

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**January 25, 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                   |
| Jeff Russell    | Deputy Chief (DC)     | Nichole Sawyers | Administrative Director (AD) |
| Wendy Luther    | Finance Director (FD) |                 |                              |

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

**Approval of agenda:**

Commissioner Ellingson moved to approve the 01/25/2023 agenda. Commissioner Quinn seconded. Discussion: Chief Gillard requested to replace Action Item #3 (Fire Academy MOU) with Resolution 23-05 Re-Chassis. Moved Action Item #3 under Information Item # 8. Motion was called with a unanimous vote to approve the 01/25/2023 agenda as amended.

**Public Comment:** There was no public in attendance.

**Executive Session:** Not requested

**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. January 11, 2023 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (January)

Commissioner Quinn moved to approve the 01/25/2023 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 01/25/2023 consent agenda.

**2. Commissioner Payroll (January)**

Commissioner Quinn moved to approve the commissioner's payroll for January in the amount of \$2,176.00. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the commissioner's payroll for January in the amount of \$2,176.00.

- 3. Resolution 23-05 RE-CHASSIS-**Chief Gillard noted that the lifetime warranty is only valid with the original manufacturer performing the re-chassis and refurbishment work. This saves the District, thousands of dollars. Commissioner Milton did ask about the completion date which is unknown at this time.

Commissioner Milton moved to adopt Resolution 23-05 Re-Chassis. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt Resolution 23-05 Re-Chassis

#### **Discussion Items:**

- 1. Staffing/Hiring:** Chief Gillard discussed the current staffing. Two additional firefighters started on Monday. FF Harrington and FF Lindsey. FF Cienega began EMT school and, once completed, will start the fire academy. The District is still recruiting for a FF/Paramedic to help support future staffing needs. The administrative specialist hired is completing pre-employment requirements. The Facility Manager recruitment is still underway, and resumes are being reviewed. Commissioner Uberuaga asked if the District had determined what tooling and vehicle would be used for the facility management position. Chief Gillard is still working on the specifics of the position, waiting until it is filled.
- 2. SMMC ED Crises:** Chief Gillard updated the board on the current SMMC crises. There have been several improvements, but there are still issues with discharging patients into long-term care and reducing capacity. The call volume continues to increase, and walk-in metrics and wait times have not changed despite SMMC's changes. Without the improvements, it would have been higher. A meeting was held today to consider the formation of a public hospital district. Chief Gillard represents the fire service with both the benefits and negatives the formation of a hospital district could cause. Commissioner Milton asked if anyone could assist with the issues SMMC is having with the discharge of patients. Chief Gillard stated that progress is being made, and SMMC leadership is trying to improve. Commissioner Milton asked if these issues are inclusive to Kitsap County. Chief Gillard stated that other hospitals are in similar situations, but not all over the state.

#### **Informational Items:**

- 1. CARES:** Chief Gillard stated that the program is great. I added more firefighters to get training and assist. The president of SMMC asked to have a meeting about the CARES program. Connecting people to resources but does not give medical care. Mobile integrated health is the future where medical care can be provided. SMMC is interested in investing in mobile integration. We will have discussions in the future to join the CARES team to prevent potentially. It may take away some of the focus from just the vulnerable population but also include in-home care and services. The intent would be countywide.
- 2. Facilities Update:** Chief Gillard announced that the RFQ for the Station 76 project has been posted and closes 02/22/2023. Commissioner Ellingson stated that commercial standards for construction have changed. Chief Gillard is looking into energy efficiency requirements and options for the Station 76 project.
- 3. Apparatus:** Chief Gillard received a call from Cascade Fire Equipment whom we purchased the E-One engine in September of 2021. The agreement was with a 330-day delivery time frame. The E-One engine was supposed to be delivered in the third quarter of 2022, then changed to the first quarter of 2023. The new engine will not be available until at least the third quarter. The department will be looking into other options. Commissioner Milton asked what parts were delayed. Chief Gillard has not gotten an updated list of items. Commissioner Ingalls asked if there is a cost clause in the contract and that legal advice should be obtained. Other companies have engines available and ready to ship. Look at adding language in future contracts.

4. **WSRB Report:** DC Russell went over the WSRB report. The District has maintained a class 4 rating, with one being the best and ten the worst. Some deficiencies are the need for a ladder truck, more fire stations, and pre-fire planning. Many rating criteria are outside the control of the department. Commissioner Quinn asked what materially could be improved the most; DC Russell responded that other than the ladder truck, the District already has or is making progress. Commissioner Ellingson is curious to know how the WSRB ratings affect insurance and if we could look into how the scoring affects our rates. DC Russell appreciates the work and purpose of the WSRB. Commissioner Milton asked what the status is on records for inspections. DC Russell stated that we moved to an electronic records system, but the fire inspection program has just been developed in the last few years and foresees that the program will be advanced. Chief Gillard discussed impact fees and the future of collecting them.
5. **Financial Report-**Moved to next meeting
6. **Overtime Report (December)-** DC Russell reviewed the overtime for December, which was \$55,356.00. The District spent 76% of the allotted overtime budget for 2022. Appreciates the support of the board with supporting staffing changes with injuries, PFML, and training.
7. **Operations Report (December)-** DC Russell reviewed the operations report for the month of December. The District responded to 414 calls in December which is the highest month for the year. The District's total calls to include mutual aid was 4,768 calls. It was asked if; the fire department supports traffic control. DC Russell stated it is law enforcement's responsibility; however, there are not enough resources at times, so the fire department will assist when needed to ensure the safety and health of the citizens.
8. **Fire Academy MOU:** Chief Gillard discussed the upcoming fire academy and their uniqueness. The fire academy has rules and regulations that violate the collective bargaining agreement. The MOU is still being developed to address the differences while an employee is at the fire academy.

**Commissioner and Staff Comments:**

**Commissioner Ellingson:** Attended a leadership meeting discussing legislative initiatives to focus on GEMT and wildland funding. Commissioner Ellingson commented on the training facility in North Bend and some of the damage and shortages they have encountered. January is cancer awareness month. WFCB board meeting discussed the healthcare committee and some challenges to including cards not being shipped. Chief Gillard is in contact with WFCB to get more information and that there has been an influx of issues with department staff concerning the provider changing to Cigna. The overall healthcare ran at 103%. Dental is at 98.3%. The WFCB is moving away from the Managers Excellence Award and focusing more on the photo contest. Also, AMR is pulling out of Pierce County, leaving a void in ambulance services.

**Commissioner Ingalls:** Will be remote for the next few meetings.

**AD Sawyers:** Notified the board that PDC filing is due in April and Commissioner Ellingson and Commissioner Uberuaga is up for election.

**Chief Gillard:** Station 77 has a water heater that needs to be replaced.

**Public Comment:** Public Not Present

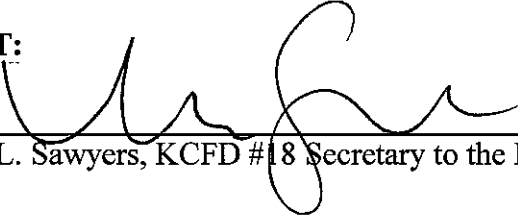
**Good of the order:**

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 5:52 PM

**ATTEST:**



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