



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 February 12, 2024

ATTENDANCE:

Commissioner/Chair Frank

Captain M. McCrehin

Commissioner Bacchus

Lt. Singleton

Commissioner Kelbon

Temp Firefighter T. Svetich (Zoom)

Secretary Rewitzer

Volunteer Grooms

Chief McKern

Volunteer Kinser (Zoom)

Exec. Assistant Neuenschwander

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Volunteer Grooms led the pledge.

PUBLIC COMMENTS:

No comments.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the reorder of Executive Session to occur after Correspondence. Commissioner Bacchus seconded. The motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Kelbon moved to approve the minutes from the January 22, 2024 Regular Meeting. Commissioner Frank seconded. The motion carried unanimously.

APPROVAL OF VOUCHERS:

Commissioner Frank moved to approve vouchers totaling \$75,491.07. Commissioner Bacchus seconded. The motion carried unanimously.

REPORTS:

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

- Chief McKern reported there were 68 incidents this January versus 30 last January. Commissioner Frank noted that JeffCom billing is based on incident volume and asked if all CARES responses to a particular address could be tracked under one incident number. Chief McKern will check and implement that procedure if possible.
- Lt. Singleton reported that 200 items have been inventoried in ESO so far; the goal is to have all items inventoried by mid-April.
- Lt. Singleton reported on Center Valley Animal Rescue (CVAR) and the good relationship with them. CVAR will be adding a large building; discussion involved fire suppression.
- Commissioners reviewed financial reports. Secretary Rewitzer reported the drop in total fund balance was expected due to approved and annual expenditures.

CORRESPONDENCE

Commissioners received an emailed letter from Volunteer Cassella-Blackburn.

EXECUTIVE SESSION:

A 15 minute Executive Session was called at 7:23 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee. The session was extended for an additional 5 minutes at 7:38 p.m. The meeting was called back to order at 7:43 p.m. No action was taken during the session.

UNFINISHED BUSINESS:

- 1. Station 21 Facilities** – Commissioners reviewed quotes for window replacement. Commissioner Bacchus moved to approve a capital expenditure not to exceed \$43,000 for replacement of windows at the crew quarters, rental house, and administration building by Loves Construction per the quote. Commissioner Kelbon seconded. The motion carried unanimously. Commissioners asked that a completion schedule and prevailing wage requirements be documented.
- 2. DNR Trust Lands** – Commissioners received information regarding a court injunction that prevents logging the State Forest Transfer Trust land parcels collectively known as Last Crocker Sorts. The bid price for the timber was \$2.3M. Commissioner Kelbon reported she is still seeking additional information from the DNR regarding timber age in trust land parcels.
- 3. PUD Easement** – Commissioners received a request from PUD for feedback about removing a utility pole near the southeast corner of the parcel. There are actually two poles; one is used by PUD and the other is used by Lumen (CenturyLink) and would have to stay. Discussion involved the potential for accessing Rose Street through that area and the need to see a survey to better understand the impact of an easement and the unobstructed width that would remain. Commissioners tabled this item until PUD provides a survey.
- 4. Rental House** – Commissioners were advised that the current extension to the lease agreement expires August 31, 2024. Replacing the windows in the rental is a priority and should be completed by that date. Commissioners tabled the item until the July meeting.
- 5. Chief Contract** – Commissioners received the contract updated by Commissioner Kelbon. Commissioner Frank moved to approve the contract with a salary increase of 4.4% (December CPI) over 2023 salary. Commissioner Bacchus seconded. The motion carried unanimously. The new contract takes effect April 1, 2024.
- 6. Apparatus** – Commissioners received information regarding a staff proposal to replace Brush 22. Commissioner Frank moved to approve a capital expenditure not to exceed \$95,000 for the purchase of a new Ford F350 single cab, 4WD, dual rear wheel truck with flatbed, side boxes, skid unit, and hose and equipment. The new apparatus will be based out of Coyle Station 22.

NEW BUSINESS:

- 1. Update to Temp MOU with IAFF** – Commissioners received information regarding an update to the MOU requested by the union. Commissioner Bacchus moved to approve the updated memorandum of understanding between the District and IAFF Local 2032 regarding emergency

declaration for temporary employment. Commissioner Kelbon seconded. The motion carried unanimously.

SEMINARS/CONFERENCES/SPECIAL EVENTS:

Chief McKern is planning to attend NWCC Incident Management Team training in Spokane in April and two days of the Washington Fire Chief's Annual Conference in Kennewick in May.

GOOD OF THE ORDER:

Chief McKern requested the regular meetings to be held on April 15th and May 20th be held earlier in the day so he can travel to training/conferences that will be held the following day.

Commissioners agreed that each meeting would start at 9:00 a.m. and because this would constitute a change from the previously approved schedule, the meetings should be classified as 'Special Meetings.'

ADJOURNMENT:

The meeting was adjourned at 8:28 p.m.

ATTACHMENTS:

General Certificate for Claims: 2/5/2024 Payroll Check Register.
2/12/2024 Claims Check Register.


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

APPROVED this 18th day of MARCH, 20 24 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: 11:45:52 Date: 02/01/2024

02/05/2024 To: 02/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
80	02/05/2024	Payroll	20	EFT	Lynne Cassella-Blackburn	1,335.25	2024.01 Payroll
83	02/05/2024	Payroll	20	EFT	Sophia Knutzen	27.70	2024.01 Payroll
85	02/05/2024	Payroll	20	EFT	Mark A McCrehin	4,236.27	2024.01 Payroll
86	02/05/2024	Payroll	20	EFT	Timothy M McKern	6,660.26	2024.01 Payroll
88	02/05/2024	Payroll	20	EFT	Robert J Rewitzer	3,330.96	2024.01 Payroll
89	02/05/2024	Payroll	20	EFT	Nicholas Singleton	4,824.72	2024.01 Payroll
90	02/05/2024	Payroll	20	EFT	Tyson J Svetich	4,006.06	2024.01 Payroll
92	02/05/2024	Payroll	20	EFT	Zachary D Torres	3,745.29	2024.01 Payroll
93	02/05/2024	Payroll	20	EFT	Kevin R Winn	4,304.26	2024.01 Payroll
94	02/05/2024	Payroll	20	EFT	HRA VEBA - YA20437	700.00	Pay Cycle(s) 02/05/2024 To 02/05/2024 - HRA VEBA
95	02/05/2024	Payroll	20	EFT	US Treasury	5,060.53	941 Deposit for Pay Cycle(s) 02/05/2024 - 02/05/2024
96	02/05/2024	Payroll	20	EFT	WA Dept of Retirement Systems	5,745.11	Pay Cycle(s) 02/05/2024 To 02/05/2024 - LEOFF2; Pay Cycle(s) 02/05/2024 To 02/05/2024 - PERS2
77	02/05/2024	Payroll	20	1432	Chloe G Austin	124.67	2024.01 Payroll
78	02/05/2024	Payroll	20	1433	Melody Bacchus	147.76	2024.01 Payroll
79	02/05/2024	Payroll	20	1434	Ken Brotherton	332.46	2024.01 Payroll
81	02/05/2024	Payroll	20	1435	Art Frank	147.76	2024.01 Payroll
82	02/05/2024	Payroll	20	1436	Marcia Kelbon	147.76	2024.01 Payroll
84	02/05/2024	Payroll	20	1437	Oscar Levine	941.97	2024.01 Payroll
87	02/05/2024	Payroll	20	1438	Brady T Palmer	110.82	2024.01 Payroll
91	02/05/2024	Payroll	20	1439	Ryan Tillman	69.26	2024.01 Payroll
97	02/05/2024	Payroll	20	1440	IAFF Local 2032	425.00	Pay Cycle(s) 02/05/2024 To 02/05/2024 - Union Dues
98	02/05/2024	Payroll	20	1441	Nationwide Retirement Solutions	1,717.50	Pay Cycle(s) 02/05/2024 To 02/05/2024 - 457 Plan; Pay Cycle(s) 02/05/2024 To 02/05/2024 - 457 Plan Roth
99	02/05/2024	Payroll	20	1442	Trusteed Plans Service Corporation	9,091.93	Pay Cycle(s) 02/05/2024 To 02/05/2024 - Medical; Pay Cycle(s) 02/05/2024 To 02/05/2024 - Dental

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

32,490.27
24,743.03

57,233.30 Payroll: 57,233.30

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:45:52 Date: 02/01/2024

02/05/2024 To: 02/05/2024

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.**

Robt Reuter

Preparer

2-1-2024

Date

J McKee

Auditing Officer

2-1-2024

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

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

2/12/24

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: 13:23:06 Date: 02/12/2024

02/01/2024 To: 02/29/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
103	02/12/2024	Claims	10	621150	AT&T Mobility	434.29	Monthly Cellular Service
104	02/12/2024	Claims	10	621151	Boundtree Medical LLC	2,072.38	Monthly Medical Supplies
105	02/12/2024	Claims	10	621152	Canon Financial Services, Inc	54.44	Monthly Printer Lease
106	02/12/2024	Claims	10	621153	Cooper Fuel	1,957.23	Monthly Fuel & Heating Oil
107	02/12/2024	Claims	10	621154	EMS Connect LLC	96.50	Monthly EMS Training
108	02/12/2024	Claims	10	621155	EMS Special Agency Fund	340.00	Monthly Ambulance Transport Fee
109	02/12/2024	Claims	10	621156	Elite Extrication & Equipment	750.00	Annual Extrication Tool Maintenance
110	02/12/2024	Claims	10	621157	Good Man Inc	111.57	Monthly Restroom Service
111	02/12/2024	Claims	10	621158	Henery Hardware	10.02	Faucet cover for Rental House
112	02/12/2024	Claims	10	621159	JC Dept of Public Works	316.97	Monthly Fuel
113	02/12/2024	Claims	10	621160	JC Fire Commissioner & Secretary Assn	100.00	Annual Dues
114	02/12/2024	Claims	10	621161	JC Fire District #2 Payroll	57,233.30	2024.02.05 Payroll
115	02/12/2024	Claims	10	621162	JC Treasurer	200.88	Annual Property Tax
116	02/12/2024	Claims	10	621163	Jamestown Networks	458.41	Monthly Internet/Telephone
117	02/12/2024	Claims	10	621164	Jefferson Propane	1,272.21	Monthly Propane
118	02/12/2024	Claims	10	621165	Timothy M McKern	100.00	Monthly Device Stipend
119	02/12/2024	Claims	10	621166	Murrey's Disposal Co Inc	52.54	Monthly Garbage Service
120	02/12/2024	Claims	10	621167	National Hose Testing Specialties Inc	3,249.70	Annual Hose/Ladder Testing
121	02/12/2024	Claims	10	621168	Olympic Springs Inc	117.17	Monthly Water
122	02/12/2024	Claims	10	621169	Pacific Office Equipment	706.40	Monthly Computer Service
123	02/12/2024	Claims	10	621170	Paladin Background Screening	180.00	Background Checks
124	02/12/2024	Claims	10	621171	Peninsula Pest Control Inc	81.83	Quarterly Pest Control
125	02/12/2024	Claims	10	621172	Stryker Sales, LLC	141.88	Lifepak BP Repair
126	02/12/2024	Claims	10	621173	US Bank	3,876.66	3299 - Replacement Headlight A21; 3299 - Station 21 Tool Box; 3856 - Boot repair; 3856 - Shift bag; 3856 - Quarter zip sweatshirt; 3856 - Dishwasher soap; 4651 - Station 21 small tools; 4651 - Monthly
127	02/12/2024	Claims	10	621174	Washington Fire Chiefs	816.00	Annual Dues
128	02/12/2024	Claims	10	621175	Washington Fire Chiefs	450.00	Annual Chiefs Conference
129	02/12/2024	Claims	10	621176	Washington State Department of Revenue	68.25	Use Tax Payment - Extrication Tool Maint
130	02/12/2024	Claims	10	621177	Wave Broadband	214.10	Monthly Internet/Cable
131	02/12/2024	Claims	10	621178	Westbay Auto Parts Inc	28.34	Diesel Exhaust Fluid
						42,530.49	
						32,960.58	
						75,491.07	Claims: 75,491.07

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EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

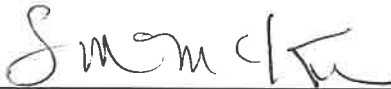
CLAIMS: Required--General Certificate.*



Preparer

2-12-2024

Date



Auditing Officer

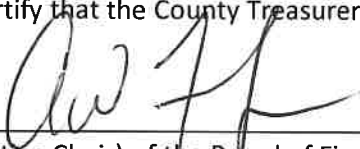
2-12-2024

Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
January 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 is getting better , Short and Long Term goals being looked at. Equipment upgrades and Financial stability continue to be the forefront.
- CARES Volunteer Program – Kimberly, Lynne and Kevin and the team are making great strides and moving this program forward. Believe and Recovery staff have been an asset.

Goals and Objectives:

- Windows and exterior painting Station 21 Crew Quarters , Rental , and Admin
- AFG Safer 2022 reapply in March, Equipment open now
- Crew Qtrs interior painting nearing completion. Apparatus Committee working hard on a plan for the future. (See Mark Report)
- Current Staff Officers will be advancing to EMT-A by June 2024
- Interviewing and ride along with crews for third position.

Financial Resources:

- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- EJFR ALS Contract review ongoing transports in respective rigs. So far all is going well.

Physical Resources and Quality of Life (QOL):

- Lucas CPR Devise in place for the pilot project that will end soon. We received our New Lucas Tool just waiting for the charger to rollout. Demo unit here until then.
- Working with staff on potential apparatus replacement plan for next few years. Entry of equipment in ESO for inventory Management.

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets working on updating the SIP and APP plan for adoption and forward to the FIIRE program
- FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 3rd quarter 2nd year requirements. There will also be a 3rd year to this program as well. We will be putting in for a lifting devise next year.

Essential Resources

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- We are moving forward with Action Training for EMS and Fire programs.

External Relationships

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- We are putting together for Social Media Buzz about Weather Changes

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing – partnership with DCD

Apparatus Readiness:

- I have tasked Thane Grooms with putting together a new brush truck for Station 22. Thane has been in contact with Kimtec for the skid unit. I have been in contact with dealerships working with State Bid.
- New LED headlights have been installed on E21. Some minor lighting adjustments were made so as not to blind oncoming drivers.
- New LED headlights were also installed on the Ram Aid Unit. These lights were to replace the LED lights already installed. The previous lights were becoming extremely dim.
- A new toolbox was purchased along with a few new tools. This is to aid in keeping the tools more organized and making vehicle maintenance easier for in-house repairs and maintenance.

Training and Competency:

- Almost all of our members have signed into Action Training. I still have a few stragglers that I have contacted.
- EMT class seems to be going well for Ken Brotherton. He tells me that he is enjoying it and that there is a lot to learn.
- FF/EMT Tyson Svetich will be taking an IV Tech class through Mason County. This class will begin in April.
- FF/EMT Zak Torres and FF/EMT Tyson Svetich have been signed up for a Fire Service Instructor 1 class hosted by EJFR beginning in March. This class puts them on a training path for Officer Training for their Fire Service futures.

Physical Resources and Quality of Life:

- I have received a revised bid from Neiman Const. This has a better breakdown of costs of Labor vs. Materials.
- I have also met with Love Construction for a bid for windows and siding for all 3 buildings.

QFR Events:

- There will be Fit Testing beginning February 19. This testing is for interior qualified fire fighters. This test ensures that our SCBA masks fit as they should without leaks during movements made on the fire ground.

D.O. Coverage:

- I was able to provide 65 hours of Duty Officer coverage during the month of January. I look forward to assisting with more coverage in the future.
- Chief McKern and I have discussed some upcoming dates for Duty Officer Coverage.

Notes:

- Our new applicants have been coming to Station 21 for ride alongs. This has been a great opportunity for us to get to know them and them to know us. The Leadership Team met with one of our applicants on the 5th and another on the 7th. Unfortunately, we had 2 applicants back out. So, we are left with only 2.

		Report Date		2/1/2024											
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age In Yrs	In Svc Dt*	In Svc Miles**	In Svc Hrs***	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles****	Avg Ann Hrs****				
11 - Engine	E22	96.Ford.55851C.2430	1996	28	1/1/1999	Unknown	Unknown	28,105	N/A	1,000	N/A				
11 - Engine	E21	05.Freightliner.82171C.1149	2005	19	3/26/2007	Unknown	Unknown	42,214	2,140	2,211	112				
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	29	9/6/1995	0	Unknown	30,273	N/A	1,081	N/A				
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	16	10/24/2016	Unknown	Unknown	76,173	N/A	4,732	N/A				
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	6	8/15/2018	0	Unknown	6,387	374	1,277	62				
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	19	Unknown	Unknown	N/A	196,982	N/A	10,315	N/A				
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	16	1/1/2008	0	N/A	121,887	N/A	7,618	N/A				
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	8	9/20/2016	0	N/A	52,756	2,123	7,537	262				
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	6	3/14/2019	0	N/A	58,877	1,332	14,719	219				
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	19	3/30/2016	Unknown	N/A	44,008	1,437	2,305	75				
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	4	3/16/2020	0	N/A	45,800	N/A	15,267	N/A				

Significant Events and Service Delivery:

- On 12/14/2024 We reposed to a fire involving logging equipment.

Training and Competency:

- N/A

Physical Resources and Quality of Life:

- Our new LUCAS Device has arrived but is not in service. The Charger is on backorder, and we need Stryker to connect our new device to LIFENET. Until then we will still utilize the Demo device until ours is in service.
- Our 2 CPR/First Aid Class to the City of Port Townsend and Coast Seafood went Great!
- Our ESO patient data transfer link with the other Jefferson agencies has been completed and is working great. This allows us to share patient data with our mutual aid partners on calls, ensuring accurate patient information between the agencies.
- We have checklist now in ESO this will allow us to create checklist for Rig Checks, Gear Checks, etc..
- Stryker came and did our annual LifePak Maintenance and replaced one of our BP Cuff hoses.
- 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.
- Our QFR CARES Program is still going great. Kimbely has left for Mexico and Lynne has stepped up to take over her visits while she is gone.
- 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.

Staffing (next 30 days):

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

Significant Events and Service Delivery:

- C-Shift responded to a total of 26 incidents during the month of January. Notable incidents include:
- Mutual aid to District 4 with E21 for a fully involved vehicle fire as the result of a vehicle vs. tree. The driver managed to self-extricate with minor injuries and was not transported by EMS; however, he was taken into custody by WSP for DUI. E21 assisted in extinguishment, overhaul, traffic control, scene safety, and water supply.
- Responded to the area of falls view campground for vehicle vs. tree. The driver self-extricated and was evaluated by A21 for minor injuries before being picked up on scene by family member.
- Assisted A-Shift on MVC and subsequent ALS call by responding in U21. Driver evaluated in A21. U21 evaluated vehicle resting on side for hazards; mitigated engine fluid spill and used extrication tools to gain access to engine compartment to secure battery.
- Structure fire on Center Rd started by extension from fireplace to exterior of home with flames showing from exterior on arrival. C-Shift committed to BLS call on Coyle and off-duty QFR personnel responded in suppression apparatus to knock down fire. A21 arrived on scene to assist with overhaul and ventilation. No injuries reported from occupants and fire extinguished quickly before it could spread throughout the house.
- Responded ALS for a patient in respiratory failure. Airlift NW and LifeFlight unable to fly due to weather and the patient was transported in A21 with medic on board to St. Michaels.
- FireWise assessment and fire safety visit performed for customer in the E. Quilcene Rd. area who lives alone and interested in education on wildfire, fall, and home fire safety.
- Water usage report for January sent to PUD with approximately 3,000 gallons used between incidents, maintenance, training.

Apparatus Readiness:

- FF/EMT Svetich has completed data input of hose and ladders into ESO. He is currently verifying physical locations, making sure labeling is adequate, and verifying out of service hose quantities and serial numbers.
- WSRB inventory checklists are complete for E21 and T21. E22 will be complete within the next couple of days as time allows and records will be sent to FF/EMT Torres to enter in to WSRB File.

Training and Competency:

- EMT Oscar Levine has completed his final checks for shift fundamentals and will be quizzed on content covered before referral to Capt. McCrehin for his final check off. Additionally, EMT Levine has had multiple opportunities to put his EMT skills and knowledge to the test treating high acuity patients as the lead provider. He is competent in his foundational skills and knowledge with high standards for learning and striving to

do better each day. His competency, care, and attention to detail will allow him to be an excellent rural EMT.

- The IFSAC FF1 Refresher with Volunteer Brady Palmer continues, and we have completed 7 out of 16 chapters of the curriculum; this includes PowerPoints, quizzes, tests, discussion, and skills check offs. As we progress farther into the curriculum, the review will become more skills dependent.
- There is an opportunity for live fire training at Station 41 on March 16th.
- Planning for the 2024 Wildland RT-130 is still in progress and we are working to secure a property for the training scenario.
- FF/EMT Svetich has been successfully enrolled in the Kitsap County EMT IV-Tech for April 2nd and will be attending with one of Brinnon Fire's EMTs. He has been pre-reading the book and reviewing the skills sheet and plans to be well prepared prior to the start of class.
- Taught pelvic injury assessment and splinting skills at the County EMS training on January 6th. Other topics taught by Dr. Carlbom, Colleen Rodrigues, and Chief Knoepfle included tourniquets, back boarding, and splinting.
- Planning to teach more skills for the April skills day.
- Action Training log in is complete for C-Shift and verified Oscar Levine has logged in as well. Completed OTEP module for January.
- Still working with DNR to locate PM Ryan Tillman's training records to renew his Red Card. Tisha Anderson is in communication with Clallam 3 training officers.
- Successfully renewed WA EMT and Evaluator certifications. Copies have been sent to Capt. McCrehin for records.
- The County EMS protocol review panel has met twice in January and plans to meet every other week until protocols are updated and finalized.
- The EMS Council Subcommittee of training has created and sent a survey to all County EMS personnel to gather feedback on skills training and equipment needs. This information will be used to shape the future of County EMS training and purchase equipment for training.

Physical Resources and Quality of Life:

- Status quo:
- I am working to create an annual small engine check list and the annual small engine maintenance has started and will be completed as inventory is completed for those apparatus.
- FF/EMT Svetich will be assigned designee of all hose, appliances, ladders, and hand tools which includes oversight of annual 3rd party testing. An announcement to QFR personnel with changes will be made soon for everyone's situational awareness.
- Inventory of PPE and Equipment in to ESO has started and will be completed in the next couple of months prior to the WSRB review.
- Ordered dual-certified wildland uniform pants for FF/EMT Svetich and myself for second pair of uniform pants.

- Ordered new quarter-zip sweatshirt.

Staffing (next 60 days):

- Covering for Lt. Winn on February 15th and for Capt. McCrehin on April 19th.
- Vacation scheduled for March 30th and 31st.

Other:

- NTR.
-



Brinnon Fire Chief Tim Manly and Commissioner Justin Matheson, Quilcene Fire Commissioner Marcia Kelbon and Fire Chief Tim McKern in Olympia for Legislative Day January 23, 2024.

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 11:46:55 Date: 02/06/2024

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

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	822,222.25	7,794.78	47,284.43	782,732.60	0.00	1,256.28	0.00	783,988.88
040 EMS Fund 662 610 71	800,505.30	17,792.14	93,053.06	725,244.38	0.00	378.30	0.00	725,622.68
070 Capital (Reserve) Fund 662 631 71	1,990,616.10	11,191.59		2,001,807.69	0.00	0.00	0.00	2,001,807.69
	3,613,343.65	36,778.51	140,337.49	3,509,784.67	0.00	1,634.58	0.00	3,511,419.25

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

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

Time: 11:46:55 Date: 02/06/2024

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	470,314.88	100,847.84	140,337.49	430,825.23	0.00	0.00	430,825.23
20 Payroll-1st Security	75,000.00	66,320.31	66,320.31	75,000.00	0.00	1,634.58	76,634.58
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	426,912.67	17,792.14	93,053.06	351,651.75	0.00	0.00	351,651.75
70 Capital (Reserve)-JeffCo	2,640,616.10	11,191.59	0.00	2,651,807.69	0.00	0.00	2,651,807.69
Total Cash:	3,613,343.65	196,151.88	299,710.86	3,509,784.67	0.00	1,634.58	3,511,419.25
	3,613,343.65	196,151.88	299,710.86	3,509,784.67	0.00	1,634.58	3,511,419.25

TREASURER'S REPORT

Outstanding Vouchers

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

As Of: 01/31/2024 Date: 02/06/2024

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Jefferson County Fire Distr #2

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	203	04/04/2022	Payroll	20	1185	Quinn M McMahon	277.05	2022.04 Payroll
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 Payroll
2023	381	07/05/2023	Payroll	20	1346	David Blohm	55.41	2023.06 Payroll
2023	382	07/05/2023	Payroll	20	1347	Ken Brotherton	96.97	2023.06 Payroll
2023	585	10/05/2023	Payroll	20	1376	David Blohm	96.97	2023.09 Payroll
2023	604	10/05/2023	Payroll	20	1387	Donald Svetich	96.97	2023.09 Payroll
2023	688	11/03/2023	Payroll	20	1396	Ken Brotherton	332.46	2023.10 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	4	01/05/2024	Payroll	20	1416	Ken Brotherton	290.90	2023.12 Payroll
2024	15	01/05/2024	Payroll	20	1424	Andrew J Lewis	83.11	2023.12 Payroll
2024	21	01/05/2024	Payroll	20	1426	James L Pinks	193.93	2023.12 Payroll
							1,634.58	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	1,256.28	1,256.28
040 EMS Fund 662 610 71	0.00	378.30	378.30
	0.00	1,634.58	1,634.58

TREASURER'S REPORT

Signature Page

Jefferson County Fire Distr #2

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

Time: 11:46:55 Date: 02/06/2024

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REVIEWED AND APPROVED

Robt Reitzen

Preparer

2-6-2024

Date

Jm McK

Auditing Officer

2-6-2024

Date