

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
July 13, 2022
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

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

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

Approval of Agenda: requested to change the order of agenda items facility to number one.

Commissioner Milton moved to approve the 07/13/2022 agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 07/13/2022 agenda.

Public Comment: No public in attendance

Executive Session: At 4:01, Chief Gillard requested a twenty-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:55 pm, Chair Uberuaga called for a twenty-minute executive session; at 6:15 pm, he closed the executive session and re-opened the regular public meeting. No action was taken.

Action items:

1. **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. **June 22, 2022 Regular Meeting Minutes**
 - b. **Vouchers**

Commissioner Quinn moved to approve the 07/13/2022 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 07/13/2022 consent agenda.

Discussion Items:

1. **Front Office Staffing:** A staff member is currently on unexpected medical leave. The department has developed a temporary plan to cover the front office tasks. Commissioner Ingalls asked if we could hire a temporary employee to cover the tasking. Chief Gillard stated that until the department has a better understanding of the longevity of the medical absence, it is more cost-effective to cover the tasking in-house at this time. Chief Gillard stated that the financial analyst and financial director position is still under review. The department is looking to staff the financial analyst position soon.
2. **CARES Staffing:** Chief Gillard stated the City of Poulsbo has accepted \$180,000 to assist with behavioral health regarding staffing for the CARES program and is currently working on how the funds will be allocated. The department will host a Crises Intervention Training this July to allow more trained staff to cover the CARES team when needed. Several career, volunteer, and other agencies will be participating. The department is still working on a staffing plan with the bargaining unit to ensure coverage of the CARES program when needed. Other agencies in Kitsap are interested in the CARES program and are currently in the developing stages. Chief Gillard stated on July 16, 2022, the 9-8-8 suicide and crises hotline will be live. There is still some uncertainty about how emergency services will

be notified and tracking those calls. Commissioner Milton asked how our fire department was doing with mental health. Chief Gillard stated the department is working on additional funding for the Peer Support Program. Chief Gillard said our peer support group is terrific and necessary. The department is looking at increasing the amount of peer support members, having more consistent mental health professional support, and more training opportunities. The department is also working with other agencies on improvement methods to support the peer support program. Chief Gillard reported there would be a safety stand down the week before Labor Day weekend; the focus will be on the mental health of the fire department. The stand-down will be countywide, with break-out sessions focusing on mental health, suicide prevention, self-care, and spousal support.

- 3. Fire Levy Resolution:** Chief Gillard recommended that the levy language for resolution 22-05 be changed to add consumer price index (CPI) language by putting a cap on the CPI at six percent. The CPI that came out listed the Seattle area at 10.1% and the western states at an average of 9.3%. There is concern about the perception of having an unlimited CPI in the levy language. Commissioner Milton supports adding a cap to ensure that the district remains transparent. Commissioner Ellingson asked what levy rate the department would request on the November ballot. Chief Gillard is still working on financial projections before making that determination.

Commissioner Ingalls moved to amend resolution 22-05 to add a six percent CPI cap in the language. Commissioner Milton seconded. Motion was called with a unanimous vote to amend resolution 22-05 to add a six percent CPI cap in the language

- 4. 2023 Budget Development:** Chief Gillard stated there would be two budget reviews, one of the levy passes and one if it fails. Finance Manager (FM) Luther noted a few dates for staff reviews in August and the first official budget review in September. Commissioner Ellingson stated Washington Fire Chiefs Association (WFCA) meeting approved the health committee report. Commissioner Ellingson noted that WFCA is looking at money-saving options by potentially switching preferred providers. FM Luther reviewed updated budget projections to include CPI increases.
- 5. Limited Tax General Obligation Bond:** FM Luther updated the board that the funds had been received from the Bond. FM Luther stated the funds are with the Kitsap County Investment pool earning one percent interest. The board asked when the rates get adjusted. FM Luther would ask.

Informational Items:

- 1. Behavioral Health:** Chief Gillard covered this topic under Discussion Item # 2. Nothing added.
- 2. Facilities Update:** Administrative Services Manager (ASM) Sawyers updated the board on the progression of the Station 72 apron project. The MRSC Roster will be pulled next week. Chief Gillard received the Station 71 restroom remodel breakdown from Rice Fergus on services being charged. Chief Gillard is looking at bid specifications with general drawings vs. using the architectural drawings that have been provided. Chief Gillard wants to ensure the department is cost-effective. Chief Gillard is unable to make progress on the facility maintenance technician position or contracting services. Chief Gillard would like to look at the possibility of recruiting our own facilities maintenance technician. The department will take a closer look at construction management vs. facility maintenance needs and how the budget would be impacted.
- 3. Staffing/Hiring Report:** Commissioner Milton asked for an update on how the second mechanic hired was transitioning. Chief Gillard stated that things are getting completed faster, and maintenance is current. Human Resource Manager Alkire stated the second fleet mechanic is of value to the department and is working on the division of duties and schedules. The second fleet mechanic is currently finishing up obtaining all required certifications.

4. **Apparatus Update:** Chief Gillard stated the brush truck is still being updated. Chief Gillard stated there may be a six month delay on the delivery date for the E-One pumper. The Medic Unit involved in a collision a few months ago is now back in service.
5. **Training Consortium:** Chief Gillard shared that the training consortium is still working on the 2023 goals and budget, they are looking at a reduction from the \$62,000 budget line to a \$52,000 budget, but this reduction would not include overtime costs. The department spends overtime dollars when we have members teaching or delivering training for the county or backfilling a member who is in training. Currently, any overtime expended on the consortium gets reimbursed from the training consortium; if the budget amount is reduced to \$52,000, the departments would be responsible for paying their own overtime vs. reimbursement. Chief Gillard hopes to have the training hours and a clear set of goals at the next meeting. Commissioner Milton asked if we were going to do a live fire training scenario, and Chief Gillard stated they would be looking more into this option.
6. **COVID:** Chief Gillard stated St. Michaels Medical Center is continuing to have staffing issues. Chief Gillard said the nursing labor union had proposed a strike which may impact emergency services. Over the weekend, the department was diverted to St. Anthony's Hospital due to emergency department wait times of over two hours, with other departments seeing over four hours. Chief Gillard stated some communication concerns regarding St. Michaels Medical Center that will be discussed at the next chiefs meeting.
7. **Outdoor Burning:** No update at this time, still working on updating policies and procedures.
8. **EMS Prevention Policy Update:** Chief Gillard stated this policy will allow the department to participate in more department of health programs and will review further at the next meeting.
9. **Incident Reporting Policy Update:** Chief Gillard stated this is just information and updating the formatting of the current policy. ASM Sawyers is creating telework policy that will be submitted to the board once completed.
10. **2021 Annual Report Review-**ASM Sawyers sent a final draft of the 2021 annual report to the board for review and plans on posting it to the website next week.
11. **Website Review:** ASM Sawyers announces the updated website is live. Commissioner Ingalls asked for the Commissioner Page to be adjusted to reflect current board positions.

Commissioner and Staff Comments:

Commissioner Ellingson: updated the board on the WFCA meeting. Some of the legislative issues the WFCA is going to push is the volunteer retirement. The WFCA is also pushing for a tax exemption for fuel efficient vehicles. Commissioner Ellingson also stated the conference fee is raising by \$15. Commissioner Ellingson also asked to ensure the department has representatives at the radio committee meetings.

HRM Alkire: Commended Michele Laboda on the great job she did writing the Pulse for the Summer 2022 edition.

Commissioner Quinn: asked what the schedule for submitting the departments levy information is and what the speaking schedule would be. Chief Gillard stated the resolution needs to be submitted by August 2, 2022 and that a schedule will be created soon for speaking engagements.

ASM Sawyers: Will be moving the recognition ceremony to August 10, 2022 at 3:30PM.

Deputy Chief Russell: The department up-staffed the 4th of July only receiving six calls, however, the department received 22 calls on the 5th of July. The department continues to see an increase in call volume, but the shifts are doing well.

Public Comment: None

Good of the order:

Next Regular Meeting **Wednesday, July, 27 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, July 26, 2022 19:00 via Zoom™**

Adjourn: The meeting was adjourned by common consent at 6:16PM

ATTEST:

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

A handwritten signature in cursive script, appearing to read "Nichole L. Sawyers", is written in black ink on a white background.