

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
January 12, 2022
Poulsbo Fire Department
Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Chris Quinn	Commissioner
Jeff Uberuaga	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Staff	Lise Alkire	Staff
Wendy Luther	Staff	Nichole Sawyers	Staff

Call to order: Meeting was called to order by Chair Ellingson at 4:00pm.

Approval of agenda:

Commissioner Milton moved to approve the 01/12/2022 agenda. Commissioner Ingalls seconded. Discussion: Chief Gillard requested the Inter-local agreement for shared staffing be added to the agenda. Motion was called with a unanimous vote to approve the 01/12/2022 agenda with the inter-local agreement for shared staffing to be added as item number four under discussion.

Public Comment: There was no public in attendance.

Executive Session: None.

Action items:

1. Annual Organization Meeting

a. Resolution 22-01 Electing a Chair, Vice-Chair, Financial Officer, Board Secretary:

Commissioner Ingalls thanked Commissioner Ellingson for his contribution and thanked Lise for her work as the Board Secretary.

Commissioner Ingalls moved to elect Commissioners Uberuaga, Milton, and Quinn as Chair, Vice-Chair, and Financial officer respectively and appoint Nichole Sawyers as District Secretary. Commissioner Milton seconded. Motion was called with a unanimous vote to elect Commissioners Uberuaga, Milton, and Quinn as Chair, Vice-Chair, and Financial officer respectively and appoint Nichole Sawyers as District Secretary.

Commissioner Ingalls moved to adopt Resolution 22-01 Electing a Chair, Vice-Chair, Financial Officer, Secretary. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt Resolution 22-01 Electing a Chair, Vice-Chair, Financial Officer, Secretary.

b. Resolution 22-02 Establishing Date, Time, and Place of Regular Meeting:

Commissioner Quinn moved to adopt Resolution 22-02 Establishing Date, Time, and Place of Regular Meeting. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt Resolution 22-02 Establishing Date, Time, and Place of Regular Meeting.

2. Consent Agenda: All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission Member or by citizen request.

a. December 22, 2021 Regular Meeting Minutes

b. Vouchers

c. Resolution 22-03 Establishing 2022 Wages

d. Non-Uniform Collective Bargaining Agreement

Commissioner Uberuaga moved to adopt Resolution 22-03 Establishing 2022 Wages. Commissioner Quinn seconded. Motion was called with a unanimous vote to adopt Resolution 22-03 Establishing 2022 Wages.

Commissioner Uberuaga moved to approve the 01/12/2022 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 01/12/2022 consent agenda.

Discussion Items:

- 1. Financial Projections:** Chief Gillard discussed the financial projections for 2022-2030. Chief Gillard discussed adding a “balance total use of resources” and “year to year bottom line” to the projection sheet to clearly identify when our financial projections are in black or in the red. Chief Gillard also discussed adding the estimated reserve expenditures line which will allow the District to anticipate use of funds in the future. Several assumptions are used to formulate financial projections to include; staff increases, station updates/builds, and approvals of levies and bonds. Chief Gillard would like to further discuss the direction of the department utilizing the financial projection sheet in future meetings.
- 2. Station 71 Remodel:** Chief Gillard notified the board that design-build procedures would not be used for the Station 71 remodel as previously discussed. Per RCW 39.10.300 this procedure can only be used if the amount of the project is over two million dollars. Chief Gillard requested to continue the contracting process using normal bid procedures.

Commissioner Ellingson moved to authorize Chief Gillard to continue with the bid process for the Station 71 remodel. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to continue with the bid process for the Station 71 remodel.

- 3. Capital Improvement Plan:** Chief Gillard shared with the board the beginning development stages of a Capital Improvement Plan. The Capital Improvement Plan provides specifications for pre-planning, repair and modernizing the department. The plan also details capitol assets, properties, fleet and equipment, community growth, capital projects and projections. Chief Gillard plans on having a finished project by late February.
- 4. Kitsap County Fire Chief Association (KCFCA) Shared Staffing Inter-local Agreement (ILA):** Chief Gillard discussed the inter-local agreement to allow for shared resources between fire districts of Bremerton Fire Department, Bainbridge Island Fire Department, North Kitsap Fire and Rescue, Central Kitsap Fire and Rescue, South Kitsap Fire and Rescue and Poulsbo Fire Department. The purpose of the ILA is to provide assistance for short term staffing in the event that any of the named fire districts are unable to meet their staffing requirements to maintain their established service levels.

Commissioner Quinn moved to authorize Chief Gillard to sign the KCFCA Shared Staffing ILA on behalf of the District. Commissioner Ingalls seconded. Motion was called with a unanimous vote authorize Chief Gillard to sign the KCFCA Shared Staffing ILA on behalf of the District.

Informational Items:

- 1. COVID 19 Status Report:** Chief Gillard reported that infection rates have almost tripled in the county over the last two weeks. In December, emergency department wait times were high so extra staffing was brought in to assist. As of yesterday, zero ICU beds are available in the counties of Kitsap, Mason or Jefferson and only eight beds are available between the counties of King, Pierce and Snohomish. Chief Gillard stated there is a high infection rate among assisted living facilities causing low staffing and the inability to transport patients who need care. Captain Gillanders has updated the District’s policies

to include mask wearing at all times and stricter guidelines for department personnel; the department will also provide additional paid leave if employees acquire COVID and have received a booster.

2. **Behavioral Health:** Chief Gillard reported that the CARES program continues to be an asset to our community. The CARES team conducted a survey to the users of the program as well as peers. The survey received very positive results. Currently Olympic Peninsula Community Clinic (OPPC) is providing a behavioral health professional to assist three days a week, with a navigator from City of Poulsbo to assist one day a week. The city of Arlington received funding for CARES program and hoping the City of Poulsbo will consider something similar for sustainability of the CARES program in the future.
3. **Staffing/Hiring Update:** Human Resource Manager (HRM) Alkire noted there were a total of seven applicants with only five meeting the minimum requirements for the Fleet Mechanic/Assistant position; these applicants were from the job announcement that closed January 5, 2022. The applicants for both the fleet mechanic and assistant position will need to conduct a written exam developed by the **Washington State Fire Mechanics Association** and Fleet Manager Annear. In addition to the written exam, a practical and oral interview will be conducted. Top candidates will be forwarded to the final interview with Chief Gillard and Fleet Manager Annear.
4. **Facilities Update:** Chief Gillard noted completion of the work-room area remodel, which included computer replacements and desks.
5. **Apparatus Update:** The Multi-Use Support Vehicle purchased should be delivered in February. Chief Gillard stated that the department will be budgeting for a medic unit re-chassis for 2023. The Spartan engine has still not been delivered; however, recent photos were received and delivery is expected by the end of February.
6. **Storm Response Overview:** Deputy Chief Russell reported on the extreme challenges the department faced from 12/26/2021 to 01/6/2022 due to the weather conditions and increased call volume. The department averaged 12 calls a day with the average being 17 calls a day during this time frame with a high of 33 calls on one shift. Two fires occurred simultaneously, plus treacherous road conditions. St. Michaels was unable to divert so emergency department wait times were high. Deputy Chief Russell noted the excellent job the department personnel have done and that their hard work is recognized at all levels. It was noted that there has been an eight percent increase in call volume compared to 2020 and it is forecasted to continue to increase.

Commissioner and Staff Comments:

Commissioner Uberuaga: Requested that Chief Gillard inform the personnel what a great job that the department is doing and they are appreciated.

Commissioner Milton: Asked Chief Gillard how the apparatus did with the snow. Chief Gillard noted the crews had no issues. Commissioner Milton asked if there was any known update on the volunteer pension plan that was passed last year. Chief Gillard stated he would find out some information. He also inquired about status of FF Associations 501(c)(3); HRM Alkire will check. Commissioner Milton also expressed concerns with the security of our facility due to recent break-ins around the state. Chief Gillard responded that security measures are in place. Commissioner Milton also asked if there has been any updates to establishing mitigation fees; Chief Gillard noted this is still an on-going discussion with the city.

Commissioner Ellingson: Kitsap 911 is recruiting for a program manager to manage the new radio upgrade program; only one candidate has applied. The job announcement is currently open until 01/31/2022. Commissioner Ellingson gave thanks to Commissioner Ingalls for nominating the board that will be leading the organization this upcoming year.

Commissioner Ingalls: Would like to know how the training consortium is doing and would like an update at the next meeting. Commissioner Ingalls will be participating through zoom until April.

HRM Alkire: Thanked the board for their support while she served as Board Secretary.

Chief Gillard: Thanked Lise for her participation as the Board Secretary and thanked Commissioner Ellingson for being the Chair for 2021.

Public Comment: Public Not Present

Good of the order:

Next Regular Meeting **Wednesday, January 26, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, January 25, 2022 19:00 via Zoom™**

Adjourn: The meeting was adjourned by common consent at 5:52

ATTEST:

Nichole L. Sawyers, KCFD #18 Secretary to the Board