



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
of JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2
held at BOB WILSON STATION 21 in QUILCENE, WA
on JANUARY 26, 2026, at 7:00 p.m.
in JOINT SESSION with the BOARD OF FIRE COMMISSIONERS
of JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 4
and OFFICIALS of JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 5**

ATTENDANCE DISTRICT 2:

Commissioner/Chair Kelbon	Office Assistant Brush
Commissioner Bacchus	Deputy Chief D. Svetich (via Zoom)
Commissioner Frank	Captain Grooms
Chief McKern	CARES Specialist Kinser (via Zoom)
Secretary Rewitzer	Lt. Winn
Executive Assistant Neuenschwander (via Zoom)	Alex Morris, District 1, Union Rep (via Zoom)

ATTENDANCE DISTRICT 4:

Commissioner/Chair Matheson	Administrative Assistant Ellis
Commissioner Gleason	Lt. Mann
Commissioner Ventura	Lt. Dolan
Chief T. Manly	FF/EMT Rubal
Secretary C. Manly	

ATTENDANCE DISTRICT 5:

Commissioner C. Carson
Commissioner Kessler
Commissioner B. Knoepfle
Chief Knoepfle

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 Frank moved, Commissioner Bacchus seconded, to adopt the agenda with the edit of addressing Joint Session Business in the following order: (3) Joint Cadet Program, (1) Interagency Collaboration and Program Development, and (2) Establishing Common Goals for Future Mutual Aid Programs. Motion carried unanimously.

JCFPD#2 BUSINESS – APPROVAL OF CONSENT AGENDA:

The Board received the following items in advance for review. Commissioner Kelbon moved, Commissioner Bacchus seconded, to approve the consent agenda. Motion carried unanimously.

1. December 15, 2025 Regular Meeting Minutes

2. **December 22, 2025 Special Meeting Minutes**
3. **January 12, 2026 Special Meeting Minutes**
4. **January 26, 2026 Vouchers of \$165,738.47**
5. **December 2025 Monthly Fire Chief's Report**
6. **December 2025 Financial Report**

JOINT SESSION BUSINESS:

1. **Joint Cadet Program** – Commissioner Matheson reported on the Joint Cadet Program which is currently evolving into an educational program with school credits. Goals include increasing enrollment to about 15 high school students between the ages of 14 and 18; working with coaches to involve athletes during the off-season; working jointly with other Districts; and meeting twice monthly after school alternating between Brinnon and Quilcene. Next steps include gathering requirements to establish a Career and Technical Education (CTE) program and producing marketing materials to promote the program.
2. **Interagency Collaboration and Program Development** – Chief Manly led a discussion on the establishment of a regional ALS program between Districts 2, 4, and 5, to seek each Board's approval to continue pursuit of this goal. Chief Manly provided background on Medic 13, a proven model for a successful regional ALS program. A new regional ALS program is timely due to increasing ALS demand, paramedic staffing challenges, rising costs across Districts, and a fragmented ALS delivery model. If each Board approves continued pursuit of a regional ALS program, Joint Board Meetings will be held once a month starting in March 2026, to provide status updates and elicit input from each Board.

Commissioner Kelbon asked about the funding for the original Medic 13 program. Chief Manly explained that levies from each participating District funded the program equally and that each District was an equal owner of the program. Commissioner Matheson asked about the new hire qualifications, and Chief Manly noted the current plan is to seek a Firefighter/Paramedic. A discussion ensued regarding a SAFER grant, and all agreed the funding model for the program will be clearly articulated in the grant application. It was further noted that existing mutual aid agreements will remain in place while discussions continue.

For District 2, Commissioner Kelbon moved, Commissioner Frank seconded, to affirm intent to pursue development of a regional ALS program serving South Jefferson County; direct the Fire Chiefs to jointly develop program options, including governance, staffing, and funding models; and authorize preparation of a regional SAFER grant application. Motion carried unanimously.

For District 4, Commissioner Matheson made the same motion, Commissioner Gleason seconded. Motion carried unanimously.

For District 5, Commissioner Carson made the same motion, Commissioner Knoepfle seconded. Motion carried unanimously.

The next Joint Board Meetings are scheduled for 6:00 p.m., March 23, 2026, and 6:00 p.m., April 27, 2026, and will be held at Station 21 in Quilcene, WA.

3. **Establishing Common Goals for Future Mutual Aid Programs** – There was no additional discussion as all attendees agreed this topic was addressed in the Interagency Collaboration and Program Development discussion.

GOOD OF THE ORDER:

No items were discussed.

ADJOURNMENT:

Commission Kelbon moved, Commissioner Bacchus seconded, to adjourn the meeting at 8:05 p.m.
Motion carried unanimously.

ATTACHMENTS:

General Certificate for Claims: 1/5/2026 Payroll Check Register
1/26/2026 Claims Check Register

Reports: December 2025 Monthly Fire Chief's Report
December 2025 Financial Report

APPROVED this 23rd day of February 2026 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

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 15:05:35 Date: 01/05/2026

01/05/2026 To: 01/05/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1	01/05/2026	Payroll	20	EFT	Melody Bacchus	295.50	2026.01 Payroll
2	01/05/2026	Payroll	20	EFT	William Brush	221.64	2026.01 Payroll
3	01/05/2026	Payroll	20	EFT	William Brush	1,992.18	2026.01 Payroll
4	01/05/2026	Payroll	20	EFT	Lynne Cassella-Blackburn	581.80	2026.01 Payroll
5	01/05/2026	Payroll	20	EFT	William Dixon	152.38	2026.01 Payroll
6	01/05/2026	Payroll	20	EFT	Debra Ethier	1,170.78	2026.01 Payroll
9	01/05/2026	Payroll	20	EFT	Thane Grooms	304.75	2026.01 Payroll
10	01/05/2026	Payroll	20	EFT	John Hansen	13.85	2026.01 Payroll
11	01/05/2026	Payroll	20	EFT	Marcia Kelbon	295.50	2026.01 Payroll
12	01/05/2026	Payroll	20	EFT	Kimberly Kinser	1,817.05	2026.01 Payroll
13	01/05/2026	Payroll	20	EFT	Brady W Matheson	5,435.09	2026.01 Payroll
14	01/05/2026	Payroll	20	EFT	Krystal McCrehin	76.97	2026.01 Payroll
15	01/05/2026	Payroll	20	EFT	Mark A McCrehin	5,993.44	2026.01 Payroll
16	01/05/2026	Payroll	20	EFT	Timothy M McKern	11,852.76	2026.01 Payroll
17	01/05/2026	Payroll	20	EFT	Timothy Mickelson	13.85	2026.01 Payroll
19	01/05/2026	Payroll	20	EFT	Robert J Rewitzer	4,804.90	2026.01 Payroll
20	01/05/2026	Payroll	20	EFT	Nicholas Singleton	5,555.54	2026.01 Payroll
21	01/05/2026	Payroll	20	EFT	Steven Sund	290.90	2026.01 Payroll
22	01/05/2026	Payroll	20	EFT	Donald Svetich	259.04	2026.01 Payroll
23	01/05/2026	Payroll	20	EFT	Tyson J Svetich	4,838.50	2026.01 Payroll
24	01/05/2026	Payroll	20	EFT	Debbie Tillman	247.77	2026.01 Payroll
25	01/05/2026	Payroll	20	EFT	Zachary D Torres	3,793.33	2026.01 Payroll
26	01/05/2026	Payroll	20	EFT	Kevin R Winn	4,294.64	2026.01 Payroll
27	01/05/2026	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 01/05/2026 To 01/05/2026 - HRA VEBA
28	01/05/2026	Payroll	20	EFT	US Treasury	10,629.53	941 Deposit for Pay Cycle(s) 01/05/2026 - 01/05/2026
29	01/05/2026	Payroll	20	EFT	WA Dept of Retirement Systems	8,965.61	Pay Cycle(s) 01/05/2026 To 01/05/2026 - LEOFF2; Pay Cycle(s) 01/05/2026 To 01/05/2026 - PERS2; Pay Cycle(s) 01/05/2026 To 01/05/2026 - NLEC Liability
30	01/05/2026	Payroll	20	EFT	WA Employment Security Dept-LTCA	1,253.96	Pay Cycle(s) 10/01/2025 To 12/31/2025 - LTCA
31	01/05/2026	Payroll	20	EFT	WA Employment Security Dept-PFMLA	1,456.95	Pay Cycle(s) 10/01/2025 To 12/31/2025 - PFMLA
32	01/05/2026	Payroll	20	EFT	WA Employment Security Dept-Unemployment		Incorrect taxable wage base applied
37	01/05/2026	Payroll	20	EFT	WA Employment Security Dept-Unemployment	261.10	4th Quarter Unemployment: 10/01/2025 - 12/31/2025
7	01/05/2026	Payroll	20	1666	Art Frank	295.50	2026.01 Payroll
8	01/05/2026	Payroll	20	1667	Art Frank	13.85	2026.01 Payroll
18	01/05/2026	Payroll	20	1668	Brady T Palmer	166.23	2026.01 Payroll
33	01/05/2026	Payroll	20	1669	IAFF Local 2032	600.00	Pay Cycle(s) 01/05/2026 To 01/05/2026 - Union Dues
34	01/05/2026	Payroll	20	1670	Nationwide Retirement Solutions	3,254.99	Pay Cycle(s) 01/05/2026 To 01/05/2026 - 457 Plan; Pay Cycle(s) 01/05/2026 To 01/05/2026 - 457 Plan Roth

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 15:05:35 Date: 01/05/2026

01/05/2026 To: 01/05/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
35	01/05/2026	Payroll	20	1671	Trusted Plans Service Corporation	10,880.61	Pay Cycle(s) 01/05/2026 To 01/05/2026 - Medical; Pay Cycle(s) 01/05/2026 To 01/05/2026 - Dental
36	01/05/2026	Payroll	20	1672	WA Dept of Labor & Industries-FD2	12,770.56	4TH Quarter L&I: 10/01/2025 - 12/31/2025

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

57,864.32
47,786.73

105,651.05 Payroll: 105,651.05

CHECK REGISTER REPORT

PURPOSE: Check one.

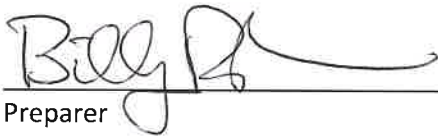
PAYROLL: No General Certificate required. *

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. *


Preparer

1/5/26
Date


Auditing Officer

1/5/26
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.



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

1/20/26
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: 12:06:18 Date: 01/26/2026

01/26/2026 To: 01/26/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
39	01/26/2026	Claims	10	621883	AT&T Mobility	631.08	Monthly Cellular Service
40	01/26/2026	Claims	10	621884	Boundtree Medical LLC	889.11	Monthly EMS Medical Supply Order; Monthly EMS Medical Supply Order; Monthly EMS Medical Supply Order
41	01/26/2026	Claims	10	621885	Canon Financial Services, Inc	54.50	Monthly Lease for Printer/Copier in Station 21
42	01/26/2026	Claims	10	621886	Clarion Events, Inc.	2,091.18	Online Training Program for Fire Ops & EMS
43	01/26/2026	Claims	10	621887	Cooper Fuel	2,409.47	Monthly Diesel & Heating Oil
44	01/26/2026	Claims	10	621888	Cruise Master Engraving Inc	48.80	Replacement plate for Volunteer Banquet Plaque
45	01/26/2026	Claims	10	621889	EMS Connect LLC	127.76	Monthly Fee for EMS Training Content
46	01/26/2026	Claims	10	621890	EMS Special Agency Fund	255.00	Monthly Fee per Ambulance Transport
47	01/26/2026	Claims	10	621891	Elite Extrication & Equipment	750.00	Annual Extrication Tool Maintenance
48	01/26/2026	Claims	10	621892	Good Man Inc	244.26	Monthly Restroom Service Station 22
49	01/26/2026	Claims	10	621893	Greentree Communication Inc	1,965.60	Annual Fee for Maynard Radio Repeater Service
50	01/26/2026	Claims	10	621894	Health Care Authority	5,871.21	SFY 2022 GEMT Settlement
51	01/26/2026	Claims	10	621895	JC Auditor	1,453.08	Shared General Election Costs for 11/4/25
52	01/26/2026	Claims	10	621896	JC Comm. & Admin. Assn.	100.00	Annual Dues
53	01/26/2026	Claims	10	621897	JC Dept of Public Works	1,438.29	Monthly Fuel - November; Monthly Fuel - December
54	01/26/2026	Claims	10	621898	JC Fire District #2 Payroll	105,721.29	2025.01.05 Payroll Reimbursement
55	01/26/2026	Claims	10	621899	Jamestown Networks	158.89	Monthly VoIP Telephone Services
56	01/26/2026	Claims	10	621900	JeffCom 911 Communications	1,017.73	CrewForce Billed by Device Count
57	01/26/2026	Claims	10	621901	Jefferson Propane	1,841.04	Monthly Propane Fill; Monthly Propane Fill; Monthly Propane Fill
58	01/26/2026	Claims	10	621902	Timothy M McKern	273.00	Meal Per Diem Reimbursement; Monthly Reimbursement for Personal Device
59	01/26/2026	Claims	10	621903	Murreys Disposal Co Inc	123.99	Monthly Garbage Service
60	01/26/2026	Claims	10	621904	North Olympic Peninsula Data Centers	89.95	Monthly Internet Service
61	01/26/2026	Claims	10	621905	Olympic Peninsula Fire Commissioner Assn	50.00	Annual Membership Dues for Kelbon
62	01/26/2026	Claims	10	621906	Olympic Springs Inc	65.19	Monthly Drinking Water
63	01/26/2026	Claims	10	621907	Pacific Office Equipment	1,344.10	Monthly Charges for Printer, Support, Gmail, Office
64	01/26/2026	Claims	10	621908	PageFreezer Software, Inc.	2,756.51	Annual Fee for Archiving Social Media
65	01/26/2026	Claims	10	621909	Streamline	3,295.66	Annual Website Fee
66	01/26/2026	Claims	10	621910	Streamline	1,200.00	Annual DocAccess Fee for ADA Compliance
67	01/26/2026	Claims	10	621911	Stryker Flex Financial	22,113.06	Annual Payment (4 of 5) for Cot/Load System
68	01/26/2026	Claims	10	621912	Systems Design West LLC	492.00	Monthly EMS Billing Service per Transport

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 12:06:18 Date: 01/26/2026

01/26/2026 To: 01/26/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
69	01/26/2026	Claims	10	621913	US Bank Credit Card	3,618.60	3012-Ink Pen Refills; 3012-Postcards for CARES Marketing; 9142-Key Fob for CARES Vehicle; 9142-Filing Cabinet; 9142-NPT Air Hose Fittings; 9142-Caulking Gun; 9142-Station Cleaning Supplies & Air Filte
70	01/26/2026	Claims	10	621914	VFIS	334.00	Additional Premium Adding CARES 21 to Coverage
71	01/26/2026	Claims	10	621915	WA Dept of Revenue	539.28	Quarterly Leashold Excise Tax Q4 2025
72	01/26/2026	Claims	10	621916	Washington Fire Chiefs	80.00	Legislative Day Fee for Kelbon & McKern
73	01/26/2026	Claims	10	621917	Washington Fire Commissioners Assn	1,679.00	Annual Association Membership
74	01/26/2026	Claims	10	621918	Washington State Department of Revenue	80.52	Use Tax
75	01/26/2026	Claims	10	621919	Wave Broadband	35.68	Final Bill for Wave Internet Service for Crew Quarters
76	01/26/2026	Claims	10	621920	Westbay Auto Parts Inc	499.64	Batteries & Wipers for GMC Aid Unit; Diesel Exhaust Fluid for Dodge Aid Unit
001 General Fund 662 600 71						72,683.63	
040 EMS Fund 662 610 71						93,054.84	
						165,738.47	Claims: 165,738.47

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 12:06:18 Date: 01/26/2026

01/26/2026 To: 01/26/2026

Page: 3

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.*



Preparer

1/26/26
Date



Auditing Officer

1/26/26
Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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

1/26/26
Date

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
December 2025

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- Response Plans being updated to go out several calls and ensure our District incidents are getting a response. Criteria Based Dispatch (CBD) is being switched to APCO format along with Pencom and others.
- CARES Program – OCH 2026 grant program is moving forward; working through objectives set by OCH. The CARES car is working great; still waiting on graphics plan from the team.
- Grant Updates – L&I's FIIRE Program continues for a fourth year. We are preparing a grant proposal for a gas removal system in the apparatus bays. Program objectives have been reduced but management requirements have increased. The Accident Prevention Plan (APP) will be updated with a focus on apparatus placement, based on recent history around the state.
- DOH Grant pending in the fall for EMT-Advanced programs. We are waiting for Medical Program Directors in Clallam and Jefferson County to review a Hybrid Class that was held by Olympic Ambulance and was very successful. *Update Still on the radar for 2026.*
- FEMA AFG grant will roll out in fall if funding is provided. Safer comes out in July 2026

External Relationships

- On-going quarterly EMS training around the County. Southend (MCO) multi-company drills with Brinnon and Disco Bay on January 24th.
- We received a Brush Engine from DNR and had an amazing press conference here on January 8th.
- Working on a Cadet program at Quilcene School with Brinnon Fire and support from School Administration.
- On-going dialog with the Quilcene Emergency Volunteers Association (QEVA) on 2026 events and plans for new missions.

Fire Prevention

- Community Risk Reduction programs are on hold pending grant funding from the Wildfire Alliance Committee.
- Completed a Monday night drill on Jan 12th covering Bloodborne Pathogens and 2026 EMS and Fire Drill plan. Also, a review of response reporting changes with regards to the NFIRS to NERIS transition.

Upcoming Events

- WFC / WFCALeg Day January 29th

Apparatus Readiness:

- Crews are currently in the Dodge Ram Aid Unit for the remainder of the season
- The new Brush truck has arrived at Station 21. Operations have begun to get it outfitted and ready for the 2026 fire season This has included: cleaning/polishing, contact with The Sign Shop regarding logo/stripping, contact with NKFR about changing emergency lighting from orange to red and annual inspections.
- E21, T21, and E22 have completed pump testing and annual inspections.

Station 21 Building Maintenance

- I have been in contact with contractors that have submitted bids to have final questions answered and changes made to bids regarding the South Storage Shed.
- I have been in contact with painters regarding the painting of the Crew Quarters, Admin, and Station 23.
- I made contact with a few companies regarding hazmat mitigation of the lead paint to allow the demolition of the remaining two buildings.
- B21 will be going to NKFR for an annual inspection before the 2026 fire season.

Apparatus Usage Report:

Report Date		1/21/2026								
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age		Rpt Dt	Rpt Dt	Avg Ann	Avg Ann	
				In Yrs	In Svc Dt	Miles	Hrs	Miles	Hrs	
11 - Engine	E22	96.Ford.55851C.2430	1996	30	1/1/1999	30,434	N/A	1,012	N/A	
11 - Engine	E21	05.Freightliner.82171C.1149	2005	21	3/26/2007	45,683	2,348	2,168	111	
16 - Brush Truck	B22	24.Ford.E2797C.1212	2024	2	1/1/2025	1,243	N/A	1,243	N/A	
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	18	10/24/2016	77,953	N/A	4,314	N/A	
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	8	8/15/2018	8,583	546	1,226	68	
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	21	Unknown	200,866	N/A	9,534	N/A	
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	18	1/1/2008	123,131	N/A	6,841	N/A	
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	10	9/20/2016	65,933	2,721	7,326	270	
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	8	3/14/2019	78,738	2,221	13,123	276	
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	21	3/30/2016	113,216	N/A	5,374	N/A	
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	6	3/16/2020	64,668	N/A	12,934	N/A	
QFR Cares Vehicle	Cares21	19.Ford.4420	2019	7	12/10/2025	58,945	N/A	#DIV/0!	N/A	

Significant Events and Service Delivery:

- B-Shift responded to 12 calls in Dec.

Training and Competency:

- N/A

Physical Resources and Quality of Life Old News:

- 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.
- I have been attending the monthly Jeffcom User meetings to voice any questions, comments, issues, or concerns we have when it comes to working with our Jeffcom partners and topics regarding response and dispatch.
- We have an issue with our Kenwood radios not being fully compatible with Jeffcom's repeaters. Kenwood has rolled out a fix and we should be implementing that into our radios after EJFR and Jeffcom test the update.

Physical Resources and Quality of Life New Business:

- The new Crew Quarters internet and satellite TV service is working great and has drastically lowered our internet/cable bill.
- NERIS and ESO's new Fire Incidents module have gone live as of Jan 1st. Crews have been using it and so far it seems to be working great. Brinnon Fire Department and Discovery Bay Volunteer Fire & Rescue are also setup and using the new system.
- I completed and submitted our Ambulance Service License. DOH will notify us once the application has been approved.
- I completed and submitted the new Dist 2 zone map to Matt Stewart and Jeffcom. The new zones will make dispatching the appropriate mutual aid unit more streamlined and accurate. The new zones have gone live and are working great.
- With staffing issues from sick leave and PTO in 2025, our CPR training program wasn't as active. In 2026 we plan to have regular public and private CPR classes again.
- I will be working with the Chiefs and the Union on the potential South County Medic Program.

Staffing (next 30 days):

- I will be on vacation out of state from Jan 12-18

Significant Events and Service Delivery:

- C-Shift personnel responded to a total of 21 incidents during the month of December.
- Wildfire Readiness home assessment program in process; I will be meeting with DNR in January to discuss the possibility of grant funding for home assessments.
- CVAR CPR/First Aid and Fire Extinguisher training scheduling still in progress.
- Hydrant water usage for Quilcene totaled approximately 2,000 gallons used:
 - Incidents: 0 Gallons used for incidents.
 - Training: 1,000 gallons used for drills and pump operations review
 - Maintenance: 500 gallons used for cleaning equipment and pump checks.
 - 1,000 gallons used from Coyle for training and maintenance.
- PUD is set to start their Coyle water main replacement project in February 2026. A total 8,800-feet of 4-inch mains will be replaced with 6-inch mains for increased water flow and leak loss mitigation. Hydrants will be replaced as needed. Fire flow access for incidents will remain available throughout this project.
- Continue to follow up with QSD on water and fire alarm systems.
- Received notification from DNR of grant award for Type-5 Wildland Engine. The engine is scheduled to be delivered to Station 21 by DNR, along with a press conference with the commissioner of public lands and state legislators. The press conference is scheduled for January 8th, 2026.
- Assisted DBVFR in reviewing 67 incident reports to prep for NERIS transition.

Training and Competency:

- Completed four-day FEMA ICS-400 Course and received certification.
- Congratulations to Volunteer Dixon for successfully completing EMT class through Peninsula College, passing his NREMT on the first attempt, and receiving his WA State EMT certification within one week. He will continue training on EMS operations, county protocols, and familiarization with OTEP.
- Completed EMS Evaluator refresher needed for recertification in 2027.
- Assisting with annual performance evaluations within the County EMS Council as needed.
- Final reviews and edits of index are in progress for NW Region EMS protocols. Awaiting feedback from DOH about possible pilot programs.
 - A written protocol test for all levels of EMS providers in Jefferson County will be administered after the protocols have officially been released.
- Attended Fire Defense Committee meeting with Chief McKern.
- Continue supporting county EMT Candidates with tutoring for NREMT test as available.
- Basics of Fire Incident reporting taught to District 5 personnel at their drill night on the 24th. Additional, in-depth training to follow.
- Assisting Jeffcom in their development of their Criteria Based Dispatching procedures.
- Initial attack hose deployment, pump operations, and defensive water use drill at Station 21 completed with E22.
- Assessing personnel documentation and training needs for currency and for 2026.

- Developing training/drill schedule for 2026 and coordinating with DBFR and BFD training officers for multi-company operations drills.
- FF/EMT Matheson is scheduled to take IFSAC Driver/Pump Operator written test on January 30th.

Physical Resources and Quality of Life:

- Continue inventory, inspection, and organization of items under AoR.
- A second OEM cap for T21's fuel fill is needing replacement due to age and wear.
- Structural helmet replaced due to shell cracking/damage.
- Sawzall kit placed in service on E22.
- Assessing inventory needs and developing in-service plan for grant engine from DNR with goal to have placed in service for 2026 wildland season.

Staffing (next 60 days):

- Seeking coverage for vacation in June 2026.
- Provide coverage as needed.



Expected Building Maintenance

- Replace broken window. Outdoor frost-free hose hydrants will need to be replaced in the next year.

Apparatus

- E22 in service, B22 in service, U22 is in service.
- Installed cargo netting on Engine 22 rear hose bed.

Volunteers - Coyle Team Availability:

- Thane Grooms, Billy Brush, Steve Sund
 - Tim Mickelson, John Hansen and Jim Pinks unavailable over the next month

Training

- Station 22 proficiency drill schedule for weekly, monthly, seasonal drills are now on the Google QFR training calendar. Also working on Station 22 recruiting and on-boarding processes for 2026.

Incidents

- 12/9/25 12:41 Whitney Rd, Lot 6 - Burn Permit Inspection – Cpt. Grooms
- 12/13/25 16:51 W Go-Onna Dr BLS>ALS – U22 Assisted A21 in early ALS upgrade and loading
- 12/18/25 10:53 Zelatched Point Navy Base, Fire Alarm – E22 Investigated, confirmed no fire
- 12/23/25 14:36 Bear Rd, BLS – U22 Assited EJFR Aid 8, Non-Transport
- 12/27/25 13:34 Hazel Point Ct, ALS – U22 Assited Aid 21 and Medic 7
- 12/31/25 16:56 Bear Rd, BLS – U22 Assisted Aid 21 with incoming info and loading
- 1/5/26 05:38 Alder St, BLS – Coyle volunteers unavailable
- 1/12/26 16:25 Donald Rd, ALS – U22 Confirmed DOA, Assisted JCSO with info and contacts

Safety Upgrade to Engine 22 – Hose Bed Cargo Net.

Weather and Rainfall Update

December marks the close of the recorded rainfall totals for 2025. The last quarter of the year experienced notable precipitation: October received 4.57 inches (above average), November accumulated 7.21 inches (above average), and December concluded with 6.63 inches (slightly below average). Overall, the total rainfall for 2025 reached 38.34 inches, representing 75% of the five-year average of 50.96 inches.

Significant Events**Home Assessments**

Home assessments and Firewise initiatives have been temporarily suspended pending the completion of training for QFR members on evaluating defensible space around structures. This training is scheduled for January 19, 2026, with Jesse Duvall from DNR. In conjunction with Mr. Duvall, we are finalizing an agreement and securing funding (Lt. Singleton) to cover the costs associated with these assessments.

Wildfire Alliance

The County is currently evaluating its available options regarding the Community Wildfire Preparedness Plan (CWPP) grant funding. As part of this evaluation, the Alliance is deliberating which projects should be prioritized in the event a second grant request is submitted. This period presents challenges for the Alliance, as the County seeks to address budgetary shortfalls; consequently, the potential support for projects on County-administered parcels is generating discussion across multiple levels within Jefferson County.

EMS and Fire Incidents and Deputy Chief Activities.

December was relatively quiet. I served five days as Duty Chief while Chief McKern was assigned to the Western Washington floods and covered additional hours during the holidays. As Duty Chief, I responded to five incidents, most of which were ALS.

ARE YOU PREPARED FOR WILDFIRE?



Monthly Activity

Quilcene Fire CARES continues to be available to meet the needs of QFR, Brinnon and Discovery Bay fire districts as well as referrals through Olympic Connect.

- As of January 7th, we have 5 clients enrolled in Olympic Connect. Following up on 911 calls and referrals from the Duty Crew continues to be our primary source of clients.
- Nick of the DBH R.E.A.L. team, Debbie, and Kimberly (working remotely) continue to be an effective team.
- We are currently working under our new OCH contract as we continue to improve to meet the needs of OCH and our duty crews. Debbie and Kimberly will be trained to create new clients in the OCH software. Until that time, and how we have been operating for the last year, we must send an intake form on behalf of the duty crew referral to OCH and wait 24-48 hours (or longer as during this holiday season) for OCH staff to create the file in the database. Under the new billing system, we are paid for our efficiency in contacting and enrolling clients. Creating our own client file will expedite this process. Most OCH partners receive external referrals through OCH while our CARES program receives most of our referrals from within Quilcene Fire.

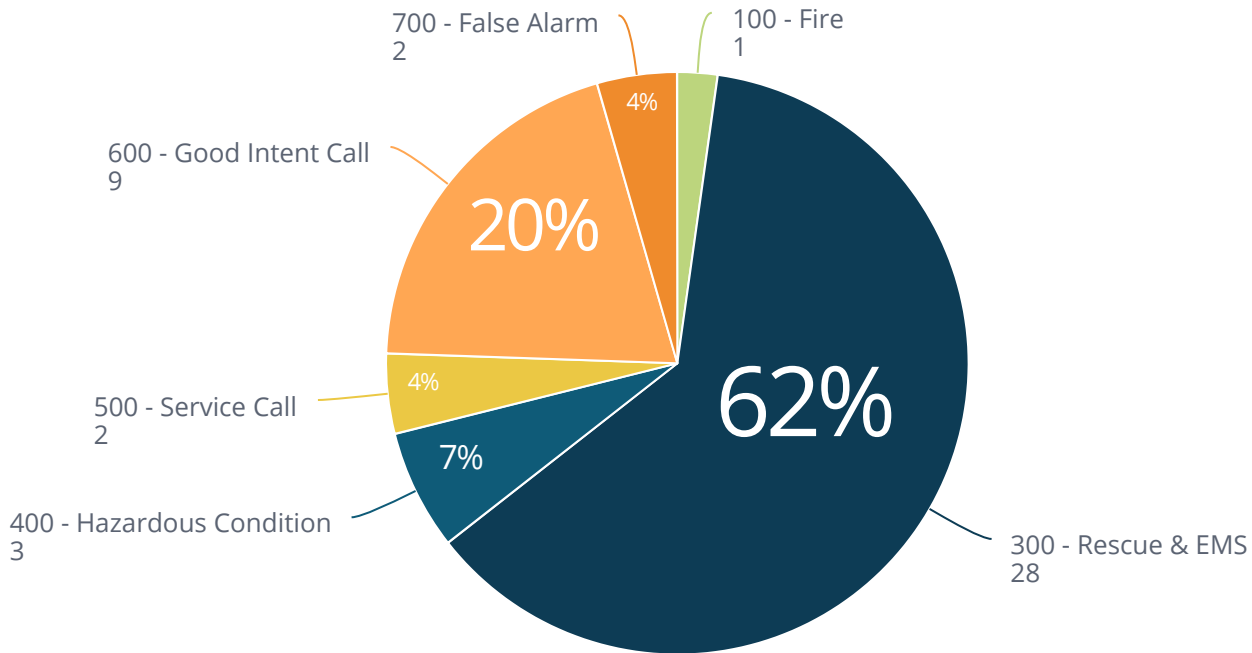


Monthly Activity

- December Payroll (with quarterly state and federal filing) was processed with several hiccups that were subsequently resolved.
- Pay rate and liability rate adjustments were made for the new year.
- W2s were sent and the W3 was filed.
- The 2026 Jurisdictional Survey was completed and filed with the County Auditor.
- In addition to the regular Board meetings, documents and records were prepared for the December and January special meetings.
- A reimbursement request was sent to DNR for the Chief's IMT mobilization to support the Skagit flood response. Payment of \$9,837.56 was promptly received.
- The CARES 21 vehicle was set up in the County fuel system, and a fuel card was obtained for Debbie Tillman.
- Assistance was provided to Lt. Winn in the completion of our biennial BLS Ambulance License renewal with DOH.
- WA Department of Retirement Systems (DRS) notified the District that a compliance review of personnel and payroll records will be conducted in 2026.
- Office Assistant Brush registered for the Springbrook Express Rally in Spokane February 11-12, 2026.

QFR Incident Types - December 2025

Percentage of Incident Type Group



Count of Total Incidents

Fire Incidents

EMS Incidents

Other Incidents

Total Incidents
45

Fire Incidents
1

Percent of All Incidents **2.2%**

EMS Incidents
28

Percent of All Incidents **62.2%**

All Other Incidents
16

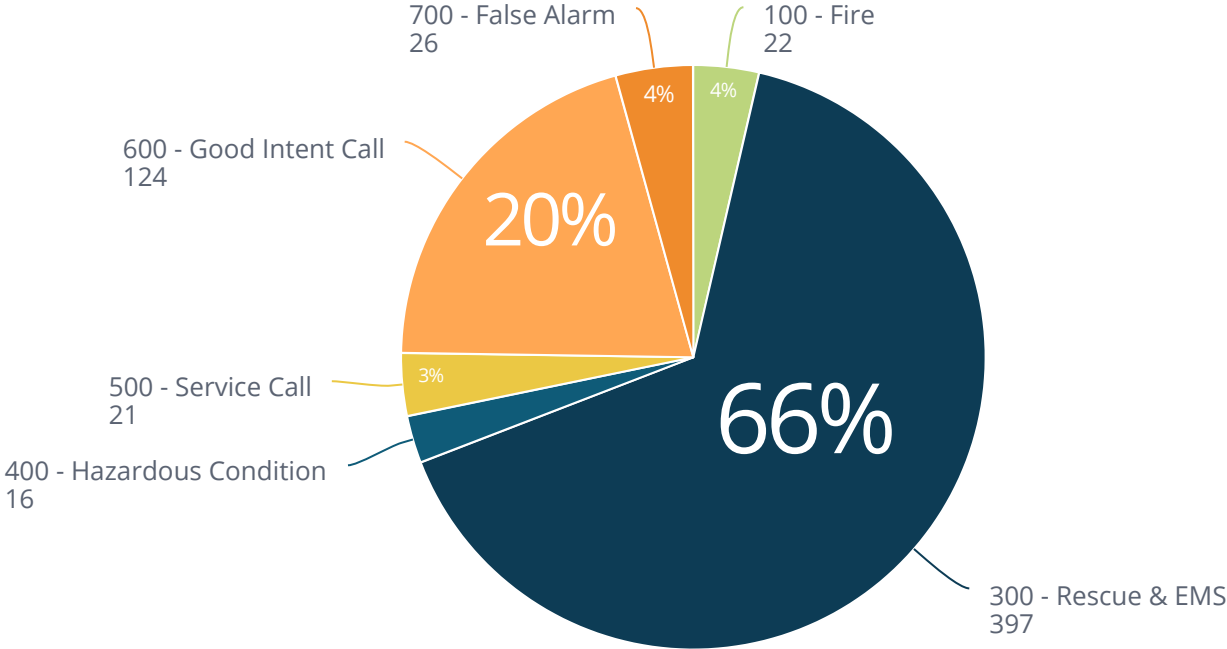
Percent of All Incidents **35.6%**

Count of Incidents by Type

Incident Type Group	Incident Type	Calls	Pct
100 - Fire	Building fire	1	100.00%
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	25	89.29%
	Motor vehicle accident with injuries	2	7.14%
	Motor vehicle accident with no injuries.	1	3.57%
300 - Rescue & EMS Total		28	62.22%
400 - Hazardous Condition	Arcing, shorted electrical equipment	1	33.33%
	Power line down	2	66.67%
400 - Hazardous Condition Total		3	6.67%
500 - Service Call	Assist police or other governmental agency	1	50.00%
	Service Call, other	1	50.00%
500 - Service Call Total		2	4.44%
600 - Good Intent Call	Dispatched & canceled en route	9	100.00%
700 - False Alarm	Alarm system sounded due to malfunction	1	50.00%
	False alarm or false call, other	1	50.00%
700 - False Alarm Total		2	4.44%
Grand Total		45	100.00%

QFR Incident Types - 2025

Percentage of Incident Type Group



Count of Total Incidents	Fire Incidents	EMS Incidents	Other Incidents
Total Incidents 606	Fire Incidents 22 Percent of All Incidents 3.6%	EMS Incidents 397 Percent of All Incidents 65.5%	All Other Incidents 187 Percent of All Incidents 30.9%

Count of Incidents by Type

Incident Type Group	Calls	Pct
100 - Fire	22	3.63%
300 - Rescue & EMS	397	65.51%
400 - Hazardous Condition	16	2.64%
500 - Service Call	21	3.47%
600 - Good Intent Call	124	20.46%
700 - False Alarm	26	4.29%
Grand Total	606	100.00%

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 14:57:58 Date: 01/07/2026
Page: 1

12/01/2025 To: 12/31/2025

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund (Unassigned)	526,298.94	71,862.36	78,328.40	519,832.90	0.00	9.95	0.00	519,842.85
040 EMS Fund (Restricted)	264,926.73	204,466.84	46,351.45	423,042.12	0.00	3.90	0.00	423,046.02
070 Capital Projects Fund (Assigned)	2,878,965.33	11,275.78	162,330.78	2,727,910.33	0.00	0.00	0.00	2,727,910.33
	3,670,191.00	287,604.98	287,010.63	3,670,785.35	0.00	13.85	0.00	3,670,799.20

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 14:57:58 Date: 01/07/2026
Page: 2

12/01/2025 To: 12/31/2025

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General @ JeffCo	400,798.94	118,213.81	124,679.85	394,332.90	0.00	0.00	394,332.90
20 General Payroll @1st Security	125,000.00	76,396.85	76,396.85	125,000.00	0.00	13.85	125,013.85
25 General Petty Cash @ US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS @ JeffCo	264,926.73	204,466.84	46,351.45	423,042.12	0.00	0.00	423,042.12
70 Capital Projects @ JeffCo	2,878,965.33	11,275.78	162,330.78	2,727,910.33	0.00	0.00	2,727,910.33
Total Cash:	3,670,191.00	410,353.28	409,758.93	3,670,785.35	0.00	13.85	3,670,799.20
	3,670,191.00	410,353.28	409,758.93	3,670,785.35	0.00	13.85	3,670,799.20

TREASURER'S REPORT
Outstanding Vouchers

Jefferson County Fire Distr #2

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 01/07/2026
 Time: 14:57:58 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1	01/05/2024	Payroll	20	1413	Chloe G Austin	13.85	2023.12 Payroll
							<u>13.85</u>	

Fund	Claims	Payroll	Total
001 General Fund (Unassigned)	0.00	9.95	9.95
040 EMS Fund (Restricted)	0.00	3.90	3.90
	<u>0.00</u>	<u>13.85</u>	<u>13.85</u>

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 14:57:58 Date: 01/07/2026
Page: 4

12/01/2025 To: 12/31/2025

REVIEWED AND APPROVED

Robert R. Witten
Preparer

1-7-2026
Date

Eric A. ...
Auditing Officer

1-7-2026
Date