



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 November 17, 2025

ATTENDANCE:

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

Deputy Chief D. Svetich
Captain Grooms
CARES Specialist Kinser (via Zoom)

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 Frank moved, Commissioner Bacchus seconded, to adopt the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Kelbon moved, Commissioner Frank seconded, to approve minutes from the October 20, 2025 Regular Meeting. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Commissioners received vouchers to review prior to the meeting. Commissioner Bacchus moved, Commissioner Kelbon seconded, to approve vouchers totaling \$133,923.05. The motion carried unanimously.

REPORTS:

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

- Chief McKern reported on an injury that occurred to a District 2 Career Staff member on November 17, 2025, during a response. Also reported on partnering with Jeffcom to review and update existing run cards; an increase in Ambulance Services revenue in December with Medicare payments resuming; and an expected GEMT payment in the next 60 days.
- Commissioner Kelbon led a discussion on commercial building inspections in Quilcene due to changes at the County Fire Marshal's office.
- Sec'y Rewitzer reported on incoming revenue from property taxes, GEMT, timber, and grant funds.

- Commissioner Frank led a discussion on tracking grant revenues and expenses separately from operational expenses. Sec’y Rewitzer and EA Neuenschwander will investigate possible options.
- Commissioner Kelbon reported on the WFCAs conference she attended which discussed available services for recruiting a new Fire Chief.

CORRESPONDENCE:

Chief McKern received a letter from Chief Manly requesting a joint board meeting between Quilcene Fire Rescue and Brinnon Fire Department to begin formal discussions regarding the development of a regional Advanced Life Support program to serve Quilcene, Brinnon, and surrounding mutual aid partners. A discussion ensued and it was agreed that an initial meeting should be scheduled for January 2026.

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – DC Svetich reported on a November 12, 2025, vote by the Forest Practices Board that increased buffer requirements for private forest land. The increased buffer will reduce timber excise tax revenue for Jefferson County.
2. **Quilcene Facilities** – Chief McKern reported on the successful repair of Station 21’s generator. Also reported on collecting estimates for metal siding for the Equipment Storage Building; and investigating a switch from electric to propane heaters for Station 21’s bay. Also noted the removal of surplus equipment from the Equipment Storage Building.

BUDGET HEARING:

Commissioner Frank opened the Budget Hearing at 7:57 p.m. Sec’y Rewitzer presented an overview of the Draft 2026 Budget. Commissioner Bacchus led a discussion on overtime pay for Career Staff. Commissioner Frank suggested the creation of an Equipment Replacement & Repair fund for future budgets. The levy resolutions and certifications were presented for review. No public comments were received. The Budget Hearing was closed at 8:16 p.m.

UNFINISHED BUSINESS:

3. **2026 Budget** – Commissioner Frank moved, Commissioner Kelbon seconded, to approve the Draft 2026 Budget with \$1,634,389 expenses against \$1,460,390 revenues, resulting in a deficit of \$173,999. The motion carried unanimously. Commissioner Frank moved, Commissioner Bacchus seconded, to adopt resolution 2025-008 Authorizing a General Fire Property Tax Levy. The resolution was adopted unanimously. Commissioner Frank moved, Commissioner Kelbon seconded, to adopt resolution 2025-009 Authorizing an EMS Property Tax Levy. The resolution was adopted unanimously.

NEW BUSINESS:

1. **2026 OCH Contract** – Prior to the board meeting, Commissioner Kelbon and Chief McKern reviewed the 2026 OCH Contract and identified several items to address before moving forward with a motion. The updated contract will be reviewed in December’s board meeting.
2. **Capital Budget Request: CARES Vehicle Purchase** – Commissioner Frank and Chief McKern led the discussion on a vehicle purchase for the Quilcene Fire CARES team, outlining the need for a vehicle that better suits the team’s needs, the services they provide, and the road conditions

they travel throughout the year. Commissioner Bacchus moved, Commissioner Kelbon seconded, to approve the capital budget request authorizing up to \$21,125 for the purchase of a vehicle for the CARES program: \$15,000 from the Capital Fund, \$5,000 from donated funds, and \$1,125 from a grant received.

GOOD OF THE ORDER:

No items were discussed.

ADJOURNMENT:

The meeting adjourned at 8:31 p.m.

ATTACHMENTS:

General Certificate for Claims: 11/5/2025 Payroll Check Register
11/17/2025 Claims Check Register

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

Resolutions: 2025-008 Authorizing General Fire Property Tax Levy
2025-009 Authorizing EMS Property Tax Levy

Certifications: 2026 Budget Certification
2026 Levy Certification

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

ART FRANK, Commissioner/Chair

ATTEST:

MELODY BACCHUS, Commissioner

ROBERT REWITZER, District Secretary

MARCIA KELBON, Commissioner