



Jefferson County Fire Protection District No. 2

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

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

**MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS
held at BOB WILSON STATION 21 in QUILCENE, WA on November 18, 2024**

ATTENDANCE:

Commissioner/Chair Frank	Lt. Winn
Commissioner Bacchus	FF/EMT Torres
Commissioner Kelbon	Volunteer Grooms
Secretary Rewitzer	Volunteer Neuenschwander
Chief McKern	Volunteer Kinser
Capt. McCrehin	Volunteer Ethier

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Lt. Winn led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Secretary Rewitzer reported a change to the vouchers item in the Consent Agenda. Commissioner Frank moved, Commissioner Kelbon seconded, to accept the agenda with removal of the Consent Agenda so its items could be considered separately. Motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Kelbon moved, Commissioner Frank seconded, to approve minutes from the October 21, 2024 Regular Meeting. The motion carried unanimously.

APPROVAL OF VOUCHERS:

Commissioners had an opportunity to review vouchers. Commissioner Frank moved, Commissioner Bacchus seconded, to approve vouchers totaling \$121,414.07. The motion carried unanimously.

REPORTS:

The Board received the Monthly Fire Chiefs Report, Treasurer's Report, Budget Position Report, and District Secretary's Report in advance for review. In addition:

- Chief McKern provided an update on CWPP and Firewise.
- Kimberly Kinser introduced Debra Ethier to the Board and discussed CARES outreach using the Olympic Connect hub under the Olympic Community of Health (OCH) grant. Olympic Connect training began earlier this day.
- Thane Grooms reported upfitting to the new Brush 22 is nearly complete and 3 new additions have been made to the Station 22 volunteer force.
- Commissioner Kelbon reminded staff that the Board would like to see a comprehensive apparatus plan.
- Discussion occurred regarding federal PILT.

CORRESPONDENCE:

No correspondence received.

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – Secretary Rewitzer reported the Last Crocker Sorts Resale was approved by the Board of Natural Resources and is set for auction December 18, 2024.

BUDGET HEARING:

Commissioner Frank opened the Budget Hearing at 7:36 p.m. Secretary Rewitzer presented an overview of the Draft 2025 Budget. Commissioners reviewed line items and asked questions. The levy resolutions and certifications were presented for review. No public comments were received. The Budget Hearing was closed at 8:03 p.m.

UNFINISHED BUSINESS:

2. **2025 Budget** – Commissioner Frank moved, Commissioner Kelbon seconded, to approve the Draft 2025 Budget with \$1,425,500 expenses against \$1,300,500 revenues, resulting in a deficit of \$125,000. The motion carried unanimously. Commissioner Frank moved, Commissioner Bacchus seconded, to adopt resolution 2024-003 Authorizing a General Fire Property Tax Levy. The resolution was adopted unanimously. Commissioner Frank moved, Commissioner Kelbon seconded, to adopt resolution 2024-004 Authorizing an EMS Property Tax Levy. The resolution was adopted unanimously.

NEW BUSINESS:

1. **Repurpose Bank Account** – Secretary Rewitzer reported that the Olympic Community of Health grant requires accepting reimbursements by electronic funds transfer (EFT). The County Treasurer declined to allow EFT to the District's Treasurer-owned bank account and recommended use of a District-owned account. The District maintains an inactive imprest account at US Bank that was used to process payroll prior to 2021. Secretary Rewitzer proposed repurposing the existing account to receive EFT deposits. Commissioner Frank moved, Commissioner Bacchus seconded, to adopt resolution 2024-005 Authorizing an Inactive Imprest Account to be used as a Deposit Account. The resolution was adopted unanimously.
2. **Authorizing Dinner Expense** – Secretary Rewitzer reported that the Jefferson County Fire Commissioners and Administrative Professionals Association will hold an annual business meeting and installation of officers on December 5, 2024, at Seven Cedars. The meeting begins at 5:30 p.m. and includes a dinner for attendees that involves expenses. Commissioner Frank moved, Commissioner Kelbon seconded, to authorize payment of dinner expense for attending commissioners and administrative staff. The motion carried unanimously.

CLOSED SESSION:

Commissioner Frank called for the meeting to be closed to the public for 10 minutes at 8:15 p.m. per RCW 42.30.140(4)(b) to review proposals made in negotiations and plan or adopt the strategy or position to be taken during collective bargaining proceedings. At 8:30 p.m. the closure was extended 10 minutes. The regular meeting was called back to order at 8:40 p.m.

GOOD OF THE ORDER:

Volunteer Grooms reported that the Toandos Emergency Preparedness Association, a 501c3 organization, is soliciting donations to replace the power generator and well pump house at the Laurel B. Johnson Community Center in Coyle.

ADJOURNMENT:

The meeting adjourned at 8:44 p.m.

ATTACHMENTS:

General Certificate for Claims: 11/5/2024 Payroll Check Register
11/18/2024 Claims Check Register

Reports: October 2024 Monthly Fire Chief’s Report
October 2024 Treasurer’s Report

Resolutions: 2024-003 Authorizing General Fire Property Tax Levy
2024-004 Authorizing EMS Property Tax Levy
2024-005 Authorizing an Inactive Imprest Account to be used as a
Deposit Account

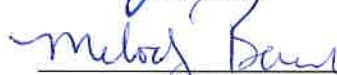
Certifications: 2025 Levy Certification
2025 Budget Certification

APPROVED this 16th day of DECEMBER, 2024 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

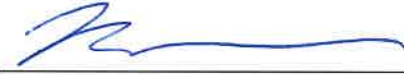
BOARD OF FIRE COMMISSIONERS
JEFFERSON CO, FIRE PROTECTION DIST. #2



ART FRANK, Commissioner/Chair



MELODY BACCHUS, Commissioner



MARCIA KELBON, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:44:28 Date: 10/31/2024

11/05/2024 To: 11/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
652	11/05/2024	Payroll	20	EFT	Lynne Cassella-Blackburn	545.66	2024.10 Payroll
656	11/05/2024	Payroll	20	EFT	Kimberly Kinser	304.75	2024.10 Payroll
657	11/05/2024	Payroll	20	EFT	Brady W Matheson	4,223.12	2024.10 Payroll
658	11/05/2024	Payroll	20	EFT	Mark A McCrehin	5,856.46	2024.10 Payroll
659	11/05/2024	Payroll	20	EFT	Timothy M McKern	12,321.73	2024.10 Payroll
662	11/05/2024	Payroll	20	EFT	Robert J Rewitzer	3,000.00	2024.10 Payroll
663	11/05/2024	Payroll	20	EFT	Nicholas Singleton	6,170.57	2024.10 Payroll
664	11/05/2024	Payroll	20	EFT	Tyson J Svetich	5,651.45	2024.10 Payroll
665	11/05/2024	Payroll	20	EFT	Zachary D Torres	4,819.30	2024.10 Payroll
666	11/05/2024	Payroll	20	EFT	Kevin R Winn	6,854.20	2024.10 Payroll
667	11/05/2024	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 11/05/2024 To 11/05/2024 - HRA VEBA
668	11/05/2024	Payroll	20	EFT	US Treasury	10,412.37	941 Deposit for Pay Cycle(s) 11/05/2024 - 11/05/2024
669	11/05/2024	Payroll	20	EFT	WA Dept of Retirement Systems	8,233.21	Pay Cycle(s) 11/05/2024 To 11/05/2024 - LEOFF2; Pay Cycle(s) 11/05/2024 To 11/05/2024 - PERS2; Pay Cycle(s) 11/05/2024 To 11/05/2024 - NLEC Liability
651	11/05/2024	Payroll	20	1544	Melody Bacchus	147.76	2024.10 Payroll
653	11/05/2024	Payroll	20	1545	Debra Ethier	55.41	2024.10 Payroll
654	11/05/2024	Payroll	20	1546	Art Frank	147.76	2024.10 Payroll
655	11/05/2024	Payroll	20	1547	Marcia Kelbon	147.76	2024.10 Payroll
660	11/05/2024	Payroll	20	1548	Luke Miller	180.08	2024.10 Payroll
661	11/05/2024	Payroll	20	1549	Brady T Palmer	69.26	2024.10 Payroll
670	11/05/2024	Payroll	20	1550	IAFF Local 2032	510.00	Pay Cycle(s) 11/05/2024 To 11/05/2024 - Union Dues
671	11/05/2024	Payroll	20	1551	Nationwide Retirement Solutions	2,017.50	Pay Cycle(s) 11/05/2024 To 11/05/2024 - 457 Plan; Pay Cycle(s) 11/05/2024 To 11/05/2024 - 457 Plan Roth
672	11/05/2024	Payroll	20	1552	Trusteed Plans Service Corporation	8,969.40	Pay Cycle(s) 11/05/2024 To 11/05/2024 - Medical; Pay Cycle(s) 11/05/2024 To 11/05/2024 - Dental

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

46,100.37
35,337.38

81,437.75 Payroll: 81,437.75

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:44:28 Date: 10/31/2024

11/05/2024 To: 11/05/2024

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 Rewitzer

Preparer

10/31/2024

Date

SM Mckin

Auditing Officer

10/31/2024

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.

Cw AP

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

11.18.24

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: 10:23:39 Date: 11/18/2024

11/01/2024 To: 11/30/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
677	11/18/2024	Claims	10	621411	AT&T Mobility	414.34	Monthly Cellular Service
678	11/18/2024	Claims	10	621412	Armstron Consolidated LLC		Vendor was paid by member. Member submitted vendor invoice instead of payment receipt for reimbursement.
679	11/18/2024	Claims	10	621413	Boundtree Medical LLC	1,214.15	Monthly Medical Supplies
680	11/18/2024	Claims	10	621414	Canon Financial Services, Inc	54.44	Monthly Printer Lease
681	11/18/2024	Claims	10	621415	Cooper Fuel	667.54	Monthly Fuel
682	11/18/2024	Claims	10	621416	EMS Connect LLC	110.50	Monthly EMS Training
683	11/18/2024	Claims	10	621417	EMS Special Agency Fund	136.00	Monthly Ambulance Transport Fee
684	11/18/2024	Claims	10	621418	Evergreen Collision - Sequim	9,994.59	Reimbursed Repair to C201
685	11/18/2024	Claims	10	621419	Good Man Inc	122.13	Monthly Restroom Service
686	11/18/2024	Claims	10	621420	Thane Grooms	88.92	Wire & Decals for New B22 Upfitting
687	11/18/2024	Claims	10	621421	IMS Alliance	34.97	Passport tags
688	11/18/2024	Claims	10	621422	J & D Painting Services, Inc	4,130.00	Repair Body Damage B21 - Reimbursed
689	11/18/2024	Claims	10	621423	JC Dept of Public Works	383.67	Monthly Fuel
690	11/18/2024	Claims	10	621424	JC Fire District #2 Payroll	81,437.75	2024.11.05 Payroll Reimbursement
691	11/18/2024	Claims	10	621425	Jamestown Networks	458.41	Monthly Internet & Telephone
692	11/18/2024	Claims	10	621426	Jefferson Propane	648.88	Monthly Propane
693	11/18/2024	Claims	10	621427	Kimberly Kinser	60.04	CARES expense reimbursement
694	11/18/2024	Claims	10	621428	Timothy M McKern	100.00	Monthly Personal Device Stipend
695	11/18/2024	Claims	10	621429	Murrey's Disposal Co Inc	52.54	Monthly Garbage Service
696	11/18/2024	Claims	10	621430	NVFC	21.00	Annual Professional Subscription
697	11/18/2024	Claims	10	621431	National Hose Testing Specialties Inc	3,226.20	Annual Hose & Ladder Testing
698	11/18/2024	Claims	10	621432	National Hose Testing Specialties Inc	588.00	Annual Nozzle (Hose) Testing
699	11/18/2024	Claims	10	621433	Olympic Springs Inc	48.82	Monthly Drinking Water
700	11/18/2024	Claims	10	621434	Pacific Office Equipment	857.64	Monthly Computer Support
701	11/18/2024	Claims	10	621435	Paladin Background Screening	62.00	Background Check - Hansen
702	11/18/2024	Claims	10	621436	Snure Seminars	50.00	Laws Update Webinar - Rewitzer
703	11/18/2024	Claims	10	621437	Springbook Software Springbrook Holding Co	9,289.45	Annual SaaS Fee for Financial Accounting
704	11/18/2024	Claims	10	621438	Systems Design West LLC	486.17	Monthly EMS Billing Service - September
705	11/18/2024	Claims	10	621439	Systems Design West LLC	596.09	Monthly EMS Billing Service - August
706	11/18/2024	Claims	10	621440	Systems Design West LLC	312.82	Monthly EMS Billing Service - October
707	11/18/2024	Claims	10	621441	The Station Signs & Screen Painting, Inc	872.80	Stripes and Chevrons for C203
708	11/18/2024	Claims	10	621442	US Bank	3,143.54	9142 - BP Cuff Replacement; 9142 - Station 21 Door Lock; 9142 - Fuel for E22; 9508 - Tires for C201; 5799 - Copier Paper; 5799 - Monthly Adobe; 5799 - Coffee; 5799 - Stamps; 5799 - LED Lightbulbs - Ad
709	11/18/2024	Claims	10	621443	WA State Auditor's Office	278.20	Monthly State Audit Fee - October
710	11/18/2024	Claims	10	621444	Washington Fire Chiefs	1,196.46	Annual Agency Subscription
711	11/18/2024	Claims	10	621445	Wave Broadband	214.10	Monthly Cable Internet
712	11/18/2024	Claims	10	621446	Westbay Auto Parts Inc	61.91	Fluids for Apparatus Maint

CHECK REGISTER

Jefferson County Fire Distr #2

11/01/2024 To: 11/30/2024

Time: 10:23:39 Date: 11/18/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		040 EMS Fund	662 610 71			46,380.06	
						121,414.07	Claims: 121,414.07

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 Revison
Preparer

11-18-2024
Date

Smuck
Auditing Officer

11-18-2024
Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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

11-18-24
Date

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
October 2024

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 – Staffing almost complete; equipment upgrades completed.
- CARES Volunteer Program – Kimberly, Debra, and Kevin, and the team are making great strides and moving this program forward. Olympic Community of Health (OCH) grant contract signed; orientation was Thursday, attended by all.
- Working with the County on a fair junior taxing district funding as it relates to timber harvest.

Grant Updates

- Department of Health (DOH) grant pending in the fall for EMT-Advanced (AEMT) programs – *Expectations Meeting this month.*
- OCH grant contract signed and objectives being developed.

External Relationships

- On-going quarterly EMS training around the County by EMS Council /MPD

Fire Prevention

- Community Risk Reduction programs along with countywide CWPP plan moving forward with south end projects.
- Training for Team Firewise Communities. Working with other County fire agencies to ensure delivery of same product.
- TLT (Timberland Trust Funding) – We had several meetings with stakeholders including the BOCC. We will keep you updated as we progress forward.

Upcoming Events

- Holiday Party December 13 5pm at the Masonic Hall

Apparatus Readiness:

- C201 has returned from Evergreen Collision. Stickers still needs to be completed. This is scheduled for January. New wheels and tires have been installed by Les Schwab.
- T21 has completed its annual inspection and pump testing. This was all completed by Clallam County Fire
- E22 has also completed its annual inspection and pump testing. Completed by Clallam County Fire.
- B21 is at J&D Painting. They are repairing the damage to the service body. Repairs have been completed and the box is being repainted. Once B21 has returned T21 will be able to go in for repairs.
- Regularly scheduled maintenance has been completed on the GMC aid unit prior to it back in service as a first out apparatus.

Training and Competency:

- I am still working with the Quilcene School to build a Cadet Program for the school year. I have not been able to make any forward progress.
- Quilcene School reached out to QFR requesting fire extinguisher training as well as bus driver training for interior search for children on the bus in the event of an emergency. FF Svetich and I are working on an outline and a date to complete this training.

UPDATE:

- I have made several attempts to communicate with the school to complete this training. I have not heard anything back so far. A training outline is ready, we are just waiting for scheduling.

QFR Events:

- Trunk or Treat was a success. A212 was decorated by EMT Lynne Cassella Blackburn. FGS Krystal McCrehin, FF/EMT Tyson Svetich, Duty Crew Including Lt. Winn, FF/EMT Torres, and I attended the function. Several bags of candy were donated to us to distribute.
- QFRs annual Christmas party will be held on December 13th at 1700hrs at the Masonic Hall. This is the same location as the previous year. I believe we will also have the same caterer as last year as well.
- QFR has been awarded a grant for the Quilcene Garden Club. This grant will allow us to purchase new PFDs for our apparatus.

Apparatus Usage Report:

Report Date		11/13/2024									
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age		Rpt Dt	Rpt Dt	Avg	Avg		
				In Yrs	In Svc Dt	Miles	Hrs	Ann	Ann		
						Miles	Hrs	Miles	Hrs		
11 - Engine	E22	96.Ford.55851C.2430	1996	28	1/1/1999	28,600	N/A	990	N/A		
11 - Engine	E21	05.Freightliner.82171C.1149	2005	19	3/26/2007	43,472	2,205	2,187	111		
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	29	9/6/1995	30,557	N/A	1,054	N/A		
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	16	10/24/2016	76,971	N/A	4,560	N/A		
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	6	8/15/2018	7,411	471	1,235	69		
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	19	Unknown	197,727	N/A	9,946	N/A		
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	16	1/1/2008	122,319	N/A	7,645	N/A		
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	8	9/20/2016	57,957	2,373	7,245	267		
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	6	3/14/2019	65,789	1,644	13,158	239		
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	19	3/30/2016	112,697	N/A	5,669	N/A		
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	4	3/16/2020	52,276	N/A	13,069	N/A		

Significant Events and Service Delivery:

- B-Shift responded to 19 calls in October.

Training and Competency:

- Oct 28th BLS Provider CPR Class joint training with Dist. 5

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. Jeffcom is working with Kenwood for a software fix.

Physical Resources and Quality of Life New Business:

- We put on a CPR Class for the City of Port Townsend on Oct 8th
- We put on a CPR Class for the Assembly of God Church on Oct 23rd.
- Brady Mathenson is now a CPR /First Aid Instructor.
- Kimberly and Debra have added Brinnon patients to their CARES visits.
- A Unication G1 Pager has been sent in for repair.
- Oct was Fire Prevention week. We held a successful social media campaign during that week with positive feedback from the community.

Staffing (next 30 days):

- I have no vacation planned for the month of November.

Significant Events and Service Delivery:

- C-Shift responded to a total of 13 incidents during the month of October. Notable incidents include:
 - Automatic Commercial Fire Alarm to Quilcene School District. Responded and confirmed this was a planned fire drill and QFR was dispatched due to a communication error with the alarm company. Discussed ways to mitigate a false alarm response with QSD staff.
 - Responded to Lords Lake Loop Road for a report of a pump house on fire with connected propane tank and exposure to a residence. E21 arrived on scene, quickly deployed a hose line, secured the propane tank, worked to protect the structure, and extinguish the fully involved pump house. The pump house was a total loss and only minimal heat damage was noted to the siding of the residence with no injuries.
- Hydrant water usage for Quilcene totaled approximately 3500 gallons used:
 - Incidents: 500 gallons used to top off E21 on return from fire and flush hose lines.
 - Training: 500 gallons for training on water supply from Tender to Engine.
 - Maintenance: Estimated 2000 gallons used by National Hose Testing to test and flush structural hose, 500 gallons to clean structural hose and equipment.

New Items:

- Attended County EMS Base Station which covered Pediatric drowning emergencies and run review.
- Attended Jefferson County Incident Management Team Zoom meeting to discuss winter response plans.
- Completed BLS CPR certification for Volunteer Sund.
- EMS Protocol review committee is nearly complete with review of all protocol pages. Last edits and review include the procedures section and expected completion by the end of the year is on track.
- Assisted County MPD Dr. Carlbom and EJFR PM Charlie Johnson in instructing the County BLS Advanced Airway course at Station 21 on 10/19. Stations were set up with hyper realistic manikins to practice basic airway skills.
- Submitted grant application to DNR for Surplus Type 5 Engine to Chief McKern and District Secretary Rewitzer for review. Application submitted to DNR by deadline of 10/31 and award notifications to departments will start 12/1.
- Applied to be a stop the bleed instructor through the Stop the Bleed Coalition and will be attending a webinar for a license orientation session on 11/20.
- FF/EMT Brady Matheson has completed all his required training and skills checkoffs for his initial Wildland Red Card. Paperwork has been submitted to DNR and his Red Card will be issued when it arrives.
- EVIP 3.0 initial classroom training and written test scheduled for Coyle and District 5 Volunteers on 11/11 at 6pm.
- Wildland ENGB task book submitted to DNR for review by Olympic Region committee on 11/7.
- Assisted Lt. Winn in teaching a BLS CPR class at Station 21 on 10/28 for QFR and District 6

5 personnel.

- Volunteer Miller successfully completed his EVIP written test, rodeo, and road test on A21. He has been issued a QFR EVIP card signed by Chief McKern and cleared to operate the aid units and support vehicles. This concludes his fundamentals check off list, which has been submitted for his training file.
 - Volunteer FF Palmer successfully completed an annual refresher and has been issued an EVIP card by Chief McKern.
- Hose and ladder testing completed with two failed sections of our older 1.75" hose. Report to follow from FF/EMT Svetich in December.
 - Appliances and nozzles will be tested on the next available date in November.
- FF/EMT Matheson completed training on expanded medication scope/skills for EMTs in Jefferson County. These medications and skills are not included in the state curriculum and require additional in-house training prior to use:
 - CPAP Administration
 - Nebulizer T and Mask Administration
 - Albuterol
 - Ipratropium Bromide
 - Zofran
 - Benadryl
 - Afrin nasal spray
 - Basic End Tidal CO2 Waveforms.
- Working through ISO and Officer development courses on Fire Engineering training.

Staffing (next 60 days):

- NTR.

Building Maintenance

- Need to get quote for broken window repair.
- Backup power Bluetti failed and has been shipped for warranty repair.

Apparatus

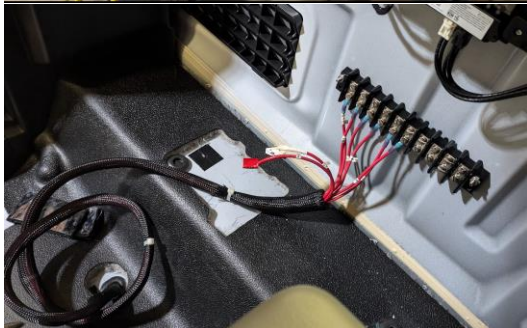
- E22 in service with 3 repair requests pending.
- B22 (2024)
 - Rear bumper step installed, emergency light bar installed, work lights (rear bed, pump area, & toolboxes) installed, upfitter switches wired into connector block in cab, hose reel roller bar installed, rear strobe marker lights (6) installed, wiring harnesses brought into cab
 - Work in progress: scene lights, remote hose reel wiring, in-cab harness wiring,
 - Center console, Radios and remaining equipment will be installed in next 2 weeks.
 - Estimated completion Dec 1st. There will be some work to do for full load-out of equipment.
- U22 is in service with 1 minor repair request.
- Inventory completed for 1996 B22 with Lt. Nick Singleton

Volunteers/Coyle Team Availability:

- Thane Grooms, Roland Faragher-Horwell, Jim Pinks, Dave Blohm, and Steve Sund
- Tim Mickelson is OOA until April; John Hansen is finishing on-boarding before responding.

Incidents

- We were finally able to get a handle on the erroneous fire alarms at Navy Base Zelatchet by using a completed contact list of site personnel, and this month, we were able to stand down all incoming with just a phone call.

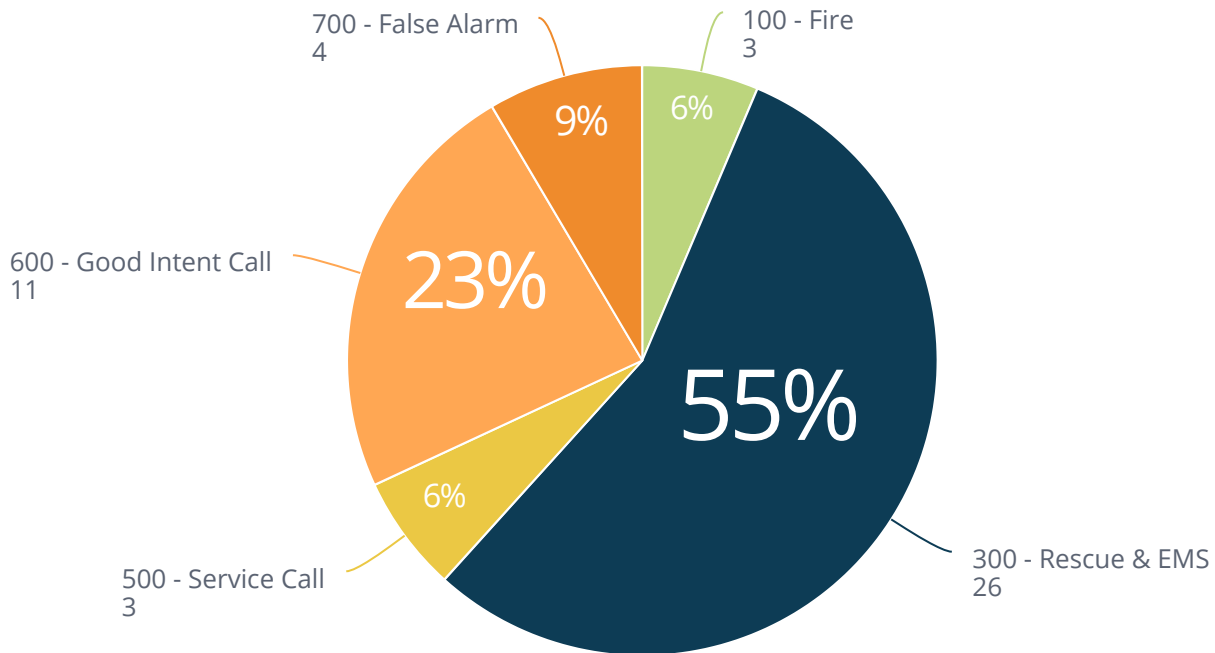


Filter statement

Filters **Alarm Date Range** 10/1/24 to 10/31/24 | **Is Active** true

QFR Incident Types-Last Month

Percentage of Incident Type Group



Count of Total Incidents

Total Incidents
47

Fire Incidents

Fire Incidents
3
Percent of All Incidents **6.4%**

EMS Incidents

EMS Incidents
26
Percent of All Incidents **55.3%**

Other Incidents

All Other Incidents
18
Percent of All Incidents **38.3%**

QFR Incident Types-Last Month 4 Nov 2024 14:55:06 [Fire Incidents](#)

Filter statement

Filters **Alarm Date Range** 10/1/24 to 10/31/24 | **Is Active** true

Count of Incidents by Type

Incident Type Group	Incident Type	Calls	Pct
100 - Fire	Brush or brush-and-grass mixture fire	1	33.33%
	Building fire	1	33.33%
	Outside equipment fire	1	33.33%
100 - Fire Total		3	6.38%
300 - Rescue & EMS	Emergency medical service incident, other	1	3.85%
	EMS call, excluding vehicle accident with injury	21	80.77%
	Motor vehicle accident with injuries	2	7.69%
	Motor vehicle accident with no injuries.	1	3.85%
	Watercraft rescue	1	3.85%
300 - Rescue & EMS Total		26	55.32%
500 - Service Call	Service Call, other	2	66.67%
	Unauthorized burning	1	33.33%
500 - Service Call Total		3	6.38%
600 - Good Intent Call	Authorized controlled burning	1	9.09%
	Dispatched & canceled en route	9	81.82%
	No incident found on arrival at dispatch address	1	9.09%
600 - Good Intent Call Total		11	23.40%

Filter statement

Filters **Alarm Date Range** 10/1/24 to 10/31/24 | **Is Active** true

TREASURER'S REPORT
Fund Totals

Jefferson County Fire Distr #2

10/01/2024 To: 10/31/2024

Time: 11:17:00 Date: 11/06/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	454,780.79	162,352.35	77,154.09	539,979.05	0.00	887.77	0.00	540,866.82
040 EMS Fund 662 610 71	347,835.05	196,246.45	52,544.05	491,537.45	0.00	674.70	0.00	492,212.15
070 Capital (Reserve) Fund 662 631 71	2,746,016.68	10,620.31		2,756,636.99	0.00	0.00	0.00	2,756,636.99
	3,548,632.52	369,219.11	129,698.14	3,788,153.49	0.00	1,562.47	0.00	3,789,715.96

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

10/01/2024 To: 10/31/2024

Time: 11:17:00 Date: 11/06/2024

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	354,280.79	214,896.40	129,698.14	439,479.05	0.00	0.00	439,479.05
20 Payroll-1st Security 9010	100,000.00	88,754.21	88,754.21	100,000.00	0.00	1,562.47	101,562.47
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	347,835.05	196,246.45	52,544.05	491,537.45	0.00	0.00	491,537.45
70 Capital (Reserve)-JeffCo	2,746,016.68	10,620.31	0.00	2,756,636.99	0.00	0.00	2,756,636.99
Total Cash:	3,548,632.52	510,517.37	270,996.40	3,788,153.49	0.00	1,562.47	3,789,715.96
	3,548,632.52	510,517.37	270,996.40	3,788,153.49	0.00	1,562.47	3,789,715.96

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

10/01/2024 To: 10/31/2024

As Of: 10/31/2024 Date: 11/06/2024

Time: 11:17:00 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	585	10/04/2024	Payroll	20	EFT	Lynne Cassella-Blackburn	365.57	2024.09 Payroll
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
2023	707	11/01/2023	Payroll	20	1402	Bailey M Kieffer	13.85	Replacement for lost check #1259
2024	1	01/05/2024	Payroll	20	1413	Chloe G Austin	13.85	2023.12 Payroll
2024	15	01/05/2024	Payroll	20	1424	Andrew J Lewis	83.11	2023.12 Payroll
2024	141	03/05/2024	Payroll	20	1446	Ken Brotherton	346.31	2024.02 Payroll
2024	200	04/05/2024	Payroll	20	1456	Ken Brotherton	263.20	2024.03 Payroll
2024	466	08/05/2024	Payroll	20	1511	Oscar Levine	69.26	2024.07 Payroll
2024	467	08/05/2024	Payroll	20	1512	Krystal McCrehin	35.41	2024.07 Payroll
2024	590	10/04/2024	Payroll	20	1533	Kristina M Heidt	81.01	2024.09 Payroll
2024	601	10/04/2024	Payroll	20	1537	Keith Stansbury	207.79	2024.09 Payroll
							1,562.47	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	887.77	887.77
040 EMS Fund 662 610 71	0.00	674.70	674.70
	0.00	1,562.47	1,562.47

TREASURER'S REPORT

Signature Page

Jefferson County Fire Distr #2

10/01/2024 To: 10/31/2024

Time: 11:17:00 Date: 11/06/2024

Page: 4

REVIEWED AND APPROVED

Robt Reinken

Preparer

11/6/2024

Date

Smnclen

Auditing Officer

11/6/2024

Date



Jefferson County Fire Protection District No. 2

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

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF AUTHORIZING A) RESOLUTION NO.
GENERAL FIRE PROPERTY TAX LEVY IN)
ACCORDANCE WITH RCW 84.55.120) **2024-003**

WHEREAS, the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 held a hearing on November 18, 2024 to consider its budget for the 2025 calendar year; and

WHEREAS, the Board, after hearing and considering all relevant evidence, determined that the District requires a **General Fire Levy of \$504,931.44** notwithstanding exclusions; and

WHEREAS, the District's actual levy amount from the previous year was \$499,932.12; and

WHEREAS, the population of the District is less than 10,000;

NOW THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 that an increase in the property tax levy is hereby authorized for the general fire levy to be collected in the 2025 tax year; and

BE IT ALSO RESOLVED that the dollar amount of the increase over the actual levy amount from the previous year shall be \$4,999.32 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction and improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the following vote this 18th day of NOVEMBER, 2024 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.



ATTEST:

Robt Rewitzer
ROBERT REWITZER, District Secretary

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

Art Frank
ART FRANK, Chair of the Board

Melody Bacchus
MELODY BACCHUS, Commissioner

Marcia Kelbon
MARCIA KELBON, Commissioner



Jefferson County Fire Protection District No. 2

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

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF AUTHORIZING AN EMS)
PROPERTY TAX LEVY IN ACCORDANCE WITH)
RCW 84.55.120)

RESOLUTION NO.
2024-004

WHEREAS, the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 held a hearing on November 18, 2024 to consider its budget for the 2025 calendar year; and

WHEREAS, the Board, after hearing and considering all relevant evidence, determined that the District requires an **EMS Levy of \$286,836.76** notwithstanding exclusions; and

WHEREAS, the District's actual levy amount from the previous year was \$283,996.79; and

WHEREAS, the population of the District is less than 10,000;

NOW THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 that an increase in the property tax levy is hereby authorized for the EMS levy to be collected in the 2025 tax year; and

BE IT ALSO RESOLVED that the dollar amount of the increase over the actual levy amount from the previous year shall be \$2,839.97 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction and improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the following vote this 18th day of NOVEMBER, 2024 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



Jefferson County Fire Protection District No. 2

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

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF AUTHORIZING AN)	RESOLUTION NO.
INACTIVE IMPREST ACCOUNT TO BE USED)	2024-005
AS A DEPOSIT ACCOUNT)	

WHEREAS, On October 14, 2024 Olympic Community of Health awarded a grant to the District to fund the QFR CARES Program; and

WHEREAS, The grant specifically requires the District to accept funding by electronic funds transfer (EFT) to a deposit account; and

WHEREAS, The District uses a deposit account maintained by the Jefferson County Treasurer; and

WHEREAS, The Treasurer will not permit additional EFT to Treasurer maintained deposit accounts; and

WHEREAS, The Treasurer recommends the District maintain its own deposit account for this purpose; and

WHEREAS, An inactive imprest account ending in 7427 is maintained by the District at US Bank; and

WHEREAS, The bank account ending in 7427 was used by the District to process payroll claims and liabilities prior to 2021 and is currently surplus to the needs of the District;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, as follows:

The bank account ending in 7427 maintained by the District at US Bank shall henceforth become a deposit account for the sole purpose of receiving grant funding EFT and remitting same to the District's deposit account maintained by the Jefferson County Treasurer.

AND BE IT ALSO RESOLVED that no other remittances from the bank account ending in 7427 shall be authorized except for those that may be expressly approved by the Board.

ADOPTED by the following vote this 18th day of NOVEMBER, 2024 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
ART FRANK, Chair of the Board

Melody Bacchus
MELODY BACCHUS, Commissioner

Marcia Kelbon
MARCIA KELBON, Commissioner

ATTEST:

Robert Rewitzer
ROBERT REWITZER, District Secretary



Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Robert Rewitzer (Name),
District Secretary (Title), for Jefferson Co. Fire Protection District No. 2 (District name),
do hereby certify to the Jefferson (Name of county) County legislative authority
that the Commissioners (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2025 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11-18-2024 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u>EMS</u>
Total certified levy request amount, which includes the amounts below.	515,000.00	295,000.00
Administrative refund amount	1,817.36	963.16
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Robert Rewitzer Date: 11-19-2024

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2.
BUDGET FOR THE YEAR OF 2025**

CERTIFICATION

STATE of WASHINGTON)
COUNTY of JEFFERSON)

I, Robert Rewitzer, District Secretary of Jefferson County Fire Protection District No. 2, do hereby certify that the following is a true and correct copy of the Budget for the year 2025, adopted by the Board of Fire Commissioners of said District and appearing in the minutes of a public meeting held on the November 18, 2024 requesting the Board of Commissioners of Jefferson County to levy taxes as follows:

A.	Current Expense Fund:	
1.	Regular Levy	\$ <u>515,000.00</u>
2.	Emergency Medical Services (EMS) Levy	\$ <u>295,000.00</u>
3.	Excess Levy	\$ _____
4.	Timber Tax Regular Levy	\$ <u>7,000.00</u>
	Timber Tax EMS Levy	\$ <u>9,000.00</u>
B.	Reserve Fund	\$ _____
C.	Registered Warrant Fund	\$ _____
D.	G. O. Bond Fund	\$ _____
E.	Other: _____	\$ _____
F.	TOTAL TAXES REQUIRED	\$ <u>826,000.00</u>

Given under my hand and the official seal of Jefferson County Fire Protection District No. 2 on this 18th day of NOVEMBER 2024.

Signed: Robert Rewitzer
District Secretary

ATTEST: BY: Art Frank
Art Frank, Commissioner, Chair of the Board

BY: Melody Bacchus
Melody Bacchus, Commissioner

BY: Marcia Kelbon
Marcia Kelbon, Commissioner



2025 APPROVED BUDGET

Jefferson County Fire Protection District No. 2

All Funds

Revenue

Property Taxes	824,000.00
Permits	2,000.00
Grants	143,700.00
Timber & Leasehold Entitlements/Taxes	43,500.00
Ambulance & Fire Control Svcs	145,000.00
Interest, Rents, Leases & Misc Income	139,300.00
Operating Insurance Recoveries	3,000.00
Total Revenue	1,300,500.00

Operating Expenditures

Salaries, Wages & Compensation	802,978.00
Payroll Taxes	67,406.00
Employee Medical/Dental Insurance	124,529.00
Retirement & Disability	48,687.00
Uniforms	4,800.00
Other Personnel Benefits	6,400.00
Consumable Supplies	26,800.00
Fuel Consumed	20,000.00
Equipment & Tools Under \$5K	15,600.00
Professional & Training Services	63,800.00
Communications	25,900.00
Travel	1,350.00
Govt Permit/License/Operating Fees	51,100.00
Insurance	31,000.00
Utilities	35,490.00
Repairs & Maintenance	46,440.00
Services Not Otherwise Classified	27,900.00
Debt Service - SBITA & LT Leases	25,320.00
Total Expenditures	1,425,500.00

Excess/Deficit

(125,000.00)

Fund Summary

	Revenues	Expenditures	Net
General Fund	633,800.00	739,808.00	(106,008.00)
EMS Fund	576,700.00	685,692.00	(108,992.00)
Capital (Reserve) Fund	90,000.00	0.00	90,000.00
	1,300,500.00	1,425,500.00	(125,000.00)