



## Jefferson County Fire Protection District No. 2

Commissioner Art Frank  
Board Chair

Commissioner Herbert Beck  
Commissioner Melody Bacchus

P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

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### MINUTES

## BOARD OF FIRE COMMISSIONERS REGULAR MEETING

May 16, 2022, 7:00 p.m.

Station 21 and on Zoom

### ATTENDANCE:

Commissioner/Chair Art Frank – In Person  
Commissioner Melody Bacchus – In Person  
District Secretary Robert Rewitzer – In Person  
Chief Tim McKern – In Person  
Deputy Chief Don Svetich – In Person  
Executive Assistant David Neuenschwander – In Person  
Captain Mark McCrehin – Zoom  
Lt. Nicholas Singleton – In Person  
Volunteer Kimberly Kinser – In Person  
Volunteer Thane Grooms – In Person  
Volunteer Jim Pinks – In Person  
Tom Brotherton – Zoom

### PUBLIC COMMENTS:

No comments received.

### BUSINESS RELATED TO THE BOARD FOR VOLUNTEER FF/PENSION & RELIEF:

Chief McKern reported that Kris Heidt applied to be a volunteer responder. Heidt has experience as a wilderness responder with Jefferson County Search and Rescue and is working on EMT certification. Chief McKern and Deputy Chief Svetich recommended Heidt be added as a member. Commissioner Frank moved to add Heidt to the rolls. Commissioner Bacchus seconded. The motion carried.

### CALL TO ORDER:

Commissioner Frank called the regular meeting to order at 7:03 p.m.

### PLEDGE OF ALLEGIANCE:

Deputy Chief Svetich led the pledge followed by a moment of silence for Commissioner Herb Beck.

### APPROVAL OF AGENDA:

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

### APPROVAL OF MINUTES:

Commissioners reviewed the minutes of the April 18, 2022 Regular Meeting. Commissioner Frank moved to accept the minutes. Commissioner Bacchus seconded. The motion carried.

#### **APPROVAL OF VOUCHERS:**

Commissioners reviewed the vouchers. Commissioner Bacchus moved to approve the vouchers totaling \$54,770.87. Commissioner Frank seconded. The motion carried.

#### **MONTHLY REPORTS:**

- **Monthly Financial Report** – District Secretary Rewitzer reported that Fire Suppression and EMS Operations expenditures were holding at 32.3% with 33% of the year elapsed. Revenues reflected April property tax payments. \$100,000 from the Capital Fund was invested through the County Treasurer in a 2.5-year agency bond with a 3% yield.
- **Accounting System Report** – Executive Assistant Neuenschwander provided a BIAS system update.
- **Chief's and Officer's Reports** – Chief McKern provided a status update. Discussion involved status of the aid cars, the mobile CAD app known as CrewForce, the drug take-back event that occurred on April 30<sup>th</sup>, and Narcan distribution. Chief McKern reported that the Mutual Aid Agreement with the Navy Region Northwest will be renewed with no changes.
- **District Secretary's Report** – District Secretary Rewitzer provided information regarding Open Meeting and Public Records training requirements.

#### **CORRESPONDENCE:**

Submissions have been received from five individuals interested in the Fire Commissioner vacancy.

#### **UNFINISHED BUSINESS:**

1. **Station 22** – Members continue to explore paving options.
2. **Water Tank** – Tabled for a future meeting.

#### **NEW BUSINESS:**

1. **Board of Fire Commissioners Vacancy** – Discussion involved actions taken in response to Commissioner Herb Beck's death. Notices have been posted on the website and around the district announcing the Board's intent to fill the vacancy of Fire Commissioner position #3. A deadline of May 26, 2022 was set for letters of interest and resumes to be received from interested individuals. Submissions have been received from five individuals so far. Commissioners had an opportunity to review a summary of legal considerations involving a Board of Fire Commissioner vacancy. Commissioner Frank moved to call a special meeting for 7:00 pm, Monday,

May 6, 2022 for the purpose of filling the vacancy of Fire Commissioner position 3 by interviewing candidates; and evaluating candidate qualifications in executive session; and selecting a qualified candidate; and appointing a candidate as Fire Commissioner. Commissioner Bacchus seconded. The motion carried. The District Secretary was asked to coordinate development of interview questions.

**SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:**

Chief McKern will be attending the 2022 Washington Fire Chiefs Annual Conference May 23-26, 2022 in Wenatchee.

**GOOD OF THE ORDER:**

Nothing added.

**ADJOURNMENT:**

The meeting was adjourned at 7:31 p.m.

**ATTACHMENTS:**


**General Certificate for Claims:** Payroll Check/Warrant Register dated 5/2/2022  
Claims Check/Warrant Register dated 5/16/2022

**Reports:** April 2022 Treasurer's Report  
Monthly Fire Chief's Report


**APPROVED** this 20 day of JUNE, 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, Chair of the Board

  
MELODY BACCHUS, Commissioner

ATTEST:

  
ROBERT REWITZER, District Secretary

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:11:50 Date: 05/02/2022

05/02/2022 To: 05/02/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
261	05/02/2022	Payroll	20	EFT	WA Employment Security Dept-PFMLA		Testing only
262	05/02/2022	Payroll	20	EFT	WA Employment Security Dept-PFMLA	323.43	Amt due for 2021 late/amended PFMLA reports
264	05/02/2022	Payroll	20	EFT	Lynn Cassella-Blackburn	1,058.20	2022.05 Payroll
267	05/02/2022	Payroll	20	EFT	Sophia Knutzen	207.79	2022.05 Payroll
269	05/02/2022	Payroll	20	EFT	Mark A McCrehin	3,791.52	2022.05 Payroll
270	05/02/2022	Payroll	20	EFT	Timothy M McKern	6,314.90	2022.05 Payroll
271	05/02/2022	Payroll	20	EFT	Robert J Rewitzer	1,800.00	2022.05 Payroll
272	05/02/2022	Payroll	20	EFT	Nicholas Singleton	3,689.02	2022.05 Payroll
274	05/02/2022	Payroll	20	EFT	Zachary D Torres	1,386.39	2022.05 Payroll
275	05/02/2022	Payroll	20	EFT	Kevin R Winn	4,149.45	2022.05 Payroll
276	05/02/2022	Payroll	20	EFT	HRA VEBA - YA20437	500.00	Pay Cycle(s) 05/02/2022 To 05/02/2022 - HRA VEBA
277	05/02/2022	Payroll	20	EFT	US Treasury	5,016.77	941 Deposit for Pay Cycle(s) 05/02/2022 - 05/02/2022
278	05/02/2022	Payroll	20	EFT	WA Dept of Retirement Systems	3,787.90	Pay Cycle(s) 05/02/2022 To 05/02/2022 - LEOFF2; Pay Cycle(s) 05/02/2022 To 05/02/2022 - PERS2
263	05/02/2022	Payroll	20	1194	Melody Bacchus	118.20	2022.05 Payroll
265	05/02/2022	Payroll	20	1195	Art Frank	118.20	2022.05 Payroll
266	05/02/2022	Payroll	20	1196	Thane Grooms	55.41	2022.05 Payroll
268	05/02/2022	Payroll	20	1197	Viviann Kuehl	277.05	2022.05 Payroll
273	05/02/2022	Payroll	20	1198	Donald Svetich	202.05	2022.05 Payroll
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
280	05/02/2022	Payroll	20	1200	Nationwide Retirement Solutions	780.51	Pay Cycle(s) 05/02/2022 To 05/02/2022 - 457 Plan; Pay Cycle(s) 05/02/2022 To 05/02/2022 - 457 Plan Roth
281	05/02/2022	Payroll	20	1201	Trusteed Plans Service Corporation	5,753.46	Pay Cycle(s) 05/02/2022 To 05/02/2022 - Medical; Pay Cycle(s) 05/02/2022 To 05/02/2022 - Dental
						24,446.55	
						15,070.45	
						39,517.00	Payroll: 39,517.00

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 13:11:50 Date: 05/02/2022

05/02/2022 To: 05/02/2022

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.\**

*Robt Reitzner*

Preparer

5-2-2022

Date

*SMU/K*

Auditing Officer

5-2-2022

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 Jul*

Chair (or Acting Chair) of the Board of Fire Commissioners

5/16/22

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: 13:03:21 Date: 05/16/2022

05/01/2022 To: 05/31/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
289	05/16/2022	Claims	10	620433	Active911, Inc.	140.30	CFS Alert Subscriptions
290	05/16/2022	Claims	10	620434	Boundtree Medical LLC	829.70	Medical Supplies; Medical Supplies; Medical Supplies; Medical Supplies; Medical Supplies
291	05/16/2022	Claims	10	620435	Canon Financial Services, Inc	54.44	Monthly Printer Lease
292	05/16/2022	Claims	10	620436	Central Welding Supply Co Inc	113.60	Oxygen
293	05/16/2022	Claims	10	620437	Cooper Fuel	2,848.68	Diesel Fuel - Tank Refill; Heating Oil - Admin Building; Heating Oil - Crew Quarters
294	05/16/2022	Claims	10	620438	Department of Natural Resources	259.33	Wildland Equipment from DNR Fire Cache
295	05/16/2022	Claims	10	620439	EMS Connect LLC	105.00	Monthly EMS Training
296	05/16/2022	Claims	10	620440	EMS Special Agency Fund	374.00	Monthly EMS Transports
297	05/16/2022	Claims	10	620441	ESO Solutions, Inc.	299.43	Monthly RMS Fees
298	05/16/2022	Claims	10	620442	Good Man Inc	101.43	Monthly Restroom
299	05/16/2022	Claims	10	620443	Henery Hardware	70.13	Supplies
301	05/16/2022	Claims	10	620444	Jamestown Networks	495.15	Monthly Charges
300	05/16/2022	Claims	10	620445	JC Fire District #2 Payroll	39,517.00	2022.05.02 Payroll Reimbursement
302	05/16/2022	Claims	10	620446	JeffCom 911 Communications	3,476.46	CFS Fee - 2nd Quarter
303	05/16/2022	Claims	10	620447	Jefferson Propane	811.80	Propane Refill; Propane Refill - Station 22; Propane Refill - Station 23
304	05/16/2022	Claims	10	620448	Timothy M McKern	100.00	Monthly Personal Device Stipend
305	05/16/2022	Claims	10	620449	Municipal Emergency SVCS	1,387.53	Volunteer T-Shirts
306	05/16/2022	Claims	10	620450	Murrey's Disposal Co Inc	51.88	Monthly Garbage
307	05/16/2022	Claims	10	620451	NVFC	21.00	Professional Membership - Annual Fee
308	05/16/2022	Claims	10	620452	Olympic Springs Inc	29.29	Monthly Water
310	05/16/2022	Claims	10	620453	Pacific Office Equipment	471.35	Monthly Service Charges
311	05/16/2022	Claims	10	620454	Paladin Background Screening	46.00	Background - Heidt
312	05/16/2022	Claims	10	620455	Peninsula Pest Control Inc	163.66	Monthly Pest Control; Monthly Pest Control - May
309	05/16/2022	Claims	10	620456	PUD	1,367.76	Monthly Service - Station 22; Monthly Service - Annex; Monthly Service - Station 21; Monthly Service - Admin Building; Monthly Service - Crew Quarters; Monthly Service - Station 23
313	05/16/2022	Claims	10	620457	Sea-Western Fire Apparatus Inc	413.05	Structural Boots - Knutzen
314	05/16/2022	Claims	10	620458	Systems Design West LLC	327.76	Monthly EMS Billing
315	05/16/2022	Claims	10	620459	US Bank	681.04	5799 - Monthly Adobe Acrobat; 7199 - Training Refreshments; 9508 - Personnel Recognition; 0070 - Uniform Name Tape; 0070 - Admin Bldg Fan Replacement; 3856 - Chainsaw Sharpening Tools; 3856 - Fuel Sta
316	05/16/2022	Claims	10	620460	Wave Broadband	214.10	Monthly Cable/Internet

001 GEN FND 662 600 71  
040 EMS FND 662 610 71

33,854.61  
20,916.26

54,770.87 Claims: 54,770.87

**CHECK REGISTER**

Jefferson County Fire Distr #2

Time: 13:03:21 Date: 05/16/2022

05/01/2022 To: 05/31/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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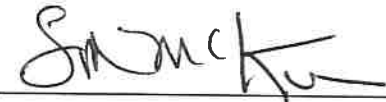
**CLAIMS:** *Required--General Certificate.\**



5-16-2022

Preparer

Date



5-16-2022

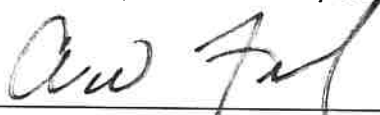
Auditing Officer

Date

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5-16-22

Chair (or Acting Chair) of the Board of Fire Commissioners

Date

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# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

Time: 10:13:57 Date: 05/10/2022  
Page: 1

04/01/2022 To: 04/30/2022

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 GEN FND 662 600 71	733,933.79	173,561.63	34,942.53	872,552.89	0.00	1,877.99	0.00	874,430.88
040 EMS FND 662 610 71	418,895.49	81,044.39	25,554.67	474,385.21	0.00	248.00	0.00	474,633.21
070 CAP FND 662 631 71	1,381,774.19	460.83	23.04	1,382,211.98	0.00	0.00	0.00	1,382,211.98
	<b>2,534,603.47</b>	<b>255,066.85</b>	<b>60,520.24</b>	<b>2,729,150.08</b>	<b>0.00</b>	<b>2,125.99</b>	<b>0.00</b>	<b>2,731,276.07</b>



# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

04/01/2022 To: 04/30/2022      Time: 10:13:57      Date: 05/10/2022  
 Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 GEN-JeffCo	673,433.79	199,109.48	535,490.38	337,052.89	0.00	0.00	337,052.89
20 Payroll-1st Security	60,000.00	48,866.90	48,866.90	60,000.00	0.00	2,125.99	62,125.99
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	418,895.49	81,044.39	25,554.67	474,385.21	0.00	0.00	474,385.21
70 CAP-JeffCo	1,381,774.19	475,460.83	23.04	1,857,211.98	0.00	0.00	1,857,211.98
<b>Total Cash:</b>	<b>2,534,603.47</b>	<b>804,481.60</b>	<b>609,934.99</b>	<b>2,729,150.08</b>	<b>0.00</b>	<b>2,125.99</b>	<b>2,731,276.07</b>
	<b>2,534,603.47</b>	<b>804,481.60</b>	<b>609,934.99</b>	<b>2,729,150.08</b>	<b>0.00</b>	<b>2,125.99</b>	<b>2,731,276.07</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Jefferson County Fire Distr #2

As Of: 04/30/2022 Date: 05/10/2022  
 Time: 10:13:57 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	687	12/06/2021	Payroll	20	1131	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 12/06/2021 To 12/06/2021 - Union Dues
2022	31	01/05/2022	Payroll	20	1151	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/05/2022 To 01/05/2022 - Union Dues
2022	65	02/04/2022	Payroll	20	1155	Art Frank	236.42	2022.02 Payroll
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	141	03/04/2022	Payroll	20	1170	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 03/04/2022 To 03/04/2022 - Union Dues
2022	187	04/04/2022	Payroll	20	1174	David Blohm	304.75	2022.04 Payroll
2022	191	04/04/2022	Payroll	20	1177	Kimberly J Fosson	221.64	2022.04 Payroll
2022	203	04/04/2022	Payroll	20	1185	Quinn M McMahan	277.05	2022.04 Payroll
2022	205	04/04/2022	Payroll	20	1186	James L Pinks	152.38	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
							2,125.99	

Fund	Claims	Payroll	Total
001 GEN FND 662 600 71	0.00	1,877.99	1,877.99
040 EMS FND 662 610 71	0.00	248.00	248.00
	0.00	2,125.99	2,125.99

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

Jefferson County Fire Distr #2

Time: 10:13:57 Date: 05/10/2022  
Page: 4

04/01/2022 To: 04/30/2022

REVIEWED AND APPROVED

Robt Revittin

Preparer

5-10-2022

Date

DMCKE

Auditing Officer

5-10-2022

Date



# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For April -2022

## 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 is slowing down. Now onto boosters x 2
  - JeffCom working on an ILA with us re: Crew Force ILA
  - Mutual Aid Agreement with Navy Region NW – Renewal (No Change)
  
- **Goals and Objectives:**
  - Station 22 Station pending ramp grade, Pavement, and Exterior Painting
  - Support 22 ready for surplus and rehab on Utility 21
  - PPE 9 (SECOND Set) through the LNI Fire Program. This also includes Plastic Totes for storage of gear.
  - 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 2022 and beyond. We are looking into the budget impact if any.
  - AFG 2021 applied for new battery extrication tools and Rams – No update yet
  
- **Financial Resources:**
  - BIAS – David has report
  - GEMT funds still rolling in and working with BIAS on the reports due to HCA
  - CMS (Medicare) Data Collection Project for 2022 July 1, 2022 – June 30 2023
  
- **Physical Resources and Quality of Life (QOL):**
  - New Printer at Sta 21
  
- **Health and Safety**
  - Review of Policies and Safety programs – Safety Committee meets with Officers 2nd Wednesday of each month.
  - FIRE Program update – VAP Survey complete and working on RTW, Risk Assessment, other safety topics. We have completed first and second quarter requirements and are presenting our successes today.
  
- **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 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 at Leadership updating with recent Stryker Gurney Overview
  - ☑ Review Fire Levy for potential Lid Lift TBD

**Significant Events and Service Delivery:**

For the month of April, call volumes appear to be settling into normal, (trend to above average) averages for this time of year. EMS / Rescue calls totaled 30 responses, making up 75 % of our calls this month. Most were BLS, several were upgraded to ALS. We responded to 2 fires, a RV fire on Center Road and structure fire also on Center Road. As footnote this is the second time QFR has assisted EJFR at this residence. We had 4 good intentions and cancelled and return to quarters. Covid cases continue, in Jefferson County, we have moved to a High rate in the last couple of weeks. We are still watching trends close as a new variant continues to cause problems around the country. We are still using current protocols for patient contacts. The Crews are still handling each EMS call as if, they are handling a positive case.

**Historical Call numbers for 2021 as compared to 2022:**

- Finished **April 2022** with 41 Responses vs **41** in **2021**
- To date 2022 total year to date of **154** Responses vs **145** in 2021
- **Emergency Medical Services: Our EMS Responses were 75% for 2022 total responses;** this is above average by about 5 to 7 % points. Appears to be a continued approximately 2.5% growth each month. (Update, COVID cases, again are on the increase and expect the increase in EMS call volume to continue to grow.)

**Operations:**

- **Training and Competency: Target Solutions using is ongoing.**
- **EMT Class:** Lewis and Svetich will be completing EMT class in May and will be taking the NREMT test soon.
- **Training:** We were able to complete the EMS helicopter land zone training. Training was well attended, and Department members look forward to more hands-on training. I will be working with Capt. McCrehin to set additional events.
- **Human Resources and Staffing:**  
No HR issues. We are still working on covering the second person on some shifts. We are still meeting each incident needs. When needed, mutual aid has been used to cover or assist with calls at times. Especially when we get hit with a second or third incident. As always, leadership continues to monitor this closely. Maybe time to look at increasing career staffing.
- **Admin / HR / PTO:** I have started responding to calls as needed, still taking it easy as I have some rehab issues.
- **Other: Any Questions?**

**End of April 2022 Report.**

**DFC D. Svetich**

**See attachments below:**

**Monthly Incident break down by response zones:  
April 2022 Incidents:**

INCIDENT TYPE	# INCIDENTS
<b>Quilcene</b>	
321 - EMS call, excluding vehicle accident with injury	21
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
351 - Extrication of victim(s) from building/structure	1
551 - Assist police or other governmental agency	1
<b>Coyle</b>	
321 - EMS call, excluding vehicle accident with injury	5
611 - Dispatched & cancelled en route	1
<b>Dabob</b>	
321 - EMS call, excluding vehicle accident with injury	1
<b>Brinnon Fire Department</b>	
321 - EMS call, excluding vehicle accident with injury	1
611 - Dispatched & cancelled en route	2
<b>Discovery Bay Fire Department</b>	
321 - EMS call, excluding vehicle accident with injury	2
611 - Dispatched & cancelled en route	1
<b>East Jefferson Fire &amp; Rescue</b>	
111 - Building fire	1
122 - Fire in motor home, camper, recreational vehicle	1
<b>Other Out Of District</b>	
321 - EMS call, excluding vehicle accident with injury	1
<b>Total for April</b>	<b>41</b>



Apparatus Readiness:

- The Ram aid unit refrigeration unit is repaired and will be returned to Station 21 by a Braun Rep soon. Once returned I will reinstall the unit into the aid unit for service.
- The GMC Aid unit has returned to the dealership for repairs to the navigation system. Crews have had ongoing issues with the main screen flashing on and off and sometimes activating the backup camera. GMC has made repairs and found some issues with other aftermarket systems either from Braun or Silke. Once the unit returns, Silke will be on site to repair radios.

Training and Competency:

- Target Solutions has 24 overdue assignments.
- I have begun going through each members training file to update training records. I am approximately halfway through. I have completed all files on ERS. Next, I will go through the physical training files and update ERS as necessary.
- I have registered for an Incident Safety Officer course. This will in Shelton June 3/4.

Physical Resources and Quality of Life:

- Due to weather conditions, I have not yet been able to replace the kitchen window in the Crew Quarters.

Staffing (next 30 days):

- There are currently 6 days remaining open on the Duty Calendar for May. There is still a chance that they will be filled by volunteers. I have been making myself available as much as possible to assist with the days that there is not a second person on shift.

Notes:



Fleet Tracking #	Apparatus	Make/Model	Year Manf.	Dept . Function	VIN	Monthly Mileage
B7209C	C201	Ford Expedition Max	2020	Chief Command Rig	1FMJK1GTXLE A22336	25315.1
B3139C	C202	Chevy Silverado 2500	2005	DC Command Rig	1GCHK29U45S E25196	106990
82171C	E21	Freightliner	2005	Fire Engine@ Station 21	1FVACYDJ35HV 01149	39094
55851C	E22	Ford F800	1996	Fire Engine @ Station 22	1FDYF80E9VVA 02430	27138.7
71820C	T21	Freightliner MR2	2018	Tender @ Station 21	3ALACYFEXJDJ Z8029	5325.6
B6128C	A21	GMC 4500	2016	Aid Unit @ Station21	1GD32WCG1G F152830	46414
C6410C	A21	RAM 5500	2018	Aid Unit @ Station21	3C7WRTBL6JG 346370	37148.3
B4486C	B21	Ford F550	2008	Brush Engine @ Station 21	1FDAX57R98E A86274	75102.5
36251C	B22	Ford F350	1995	Brush Engine @ Station 22	2FDKF38G7SCA 04130	29615
91128C	U21	Chevy Silverado 2500	2005	Utility/Support Rig @ Station 21	1GCHK29U15E 279239	195047
A2604C	U22	Ford Expedition	2008	Utility/Support Rig @ Station 22	1FMFU166568 LA61351	120,372.50
40842C	S21	Ford E350	1996	O.O.S. Support Rig	1FDJE30F3THA 78351	33919

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

- N/A

**1. Training and Competency:**

- Working on setting up CPR / First Aid Instructor with ASHI.
- Helicopter Training at Ranger Station on 04/23/2022 10-2 Airlift and Life flight was successful.
- EMS Training with EMS Council May 7<sup>th</sup> Saturday has been rescheduled to June 4<sup>th</sup>.
- Have 2 in EMT Class doing well with completion on May 21

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

- The department RMS System ERS is going through conversion to ESO over next few months and longer. I have created and transferred all to data to our local server and cloud.
- Our CAD server from Jeffcom is OOS and we are waiting for the install of Crew Force App that works with new Enterprise System
- Conversation to Enterprise went well still working on Response Plan updates as we find them
- Stryker has given us a Quote for upgrading our aging gurneys and stair chairs with newer equipment and the gurney autoloading equipment. Stryker will give as a trade in value on our current equipment and are offering a 5 year 0% interest promo with annual payments each year.
- The new printed from POE has been installed in Station 21 and is working great.

**3. Staffing (next 30 days):**

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



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

- C Shift responded to 12 incidents during the month of March. Notable incidents include:
  - Two separate CPRs.
- Water usage report sent to PUD with approximately 500 gallons used for training.

**2. Apparatus Readiness:**

- Inventory list for B21 is complete with the help of FF Tyson Svetich. A copy of B21's inventory list will be kept on the server for QFR documentation and updated any time there is a change. Inventory lists for each compartment will also be posted on the inside of the door for each compartment.
- Have been talking with the owner of Pacific Northwest Hydro about rescheduling our hose and ladder testing for later in the year. For some reason, their system scheduled us for July 31<sup>st</sup>, even though we requested September.

**3. Training and Competency:**

- Wildland Red-Card paperwork submitted to DNR for all personnel. 2022 RCs have been received from DNR and issued to each member. Lt Winn's RC did not reflect his EMT certification, his will be updated DNR and re-issued to him when it is received. One individual is still working on his refresher training and when complete, his paperwork will be submitted to DNR.
- Have an email out to the county training officers to gather information on a wildland field day, usually held the first week of June. We have one volunteer currently working on his initial online wildland training and hope to get him in to the field day this year to get him RC certified.
- Have not been able to schedule EMS training with PLFR medic Richard Spellman due to not having a stipend volunteer on shift with me. Will reschedule when staffing permits.
- Continuing with Blue card CEs.

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

- QFR has received the check from L&I for the bunker gear grant. We expect the gear to arrive later in the year and I will have an update when it arrives.
- No word from DNR on the award of the 1168 operations grant. We hope to hear from them within the next few weeks.
- The annual maintenance on QFRs small engines is progressing slower than expected due to recent increase in call volume for C-Shift. All of the small engines on E21 have been serviced. The Honda generator has an idle surge that was not fixed with a carburetor cleaning. I will keep an eye on it and purchase a replacement carburetor if the surge worsens. The Honda push mower received a tune-up, blade sharpen, and a rear new wheel after sitting for a couple years. It is now running and cutting great and will be very helpful for keeping the lawns trimmed in

front of the Station and the Admin building. The annual service for the Station 22 small engines will be complete within the next few weeks, as time allows.

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

- NTR.

**6. Other:**

- NTR.

