



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 SPECIAL MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on April 15, 2024

ATTENDANCE:

Commissioner/Chair Frank
Commissioner Bacchus
Commissioner Kelbon
Secretary Rewitzer

Chief McKern
Lt. Winn
Temp Firefighter Torres
Temp Firefighter T. Svetich

CALL TO ORDER:

Commissioner Frank called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE:

Temp Firefighter Torres led the pledge.

VOLUNTEER FIREFIGHTERS RELIEF & PENSION BOARD BUSINESS:

Commissioners reviewed the application of Wayne Vettleson to become a volunteer member. Mr. Vettleson is a neighbor of Volunteer Stansbury in Coyle who was accepted at the last meeting. Commissioner Frank moved to accept Mr. Vettleson as a volunteer and add him to the rolls. Commissioner Bacchus seconded. The motion carried unanimously.

Commissioners discussed the importance of volunteer candidates understanding the commitment of volunteer service to the District. Commissioners agreed volunteer candidates should first spend some time (*8 hours was suggested*) engaged with the District before being considered for enrollment.

PUBLIC COMMENTS:

No comments.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda. Commissioner Kelbon seconded. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA:

Items listed below were distributed to the Board in advance for review and enactment in one motion. Commissioner Kelbon moved to approve the Consent Agenda. Commissioner Frank seconded. The motion carried unanimously.

1. Approval of March 18, 2024 Regular Meeting Minutes
2. Approval of April 15, 2024 Vouchers in the Amount of \$106,577.31
3. Adoption of Resolution 2024-001 Increasing the Balance Maintained in the Payroll Account

REPORTS:

Commissioners were provided with the Monthly Fire Chiefs Report, Treasurer's Report, Budget Position Report, and District Secretary's Report. In addition:

- Chief McKern reported that WA DOH reached out regarding a federal grant they are applying for that would strengthen EMS workforce in rural areas through recruitment,

retention, and financial and operational strategies. The District could be a likely recipient of funding if the DOH application is awarded.

- Chief McKern reported that Engine 21 has a leak in the water tank that is being addressed.
- Lt. Winn reported that Volunteer Kinser has returned and will be working on QFR CARES program activities.
- Commissioners reviewed financial reports. Secretary Rewitzer reported the Staffing for Adequate Fire and Emergency Response (SAFER) grant application was submitted. The application requests funding for three permanent firefighter/EMT positions.
- Commissioners discussed timber revenue from DNR trust lands. A recent income report from DNR shows the Penny Wise timber sale will continue to provide distributions through 2024.

CORRESPONDENCE

No correspondence.

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – Commissioners discussed this item during REPORTS.
2. **PUD Easement Request** – Commissioners discussed PUD’s request. Commissioners agreed there is no advantage to the District in granting an easement and expressed concerns about future problems that would be caused by an easement at the location. Commissioners directed staff to notify PUD that the District is not interested in moving forward with an easement.
3. **Levy Lid Lift** – Commissioners received general information on levy lifts for their future reference. Chief McKern expressed confidence in the SAFER grant application, which would help the District address funding gaps. SAFER awards should be announced by the end of June.

NEW BUSINESS:

1. **Community Wildfire Protection Plan (CWPP)** – Volunteer D. Svetich and District 4 officials were unable to attend as planned. Chief McKern provided an update. CWPP is going forward, but it is complex, and a facilitator is going to be needed to continue momentum. Public meetings to solicit input on CWPP will be held over the coming weeks.
2. **Out-of-District Response Memorandum of Understanding (MOU)** – Commissioners agreed the draft MOU did not address their concerns regarding response to District 5. Commissioners preferred an interlocal agreement (ILA) modeled more like the ALS contract with District 1. Commissioners would like Chief McKern and a Commissioner to meet with Chief Knoepfle and a District 5 Commissioner to work out an ILA. Commissioners agreed that eliminating automatic aid to District 5 would address concerns in the meantime.

SEMINARS/CONFERENCES/SPECIAL EVENTS:

Jefferson County Fire Commissioners and Administrative Professionals will meet by Zoom on April 18, 2024 at 6:00 p.m.

GOOD OF THE ORDER:

Chief McKern reported that Independence Day is coming soon; county fire chiefs are currently working to have fire and fireworks guidance prepared well in advance.

Chief McKern was one of 9 individuals and organizations recognized by Jefferson County Public Health for their contributions in creating a healthier and more resilient community. Chief McKern was commended for his leadership and dedication to public safety and emergency preparedness.

The 26th National Prescription Drug Take Back Day is Saturday, April 27, 2024. The Sheriff’s Office will be at Station 21 to receive prescription medications that are expired or no longer used. Commissioner Frank asked staff to clarify the location because the Sheriff’s Office Facebook page posted a flyer indicating the event location is Brinnon.

The next Board meeting will be on May 20, 2024 at 9:00 a.m.

ADJOURNMENT:

The meeting was adjourned at 10:00 a.m.

ATTACHMENTS:

General Certificate for Claims: 4/5/2024 Payroll Check Register
4/11/2024 Claims Check Register
4/15/2024 Claims Check Register

Resolution: 2024-001 Increasing the Balance Maintained in the Payroll Account

Reports: March 2024 Monthly Fire Chief’s Report
March 2024 Treasurer’s Report

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

MELODY BACCHUS, Commissioner

ATTEST:

ROBERT REWITZER, District Secretary

MARCIA KELBON, Commissioner