

## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Chairman of the Board

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Commissioner Herbert Beck  
Commissioner Melody Bacchus



ORIGINAL

### **BOARD FOR VOLUNTEER FIREFIGHTERS PENSION AND RELIEF: MOTION:**

Commissioner Art Frank moved to accept Joseph Fitzgerald to the rolls. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

**CALL TO ORDER:** Chair Commissioner Art Frank called the Regular meeting of the Board of Commissioners of August 9, 2021 to order at 7:20 pm. Commissioner Art Frank, Commissioner Herbert Beck, Commissioner Melody Bacchus, Deputy Chief Don Svetich, Secretary Jean Morris, Executive Assistant David Neuenschwander were in attendance in person and Chief Tim McKern and Bob Rewitizer were in attendance via zoom.

**APPROVAL OF AGENDA: MOTION:** Commissioner Art Frank moved to accept the agenda with the addition of 1. Blue Card and 2. Bay Door under New Business. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF MINUTES: MOTION:** Commissioner Melody Bacchus moved to accept and sign the minutes of the July 12, 2021 regular meeting as presented. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

**APPROVAL OF VOUCHERS:** Upon review of the voucher prior to the meeting be Commissioner Art Frank: **MOTION:** Commissioner Art Frank moved to accept the General Fire Vouchers in the amount of 26,357.14 and the EMS Vouchers in the amount of \$26,176.13 as presented. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

**DAVID NEUENSCHWANDER MONTHLY FINANCIAL REPORT AND BIAS:** The Monthly Financial reports were not available at the time of the meeting due to the Jefferson County Treasurer not getting them to the District before the meeting. Dave talked about the monthly financial reports and a few changes he is making. Fixed the L & I glitch.

### **CHIEF'S REPORTS AND OFFICER REPORTS:**

Blue Card reports done.

Should be returning Wednesday

Tender in Forks.

Deputy Chief Don Svetich reports that he should have knee replacement 11/06/2021.

FIRE CHIEF

Tim McKernxxx

#### **• Governance and Administration:**

- New EMS Protocols complete we are rolling out new Meds and training on them
- COVID 19 is making come back where we recently had 47 cases in 2 weeks. Public Health shared A concern for this spike in positive cases even those vaccinated.

- Getting back to Facebook live and “Coffee with the Chief” several times this month.

- **Goals and Objectives:**

- Station 22 Station insulation finish this month and onto ramp grade and potential gravel.
- EMS / Non-Combat PPE gear issued.
- PPE for Fire Ground Grant went into AFG and no news yet.
- Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead and working with the West Sound Training group to build Training 2021 and beyond. We are looking into the budget impact if any.
- EMS Levy renewal 2021 . As of Election Night passing with 80.88%
- Web Update to include new Pic’s. We are starting our EMS Social Media Blitz.

- **Financial Resources:**

- BIAS – David has report
- GEMT funds still rolling in and working with BIAS on the reports due to HCA

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

- Working with POE on moving out Hostmonster for emails and web.

- **Health and Safety**

- Review of Policies and Safety programs – Safety Committee meets with Officers 1<sup>st</sup> Wednesday of each month.

- **Essential Resources**

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS

- **External Relationships**

- Company Officer Blue Card ICS Training-Table Top and Sit/Rep in 2<sup>nd</sup> September 15, 2021
- Working with Jeffcom on new CAD program that included response plans.
- Working with JeffCom / MedeVac Providers to streamline the process.

- **Fire Prevention**

- ☐ *Community Risk Reduction programs to start with IFSTA Essentials of CRR programs for staff*

- ☐ *Working with Coyle Area on Road Access and Addressing*

- **Strategic Plan**

- ☐ *EMS Levy Renewal*

- ☐ *Review Fire Levy for potential Lid Lift 2022*

**Significant Events and Service Delivery:**

The month of July was a busy month for EMS calls, 34 responses, make up 52 % of our calls this month. Most were BLS, several were upgraded to ALS. We responded to 5 fires and several service calls and good intentions. The several call types increased with folks moving around more. Again, this month, weekends tended to have more activity. Wildland fires have been increasing all month with the weather being the main reason. We are nearing a record for days with measurable rain. To date we are now 50 days without rain! Six more days and we will break that record from 2015. The average day-time temperature has been near 80 degrees every day. We are also starting to see an up swing of Covid cases in the County and in the District.

**Historical Call numbers for each year:**

- Finished July 2021 with **66 Responses** vs **25** in 2020
- To date 2021 total to date of **318 Responses** vs **254** in 2020
  1. **Apparatus Readiness:** Lt. McCrehin's report will cover:
  2. **Vehicle Replacement Plan (2018-2045):** No input
  3. **Training and Competency:** Target Solutions deployment and engagement with Training Consortium. Continue to struggle to get members on the program. Now that Covid restrictions are being lifted expect to plan more in person training events.
- 5. **Emergency Medical Services: Our EMS Responses were 59% for 2021 total responses**
- 6. **Human Resources and Staffing:**
  - a. **Remains stable, meeting each incident needs.** When needed mutual aid has been used to cover or assist with calls at times. We will be monitoring.
- 4. **Will take time off as needed:** Knee surgery is closer to happening, final Government step has been completed. Need a to set a date

**5. July 2021 Responses**

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	7.58%
Rescue & Emergency Medical Service	34	51.52%
Hazardous Condition (No Fire)	12	18.18%
Good Intent Call	15	22.73%
<b>TOTAL</b>	<b>66</b>	<b>100%</b>

## 6. July 2021 Incidents by Zone

INCIDENT TYPE	# INCIDENTS
<b>Zone: 21 - Quilcene</b>	
111 - Building fire	1
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	20
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	2
480 - Attempted burning, illegal action, other	7
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	1
<b>Zone: 22 - Coyle</b>	
321 - EMS call, excluding vehicle accident with injury	4
480 - Attempted burning, illegal action, other	4
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	1
651 - Smoke scare, odor of smoke	1
<b>Zone: 23 - Dabob</b>	
321 - EMS call, excluding vehicle accident with injury	2
480 - Attempted burning, illegal action, other	1
<b>Zone: Brinnon - 16D04 Brinnon Fire Department</b>	
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled en route	3
<b>Zone: Discovery Bay - 16D05 Discovery Bay Fire Department</b>	
141 - Forest, woods or wildland fire	1
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled en route	1
651 - Smoke scare, odor of smoke	1
<b>Zone: East Jeff - 16D01 East Jefferson Fire &amp; Rescue</b>	
141 - Forest, woods or wildland fire	2
611 - Dispatched & cancelled en route	3
<b>Zone: Port Ludlow - 16D03 Port Ludlow Fire &amp; Rescue</b>	
141 - Forest, woods or wildland fire	1
611 - Dispatched & cancelled en route	1
<b>Zone: XX - Other Out Of District</b>	
611 - Dispatched & cancelled en route	1
	66

## 7. Other: Any Questions?

End of July 2021, Report. DFC D. Svetich

**Apparatus Readiness:**

- B21 was temporarily out of service. The pump broke an oil line. The line has since been replaced and is fully operational. All other District 2 units are in service.
- Tender 21 has a recall from Cummins regarding the fuel rail. There is the potential for a leak somewhere along the fuel rail that feeds the engine. I have attempted to schedule an appointment with Cummins to determine the status of our apparatus, and whether the part needs to be replaced. **T21 is still in service.** Operators have been made aware of the potential problem and instructed on how to determine if there is an issue while in use and what to do.
- Chief has spoken with Quilcene School about accepting used oil from QFR. Now we will be doing oil changes on smaller engines and apparatus in house, saving the District money.
- The cooling cabinet (refrigerator) on the Ram aid unit is out of service. I have contacted Braun NW about the issue. I will have to remove the cabinet from the aid unit and send it in for service. This will allow us to keep the aid unit in service.

**Training and Competency:**

- Target Solutions has been slow however, responders are working through the first set of training that was delivered.

**Physical Resources and Quality of Life:**

- The Department riding lawn mower has been serviced. New blades have been installed along with a complete tune up.

**Staffing (next 30 days):**

- Unfortunately, August is looking like a rough month for volunteers. Several of our core volunteers are out on vacations during the month, leaving quite a few open shifts. So far, EMT Edwards and FF Torres have been doing all they can to assist in filling the open shifts.

**B-Shift Officers Report**

Lt. Kevin Winnxxxx

**1. Significant Events and Service Delivery:**

- On 07/25 we responded to a rollover MVA on HWY 101.

**2. Training and Competency:**

- Retook my fire inspector 1 test.

**3. Physical Resources and Quality of Life:**

- We were approved to order accessories for the new Pagers and radios from Silke Communications (Formally known as Action Communications) using the remainder of the AFG Grant.
- The Surface Go mount for E21 has been ordered but it sounds like one of the parts for it is still on back order. Silke will keep me updated on when they expect to receive the part.
- I am working with POE on getting our Emails and Website Domains switched over from Hostmonster and Outlook to Gmail. POE will be sending me a Quote soon.
- Our annual compressor service for our SCBA cascade system has been serviced by Annas Consultants.
- I have reached out to 2 companies that teach AHA CPR Instructor classes and they are willing to teach a class at station 21 for Career staff and any QFR volunteers who are interested. I will see what date works best with our personnel and schedule a class.
- I ordered a new training laptop to replace our old slow training laptop. It will be set up and ready for the next commissioner meeting.

#### 4. Staffing (next 60 days):

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

#### C- Shift Officers Report

LT Nick Singleton

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##### 1. Significant Events and Service Delivery:

- C Shift stayed busy and responded to approximately 20 incidents during the month of July. Most incidents were fire and ALS in nature.
- Water usage report sent to PUD with approximately 4500 gallons used.
- Received multiple customer calls to the station landline asking about burning restrictions and the calls provided a good opportunity to educate on the full scope of the burning restrictions.

##### 2. Apparatus Readiness:

- B21 continues to be the focus this summer with increase in local fires and the persistent and expected weather.

##### 3. Training and Competency:

- Met with new volunteer Andrew Lewis and provided him with copies of department manuals and fundamentals check off sheets. Ordered Passport tags and non-combat PPE for Lewis. Only a NC PPE coat needed to be ordered for Lewis as there was one available that was originally purchased for EMT Damon Edwards. Andrew Lewis has scheduled time at the beginning of August to continue his onboarding and start his training. Next month's report will provide more information.
- EMT Damon Edwards has been assigned Turnout gear in preparation for the North Kitsap fire academy starting the end of August. We have been training on FF1 fundamental skills and knowledge to help prep him for the FF1 Academy.

- Assisted instructing a vehicle extrication class with Captain Goller at BFD Station 41. The class covered detailed knowledge and skills for sizing up a vehicle, considering hazards, mitigating hazards, and gaining access to possible entrapped victims with hand tools and hydraulic cutting/spreading tools. This was a fantastic mutual aid training with another being planned soon to cover more advanced techniques.
- Attempted to schedule extrication training with PLFR at station 21 but was unable to follow through due to high volumes. Lieutenant McGuffey and I plan to schedule this training within the next couple of months.
- Completed the S-230 online wildland class for Crew boss and have started the S-231 class for engine boss. These classes are required to have an instructor led classroom and skills component. Will be working with Deputy Chief Svetich to further this training under his instruction.
- Continue to work through Blue Card online training for certification test in the fall.

#### **4. Physical Resources and Quality of Life:**

- Multiple PPE items have been ordered for volunteers to complete the non-combat ensemble. These last few items, like boots and gloves, are being ordered individually. The original plan when in the Non-combat PPE proposal was to order it all at once but, with COVID most of the items are on back order and need to be ordered as they become available.
- Most of the set of Non-combat PPE has been issued to volunteers. I have provided a briefing to each volunteer on use, care, maintenance, cleaning, and reporting with regards to this PPE.
- There is a new Cascade Fire Equipment sales representative for our area. I will be formally meeting him on the 9<sup>th</sup> of August when he is at station 51 and will be discussing Turnout quotes for a grant that QFR will be applying for through L&I.
- FF/EMT Jacob Ellis' Turnout gear ship date has been significantly delayed and has an expected ship date of November 17<sup>th</sup>.
- Ordered passport tags for new volunteers.
- Needed to order new set of Turnout boots for FF/EMT Washburn as his current pair is too small.
- Performed annual Turnout PPE inspections.
- Returned HAIX duty boots to repair company after separation of the sole from the rest of the boot. These boots for sent in earlier this year for an inspection and new soles. If the company inspects the boot and cant fix the issue then they will issue a \$95 refund for the repair that was performed at the beginning of the year.
- A pair of Turnout pants have been sent for repair for a hole in the shell of the leg. The pants will be inspected, repaired, and returned. Expected turnaround time is 1-2 weeks.
- The hand tool restoration and small engine servicing has been delayed due to high call volumes and other priority projects. I anticipate being able to continue these projects within the next month.

#### **5. Staffing (next 60 days):**

- NTR.

#### **6. Other:**

- NTR.

**UNFINISHED BUSINESS:**

1. **STATION 22:** Nothing this month.
2. **JEFF COMM UPDATE:** Nothing this month.
3. **RURAL REDUCTION PROGRAM:** Very close to being done. Quilcene school received a grant for Health Care.
4. **STRATEGIC PLAN:** Draft completed. Will present at next months meeting.
5. **JEFF GERHART (DISTRICT LOGO):** Mr. Gerhart invoiced the District for \$948.80. Dave Neuenschwander will find and present a release (license agreement). **MOTION:** Commissioner Herbert Beck moved to pay the bill and get a signed License agreement with Mr. Gerhart. Melody Bacchus seconded the motion. The motion carried with 2 yes and 1 no vote.
6. **SEPTEMBER MEETING IN COYLE:** Chief recommended that the October meeting be held in Coyle instead of September. The Commissioners all agreed.

**NEW BUSINESS:**

1. **BLUE CARD:** Reactivated Blue Cards. A Blue Card Training Module is coming in October. East Jeff would like District No. 2 to contribute \$2000.00 towards the amount of the Blue Card Training Module. Chief Brummel will be at the September meeting to explain the Training module further.
2. **GARAGE DOOR AMUBLANCE BAY: MOTION:** Commissioner Art Frank moved to accept the Estimate of \$5101.75 to install a new garage door opener for the ambulance bay. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

**SECRETARY REPORT:** Secretary Morris reported that the WSFC notified us that the Health Insurance rates will remain the same in 2022. Secretary Morris also reported that she has completed her treatments and hopefully will be back to herself soon.

**SEMINARS/CONFERENCES/SPECIAL EVENTS:** Nothing this month.

**PUBLIC INPUT-GOOD OF THE ORDER:** Chief Tim McKern and Executive Assistant David Neuenschwander attended the DNR meeting at the school. Discussed the meeting. Dave Neuenschwander ask why District No. 2 has not received any DNR monies this year. Drew explained.

**EXECUTIVE SESSION:** None this month.

**ADJOURNMENT:** Chair Commissioner Art Frank called for adjournment at 8:20 pm.



SIGNED for Jefferson County Fire Protection District No. 2

BY:   
ART FRANK, Commissioner, Chair of the Board

BY:   
HERBERT BECK, Commissioner

BY:   
MELODY BACCHUS, Commissioner

ATTEST  
BY:   
Helen Jean Morris, District Secretary