



## 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 February 23, 2026

#### ATTENDANCE:

Commissioner/Chair Kelbon

Commissioner Bacchus

Commissioner Frank (via Zoom)

Chief McKern

Secretary Rewitzer

Executive Assistant D. Neuenschwander

Office Assistant Brush

Deputy Chief D. Svetich (Ret.)

Lieutenant Winn

Lieutenant Singleton (via Zoom)

Firefighter/EMT Torres

Captain Grooms

CARES Specialist Kinser (via Zoom)

Mr. Peter Bahls

Ms. Mary Jean Ryan

Ms. Jean Ball

Ms. Laurie Neuenschwander (via Zoom)

#### CALL TO ORDER:

Commissioner Kelbon called the meeting to order at 7:00 p.m. Commissioner Frank was delayed and joined the meeting remotely following approval of previous meeting minutes and vouchers.

#### PLEDGE OF ALLEGIANCE:

Executive Assistant D. Neuenschwander led the pledge.

#### PUBLIC COMMENTS:

Commissioners received a letter sent from former volunteer Steve Monroe requesting that Station 22 be renamed to honor the legacy of Moe and Marnie Moser. Commissioners agreed to address the issue at the next regular meeting.

Executive Assistant D. Neuenschwander urged Commissioners to approve the job description, salary table, and the compensation and benefits policy that will be considered in Unfinished Business: Employment Agreement.

Ms. Mary Jean Ryan urged Commissioners to support the DNR's Trust Land Transfer funding applications for the Dabob Bay Natural Area. Ms. Ryan expressed a desire to partner with the District on this issue.

#### APPROVAL OF AGENDA:

Commissioner Kelbon moved, Commissioner Bacchus seconded, to adopt the agenda with the reordering of New Business: Update on Trust Land Transfer Funding to be addressed immediately following Approval of Vouchers. Motion carried.

#### APPROVAL OF MINUTES:

Commissioner Kelbon moved, Commissioner Bacchus seconded, to approve minutes from the January 26, 2026 Regular Meeting. Motion carried.

#### APPROVAL OF VOUCHERS:

Commissioners received vouchers for review prior to the meeting. Commissioner Kelbon moved, Commissioner Bacchus seconded, to approve vouchers totaling \$93,192.82. The motion carried.

## **NEW BUSINESS:**

- 1. Update on Trust Land Transfer Funding Related to Dabob Bay** – Mr. Peter Bahls, Executive Director of the Northwest Watershed Institute, presented a slideshow regarding a DNR trust land transfer (TLT) proposal that potentially could compensate for original trust lands included in the Dabob Bay Natural Area (DBNA). Mr. Bahls requested support for two TLT applications involving DBNA for which the DNR is seeking legislative funding. Ms. Jean Ball and Ms. Mary Jean Ryan also spoke in favor of the Board supporting the DNR’s applications. Commissioners asked questions and expressed concern about suitable replacement lands and fund distributions. Commissioner Kelbon will draft a letter for Board consideration. Item tabled.

## **REPORTS:**

Commissioners received the Monthly Fire Chiefs Report, Treasurer’s Report, and Budget Position Report. In addition:

- Chief McKern provided an update on recent search efforts for a missing kayaker and reported that funding had been approved by the DNR to conduct wildland assessments.
- Sec’y Rewitzer provided a financial update. Commissioner Kelbon asked about a high percentage in the Communication line item which Sec’y Rewitzer reported was due to an annual payment for repeater service on the Maynard hill system.

## **CORRESPONDENCE:**

Correspondence was limited to the Monroe letter which was handled as a public comment.

## **UNFINISHED BUSINESS:**

- 1. DNR Trust Lands** – Commissioners received the DNR’s 2025 Quarterly Income Report – 4<sup>th</sup> Quarter for Jefferson County. The report showed an expectation of revenue in 2026 from timber sales under contract. Sec’y Rewitzer reported that the DNR quarterly report to the Board of County Commissioners will take place on March 16, 2026 at 10:00 a.m. with a Zoom option available.
- 2. Employment Agreement** – Sec’y Rewitzer presented a comprehensive review of the District’s business office functions, including an organizational map (emphasizing zero-failure priorities), FTE data, and compensation surveys (WFCA, comparable districts, BLS, and county metrics).

Sec’y Rewitzer proposed the following:

- Increase office staffing to 1.59 FTE, based on two 30-hour per week paid employees and one 15-hour per month volunteer.
- Consolidate existing administrative positions into a ladderized Administrative Assistant (I-III) structure, offering a clear, performance-based career path.
- Adopt the federal General Schedule (GS) for the Seattle-Tacoma locality as the benchmark for compensation, allowing for advancement based on skill and tenure.
- Transition the existing District Secretary position to Administrative Assistant III Grade 10 Step 4 and the existing Office Assistant position to Administrative Assistant II Grade 8 Step 2.
- Implement a standardized Compensation and Benefits plan to replace individual, non-represented contracts.

Deputy Chief D. Svetich (Ret.) noted his positive experience with the GS structure as a federal employee. Commissioners expressed positive feedback regarding the broader concepts of the proposed plan. Commissioner Kelbon called for a 10-minute executive session at 8:45 p.m. to review the performance of a public employee pursuant to Section 42.30.110(1)(g) RCW. The Executive Session was extended an additional 5 minutes at 8:55 p.m. The regular meeting was called back to order at 9:00 p.m. No actions were taken during the executive session. Commissioners requested that the plan be reviewed by legal counsel.

3. **Regional ALS Program** – Chief McKern reported on his meeting with Chief Manly and Chief Knoepfle. The next joint board meeting will take place on March 23, 2026.

**GOOD OF THE ORDER:**

Commissioners were advised of the upcoming WFOA conference as well as the Region 9 conference.

**NEW BUSINESS:**

2. **Chief Employment Agreement** – Commissioners received the current employment agreement as well as salary comparables. Commissioner Kelbon called for a 12-minute executive session at 9:08 p.m. to review the performance of a public employee pursuant to Section 42.30.110(1)(g) RCW. The Executive Session was extended an additional 5 minutes at 9:20 p.m. The Executive Session was extended an additional 5 minutes at 9:25 p.m. The regular meeting was called back to order at 9:30 p.m. No actions were taken during the executive session.

**ADJOURNMENT:**

The meeting adjourned at 9:30 p.m.

**ATTACHMENTS:**

**General Certificate for Claims:** 2/4/2026 Payroll Check Register  
2/23/2026 Claims Check Register

**Reports:** January 2026 Monthly Fire Chief’s Report  
January 2026 Treasurer’s Report

**APPROVED** this 16<sup>th</sup> day of MARCH, 2026 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

  
\_\_\_\_\_  
MARCIA KELBON, Commissioner/Chair

  
\_\_\_\_\_  
MELODY BACCHUS, Commissioner

  
\_\_\_\_\_  
ART FRANK, Commissioner

ATTEST:

  
\_\_\_\_\_  
ROBERT REWITZER, District Secretary

# CHECK REGISTER

Jefferson County Fire Distr #2

Time: 11:56:27 Date: 02/02/2026

02/04/2026 To: 02/04/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
80	02/04/2026	Payroll	20	EFT	Melody Bacchus	295.50	2026.02 Payroll
81	02/04/2026	Payroll	20	EFT	William Brush	1,586.72	2026.02 Payroll
82	02/04/2026	Payroll	20	EFT	William Dixon	124.67	2026.02 Payroll
84	02/04/2026	Payroll	20	EFT	Marcia Kelbon	295.50	2026.02 Payroll
85	02/04/2026	Payroll	20	EFT	Kimberly Kinser	1,332.78	2026.02 Payroll
86	02/04/2026	Payroll	20	EFT	Brady W Matheson	5,086.28	2026.02 Payroll
87	02/04/2026	Payroll	20	EFT	Mark A McCrehin	6,305.78	2026.02 Payroll
88	02/04/2026	Payroll	20	EFT	Timothy M McKern	7,630.18	2026.02 Payroll
89	02/04/2026	Payroll	20	EFT	Luke Miller	13.85	2026.02 Payroll
91	02/04/2026	Payroll	20	EFT	Robert J Rewitzer	4,848.82	2026.02 Payroll
92	02/04/2026	Payroll	20	EFT	Nicholas Singleton	5,554.93	2026.02 Payroll
93	02/04/2026	Payroll	20	EFT	Alyssa Sturm	27.70	2026.02 Payroll
94	02/04/2026	Payroll	20	EFT	Steven Sund	27.70	2026.02 Payroll
95	02/04/2026	Payroll	20	EFT	Tyson J Svetich	5,020.03	2026.02 Payroll
96	02/04/2026	Payroll	20	EFT	Debbie Tillman	311.93	2026.02 Payroll
97	02/04/2026	Payroll	20	EFT	Zachary D Torres	3,930.41	2026.02 Payroll
98	02/04/2026	Payroll	20	EFT	Kevin R Winn	4,359.39	2026.02 Payroll
99	02/04/2026	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 02/04/2026 To 02/04/2026 - HRA VEBA
100	02/04/2026	Payroll	20	EFT	US Treasury	8,377.79	941 Deposit for Pay Cycle(s) 02/04/2026 - 02/04/2026
101	02/04/2026	Payroll	20	EFT	WA Dept of Retirement Systems	7,893.43	Pay Cycle(s) 02/04/2026 To 02/04/2026 - LEOFF2; Pay Cycle(s) 02/04/2026 To 02/04/2026 - PERS2
83	02/04/2026	Payroll	20	1673	Art Frank	443.25	2026.02 Payroll
90	02/04/2026	Payroll	20	1674	Brady T Palmer	13.85	2026.02 Payroll
102	02/04/2026	Payroll	20	1675	IAFF Local 2032	600.00	Pay Cycle(s) 02/04/2026 To 02/04/2026 - Union Dues
103	02/04/2026	Payroll	20	1676	Nationwide Retirement Solutions	3,254.99	Pay Cycle(s) 02/04/2026 To 02/04/2026 - 457 Plan; Pay Cycle(s) 02/04/2026 To 02/04/2026 - 457 Plan Roth
104	02/04/2026	Payroll	20	1677	Trusted Plans Service Corporation	10,880.61	Pay Cycle(s) 02/04/2026 To 02/04/2026 - Medical; Pay Cycle(s) 02/04/2026 To 02/04/2026 - Dental
						43,733.19	
						35,282.90	
						79,016.09	Payroll:
							79,016.09

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02/04/2026 To: 02/04/2026

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

2/2/26  
Date

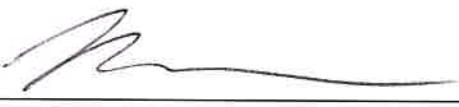
  
Auditing Officer

2/2/26  
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

2/2/26  
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: 13:51:39 Date: 02/23/2026

02/23/2026 To: 02/23/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
109	02/23/2026	Claims	10	621921	AT&T Mobility	631.04	Monthly Cellular Service
110	02/23/2026	Claims	10	621922	Amazon Capital Services	132.49	Station 21 day room supplies + misc station upkeep
111	02/23/2026	Claims	10	621923	Boundtree Medical LLC	2,018.93	Monthly Medical Supply Order; Monthly Medical Supply Order; Monthly Medical Supply Order; Monthly Medical Supply Order
112	02/23/2026	Claims	10	621924	Brother's Plumbing, Inc.	896.45	Emergency plumbing repair @ Crew Quarters
113	02/23/2026	Claims	10	621925	Canon Financial Services, Inc	54.50	Monthly Printer Lease
114	02/23/2026	Claims	10	621926	EMS Connect LLC	127.76	Monthly EMS Training
115	02/23/2026	Claims	10	621927	EMS Special Agency Fund	340.00	Monthly Transport Fee
116	02/23/2026	Claims	10	621928	Good Man Inc	122.13	Monthly Restroom Service Station 22
117	02/23/2026	Claims	10	621929	JC Dept of Public Works	213.66	Monthly fuel
118	02/23/2026	Claims	10	621930	JC Fire District #2 Payroll	79,016.09	2026.02.04 Payroll Reimbursement
119	02/23/2026	Claims	10	621931	Jamestown Networks	95.99	Monthly VOIP Telephone Services
120	02/23/2026	Claims	10	621932	Jefferson Propane	1,133.33	Monthly Propane - Station 22; Annual Propane Tank Rental & Late Fee; Monthly Propane Fill
121	02/23/2026	Claims	10	621933	Timothy M McKern	100.00	Monthly Personal Device Stipend
122	02/23/2026	Claims	10	621934	Murreys Disposal Co Inc	126.53	Monthly Garbage Service
123	02/23/2026	Claims	10	621935	North Olympic Peninsula Data Centers	95.41	Monthly Internet Service
124	02/23/2026	Claims	10	621936	Olympic Springs Inc	43.47	Monthly Water Service
125	02/23/2026	Claims	10	621937	Pacific Office Equipment	1,328.28	Monthly Computer Support
126	02/23/2026	Claims	10	621938	Paladin Background Screening	80.00	Background Check - Roman
127	02/23/2026	Claims	10	621939	Peninsula Pest Control Inc	81.90	Quarterly Pest Control Service
128	02/23/2026	Claims	10	621940	Snure Law Office PSC	540.00	Legal Consultations
129	02/23/2026	Claims	10	621941	Systems Design West LLC	668.72	Monthly Ambulance Billing Service
130	02/23/2026	Claims	10	621942	US Bank Credit Card	5,211.35	3012 - Springbrook Training Conference in Spokane; 3012 - Inked Stamp "ENTERED"; 3012 - First Aid kits for St 22 apparatus; 3012 - First Aid supplies for St 22 apparatus; 3012 - Stamps; 3012 - Inked S
131	02/23/2026	Claims	10	621943	WA Dept of Enterprise Services	18.00	Report of Sale Fee for DNR Surplus Brush Truck
132	02/23/2026	Claims	10	621944	West Hills Ford	116.79	B22 - Lube, oil, filter
						49,599.33	
						43,593.49	
						<u>93,192.82</u>	Claims: 93,192.82

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Preparer

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Auditing Officer

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# QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For  
January 2026

## 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- Response Plans being updated to go out several calls and ensure our District incidents are getting a response. Criteria Based Dispatch (CBD) is being switched to APCO format along with Pencom and others.
- CARES Program – OCH 2026 grant program is moving forward; working through objectives set by OCH. The CARES car is working great; still waiting on graphics plan from the team.
- Grant Updates – L&I's FIIRE Program continues for a fourth year. We are preparing a grant proposal for a gas removal system in the apparatus bays. Program objectives have been reduced but management requirements have increased. The Accident Prevention Plan (APP) will be updated with a focus on apparatus placement, based on recent history around the state.
- DOH Grant pending in the fall for EMT-Advanced programs. We are waiting for Medical Program Directors 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 2026.*
- FEMA AFG grant will roll out in fall if funding is provided. Safer comes out in July 2026

**External Relationships**

- On-going quarterly EMS training around the County. Southend (MCO) multi-company drills with Brinnon and Disco Bay on January 24<sup>th</sup>.
- We received a Brush Engine from DNR and had an amazing press conference here on January 8<sup>th</sup>.
- Working on a Cadet program at Quilcene School with Brinnon Fire and support from School Administration.
- On-going dialog with the Quilcene Emergency Volunteers Association (QEVA) on 2026 events and plans for new missions.

**Fire Prevention**

- Community Risk Reduction programs are on hold pending grant funding from the Wildfire Alliance Committee.
- Completed a Monday night drill on Jan 12<sup>th</sup> covering Bloodborne Pathogens and 2026 EMS and Fire Drill plan. Also, a review of response reporting changes with regards to the NFIRS to NERIS transition.

**Upcoming Events**

**Easter Egg Hunt / Breakfast April 4<sup>th</sup> Masonic Hall**

**Apparatus Readiness:**

- Crews are currently in the Ram Aid Unit for the remainder of the season
- The new Brush truck (now B21) has arrived at Station 21. Operations have begun to get it outfitted and ready for the 2026 fire season This has included: cleaning/polishing, contact with The Sign Station regarding logo/stripping, contact with NKFR about changing emergency lighting from orange to red and annual inspections.
- B21 (now B21A) will be going to NKFR for an annual inspection before the 2026 fire season. Once it returns B21 will be going to NKFR for inspections and repairs. This will also allow NKFR to get the information they need from the vehicle for future repairs/services.
- E21will need to return to Clallam County to redo its pump test due to the test machine breaking. The Engine was failing the test when this occurred. This was either due to a leaking valve on the Engine or the machine itself failing. I am currently awaiting a scheduling time from Clallam County.

**Station 21 Building Maintenance**

- I have been in contact with contractors that have submitted bids to have final questions answered and changes made to bids regarding the South Storage Shed.
- I have been in contact with painters regarding the painting of the Crew Quarters, Rental unit, Annex, Admin, and Station 23.
- I have been in contact with electricians regarding the replacement of the heaters and lights in the apparatus bay.
- I contacted a few companies regarding hazmat mitigation of the lead paint to allow the demolition of the remaining two buildings.
- Bids have been collected and dispersed to the Board regarding siding, painting, demolition, lighting, and heating.

**Apparatus Usage Report:**

Report Date		2/17/2026								
Apparatus Type	ID*	Vehicle Number	Mfg Dt	Age		Rpt Dt	Rpt Dt	Avg Ann	Avg Ann	
				In Yrs	In Svc Date	Miles	Hrs	Miles	Hrs	
11 - Engine	E22	96.Ford.55851C.2430	1996	30	1/1/1999	30,434	N/A	1,009	N/A	
11 - Engine	E21	05.Freightliner.82171C.1149	2005	21	3/26/2007	45,711	2,352	2,162	111	
16 - Brush Truck	B22	24.Ford.E2797C.1212	2024	2	1/1/2025	1,243	N/A	1,243	N/A	
16-Brush Truck	B21			2026		78,074	N/A	N/A	N/A	
16 - Brush Truck	B21A	08.Ford.B4486C.6274	2008	18	10/24/2016	77,953	N/A	4,297	N/A	
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	8	8/15/2018	8,587	547	1,227	67	
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	21	Unknown	200,873	N/A	9,501	N/A	
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	18	1/1/2008	123,131	N/A	6,841	N/A	
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	10	9/20/2016	66,012	2,724	7,335	269	
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	8	3/14/2019	78,738	2,221	13,123	273	
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	21	3/30/2016	113,216	N/A	5,355	N/A	
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	6	3/16/2020	64,668	N/A	12,934	N/A	
QFR Cares Vehicle	Cares21	19.Ford.Edge	2019	7	12/10/2025	59,089	N/A	N/A	N/A	

**Significant Events and Service Delivery:**

- B-Shift responded to 9 calls in Jan.

**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 we have 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.
- I will continue to assist with the South County Medic Program from the Unions side.

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

- NERIS and ESO's New Fire incident module Went live Jan 1<sup>st</sup> and crews have been completing reports with some hiccups but that is expected with the new module.
- Our ambulance license has been approved.
- We are planning on teaching CPR classes to the city of Pt and Center Valley Animal Rescue.
- I am working with Scott Culp to configure or ESO reports to be more compatible with WEMSYS.
- I will be working with Michele Roman on getting her EMR.
- We have ordered new Kenwood radios with DBVFR to fill our backstock

**Staffing (next 30 days):**

- I will be on vacation out of country from Feb 12-18



**Significant Events and Service Delivery:**

- C-Shift personnel responded to a total of 20 incidents during the month of January 2026. Unable to obtain accurate number due to analytic features of NERIS still under construction.
- Hydrant water usage for Quilcene totaled approximately 2,500 gallons used:
  - Incidents: 0 Gallons used for incidents.
  - Training: 1,000 gallons used for drills and pump operations review
  - Maintenance: 500 gallons used for cleaning equipment and pump checks.
    - 500 gallons used from Coyle for training and maintenance.
- PUD is set to start their Coyle water main replacement project in February 2026.
- The DNR Engine delivered to Station 21 by DNR, and a well-attended press conference held with Commissioner of Public Lands, Dave Upthegrove and State Representative Reeves.
- Wildfire Readiness Home Assessment Program has been funded for next group to be completed June 30<sup>th</sup>, 2026.
- CVAR Fire Extinguisher training delivered on site by FF/EMTs Matheson and Svetich. CPR/First Aid class scheduling in progress
- Assist DBFR with training and support as needed.

**Training and Competency:**

- Training needs assessment for personnel and review of LMS capabilities is in progress.
- Finalizing two-year WAC, RCW, WSRB, and L&I compliant training calendar for drill nights and shift training. Coordinating with neighboring agency Training Officer's for MCO training, including USFS and DNR.
- Planning underway for Wildland RT-130 Refresher with DBFR and BFD around beginning of April.
  - Reviewing training and position requirement updates released from NWCG.
  - Scheduled to take DNR S-200 Initial Attack Incident Commander Class on April 21-23<sup>rd</sup> in Port Angeles. This class is only available for qualified single resource bosses and is a prerequisite class for Incident Commander Type 4.
- Jefferson County IMT meeting attended.
- Traffic Safety and EMS OTEP drill scheduled at Station 21 with BFD and will cover medication administration. Next drill on Worker Right-to-Know, HAZWOPER, and ERG use schedule for February 9<sup>th</sup>.
- A Google Drive to efficiently and accurately document personnel apparatus drive time has been set up and implemented in place of the physical forms, thanks to Billy Brush. A driver training report will be available. We are exploring additional ways to streamline processes like this in the coming months.
- Assist with planning for Joint Cadet program.
- Volunteer EMT Candidate Sturm scheduled to take her NREMT test on February 10<sup>th</sup>.
- FF/EMT Matheson passed both IFSAC written tests for Driver/Operator Pumper and his certifications will be mailed to him in the coming weeks by WSP.
- Scheduled to take EVIP 4.0 curriculum update refresher on February 6<sup>th</sup>.

**Physical Resources and Quality of Life:**

- Spare set of Turnout PPE needed for Lt. Winn to replace expired set. Unable to get ahold of our local sales rep for Cascade Fire Equipment since November and will be contacting Cascade Fire Equipment Sales Manager and FireDex sales team for sizing and replacement.

- Received donation of two tackle boxes full of moulage materials from retired volunteer of neighboring district. Chief McKern to take inventory and we will plan to use later this year for scenarios.
- Assessing inventory needs and developing in-service plan for grant engine from DNR with goal to have placed in service for 2026 wildland season.

**Staffing (next 60 days):**

- Vacation scheduled for June 2026.
- Provide coverage as needed.

**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.
- Engine 22 has had a few new repairs needed that cropped up last week.
  - Transmission “service” light turned on.
  - Rear air brakes are getting stuck when parked in the station.
  - The fire pump primer lost all its oil. This is a recurring issue.
  - Tank to Pump valve is leaking and needs rebuilt.

The first two items are a high priority (borderline out-of-service items) and Clallam will make every effort to get us in ASAP. We will be getting it in for service in the next week at Clallam county shop.

**Volunteers - Coyle Team Availability:**

- Thane Grooms, Billy Brush, Steve Sund
  - Tim Mickelson, John Hansen and Jim Pinks unavailable over the next month

**Training**

- Station 22 proficiency drill schedule for weekly, monthly, seasonal drills are now on the Google QFR training calendar. Also working on Station 22 recruiting and on-boarding processes for 2026.

**Incidents**

- 1/20/26 11:47 Toandos State Park – Fire, Smoke investigation, Sent up POV drone and confirmed nothing in the area, stood down all incoming.
- 1/21/26 05:52 Bar Rd, BLS – Fever, Coyle volunteers unavailable
- 1/22/26 10:01 Payne Rd, BLS – U22 Assisted Aid 8 with access and information
- 1/22/26 13:15 Hazel Point Rd, BLS – U22 Assisted Aid 21 with patient loading
- 2/4/26 20:28 Coyle Rd, Brush Fire, Cpt. Grooms & Billy Brush arrived POV, confirmed small attended burn pile, stood down all incoming.
- 2/6/26 10:43 Blueberry Hill Dr, BLS – U22 assisted Aid 21 with lift assist.
- 2/7/26 08:14 Blueberry Hill Dr, BLS – Steve Sund (POV) Assited Aid 21 on scene and transport to JGH
- 2/10/26 13:00 Silent Lake Rd, BLS - Coyle volunteers unavailable

**Weather and Rainfall Update**

- In 2025, precipitation was 12.62 inches below the five-year average of 50.96 inches. January and February 2026 brought 9.48 inches, just 46% of the average for those months (16.48 inches). Five of the past six years ended below the annual average. Drought persists in eastern Olympic Peninsula, and mountain snowpack statewide is near historic lows; Olympic snowpack is about 50% of normal as winter nears its end. Weather models indicate possible cooler, wetter conditions ahead, but recovery to normal levels remains uncertain.

**Significant Events**

During this month, I was not involved in any significant incidents or noteworthy events.

- **Home Assessments**  
Home assessments will resume soon, once a core group of staff and volunteers finish training. QFR and the DNR are developing an agreement and grant to reimburse the Department for assessment time.
- **Wildfire Alliance**  
There are no updates on County progress with CWPP projects or Federal grant funding.
- **EMS and Fire Incidents and Deputy Chief Activities.**  
January was relatively uneventful, during which I provided Duty Chief coverage on several weekends. No significant incidents were reported.

**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 February 9, we have 6 clients enrolled in Olympic Connect. Following up on 911 calls and referrals from the Duty Crew continues to be our primary source of clients.
- Debbie Tillman is currently in the field with Jamillah of the REAL team.
- Working with OCH under our new contract continues to evolve. Debbie attended the OCH quarterly convening in January and Kimberly is participating in an OCH Supervisor Champion Workgroup whose purpose is to “invest in supervisors’ growth so they can strengthen relationships, inspire their teams, and sustain a thriving CBW workforce.”

**Monthly Activity**

- January payroll was processed without incident.
- All accounts reconciled for January.
- The transition to 1<sup>st</sup> Security Bank for our petty cash and grant fund accounts is ongoing as we await new checks and verify ACH activity. We are able to access the accounts on-line which we could not do with US Bank.
- Office Assistant Billy Brush attended the Springbrook Express financial system training conference in Spokane February 11-12.
- I attended a 2.5-hour webinar by the State Auditor's Office on updates to the Annual Report Requirements for cash-basis governments.
- Earthquake monitoring equipment installed in Station 21, part of the Pacific Northwest Seismic Network operated by the University of Washington, went off-line February 9. Technicians guided me through troubleshooting steps in the mezzanine. A loose cable was discovered and equipment was reset.
- Lt. Singleton is working to create a Google form to log dyed diesel fuel for our quarterly reporting. We currently track fuel through a paper log and data must then be keyed into an Excel spreadsheet. The Google form would automatically export captured data into a spreadsheet.
- An account was set up in Garage via Stripe to facilitate transfer of funds received for the sale of old B22.

# TREASURER'S REPORT

## Fund Totals

Jefferson County Fire Distr #2

Time: 15:13:26 Date: 02/05/2026  
Page: 1

01/01/2026 To: 01/31/2026

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	519,832.90	15,636.06	72,641.50	462,827.46	0.00	9.95	0.00	462,837.41
040 EMS Fund 662 610 71	423,042.12	30,016.22	93,054.84	360,003.50	0.00	3.90	0.00	360,007.40
070 Capital (Reserve) Fund 662 631 71	2,727,910.33	7,502.06		2,735,412.39	0.00	0.00	0.00	2,735,412.39
	<b>3,670,785.35</b>	<b>53,154.34</b>	<b>165,696.34</b>	<b>3,558,243.35</b>	<b>0.00</b>	<b>13.85</b>	<b>0.00</b>	<b>3,558,257.20</b>

# TREASURER'S REPORT

## Account Totals

Jefferson County Fire Distr #2

Time: 15:13:26 Date: 02/05/2026  
Page: 2

01/01/2026 To: 01/31/2026

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General @ JeffCo	394,332.90	108,662.79	165,738.47	337,257.22	0.00	0.00	337,257.22
20 General Payroll @1st Security	125,000.00	105,721.29	105,651.05	125,070.24	0.00	13.85	125,084.09
25 General Petty Cash @ US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS @ JeffCo	423,042.12	30,016.22	93,054.84	360,003.50	0.00	0.00	360,003.50
70 Capital Projects @ JeffCo	2,727,910.33	7,502.06	0.00	2,735,412.39	0.00	0.00	2,735,412.39
Total Cash:	3,670,785.35	251,902.36	364,444.36	3,558,243.35	0.00	13.85	3,558,257.20
	<b>3,670,785.35</b>	<b>251,902.36</b>	<b>364,444.36</b>	<b>3,558,243.35</b>	<b>0.00</b>	<b>13.85</b>	<b>3,558,257.20</b>

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

01/01/2026 To: 01/31/2026

As Of: 01/31/2026 Date: 02/05/2026  
 Time: 15:13:26 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: 15:13:26 Date: 02/05/2026  
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01/01/2026 To: 01/31/2026

REVIEWED AND APPROVED

*Rick Reutter*

Preparer

*2-5-2026*

Date

*J. M. Enck*

Auditing Officer

*2-9-2026*

Date