



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

MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

April 17, 2023, 7:00 p.m.

Station 21 and Zoom

ATTENDANCE:

Commissioner/Chair Frank – In Person
Commissioner Bacchus – In Person
Commissioner Kelbon – In Person
Secretary Rewitzer – In Person
Chief McKern – In Person

Exec. Assistant Neuenschwander – In Person
Volunteer T. Grooms – In Person
Captain M. McCrehin – Zoom
Volunteer K. McCrehin – Zoom
Volunteer D. Svetich – Zoom

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda. Commissioner Kelbon seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioners received minutes of the March 20, 2023 Regular Meeting. Commissioner Kelbon moved to accept the minutes. Commissioner Frank seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Vouchers totaled \$83,963.11. Commissioner Frank moved to approve the vouchers. Commissioner Kelbon seconded. The motion carried. Commissioner Frank signed the Payroll and Claims check registers.

Commissioner Bacchus asked if it was necessary to continue with monthly pest control service. Staff will review the current need and modify or cancel as required.

Commissioners discussed electric charges at Station 21. Heating is electric which drives the cost up. Staff will explore heating options for Station 21 and report back.

MONTHLY REPORTS:

- **Chief's and Officer's Reports** – Commissioners were provided with the Monthly Fire Chiefs Report. Chief McKern reported that the transition from ERS to ESO (the District's records management system) will take place closer to September in coordination with Fire Districts 4 and 5 to better facilitate training and implementation.

BLS auto-aid response to Fire District 5 started April 17th. Commissioners discussed the impact and requested response data be reported each month.

At the request of East Jefferson Fire Rescue Chief Black, Chief McKern and Commissioner Kelbon will meet with Fire District 1 officials on April 21st regarding the ALS (Advanced Life Support) services contract. The ALS contract was assumed by Fire District 1 after the merger with Fire District 3 in January. Fire District 1 is paid \$7,500 per quarter to provide ALS services to our District.

Volunteer K. McCrehin reported a good turnout for the Quilcene Fire Rescue Volunteer Association pancake breakfast fundraiser and Easter egg hunt on April 8th.

- **Monthly Financial Report** – Commissioners were provided with a Treasurer’s Report and a 2023 Budget Position report. Secretary Rewitzer reported \$106,390 timber sale revenue and \$10,401 interest revenue were received in March. Operating expenditures are at 23.6% with 25% of the year elapsed.
- **District Secretary’s Report** –Secretary Rewitzer reported a billing issue with PUD. Their net-21 day billing resulted in \$38 in late fees last month. PUD is unwilling to change the cycle or waive fees beyond a one-time courtesy. Commissioner Frank moved to authorize the District Secretary to pay PUD either by credit card or through a separate accounts payable cycle. Commissioner Bacchus seconded. The motion carried.

Several out-of-state vendors did not collect sales tax on District purchases. A process was developed to pay the required use tax to the Department of Revenue.

Options for Microsoft Office productivity software (Word, Excel, etc.) are being explored with Pacific Office Equipment (POE) due to issues with the District’s current subscription.

\$100 in currency from the petty cash checking account will be maintained in the office for use in making change for burn permits and de minimis purchases.

CORRESPONDENCE:

A joint letter was sent March 29th from Chief McKern and Fire District 4 Chief Manly to WSDOT regarding the impact the planned summer closures of the Hood Canal bridge and SR-104 will have on emergency response as well as the issue detour traffic on US Hwy 101 will cause for the communities of Quilcene and Brinnon.

WSDOT has since changed their closure scheme. Discussion involved anticipated impacts. Commissioners would still like to see WSDOT implement speed reduction strategies on US Hwy 101 at Quilcene and Brinnon.

Chief McKern reported that current construction on US Hwy 101 near Leland Creek has not impacted emergency response.

UNFINISHED BUSINESS:

- 1. Station 21 Facilities** – Bathrooms were painted in Station 21 and the Crew Quarters.
- 2. Station 22 Facilities** – Volunteer Grooms reported the new water tank was set and the lot was regraded with 34 tons of 3/4 clean gravel.
- 3. DNR Trust Lands** – Volunteer D. Svetich reported on trust land transfer focus group discussions. Currently HB1460 seems to have broad support. Unresolved is how cross jurisdiction transfers will be addressed. The State Environmental Policy Act (SEPA) will be broader, allowing more elements that impact harvesting.

NEW BUSINESS:

- 1. Crew Quarters Remodel** – Commissioners reviewed a quote from Nieman Construction, Inc. for three projects: 1) remodel the kitchen area; 2) install new kitchen, dining, and laundry flooring; and 3) repair bedroom drywall and door.

Discussion involved the scope of work and whether the District would realize the savings if actual costs were below allowances. Granite counters were quoted – Commissioners requested a less expensive option. Commissioner Frank moved to commence all three projects. Commissioner Bacchus seconded. Commissioner Kelbon recused herself. The motion carried.

Commissioners Frank and Bacchus signed Capital Budget Request forms: \$45,692 for the kitchen remodel project and \$10,078 for the flooring project. The bedroom wall and door project (\$1,850 plus sales tax) will come out of the existing repair and maintenance budget.

SEMINARS/CONFERENCES/SPECIAL EVENTS:

Quarterly training will occur at Station 21 on April 22nd from 8:00 am to noon.

GOOD OF THE ORDER:

Commissioner Kelbon attended the April 17th meeting of the North Hood Canal Chamber of Commerce and learned about efforts by Habitat for Humanity to offer critical repair and renovation on existing homes for qualified individuals in Quilcene and Brinnon.

Chief McKern will attend the April 19th regular meeting of the Quilcene School Board to discuss Narcan in the schools.

ADJOURNMENT:

The meeting was adjourned at 8:21 p.m.

ATTACHMENTS:

General Certificate for Claims:

Payroll Check Register dated 4/3/2023.
Claims Check Register dated 4/17/2023.

Reports:

March 2023 Treasurer's Report
March 2023 Monthly Fire Chief's Report

APPROVED this 15 day of MAY, 20 23 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: 14:17:12 Date: 04/03/2023

04/03/2023 To: 04/03/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
199	04/03/2023	Payroll	20	EFT	Lynne Cassella-Blackburn	1,169.02	2023.03 Payroll
205	04/03/2023	Payroll	20	EFT	Kimberly Kinser		2023.03 Payroll
206	04/03/2023	Payroll	20	EFT	Sophia Knutzen	55.41	2023.03 Payroll
210	04/03/2023	Payroll	20	EFT	Mark A McCrehin	3,772.39	2023.03 Payroll
211	04/03/2023	Payroll	20	EFT	Timothy M McKern	6,228.49	2023.03 Payroll
212	04/03/2023	Payroll	20	EFT	Timothy Mickelson	55.41	2023.03 Payroll
214	04/03/2023	Payroll	20	EFT	Robert J Rewitzer	2,500.00	2023.03 Payroll
215	04/03/2023	Payroll	20	EFT	Nicholas Singleton	4,706.06	2023.03 Payroll
217	04/03/2023	Payroll	20	EFT	Tyson J Svetich	4,843.26	2023.03 Payroll
219	04/03/2023	Payroll	20	EFT	Zachary D Torres	3,566.03	2023.03 Payroll
220	04/03/2023	Payroll	20	EFT	Kevin R Winn	4,698.26	2023.03 Payroll
221	04/03/2023	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 04/03/2023 To 04/03/2023 - HRA VEBA
222	04/03/2023	Payroll	20	EFT	US Treasury	5,654.13	941 Deposit for Pay Cycle(s) 04/03/2023 - 04/03/2023
223	04/03/2023	Payroll	20	EFT	WA Dept of Retirement Systems	5,668.07	Pay Cycle(s) 04/03/2023 To 04/03/2023 - LEOFF2; Pay Cycle(s) 04/03/2023 To 04/03/2023 - PERS2
224	04/03/2023	Payroll	20	EFT	WA Employment Security Dept-PFMLA	660.32	Pay Cycle(s) 01/01/2023 To 03/31/2023 - PFMLA
225	04/03/2023	Payroll	20	EFT	WA Employment Security Dept	301.04	1st Quarter Unemployment: 01/01/2023 - 03/31/2023
197	04/03/2023	Payroll	20	1318	Melody Bacchus	118.20	2023.03 Payroll
198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
200	04/03/2023	Payroll	20	1320	Roland Faragher-Horwell	193.93	2023.03 Payroll
201	04/03/2023	Payroll	20	1321	Art Frank	118.20	2023.03 Payroll
202	04/03/2023	Payroll	20	1322	Thane Grooms	318.61	2023.03 Payroll
203	04/03/2023	Payroll	20	1323	Kristina M Heidt	704.38	2023.03 Payroll
204	04/03/2023	Payroll	20	1324	Bailey M Kieffer	27.70	2023.03 Payroll
207	04/03/2023	Payroll	20	1325	Viviann Kuehl	110.82	2023.03 Payroll
208	04/03/2023	Payroll	20	1326	Andrew J Lewis	166.23	2023.03 Payroll
209	04/03/2023	Payroll	20	1327	Krystal McCrehin	104.67	2023.03 Payroll
213	04/03/2023	Payroll	20	1328	James L Pinks	207.79	2023.03 Payroll
216	04/03/2023	Payroll	20	1329	Thais Svetich	13.85	2023.03 Payroll
218	04/03/2023	Payroll	20	1330	Ryan Tillman	249.34	2023.03 Payroll
226	04/03/2023	Payroll	20	1331	IAFF Local 2032	323.25	Pay Cycle(s) 04/03/2023 To 04/03/2023 - Union Dues
227	04/03/2023	Payroll	20	1332	Nationwide Retirement Solutions	1,702.50	Pay Cycle(s) 04/03/2023 To 04/03/2023 - 457 Plan; Pay Cycle(s) 04/03/2023 To 04/03/2023 - 457 Plan Roth
228	04/03/2023	Payroll	20	1333	Trusteed Plans Service Corporation	7,754.13	Pay Cycle(s) 04/03/2023 To 04/03/2023 - Medical; Pay Cycle(s) 04/03/2023 To 04/03/2023 - Dental
229	04/03/2023	Payroll	20	1334	WA Dept of Labor & Industries-FD2	7,699.10	1ST Quarter L&I: 01/01/2023 - 03/31/2023

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

34,872.50
29,601.20

64,473.70 Payroll: 64,473.70

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 14:17:12 Date: 04/03/2023

04/03/2023 To: 04/03/2023

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

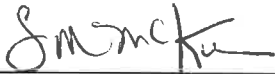
CLAIMS: *Required--General Certificate.**



Preparer

4-3-2023

Date



Auditing Officer

4-3-2023

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

4.17.2023

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: 13:09:02 Date: 04/17/2023

04/01/2023 To: 04/30/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
233	04/17/2023	Claims	10	620787	AT&T Mobility	493.04	Monthly Cellular Service
234	04/17/2023	Claims	10	620788	Amazon Capital Services	76.22	Office Supplies - Boxes, Mop Pads
235	04/17/2023	Claims	10	620789	Boundtree Medical LLC	1,137.77	Monthly Medical Supplies; Monthly Medical Supplies
236	04/17/2023	Claims	10	620790	Braun Northwest Inc	1,131.90	Install Stryker Power Load System
237	04/17/2023	Claims	10	620791	Canon Financial Services, Inc	54.44	Monthly Printer Lease
238	04/17/2023	Claims	10	620792	EMS Connect LLC	96.50	Monthly EMS Training
239	04/17/2023	Claims	10	620793	EMS Special Agency Fund	306.00	Monthly Ambulance Transport Fee
240	04/17/2023	Claims	10	620794	ESO Solutions, Inc.	299.43	Monthly RMS Fee
241	04/17/2023	Claims	10	620795	EUTOPOS FARM AND GARDENS	400.00	Excavation work at Station 22
242	04/17/2023	Claims	10	620796	Elite Extrication & Equipment	3,114.50	Mounts for Ext. Equip. - AFG Grant
243	04/17/2023	Claims	10	620797	Good Man Inc	101.43	Monthly Restroom
244	04/17/2023	Claims	10	620798	Thane Grooms	72.00	Reimburse for headlight switch - E22
245	04/17/2023	Claims	10	620799	Henery Hardware	25.12	Supplies
246	04/17/2023	Claims	10	620800	JC Dept of Public Works	301.47	Monthly Fuel
247	04/17/2023	Claims	10	620801	JC Fire District #2 Payroll	64,473.70	2023.04.03 Payroll Reimbursement
248	04/17/2023	Claims	10	620802	Jamestown Networks	458.41	Monthly Internet & Telephone
249	04/17/2023	Claims	10	620803	Jefferson Propane	350.23	Monthly Propane - Annex; Monthly Propane Fill
250	04/17/2023	Claims	10	620804	Timothy M McKern	100.00	Monthly Personal Device Stipend
251	04/17/2023	Claims	10	620805	Municipal Emergency SVCS	822.48	Uniforms - McKern, T. Svetich; Uniform pants for Torres
252	04/17/2023	Claims	10	620806	Murrey's Disposal Co Inc	51.88	Monthly Garbage Service
253	04/17/2023	Claims	10	620807	Olympic Springs Inc	39.06	Monthly Water
254	04/17/2023	Claims	10	620808	PUD	1,608.38	Monthly Electric & Water
255	04/17/2023	Claims	10	620809	Pacific Office Equipment	512.29	Monthly Printer & Computer Charges
256	04/17/2023	Claims	10	620810	Peninsula Pest Control Inc	81.83	Monthly Pest Control
257	04/17/2023	Claims	10	620811	Tarboo Fire Extinguisher Protection LLC	435.75	Annual Fire Extinguisher Service
259	04/17/2023	Claims	10	620812	US Bank	3,037.90	5799 - Cleaning & Office Supplies; 5799 - Monthly Adobe; 5799 - EMS Follow-up cards; 5799 - Annual Active911 Subscription; 5799 - Postage; 5799 - Postage - Air Sample; 3856 - Meal during off-site trai
258	04/17/2023	Claims	10	620813	US Bank Business Credit Card	109.09	Annual Office365 Subscription
260	04/17/2023	Claims	10	620814	Washington State Department of Revenue	4,018.48	Use Tax for extrication equipment; Use Tax
261	04/17/2023	Claims	10	620815	Wave Broadband	214.10	Monthly Cable/Internet
262	04/17/2023	Claims	10	620816	Westbay Auto Parts Inc	39.71	Headlights for U21/Brushes for Decon
						48,032.72	
						35,930.39	
						83,963.11	Claims:
						83,963.11	83,963.11

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:09:02 Date: 04/17/2023

04/01/2023 To: 04/30/2023

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 Reitzen

4-17-2023

Preparer

Date

Smuck

4-17-2023

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.

AW Fl

4-17-2023

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.

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

03/01/2023 To: 03/31/2023

Time: 11:27:51 Date: 04/06/2023
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	475,850.89	126,525.95	74,939.54	527,437.30	0.00	1,677.67	0.00	529,114.97
040 EMS Fund 662 610 71	513,288.88	96,426.03	45,046.91	564,668.00	0.00	39.00	0.00	564,707.00
070 Capital (Reserve) Fund 662 631 71	1,890,922.02	8,584.49		1,899,506.51	0.00	0.00	0.00	1,899,506.51
	2,880,061.79	231,536.47	119,986.45	2,991,611.81	0.00	1,716.67	0.00	2,993,328.48

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

03/01/2023 To: 03/31/2023

Time: 11:27:51 Date: 04/06/2023

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	415,350.89	164,522.86	127,936.45	451,937.30	0.00	0.00	451,937.30
20 Payroll-1st Security	60,000.00	65,407.15	50,407.15	75,000.00	0.00	1,716.67	76,716.67
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	513,288.88	96,426.03	45,046.91	564,668.00	0.00	0.00	564,668.00
70 Capital (Reserve)-JeffCo	1,890,922.02	8,584.49	0.00	1,899,506.51	0.00	0.00	1,899,506.51
Total Cash:	2,880,061.79	334,940.53	223,390.51	2,991,611.81	0.00	1,716.67	2,993,328.48
	2,880,061.79	334,940.53	223,390.51	2,991,611.81	0.00	1,716.67	2,993,328.48

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

03/01/2023 To: 03/31/2023

As Of: 03/31/2023 Date: 04/06/2023

Time: 11:27:51 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	79	02/04/2022	Payroll	20	1160	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 02/04/2022 To 02/04/2022 - Union Dues
2022	203	04/04/2022	Payroll	20	1185	Quinn M McMahon	277.05	2022.04 Payroll
2022	218	04/04/2022	Payroll	20	1190	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 04/04/2022 To 04/04/2022 - Union Dues
2022	279	05/02/2022	Payroll	20	1199	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 05/02/2022 To 05/02/2022 - Union Dues
2022	339	06/01/2022	Payroll	20	1209	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 06/01/2022 To 06/01/2022 - Union Dues
2022	418	07/01/2022	Payroll	20	1230	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 07/01/2022 To 07/01/2022 - Union Dues
2022	476	08/01/2022	Payroll	20	1240	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 08/01/2022 To 08/01/2022 - Union Dues
2022	583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll
2023	83	01/31/2023	Payroll	20	1308	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/31/2023 To 01/31/2023 - Union Dues
2023	139	03/01/2023	Payroll	20	1314	Krystal McCrehin	118.52	2023.02 Payroll
							1,716.67	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	1,677.67	1,677.67
040 EMS Fund 662 610 71	0.00	39.00	39.00
	0.00	1,716.67	1,716.67

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 11:27:51 Date: 04/06/2023
Page: 4

03/01/2023 To: 03/31/2023

REVIEWED AND APPROVED

Robt Rewitzer

Preparer

4-6-2023

Date

Swanick

Auditing Officer

4-6-2023

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For March 2023

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 Hiring Staff is the Key focus and Director Interviews on April 13
- CARES Volunteer Program – Kimberly is working with mw on this new project and will ride with CARES Team upon her return

Goals and Objectives:

- Station 22 Station pending ramp grade, Pavement, and Exterior Painting
- Training Program plan 2023 with quarterly training starting April 22
- AFG Safer 2022 applied and should have news sometime in May or June.
- Bathroom at crew quarters completed and looks amazing . Kitchen bid next

Financial Resources:

- BIAS – Working on the annual report due to the State Auditor by May
- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- CMS (Medicare) Data Collection Project for 2022 July 1,2022 – June 30 2023
- EJFR ALS Contract review with Commissioner Kelbon , Chief and EJFR Committee

Physical Resources and Quality of Life (QOL):

- Stryker Gurneys and Stairchair are in service and working well.
- Working with staff on new extrication tools and mounting on E21

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets working on 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 1st quarter 2nd year requirements.

Essential Resources

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

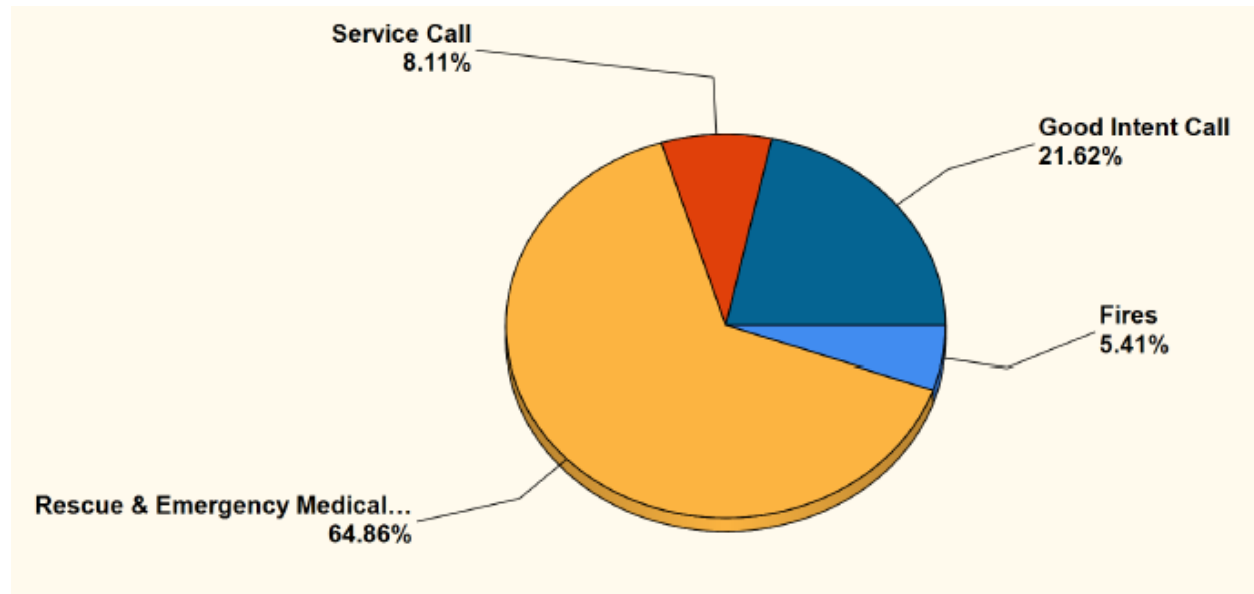
External Relationships

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- Working with partner agencies on the June 17 Gravel Unravel bike race

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing – partnership with DCD
- Strategic Plan review at Leadership updating with recent Stryker Gurney Overview
- Potential Lid Lift to 1.25 in August 2024

Monthly incident break down by response zones – March 2023 Incidents



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	5.41%
Rescue & Emergency Medical Service	24	64.86%
Service Call	3	8.11%
Good Intent Call	8	21.62%
TOTAL	37	100%

Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 03/01/2023 | End Date: 03/31/2023

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 21 - Quilcene		
142 - Brush or brush-and-grass mixture fire	Reviewed	1
321 - EMS call, excluding vehicle accident with injury	Reviewed	15
551 - Assist police or other governmental agency	Reviewed	2
611 - Dispatched & cancelled en route	Reviewed	1
622 - No incident found on arrival at dispatch address	Reviewed	1
Zone: 22 - Coyle		
321 - EMS call, excluding vehicle accident with injury	Reviewed	4
324 - Motor vehicle accident with no injuries.	Reviewed	1
510 - Person in distress, other	Reviewed	1
Zone: Brinnon - 16D04 Brinnon Fire Department		
611 - Dispatched & cancelled en route	Reviewed	1
Zone: Discovery Bay - 16D05 Discovery Bay Fire Department		
111 - Building fire	Reviewed	1
321 - EMS call, excluding vehicle accident with injury	Reviewed	2
322 - Motor vehicle accident with injuries	Reviewed	2
611 - Dispatched & cancelled en route	Reviewed	3
Zone: East Jeff - 16D01 East Jefferson Fire & Rescue		
611 - Dispatched & cancelled en route	Reviewed	2

Apparatus Readiness:

- T21 has been to Flying Wrench for a brake inspection. All systems tested fine. T21 is now ready for its annual test.
- It is that time of year again where our Fire Apparatus (Tender/Engines) need to have an annual inspection. This is done by NKFR. Unfortunately, it may take a little longer this year to complete due to NKFR being extra busy.
- Our new extrication equipment has been installed on E21. They are mounted by 3 separate mounts called; Tilt n Deploy. These were also purchased on our grant. They make for a very clean installation and very easy to use to maneuver the equipment in or out of the rig for use.
- C202 was inspected by Les Schwab for a leaking hard brake line. Les Schwab tech states that it is not a repair that they can do. This is because the brake line is attached directly to the brake booster and the bleeding process is too intricate for them. I will reach out to Flying Wrench for a quote and a timeline for repairs.
- I have installed a dual USB charge port into E21. This is a water proof charge port that has 2 USB ports to allow the tablet to charge as well as the portable spot light.

Training and Competency:

- Target Solutions still has 13 overdue assignments.
- LTs. Winn and Singleton completed the Incident Safety Officer class in Lacey, WA. This course is designed for Fire and EMS responders who may be designated by the Incident Commander as an ISO while working within an Incident Command System.
- FF/EMT Svetich and Torres are signed up for a Firefighter 2 class in Mason County beginning April 4th.
- Planning has begun for in-person training. Training was put on hold due to Covid rules. Beginning April 2023 in-person trainings will resume. All members will be training on their skill sets, culminating in a larger training event towards the end of the year that will bring all training and skills sets into play. The first training in April will consist of EVIP refreshers, CPR scenarios, Vehicle Extrication, and training on the operations of the new gurneys with the power loaders.

Physical Resources and Quality of Life:

- EMT Cassella Blackburn has completed painting the bathroom at the Crew Quarters.
- I have attached a new bid from Nieman Const. for the Crew Quarters. This bid is set for 3 separate tasks. This will include the kitchen, new flooring for the Dining room with new rubber trim for the rest of the house, and final smaller repairs throughout the house.
- April 8th was our annual Easter Egg Hunt for the community. This year a pancake/biscuits and gravy breakfast were added as a fund raiser.

Report Date 4/12/2023

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	27	1/1/1999	Unknown	Unknown	27,592	0	1,011	0
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	40,759	2,055	2,229	112
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	29,846	0	1,105	0
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	75,524	0	4,940	0
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	5,880	331	1,470	63
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	N/A	195,907	N/A	10,713	N/A
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	N/A	120,764	N/A	8,051	N/A
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	N/A	47,976	1,904	7,996	261
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	N/A	50,689	953	12,672	181
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	N/A	111,018	N/A	6,071	N/A
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	N/A	35,253	N/A	11,751	N/A

Significant Events and Service Delivery:

- N/A

Training and Competency:

- Lt Singleton and I attended a Fire Safety Officer Class on March 30th and 31st. It was a great class and we both passed.

Physical Resources and Quality of Life:

- I will be working with central welding to get our Medical O2 bottles Hydrotested.
- Andrew Lewis has been trained to be a CPR/First Aid instructor. Lynne will complete her training on April 27th. After April 27th we will have 5 CPR/First Aid Instructors in our department.
- Our CPR/First Aid Classes on March 18th and April 4th went great. We have received a lot of positive feedback and reviews on our classes.
- We taught a CPR Class to the South Jefferson Little League March 19th.
- We have a CPR/First Aid Class planned for April 27th for a local business.
- We will be Scheduling more public CPR classes for May soon.
- We have provided AED's to the community Center and Assembly of God Church. We will be Scheduling CPR classes with them soon. We are also working with Quilbillies and The Masonic Hall to provide them with AEDs.
- We have a new CrewForce iPad installed in E21.
- I am working with POE to fix our department's office 365 subscription. We currently have multiple subscriptions that have been purchased by current and previous members. We would like to cancel those subscriptions and start over with POE managing it for us.

Staffing (next 30 days):

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

Significant Events and Service Delivery:

- C-Shift responded to 18 incidents during the month of March. These incidents were mostly aid in nature with a few traffic incidents, and a wildland fire. Notable incidents include:
- MVC on Coyle near Station 22 with no injuries. This was caused by a medical issue and the patient was transported BLS by A21.
- Traumatic injury on Coyle related to an E-Bike accident. The patient was flown to HMC from Zelatched point LZ.
- Mutual aid to District 5 for MVC. E21 set up landing zone for ALS patient at Hwy 101 and 104.
- BLS escalated to CPR in progress in Quilcene. Units on scene achieved ROSC and airlifted patient from incident property.
- Assisted B-Shift with medevac and patient care of burn patient while FF/EMT Svetich and I were in the area completing wildland pack test.
- 0.77 Acre wildland fire off Spencer Creek Rd near Mt. Walker. This was a human caused fire and units were able to get quick containment with progressive hose lays.
- Water usage report sent to PUD with approximately 1000 gallons used between training and maintenance.

Apparatus Readiness:

- C-Shift will be working on inventory audit of B21 and T21 in preparation for wildfire season.

Training and Competency:

- Continue to work with FF/EMT Svetich on drivers training for T21. Call volumes and events have delayed this slightly and we continue to work on pump operation, inventory, and drive time, water supply tactics, portable pumps, and portable tank operations. Once familiar and comfortable, he will be taken through the EVIP rodeo and will be cleared to drive all QFR apparatus.
- The annual Wildland RT-130 refresher training has been scheduled for April 1st and will be a joint training with Brinnon Fire Department.
- The in-service training with Elite extrication has been scheduled for April 30th at 09:00.
- Completed Incident Safety Officer Course in Lacey with Lt. Winn. This was a great course with many scenarios and an experienced instructor.
- Met with DNR FMO Michael Becker about Wildland task books and interagency operations. Will continue to keep a line of communication open between local DNR supervisor and QFR.

Physical Resources and Quality of Life:

- New extrication tool mounts have been ordered by Captain McCrehin and will be installed when they arrive. Tools will be in service on E21 once installed and all career personnel are familiar with storage, use, and maintenance.

- One section of 1" wildland hose from B21 burst on the Spencer Creek fire and will be replaced by order through the DNR cache.
- All wildland helmets are expired and will need replaced soon.
- Phase 1 DNR grant orders are open and provided select equipment on sale through the DNR cache at 50% cost. Will be putting together a needs list for Wildland equipment and placing order.

Staffing (next 60 days):

- NTR.

Other:

- NTR.



Portland Fire Drill 1914