



## 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

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### MINUTES *of the* REGULAR MEETING *of the* BOARD OF FIRE COMMISSIONERS *held at* BOB WILSON STATION 21 *in* QUILCENE, WA *on* October 20, 2025

#### ATTENDANCE:

Commissioner/Chair Frank	Lieutenant Winn
Commissioner Bacchus (via Zoom)	FF/EMT Torres
Commissioner Kelbon	Deputy Chief D. Svetich
Chief McKern	Captain Grooms
Secretary Rewitzer	CARES Specialist Kinser (via Zoom)
Executive Assistant Neuenschwander	Ken McEdwards
Office Assistant Brush	

#### 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 Kelbon seconded, to adopt the agenda with the addition of New Business Item #4, Jefferson County Fire Commissioners & Administrative Professionals Installation Banquet Dinner Expense. Motion carried unanimously.

#### APPROVAL OF MINUTES:

Commissioner Kelbon moved, Commissioner Frank seconded, to approve minutes from the September 15, 2025 Regular Meeting with an edit to reflect Commissioner Kelbon attended the meeting in person. Motion carried unanimously.

#### APPROVAL OF VOUCHERS:

Commissioners received vouchers to review prior to the meeting. Commissioner Frank moved, Commissioner Kelbon seconded, to approve vouchers totaling \$139,499.40. The motion carried unanimously.

#### REPORTS:

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

- Chief McKern provided an update on the nearby wildland fires. Also reported on the extension of Medicare's "super rule" to September 30; Station 21's generator repair; and the Olympic Connect CARES contract for 2026.
- Sec'y Rewitzer reported on his meeting with Streamline to satisfy ADA requirements for quilcenefirerescue.org. Also provided an update on moving two QFR bank accounts from US Bank to 1<sup>st</sup> Security.

- Commissioner Kelbon reported on the Fire Summit she attended which focused on issues related to burn bans.

**CORRESPONDENCE:**

No correspondence received.

**UNFINISHED BUSINESS:**

1. **DNR Trust Lands** – Sec’y Rewitzer reported that the DNR forecast was positive for 2026 timber revenues from Last Crocker Sorts and Maladjusted timber sales; the District may also see income from the Skidder Hill timber sale. Chief McKern reported on DNR’s management of forestland and related policy.
2. **Quilcene Facilities** – Chief McKern reported on work to repair Station 21’s generator in lieu of replacement. Also reported on collecting estimates for metal siding for the Equipment Storage Building and new heaters for Station 21 and the Annex building.

**NEW BUSINESS:**

1. **Resolution 2025-006-S – Surplus Apparatus** – Sec’y Rewitzer reported on a staff determination that the apparatus formerly identified as Brush 22 was no longer needed or necessary for current or future District purposes. Commissioner Frank moved, Commissioner Kelbon seconded, to approve Resolution 2025-006-S in the matter of declaring the former Brush 22 surplus and authorizing disposal. The motion carried unanimously. Sec’y Rewitzer suggested a sealed-bid auction to sell the apparatus, as was done with the old ambulance in 2022. Commissioner Frank recommended an online auction site to gain a wider audience.
2. **Resolution 2025-007-S – Surplus Property** – Sec’y Rewitzer reported on a staff determination that furniture, fixtures, and equipment stored in the middle bay of the Equipment Storage Building was no longer needed or necessary for current or future District purposes. A list with a description of each item was provided for review. Commissioner Frank moved, Commissioner Kelbon seconded, to approve Resolution 2025-007-S in the matter of declaring certain listed property of the District surplus and authorizing disposal. The motion carried unanimously. Commissioners Frank and Kelbon noted that certain equipment should be rendered unusable before its disposal.
3. **2026 Budget (Preliminary)** – Sec’y Rewitzer presented preliminary 2026 budget for review. Discussion involved the financial status of the District. Commissioners proposed strategic planning for capital expenditures. Chief McKern discussed surveying District citizens for input. A draft budget will be prepared. The Board agreed to hold a Budget Hearing to occur in conjunction with the next Regular Meeting on November 17, 2025.
4. **Jefferson County Fire Commissioners & Administrative Professionals Installation Banquet Dinner Expense** – Sec’y Rewitzer reported that the Jefferson County Fire Commissioners & Administrative Professionals will hold an annual business meeting and installation of officers on December 4, 2025, at Seven Cedars. The meeting begins at 5:30 p.m. and includes a dinner for attendees that involves expenses. Commissioner Frank moved, Commissioner Kelbon seconded, to authorize payment of dinner expenses for attending commissioners and administrative staff. The motion carried unanimously.

**GOOD OF THE ORDER:**

No items were discussed.

**ADJOURNMENT:**

The meeting adjourned at 8:05 p.m.

**ATTACHMENTS:**

**General Certificate for Claims:** 10/3/2025 Payroll Check Register  
10/20/2025 Claims Check Register

**Reports:** September 2025 Monthly Fire Chief's Report  
September 2025 Treasurer's Report

**APPROVED** this 17<sup>TH</sup> day of NOVEMBER, 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: 14:49:49 Date: 10/01/2025

10/03/2025 To: 10/03/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
657	10/03/2025	Payroll	20	EFT	Melody Bacchus	147.76	2025.09 Payroll
658	10/03/2025	Payroll	20	EFT	William Brush	290.90	2025.09 Payroll
659	10/03/2025	Payroll	20	EFT	William Brush	1,552.63	2025.09 Payroll
660	10/03/2025	Payroll	20	EFT	Lynne Cassella-Blackburn	443.28	2025.09 Payroll
661	10/03/2025	Payroll	20	EFT	William Dixon	152.38	2025.09 Payroll
662	10/03/2025	Payroll	20	EFT	Debra Ethier	1,370.73	2025.09 Payroll
664	10/03/2025	Payroll	20	EFT	Thane Grooms	429.43	2025.09 Payroll
665	10/03/2025	Payroll	20	EFT	John Hansen	124.67	2025.09 Payroll
666	10/03/2025	Payroll	20	EFT	Marcia Kelbon	147.76	2025.09 Payroll
667	10/03/2025	Payroll	20	EFT	Kimberly Kinser	2,308.18	2025.09 Payroll
668	10/03/2025	Payroll	20	EFT	Brady W Matheson	5,379.14	2025.09 Payroll
669	10/03/2025	Payroll	20	EFT	Mark A McCrehin	8,473.72	2025.09 Payroll
670	10/03/2025	Payroll	20	EFT	Timothy M McKern	13,806.54	2025.09 Payroll
671	10/03/2025	Payroll	20	EFT	Timothy Mickelson	193.93	2025.09 Payroll
672	10/03/2025	Payroll	20	EFT	Luke Miller	69.26	2025.09 Payroll
673	10/03/2025	Payroll	20	EFT	James L Pinks	83.11	2025.09 Payroll
674	10/03/2025	Payroll	20	EFT	Robert J Rewitzer	4,588.85	2025.09 Payroll
675	10/03/2025	Payroll	20	EFT	Nicholas Singleton	5,551.03	2025.09 Payroll
676	10/03/2025	Payroll	20	EFT	Alyssa Sturm	13.85	2025.09 Payroll
677	10/03/2025	Payroll	20	EFT	Steven Sund	180.08	2025.09 Payroll
678	10/03/2025	Payroll	20	EFT	Donald Svetich	1,412.13	2025.09 Payroll
679	10/03/2025	Payroll	20	EFT	Tyson J Svetich	5,493.84	2025.09 Payroll
680	10/03/2025	Payroll	20	EFT	Debbie Tillman	908.52	2025.09 Payroll
681	10/03/2025	Payroll	20	EFT	Zachary D Torres	3,600.49	2025.09 Payroll
682	10/03/2025	Payroll	20	EFT	Kevin R Winn	4,594.78	2025.09 Payroll
683	10/03/2025	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 10/03/2025 To 10/03/2025 - HRA VEBA
684	10/03/2025	Payroll	20	EFT	US Treasury	12,424.67	941 Deposit for Pay Cycle(s) 10/03/2025 - 10/03/2025
685	10/03/2025	Payroll	20	EFT	WA Dept of Retirement Systems	10,133.74	Pay Cycle(s) 10/03/2025 To 10/03/2025 - LEOFF2; Pay Cycle(s) 10/03/2025 To 10/03/2025 - PERS2; Pay Cycle(s) 10/03/2025 To 10/03/2025 - NLEC Liability
686	10/03/2025	Payroll	20	EFT	WA Employment Security Dept-LTCA	1,242.10	Pay Cycle(s) 07/01/2025 To 09/30/2025 - LTCA
687	10/03/2025	Payroll	20	EFT	WA Employment Security Dept-PFMLA	1,438.04	Pay Cycle(s) 07/01/2025 To 09/30/2025 - PFMLA
688	10/03/2025	Payroll	20	EFT	WA Employment Security Dept-Unemployment	480.18	3rd Quarter Unemployment: 07/01/2025 - 09/30/2025
663	10/03/2025	Payroll	20	1651	Art Frank	295.50	2025.09 Payroll
689	10/03/2025	Payroll	20	1652	IAFF Local 2032	600.00	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Union Dues
690	10/03/2025	Payroll	20	1653	Nationwide Retirement Solutions	3,442.50	Pay Cycle(s) 10/03/2025 To 10/03/2025 - 457 Plan; Pay Cycle(s) 10/03/2025 To 10/03/2025 - 457 Plan Roth
691	10/03/2025	Payroll	20	1654	Trusteed Plans Service Corporation	9,544.36	Pay Cycle(s) 10/03/2025 To 10/03/2025 - Medical; Pay Cycle(s) 10/03/2025 To 10/03/2025 - Dental

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 14:49:49 Date: 10/01/2025

10/03/2025 To: 10/03/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
692	10/03/2025	Payroll	20	1655	WA Dept of Labor & Industries-FD2	14,035.89	3RD Quarter L&I: 07/01/2025 - 09/30/2025
						62,559.60	
						53,194.37	
						<u>115,753.97</u>	Payroll: 115,753.97

## 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

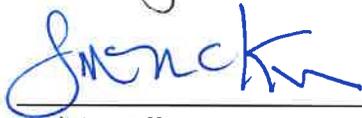
EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

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



Preparer

10/1/25  
Date



Auditing Officer

10/1/25  
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

10/20/25  
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: 10:28:48 Date: 10/20/2025

10/20/2025 To: 10/20/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
696	10/20/2025	Claims	10	621790	AT&T Mobility	623.65	Monthly Cellular Service
697	10/20/2025	Claims	10	621791	Amazon Capital Services	31.44	American flag for Station 21
698	10/20/2025	Claims	10	621792	Boundtree Medical LLC	1,548.86	Monthly EMS Medical Supplies
699	10/20/2025	Claims	10	621793	Canon Financial Services, Inc	54.50	Monthly Lease Printer/Copier Station 21
700	10/20/2025	Claims	10	621794	Central Welding Supply Co Inc	243.52	Oxygen Cylinder Maintenance
701	10/20/2025	Claims	10	621795	EMS Connect LLC	145.24	Monthly Fee for EMS Training Content
702	10/20/2025	Claims	10	621796	EMS Special Agency Fund	306.00	Monthly Fee for Ambulance Transport
703	10/20/2025	Claims	10	621797	East Jefferson Fire Rescue	8,010.60	Quarterly ALS Fee
704	10/20/2025	Claims	10	621798	East Jefferson Fire Rescue	2,188.00	Extrication Training
705	10/20/2025	Claims	10	621799	Evans Tire Co.	169.26	On-site Flat Repair Brush 21
706	10/20/2025	Claims	10	621800	Good Man Inc	488.52	Monthly Restroom Service - 4 Billing Cycles
707	10/20/2025	Claims	10	621801	Henery Hardware	7.63	Hose Fix
708	10/20/2025	Claims	10	621802	JC Dept of Public Works	542.19	Monthly Fuel
709	10/20/2025	Claims	10	621803	JC Fire District #2 Payroll	115,753.97	2025.10.03 Payroll Reimbursement
710	10/20/2025	Claims	10	621804	Brinnon Fire Dept JC Fire District #4	1,500.00	Fee for ALS Services
711	10/20/2025	Claims	10	621805	Jamestown Networks	245.99	Monthly Internet & Telephone Services
712	10/20/2025	Claims	10	621806	Kimberly Kinser	19.63	Colonoscopy Prep Kit for CARES Client
713	10/20/2025	Claims	10	621807	Timothy M McKern	100.00	Monthly Personal Device Stipend
714	10/20/2025	Claims	10	621808	Murrey's Disposal Co Inc	123.54	Monthly Garbage Service
715	10/20/2025	Claims	10	621809	North Olympic Peninsula Data Centers	89.95	Monthly Internet Fee
716	10/20/2025	Claims	10	621810	Olympic Springs Inc	97.79	Monthly Drinking Water Fee
717	10/20/2025	Claims	10	621811	Pacific Office Equipment	1,575.24	Monthly Services Charges & Relocate Internet
718	10/20/2025	Claims	10	621812	Sea-Western Fire Apparatus Inc	1,740.25	PPE: Boots & Gloves
719	10/20/2025	Claims	10	621813	Snure Seminars	250.00	Laws Update Webinar
720	10/20/2025	Claims	10	621814	Systems Design West LLC	595.08	Monthly EMS Billing Service
721	10/20/2025	Claims	10	621815	The Station Signs & Screen Painting. Inc	328.47	Door Decals for Apparatus
722	10/20/2025	Claims	10	621816	US Bank Credit Card	1,878.07	New License Plates C-201; Duty Pants for Cassella-Blackburn; Tire Pressure Gauge; Convex Spot Mirror for E21; Monthly Utility Service; Annual Business Prime Membership Fee; Monthly Adobe Acrobat Fee;;
723	10/20/2025	Claims	10	621817	WA Dept of Revenue	539.28	Quarterly Leasehold Excise Tax
724	10/20/2025	Claims	10	621818	Wave Broadband	214.10	Monthly Internet & TV for Crew Quarters
725	10/20/2025	Claims	10	621819	Westbay Auto Parts Inc	88.63	Car Wax & Tire Cleaner; Diesel Exhaust Fluid

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

69,452.48

70,046.92

Claims: 139,499.40  
 139,499.40

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Jefferson County Fire Distr #2

Time: 10:28:48 Date: 10/20/2025

10/20/2025 To: 10/20/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

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



Preparer

10/20/25  
Date



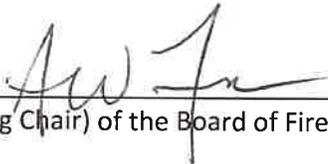
Auditing Officer

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# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For  
September 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 2026 Budget was approved and our annual cost will be \$25,299.83. That is a 5% increase over 2025. The JeffCom Strategic Plan is moving along with stakeholder meetings being held.
- CARES Program – The Team is meeting the needs of the Community and the grant provider, Olympic Community of Health (OCH). We are meeting with OCH regarding grant funding for 2026 and beyond. We are exploring a sub-contract with Discovery Behavioral Health for one person from the REAL Team to partner with CARES on Wednesdays. The REAL team has been out and appears to be a huge asset to our ongoing program.
- Grant Updates – FIIRE Program awarded us the Doty lifting belts which are now in place after training. We also put in for a \$1,500 from the Quilcene-Brinnon Garden Club to assist with purchase of a CARES vehicle.
- DOH grant pending in the fall for EMT-Advanced programs – We are waiting for the Medical Program Directors (MPDs) in Clallam and Jefferson County to review a hybrid class model that was recently held by Olympic Ambulance and was very successful.  
*Update: still on the radar for fall*
- FEMA AFG grant will roll out in fall if funding is provided.

**External Relationships**

- On-going quarterly EMS training around the County by EMS Council/MPD.
- A change with new volunteer team members: we will be accepting applications later this fall and following up with basic Mod 0 (Right to Know) as soon as possible. Still planning to hold an all-hands meeting to review with everyone where they are on the Right-to-Know and required training, in addition to developing recruit/retention plans for the team.
- The Brinnon Medic 41 project is going well. We are fine tuning and expect it to last longer due to staffing issues with wildfire deployments in Brinnon.

**Fire Prevention**

- Community Risk Reduction programs along with Countywide CWPP plan moving forward with southend projects. The Jefferson County Wildfire Alliance applied for a USDA grant for this group. We received notice that we did not get awarded and the committee is regrouping and reviewing the last grant to improve and make the next application more competitive. Regardless, we are moving forward with Fire Adaptive Communities and Resilient Landscapes. It is the same program that EJFR is using. We have a demonstration project being developed next to the Community Center.

**Upcoming Events**

- The District's Holiday Party is set for December 6<sup>th</sup> at 5:00 pm.

**Apparatus Readiness:**

- All Apparatus currently in service. Crews are in the GMC Aid Unit for the month of October.
- T21 has a recall for the pinch bolt for the steering column. I will be taking it back to the dealership to have the warranty work completed. **\*UPDATE\*** T21 has returned from the dealership. The recall has been completed.
- The Ram aid unit has developed a hydraulic leak in the suspension system. The apparatus is still in service at this time. I will be contacting the manufacturer about repairs.
- During the month of September, engines and tender will be headed to Clallam County for annual pump testing. **\*UPDATE\*** Pump testing has been pushed back. I am hoping that it will be completed this month.
- The convex mirror on the drivers' side of E21 has fallen off and broke. A replacement is on order.

**Training and Competency:**

- Fire Engineering training for the month of September was focused on Vehicle Extrication for Fire, and Poisoning Emergencies for the EMS side. October Fire training will be on Ventilation Strategies and EMS training will be on Pediatrics.

**Station 21 Building Maintenance**

- I have been in contact with SME Tacoma regarding our diesel fuel tank that we use to fill our diesel apparatus. Bob and I both have spoken with them. They are scheduled to come to Station 21 and test/calibrate our fuel pump. It is unknown at this point when they will arrive.
- We have received multiple bids for different types of siding. I still have not heard back from G&M Vinyl about possible vinyl siding. I have attempted to contact them several times. I am always told that a quote is on the way. On a side note, I do not feel like vinyl siding is a good option for this application. The south side of this particular building is exposed to quite a bit of summer sunlight. Vinyl can get brittle over time. There is also the issue of lawn maintenance. As this material becomes brittle, it will be very easy for the lawn mower or weed trimmer to damage the siding. This will result in the same exposure issues we are already experiencing.
- I have also not heard back from either of the abatement companies that have been contacted.

**A Shift Calls for Service for August:**

- 9/1 Mutual Aid to Dist. 5, stood down en route
- 9/5 BLS call. Pt transported by Medic
- 9/5 BLS call. Pt. non transport
- 9/5 Mutual aid to Dist. 5 for smoke investigation. Stood down enroute
- 9/5 False alarm from iPhone crash notification
- 9/11 Mutual Aid to Port Ludlow for CPR. Stood down en route
- 9/11 Illegal campfire

- 9/11 Walk in pt. Burn victim. Pt POV to JGH
- 9/11 BLS call. Pt transported to JGH
- 9/12 BLS call. Lift assist
- 9/12 BLS call. Transport to St. Michaels
- 9/12 Traffic collision with transport to JGH
- 9/12 Illegal burn
- 9/18 BLS call. CPR
- 9/18 BLS walk into Station 21. Pt. POV to JGH
- 9/24 BLS call. Lift assist
- 9/24 BLS call with transport to JGH
- 9/24 BLS call with transport to JGH
- 9/24 Mutual aid to Dist. 4 for CPR
- 9/29 Mutual aid to Dist. 4 for TC. Stood down en route
- 9/30 Public service. Assistance with a smoke detector
- 9/30 Power line down

### Apparatus Usage Report:

Report Date 10/8/2025

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	30,257	N/A	1,016	N/A
11 - Engine	E21	05.Freightliner.82171C.1149	2005	20	3/26/2007	44,896	2,302	2,160	111
16 - Brush Truck	B22	24.Ford.E2797C.1212	2024	1	1/1/2025	1,118	N/A	N/A	N/A
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	17	10/24/2016	77,707	N/A	4,370	N/A
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	7	8/15/2018	8,397	534	1,200	69
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	20	Unknown	200,493	N/A	9,648	N/A
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	17	1/1/2008	123,032	N/A	7,237	N/A
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	9	9/20/2016	63,628	2,612	7,070	267
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	7	3/14/2019	75,994	2,102	12,666	270
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	20	3/30/2016	113,216	N/A	5,448	N/A
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	5	3/16/2020	61,276	N/A	12,255	N/A



*Quilcene School, date on photograph is January 1957. The concrete school at Quilcene was built in 1910, dedicated March 23, 1911. It was the first concrete school in WA State, according to a Port Townsend Leader article.*

**Significant Events and Service Delivery:**

- B-Shift responded to 20 calls in Sept.

**Training and Competency:**

- Tyson and I completed train-the-trainer vehicle extraction training on 10/03/2025

**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 to discuss 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.
- 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.

**Physical Resources and Quality of Life New Business:**

- New service has been set up with NOPDC to provide our internet. Olypen Networks installed an antenna and receiver on Station 21 and the administration building so we can share internet service. POE set up an internet connection and everything else between the station and admin building. Once we confirm the new internet is reliable and working correctly, we will order a disconnect from the Jamestown service.
- The first batch of O2 bottles have been hydro tested and are now back in service.
- Brinnon Fire Department has been set up to make ESO CARES referrals. Kimberly and I will plan an orientation with them soon.

**Staffing (next 30 days):**

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

**Significant Events and Service Delivery:**

- C-Shift personnel responded to a total of 20 incidents during the month of September.
  - Multiple smoke investigations and possible illegal burn responses, mostly due to smoke from the Bear Gulch and Tunnel Creek Fires.
  - ATV vs. Vehicle collision with minor injury.
  - Mutual aid response for a toxicologic Mass Casualty Incident involving six patients
- Chief McKern continued to assist Incident Management Team operations on the Bear Gulch and Tunnel Creek Fires, both in-person and remotely.
- Congratulations to FF/EMT Matheson for being named Jefferson County Firefighter of the Year! In addition to this honor, he currently serves as Secretary of QFR's Safety Committee and is actively developing a public education and outreach program. He also coordinated resources and prepared Incident Action Plans (IAPs) for QFR's participation in the community parade and the Oyster Race Half-Marathon.
- DOH Workforce Grant end-of-year meeting complete and starting year two.
- Hydrant water usage for Quilcene totaled approximately 5,000 gallons used:
  - Incidents: 0 Gallons used for incidents.
  - Training: 4,000 gallons used for drills and pump operations review.
  - Maintenance: 1,000 gallons used for cleaning equipment and pump checks.
- Continue to follow up with QSD on water system familiarization for pre-planning.

**Training and Competency:**

- Multiple days of training with DNR Engine crews on medical, trauma, and other fundamentals.
- EMT Kinser scheduled time to come in for OTEP skills checkoffs and has completed all skills review for the year.
- Volunteer/EMT Student Dixon is three weeks into his EMT class at Peninsula College. So far, the class has covered the first 10 chapters of the book and students have learned fundamental skills in basic trauma management, CPR, AED, obtaining basic vital signs, and airway management. Ride time in Clallam County will begin soon.
- Volunteer Sund has received his WA DOH EMT certification.
- Completed landing zone manager and commercial building size-up at the Zelatched Point LZ. ALNW was able to provide a crew and helicopter for realistic training and additional teaching points.
- Updated NW Region EMS Protocols under review by DOH.
- Jefferson County EMS OTEP and training calendar for next three years are completed last month and will be reviewed at October EMS Base Station on October 7<sup>th</sup>.
  - The next quarterly EMS Skills day will be hosted by QFR at Station 21 on October 18<sup>th</sup>.
- Instruct QFR and DBFR drills as needed.
- Supporting EMT Candidates with tutoring for NREMT test as available.
- Lt. Winn scheduling community and local business First Aid/CPR Classes with a class scheduled for the QSD bus drivers at Station 21 on October 16<sup>th</sup>.
- Assisting Jeffcom in their development of their Criteria Based Dispatching procedures.

**Physical Resources and Quality of Life:**

- B21 Chainsaw back in service.
- Received DNR Cache equipment and PPE order. All items are inventoried and distributed.

- Replacement intake adapter for B21 arrived and in service with personnel reporting the new adapter also leaks. This is suspected to be from the height of the intake plus the weight of the 2.5" hose used and will be investigated to determine if an alternate procedure is needed.
- Cleaned B22 and removed serviceable equipment under AoR for inventory and future use. Plan to inspect pump engine in October.
- Continue inventory, inspection, and organization of items under AoR.

**Staffing (next 60 days):** Provide coverage as needed.



Lingerlonger Lodge  
Quilcene WA  
10/31/1959

*Owner of the lodge received this photo in the mail shortly after the fire; believed the photo was taken by one of the arsonists. Photo shows main lodge totally engulfed in flame and the small cabin alight on the side facing the lodge.*



*Main St Quilcene*

**Expected Building Maintenance**

- Replace broken window.
- Outdoor frost-free hose hydrants will need to be replaced in the next year.

**Apparatus**

- E22 in service, B22 in service, U22 is in service.

**Volunteers, Coyle Team Availability**

- Thane Grooms, Jim Pinks, Art Frank, Billy Brush, Steve Sund, Tim Mickelson, John Hansen

**Training**

- Steve Sund's EMT certification is confirmed and filed with Washington.
- Zelatched Point Navy base MEDEVAC and LZ training on 9/13/25

**Incidents**

- 9/9/25 04:41 Lemonds Dr BLS Lift Assist – U22 assisted, non transport
- 9/12/25 13:45 Coyle & Zelatched Point traffic collision vehicle vs power poles, one occupant and 2 dogs self extricated, E22 and volunteers in POV ran command, traffic control and scene control.
- 9/28/25 21:16 Thorndyke Rd BLS – Coyle volunteers stood down
- 10/1/25 11:19 Coyle Rd BLS – Coyle volunteers stood down

**Notes**

- All Coyle rigs were represented in the Quilcene Parade
- Burn Ban signs swapped out for Burn Restrictions signs, Burn Ban signs removed from beaches



September was a month on uncertain weather forecasts! Summer is coming to an end or maybe! It continues to be drier than normal; however, we see more rain with each event. As we enter September, District is still more than 16.38 inches below average for the calendar year. So far this year we have had just the month of May receive average or more rainfall for the month. 9 out of 10 months this year are below average including October to date. The long-range forecasts are starting to show better chance of precipitation and the possibility of colder weather coming.

### **Significant Events**

The Most significant this month was the announcement from the Federal Government that our grant application through the Wildfire Defense Grant was not funded. The Wildfire Alliance is in discussions on what we want to priorities for projects and look to alternate funding sources to help with the cost. The County will take a deep look at our grant application review process, see what we can change or improve before we submit a grant request for 2026, if it is reauthorized and funded.

None of our EMS / FIRE incidents were unusual in their nature.

Major non-incident events this month included:

- The Board of County Commissioners held a County wide “Fire Summit” at EJFR, Station 6. This was a three-hour marathon meeting covering the County Fire Danger, Fireworks, the Fire Marshals Office roles and responsibilities, among other topics. The meeting was attended by all the County Fire Chiefs, as well as other representatives from around the County and the City of Port Townsend. Result of the discussion during this meeting, the FMO and the Chiefs lowered the Fire Danger Rating to Moderate and set a review date to assess it again by the 15<sup>th</sup> of October.
- As the result of QFR’s meeting with the Dabob Cove HOA. We have already scheduled “home assessment” and are looking to schedule up to 9 more. I look forward to making this community the First “Fire Adapted Community” in Jefferson County Fire District #2!
- As part of QFR’s involvement with the CWPP and projects from that plan, I met with a regional leader of the Nature Conservancy to discuss how they could partner with the County and Department to further our efforts in fire defense and forest health, including reintroducing fire on the land scape.
- I respond to 6 incidents through the course of the month. Also involved with the Fair / Parade and the Oyster Runs. Provide 13 days of coverage for Chief McKern, for PTO or incident assignment.

**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.

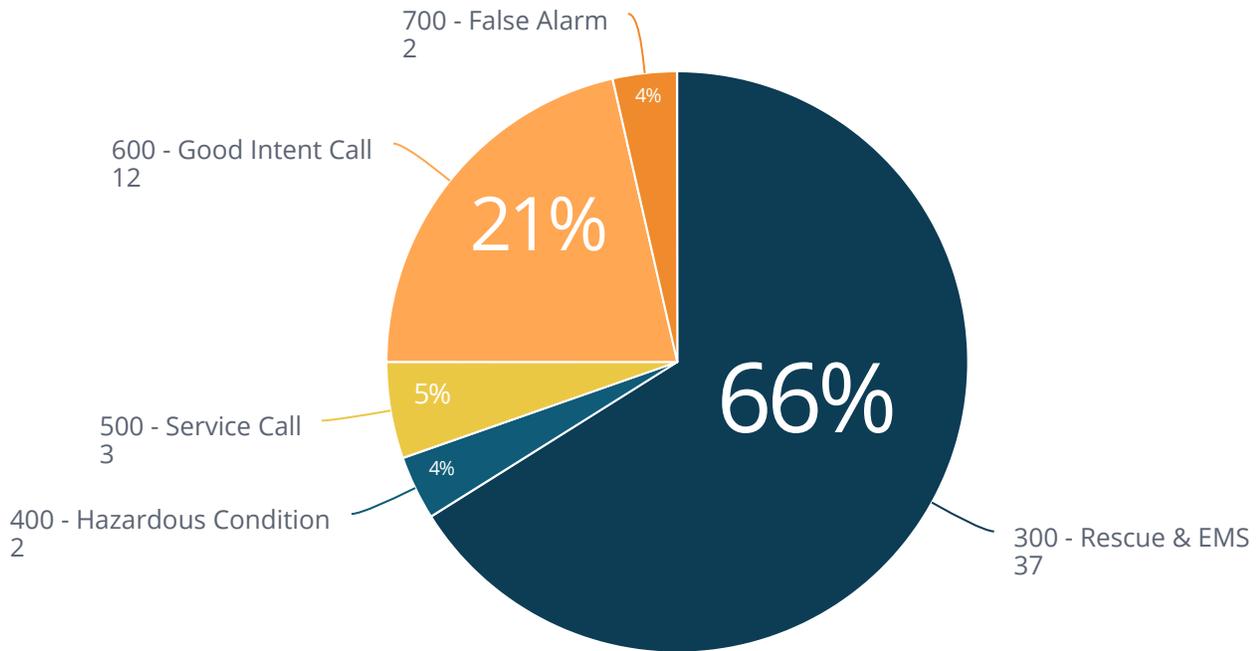
- As of October 9, we have 13 clients enrolled in Olympic Connect. Following up on 911 calls and referrals from the Duty Crew continues to be our primary source of clients.
- CARES had a very popular booth at the Quilcene Fair where we used our Olympic Connect tabling kit to the fullest thanks to Debra and Debbie and help from Billy Brush.
- We have two Discovery Behavioral Health REAL team members working with CARES: Monique and Nick. In the first two weeks of our collaboration, we have already reaped the benefits of the mental health/substance abuse disorder expertise as well as support with transportation. QFR is modifying our contract with OCH to include subcontracting with DBH so that the OCH grant can support DBH with mileage reimbursement for use of their vehicles for CARES clients.
- Just today, Chief and I were introduced to the new QFR CARES Dashboard of statistics and measures being accumulated through our C2C software. We have not had time to ask questions and see how the data collected could be as useful as possible to our program.
- I will continue to work with the team, making initial telephone contacts, receiving new Olympic Connect referrals, writing weekly reports to QFR, working with Debra and Debbie to assign the cases and attending meetings that are available through zoom. You may consider me your CARES specialist working remotely.

**Monthly Activity**

- August payroll involved quarterly reporting and was completed with some minor hiccups.
  - We were unable to schedule the required EFT payment to DRS; tech support was contacted to resolve.
  - While reviewing payroll, we found that federal tax withholding was calculated incorrectly in Springbrook software for some employees. Springbrook tech support verified the issue but couldn't resolve; escalated to higher level.
  - While reviewing payroll, we found that L&I was calculated incorrectly in Springbrook software for some employees. We were able to correct the issue going forward; however, we will need to determine how to create and submit an amended filing to L&I for credit.
- Leasehold Excise Tax and Dyed Diesel Fuel User quarterly filings were completed. There was no Use Tax for this quarter. We will need to figure out the process for filing Sales Tax for our First Aid/CPR classes.
- We started the process of moving our US Bank accounts (petty cash checking and non-profit checking) to 1<sup>st</sup> Security. The non-profit account was the old payroll account and is currently used to receive EFT deposits from OCH which are then sent to the County Treasurer by check (because the Treasurer declines to permit direct EFT deposits). US Bank cannot provide online access to the non-profit account, so we must wait for mailed statements to verify account activity. In addition, a recent cash deposit for petty cash required a trip to Port Townsend, which is now the closest US Bank branch. The 1<sup>st</sup> Security branch in Port Hadlock is much closer and our experience with 1<sup>st</sup> Security (payroll account) has been positive overall.
- The District's phone system went down due to a system change made by the phone software provider. Office Assistant Billy Brush worked with NoaNet to correct the issue.
- University of Washington seismic recording equipment located in Station 21 stopped communicating with researchers. I worked with UW technicians to troubleshoot and correct the issue which was found to be related to the ISP changeover.
- I attended a WFCA Webinar regarding healthcare plan updates.
- I had a Zoom meeting with Streamline regarding ADA requirements for websites. Streamline has a new add-on service that automates PDF accessibility to WCAG 2.1 AA standards (the technical standard for compliance for state and local government websites). Our website currently has 3,791 pages; pricing at the 4,000-page tier would be \$200 per month with no additional fees for reasonable growth. In the interest of transparency, meeting minutes and resolutions going back several years are posted on our website. By removing unneeded documents, we can reduce our page count to the 2,000-page tier which would be \$100 per month. The add on service includes AI navigation, language translation, and live visual interpreter support.
- I drafted an MOU between QFR and Discovery Behavioral Health to support CARES during Kimberly's absence.
- Considerable time was devoted to extracting and analyzing financial data for creation of the 2026 preliminary budget.

# QFR Incident Types - September 2025

Percentage of Incident Type Group



Count of Total Incidents

Fire Incidents

EMS Incidents

Other Incidents

Total Incidents  
**56**

Fire Incidents  
**0**

Percent of All Incidents **0.0%**

EMS Incidents  
**37**

Percent of All Incidents **66.1%**

All Other Incidents  
**19**

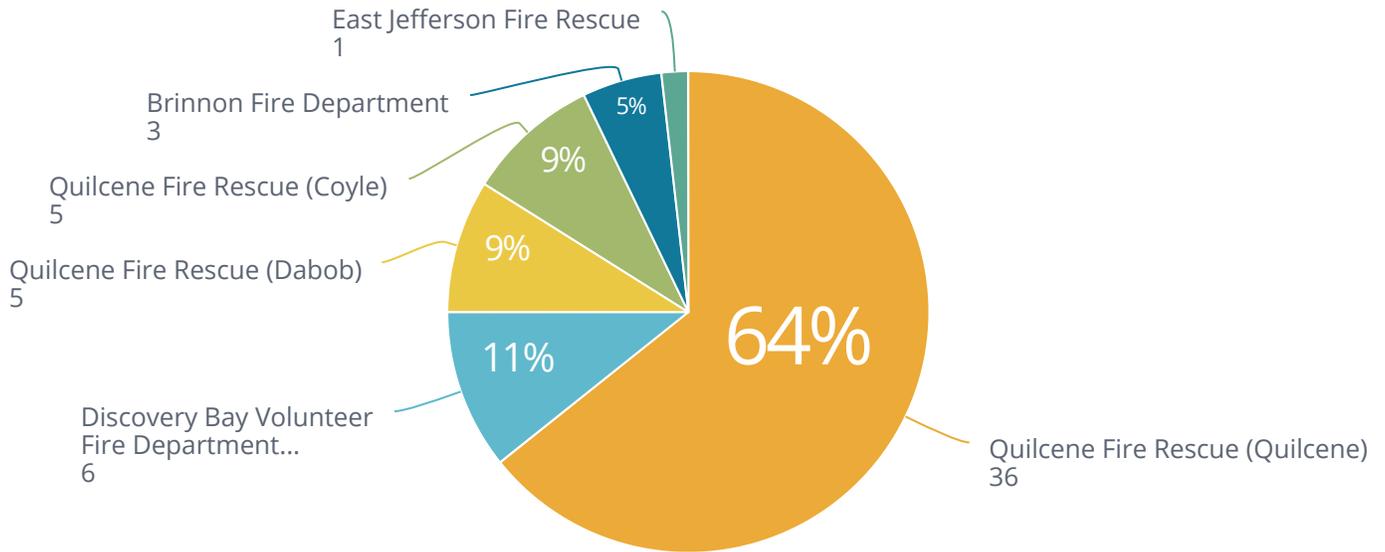
Percent of All Incidents **33.9%**

Count of Incidents by Type

Incident Type Group	Incident Type	Calls	Pct
300 - Rescue & EMS	Emergency medical service incident, other	1	2.70%
	EMS call, excluding vehicle accident with injury	28	75.68%
	Medical assist, assist EMS crew	1	2.70%
	Motor vehicle accident with injuries	5	13.51%
	Motor vehicle accident with no injuries.	2	5.41%
<b>300 - Rescue &amp; EMS Total</b>		37	66.07%
400 - Hazardous Condition	Attempted burning, illegal action, other	1	50.00%
	Power line down	1	50.00%
<b>400 - Hazardous Condition Total</b>		2	3.57%
500 - Service Call	Assist invalid	1	33.33%
	Public service	1	33.33%
	Unauthorized burning	1	33.33%
<b>500 - Service Call Total</b>		3	5.36%
600 - Good Intent Call	Dispatched & canceled en route	9	75.00%
	Good intent call, other	1	8.33%
	No incident found on arrival at dispatch address	1	8.33%
	Smoke scare, odor of smoke	1	8.33%
<b>600 - Good Intent Call Total</b>		12	21.43%
700 - False Alarm	False alarm or false call, other	1	50.00%
	Smoke detector activation due to malfunction	1	50.00%
<b>700 - False Alarm Total</b>		2	3.57%
<b>Grand Total</b>		56	100.00%

# QFR Incidents by District - September 2025

Count of Incidents by District



Count of Total Incidents

Total Incidents: **56**

Incident Types

District	Incident Counts...	Pct
Quilcene Fire Rescue (Quilcene)	36	64.29%
Quilcene Fire Rescue (Dabob)	5	8.93%
Quilcene Fire Rescue (Coyle)	5	8.93%
East Jefferson Fire Rescue	1	1.79%
Discovery Bay Volunteer Fire Department	6	10.71%
Brinnon Fire Department	3	5.36%
<b>Grand Total</b>	<b>56</b>	<b>100.00%</b>

# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

Time: 11:14:12 Date: 10/06/2025  
Page: 1

09/01/2025 To: 09/30/2025

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	490,864.02	18,985.54	63,518.26	446,331.30	0.00	9.95	0.00	446,341.25
040 EMS Fund 662 610 71	266,185.25	38,725.13	55,051.02	249,859.36	0.00	3.90	0.00	249,863.26
070 Capital (Reserve) Fund 662 631 71	2,850,949.17	11,069.05		2,862,018.22	0.00	0.00	0.00	2,862,018.22
	<b>3,607,998.44</b>	<b>68,779.72</b>	<b>118,569.28</b>	<b>3,558,208.88</b>	<b>0.00</b>	<b>13.85</b>	<b>0.00</b>	<b>3,558,222.73</b>

# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

Time: 11:14:12 Date: 10/06/2025  
Page: 2

09/01/2025 To: 09/30/2025

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	365,364.02	74,036.56	118,569.28	320,831.30	0.00	0.00	320,831.30
20 Payroll-1st Security 9010	125,000.00	90,471.67	90,471.67	125,000.00	0.00	13.85	125,013.85
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	266,185.25	38,725.13	55,051.02	249,859.36	0.00	0.00	249,859.36
70 Capital (Reserve)-JeffCo	2,850,949.17	11,069.05	0.00	2,862,018.22	0.00	0.00	2,862,018.22
Total Cash:	3,607,998.44	214,302.41	264,091.97	3,558,208.88	0.00	13.85	<b>3,558,222.73</b>
	<b>3,607,998.44</b>	<b>214,302.41</b>	<b>264,091.97</b>	<b>3,558,208.88</b>	<b>0.00</b>	<b>13.85</b>	<b>3,558,222.73</b>

**TREASURER'S REPORT**  
**Outstanding Vouchers**

09/01/2025 To: 09/30/2025

As Of: 09/30/2025 Date: 10/06/2025  
 Time: 11:14:12 Page: 3

Jefferson County Fire Distr #2

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	
							<u>13.85</u>		
Fund	Claims	Payroll	Total						
001 General Fund 662 600 71	0.00	9.95	9.95						
040 EMS Fund 662 610 71	0.00	3.90	3.90						
	<u>0.00</u>	<u>13.85</u>	<u>13.85</u>						

**TREASURER'S REPORT**  
**Signature Page**

Jefferson County Fire Distr #2

Time: 11:14:12 Date: 10/06/2025  
Page: 4

09/01/2025 To: 09/30/2025

REVIEWED AND APPROVED

  
Prepared

10/6/25  
Date

  
Auditing Officer

10/6/25  
Date