



## 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

## BOARD OF FIRE COMMISSIONERS SPECIAL MEETING

October 24, 2022, 9:00 a.m.

### Crew Quarters

#### ATTENDANCE:

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

Deputy Chief Svetich – In Person  
Captain McCrehin – In Person  
Lt. Winn – In Person  
Volunteer Torres – In Person

#### CALL TO ORDER:

Commissioner Frank called the special meeting to order at 9:00 a.m.

#### PUBLIC COMMENTS:

No comments received.

#### BUSINESS:

**1. Crew Quarters** – Commissioners and staff inspected the Crew Quarters. Commissioners discussed areas where repairs or remodeling were needed. Commissioners agreed that a remodel of the bathroom was a priority. Commissioners directed staff to provide detailed, written specifications to any contractor, identifying the exact work to be done and components to be installed. Commissioner Frank moved to authorize up to \$25,000 for bathroom remodeling, to include the following scope of work: replace bathtub and surround with a walk-in shower unit; replace vanity sink and counter-top; replace faucets; replace window; and replace exhaust fan. Commissioner Bacchus seconded. The motion carried. Commissioners understood that the wall behind the tub surround may have water damage that should also be addressed in the remodel.

Commissioners agreed that following completion of the bathroom remodel, priorities for additional work on the Crew Quarters were as follows:

- Kitchen remodel, to include replace flooring, countertops, sink; and add a dishwasher;
- Interior trim, to include baseboard and floor transitions;
- Exterior maintenance, to include pressure wash, paint, and gutters.

#### ADJOURNMENT:


The special meeting was adjourned at 9:50 a.m.

**APPROVED** this 21<sup>st</sup> day of November, 2022 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