current WHO/CDC viruses of concern. The Crews are still handling each EMS call as if, they are handling a positive case.

**Historical Call numbers for 2021 as compared to 2022:**

- Finished **August 2022** with **41** Responses vs **56** in **2021**
- To date 2022 total year to date of **316** Responses vs **375** in 2021
- **Emergency Medical Services: Our EMS Responses were 72% for 2022 total responses;** this is still slightly above average. Total call volume has decreased, year to date.

**Operations:**

Currently monitoring weather fuels conditions across the District, have been in touch with DNR and Federal co-operators to ensure that we have the most update information on fire danger rating and resource availability. Looking like we will be warm and dry for the first half of September. Monitoring on going. Have two major upcoming public events, The Quilcene Fair and Parade and the Quilcene Oysters Runs.

**Training and Competency:** Capt. McCrehin, also has facilities and apparatus maintenance.

**EMS & IT:** Lt. Winn, also has radios and pagers.

**Small engines / powered equipment:** Lt. Singleton, also has wildland fire equipment / certification process.

**EMT Class:** Tyson Svetich was granted a EMT B license on 8/29/22; he was the last of this year's attendees to receive their license.

**Human Resources and Staffing:**

No HR issues. We are still working on covering the second person on some shifts. There has been some improvement, but very much an up and down scenario. We are still meeting each incident needs. As always, leadership continues to monitor this closely. We are always looking for new volunteers.

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**Admin / HR / PTO:** No time scheduled at this time, subject to change.

Monthly Incident break down by response zones:  
August 2022 Incidents:

INCIDENT TYPE	# INC.
<b>Zone: 21 - Quilcene</b>	
321 - EMS call, excluding vehicle accident with injury	15
324 - Motor vehicle accident with no injuries.	3
480 - Attempted burning, illegal action, other	1
531 - Smoke or odor removal	1
600 - Good intent call, other	1
700 - False alarm or false call, other	1
<b>Zone: 22 - Coyle</b>	
321 - EMS call, excluding vehicle accident with injury	8
611 - Dispatched & cancelled enroute	1
<b>Zone: 23 - Dabob</b>	
321 - EMS call, excluding vehicle accident with injury	1
<b>Zone: Brinnon</b>	
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	2
<b>Zone: Discovery Bay</b>	
321 - EMS call, excluding vehicle accident with injury	5
611 - Dispatched & cancelled enroute	1
<b>Zone: East Jeff</b>	
611 - Dispatched & cancelled enroute	1
<b>Zone: Port Ludlow</b>	
611 - Dispatched & cancelled enroute	1

**Apparatus Readiness:**

- Both Aid units are still awaiting delivery of the Auto loaders. The GMC Aid Unit will then have the rear camera and electrical issues resolved by Braun.
- B22 remains OOS. Diesel Truck and Fleet Services has been attempting to fix the braking issue. The latest is there is a RABS Module that is malfunctioning. The part alone is going to be around \$800 plus labor. We have told Diesel Truck and Fleet Services to discontinue work on the apparatus.
- I have replaced the batteries on B21 and adjusted the emergency brakes.

**Training and Competency:**

- Target Solutions still has 22 overdue assignments.
- I am continuing to go through training files to update ERS.
- Lt. Singleton will be attending Officer 1 class at North Bend Training Academy Sept 12 thru Sept 17
- Lt. Winn has put together a CPR class for QFR on Sept. 20
- October 9-15 is Fire Prevention Week. This years theme is "Fire won't wait. Plan you escape." It will focus on developing and practicing a home escape plan. We will be scheduling times with Quilcene School to visit elementary kids during the school day to talk about home escape plans and display what a Firefighter looks like when in full PPE.

**Physical Resources and Quality of Life:**

- I am currently awaiting bids on the remodel work for the Crew Quarters bathroom.
- We have removed 3 trees from around the Rose St. Rental house and the Crew Quarters. This work was completed by Up & Adam Tree Services. QFR volunteers have been cutting the trees for firewood.
- I have almost all the repairs needed for the Rose St rental home. An electrician was necessary for a few electrical outlets that were no longer working.

**Staffing (next 30 days):**

- September Duty Calendar is looking very full! There is only 1 day so far that we are without a second.



Quilcene Fire Rescue  
Apparatus Usage

Report Date 9/1/2022

Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age In Yrs	In Svc Dt*	In Svc Miles**	In Svc Hrs***	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles****	Avg Ann Hrs****
11 - Engine	E22	96 Ford.55851C.2430	1996	26	1/1/1999	Unknown	Unknown	27,260	0	1,022	0
11 - Engine	E21	05 Freightliner 82171C.1149	2005	17	3/26/2007	Unknown	Unknown	39,709	1,993	2,246	113
16 - Brush Truck	B22	95 Ford.36251C.4130	1995	27	9/6/1995	0	Unknown	29,664	0	1,141	0
16 - Brush Truck	B21	08 Ford B4486C.6274	2008	14	10/24/2016	Unknown	Unknown	75,357	0	5,134	0
24 - Tanker or Tender	T21	18 Freightliner.71820C.8029	2018	4	8/15/2018	0	Unknown	5,528	303	1,382	65
60 - Support Apparatus	S21	96 Ford 40842C.8351. OOS	1996	26	Unknown	Unknown	N/A	33,919	N/A	1,271	N/A
60 - Support Apparatus	U21	05 Chev.91128C.9239	2005	17	Unknown	Unknown	N/A	195,698	N/A	11,071	N/A
60 - Support Apparatus	U22	08 Ford A2604C.1351	2008	14	1/1/2008	0	N/A	120,692	N/A	8,621	N/A
75 - BLS Unit	A212	16 GMC.B6128C.2830	2016	6	9/20/2016	0	N/A	46,585	1,836	9,317	275
75 - BLS Unit	A21	18 Dodge C6410C.6370	2018	4	3/14/2019	0	N/A	41,797	1,673	13,932	358
92 - Chief Officer Car	C202	05 Chev.B3139C.1967	2005	17	3/30/2016	Unknown	N/A	108,813	N/A	6,156	N/A
92 - Chief Officer Car	C201	20 Ford B7209C.2336	2020	2	3/16/2020	0	N/A	28,930	950	14,465	356

\*ID may be reassigned from time to time

\*\*In Service Date is date of possession by QFR.

\*\*\*In Service Miles and In Service Hours are as In Service Date. If Unknown, may include use by prior owner.

\*\*\*\*Computed from Mfg Date if In Service Date, In Service Miles, or In Service Hours are Unknown. If any are Unknown, may include data from previous owner.

**Significant Events and Service Delivery:**

- N/A

**Training and Competency:**

- Completed Additional Class and requirements for our CPR/First Aid Instructor certification.

**Physical Resources and Quality of Life:**

- The department RMS System ERS will be going through conversion to ESO over next few months. I have created and transferred all to data to our local server and cloud.
- CrewForce is still working Great.
- I Will be assisting Dist 5 with getting their iPads setup with CrewForce.
- The New Styker Gurneys, Stair chairs and auto loaders have been ordered and will be delivered, installed and in service hopefully in October. According to Stryker they have been delayed due to supply chain issues.
- Lt Singleton, Kimberly, and I have our first BLS Provider CPR class scheduled for September 20<sup>th</sup> for Department members. We are planning on teaching our first CPR/First Aid Class to the Coyle community the in beginning of October. After our first 2 classes we will go public with our new CPR/First Aid program and begin advertising and scheduling classes for Dist. 2 residences, Businesses, Groups and Churches.
- I have sent a grant application to the Quilcene and Brinnon Garden Club asking for a grant to help with the CPR Manakins.
- Fire Prevention Week is Oct 9<sup>th</sup> – 15<sup>th</sup>. We will do our normal virtual education on FB and will explore options to do Fire Safety demonstrations with the Quilcene School.
- We had Multiple Concerts in the Lake Leland area off Munn Rd during August. We did site inspections before the concerts and had no calls for service related to the events
- Sept 17<sup>th</sup> is the Quilcene Fair and parade and Sept 18<sup>th</sup> is the Quilcene half Marathon. B Shift will be on Duty for both events.

**Staffing (next 30 days):**

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



**Significant Events and Service Delivery:**

- C-Shift responded to 17 incidents during the month of August. Notable incidents include:
  - Service call to the Quilcene Community Center to provide ventilation after a cooking incident. E21 successfully ventilated the noxious gases from the structure with our PPV fan.
  - High speed motor vehicle collision on Center Rd into. The driver was uninjured and not transported
  - A drive-up ALS-CPR at Station 21. The patient was successfully resuscitated and transported by ground to the hospital.
- Water usage report sent to PUD with approximately 2,000 gallons used for training and maintenance.

**Apparatus Readiness:**

- NTR.

**Training and Competency:**

- In-house CPR class for QFR personnel is scheduled for September 20<sup>th</sup>. This will be the first class taught by Lt. Winn, EMT Kinser, and myself. We are looking forward to recertifying our personnel and hoping to have our first Quilcene Community class in October.
- No changes to Fire Officer 1. Class is scheduled for the 12<sup>th</sup>-16<sup>th</sup> with IFSAC testing on the 17<sup>th</sup> in North Bend.
- Chief McKern successfully completed his Public Information Officer Position Task Book on his most recent deployment to the Vantage Fire. All documentation has been gathered and sent in a packet to DNR to be reviewed by a committee.
- Documenting consistent shift training with volunteers covering a wide range of topics with many hours.
- All 36 hours of Blue Card CEs have been completed for the year.

**Physical Resources and Quality of Life:**

- QFR has been awarded an AFG grant in the amount of \$40,360 to purchase new, battery powered extrication tools. The new equipment needs to be in service within one year, which gives us time to research different makes and models of tools to find the right fit for QFR. I will be reaching out to three different vendors to schedule cutting demonstrations soon.
- Hose and Ladder testing was initially schedule for August 30<sup>th</sup>. Unfortunately, we needed to cancel and change vendors due to a last-minute increase in cost that exceed the annual hose and ladder testing budget. The second vendor was significantly cheaper and had an availability on September 6<sup>th</sup>.

- The new bunker gear ship date continues to be delayed. Unfortunately, this has become the norm due to supply and personnel shortages.
- The set of Non-Combat PPE that was ordered several months ago has arrived.
- The Stihl FS55R string trimmer has a new carburetor and is running great.

**Staffing (next 60 days):**

- Multiple open shifts.

**Other:**

- Have scheduled more filming with Action training to help them complete their drivers' training series. They will be coming to Quilcene September 30<sup>th</sup>.

