



Jefferson County Fire Protection District No. 2

Commissioner Marcia Kelbon
Board Chair
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

Commissioner Melody Bacchus
Commissioner Art Frank

MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on March 16, 2026

ATTENDANCE:

Commissioner/Chair Kelbon
Commissioner Bacchus
Commissioner Frank
Chief McKern
Secretary Rewitzer
Executive Assistant D. Neuenschwander

Office Assistant Brush
Captain McCrehin
Lieutenant Singleton (via Zoom)
Captain Grooms
CARES Specialist Kinser (via Zoom)

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Captain Grooms led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Kelbon moved, Commissioner Bacchus seconded, to adopt the agenda with the addition of an Executive Session, RCW 42.30.110(1)(g) to review the performance of a public employee, after the Good of the Order. Motion carried.

APPROVAL OF MINUTES:

Commissioner Kelbon moved, Commissioner Frank seconded, to approve minutes from the February 23, 2026 Regular Meeting, with an edit to note that Commissioner Frank joined the meeting via Zoom after the approval of the Minutes and Vouchers. Motion carried.

Commissioner Kelbon moved, Commissioner Frank seconded, to approve minutes from the March 9, 2026 Special Meeting. Motion carried.

APPROVAL OF VOUCHERS:

Commissioners received vouchers for review prior to the meeting. Commissioner Kelbon moved, Commissioner Bacchus seconded, to approve vouchers totaling \$117,593.69. Motion carried.

REPORTS:

Commissioners received the Monthly Fire Chief's Report, Treasurer's Report, and Budget Position Report. In addition:

- Chief McKern reported on working through the ongoing challenges with NERIS reporting.
- CARES Specialist Kinser reported on working with Sec'y Rewitzer on a QFR CARES job description that will incorporate the *Compensation and Benefits for Non-Represented Employees* document. Both documents will be used to hire a new CARES team member. Commissioner Bacchus led a discussion regarding CARES program funding based on the 2026 OCH contract. All agreed on the importance of tracking revenues and expenditures related to QFR CARES.
- Captain McCrehin provided an update on Engine 21 and the new Brush 21.
- Captain Grooms provided an update on Engine 22 and reported that new volunteer applications are expected for Station 22 in the coming months.

- Lieutenant Singleton reported on continued challenges with FEMA training for volunteers and wildland red card applicants.
- Sec’y Rewitzer provided a financial update and noted an increase in payroll taxes due to an increase in L&I rates after the 2026 Budget was approved. The increase will be partially offset by credits from overpayment to L&I in previous months. Commissioner Kelbon asked about two public records requests made to the District, and Sec’y Rewitzer reported the requests were standard.
- Commissioner Kelbon provided a reminder that recertification is required every four years for the Open Public Meetings Act and Public Records Act. Kelbon also reported on a BOCC discussion relating to the Revenue Advisory Committee and an update from Jim Buck regarding 10-year average timber yield.
- Commissioner Frank led a discussion on the ongoing county-wide deliberation regarding a fireworks ban.

CORRESPONDENCE:

No correspondence received.

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – Commissioners received the DNR’s 2025 Quarterly Income Report – 4th Quarter for Jefferson County. The report showed an expectation of revenue in 2026 from timber sales under contract. County Treasurer Prada is investigating an alleged payment by DNR that will generate about \$4K in revenue for the District. Sec’y Rewitzer reported on his attendance at the DNR quarterly report to the Board of County Commissioners on March 16, 2026. A payment of \$1.5M is expected to the County this April for Last Crocker Sorts with an estimated revenue of \$250K for the District.
2. **Dabob Bay TLT Funding Letter** – Chief McKern led a discussion on the Dabob Bay TLT Funding Letter. Commissioner Frank noted the letter should concisely convey that the District supports actions that protect both the District’s natural resources and financial solvency. All Board members signed a provided copy of the letter which will be sent to Kenny Ockler, TLT Program Manager.
3. **Regional ALS Program** – Chief McKern reported on his meeting with Chief Manly and Chief Knoepfle and the need to align ambulance billing rates amongst the three Districts. Also reported on Lt. Ellis’ work with A Shift and the lack of news on reinstating SAFER grants. Commissioner Bacchus asked for data comparing the costs between hiring a Firefighter/Medic versus a Medic. Chief McKern agreed to research the data. The next joint board meeting will take place on March 23, 2026.

NEW BUSINESS:

1. **Reserve Study** – EA Neuenschwander led a discussion on a proposed Building Reserve Study to inventory and assess the condition of the District’s Buildings and prepare a 30- to 50-year plan for major maintenance and repair. This study will not include the District’s apparatuses. Once the study is complete, the District may choose to establish a Reserve Fund with the County Treasurer to earmark funds for ongoing maintenance and repair. Four RFPs were submitted and one was returned from a firm that focuses on municipal buildings.

Commissioner Kelbon asked for clarification between a Reserve Fund and a Capital Fund and about the flexibility of utilizing funds within the Reserve Fund. A discussion ensued regarding the

similarities and differences between the two funds and the benefits gained from the study. The Board agreed to move forward with the Reserve Study.

- 2. **Moser Memorial** – Retired volunteer Steve Monroe wrote a letter to commissioners proposing that the District rename Coyle Station 22 in honor of Moe and Marni Moser for their service to the District. Captain Grooms led a discussion on the matter and proposed the focus should remain on the organization and not the people who pass through it. Commissioner Frank suggested moving forward with a commemorative bench or plaque and reaching out to the Quilcene Emergency Volunteers Association for funding. All in attendance agreed with this approach.

EXECUTIVE SESSION:

A 12-minute Executive Session was called by Commissioner Kelbon at 8:23 p.m. per RCW 32.30.110(1)(g) to review the performance of a public employee. The Executive Session was extended for an additional 10 minutes at 8:35 p.m. The meeting was called back to order at 8:45 p.m. No action was taken.

GOOD OF THE ORDER:

Commissioners were advised of the upcoming WFCA Spring Series Training as well as the Region 9 Workshop. Chief McKern asked to reschedule the Regular Board Meeting from 7:00 p.m. on May 18, 2026, to 9:00 a.m. on May 18, 2026. Board Chair Kelbon will schedule this Special Meeting at the next Regular Board Meeting on April 20, 2026.

ADJOURNMENT:

The meeting adjourned at 8:46 p.m.

ATTACHMENTS:

- General Certificate for Claims:** 3/4/2026 Payroll Check Register
3/16/2026 Claims Check Register
- Reports:** February 2026 Monthly Fire Chief’s Report
February 2026 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

MARCIA KELBON, Commissioner/Chair

MELODY BACCHUS, Commissioner

ATTEST:

ROBERT REWITZER, District Secretary

ART FRANK, Commissioner