



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 REGULAR MEETING

September 18, 2023, 7:00 p.m.

Station 21 and Zoom

ATTENDANCE:

Commissioner/Chair Frank – In Person	Volunteer D. Svetich – In Person
Commissioner Bacchus – In Person	Volunteer Grooms – In Person
Commissioner Kelbon – In Person	Volunteer Kinser – In Person
Secretary Rewitzer – In Person	Volunteer Levine – In Person
Chief McKern – In Person	Chloe Austin – In Person
Exec. Assistant Neuenschwander – In Person	Brady Palmer – Zoom
Captain M. McCrehin – In Person	Chris McLane – In Person
Lieutenant Winn – In Person	Blythe Hirst, Cascade Fire & Safety - Zoom
Lieutenant Singleton – Zoom	

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Lt. Winn led the pledge.

PUBLIC COMMENTS:

None received.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda and move **New Business 3. Volunteer Firefighters Relief & Pension Board Business** to the next item to be addressed.

Commissioner Bacchus seconded. The motion carried.

NEW BUSINESS:

3. Volunteer Firefighters Relief & Pension Board Business – Retired Volunteer Steve Monroe applied to the Board for Volunteer Firefighters and Reserve Officers for a retirement pension. Acting as the local board, commissioners reviewed the certification documents. Mr. Monroe served as a District volunteer from 1998 to 2013 (16 years). Commissioner Frank moved to certify Mr. Monroe's eligibility. Commissioner Kelbon seconded. The motion carried. Commissioner Frank and Secretary Rewitzer signed the Certificate of Eligibility form.

Commissioners reviewed the applications of Chloe Austin and Brady Palmer to become volunteer members. Both are wildland firefighters with the National Forest Service. Ms. Austin and Mr. Palmer both introduced themselves to the Board. Volunteer Levine

introduced himself to the Board and spoke on their behalf. Commissioner Frank moved to accept Ms. Austin and Mr. Palmer as volunteers and add them to the rolls. Commissioner Bacchus seconded. The motion carried. Commissioner Frank requested an updated list of members be distributed.

APPROVAL OF MINUTES:

Commissioners reviewed draft minutes of the August 21, 2023 Regular Meeting. Commissioner Frank moved to accept the minutes. Commissioner Kelbon seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Vouchers totaled \$97,249.29. Commissioner Frank moved to approve the vouchers. Commissioner Bacchus seconded. The motion carried. Commissioner Frank signed the Payroll and Claims check registers.

MONTHLY REPORTS:

- **Chief's and Officer's Reports** – Commissioners were provided with the Monthly Fire Chiefs Report. Chief McKern reported on Quilcene Days, ESO Go Live, and a recent cardiac arrest save using the Lucas device. Commissioner Frank requested that a summary of Lucas device uses be maintained for future reference by the Board.
- **Monthly Financial Report** – Commissioners were provided with a Treasurer's Report and a 2023 Budget Position report. Secretary Rewitzer reported August revenues included \$244,608 from timber sales. Operating expenditures are 51.3% of budget with 66.7% of the year elapsed.
- **District Secretary's Report** – Secretary Rewitzer reported status of current activities. The auto and property insurance renewal included a 10% increase; a broker is assisting to explore options. A preliminary budget will be presented at the October meeting.
- **Commissioner's Report** – No report.

CORRESPONDENCE:

An email was received from Elizabeth Bindschadler thanking District members for assisting the Quilcene Oyster Races on 9/17/2023.

A donation of \$1,000 was received from the Coyle Women's Club for support of the QFR CARES Program. Commissioner Frank moved to accept the donation. Commissioner Kelbon seconded. The motion carried. Secretary Rewitzer will send a thank you to the Club.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – Chief McKern reported interior painting of the Crew Quarters is nearly complete. The utility sink has been moved to Station 21.
2. **Station 22 Facilities** – Volunteer Grooms reported new signage and lighting has been installed. Public reaction to all the updates has been very favorable. The Laurel B.

Johnson Community Center will host an open house for Station 22 on September 30, 2023. This will be a recruitment and retention event and information will be provided on how emergency services are delivered on the Toandos peninsula.

- 3. DNR Trust Lands** – Commissioner Kelbon reported that the Jefferson County Board of County Commissioners (BOCC) addressed state forest land issues at their September 18, 2023 meeting. Commissioner Kelbon provided comments during the meeting on the need for additional analysis and closing funding gaps.
- 4. Contracting for ALS Services** – Chief McKern reported on current ALS transport trends and will meet with Chief Black to address protocols for transferring patients. Non-substantive changes were made to the Emergency Services ILA to clarify billing and the effective date. Commissioner Frank signed the clean draft. The District 1 Board will review the ILA at their September 20, 2023 meeting.
- 5. Staff Deployments for State Mobilizations**– Commissioners reviewed year-to-date information on mobilizations and expenses. Commissioner Frank requested status reports going forward.

NEW BUSINESS:

- 1. New Policy 507: Community Assistance, Referral, and Education Services (CARES) Program** – Secretary Rewitzer presented a new policy to provide guidance regarding the QFR CARES Program. Volunteer Kinser reported on current activities of the program. Commissioner Frank asked that a section on mandatory reporting be included. Secretary Rewitzer will present a revised policy at the October meeting. Commissioner Frank asked that a GPS tracking system be installed on the CARES program vehicle for member safety.
- 2. New Engine** – Chief McKern and Capt. McCrehin presented information about a Fouts FB94 Custom Pumper that is currently available from Cascade Fire Safety. Blythe Hirst from Cascade provided information regarding the engine. Commissioners were concerned about the cost and wanted further analysis of apparatus needs. Chief McKern will present a plan at the November meeting.

SEMINARS/CONFERENCES/SPECIAL EVENTS:

Commissioners are registered for the October 25, 2023 annual Laws Update Seminar from Snure Seminars via Zoom.

GOOD OF THE ORDER:

Volunteer D. Svetich commended Commissioner Kelbon for her comments to the Jefferson County BOCC.

ADJOURNMENT:

The meeting was adjourned at 8:34 p.m.

ATTACHMENTS:

General Certificate for Claims:

9/5/2023 Payroll Check Register.

9/18/2023 Claims Check Register.

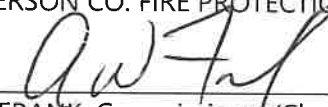
Reports:


August 2023 Treasurer's Report

August 2023 Monthly Fire Chief's Report

APPROVED this 16 day of OCTOBER, 2023 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

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:14:52 Date: 08/31/2023

09/05/2023 To: 09/05/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
507	09/05/2023	Payroll	20	EFT	Kimberly Kinser	107.79	2023.08 Payroll
509	09/05/2023	Payroll	20	EFT	Mark A McCrehin	4,773.76	2023.08 Payroll
510	09/05/2023	Payroll	20	EFT	Timothy M McKern	16,243.65	2023.08 Payroll
511	09/05/2023	Payroll	20	EFT	Robert J Rewitzer	2,500.00	2023.08 Payroll
512	09/05/2023	Payroll	20	EFT	Nicholas Singleton	5,394.64	2023.08 Payroll
513	09/05/2023	Payroll	20	EFT	Tyson J Svetich	4,880.52	2023.08 Payroll
514	09/05/2023	Payroll	20	EFT	Zachary D Torres	3,792.12	2023.08 Payroll
515	09/05/2023	Payroll	20	EFT	Kevin R Winn	5,276.88	2023.08 Payroll
516	09/05/2023	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 09/05/2023 To 09/05/2023 - HRA VEBA
517	09/05/2023	Payroll	20	EFT	US Treasury	10,150.93	941 Deposit for Pay Cycle(s) 09/05/2023 - 09/05/2023
518	09/05/2023	Payroll	20	EFT	WA Dept of Retirement Systems	8,256.34	Pay Cycle(s) 09/05/2023 To 09/05/2023 - LEOFF2; Pay Cycle(s) 09/05/2023 To 09/05/2023 - PERS2
505	09/05/2023	Payroll	20	1369	Melody Bacchus	117.46	2023.08 Payroll
506	09/05/2023	Payroll	20	1370	Art Frank	117.46	2023.08 Payroll
508	09/05/2023	Payroll	20	1371	Andrew J Lewis	277.05	2023.08 Payroll
519	09/05/2023	Payroll	20	1372	IAFF Local 2032	255.00	Pay Cycle(s) 09/05/2023 To 09/05/2023 - Union Dues
520	09/05/2023	Payroll	20	1373	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 09/05/2023 To 09/05/2023 - 457 Plan; Pay Cycle(s) 09/05/2023 To 09/05/2023 - 457 Plan Roth
521	09/05/2023	Payroll	20	1374	Trusteed Plans Service Corporation	7,754.13	Pay Cycle(s) 09/05/2023 To 09/05/2023 - Medical; Pay Cycle(s) 09/05/2023 To 09/05/2023 - Dental

001 General Fund 662 600 71
040 EMS Fund 662 610 71

37,527.48
34,787.75

72,315.23 Payroll: 72,315.23

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:14:52 Date: 08/31/2023

09/05/2023 To: 09/05/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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 Rewitz 8-31-2023
 Preparer Date

J M McIK 8-31-2023
 Auditing Officer 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.

A. J. J. 9-18-2023
 Chair (or Acting Chair) of the Board of Fire Commissioners 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: 11:27:22 Date: 09/18/2023

09/01/2023 To: 09/30/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
525	09/18/2023	Claims	10	620941	AT&T Mobility	507.32	Monthly Cellular
526	09/18/2023	Claims	10	620942	Board for Volunteer Firefighters	90.00	Enrollment for Levine
527	09/18/2023	Claims	10	620943	Boundtree Medical LLC	1,427.93	Monthly Medical Supplies; Monthly Medical Supplies
528	09/18/2023	Claims	10	620944	Canon Financial Services, Inc	54.44	Monthly Printer Lease
555	09/18/2023	Claims	10	620945	Cascade Fire Equipment		Misprinted check - reissued on 620971
556	09/18/2023	Claims	10	620946	Central Welding Supply Co Inc		Misprinted check - reissued on 620972
557	09/18/2023	Claims	10	620947	EMS Connect LLC		Misprinted check - reissued on 620973
558	09/18/2023	Claims	10	620948	EMS Special Agency Fund		Misprinted check - reissued on 620974
559	09/18/2023	Claims	10	620949	ESO Solutions, Inc.		Misprinted check - reissued on 620975
560	09/18/2023	Claims	10	620950	GSB		Misprinted check - reissued on 620976
561	09/18/2023	Claims	10	620951	Good Man Inc		Misprinted check - reissued on 620977
562	09/18/2023	Claims	10	620952	Thane Grooms		Misprinted check - reissued on 620978
563	09/18/2023	Claims	10	620953	Henery Hardware		Misprinted check - reissued on 620979
564	09/18/2023	Claims	10	620954	JC Dept of Community Development		Misprinted check - reissued on 620980
565	09/18/2023	Claims	10	620955	JC Dept of Public Works		Misprinted check - reissued on 620981
566	09/18/2023	Claims	10	620956	JC Fire District #2 Payroll		Misprinted check - reissued on 620982
567	09/18/2023	Claims	10	620957	Jamestown Networks		Misprinted check - reissued on 620983
568	09/18/2023	Claims	10	620958	Les Schwab Tire Center		Misprinted check - reissued on 620984
569	09/18/2023	Claims	10	620959	Timothy M McKern		Misprinted check - reissued on 620985
570	09/18/2023	Claims	10	620960	Murrey's Disposal Co Inc		Misprinted check - reissued on 620986
571	09/18/2023	Claims	10	620961	Pacific Office Equipment		Misprinted check - reissued on 620987
572	09/18/2023	Claims	10	620962	Paladin Background Screening		Misprinted check - reissued on 620988
573	09/18/2023	Claims	10	620963	Snure Seminars		Misprinted check - reissued on 620989
574	09/18/2023	Claims	10	620964	Streamline		Misprinted check - reissued on 620990
575	09/18/2023	Claims	10	620965	Systems Design West LLC		Misprinted check - reissued on 620991
576	09/18/2023	Claims	10	620966	The Station Signs & Screen Painting, Inc		Misprinted check - reissued on 620992
577	09/18/2023	Claims	10	620967	US Bank		Misprinted check - reissued on 620993
578	09/18/2023	Claims	10	620968	VFIS		Misprinted check - reissued on 620994
579	09/18/2023	Claims	10	620969	Wave Broadband		Misprinted check - reissued on 620995
580	09/18/2023	Claims	10	620970	Westbay Auto Parts Inc		Misprinted check - reissued on 620996

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:27:22 Date: 09/18/2023

09/01/2023 To: 09/30/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
529	09/18/2023	Claims	10	620971	Cascade Fire Equipment	3,283.91	Turnout Gear for T.Svetich
530	09/18/2023	Claims	10	620972	Central Welding Supply Co Inc	197.76	Medical oxygen supply
531	09/18/2023	Claims	10	620973	EMS Connect LLC	96.50	Monthly EMS Training
532	09/18/2023	Claims	10	620974	EMS Special Agency Fund	238.00	Monthly Ambulance Transport Fee
533	09/18/2023	Claims	10	620975	ESO Solutions, Inc.	299.43	Monthly RMS
534	09/18/2023	Claims	10	620976	GSB	3,220.00	Annual AD&D Policy Renewal
535	09/18/2023	Claims	10	620977	Good Man Inc	223.14	Monthly Restroom (2 months)
536	09/18/2023	Claims	10	620978	Thane Grooms	391.92	Hardware for Station 22 signs, lights, flagpole; Lights for Station 22
537	09/18/2023	Claims	10	620979	Henery Hardware	57.53	Hose end; Plumbing Parts for Utility Sink
538	09/18/2023	Claims	10	620980	JC Dept of Community Development	58.00	Replacement 911 Address Sign - Admin; Replacement 911 Address Sign - Station 22
539	09/18/2023	Claims	10	620981	JC Dept of Public Works	656.87	Monthly Fuel
540	09/18/2023	Claims	10	620982	JC Fire District #2 Payroll	72,315.23	2023.09.05 Payroll Reimbursement
541	09/18/2023	Claims	10	620983	Jamestown Networks	458.41	Monthly Internet/Telephone
542	09/18/2023	Claims	10	620984	Les Schwab Tire Center	793.98	Tires for Aid Unit (Dodge)
543	09/18/2023	Claims	10	620985	Timothy M McKern	100.00	Monthly Personal Device Stipend
544	09/18/2023	Claims	10	620986	Murrey's Disposal Co Inc	51.88	Monthly Garbage Service
545	09/18/2023	Claims	10	620987	Pacific Office Equipment	567.94	Monthly Computer Service
546	09/18/2023	Claims	10	620988	Paladin Background Screening	51.00	Background Screening (Levine)
547	09/18/2023	Claims	10	620989	Snure Seminars	250.00	2023 Update - Zoom Webinar
548	09/18/2023	Claims	10	620990	Streamline	150.00	Monthly Website
549	09/18/2023	Claims	10	620991	Systems Design West LLC	429.90	Monthly EMS Billing Service
550	09/18/2023	Claims	10	620992	The Station Signs & Screen Painting. Inc	1,229.52	Signage for Station 22; QFR CARES Program vehicle signs
551	09/18/2023	Claims	10	620993	US Bank	2,057.93	3299 - Uniform Nametape (Brotherton); 3299 - PM Parts for C202; 3299 - Reflect tape for C203; 3299 - Uniform Nametapes (Svetich); 3299 - Plumb parts, laundry soap, charger; 3299 - Headlight Replacemen
552	09/18/2023	Claims	10	620994	VFIS	7,688.00	Quarterly Commercial Auto Policy; Annual Accident & Sickness Policy; Quarterly Portfolio Insurance
553	09/18/2023	Claims	10	620995	Wave Broadband	214.10	Monthly Internet/Cable
554	09/18/2023	Claims	10	620996	Westbay Auto Parts Inc	88.65	Replacement Battery Charger; DEF for Aid Units
						51,524.26	
						45,725.03	
						97,249.29	Claims: 97,249.29

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 14:42:24 Date: 09/07/2023
Page: 1

08/01/2023 To: 08/31/2023

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	664,075.79	180,270.26	106,017.30	738,328.75	0.00	2,681.43	0.00	741,010.18
040 EMS Fund 662 610 71	723,728.13	109,200.78	35,861.73	797,067.18	0.00	140.40	0.00	797,207.58
070 Capital (Reserve) Fund 662 631 71	1,932,989.58	10,752.34		1,943,741.92	0.00	0.00	0.00	1,943,741.92
	3,320,793.50	300,223.38	141,879.03	3,479,137.85	0.00	2,821.83	0.00	3,481,959.68

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 14:42:24 Date: 09/07/2023
Page: 2

08/01/2023 To: 08/31/2023

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	318,575.79	209,724.62	141,879.03	386,421.38	0.00	0.00	386,421.38
20 Payroll-1st Security	75,000.00	61,743.83	61,743.83	75,000.00	0.00	2,821.83	77,821.83
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	343,728.13	109,200.78	29,454.36	423,474.55	0.00	0.00	423,474.55
70 Capital (Reserve)-JeffCo	2,582,989.58	10,752.34	0.00	2,593,741.92	0.00	0.00	2,593,741.92
Total Cash:	3,320,793.50	391,421.57	233,077.22	3,479,137.85	0.00	2,821.83	3,481,959.68
	3,320,793.50	391,421.57	233,077.22	3,479,137.85	0.00	2,821.83	3,481,959.68

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

08/01/2023 To: 08/31/2023

As Of: 08/31/2023 Date: 09/07/2023

Time: 14:42:24 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
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	203	04/04/2022	Payroll	20	1185	Quinn M McMahon	277.05	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
2022	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
2022	339	06/01/2022	Payroll	20	1209	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 06/01/2022 To 06/01/2022 - Union Dues
2022	418	07/01/2022	Payroll	20	1230	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 07/01/2022 To 07/01/2022 - Union Dues
2022	476	08/01/2022	Payroll	20	1240	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 08/01/2022 To 08/01/2022 - Union Dues
2022	583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll
2023	83	01/31/2023	Payroll	20	1308	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/31/2023 To 01/31/2023 - Union Dues
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
2023	333	06/05/2023	Payroll	20	1342	IAFF Local 2032	255.00	Pay Cycle(s) 06/05/2023 To 06/05/2023 - Union Dues
2023	381	07/05/2023	Payroll	20	1346	David Blohm	55.41	2023.06 Payroll
2023	382	07/05/2023	Payroll	20	1347	Ken Brotherton	96.97	2023.06 Payroll
2023	410	07/05/2023	Payroll	20	1358	IAFF Local 2032	255.00	Pay Cycle(s) 07/05/2023 To 07/05/2023 - Union Dues
2023	460	08/05/2023	Payroll	20	1364	IAFF Local 2032	255.00	Pay Cycle(s) 08/05/2023 To 08/05/2023 - Union Dues
2023	139	03/01/2023	Payroll	20	1367	Krystal McCrehin	118.52	2023.02 Payroll
2023	209	04/03/2023	Payroll	20	1368	Krystal McCrehin	104.67	2023.03 Payroll
							2,821.83	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	2,681.43	2,681.43
040 EMS Fund 662 610 71	0.00	140.40	140.40
	0.00	2,821.83	2,821.83

TREASURER'S REPORT
Signature Page

08/01/2023 To: 08/31/2023

REVIEWED AND APPROVED

Robert Revittzen
Preparer

9-7-2023
Date

Simon Kuo
Auditing Officer

9-11-2023
Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For August 2023

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:

- JeffCom Hiring Staff is the Key focus and Budget 2024 going forward and CBA approved
- CARES Volunteer Program – Kimberly is working with me on this .Local CARES is assisting with some of our neighbors. Draft Policy for approval today, and next steps. Coyle presentations Oct 14 6pm.
- Station 22 Open House and Recruitment Sept 30 1-3

Goals and Objectives:

- Station 22 Station Exterior Painting
- AFG Safer 2022 applied and should have news sometime in soon
- Crew Qtrs Kitchen and floors completed and the project is complete and painting being done.

Financial Resources:

- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- CMS (Medicare) Data Collection Project for 2022 July 1,2022 – June 30 2023
- EJFR ALS Contract review with Commissioner Kelbon , Chief and EJFR Committee Update at the meeting.

Physical Resources and Quality of Life (QOL):

- Lucas CPR Devise in place for the Summer Pilot project . 1 so far and requesting a few more months.
- Working with staff on potential new Engine

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets working on SIP and APP plan for adoption and forward to the FIIRE program
- FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 3rd quarter 2nd year requirements.

Essential Resources

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- Working on ending the contract with Target Solutions and moving forward new ENS and Fire Project.

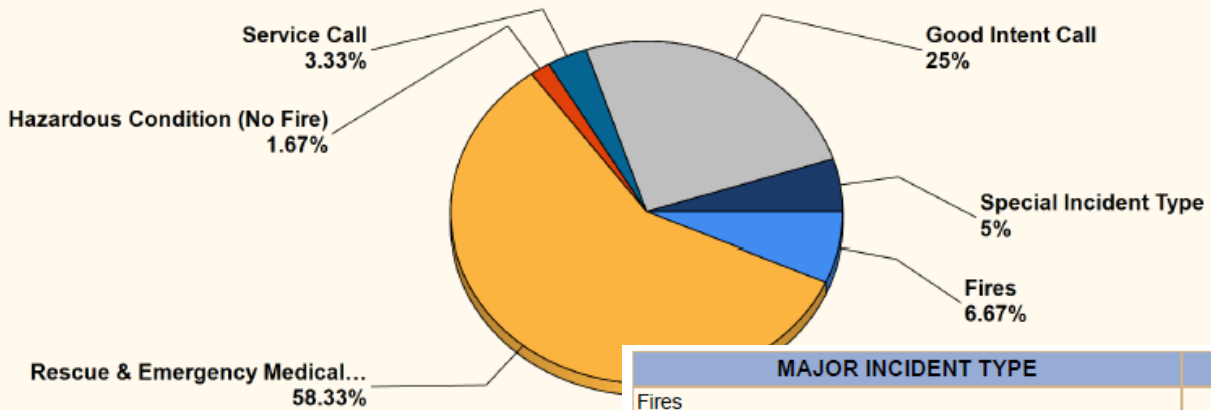
External Relationships

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- A number of special events over next three months with limited impact on the agency

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing – partnership with DCD
- Strategic Plan review at Leadership updating with recent Stryker Gurney Overview

August 2023 Incidents



MAJOR INCIDENT TYPE	# INCIDENTS
Fires	4
Rescue & Emergency Medical Service	35
Hazardous Condition (No Fire)	1
Service Call	2
Good Intent Call	15
Special Incident Type	3
TOTAL	60

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 21 - Quilcene		
138 - Off-road vehicle or heavy equipment fire	Reviewed	1
141 - Forest, woods or wildland fire	Reviewed	1
321 - EMS call, excluding vehicle accident with injury	Reviewed	24
322 - Motor vehicle accident with injuries	Reviewed	1
324 - Motor vehicle accident with no injuries.	Reviewed	1
411 - Gasoline or other flammable liquid spill	Reviewed	1
561 - Unauthorized burning	Reviewed	2
611 - Dispatched & cancelled en route	Reviewed	3
622 - No incident found on arrival at dispatch address	Reviewed	1
651 - Smoke scare, odor of smoke	Reviewed	1
911 - Citizen complaint	Reviewed	1
Zone: 22 - Coyle		
321 - EMS call, excluding vehicle accident with injury	Reviewed	2
900 - Special type of incident, other	Reviewed	1
911 - Citizen complaint	Reviewed	1
Zone: 23 - Dabob		
321 - EMS call, excluding vehicle accident with injury	Reviewed	2
324 - Motor vehicle accident with no injuries.	Reviewed	1
Zone: Brinnon - 16D04 Brinnon Fire Department		
111 - Building fire	Reviewed	1
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
322 - Motor vehicle accident with injuries	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	4
Zone: Discovery Bay - 16D05 Discovery Bay Fire Department		
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	6
Zone: East Jeff - 16D01 East Jefferson Fire & Rescue		
141 - Forest, woods or wildland fire	Reviewed	1
Zone: XX - Other Out Of District		
324 - Motor vehicle accident with no injuries.	Reviewed	1

Apparatus Readiness:

- E21 has returned from NKFR. The pump issue has been resolved. The engine has been pump tested and passed. Crews have also been testing the pump to ensure that is still engaged. We have had no issues.
- The Ram Aid unit had to go to Les Schwab for an alignment and unfortunately a tire replacement; this was due to the alignment issue.

Training and Competency:

- Target Solutions still has 10 overdue assignments.
- Members have begun to train on the new ESO software.
- EVIP trainers have completed an EVIP Train the Trainer refresher course. There were a few Trainers that were unable to attend the class. I am working towards QFR hosting a Train the Trainer class. This would allow those members that were unable to attend the previous class an opportunity to refresh their certification. This would also allow us to certify a few new members.

Physical Resources and Quality of Life:

- The utility sink that was removed from the Crew Quarters has been relocated to the apparatus bay. This is a larger sink than what was previously there.
- A new Quilcene Fire Rescue sign has been purchased for both Station 21 and Station 22. Thank you to Thane Grooms for getting this done. The new sign at Station 21 will be mounted in the upper black area, just to the right of the Bob Wilson Station 21 sign.

QFR Events:

- September 16th is Quilcene Day. QFR will be participating in the parade as well as having E21 as a static display as well as the Safety Trailer from Brinnon Fire.
- On September 17th QFR will be assisting with the Quilcene Oyster Races. We will have both of our Aid units staffed. One will be located at Worthington Park. The other will be placed along the course. We will also have a roaming vehicle staffed with an EMT to ensure there are no injured runners along the course in between stations.

Report Date		9/14/2023													
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age In Yrs	In Svc Dt*	In Svc Miles**	In Svc Hrs***	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles****	Avg Ann Hrs****				
11 - Engine	E22	96.Ford.55851C.2430	1996	27	1/1/1999	Unknown	Unknown	27,689	N/A	999	N/A				
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	41,349	2,076	2,210	111				
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	30,060	N/A	1,074	N/A				
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	75,786	N/A	4,823	N/A				
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	6,005	343	1,201	60				
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	N/A	196,329	N/A	10,492	N/A				
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	N/A	121,027	N/A	8,068	N/A				
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	N/A	49,702	1,993	8,284	259				
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	N/A	55,075	1,150	13,769	202				
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	N/A	111,073	N/A	5,936	N/A				
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	N/A	36,936	N/A	12,312	N/A				

Significant Events and Service Delivery:

- On 08/14 we responded to a MVA on Snow Creek Rd.
- On 09/06 we responded to a motorcycle MVA on Hwy 101.
- On 09/06 we responded to a MVA on Big Quilcene River Rd.

Training and Competency:

- Completed ESO End User training.

Physical Resources and Quality of Life:

- We are still doing our 60-day field testing of the Stryker Mechanical CPR Lucas Device. We are looking at extending our trial period. The Lucas Device is in service on A21 and will be deployed on CPR calls.
- ESO is almost ready for our go live date on September 18th. I just have a couple little things to finish up before Sept 18th. We have completed our End User training and on Sept 18th we will start doing all EMS and fire reports on ESO.
- With help from Capt. McCrehin and Lt. Singleton we are working on transferring all our assets from Emergency reporting to ESO. We are rebuilding the inventory system, so it is accurate going forward on ESO.
- Our QFR CARES Program is going great. Kimberly is doing a great job and has already contacted a few individuals in our district who need help. Kimberly has done a great job being a patient advocate and has gone above and beyond to help our QFR CARES contacts. Kimberly has also been getting out in the community to get the word out about our CARES Program. Kimberly will be working on training a few of our other volunteers as QFR CARES team members.
- I created an Online QFR CARES Referral form for QFR Members to use when they encounter patients who could benefit from QFR CARES visits.
- I have been attending the monthly Jeffcom user meetings to voice any questions, comments, issues, or concerns QFR has when it comes to working with our Jeffcom partners and topics regarding response and dispatch.
- Saturday Sept 16th is the Quilcene Fair and Parade
- FF/EMT Zak Torres is heading up organizing our participation in the Quilcene Fair's Parade this year.
- FF/EMT Tyson Svetich is heading up organizing our Departments Booth at the Quilcene Fair this year.
- On Sept 16th there is also a 50k and 25k marathon called Mountain Peaks Racing.
- On September 17th We have the Quilcene Oyster Race Half marathon.

Staffing (next 30 days):

- I have no vacation planned for the month of September.

Significant Events and Service Delivery:

- C-Shift responded to an average of almost 3 incidents per day, totaling 29 incidents during the month of August! Notable incidents include:
- Mutual aid initial attack to the Beaver Valley Wildland Fire contained 3-acres and was threatening structures. Coordinated helicopter bucket drops, hose attacks, and mop-up with Forest Service and DNR. B21 was hired by DNR to return the next day to assist with containment line reinforcement and mop-up.
- Initial attack on a 6-acre fire at the end of Penny Creek Rd. Worked again with FS and DNR to contain fire. DNR Hired T21 to return the next day for water supply.
- Water usage report sent to PUD with approximately 30,000 gallons used mostly on wildland incidents.

Apparatus Readiness:

- NTR.

Training and Competency:

- Continuing with EMS Skills and CEs.
- IV Log submitted to Colleen Rodrigues with a total of 30 sticks so far this year.
- FF/EMT Zak Torres is now a Red Carded FF and has been issued his certification.
- Recertified EVIP 3.0 Instructor certification for the next 5 years.
- Completed AARs with EJFR for Beaver Valley Fire and a Brinnon Structure Fire.

Physical Resources and Quality of Life:

- 30oz fuel bottles ordered for apparatus and are now in service for small engines.
- Two wildland BK radios are malfunctioning and have been sent in for repair.
- PPE and Passport tags have been issued to Volunteer Oscar Levine.

Staffing (next 60 days):

- 48 hrs of vacation scheduled for middle of October.

Other:

- Started painting interior of crew quarters and approximately 50% complete at the time of this report. The priorities are painting the southwest bedroom and the kitchen before moving on to the rest of the house.



9/11 Moment of Silence and Flag Lowering