



## 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

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**MINUTES of the SPECIAL MEETING of the BOARD OF FIRE COMMISSIONERS  
called to consider EMPLOYMENT AGREEMENT WITH AN OFFICE STAFF MEMBER  
held at BOB WILSON STATION 21 in QUILCENE, WA on JANUARY 12, 2026 at 9:00 a.m.**

### ATTENDANCE:

Commissioner/Chair Frank  
Commissioner Bacchus  
Commissioner Kelbon  
District Secretary Rewitzer  
Chief McKern

Office Assistant Brush  
Executive Assistant Neuenschwander  
Volunteer D. Svetich  
Capt. Grooms (via Zoom)  
CARES Specialist Kinser (via Zoom)

### CALL TO ORDER:

Commissioner Frank called the meeting to order at 9:00 a.m.

### APPROVAL OF AGENDA

Commissioner Bacchus moved, Commissioner Kelbon seconded, to approve the agenda as posted. Motion carried.

### PUBLIC COMMENTS:

Executive Assistant Neuenschwander urged the Board to approve the memorandum of understanding between the District and the Quilcene Emergency Volunteer Association, and provided a brief history of the Association, its purpose, and its activities.

### UNFINISHED BUSINESS:

- 1. Employment Agreement** – Sec’y Rewitzer provided a summary of documents previously provided to Commissioners concerning the District’s business office function:
  - *Office Function Map* identifying key areas of responsibility with associated requirements and tasks;
  - *Average Monthly Hours* documenting FTEs devoted to the office function since 2021;
  - *District Secretary Job Description*;
  - *Administrative Assistant Job Description*;
  - *2026 Compensation Structure* snapshot documenting pay, and benefits provided to District employees;
  - *Paid Employees – Annual Salaries* snip from a Washington Fire Commissioners Association (WFCA) 2025 salary survey; and
  - *WFCA Salary Survey* reorganizing the previous salary data in columnar format.

Commissioners discussed outsourcing the payroll task and determined that was not a viable option. Staff was directed to continue to evaluate time requirements of the office function.

Sec’y Rewitzer discussed the crucial need for training and noted an upcoming 2-day training conference in Spokane on the District’s Springbrook Express financial system. Commissioners were supportive of sending the Office Assistant to that training.

Commissioners requested the underlying spreadsheet of the WFCAs salary survey for their further analysis. Next step for staff is to identify compensation and benefits for Board review at the regular meeting in February.

**2. Complaint** (addressed following New Business items)

**NEW BUSINESS:**

- 1. Development of a Region ALS Program** – Chief McKern discussed the need to explore alternatives to relying on Advanced Life Support (ALS) service from District 1. The Chiefs from Districts 4 and 5 have expressed interest in considering a south county regional ALS program, leading to a joint meeting with the Boards to take place on January 26, 2026. Discussion involved the ‘Sprint’ car medic concept and how costs could be covered between the agencies. A maintenance and operations (M&O) levy was discussed but will require legal review. Recruit and retention was discussed as well as the advantages/disadvantages of staffing with a medic vs a firefighter/paramedic. Chief will meet with the other chiefs as well as the union prior to the joint board meeting.
- 2. Social Media Archiving Service** – Commissioners reviewed an invoice from Pagefreezer, the vendor contracted to perform retention on the District’s Facebook account, and discussed the cost, considering the Facebook account seems underutilized. Further discussion on the relative value of a social media presence. Commissioners agreed to retain the service for now but will reconsider depending on utilization of social media.
- 3. MOU with Volunteer Association** – Executive Assistant Neuenschwander spoke to the issue during the public comment period. The Memorandum of Understanding outlines the terms and conditions under which the District and the Association will support each other’s activities and the responsibilities of each party. Commissioner Kelbon requested clarification of several items and proposed additional language limiting the District’s obligation to defend or indemnify the Association. Commissioner Frank moved, Commissioner Kelbon seconded, to authorize Chief McKern to sign an MOU, so revised, with the stipulation that the Board will have 72 hours to review prior to execution. Motion carried.
- 4. Board Elections** – Commissioners discussed the Board Chair role. Commissioner Frank suggested that Chair responsibilities be rotated among interested Commissioners annually. Commissioner Kelbon expressed willingness to serve as Chair for the 2026 term. Commissioner Frank moved, Commissioner Bacchus seconded, to rotate the position of Chair each calendar year and to elect Commissioner Kelbon as Chair, to begin with the January 26, 2026 regular meeting. Motion carried.

Commissioners also discussed signature authority for checks drawn on the 1<sup>st</sup> Security Bank account (ending in 9520) holding the District’s general, EMS, and capital funds as well as the District’s payroll account (ending in 9010). Commissioner Frank, as current Chair, has signature authority (along with Chief McKern and Sec’y Rewitzer). Rather than transferring signature authority from Chair to Chair each year, Commissioners concluded and affirmed that Commissioner Kelbon and Commissioner Bacchus should both be added as signatories on the accounts. Sec’y Rewitzer was directed to work with the County Treasurer and 1<sup>st</sup> Security Bank to make that change occur.

**UNFINISHED BUSINESS (continued):**

**1. Complaint**

**EXECUTIVE SESSION:**

A 5-minute Executive Session was called by Commissioner Frank at 10:49 a.m. to review the performance of a public employee pursuant to Section 42.30.110(1)(g) RCW. The Executive Session was extended an additional 5 minutes at 10:54 a.m. The regular meeting was called back to order at 10:59 a.m. No actions were taken during the executive session.


Chief McKern tasked Sec'y Rewitzer with drafting a response to the complaint, subject to prior review by the Commissioners.

**ADJOURNMENT:**

The meeting adjourned at 10:59 a.m.

**APPROVED** this 26<sup>th</sup> day of January, 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

  
ART FRANK, Commissioner

  
MELODY BACCHUS, Commissioner

  
MARCIA KELBON, Commissioner

ATTEST:

  
ROBERT REWITZER, District Secretary