



## 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 December 16, 2024

#### ATTENDANCE:

Commissioner/Chair Frank  
Commissioner Bacchus  
Commissioner Kelbon  
Secretary Rewitzer  
Chief McKern  
Capt. McCrehin  
Lt. Winn  
FF/EMT Matheson

Captain Grooms  
Volunteer Neuenschwander  
Volunteer D. Svetich  
Volunteer Kinser  
Volunteer Candidate Roger Schnepf  
Volunteer Candidate Alyssa Sturm  
Seth Shelton, Stryker Emergency Care

#### CALL TO ORDER:

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

#### PLEDGE OF ALLEGIANCE:

FF/EMT Matheson led the pledge.

#### PUBLIC COMMENTS:

No public comments received. Chief McKern took the opportunity to present Commissioner Bacchus with a 10-year service pin and introduced volunteer candidates Roger Schnepf and Alyssa Sturm to the Board.

#### APPROVAL OF AGENDA:

Commissioner Frank moved, Commissioner Bacchus seconded, to accept the agenda. Motion carried unanimously.

#### APPROVAL OF MINUTES:

Commissioner Frank moved, Commissioner Kelbon seconded, to approve minutes from the November 18, 2024 Regular Meeting as well as minutes from the December 2, 2024 Special Meeting. The motion carried unanimously.

#### APPROVAL OF VOUCHERS:

Commissioners had an opportunity to review vouchers. Commissioner Frank moved, Commissioner Kelbon seconded, to approve vouchers totaling \$93,147.54. The motion carried unanimously.

#### REPORTS:

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

- Chief McKern reported the results of the triennial compliance audit conducted by the Office of the Washington State Auditor. The audit found "District operations complied in all material respects with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources."
- Captain McCrehin reported that Tender 21 will be out of service for repair of collision damage.

- Captain Grooms reported upfitting to Brush 22 is complete and the vehicle is available for “show-and-tell” following the meeting.
- Secretary Rewitzer reported that the clean audit was a team effort that involved quality processes set up by Executive Assistant David Neuenschwander and careful review by Chief McKern.
- Secretary Rewitzer reported that the SFY2024 GEMT Cost Report adds a requirement to report depreciation on capital expenditures – not generally appropriate for cash-basis entities. Public Consulting Group (PCG) is assisting the District prepare a compliant report.
- Commissioner Kelbon reported that the Board of County Commissioners voted to form a Transportation Benefit District in the unincorporated areas of the county. The effect ~~will~~<sup>MAY</sup> be an increase in annual vehicle license fees as well as the county sales tax.
- Discussion occurred regarding the need to identify a reasonable budget reserve.

**CORRESPONDENCE:**

No correspondence received.

**UNFINISHED BUSINESS:**

1. **DNR Trust Lands** – Secretary Rewitzer reported the Maladjusted Timber Sale was approved by the Board of Natural Resources and is set for auction January 29, 2025; the Last Crocker Sorts Resale is set for auction December 18, 2024. Discussion involved the likelihood of timber sales continuing in coming years.

**NEW BUSINESS:**

1. **LIFEPAK Replacement** – Lt. Winn reported the District’s two Stryker Emergency Care LIFEPAK 15 monitor/defibrillators are beyond their service life. Stryker Account Manager Seth Shelton presented the new LIFEPAK 35 and explained the need for replacement and discounts available for purchases made before the end of the year. Discussion involved service life concerns. Commissioner Frank moved, Commissioner Bacchus seconded, to authorize Chief McKern to sign the cancelable purchase order form with the stipulation that the Board will have 72 hours to review the Stryker contracts prior to execution. Motion carried unanimously. Commissioners reviewed and signed a Capital Budget Request authorizing the expense of \$120,264 for two LIFEPAK 35 monitor/defibrillators.
2. **Capital (Reserve) Fund Investments** – Secretary Rewitzer and Executive Assistant Neuenschwander reported on the District’s cash fund investments. Yields in the Local Government Investment Pool (LGIP) are falling, and a recommendation was made to shift up to \$500,000 into longer-term investments using a laddering strategy. Commissioner Bacchus moved, Commissioner Kelbon seconded, to authorize the Investment Officer to place investments with and as allowed by the County Treasurer, for investments other than the State LGIP, up to a maximum of \$500,000 such that positions are laddered with roughly equal maturities in each of the next five years. Motion carried unanimously.
3. **2025 Meeting Schedule** – Secretary Rewitzer reported that the Board’s schedule of meeting the third Monday of every month conflicts with several state-designated holidays in 2025. A meeting schedule was presented that moved the January and February meetings to the second

Monday of the month. Commissioner Frank moved, Commissioner Bacchus seconded, to approve the 2025 meeting schedule as presented. Motion carried unanimously.

4. **BVFF Business** – Secretary Rewitzer presented documentation from the State of Washington Board for Volunteer Fire Fighters and Reserve Officers regarding Ryan Tillman’s request for a retirement pension. Records indicate Mr. Tillman has 28 years of service credit. Commissioner Frank moved, Commissioner Kelbon seconded, to certify Mr. Tillman's eligibility for a retirement pension under the Volunteer Firefighters' and Reserve Officers' Relief and Pension Act. Motion carried unanimously.

**ADJOURNMENT:**

The meeting was adjourned at 7:52 p.m.


**ATTACHMENTS:**

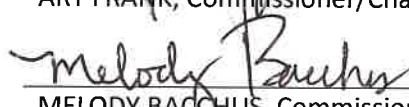
**General Certificate for Claims:** 12/5/2024 Payroll Check Register  
12/16/2024 Claims Check Register

**Reports:** November 2024 Monthly Fire Chief’s Report  
November 2024 Treasurer’s Report

**APPROVED** this 13<sup>th</sup> day of JANUARY, 2025 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: 10:38:01 Date: 12/02/2024

12/05/2024 To: 12/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
717	12/05/2024	Payroll	20	EFT	Lynne Cassella-Blackburn	282.46	2024.11 Payroll
721	12/05/2024	Payroll	20	EFT	Kimberly Kinser	1,362.79	2024.11 Payroll
722	12/05/2024	Payroll	20	EFT	Brady W Matheson	3,399.81	2024.11 Payroll
723	12/05/2024	Payroll	20	EFT	Mark A McCrehin	4,822.46	2024.11 Payroll
724	12/05/2024	Payroll	20	EFT	Timothy M McKern	6,931.26	2024.11 Payroll
727	12/05/2024	Payroll	20	EFT	Robert J Rewitzer	3,000.00	2024.11 Payroll
728	12/05/2024	Payroll	20	EFT	Nicholas Singleton	4,451.40	2024.11 Payroll
729	12/05/2024	Payroll	20	EFT	Tyson J Svetich	4,385.54	2024.11 Payroll
730	12/05/2024	Payroll	20	EFT	Zachary D Torres	3,415.26	2024.11 Payroll
731	12/05/2024	Payroll	20	EFT	Kevin R Winn	4,012.43	2024.11 Payroll
732	12/05/2024	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 12/05/2024 To 12/05/2024 - HRA VEBA
733	12/05/2024	Payroll	20	EFT	US Treasury	6,388.71	941 Deposit for Pay Cycle(s) 12/05/2024 - 12/05/2024
734	12/05/2024	Payroll	20	EFT	WA Dept of Retirement Systems	6,467.67	Pay Cycle(s) 12/05/2024 To 12/05/2024 - LEOFF2; Pay Cycle(s) 12/05/2024 To 12/05/2024 - PERS2
716	12/05/2024	Payroll	20	1553	Melody Bacchus	147.76	2024.11 Payroll
718	12/05/2024	Payroll	20	1554	Debra Ethier	1,225.56	2024.11 Payroll
719	12/05/2024	Payroll	20	1555	Art Frank	147.76	2024.11 Payroll
720	12/05/2024	Payroll	20	1556	Marcia Kelbon	147.76	2024.11 Payroll
725	12/05/2024	Payroll	20	1557	Luke Miller	55.41	2024.11 Payroll
726	12/05/2024	Payroll	20	1558	Brady T Palmer	457.13	2024.11 Payroll
735	12/05/2024	Payroll	20	1559	IAFF Local 2032	510.00	Pay Cycle(s) 12/05/2024 To 12/05/2024 - Union Dues
736	12/05/2024	Payroll	20	1560	Nationwide Retirement Solutions	2,017.50	Pay Cycle(s) 12/05/2024 To 12/05/2024 - 457 Plan; Pay Cycle(s) 12/05/2024 To 12/05/2024 - 457 Plan Roth
737	12/05/2024	Payroll	20	1561	Trusteed Plans Service Corporation	8,969.40	Pay Cycle(s) 12/05/2024 To 12/05/2024 - Medical; Pay Cycle(s) 12/05/2024 To 12/05/2024 - Dental
001 General Fund 662 600 71						34,132.54	
040 EMS Fund 662 610 71						29,265.53	
						63,398.07	Payroll: 63,398.07

**CHECK REGISTER**

Jefferson County Fire Distr #2

Time: 10:38:01 Date: 12/02/2024

12/05/2024 To: 12/05/2024

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 Rewitz 12-2-2024  
 Preparer Date

Smomck 12-2-2024  
 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.

CW JH 12.16.24  
 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

12/01/2024 To: 12/31/2024

Time: 06:59:05 Date: 12/16/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
742	12/16/2024	Claims	10	621447	AT&T Mobility	414.34	Monthly Cellular Service
743	12/16/2024	Claims	10	621448	Rodney Barrow	110.00	Refund Burn Permit 2024-019
744	12/16/2024	Claims	10	621449	Canon Financial Services, Inc	54.44	Monthly Printer Lease - December
745	12/16/2024	Claims	10	621450	Canon Financial Services, Inc	54.44	Monthly Printer Lease - November
746	12/16/2024	Claims	10	621451	Clarion Events, Inc.	2,089.27	Annual Fire Ops & EMS Training Package
747	12/16/2024	Claims	10	621452	Cooper Fuel	1,044.42	Monthly Heating Oil
748	12/16/2024	Claims	10	621453	Cruise Master Engraving Inc	363.40	Member Recognition Plaques
749	12/16/2024	Claims	10	621454	EMS Connect LLC	110.50	Monthly EMS Training
750	12/16/2024	Claims	10	621455	EMS Special Agency Fund	153.00	Monthly Ambulance Transport Fee
751	12/16/2024	Claims	10	621456	Art Frank	58.99	Reimburse personal expense - B22 Upfitting
752	12/16/2024	Claims	10	621457	Galls, LLC	535.66	Uniform Boots - Torres
753	12/16/2024	Claims	10	621458	Good Man Inc	122.13	Monthly Restroom Service
754	12/16/2024	Claims	10	621459	Thane Grooms	36.33	Reimburse personal expense - B22 Upfitting
755	12/16/2024	Claims	10	621460	Henery Hardware	18.96	Parts for B22 Upfitting
756	12/16/2024	Claims	10	621461	JC Dept of Public Works	660.54	Monthly Fuel
757	12/16/2024	Claims	10	621462	JC Fire District #2 Payroll	63,398.07	2024.12.05 Payroll Reimbursement
758	12/16/2024	Claims	10	621463	JC Sheriff	289.64	Road flares
759	12/16/2024	Claims	10	621464	Jamestown Networks	458.41	Monthly Internet & Telephone
760	12/16/2024	Claims	10	621465	JeffCom 911 Communications	5,155.89	Quarterly Dispatch Fee
761	12/16/2024	Claims	10	621466	Jefferson Co Fire District No. 2	164.70	Reimburse Petty Cash Account for misc expense
762	12/16/2024	Claims	10	621467	Jefferson Propane	996.83	Monthly Propane
763	12/16/2024	Claims	10	621468	Jimmie Ackerman	2,000.00	Annual Banquet Dinner Service
764	12/16/2024	Claims	10	621469	Les Schwab Tire Center	350.59	Replacement rims - C201
765	12/16/2024	Claims	10	621470	Magellan Healthcare Inc	3,164.00	Annual EAP Service
766	12/16/2024	Claims	10	621471	Timothy M McKern	100.00	Monthly Personal Device Stipend
767	12/16/2024	Claims	10	621472	Murrey's Disposal Co Inc	52.54	Monthly Garbage Service
768	12/16/2024	Claims	10	621473	Olympic Springs Inc	58.59	Monthly Drinking Water
769	12/16/2024	Claims	10	621474	PNW Press	400.00	Annual Banquet - Serving/Cleanup
770	12/16/2024	Claims	10	621475	Pacific Office Equipment	883.03	Monthly Computer Support
771	12/16/2024	Claims	10	621476	Peninsula Glass	217.99	Repair window - Station 23
772	12/16/2024	Claims	10	621477	Peninsula Pest Control Inc	81.83	Quarterly Pest Control
773	12/16/2024	Claims	10	621478	Sea-Western Fire Apparatus Inc	221.04	PPE Boots - Coyle Volunteer
774	12/16/2024	Claims	10	621479	Snure Law Office PSC`	96.00	Legal consultation
775	12/16/2024	Claims	10	621480	Systems Design West LLC	343.71	Monthly EMS Billing Service
776	12/16/2024	Claims	10	621481	The Station Signs & Screen Painting, Inc	300.03	Repair graphics C201 (Reimbursed by Insurance)
777	12/16/2024	Claims	10	621482	The Station Signs & Screen Painting, Inc	193.11	Add chevron graphics to C201
778	12/16/2024	Claims	10	621483	US Bank	8,181.02	9142 - Annual Banquet Service Accessories; 9142 - Fuel Can Storage Cabinet; 9142 - Name tapes for CARES Tillman; 9142 - Uniform Shirt for CARES Tillman; 9142 - Laundry Soap; 5799 - Monthly Utilities;;
779	12/16/2024	Claims	10	621484	Wave Broadband	214.10	Monthly Cable Internet - Crew Quarters

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

53,052.64  
40,094.90

**CHECK REGISTER**

Jefferson County Fire Distr #2

Time: 06:59:05 Date: 12/16/2024

12/01/2024 To: 12/31/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						93,147.54	Claims: 93,147.54

**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 Reintz 12-16-2024  
 Preparer Date

Smucker 12-16-2024  
 Auditing Officer Date

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

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# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For  
November 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 staffing and Equipment Upgrades completed.
- CARES Volunteer Program – Kimberly, Debra, and Kevin, and the team are making great strides and moving this program forward. Just finished our First month with a number of “WINS”. Our big WIN was getting Debbie Tillman to join cares as well. Her background and being familiar with OCH from Kitsap is a huge asset to the team.
- Working with the County on a fair Jr. Taxing District funding as it relates to Timber Harvest. This project is in the parking lot and as we make more contacts in Clallam County, movement into ongoing business will occur.

**Grant Updates**

- DOH Grant pending in the fall for EMT-Advanced programs – *Expectations Meeting this month.*
- Garden Club gave us \$1250 for new life jackets for responders.

**External Relationships**

- On-going quarterly EMS training around the County by EMS Council/MPD
- EMT Class starts in January and we are going to have 2-4 in the class. We are trying to move the class from Station 6 to Station 21.

**Fire Prevention**

- Community Risk Reduction programs along with Countywide CWPP plan moving forward with Southend projects. We will have a proposal for you to review next month for a potential Wildland Risk Coordinator shared with Southend Fire Agencies.
- 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**

- On going Monday night trainings

**Apparatus Readiness:**

- C201 has new wheels and tires purchased and installed by Les Schwab. The apparatus also has been re-stickered with the appropriate logos for QFR
- Crews have switched over to the Dodge Aid Unit for the month of December.
- 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.

**UPDATE:**

- B21 has returned. All the body repairs and paintings are completed. I am still waiting to hear back from J&D Painting on information about when T21 will be able to go in for repairs.

**Training and Competency:**

- 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:**

- We have once again received funds from the Association of Washington Cities to purchase gifts to be handed out to kids at the Tree Lighting Ceremony. A212 was filled with gifts, allowing children to walk through the Aid Unit and choose a gift. This project is led by FGS Krystal McCrehin. Krystal and Commissioner Bacchus were able to purchase gifts at Coastal Farm and Ranch in Sequim with a 25% discount. During the event, Krystal and Commissioner Bacchus were on site to assist Children through the Aid Unit to choose their gift.
- QFRs annual Christmas party will be held on December 13<sup>th</sup> at 1700hrs at the Masonic Hall. This is the same location as the previous year. 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.

**UPDATE:**

- Chief McKern, FF/EMT Tyson Svetich, and I attended the Awards Ceremony at the Quilcene Garden Club luncheon. I received the grant check and spoke about what we are going to use the money for and why.

**Apparatus Usage Report: UPDATE ....**

Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age In		Rpt Dt		Avg Ann	
				Yrs	In Svc Dt*	Miles	Hrs	Miles	Hrs
11 - Engine	E22	96.Ford.55851C.2430	1996	28	1/1/1999	28,600	N/A	988	N/A
11 - Engine	E21	05.Freightliner.82171C.1149	2005	19	3/26/2007	43,233	2,210	2,167	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	77,094	N/A	4,547	N/A
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	6	8/15/2018	7,568	480	1,261	69
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	19	Unknown	198,059	N/A	9,926	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	58,486	2,399	7,311	268
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	6	3/14/2019	66,245	1,663	13,249	239
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	19	3/30/2016	112,756	N/A	5,651	N/A
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	4	3/16/2020	52,959	N/A	13,240	N/A



**Significant Events and Service Delivery:**

- B-Shift responded to 7 calls in November.

**Training and Competency:**

- Attended OCH Training with Kimberly and Debra to learn how to use the Olympic connect referral software.

**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:**

- The Unication G1 Pager that sent in for repair has been fixed and is on its way back.
- We are scheduling a CPR Class with Discovery Bay Mental Health in January.
- I am working with Stryker to get quotes and information on the new Lifepaks.
- I am working with FirstNet to order Phones and a tablet for Cares and a new duty pone for the shift officers.

**Staffing (next 30 days):**

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



**Significant Events and Service Delivery:**

- C-Shift responded to a total of 20 incidents during the month of November. Notable incidents include:
  - Automatic mutual aid to the area of Highway 101/104 for high-speed rear end collision. Both drivers uninjured and declined aid.
  - ALS response to Dabob Rd for patient in near respiratory failure. Patient improved with treatment and transported priority to St. Michaels.
  - ALS response to Coyle for possible stroke with multiple seizures. Attempted to launch medevac to fly patient to Harborview; however, we were initially advised both ALNW and LFN did not have any available resources.
  - Mutual aid to Highway 20 S-Curves for multi-vehicle traffic collision. A21 dispatched initially and cancelled en-route. District 5 units on scene witnessed a secondary passenger vehicle collision and a semi tractor-trailer lose control. It was found that the first vehicle struck rocks from a small rockslide, which punctured the oil pan and caused over a gallon of engine oil to coat the roadway just prior to a curve. Combined with slightly wet roadways, following vehicles all lost control. A21 aided with scene safety and to evaluate one patient. One patient transported with traumatic injuries to Jefferson Healthcare.
  - Dispatched BLS for abdominal pain and attempted to upgrade to ALS for severe pain. A21 experienced persistent communication challenges with portable radio reception and needed to use the aid unit mobile radio to transmit. This was a good lesson for having a communication contingency while assessing and treating a sick patient.
- Hydrant water usage for Quilcene totaled approximately 500 gallons used:
  - Incidents: NTR
  - Training: 250 gallons for training on water supply.
  - Maintenance: 250 gallons for flushing pumps and plumbing during rig checks.

**New Items:**

- Attended EMS Base Station and EMS Council meetings. Discussed region EMS protocols and upcoming EMT class. QFR has 4 personnel interested in the Jefferson County EMT class and 2 personnel looking for courses elsewhere due to scheduling conflicts. We hope to have 6 additional EMTs in 2025.
- Plan to assist in instruction with FF/EMT Brady Matheson for the January 2025 EMT class.
- Completed training to become a Stop the Bleed instructor and course manager. This train the trainer course provides access to training curriculum, materials, and the coalition's new training management app to manage classes and required data. Will coordinate with Lt. Winn and Chief McKern on how to best integrate Stop the Bleed into our CPR/First Aid program.
- Taught EVIP 3.0 Classroom course to Coyle and District 5 personnel. Everyone passed the written examination and class completion certificates will be issued.
  - EVIP Rodeo and road test for Coyle and District 5 personnel is scheduled for January 11<sup>th</sup>.

- Developed a rough training curriculum for radio systems and communications with the help of EJFR Lt. Kauzlarich and Jeffcom Matt Stewart. A class was held at Station 21 for Coyle volunteers and on the November 22<sup>nd</sup> to ensure all personnel have the same foundational knowledge and skills. The curriculum is still a work in progress and a more advanced communication class will be needed in the future. Jefferson County is working on a standardized communication model, which will assist in training all personnel the same way.
- Working with Volunteer Grooms on creating training documents and checklists for Coyle operations.
- The Olympic Region Task Book Committee approved my ENGB qualification and DNR sent the updated Red Card. Continue to work on Firing and Heavy Equipment Boss and well as work to complete training for Engine Strike Team Leader task book.
- Taking online course to acquire HAM radio license.
- Completing ISO courses on fire engineering training.
- Ordered new bunker coat name plate for FF/EMT Matheson and a modified name plate for his second set of bunker gear. The new name plate arrived with the button snaps in the wrong locations, and it did not fit the bunker coat. The company denied a return/modification, so a tool was used to fix it. This saved us from having to spend \$60 on a new one and we will no longer be ordering from that company.
- PPE ordered for Coyle volunteers.
- FF/EMT Matheson will be the designee for a QFR hand tool program. He is working on a inventory and maintenance plan which will be included in January's Report.
- FF/EMT Tyson Svetich is working on a 2024 ladder, hose, and appliance testing report with data from National Hose Testing which will also be included in January's report.
- The 2024 of the year wildland report will be included in January's report.
- One 24-hour shift as Duty Officer with one incident response.
- Grounds maintenance items:
  - Tidied items behind Station 21.
  - Pressure washed Station 21 sidewalks, hydrant, and started edging grass borders.
  - Pressure washed Admin building front deck and walkway.
  - Placed sand down along curb.
  - Applied Moss-away to Annex apron and roof.
    - Will continue to pressure wash and clean buildings as winter weather and time allows.
- Continue to train on EMS and Fire Skills.
- AAR of all incident responses and training with on duty crew.

**Staffing (next 60 days):**

- NTR.

**Building Maintenance**

- Power backup station repaired under warranty, back in service.
- Need to get quote for broken window repair.

**Apparatus**

- E22 in service with 3 repair requests pending.
- B22 (2024)
  - Work completed: Remote hose reel wiring, in-cab harness wiring, center console, radios & antennas, siren/PA, front brush guard, winch, driving lights, front strobes
  - Estimated completion this week. There will be some work to do for full load-out of equipment.
- U22 is in service with 1 minor repair request.

**Volunteers - Coyle Team Availability:**

- Thane Grooms, Jim Pinks, Dave Blohm, John Hansen
- Steve Sund is OOA until 1/1/2025
- Tim Mickelson is OOA until April.
- Roland Faragher-Horwell is stepping back from QFR for a few months due to other commitments.
- New Volunteer: Billy Brush, submitted application. Will be present at January commissioners meeting.

**Training**

- CPR/First Aid 10/28/24
- EVIP Driver classroom training 11/11/24
- Communications classroom training 11/25/24
- Minuteman Hose Loading and deployment 11/27/24 (during rig check)
- E22 Deck Gun testing 12/4/24 (during rig check)
- John Hansen is finishing on-boarding and has enrolled in EMT class (starts 1/7/25)
- Dave Blohm and Steve Sund will be attending EMT classes in early 2025.
- Next scheduled training is 1/11/25 – EVIP Driver Rodeo

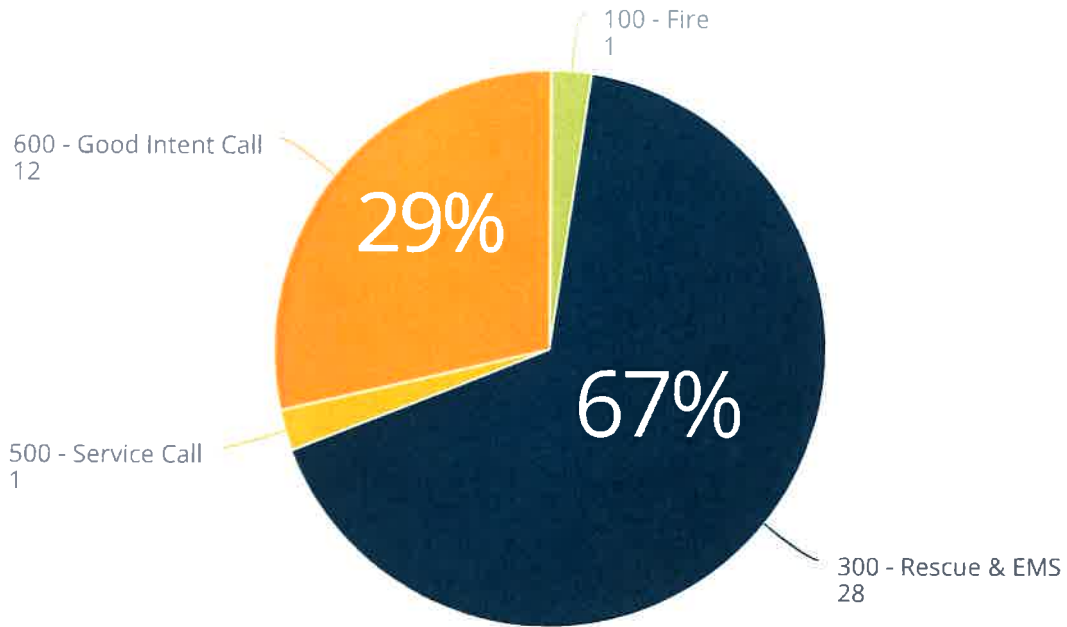
**Incidents**

- We had a few calls related to prescribed burns by Rayonier. Responded to 3 ALS calls, one with MEDEVAC out of Zelatched Point Navy Base.



# QFR Incident Types - November 2024

Percentage of Incident Type Group



Count of Total Incidents

Total Incidents  
**42**

Fire Incidents

Fire Incidents  
**1**

Percent of All Incidents **2.4%**

EMS Incidents

EMS Incidents  
**28**

Percent of All Incidents **66.7%**

Other Incidents

All Other Incidents  
**13**

Percent of All Incidents **31.0%**



Count of Incidents by Type

Incident Type Group	Incident Type	Calls	Pct
100 - Fire	Fire, other	1	100.00%
300 - Rescue & EMS	Emergency medical service incident, other	1	3.57%
	EMS call, excluding vehicle accident with injury	22	78.57%
	Motor vehicle accident with injuries	2	7.14%
	Motor vehicle accident with no injuries.	2	7.14%
	Rescue or EMS standby	1	3.57%
<b>300 - Rescue &amp; EMS Total</b>		<b>28</b>	<b>66.67%</b>
500 - Service Call	Assist police or other governmental agency	1	100.00%
600 - Good Intent Call	Authorized controlled burning	3	25.00%
	Dispatched & canceled en route	9	75.00%
<b>600 - Good Intent Call Total</b>		<b>12</b>	<b>28.57%</b>
<b>Grand Total</b>		<b>42</b>	<b>100.00%</b>

# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

Time: 12:39:58 Date: 12/11/2024  
Page: 1

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

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	539,979.05	90,690.93	75,034.01	555,635.97	0.00	769.46	0.00	556,405.43
040 EMS Fund 662 610 71	491,537.45	51,650.48	46,380.06	496,807.87	0.00	575.20	0.00	497,383.07
070 Capital (Reserve) Fund 662 631 71	2,756,636.99	11,433.98		2,768,070.97	0.00	0.00	0.00	2,768,070.97
	<b>3,788,153.49</b>	<b>153,775.39</b>	<b>121,414.07</b>	<b>3,820,514.81</b>	<b>0.00</b>	<b>1,344.66</b>	<b>0.00</b>	<b>3,821,859.47</b>

# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

Time: 12:39:58 Date: 12/11/2024  
Page: 2

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

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	439,479.05	137,070.99	121,414.07	455,135.97	0.00	0.00	455,135.97
20 Payroll-1st Security 9010	100,000.00	81,437.75	81,437.75	100,000.00	0.00	1,344.66	101,344.66
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	491,537.45	51,650.48	46,380.06	496,807.87	0.00	0.00	496,807.87
70 Capital (Reserve)-JeffCo	2,756,636.99	11,433.98	0.00	2,768,070.97	0.00	0.00	2,768,070.97
Total Cash:	3,788,153.49	281,593.20	249,231.88	3,820,514.81	0.00	1,344.66	3,821,859.47
	<b>3,788,153.49</b>	<b>281,593.20</b>	<b>249,231.88</b>	<b>3,820,514.81</b>	<b>0.00</b>	<b>1,344.66</b>	<b>3,821,859.47</b>

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

Jefferson County Fire Distr #2

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

As Of: 11/30/2024 Date: 12/11/2024  
 Time: 12:39:58 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	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
2024	654	11/05/2024	Payroll	20	1546	Art Frank	147.76	2024.10 Payroll
							<u>1,344.66</u>	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	769.46	769.46
040 EMS Fund 662 610 71	0.00	575.20	575.20
	<u>0.00</u>	<u>1,344.66</u>	<u>1,344.66</u>

Jefferson County Fire Distr #2

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

Time: 12:39:58 Date: 12/11/2024  
Page: 4

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

REVIEWED AND APPROVED

*Robt Rewitzer*

Preparer

12-11-2024

Date

*G Muckler*

Auditing Officer

12-11-2024

Date