

Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Chairman of the Board

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Commissioner Herbert Beck
Commissioner Melody Bacchus



ORIGINAL

BOARD FOR VOLUNTEER FIREFIGHTERS PENSION AND RELIEF BUSINESS: Nothing this month.

CALL TO ORDER: Chair Commissioner Art Frank called the Regular meeting of the Board of Commissioner of June 14, 2021 to order at 7:00 pm. Chair Commissioner Art Frank, Chief Tim McKern, Deputy Chief Don Svetich, Secretary Jean Morris, Lieutenant Nick Singleton and FF Thank Grooms were in attendance in person and David Neuenschwander, Commission Melody Bacchus, Commissioner Herbert Beck and Bob Rewitzer were in attendance via zoom and phone.

APPROVAL OF AGENDA: MOTION: Commissioner Herbert Beck moved to accept the agenda as presented with the addition of 3. Strategic Plan under New Business. Commissioner Art Frank seconded the Motion. Motion carried with 3 yes votes.

APPROVAL OF MINUTES: MOTION: Commissioner Herbert Beck moved to accept and sign the minutes of the May 10, 2021 Regular meeting as presented. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

APPROVAL OF VOUCHERS: Upon review prior to the meeting by Chair Commissioner Art Frank and Chief Tim McKern **MOTION:** Commissioner Herbert Beck moved to accept and sign the vouchers in the amount of \$26,169.72 for General Fire and \$28,230.28 for EMS for a total of \$54,400.00. Commissioner Art Frank seconded the motion. The motion carried with 3 yes votes.

MONTHLY FINANCIAL REPORTS: The Monthly Financial reports were reviewed. This item will be combined with Bias update given by David Neuenschwander in the future.

CHIEF'S AND OFFICER REPORTS:

Chief Tim McKern mentioned that the upcoming events are the Beach party and Bon Jon Bike Ride. Lieutenant Nick Singleton submitted all the Wildland Training to DNR.

FIRE CHIEF

Tim McKern

- ***Governance and Administration:***

- New EMS Protocols complete we are rolling out new Meds and training on them
- COVID 19 Mass Vaccines are completed and local clinics and pharmacies have them.
- Getting back to Facebook live and "Coffee with the Chief" starting this month

- ***Goals and Objectives:***

- Station 22 Station insulation finish and update. Ramp grade and potential gravel.
- EMS / Non-Combat PPE gear to be in by end of June
- PPE for Fire Ground Grant went into AFG and no news yet.
- Target Solutions on-line training program moving forward with Lt. McCrehin taking the lead and working with the West Sound Training group to build Training 2021 and beyond. We are looking into the budget impact if any.
- EMS Levy renewal 2021 . Put on the ballot Aug /Nov , Resolution under new business.

- Web Update to include new Pic's. We are starting our EMS Social Media Blitz.
 - **Financial Resources:**
 - BIAS – Moving Forward third payroll and vouchers are in. Now working with the County as they move into new system. We still have to work with them a little due to banking controls.
 - GEMT funds still rolling in and working with BIAS on the reports due to HCA
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 - **Physical Resources and Quality of Life (QOL):**
 - Working with POE on moving out Host to them.
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- **Health and Safety**
 - Review of Policies and Safety programs – Safety Committee meets with Officers 1st Wednesday of each month.
- **Essential Resources**
 - Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS
- **External Relationships**
 - Company Officer Blue Card ICS Training-Table Top and Sit/Rep in 2nd Qtr 2021
 - Working with Jeffcom on new CAD program that included response plans.
 - Working with JeffCom / MedeVac Providers to streamline the process.
- **Fire Prevention**
 - ▣ *Community Risk Reduction programs to start with IFSTA Essentials of CRR programs for staff*
 - ▣ *Working with Coyle Area on Road Access and Addressing*

Significant Events and Service Delivery:

This month EMS calls again, were the high number of responses, make up 58% of our calls this month. We responded on 25 EMS Calls. That includes 9 motor vehicle crashes. Most where BLS, several were upgraded to ALS. The MVC call type is increasing with folks moving around more. We expect to see a larger increase as the summer hits full swing. We had 4 incidents that where fires. Had several days that hit 75 degrees or above, so we saw a few Wildfires occur, mostly due to debris burning escaping containment. The Crews are

working on getting up and running for what could be a hot dry summer, the end of June will tell us more. We will have a the Red Card process for this year completed early June.

1. May 2021 Responses

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	9.3%
Rescue & Emergency Medical Service	25	58.14%
Hazardous Condition (No Fire)	1	2.33%
Service Call	2	4.65%
Good Intent Call	9	20.93%
False Alarm & False Call	2	4.65%
TOTAL	43	100%

2. May 2021 Incidents by Zone

INCIDENTS By Zones	# INCIDENTS
Zone: 21 - Quilcene	23
Zone: 22 - Coyle	1
Zone: Brinnon - 16D04 Brinnon Fire Department	8
Zone: Discovery Bay - 16D05 Discovery Bay Fire Department	4
Zone: East Jeff - 16D01 East Jefferson Fire & Rescue	4
Zone: Port Ludlow - 16D03 Port Ludlow Fire & Rescue	2
Zone: XX - Other Out Of District	1

3. Historical Call numbers for each year:

- Finished April 2021 with **43** Responses vs **34** in 2020
- To date 2021 total to date of **199** Responses vs **188** in 2020

4. Apparatus Readiness: Lt. McCrehin's report will cover:

5. Vehicle Replacement Plan (2018-2045): No input

6. Training and Competency: Target Solutions deployment and engagement with Training Consortium. Starting to roll out to the Department first of May. Have several larger training events in the works, how big will depend on Covid restrictions in the summer months.

5. Emergency Medical Services: Our EMS Responses were 60.3% for 2021

6. Human Resources and Staffing:

a. **Remains stable, meeting each incident needs.** When needed mutual aid. We will be monitoring.

b. Will take time off as needed: Will be in Montana early part on July, family. Trying to schedule a knee replacement surgery in July or early August at the latest. Depending on Covid and US Govt.

7. Other: Any Questions?

Apparatus Readiness:

- E21 was transported to Clallum County Fire to have the foam system fixed. We are no longer using B foam, A foam only. The engine has 2 tanks onboard. One for each class of foam. Since we are no longer using B foam the tank has been emptied. This put air into the lines, essentially causing an airlock. This issue combined with the system being plumbed incorrectly rendered the foam system inoperable. All the problems have been addressed and the system is working correctly.
- U21 was also transported to Clallum County Fire for maintenance. The apparatus was experiencing a heavy battery draw. After inspection by Clallum County it was found that the battery was unable to hold a charge. The battery was replaced and appears to be working correctly.

Training and Competency:

- Target Solutions is our newest training platform. It has been a slow start; however we are beginning to get all of our responders signed in and started.
- During May, QFR hosted a vehicle extrication training with PLFR. Station 33 crew came to Station 21 where we practiced patient extrication from a vehicle. The vehicle was donated by a past volunteer, Kevin Croft. I am currently awaiting removal of 2 vehicles that we have cut. There is 1 remaining. I have been in contact with a few Quilcene residents about more donations of junk vehicles we can use.
- I have procured several pallets for training use in the old County Shop. Building will begin soon to construct pathways using the pallets to practice preliminary and secondary searches throughout a smoke-filled structure.

Physical Resources and Quality of Life:

- I am hoping to have the rest of the new LED lighting installed in the Training Room before the end of the month.
- I also have new lighting for the Kitchen to be installed.
- During a short power outage, there was a light that was lost in the Chiefs office. This has turned out to be a ballast that had gone bad. A new ballast has been ordered and installed.

Staffing (next 30 days):

The Duty Calendar is supporting full crews throughout the month of June

1. Significant Events and Service Delivery:

- On 05/14 we assisted Dist 5 with a 1 vehicle rollover MVA in the area of 101 and 104.
- On 06/01 we responded to a MVA on 101 involving a semi, WSP trooper and a vehicle driven by a suspected criminal.
- On 06/02 we responded to Coyle Rd for a Motorcycle Vs Deer.

2. Training and Competency:

- N/A

3. Physical Resources and Quality of Life:

- We are still waiting to hear back if we can purchase the items submitted on the quote from Silke Communications (Formally known as Action Communications) for accessories for the new Pagers and radios for purchase using the remainder of the AFG Grant.
- The Server set up and 2 new computers for the department ordered through POE have been delivered and set up and are working great! All of the desktops in the station and admin building are connected to the server and have access. The Server is also backed up to POE's Offsite Servers.
- The Surface Go mount for E21 has been ordered but it sounds like one of the parts for it is still on back order. Silke will keep me updated on when they expect to receive the part.
- I will be working with POE on getting our Emails and Website Domains switched over from Hostmonster and Outlook to Gmail.
- I am scheduling our annual compressor service for our SCBA cascade system with Annas Consultants in July.
- I will be reaching out to companies that teach AHA CPR Instructor classes and see if they would be willing to teach a class at station 21 for Career staff and any QFR volunteers who are interested. We will also offer the class to neighboring districts.
- B shift will be assisting with the End of School Beach Party on June 18th
- I am planning on attending the Live Burn at EJFR June 19th.

4. Staffing (next 60 days):

- I have no vacation planned for the month of Jun

1. Significant Events and Service Delivery:

- C Shift responded to 10 incidents during the month of May. Most incidents were medical in nature. Notable incidents for the month of May include:
 - 1/10th acre Brush fire on steep hillside in Brinnon.
- Water usage report sent to PUD with approximately 1500 gallons used.
- Customer inquired about apparatus access to driveway and a driveway evaluation was scheduled. Customer needed to reschedule. The driveway evaluation but was provided with literature on defensible space for wildland fires and Files of Life for the household. Driveway evaluation TBD.

2. Apparatus Readiness:

- With the weather warming, the focus and been on wildland apparatus and equipment readiness. An updated inventory of B21 will be taken to ensure B21 is ready for the 2021 fire season.

3. Training and Competency:

- Received Fire Inspector 1 book and will be studying to retake IFSAC written exam.
- The focus for the month of May has been on wildland refresher training (RT-130) for all qualified QFR personnel. Obtained list of annual core training requirements from DNR and used that the foundation to develop the 2021 RT-130 training for QFR. The training was delivered to each shift along with proctored pack tests. Also coordinated scheduling and briefing of our wildland personnel for the field day training hosted by PLFR on June 5th. Update on June 5th wildland field day will be in next month's report.
- Tyson Svetich's FFT1 Task book has been re-submitted after adjustments needed to be made to paperwork sent to DNR.
- FF/EMT Jacob Ellis has worked multiple C-Shifts this month with a significant amount of documented refresher training.
- Working back through each module on the Blue Card online ICS training.
- Will be working with Deputy Chief Svetich to deliver some fundamental wildland safety training to QFR volunteers at Station 22. Agenda and Date TBD.
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4. Physical Resources and Quality of Life:

- Received Helmets for the non-combat PPE. The expected ship date for the coats and trousers is June 17th. Once the coats and trousers arrive the PPE can be issued to all non-combat QFR personnel.
- Full Structural PPE for FF/EMT Ellis has been ordered and should arrive within the next 4-8 weeks.
- Will be starting hand tool restoration project for all hand tools by July. This will consist of an inventory and an evaluation of each hand tool to determine its serviceability. Serviceable tools will be cleaned, sharpened, assigned a serial number, and updated in ERS. Non-serviceable tools will be taken out of service.
- Annual small engine maintenance is also on the radar for summer. Each small engine will be evaluated, cleaned, and will receive a minimum of an oil change.

5. Staffing (next 60 days):

- NTR.

6. Other:

- NTR.

UNFINISHED BUSINESS:

1. **STATION 22:** insulation is in. dis work out back. Water is good. Had a follow up with Bayview pumps.
2. **Bias update:** David Neuenschwander reported on Bias. Payroll done. Complex system. Next month (July) will be done by the 1st. Discussed the Treasurer with the munis System. Have Positive pay on warrant account. Working on getting positive pay on payroll account.
Discussed the Monthly Financial reports.
Discussed the IRS Letters.
Don spoke about DNR monies. Lost 3200 acres on the Coyle. 2 sell in the Coyle have been moved. Get PELT monies but does not cover what we would get in property taxes.
3. **JEFF Comm Update:** Nothing this month.
4. **RURAL REDUCTION PROGRAM:** Moving along as quick as they can.

NEW BUSINESS:

1. **POLICIES: New 201, 712, 713 and update 301, 921, 204 and 906: MOTION:** Commissioner Art Frank moved to approve the new and updated policies as presented. Commissioner Melody seconded the motion. The motion carried with 3 yes votes.
2. **LIN VACCINE UPDATE/FORMS:** Going live. Chief Tim McKern presented the new forms.
3. **Strategic Plan:** Chair Commissioner Art Frank would like to see a 1, 3, 5 year plan. This item will be added to the agenda.

SECRETARY REPORT: Nothing.

SEMINARS/CONFERENCE/SPECIAL EVENTS: Nothing.

PUBLIC INPUT-GOOD OF THE ORDER: Chair Commissioner Art Frank would like to see the meeting publicized more.

The Chief will be doing coffee with the chief's some coming Tuesday.

EXECUTIVE SESSION: Chair Commissioner Art Frank called for an executive session under RCW #42.30.140 Collective Bargaining agreement at 7:30 pm for 5 minutes. Called the meeting back to order at 7:40 pm. No action taken.

ADJOURNMENT: Chair Commissioner Art Frank called for adjournment at 7:40 pm.

SIGNED for Jefferson County Fire Protection District No. 2

BY: Art Frank
ART FRANK, Commissioner, Chair of the Board

BY: Herbert J. Beck
HERBERT BECK, Commissioner

BY: Melody Bacchus
MELODY BACCHUS, Commissioner

ATTEST
BY: Helen Jean Morris
Helen Jean Morris, District Secretary