Jefferson County Fire Protection District No. 2

Commissioner Marcia Kelbon | Commissioner Melody Bacchus
Board Chair | Commissioner Art Frank

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* September 21, 2026**

ATTENDANCE:

Commissioner/Chair Kelbon (via Teams)
Commissioner Bacchus
Commissioner Frank
Chief McKern
District Secretary Rewitzer
Executive Assistant Neuenschwander
Deputy Chief D. Svetich, ret. (via Teams)
Lt. Winn
FF/EMT Torres
FF/EMT T. Svetich (via Teams)
Capt. Grooms
Administrative Assistant Brush
CARES Specialist Chesney
Michael Miller (via Teams)

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Lt. Winn led the Pledge of Allegiance.

PUBLIC COMMENTS:

No comments were received.

APPROVAL OF AGENDA:

Commissioner Frank moved, and Commissioner Bacchus seconded, to approve the agenda. The motion carried unanimously.

APPROVAL OF MINUTES:

Commissioner Frank moved, and Commissioner Bacchus seconded, to approve the minutes from the following meetings:

- August 17, 2026 Regular Meeting
- September 1, 2026 Special Meeting
- September 4, 2026 Special Meeting with an edit requested by Commissioner Bacchus

The motion carried unanimously.

APPROVAL OF VOUCHERS:

The Board reviewed the vouchers in advance of the meeting. Commissioner Frank moved, and Commissioner Bacchus seconded, to approve vouchers totaling $132,637.09. The motion carried unanimously.

REPORTS:

The Board reviewed the Monthly Fire Chief's Report, Treasurer's Report, and Budget Position Report in advance of the meeting. Additional discussion included the following:

- **Chief McKern:** Reported that Quilcene Days went well; EMT Palmer and EMT Miller had returned from deployment to the Backbone Fire; the District had received a staff member's resignation; and recruitment for a new firefighter would begin promptly.
- **Lt. Winn:** Provided an update on radio, wiring, and lighting repairs for Brush 21.

- **Deputy Chief D. Svetich, ret.:** Reported on the successful promotion of the Wildfire Ready Neighbors program at the Quilcene Fair and reviewed upcoming weather patterns, noting that the Fire Danger Risk Level would likely remain Moderate for the near term.
- **CARES Specialist Chesney:** Thanked CARES Specialist Kinser for her contributions to the community and discussed current CARES program participation and grant funding.
- **Capt. Grooms:** Discussed increased staffing at Station 22 and noted near-100% completion of wildland fire training for all Station 22 volunteers.
- **Secretary Rewitzer**: Discussed timber revenue, the impact of increased fuel costs, and savings on email and cellular services.

CORRESPONDENCE:

A resignation letter from a staffer was received. No further discussion was held.

UNFINISHED BUSINESS:

1. **Fire Chief Position:** Chief McKern led a discussion on the Fire Chief position, noting the job opening will be posted in October or November with a likely start date of January 2027. A general discussion ensued regarding preferred qualifications. Commissioner Frank moved, and Commissioner Bacchus seconded, to approve Procedure 1006 Fire Chief job description. The motion carried unanimously.

   Commissioner Kelbon then led a discussion regarding compensation for the position. The Commissioners agreed on a salary range and directed Administrative Staff to post the opening as soon as possible.

2. **Proposed Interim Services Discussion Framework with Fire District 4:** The Commissioners agreed that no further discussion or action was needed at this time and directed that the item be removed from future agendas.
3. **Formation of ALS Community Roundtable:** Commissioner Frank led a discussion regarding the formation of an ALS Community Roundtable. The Commissioners agreed on posting a statement on QuilceneFireRescue.org to connect with interested parties. Commissioner Kelbon led a discussion regarding the structure and content of the document included in the Agenda Packet. Chief McKern recommended refining the document outside the meeting and returning it to the Board for final review before publication. The Commissioners concurred.

NEW BUSINESS:

1. **Reserve Study; Policy 219 Reserve Funds:** Executive Assistant Neuenschwander led a discussion regarding Reserve Funds and Reserve Studies. Commissioner Bacchus moved, and Commissioner Frank seconded, to approve Policy 219 Reserve Funds. The motion carried unanimously.

   Neuenschwander then led a discussion regarding individual Reserve Studies and Funding Plans for Apparatus, Facilities, and Equipment, and asked the Board to make a motion to approve the individual Reserve Studies and Funding Plans. Commissioner Frank followed with a discussion regarding the proposed spending schedule in relation to actual expenditures. Sec'y Rewitzer recommended, and all Commissioners agreed, to incorporate the Funding Plans in the preliminary 2027 budget at the Regular Meeting on October 19, 2026. The Commissioners agreed to table motions of approval until the next Regular Meeting so that Commissioner Kelbon's recommendations could be incorporated.

2. **Policies: 200 Organizational Structure, 207 Staffing, 213 Purchasing and Procurement, 217 Physical Asset Management, 501 Medical Supplies:** Commissioner Kelbon recommended edits to sections 200.5 and 200.8.2 of Policy 200 Organizational Structure, which Secretary Rewitzer recorded. Commissioner Bacchus then led a discussion regarding Policy 207 Staffing. The Commissioners agreed to table Policy 207 so that the feedback could be incorporated into a revised draft. Commissioner Frank moved, and Commissioner Bacchus seconded, to approve Policy 200 with the recommended edits and Policies 213, 217, and 501 as presented. The motion carried unanimously.

EXECUTIVE SESSION:
The Board did not call an executive session.

GOOD OF THE ORDER:
Captain Grooms led discussions regarding Policy 207 and volunteer staffing and the Apparatus Reserve Fund and apparatus assigned to Station22. No action was taken.

ADJOURNMENT:
The meeting adjourned at 8:32 p.m.

ATTACHMENTS:

General Certificate for Claims:	9/3/2026 Payroll Check Register
	9/21/2026 Claims Check Register
Reports:	August 2026 Monthly Fire Chief's Report
	August 2026 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

____
MARCIA KELBON, Commissioner/Chair

ATTEST:

____
MELODY BACCHUS, Commissioner

____
ROBERT REWITZER, District Secretary

____
ART FRANK, Commissioner