



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 JULY 15, 2024

ATTENDANCE:

Commissioner/Chair Frank
Commissioner Bacchus
Commissioner Kelbon
Secretary Rewitzer
Chief McKern
Capt. McCrehin (remote)

Lt. Winn
Temp FF/EMT Torres
Deputy Chief D. Svetich, Ret.
Volunteer Neuenschwander
Commissioner Dan Toepper – Jefferson PUD

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Lt. Winn led the pledge.

VOLUNTEER FIREFIGHTERS RELIEF & PENSION BOARD BUSINESS

Commissioners reviewed the application of Debra Ethier to become a volunteer member. Chief McKern reported that Ms. Ethier is an EMT and is interested in assisting with the CARES program. Commissioner Frank moved to accept Ms. Ethier as a volunteer and add her to the rolls. Commissioner Bacchus seconded. The motion carried unanimously.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Secretary Rewitzer reported that a late arriving invoice for payment would require removal of the Vouchers item from the Consent Agenda. Commissioner Frank moved to accept the agenda with the following changes: 1) removal of the Consent Agenda so its items could be considered separately; and 2) confirmation that the Board would enter Executive Session prior to the end of the meeting. Commissioner Kelbon seconded. The motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Frank moved to approve the minutes from the June 17, 2024 Special Meeting. Commissioner Bacchus seconded. The motion carried unanimously.

APPROVAL OF VOUCHERS:

Commissioners had an opportunity to review invoices, including a late arriving invoice required for shipment of the new Coyle brush truck skid unit. Commissioner Frank moved to approve vouchers totaling \$116,030.03. Commissioner Kelbon seconded. The motion carried unanimously.

REPORTS:

Commissioners were provided with the Monthly Fire Chiefs Report, Treasurer's Report, Budget Position Report, and District Secretary's Report. In addition:

- Chief McKern reported the fire danger is currently 'High' with a likely change to 'Very High' by the end of the week. C201 is out of service due to damage from a Mason County PUD truck backing into it on a call in Brinnon; a rental is being used in its place.
- Captain McCrehin provided an update regarding the water tank repair on Engine 21.
- Commissioners reviewed financial reports. Secretary Rewitzer reported that healthcare insurance rates are set to rise nearly 7% in 2025 according to a recent notice from WFCM.

CORRESPONDENCE

None received.

UNFINISHED BUSINESS:

1. **Community Wildfire Protection Plan (CWPP)** – Deputy Chief D. Svetich, Ret. provided an overview of the plan adopted by Jefferson County which focuses on developing defensible spaces and fire resilient communities. The biggest challenge will be having staff adequately prepared to support the effort. Potential grant funding is contingent on adopting the plan. The plan does not commit the District to any action or expenditure but provides a roadmap and resources. Commissioner Frank moved to authorize Chief McKern to sign on to the CWPP on behalf of the District. Commissioner Bacchus seconded. The motion carried unanimously.
2. **DNR Trust Lands** – Commissioners discussed the Dabob NRCA expansion and were concerned that claims of benefit to the District lacked supporting data. Commissioners want the public to be aware of the financial consequences so there are no surprises.
3. **Rental House** – Chief McKern reported that renovations on the rental house are nearly complete. The current 1 year lease set rent at \$800.00 per month and expires August 31, 2024. Commissioners discussed the rental market, tax implications, duration of lease, and property management concerns. Commissioner Frank moved to set rent at \$1,200.00 per month. Commissioner Kelbon amended the motion to set the duration of the lease to 6 months. Commissioner Bacchus seconded. The amended motion carried unanimously.
4. **Out of District Response** – Commissioners received a report showing out-of-district response in June 2024. Commissioners had no concerns. This issue will continue to be monitored.
5. **Contracting for ALS Services** – Chief McKern reported that since meeting with Chief Black paramedics have been boarding District aid cars for patient transport in a manner consistent with expectations. No further action for now.
6. **Quilcene Facilities** – Executive Assistant Neuenschwander reported that DAHP review is not required to dispose of the buildings on the National Register so long as no state or federal funds are used. Commissioners discussed the condition and disposition of the old USFS Road & Trails Warehouse. Deputy Chief D. Svetich, Ret. reported that the old USFS Fire Warehouse should be removed as well due to its derelict condition. Commissioner Frank moved to declare the old USFS Road & Trails Warehouse and the old USFS Fire Warehouse as surplus property of the District, finding them to be beyond repair, and authorizing staff to dispose of the buildings. Commissioner Kelbon seconded. The motion carried unanimously.
7. **Quilcene Summer Events** – No upcoming events requiring discussion.

NEW BUSINESS:

1. **Facility Maintenance** – Chief McKern reported that staff addressed issues of concern at Station 23 and will stay on top of groundskeeping duties. Commissioners found that acceptable.
2. **Fee Schedule** – Secretary Rewitzer reported the District does not have a general fee schedule meeting GAAP and proposed Resolution 2024-002 setting fees for burn permits, garage rent, CPR and CABS training, NSF checks, and incorporating the EMS ambulance transport fees already set by resolution. Commissioners discussed fees. Commissioner Bacchus moved to adopt Resolution 2024-002 setting a schedule of general fees. Commissioner Kelbon seconded. The motion carried unanimously.

GOOD OF THE ORDER:

Jefferson PUD Commissioner Dan Toepper reported on PUD activities and alerted Commissioners to a special meeting of the Jefferson PUD Board of Commissioners that will take place July 30, 2024 covering long range planning, budget, staffing, and finances.

EXECUTIVE SESSION:

A 15 minute Executive Session was called at 8:50 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee and RCW 42.30.140(4)(a) to plan or adopt the strategy or position to be taken during collective bargaining. The session was extended for an additional 10 minutes at 9:05 p.m. The meeting was called back to order at 9:15 p.m. Commissioners directed staff to develop a protocol for emergency mobilization and coverage during deployment.

ADJOURNMENT:

The meeting was adjourned at 9:16 p.m.

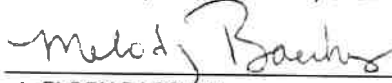
ATTACHMENTS:


- General Certificate for Claims:** 7/1/2024 Payroll Check Register
7/3/2024 Payroll Check Register
7/15/2024 Claims Check Register
- Reports:** June 2024 Monthly Fire Chief’s Report
June 2024 Treasurer’s Report
- Resolution:** 2024-002 Setting a Schedule of General Fees

APPROVED this 19 day of August, 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: 13:39:55 Date: 07/01/2024

07/05/2024 To: 07/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
388	07/05/2024	Payroll	20	EFT	Lynne Cassella-Blackburn	448.69	2024.06 Payroll
392	07/05/2024	Payroll	20	EFT	Toby Heggie	4,090.31	2024.06 Payroll
394	07/05/2024	Payroll	20	EFT	Kimberly Kinser	124.67	2024.06 Payroll
396	07/05/2024	Payroll	20	EFT	Mark A McCrehin	4,481.32	2024.06 Payroll
397	07/05/2024	Payroll	20	EFT	Timothy M McKern	10,100.39	2024.06 Payroll
398	07/05/2024	Payroll	20	EFT	Timothy Mickelson	96.97	2024.06 Payroll
400	07/05/2024	Payroll	20	EFT	Robert J Rewitzer	3,000.00	2024.06 Payroll
401	07/05/2024	Payroll	20	EFT	Nicholas Singleton	4,441.33	2024.06 Payroll
405	07/05/2024	Payroll	20	EFT	Tyson J Svetich	3,614.57	2024.06 Payroll
407	07/05/2024	Payroll	20	EFT	Zachary D Torres	3,473.91	2024.06 Payroll
408	07/05/2024	Payroll	20	EFT	Wayne Vettleson	138.52	2024.06 Payroll
409	07/05/2024	Payroll	20	EFT	Kevin R Winn	4,510.88	2024.06 Payroll
410	07/05/2024	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 07/05/2024 To 07/05/2024 - HRA VEBA
411	07/05/2024	Payroll	20	EFT	US Treasury	7,199.40	941 Deposit for Pay Cycle(s) 07/05/2024 - 07/05/2024
412	07/05/2024	Payroll	20	EFT	WA Dept of Retirement Systems	7,397.63	Pay Cycle(s) 07/05/2024 To 07/05/2024 - LEOF2; Pay Cycle(s) 07/05/2024 To 07/05/2024 - PERS2; Pay Cycle(s) 07/05/2024 To 07/05/2024 - NLEC Liability
413	07/05/2024	Payroll	20	EFT	WA Employment Security Dept-LTCA	833.27	Pay Cycle(s) 04/01/2024 To 06/30/2024 - LTCA
414	07/05/2024	Payroll	20	EFT	WA Employment Security Dept-PFMLA	759.40	Pay Cycle(s) 04/01/2024 To 06/30/2024 - PFMLA
415	07/05/2024	Payroll	20	EFT	WA Employment Security Dept	379.29	2nd Quarter Unemployment: 04/01/2024 - 06/30/2024
387	07/05/2024	Payroll	20	1492	Melody Bacchus	147.76	2024.06 Payroll
389	07/05/2024	Payroll	20	1493	Roland Faragher-Horwell	180.08	2024.06 Payroll
390	07/05/2024	Payroll	20	1494	Art Frank	147.76	2024.06 Payroll
391	07/05/2024	Payroll	20	1495	Thane Grooms	290.90	2024.06 Payroll
393	07/05/2024	Payroll	20	1496	Marcia Kelbon	147.76	2024.06 Payroll
395	07/05/2024	Payroll	20	1497	Viviann Kuehl	27.70	2024.06 Payroll
399	07/05/2024	Payroll	20	1498	James L Pinks	180.08	2024.06 Payroll
402	07/05/2024	Payroll	20	1499	Keith Stansbury	193.93	2024.06 Payroll
403	07/05/2024	Payroll	20	1500	Donald Svetich	55.41	2024.06 Payroll
404	07/05/2024	Payroll	20	1501	Thais Svetich	41.56	2024.06 Payroll
406	07/05/2024	Payroll	20	1502	Ryan Tillman	27.70	2024.06 Payroll
416	07/05/2024	Payroll	20	1503	IAFF Local 2032	510.00	Pay Cycle(s) 07/05/2024 To 07/05/2024 - Union Dues
417	07/05/2024	Payroll	20	1504	Nationwide Retirement Solutions	2,017.50	Pay Cycle(s) 07/05/2024 To 07/05/2024 - 457 Plan; Pay Cycle(s) 07/05/2024 To 07/05/2024 - 457 Plan Roth
418	07/05/2024	Payroll	20	1505	Trusteed Plans Service Corporation	8,969.40	Pay Cycle(s) 07/05/2024 To 07/05/2024 - Medical; Pay Cycle(s) 07/05/2024 To 07/05/2024 - Dental
419	07/05/2024	Payroll	20	1506	WA Dept of Labor & Industries-FD2	10,740.09	2ND Quarter L&I: 04/01/2024 - 06/30/2024

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

45,573.36
33,994.82

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:39:55 Date: 07/01/2024

07/05/2024 To: 07/05/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						79,568.18	Payroll: 79,568.18

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.*



Preparer

7-1-2024

Date



Auditing Officer


7-1-2024

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.



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

7.15.24

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: 08:57:13 Date: 07/02/2024

07/02/2024 To: 07/02/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
422	07/02/2024	Payroll	20	1507	Donald Svetich	96.97	Reissue check 1387 - 2023 GL TX 604 from 2023.09 Payroll
			001 General Fund 662 600 71			69.67	
			040 EMS Fund 662 610 71			27.30	
						<u>96.97</u>	Payroll: 96.97

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 Reintzi
Preparer 7-2-2024
Date

Smackin
Auditing Officer 7-2-2024
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.

Aw FH
Chair (or Acting Chair) of the Board of Fire Commissioners 7.15.24
Date

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CHECK REGISTER

Jefferson County Fire Distr #2

07/15/2024 To: 07/31/2024

Time: 13:30:45 Date: 07/15/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
426	07/15/2024	Claims	10	621287	AT&T Mobility	414.20	Monthly Cellular Service
427	07/15/2024	Claims	10	621288	Boundtree Medical LLC	1,554.10	Monthly Medical Supplies
428	07/15/2024	Claims	10	621289	Canon Financial Services, Inc	54.44	Monthly Printer Lease
429	07/15/2024	Claims	10	621290	Cooper Fuel	958.17	Monthly Fuel
430	07/15/2024	Claims	10	621291	EMS Connect LLC	96.50	Monthly EMS Training
431	07/15/2024	Claims	10	621292	EMS Special Agency Fund	272.00	Monthly Ambulance Transport Fee
432	07/15/2024	Claims	10	621293	East Jefferson Fire Rescue	5,550.00	Quarterly ALS Service
433	07/15/2024	Claims	10	621294	Fire Fleet Maintenance, LLC	212.75	Replace smart charger on T21
434	07/15/2024	Claims	10	621295	Good Man Inc	111.57	Monthly Restroom Service
435	07/15/2024	Claims	10	621296	Thane Grooms	1,566.20	Burn ban/restriction signs
436	07/15/2024	Claims	10	621297	Health Care Authority	95.11	GEMT SFY21 Final Cost Settlement
437	07/15/2024	Claims	10	621298	Henery Hardware	26.78	Parts for St 21 Mower; Charger plug for iPad in T21; St. 21 HVAC filter
438	07/15/2024	Claims	10	621299	JC Dept of Public Works	386.70	Monthly Fuel
439	07/15/2024	Claims	10	621300	JC Fire District #2 Payroll	79,568.18	2024.07.05 Payroll Reimbursement
440	07/15/2024	Claims	10	621301	Jamestown Networks	541.31	Monthly Internet & Telephone
441	07/15/2024	Claims	10	621302	L N Curtis & Sons	3,109.35	Annual SCBA Testing
442	07/15/2024	Claims	10	621303	Lexipol LLC	3,824.74	Annual Policy Manual Subscription
443	07/15/2024	Claims	10	621304	Timothy M McKern	100.00	Monthly Personal Device Stipend
444	07/15/2024	Claims	10	621305	Murrey's Disposal Co Inc	52.54	Monthly Garbage Service
445	07/15/2024	Claims	10	621306	Olympic Garage Door	1,903.80	St. 21 garage door spring replacement
446	07/15/2024	Claims	10	621307	Olympic Garage Door	764.79	St. 23 garage door spring/roller replacement
447	07/15/2024	Claims	10	621308	Olympic Springs Inc	19.53	Monthly Drinking Water
448	07/15/2024	Claims	10	621309	Pacific Office Equipment	728.40	Monthly Computer Support
449	07/15/2024	Claims	10	621310	Paladin Background Screening	51.00	Background check - Ethier
450	07/15/2024	Claims	10	621311	Streamline	1,800.00	Annual Website Subscription
451	07/15/2024	Claims	10	621312	Systems Design West LLC	424.08	Monthly EMS Billing Service
452	07/15/2024	Claims	10	621313	US Bank	1,959.39	3299 - St. 21 mower belt; 3299 - C203 vapor canister, et al; 3856 - Fuel for small engines; 4651 - CPR Instr Training for Heggie; 4651 - Instructor Reauthorization; 4651 - Monthly Zoom; 4651 - CPR Cer
453	07/15/2024	Claims	10	621314	WA Dept of Revenue	77.04	Quarterly Leasehold Excise Tax
454	07/15/2024	Claims	10	621315	Washington State Department of Revenue	511.85	Use Tax Payment
455	07/15/2024	Claims	10	621316	Wave Broadband	214.10	Monthly Cable Internet
456	07/15/2024	Claims	10	621317	Westbay Auto Parts Inc	366.41	DEF for aid cars; Batteries for T21
457	07/15/2024	Claims	10	621318	Kimtek Corporation	8,715.00	Order deposit for skid unit for B22 replacement
						66,774.50	
						49,255.53	
						116,030.03	Claims: 116,030.03

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:30:45 Date: 07/15/2024

07/15/2024 To: 07/31/2024

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 Ruvitz 7-15-2024
 Preparer Date

Smucker 7-15-24
 Auditing Officer Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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AK 7-15-24
 Chair (or Acting Chair) of the Board of Fire Commissioners Date

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
June 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 is near complete, New CFC methodology is being looked at. Equipment upgrades and financial stability continue to be at the forefront.
- CARES Volunteer Program – Kimberly, Lynne, and Kevin, and the team are making great strides and moving this program forward. Working with APS as well on several cases. Looking into a DOH grant for the continuation of the program with more of a prevention side to this program.

Goals and Objectives:

- Windows and exterior painting Station 21 Crew Quarters, Rental, and Admin
- SAFER FY2023 application submitted. Received review from IAFF grant writing team in Wash DC; also received a letter of endorsement from Rep. Kilmer for this and AFG. No news but the Safer grant has been endorsed for the foreseen future.
- Crew Quarters interior painting nearing completion.
- Strategic and Fiscal Plan Committee working with seeking inputs major contributors to the plan.
- Current Staff Officers will be advancing to EMT-A in 2024
- All Shifts are doing well, and 1 new Volunteer was welcomed to the team.

Financial Resources:

- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- EJFR ALS Contract review ongoing transports in respective rigs. Meeting with Chief Black with new Admin vs OPS role. Working on a County (COP) intercept protocol to assist with this contract.

Physical Resources and Quality of Life (QOL):

- Lucas CPR device in place and ready for use. Education with our ALS partners is critical.
- Entry of equipment in ESO for inventory Management.

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets working on updating the SIP and APP plan for adoption and forward to the FIIRE program
- FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed a grant for PFAS free duty wear and new PFD's.

Essential Resources

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- We are moving forward with Fire Engineering for Fire and EMS training platform
- AFG for new exhaust systems for Station 21/22 submitted.

External Relationships

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- We are putting together for Social Media Buzz about Weather Changes

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing

Apparatus Readiness:

- We are still awaiting the arrival of the new Brush 22
- E21 had a leak in the water tank. The engine was taken to Callam County for repairs. Unfortunately, the cracks were not easily accessible. The cracks were fixed as well as they could be without removing the tank. Once repairs were completed it was noted that there was still a small crack that had a small leak. This crack was unreachable without removing the tank. Currently this crack has gotten larger, and the leak has progressed. I have reached out to the manufacturer, United Plastics. We are currently on the schedule for Monday July 8th for repairs. These repairs will be under warranty. I am currently waiting to hear about Clallam's shop schedule to ensure that they will be able to pull the tank.
- E21 is currently at Callam to inspect and repair the brakes, driveline, and suspension issues.

UPDATE:

- No issues were found in the suspension, brakes or drivetrain by Callam technicians.
- The tech from United Plastics arrived on site in Callam on Tuesday July 9th to begin repairs. I will have updates by the Board meeting.
- I have fixed a fueling issue with C203. Previously, I was unable to put fuel in the tank. This was due to a clogged charcoal filter underneath the truck. A new filter was purchased and then replaced. Now the truck is able to refuel with no issues.

Training and Competency:

- I have begun inputting and building a new training outline with Fire Engineering. This will be our new online training platform.
- FF/EMT Zak Torres is awaiting his Instructor 1 retake test. Currently it is scheduled for July 11th.
- I am still working with the Quilcene School to build a Cadet Program for the next school year.
- A quarterly training outline has been developed for each shift. This will cover certain items that are required each quarter by NFPA as well as other items that are unique to our area.

QFR Events:

- QFR does not have events for the month of July.

Building Maintenance:

- Love Construction is still completing windows and trim at the rental home. I am unsure of his projected date of completion.
- I spoke with Tom Hoffman about painting the buildings once Love Const. has completed. Tom Hoffman is the painter that painted Station 22. We had a scheduled date to meet and go over the project, however he came down with Covid and has not been able to return to work yet. He will be in contact with me when he is able to return to work.

Apparatus Usage Report:

Report Date 7/10/2024

Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age Yrs	In Serv Dt	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles	Avg Ann Hrs
11 - Engine	E22	96.Ford.55851C.2430	1996	28	1/1/1999	28,324	N/A	990	N/A
11 - Engine	E21	05.Freightliner.82171C.1149	2005	19	3/26/2007	42,214	2,140	2,169	110
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	29	9/6/1995	30,456	N/A	1,088	N/A
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	16	10/24/2016	75,623	N/A	4,594	N/A
24 - Tender	T21	18.Freightliner.71820C.8029	2018	6	8/15/2018	6,599	393	1,320	61
60 - Support	U21	05.Chev.91128C.9239	2005	19	Unknown	196,386	N/A	10,092	N/A
60 - Support	U22	08.Ford.A2604C.1351	2008	16	1/1/2008	122,198	N/A	7,637	N/A
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	8	9/20/2016	54,990	2,224	7,856	263
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	6	3/14/2019	62,644	1,501	12,529	233
92 - Chief Ofc. Car	C203	05.Chev.B3139C.1967	2005	19	3/30/2016	111,929	N/A	5,752	N/A
92 - Chief Ofc. Car	C201	20.Ford.B7209C.2336	2020	4	3/16/2020	51,314	N/A	12,829	N/A

Significant Events and Service Delivery:

- B-Shift responded to 16 calls in June.
- Responded to a Motorcycle vs bear on Hwy 101 on 06/08

Training and Competency:

- N/A

Physical Resources and Quality of Life:

- 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.
- Our QFR CARES Program is still going great. Kimbely is back and has been making CARES visits.
- The demo LUCAS Device has been sent back.
- 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.
- We did a CPR class for the City of Port Townsend on July 9th.
- We have a CPR class scheduled for CVAR planned for July 12th.
- B-Shift was on duty for the June 15th Gravel Unravel event. We had 3 minor medical emergencies caused by the event.
- B-Shift attended the school field day.

Staffing (next 30 days):

- I have no vacation planned for the Month of July.

Significant Events and Service Delivery:

- C-Shift responded to a total of 19 incidents during the month of June. Notable incidents include:
 - Response to Coyle marina for a male patient who had fallen into the water while trying to save his sinking vessel. Patient was able to self-extricate from the water and was evaluated prior to signing against medical advice and continuing with his vessel recovery.
 - Assisted B-Shift by setting up landing zone at the Forest Service for a motorcyclist vs. bear cub. The motorcyclist sustained multiple injuries and was promptly medevac'd to Harborview.
 - Responded just prior to shift change for vehicle vs. deer. The vehicle was totaled and A21 evaluated the driver of the vehicle who was uninjured.
 - 4 patients treated for hypothermia from the cold and rainy Gravel Unravel Bicycle Race, including one rider who lost control from loss of muscle coordination and struck a tree; He suffered only minor injuries and signed against medical advice once he was rewarmed.
 - Responded to Coyle for a fall patient with a head injury, who has a history of falls and head injuries. During transport to St. Michael's the patient's mental status changed, and the decision was made to medevac the patient from the South Point Landing Zone. E8 was requested to set up landing zone manager and the patient was successfully medevac'd to a higher level of care.
 - Responded to an adult female in opioid withdrawal who became unresponsive during transport to the hospital in A21. A21 rendezvoused with M6 at Station 6 and continued to transport ALS without incident.
 - Responded for a fall patient who suffered a loss of consciousness. A21 arrived on scene to an unresponsive patient who was pulseless and not breathing. FF/EMT Heggie initiated chest compressions and A21 declared a CPR in progress. On initial rhythm check after approximately 2-minutes of excellent CPR by FF/EMT Heggie, the patient had spontaneously regained pulses and respiratory drive without needing defibrillation. Care coordinated with EJFR medics, and the patient was medevac'd to Harborview.
 - Mutual aid to District 4 for a structure fire in an outbuilding. The fire had been knocked down on QFR's arrival and QFR units assisted in overhaul of the debris. This is the second structure to burn on this property within several months.
- Water usage report for June 2024 sent to PUD with approximately 10,000 gallons used mostly for training.

Apparatus Readiness:

- Still waiting for updated WSRB report and rating.

Training and Competency:

- Submitted Red Card paperwork for the remaining 3 personnel who were delayed in finishing their required refresher skills and pack tests. As this is a busy time for DNR, it is expected to take up to a few weeks for them to receive their updated red cards.
- Tracking and providing updates on weather and fuels to county and regional resources and will continue to do so throughout the warmer months.
- Attended second ESO user group meeting with WA DOH to stay informed on changes happening at the DOH level.
- The County EMS skills day at the beginning of June covering pediatrics with Dr. Wall of Harborview, and L.T. Arnold of Airlift Northwest provided an excellent pediatric refresher, and it was a pleasure to work with those instructors and Dr. Carlbom.
 - EMS Base Station and skills days are on summer break and will resume in a couple of months.
- Northwest Region EMS Protocol updates remain in progress and rough drafts have been created for the first 40 pages.
- Staying up to date on EMS and quarterly fire training.
- FF/EMT Toby Heggie continues his training on foundational Fire/EMS skills, area familiarization, drive time in E21, and stepping up into more of a decision-making role.

Physical Resources and Quality of Life:

- The inventory of PPE and equipment into ESO remains ongoing and is expected to be completed by the beginning of August.
- Bunker gear for FF/EMT Heggie has arrived and has been inventoried and assigned.
- Larger suspenders for FF/EMT Torres and I have arrived and provide a much better fit.
- The K12 continues to run better with the new carburetor and will be monitored.
- E22's Chainsaw would not stay running and has been taken out of service. A fuel supply issue or an issue with the piston/cylinder is suspected. More updates to follow once a diagnostic has been completed.
- Station 21's string trimmer has been taken out of service for an issue with a clogged exhaust causing the backpressure in the cylinder. The exhaust will be cleaned, inspected, and the trimmer carburetor tuned.
- Capt. McCrehin has assumed responsibility for repair and maintenance of the Zero-turn lawnmower for Station 21.

Staffing (next 60 days):

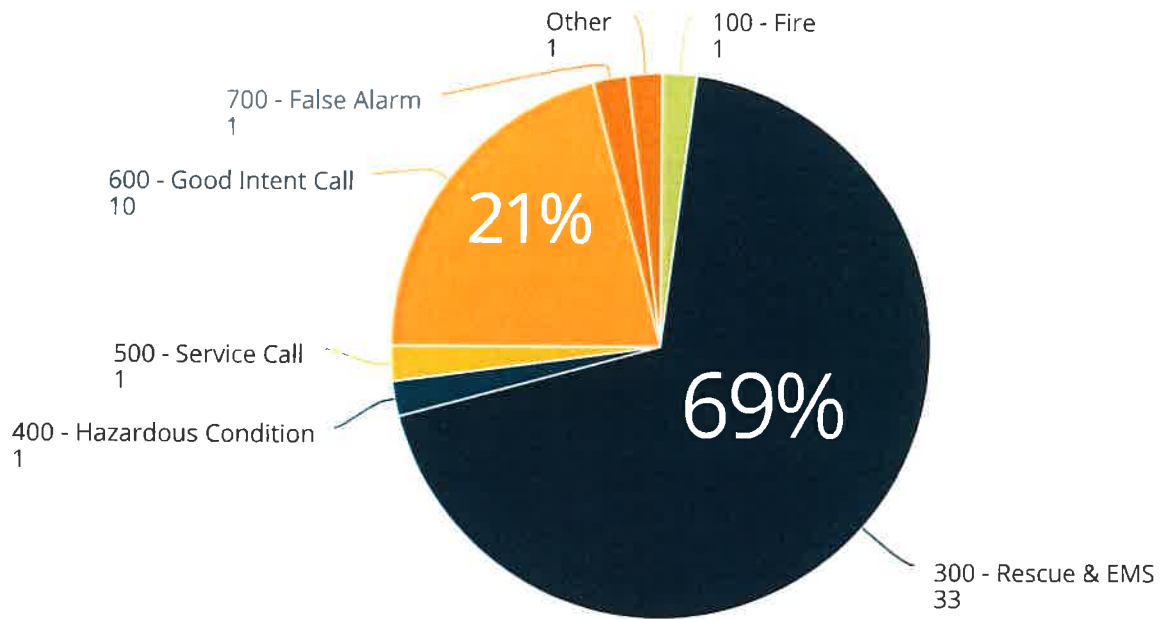
- Nothing major to report. Will be available to respond from home as weather warms and call volumes increase.

Other:

- CPR class with Center Valley Animal Rescue scheduled for July 12th at Station 21.

QFR Incident Types - June 2024

Percentage of Incident Type Group



Count of Total Incidents

Total Incidents
48

Fire Incidents

Fire Incidents
1

Percent of All Incidents **2.1%**

EMS Incidents

EMS Incidents
33

Percent of All Incidents **68.8%**

Other Incidents

All Other Incidents
14

Percent of All Incidents **29.2%**

Count of Incidents by Type

Incident Type Group	Incident Type	Calls	Pct
100 - Fire	Building fire	1	100.00%
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	31	93.94%
	Motor vehicle accident with injuries	1	3.03%
	Motor vehicle accident with no injuries.	1	3.03%
300 - Rescue & EMS Total		33	68.75%
400 - Hazardous Condition	Gasoline or other flammable liquid spill	1	100.00%
500 - Service Call	Service Call, other	1	100.00%
600 - Good Intent Call	Dispatched & canceled en route	10	100.00%
700 - False Alarm	False alarm or false call, other	1	100.00%
Other	N/A	1	100.00%
Grand Total		48	100.00%

TREASURER'S REPORT
Fund Totals

Jefferson County Fire Distr #2

Time: 16:37:23 Date: 07/03/2024
Page: 1

06/01/2024 To: 06/30/2024

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	658,809.37	14,315.87	46,483.44	626,641.80	0.00	849.51	0.00	627,491.31
040 EMS Fund 662 610 71	435,679.03	22,015.34	43,384.63	414,309.74	0.00	581.90	0.00	414,891.64
070 Capital (Reserve) Fund 662 631 71	2,699,188.71	11,053.42		2,710,242.13	0.00	0.00	0.00	2,710,242.13
	3,793,677.11	47,384.63	89,868.07	3,751,193.67	0.00	1,431.41	0.00	3,752,625.08

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 16:37:23 Date: 07/03/2024
Page: 2

06/01/2024 To: 06/30/2024

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	558,309.37	51,293.13	83,460.70	526,141.80	0.00	0.00	526,141.80
20 Payroll-1st Security	100,000.00	59,281.30	59,281.30	100,000.00	0.00	1,431.41	101,431.41
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	435,679.03	22,015.34	43,384.63	414,309.74	0.00	0.00	414,309.74
70 Capital (Reserve)-JeffCo	2,699,188.71	11,053.42	0.00	2,710,242.13	0.00	0.00	2,710,242.13
Total Cash:	3,793,677.11	143,643.19	186,126.63	3,751,193.67	0.00	1,431.41	3,752,625.08
	3,793,677.11	143,643.19	186,126.63	3,751,193.67	0.00	1,431.41	3,752,625.08

TREASURER'S REPORT
Outstanding Vouchers

Jefferson County Fire Distr #2

06/01/2024 To: 06/30/2024

As Of: 06/30/2024 Date: 07/03/2024
 Time: 16:37:23 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
2023	381	07/05/2023	Payroll	20	1346	David Blohm	55.41	2023.06 Payroll
2023	585	10/05/2023	Payroll	20	1376	David Blohm	96.97	2023.09 Payroll
2023	604	10/05/2023	Payroll	20	1387	Donald Svetich	96.97	2023.09 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	219	04/05/2024	Payroll	20	1469	Keith Stansbury	27.70	2024.03 Payroll
2024	276	05/03/2024	Payroll	20	1476	Art Frank	147.76	
2024	283	05/03/2024	Payroll	20	1479	Luke Miller	55.41	
2024	324	06/05/2024	Payroll	20	1484	Melody Bacchus	147.76	2024.05 Payroll
							<u>1,431.41</u>	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	849.51	849.51
040 EMS Fund 662 610 71	0.00	581.90	581.90
	<u>0.00</u>	<u>1,431.41</u>	<u>1,431.41</u>

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 16:37:23 Date: 07/03/2024
Page: 4

06/01/2024 To: 06/30/2024

REVIEWED AND APPROVED

Preparer

7-3-2024
Date

Auditing Officer

7-8-2024
Date



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

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF SETTING A SCHEDULE OF
GENERAL FEES)
)
)

RESOLUTION NO.
2024-002

WHEREAS, Chapter 52.12 RCW provides that fire protection districts have the general powers of a municipal corporation to carry out their purposes; and,

WHEREAS, in connection with its municipal functions and operations the District incurs costs outside its normal response activities which should reasonably be offset by the collection of fees; and,

WHEREAS, it is appropriate to periodically review and set general fees; and,

WHEREAS, the Board of Fire Commissioners at its regular meeting of April 18, 2022 adopted a schedule of fees specific to emergency medical services ambulance transport through Resolution 2022-005;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, that the following schedule of general fees shall be implemented effective July 15, 2024:

General Fee Schedule

Burn Permit (valid for 30 days unless restricted)	\$ 110.00	
Station 23 Garage Stall Rent (per month)	\$ 200.00	<i>In addition to leasehold excise tax</i>
Cardiopulmonary Resuscitation (CPR) Training	\$ 40.00	<i>Per student</i>
Child and Babysitting Safety (CABS) Training	\$ 20.00	<i>Per student</i>
Combined CPR & CABS Training	\$ 50.00	<i>Per student</i>
Non-Sufficient Funds (NSF) Check	\$ 25.00	<i>Per declined or returned check</i>
Emergency Medical Services Ambulance Transport Fees	As set by Resolution 2022-005 or a resolution superseding same.	

ADOPTED by the following vote this 15th day of July, 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

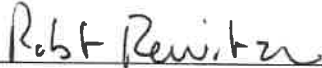


MELODY BACCHUS, Commissioner



MARCIA KELBON, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary