



## Jefferson County Fire Protection District No. 2

Commissioner Marcia Kelbon  
Board Chair

Commissioner Melody Bacchus  
Commissioner Art Frank

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 April 20, 2026**

**ATTENDANCE:**

Commissioner/Chair Kelbon (via Zoom)  
Commissioner Bacchus  
Commissioner Frank  
Chief McKern  
Secretary Rewitzer  
Executive Assistant D. Neuenschwander  
Deputy Chief D. Svetich

Administrative Assistant Brush  
Lieutenant Singleton  
FF/EMT Matheson  
Captain Grooms  
Chief Manly, District 4  
Commissioner Ventura, District 4

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Lieutenant Singleton led the pledge.

**PUBLIC COMMENTS:**

No comments received.

**APPROVAL OF AGENDA:**

Commissioner Frank moved, Commissioner Bacchus seconded, to adopt the agenda with the addition of Unfinished Business Item #5, Division Chief. Motion carried.

**APPROVAL OF MINUTES:**

Commissioner Frank moved, Commissioner Kelbon seconded, to approve minutes from the March 16, 2026 Regular Meeting; March 23, 2026 Special Meeting (Joint Board Meeting); April 6, 2026 Special Meeting with edits pertaining to District Funding and Division Chief; and April 13, 2026 Special Meeting (Joint Board Meeting). Motion carried.

**APPROVAL OF VOUCHERS:**

Commissioners received vouchers for review prior to the meeting. Commissioner Frank moved, Commissioner Bacchus seconded, to approve vouchers totaling \$156,035.47. Motion carried.

**REPORTS:**

Commissioners received the Monthly Fire Chief's Report, Treasurer's Report, and Budget Position Report in advance for review. In addition:

- Chief McKern reported on an incident response which occurred on April 17, 2026, thanking those who responded, noting an exceptional level of teamwork from everyone. Also reported on a fireworks ban meeting which resulted in 3 motions: (1) citizens found to be discharging fireworks will be fined in incremental amounts of \$250, \$500, and \$1,000; (2) fireworks can only be discharged on July 4; and (3) a resolution for a full fireworks ban is imminent. Lastly, noted the new brush truck is still being outfitted in Sequim.
- FF/EMT Matheson provided an update on the Cadet Program which launched in April, noting a year-over-year increase from 6 to 9 participants, with participants hailing from Poulsbo, Quilcene, Brinnon, and Lilliwaup. Commissioner Frank asked for a schedule of upcoming events which Matheson agreed to provide.

- Lt. Singleton presented a grant approval letter from the Department of Natural Resources awarding the District \$19,604.48. Commissioner Bacchus asked how the funds would be applied, and Chief McKern noted the funds will be used to outfit the new brush rig.
- Captain Grooms provided an update on recruiting efforts for Station 22, noting 4 new applicants who live on Toandos Peninsula full-time close to the station.
- Commissioner Frank asked for outdated information to be removed from the Monthly Fire Chief's Report along with updates on lingering items.
- Sec'y Rewitzer provided a financial update and reported on a productive meeting regarding ambulance billing tracking with Brinnon Fire Department. Also noted newly acquired access to Washington State Patrol WRECR for collision records requests made under RCW 46.52.085; an impending timber sales payment to the District for Last Crocker Sorts; higher expenses within the Budget Position Report in several categories including Communications due to two quarterly payments to Jeffcom and Utilities due to seasonal and economic spikes; and a potential vendor switch for propane and diesel fuel from Kitsap Propane to CHS Northwest based on favorable pricing.
- Commissioner Frank asked for consistent apparatus data throughout the Agenda Packet noting inconsistencies in mileage and replacement dates.

**CORRESPONDENCE:**

No correspondence received.

**UNFINISHED BUSINESS:**

1. **DNR Trust Lands** – Sec'y Rewitzer noted the payment for Last Crocker Sorts was expected in April but may now arrive in May.
2. **Regional ALS Program** – Chief McKern led a discussion on the Regional ALS Program noting 4 guiding pillars: Sustainability; Trust, Commitment, Integrity; Investment in Internal Team; and If It's Predictable, It's Preventable. Prior to the meeting, Commissioners received financial data focusing on the expense of 3 different ALS Scenarios: (1) District Trains 3 EMTs as Medics; (2) District Member of ALS Sprint Consortium; and (3) District Fields Independent ALS Sprint Program. A discussion ensued noting the considerably lower cost of Scenario 1, interest in paramedic training from existing District Career Staff, and options for training.

Commissioner Kelbon posed 3 questions. (1) How readily available is training? (2) If medics are operating at Quilcene, would they need to do so under an ALS license, and how readily available is that? (3) What about the DEA license that would be required as well?

Chief McKern responded the entire process would take time, navigating the various requirements by the DOH and DEA, and that training for Career Staff would be staggered, with each training session lasting about 14 months. Commissioner Frank asked how long each trainee would be away from the District, and McKern noted about 3 weeks as most of the training occurs online.

Commissioners enumerated the cost benefits of Scenario 1 over Scenario 2, which supports the pillar of Sustainability, and noted the data provided was eye-opening and insightful. Commissioner Kelbon led a discussion on the workability of Scenario 1 with surrounding Districts, including the possibility of EJFR's continued ALS support while the District trains and onboards medics. Chief McKern noted more information is needed but that EJFR will be utilizing an AI tool, Dark Horse, to

analyze their operations. Commissioner Frank asked how long it would take for Scenario 1 to be fully operational, and McKern noted about 3 years.

Commissioner Kelbon asked for input from Chief Manly. Manly noted that Jefferson County's Medical Program Director, Dr. Carlbom, should be consulted, stating that lack of experience of new medics and low ALS call volume could be an issue in obtaining either an ALS or DEA license. Manly offered a Regional ALS Program would likely solve these issues. Manly also noted conversations with local, experienced medics interested in per diem shifts while newly trained medics gain experience. Commissioner Ventura acknowledged the attractive cost of Scenario 1 but also cautioned against hidden costs that may not be included currently. Commissioners agreed to bring Dr. Carlbom into the conversation.

Commissioner Kelbon asked if IAFF Local 2032 backs both Scenarios 1 and 2. Chief McKern didn't have that information yet but noted that he will reach out to the Union. McKern then led a discussion on the upcoming April 21 meeting with Attorney Snure to discuss metrics and how expenses will be split within the consortium. Commissioner Kelbon noted that more data is needed to make a final decision on a scenario and that consultation should continue with Legal, Local 2032, and EJFR.

- 3. District Funding** – Sec'y Rewitzer noted that after the Special Meeting on April 6, 2026, the District engaged Attorney Snure to draw up the resolution documents to restore the General Fire Levy to \$1.25 per \$1,000 AV. Rewitzer led a discussion on the financial impacts of the levy restoration, noting the additional revenue would close the gap on the current budget deficit and help fund the apparatus replacement project and the maintenance and repair work outlined in the upcoming Reserve Study. Rewitzer also noted work to gather participants for the Pro and Con Committees for the levy lift was underway. Chief McKern reinforced the levy lift is a one-year renewal with no CPI increase. Commissioner Kelbon noted the additional levy revenue would help fund ALS Scenario 1 but that a future levy increase might be needed if the District pursues Scenario 2.

Commissioner Frank moved to approve Resolution 2026-001 providing for the submission to the qualified electors of the district at an election to be held within the district on August 4, 2026, in conjunction with the primary election to be held on the same date, of a proposition restoring the District's property tax levy rate to \$1.25 per \$1,000 of true and assessed valuation. Commissioner Bacchus seconded. The motion carried unanimously.

Commissioner Frank moved to approve Resolution 2026-002 providing for the submission to the qualified electors of the district at an election to be held within the district on November 3, 2026, in conjunction with the general election to be held on the same date, of a proposition restoring the District's property tax levy rate to \$1.25 per \$1,000 of true and assessed valuation, provided this proposition shall not be submitted to the voters if the levy authorized by Resolution 2026-001 is approved by the voters at the primary election held on August 4, 2026. Commissioner Bacchus seconded. The motion carried unanimously.

- 4. CARES Specialist Job Description** – Sec'y Rewitzer led a discussion on the CARES Specialist Job Description, noting the need to backfill Debra Ethier's departure at the end of 2025 and the upcoming departure of Debbie Tillman. Rewitzer worked with QFR CARES program manager, Kimberly Kinser, to draft the job description, leveraging the salary table from the Administrative Assistant job description. Funding for the CARES program will be covered by the DOH grant. Commissioner Kelbon asked if new hires would receive benefits. Rewitzer explained current CARES staff will be part-time without benefits, but language in the job description allows for benefits in

future if the District decided to do that and the grant would cover that. Commissioner Frank asked for clarification on section 1001.3 Basic Duties (Progressive), and Rewitzer explained the duties listed in the job description aren't exhaustive and that an employee could be asked to perform additional tasks similar and suited to existing tasks. Chief McKern noted that the position will be advertised and that the District is receiving quality candidates from Olympic Community Health. Commissioner Frank moved to approve Procedure 1010 CARES Specialist I, II Job Description. Commissioner Bacchus seconded. The motion carried unanimously.

- 5. Division Chief** – Commissioner Bacchus led a discussion on the hiring process for the Division Chief and asked if there would be a hiring committee. Chief McKern affirmed there will be a hiring committee and noted he had spoken with all 3 internal candidates, providing them with a list of qualifications needed. He added that the position will be posted externally in the next couple weeks. Commissioner Frank asked about an internal candidate reverting to their previous position. McKern explained a temporary firefighter would be hired for that six-month evaluation duration.

**NEW BUSINESS:**

- 1. Supplemental Benefit Designation** – Sec'y Rewitzer led a discussion on a supplemental benefit designation which allows employers to provide additional payments – such as sick or vacation pay – to employees on Paid Family and Medical Leave (PFML) to “top off” their income. This approach keeps the employee’s pay closer to 100% of their normal salary, rather than the partial wage replacement provided by state PFML. Commissioner Frank moved, Commissioner Bacchus seconded, to designate sick and vacation pay as a supplemental benefit. Motion carried.
- 2. Home Defensible Space Assessment Program** – Deputy Chief Svetich led a discussion on the Home Defensible Space Assessment Program noting the “hows” and “whys”, measurements of success, training, and execution of the program. Rewitzer noted the program will be funded by an \$8,900 grant from DNR. Chief McKern commented on an additional grant that he will investigate. Svetich discussed the creation of an educational video which will include a start-to-finish property assessment. The video should help drive program adoption within the community. Chief McKern noted that, in the future, insurance companies may ask homeowners if they’ve had an assessment.

**GOOD OF THE ORDER:**

Chief McKern reiterated that the next Board meeting will be a Special Meeting held at 9:00 a.m. on Monday, May 18, 2026, in Quilcene, WA.

**ADJOURNMENT:**

The meeting adjourned at 8:19 p.m.

**ATTACHMENTS:**

**General Certificate for Claims:** 4/3/2026 Payroll Check Register  
4/20/2026 Claims Check Register

**Reports:** March 2026 Monthly Fire Chief’s Report  
March 2026 Treasurer’s Report

**Resolutions:** 2026-001 Authorizing General Fire Property Tax Levy (Primary Election)  
2026-002 Authorizing General Fire Property Tax Levy (General Election)

**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

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MARCIA KELBON, Commissioner/Chair

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MELODY BACCHUS, Commissioner

ATTEST:

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ROBERT REWITZER, District Secretary

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ART FRANK, Commissioner

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