



Jefferson County Fire Protection District No. 2

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

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

MINUTES *of the* REGULAR MEETING *of the* BOARD OF FIRE COMMISSIONERS *held at* BOB WILSON STATION 21 *in* QUILCENE, WA *on* January 13, 2025

ATTENDANCE:

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

FF/EMT Matheson
Captain Grooms
Volunteer Neuenschwander
Volunteer Kinser (via Zoom)
Volunteer Palmer
Volunteer Miller

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Captain Grooms led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Kelbon moved, Commissioner Frank seconded, to accept the agenda. Motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Kelbon requested a correction to the draft minutes from the December 16, 2024 Regular Meeting (bullet point 6 under REPORTS, change 'will' to 'may'). Commissioner Frank moved, Commissioner Bacchus seconded, to approve minutes from the December 16, 2024 Regular Meeting as corrected. The motion carried unanimously.

APPROVAL OF VOUCHERS:

Commissioners reviewed vouchers and discussed notable expenses. Commissioner Bacchus moved, Commissioner Frank seconded, to approve vouchers totaling \$145,860.02. 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 LIFEPAK 35 purchase. Also discussed partnering with District 4 on an automated overtime notification system provided by Vector Solutions. Commissioner Frank questioned the necessity of an automated system.
- Kimberly Kinser reported the CARES team will introduce themselves to District 4 Fire Commissioners at their meeting on January 14th and to District 5 Fire Commissioners at their meeting on January 15th.

- Secretary Rewitzer reported the Capital Fund Investments have been completed; locked-in yields are higher than expected. Also, HB 1047 has been introduced in the Washington State Legislature. The bill would create a sales tax exemption for equipment purchased by fire districts in rural counties. The District pays over \$30,000 in sales and use tax annually.
- Commissioner Frank led a discussion regarding expenses and Board concerns over growing costs and diminishing revenue. Commissioner Frank would like ideas on how the District could motivate members to bring forward money-saving ideas. Commissioners reaffirmed they will be scrutinizing expenses closely.

CORRESPONDENCE:

Thank you note card received from Chris Lund commending the District’s EMS and CARES response.

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – Secretary Rewitzer reported the District received \$180,258 from trust land timber sales in 2024. The Maladjusted Timber Sale has been appealed to Superior Court; 2025 revenue to the District from the sale was expected to be \$116,000. Approximately 60% of the timber harvest of Last Crocker Sorts Resale has been enjoined per court order; 2025 revenue to the District from the sale was expected to be \$183,000 but will now likely be ~ \$73,000.

NEW BUSINESS:

1. **2025 District Secretary Contract** – Commissioners were provided with the contract with Mr. Rewitzer that expired December 31, 2024.

A 20-minute **Executive Session** was called at 7:30 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee. The meeting was called back to order at 7:50 p.m.

Commissioner Frank moved to approve a 2025 District Secretary contract with Mr. Rewitzer that included a 4% salary increase. Discussion occurred regarding the salary.

A 10-minute **Executive Session** was called at 7:50 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 15 minutes at 8:00 p.m. The meeting was called back to order at 8:15 p.m.

Commissioner Frank moved, Commissioner Kelbon seconded, to withdraw the previous motion and approve a 2025 District Secretary contract with Mr. Rewitzer that included a 17% salary increase. The motion carried unanimously.

2. **Office Assistant Job Description** – Commissioners were provided with a draft job description for the part-time office assistant position that will assist and provide backfill support to the District Secretary position as authorized by the Board in the 2025 budget. Commissioner Frank moved, Commissioner Bacchus seconded, to approve the job description as presented. The motion carried unanimously.

GOOD OF THE ORDER:

None.

ADJOURNMENT:

The meeting adjourned at 8:29 p.m.

ATTACHMENTS:

General Certificate for Claims: 1/3/2025 Payroll Check Register
1/13/2025 Claims Check Register

Reports: December 2024 Monthly Fire Chief's Report
December 2024 Treasurer's Report

APPROVED this 10th day of FEBRUARY, 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

ATTEST:


ROBERT REWITZER, District Secretary


MARCIA KELBON, Commissioner

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 09:00:46 Date: 01/02/2025

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4	01/03/2025	Payroll	20	EFT	Lynne Cassella-Blackburn	401.72	2024.12 Payroll
12	01/03/2025	Payroll	20	EFT	Kimberly Kinser	1,817.05	2024.12 Payroll
14	01/03/2025	Payroll	20	EFT	Brady W Matheson	3,942.83	2024.12 Payroll
15	01/03/2025	Payroll	20	EFT	Mark A McCrehin	3,974.77	2024.12 Payroll
16	01/03/2025	Payroll	20	EFT	Timothy M McKern	6,950.18	2024.12 Payroll
20	01/03/2025	Payroll	20	EFT	Robert J Rewitzer	3,006.66	2024.12 Payroll
21	01/03/2025	Payroll	20	EFT	Nicholas Singleton	4,656.55	2024.12 Payroll
22	01/03/2025	Payroll	20	EFT	Steven Sund	138.52	2024.12 Payroll
24	01/03/2025	Payroll	20	EFT	Tyson J Svetich	3,764.23	2024.12 Payroll
25	01/03/2025	Payroll	20	EFT	Zachary D Torres	3,542.83	2024.12 Payroll
26	01/03/2025	Payroll	20	EFT	Kevin R Winn	5,257.90	2024.12 Payroll
27	01/03/2025	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 01/03/2025 To 01/03/2025 - HRA VEBA
28	01/03/2025	Payroll	20	EFT	US Treasury	6,831.30	941 Deposit for Pay Cycle(s) 01/03/2025 - 01/03/2025
29	01/03/2025	Payroll	20	EFT	WA Dept of Retirement Systems	6,603.65	Pay Cycle(s) 01/03/2025 To 01/03/2025 - LEOFF2; Pay Cycle(s) 01/03/2025 To 01/03/2025 - PERS2
30	01/03/2025	Payroll	20	EFT	WA Employment Security Dept-LTCA		Correct rounding error
31	01/03/2025	Payroll	20	EFT	WA Employment Security Dept-PFMLA		Rounding error needs to be corrected.
32	01/03/2025	Payroll	20	EFT	WA Employment Security Dept-Unemployment	258.23	4th Quarter Unemployment: 10/01/2024 - 12/31/2024
37	01/02/2025	Payroll	20	EFT	WA Employment Security Dept-LTCA	1,019.19	Pay Cycle(s) 10/01/2024 To 12/31/2024 - LTCA
38	01/02/2025	Payroll	20	EFT	WA Employment Security Dept-PFMLA	928.83	Pay Cycle(s) 10/01/2024 To 12/31/2024 - PFMLA
1	01/03/2025	Payroll	20	1562	Melody Bacchus	295.50	2024.12 Payroll
2	01/03/2025	Payroll	20	1563	David Blohm	96.97	2024.12 Payroll
3	01/03/2025	Payroll	20	1564	William Brush	55.41	2024.12 Payroll
5	01/03/2025	Payroll	20	1565	Debra Ethier	1,302.49	2024.12 Payroll
6	01/03/2025	Payroll	20	1566	Roland Faragher-Horwell	138.52	2024.12 Payroll
7	01/03/2025	Payroll	20	1567	Art Frank	295.50	2024.12 Payroll
8	01/03/2025	Payroll	20	1568	Thane Grooms	360.16	2024.12 Payroll
9	01/03/2025	Payroll	20	1569	John Hansen	138.52	2024.12 Payroll
10	01/03/2025	Payroll	20	1570	Kristina M Heidt	81.01	2024.12 Payroll
11	01/03/2025	Payroll	20	1571	Marcia Kelbon	295.50	2024.12 Payroll
13	01/03/2025	Payroll	20	1572	Viviann Kuehl	27.70	2024.12 Payroll
17	01/03/2025	Payroll	20	1573	Luke Miller	83.11	2024.12 Payroll
18	01/03/2025	Payroll	20	1574	Brady T Palmer	207.79	2024.12 Payroll
19	01/03/2025	Payroll	20	1575	James L Pinks	166.23	2024.12 Payroll
23	01/03/2025	Payroll	20	1576	Thais Svetich	27.70	2024.12 Payroll
33	01/03/2025	Payroll	20	1577	IAFF Local 2032	510.00	Pay Cycle(s) 01/03/2025 To 01/03/2025 - Union Dues
34	01/03/2025	Payroll	20	1578	Nationwide Retirement Solutions	2,017.50	Pay Cycle(s) 01/03/2025 To 01/03/2025 - 457 Plan; Pay Cycle(s) 01/03/2025 To 01/03/2025 - 457 Plan Roth

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 09:00:46 Date: 01/02/2025

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

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
35	01/03/2025	Payroll	20	1579	Trusted Plans Service Corporation	9,544.36	Pay Cycle(s) 01/03/2025 To 01/03/2025 - Medical; Pay Cycle(s) 01/03/2025 To 01/03/2025 - Dental
36	01/03/2025	Payroll	20	1580	WA Dept of Labor & Industries-FD2	10,985.23	4TH Quarter L&I: 10/01/2024 - 12/31/2024
						44,262.54	
001 General Fund 662 600 71						36,261.10	
040 EMS Fund 662 610 71							
						80,523.64	Payroll: 80,523.64

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.*

Robt Kewitzer
Preparer

1-2-2025
Date

J. M. ...
Auditing Officer

1-2-2025
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 Jh
Chair (or Acting Chair) of the Board of Fire Commissioners

1-13-25
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: 07:58:43 Date: 01/13/2025

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

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
39	01/13/2025	Claims	10	621485	AT&T Mobility	2,288.61	Monthly Cellular Service; New CARES & Duty Phones
40	01/13/2025	Claims	10	621486	Bonneville Communications Solutions	134.50	Pager repair (McCrehin)
41	01/13/2025	Claims	10	621487	Boundtree Medical LLC	1,194.03	Monthly Medical Supplies
42	01/13/2025	Claims	10	621488	Canon Financial Services, Inc	54.44	Monthly Printer Lease
43	01/13/2025	Claims	10	621489	Central Welding Supply Co Inc	253.60	Medical oxygen
44	01/13/2025	Claims	10	621490	Clallam County Fire District NO.3	9,679.11	Annual Inspection/Maintenance: E21, E22, T21; Repair E21 Tank
45	01/13/2025	Claims	10	621491	EMS Connect LLC	110.50	Monthly EMS Training
46	01/13/2025	Claims	10	621492	EMS Special Agency Fund	425.00	Monthly Ambulance Transport Fee
47	01/13/2025	Claims	10	621493	East Jefferson Co. Fire Chiefs Assn	100.00	Annual professional association dues
48	01/13/2025	Claims	10	621494	East Jefferson Fire Rescue	8,250.00	Quarterly ALS Service
49	01/13/2025	Claims	10	621495	Debra Ethier	105.58	CARES program supplies - holiday needs
50	01/13/2025	Claims	10	621496	Good Man Inc	122.13	Monthly Restroom Service
51	01/13/2025	Claims	10	621497	Greentree Communication Inc	1,963.80	Annual Maynard Repeater Service
52	01/13/2025	Claims	10	621498	Henery Hardware	2.06	Light switch for training room
53	01/13/2025	Claims	10	621499	J & D Painting Services, Inc	900.00	Paint B21 Service Body
54	01/13/2025	Claims	10	621500	J & D Painting Services, Inc	2,530.93	Repair T21 accident damage
55	01/13/2025	Claims	10	621501	JC Dept of Public Works	534.41	Monthly Fuel
56	01/13/2025	Claims	10	621502	JC Fire District #2 Payroll	80,523.64	2025.01.03 Payroll Reimbursement
57	01/13/2025	Claims	10	621503	Jamestown Networks	458.41	Monthly Internet & Phone Service
58	01/13/2025	Claims	10	621504	Jefferson Propane	1,773.75	Monthly Propane; Monthly Propane
59	01/13/2025	Claims	10	621505	Kimberly Kinser	165.89	CARES program: client needs, emergency phones
60	01/13/2025	Claims	10	621506	Loves Construction	1,691.60	Replace doors admin building
61	01/13/2025	Claims	10	621507	Timothy M McKern	100.00	Monthly personal device stipend
62	01/13/2025	Claims	10	621508	Murrey's Disposal Co Inc	60.26	Monthly garbage service
63	01/13/2025	Claims	10	621509	Olympic Peninsula Fire Commissioner Assn	50.00	Annual professional association membership
64	01/13/2025	Claims	10	621510	Olympic Springs Inc	58.59	Monthly Drinking Water
65	01/13/2025	Claims	10	621511	Pacific Office Equipment	1,057.51	Monthly Computer Support
66	01/13/2025	Claims	10	621512	PageFreezer Software, Inc.	2,404.08	Annual social media archiving service
67	01/13/2025	Claims	10	621513	Paladin Background Screening	100.00	Background checks: BRUSH, STURM
68	01/13/2025	Claims	10	621514	Streamline	2,880.00	Annual website service
69	01/13/2025	Claims	10	621515	US Bank	8,366.04	9142 - Refreshments for volunteer banquet; 9508 - Portable folding tables; 4651 - CARES phones & tablet accessories; 4651 - CARES phone accessories; 4651 - Duty phone accessories; 4651 - Cell phone ch
70	01/13/2025	Claims	10	621516	VFIS	5,000.00	Quarterly Portfolio Policy Premium
71	01/13/2025	Claims	10	621517	VFIS	2,684.00	Quarterly Auto Policy Premium
72	01/13/2025	Claims	10	621518	WA Dept of Revenue	539.28	Quarterly Leasehold Excise Tax Payment
73	01/13/2025	Claims	10	621519	WA State Auditor's Office	5,216.25	Triennial State Audit Expense
74	01/13/2025	Claims	10	621520	Washington Fire Commissioners Assn	1,584.00	Annual professional association membership

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 07:58:43 Date: 01/13/2025

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

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
75	01/13/2025	Claims	10	621521	Washington State Department of Revenue	2,183.92	Pro re nata use tax payment
76	01/13/2025	Claims	10	621522	Washington State Fire Fighters Assn	100.00	Annual professional association membership
77	01/13/2025	Claims	10	621523	Wave Broadband	214.10	Monthly Cable Internet
						76,196.09	
						69,663.93	
						<u>145,860.02</u>	Claims: 145,860.02

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

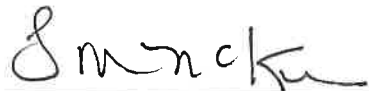
CLAIMS: *Required--General Certificate.**



Preparer

1-13-2025

Date



Auditing Officer

1-13-2025

Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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

1-13-25

Date

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
DECEMBER 2024

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; equipment upgrades completed.
- CARES Program – Kimberly, Debra, Debbie, and Kevin are making great strides and moving this program forward. Just finished our first month with OCH and 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 putting this topic on 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 so we should keep applying.

External Relationships

- On-going quarterly EMS training around the County by EMS Council/MPD
- EMT class started with 6 students. We are looking forward to hosting it at Station 21.

Fire Prevention

- Community Risk Reduction programs along with countywide CWPP plan moving forward with south end projects. We will have a proposal for you to review next month for a potential Wildland Risk Coordinator shared with south end fire agencies.
- Training for Team Firewise Communities. Working with other county fire agencies to ensure delivery of same product.
- TLT (Timberland Trust Funding) – we had several meetings with stakeholders including the BOCC. We will keep you updated as we progress forward.

Upcoming Events

- On going Monday night trainings

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
- 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. Currently, we are scheduled for the week of February 17th for repairs. That date could improve if there are any cancellations.
- The Dodge Aid Unit now has studded tires for the winter season. These were installed by Discount Tire in Sequim. These tires along with four-wheel drive will greatly improve our ability to respond and transport throughout the winter.

Training and Competency

- 2025 begins our official journey with Fire Engineering Online Training. I have been working the 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.
- I reached out to Chief Manly about a program that he is using from Vector Solutions. This program easily tracks overtime and rotates throughout the crew. It is an app-based program that each career member would have access to. Each member would be alerted when an overtime shift became available as they are next on the list. I spoke with a few other members of Brinnon Fire as well to see how the app functioned and how it was liked. Every member I spoke with came back with glowing reviews for the program.

QFR Events:

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

Apparatus Usage Report

Report Date 1/8/2025

Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age		Rpt Dt	Rpt Dt	Avg Ann	Avg
				Yrs	In Svc Date				
11 - Engine	E22	96.Ford.55851C.2430	1996	29	1/1/1999	29,024	N/A	999	N/A
11 - Engine	E21	05.Freightliner.82171C.1149	2005	20	3/26/2007	43,814	2,226	2,187	111
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	30	9/6/1995	30,557	N/A	1,054	N/A
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	17	10/24/2016	77,096	N/A	4,526	N/A
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	7	8/15/2018	7,599	481	1,267	68
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	20	Unknown	198,518	N/A	9,910	N/A
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	17	1/1/2008	122,334	N/A	7,196	N/A
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	9	9/20/2016	58,497	2,401	7,312	266
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	7	3/14/2019	67,809	1,728	13,562	246
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	20	3/30/2016	112,908	N/A	5,636	N/A
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	5	3/16/2020	53,692	N/A	13,423	N/A

Significant Events and Service Delivery:

- B-Shift responded to 18 calls in December.

Training and Competency:

- LifePak 35 training will be 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. Jeffcom is working with Kenwood for a software fix.

Physical Resources and Quality of Life New Business:

- The Unication G1 Pager that was sent in for repair has been fixed and is back in service.
- We have scheduled a CPR Class with Discovery Bay Mental Health in January.
- We are expecting our new LifePak 35s this month.
- QFR CARES now has 2 new cellphones and a Surface Pro tablet computer. The Duty Officer phone has been upgraded to a new phone.
- We will be scheduling SCBA fit testing in February.
- I am working on setting up CARES referrals in ESO.

Staffing (next 30 days):

- I have no vacation planned for the month of January.

Significant Events and Service Delivery:

- C-Shift personnel responded to a total of 24 incidents during the month of November. Notable incidents include:
 - Response in the Quilcene area to a patient in septic shock. This incident was initially toned BLS and was upgraded to ALS on our arrival. This challenging patient was aggressively treated and stabilized at the limit our BLS skills until a rendezvous was made with EJFR M7. Medevac was unable to fly due to weather and the patient was transported rapidly to Jefferson Healthcare.
 - Automatic Fire Alarm to Zelatched Point suspected to be due to the windy conditions and a loss of power. Captain Grooms handled while E21 stood by.
 - Responded to the Forest Service landing zone with E21 to provide LZ Manager for EJFR M6 who was transporting an ALS patient from Brinnon. E21 met M6 at Highway 101 to escort to LZ and assist as needed. Ultimately, ALNW and LF were unable to fly and M6 continued their transport by ground.
 - Responded off duty to a secondary ALS incident in Quilcene while A21 was committed to a Coyle incident. Arrived on scene in A21A and launched ALNW for first time seizure and decreased level of consciousness. Patient flown from Quilcene with the assistance of U21, A41, and DC41.
 - Transported patient from Quilcene priority to St. Michaels due to mental status changes and low blood pressure.
- Hydrant water usage for Quilcene totaled approximately 1500 gallons used:
 - Incidents: NTR.
 - Training: 500 gallons for training on water supply and pump operations using various suppression apparatus.
 - Maintenance: 1000 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 rough draft of the new protocols is complete.
- The Jefferson County EMT class has been moved to Station 21. 12 EMT students are expected to start their training on January 7th. Chief McKern, FF/EMT Matheson, and I are planning to assist SEI Chief Manly as needed with instruction. We are excited to train and mentor the next group of EMTs for Jefferson County as well as refresh on our knowledge and skills.
 - The EMS Councils training supplies for the EMT class will be moved from Station 6 and organized for storage at Station 21.
 - Will be working to obtain SEI certification over the next couple of years.
 - Hours spent instructing this EMT class will also assist with AEMT certification hours.
- Scheduled EVIP Rodeo for Coyle personnel for January 12th.
- Scheduled PPE training for Coyle personnel on February 3rd.
 - Captain Grooms is working on a PPE needs list for Coyle personnel.
- Boots for Sund and Hansen ordered. Hansen's boots have been received, Sund's are on 6

backorder.

- Started online TIMS course to review the material and compare to in person course taken several years ago.
- Completed online course for updated smoke alarm standards through the NVFC.
- Completed a pre-connect hose loading manual with photos for our volunteers. This will be the first of many as there is time to complete them.
- Working to schedule a training with Ferrellgas Propane at Coast Seafoods. They are going to provide instructions on safety procedures and shut of valves. This will be used to complete a pre-fire plan that will be shared with all districts and uploaded to CAD.
- T21 chainsaw returned to service with replacement bar oil cap after the old one failed with normal use.
- Received new pairs of duty pants.
- Attended EMS Base Station and EMS Council meetings. Discussed regional EMS protocols and upcoming EMT class.
- Completed training to become a Stop the Bleed instructor and course manager. This train-the-trainer course provides access to training curriculum, materials, and the coalition's new training management app to manage classes and required data. Will coordinate with Lt. Winn and Chief McKern on how to best integrate Stop the Bleed into our CPR/First Aid program.
- Taught EVIP 3.0 Classroom course to Coyle and District 5 personnel. Everyone passed the written examination and class completion certificates will be issued.
 - EVIP Rodeo and road test for Coyle and District 5 personnel is scheduled for January 12th.
- Continue to work with neighboring agencies on training and procedures.
- CPR/First Aid class scheduled for Discovery Behavioral Healthcare employees on January 16th.
- Moss killer applied to roof of Admin building and the roof and apron of the annex. Will monitor and apply more if needed.
- End of the year Wildland and Hose/ladder testing reports are delayed and will be included in next months report.

Staffing (next 60 days):

- NTR.

Significant Events and Service Delivery:

- C-Shift personnel responded to a total of 24 incidents during the month of November. Notable incidents include:

Building Maintenance

- Need to get quote for broken window repair.

Apparatus

- E22 in service
- B22 in service – Added vehicle recovery kit. Extended 1.5” discharge ports to rear for easier access.
- U22 in service

Volunteers

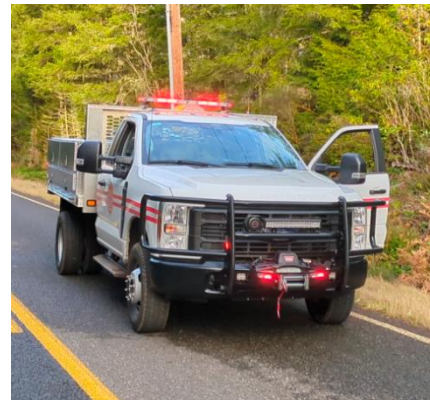
- Coyle’s team is filling out nicely. Most of December was consumed with driver training in preparation for the EVIP Rodeo driver certification. Our weekly rig checks are combined with drills to reinforce rote skills.
- Coyle Team Availability:
- Thane Grooms, Jim Pinks, Art Frank, Dave Blohm, John Hansen, Steve Sund, Billy Brush
- Tim Mickelson is OOA until April. Roland Faragher-Horwell is currently unavailable.

Training

- John Hansen and Dave Blohm are enrolled in EMT class (starts 1/7/25)
- Steve Sund will be attending alternate EMT class due to scheduling conflict.
- Next scheduled training is 1/11/25 – EVIP Driver Rodeo

Incidents

- 12/9/24 Service request from USCG to locate beached sailboat. 3 miles of beach searched, nothing found.
- 12/14/24 Commercial Fire Alarm at Navy Base Zelatchet. Sta21 held in quarters. False Alarm.
- 12/15/24 BLS Patient evaluation. Assisted A21. Referred to CARES program.
- 12/28/24 BLS Hand injury. Dave Blohm assisted A21 with evaluation. Non-transport.
- 12/28/24 BLS to ALS. Worked with Law, Medic and A21 to coordinate involuntary transport and MEDEVAC.
- 1/2/25 BLS to ALS Dementia. Dave Blohm and Steve Sund assisted A21. Rendezvous at Sta22 for Medic. Dave Blohm continued with A21 for transport to JGH.





For the Board of Commissioners:

Quilcene Fire CARES program is expanding. We are visiting clients in both Districts 4 and 5.

Using the Olympic Connect software has been a very steep learning curve. The system is not very intuitive but OC, beyond training, provides user manual updates. The OC staff are very responsive to our questions. Our CARES program is the leader in enrolling new clients among our cohort of partners. We were the first partners to enroll clients, and we continue to add clients weekly.

Currently we have 7 clients enrolled (and I submitted an intake form for #8 that has not been added to our client list). 1 client has been discharged (but he had another 911 transport to JHC, so he may need to be reestablished). 2 clients that we are following are not enrolled. We try to enroll all our clients. Both of these clients are also involved with APS and we continue to follow and collaborate with APS.

We have 1 new referral from District 4 that we have not yet visited.

OC tracks tasks (tasks include assigning a case manager, achieving consent, assess, set goals, make referrals, action plan, progress updates, reassess, discharge). We currently have 63 closed tasks and 19 open tasks.

I will be asking OC if they can add a report that will track "contacts." Currently they only track "tasks" and there may be more than one contact necessary to accomplish a task. I believe that "contacts" may be the best indicator of what it takes to follow a client, for our purposes.

I will be meeting with District 4 and District 5 commissioners at their December meetings (13th and 14th respectively) to answer questions about CARES. Kevin has been working with East Jefferson Fire Rescue to see how duty crews can make a CARES referral through ESO. Kevin has also, with the chiefs' approval, set Debra and I up to access ESO in both districts.

And one note: QFR CARES continues to be of service to our community whether they are enrolled in OC or not. Our business cards have been circulating for 18 months now. An example of how we are of service occurred last week. A vulnerable elder who we had helped get a ramp to her trailer through the Boeing Bluebills contacted me because the water was shut down in her trailer park and, although the manager supplied her with drinking water, she was unable to get a bucket of water to flush her toilet. I contacted the duty crew who helped her out.

Respectfully submitted,

Kimberly Kinser

TREASURER'S REPORT
Fund Totals

Jefferson County Fire Distr #2

Time: 07:58:44 Date: 01/07/2025
Page: 1

12/01/2024 To: 12/31/2024

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	555,635.97	57,953.47	53,052.64	560,536.80	0.00	500.14	0.00	561,036.94
040 EMS Fund 662 610 71	496,807.87	24,064.02	40,094.90	480,776.99	0.00	338.70	0.00	481,115.69
070 Capital (Reserve) Fund 662 631 71	2,768,070.97	9,419.30		2,777,490.27	0.00	0.00	0.00	2,777,490.27
	3,820,514.81	91,436.79	93,147.54	3,818,804.06	0.00	838.84	0.00	3,819,642.90

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

12/01/2024 To: 12/31/2024 Time: 07:58:44 Date: 01/07/2025
 Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	455,135.97	98,048.37	93,147.54	460,036.80	0.00	0.00	460,036.80
20 Payroll-1st Security 9010	100,000.00	63,398.07	63,398.07	100,000.00	0.00	838.84	100,838.84
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	496,807.87	24,064.02	40,094.90	480,776.99	0.00	0.00	480,776.99
70 Capital (Reserve)-JeffCo	2,768,070.97	9,419.30	0.00	2,777,490.27	0.00	0.00	2,777,490.27
Total Cash:	3,820,514.81	194,929.76	196,640.51	3,818,804.06	0.00	838.84	3,819,642.90
	3,820,514.81	194,929.76	196,640.51	3,818,804.06	0.00	838.84	3,819,642.90

TREASURER'S REPORT
Outstanding Vouchers

Jefferson County Fire Distr #2

12/01/2024 To: 12/31/2024

As Of: 12/31/2024 Date: 01/07/2025

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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
							<u>838.84</u>	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	500.14	500.14
040 EMS Fund 662 610 71	0.00	338.70	338.70
	<u>0.00</u>	<u>838.84</u>	<u>838.84</u>

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

Time: 07:58:44 Date: 01/07/2025
Page: 4

12/01/2024 To: 12/31/2024

REVIEWED AND APPROVED

Rbt Rewitzer

Preparer

1-7-2025

Date

DMack

Auditing Officer

1-7-2025

Date