

Jefferson County Fire Protection District No. 2



Commissioner Art Frank
Chairman of the Board

Commissioner Herbert Beck
Commissioner Melody Bacchus

P.O. Box 433, Quilcene, WA 98376 360-765-3333 fax: 360-765-0133

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 Commissioners of September 13, 2021 to order at 7:07 pm. Commissioner Art Frank, Commissioner Melody Bacchus, Commissioner Herbert Beck, Chief Tim McKern, Deputy Chief Donald Svetich, LT. Nick Singleton, Secretary Jean Morris, Executive Assistant David Neuenschwander were in attendance and Bob Rewitzer and Zak Torres were in attendance via zoom.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was said.

APPROVAL OF AGENDA: MOTION: Commissioner Art Frank moved to accept the agenda with the addition of 1. Selling items with the District Logo., 2. MOU under New Business. Secretary Morris stated she made a mistake on the agenda and item #5 should read October meeting in Coyle. Commissioner Art Frank said there would be an Executive session under 42.30.110 (1)(G). Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

APPROVAL OF MINUTES: MOTION: Commissioner Herbert Beck moved to accept and sign the Minutes of the August 9, 2021 Regular meeting. Commissioner Melody Bacchus seconded the motion. The motion carried with 3 yes votes.

APPROVAL OF VOUCHERS: Upon review of the vouchers prior to the meeting. **MOTION:** Commissioner Art Frank moved to accept the vouchers in the amount General Fire: \$39,782.19 and EMS in the amount of \$35,881.79 as presented. Commissioner Herbert Beck seconded the motion. The motion carried with 3 yes votes.

CORRESPONDENCE: Nothing to be filed with month.

DAVID NEUENSCHWANDER MONTHLY FINANCIAL REPORT AND BIAS: David gave his report. See attached.

CHIEF'S REPORTS:

Nick has finished up the Garden Club grant.

FIRE CHIEF

Tim McKern

• **Governance and Administration:**

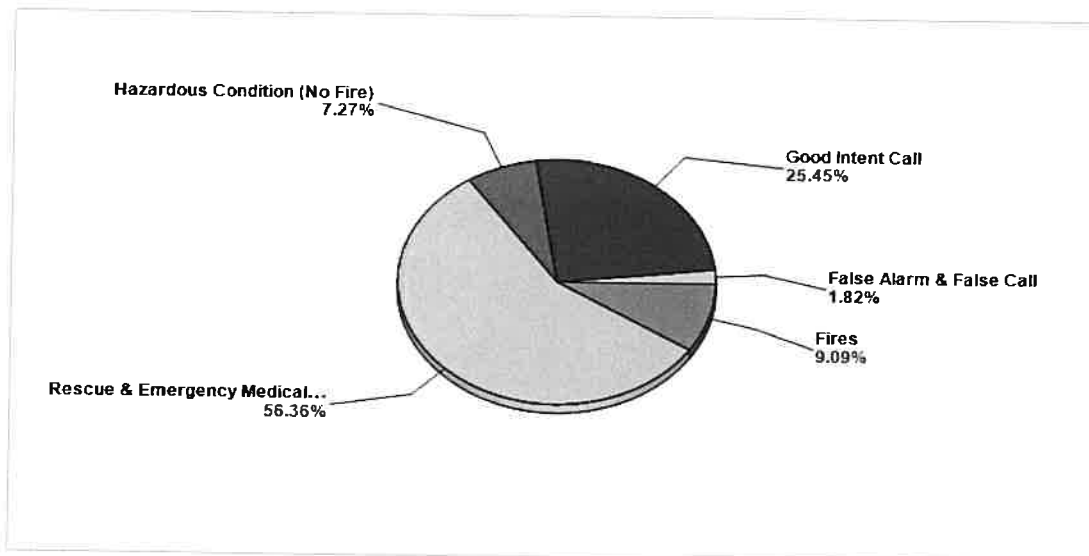
- New EMS Protocols complete we are rolling out new Meds and training on them
- COVID 19 is making come back where we recently had 79 cases in 2 weeks. Public Health shared A concern for this spike in positive cases even those vaccinated. DEM working on Booster Shots for fall
- Getting back to Facebook live and "Coffee with the Chief" several times this month.

- Station 22 Station insulation finish this month and onto 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):**
 - Working with POE and complete email transition
 - **Health and Safety**
 - Review of Policies and Safety programs – Safety Committee meets with Officers 1st Wednesday of each month.
 - **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 September 15, 2021
 - Working with Jeffcom on new CAD program that included response plans.
 - Working with JeffCom / MedeVac Providers to streamline the process.
 - **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*
 - ☐

The month of July was a busy month for EMS calls, 31 responses, make up 56 % of our calls this month. Most where BLS, several were upgraded to ALS. We responded to 5 fires and several service calls and good intentions. The several call types increased with folks moving around more. Again, this month, weekends tended to have more activity. Wildland fires slowed way down for August on the Peninsula, elsewhere it still very busy. Cooler moist weather, with people being careful about fire is the main reasons for the decrease. Our record dry streak end at 55 days, second most in recorded weather history for the Peninsula. We are still very dry. The temperature has been near 75 to 80 degrees almost every day from the beginning of June. The last time I looked, just 18 days under 70 degrees. We are also starting to see a major up-swing of Covid cases in the County and in the District. Crews are handling more case each week; protocols are being followed very closely.

Historical Call numbers for each year:

- Finished August 2021 with **56 Responses** vs **53** in 2020
- To date 2021 total to date of **375 Responses** vs **307** in 2020
- 1. **Apparatus Readiness:** Lt. McCrehin's report will cover:
- 2. **Vehicle Replacement Plan (2018-2045):** No input
- 3. **Training and Competency:** Target Solutions deployment and engagement with Training Consortium. Continue to struggle to get members on the program. Now that Covid restrictions are being lifted expect to plan more in person training events. Provided that we do not go back in restrictions.
- 5. **Emergency Medical Services: Our EMS Responses were 59% for 2021 total responses**
- 6. **Human Resources and Staffing:**
 - a. **Remains stable, meeting each incident needs.** When needed mutual aid has been used to cover or assist with calls at times. We will be monitoring.
- 4. **Admin / HR:** Will take time off as needed: Knee surgery has been cancelled.
- 5. **August 2021 Responses**



6. August 2021 Incidents by Zone: Break down by Zones and Major Types

INCIDENT TYPE	#
Zone: 21 - Quilcene	
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with	11
322 - Motor vehicle accident with injuries	5
480 - Attempted burning, illegal action, other	1
600 - Good intent call, other	2
611 - Dispatched & cancelled en route	2
622 - No incident found on arrival at dispatch	1
651 - Smoke scare, odor of smoke	3
733 - Smoke detector activation due to	1
Zone: 22 - Coyle	27
321 - EMS call, excluding vehicle accident with	7
412 - Gas leak (natural gas or LPG)	1
480 - Attempted burning, illegal action, other	1
622 - No incident found on arrival at dispatch	1
Zone: 23 - Dabob	10
141 - Forest, woods or wildland fire	1
321 - EMS call, excluding vehicle accident with	2
Zone: Brinnon - 16D04 Brinnon Fire	3
321 - EMS call, excluding vehicle accident with	2
324 - Motor vehicle accident with no injuries.	1
611 - Dispatched & cancelled en route	4
621 - Wrong location	1
Zone: Discovery Bay - 16D05 Discovery	8
100 - Fire, other	1
321 - EMS call, excluding vehicle accident with	1
322 - Motor vehicle accident with injuries	2
Zone: Port Ludlow - 16D03 Port Ludlow	4
440 - Electrical wiring/equipment problem, other	1
Zone: XX - Other Out Of District	
141 - Forest, woods or wildland fire	3
	4
	56

7. Other: Back to school driving bus. Any Questions?

End of August 2021, Report. DFC D. Svetich

A-SHIFT OFFICERS REPORT

LT. MARK MCCREHIN

Apparatus Readiness:

- B21 was temporarily out of service. The pump broke an oil line. The line has since been replaced and is fully operational. All other District 2 units are in service.
- Tender 21 has a recall from Cummins regarding the fuel rail. There is the potential for a leak somewhere along the fuel rail that feeds the engine. I have attempted to schedule an appointment with Cummins to determine the status of our apparatus, and whether the part needs to be replaced. **T21 is still in service.** Operators have been made aware of the potential problem and instructed on how to determine if there is an issue while in use and what to do.

- Chief has spoken with Quilcene School about accepting used oil from QFR. Now we will be doing oil changes on smaller engines and apparatus in house, saving the District money.
- The cooling cabinet (refrigerator) on the Ram aid unit is out of service. I have contacted Braun NW about the issue. I will have to remove the cabinet from the aid unit and send it in for service. This will allow us to keep the aid unit in service.

Training and Competency:

- Target Solutions has been slow however, responders are working through the first set of training that was delivered.

Physical Resources and Quality of Life:

- The Department riding lawn mower has been serviced. New blades have been installed along with a complete tune up.

Staffing (next 30 days):

B-Shift Officers Report

Lt. Kevin Winn

1. Significant Events and Service Delivery:

- On 07/25 we responded to a rollover MVA on HWY 101.

2. Training and Competency:

- Retook my fire inspector 1 test.

3. Physical Resources and Quality of Life:

- We were approved to order accessories for the new Pagers and radios from Silke Communications (Formally known as Action Communications) using the remainder of the AFG Grant.
- The Surface Go mount for E21 has been ordered but it sounds like one of the parts for it is still on back order. Silke will keep me updated on when they expect to receive the part.
- I am working with POE on getting our Emails and Website Domains switched over from Hostmonster and Outlook to Gmail. POE will be sending me a Quote soon.
- Our annual compressor service for our SCBA cascade system has been serviced by Annas Consultants.
- I have reached out to 2 companies that teach AHA CPR Instructor classes and they are willing to teach a class at station 21 for Career staff and any QFR volunteers who are interested. I will see what date works best with our personnel and schedule a class.

- I ordered a new training laptop to replace our old slow training laptop. It will be set up and ready for the next commissioner meeting.

4. **Staffing (next 60 days):**

- I have no Vacation Planned for the month of August.

C- Shift Officers Report

LT Nick Singleton

1. **Significant Events and Service Delivery:**

- C Shift responded to 11 incidents during the month of August.
- Water usage report sent to PUD with approximately 3000 gallons used.
- Deployed on T21 for a wildland fire assignment in Hoh rain forest just south of Forks. This was to support DNR resources and OCC hand crews working an 80-acre fire burning in grass, brush, slash, and new and old growth timber. During this assignment, our 1800-gallon tender shuttled nearly 100,000 gallons of water for DNR engines and DNR crews operating portable tanks and pumps. I hope to have the more opportunities to deploy on wildland fire assignments in the future.

2. **Apparatus Readiness:**

- NTR.

3. **Training and Competency:**

- Assisted in instruction on a second vehicle extrication training held at Station 41. This second training covered more advanced extrication techniques like stabilization, crib boxes, air bag lifting, and different techniques for roof and door removal.
- Have contacted local DNR supervisor Matt Cervenka and will be planning training with DNR for the 2022 fire season. This planning is still in the very early stages, and I will have updated information within the coming months.
- Completed the online component of the Wildland S-219 course- firing operations. All online wildland classes are complete, the next step is to have a skills day covering the material learned in those three online classes. Once complete, an engine boss position task book will be initiated.
- Making good progress on Blue card modules and on track to have all modules completed for the certification class.
- Volunteer Andrew Lewis is progressing well with his training and has completed his EVIP 3.0 classroom portion. The focus with Lewis has been on daily operations, aid unit drive time, driver operator responsibilities, aid unit inventory, equipment familiarization, and radio communications. Lewis will be starting the WSP local delivery IFSAC fire academy in Mason County on September 9th.
- EMT Damon Edwards is progressing with his in-house FF1 training and plans to train with Andrew Lewis and Tyson Svetich to practice FF1 skills when they are not at academy.

4. **Physical Resources and Quality of Life:**

- Started the annual maintenance of all small engines. Completed maintenance on all small engines on E21 and will be moving through each apparatus to inspect, clean, and change oil on the remaining units.
- The DNR phase 2 grant order is still on hold due to a back order of nearly all wildland radio equipment. DNR has been notified of this delay and has stated we can request an extension if the radio equipment is

not available by the deadline. I will be periodically check for equipment availability and anticipate being able to place the order later this year once the fire season slows down.

- Sent a pair of Bunker pants to NorthWest Safety Clean to have a hole repaired in the pant leg. The pants have since been returned and are back in service.
- A refund check will be sent to the department for approximately \$95 after NuShoe was unable to repair a set of my HAIX duty boots. The boots were sent back and I will continue to wear them until they are no longer serviceable.
- Ordered PPE for Tyson Svetich and Andrew Lewis for Fire academy. Boots, gloves, and hoods needed to be ordered for both Svetich and Lewis. In service bunker gear was located in-house for Lewis. Bunker gear needed to be ordered for Svetich and this task proved difficult with long lead times for bunker gear through all local vendors. With fire academy starting too soon for custom gear with lead times of 90-120 days, calls needed to be placed to local vendors for compliant gear that was the correct size for Svetich and already sitting on the shelf. Mark LeMay with MES was able to fulfill this request with gear that is a couple years old. MES provided a discounted price for the gear and stated they would ship the gear in time for Svetich to use at academy.
- Replaced broken rubber chip deflector on chainsaw on B21.
- QFR will be applying for a grant through the Brinnon booster club for smoke detectors we can use to supply to our customers. The deadline on the application is September 25th. Update to come in next months report.

5. Staffing (next 60 days):

- NTR.

6. Other:

- NTR.

UNFINISHED BUSINESS:

1. **St. 22:** Installation should be done this week. Going to put in gravel and a curtain drain.
2. **JEFF COMM UPDATE:** Budget coming up. About 2.6 million. User fees went up. CAD upgrade January.
3. **RURAL REDUCTION PROGRAM:** Going pilots October. Summit in October.
4. **STRATEGIC PLAN:** Commissioner Frank has a draft. Getting ready to pass out to other Commissioners.
5. **OCTOBER MEETING IN COYLE.** The Commissioners agreed not to have a meeting in Coyle for now.
6. **BLUE CARD UPDATE:** All done. ICS on how we handle calls when they arrive.

Quilcene Fire Rescue Commission Meeting September 13, 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

- Were sent separately from Board packets because County reports were not received until 3pm on Friday, 10 Sep
- When reviewing percentages on the *Budget Position Report*, recall the following:
 - August is the 8th month and represents 67% of the year on a straight line basis
 - Payroll expenditures include 8 months (67%).
 - All other expenditures include only 7 months (58% of the year) because January Claims were paid against year 2020.

BIAS Payroll

- September payroll generally processed without too much difficulty.
 - There was one problem with an incorrect entry on employee timesheet.
 - That has been reviewed with the employee.
- It will be some time before we can complete this process without notes. The process is complex.

BIAS Payables

- Getting better—processed payables pretty much without notes
- Although we missed a step that would have been caught in reconciliation

BIAS Budgeting

- BIAS provided (and I sat through) three one-hour webinars on budgeting
- I have provided Chief with a report which includes actuals for three full years and also year to date
- We will proceed as Chief directs
- Approved budget is due to the County by November 30

MUNIS Upload

- Still no coordination between BIAS and the County Treasurer for the MUNIS upload file
- I still having to rework the file prior to upload

Positive Pay for Payroll Account

- No progress in getting Positive Pay on our payroll account. Will continue to work on it.

IRS Communications

- No additional communication from the IRS.
- We trust everything is resolved. If not, we will be on the phone again.

Questions

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

NEW BUSINESS:

1. **SELLING DISTRICT LOGO:** Commissioner Herbert Beck suggested getting hats, shirts, etc. with the District's logo to sell. This was discussed and decided that this would be a good idea for the association.
2. **MOU: MOTION:** Commissioner Herbert Beck moved to accept the MOU-Covid Sick Leave and give authority for the Chief to sign it. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

SECRETARY REPORT: Nothing this month.

SEMINARS/CONFERENCES/SPECIAL EVENTS: None.

PUBLIC INPUT-GOOD OF THE ORDER: David Neuenschwander wanted to thank Lieutenant Nick Singleton for looking at his wife's ankle injury.


EXECUTIVE SESSION: Chair Commissioner Art Frank called for a executive session at 7:45 pm under 42.30.110 (1)(G) for 15 minutes at 7:45 pm. Chair Commissioner Art Frank called the Regular meeting back to order at 8:00 pm. Stated no action was taken.

ADJOURNMENT: Commissioner Art Frank called for adjournment at 8:00 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