



## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Board Chair  
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

Commissioner Melody Bacchus  
Commissioner Marcia Kelbon

---

### MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on AUGUST 19, 2024

#### ATTENDANCE:

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

Lt. Winn  
Temp FF/EMT Matheson  
Deputy Chief D. Svetich, Ret.  
Volunteer Grooms  
Volunteer Neuenschwander  
Volunteer Sund  
Jose Escalera – Jefferson PUD

#### 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 comments received.

#### APPROVAL OF AGENDA:

Secretary Rewitzer reported that late arriving invoices for payment would require removal of the Vouchers item from the Consent Agenda. Commissioner Frank moved to accept the agenda with removal of the Consent Agenda so its items could be considered separately. Commissioner Bacchus seconded. The motion carried unanimously.

#### APPROVAL OF MINUTES:

Commissioner Frank moved to approve the minutes from the July 15, 2024 Regular Meeting. Commissioner Bacchus seconded. The motion carried unanimously.

#### APPROVAL OF VOUCHERS:

Commissioners had an opportunity to review invoices, including a late arriving invoice for the new Coyle brush truck that was just delivered. Commissioner Frank moved to approve vouchers totaling \$186,655.95. Commissioner Bacchus seconded. The motion carried unanimously.

#### REPORTS:

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

- Chief McKern introduced newly hired temporary firefighter/EMT Brady Matheson, who replaces Toby Heggie, and new volunteer Steven Sund.
- Chief McKern provided a status report on the 2620 Road fire in Brinnon and described his Western Washington Incident Management Team assignment there. Dep. Chief D. Svetich, Ret. provided additional details on the challenges of wildland firefighting.
- Captain McCrehin reported Engine 21 is back in service.
- Staff reported that the new Coyle brush truck was just delivered. It has a small dent on the cab which will need to be sorted before members can install the skid unit and side boxes.

- Commissioners reviewed financial reports.
- Commissioner Frank commended members for their response to back-to-back traffic collisions involving severe injuries on Center Road on August 8.

#### **CORRESPONDENCE**

None received.

#### **UNFINISHED BUSINESS:**

1. **DNR Trust Lands** – Commissioners discussed the Last Crocker Sorts timber sale that was stopped by a lawsuit in January.
2. **Rental House** – Sec’y Rewitzer reported that the current tenant has declined to renew; FF/EMT Matheson desires to rent. Commissioners agreed to a lease term of 1 year and were open to non-member roommates. Commissioners also agreed the District should pay leasehold excise tax.
3. **Out of District Response** – Commissioner Frank reported on an August 5<sup>th</sup> meeting he and Chief McKern had with District 5 Chief Knoepfle and Commissioner Carson. The meeting was productive. In addition to response issues, long range planning and cross-training on apparatus was discussed. Members should let Chief McKern know if there are any problems with how our staff is being utilized.

#### **NEW BUSINESS:**

1. **Capital Budget Request: Computer Replacement** – Sec’y Rewitzer reported that 4 computers are at end-of-life and are having problems. Lt. Winn worked with POE on a replacement plan. Commissioner Frank moved to approve a Capital Budget Request of \$6,404.16 for computer replacement. Commissioner Kelbon seconded. The motion carried unanimously.
2. **Policy Updates: 322 Child Abuse Reporting; 325 Adult Abuse; 502 Patient Refusal of Pre-Hospital Care; 1024 Lactation Breaks** – Commissioners were provided with draft policy updates from Lexipol that addressed statutory changes, best practices, and/or grammar issues in the listed, approved District policies. Commissioners reviewed the policies and were concerned about reporting requirements in the Child Abuse Reporting policy. Further research on RCW and DCYF practices is needed. Commissioner Frank moved to approve updates to policies 325 Adult Abuse; 502 Patient Refusal of Pre-Hospital Care; and 1024 Lactation Breaks. Commissioner Bacchus seconded. The motion carried unanimously.

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

Volunteer Grooms reported that commercial trucks routinely use the gravel lot of Station 22 to turn around and stage. This activity involving heavy equipment tends to degrade the lot. Recently MJ Trucking, a frequent user of the lot, donated a load of 3/4 clean basalt to improve the surface. Commissioners commended MJ Trucking for their effort.

#### **ADJOURNMENT:**

The meeting was adjourned at 7:58 p.m.

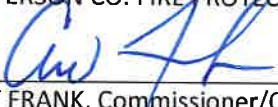
**ATTACHMENTS:**

**General Certificate for Claims:** 8/1/2024 Payroll Check Register  
8/19/2024 Claims Check Register

**Reports:** July 2024 Monthly Fire Chief's Report  
July 2024 Treasurer's Report

APPROVED this 16<sup>TH</sup> day of SEPTEMBER, 2024 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

BOARD OF FIRE COMMISSIONERS  
JEFFERSON CO. FIRE PROTECTION DIST. #2

  
ART FRANK, Commissioner/Chair

  
MELODY BACCHUS, Commissioner

  
MARCIA KELBON, Commissioner

ATTEST:

  
ROBERT REWITZER, District Secretary

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:23:35 Date: 08/01/2024

08/05/2024 To: 08/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
462	08/05/2024	Payroll	20	EFT	Lynne Cassella-Blackburn	642.62	2024.07 Payroll
464	08/05/2024	Payroll	20	EFT	Toby Heggie	3,933.93	2024.07 Payroll
468	08/05/2024	Payroll	20	EFT	Mark A McCrehin	4,356.53	2024.07 Payroll
469	08/05/2024	Payroll	20	EFT	Timothy M McKern	17,293.03	2024.07 Payroll
471	08/05/2024	Payroll	20	EFT	Robert J Rewitzer	3,000.00	2024.07 Payroll
472	08/05/2024	Payroll	20	EFT	Nicholas Singleton	4,718.87	2024.07 Payroll
473	08/05/2024	Payroll	20	EFT	Tyson J Svetich	4,302.64	2024.07 Payroll
475	08/05/2024	Payroll	20	EFT	Zachary D Torres	3,613.28	2024.07 Payroll
476	08/05/2024	Payroll	20	EFT	Kevin R Winn	4,566.40	2024.07 Payroll
477	08/05/2024	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 08/05/2024 To 08/05/2024 - HRA VEBA
478	08/05/2024	Payroll	20	EFT	US Treasury	10,632.39	941 Deposit for Pay Cycle(s) 08/05/2024 - 08/05/2024
479	08/05/2024	Payroll	20	EFT	WA Dept of Retirement Systems	9,525.39	Pay Cycle(s) 08/05/2024 To 08/05/2024 - LEOFF2; Pay Cycle(s) 08/05/2024 To 08/05/2024 - PERS2; Pay Cycle(s) 08/05/2024 To 08/05/2024 - NLEC Liability
461	08/05/2024	Payroll	20	1508	Melody Bacchus	147.76	2024.07 Payroll
463	08/05/2024	Payroll	20	1509	Art Frank	147.76	2024.07 Payroll
465	08/05/2024	Payroll	20	1510	Marcia Kelbon	147.76	2024.07 Payroll
466	08/05/2024	Payroll	20	1511	Oscar Levine	69.26	2024.07 Payroll
467	08/05/2024	Payroll	20	1512	Krystal McCrehin	35.41	2024.07 Payroll
470	08/05/2024	Payroll	20	1513	Luke Miller	152.38	2024.07 Payroll
474	08/05/2024	Payroll	20	1514	Ryan Tillman	55.41	2024.07 Payroll
480	08/05/2024	Payroll	20	1515	IAFF Local 2032	510.00	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Union Dues
481	08/05/2024	Payroll	20	1516	Nationwide Retirement Solutions	2,017.50	Pay Cycle(s) 08/05/2024 To 08/05/2024 - 457 Plan; Pay Cycle(s) 08/05/2024 To 08/05/2024 - 457 Plan Roth
482	08/05/2024	Payroll	20	1517	Trusteed Plans Service Corporation	8,969.40	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Medical; Pay Cycle(s) 08/05/2024 To 08/05/2024 - Dental

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

44,136.28  
35,501.44

79,637.72 Payroll: 79,637.72

**CHECK REGISTER**

Jefferson County Fire Distr #2

Time: 13:23:35 Date: 08/01/2024

08/05/2024 To: 08/05/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

**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 8-1-2024  
 Preparer Date

[Signature] 8-1-2024  
 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.

[Signature] 8/19/24  
 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

Time: 14:35:40 Date: 08/19/2024

08/01/2024 To: 08/31/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
486	08/19/2024	Claims	10	621319	AT&T Mobility	414.26	Monthly Cellular Service
487	08/19/2024	Claims	10	621320	Boundtree Medical LLC	1,982.50	Monthly Medical Supplies; Monthly Medical Supplies; Monthly Medical Supplies
488	08/19/2024	Claims	10	621321	Canon Financial Services, Inc	54.44	Monthly Printer Lease
489	08/19/2024	Claims	10	621322	Cascade Fire Equipment	334.91	Turnout suspenders - Singleton, Torres
490	08/19/2024	Claims	10	621323	Cooper Fuel	402.79	Monthly Fuel
491	08/19/2024	Claims	10	621324	EMS Connect LLC	96.50	Monthly EMS Training
492	08/19/2024	Claims	10	621325	EMS Special Agency Fund	255.00	Monthly Ambulance Transport Fee
493	08/19/2024	Claims	10	621326	GSB	4,550.00	Annual AD&D Policy Renewal
494	08/19/2024	Claims	10	621327	Good Man Inc	111.57	Monthly Restroom Service - June to July
495	08/19/2024	Claims	10	621328	Good Man Inc	111.57	Monthly Restroom Service - July to Aug
496	08/19/2024	Claims	10	621329	Henery Hardware	18.09	Multipurpose cleaner
497	08/19/2024	Claims	10	621330	JC Dept of Public Works	1,617.69	Monthly Fuel - June; Monthly Fuel - July
498	08/19/2024	Claims	10	621331	JC Fire District #2 Payroll	79,637.72	2024.08.05 Payroll Reimbursement
499	08/19/2024	Claims	10	621332	Jamestown Networks	458.41	Monthly Internet & Telephone
500	08/19/2024	Claims	10	621333	JeffCom 911 Communications	10,311.78	Quarterly Dispatch Fees - 2024 Q2; Quarterly Dispatch Fees - 2024 Q3
501	08/19/2024	Claims	10	621334	Les Schwab Tire Center	1,259.59	Wheels for C201
502	08/19/2024	Claims	10	621335	Timothy M McKern	100.00	Monthly Personal Device Stipend
503	08/19/2024	Claims	10	621336	Timothy M McKern	170.00	DNR Mobe Travel - Per Diems
504	08/19/2024	Claims	10	621337	Murrey's Disposal Co Inc	52.54	Monthly Garbage Service
505	08/19/2024	Claims	10	621338	NVFC	21.00	Annual Professional Membership
506	08/19/2024	Claims	10	621339	Olympic Springs Inc	48.82	Monthly Drinking Water
507	08/19/2024	Claims	10	621340	Pacific Office Equipment	697.97	Monthly Computer Support
508	08/19/2024	Claims	10	621341	Paladin Background Screening	102.00	Background Checks - Matheson, Sund
509	08/19/2024	Claims	10	621342	Systems Design West LLC	514.36	Monthly EMS Billing Service - June
510	08/19/2024	Claims	10	621343	Systems Design West LLC	486.76	Monthly EMS Billing Service - July
511	08/19/2024	Claims	10	621344	US Bank	2,419.60	5799 - PUD Utilities; 5799 - Postage; 5799 - Monthly Adobe Subscription; 5799 - Website domain, hosting; 5799 - Paper, labels; 9508 - Mobilization travel (reimbursed); 9508 - Mobilization travel (reim)
512	08/19/2024	Claims	10	621345	Unique Experience Custom Embroidery Inc	146.54	CARES Team Polo Shirts
513	08/19/2024	Claims	10	621346	VFIS	1,052.00	Annual Accident & Sickness Policy Renewal
514	08/19/2024	Claims	10	621347	WA Dept. of L&I - Boiler Section	89.70	L&I Biennial Boiler Inspection
515	08/19/2024	Claims	10	621348	Wave Broadband	214.10	Monthly Cable Internet
516	08/19/2024	Claims	10	621349	Bud Clary Ford Hyundai	68,720.18	Replacement for Brush 22 - Truck
517	08/19/2024	Claims	10	621350	Art Frank	86.76	Toilet paper, paper towels
518	08/19/2024	Claims	10	621351	IMS Alliance	34.97	Passport tags Vettleson, Matheson, Svetich
519	08/19/2024	Claims	10	621352	Kimtek Corporation	10,000.00	Replacement for Brush 22 - Skid
520	08/19/2024	Claims	10	621353	Peninsula Pest Control Inc	81.83	Quarterly pest control
						137,126.65	
001 General Fund 662 600 71						49,529.30	
040 EMS Fund 662 610 71							

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 14:35:40 Date: 08/19/2024

08/01/2024 To: 08/31/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						186,655.95	Claims: 186,655.95

## 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 Runtz 8-19-2024  
Preparer Date

Smock 8-19-2024  
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.

AW F.H. 8-19-24  
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.



# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For  
July 2024

## Our Mission

*"Provide competent and professional fire, rescue, and medical services to the citizens and visitors of Quilcene and Coyle while ensuring the safety, education, and well-being of its members."*

## Our Vision

*"Provide services to the Quilcene and Coyle communities in the form of fire, rescue and medical incident responses, and public safety, fire prevention and public affairs. These services will be provided in an environment of inclusion of all its members and the communities."*

## Our Core Values

The five QFR Core values in priority order are:

1. FIREFIGHTER SAFETY
2. FIRE PREVENTION & PUBLIC EDUCATION
3. EFFICIENT OPERATIONS
4. PROFESSIONAL BEHAVIOR
5. CLEAR POLICY /CONCISE PROCEDURE

*"We serve to save"*



**Governance and Administration:**

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

**Goals and Objectives:**

- Windows and exterior painting Station 21 Crew Quarters, Rental, and Admin
- Strategic and Fiscal Plan Committee working with seeking inputs major contributors to the plan.
- RFP for demolition of Storage Barns behind Administration.
- WSRB Rating came back and we maintain a “7” rating in most of the Fire District.

**Grant Updates**

- AFG for new exhaust systems for Station 21/22 – *Pending*
- SAFER FY2023 application submitted. – *Pending*
- DOH Grant pending in the fall for EMT-Advanced programs - *TBD*

**External Relationships**

- On-going quarterly EMS training around the County by EMS Council /MPD

**Fire Prevention**

- Community Risk Reduction programs along with Countywide CWPP plan.
- Training for Team on Community Wildfire resilience and readiness.

**Upcoming Events**

- August 29- September 1 Moon Fest at Munn Rd Event Center
- September 15 Oyster Run
- September 21 Quilcene Days and Parade

**Apparatus Readiness:**

- We are still awaiting the arrival of the new Brush 22.

**UPDATE:**

- E21 tank has been repaired. The tank has been placed back in the truck. An annual inspection has been completed as well as a pump test. The engine did not pass the pump test due to a leaking valve. The valve is on order and the technician is awaiting its arrival. Once the valve is replaced then the engine will be ready to return to service. Technicians are expected to receive the new valve on 8/14.
- C201 has been transferred to Evergreen Collision in Sequim. Evergreen was the only body shop around that was able to work with aluminum body panels. We are currently waiting for parts and a timeline from Evergreen for repairs.

**Training and Competency:**

- I have completed the first Onboard Training with Fire Engineering. I have one more scheduled for 8/14 then, our training of the platform will be complete. We have sent login information to all our responders along with a simple training as a test of the platform. As of this writing, we have limited member's have completed the assigned training. We will be looking into a Zoom meeting with our team to have an overview and answer any questions.
- FF/EMT Zak Torres is awaiting his Instructor 1 retake test.

**UPDATE:**

- I am still working with the Quilcene School to build a Cadet Program for the next school year.

**UPDATE:**

- I have not had great communication with Quilcene School for this program. I reached out to an instructor at West Sound Tech, but I have not received an answer yet.

**QFR Events:**

- August 16-18 Herbal Fest on Munn Road (Lake Leland)

**Building Maintenance:**

- Love Construction is still completing windows and trim at the rental home. I am unsure of his projected date of completion.

**UPDATE:**

- Love Construction has completed the windows and trim of both the Rental home as well as the Crew Quarters.
- I spoke with Tom Hoffman about painting the buildings once Love has completed work. Tom painted Station 22. We had a scheduled date to meet and go over the project, however he came down with Covid and has not been able to return to work yet. He will be in contact with me when he is able to return to work.

**UPDATE:**

- I spoke with Tom again. He informed me that he had dropped his L&I insurance and was unsure about bidding for a job for us. I will be contacting a separate painter from the area to bid for the job.

## Apparatus Usage Report:

Report Date		8/12/2024								
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age		Rpt Dt	Rpt Dt	Avg	Avg	
				In Yrs	In Svc Date	Miles	Hrs	Ann	Ann	
11 - Engine	E22	96.Ford.55851C.2430	1996	28	1/1/1999	28,384	N/A	991	N/A	
11 - Engine	E21	05.Freightliner.82171C.1149	2005	19	3/26/2007	43,018	2,180	2,192	111	
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	29	9/6/1995	30,533	N/A	1,090	N/A	
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	16	10/24/2016	76,675	N/A	4,612	N/A	
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	6	8/15/2018	6,864	420	1,373	63	
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	19	Unknown	197,601	N/A	10,069	N/A	
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	16	1/1/2008	122,227	N/A	7,639	N/A	
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	8	9/20/2016	56,256	2,283	8,037	265	
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	6	3/14/2019	62,876	1,508	12,575	228	
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	19	3/30/2016	112,143	N/A	5,714	N/A	
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	4	3/16/2020	49,282	N/A	12,321	N/A	

**Significant Events and Service Delivery:**

- B-Shift responded to 9 calls in July.
- Responded to a 2 vehicle on Hwy 101/Hwy104 on 07/21
- Responded Mutual Aid with EJFR to a Residential Structure on Shine Rd on 07/27

**Training and Competency:**

- N/A

**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:**

- Kimberly has been training new Volunteer Debra Ethier on CARES. The hope is Debra will be able to assist Kimberly and cover for Kimberly when she is out of the area.
- We are planning a public CPR class on Aug 31<sup>st</sup>.

**Staffing (next 30 days):**

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

**Significant Events and Service Delivery:**

- C-Shift responded to a total of 15 incidents during the month of July. Notable incidents include:
- Responded off-duty to a small brush fire with a slow rate of spread in District 4 near Seal Rock Campground. This fire was burning near the beach on a near 90-degree slope and was difficult to access to suppress. EJFR assisted with their marine unit to knock down the fire from the water and the scene was turned over to DNR for mop-up.
- Responded to multiple Wildland fires, both on and off-duty. These fires are currently under investigation.
- Staged on shore during a Carbon Monoxide poisoning incident involving one patient trapped in a confined space on a boat adrift and unconscious. This boat was initially reported offshore in Brinnon but determined to be in District 2. Marine 41 extricated the patient and transferred them to Kitsap medics for treatment.
- Water usage report for July 2024 sent to PUD with approximately 15,000 gallons used mostly for training and incidents.

**Ongoing items:**

- WSRB- Results are in and QFR maintains its 7 rating with high credit awarded for hose, ladders, and equipment. Will be evaluating how to increase the score even further so QFR can increase its protection class next time.
- DNR grants for wildland equipment- DNR apparatus surplus grant opens in October, and we will be preparing to apply as soon as the grant opens.
- B22- The chassis has arrived, and I will be working with Thane to outfit the new rig with equipment once completed. No ETA.
- Power equipment- Station 21's string trimmer has worn piston rings and reduced compression in the engine. It will likely be replaced with a used one from Papa's Small Engine Repair, pending one is available that will work well for Station 21. I hope to have the replacement in service by the middle of August.
- E22's Chainsaw is experiencing a similar issue with worn rings and reduced compression. It has been removed from service and while the diagnostic has been delayed, more information on whether a replacement will be needed should be available by the middle of August.
- Protocol review- The NW Region is in the middle of reviewing pediatric protocols.
- EMS Council Training Subcommittee- Rough draft of county EMS training has been completed and training topic for October base station scheduled.
- ESO user group- NTR.
- Jefferson County IMT Presentation- Presented a weather outlook presentation to the Jefferson County IMT via zoom and will continue to as long as it is needed.
- Removal of ventilation prop- The remainder of the wood from the ventilation roof prop on the side of the barn has been cut and hauled away. We will continue to rehab that area and get rid of blackberries.
- CPR Class- Taught public CPR class on July 12<sup>th</sup>. Renewed BLS CPR cards for FF/EMT Heggie, Volunteer Palmer, and completed initial training for Volunteer Luke Miller.
- ESO Inventory- Continues to progress very slowly due to high call volumes and higher priority tasks. Will be finished by end of August.
- EMS and Fire training is up to date, though I am behind on entering into ESO.
- Will be completing modules for BlueCard recertification in September

**New items:**

- PPE- Verified FF/EMT Heggie's bunker gear will fit FF/EMT Matheson, and no purchasing of bunker gear will be required. FF/EMT Heggie's PPE will be reassigned to FF/EMT Matheson at the end of his last shift and a needs list will be created for FF/EMT Matheson for remaining PPE.
- Passport tags- Ordered for new personnel and for badge # changes.
- Deputy Fire Marshal Brian Tracer- A surplus DNR radio will be assigned to DFM Tracer so he can monitor traffic on fire investigation incidents. I will also be taking him through a wildland refresher so he can recertify and be qualified to be on the line with DNR. The refresher is expected to take place at the end of August once I verify his current records with DNR.
- Onboarding and fundamentals training/review with FF/EMT Brady Matheson will take place during his first several shifts with the intent of developing a training plan tailored to his skills competencies.

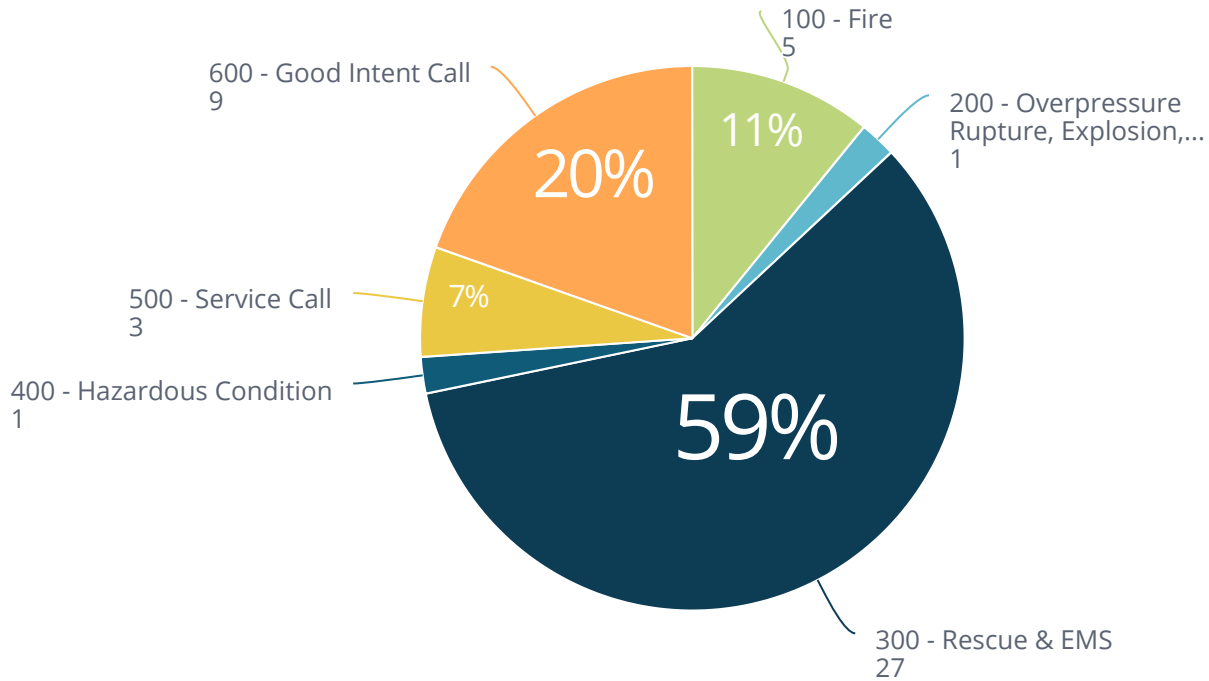
**Staffing (next 60 days):**

- Time off will be needed in the middle of September for a family member undergoing surgery. Date TBD.



# QFR Incident Types - July 2024

Percentage of Incident Type Group



Count of Total Incidents

Fire Incidents

EMS Incidents

Other Incidents

Total Incidents  
**46**

Fire Incidents  
**5**

Percent of All Incidents **10.9%**

EMS Incidents  
**27**

Percent of All Incidents **58.7%**

All Other Incidents  
**14**

Percent of All Incidents **30.4%**

## Count of Incidents by Type

Incident Type Group	Incident Type	Calls	Pct
100 - Fire	Brush or brush-and-grass mixture fire	1	20.00%
	Forest, woods or wildland fire	4	80.00%
100 - Fire Total		5	10.87%
200 - Overpressure Rupture, Explosion, Overheat	Overpressure rupture, explosion, overheat other	1	100.00%
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	20	74.07%
	Motor vehicle accident with injuries	3	11.11%
	Motor vehicle accident with no injuries.	1	3.70%
	Rescue, EMS incident, other	2	7.41%
	Water & ice-related rescue, other	1	3.70%
300 - Rescue & EMS Total		27	58.70%
400 - Hazardous Condition	Gasoline or other flammable liquid spill	1	100.00%
500 - Service Call	Assist police or other governmental agency	2	66.67%
	Person in distress, other	1	33.33%
500 - Service Call Total		3	6.52%
600 - Good Intent Call	Dispatched & canceled en route	9	100.00%
Grand Total		46	100.00%



# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

07/01/2024 To: 07/31/2024

Time: 15:45:13 Date: 08/06/2024  
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	626,641.80	16,148.99	66,774.50	576,016.29	0.00	856.78	0.00	576,873.07
040 EMS Fund 662 610 71	414,309.74	18,216.11	49,255.53	383,270.32	0.00	570.00	0.00	383,840.32
070 Capital (Reserve) Fund 662 631 71	2,710,242.13	11,488.85		2,721,730.98	0.00	0.00	0.00	2,721,730.98
	<b>3,751,193.67</b>	<b>45,853.95</b>	<b>116,030.03</b>	<b>3,681,017.59</b>	<b>0.00</b>	<b>1,426.78</b>	<b>0.00</b>	<b>3,682,444.37</b>

# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

Time: 15:45:13 Date: 08/06/2024  
Page: 2

07/01/2024 To: 07/31/2024

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	526,141.80	65,404.52	116,030.03	475,516.29	0.00	0.00	475,516.29
20 Payroll-1st Security	100,000.00	79,665.15	79,665.15	100,000.00	0.00	1,426.78	101,426.78
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	414,309.74	18,216.11	49,255.53	383,270.32	0.00	0.00	383,270.32
70 Capital (Reserve)-JeffCo	2,710,242.13	11,488.85	0.00	2,721,730.98	0.00	0.00	2,721,730.98
<b>Total Cash:</b>	<b>3,751,193.67</b>	<b>174,774.63</b>	<b>244,950.71</b>	<b>3,681,017.59</b>	<b>0.00</b>	<b>1,426.78</b>	<b>3,682,444.37</b>
	<b>3,751,193.67</b>	<b>174,774.63</b>	<b>244,950.71</b>	<b>3,681,017.59</b>	<b>0.00</b>	<b>1,426.78</b>	<b>3,682,444.37</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Jefferson County Fire Distr #2

07/01/2024 To: 07/31/2024

As Of: 07/31/2024 Date: 08/06/2024

Time: 15:45:13 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	219	04/05/2024	Payroll	20	1469	Keith Stansbury	27.70	2024.03 Payroll
2024	395	07/05/2024	Payroll	20	1497	Viviann Kuehl	27.70	2024.06 Payroll
2024	399	07/05/2024	Payroll	20	1498	James L Pinks	180.08	2024.06 Payroll
2024	402	07/05/2024	Payroll	20	1499	Keith Stansbury	193.93	2024.06 Payroll
2024	403	07/05/2024	Payroll	20	1500	Donald Svetich	55.41	2024.06 Payroll
2024	404	07/05/2024	Payroll	20	1501	Thais Svetich	41.56	2024.06 Payroll
2024	422	07/02/2024	Payroll	20	1507	Donald Svetich	96.97	Reissue check 1387 - 2023 GL TX 604 from 2023.09 Payroll
							1,426.78	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	856.78	856.78
040 EMS Fund 662 610 71	0.00	570.00	570.00
	0.00	1,426.78	1,426.78

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

Jefferson County Fire Distr #2

Time: 15:45:13 Date: 08/06/2024  
Page: 4

07/01/2024 To: 07/31/2024

REVIEWED AND APPROVED

*Robt Lewitz*

Preparer

*8-6-2024*

Date

*S. Munch*

Auditing Officer

*8-6-2024*

Date