



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 SPECIAL 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 JULY 6, 2026, at 6:00 p.m.
in JOINT SESSION with the BOARD OF FIRE COMMISSIONERS
of JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 4
and JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 5**

ATTENDANCE DISTRICT 2

Commissioner/Chair Kelbon	Secretary Rewitzer	Lt. Singleton
Commissioner Bacchus	Admin. Assist. Brush	FF/EMT B. Matheson
Commissioner Frank	Deputy Chief D. Svetich, ret.	
Chief McKern	Lt. Winn	

ATTENDANCE DISTRICT 4

Commissioner/Chair Matheson	Chief T. Manly
Commissioner Gleason	Secretary C. Manly
Commissioner Ventura	Scott Culp (Zoom)

ATTENDANCE DISTRICT 5

Commissioner C. Carson	Commissioner Kessler (Zoom)
Commissioner B. Knoepfle	Chief Knoepfle

CALL TO ORDER

Commissioner Kelbon called the meeting to order at 6:00 p.m. and confirmed a quorum for Districts 2 (Quilcene), 4 (Brinnon), and 5 (Discovery Bay).

PLEDGE OF ALLEGIANCE

Lt. Winn led the pledge.

PUBLIC COMMENTS

No comments were received.

DISCUSSION: REGIONAL ALS PROGRAM

Chief Manly presented a Regional ALS Update regarding the current status of the ILA draft, discussions with DOH, and data preparation. Manly noted the ILA contains updates based on the previous Joint Board Meeting and that feedback is needed from each District. In his discussions with DOH, Manly learned that legislation will be required to establish a legal framework for the Regional ALS Program. DOH encouraged Manly to continue on the current path for a Regional ALS Program and noted that Representative Adam Bernbaum would be willing to sponsor the legislation. Manly noted that ultimately there will be one ALS license to cover Districts 2, 4, and 5, while each District will maintain their BLS license.

Commissioner Matheson asked about existing best practices or if a similar program exists elsewhere. Manly noted an active program in Thurston County that operates as a separate agency with a budget of roughly \$20 million.

Commissioner Kelbon led a discussion regarding meeting attendance with DOH and asked for District 2 to be included. Manly noted that DOH stated they wanted to work with one entity. As he volunteered to do the work, as approved by the EMS Council, he felt it appropriate that he attend the meetings with DOH and report back to the Districts. Commissioner Ventura suggested a 30-minute weekly call for the Chiefs to share updates and information, and all agreed. Commissioner Frank asked for an outline of the meeting to be distributed after the call.

Scott Culp discussed data preparation noting the use of Jupyter Notebook, a tool that allows the user to document the data preparation process, establishes due diligence, and creates a clear record for audits. Culp noted that he will ask Chief McKern to spot-check District 2's data, and McKern noted that Lt. Winn is the appropriate point of contact. Culp also notated the challenges in data collection. Chief Manly left the meeting during Culp's presentation to respond to a 911 call.

Chief McKern reviewed the recommended next steps: (1) Review Brian Snure's latest ILA draft and identify policy-level concerns; (2) Allow chiefs and legal counsel to continue refining the ILA; (3) Support completion of Scott's data and coding work for the DOH/min-max path; and (4) Return with a more complete legal, operational, financial, and data package. McKern then opened the discussion to any questions.

Commissioner Kelbon addressed several sections of the ILA, including:

1. **Sections 2.1.a and 2.1.a.iii** – Questioned whether top authority resided with the Administrative Board or ALS Consortium Chief. Chief McKern noted MSO may be a more appropriate title than ALS Consortium Chief. Commissioner Ventura noted that “implementing” may not be the correct term for section 2.1.a.iii. Commissioners then discussed the hierarchy and responsibilities of the Administrative Board, Chiefs, MSO, and MPD. Commissioner Carson recommended an organizational flow chart to gain clarity. Chief McKern noted the three Chiefs would operate under Unified Command. Commissioner Frank asked for an MSO job description, and McKern noted that Lt. Winn could provide one.
2. **Section 2.3** – Commissioner Ventura questioned if this section is negated based on the discussion of section 2.1.a. Commissioner Kelbon suggested it may require a revision. Commissioner Kelbon led a discussion on the segregation of duties between the Administrative Board and the ALS Consortium Chief. Commissioner Ventura noted he was challenged by the notion that the Administrative Board could make an employment decision that would supersede an elected board. Commissioner Kelbon suggested each District would have an out clause set to a certain number of days. Chief McKern suggested another meeting with Attorney Snure to move forward with the ILA; all in attendance agreed. Commissioner Frank led a discussion on Regional ALS Program fees incurred by each District. It was understood that costs would be split upon an agreed-upon percentage from each District.
3. **Section 7.1.f** – Commissioner Kelbon asked if it was possible set up a separate Fund for the Regional ALS Program. Secretaries Rewitzer and Manly affirmed the use of a separate Fund.
4. **Section 7.4** – Commissioner Kelbon led a discussion regarding grant funding. It was noted the ILA should state “agencies” in lieu of “members”.
5. **Exhibit A 1.3** – Commissioner Kelbon led a discussion on wage determination. Chief Knoepfle and Commissioner Ventura noted the Collective Bargaining Unit would collaborate with the Administrative Board. Secretary Manly noted that District 4's medic wages were established in their most recent collective bargaining agreement and set for the next three

years. Commissioner Kelbon reiterated the need for a termination clause to provide an out for each District. Commissioner Ventura recommended a no-fault separation with an agreed upon number of days' notice. Commissioners agreed with this approach.

For next steps, Commissioner Kelbon noted she'll create meeting notes and circulate them to the group. Chief Knoepfle recommended that the Chiefs move forward with another meeting with Attorney Snure, scheduling an additional Joint Board special meeting as needed. The next Joint Board meeting was set for August 10, 2026, at 6:00 p.m., at Station 21 in Quilcene, WA. Secretary Rewitzer presented the latest invoice from Snure, and all Districts agreed to split the cost equally.

ADJOURNMENT

Commissioner Kelbon moved to adjourn the meeting at 7:40 p.m. Commissioner Bacchus seconded. The motion carried.

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