



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

MINUTES of the REGULAR MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on March 17, 2025

ATTENDANCE:

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

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

FF/EMT Torres led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Commissioner Kelbon moved, Commissioner Frank seconded, to approve minutes from the February 10, 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 \$122,733.28. The motion carried unanimously.

REPORTS:

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

- Chief McKern reported that Engine 21 is at Clallam County Fire District 3 for replacement of the water tank. Captain McCrehin explained why the current water tank likely failed.
- Chief McKern reported working with District 5 on fire preplanning for the old Snug Harbor Café property. Discussion of whether squatters are occupying the property.
- Lt. Winn provided an update on deployment of the LP35 defibrillators. Although the units can transmit data wirelessly, printers will be purchased for times when that is not an option.
- Secretary Rewitzer discussed current financial status and reviewed the Budget Position report with Commissioners.

- Commissioner Kelbon and Chief McKern reported on the Advanced Life Support (ALS) Interlocal Agreement (ILA) meeting with District 1 officials that occurred earlier in the day. The meeting was cordial; fees are expected to increase 2.7% based on December CPI. Discussion regarding transfer of patients between ambulances.
- Commissioner Kelbon reported that fire service attorney Brian Snure spoke at a recent Olympic Peninsula Fire Commissioner Association meeting about the effect of tax increment financing (TIF) on fire districts. Discussion regarding whether the proposed public facilities district in Jefferson County to build a new pool would involve TIF.

CORRESPONDENCE:

No correspondence received.

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – Chief McKern presented a revenue projections report from DNR that showed potential 2025 revenue to the District from Center 21 Thinning, Last Crocker Sorts Resale, and Maladjusted timber sales. Discussion regarding a lawsuit being considered by Clallam County against DNR for not fulfilling their fiduciary responsibilities to the timber trust beneficiaries.
2. **Station 21 Garage Doors** – Chief McKern and Captain McCrehin reported on repairs to the heat pump which had been shut off. Electric usage will be monitored and is expected to be less. Discussion regarding adding gaskets to the existing doors. Staff will continue to pursue strategies to address energy use. Item tabled.

EXECUTIVE SESSION:

A 30-minute Executive Session was called by Commissioner Frank at 7:34 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee. The Executive Session was extended for an additional 10 minutes at 8:04 p.m. The meeting was called back to order at 8:14 p.m. No action was taken.

NEW BUSINESS:

1. **Chief Employment Agreement** – Commissioners received a copy of the current agreement for review. Commissioner Frank will meet with Chief McKern regarding a 2025 agreement. The item will be held over to the next meeting.
2. **Policy 1028 Uniform Regulations – 1st Reading** – Commissioners received a draft of the proposed policy for review. Discussion regarding whether the policy incurs expense to the District. The item will be held over to the next meeting for second reading.
3. **Firefighter Backfill ILA – 1st Reading** – Commissioners received a draft of an interlocal agreement (ILA) with District 4 that was developed by IAFF Local 2032 to share career staff during unexpected shortages. Discussion regarding liability and indemnification concerns. Questions about whether it made more sense for District 4 to just temp-hire one of our firefighters, like the DNR does with casual hires at wildland fires. Item referred to the union and staff for further study.

GOOD OF THE ORDER:

The WFOA Region 9 Spring Workshop will be held on April 12, 2025 in Grapeview, WA.

ADJOURNMENT:

The meeting adjourned at 8:33 p.m.

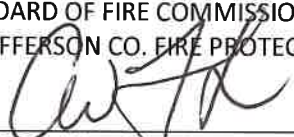
ATTACHMENTS:

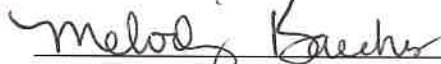
General Certificate for Claims: 3/3/2025 Payroll Check Register
3/17/2025 Claims Check Register


Reports: February 2025 Monthly Fire Chief's Report
February 2025 Treasurer's Report

APPROVED this 21ST day of APRIL, 20 25 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: 13:51:35 Date: 03/03/2025

03/05/2025 To: 03/05/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
150	03/05/2025	Payroll	20	EFT	William Brush	1,085.11	2025.02 Payroll
151	03/05/2025	Payroll	20	EFT	Lynne Cassella-Blackburn	221.64	2025.02 Payroll
156	03/05/2025	Payroll	20	EFT	Kimberly Kinser	1,404.82	2025.02 Payroll
157	03/05/2025	Payroll	20	EFT	Brady W Matheson	4,871.51	2025.02 Payroll
158	03/05/2025	Payroll	20	EFT	Mark A McCrehin	5,327.35	2025.02 Payroll
159	03/05/2025	Payroll	20	EFT	Timothy M McKern	6,950.18	2025.02 Payroll
162	03/05/2025	Payroll	20	EFT	Robert J Rewitzer	6,182.03	2025.02 Payroll
163	03/05/2025	Payroll	20	EFT	Nicholas Singleton	6,360.46	2025.02 Payroll
165	03/05/2025	Payroll	20	EFT	Tyson J Svetich	5,404.61	2025.02 Payroll
166	03/05/2025	Payroll	20	EFT	Debbie Tillman	523.08	2025.02 Payroll
167	03/05/2025	Payroll	20	EFT	Zachary D Torres	3,718.71	2025.02 Payroll
168	03/05/2025	Payroll	20	EFT	Kevin R Winn	5,128.72	2025.02 Payroll
169	03/05/2025	Payroll	20	EFT	HRA VEBA - YA20437	800.00	Pay Cycle(s) 03/05/2025 To 03/05/2025 - HRA VEBA
170	03/05/2025	Payroll	20	EFT	US Treasury	9,179.85	941 Deposit for Pay Cycle(s) 03/05/2025 - 03/05/2025
171	03/05/2025	Payroll	20	EFT	WA Dept of Retirement Systems	8,475.99	Pay Cycle(s) 03/05/2025 To 03/05/2025 - LEOFF2; Pay Cycle(s) 03/05/2025 To 03/05/2025 - PERS2
149	03/05/2025	Payroll	20	1592	Melody Bacchus	147.76	2025.02 Payroll
152	03/05/2025	Payroll	20	1593	Debra Ethier	1,343.42	2025.02 Payroll
153	03/05/2025	Payroll	20	1594	Art Frank	147.76	2025.02 Payroll
154	03/05/2025	Payroll	20	1595	Kristina M Heidt	39.46	2025.02 Payroll
155	03/05/2025	Payroll	20	1596	Marcia Kelbon	147.76	2025.02 Payroll
160	03/05/2025	Payroll	20	1597	Luke Miller	263.20	2025.02 Payroll
161	03/05/2025	Payroll	20	1598	Brady T Palmer	567.95	2025.02 Payroll
164	03/05/2025	Payroll	20	1599	Alyssa Sturm	110.82	2025.02 Payroll
172	03/05/2025	Payroll	20	1600	IAFF Local 2032	600.00	Pay Cycle(s) 03/05/2025 To 03/05/2025 - Union Dues
173	03/05/2025	Payroll	20	1601	Nationwide Retirement Solutions	3,442.50	Pay Cycle(s) 03/05/2025 To 03/05/2025 - 457 Plan; Pay Cycle(s) 03/05/2025 To 03/05/2025 - 457 Plan Roth
174	03/05/2025	Payroll	20	1602	Trusted Plans Service Corporation	9,544.36	Pay Cycle(s) 03/05/2025 To 03/05/2025 - Medical; Pay Cycle(s) 03/05/2025 To 03/05/2025 - Dental
						44,437.15	
						37,551.90	
						81,989.05	Payroll:
							81,989.05

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Page: 2

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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

3-3-2025

Date

Jm ncker

Auditing Officer

3-3-2025

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 [Signature]

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

3.17.25

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: 13:12:11 Date: 03/17/2025

03/01/2025 To: 03/31/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
185	03/17/2025	Claims	10	621560	AT&T Mobility	659.92	Monthly Cellular Service
186	03/17/2025	Claims	10	621561	Active911, Inc.	841.98	Annual Alerting Subscription
187	03/17/2025	Claims	10	621562	Air Flo Heating Co	823.71	Heat pump repair/maint - Station 21
188	03/17/2025	Claims	10	621563	Boundtree Medical LLC	19.39	Monthly Medical Supplies
189	03/17/2025	Claims	10	621564	Canon Financial Services, Inc	54.44	Monthly Printer Lease
190	03/17/2025	Claims	10	621565	Cooper Fuel	2,438.80	Monthly Fuel & Heating Oil Delivery
191	03/17/2025	Claims	10	621566	EMS Connect LLC	110.50	Monthly EMS Training
192	03/17/2025	Claims	10	621567	EMS Special Agency Fund	187.00	Monthly Ambulance Transport Fee
193	03/17/2025	Claims	10	621568	EMS Special Agency Fund	221.00	Reissue of check 621268 lost by bank
194	03/17/2025	Claims	10	621569	Good Man Inc	122.13	Monthly Restroom Service
195	03/17/2025	Claims	10	621570	Thane Grooms	360.35	Reimbursement for Station 22 TV purchase
196	03/17/2025	Claims	10	621571	IMS Alliance	16.20	Passport tags - BLOHM
197	03/17/2025	Claims	10	621572	JC Dept of Public Works	695.05	Monthly fuel
198	03/17/2025	Claims	10	621573	JC Fire District #2 Payroll	81,989.05	2025.03.05 Payroll Reimbursement
199	03/17/2025	Claims	10	621574	JC Fire District #5	750.00	Pagers
200	03/17/2025	Claims	10	621575	JC Treasurer	236.74	Annual property tax
201	03/17/2025	Claims	10	621576	Jamestown Networks	458.41	Monthly Internet & Phone
202	03/17/2025	Claims	10	621577	JeffCom 911 Communications	6,012.56	Quartley dispatch fee
203	03/17/2025	Claims	10	621578	Jefferson Co Fire District No. 2	45.77	Reimburse petty cash
204	03/17/2025	Claims	10	621579	Jefferson Propane	1,443.56	Monthly propane fill
205	03/17/2025	Claims	10	621580	MES Service Company	826.77	New uniform apparel
206	03/17/2025	Claims	10	621581	Timothy M McKern	100.00	Monthly device stipend
207	03/17/2025	Claims	10	621582	Murrey's Disposal Co Inc	59.30	Monthly garbage service
208	03/17/2025	Claims	10	621583	Olympic Springs Inc	32.57	Monthly drinking water
209	03/17/2025	Claims	10	621584	Pacific Office Equipment	1,093.58	Monthly service charge printer, computer, email
210	03/17/2025	Claims	10	621585	Peninsula Pest Control Inc	81.83	Quarterly Rodent Service
211	03/17/2025	Claims	10	621586	Stryker Sales, LLC	1,607.77	LIFEPAK 35 Monitor/Defibrillator
212	03/17/2025	Claims	10	621587	Systems Design West LLC	990.31	Monthly EMS billing service
213	03/17/2025	Claims	10	621588	US Bank	4,626.02	9142 - Headlamps for C203; 9142 - USB charge ports for A21; 9142 - Station supplies car wash soap; 9142 - Thermometer to monitor apparatus bay; 9142 - Flag patches for uniforms; 9142 - Patches for dis
214	03/17/2025	Claims	10	621589	United Plastic Fabricating	6,833.16	Final payment for E21 tank
215	03/17/2025	Claims	10	621590	VFIS	2,684.00	Quarterly auto insurance
216	03/17/2025	Claims	10	621591	VFIS	5,000.00	Quarterly property insurance
217	03/17/2025	Claims	10	621592	Washington State Department of Revenue	1,097.31	Use tax
218	03/17/2025	Claims	10	621593	Wave Broadband	214.10	Monthly internet and cable TV for crew quarters

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

66,734.41
55,998.87

Claims: 122,733.28
 122,733.28

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QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For
February 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 and equipment upgrades completed. Strategic plan is moving along with stakeholder meetings being held with the director.
- CARES Outreach Program – Kimberly, Debra, Debbie and Kevin, and the team are making great strides and moving this program forward with a number of “WINS”. We have added a feature to ESO (RMS System) for referral to the team from the calls they are on.

Grant Updates

- DOH grant pending in the fall for EMT-Advanced programs – *Expectations Meeting this month*. Working with Clallam County (Peninsula College) and our Medical Program Director (MPD) on a potential Hybrid class.
- FEMA AFG grant info sent to Washington DC Legislative Team for review.

External Relationships

- On-going quarterly EMS training around the County by EMS Council/MPD
- EMT Class in the last few weeks with 12 hosted here and we have 6 of the 12.

Fire Prevention

- Community Risk Reduction programs along with countywide CWPP plan moving forward with south end projects. The Jefferson County Wildfire Alliance (new name) are applying for a USDA grant for this group. It includes an administrator and two Wildfire Prevention Coordinators. One would be based here at QFR and one at EJFR. This is a concept for the grant and more details as the grant approval occurs.
- TLT (Timberland Trust Funding) – We had several meetings with stakeholders including the BOCC. We will keep you updated as we progress forward.

Upcoming Events

- Save the date of April 19th Easter Egg Hunt and Breakfast. Need to confirm with Masonic Hall.

Apparatus Readiness:

- E21 remains with a tank leak. This was repaired once already by the manufacturer. The repair did not hold. I received patches from the manufacturer to install in hopes of an easy solution. The patches did not work. The leak is still present.
- **Update:** The new tank arrived at Clallam Fire on 3/11. I will be taking E21 to them on 3/17. Speaking with the technicians, they did not believe that they would have enough time to complete the project before the weekend. This would leave our engine out of service for longer. I will deliver the engine on Monday and the technicians are projecting the project to be completed by Thursday
- B21 will go be going to NKFR for an annual inspection to ensure it is ready for the upcoming brush fire season.

Training and Competency:

- Hazmat Awareness and Operations was our focus for the month of February. For March our focus is Incident Command and Operations. Crews are scheduled to go to District 4 for practical application of this training on March 29th.

Station Maintenance:

- Station 23 has had the door lock replaced. The older push button door lock has finally given up. Unfortunately, the lock gave up while it was still locked. Crews had to break into the station to replace it. Minimal damage was done to the door. Repairs were completed to the door and the lock replaced. The lock has been replaced with an updated battery powered door lock. The code remains the same.
- Station 21 has had work completed to the heat pump located at the rear of the Station. It was discovered that the breaker had been turned off to the heat pump. This caused the exchanger upstairs to be the main source of heat for the building. The breaker was turned back on; however, it was discovered by Air Flow that the capacitor for the heat pump was way past its service life and was only half the power that it should have been. This was causing the heat pump to only occasionally start, once again relying on the heat exchanger to be the main source of heat. The capacitor has been replaced, and the entire system has been looked over and given a “green light”.

QFR Events:

- There are no events for Quilcene Fire Rescue for the month of March.
- Plans have begun for our annual Easter Egg Hunt in April

Apparatus Usage Report:

Report Date 3/10/2025

Apparatus Type	ID	Vehicle Number	Mfg Dt	Age		Rpt Dt		Avg Ann	
				In Yrs	In Svc Dt	Miles	Hrs	Miles	Hrs
11 - Engine	E22	96.Ford.55851C.2430	1996	29	1/1/1999	29,526	N/A	1,011	N/A
11 - Engine	E21	05.Freightliner.82171C.1149	2005	20	3/26/2007	44,115	2,245	2,184	111
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	30	9/6/1995	680	N/A	23	N/A
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	17	10/24/2016	77,138	N/A	4,485	N/A
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	7	8/15/2018	7,666	487	1,278	68
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	20	Unknown	198,518	N/A	9,828	N/A
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	17	1/1/2008	122,484	N/A	7,205	N/A
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	9	9/20/2016	60,102	2,449	7,513	266
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	7	3/14/2019	70,365	1,842	14,073	256
92 - Chief Officer Car	C203	05.Chev.B3139C.1967	2005	20	3/30/2016	113,176	N/A	5,603	N/A
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	5	3/16/2020	55,682	N/A	13,921	N/A



Significant Events and Service Delivery:

- B-Shift responded to 7 calls in January.

Training and Competency:

- Helping with EMT Class.
- Live Fire Training at EJFR

Physical Resources and Quality of Life Old News:

- With help from Capt. McCrehin and Lt. Singleton we are working on transferring all our assets from Emergency Reporting to ESO. We are rebuilding the inventory system, so it is accurate going forward on ESO.
- I have been attending the monthly Jeffcom User Meetings to voice any questions, comments, issues, or concerns QFR has when it comes to working with our Jeffcom partners and 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 test 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:

- Our new LifePak 35 defibrillators are in service and are being used on calls and we have received the back ordered Ped SPO2/CO Probes
- SCBA Fit Testing will be completed this month.
- I am helping Dist. 5 set up their Lifepak 15s.
- Zak will be setting up and scheduling our annual Cascade System maintenance.
- Setting up a new BLS and Airway Kit for Coyle that mirror the ones used on A21.

Staffing (next 30 days):

- I will be on PTO Mach 23rd & 24th.

Significant Events and Service Delivery:

- C-Shift personnel responded to a total of 21 incidents during the month of February. Notable incidents include:
 - Single vehicle collision on Center Rd due to ice/slush with moderate front end damage. The driver was stuck in the vehicle and simple extrication used to free the door and assist them out. They sustained minor injuries and transported as a precaution to JHC. A21 was diverted from JHC to SMMC due to no orthopedic doctor available.
 - A single vehicle collision again on Center Rd with a vehicle on its top in the ditch. The two occupants were assisted out through a window and evaluated.
 - A single vehicle collision on 101 near Lords Lake Loop Rd. Driver struck a ditch near 50mph and was uninjured. A21 and E21 assisted with traffic control and clearing debris.
 - Multiple power lines and tree down on E Quilcene Rd during windstorm. E21 responded and provided traffic control for public safety until PUD arrival.
 - Multiple walk-in patients at Station 21, one of which was transported to JHC for evaluation. This patient was flown by Airlift NW that night after discharge from JHC due to possible stroke or seizure.
 - Covered as DO21 for multiple days while DC21 out of service and provided support and station coverage for multiple incidents.
- Hydrant water usage for Quilcene totaled approximately 3500 gallons used:
 - Incidents: 0
 - Training: 500 for pump training.
 - Maintenance: 3000 gallons due to E21's tank leak and to keep full at the start of each shift.

New Items:

- The NW Region protocol review is in the final stages and the rough draft of the new protocols is complete.
- The EMT students are nearing completion with their book work and quizzes with two chapters left. They have been riding along on A21 to practice patient assessments and skills. There are multiple days with guest instructors to cover subjects like HazMat, special challenges, vehicle safety and extrication. The remaining days in March will be used for patient scenarios and prep for their final testing at the end of that month.
 - C-Shift has spent dozens of hours over the last two months providing additional training, coaching, and mentoring for students who wish to commit the extra time.
 - Seeking a Fire Instructor II class in order to meet prerequisite for SEI certification.
- Organizing to have vehicles delivered to Station 21 for EMT class training as well as opportunities for duty crews to train on their extrication skills on shift.
- Non-combat PPE issued to new volunteers. There are still needs for some personnel and more PPE will be ordered soon.
- Class A firefighting foam filled in B22. More foam will need to be ordered from DNR Cache soon to ensure stock during wildland season.

- PPE and gurney operations training with Station 22 personnel completed on 2/3. The training was delayed by an aid call; however, we were still able to accomplish PPE basics and gurney operations safety and hands on.
 - Scheduled a 360 and Blue Card Size-Up class for Station 22 personnel on March 3rd where we will cover critical fireground factors, radio size-ups, ICS, follow-up reports, decision making, and more using the Blue Card curriculum.
- Received propane system diagram from Ferrellgas for Coast Seafoods. This will be used to finalize the pre-fire plan.
 - Ferrellgas will be donating a gas monitor/sniffer to QFR for use on HazMat and incidents with possible gas leaks. When the monitor has arrived, they are going to deliver to 21 and have offered to train QFR personnel on its use.
- Working to complete a simple pre-fire plan for the old Snug Harbor Café in Discovery Bay.
- The BK radio adapter has arrived and has been used to update programming on our BKR5000 radio.
- Continuing familiarization with the LifePack 35 and providing training to any personnel interested. Utilized the LP35 with patients and C-Shift is comfortable with its use.
- QFR Fire extinguishers to be serviced in March with Tarboo extinguishers.
 - Co2 extinguisher will be sent out for hydrostatic testing.
 - Both 20lb ABC extinguishers are set to expire and will need replacement.
 - Two 10lb ABC extinguishers are OOS for maintenance, one with drop damage, the other with low pressure. These will be inspected and repaired/replaced.
- FF/EMT Matheson is taking on additional project and leadership responsibilities in addition to helping instruct the EMT class. He will be working with Volunteer Miller as a supervisor to complete multiple projects.
 - Finish Denver prop and roof ventilation prop.
 - Restore or replace flagpole.
 - Build a sand table for tabletop exercises.
 - Assume fire extinguisher service and training role.

Staffing (next 60 days):

- Coverage for PTO on A and B shifts.



Building Maintenance

- Still need to get quote for broken window repair.

Apparatus

- E22 in service, B22 in service, U22 in service

Volunteers

- Coyle Team Availability:
 - Thane Grooms, Jim Pinks, Art Frank, Dave Blohm, John Hansen, Steve Sund, Billy Brush
 - Tim Mickelson is OOA until April. Roland Faragher-Horwell is currently unavailable.

Training

- 2/26/25 Firefighter/EMT Zak Torres lead Minute Man Hose deployment and loading drills at Station 22. Each team member got a chance to pull preconnect hose and practice hose handling. Coyle team was very thankful for Zak's instruction and leadership.
- 3/3/25 Coyle Team received classroom training on 360/Scene Size Up at Sta21. Instructor: Lt. Nick Singleton
- John Hansen and Dave Blohm continue EMT class through the end of March.
- Steve Sund will be attending an EMT class in April.
- Classroom training is suspended until April to let EMT students focus.
- 3/9/25 Installed 55" TV Monitor at Station 22 for training and drills

**Incidents**

- 2/3/25 1235 Burn Complaint, Thorndyke – Flames seen from Kitsap. Nothing found. E22 Assisted E21.
- 2/5/25 0711 ALS Coyle Rd – Difficulty Breathing. U22 Arrived first. Low oxygen. Brought oxygen from 85 to 95 by the time Medic and Aid car arrived.
- 3/4/25 1244 BLS Pizmo Beach - Suicide Attempt. U22 arrived and unlocked gate with KnoxBox for JCSO and A21.
- 3/6/25 0839 Commercial Fire Alarm, Zelatchet Navy Base. E22 investigated while E21 held at Station 21. False alarm.
- 3/6/25 1527 ALS Alder St – Difficulty breathing. 208 (POV) Assisted CARES team, Medic and A21.

Monthly Activity

- Quilcene Fire CARES continues to meet the needs of QFR, Brinnon and Discovery Bay fire districts. QFR is now referring potential clients through ESO and we shall soon train Brinnon and Discovery Bay to use the same method.
- We continue to intake new clients through Olympic Connect (OC) and we have had successfully discharged clients who have met their current goals. We have also lost a client “to follow up” and felt that they were better served through Jefferson County environmental health.
- As of March 4, we have 9 clients.
- Debbie Tillman has completed her Olympic Connect training and will be coming on board to support Debra for the last two weeks of March. Kimberly is having surgery on March 14 and will be recovering for two weeks. We are very happy to have Debbie on the team with us.
- On March 4, Debbie, Debra and Kimberly attended the quarterly OC partner gathering in Port Gamble. We gathered to network as a group of 12 partners, learn more about each other and how we can collaborate, voice our challenges and our successes now that we have all had the initial training and have been working within the OC framework for a short time.
- Debra and Kimberly participated in the VFW chili cookoff. Many of our clients are veterans and two of our clients attended.

Olympic Connect

OLYMPIC CONNECT

Olympic Connect will connect you to the right services in Clallam, Jefferson, and Kitsap Counties while surrounding you with care.

- 1 GET STARTED**
Contact Olympic Connect by calling us at 360.301.8252 or scan the QR code below to access our online referral form.
- 2 GET PAIRED**
We will match you with a trusted helper in your community.
- 3 GET CONNECTED**
Your trusted helper will connect you to resources and services.

SCAN

Olympic Connect is free* and serves anyone regardless of insurance, income, or status

Connect with us to get support accessing local resources and services to meet your needs like job training, childcare, food assistance, and more.

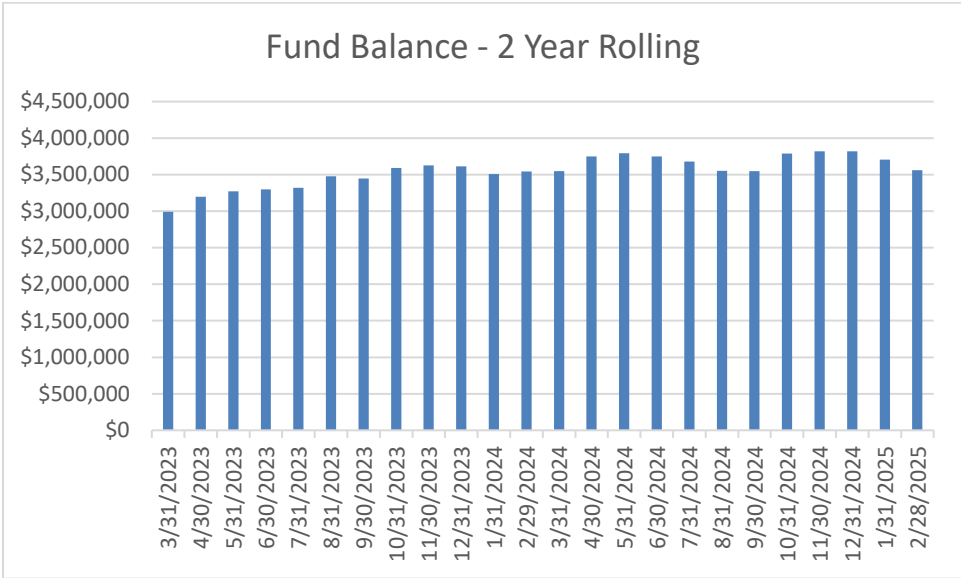
Olympic Connect is a service of Olympic Community of Health.

*Connecting to a trusted helper at Olympic Connect is free, though health care and other services may have a cost.

360-301-8252 | olympicconnect.org | connect@olympicch.org

February Financial Summary

Fund Balance as of 2/28/2025: \$ 3,559,380.56



	<u>February</u>	<u>2025 YTD</u>
Total Fund Balance Increase (Decrease)	(\$ 144,303)	(\$ 259,423)
Property Tax Revenue	\$ 26,910	\$ 31,365
Timber Sale Revenue	\$ 0	\$ 0
Timber Excise Tax Revenue	\$ 2,193	\$ 2,193
DNR PILT	\$ 0	\$ 0
Interest Revenue	\$ 9,984	\$ 21,877

- Operating expenditures are **18.8%** of budget with **16.6%** of the year elapsed.
- Fund balances are in the typical late winter dip as annual and quarterly expenses are applied before the bulk of the first-half property tax revenue comes in.
- February payroll was processed timely and provided a good training opportunity for our new office assistant. Next month’s payroll will include quarterly reporting.
- We are working to resolve outstanding checks on the payroll account and are encouraging members to enroll in direct deposit.
- February fund and account reconciliation occurred with a minor glitch due to how a stop payment was applied. BIAS support was able to walk us through a solution so that all funds were balanced.
- \$27,802.74 reimbursement from DNR received for Chief McKern’s Incident Management Team deployments on the Huckleberry Ridge Fire and Hurricane Helene. \$12,768.35 reimbursement from OCH received for CARES program expenses.
- Training our new office assistant has provided a good opportunity to tighten up some of our procedural documentation. Mr. Brush is a definite asset to our operations!

TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

02/01/2025 To: 02/28/2025

Time: 10:12:48 Date: 03/06/2025

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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	492,321.90	56,172.64	53,671.52	494,823.02	0.00	1,140.22	-221.00	495,742.24
040 EMS Fund 662 610 71	425,205.09	48,194.93	202,811.77	270,588.25	0.00	467.20	0.00	271,055.45
070 Capital (Reserve) Fund 662 631 71	2,786,157.30	7,811.99		2,793,969.29	0.00	0.00	0.00	2,793,969.29
	3,703,684.29	112,179.56	256,483.29	3,559,380.56	0.00	1,607.42	-221.00	3,560,766.98

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

02/01/2025 To: 02/28/2025

Time: 10:12:48 Date: 03/06/2025

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	391,821.90	258,984.41	256,483.29	394,323.02	0.00	-221.00	394,102.02
20 Payroll-1st Security 9010	100,000.00	76,157.20	76,157.20	100,000.00	0.00	1,607.42	101,607.42
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	425,205.09	48,194.93	202,811.77	270,588.25	0.00	0.00	270,588.25
70 Capital (Reserve)-JeffCo	2,786,157.30	7,811.99	0.00	2,793,969.29	0.00	0.00	2,793,969.29
Total Cash:	3,703,684.29	391,148.53	535,452.26	3,559,380.56	0.00	1,386.42	3,560,766.98
	3,703,684.29	391,148.53	535,452.26	3,559,380.56	0.00	1,386.42	3,560,766.98

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

02/01/2025 To: 02/28/2025

As Of: 02/28/2025 Date: 03/06/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	148	02/20/2025	Ser Chge	10	0	JC Fire District #2 Payroll	-221.00	Stop payment on check 621268
							<u>-221.00</u>	
2023	198	04/03/2023	Payroll	20	1319	David Blohm	83.11	2023.03 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	15	01/05/2024	Payroll	20	1424	Andrew J Lewis	83.11	2023.12 Payroll
2024	141	03/05/2024	Payroll	20	1446	Ken Brotherton	346.31	2024.02 Payroll
2024	200	04/05/2024	Payroll	20	1456	Ken Brotherton	263.20	2024.03 Payroll
2024	467	08/05/2024	Payroll	20	1512	Krystal McCrehin	35.41	2024.07 Payroll
2025	2	01/03/2025	Payroll	20	1563	David Blohm	96.97	2024.12 Payroll
2025	33	01/03/2025	Payroll	20	1577	IAFF Local 2032	510.00	Pay Cycle(s) 01/03/2025 To 01/03/2025 - Union Dues
2025	86	02/05/2025	Payroll	20	1584	Marcia Kelbon	147.76	2025.01 Payroll
2025	88	02/05/2025	Payroll	20	1585	Viviann Kuehl	13.85	2025.01 Payroll
							<u>1,607.42</u>	
							<u>1,386.42</u>	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	1,140.22	1,140.22
040 EMS Fund 662 610 71	0.00	467.20	467.20
	<u>0.00</u>	<u>1,607.42</u>	<u>1,607.42</u>

TREASURER'S REPORT
Signature Page

Jefferson County Fire Distr #2

02/01/2025 To: 02/28/2025

Time: 10:12:48 Date: 03/06/2025
Page: 4

REVIEWED AND APPROVED

Robt Rewick

Preparer

3-6-2025

Date

Jmnc

Auditing Officer

3-6-2025

Date