



Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Board Chair

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

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

ATTENDANCE:

Commissioner/Chair Frank
Commissioner Bacchus
Commissioner Kelbon
Secretary Rewitzer
Office Assistant Brush
Chief McKern
Executive Assistant Neuenschwander

Captain McCrehin
Captain Grooms
Lieutenant Singleton (via Zoom)
Volunteer Kinser (via Zoom)

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Captain Grooms led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Frank moved, Commissioner Kelbon seconded, to accept the agenda with the following changes: (1) Conduct the Executive Session after Correspondence, and (2) Add New Business item #3 – Policy 213 Purchasing and Procurement. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA:

The Board received the following items in advance for review. Commissioner Kelbon moved, Commissioner Frank seconded, to approve the agenda. Motion carried unanimously.

1. **March 17, 2025, Regular Meeting minutes**
2. **April 21, 2025, Vouchers of \$132,609.57**
3. **Policy 1028 Uniform Regulations**

REPORTS:

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

- Chief McKern clarified that the Cadet Program will be for both Quilcene and Brinnon. To move forward with the program our insurance carrier requires certain policies to be in place. Staff are reviewing policies.
- Chief McKern reported that all students from the recent EMT training completed the course and are now scheduling their certification exams.
- Volunteer Kinser reported the onboarding of new clients to the CARES program and that Debbie Tillman has joined the team in the field upon completion of her training.
- Commissioners and Staff discussed how to avoid confusion with East Jefferson Fire Rescue CARES. Chief McKern noted it will be a group effort to educate the public.

- Secretary Rewitzer discussed current financial status, reviewed the Budget Position report with Commissioners, and noted the filing of Quilcene Fire Rescue's 12/31/2024 fiscal year-ending annual report with the Washington State Auditor's Office.
- Secretary Rewitzer discussed legislative bills that will potentially impact payroll withholding.
- Commissioner Kelbon reported on her attendance at a WFCOA seminar. One presenter noted a 77% reduction in 911 calls and ED visits for clients enrolled in the CARES program. Also, Attorney Eric Quinn spoke about the financial responsibility between the Fire Chief and the Board. Commissioner Kelbon asked if Quilcene Fire Rescue has a related policy. This will be addressed in the New Business item, Policy 213 Purchasing and Procurement.

CORRESPONDENCE:

Chief McKern reviewed an email from Port Townsend's Environmental Specialist, Kimberlie Webber, requesting a letter of support for Port of Port Townsend's effort to secure a grant for a spill response trailer to be stationed at Herb Beck Marina. Chief McKern spoke with Webber noting that Quilcene Fire Rescue does not have a marine program. QFR supports having the trailer but does not have the proper resources to deploy the equipment. The expectation is that the marina will provide trained staff to deploy the equipment. The Board agreed with this approach.

EXECUTIVE SESSION:

A 10-minute Executive Session was called by Commissioner Frank at 7:40 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee. The meeting was called back to order at 7:50 p.m. No action was taken.

UNFINISHED BUSINESS:

1. **DNR Trust Lands** – Secretary Rewitzer 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. While the original projection states a revenue of \$460,920 for District 2 in 2025, a more realistic projection is \$132,741 based on the reduction of cut acreage.
2. **Chief Employment Agreement** – Commissioner Frank moved, Commissioner Bacchus seconded, to approve Chief McKern's Employment Agreement from April 1, 2025, through March 31, 2026. The motion carried unanimously.

NEW BUSINESS:

1. **Resolution 2025-001 – Increase Balance Maintained in Payroll Account** – Secretary Rewitzer outlined the need to raise the amount in the imprest payroll account from \$100,000 to \$125,000. Commissioner Frank moved, Commissioner Kelbon seconded, to approve the increase. The motion carried unanimously.
2. **Commercial Fire Inspection Program** – For informational purposes only, Chief McKern reviewed the new Commercial Fire Inspection Program implemented by the County Fire Marshall. Chief McKern will monitor program developments and keep the Board informed.
3. **Policy 213 Purchasing and Procurement – 1st Reading** – Commissioners received a draft of Policy 213 Purchasing and Procurement. The policy addresses: purchasing authority and limits;

procurement requirements (based on RCW bid law); and District procedures involving purchasing. The item will be held over to the next meeting for second reading.

GOOD OF THE ORDER:

The WFCOA webinar, Commissioner of Public Lands & Legislative Update, will be held online on May 14, 2025.

The WFCOA seminar, Lead Like No One Is Watching, will be held on June 7, 2025, in Chelan, WA.

ADJOURNMENT:

The meeting adjourned at 8:22 p.m.

ATTACHMENTS:

General Certificate for Claims: 4/4/2025 Payroll Check Register
4/21/2025 Claims Check Register

Reports: March 2025 Monthly Fire Chief’s Report
March 2025 Treasurer’s Report

APPROVED this _____ day of _____, 20____ by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

BOARD OF FIRE COMMISSIONERS
JEFFERSON CO. FIRE PROTECTION DIST. #2

ART FRANK, Commissioner/Chair

ATTEST:

MELODY BACCHUS, Commissioner

BILLY BRUSH, Office Assistant

MARCIA KELBON, Commissioner