



## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Board Chair

Commissioner Melody Bacchus  
Commissioner Marcia Kelbon

P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

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

#### ATTENDANCE:

Commissioner/Chair Frank  
Commissioner Bacchus  
Commissioner Kelbon  
Secretary Rewitzer  
Chief McKern  
Exec. Assistant Neuenschwander

Lt. Singleton  
Temp Firefighter Heggie  
Volunteer Grooms  
Volunteer D. Svetich (Zoom)  
Volunteer Palmer  
Keith Stansbury, Volunteer Candidate  
Luke Miller, Volunteer Candidate

#### CALL TO ORDER:

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

#### PLEDGE OF ALLEGIANCE:

Volunteer Grooms led the pledge.

#### VOLUNTEER FIREFIGHTERS RELIEF & PENSION BOARD BUSINESS:

Commissioners reviewed the applications of Keith Stansbury and Luke Miller to become volunteer members. Mr. Stansbury and Mr. Miller both introduced themselves to the Board and Chief McKern spoke on their behalf. Commissioner Frank moved to accept Mr. Stansbury and Mr. Miller as volunteers and add them to the rolls. Commissioner Kelbon seconded. The motion carried unanimously.

#### PUBLIC COMMENTS:

No comments.

#### APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the addition of item **1. Levy Lid Lift** under NEW BUSINESS. Commissioner Bacchus seconded. The motion carried unanimously.

#### APPROVAL OF CONSENT AGENDA:

Items listed below were distributed to the Board in advance for review and enactment in one motion. Commissioner Kelbon moved to approve the Consent Agenda. Commissioner Frank seconded. The motion carried unanimously.

- 1. Approval of February 12, 2024 Regular Meeting Minutes**
- 2. Approval of March 18, 2024 Vouchers in the Amount of \$83,981.35**

#### 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 and Volunteer D. Svetich reported on the status of the county-wide Community Wildfire Protection Plan (CWPP). Fire District 4 officials will attend the next Board meeting on April 15<sup>th</sup> to participate in a joint discussion of CWPP.
- Chief McKern reported on the upcoming WSRB evaluation (April 24<sup>th</sup>).

- Lt. Singleton reported on the upcoming Wildland Refresher (April 13<sup>th</sup>) and the DNR Phase I grant.
- Commissioners reviewed financial reports. Secretary Rewitzer reported the Assistance to Firefighters Grant (AFG) application was submitted. The application seeks funding for source capture exhaust systems for Stations 21 and 22.
- Commissioner Kelbon reported on a Clallam County advisory group formed with representatives from the junior taxing districts to advise county commissioners on issues (such as timber trust lands) that affect the districts. Commissioners discussed how the concept could be applied in Jefferson County. Commissioners will continue the discussion with Fire District 4 officials at the next meeting.
- Commissioner Frank reported concerns with out-of-district response to assist neighboring agencies. He would like an agreement developed with guidelines regarding the assessment of needs and returning resources to the District. To be added as an item of New Business for the next meeting.

#### **CORRESPONDENCE**

Email received hours before the meeting, from Jefferson County PUD regarding the tabled PUD Easement Request (previous Unfinished Business). To be held over for review at the next meeting.

#### **UNFINISHED BUSINESS:**

1. **DNR Trust Lands** – Commissioners discussed this item during REPORTS. Commissioner Kelbon added that she has not been able to obtain information from the DNR regarding timber age in trust land parcels.

#### **NEW BUSINESS:**

1. **Levy Lid Lift** – Commissioners discussed District finances and whether a levy lid lift should be pursued. Commissioners agreed that the coming election cycle may not be the best timing for a lid lift and any effort must be supported by solid data demonstrating the financial need. Commissioners commented that the original EMS levy campaign involved a grassroots effort. Commissioners would like the strategic plan reviewed and updated as a step toward clarifying current and future financial needs. Discussion to be continued at next meeting.

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

The annual Pancake Breakfast and Easter Egg Hunt will take place on March 30<sup>th</sup> at the Masonic Hall. The Quilcene Lions Club is helping to support the event.

#### **GOOD OF THE ORDER:**

Chief McKern attended a community meeting (just before the Board meeting) hosted by Jefferson County Public Health regarding health needs in the south county area.

The next Board meeting will be on April 15, 2024 at 9:00 a.m.

#### **ADJOURNMENT:**

The meeting was adjourned at 7:59 p.m.

**ATTACHMENTS:**

**General Certificate for Claims:**

3/5/2024 Payroll Check Register.

3/18/2024 Claims Check Register.

**Reports:**

February 2024 Monthly Fire Chief's Report

February 2024 Treasurer's Report

**APPROVED** this 15 day of APRIL, 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

ATTEST:



ROBERT REWITZER, District Secretary



MARCIA KELBON, Commissioner

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:40:34 Date: 02/29/2024

03/05/2024 To: 03/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
142	03/05/2024	Payroll	20	EFT	Lynne Cassella-Blackburn	739.59	2024.02 Payroll
146	03/05/2024	Payroll	20	EFT	Mark A McCrehin	4,168.72	2024.02 Payroll
147	03/05/2024	Payroll	20	EFT	Timothy M McKern	6,660.26	2024.02 Payroll
149	03/05/2024	Payroll	20	EFT	Robert J Rewitzer	3,089.87	2024.02 Payroll
150	03/05/2024	Payroll	20	EFT	Nicholas Singleton	5,436.84	2024.02 Payroll
151	03/05/2024	Payroll	20	EFT	Tyson J Svetich	4,748.94	2024.02 Payroll
153	03/05/2024	Payroll	20	EFT	Zachary D Torres	3,534.41	2024.02 Payroll
154	03/05/2024	Payroll	20	EFT	Kevin R Winn	4,837.00	2024.02 Payroll
155	03/05/2024	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 03/05/2024 To 03/05/2024 - HRA VEBA
156	03/05/2024	Payroll	20	EFT	US Treasury	5,820.12	941 Deposit for Pay Cycle(s) 03/05/2024 - 03/05/2024
157	03/05/2024	Payroll	20	EFT	WA Dept of Retirement Systems	6,069.63	Pay Cycle(s) 03/05/2024 To 03/05/2024 - LEOFF2; Pay Cycle(s) 03/05/2024 To 03/05/2024 - PERS2
140	03/05/2024	Payroll	20	1445	Melody Bacchus	147.76	2024.02 Payroll
141	03/05/2024	Payroll	20	1446	Ken Brotherton	346.31	2024.02 Payroll
143	03/05/2024	Payroll	20	1447	Art Frank	147.76	2024.02 Payroll
144	03/05/2024	Payroll	20	1448	Marcia Kelbon	147.76	2024.02 Payroll
145	03/05/2024	Payroll	20	1449	Oscar Levine	166.23	2024.02 Payroll
148	03/05/2024	Payroll	20	1450	Brady T Palmer	775.74	2024.02 Payroll
152	03/05/2024	Payroll	20	1451	Ryan Tillman	27.70	2024.02 Payroll
158	03/05/2024	Payroll	20	1452	IAFF Local 2032	425.00	Pay Cycle(s) 03/05/2024 To 03/05/2024 - Union Dues
159	03/05/2024	Payroll	20	1453	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 03/05/2024 To 03/05/2024 - 457 Plan; Pay Cycle(s) 03/05/2024 To 03/05/2024 - 457 Plan Roth
160	03/05/2024	Payroll	20	1454	Trusteed Plans Service Corporation	7,382.47	Pay Cycle(s) 03/05/2024 To 03/05/2024 - Medical; Pay Cycle(s) 03/05/2024 To 03/05/2024 - Dental

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

32,550.82  
24,538.79

57,089.61 Payroll: 57,089.61

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:40:34 Date: 02/29/2024

03/05/2024 To: 03/05/2024

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*

2-29-2024

Preparer

Date

*Jm Mcker*

2-29-2024

Auditing Officer

Date

### GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

In accordance with RCW 52.16.050 (3), I certify that the Board of Commissioners for Jefferson County Fire Protection District No 2 has audited, reviewed and approved the payrolls and bills giving rise to the warrants included in this Register.

I further certify that the County Treasurer is authorized to pay these warrants.

*GW*

3/18/2024

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

Date

\* **Note:** District Procedure 805 *Issuance of Warrants by the District* allows or requires the following:

Paragraph 805.3 authorizes Payroll to be paid without approval of the Commission.

Paragraph 805.4 requires Commission approval of Claims (including Payroll Reimbursements) in advance of payment.

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 07:46:54 Date: 03/18/2024

03/01/2024 To: 03/31/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
164	03/18/2024	Claims	10	621179	AT&T Mobility	414.28	Monthly Cellular Service
165	03/18/2024	Claims	10	621180	Active911, Inc.	756.07	Annual Call Alerting Subscription
166	03/18/2024	Claims	10	621181	Amazon Capital Services	110.21	File folders, printer paper, markers
167	03/18/2024	Claims	10	621182	Bonneville Communications Solutions	390.00	Pager, charger
168	03/18/2024	Claims	10	621183	Boundtree Medical LLC	1,025.72	Monthly Medical Supplies
169	03/18/2024	Claims	10	621184	Canon Financial Services, Inc	54.44	Monthly Printer Lease
170	03/18/2024	Claims	10	621185	Central Welding Supply Co Inc	254.21	Medical Oxygen Resupply
171	03/18/2024	Claims	10	621186	Cooper Fuel	2,256.42	Monthly Fuel/Heating Oil
172	03/18/2024	Claims	10	621187	EMS Connect LLC	96.50	Monthly EMS Training
173	03/18/2024	Claims	10	621188	EMS Special Agency Fund	255.00	Monthly Transport Fee
174	03/18/2024	Claims	10	621189	East Jefferson Co. Fire Chiefs Assn	50.00	Annual dues
175	03/18/2024	Claims	10	621190	Good Man Inc	111.57	Monthly Restroom Service
176	03/18/2024	Claims	10	621191	Henery Hardware & Building Supply	323.02	Lumber for training prop
177	03/18/2024	Claims	10	621192	JC Auditor	1,493.73	Shared indirect election costs - 2023
178	03/18/2024	Claims	10	621193	JC Dept of Public Works	780.35	Monthly fuel
179	03/18/2024	Claims	10	621194	JC Fire District #2 Payroll	57,089.61	2024.03.05 Payroll Reimbursement
180	03/18/2024	Claims	10	621195	Brinnon Fire Dept JC Fire District #4	343.67	FIT Test equipment rental
181	03/18/2024	Claims	10	621196	Jamestown Networks	458.41	Monthly Internet/Phone
182	03/18/2024	Claims	10	621197	Jefferson County EMS Council	1,000.00	EMT Training - Brotherton
183	03/18/2024	Claims	10	621198	Jefferson Propane	1,433.79	Monthly Propane
184	03/18/2024	Claims	10	621199	Timothy M McKern	100.00	Monthly Personal Device Stipend
185	03/18/2024	Claims	10	621200	Murrey's Disposal Co Inc	52.54	Monthly Garbage Service
186	03/18/2024	Claims	10	621201	Olympic Peninsula Fire Commissioner Assn	50.00	Annual Dues
187	03/18/2024	Claims	10	621202	Olympic Springs Inc	48.82	Monthly Drinking Water
188	03/18/2024	Claims	10	621203	Pacific Office Equipment	660.04	Monthly IT Service
189	03/18/2024	Claims	10	621204	Paladin Background Screening	51.00	Background - Heggie
190	03/18/2024	Claims	10	621205	Stryker Sales, LLC	2,499.84	LUCAS accessories
191	03/18/2024	Claims	10	621206	Systems Design West LLC	631.22	Monthly EMS Billing Service
192	03/18/2024	Claims	10	621207	US Bank	4,340.79	3299 - EVIP Certification; 3299 - Toilet paper, bleach; 3299 - Fire Instructor - Svetich, Torres; 3299 - Markers; 3299 - Speaker mount brackets C203; 3299 - Name tape - Heggie; 3299 - Uniform pants -;
193	03/18/2024	Claims	10	621208	VFIS	2,307.00	Quarterly Auto Policy
194	03/18/2024	Claims	10	621209	VFIS	4,329.00	Quarterly Portfolio Policy
195	03/18/2024	Claims	10	621210	Wave Broadband	214.10	Monthly Cable Internet
						43,657.85	
						40,323.50	
						83,981.35	Claims: 83,981.35

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Page: 2

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Robt Reuter 3-18-2024  
 Preparer Date

SMC/K 3-18-2024  
 Auditing Officer Date

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AW Fl 3-18-2024  
 Chair (or Acting Chair) of the Board of Fire Commissioners Date

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# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For  
February 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 getting better; short- and long-term goals being looked at. Equipment upgrades and financial stability continue to be on the forefront.
- CARES Volunteer Program – Kimberly, Lynne, Kevin, and the team are making great strides and moving this program forward. Believe in Recovery staff have been an asset.

**Goals and Objectives:**

- Windows and exterior painting Station 21 Crew Quarters, Rental , and Admin
- AFG applied for (source capture exhaust system for Stations 21 & 22); Safer 2023 open and we will reapply in March.
- Crew Qtrs interior painting nearing completion.
- Apparatus Committee working hard on a plan for the future. (See Capt. McCrehin’s Report)
- Current Staff Officers will be advancing to EMT-A by June 2024
- Filled 3<sup>rd</sup> position on shift with Toby Heggie from CMFE

**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. A few challenges last month.

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

- Lucas CPR Device in place and ready for use. Education with our ALS partners is critical.
- Working with staff on potential apparatus replacement plan for next few years. 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 and starting on 1<sup>st</sup> quarter 3<sup>rd</sup> year requirements. There will also be a 3<sup>rd</sup> year to this program as well. We will be putting in for a lifting devise next year.

**Essential Resources**

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- We are moving forward with Action Training for EMS and Fire programs.

**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 – partnership with DCD

**Apparatus Readiness:**

- We are currently awaiting the arrival of the new Brush 22
- Apparatus maintenance has been turned over to FF/EMT Torres
- NKFR lost their Lead Apparatus Maintenance Technician, Robert Lacey to cancer. Robert was our point of contact for our maintenance needs. He also came to Station 21 to teach our members how to properly complete a test of the air brakes on our apparatus along with proper use of the air brake system to prolong the life expectancy of the braking system.
- I have removed the red/white striping from C203. All the decals and striping were peeling and cracking. I will be replacing them with new decals and striping. I was able to service the braking system and test. Unfortunately, this did not improve the system. I will be taking the apparatus to Les Schwab to test the brake booster.

**Training and Competency:**

- The first set of online training classes has been issued to our members. This set is focused on our EVIP training. We have a refresher rodeo scheduled for March 29<sup>th</sup>.
- EMT class continues. Students are apparently having issues with JGH and scheduling ER time. Chief McKern is in the loop and has been handling the situation.
- FF/EMT Tyson Svetich will be taking an IV Tech class through Mason County. This class will begin in April.
- FF/EMT Zak Torres and FF/EMT Tyson Svetich have been signed up for a Fire Service Instructor 1 class hosted by EJFR beginning in March. This class puts them on a training path for Officer Training for their Fire Service futures.
- Firefighter SCBA fit testing has concluded. All QFR interior qualified personnel are fit tested for interior attack.
- Lt. Winn and I will be attending an EVIP Train the Trainer course. This course is to renew our EVIP Instructor certification.
- I have been able to procure 3 vehicles that I will be able to bring to Station 21 for extrication training. These are junk vehicles that have been resourced from the community. Our current training area is being cleaned up. Removing overgrown brush and trees. Once this cleaning is completed, I will begin bringing in vehicles for training. After training is completed, vehicles are removed and taken to junk yards for scrap metal

**Physical Resources and Quality of Life:**

- There has been an ongoing issue with the Rose St. rental house. There has been a leak in the chimney allowing water to drip down the outside of the chimney down to the stove. This has caused some slight rusting on the top of the wood stove and some staining of the chimney. No permanent damage has occurred. The rusting and staining are fixable and cleanable. I have inspected the chimney above the roof line to find that there is a small

collar that allows water to shed off the chimney and onto the surrounding flashing. I noticed that the seal appeared to have been broken on the collar. I re caulked the seal and in the last report from Zak Torres, there was no more leaking.

**QFR Events:**

- Saturday, March 30<sup>th</sup> will be our annual Easter egg hunt and breakfast buffet. This year, in addition to the egg hunt, kids will be able to meet the Easter Bunny and enjoy a fun photo booth. Breakfast begins at 0800 with biscuits and gravy, eggs, sausage, and pancakes by our own Chief McKern. The egg hunt begins at 1100.

**D.O. Coverage:**

- I was able to provide 34 hours of Duty Officer coverage during the months Feb/March. I look forward to assisting with more coverage in the future.

**Notes:**

- We hired our 6<sup>th</sup> Career member. Toby Heggie has joined our ranks. He has been placed on C Shift. FF/EMT Tyson Svetich has been moved to A Shift. FF/EMT Svetich has proven himself to be quite an asset for A Shift as well as QFR as a whole. I look forward to working and training alongside FF/EMT Svetich.



Report Date		3/13/2024												
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age In Yrs	In Svc Dt*	In Svc Miles**	In Svc Hrs***	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles****	Avg Ann Hrs****			
11 - Engine	E22	96.Ford.55851C.2430	1996	28	1/1/1999	Unknown	Unknown	28,139	N/A	997	N/A			
11 - Engine	E21	05.Freightliner.82171C.1149	2005	19	3/26/2007	Unknown	Unknown	42,355	2,147	2,205	112			
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	29	9/6/1995	0	Unknown	30,285	N/A	1,082	N/A			
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	16	10/24/2016	Unknown	Unknown	75,623	N/A	4,666	N/A			
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	6	8/15/2018	0	Unknown	6,402	376	1,280	61			
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	19	Unknown	Unknown	N/A	197,014	N/A	10,257	N/A			
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	16	1/1/2008	0	N/A	121,956	N/A	7,622	N/A			
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	8	9/20/2016	0	N/A	53,915	2,165	7,702	264			
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	6	3/14/2019	0	N/A	59,543	1,358	14,886	219			
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	19	3/30/2016	Unknown	N/A	111,168	N/A	5,788	N/A			
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	4	3/16/2020	0	N/A	46,792	N/A	15,597	N/A			

### **Significant Events and Service Delivery:**

- B-Shift ran 33 calls in February.

### **Training and Competency:**

- N/A

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

- Our new LUCAS Device has arrived but is now in service on A21.
- 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 has left for Mexico and Lynne has stepped up to take over her visits while she is gone.
- Zak is Scheduling our annual SCBA flow testing.
- Zak is Scheduling our Annual Mako Compressor maintenance.
- 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 will be doing our SCBA Mask Fit Testing has been completed.
- We will be holding a Community CPR/First Aid Class March 16th.
- I am working with Bob to update all our vaccination records and to come up with a vaccination policy and waver forms.

### **Staffing (next 30 days):**

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

**Significant Events and Service Delivery:**

- C-Shift responded to a total of 21 incidents during the month of February. Notable incidents include:
- A walk-in to Station 21 for confusion rapidly deteriorated and was airlifted to Harborview for possible stroke.
- Responded with as DO21 to support B-Shift with a hypotensive patient. The patient was rapidly treated for shock with IV fluids and transported to JHC in stable condition.
- Responded just prior to shift change for single vehicle collision in the area of Center Loop Road. Speed and dense fog were a factor when this patient struck a dirt berm. The patient was transported to JHC with a back injury.
- Water usage report for January sent to PUD with approximately 2000 gallons used between maintenance and training.

**Apparatus Readiness:**

- FF/EMT Svetich has completed data input of hose and ladders into ESO. He is currently verifying physical locations, making sure labeling is adequate, and verifying out of service hose quantities and serial numbers.
- Volunteer Jim Pinks will be performing the annual maintenance on B22's mounted pump.
- Continue to inventory equipment.
- Annual extinguisher service due in March and will be schedule with Tarboo.

**Training and Competency:**

- Planned Wildland refresher and field day for April 13<sup>th</sup> on a private clear cut on Coyle. Training will involve Quilcene, Brinnon, and Discovery Bay Fire personnel with instructors from DNR and Airlift NW.
- FF/PM Ryan Tillman will need to be signed off on an active wildland incident as we were unable to easily obtain his experience records for a renewal of his Red Card.
- Volunteer applicant Luke Miller is interested in wildland fire and will be planning to attend the 10-day DNR academy in North Bend in May.
- Volunteer Ken Brotherton plans to start online wildland classes once completed with NREMT testing.
- The IFSAC FF1 Refresher with Volunteer Brady Palmer continues, and skills will be reviewed with FF/EMT Toby Heggie and part of new hire skills check offs.
- There is an opportunity for live fire training at Station 41 on March 16<sup>th</sup> for FF Trainee Brady Palmer to go through a live fire evaluation and be qualified as a interior WAC firefighter until his IFSAC FF1 is obtained.
- Plan to purchase wildland equipment on the 50% off Phase 1 DNR grant. Currently assessing needs with Chief McKern.



- Will be acquiring 5 surplus BK radios from DNR. These radios will be inventoried and assigned to active wildland personnel.
- County EMS protocol review continues, and the region of Kitsap, Clallam, Mason, and Jefferson counties plans to meet via zoom to vote on changes for the first 15 pages.
- Results of EMS subcommittee training survey presented to EMS council. The subcommittee will now focus on training equipment needs and creating a quarterly training shcedule.

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

- Status quo:
- Inventory of PPE and Equipment into ESO has started and will be completed in the next couple of months prior to the WSRB review.
- Volunteer applicant Luke Miller and FF Brady Palmer have started a project for a multi-use FF rescue and roof ventilation prop. They are mostly complete and hope to have a presentation of a finalized product at the next BoFC meeting.

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

- Vacation scheduled for March 30<sup>th</sup> and 31<sup>st</sup>.

#### **Other:**

- NTR.



*Training March 13, 2024 with Brinnon and Quilcene Fire. Training covered rescue and Mayday operations along with fire ground communications. It's important to train together so we are prepared in a real emergency.*



**TREASURER'S REPORT**  
**Fund Totals**

Jefferson County Fire Distr #2

02/01/2024 To: 02/29/2024

Time: 10:04:40 Date: 03/07/2024

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	782,732.60	51,726.75	42,530.49	791,928.86	0.00	1,252.14	0.00	793,181.00
040 EMS Fund 662 610 71	725,244.38	45,232.90	32,960.58	737,516.70	0.00	294.90	0.00	737,811.60
070 Capital (Reserve) Fund 662 631 71	2,001,807.69	10,497.26		2,012,304.95	0.00	0.00	0.00	2,012,304.95
	<b>3,509,784.67</b>	<b>107,456.91</b>	<b>75,491.07</b>	<b>3,541,750.51</b>	<b>0.00</b>	<b>1,547.04</b>	<b>0.00</b>	<b>3,543,297.55</b>



# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

02/01/2024 To: 02/29/2024

Time: 10:04:40 Date: 03/07/2024

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	430,825.23	84,687.33	75,491.07	440,021.49	0.00	0.00	440,021.49
20 Payroll-1st Security	75,000.00	57,510.35	57,510.35	75,000.00	0.00	1,547.04	76,547.04
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	351,651.75	45,232.90	32,960.58	363,924.07	0.00	0.00	363,924.07
70 Capital (Reserve)-JeffCo	2,651,807.69	10,497.26	0.00	2,662,304.95	0.00	0.00	2,662,304.95
Total Cash:	3,509,784.67	197,927.84	165,962.00	3,541,750.51	0.00	1,547.04	<b>3,543,297.55</b>
	3,509,784.67	197,927.84	165,962.00	3,541,750.51	0.00	1,547.04	<b>3,543,297.55</b>

## TREASURER'S REPORT

### Outstanding Vouchers

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 03/07/2024

Time: 10:04:40 Page: 3

Jefferson County Fire Distr #2

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	79	02/05/2024	Payroll	20	1434	Ken Brotherton	332.46	2024.01 Payroll
2024	91	02/05/2024	Payroll	20	1439	Ryan Tillman	69.26	2024.01 Payroll
2024	97	02/05/2024	Payroll	20	1440	IAFF Local 2032	425.00	Pay Cycle(s) 02/05/2024 To 02/05/2024 - Union Dues
2024	139	02/29/2024	Payroll	20	1444	Quinn M McMahon	277.05	Re-issue of 4/4/22 paycheck, check #1443, originally check #1185.

1,547.04

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	1,252.14	1,252.14
040 EMS Fund 662 610 71	0.00	294.90	294.90
	<u>0.00</u>	<u>1,547.04</u>	<u>1,547.04</u>

**TREASURER'S REPORT**  
**Signature Page**

Jefferson County Fire Distr #2

02/01/2024 To: 02/29/2024

Time: 10:04:40 Date: 03/07/2024  
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REVIEWED AND APPROVED



Preparer

3-7-2024

Date



Auditing Officer

3-7-2024

Date