

Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Chairman of the Board

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Commissioner Herbert Beck
Commissioner Melody Bacchus



ORIGINAL

BOARD FOR VOLUNTEER FF/PENSION & RELIEF BUSINESS: Nothing this month.

CALL TO ORDER: Chair Commissioner Art Frank called the Regular meeting of the Board of Commissioner of October 11, 2021 to order at 7:00 pm. Commissioner Art Frank, Commissioner Melody Bacchus, Commissioner Herbert Beck, Chief Tim McKern, Deputy Chief Don Svetich, Secretary Jean Morris, Executive Assistant David Neuenschwander were in attendance and Thane Grooms were in attendance via zoom.

PLEDGE OF ALLENGIANCE: The Pledge of Allegiance was said.

APPROVAL OF AGENDA; MOTION: Commissioner Art Frank moved to accept the agenda with the addition of 1. 2022 Budget and 2. EMS Transport Fees under new Business: Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

APPROVAL OF MINUTES; MOTION: Commissioner Art Frank moved to accept and sign the minutes of the September 13, 2021 Regular meeting as presented. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

APPROVAL OF VOUCHERS: Upon review of the vouchers prior to the meeting by Commissioner Art Frank and Chief Tim McKern **MOTION:** Commissioner Art Frank moved to accept the vouchers in the amount of \$35,189.12 for General Fire and \$38,030.42 for EMS as presented. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

CORRESPONDENDE: Secretary read the list of monthly correspondence.

DAVID NEUENSCHWANDER MONTHLY FINANCIAL REPORT AND BIAS REPORT:

Quilcene Fire Rescue

Commission Meeting

October 11, 2021

STAFF REPORT: BIAS Financial Accounting and Reporting Systems

This is a staff report only. It does not require action by the Commission.

BIAS Financial Statements

- Sent separately from Board packets because County reports were not received timely.
- When reviewing percentages on the *Budget Position Report*, recall the following:
 - August is the 9th month and represents 75% of the year on a straight line basis
 - Payroll expenditures include 9 months (75%).
 - All other expenditures include only 8 months (66% of the year) because January Claims were paid against year 2020.

BIAS Payroll

- October payroll generally processed without too much difficulty.
- All monthly and quarterly reports were prepared and liabilities paid.

BIAS Payables

- Completed timely.

BIAS Budgeting

- A *preliminary rough* budget should be available by meeting time.
- Chief will smooth it out for November.
- Budget hearing and approval is due in November.
- Budget submission to the County is required by November 30.

Questions

- Staff is available to answer questions during the meeting.
- Please direct questions outside the meeting to the Chief.

CHIEF'S REPORTS:

October 23rd drug take back.

Blue card eval November 9th.

October 27th State holders summit.

Narcan Leave at home program starting

Covid cases in Jefferson County are at 1053.

FIRE CHIEF

Tim McKern

- **Governance and Administration:**
 - New EMS Protocols complete we are rolling out new Meds and training on them
 - COVID 19 is at 1019 and 6 deaths, 275.86 per 100,000 .
A concern for this spike in positive cases even those vaccinated. DEM working on Booster Shots for fall
 - Getting back to Facebook live and "Coffee with the Chief" several times this month.
- **Goals and Objectives:**
 - Station 22 Station pending ramp grade and potential gravel.
 - EMS / Non-Combat PPE gear issued.
 - PPE for Fire Ground Grant went into AFG and no news yet.
 - Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead and working with the West Sound Training group to build Training 2021 and beyond. We are looking into the budget impact if any.
 - New emails going out with the QFR2.org
- **Financial Resources:**
 - BIAS – David has report
 - GEMT funds still rolling in and working with BIAS on the reports due to HCA
- **Physical Resources and Quality of Life (QOL):**
 - POE and complete email transition
- **Health and Safety**
 - Review of Policies and Safety programs – Safety Committee meets with Officers 1st Wednesday of each month.
 - FIIRE Program update – VAP Surview complete and safety overview completed Wed.

- **Essential Resources**
 - Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- **External Relationships**
 - Company Officer Blue Card ICS Training-Table Top and Sit/Rep in 2nd October 26-28
 - Working with Jeffcom on new CAD program that included response plans.
 - Working with JeffCom / MedeVac Providers to set up App for each provider.
- **Fire Prevention**
 - ☐ *Community Risk Reduction programs to start with IFSTA Essentials of CRR programs for staff*
 - ☐ *Working with Coyle Area on Road Access and Addressing*
- **Strategic Plan**
 - ☐ *Review Fire Levy for potential Lid Lift 2022*
 - ☐ *Safer for three more career staff 2022/2023*

Deputy Chiefs Report

Don Svetich

Significant Events and Service Delivery:

The month of July was a busy month for EMS calls, 31 responses, make up 57 % of our calls this month. Most where BLS, several were upgraded to ALS. We responded to 1 fire and several service calls and good intentions. Cooler moist weather has finally arrived, the burn ban has been lifted. The District will start issue burn permits for \$110 each for a 30-day permit. We will see how this year's process goes and what type of response we get from burning / complaints. Covid cases in the County and in the District are finally starting to decrease. The Crews are still handling one more case, (or possibly case) each week; protocols are being followed very closely.

Historical Call numbers for each year:

- Finished September 2021 with **56** Responses vs **58** in 2020
- To date 2021 total to date of **431** Responses vs **366** in 2020
- **Emergency Medical Services: Our EMS Responses were 59% for 2021 total responses;** this has been stayed consistent on the 2021 year.

- **Apparatus Readiness:** Lt. McCrehin's report will cover:

- **Vehicle Replacement Plan (2018-2045):** Due for annual review.

- **Training and Competency:** Target Solutions deployment and engagement with Training Consortium. Continue to struggle to get members on the program.

We have two members working on their Firefighter 1 / Hazmat Ops, (A. Lewis and T. Svetich). We have one newer EMT Zachary Torres. We have a new volunteer going thru fundamentals with Lt. Winn, Joe Fitzgerald.

- **Human Resources and Staffing:**

No HR issues. Staffing has been up and down with the volunteers. We have had to work a little hard to get a second on some days. We are still meeting each incident needs. When needed mutual aid has been used to cover or assist with calls at times. We will be monitoring.

- **Admin / HR:** No update.

Other: Any Questions?

End of September 2021, Report. DFC D. Svetich
 See attached graphs on Incidents and Vehicle Milage.

September 2021 Incidents by Zone: Break down by Zones and Major Types

INCIDENT TYPE / ZONE	INCIDENTS
Zone: 21 - Quilcene	
321 - EMS call, excluding vehicle accident with injury	19
322 - Motor vehicle accident with injuries	1
341 - Search for person on land	1
480 - Attempted burning, illegal action, other	3
611 - Dispatched & cancelled enroute	3
733 - Smoke detector activation due to malfunction	1
Zone: 22 - Coyle	
321 - EMS call, excluding vehicle accident with injury	3
480 - Attempted burning, illegal action, other	1
611 - Dispatched & cancelled enroute	1
Zone: 23 - Dabob	
321 - EMS call, excluding vehicle accident with injury	2
Zone: Brinnon Fire Department	
311 - Medical assist, assist EMS crew	1
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled enroute	1
Zone: Discovery Bay Fire Department	
138 - Off-road vehicle or heavy equipment fire	1
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	2
611 - Dispatched & cancelled enroute	1
Zone: East Jefferson Fire & Rescue	
321 - EMS call, excluding vehicle accident with injury	1
444 - Power line down	1
611 - Dispatched & cancelled enroute	5
Zone: Port Ludlow Fire & Rescue	
210 - Overpressure rupture from steam, other	1
561 - Unauthorized burning	1

611 - Dispatched & cancelled enroute	4
Total Incidents for September, 2021	56

Vehicle Milage for the Month: September

Fleet Tracking #	Apparatus	Year Manf.	Monthly Mileage, August	September	Miles Driven
B3139C	CMD 202, Chevy Truck	2005	103262	103769	534
B7209C	CMD 201, Ford XL Expedition	2020	18750	19490	740
82171C	E21, Freightliner	2005	38052	38153	101
55851C	E22, Ford F800	1996	26652	26955	3
71820C	Tender 21, MR2 Freightliner	2018	5116	5119	3
B6128C	A21, Dodge 5500 Diesel	2016	28358	29674	1316
C6410C	A212, GMC 4500	2018	44194	44288	94
B4486C	Brush 21, Ford F550, Type 6	2008	75007	75034	27
36251C	Brush 22, Ford F350, Type 6	1995	29273	29318	45

91128C	Utility 21, Chevy 2500 Truck	2005	190277	191178	901
A2604C	U22, Ford SUV	2008	120241	120243	2
40842C	Support 21, Ford E350	1996	34336	34340	4

A-SHIFT OFFICERS REPORT

LT. MARK MCCREHIN

Apparatus Readiness:

- The Ram Aid unit returned to Les Schwab to have the alignment rechecked and 2 new front tires installed. This was due to the camber being out of adjustment and the front passenger side tire being ruined. All issues seem to have been rectified. The small refrigerator located in the Ram unit went out of service for a while. I am told by Braun that the condenser was no longer working. This has since been replaced and the unit is back in service. Chief McKern was able to drop the unit off at Braun and FF/EMT Torres was able to pick it up when it was completed.
- The GMC Aid unit will be going into Titus Will Chevrolet to have the transmission, ABS, and Traction Control serviced. It is currently scheduled for service on October 11th
- Utility 21 has been outfitted with the necessary requirements to transfer over items from Support 21. Currently all items are off Support 21, and it is ready for the next step. All SCBAs, Rehab Supplies, and Scene Supplies are now on Utility 21.
- I have attempted contact with Clallum County Fire to bring in Brush 21 for service. The vehicle and the pump require an annual service, and there seems to be a door alarm that is malfunctioning. I have attempted to fix the door alarm myself, however I was unsuccessful.

Training and Competency:

- Target Solutions has been slow however, responders are working through the first set of training that was delivered.
- I attended a leadership class, Perspectives in Thinking, in Callum County. This was an in-person class led by Fowler Fire. I have since received a certificate of completion.
- I have also finally received in the mail my certificate Fire Inspector 1

Physical Resources and Quality of Life:

- In the men's room at Station 21, FF/EMT Washburn and I built a storage cabinet for our bathroom and cleaning supplies. Prior to the shelving unit, all items were located on the floor of the OOS shower until.
- The refrigerator in the Kitchen area at Station 21 quit working. A new refrigerator was purchased and placed into the Crew Quarters. The old refrigerator out of the Crew Quarters was relocated to Station 21 Kitchen area. This was done because the refrigerator at the Crew Quarters is used more frequently than at Station 21.

- As you might have noticed there is a GIANT pumpkin outside of Station 21. This was donated by the Quilcene Food Bank. We will be carving in within the next week or 2.
- Plans have been made for Halloween at Station 21. Unfortunately, due to Covid restrictions we will once again not be hosting a Halloween party. A table will be set up outside on the lawn and the Duty Crew will be assisting with handing out candy and informational fire safety flyers.

Staffing (next 30 days):

- Staffing for October is looking good! Currently, there is only 1 open shift. With the loss of EMT Edwards, it left a hole in the Shift Calendar. Unfortunately, the “core” group of volunteers is now down to 4. However, our group of 4 really stepped up and were able to assist with some extra coverage.

B-Shift Officers Report

Lt. Kevin Winn

1. Significant Events and Service Delivery:

- On 09/28 we respond to Dist 4 to assist with a CPR call.

2. Training and Competency:

- N/A

3. Physical Resources and Quality of Life:

- We have received all the accessories for the new Pagers and Radios from Silke Communications bought using the remainder of the AFG Grant.
- The Surface Go mount for E21 has been installed.
- We have switched our emails from Hostmonster and Outlook and are now using Gmail with the new domain @qfr2.org.
- One of our G1 SCBAs have been sent in for repairs due to a faulty low air alarm.
- Our G1 SCBAs are due for a flow test. I will be scheduling that soon.
- We will be demoing Guardian Angel Lights. They are wearable LED lights with flashers and a flashlight to make us more visible and safer on Incidents on the roadway. If we like the product, we will consider purchasing a few devices.
- I am working on returning the new training laptop due to hardware issues. I have ordered a new laptop.
- This week is Fire Prevention Week. We will be posting educational fire safety videos and messages on our department fb page all week.

4. Staffing (next 60 days):

I have no Vacation Planned for the month of October

C- Shift Officers Report

LT Nick Singleton

1. Significant Events and Service Delivery:

- C Shift responded to 22 incidents during the month of August.
- Water usage report sent to PUD with approximately 1000 gallons used.

2. Apparatus Readiness:

- NTR.

3. Training and Competency:

- Blue card online modules are complete, and the certification simulation class is scheduled for late October.
- Continuing with EMS connect and EMS base station videos.
- Two EMTs checked off on the updated EMS protocol training. This includes training on new medications, review of new protocols, and skills training on new procedures.
- Volunteers Tyson Svetich and Andrew Lewis came in for portable fire extinguisher training prior to their extinguisher day at fire academy. We reviewed the fundamentals of fire extinguishers, types of extinguishers, classes of fires, and set up a small live fire in a trough at Station 21. They were able to work through their skills sheets step by step in preparation for their skills day at academy. Svetich and Lewis plan to come in for more training at Station 21 as their schedules allow.
- Brinnon Fire Department is holding a live fire training in their burn box at Station 41 on November 13th. I plan to assist as a live fire instructor.

4. Physical Resources and Quality of Life:

- The radio equipment for the DNR phase 2 grant is no longer on back order and has been ordered. Once the radio equipment has been received, it will be inventoried, placed in service, and paperwork will be sent to DNR for reimbursement.
- Applied for the annual Quilcene and Brinnon Garden Club grant. This year, QFR requested funding to purchase smoke detectors and carbon monoxide detectors. If awarded, these detectors will be installed in some of our customers homes as a part of QFR's public outreach and education.
- Received new Helmet for Deputy Chief Svetich, it has been inventoried and issued.
- Structural boots ordered for Tyson Svetich were sized to large and needed to be returned. Correct sized boots will be ordered.
- Still working to complete the annual small engine maintenance. I anticipate having all engines checked off by the end of this month.
- The trail rescue bag is officially in service on A21 and will transition to U21 once Svetich and Lewis are finished with academy.

5. Staffing (next 60 days):

- Vacation scheduled for December 17th and 18th.

Other:

- Had the opportunity to create IAPs and organize resources for the Quilcene parade and the Oyster Race-half marathon. Overall, both events concluded with no major incidents and though QFR resources remained socially distanced, it was great to see the community come together for events once again.

UNFINISHED BUSINESS:

1. **ST. 22:** Installation done.
2. **JEFF COMM:** Merger with Clallam has been going on for a month now.
Discussed the system.
Discussed crew force.
Discussed license fees.
Discussed Dispatch fees.
Discussed the New World program.
3. **RURAL REDUCTION PROGRAM:** Quilcene school was awarded 2 positions. Working hard on this program.
4. **STRATEGIC PLAN:** A copy of this plan was e-mailed to the Commissioners. Chief went over the plan. Next set is to get it to the public. Goal is to adopt the plan in early 2022.

NEW BUSINESS:

1. **2022 Budget:** Discussed the 2022 Budget. Commissioners have been e-mailed copies. Public hearing will be November 8, 2021 at 7:00 pm.
2. **EMS TRANSPORT FEES:** The fees will be raised a little in 2022.

SECRETARY REPORT: None.

SEMINARS/CONFERENCES/SPECIAL EVENTS: Nothing.

PUBLIC INPUT-GOOD OF THE ORDER: Commissioner Beck discussed pressurized water tanks and the shortage of parts. Also discussed the nationwide EMT shortage.

EXECUTIVE SESSION: Chair Commissioner Art Frank called for an executive session under RCW 42.30.110 (1)(G), job performance for 10 minutes at 7:54pm. Stated that action will be taken. Chair Commissioner Art Frank called the Regular meeting back to order at 8:04 pm. **MOTION:** Commissioner Art Frank moved to extend the Administrative Assistants Employment Agreement to 9/30/2022 with a 5.25% raise. Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

ADJOURNMENT: Chair Commissioner Art Frank called for adjournment at 8:09 pm.

SIGNED for Jefferson County Fire Protection District No. 2

BY: 
ART FRANK, Commissioner, Chair of the Board

BY: 
HERBERT BECK, Commissioner

BY: 
MELODY BACCHUS, Commissioner

ATTEST

BY: 
Helen Jean Morris, District Secretary