



## 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 REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on JULY 15, 2024

#### ATTENDANCE:

Commissioner/Chair Frank

Commissioner Bacchus

Commissioner Kelbon (remote)

Secretary Rewitzer

Chief McKern

Capt. McCrehin

Lt. Winn

Temp FF/EMT Matheson

Deputy Chief D. Svetich, Ret.

Volunteer Grooms

Volunteer Neuenschwander

Volunteer Sund

Jose Escalera – Jefferson PUD

#### 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:

No comments received.

#### APPROVAL OF AGENDA:

Secretary Rewitzer reported that late arriving invoices for payment would require removal of the Vouchers item from the Consent Agenda. Commissioner Frank moved to accept the agenda with removal of the Consent Agenda so its items could be considered separately. Commissioner Bacchus seconded. The motion carried unanimously.

#### APPROVAL OF MINUTES:

Commissioner Frank moved to approve the minutes from the July 15, 2024 Regular Meeting. Commissioner Bacchus seconded. The motion carried unanimously.

#### APPROVAL OF VOUCHERS:

Commissioners had an opportunity to review invoices, including a late arriving invoice for the new Coyle brush truck that was just delivered. Commissioner Frank moved to approve vouchers totaling \$186,655.95. Commissioner Bacchus seconded. The motion carried unanimously.

#### 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 introduced newly hired temporary firefighter/EMT Brady Matheson, who replaces Toby Heggie, and new volunteer Steven Sund.
- Chief McKern provided a status report on the 2620 Road fire in Brinnon and described his Western Washington Incident Management Team assignment there. Dep. Chief D. Svetich, Ret. provided additional details on the challenges of wildland firefighting.
- Captain McCrehin reported Engine 21 is back in service.
- Staff reported that the new Coyle brush truck was just delivered. It has a small dent on the cab which will need to be sorted before members can install the skid unit and side boxes.

- Commissioners reviewed financial reports.
- Commissioner Frank commended members for their response to back-to-back traffic collisions involving severe injuries on Center Road on August 8.

#### **CORRESPONDENCE**

None received.

#### **UNFINISHED BUSINESS:**

- 1. DNR Trust Lands** – Commissioners discussed the Last Crocker Sorts timber sale that was stopped by a lawsuit in January.
- 2. Rental House** – Sec’y Rewitzer reported that the current tenant has declined to renew; FF/EMT Matheson desires to rent. Commissioners agreed to a lease term of 1 year and were open to non-member roommates. Commissioners also agreed the District should pay leasehold excise tax.
- 3. Out of District Response** – Commissioner Frank reported on an August 5<sup>th</sup> meeting he and Chief McKern had with District 5 Chief Knoepfle and Commissioner Carson. The meeting was productive. In addition to response issues, long range planning and cross-training on apparatus was discussed. Members should let Chief McKern know if there are any problems with how our staff is being utilized.

#### **NEW BUSINESS:**

- 1. Capital Budget Request: Computer Replacement** – Sec’y Rewitzer reported that 4 computers are at end-of-life and are having problems. Lt. Winn worked with POE on a replacement plan. Commissioner Frank moved to approve a Capital Budget Request of \$6,404.16 for computer replacement. Commissioner Kelbon seconded. The motion carried unanimously.
- 2. Policy Updates: 322 Child Abuse Reporting; 325 Adult Abuse; 502 Patient Refusal of Pre-Hospital Care; 1024 Lactation Breaks** – Commissioners were provided with draft policy updates from Lexipol that addressed statutory changes, best practices, and/or grammar issues in the listed, approved District policies. Commissioners reviewed the policies and were concerned about reporting requirements in the Child Abuse Reporting policy. Further research on RCW and DCYF practices is needed. Commissioner Frank moved to approve updates to policies 325 Adult Abuse; 502 Patient Refusal of Pre-Hospital Care; and 1024 Lactation Breaks. Commissioner Bacchus seconded. The motion carried unanimously.

#### **GOOD OF THE ORDER:**

Volunteer Grooms reported that commercial trucks routinely use the gravel lot of Station 22 to turn around and stage. This activity involving heavy equipment tends to degrade the lot. Recently MJ Trucking, a frequent user of the lot, donated a load of 3/4 clean basalt to improve the surface. Commissioners commended MJ Trucking for their effort.

#### **ADJOURNMENT:**

The meeting was adjourned at 7:58 p.m.

**ATTACHMENTS:**

**General Certificate for Claims:** 8/1/2024 Payroll Check Register  
8/19/2024 Claims Check Register

**Reports:** July 2024 Monthly Fire Chief’s Report  
July 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:

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MELODY BACCHUS, Commissioner

\_\_\_\_\_  
ROBERT REWITZER, District Secretary

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MARCIA KELBON, Commissioner

DRAFT