



## 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 January 22, 2024

#### ATTENDANCE:

Commissioner/Chair Frank  
Commissioner Bacchus  
Commissioner Kelbon  
Secretary Rewitzer  
Chief McKern  
Exec. Assistant Neuenschwander

Captain M. McCrehin  
Lt. Winn  
Temp Firefighter Torres  
Volunteer Grooms  
Caton White, IAFF Local 2032 (Zoom)

#### CALL TO ORDER:

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

#### PLEDGE OF ALLEGIANCE:

Lt. Winn led the pledge.

#### PUBLIC COMMENTS:

No comments.

#### APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the addition of item **6. Apparatus** under UNFINISHED BUSINESS. Commissioner Bacchus seconded. The motion carried unanimously.

#### APPROVAL OF CONSENT AGENDA:

Items listed below were distributed to the Board in advance for review and enactment in one motion. Commissioner Kelbon moved to approve the Consent Agenda. Commissioner Frank seconded. The motion carried unanimously.

- 1. Approval of December 18, 2023 Regular Meeting Minutes**
- 2. Approval of January 22, 2024 Vouchers in the Amount of \$140,337.49**
- 3. Approval of Fire Mobilization Interagency Agreement with Washington State Patrol**

#### 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 and Secretary Rewitzer reported information from a SAFER grant turndown webinar; only 7% of applications were funded and high population/call volume jurisdictions were given priority.
- Chief McKern reported that four employment applications have been received for the 3<sup>rd</sup> temp hire firefighter position authorized in the 2024 budget.
- Staff reported the issue with a slight chassis lean in Tender 21 is apparently due to how it is parked and is not a safety or operational concern.
- Captain McCrehin reported that an expected bid for window replacement was just received, and now another potential contractor has expressed interest in bidding on the project.

- Lieutenant Winn reported on ESO applications and showed off the new Lucas CPR device which is not able to be used yet due to accessories being on backorder. Commissioners commented that the warranty period should not start until the unit is fully functional.
- Commissioner Kelbon reported that Clallam Fire District 3 has hired an additional mechanic and may be a potential resource for apparatus repairs. Regarding the current legislative session, the only issues of concern to the Olympic Peninsula Commissioners Association are timber related.
- Commissioner Frank commended Lt. Winn and Temp FF Torres for their response during the recent icy, frigid weather. He would like future Wildland reports to include a column identifying whether the incident occurred in or out of the District.
- Commissioners discussed the expense of FF1 and EMT training for volunteers and reiterated the need for evidence of commitment before District investment.

#### **CORRESPONDENCE**

No correspondence.

#### **UNFINISHED BUSINESS:**

1. **Station 21 Facilities** – *This item was addressed by staff during REPORTS.*
2. **DNR Trust Lands** – Commissioners were provided with information regarding a DNR timber auction in December involving State Forest Transfer Trust land (Last Crocker Sorts) that should provide revenue in the coming year. Commissioner Kelbon reported that information requested from DNR’s Bob Winslow has not been received.
3. **PUD Easement** – No response from PUD following the last meeting. Item tabled.
4. **Rental House** – Action deferred pending completion of remodeling. Commissioners requested the current lease agreement for review at the next meeting.
5. **Chief Contract** – Action deferred pending further review. The existing agreement expires March 31, 2024.
6. **Apparatus** – Discussion regarding brush trucks and replacement of Brush 22. Commissioners reviewed a report from Captain McCrehin that identified several options involving B21 and B22. Consensus was to purchase a brush truck specifically intended for Coyle. Captain McCrehin will obtain quotes for a capital budget request for review at the next meeting.

#### **NEW BUSINESS:**

1. **Policy 1007 Payroll Records** – Secretary Rewitzer presented a draft policy to provide guidance on payroll practices. Commissioner Frank moved to adopt the policy. Commissioner Bacchus seconded. The motion carried unanimously.

#### **SEMINARS/CONFERENCES/SPECIAL EVENTS:**

Commissioner Kelbon and Chief McKern will attend WPCA Legislative Day on January 23, 2024 and have meetings scheduled with Senator Van De Wege, and Representatives Chapman and Tharinger.

#### **GOOD OF THE ORDER:**

Nothing to report.

**EXECUTIVE SESSION:**

A 5 minute Executive Session was called at 7:58 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 8:03 p.m. No action was taken during the session.

**ADJOURNMENT:**

The meeting was adjourned at 8:03 p.m.

**ATTACHMENTS:**

**General Certificate for Claims:** 1/5/2024 Payroll Check Register.  
1/22/2024 Claims Check Register.

**Reports:** December 2023 Monthly Fire Chief’s Report  
December 2023 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:

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MELODY BACCHUS, Commissioner

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

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MARCIA KELBON, Commissioner