



Jefferson County Fire Protection District No. 2

Commissioner Marcia Kelbon
Board Chair
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

Commissioner Melody Bacchus
Commissioner Art Frank

MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on June 15, 2026

ATTENDANCE:

Commissioner/Chair Kelbon
Commissioner Bacchus
Commissioner Frank
Chief McKern
District Secretary Rewitzer
Executive Assistant Neuenschwander

Deputy Chief D. Svetich
Administrative Assistant Brush
FF/EMT T. Svetich
FF/EMT Matheson
Captain Grooms

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

FF/EMT Svetich led the Pledge of Allegiance.

PUBLIC COMMENTS:

No comments were received.

APPROVAL OF AGENDA:

Commissioner Kelbon moved, and Commissioner Bacchus seconded, to adopt the agenda with the addition of New Business item #5, MOU with EJFR for AFG for Regional Rehab Unit. The motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Kelbon moved, and Commissioner Bacchus seconded, to approve the minutes from the following meetings:

- May 18, 2026 Special Meeting
- June 1, 2026 Special Meeting (Joint Board Meeting) with the edit, "Quilcene will need time to review as their commissioners only just received a revised version of the document."

The motion carried unanimously.

APPROVAL OF VOUCHERS:

The Board reviewed the vouchers prior to the meeting. Commissioner Bacchus asked about the upcoming changes in service provided by Pacific Office Equipment. Administrative Assistant Brush explained the changes and reduction in expenses. Commissioner Kelbon moved, and Commissioner Frank seconded, to approve vouchers totaling \$112,298.28. The motion carried unanimously.

REPORTS:

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

- **Chief McKern:** Reported on previous and upcoming informational events for the District's General Fire Levy proposition (August 4, 2026, Primary ballot). Previous presentations included June 5 (Quilcene Yacht Club), June 8 (Masonic Hall with VFW), and June 13 (Laurel B. Johnson Community Center in Coyle). Additional presentations include June 25 (Station 21) and Coffee with the Chief at 10:00 a.m. on Monday mornings until the Primary ballot (Station 21). Also reported on the Quilcene

15th Annual Family Beach Party and Gravel Unravel, noting that both events were successful despite their challenges; led a discussion on the new Jefferson County Fireworks Ban, effective June 15, 2027; and expressed extra thanks and kudos to Lt. Winn, FF/EMT Svetich, and FF/EMT Mattheson for the additional shifts they've covered throughout June.

- **FF/EMT Mattheson:** Provided an update on the Cadet Program noting continued success; CPR certification for all cadets; and training ranging from hydrants to radio communications. Proceeds from the Brinnon Shrimp Fest on June 20, sponsored by the Brinnon Fire Association, will be donated to the Cadet Program. Commissioner Frank asked how the proceeds will be passed to the Cadet Program, and Mattheson agreed to research the matter and provide an answer.
- **FF/EMT Svetich:** Provided an update on B21 noting its return from Clallam County to Station 21; the installation of new tires; and an upcoming quote for new apparatus decals. Chief McKern noted B21 will be put into service on July 1 regardless of decal application.
- **Commissioner Kelbon:** Led a discussion on the GMC Aid Unit and its continued service over the Ram Unit. FF/EMT Svetich explained the GMC Unit has roughly 12,000 fewer miles on it, and the intention is to even out the wear-and-tear on the two units. Chief McKern and Sec'y Rewitzer also noted the cost of unleaded fuel for the GMC Unit is less than the current cost of diesel fuel for the Ram Unit.
- **Commissioner Bacchus:** Led a discussion on the Quilcene Fire CARES program and the upcoming retirement of CARES Specialist, Kimberly Kinser. Chief McKern noted the District is currently working on backfilling the position. Bacchus asked if the CARES program has been successful in achieving its benchmark goals. McKern noted that, after a meeting with Olympic Community Health, CARES Specialists will update their documentation process which will increase the current client count and satisfy the benchmark goals. McKern also noted the new logo on the CARES vehicle.
- **Captain Grooms:** Reported on the continued onboarding of new Coyle volunteers and expects they will start responding to calls as observers by the end of June. Also noted an atypical uptick in Coyle emergency response calls in April and May.
- **Secretary Rewitzer:** Provided a financial update, noting immediate cost savings on propane after a vendor change and upcoming savings with Pacific Office Equipment resulting from a migration from Google to Microsoft services. Also noted the ongoing challenges with the State Department of Revenue to establish the process of paying state tax on CPR classes taught by the District; an upcoming change in VoIP vendors as the current vendor, Jamestown Networks, will discontinue this service on July 31, 2026; a timber sales payment of approximately \$250,000 for Last Crocker Sorts within two weeks; and an increase in election costs due to the District's General Fire Levy proposition.
- **Commissioner Kelbon:** Reported on the Olympic Peninsula Fire Commissioners Association meeting and led a discussion on a lawsuit filed against the Forest Practices Board, noting that several counties and districts may join the lawsuit. Kelbon did not recommend any action by the District.
- **Board Discussion:** Commissioner Frank led a discussion on increased logging along Coyle and Thorndyke Roads and its potential consequences for the upcoming wildfire season.

CORRESPONDENCE:

Chief McKern led a discussion regarding a letter he received on June 11, 2026, from Port Townsend resident David Ginsberg concerning Port Townsend Paper Company's White Liquor – HAZMAT Preparedness. While no action needs to be taken by the District, McKern will provide an update after the Jefferson County Local Emergency Planning Committee (LEPC) meeting on July 8, 2026. A discussion ensued regarding the recent white liquor incident in Longview, WA, and the Port Townsend Paper Company.

UNFINISHED BUSINESS:

1. **DNR Trust Lands:** Secretary Rewitzer reiterated that a timber sales payment of approximately \$250,000 is expected within two weeks. Also noted that any action on Skidder Hill is unlikely before 2027. Commissioner Kelbon discussed the potential correlation between a drop in timber revenue and increase in the District's budget deficits in recent years.
2. **Regional ALS Program:** – Chief McKern provided updates:
 - The EMS Council voted to move forward with an assessment to determine min-max numbers.
 - Brinnon Fire Department recently published a Facebook post regarding the Regional ALS Program; McKern reiterated the need for transparency between Districts 2, 4, and 5.
 - District 2 is acting as the temporary regional fiscal agent regarding a bill from Attorney Snure that will be split evenly between Districts 2, 4, and 5.
3. **District Funding:** Commissioner Kelbon led a discussion regarding the ongoing informational events for the District's Genery Fire Levy proposition and the challenges in explaining the decreasing levy rate. Commissioners discussed attending the informational event at Station 21 on June 25.
4. **Firefighter Backfill Interlocal Agreement:** Chief McKern discussed revisions in the latest version of the ILA, and Commissioner Frank noted that the rate paid should be made clear. The topic was tabled until the next Board meeting on July 20, 2026, so that all have ample time to review the latest version.

NEW BUSINESS:

1. **Resolution 2026-003 – General Fee Schedule:** Commissioner Kelbon led a discussion regarding the revised fee schedule and questioned whether the burn permit fee increase of \$10 might dissuade compliance. Sec'y Rewitzer enumerated the burn permit fees charged by various agencies throughout the state, noting the District's proposed fee of \$120 is within established parameters. Rewitzer also noted the increased cost to the District to deposit cash receipts at the nearest bank in Port Hadlock. Commissioner Frank proposed an increase in Station 23 Garage Stall Rent from \$200- to \$300/month beginning on August 1, 2026, to cover the increased costs of propane. Sec'y Rewitzer proposed commencing all general fee increases on August 1. Commissioner Kelbon moved, and Commissioner Frank seconded, to approve Resolution 2026-003 adopting a revised general fee schedule for District services and permits, rescinding Resolution 2024-002 and all prior conflicting fee schedules. The motion carried unanimously.
2. **Resolution 2026-004 – Ambulance Transport Fees:** Chief McKern led a discussion on the importance of establishing consistent ambulance transport fees in the region, especially in pursuit of a Regional ALS Program with Districts 4 and 5. Sec'y Rewitzer noted the proposed rates are aligned with the average statewide rates. Commissioner Kelbon led a discussion regarding collections for unpaid ambulance transport fees. McKern noted that he evaluates each case and, ultimately, sends very few to collections. Commissioner Frank asked about frequent users who are uninsured. McKern explained the process of signing applicable patients up for state assistance,

which qualifies the District for GEMT reimbursement, and noted the new process of ambulance billing tracking with Systems Design West. Administrative Assistant Brush explained the new process. Commissioner Kelbon moved, and Commissioner Bacchus seconded, to approve Resolution 2026-004 adopting a revised fee schedule for District medical fees relating to ambulance transport, which includes an annual increase based on consumer price index, rescinding Resolution 2022-005 and all prior conflicting fee schedules. The motion carried unanimously.

3. **Resolution 2026-005 – Cancel Warrants:** The County Treasurer's Office requested warrant 621548, which has remained unredeemed, be canceled by passage of a resolution of the governing body. Commissioner Kelbon moved, and Commissioner Frank seconded, to approve Resolution 2026-005 canceling warrant number 621548 issued February 10, 2025, in the amount of \$21.60. The motion carried unanimously.
4. **Assistant Chief Job Description:** Chief McKern explained the only change from the previous job description for Division Chief was in the job title from Division Chief to Assistant Chief and confirmed the financial impact is the same. Commissioner Kelbon moved, and Commissioner Frank seconded, to approve Procedure 1005 Assistant Chief Job Description. The motion carried unanimously.
5. **MOU with EJFR for AFG for Regional Rehab Unit:** Chief McKern explained that the Assistance to Firefighters Grant (AFG) requires MOUs between EJFR and their regional partners for EJFR's regional rehab unit grant application. The District will only incur costs if it employs the rehab unit; otherwise, there is no cost to the District. All Commissioners expressed their support for Chief McKern to sign the MOU with EJFR.

GOOD OF THE ORDER:

There was no discussion.

ADJOURNMENT:

The meeting adjourned at 8:09 p.m.

ATTACHMENTS:

General Certificate for Claims: 6/3/2026 Payroll Check Register
6/15/2026 Claims Check Register

Reports: May 2026 Monthly Fire Chief's Report
May 2026 Treasurer's Report

APPROVED this 20th day of July, 2026 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

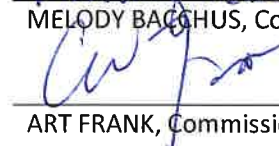
BOARD OF FIRE COMMISSIONERS
JEFFERSON CO. FIRE PROTECTION DIST. #2



MARCIA KELBON, Commissioner/Chair



MELODY BACCHUS, Commissioner



ART FRANK, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 14:17:37 Date: 06/01/2026

06/03/2026 To: 06/03/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
330	06/03/2026	Payroll	20	EFT	Melody Bacchus	147.76	2026.06 Payroll
331	06/03/2026	Payroll	20	EFT	William Brush	2,785.81	2026.06 Payroll
332	06/03/2026	Payroll	20	EFT	Lynne Cassella-Blackburn	720.33	2026.06 Payroll
333	06/03/2026	Payroll	20	EFT	Marcia Kelbon	147.76	2026.06 Payroll
334	06/03/2026	Payroll	20	EFT	Kimberly Kinser	1,865.82	2026.06 Payroll
335	06/03/2026	Payroll	20	EFT	Brady W Matheson	5,169.10	2026.06 Payroll
336	06/03/2026	Payroll	20	EFT	Mark A McCrehin	6,486.15	2026.06 Payroll
337	06/03/2026	Payroll	20	EFT	Timothy M McKern	7,849.43	2026.06 Payroll
338	06/03/2026	Payroll	20	EFT	Robert J Rewitzer	3,829.68	2026.06 Payroll
339	06/03/2026	Payroll	20	EFT	Nicholas Singleton	6,121.06	2026.06 Payroll
340	06/03/2026	Payroll	20	EFT	Alyssa Sturm	1,566.45	2026.06 Payroll
341	06/03/2026	Payroll	20	EFT	Tyson J Svetich	5,675.74	2026.06 Payroll
342	06/03/2026	Payroll	20	EFT	Debbie Tillman	85.07	2026.06 Payroll
343	06/03/2026	Payroll	20	EFT	Zachary D Torres	976.46	2026.06 Payroll
344	06/03/2026	Payroll	20	EFT	Kevin R Winn	4,765.28	2026.06 Payroll
345	06/03/2026	Payroll	20	EFT	HRA VEBA - YA20437	900.00	Pay Cycle(s) 06/03/2026 To 06/03/2026 - HRA VEBA
346	06/03/2026	Payroll	20	EFT	US Treasury	9,102.39	941 Deposit for Pay Cycle(s) 06/03/2026 - 06/03/2026
347	06/03/2026	Payroll	20	EFT	WA Dept of Retirement Systems	8,133.17	Pay Cycle(s) 06/03/2026 To 06/03/2026 - LEOFF2; Pay Cycle(s) 06/03/2026 To 06/03/2026 - PERS2
348	06/03/2026	Payroll	20	1699	IAFF Local 2032	600.00	Pay Cycle(s) 06/03/2026 To 06/03/2026 - Union Dues
349	06/03/2026	Payroll	20	1700	Nationwide Retirement Solutions	3,555.20	Pay Cycle(s) 06/03/2026 To 06/03/2026 - 457 Plan; Pay Cycle(s) 06/03/2026 To 06/03/2026 - 457 Plan Roth
350	06/03/2026	Payroll	20	1701	Trusted Plans Service Corporation	12,809.81	Pay Cycle(s) 06/03/2026 To 06/03/2026 - Medical; Pay Cycle(s) 06/03/2026 To 06/03/2026 - Dental
351	06/03/2026	Payroll	20	1702	Washington State Support Registry	819.53	Pay Cycle(s) 06/03/2026 To 06/03/2026 - Child Sppt

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

45,135.22
38,976.78

84,112.00 Payroll: 84,112.00

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 14:17:37 Date: 06/01/2026

06/03/2026 To: 06/03/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CHECK REGISTER REPORT

PURPOSE: Check one.

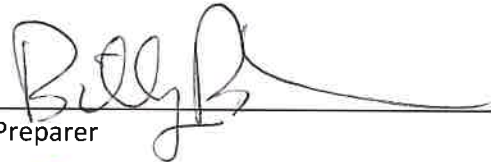
☒ **PAYROLL:** No General Certificate required.*

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.*


Preparer

6/1/26
Date


Auditing Officer

6/1/26
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.


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

6/15/26
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: 10:38:13 Date: 06/15/2026

06/15/2026 To: 06/15/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
357	06/15/2026	Claims	10	622033	AT&T Mobility	628.68	Monthly Cellular Service
358	06/15/2026	Claims	10	622034	Boundtree Medical LLC	618.54	Monthly Medical Supply Order
359	06/15/2026	Claims	10	622035	CHS Inc.	1,154.15	Monthly Propane
360	06/15/2026	Claims	10	622036	Canon Financial Services, Inc	54.64	Monthly Lease for Sta21 Printer/Copier
361	06/15/2026	Claims	10	622037	Cascade Fire Equipment	835.15	PPE Boots for Winn & Singleton
362	06/15/2026	Claims	10	622038	Cascade Fire Equipment	3,832.50	PPE Replacement Turnout Set for Winn
363	06/15/2026	Claims	10	622039	Cooper Fuel	678.19	Monthly Diesel Fuel Delivery
364	06/15/2026	Claims	10	622040	EMS Connect LLC	114.98	Monthly Fee for EMS Training Content
365	06/15/2026	Claims	10	622041	EMS Special Agency Fund	289.00	Monthly Fee for Ambulance Transports
366	06/15/2026	Claims	10	622042	Evans Tire Co.	306.60	Install New Tires on B22
367	06/15/2026	Claims	10	622043	Good Man Inc	144.30	Monthly Restroom Service Sta22
368	06/15/2026	Claims	10	622044	JC Fire District #2 Payroll	84,112.00	2026.06.03 Payroll Reimbursement
369	06/15/2026	Claims	10	622045	Jamestown Networks	96.18	Monthly VOIP Telephone Services
370	06/15/2026	Claims	10	622046	Timothy M McKern	100.00	Monthly Fee Personal Device
371	06/15/2026	Claims	10	622047	Murreys Disposal Co Inc	125.29	Monthly Garbage Service
372	06/15/2026	Claims	10	622048	Murreys Disposal Co Inc	45.02	Monthly Recycling Service
373	06/15/2026	Claims	10	622049	North Olympic Peninsula Data Centers	89.95	Monthly Internet
374	06/15/2026	Claims	10	622050	Olympic Springs Inc	43.58	Monthly Drinking Water
375	06/15/2026	Claims	10	622051	Pacific Office Equipment	1,400.70	Monthly Charges Printer, Support, Gmail, Office
376	06/15/2026	Claims	10	622052	Paladin Background Screening	129.21	Background Screening: Copass, Chesney
377	06/15/2026	Claims	10	622053	Peninsula Pest Control Inc	82.13	Quarterly Pest Control Service
378	06/15/2026	Claims	10	622054	Snure Law Office PSC	1,638.00	Legal Consult & Doc Prep for Regiona1 ALS
379	06/15/2026	Claims	10	622055	Systems Design West LLC	627.62	Monthly EMS Billing Services
380	06/15/2026	Claims	10	622056	The Goodyear Tire & Rubber Company	1,583.47	Off-road Tires for B22
381	06/15/2026	Claims	10	622057	The Station Signs & Screen Painting, Inc	301.13	Graphics for CARES Vehicle
382	06/15/2026	Claims	10	622058	US Bank Credit Card	4,384.84	3012-Yellow Copier Paper; 2998-Sta22 Yard Hydrants Repair; 9142-Station Boots for McCrehin; 9508-WFC Conference; 9508-Oil Change C201; 9508-Clorox Wipes; 9508-Rehab & Station Supplies; 9508-Monthly Ad
383	06/15/2026	Claims	10	622059	US Postal Service	188.00	Annual PO Box Fee
384	06/15/2026	Claims	10	622060	Unique Experience Custom Embroidery Inc	347.43	Reissue warrant 621555 (lost)
385	06/15/2026	Claims	10	622061	VFIS	5,491.00	Quarterly Property & Liability Insurance Payment
386	06/15/2026	Claims	10	622062	VFIS	2,856.00	Quarterly District Apparatus Insurance Payment

001 General Fund 662 600 71

040 EMS Fund 662 610 71

61,223.22

51,075.06

Claims: 112,298.28
112,298.28

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 10:38:13 Date: 06/15/2026

06/15/2026 To: 06/15/2026

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:

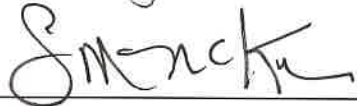
General Fund: 589.99.00.000.1 Payroll Clearing--GEN

EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

☒ CLAIMS: *Required--General Certificate.**


Preparer

6/15/26
Date


Auditing Officer

6/15/26
Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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

6/15/26
Date

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
May 2026

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 – JeffCom and PenCom continue to research cloud-based CAD. Work continues with new APCO CBD programs. New rollout of potential plan for Jeff County DEM to go under JeffCom board – in the information gathering stage.
- CARES Program – Working with OCH to enhance our programs to get closer to our deliverables. They want 40 clients on average and we average 20. With enhanced plan we can get to 30 with no problems today and set the goal of 40 by end of 2026.
- Grant Updates – FIIRE Program grant is due by June 30. Our focus is on air purification at stations 21 & 22. We are working on outfitting the new brush rig with funding from the 1168 Operations grant; June 25 rollout.
- DOH Workforce Grant – On-going with a focus on recruit and retention. Also, they are aware of the potential for a regional ALS in Jefferson County. Another grant on the horizon is the Rural Health Transformation Program (RHTP). Washington State was awarded \$181 million out of this \$50 billion federal initiative with a focus on funding to rural counties and agencies to modernize EMS and transport services to reduce delays in trauma and medical patients.
- FEMA AFG grant – SAFER out with a June 22 deadline but big changes to the program (50/50 match) making it difficult to apply.
- On-going stakeholders meetings with timber sales and trust lands

External Relationships.

- CADET program with Brinnon Fire at Quilcene School is moving forward. The program is supported by school administration and other schools in the county are also interested. Information in the report from Coordinator
- On-going dialog with the Quilcene Emergency Volunteers Association on 2026 Events and plans for new missions.

Fire Prevention

- Community Risk Reduction is starting back up with the funding from DNR. Working on a plan with the team and HOA that are interested in home assessments. Assessment program is attached to the Deputy Chiefs Report
- We are back to having Monday night drills and they are going well; Discovery Bay is joining us as well.

Upcoming Events

- June 22 Monday and every Monday after that until August at 1000 “Coffee with the Chief” for the public to talk with the Chief and Team
- June 25 4-6pm Open Forum with all entities and agencies running on the Aug ballot. Here at Station 21.

Apparatus Readiness:

- Crews will remain in the GMC Aid Unit for the month of June to relieve mileage issues on the Ram Unit.
- B21 is currently at Clallam County being outfitted with updated lighting, siren, and other items for the upcoming brush fire season. Once it is completed it will be headed to the Sign Shop for QFR stickering.
 - **UPDATE:** B21 remains at Callam for outfitting. We should be getting B21 back soon (no date yet) They were having problems with their Ford software and we are still waiting to hear back. When we get it back it will still be sent to the sign shop for signage.
- A new intake valve has been put in service for E21. All crews have been familiarized with the new valve and are happy with its performance. Paperwork has been submitted to surplus the old valve.
- The CARES vehicle has been experiencing some issues with low air pressure in the tires. Particularly in 2 of them. I have had Robert Evans on site to assess the tires and mitigate the leaks. The tires that have been selected are a 65,000 mile tire. A highway tire with better all season and all terrain abilities. These tires were selected due to some of the less than desirable driveways that the CARES team must access in inclement weather.
 - **UPDATE:** The new tires have arrived ahead of schedule and Evans Tire Co. has installed them and new tire pressure sensors without issue.
- The CARES vehicle has lost several of their magnetic identification signs for the side of the vehicle. So after talking with the CARES team we have decided to get permanent graphics. We are still waiting on a quote from the Sign Shop to move forward with.

Station 21 Building Maintenance

- I have informed our current vendors that, although we have been in contact recently regarding repairs, we are conducting a reserve study to better determine what repairs are needed. Note reserve study was completed on schedule and we were told we should have results back in a month though it may take longer because they have a large client list that they are working thru.
- The new motherboard has been installed into the heater in the Annex. All systems are now operating as they should, apart from the blower motor. I am attempting to discover why that is.
 - **UPDATE:** We are still trouble shooting the problem. We believe it may be the capacitor; working on getting the equipment to conform.

Report Date: 06/08/2026

Apparatus ID	Year & Make	Station Assignment	Mileage
BLS unit			
A21	2018 Dodge Ram 3500	21 Quilcene	82151.6
A21A	2016 GMC K3500	21 Quilcene	69227.0
Brush truck			
B21	2016 Ford	21 Quilcene	78077.5
B21A	2008 Ford	21 Quilcene	N/A
B22	2024 Ford	22 Coyle	1550.5
Chief officer car			
C201	2020 Ford	Chief	69017.0
C202	2005 Chevrolet	Deputy Chief	114967.0
Engine			
E21	2005 Freightliner	21 Quilcene	46208.5
E22	1996 Ford	22 Coyle	30939.1
Tanker or tender			
T21	2018 Freightliner	21 Quilcene	8633.6
Support apparatus, other			
CARES21	2019 Ford Edge	21 Quilcene	59943.5
U21	2005 Chevrolet	21 Quilcene	200982.0
U22	2008 Ford	22 Coyle	123307.1



Significant Events and Service Delivery:

- B-Shift responded to 19 calls in May.

Training and Competency:

- Tyson and I taught a Vehicle Extrication class in Dist 4.

Physical Resources and Quality of Life Old News:

- 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 being not 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.
- I will continue to assist with the South County medic Program from the Unions side.

Physical Resources and Quality of Life New Business:

- SCBA Fit testing will be 6/8 and 6/9.
- I will be working with Billy to set up new security cameras around the admin building and station. Put on the back burner for more important tasks.
- ESO has finally rolled out admin configurations for our NERIS Fire Reporting. I have configured it to make sure we are capturing important data. It's been working great and we are now capturing that data more accurately.
- I have been using Google's NotebookLM and other AI software to create free AI videos and flyers for department safety, updates and levy facts to the public. It's been working great and has become an important tool for our social media messaging.
- Our WEMSIS ESO configuration is doing great. We are waiting for the Q2 data to be released to see where our score has improved. Our Q1 data score quality was 85.0% we expect to see it in the mid-to-high 90% range in Q2.
- I have joined the EMS council as the representative from Quilcene Fire Rescue and as a representative for the Union.

Staffing (next 30 days):

- I have no vacation planned for June.

Significant Events and Service Delivery:

- C-Shift personnel responded to roughly 20 incidents during the month of March 2026.
- Hydrant water usage for Quilcene & Coyle totaled approximately 5,000 gallons used:
 - Incidents: 500 Gallons used for incidents.
 - Training: 3,000 gallons used for drills and pump operations review
 - Maintenance: 1500 gallons used for cleaning equipment and pump checks.
- WRN program community outreach and education open house scheduled for late June.
- Continue to monitor weather outlooks and fuels data for summer and coordinate with County Fire Marshal, Olympic DNR, and local fire agencies for response planning.
- Multiple community support and public education events scheduled for June.

Training and Competency:

- Completed draft of two-year district training schedule (NFPA/WAC/WSRB aligned.)
- Advanced build-out of volunteer onboarding system: SOP/SOG drafts, onboarding checklist, support personnel task book, workflow flowchart, and training matrix.
- Developed HazMat Awareness & ERG lesson outlines and slide structure.
- Coordinated annual SCBA fit testing with FF/EMT Torres; communicated requirements for structural personnel and academy-bound members.
- Managed N95 fit-testing delays due to supply backorders; rescheduled for late June/early July and prepared updated PPE care/use/maintenance guidance.
- Provided ongoing EMS documentation coaching to improve SOAP narrative quality and compliance.
- Develop standardized follow-up/after-action report template for incident review and officer use.
- Develop ride-along program materials: candidate handout, officer checklist, and SOG/SOP language.
- Drafted evaluation comments and coaching notes to support member development and performance reviews.
- Drill Planning & Training Delivery.
- Began assembling materials for scenario-based structural, wildland, and EMS rotations.
- Conducted research on training platforms (Fire Engineering Training, First Due partnership, B-Shifter/Blue Card).
- Reviewed fire dynamics simulation tools (FDS/SMV) for future training integration.
- Explored SharePoint/M365 for long-term document control, training library organization, and onboarding workflow automation.
- Support Brinnon/Quilcene Cadet training outlines and delivery for vehicle extrication drills.
- Multiple vehicles waiting to be donated for future training and possible County MCI extrication drill in the Fall.

Physical Resources and Quality of Life:

- Received iPad and Apple Pencil for use on WRN Home Visits.
- Initiated Galls and MES vendor review for PPE and Uniform items.

Staffing (next 60 days):

- Vacation scheduled for June 2026.

Expected Building Maintenance

- John Hansen is working on replacing the broken sliding window on the side of Station 22.

Apparatus

- E22 in service, B22 in service, U22 in service.
- Brush 22 got new tires installed for off-road and winter conditions.

Coyle Team Availability

- Captain Thane Grooms FGS, Billy Brush FGS, Steve Sund FGS/EMT, Tim Mickelson FGS, John Hansen FGS

New Volunteer Onboarding

- Three new applicants have had medical and background checks completed. They have each taken part in a ride-along day with duty crew. Near the end of June, they will have completed initial requirements to receive dispatch apps, logins and pagers. They will act as hands-on observers during calls with Coyle volunteers and duty crews over the coming months as they continue training.

Training

- Wildland 101 review – May 11th
- Foam operations for Engine 22 – May 13th
- KnoxBox Training – May 20th
- Wildland Aviation (Capt. Grooms) – May 27th
- EMS Skills Triage Drill – June 6th
- Continuing skills development with videos and drills

Incidents

- 5/14/26 20:02 Harrington Dr, Residential Fire Alarm – E22 arrived with nothing found, assisted E21 to reset alarm system with remote homeowner.
- 5/19/26 19:02 Coyle Rd, ALS Difficulty Breathing – U22 Assisted assesment and loading with Aid/Medic
- 5/29/26 14:57 Camp Discovery Rd, Traffic Accident – E22 & U22 went enroute, stood down by A21
- 5/29/26 15:32 Leland Valley Rd, Brush Fire – B22 went enroute, stood down by B21
- 5/29/26 22:03 Coyle Rd, BLS Laceration – Coyle volunteers stood down
- 5/31/26 17:29 Maple St, ALS Overdose – U22 gave incoming units updates and assisted with patient
- 6/3/26 20:01 Camp Discovery Rd, BLS Dizziness – Coyle volunteers stood down

Miscellaneous

- 4 fire hydrants on Hazel Point Rd have been cleared back to give the hydrants 30 inches of clearance and block retaining walls have been installed. PUD said they would be clearing the rest at a later date and all would be repainted.



Monthly Activity

- Quilcene Fire CARES continues to be available to meet the needs of QFR, Brinnon and Discovery Bay fire districts as well as referrals through Olympic Connect.
- As of June 8, we have 12 clients enrolled in Olympic Connect. Following up on 911 calls and referrals from the Duty Crew continues to be our primary source of clients.
- Kimberly, Chief McKern, and Sec'y Rewitzer met with Lauryn Garrett of Olympic Connect to discuss how QFR CARES could better meet case expectation for the current OCH contract. CARES is steadily increasing our caseload metrics, which supports OCH in justifying their continued support for CARES. OCH is the only regional community care hub in Washington that has chosen to partner with CARES programs. QFR CARES doesn't exactly fit into the funding model, being that we are a small district that generates most of our clients from 911 calls. OCH continues to see the benefit of partnering with Mobile Integrated Health programs and continues to work with QFR CARES to support common goals.

DISTRICT SECRETARY REPORTSec'y Bob Rewitzer

Payroll & Finance

- **Processed May payroll** on schedule despite navigating complex PFML configuration requirements.
- **Reconciled all accounts** successfully for the month of May.
- **Transitioned propane vendors** from Kitsap to CHS, cutting fuel costs by \$0.55/gallon and eliminating delivery fees and fuel surcharges. This shift saved \$340 in May alone. CHS also repaired a generator tank vent at no additional cost.
- **Initiated Microsoft 365/Teams migration** led by Administrative Assistant Brush. Consolidating our split Google/Microsoft setup into a single platform will slash our annual Pacific Office Equipment (POE) IT costs by over 50%, saving the District more than \$3,000 annually.

Ambulance Billing

- Staff made significant progress on required tracking and auditing. Administrative Assistant Brush collaborated with Systems Design to pull additional reporting and establish a robust new tracking process.

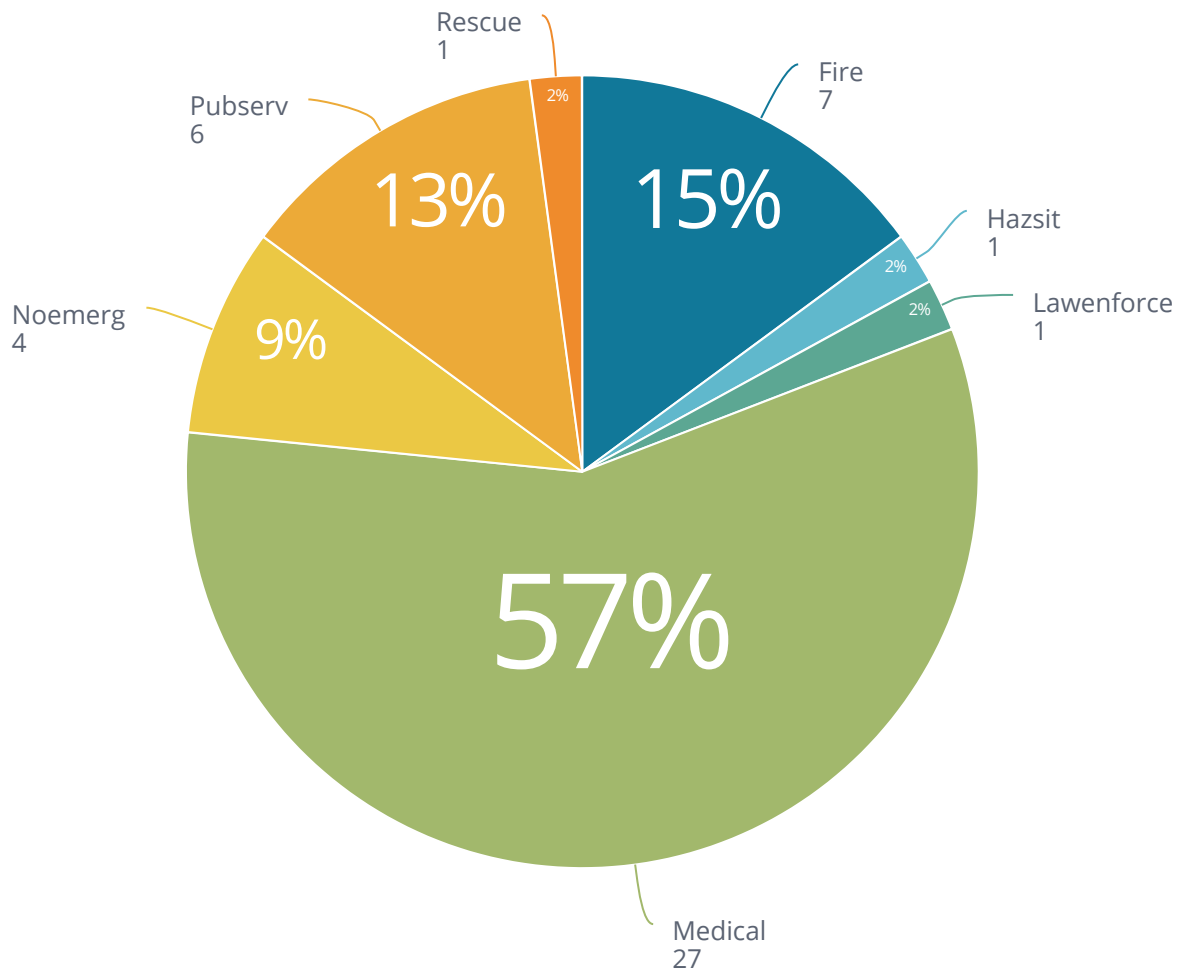
Training

- Attended a Payroll Corrections webinar by Springbrook Express on June 9.

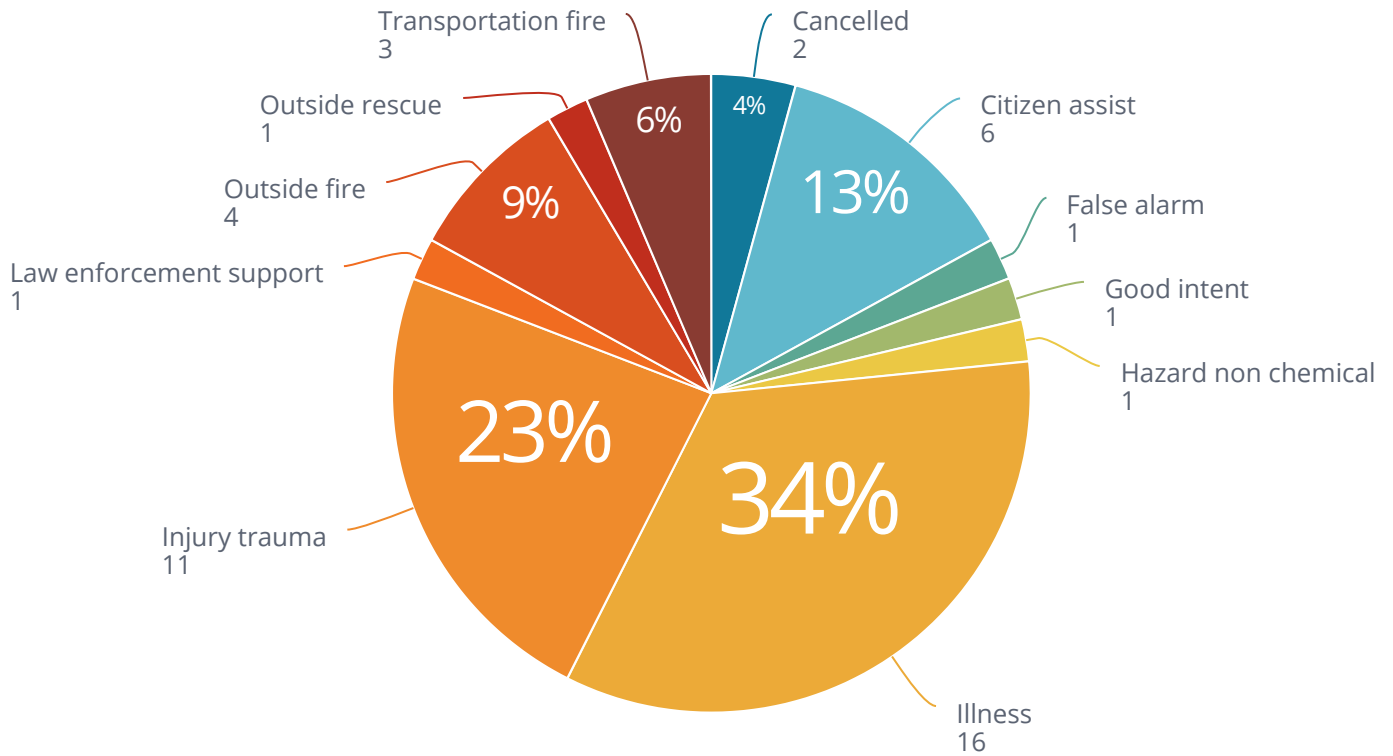
QFR Response Stats - May 2026

Total Incidents	Medical Incidents	Fire Incidents	Other Incidents	Mutual Aid
Count of Incidents 47	Count of EMS Calls 27	Count of Fire Calls 7	Count of Other Calls 13	Aid Given 13
Count of Exposures 2	Percent of EMS Calls 57.45%	Percent of Fire Calls 14.89%	Percent of Other C... 27.66%	Aid Received 18

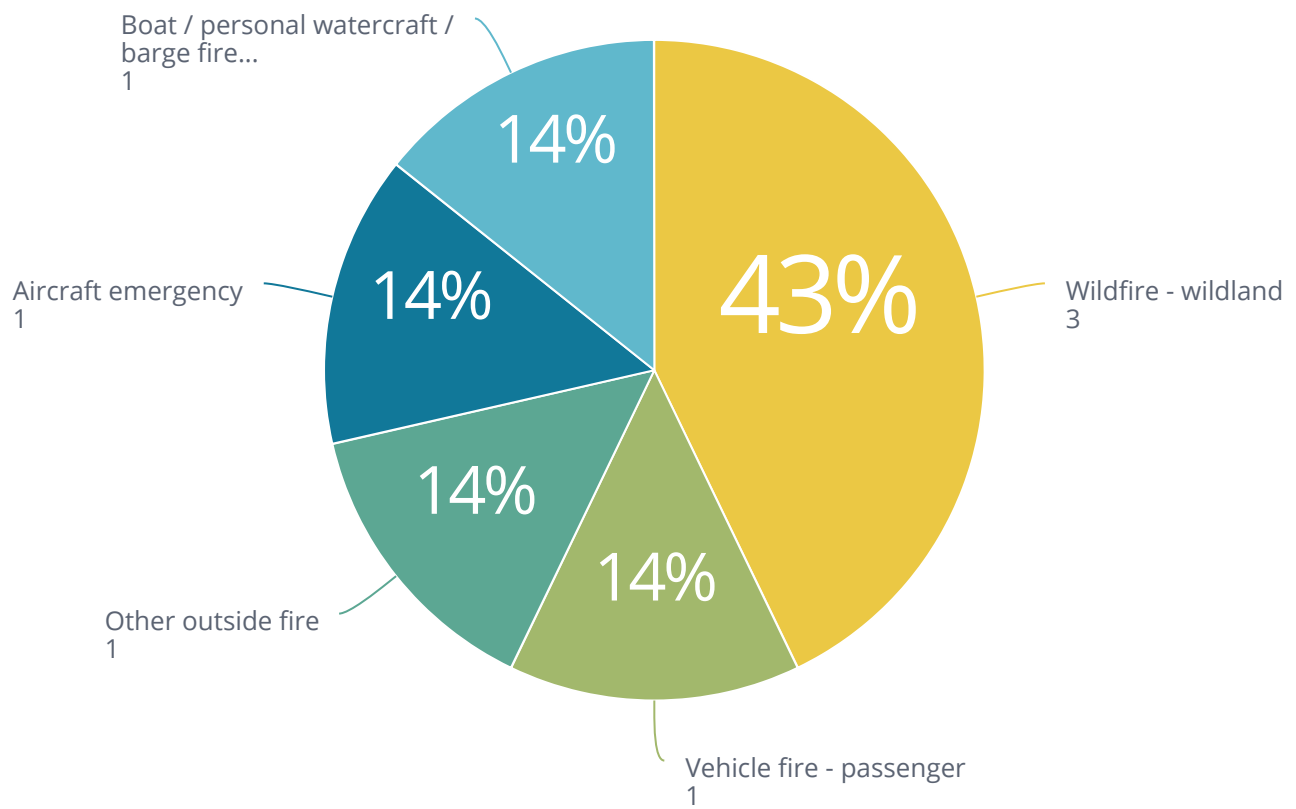
Incidents by Type



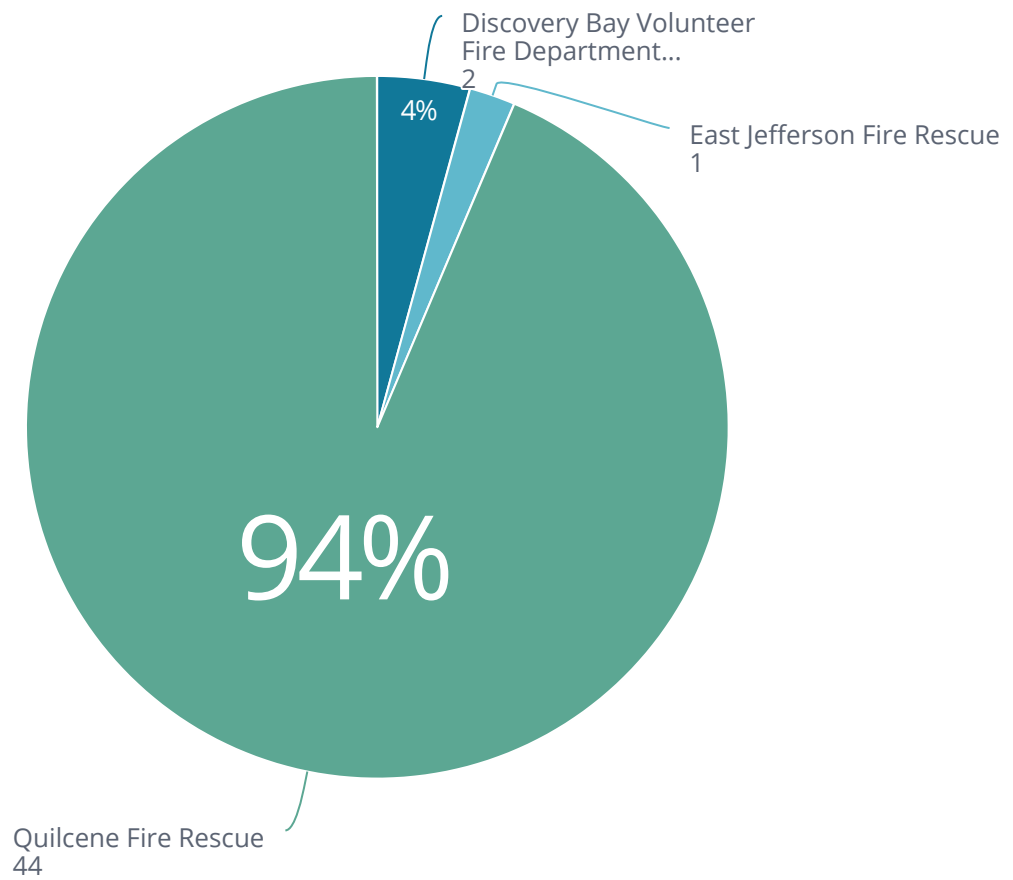
Incidents by Sub Category



Fire Incidents



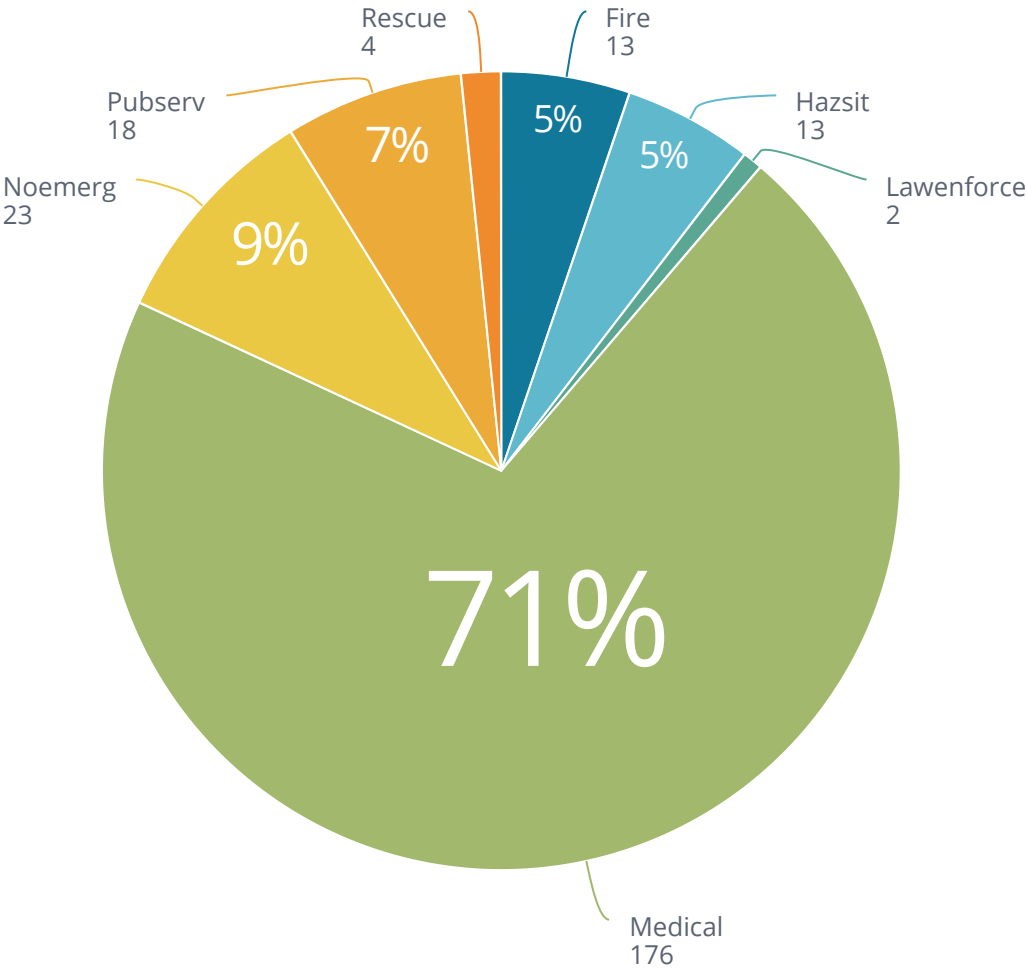
Incidents by District



QFR Response Stats - Year to Date

Total Incidents	Medical Incidents	Fire Incidents	Other Incidents	Mutual Aid
Count of Incidents 249	Count of EMS Calls 176	Count of Fire Calls 13	Count of Other Calls 60	Aid Given 63
Count of Exposures 5	Percent of EMS Calls 70.68%	Percent of Fire Calls 5.22%	Percent of Other C... 24.10%	Aid Received 89

Incidents by Type



TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

05/01/2026 To: 05/31/2026 Time: 11:56:33 Date: 06/04/2026 Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	549,948.11	74,968.89	56,695.18	568,221.82	0.00	346.20	0.00	568,568.02
040 EMS Fund 662 610 71	428,551.14	46,035.78	52,980.02	421,606.90	0.00	406.40	0.00	422,013.30
070 Capital (Reserve) Fund 662 631 71	2,756,744.02	7,383.42		2,764,127.44	0.00	0.00	0.00	2,764,127.44
	3,735,243.27	128,388.09	109,675.20	3,753,956.16	0.00	752.60	0.00	3,754,708.76

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

05/01/2026 To: 05/31/2026

Time: 11:56:33 Date: 06/04/2026
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General @ JeffCo	424,377.87	127,948.91	109,675.20	442,651.58	0.00	0.00	442,651.58
20 General Payroll @1st Security	125,070.24	87,175.86	87,175.86	125,070.24	0.00	752.60	125,822.84
25 General Petty Cash @ US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS @ JeffCo	428,551.14	46,035.78	52,980.02	421,606.90	0.00	0.00	421,606.90
70 Capital Projects @ JeffCo	2,756,744.02	7,383.42	0.00	2,764,127.44	0.00	0.00	2,764,127.44
Total Cash:	3,735,243.27	268,543.97	249,831.08	3,753,956.16	0.00	752.60	3,754,708.76
	3,735,243.27	268,543.97	249,831.08	3,753,956.16	0.00	752.60	3,754,708.76

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

05/01/2026 To: 05/31/2026

As Of: 05/31/2026 Date: 06/04/2026
Time: 11:56:33 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1	01/05/2024	Payroll	20	1413	Chloe G Austin	13.85	2023.12 Payroll
2026	275	05/04/2026	Payroll	20	1693	Art Frank	738.75	2026.05 Payroll
							<u>752.60</u>	
Fund								
				Claims	Payroll		Total	
001 General Fund 662 600 71				0.00	346.20		346.20	
040 EMS Fund 662 610 71				0.00	406.40		406.40	
				<u>0.00</u>	<u>752.60</u>		<u>752.60</u>	

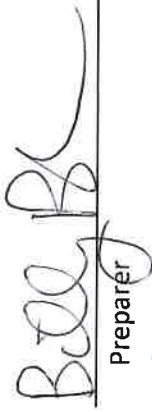
TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 11:56:33 Date: 06/04/2026
Page: 4

05/01/2026 To: 05/31/2026

REVIEWED AND APPROVED


Auditor

6-4-26
Date


Treasurer

6-4-26
Date

Auditing Officer