



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

March 20, 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
Captain M. McCrehin – In Person
Volunteer D. Svetich – Zoom
Volunteer T. Grooms – In Person

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Chief McKern led the pledge followed by a moment of silence for retired volunteer Larry Robinson who passed away on February 26th.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

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

BOARD FOR VOLUNTEER FIREFIGHTERS BUSINESS

Commissioners reviewed the application of Ken Brotherton to become a volunteer member. Commissioner Frank moved to accept Mr. Brotherton to the rolls. Commissioner Bacchus seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioners received minutes of the February 13, 2023 Regular Meeting. Commissioner Frank moved to accept the minutes. Commissioner Bacchus seconded. The motion carried.

NEW BUSINESS:

District Secretary Rewitzer reported that the balance maintained in the District's payroll account should be increased from \$60,000 to \$75,000 to accommodate increased payrolls from temporary employee hiring. This month's vouchers include an imbursement to the payroll account of \$15,000. Commissioners reviewed Resolution 2023-001 to increase the balance maintained in the payroll account. Commissioner Frank moved to adopt the resolution. Commissioner Kelbon seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Vouchers totaled \$127,936.45 and included the payroll account imbursement as well as a \$31,398.98 invoice for the crew quarters bathroom remodel. Commissioner Bacchus moved to approve the vouchers. Commissioner Frank seconded. The motion carried. Commissioner Frank signed the Payroll and Claims check registers.

MONTHLY REPORTS:

- **Monthly Financial Report** – Commissioners were provided with a Treasurer’s Report and a 2023 Budget Position report. Secretary Rewitzer reported details on individual accounts.
- **District Secretary’s Report** –Secretary Rewitzer reported that a federal Staffing for Adequate Fire and Emergency Response (SAFER) grant application was submitted March 13th. The request is for \$754,000 to hire three firefighter/EMTs for the three year grant period.
- **Chief’s and Officer’s Reports** – Commissioners were provided with the Monthly Fire Chiefs Report. Chief McKern reported on upcoming training, the CARES program, proposed cuts to GEMT reimbursement, the transition from ERS to ESO (the District’s records management system), and how leftover AFG funds are being used.
- Commissioners and staff discussed the volunteer program webinar presented by Snure Law Office on March 17th.

CORRESPONDENCE:

A penalty notice was received from the IRS on March 15th. District Secretary Rewitzer responded to request an abatement.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – Commissioners and staff discussed the crew quarters bathroom remodel. Commissioners authorized staff to request quotes on a kitchen remodel.
2. **Station 22 Facilities** – Volunteer Grooms reported on an upcoming project to set the new water tank and regrade the lot. The tank needs fittings, and a list will be submitted.
3. **DNR Trust Lands** – Commissioner Kelbon reported that most trust land transfer and carbon sequestration legislation has not progressed. One bill gaining traction includes a provision for no net loss to taxing districts.

NEW BUSINESS:

1. **MOU “Emergency Declaration for Temporary Employment”** – Chief McKern presented a Memorandum of Understanding with IAFF Local 2032 regarding hiring of two temporary employees. Commissioners reviewed the MOU. Commissioner Frank moved to accept the MOU and authorize the Chair to sign on behalf of the Board.

Commissioner Kelbon moved to amend by authorizing both the Chair and Fire Chief to sign. Commissioner Bacchus seconded. The motion carried unanimously.

SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:

Commissioner Kelbon and Chief McKern will attend the WFCR Region 9 Workshop in Bremerton on March 25th.

GOOD OF THE ORDER:

- WA Secretary of Health Mask Order will end April 3rd. We will follow the directives of our Medical Program Director regarding masking.
- Summertime weekend closures of the Hood Canal Bridge will cause impacts to our community and emergency services.
- Commissioner Frank is involved with an organization proposing to build emergency shelters that could also be used for residents rendered homeless by catastrophic fire.
- Commissioner Kelbon moderated a town hall meeting in Brinnon on March 15th. The town hall addressed the concerns of south county residents and included a panel of county and local officials.

ADJOURNMENT:

The meeting was adjourned at 8:13 p.m.

ATTACHMENTS:

General Certificate for Claims: Payroll Check/Warrant Register dated 3/1/2023
Claims Check/Warrant Register dated 3/20/2023

Resolution: 2023-001 Increase the Balance Maintained in the Payroll Account

Reports: February 2023 Treasurer's Report
February 2023 Monthly Fire Chief's Report

APPROVED this 17 day of APRIL, 2023 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

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


ART FRANK, Commissioner/Chair


MELODY BACCHUS, Commissioner

ATTEST:


ROBERT REWITZER, District Secretary


MARCIA KELBON, Commissioner

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 08:32:32 Date: 03/01/2023

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
136	03/01/2023	Payroll	20	EFT	Lynne Cassella-Blackburn	642.62	2023.02 Payroll
140	03/01/2023	Payroll	20	EFT	Mark A McCrehin	3,975.21	2023.02 Payroll
141	03/01/2023	Payroll	20	EFT	Timothy M McKern	6,228.49	2023.02 Payroll
142	03/01/2023	Payroll	20	EFT	Robert J Rewitzer	2,500.00	2023.02 Payroll
143	03/01/2023	Payroll	20	EFT	Nicholas Singleton	4,655.28	2023.02 Payroll
144	03/01/2023	Payroll	20	EFT	Tyson J Svetich	3,369.45	2023.02 Payroll
145	03/01/2023	Payroll	20	EFT	Zachary D Torres	4,045.08	2023.02 Payroll
146	03/01/2023	Payroll	20	EFT	Kevin R Winn	4,106.71	2023.02 Payroll
147	03/01/2023	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 03/01/2023 To 03/01/2023 - HRA VEBA
148	03/01/2023	Payroll	20	EFT	US Treasury	4,752.53	941 Deposit for Pay Cycle(s) 03/01/2023 - 03/01/2023
149	03/01/2023	Payroll	20	EFT	WA Dept of Retirement Systems	5,364.22	Pay Cycle(s) 03/01/2023 To 03/01/2023 - LEOFF2; Pay Cycle(s) 03/01/2023 To 03/01/2023 - PERS2
135	03/01/2023	Payroll	20	1311	Melody Bacchus	118.20	2023.02 Payroll
137	03/01/2023	Payroll	20	1312	Art Frank	118.20	2023.02 Payroll
138	03/01/2023	Payroll	20	1313	Andrew J Lewis	69.26	2023.02 Payroll
139	03/01/2023	Payroll	20	1314	Krystal McCrehin	118.52	2023.02 Payroll
150	03/01/2023	Payroll	20	1315	IAFF Local 2032	186.75	Pay Cycle(s) 03/01/2023 To 03/01/2023 - Union Dues
151	03/01/2023	Payroll	20	1316	Nationwide Retirement Solutions	1,702.50	Pay Cycle(s) 03/01/2023 To 03/01/2023 - 457 Plan; Pay Cycle(s) 03/01/2023 To 03/01/2023 - 457 Plan Roth
152	03/01/2023	Payroll	20	1317	Trusteed Plans Service Corporation	7,754.13	Pay Cycle(s) 03/01/2023 To 03/01/2023 - Medical; Pay Cycle(s) 03/01/2023 To 03/01/2023 - Dental
001 General Fund 662 600 71						26,675.72	
040 EMS Fund 662 610 71						23,731.43	
						50,407.15	Payroll: 50,407.15

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 08:32:32 Date: 03/01/2023

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

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.**

<u>Robt Rewitz</u>	<u>3-1-2023</u>
Preparer	Date
<u>Swenc/Ku</u>	<u>3-1-2023</u>
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.

<u>CW JH</u>	<u>3/20/23</u>
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: 13:23:26 Date: 03/20/2023

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
156	03/20/2023	Claims	10	620750	AT&T Mobility	552.50	Monthly Cellular Service
157	03/20/2023	Claims	10	620751	Active911, Inc.	2.42	Add'l license to subscription
158	03/20/2023	Claims	10	620752	Annas Consulting Inc	1,462.76	Breathing air compressor maint/repair
159	03/20/2023	Claims	10	620753	Board for Volunteer Firefighters	1,740.00	2022 Remittance - Heidt; 2023 Annual Remittance
160	03/20/2023	Claims	10	620754	Boundtree Medical LLC	1,753.79	Monthly Medical Supplies; Monthly Medical Supplies; Monthly Medical Supplies
161	03/20/2023	Claims	10	620755	Braun Northwest Inc	1,514.60	Power Load Install - Aid Cars
162	03/20/2023	Claims	10	620756	Canon Financial Services, Inc	54.44	Monthly Printer Lease
163	03/20/2023	Claims	10	620757	Central Welding Supply Co Inc	132.84	Oxygen
164	03/20/2023	Claims	10	620758	Cooper Fuel	2,296.36	Monthly Heating Oil - Crew Quarters; Monthly Heating Oil - Admin; Monthly Diesel Fuel
165	03/20/2023	Claims	10	620759	EMS Connect LLC	96.50	Monthly EMS Training
166	03/20/2023	Claims	10	620760	EMS Special Agency Fund	425.00	Monthly Ambulance Transport Fee
167	03/20/2023	Claims	10	620761	ESO Solutions, Inc.	299.43	Monthly RMS Fee
168	03/20/2023	Claims	10	620762	Good Man Inc	101.43	Monthly Restroom - Station 22
169	03/20/2023	Claims	10	620763	Henery Hardware	56.95	Supplies
170	03/20/2023	Claims	10	620764	JC Dept of Public Works	425.44	Monthly Fuel
171	03/20/2023	Claims	10	620765	JC Fire District #2 Payroll	65,407.15	2023.03.01 Payroll Reimbursement; RES 2023-001 Payroll Acct Increase
172	03/20/2023	Claims	10	620766	Jamestown Networks	458.41	Monthly Internet & Telephone
173	03/20/2023	Claims	10	620767	JeffCom 911 Communications	4,752.47	Dispatch CFS Fee - Q2
174	03/20/2023	Claims	10	620768	Jefferson Co. Fire Comm. & Sec'y Assn.	100.00	Annual Dues
175	03/20/2023	Claims	10	620769	Jefferson Propane	1,634.79	Monthly Propane - Annex; Monthly Propane - Station 23; Monthly Propane - Station 22; Monthly Propane - Annex; Monthly Propane - Station 22; Monthly Propane Refill - Annex; Propane Refill
176	03/20/2023	Claims	10	620770	Kitsap County Fire Commissioners Assn	40.00	WFCA Region 9 Workshop - McKern, Kelbon
177	03/20/2023	Claims	10	620771	Timothy M McKern	100.00	Monthly Personal Device Stipend
178	03/20/2023	Claims	10	620772	Mountain Pumps & Plumbing	1,064.21	Sewer line repair - Admin Bldg
179	03/20/2023	Claims	10	620773	Murrey's Disposal Co Inc	51.88	Monthly Garbage
180	03/20/2023	Claims	10	620774	Nieman Construction Co., Inc.	31,398.98	Crew Quarters - Bathroom Remodel
181	03/20/2023	Claims	10	620775	Olympic Springs Inc	29.29	Monthly Water
182	03/20/2023	Claims	10	620776	PUD	1,749.97	Monthly Electric & Water - Admin; Monthly Electric & Water - Crew Quarters; Monthly Electric & Water - Station 21; Monthly Electric - Station 22; Monthly Electric - Station 23; Monthly Electric - Anne
183	03/20/2023	Claims	10	620777	Pacific Office Equipment	529.38	Monthly Printer Usage - Admin; Monthly Printer Usage - Station 21; Monthly Computer Support; Monthly GMAIL
184	03/20/2023	Claims	10	620778	Peninsula Pest Control Inc	81.83	Monthly Pest Control
185	03/20/2023	Claims	10	620779	Snure Seminars	450.00	Webinars - McKern, Rewitzer, Frank, Kelbon

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:23:26 Date: 03/20/2023

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

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
186	03/20/2023	Claims	10	620780	Stryker Medical	285.60	SpO2 monitor cable
187	03/20/2023	Claims	10	620781	Systems Design West LLC	1,000.28	Monthly EMS Billing Service - January; Monthly EMS Billing Service - February
188	03/20/2023	Claims	10	620782	US Bank	873.68	3299 - A21 Air Cleaner; 5799 - Monthly Adobe; 5799 - Postage, Stamps; 5799 - Notepads; 9508 - Lodging; Legislative Day; McKern, Kelbon; 4651 - Batteries; 4651 - CPR Cert Cards; 4651 - Postage; 4651 -;
189	03/20/2023	Claims	10	620783	VFIS	6,086.00	Quarterly Commercial Auto Policy; Quarterly Portfolio Policy
190	03/20/2023	Claims	10	620784	Washington Fire Commissioners Assn	300.00	Spring Seminar - McKern, Kelbon
191	03/20/2023	Claims	10	620785	Wave Broadband	214.10	Monthly Cable/Internet
192	03/20/2023	Claims	10	620786	Westbay Auto Parts Inc	413.97	Spark plug wires - C202; Batteries for A21; DEF for A21
001 General Fund 662 600 71						82,889.54	
040 EMS Fund 662 610 71						45,046.91	
						127,936.45	Claims: 127,936.45

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:23:26 Date: 03/20/2023

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

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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 Reutzel 3-20-2023
 Preparer Date

Smencuk 3-20-23
 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 [Signature] 3-20-23
 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.



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

BEFORE THE BOARD OF FIRE COMMISSIONERS

IN THE MATTER OF INCREASING THE) RESOLUTION NO.
BALANCE MAINTAINED IN THE PAYROLL)
ACCOUNT) **2023-001**

WHEREAS, The District maintains a checking account at 1st Security Bank for the purpose of processing payroll claims and liabilities; and

WHEREAS, A balance of \$60,000.00 is maintained in said account for payroll clearing; and

WHEREAS, The District's payroll has increased and is at times more than \$60,000.00;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, as follows:

The balance in the District's payroll checking account at 1st Security Bank shall henceforth be maintained at \$75,000.00.

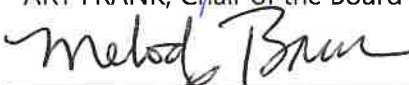
AND BE IT ALSO RESOLVED that \$15,000.00 from the claims checking account (\$7,950.00 from General Fund and \$7,050.00 from EMS Fund) shall be transferred to the payroll checking account to attain the required balance in the payroll checking account.

ADOPTED by the following vote this 20 day of MARCH, 2023 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 in regular session at Quilcene, Washington, then signed by its membership and attested to by its Secretary in authorization of such adoption:

3 YEA; 0 NAY; 0 ABSTAIN; AND 0 ABSENT.

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


ART FRANK, Chair of the Board


MELODY BACCHUS, Commissioner


MARCIA KELBON, Commissioner

ATTEST:


ROBERT REWITZER, District Secretary

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 14:32:07 Date: 03/06/2023
Page: 1

02/01/2023 To: 02/28/2023

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	411,540.45	87,416.98	23,106.54	475,850.89	0.00	1,719.35	0.00	477,570.24
040 EMS Fund 662 610 71	490,127.44	62,304.29	39,142.85	513,288.88	0.00	115.20	0.00	513,404.08
070 Capital (Reserve) Fund 662 631 71	1,885,011.94	5,910.08		1,890,922.02	0.00	0.00	0.00	1,890,922.02
	2,786,679.83	155,631.35	62,249.39	2,880,061.79	0.00	1,834.55	0.00	2,881,896.34

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 14:32:07 Date: 03/06/2023
Page: 2

02/01/2023 To: 02/28/2023

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	378,943.31	150,978.71	114,571.13	415,350.89	0.00	0.00	415,350.89
20 Payroll-1st Security	7,678.26	52,321.74	0.00	60,000.00	0.00	1,834.55	61,834.55
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	514,546.32	62,304.29	63,561.73	513,288.88	0.00	0.00	513,288.88
70 Capital (Reserve)-JeffCo	1,885,011.94	5,910.08	0.00	1,890,922.02	0.00	0.00	1,890,922.02
Total Cash:	2,786,679.83	271,514.82	178,132.86	2,880,061.79	0.00	1,834.55	2,881,896.34
	2,786,679.83	271,514.82	178,132.86	2,880,061.79	0.00	1,834.55	2,881,896.34

TREASURER'S REPORT
Outstanding Vouchers

Jefferson County Fire Distr #2

02/01/2023 To: 02/28/2023

As Of: 02/28/2023 Date: 03/06/2023

Time: 14:32:07 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	515	09/01/2022	Payroll	20	1244	Melody Bacchus	118.20	2022.08 Payroll
2022	583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll
2023	71	01/31/2023	Payroll	20	1306	Art Frank	118.20	2023.01 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
							<u>1,834.55</u>	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	1,719.35	1,719.35
040 EMS Fund 662 610 71	0.00	115.20	115.20
	<u>0.00</u>	<u>1,834.55</u>	<u>1,834.55</u>

TREASURER'S REPORT
Signature Page

02/01/2023 To: 02/28/2023

REVIEWED AND APPROVED

Robt Reinartz
Preparer

3-6-2023
Date

[Signature]
Auditing Officer

3-6-2023
Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For February 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:

- COVID 19 – Flu Vaccine – Washington in Purple (Highest in US) RSV for adults as well
- JeffCom – Hiring staff is the key focus and Director has been relieved of her duties
- 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
- Sewer pipe leak in basement of admin. Pipe replaced with new no major concerns with repair.

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

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

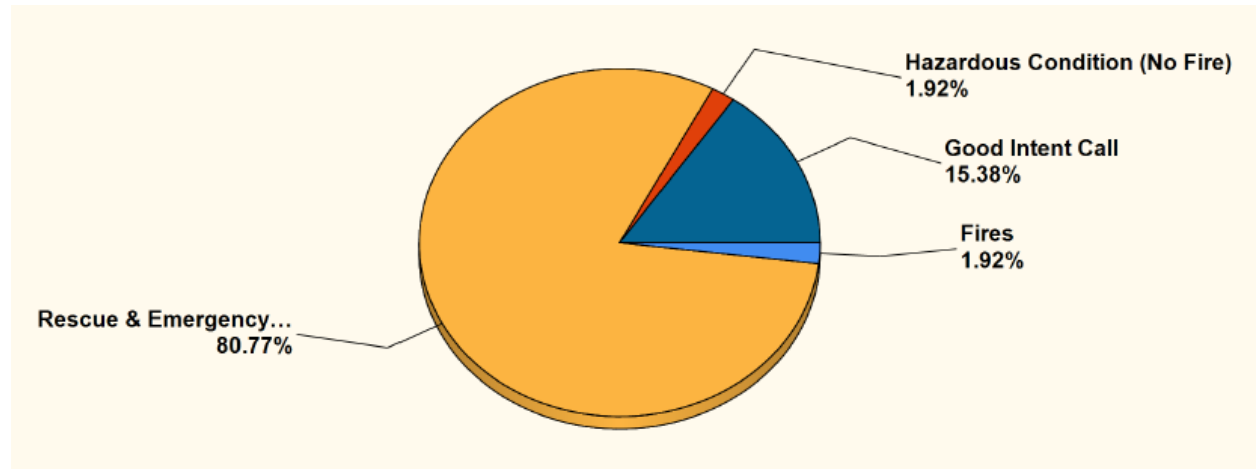
External Relationships

- 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

See attachments below Monthly Incident break down by response zones:
February 2023 Incidents:



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.92%
Rescue & Emergency Medical Service	42	80.77%
Hazardous Condition (No Fire)	1	1.92%
Good Intent Call	8	15.38%
TOTAL	52	100%

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 21 - Quilcene		
311 - Medical assist, assist EMS crew	Reviewed	2
321 - EMS call, excluding vehicle accident with injury	Reviewed	20
322 - Motor vehicle accident with injuries	Reviewed	1
324 - Motor vehicle accident with no injuries.	Reviewed	2
444 - Power line down	Reviewed	1
600 - Good intent call, other	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1
Zone: 22 - Coyle		
121 - Fire in mobile home used as fixed residence	Reviewed	1
321 - EMS call, excluding vehicle accident with injury	Reviewed	5
Zone: 23 - Dabob		
321 - EMS call, excluding vehicle accident with injury	Reviewed	3
Zone: Brinnon - 16D04 Brinnon Fire Department		
321 - EMS call, excluding vehicle accident with injury	Reviewed	2
322 - Motor vehicle accident with injuries	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	1
Zone: Discovery Bay - 16D05 Discovery Bay Fire Department		
321 - EMS call, excluding vehicle accident with injury	Reviewed	4
322 - Motor vehicle accident with injuries	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	3
Zone: East Jeff - 16D01 East Jefferson Fire & Rescue		
322 - Motor vehicle accident with injuries	Reviewed	1
Zone: Port Ludlow - 16D03 Port Ludlow Fire & Rescue		
611 - Dispatched & cancelled en route	Reviewed	2

Apparatus Readiness:

- E21 has been sent to NKFR for minor repairs and an annual service. E21 is now back in service with a new pressure gauge for the pre-connect, as well as a new digital readout display for the pump.
- As reported last month, both Power units have been installed in both aid units. There have been no issues. The Power loaders have been a wonderful addition to the aid units! A21 has had both batteries replaced. Braun Northwest recommends replacing the batteries every 12 to 18 months. This is due to the high demand on the batteries.
- C202 has had new spark plugs and spark plug wires installed. During the repairs I have noticed that there is a hard brake line leaking. I will consult with Les Schwab for repairs.
- I have replaced a headlight and DRL on U21.

Training and Competency:

- Target Solutions still has 16 overdue assignments between 4 members.
- LTs. Winn and Singleton will be attending an Incident Safety Officer class in Lacey, WA at the end of March. 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. Once completed, all 3 officers will be Incident Safety Officers.
- 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:

- The bathroom at the Crew Quarters has been completed. I am also awaiting a new bid from Nieman for new flooring for the kitchen and dining room as well as new cabinetry and sink for the kitchen.
- The bathrooms in Station 21 have been repainted. EMT Lynne Cassella Blackburn took on this project last month, with some assistance from FF/EMT Andrew Lewis it has been completed.

Report Date		3/15/2023											
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age	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	27,574	0	1,013	0		
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	40,703	2,050	2,235	113		
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	29,841	0	1,105	0		
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	75,505	0	4,964	0		
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	5,762	326	1,440	63		
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	N/A	195,907	N/A	10,758	N/A		
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	N/A	120,758	N/A	8,051	N/A		
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	N/A	47,843	1,897	7,974	263		
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	N/A	50,122	931	12,531	179		
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	N/A	110,842	N/A	6,087	N/A		
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	N/A	34,330	181	17,165	57		

Significant Events and Service Delivery:

- On 02/27 we responded to a residential structure fire on Coyle rd.

Training and Competency:

- Lt Singleton and I will be attending a Fire Safety Officer Class March 30th and 31st.

Physical Resources and Quality of Life:

- Hydrotesting for our G1 SCBA Bottles was completed Feb 25th by L&N Curtis.
- I will be working with Central Welding to get our medical O2 bottles hydrotested.
- Zak scheduled and completed the repair and annual maintenance of our SCBA cascade refilling system with Annas. Zack was also trained on how to maintain and do its annual maintenance. Having Zak trained will save the department money for years to come.'
- Bob and I have set up and attended training on the new PageFreezer service to archive and backup our FB and website.
- We will teaching a public CPR class on March 18th and April 4th.
- We will be teaching a CPR Class to the South Jefferson Little League March 19th.
- 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.
- Chief Svetich's cell phone number has been released to him but we were unable to transfer the cellphone issued to him over to his new carrier, so it has been placed in our stock as a backup or for future use.
- We have a new CrewForce iPad for E21 that will be installed now that E21 is back from the mechanic.

Staffing (next 30 days):

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



Significant Events and Service Delivery:

- C-Shift responded to an impressive 23 incidents during the month of February. Most of these responses were to aid calls, with a couple of responses for mutual aid traffic collisions, and an electrical fire in a structure. Notable incidents include:
- 2 mutual aid responses to Brinnon for CPR in progress.
- Aid response in Quilcene for major stroke symptoms. This patient was airlifted to Harborview.
- Mutual aid to Port Ludlow for multi vehicle traffic collision with multiple critical patients. A21 transported one green patient to St. Michaels.
- Response to Coyle for working fire and smoke in the home. Fire was electrical in nature and was stopped with minimal damage.
- Water usage report sent to PUD with approximately 1000 gallons used between incidents, training, and maintenance.

Apparatus Readiness:

- NTR.

Training and Competency:

- FF/EMT Svetich has completed his EVIP rodeo for E21 and has been cleared to operate. He will move on to drive time, pump operations, and inventory testing on T21.
- Instructed at the Brinnon Volunteer fire academy with FF/EMT Svetich. The training covered ladders and a refresher of basic hose operations. We have scheduled to instruct more days for this academy in the coming weeks and look forward to continuing to train new firefighters.
- Attended base station on the 7th. The topic was frostbite management, CARES referral, and run review.
- 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 for our new extrication tools is scheduled tentatively for April 29th.

Physical Resources and Quality of Life:

- All extrication tools have arrived and have been inventoried. The leadership staff will be meeting within the next week to brainstorm ideas on how to store the tools on E21. Pending in-service training minimums are met by career personnel, the tools will be placed in service within the next month.

Staffing (next 60 days):

- NTR.

Other:

- Met with CVAR to discuss EAP and assess needs for training and emergency preparedness. Provided feedback on EAP, AED, and first aid supplies. C-Shift performed a pre-fire plan and familiarization of the facility and will continue to develop plans for an efficient response to the facility in the event of an emergency.

- Attended Quilcene-Brinnon Garden Club meeting at the Quilcene Community Center to showcase the CPR equipment their grant award helped to purchase. Lt. Kevin Winn and I presented the equipment and then provided a condensed CPR fundamentals class, discussed some first aid basics, defined medical and trauma emergencies, and answered any related questions. This presentation was very well received with very positive feedback.

