

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
January 11, 2023
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
Craig Becker	Staff	Nichole Sawyers	Staff

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

Approval of agenda:

Commissioner Milton moved to approve the 01/11/2023 agenda. Commissioner Ellingson seconded. Discussion: Chief Gillard requested removal of discussion item number three. Motion was called with a unanimous vote to approve the 01/11/2023 agenda with removal of discussion item number three.

Public Comment: There was no public in attendance.

Executive Session: At 4:03 pm Commissioner Uberuaga requested a 10-minute executive session, pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. Requested session for the end of the meeting. At 5:24 pm Commissioner Ingalls called for a 10-minute executive session pursuant to RCW 42.30.110(1)(g). At 5:34 pm Commissioner Ingalls closed the executive session and reopened the regular meeting. There was no action taken

Action items:

1. Annual Organization Meeting

a. Resolution 23-01 Electing a Chair, Vice-Chair, Financial Officer, Board Secretary:

Commissioner Ingalls thanked Commissioner Uberuaga for his contribution over the last year.

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

Commissioner Ellingson moved to adopt Resolution 23-01 Electing Chair, Vice Chair, Financial Officer/Auditor and appointing the District Secretary. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt Resolution 23-01 Electing Chair, Vice Chair, Financial Officer/Auditor and appointing the District Secretary.

b. Resolution 23-02 Establishing Date, Time, and Place of Regular Meeting:

Commissioner Milton moved to adopt Resolution 23-02 Establishing Date, Time, and Place of Regular Meetings. Commissioner Ellingson seconded. Motion was called with a unanimous vote to adopt Resolution 23-02 Establishing Date, Time, and Place of Regular Meetings.

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 28, 2022 Regular Meeting Minutes
- b. Vouchers

Commissioner Ellingson moved to approve the 01/11/2023 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 01/11/2023 consent agenda.

3. Resolution 23-03 Establishing 2023 Wages

Commissioner Milton moved to adopt Resolution 23-03 Establishing 2023 Wages. Commissioner Ellingson seconded. Motion was called with a unanimous vote to adopt Resolution 23-03 Establishing 2023 Wages.

4. Resolution 23-04 Surplus Items

Commissioner Ellingson moved to adopt Resolution 23-04 Surplus Items. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt Resolution 23-04 Surplus Items.

5. Policy 1040-Service Level Objectives: Chief Gillard presented the board with the updated service level objectives for 2023. Commissioner Milton asked if the service level objectives are a requirement by statute. Chief Gillard stated that there is no requirement to adopt; however, the document keeps the department accountable to the District. Commissioner Ingalls asked who would take over for human resources now that HRM Alkire has retired. Chief Gillard stated Administrative Director (AD) Sawyers and Finance Director (FD) Luther would be taking over.

Commissioner Uberuaga moved to adopt the 2023 Service Level Objectives. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt the 2023 Service Level Objectives

6. RFQ-Station 76 Project: Chief Gillard discussed the RFQ and RFP process for upcoming Station 76 project. The RFQ has been reviewed by legal counsel. Commissioner Ellingson commented that the district needs to ensure that the apparatus design is large enough to accommodate current and future apparatus. The board made some suggestions to the RFQ document to include: increasing the grading number for expertise with design-build, re-state 1.1.10(a) to reflect amenities to be included as required, change the wording in Exhibit A #8 to flow more consistent with the rest of the document.

Commissioner Ellingson moved to approve the Station 76 RFQ with changes as stated above. Commissioner Milton seconded. Motion was called with a unanimous vote the Station 76 RFQ with changes as stated above.

Discussion Items:

1. **Staffing/Hiring:** AD Sawyers discussed the current recruitment and hiring status. Antoinette Avery, the new Finance Specialist, and Victor Cienega, a new FF/EMT, will start with the department on 01/18/2023. Ky Harrington and Cooper Lindsey, the new FF/EMT, will begin with the department on 01/23/2023. Derek Broussard, the fourth FF/EMT hired, could not finish the hiring process due to military deployment. His position will be on hold until his return, scheduled for the summer of 2023 or spring of 2024. The department selected Carissa Robideaux as the new Administrative Specialist and will begin the pre-employment testing. The facility manager position is currently open for recruitment and closes on 01/20/2023 at noon. Ongoing direct hire recruitment is available for a paramedic position.
2. **SMMC C ED Crises:** Chief Gillard just received the metrics for the emergency department (ED) wait times which still need to improve; there is a lot of emphasis on reducing the wait time to allow our medic units to return to service. SMMC has been working diligently, trying to get wait times decreased. However, SMMC has increased staffing significantly and is trying to improve services. The task force is working on real-time information to get sent to the crews, still working on a telemedicine option to reduce the number of transports. Commissioner Milton asked if there were still issues with bed capacity. This is still an issue that is statewide. There have been a few discussions involving seismic retrofitting, opening a standalone ED on Wheaton Way, and the potential for re-opening parts of the naval hospital.
3. ~~**ILA CARES Funding:**~~ This was removed from the agenda.

Informational Items:

1. **CARES:** Chief Gillard updated the board on the CARES team. Central Kitsap Fire & Rescue and East Jefferson Fire Department are creating a CARES unit. Chief Gillard commented on the purpose of the CARES team and how the goal is to prevent future calls for transport by providing social service support to the community. The CARES unit provides services that are different from crisis response and designed to address emergency mental health crises. There are hopes in the future that services could be expanded to assist the community with crises and integrated mobile services.
2. **Facilities Update:** All projects are currently on hold until a Facility Manger is hired.
3. **Facilities ILA:** Chief Gillard noted the department no longer has an interlocal agreement with North Kitsap Fire & Rescue and Bainbridge Island Fire Department regarding maintenance. Chief Gillard will meet with both chiefs to discuss the monetary investments made in vehicles and tooling.
4. **Apparatus Update:** No update since last meeting.
5. **WSRB Report:** Chief Gillard thanked Deputy Chief Russell for his work on the WSRB audit. There will be more discussion at next meeting.
6. **Kitsap DEM Collaboration:** The Kitsap County Department of Emergency Management has a new acting director, Jan Glarum. Chief Gillard stated there will be future conversations on how DEM and the fire service can collaborate.
7. **Internal Committees:** Chief Gillard updated the board on the current status of the department. With many changes, it was decided to get more engagement as a team involving management and the line staff. Some committees are hiring, apparatus, station 76 planning, strategic planning, and a culture committee. The goal is to get support and feedback from those affected by the department's decisions.

Commissioner and Staff Comments:

Commissioner Uberuaga: Thanked the board for their support over the last year as Chairman.

Commissioner Ellingson: Expressed gratitude to Commissioner Uberuaga on being Chairman

Commissioner Milton: Expressed concern with the amount of theft. Wanted to ensure the department stays cognizant of their surroundings and keeps things locked and secured. Commissioner Milton asked when Ex

Commissioner Woodard's service is going to be. Would like to have information provided on the memorial service.

Commissioner Quinn: Thanked Commissioner Uberuaga for his service as Chairman and is happy to be the financial officer/auditor for 2023.

AD Sawyers: Created reservations for the WFCA conference in October. Reminded board to file with PDC. Noted that two commissioners were up for election, would notify the board of whom.

Battalion Chief Becker: Memorial service is 1/18/2023 at 1100 at the Keyport Naval Museum.

Chief Gillard: Will be on vacation next week.

Public Comment: Public Not Present

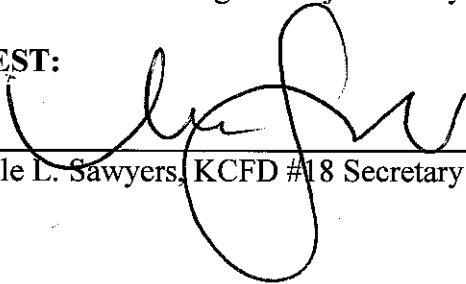
Good of the order:

Next Regular Meeting **Wednesday, January 25, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, January 24, 2023 19:00 via Zoom™**

Adjourn: The meeting was adjourned by common consent at 5:35

ATTEST:



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