



## 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

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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 September 15, 2025

#### ATTENDANCE:

Commissioner/Chair Frank

Captain McCrehin (via Zoom)

Commissioner Bacchus

Lieutenant Singleton

Commissioner Kelbon

FF/EMT Matheson

Chief McKern

Deputy Chief D. Svetich

Secretary Rewitzer

Captain Grooms

Executive Assistant Neuenschwander

CARES Specialist Kinser (via Zoom)

#### CALL TO ORDER:

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

#### PLEDGE OF ALLEGIANCE:

FF/EMT Matheson led the pledge.

#### PUBLIC COMMENTS:

No comments received.

#### APPROVAL OF AGENDA:

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

#### APPROVAL OF MINUTES:

Commissioner Frank moved, Commissioner Bacchus seconded, to approve minutes from the August 18, 2025 Regular Meeting. Motion carried unanimously.

#### APPROVAL OF VOUCHERS:

Commissioners received vouchers to review prior to the meeting. Commissioner Kelbon moved, Commissioner Frank seconded, to approve vouchers totaling \$118,569.28. 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 introduced the PurpleAir sensors at Station 21 that were supplied by Public Health to provide real-time air quality reports to the community through a web-based map application. Air quality information is available at PurpleAir.com.
- FF/EMT Matheson provided an update on the District's participation in the upcoming Quilcene Fair and Parade as well as the Quilcene Oyster Races the following day.
- Deputy Chief D. Svetich provided an update on the CWPP grant which is still under review.
- Commissioner Kelbon reported on the letter the Board of Clallam County Commissioners sent to the Commissioner of Public Lands regarding timber sales.

**CORRESPONDENCE:**

No correspondence received.

**UNFINISHED BUSINESS:**

- 1. DNR Trust Lands** – Sec’y Rewitzer reported the Commissioner of Public Lands ordered 77,000 acres of ‘Structurally Complex Forest’ to be conserved, some of which appear to involve timber parcels within the District. The DNR has not released County Quarterly Income Reports for the 2<sup>nd</sup> quarter of 2025.
- 2. Quilcene Facilities** – Chief McKern and Captain McCrehin reported on the status of the equipment storage building and presented a proposal to replace the generator supplying standby power to Station 21. Commissioners had questions about load calculations to support the proposed size generator and requested written documentation regarding same. Further consideration of generator replacement is tabled for the next meeting.

**GOOD OF THE ORDER:**

Chief McKern reported that the District will employ the concept of a ‘CPR flash mob’ at the Quilcene fair to raise awareness about cardiopulmonary resuscitation. The visual spectacle of a coordinated group suddenly performing CPR draws immediate attention and leaves a lasting impression on bystanders.

**ADJOURNMENT:**

The meeting adjourned at 7:45 p.m.

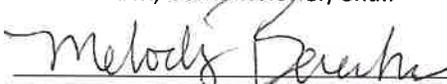
**ATTACHMENTS:**

- General Certificate for Claims:** 9/5/2025 Payroll Check Register  
 9/15/2025 Claims Check Register
- Reports:** August 2025 Monthly Fire Chief’s Report  
 August 2025 Treasurer’s Report

APPROVED this 20<sup>th</sup> day of OCTOBER, 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: 12:34:43 Date: 09/02/2025

09/05/2025 To: 09/05/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
595	09/05/2025	Payroll	20	EFT	Melody Bacchus	147.76	2025.08 Payroll
596	09/05/2025	Payroll	20	EFT	William Brush	1,304.44	2025.08 Payroll
598	09/05/2025	Payroll	20	EFT	Debra Ethier	823.61	2025.08 Payroll
600	09/05/2025	Payroll	20	EFT	Marcia Kelbon	147.76	2025.08 Payroll
601	09/05/2025	Payroll	20	EFT	Kimberly Kinser	1,266.43	2025.08 Payroll
602	09/05/2025	Payroll	20	EFT	Brady W Matheson	6,607.62	2025.08 Payroll
603	09/05/2025	Payroll	20	EFT	Mark A McCrehin	6,190.76	2025.08 Payroll
604	09/05/2025	Payroll	20	EFT	Timothy M McKern	11,333.22	2025.08 Payroll
605	09/05/2025	Payroll	20	EFT	Luke Miller	55.41	2025.08 Payroll
607	09/05/2025	Payroll	20	EFT	Robert J Rewitzer	4,674.39	2025.08 Payroll
608	09/05/2025	Payroll	20	EFT	Nicholas Singleton	8,198.21	2025.08 Payroll
609	09/05/2025	Payroll	20	EFT	Alyssa Sturm	41.56	2025.08 Payroll
610	09/05/2025	Payroll	20	EFT	Donald Svetich	1,154.26	2025.08 Payroll
611	09/05/2025	Payroll	20	EFT	Tyson J Svetich	3,772.31	2025.08 Payroll
612	09/05/2025	Payroll	20	EFT	Debbie Tillman	550.62	2025.08 Payroll
613	09/05/2025	Payroll	20	EFT	Zachary D Torres	3,740.60	2025.08 Payroll
614	09/05/2025	Payroll	20	EFT	Kevin R Winn	4,643.52	2025.08 Payroll
615	09/05/2025	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 09/05/2025 To 09/05/2025 - HRA VEBA
616	09/05/2025	Payroll	20	EFT	US Treasury	11,336.81	941 Deposit for Pay Cycle(s) 09/05/2025 - 09/05/2025
617	09/05/2025	Payroll	20	EFT	WA Dept of Retirement Systems	9,495.27	Pay Cycle(s) 09/05/2025 To 09/05/2025 - LEOFF2; Pay Cycle(s) 09/05/2025 To 09/05/2025 - PERS2; Pay Cycle(s) 09/05/2025 To 09/05/2025 - NLEC Liability
597	09/05/2025	Payroll	20	1645	William Dixon	277.05	2025.08 Payroll
599	09/05/2025	Payroll	20	1646	Art Frank	295.50	2025.08 Payroll
606	09/05/2025	Payroll	20	1647	Brady T Palmer	27.70	2025.08 Payroll
618	09/05/2025	Payroll	20	1648	IAFF Local 2032	600.00	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Union Dues
619	09/05/2025	Payroll	20	1649	Nationwide Retirement Solutions	3,442.50	Pay Cycle(s) 09/05/2025 To 09/05/2025 - 457 Plan; Pay Cycle(s) 09/05/2025 To 09/05/2025 - 457 Plan Roth
620	09/05/2025	Payroll	20	1650	Trusted Plans Service Corporation	9,544.36	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Medical; Pay Cycle(s) 09/05/2025 To 09/05/2025 - Dental
						49,277.76	
						41,193.91	
						90,471.67	Payroll:
							90,471.67

**CHECK REGISTER**

Jefferson County Fire Distr #2

Time: 12:34:43 Date: 09/02/2025

09/05/2025 To: 09/05/2025

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.\*

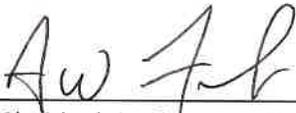
  
 Preparer 9/2/25  
Date

  
 Auditing Officer 9/2/25  
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 9-15-25  
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: 09:20:50 Date: 09/15/2025

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
624	09/15/2025	Claims	10	621760	AT&T Mobility	623.65	Monthly cell, tablet, and LIFEPAK fees
625	09/15/2025	Claims	10	621761	Boundtree Medical LLC	1,241.09	Monthly EMS Medical Supply Order; Monthly EMS Medical Supply Order
626	09/15/2025	Claims	10	621762	Canon Financial Services, Inc	54.50	Monthly Printer Lease
627	09/15/2025	Claims	10	621763	Central Welding Supply Co Inc	216.22	Medical Oxygen Tank Hydrotesting
628	09/15/2025	Claims	10	621764	Cooper Fuel	1,364.52	Monthly Diesel Fuel
629	09/15/2025	Claims	10	621765	Department of Natural Resources	2,779.63	Wildland Equipment & PPE
630	09/15/2025	Claims	10	621766	EMS Connect LLC	125.50	Monthly Fee EMS Training Content
631	09/15/2025	Claims	10	621767	EMS Special Agency Fund	306.00	Monthly Fee Ambulance Transport
632	09/15/2025	Claims	10	621768	Debra Ethier	63.33	Fan for CARES Client
633	09/15/2025	Claims	10	621769	JC Dept of Public Works	811.67	Monthly Fuel
634	09/15/2025	Claims	10	621770	JC Fire District #2 Payroll	90,471.67	2025.09.05 Payroll Reimbursement
635	09/15/2025	Claims	10	621771	Jamestown Networks	245.99	Monthly Internet & Telephone Services
636	09/15/2025	Claims	10	621772	Timothy M McKern	100.00	Monthly Reimbursement Personal Device
637	09/15/2025	Claims	10	621773	Murrey's Disposal Co Inc	123.54	Monthly Garbage Service
638	09/15/2025	Claims	10	621774	Nicholson & Associates	3,179.00	Annual Renewal for Accident & Health Policy
639	09/15/2025	Claims	10	621775	Nicholson & Associates	2,809.00	Annual Renewal for AD&D Policy
640	09/15/2025	Claims	10	621776	North Olympic Peninsula Data Centers	59.97	Monthly Internet (new - will replace Jamestown)
641	09/15/2025	Claims	10	621777	Olympic Springs Inc	32.60	Monthly Drinking Water
642	09/15/2025	Claims	10	621778	Pacific Office Equipment	1,121.09	Monthly Charges for Printer, Computers, Firewall, Gmail, Office
643	09/15/2025	Claims	10	621779	Peninsula Pest Control Inc	81.90	Quarterly Pest Control Service for Quilcene Facilities
644	09/15/2025	Claims	10	621780	Sea-Western Fire Apparatus Inc	152.31	Extrication gloves
645	09/15/2025	Claims	10	621781	Systems Design West LLC	632.12	Monthly EMS Billing Service - July
646	09/15/2025	Claims	10	621782	Systems Design West LLC	597.42	Monthly EMS Billing Service - August
647	09/15/2025	Claims	10	621783	The Leader	316.06	Legal Notice Publication of Res 2025-002
648	09/15/2025	Claims	10	621784	The Station Signs & Screen Painting, Inc	162.16	QFR Banner
649	09/15/2025	Claims	10	621785	US Bank Credit Card	2,190.42	3012 - Wireless adapter for computer; 2998 - Lettering for St 22 apparatus; 2998 - U22 LED module replacement; 2998 - U22 bulb replacement; 5799 - Monthly Utilities; 5799 - Water Dispenser replacement
650	09/15/2025	Claims	10	621786	VFIS	2,858.00	Insurance Covering District Apparatus
651	09/15/2025	Claims	10	621787	VFIS	5,490.00	Insurance Covering District Property & Liability
652	09/15/2025	Claims	10	621788	Washington State Department of Revenue	145.82	Use Tax - Doty Belts
653	09/15/2025	Claims	10	621789	Wave Broadband	214.10	Monthly Crew Internet & TV

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

63,518.26  
55,051.02

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Jefferson County Fire Distr #2

Time: 09:20:50 Date: 09/15/2025

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

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						118,569.28	Claims: 118,569.28

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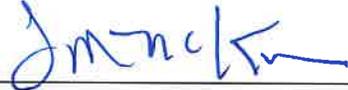
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**CLAIMS:** Required--General Certificate.\*

  
Preparer

9/15/25  
Date

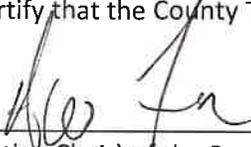
  
Auditing Officer

9/15/25  
Date

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

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Date

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# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For  
August 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 staffing after next hire has 12 for complete staffing. The strategic plan is moving along with stakeholder meetings being held with the Director. Work on towers was successful after needed realignment.
- CARES Program – The Team is meeting the needs of the Community and the grant provider OCH. We are meeting with OCH in September to discuss grant funding for 2026 and beyond. We will be following any legislative changes in next session as it relates to this program. The laws need to be changed based on the action the program is actually doing.
- Grant Updates – FIIRE Program awarded us funds for the Doty Lifting belts and they are in place after training.
- DOH Grant pending in the fall for EMT-Advanced programs. We are waiting for MPD's in Clallam and Jefferson County to review a hybrid class that was 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; summer Off.
- A change with new volunteer team members; we will be accepting applications in August and conducting basic Mod 0 (Right to Know) training in September. Over the summer we are going to have an 'all hands' meeting to review with everyone where are they on the Right to Know and required training, in addition to developing recruit/retention plans for the team.
- The Brinnon M41 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 south end projects. The Jefferson County Wildfire Alliance (new name) is applying for a USDA grant to fund an Administrator and two Wildfire Prevention Coordinators. One coordinator would be here at QFR and one at EJFR. This grant is in question with the canceling of many State and Federal programs. No news yet on this grant. However, 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 next to the Community Center and still waiting for grant approval.

**Upcoming Events**

- Quilcene Days September 20<sup>th</sup>

**Apparatus Readiness:**

- All apparatus currently in service. Crews are in the Ram Aid Unit for the month of September.
- 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.
- During the month of September, engines and tender will be headed to Clallam County for annual pump testing.
- Extra snaps have been installed on the engines' rear hose cover. This was done because it was noticed that the cover was lifting while at highway speeds.

**Training and Competency:**

- Fire Engineering training for the month of August was focused on Basic Fire Attack for the Fire side and Behavioral Emergency Response for the EMS side. September Fire Training will be on Vehicle Extrication and EMS training will be Poisoning Emergencies.

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

- 8/1 Mutual Aid to Dist. 5 for a TC
- 8/6 Mutual Aid to EJFR for a TC with transport
- 8/6 Fire alarm. False alarm
- 8/6 Mutual Aid to EJFR for T21. Stood down enroute
- 8/7 BLS call with transport
- 8/7 Mutual Aid to Dist. 4 for TC. Stood down enroute
- 8/12 BLS call. Non transport
- 8/12 Burn Complaint
- 8/13 BLS call with transport to JGH
- 8/19 Brush fire on Coyle Rd.
- 8/19 Smoke investigation. Nothing found
- 8/25 BLS call with transport to JGH
- 8/25 Smoke investigation. Nothing found
- 8/25 Mutual aid to Dist. 4. Stood down enroute
- 8/30 Burn complaint
- 8/31 ALS call. Non transport
- 8/31 Mutual aid to Dist. 5 for TC. Non transport

**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 bids from both Generac as well as Double D to provide us with a new onsite generator. Both companies have come to Station 21 and examined our power needs and provided quotes.
- 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.

**Apparatus Usage Report:**

Report Date		9/4/2025								
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age In Yrs	In Svc Dt*	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles****	Avg Ann Hrs****	
11 - Engine	E22	96.Ford.55851C.2430	1996	29	1/1/1999	29,914	N/A	1,007	N/A	
11 - Engine	E21	05.Freightliner.82171C.1149	2005	20	3/26/2007	44,757	2290.5	2,163	N/A	
16 - Brush Truck	B22	24.Ford.E2797C.1212	2024	1	1/1/2025	979	N/A	N/A	N/A	
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	17	10/24/2016	77,707	N/A	4,393	N/A	
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	7	8/15/2018	8,181	524	1,169	68	
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	20	Unknown	200,493	N/A	9,691	N/A	
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	17	1/1/2008	122,891	N/A	7,229	N/A	
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	9	9/20/2016	63,426	2,595	7,928	268	
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	7	3/14/2019	74,881	2,047	12,480	267	
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	20	3/30/2016	113,216	N/A	5,473	N/A	
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	5	3/16/2020	60,415	N/A	12,083	N/A	

**Significant Events and Service Delivery:**

- B-Shift responded to 25 calls in July.

**Training and Competency:**

- N/A

**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 that 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. 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:**

- We have decided to go with NOPDC for our internet provider. NOPDC will provide us faster internet at 1gb for \$89.95 vs the 20mb for \$150 we were getting from Jamestown. Olypen Networks has installed an antenna and receiver on the station and admin building so we can beam the internet from the station the admin building. Once NOPDC has the new internet set up on Set 11<sup>th</sup> we will have POE set everything up between the Station and Admin Building.
- The first batch of O2 bottles have been sent out for hydrotesting and have returned. We will be sending the second bath out soon.
- BFD has been set up with ESO CARES referrals. Kimberly and I will plan an orientation with them.

**Staffing (next 30 days):**

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

**Significant Events and Service Delivery:**

- C-Shift personnel responded to a total of 44 incidents during the month of August.
  - The Dose Flats Wildland Fire, an approximate two-acre fire located 6-miles up the Dosewallips Valley with moderate fire behavior, spotting, and high spread potential.
  - Complex extrication of a patient involved in single vehicle collision. Vehicle on steep slope and patient airlifted to Seattle by BFD.
  - Chief McKern deployed a second time to Bear Gulch Fire with WWIMT Type-3, who are assuming command from a CIMT. It is expected that this fire will be downgraded to a Type-4 Incident by the beginning of September.
  - Multiple walk-in patients to Station 21 over this month due to fishing injuries and overall increased traffic on the Big Quilcene River for fishing.
  - Several families visiting from out of state came for photos of Station 21 over the course of the month and were invited in for a tour and Q&A. The kids received coloring books, fire helmets, stickers, and more.
- Hydrant water usage for Quilcene totaled approximately 15,000 gallons used:
  - Incidents: 5,000 Gallons for fires.
  - Training: 5,000 Gallons for continued pump operations, drafting, portable pumps, and port-a-tanks.
  - Maintenance: 5000 Gallons for Station and equipment maintenance.
- Quilcene School District (QSD) planning to bring in 3<sup>rd</sup> party to change orientation of east hydrant near playground and to service seized steamer-port cap.

**Training and Competency:**

- Multiple days of training with DNR Engine crews covering IWI, size-ups, hose lays, mobile attack, pumps, and sand table scenarios.
  - DNR Engine crews currently on Eastern WA fires and training will resume upon their return.
- Pumps and water supply training at Quilcene School to test capabilities of school's water supply.
- FF/EMT Matheson completing IAP for Quilcene Parade and Oyster Run.
  - Sign-up sheet for parade apparatus staffing and Fair booth staffing in day room of Station 21.
- Training with local DNR resources slowed due to assignment to local fires. Planning Initial Attack scenarios for when time allows.
- Congratulations to FF/EMT Brady Matheson successfully completed his probationary year and is now FF 2<sup>nd</sup> class on year #2!
- Instruct QFR and DBFR drills as needed.
- Volunteer Dixon has completed all training items, including arduous pack test, for his initial wildland Red Card. Paperwork sent to DNR and his RC will be issued to him upon receipt.
- Supporting EMT Candidates with tutoring for NREMT test as available.
- NW Region EMS protocols are still waiting for DOH review and approval.
- 2026-2028 Jefferson County EMS OTEP schedule complete for all EMS providers and schedule sent out
- Working with Lt. Winn to schedule community, QSD, and CVAR CPR classes.
- Continue with CEs and quarterly/annual skills.

**Physical Resources and Quality of Life:**

- Awaiting additional parts for B21 and E22's Chainsaw
- Received DNR Cache equipment and PPE order. All items are inventoried and distributed.
- Ordered replacement intake adapter for B21.
- Continue inventory, inspection, and organization of items under AoR in South Barn.

**Staffing (next 60 days):** Coverage for PTO on A and B shifts. An active local wildland season may mean coverage needed for shifts as season progresses.

**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, Dave Blohm, Billy Brush, Steve Sund, Tim Mickelson, John Hansen

**Training**

- Steve Sund's EMT certification is "still" imminent.
- Wildland pack test completed for all who did training this year.
- Zelatched Point Navy base MEDEVAC and LZ training on 9/13/25

**Incidents**

- 8/13/25 01:41 Coyle Rd ALS Low O2 – Coyle volunteers no response... A21, M41 arrives first
- 8/18/25 11:03 Coyle Rd ALS Diff Breathing – Coyle volunteers no response... A21 arrives first
- 8/19/25 13:23 Coyle Rd Brush fire – B22 responded, stood down incoming, assisted investigation
- 8/22/25 20:39 Bear Rd Smoke Investigation – B22 responded, smell of smoke but nothing found
- 8/31/25 18:32 Bear Rd ALS Seizure/Syncopal – U22 Assisted with assesment, non transport
- 9/2/25 10:10 Coyle Rd Traffic Collision – U22 Investigated, referred to law enforcement
- 9/4/25 03:40 Lemonds Dr BLS Lift Assist – U22 assisted, non transport

**NOTES**

- July and August are busy months for Coyle volunteers with family and friends visiting and travel. This makes group training hard to coordinate. We are gearing up for Fall.
- We have experienced very good compliance with burn restrictions this year.
- Last months CPR call on Camp Harmony resulted in the owners installing a KnoxBox switch on the community gate and adding DCD address signs.
- Coyle community dock KnoxBox on Fisherman Harbor refurbished and current key fob placed

August was very warm month, with five 90°+ days. There was a lot of potential for wildfire spread on several days. Fortunately for the Department we had just one fire. It was suspicious in nature. The summer continues to be very dry, with most of the area in moderate drought. As we enter September, District is still more than 7 inches below average. The long-range forecasts are starting to show better chance of precipitation coming.

### **Significant Events**

The most significant incidents during August were related to ALS EMS calls; none of the incidents were unusual in their nature. Major non-incident events this month included:

- A wildfire evacuation tabletop exercise at Station 6. This exercise was hosted by Ladris, a company that specializes in evacuation planning and mapping. All the Fire Districts, PUD, City of Port Townsend, BOCC and several other organizations from around the County. I believe that this was an eye-opener for some of the attendees! The size of the area impacted and the pace that pushed the decision process.
- The other event of note was a Fire Adapted Communities presentation to the Dabob Cove HOA. It was done on the beach at the toe of very steep slope with up-slope wind. It was the first time in a very long time that I did a presentation without a visual power point to go with it. We had 45 residents attending. The presentation was well received, and I am in contact with the HOA to set up several home assessments.
- Several other meetings with the Fire Marshal, State Fire Defense Committee and the parties involved with Quilcene Demo site. I attended six meetings representing the District, (FDC, CWPP Demo project and planning for an evacuation tabletop exercise) and the above listed events.
- I respond to 10 incidents throughout the course of the month.
- I provided 12 days of duty officer coverage for Chief McKern, PTO or incident assignment.
- Notable events scheduled for September include the Quilcene Fair and Parade, as well as the Oyster Runs.

**Monthly Activity**

Quilcene Fire CARES continues to be available to meet the needs of QFR, Brinnon and Discovery Bay fire districts.

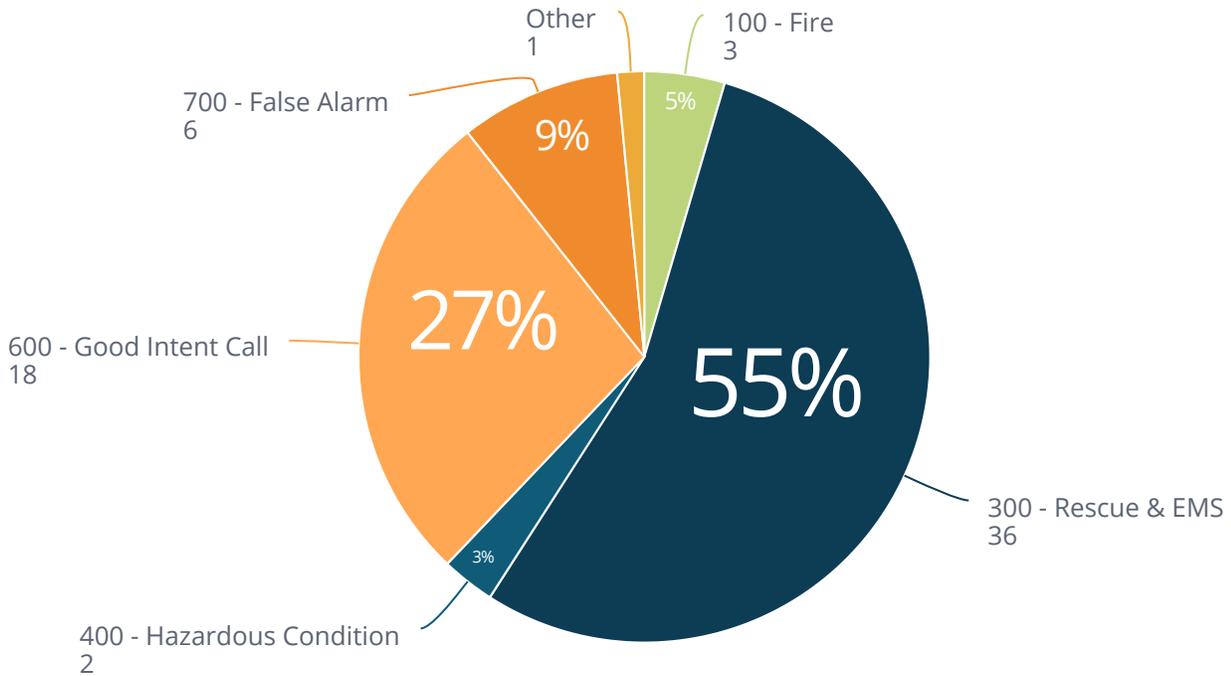
- As of September 8, we have 14 clients enrolled in Olympic Connect. Through Duty Crew referrals, we are following up on 3 - 911 calls that are not yet enrolled. Following up on 911 calls and referrals from the Duty Crew continues to be our primary source of clients.
- Debbie and Kimberly joined ECHHO at the Quilcene Community Center to enroll potential new drivers for south county. We signed up 1 new volunteer. Transportation continues to be the number 1 need for most of our clients.
- Plans have been made to support Debra and Debbie while I am away this winter. Samantha Boyd, of the REAL team, will be meeting each Wednesday at Station 21 as plans are being made for that week's activities. Though we do visit selected clients individually, we are committed to having a two-person team for all new in-home client contacts. Also, we are very aware of which clients we always contact as a two-person team. Having Samantha work with us also adds a new level of substance abuse disorder (SUD) expertise. In addition, we can identify at the time of initial visit which clients could benefit from REAL team transportation support. REAL team has done a great deal of transporting to various appointments, and they have picked up medications for our clients with substance abuse disorder. We have worked well with Samantha for over a year now. She grew up in Coyle and has a special love and connection with South County and with CARES.
- I will continue to work with the team, making initial telephone contacts, receiving new Olympic Connect referrals and working with Debra and Debbie to assign the cases, attending meetings that are available through zoom. You may consider me your CARES specialist working remotely.

**Monthly Activity**

- July payroll was completed without incident.
- I have been working with our new PCG contact to prepare the SFY2025 GEMT Cost Report. I attended training provided by Myers & Stauffer about the auditors view cost report requirements.
- The reporting application we use to draw data from ESO is being replaced. I attended training on the change and was able to replicate the reports I need in ESO's new reporting application.
- The District provides Accidental Death & Dismemberment insurance (to all members) and Accident & Sickness insurance (to volunteers and commissioners only) through VFIS (Glatfelter Insurance Group). In addition, the District provides an Employee Assistance Program (EAP) to all members through Magellan. Last December, Magellan surprised us with a nearly \$3,000/yr increase but deferred the increase for one year when I complained. With the EAP renewal (and increase) coming up, the District's insurance broker, Nicholson & Associates, was asked to review coverage. Nicholson proposed an alternative through Provident Insurance that will save the District nearly \$5,000/yr while providing better coverage. The new plan provides Accidental Death & Dismemberment insurance and Accident & Health insurance to ALL active members and includes an Employee Assistance Program that is specifically tailored to first responders. The Provident EAP will replace the Magellan EAP. The new plans take effect October 1<sup>st</sup>.
- Beginning October 1, live training and presentations (both in-person and online), are subject to retail sales tax. Consequently, we will be setting up the procedures and processes needed to collect and remit sales tax on the CPR, First Aid, and Child and Babysitting Safety training the District provides.
- Office Assistant Brush has been reviewing District vendor records to get us caught up on W9 filings so that we can accurately prepare 1099s.
- The Chief's recent deployment to the Bear Gulch fire will provide an opportunity to train Mr. Brush on the DNR's reimbursement request paperwork. The quality of our requests has gained the confidence of the DNR fiscal analyst and the turn-around time for reimbursement is very rapid as a result.

# QFR Incident Types - August 2025

Percentage of Incident Type Group



Count of Total Incidents

Total Incidents  
**66**

Fire Incidents

Fire Incidents  
**3**

Percent of All Incidents **4.5%**

EMS Incidents

EMS Incidents  
**36**

Percent of All Incidents **54.5%**

Other Incidents

All Other Incidents  
**27**

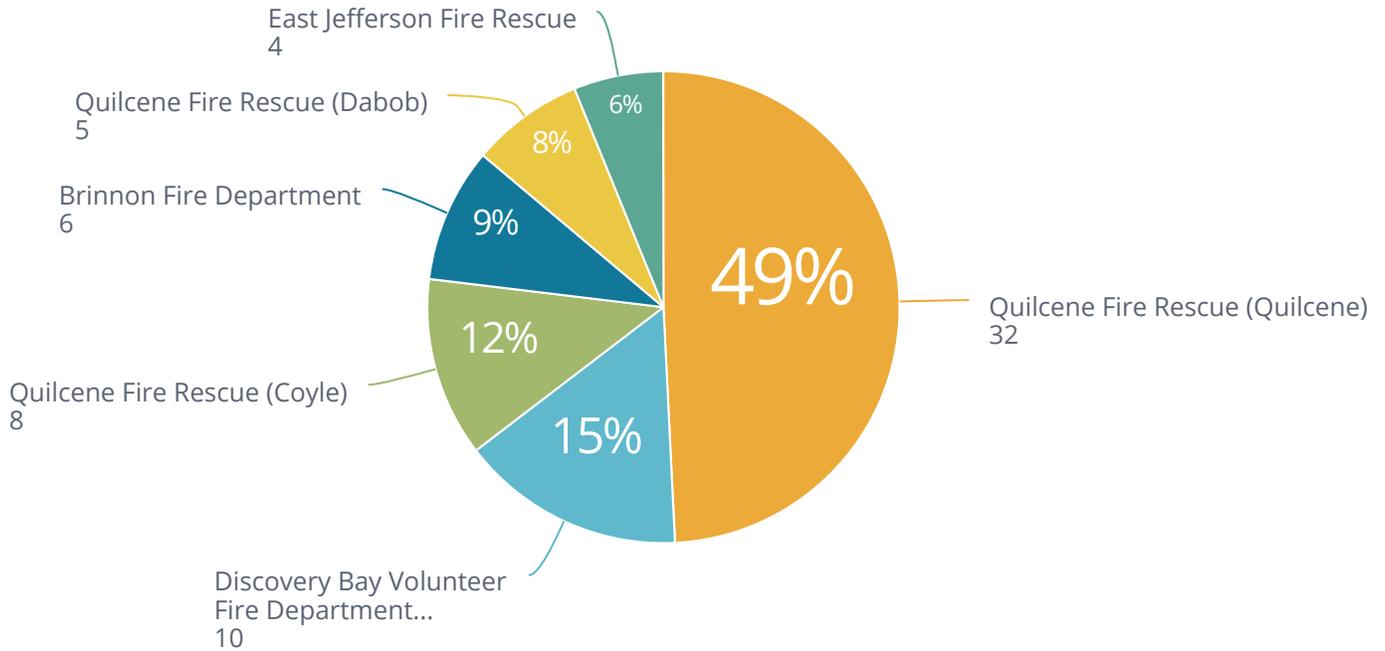
Percent of All Incidents **40.9%**

## Count of Incidents by Type

Incident Type Group	Incident Type	Calls	Pct
100 - Fire	Brush or brush-and-grass mixture fire	1	33.33%
	Fire, other	1	33.33%
	Forest, woods or wildland fire	1	33.33%
100 - Fire Total		3	4.55%
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	29	80.56%
	Medical assist, assist EMS crew	1	2.78%
	Motor vehicle accident with injuries	3	8.33%
	Motor vehicle accident with no injuries.	3	8.33%
300 - Rescue & EMS Total		36	54.55%
400 - Hazardous Condition	Attempted burning, illegal action, other	2	100.00%
600 - Good Intent Call	Dispatched & canceled en route	10	55.56%
	Good intent call, other	4	22.22%
	No incident found on arrival at dispatch address	3	16.67%
	Vicinity alarm (incident in other location)	1	5.56%
600 - Good Intent Call Total		18	27.27%
700 - False Alarm	Alarm system activation, no fire - unintentional	1	16.67%
	False alarm or false call, other	5	83.33%
700 - False Alarm Total		6	9.09%
Other	NVA	1	100.00%
Grand Total		66	100.00%

# QFR Incidents by District - August 2025

Count of Incidents by District



Count of Total Incidents

Total Incidents: **66**

Incident Types

District	Incident Counts...	Pct
N/A	1	1.52%
Quilcene Fire Rescue (Quilcene)	32	48.48%
Quilcene Fire Rescue (Dabob)	5	7.58%
Quilcene Fire Rescue (Coyle)	8	12.12%
East Jefferson Fire Rescue	4	6.06%
Discovery Bay Volunteer Fire Department	10	15.15%

# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

08/01/2025 To: 08/31/2025

Time: 16:42:14 Date: 09/04/2025  
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	540,670.71	11,094.05	60,900.74	490,864.02	0.00	623.55	0.00	491,487.57
040 EMS Fund 662 610 71	258,507.64	64,058.15	56,380.54	266,185.25	0.00	15.90	0.00	266,201.15
070 Capital (Reserve) Fund 662 631 71	2,842,176.24	8,772.93		2,850,949.17	0.00	0.00	0.00	2,850,949.17
	<b>3,641,354.59</b>	<b>83,925.13</b>	<b>117,281.28</b>	<b>3,607,998.44</b>	<b>0.00</b>	<b>639.45</b>	<b>0.00</b>	<b>3,608,637.89</b>

# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

08/01/2025 To: 08/31/2025

Time: 16:42:14 Date: 09/04/2025  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	415,170.71	67,474.59	117,281.28	365,364.02	0.00	0.00	365,364.02
20 Payroll-1st Security 9010	125,000.00	92,592.60	92,592.60	125,000.00	0.00	639.45	125,639.45
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	258,507.64	64,058.15	56,380.54	266,185.25	0.00	0.00	266,185.25
70 Capital (Reserve)-JeffCo	2,842,176.24	8,772.93	0.00	2,850,949.17	0.00	0.00	2,850,949.17
<b>Total Cash:</b>	<b>3,641,354.59</b>	<b>232,898.27</b>	<b>266,254.42</b>	<b>3,607,998.44</b>	<b>0.00</b>	<b>639.45</b>	<b>3,608,637.89</b>
	<b>3,641,354.59</b>	<b>232,898.27</b>	<b>266,254.42</b>	<b>3,607,998.44</b>	<b>0.00</b>	<b>639.45</b>	<b>3,608,637.89</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Jefferson County Fire Distr #2

08/01/2025 To: 08/31/2025

As Of: 08/31/2025 Date: 09/04/2025

Time: 16:42:14 Page: 3

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
2025	350	05/05/2025	Payroll	20	1620	Alyssa Sturm	13.85	2025.04 Payroll
2025	545	08/04/2025	Payroll	20	1641	Kristina M Heidt	11.75	2025.07 Payroll
2025	563	08/04/2025	Payroll	20	1642	IAFF Local 2032	600.00	Pay Cycle(s) 08/04/2025 To 08/04/2025 - Union Dues
							639.45	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	623.55	623.55
040 EMS Fund 662 610 71	0.00	15.90	15.90
	0.00	639.45	639.45

**TREASURER'S REPORT**

**Signature Page**

Jefferson County Fire Distr #2

Time: 16:42:14 Date: 09/04/2025  
Page: 4

08/01/2025 To: 08/31/2025

REVIEWED AND APPROVED

*Robt Ruvitz*

Preparer

*9-4-2025*

Date

*J Munch*

Auditing Officer

*9-4-2025*

Date