



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 of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on September 16, 2024

ATTENDANCE:

Commissioner/Chair Frank

Capt. McCrehin

Commissioner Bacchus

Temp FF/EMT Matheson

Commissioner Kelbon (remote)

Deputy Chief D. Svetich, Ret.

Secretary Rewitzer

Volunteer Grooms

Chief McKern

Volunteer Neuenschwander

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

FF/EMT Matheson led the pledge.

PUBLIC COMMENTS:

Michelle Matheson of Halfway House restaurant in Brinnon thanked District personnel for providing food for firefighters at the 2620 Road fire and presented a Seahawks jersey to Chief McKern.

APPROVAL OF AGENDA:

Chief McKern reported an update to the interlocal agreement (ILA) with North Kitsap Fire Rescue for apparatus repair had just been received. Commissioner Frank moved to accept the agenda with the addition of **New Business Item 2: Update to ILA with North Kitsap Fire Rescue**. Commissioner Kelbon seconded. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA:

Items listed below were distributed to the Board in advance for review and enactment in one motion. Commissioner Kelbon moved to approve the Consent Agenda. Commissioner Bacchus seconded. The motion carried unanimously.

1. **Approval of August 19, 2024 Meeting Minutes**
2. **Approval of September 16, 2024 Vouchers in the Amount of \$139,276.46**

REPORTS:

Commissioners were provided with the Monthly Fire Chiefs Report, Treasurer's Report, Budget Position Report, and District Secretary's Report. In addition:

- Chief McKern and Sec'y Rewitzer reported on the recent computer replacement.
- Chief McKern reported the District has advanced to second phase consideration for a CARES program grant from Olympic Community of Health; no word on SAFER or AFG.
- Staff responded to questions regarding WSRB ratings and surplus building status.
- Commissioners reviewed financial reports as well as the reimbursement request packet submitted to DNR for Chief McKern's deployment to the 2620 Road fire in Brinnon.
- Commissioner Kelbon reported on concerns raised at the September 12, 2024 meeting of the Jefferson County Fire Commissioners and Administrative Professionals Association

meeting about financial issues facing the Jefferson County EMS Council. Commissioners discussed how the EMS Council is funded and what that funding pays for.

CORRESPONDENCE

Commissioners were provided with the following items of correspondence received since the last meeting:

- Letter from Brinnon Fire Chief Manly
- Thank you note from Western Washington Incident Management Team
- Letter from Mark and Krystal McCrehin
- Thank you note from Carol Weber

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – Don Svetich reported the lawsuit involving the Last Crocker Sorts timber sale has been settled and DNR estimates the District should receive at least \$225,000 once it is rebid. Discussion involved whether Clallam County’s Timber Revenue Advisory Committee could be replicated in Jefferson County.
2. **Policy Update: 322 Child Abuse Reporting** – Commissioners were provided with a revised update that included the option to notify law or DCYF per RCW 26.44.030 and 040. Commissioner Frank commented that staff should receive training on the policy. Commissioner Frank moved to approve the update to policy 325 Child Abuse Reporting. Commissioner Kelbon seconded. The motion carried unanimously.

NEW BUSINESS:

1. **Policy Update: 803 Patient Medical Record Security and Privacy** – Commissioners were provided with a draft update from Lexipol that addressed statutory changes, best practices, and grammar issues in the policy. Commissioner Frank moved to approve the update to policy 803 Patient Medical Record Security and Privacy. Commissioner Bacchus seconded. The motion carried unanimously.
2. **Update to ILA with North Kitsap Fire Rescue** – Commissioners were provided with a draft ILA from North Kitsap Fire Rescue for apparatus repair services. Commissioners reviewed the ILA and noted inconsistent dates. Tabled to next meeting pending date corrections.

GOOD OF THE ORDER:

Volunteer Grooms reported on the upfitting of the new Coyle brush truck. The skid unit has been mounted and installation of side boxes is in progress.

EXECUTIVE SESSION:

A 20-minute Executive Session was called at 7:53 p.m. per RCW 42.30.140(4)(b) to review proposals made in negotiations and plan or adopt the strategy or position to be taken during collective bargaining proceedings. The session was extended an additional 20 minutes at 8:13 p.m. The session was extended an additional 20 minutes at 8:33 p.m. The session was extended an additional 10 minutes at 8:53 p.m. The meeting was called back to order at 9:03 p.m.

ADJOURNMENT:

The meeting was adjourned at 9:04 p.m.

ATTACHMENTS:

General Certificate for Claims: 9/1/2024 Payroll Check Register
9/16/2024 Claims Check Register

Reports: August 2024 Monthly Fire Chief’s Report
August 2024 Treasurer’s Report

APPROVED this _____ day of _____, 20____ 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

ATTEST:

MELODY BACCHUS, Commissioner

ROBERT REWITZER, District Secretary

MARCIA KELBON, Commissioner

DRAFT