



## 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 JULY 15, 2024

#### ATTENDANCE:

Commissioner/Chair Frank  
Commissioner Bacchus  
Commissioner Kelbon  
Secretary Rewitzer  
Chief McKern  
Capt. McCrehin (remote)

Lt. Winn  
Temp FF/EMT Torres  
Deputy Chief D. Svetich, Ret.  
Volunteer Neuenschwander  
Commissioner Dan Toepper – Jefferson PUD

#### CALL TO ORDER:

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

#### PLEDGE OF ALLEGIANCE:

Lt. Winn led the pledge.

#### VOLUNTEER FIREFIGHTERS RELIEF & PENSION BOARD BUSINESS

Commissioners reviewed the application of Debra Ethier to become a volunteer member. Chief McKern reported that Ms. Ethier is an EMT and is interested in assisting with the CARES program. Commissioner Frank moved to accept Ms. Ethier as a volunteer and add her to the rolls. Commissioner Bacchus seconded. The motion carried unanimously.

#### PUBLIC COMMENTS:

No comments received.

#### APPROVAL OF AGENDA:

Secretary Rewitzer reported that a late arriving invoice for payment would require removal of the Vouchers item from the Consent Agenda. Commissioner Frank moved to accept the agenda with the following changes: 1) removal of the Consent Agenda so its items could be considered separately; and 2) confirmation that the Board would enter Executive Session prior to the end of the meeting. Commissioner Kelbon seconded. The motion carried unanimously.

#### APPROVAL OF MINUTES:

Commissioner Frank moved to approve the minutes from the June 17, 2024 Special Meeting. Commissioner Bacchus seconded. The motion carried unanimously.

#### APPROVAL OF VOUCHERS:

Commissioners had an opportunity to review invoices, including a late arriving invoice required for shipment of the new Coyle brush truck skid unit. Commissioner Frank moved to approve vouchers totaling \$116,030.03. Commissioner Kelbon seconded. The motion carried unanimously.

#### REPORTS:

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

- Chief McKern reported the fire danger is currently 'High' with a likely change to 'Very High' by the end of the week. C201 is out of service due to damage from a Mason County PUD truck backing into it on a call in Brinnon; a rental is being used in its place.
- Captain McCrehin provided an update regarding the water tank repair on Engine 21.
- Commissioners reviewed financial reports. Secretary Rewitzer reported that healthcare insurance rates are set to rise nearly 7% in 2025 according to a recent notice from WFCM.

## **CORRESPONDENCE**

None received.

## **UNFINISHED BUSINESS:**

1. **Community Wildfire Protection Plan (CWPP)** – Deputy Chief D. Svetich, Ret. provided an overview of the plan adopted by Jefferson County which focuses on developing defensible spaces and fire resilient communities. The biggest challenge will be having staff adequately prepared to support the effort. Potential grant funding is contingent on adopting the plan. The plan does not commit the District to any action or expenditure but provides a roadmap and resources. Commissioner Frank moved to authorize Chief McKern to sign on to the CWPP on behalf of the District. Commissioner Bacchus seconded. The motion carried unanimously.
2. **DNR Trust Lands** – Commissioners discussed the Dabob NRCA expansion and were concerned that claims of benefit to the District lacked supporting data. Commissioners want the public to be aware of the financial consequences so there are no surprises.
3. **Rental House** – Chief McKern reported that renovations on the rental house are nearly complete. The current 1 year lease set rent at \$800.00 per month and expires August 31, 2024. Commissioners discussed the rental market, tax implications, duration of lease, and property management concerns. Commissioner Frank moved to set rent at \$1,200.00 per month. Commissioner Kelbon amended the motion to set the duration of the lease to 6 months. Commissioner Bacchus seconded. The amended motion carried unanimously.
4. **Out of District Response** – Commissioners received a report showing out-of-district response in June 2024. Commissioners had no concerns. This issue will continue to be monitored.
5. **Contracting for ALS Services** – Chief McKern reported that since meeting with Chief Black paramedics have been boarding District aid cars for patient transport in a manner consistent with expectations. No further action for now.
6. **Quilcene Facilities** – Executive Assistant Neuenschwander reported that DAHP review is not required to dispose of the buildings on the National Register so long as no state or federal funds are used. Commissioners discussed the condition and disposition of the old USFS Road & Trails Warehouse. Deputy Chief D. Svetich, Ret. reported that the old USFS Fire Warehouse should be removed as well due to its derelict condition. Commissioner Frank moved to declare the old USFS Road & Trails Warehouse and the old USFS Fire Warehouse as surplus property of the District, finding them to be beyond repair, and authorizing staff to dispose of the buildings. Commissioner Kelbon seconded. The motion carried unanimously.
7. **Quilcene Summer Events** – No upcoming events requiring discussion.

**NEW BUSINESS:**

- 1. **Facility Maintenance** – Chief McKern reported that staff addressed issues of concern at Station 23 and will stay on top of groundskeeping duties. Commissioners found that acceptable.
- 2. **Fee Schedule** – Secretary Rewitzer reported the District does not have a general fee schedule meeting GAAP and proposed Resolution 2024-002 setting fees for burn permits, garage rent, CPR and CABS training, NSF checks, and incorporating the EMS ambulance transport fees already set by resolution. Commissioners discussed fees. Commissioner Bacchus moved to adopt Resolution 2024-002 setting a schedule of general fees. Commissioner Kelbon seconded. The motion carried unanimously.

**GOOD OF THE ORDER:**

Jefferson PUD Commissioner Dan Toepper reported on PUD activities and alerted Commissioners to a special meeting of the Jefferson PUD Board of Commissioners that will take place July 30, 2024 covering long range planning, budget, staffing, and finances.

**EXECUTIVE SESSION:**

A 15 minute Executive Session was called at 8:50 p.m. per RCW 42.30.110(1)(g) to review the performance of a public employee and RCW 42.30.140(4)(a) to plan or adopt the strategy or position to be taken during collective bargaining. The session was extended for an additional 10 minutes at 9:05 p.m. The meeting was called back to order at 9:15 p.m. Commissioners directed staff to develop a protocol for emergency mobilization and coverage during deployment.

**ADJOURNMENT:**

The meeting was adjourned at 9:16 p.m.

**ATTACHMENTS:**

- General Certificate for Claims:** 7/1/2024 Payroll Check Register  
7/3/2024 Payroll Check Register  
7/15/2024 Claims Check Register
- Reports:** June 2024 Monthly Fire Chief’s Report  
June 2024 Treasurer’s Report
- Resolution:** 2024-002 Setting a Schedule of General Fees

**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

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MELODY BACCHUS, Commissioner

ATTEST:

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

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MARCIA KELBON, Commissioner