Jefferson County Fire Protection District No. 2

Commissioner Marcia Kelbon — **Board Chair**
Commissioner Melody Bacchus — **Commissioner Art Frank**
P.O. Box 433, Quilcene, WA 98376 ▪ 360-765-3333

MINUTES *of the* REGULAR MEETING *of the* BOARD OF FIRE COMMISSIONERS
***held at* BOB WILSON STATION 21 *in* QUILCENE, WA *on* October 19, 2026**

ATTENDANCE:

Commissioner/Chair Kelbon
Commissioner Bacchus
Commissioner Frank
Chief McKern
District Secretary Rewitzer
Executive Assistant Neuenschwander
Deputy Chief D. Svetich, ret.
Lt. Winn
Lt. Singleton
FF/EMT Matheson
FF/EMT T. Svetich (via Teams)
Capt. Grooms
Administrative Assistant Brush
Matthew Welander
Tanya Cray (via Teams)
Michael Miller (via Teams)

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

FF/EMT Matheson led the Pledge of Allegiance.

PUBLIC COMMENTS:

No comments were received.

APPROVAL OF AGENDA:

Commissioner Kelbon moved, and Commissioner Frank seconded, to approve the agenda with requests to table Unfinished Business Items 2 (Formation of ALS Community Roundtable) and 4 (Policy 207 Staffing). The motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Kelbon moved, and Commissioner Bacchus seconded, to approve the minutes from the September 21, 2026 Regular Meeting. The motion carried unanimously.

APPROVAL OF VOUCHERS:

The Board reviewed the vouchers in advance of the meeting. Commissioner Kelbon moved, and Commissioner Frank seconded, to approve vouchers totaling $151,003.81. The motion carried unanimously.

REPORTS:

The Board reviewed the Monthly Fire Chief's Report, Treasurer's Report, and Budget Position Report in advance of the meeting. Additional discussion included the following:

- **Deputy Chief D. Svetich, ret.:** Led a discussion regarding the clean-up work at the Quilcene compound near the Forest Service office. The work includes the removal of Scotch broom from the area. Svetich is facilitating an agreement between the Forest Service and County Roads.
- **Capt. Grooms:** Noted that three Station 22 volunteers are engaged in EMT training.
- **FF/EMT Matherson:** Discussed his participation in and completion of the IFSAC FLSE course in Snohomish County.

DRAFT

- **Chief McKern:** Led discussions regarding a potential volunteer program within the CARES program; establishing CARES liaisons in Brinnon and Discovery Bay; and program funding via the Co-Responder Outreach Alliance (CROA) or the Rural Health Transformation Program (RHTP).
- **Secretary Rewitzer**: Provided an update on the hiring process for the open District Secretary position and recent timber revenue totaling $95,919.

CORRESPONDENCE:
No correspondence was received.

UNFINISHED BUSINESS:
1. **Fire Chief Position:** Chief McKern discussed four candidates for the open Fire Chief position, and presenting candidates to the Board.
2. **Formation of ALS Community Roundtable:** Item tabled at the request of Commissioner Frank.
3. **Reserve Study:** Commissioner Kelbon provided an updated version of the Reserve Study addressing the removal of special assessments language. Commissioner Frank asked that the following be made available to all commissioners: an updated version of the Reserve Study, the reserve fund financial analyses created by Executive Assistant Neuenschwander, and a summary and explanation of the suggested updates. Neuenschwander agreed to write the summary and explanation which will be presented to McKern for review and distribution. The Board agreed to table the item until the next Regular Meeting on November 16, 2026.
4. **Policy 207 Staffing:** Item tabled at the request of Commissioner Kelbon.

NEW BUSINESS:
1. **Preliminary Budget Presentation:** Secretary Rewitzer presented the preliminary 2027 budget for review. Discussions included upcoming leadership changes; ALS services for the District; a seventh staff firefighter/EMT; the GS salary table for 2027 with a 0% pay increase; and the process for tracking reimbursed expenses. The Board agreed to hold a Budget Hearing to occur in conjunction with the next Regular Meeting on November 16, 2026.
2. **ProCare Warranty:** Chief McKern led a discussion on the 5-year Stryker ProCare Warranty. No action was taken.

EXECUTIVE SESSION:
A 23-minute Executive Session was called by Commissioner Kelbon at 7:52 p.m. per RCW 42.30.140(4)(a) to allow the governing body to plan or adopt the strategy or positions to be taken during collective bargaining proceedings and RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. The Executive Session was extended for an additional 15 minutes at 8:15 p.m. and an additional 30 minutes at 8:30 p.m. The meeting was called back to order at 9:00 p.m. No action was taken.

GOOD OF THE ORDER:
No items were discussed.

ADJOURNMENT:
The meeting adjourned at 9:00 p.m.

ATTACHMENTS:

General Certificate for Claims:	10/2/2026 Payroll Check Register
	10/19/2026 Claims Check Register
Reports:	September 2026 Monthly Fire Chief's Report

DRAFT

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

ATTEST:

MELODY BACCHUS, Commissioner

ROBERT REWITZER, District Secretary

ART FRANK, Commissioner

DRAFT