



Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Board Chair
P.O. Box 433, Quilcene, WA 98376

Commissioner Herbert Beck
Commissioner Melody Bacchus
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

March 21, 2022, 7:00 p.m.

Station 21 and on Zoom

ATTENDANCE:

Commissioner/Chair Art Frank – In Person
Commissioner Melody Bacchus – In Person
Commissioner Herb Beck – Absent, Unexcused
District Secretary Robert Rewitzer – In Person
Chief Tim McKern – In Person
Deputy Chief Don Svetich – By Zoom
Executive Assistant David Neuenschwander – In Person
Lieutenant Mark McCrehin – By Zoom
Volunteer Thane Grooms – By Zoom

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

Nothing at present; Chief McKern reported that Kimberly Fosson's status has changed and will be addressed at the next regular meeting.

CALL TO ORDER:

Commissioner Frank called the regular meeting to order at 7:03 p.m., after an unsuccessful attempt was made to contact Commissioner Beck.

PLEDGE OF ALLEGIANCE:

Chief McKern led the pledge. A moment of silence was observed for Pierce County Sheriff's Deputy Dominique Calata who was killed in the line of duty.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with Unfinished Business Item 5 Water Tank tabled for a future meeting. Commissioner Bacchus seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioner Bacchus moved to accept the minutes of the February 21, 2022 Regular Meeting. The Commissioners discussed and affirmed a correction to the minutes that Commissioner Beck's attendance at that meeting should be recorded as "Absent – Excused". Commissioner Frank seconded the motion. The motion carried. Correction made.

APPROVAL OF VOUCHERS:

Commissioner Frank moved to accept the vouchers in the amount of \$73,447.09 (General Fire \$37,314.29 and EMS \$36,132.80). Commissioner Bacchus seconded. The motion carried.

MONTHLY REPORTS:

- **Monthly Financial Report** – District Secretary Rewitzer reported that with 16.6% of the year elapsed, Fire Suppression and EMS Operations expenditures are holding at 15.9%. If current prices hold, costs for fuel, heating oil, and propane are forecast to be \$12,000 over 2022 budget. Chief McKern reported that staff will be looking at adjusting response reimbursement rates.
- **Accounting System Report** – Executive Assistant Neuenschwander provided a BIAS system update and reported that a recent IRS notification indicates zero balance due.
- **Chief's and Officer's Reports** – Chief McKern provided a status update. Discussion involved apparatus needing repairs, the new County ordinance on fireworks, and burn permits.
- **District Secretary's Report** – District Secretary Rewitzer reported that federal SAM registration was completed, and staff is moving ahead with the OneCard program.

CORRESPONDENCE:

Nothing sent or received.

UNFINISHED BUSINESS:

1. **Station 22** – Chief McKern provided a status update. A painter is currently being sought. A mechanic is being sought for B22.
2. **JEFFCOM911 Update** – Chief McKern (new JeffCom board chair replacing Commissioner Frank in that role) provided a status update. The new computer aided dispatch (CAD) system is set to go live March 22, 2022.
3. **Rural Reduction Program** – Chief McKern provided a status update. There are many resources being deployed in Jefferson County; the bottle neck is available beds.
4. **Strategic Plan** – The plan was discussed – it is understood to be an evolving document to help guide activities. Commissioner Frank moved to accept the strategic plan with the stipulation that the plan be reviewed by the Board in October or November. Commissioner Bacchus seconded. The motion carried. Staff was directed to highlight strategic plan related items in future meeting agendas.
5. **Water Tank** – Tabled for a future meeting.
6. **Rewitzer Contract Amendment** – The budget impact of the amendment was reviewed by the Board. Discussion involved the change in administrative office staffing. Commissioner Frank moved to accept the contract amendment. Commissioner Bacchus seconded. The motion carried.

7. Investment Policy – The policy was reviewed by the Board. Discussion involved investment strategies. Commissioner Frank moved to accept policy 218 Cash Management and Investment with the stipulation that the item remain on the agenda so the Board can receive status updates. Commissioner Bacchus seconded. The motion carried.

NEW BUSINESS:

1. Job Descriptions – The job descriptions were reviewed by the Board. Commissioner Frank moved to accept procedures 1000 Career Firefighter/EMT Job Description, 1001 Career Lieutenant Job Description, and 1002 Career Captain Job Description. Commissioner Bacchus seconded. The motion carried. Staff was directed to develop a process for promotions.

2. Station 21 Copier/Printer – Discussion involved a proposal from Pacific Office Equipment regarding the Station 21 copier/printer. Replacement and lease of new equipment will cost an additional \$10 per month. No Board action required for staff to move forward.



3. McKern Contract – Action on this item was suspended pending performance and contract review in consecutive Executive Sessions. On return from Executive Session, Commissioner Frank moved to accept the contract with Timothy McKern. Commissioner Bacchus seconded. The motion carried.



EXECUTIVE SESSION:

In accordance with Section 42.30.140(1)(g) RCW the Board called an Executive Session to review the performance of Chief McKern at 8:17 p.m. to last five minutes. The Executive Session ended at 8:23 p.m. with no action taken.

In accordance with Section 42.30.140(1)(g) RCW the Board called an Executive Session to review a contract with Chief McKern at 8:24 p.m. to last ten minutes. The Executive Session ended at 8:34 p.m. with no action taken.

SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:

Nothing.

PUBLIC INPUT – GOOD OF THE ORDER:

Commissioners were advised of an exemption to the annual personal financial affairs statement (PDC form F-1) required by the Public Disclosure Commission.

ADJOURNMENT:

The meeting was adjourned at 8:42 p.m.

ATTACHMENTS:

General Certificate for Claims:


Payroll Check/Warrant Register dated 3/1/2022
Claims Check/Warrant Register dated 3/21/2022

Reports:

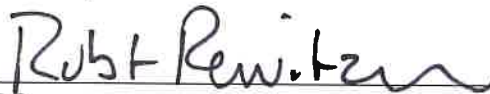
February 2022 Treasurer's Report
Monthly Fire Chief's Report


APPROVED this 18 day of APRIL, 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

ATTEST:


ROBERT REWITZER, District Secretary

HERBERT BECK, Commissioner

MELODY BACCHUS, Commissioner

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 16:20:10 Date: 03/01/2022

03/04/2022 To: 03/04/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
126	03/04/2022	Payroll	20	EFT	Lynn Cassella-Blackburn	1,681.56	2022.03 Payroll
129	03/04/2022	Payroll	20	EFT	Sophia Knutzen	277.05	2022.03 Payroll
132	03/04/2022	Payroll	20	EFT	Mark A McCrehin	4,395.66	2022.03 Payroll
133	03/04/2022	Payroll	20	EFT	Timothy M McKern	5,963.90	2022.03 Payroll
134	03/04/2022	Payroll	20	EFT	Robert J Rewitzer	2,600.01	2022.03 Payroll
135	03/04/2022	Payroll	20	EFT	Nicholas Singleton	3,990.02	2022.03 Payroll
137	03/04/2022	Payroll	20	EFT	Zachary D Torres	1,085.08	2022.03 Payroll
138	03/04/2022	Payroll	20	EFT	Kevin R Winn	3,335.98	2022.03 Payroll
139	03/04/2022	Payroll	20	EFT	US Treasury	4,163.55	941 Deposit for Pay Cycle(s) 03/04/2022 - 03/04/2022
140	03/04/2022	Payroll	20	EFT	WA Dept of Retirement Systems	3,736.17	Pay Cycle(s) 03/04/2022 To 03/04/2022 - LEOFF2-EFT; Pay Cycle(s) 03/04/2022 To 03/04/2022 - PERS2-EFT
125	03/04/2022	Payroll	20	1164	Melody Bacchus	118.20	2022.03 Payroll
127	03/04/2022	Payroll	20	1165	Art Frank	118.20	2022.03 Payroll
128	03/04/2022	Payroll	20	1166	Hunter Hodges	152.38	2022.03 Payroll
130	03/04/2022	Payroll	20	1167	Viviann Kuehl	415.57	2022.03 Payroll
131	03/04/2022	Payroll	20	1168	Andrew J Lewis	69.26	2022.03 Payroll
136	03/04/2022	Payroll	20	1169	Donald Svetich	202.05	2022.03 Payroll
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
142	03/04/2022	Payroll	20	1171	Nationwide Retirement Solutions	810.33	Pay Cycle(s) 03/04/2022 To 03/04/2022 - 457 Plan; Pay Cycle(s) 03/04/2022 To 03/04/2022 - 457 Plan Roth
143	03/04/2022	Payroll	20	1172	Trusteed Plans Service Corporation	5,753.46	Pay Cycle(s) 03/04/2022 To 03/04/2022 - Medical; Pay Cycle(s) 03/04/2022 To 03/04/2022 - Dental
						20,129.35	
						18,925.83	
						39,055.18	Payroll:
							39,055.18

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 16:20:10 Date: 03/01/2022

03/04/2022 To: 03/04/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CHECK/WARRANT REGISTER

PURPOSE: See Note below and check one.

PAYROLL CHECK/WARRANT REGISTER: *No General Certificate is required.*

BARS Codes for a Payroll Checking Account reimbursement Claim:

General Fund: 589.99.00.000.1 Payroll Clearing--GEN

EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

CLAIMS CHECK/WARRANT REGISTER: *General Certificate IS required (see below).*

Robt Reintzer 3-1-2022
 Preparer Date

J. M. C. Ke 3/1/2022
 Auditing Officer Date

GENERAL CERTIFICATE FOR CLAIMS

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 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 Feb 3/21/22
 Chair (or Acting Chair) of the Board of Fire Commissioners Date

Note: District Procedure 805 *Issuance of Warrants by the District* requires or allows the following approvals by the Commission:

Accounts Payable Claims are approved by the Commission in advance of payment.

Payroll Claims are approved by the Commission in arrears when appearing on a Claims Register.

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 01:47:20 Date: 03/21/2022

03/01/2022 To: 03/31/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
151	03/21/2022	Claims	10	620373	AT&T Mobility	464.56	Monthly Cell Phone Charges
152	03/21/2022	Claims	10	620374	Boundtree Medical LLC	1,293.21	Medical Supplies; Medical Supplies; Medical Supplies
153	03/21/2022	Claims	10	620375	Cooper Fuel	4,133.77	Diesel Fuel - Tank Refill; Heating Oil Tank Refill - Headquarters; Heating Oil Tank Refill - Crew Quarters
154	03/21/2022	Claims	10	620376	EMS Connect LLC	105.00	Monthly EMS Training Service
155	03/21/2022	Claims	10	620377	EMS Special Agency Fund	156.00	Monthly Ambulance Transports
156	03/21/2022	Claims	10	620378	ESO Solutions, Inc.	299.43	Monthly RMS Fees
157	03/21/2022	Claims	10	620379	Good Man Inc	196.00	Monthly Restroom - Station 22; Monthly Restroom - Station 22
158	03/21/2022	Claims	10	620380	Henery Hardware	27.01	Motor oil
159	03/21/2022	Claims	10	620381	IMS Alliance	50.62	Passport name tags; Passport tags
163	03/21/2022	Claims	10	620382	Jamestown Networks	495.15	Monthly Internet & Phone Service
160	03/21/2022	Claims	10	620383	JC Auditor	2,238.77	2021 Election Costs
161	03/21/2022	Claims	10	620384	JC Dept of Public Works	399.36	Monthly Gasoline Used
162	03/21/2022	Claims	10	620385	JC Fire District #2 Payroll	39,055.17	2022.03.02 Payroll Reimbursement; DRS Rounding Error on 2022.02.04 Payroll
164	03/21/2022	Claims	10	620386	JeffCom 911 Communications	3,476.46	CFS Fee - 1st Quarter
165	03/21/2022	Claims	10	620387	Timothy M McKern	100.00	Monthly Cell Phone Stipend
166	03/21/2022	Claims	10	620388	Murrey's Disposal Co Inc	51.88	Monthly Dumpster Service - Station 21
167	03/21/2022	Claims	10	620389	Olympic Springs Inc	26.02	Monthly Water Service
169	03/21/2022	Claims	10	620390	Pacific Office Equipment	563.02	Monthly Printer Charges; Monthly Printer Charges; Monthly Computer Support; Monthly GMAIL Charges
170	03/21/2022	Claims	10	620391	Paladin Background Screening	46.00	Background Check - Tyson Svetich
171	03/21/2022	Claims	10	620392	Peninsula Pest Control Inc	81.83	Monthly Pest Control
172	03/21/2022	Claims	10	620393	Port Ludlow Fire & Rescue	7,500.00	ALS Service - 1st Quarter
168	03/21/2022	Claims	10	620394	PUD	1,531.65	Monthly Utility Service - Station 21; Monthly Utility Service - Annex; Monthly Utility Service - Station 22; Monthly Utility Service - Station 23; Monthly Utility Service - Crew Quarters; Monthly Util
173	03/21/2022	Claims	10	620395	Sea-Western Fire Apparatus Inc	594.70	Bunker gear flashlights; Wildland Boots - Singleton
174	03/21/2022	Claims	10	620396	Systems Design West LLC	516.96	Monthly EMS Billing
176	03/21/2022	Claims	10	620397	United Healthcare Insurance	140.07	Refund for Medicare claim paid in error
175	03/21/2022	Claims	10	620398	US Bank Credit Card	2,968.67	Nylon Rescue Webbing; Liquid Hand Soap; Toilet Bowl Cleaner; Propane Tank Refill - Station 22; Propane Tank Refill - Station 23; Copier Paper and 1" Folders; Two hole punch; Dust mop; Propane Tank Lea
177	03/21/2022	Claims	10	620399	VFIS	5,942.00	Portfolio Insurance 3 of 4; Commercial Auto Insurance 3 of 4
178	03/21/2022	Claims	10	620400	Washington Fire Chiefs	500.00	WFC Annual Conference
179	03/21/2022	Claims	10	620401	Washington Fire Commissioners Assn	145.00	Comm/Secretary Webinar - Rewitzer

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 01:47:20 Date: 03/21/2022

03/01/2022 To: 03/31/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
180	03/21/2022	Claims	10	620402	Washington State Fire Fighters Assn	100.00	Annual Dues
181	03/21/2022	Claims	10	620403	Wave Broadband	214.10	Monthly Cable/Internet
182	03/21/2022	Claims	10	620404	Westbay Auto Parts	34.68	DEF, Oil, and Battery Core Credit
						37,314.29	
						36,132.80	
						<hr/>	
						73,447.09	Claims: 73,447.09

CHECK/WARRANT REGISTER

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BARS Codes for a Payroll Checking Account reimbursement Claim:

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EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

CLAIMS CHECK/WARRANT REGISTER: *General Certificate IS required (see below).*



Preparer

3-21-2022

Date



Auditing Officer

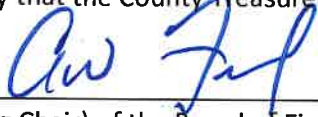
3-21-2022

Date

GENERAL CERTIFICATE FOR CLAIMS

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I further certify that the County Treasurer is authorized to pay these warrants.



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

3-21-22

Date

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TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 01:57:10 Date: 03/17/2022
Page: 1

02/01/2022 To: 02/28/2022

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 GEN FND 662 600 71	722,935.10	39,604.62	33,705.77	728,833.95	0.00	731.70	0.00	729,565.65
040 EMS FND 662 610 71	427,745.15	21,258.48	26,081.98	422,921.65	0.00	218.95	0.00	423,140.60
070 CAP FND 662 631 71	1,381,414.27	114.54	5.73	1,381,523.08	0.00	0.00	0.00	1,381,523.08
	2,532,094.52	60,977.64	59,793.48	2,533,278.68	0.00	950.65	0.00	2,534,229.33

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 01:57:10 Date: 03/17/2022
Page: 2

02/01/2022 To: 02/28/2022

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 GEN-JeffCo	666,092.65	65,684.87	63,443.58	668,333.94	0.00	0.00	668,333.94
20 Payroll-1st Security	60,000.00	39,946.17	39,946.16	60,000.01	0.00	950.65	60,950.66
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	424,087.60	24,916.03	26,081.98	422,921.65	0.00	0.00	422,921.65
70 CAP-JeffCo	1,381,414.27	114.54	5.73	1,381,523.08	0.00	0.00	1,381,523.08
Total Cash:	2,532,094.52	130,661.61	129,477.45	2,533,278.68	0.00	950.65	2,534,229.33
	2,532,094.52	130,661.61	129,477.45	2,533,278.68	0.00	950.65	2,534,229.33

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

As Of: 02/28/2022 Date: 03/17/2022
 Time: 01:57:10 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	685	12/06/2021	Payroll	20	EFT	WA Employment Security Dept-PFMLA	153.98	Pay Cycle(s) 11/01/2021 To 12/31/2021 - PFMLA
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
							950.65	

Fund	Claims	Payroll	Total
001 GEN FND 662 600 71	0.00	731.70	731.70
040 EMS FND 662 610 71	0.00	218.95	218.95
	0.00	950.65	950.65

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 01:57:10 Date: 03/17/2022
Page: 4

02/01/2022 To: 02/28/2022

REVIEWED AND APPROVED



Preparer

3-17-2022

Date



Auditing Officer

3-17-2022

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For February 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
 -
- **Goals and Objectives:**
 - Station 22 Station pending ramp grade, Gravel, and Exterior Painting
 - Support 22 ready for surplus and rehab on Utility 21
 - PPE 9 (SECOND Set) through the LNI Fiire 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
- **Physical Resources and Quality of Life (QOL):**
 - POE and need for new printer at Station. We can purchase at 2000 or lease for a \$1 at the end .
- **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 working on RTW, Risk Assessment, other safety topics. We have completed first 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. Along with Live training in April
- **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 updated and sent to the Board and Leadership.
 - ☒ Review Fire Levy for potential Lid Lift 2022
 - ☒ Safer for three more career staff 2022/2023

Significant Events and Service Delivery:

This will be a short report this month as I am focused on rehabbing after knee surgery. The month of February continued the trend started last month; we are busy! Call volume is up about 16%. The month's totals are near or above normal for this time of year. EMS calls totaled 26 responses, making up 65 % of our calls this month. Most where BLS, several were upgraded to ALS. We responded to 4 vehicle fires. We had 5 good intentions and cancelled and return to quarters. Covid cases continue, does appear that we have reached a steep decline this month. Current protocols are being followed very closely. The Crews are still handling each EMS call as if, they are handling a positive case.

Historical Call numbers for 2021 as compared to 2020:

- Finished February 2022 with **37** Responses vs **37** in 2021
- To date 2022 total year to date of **86** Responses vs **79** in 2021
- **Emergency Medical Services: Our EMS Responses were 67% for 2022 total responses;** this is above average by about 2.5% point. Will need a couple of months to see if it stays consistent with 2021 year or continues a 2.5% growth each month.

Operations:

- **Apparatus Readiness:** No units out of service.
- **Training and Competency: Target Solutions using is ongoing.**
- **EMT Class:** Three members attending EMT class.
- **Human Resources and Staffing:**
No HR issues. We are still working on covering the second person on some shifts in January. 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:** On going rehab for knee surgery, good well!
- **Other: Any Questions?**

End of February 2022 Report.

DFC D. Svetich

See attachments below:

Monthly Incident break down by response zones:

February 2022 Incidents:

INCIDENT TYPE	# INCIDENTS
Zone: 21 - Quilcene	
122 - Fire in motor home, camper, recreational vehicle	1
131 - Passenger vehicle fire	1
321 - EMS call, excluding vehicle accident with injury	19
322 - Motor vehicle accident with injuries	4
551 - Assist police or other governmental agency	1
Zone: 22 - Coyle	
131 - Passenger vehicle fire	1
651 - Smoke scare, odor of smoke	1
800 - Severe weather or natural disaster, other	1
Zone: 23 - Dabob	
322 - Motor vehicle accident with injuries	1
Zone: Brinnon	
611 - Dispatched & cancelled en route	1
Zone: Discovery Bay	
322 - Motor vehicle accident with injuries	1
Zone: Port Ludlow	
131 - Passenger vehicle fire	1
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled en route	3
Total For February, 2022	37



Apparatus Readiness:

- C202 is scheduled for repairs at Circle and Square Automotive. There is a small leak from an axle seal. The tech at Circle and Square has reported back that there is a leak from the Drivers side axle seal and that the axle and axle assembly on the Passenger side needs replaced.
- The Ram aid unit is once again having issues with the refrigerator. Not too long ago, it needed to be removed and sent to Braun to have the compressor replaced. The refrigerator has since been replaced and in service. Recently however, the unit has stopped working. Chief McKern has finally been able to contact Braun and there will be a Rep at Station 21 on Thursday, March 10 to pick the refrigerator for repairs.
- B22 is OOS. There is an issue with the brakes once again. Previously B22 was at Mountain Mechanic for the same issue. The brake pedal is extremely spongy as if the brake booster is not working.
- I am reaching out to Jefferson County as well as Jefferson Transit to see if their mechanics would be able to assist with our Apparatus maintenance as it is getting harder and harder to find a mechanic that is able to work on our apparatus.

Training and Competency:

- Target Solutions has 28 overdue assignments.
- Blue Card continuing education credits are complete.
- Knox Box updating is complete. There are a few addresses that will have to be revisited this summer due homeowners who are only here during summer months.
- I have registered for an Incident Safety Officer course. This will in Shelton June 3/4.

Physical Resources and Quality of Life:

- We have received 2 new Lazy Boy recliners for the Crew Quarters. There are a few technical difficulties that Chief, and I are working through for warranty work.
- The kitchen window in the Crew Quarters needs replacement. I have purchased a new window thru Home Depot.

Staffing (next 30 days):

- There are a currently 8 days remaining open on the Duty Calendar for March. 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.

- There are a few volunteers that are close to completing their Fundamental check off sheets. This will make them eligible for being the second on shift. This will help to close those remaining open shifts.

Fleet Tracking #	Apparatus	Make/Model	Year Manf.	Dept . Function	VIN	Monthly Mileage	Hours
B7209C	C201	Ford Expedition Max	2020	Chief Command Rig	1FMJK1GTXLEA22336	23561	761
B3139C	C202	Chevy Silverado 2500	2005	DC Command Rig	1GCHK29U45SE25196	106491	N/A
82171C	E21	Freightliner	2005	Fire Engine@ Station 21	1FVACYDJ35HV01149	39044.7	1956.1
55851C	E22	Ford F800	1996	Fire Engine @ Station 22	1FDYF80E9VVA02430	27053	N/A
71820C	T21	Freightliner MR2	2018	Tender @ Station 21	3ALACYFEXJDJZ8029	5254.9	282.8
B6128C	A21	GMC 4500	2016	Aid Unit @ Station21	1GD32WCG1GF152830	46276	1816
C6410C	A21	RAM 5500	2018	Aid Unit @ Station21	3C7WRTBL6JG346370	34803.9	1370
B4486C	B21	Ford F550	2008	Brush Engine @ Station 21	1FDAX57R98EA86274	75102.5	N/A
36251C	B22	Ford F350	1995	Brush Engine @ Station 22	2FDKF38G7SCA04130	29570	N/A
91128C	U21	Chevy Silverado 2500	2005	Utility/Support Rig @ Station 21	1GCHK29U15E279239	194631	N/A
A2604C	U22	Ford Expedition	2008	Utility/Support Rig @ Station 22	1FMFU166568LA61351	120320.3	N/A
40842C	S21	Ford E350	1996	O.O.S. Support Rig	1FDJE30F3THA78351	33919	N/A

1. Significant Events and Service Delivery:

- On 02/14 we responded to a Log Truck Rollover MVA.

2. Training and Competency:

- N/A

3. Physical Resources and Quality of Life:

- The departments server is working great, and we are continuing to update and add information to it.
- The Pager I sent in for repair was replaced under warranty.
- I am talking with ASHI to set up an CPR and First Aid instructor class for 4 of our members.
- We had a battery issue with one of our portable suction units. We got a replacement battery, and it is now back in service.
- I have set Chief Svetich and Bob up with Splashtop so they have the ability to access their work computers from home.

4. Staffing (next 30 days):

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



1. Significant Events and Service Delivery:

- C Shift responded to 11 incidents during the month of February.
 - Fully involved motor home with exposure to a structure and two other campers. This fire was extinguished quickly with no damage to exposures and no injuries.
 - An abandoned vehicle fire. This fire was mostly out on arrival with no exposures and no injuries.
- Water usage report sent to PUD with approximately 1000 gallons used between incidents and training.

2. Apparatus Readiness:

- Currently working on master inventory lists and assessing inventory needs for both, B21 and T21. Inventory lists are required if either one of these apparatus are deployed on wildland assignment but will also help with training members on familiarization.
- Also working on a wildland mobilization documentation folder for B21 and T21. This folder will hold all the required documents, forms, and checklists to help streamline the mobilization process.
- Have been in contact with the owner of a new hose and ladder testing company, Pacific Northwest Hydro. The quote received from PNH was significantly cheaper than the company we have been using for the last few years. QFR will use PNH for 2022 annual testing as a trial run to determine which company we will use in the following years.

3. Training and Competency:

- 2022 Wildland RT-130 refresher scheduled for March 27th and will be taught by FF Jerry Rule from Brinnon Fire Department.
- Continue to work with Volunteers on fundamentals checkoffs.
- Started Firefighter 1 curriculum with EMT Sophia Knutzen.
- MCO Training with BFD covering water supply and pump fundamentals.
- Expected to start EMT-IV tech class sometime in March-April.

4. Physical Resources and Quality of Life:

- QFR has applied for a \$10,000 grant from the L&I FIIRE program for 6 sets of bunker gear. These sets of bunker gear will be assigned as second sets for shift personnel to use after a fire and will help mitigate post fire exposure to carcinogens. Will update as more information is available.
- One of our SEEK Thermal Imager cameras received water damage while in use at on a fire incident. The unit was sent for repair, has been fixed, and is back in service on the apparatus.
- Ordered a set of adjustable dumbbells for the gym in the crew quarters. A row machine was also ordered but arrived defective and will be returned and exchanged for another unit.

5. Staffing (next 60 days):

- NTR.

6. Other:

- NTR.

