



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

MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on February 10, 2025

ATTENDANCE:

Commissioner/Chair Frank
Commissioner Bacchus
Commissioner Kelbon
Secretary Rewitzer
Chief McKern
Captain McCrehin

Lieutenant Winn
FF/EMT Torres
Captain Grooms
Executive Assistant Neuenschwander
Office Assistant Brush
Volunteer Kinser (via Zoom)

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Office Assistant Brush led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Secretary Rewitzer explained New Business Items 1 and 2 were linked to payables so they were on the agenda before approval of vouchers. Commissioner Kelbon requested to add New Business Item 4: Discussion of Grants to the agenda. Commissioner Frank moved, Commissioner Bacchus seconded, to accept the agenda with the addition. Motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Frank moved, Commissioner Kelbon seconded, to approve minutes from the January 13, 2025 Regular Meeting. Motion carried unanimously.

NEW BUSINESS:

- BVFF Business** – Acting as the Local Board of Trustees for the administration of the Volunteer Firefighters' and Reserve Officers' Relief and Pension Act on behalf of the State of Washington Board for Volunteer Fire Fighters and Reserve Officers, Commissioners reviewed enrollments. Commissioner Frank moved, Commissioner Bacchus seconded, to accept Steven Sund and John Hansen as volunteers with the District for enrollment in the Board of Volunteer Firefighters. Motion carried unanimously.
- Capital Budget Request – E21 Tank Repair** – Chief McKern reported that the 880-gallon water tank in Engine 21 was continuing to leak after multiple unsuccessful repair attempts. Commissioners reviewed the budget request and a quote from United Plastic Fabricating to replace the tank. Commissioner Frank moved, Commissioner Kelbon seconded, to approve the capital budget request of \$12,352.28 to replace the damaged water tank on Engine 21. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Commissioners reviewed vouchers; Secretary Rewitzer noted and explained significant expense items. Commissioner Frank moved, Commissioner Bacchus seconded, to approve vouchers totaling \$256,704.29. The motion carried unanimously.

REPORTS:

The Board received the Monthly Fire Chiefs Report, Treasurer's Report, Budget Position Report, and District Secretary's Report in advance for review. In addition:

- Chief McKern provided an update on the Community Wildfire Protection Plan (CWPP) and the County's plan of seeking grant funding for an administrator and two hazard mitigation specialists to serve north and south county communities.
- Lt. Winn provided an update on the LP35 defibrillators and reported the units should be fully in service in March.
- Secretary Rewitzer discussed current financial status and noted that fund balances show an expected dip in January as annual and quarterly expense payments are applied. Coyle volunteer Billy Brush was introduced as the new part-time Office Assistant; Mr. Brush was warmly welcomed.
- Commissioner Kelbon reported Clallam County is evaluating whether it has grounds to sue the state over a breach of contract related to timberland management.

CORRESPONDENCE:

The District was copied on a January 17, 2025 email from David Tonkin to the Jefferson County Board of County Commissioners regarding wildland-urban interface and increased fire danger.

The District received meeting notes from a January 30, 2025 meeting with District 1 regarding the ALS interlocal agreement (ILA). Commissioners reviewed 2024 summary data and discussed current issues and costs. There will be an upcoming meeting with elected officials from the two districts to review the ILA.

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – Secretary Rewitzer reported the DNR's recent pause of 23 timber sales did not affect Last Crocker Sorts Resale or Maladjusted timber sales. 2025 revenue to the District from timber sales is expected to be approximately \$73,000.

NEW BUSINESS:

3. **Capital Budget Request – Station 21 Doors** – Staff presented a \$36,500 proposal to replace the three, 12x12, glass-paneled, single-pane, overhead doors of Station 21 with insulated steel doors to reduce energy costs. Station 21 has electric heat and electric service costs on average \$8,000 per year. Energy savings from the project were roughly calculated to be \$3,850 per year. Discussion involved the temperature maintained in the bays and work areas, use of programmable thermostats, lighting, and the iconic look of glass doors. Commissioner Frank requested that temperatures be tracked with a reliable thermometer and asked that future proposals include specifications and all quotes. Commissioners had many questions regarding other energy saving strategies that could be applied; staff will conduct more research. Item tabled.

4. **Discussion of Grants** – Commissioner Kelbon asked if any grants were impacted by recent actions of the new federal administration. Chief McKern reported that the District’s only active grant award, from Olympic Community of Health to support the CARES program, is not affected by the federal funding pause. On a related note, the relative lack of AFG and SAFER awards to Washington State agencies in 2024 is being looked at by Senator Murray’s office.

EXECUTIVE SESSION:

A 24-minute Executive Session was called by Commissioner Frank at 7:56 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee. The Executive Session was extended for an additional 10 minutes at 8:20 p.m. The meeting was called back to order at 8:30 p.m. No decisions were made.

Commissioners reviewed District Secretary compensation. Commissioner Frank moved, Commissioner Bacchus seconded, to modify, retroactive to January 1, 2025, the 2025 District Secretary contract with Mr. Rewitzer as follows: average hours per week to be 40 hours instead of 30 hours, to reflect actual hours being worked, with the existing hourly rate of \$35.10 per hour to result in an annual salary of \$73,008 (\$6,084 monthly). Motion carried unanimously.

GOOD OF THE ORDER:

Secretary Rewitzer reported the North Hood Canal Chamber of Commerce will meet February 17, 2025 at 5:30 p.m. at the Brinnon Community Center; a Zoom link is available.

ADJOURNMENT:

The meeting adjourned at 8:33 p.m.

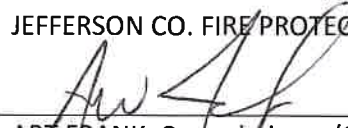
ATTACHMENTS:

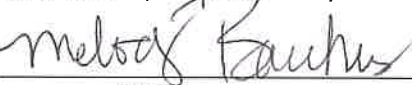
General Certificate for Claims: 2/5/2025 Payroll Check Register
2/10/2025 Claims Check Register

Reports: January 2025 Monthly Fire Chief’s Report
January 2025 Treasurer’s Report

APPROVED this 17th day of MARCH, 2025 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


MELODY BACCHUS, Commissioner


MARCIA KELBON, Commissioner

ATTEST:


ROBERT REWITZER, District Secretary

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 12:10:19 Date: 02/03/2025

02/05/2025 To: 02/05/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
83	02/05/2025	Payroll	20	EFT	Lynne Cassella-Blackburn	512.54	2025.01 Payroll
87	02/05/2025	Payroll	20	EFT	Kimberly Kinser	1,486.67	2025.01 Payroll
89	02/05/2025	Payroll	20	EFT	Brady W Matheson	5,926.51	2025.01 Payroll
90	02/05/2025	Payroll	20	EFT	Mark A McCrehin	4,509.25	2025.01 Payroll
91	02/05/2025	Payroll	20	EFT	Timothy M McKern	6,950.18	2025.01 Payroll
94	02/05/2025	Payroll	20	EFT	Robert J Rewitzer	4,175.12	2025.01 Payroll
95	02/05/2025	Payroll	20	EFT	Nicholas Singleton	5,006.25	2025.01 Payroll
97	02/05/2025	Payroll	20	EFT	Tyson J Svetich	5,008.75	2025.01 Payroll
98	02/05/2025	Payroll	20	EFT	Zachary D Torres	4,396.46	2025.01 Payroll
99	02/05/2025	Payroll	20	EFT	Kevin R Winn	5,546.50	2025.01 Payroll
100	02/05/2025	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 02/05/2025 To 02/05/2025 - HRA VEBA
101	02/05/2025	Payroll	20	EFT	US Treasury	7,964.44	941 Deposit for Pay Cycle(s) 02/05/2025 - 02/05/2025
102	02/05/2025	Payroll	20	EFT	WA Dept of Retirement Systems	7,815.20	Pay Cycle(s) 02/05/2025 To 02/05/2025 - LEOFF2; Pay Cycle(s) 02/05/2025 To 02/05/2025 - PERS2
82	02/05/2025	Payroll	20	1581	Melody Bacchus	147.76	2025.01 Payroll
84	02/05/2025	Payroll	20	1582	Debra Ethier	1,976.66	2025.01 Payroll
85	02/05/2025	Payroll	20	1583	Art Frank	295.50	2025.01 Payroll
86	02/05/2025	Payroll	20	1584	Marcia Kelbon	147.76	2025.01 Payroll
88	02/05/2025	Payroll	20	1585	Viviann Kuehl	13.85	2025.01 Payroll
92	02/05/2025	Payroll	20	1586	Luke Miller	193.93	2025.01 Payroll
93	02/05/2025	Payroll	20	1587	Brady T Palmer	567.95	2025.01 Payroll
96	02/05/2025	Payroll	20	1588	Alyssa Sturm	41.56	2025.01 Payroll
103	02/05/2025	Payroll	20	1589	IAFF Local 2032	600.00	Pay Cycle(s) 02/05/2025 To 02/05/2025 - Union Dues
104	02/05/2025	Payroll	20	1590	Nationwide Retirement Solutions	2,530.00	Pay Cycle(s) 02/05/2025 To 02/05/2025 - 457 Plan; Pay Cycle(s) 02/05/2025 To 02/05/2025 - 457 Plan Roth
105	02/05/2025	Payroll	20	1591	Trusteed Plans Service Corporation	9,544.36	Pay Cycle(s) 02/05/2025 To 02/05/2025 - Medical; Pay Cycle(s) 02/05/2025 To 02/05/2025 - Dental

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

41,193.04
34,964.16

76,157.20 Payroll: 76,157.20

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 12:10:19 Date: 02/03/2025

02/05/2025 To: 02/05/2025

Page: 2

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.*

Robert Rewitzer 2-3-2025

Preparer

Date

Samuel Kim 2-3-2025

Auditing Officer

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.

Aw Feb 2/10/25

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

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: 08:47:00 Date: 02/10/2025

02/01/2025 To: 02/28/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
109	02/10/2025	Claims	10	621524	AT&T Mobility	530.74	Monthly Cellular Service
110	02/10/2025	Claims	10	621525	Active911, Inc.	22.59	Additional alerting licenses
111	02/10/2025	Claims	10	621526	Amazon Capital Services	13.72	Computer monitor connector
112	02/10/2025	Claims	10	621527	Board for Volunteer Firefighters	280.00	BVFF Remittance - SUND, HANSEN
113	02/10/2025	Claims	10	621528	Boundtree Medical LLC	2,678.17	Monthly Medical Supplies
114	02/10/2025	Claims	10	621529	Canon Financial Services, Inc	54.44	Monthly Printer Lease
115	02/10/2025	Claims	10	621530	Cooper Fuel	2,811.58	Monthly Fuel & Heating Oil
116	02/10/2025	Claims	10	621531	EMS Connect LLC	110.50	Monthly EMS Training
117	02/10/2025	Claims	10	621532	EMS Special Agency Fund	391.00	Monthly Ambulance Transport Fee
118	02/10/2025	Claims	10	621533	Elite Extrication & Equipment	750.00	Annual extrication tools inspection/service
119	02/10/2025	Claims	10	621534	Frederickson Electric	1,171.02	Replace lights - Station 21
120	02/10/2025	Claims	10	621535	Good Man Inc	122.13	Monthly Restroom Service
121	02/10/2025	Claims	10	621536	Thane Grooms	58.06	Reimbursement - B22 parts
122	02/10/2025	Claims	10	621537	Henery Hardware	25.06	E21 panel light
123	02/10/2025	Claims	10	621538	IMS Alliance	16.20	Passport tag - BLOHM
124	02/10/2025	Claims	10	621539	JC Fire Commissioner & Secretary Assn	100.00	Annual Professional Association Dues
125	02/10/2025	Claims	10	621540	JC Fire District #2 Payroll	76,157.20	2025.01.31 Payroll Reimbursement
126	02/10/2025	Claims	10	621541	Jamestown Networks	458.41	Monthly Internet & Phone Service
127	02/10/2025	Claims	10	621542	Jefferson Propane	768.22	Monthly Propane
128	02/10/2025	Claims	10	621543	Timothy M McKern	100.00	Monthly Personal Device Stipend
129	02/10/2025	Claims	10	621544	Municipal Emergency Svcs	116.59	Station apparel for STURM
130	02/10/2025	Claims	10	621545	Murrey's Disposal Co Inc	60.26	Monthly Garbage Service
131	02/10/2025	Claims	10	621546	Olympic Springs Inc	78.12	Monthly Drinking Water
132	02/10/2025	Claims	10	621547	Pacific Office Equipment	1,022.90	Monthly Computer Support
133	02/10/2025	Claims	10	621548	Zainub Shaideen	21.60	Refund ambulance transport fee overpayment
134	02/10/2025	Claims	10	621549	Stryker Flex Financial	22,113.06	Annual payment for ambulance cot/load system
135	02/10/2025	Claims	10	621550	Stryker Sales - Medical	3,420.00	LP 15 defibrillator annual maint - FY2023
136	02/10/2025	Claims	10	621551	Stryker Sales, LLC	129,675.32	LIFEPAK 35 defibrillators & ancillary equipment
137	02/10/2025	Claims	10	621552	Systems Design West LLC	664.60	Monthly EMS Billing Service
138	02/10/2025	Claims	10	621553	The Station Signs & Screen Painting, Inc	81.83	"Property of" stickers for inventory control
139	02/10/2025	Claims	10	621554	US Bank	3,297.16	3856 - cleaner, pens, post-its, vacuum cleaner; 4651 - CPR Cards; 4651 - Apple Airtag for LIFEPAK35; 4651 - IV tray case replacement; 4651 - Pager chargers; 4651 - CPR Instructor Course; 4651 - Monthl
140	02/10/2025	Claims	10	621555	Unique Experience Custom Embroidery Inc	347.43	CARES worker apparel
141	02/10/2025	Claims	10	621556	United Plastic Fabricating	4,475.16	E21 replacement tank - 50% down payment
142	02/10/2025	Claims	10	621557	WA State Auditor's Office	4,451.20	Accountability Audit expense - December
143	02/10/2025	Claims	10	621558	Wave Broadband	214.10	Monthly Cable Internet
144	02/10/2025	Claims	10	621559	Westbay Auto Parts Inc	45.92	Diesel exhaust fluid

001 General Fund 662 600 71

53,892.52

040 EMS Fund 662 610 71

202,811.77

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 08:47:00 Date: 02/10/2025

02/01/2025 To: 02/28/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
							Claims: 256,704.29
							256,704.29

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.*

R. B. R. R. R.

Preparer

2-10-2025

Date

Smock

Auditing Officer

2-10-2025

Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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

2-10-2025

Date

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
January 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 – Staffing almost complete and equipment upgrades completed.
- CARES Volunteer Program – Kimberly, Debra, Debbie and Kevin, and the team are making great strides and moving this program forward with a number of “WINS”.
- Working with the County on fair Junior Taxing District funding as it relates to Timber Harvest. This project is in the parking lot and as we make more contacts in Clallam County, movement into ongoing business will occur. In addition, WFC is making this topic a high priority for this upcoming Legislative Session.

Grant Updates

- DOH Grant pending in the fall for EMT-Advanced programs – *Expectations Meeting this month.*
- Received notice we did not get a DNR brush truck but I did get word that we were close, they may have up to 35 rigs to surplus this year, and we should keep applying.

External Relationships

- On-going quarterly EMS training around the County by EMS Council/MPD.
- EMT Class started with 12 students. The class is being hosted here and we have 6 of our own members in class.

Fire Prevention

- Community Risk Reduction programs along with countywide CWPP plan are moving forward with south end projects. The Jefferson County Wildfire Alliance (New Name) is applying for a USDA grant for this group. It includes an administrator as well as two wildfire prevention coordinators. One coordinator would be here at QFR and one at EJFR. This is the concept for the grant and more details will come out as grant approval occurs.
- TLT (Timberland Trust Funding) – We had several meetings with stakeholders including the BOCC. We will keep you updated as we progress forward.

Upcoming Events

- EMT Class Tuesday, Thursday and Saturdays until Mar 29th
- Save the Date: April 19, 2025 Easter Egg Hunt and Breakfast. Need to confirm with Masonic Hall.

Apparatus Readiness

- T21 has returned from repairs. We are waiting for a few trim pieces and striping. T21 is back at Station 21 and in service.
- Update: Still awaiting parts for T21.
- E21 remains with a tank leak. This was repaired once already by the manufacturer. The repair did not hold. I received patches from the manufacturer to install in hopes of an easy solution. The patches did not work. The leak is still present.
- Update: Chief McKern has purchased a new tank for E21. Delivery is estimated on February 21st.

Training and Competency

- 2025 begins our official journey with Fire Engineering Online Training. I have been working with Capt. Gus Goller at Brinnon Fire to complete a 2025 training calendar. This calendar will ensure that we are completing our quarterly training objectives as structural fire fighters and EMT’s. Along with our online training is a hands-on component that will be hosted by either Dist. 2 or Dist. 4 each month. The calendar has training outlined for EMS and Fire using Fire Engineering. We are starting the year off with SCBA training for fire and Bloodborne/Airborne Pathogens for our EMS training.
- Update: Fire Engineering Training is going well. All 3 shifts have completed the online training as well as the hands-on training that meets our quarterly objectives for SCBA training. February brings HAZMAT Awareness and Trauma Management training.

QFR Events

- There are no events for Quilcene Fire Rescue for the month of February.

Apparatus Usage Report:

Report Date		2/4/2025								
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	29	1/1/1999	29,491	N/A	1,013	N/A	
11 - Engine	E21	05.Freightliner.82171C.1149	2005	20	3/26/2007	43,712	2,238	2,174	111	
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	30	9/6/1995	619	N/A	21	N/A	
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	17	10/24/2016	77,106	N/A	4,507	N/A	
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	7	8/15/2018	7,643	485	1,274	68	
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	20	Unknown	198,518	N/A	9,873	N/A	
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	17	1/1/2008	122,445	N/A	7,203	N/A	
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	9	9/20/2016	58,505	2,401	7,313	264	
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	7	3/14/2019	69,213	1,789	13,843	252	
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	20	3/30/2016	112,928	N/A	5,616	N/A	
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	5	3/16/2020	54,512	N/A	13,628	N/A	

Significant Events and Service Delivery:

- B-Shift responded to 15 calls in January.

Training and Competency:

- LifePak 35 training was on Jan 22nd

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 QFR has 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 Tests the update.

Physical Resources and Quality of Life New Business:

- We taught a CPR Class to Discovery Bay Mental Health on January 16th. The class went great, and they would like to use us again in the future.
- We got our new LifePak 35s in and completed the Inservice training. We are just waiting to get them set up the rest of the way with data transfer and to make sure everyone is proficient using them.
- Our QFR CARES Team is still working closely with OCH using their software. The CARES Team is getting used to the software and OCH has been easy to contact if we run into any issues.
- Zak is working with Gus to schedule SCBA Fit testing
- I have set up QFR CARES referrals in ESO. We are still in the trial phase and will make changes and tweaks to the referrals as needed before we roll it out to Dist. 4 & 5.
- I have been working with our members who are up for EMT recertification.

Staffing (next 30 days):

- I will be out of the country for my Feb 21st and 22nd shifts.

Significant Events and Service Delivery:

- C-Shift personnel responded to a total of 23 incidents during the month of January. Notable incidents include:
 - Responded in the evening to a report of a structure fire in the area of Lake Leland. On our arrival we found a 20x20' pump house fully involved with no exposures approximately 300' uphill from the roadway. E21 had no further access from the roadway and a 300' horizontal standpipe was established with 150' of 2.5" and 150' of 1.75" hose up the hill. While this tactic delayed water on the fire by a couple of minutes, the fire remained confined to its area of origin and was successfully extinguished with assistance and water supply from E22, T41, and District 5 units.
 - Multiple very sick respiratory patients with an underlying viral infection.
 - Off-duty response in T21 to Coyle for a structure fire with multiple exposures. Assisted with overhaul and participated in After Action Review led by FF/EMT Tyson Svetich.
 - Mutual aid to District 5 for a BLS lift assist.
 - Mutual aid to District 4 for single vehicle rollover on Mt. Walker. Provided traffic control while JCSO worked to locate the driver.
- Hydrant water usage for Quilcene totaled approximately 6000 gallons used:
 - Incidents: 3000 gallons for structure fires. (2000 from Coyle Hydrants)
 - Training: 500 gallons for water supply evolutions.
 - Maintenance: 2500 gallons due to E21's tank leak and to keep full at the start of each shift.

New Items:

- The NW Region protocol review is in the final stages and the rough draft of the new protocols is complete.
- The EMT students are approximately halfway through their textbook and have completed 20 chapters of lecture, quizzes, and tests. They have started the basics of patient assessments and will be shifting more into developing their patient assessment and hands-on skills in the coming weeks as they are also cleared to ride along with crews and get patient contact time.
 - Planning to teach multiple classes and skills as an instructor throughout the remainder of the course.
 - Offering additional training, coaching, mentoring, etc. to any EMT student outside of the EMT class who wants to put the extra time in.
- EVIP Rodeo completed for Coyle personnel on January 12th and QFR EVIP Cards issued to personnel. Due to scheduling conflicts. FF/EMT Svetich took the lead on this training day and did an excellent job coordinating with drivers, evaluators, setting up the course, and completing paperwork!
 - FF/EMT Matheson passed Rodeo and Road Test in E21. His EVIP Card has been updated, and he is certified to drive E21. We continue to work on drivers training in B21 with manual transmission.
 - Completed Rodeo in B22.

- Updated EVIP cards were ordered by our District Secretary and are now in use.
- Rescheduled PPE and Gurney operations training with Coyle personnel to 2/17 due to expected snowy weather.
- Captain Grooms has sent a list of PPE needs for Coyle personnel. A quote list will be created with pricing and submitted in next month's report.
- Volunteer Hansen's boots have arrived and have been issued. Sund's boots are still on backorder.
- Successfully completed delivery of CPR/First Aid course with FF/EMT Matheson to Discovery Behavioral Health in Port Townsend. They have more employees who need to be certified and will be reaching out to schedule another 1-2 classes soon.
- Completed pre-incident planning training at Coast Seafoods facility with supervisor from Ferrellgas Propane. The focus of this visit was to learn about the propane system shut-offs, gas lines, and general response safety. This information will soon be placed into a document and distributed to County personnel for awareness.
- Working to complete a simple pre-fire plan for the old Snug Harbor Café in Discovery Bay.
- Ordered radio programming adapter for the new BK wildland portable radio that allows us to copy channels from the previous models.
- Annual extrication tool inspection and service has been completed with one minor repair to a LED light on the Ram that needed replacement.
- Continuing familiarization with the LifePack 35's and providing training to any personnel interested.

Staffing (next 60 days):

- NTR.



Building Maintenance

- Need to get quote for broken window repair.

Apparatus

- E22 in service, B22 in service, U22 in service

Volunteers

- Coyle's team completed driver EVIP Rodeo and all were issued driver certificates. Billy Brush will receive EVIP Class and rodeo, time permitting during shifts.

Coyle Team Availability

- Thane Grooms, Jim Pinks, Art Frank, Dave Blohm, John Hansen, Steve Sund, Billy Brush
- Tim Mickelson is OOA until April. Roland Faragher-Horwell is currently unavailable.

Training

- John Hansen and Dave Blohm continue EMT class. Steve Sund will be attending alternate EMT class soon.
- Next scheduled trainings are 2/3/25 – PPE for EMS & Fire scenes and 2/17/25 – 360/Scene Size Up.

Incidents

- 1/19/25 0817 ALS Difficulty Breathing on Toandos Rd. Steve Sund responded direct POV and assisted A21 crew. Steve is at the midway point between sta21 and sta22... an excellent location for calls in that area.
- 1/20/25 0745 STRUCTURE FIRE on Harrington Dr in Coyle. Capt. Grooms responded with E22. John Hansen, Steve Sund & Dave Blohm arrived direct via POV. Incident command was established and conducted by Capt. Grooms for the first hour. Coyle volunteers conducted water supply, rehab and other fireground support for E21, T21, DC21 and E8 crews. Dave Blohm went with Capt. Grooms to sta21 after mop up for fuel, refurbishment and hose loading of E22.
- 1/22/25 1217 BLS Fall Patient at Silent Lake turned ALS and MEDEVAC by A21. Coyle volunteers were en route to weekly rig checks when the call out for MEDEVAC at Zelatchet Point came in. Capt. Grooms and Jim Pinks took E22 for LZ manager operations. John Hansen took U22. Dave Blohm and Billy Brush went POV and met up with E22. We conducted an impromptu LZ Manager training and Zelatched Point orientation.
- 1/23/25 1511 ALS Fall Patient on Camp Harmony Rd. Capt. Grooms took U22 and met John Hansen (POV). John Hansen started evaluation and assisted A21 and M7 prior to transport to JGH.
- 1/24/25 1220 ALS Shortness of Breath on Alder St in Coyle. John Hansen went on foot, as the call was about 100 yards away. Capt. Grooms arrived with U22. John Hansen did evaluation and advised incoming units of vitals and relief from symptoms. Non transport.
- 1/25/25 2355 BLS Request for transport on Deitz Drive. John Hansen went direct POV and Capt. Grooms arrived with U22. Assisted with moving patient for transport.

Quilcene Fire CARES continues to meet the needs of Districts 2, 4, and 5.

Kevin added QFRCARES as “personnel” to be added to calls by duty crew to make referrals. There is a Mobile Integrated Healthcare form in the system for details about the referral. We are trouble shooting this new referral protocol in our district before rolling out to Brinnon and Discovery Bay. The system requires that QFRCARES log in to find cases referred to the program, rather than receiving a notification by email and we are making that part of our routine.

Using the Olympic Connect software (Channels) is still cumbersome and takes time to input and manage. We are hopeful that our efforts will help CARES, the District and our community to better meet the needs of our constituents through data collection. Our priority continues to be the people that we serve.

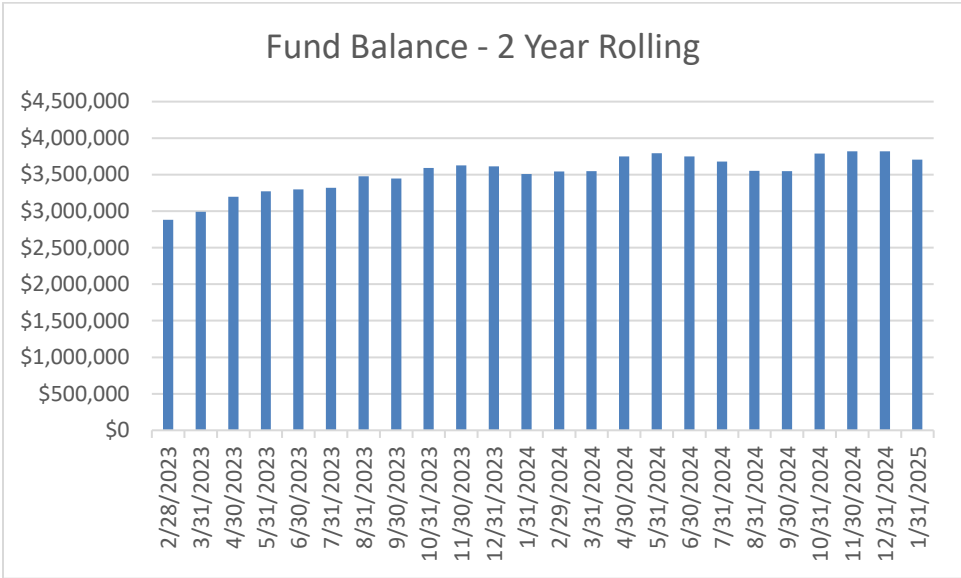
Since our last report

- 8 clients enrolled (and I submitted an intake form for #9 that has not been added to our client list); 5 clients has been discharged; 1 client we are following who are not enrolled and we believe we have made our last visit.
- We have visited 2 referrals to find the constituents supported by family/community and not needing CARES at this time.
- We have 1 referral that we have not yet been out to the Coyle to assess.
- Chief McKern and I met with the commissioners for districts 4 and 5.
- CARES is also aware of outreach opportunities. We have and have had several clients who are veterans. Debra and I will be participating in the VFW Chili Cook Off on February 22. We were approached by Assured Hospice to be part of a resource fair at the Quilcene Community Center in March.
- With the support of our District Secretary, we are creating job descriptions for CARES Specialist.



January Financial Summary

Total Fund Balance as of 1/31/2025: **\$ 3,703,684**



	<u>January</u>	<u>2025 YTD</u>
Total Fund Balance Increase (Decrease)	(\$ 115,120)	(\$ 115,120)
Property Tax Revenue	\$ 4,455	\$ 4,455
Timber Sale Revenue	\$ 0	\$ 0
Timber Excise Tax Revenue	\$ 0	\$ 0
DNR PILT	\$ 0	\$ 0
Interest Revenue	\$ 11,893	\$ 11,893

- Operating expenditures **10.2%** of budget with **8.3%** of the year elapsed.
- Fund balances show an expected dip in January as annual and quarterly expense payments are applied.
- January payroll was processed timely with new salary and benefit rates applied. We currently have 10 compensated employees and 3 commissioners. In addition, 5 volunteer responders received points payments. 2024 W2s were mailed January 27th.
- Following Board approval of the Office Assistant job description, the position was posted on the District website and Facebook page with a two-week deadline for submitting applications. I developed a hiring process that included an 80-point written assessment of office skills and problem solving, as well as a one-on-one interview. Nine applications were received, and I was quite impressed by the caliber of candidates. The top three candidates from the initial process moved on to a final interview with Chief McKern and Executive Assistant Neuenschwander. A job offer was tendered to the best candidate. We are pleased to introduce our new Office Assistant Billy Brush, who is a current Coyle volunteer responder. Billy has a Bachelor of Arts in Political Science from Ohio State University. In addition to being a Coyle responder, Billy volunteers at the

food bank. Prior to moving full time to Coyle in 2023, Billy was an Associate Creative Director at Amazon as a member of the Alexa personality team. In addition to an enthusiastic attitude, Billy brings strong communication and technical skills that will be of great benefit to the District.

- The first CARES reimbursement request was submitted January 16th to Olympic Community of Health covering November and December expenses. A total of \$12,768.35 was reimbursed, including \$7,537 for CARES salaries and benefits; \$3,566 for technology, supplies, and mileage; and \$1,665 for indirect administrative overhead (allowed 15% of reimbursed expense). Significant effort went into developing the calculation tool to accurately capture our payroll expense, especially as we transitioned from 2024 to 2025. Going forward, the tool will streamline payroll reimbursement calculations, and the entire reimbursement request process can be accomplished with minimal administrative overhead.
- A comprehensive Vehicle Use Agreement was developed to protect District interests during the loan of Aid 21A to Brinnon Fire Department.
- The early Board meeting due to the President's Day holiday made agenda preparation challenging. There will likely be some late additions/corrections to meeting materials.

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

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

Time: 11:50:36 Date: 02/06/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	560,536.80	7,981.19	76,196.09	492,321.90	0.00	1,175.04	0.00	493,496.94
040 EMS Fund 662 610 71	480,776.99	14,092.03	69,663.93	425,205.09	0.00	464.70	0.00	425,669.79
070 Capital (Reserve) Fund 662 631 71	2,777,490.27	8,667.03		2,786,157.30	0.00	0.00	0.00	2,786,157.30
	<u>3,818,804.06</u>	<u>30,740.25</u>	<u>145,860.02</u>	<u>3,703,684.29</u>	<u>0.00</u>	<u>1,639.74</u>	<u>0.00</u>	<u>3,705,324.03</u>

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

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

Time: 11:50:36 Date: 02/06/2025

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	460,036.80	77,645.12	145,860.02	391,821.90	0.00	0.00	391,821.90
20 Payroll-1st Security 9010	100,000.00	80,523.64	80,523.64	100,000.00	0.00	1,639.74	101,639.74
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	480,776.99	14,092.03	69,663.93	425,205.09	0.00	0.00	425,205.09
70 Capital (Reserve)-JeffCo	2,777,490.27	8,667.03	0.00	2,786,157.30	0.00	0.00	2,786,157.30
Total Cash:	3,818,804.06	180,927.82	296,047.59	3,703,684.29	0.00	1,639.74	3,705,324.03
	3,818,804.06	180,927.82	296,047.59	3,703,684.29	0.00	1,639.74	3,705,324.03

TREASURER'S REPORT

Outstanding Vouchers

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

As Of: 01/31/2025 Date: 02/06/2025

Time: 11:50:36 Page: 3

Jefferson County Fire Distr #2

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
2023	707	11/01/2023	Payroll	20	1402	Bailey M Kieffer	13.85	Replacement for lost check #1259
2024	1	01/05/2024	Payroll	20	1413	Chloe G Austin	13.85	2023.12 Payroll
2024	15	01/05/2024	Payroll	20	1424	Andrew J Lewis	83.11	2023.12 Payroll
2024	141	03/05/2024	Payroll	20	1446	Ken Brotherton	346.31	2024.02 Payroll
2024	200	04/05/2024	Payroll	20	1456	Ken Brotherton	263.20	2024.03 Payroll
2024	467	08/05/2024	Payroll	20	1512	Krystal McCrehin	35.41	2024.07 Payroll
2025	2	01/03/2025	Payroll	20	1563	David Blohm	96.97	2024.12 Payroll
2025	19	01/03/2025	Payroll	20	1575	James L Pinks	166.23	2024.12 Payroll
2025	23	01/03/2025	Payroll	20	1576	Thais Svetich	27.70	2024.12 Payroll
2025	33	01/03/2025	Payroll	20	1577	IAFF Local 2032	510.00	Pay Cycle(s) 01/03/2025 To 01/03/2025 - Union Dues
							1,639.74	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	1,175.04	1,175.04
040 EMS Fund 662 610 71	0.00	464.70	464.70
	0.00	1,639.74	1,639.74

TREASURER'S REPORT

Signature Page

Jefferson County Fire Distr #2

Time: 11:50:36 Date: 02/06/2025

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

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REVIEWED AND APPROVED

Preparer

Date

Auditing Officer

Date